

MINUTES OF THE STATUTORY ANNUAL PARISH MEETING OF THE TROWELL PARISH COUNCIL, HELD IN THE PARISH HALL ON TUESDAY 8TH MAY 2018, AT 8.00PM.

Present: Cllrs. D. Pringle, Mrs. L. Harley, Mrs. C. McGann, G. Lockwood, P. Singer, Mrs. M Birkitt, Mrs. H. Cumberpatch, G. Cotton, M. Westmoreland, Miss. N. Brooks, K.E. Rigby (BBC)(part meeting), J. Doddy (NCC)(part meeting), J. Longdon (NCC)(part meeting) & Mrs. J. Murden (Asst. to the Clerk).

Clerk: Mrs. A. K. Mitchell.

DP welcomed everyone to the meeting. It was noted that LB was unable to attend due to it being the Awwsworth Parish Council Statutory Annual Parish Meeting at the same time.

01/18. TO ELECT A CHAIRMAN.

CLLR. DON PRINGLE was proposed as Chairman. Moved by Cllr. Mrs. Harley, seconded by Cllr. Mrs. Birkitt.

Cllr. Pringle accepted the nomination.

There were no further nominations.

The motion was put to the vote: All in favour.

CLLR. DON PRINGLE was therefore duly elected as Chairman.

02/18. TO RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.

Cllr. Pringle signed the declaration of Acceptance of Office.

03/18. TO ELECT A VICE-CHAIRMAN.

CLLR. MRS. MARGARET BIRKITT was proposed as Vice Chairman. Moved by Cllr. Mrs. Harley, seconded by Cllr. Lockwood. All in favour.

Cllr. Pringle accepted the nomination.

There were no further nominations.

The motion was put to the vote: All in favour.

CLLR. MRS. MARGARET BIRKITT was therefore duly elected as Vice Chairman.

- 04/18. DECLARATION OF MEMBERS INTERESTS.
None.
- 05/18. TO RECEIVE APOLOGIES FOR ABSENCE.
Apologies were accepted from Cllr. Mrs. Ball & Cllr. McGann. All in favour.
- 06/18. COUNTY COUNCILLORS REPORT (JL).
It was noted that no written report had been received prior to the meeting.
Members were pleased to see JL back after his recent illness.
It was noted that the issues with FP9 are currently being looked into by NCC/Via.
- 07/18. COUNTY COUNCILLORS REPORT (JD).
It was noted that no written report had been received prior to the meeting.
Members were asked to note that the Nottinghamshire Wellbeing Strategy had been presented to the County Council.
JD also reported that he had recently chaired a workshop in respect of tackling domestic & sexual abuse in the county. As a result of this workshop a paper will be produced to assist in the formulation of a plan for communities to implement on these issues.
- 08/18. BOROUGH COUNCILLOR'S REPORT (KER).
It was noted that no written report had been received prior to the meeting.
Members were asked to note that the requested dog bin on Stapleford Road has been installed & the further one requested for Ilkeston Road has been approved. Discussions are underway in respect of its location. KER advised that he has thanked BBC on the Parish Council's behalf. The Chairman confirmed that the additional bins are much appreciated.
- KER advised that the footpaths on the Trowell Park development which had been reported to him are in excellent condition. It was noted that footpaths are not required to be maintained to the same standards as footways. KER was asked to look at the site again as

in periods of heavy rain the paths are impassable which is causing significant problems for local residents on the development. KER agreed to visit after a period of extreme weather to ascertain if any minor drainage improvements would be possible.

Members reported verge damage on Ilkeston Road due to vehicles being parked on the grass. It was noted that NCC had sent warning letters to residents in the past. This issue was referred to the County Councillors for attention.

An issue with a change in level of footpath to Moorbridge Lane was reported as causing issues to users of mobility scooters. It was noted that it would be financially impossible to ensure that all footpaths are suitable for disabled users.

09/18.

BOROUGH COUNCILLOR'S REPORT (LB).

It was noted that no written report had been received prior to the meeting.

It was noted that LB has advised that the additional dog bin requested at the APM for Ilkeston Road has been approved & is on order.

JL & JD left the meeting at this point.

10/18.

TO APPOINT STATUTORY OR STANDING COMMITTEES AND REPRESENTATIVES ON OTHER BODIES.

The following appointments were **RESOLVED** upon:

Planning & Environment Committee - LH, GC, PS, DP, & MB.

Parish Hall & Grounds Committee - GL, CMG, RMG, MW, NB & HC

Finance & General Purposes Committee - LH, GC, PS, DP, & MB.

Newsletter Editorial Team - GL, CMG, RMG, MW, NB & HC

Trowell Festival Village Committee - In abeyance.

Notts. ALC- To be decided on an invite to invite basis.

Standing Committee	-	Chair, Vice-Chair & Chairs of Committees.
Emergency Committee	-	Chair, Vice-Chair & Chairs of Committees.
Community Safety Forum	-	Vacant
Castle Environmental (If reformed)	-	N/A
Broxtowe Women's Project	-	Vacant.
Open casting Liaison Committee	-	To be decided on an invite to invite basis.
Data Protection Officer	-	GC.

11/18. TO CONSIDER PAYMENT OF ANY SUBSCRIPTIONS TO BE PAID ANNUALLY.

It was RESOLVED to make payment of the following subscriptions as they fall due. All in favour.

Nottinghamshire Association of Local Councils.
 LCR Annual Subscription.
 Parish Magazine. (Donation not subscription £20)
 Parish Magazine Subscription.
 Society of Local Council Clerks.
 Notts. Footpaths Preservation Society.
 Website Hosting Fee
 Scribe 2000
 Data Protection

12/18. TO APPROVE DATES OF MEETINGS.
It was RESOLVED to approve the provisional meeting dates for 2018/2019 & 2019/2020. 9 For, 1 Abstention - motion carried.

13/18. TO APPROVE MINUTES OF THE OPEN FORUM & FULL COUNCIL MEETING -10TH APRIL 2018.

The minutes of the Open Forum were approved & signed by the Chairman as an accurate record.

The minutes of the Full Council meeting were approved & signed by the Chairman as an accurate record.

- 14/18. LOCAL POLICE REPORT.
Members noted the content of the report which had been distributed prior to the meeting.

It was noted that the crime statistics logged on the Police website are not up to date.

It was agreed to report a parking issue to the local PCSO for consideration.

Clerk to action.

- 15/18. MATTERS ARISING FROM THE MINUTES:
None.

- 16/18. MATTERS ARISING FROM THE "OPEN FORUM".

- 16.1/18. Bridleway 8: Stapleford Road to Garden Centre.
Members were asked to note that NCC had declined the request to install "Give Way" signage.
It was noted that this is now with a Rights of Way Officer for further investigation.

- 17/18. TO DEAL WITH CORRESPONDENCE.
It was noted that the list had been circulated to all Members by email prior to the meeting.

Invite to Rt. Hon. Anna Soubry MP. - The Clerk advised Members of the response received from the MP's office. It was agreed that the Clerk should ask when Parliament is in recess.

Clerk to action.

It was noted that the Clerk had to date processed over 317 emails & the Asst. to the Clerk 195 emails since the April Council meeting.

- 18/18. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.
Annual Parish Meeting - 24th April 2018.

The minutes of the 2018 Annual Parish Meeting were approved & signed by the Chairman as an accurate record.

Following a discussion regarding the non-attendance of Borough & County Councillors it was agreed that the panel seating arrangements may need to be adjusted at future events.

It was RESOLVED that at future Parish Council meetings Borough & County Councillors will be restricted to a 5 minute verbal report if no written report has been received in advance of the meeting. All in favour.

It was RESOLVED that at future Open Forum sessions a note of any questions which should be dealt with at Borough or County level will be noted by the Clerk & the emailed to the appropriate Councillors the following day. All in favour.

It was noted that some of the issues reported to the relevant authorities by the Clerk following the APM have already been acted upon.

Website.

Members were asked to note the content of the report.

Governor's Report.

It was noted that information had been circulated as promised previously & that there will be a change of Deputy Head in near future due to a member of staff moving to another school.

Standing Orders were suspended for ten minutes for a refreshment break.

19/18. FINANCE.

a) Financial Statements and bank reconciliations.

It was RESOLVED to approve all financial reports which were circulated to all Councillors prior to the meeting.

It was noted that the 2year HSBC bond has been reinvested with them as agreed with the Chair of Finance & General Purposes Committee.

It was noted that a copy of the latest credit card statement had been circulated to all members prior to the start of the meeting.

Precept Funds - **It was RESOLVED that the Clerk should carry out the necessary transfers as in previous years. All in favour.**

b) Accounts paid prior to the meeting - Appendix 2 attached.

It was RESOLVED to approve for payment the accounts listed in the appendix.

- c) Accounts for payment at the meeting – Appendix 3 attached.
It was RESOLVED to approve for payment the accounts listed in the appendix.
- d) Staff Salary Statements – Appendix 4 attached.
It was RESOLVED to approve salary statements listed in the appendix.
- e) 2017/2018 Annual Return Progress Report.
Internal Audit Report – it was noted that this document had been circulated prior to the meeting & no comments or queries had subsequently been received by the Clerk on this matter.
It was RESOLVED to appoint SA as the Council’s Internal Auditor for 2018/2019. All in favour.
It was noted that the Annual Accounts are progressing well & should be ready for approval on the 22nd May.
- f) Update banking signatories/mandates – HSBC & Co-Op.
All the necessary forms have been completed, signed & sent off.
The Co-Op have confirmed that the changes are complete.

20/18.

PARISH HALL PLAY PARK UPDATE.

DP confirmed that he had validated the latest play park inspection sheet & that there were no issues to report.
Grounds Maintenance Works – There has been no further contact from BBC regarding this matter but the grass has already been cut once this season. It was reported that the standard of grass cutting along the verges leaves a lot to be desired.

Grant Funding – documents previously circulated. It was noted that the complete resurfacing of car parks has now been specifically excluded. The Clerk was asked to contact BBC on this issue for clarification & the matter was referred to the Parish Hall & Grounds Committee for further consideration.

Clerk to Action.

21/18.

PARISH HALL MATTERS UPDATE.

DP asked Members to note that he has checked & validated the following reports:

- Monthly means of escape check.
- Weekly fire alarm checks.
- Daily Emergency lighting inspection.

There was nothing to bring to Members attention.

It was noted that the Clerk has checked & validated the following reports:

Weekly legionella checks up to & including 06/05/18.

First Aid Box checklist up to & including 04/05/18.

Monthly legionella checks up to & including 04/05/18.

There were no issues to bring to Members attention.

Chair Audit 239 Chairs. **It was RESOLVED to purchase enough chairs to restock to the 250 required. All in favour.**

Asst. to the Clerk to action.

Parish Hall Renovation Project Progress Report –

It was RESOLVED to use the revised quote from Adkin in order to move forward with the relevant funding application. All in favour.

Clerk to action.

It was agreed that the Clerk should enquire as to how long the new quote is valid for.

Clerk to action.

It was RESOLVED that the third party contribution should be paid out of the Council's original total funding commitment. All in favour.

Clerk to action.

It was agreed that pro-forma letters should be distributed to current hirers to garner support of this project as required for the funding application.

Asst. to the Clerk to action.

It was agreed that Members should be talking to current hirers & parishioners about these proposals.

Members to action.

Fire Alarm & emergency lighting servicing arrangements etc – progress report.

It was noted that AMP have advised that they will hold their prices from last year. The Clerk was asked to request a breakdown of the emergency lighting & electrical inspection quote.

Clerk to action.

Car Park – planned maintenance.

It was noted that the tender submissions had been circulated to Members for consideration prior to the meeting.

It was RESOLVED that external funding should be sought for this project. All in favour.

Clerk to action.

CCTV System Update – It was noted that the new monitor & DVR have been installed & are in operation.

De-fib Training Update – There has been no response from EMAS to date. It was agreed that the Clerk should chase accordingly.

Clerk to action.

Parish Hall Floor – It was noted that the necessary repairs have been booked in for September.

Modernization of toilet facilities – It was noted that a quote had been circulated for consideration. It was agreed that further quotations should be obtained. **Asst. to the Clerk to action.**

Security Alarm issues – It was noted that the sensor in the annexe has been replaced & the fault to the bell box remedied. There have been subsequent issues which have been dealt with today by the engineers.

Deep Clean of Toilets & Foyer – It was noted that quotes had been circulated to members prior to the meeting for consideration.

It was RESOLVED to accept the quote of £475 net of VAT from Molly Maids. All in favour. Asst. to the Clerk to action.

Table Audit – It was noted that this had been completed & following a discussion with Members of the PHGC & the Chair of F & GP replacements have been ordered whilst they were on a significantly discounted offer.

Storage of Third Party Organisations Equipment – It was noted that this has to be reviewed as part of the new GDPR changes.

It was noted that there had been issues with some hirers regarding the recent changes to hiring conditions for regular groups. It was agreed that the Asst. to the Clerk should collate the relevant information on these hiring's for further consideration by Members. It was also agreed that comparable income data should be compiled for total hiring's for the same period over the last year. This will be considered at the next meeting of the PHGC.

Asst. to the Clerk to action.

Standing Orders were suspended until the end of business.

22/18. OFFER OF LAND AT FIELD FARM.

It was noted that nothing further had been heard from the developer on this issue.

23/18

HS2.

It was noted that there had been a presentation prior to the commencement of this meeting.

24/18.

CHRISTMAS LIGHTING.

It was noted that quotation/estimate information had been circulated to members prior to the meeting for consideration.
Trowell Parish Hall - **It was RESOLVED to accept the estimate of £1,170 plus VAT from AMP Electrical. All in favour.**

Village Trees - **It was RESOLVED to accept the quotation of £2,500 net of VAT to illuminate the trees as per the 2017 lighting scheme. 10 For, 1 Abstention therefore the motion was carried.**

25/18.

HEALTH & SAFETY UPDATE.

It was noted that work is ongoing with the Chair overseeing matters.

26/18.

STANTON RECYCLING - PROGRESS REPORT.

There was nothing further to report at this stage.

27/18.

NOTTINGHAMSHIRE "LAMP POST POPPY" CAMPAIGN.

It was noted that 1 parishioner had offered to purchase 10 poppies. Several Members offered to purchase poppies, therefore, in the first instance it was agreed to order 21 poppies to begin with.

Clerk to action.

28/18.

MEMORIAL TO BE SITED AT THE PARISH HALL - PROGRESS REPORT.

It was noted that the tree was planted at the APM & that a tree guard is in the process of being ordered.

29/18.

GDPR CHANGES UPDATE.

Members received an update from lead Councillors on this project. It was noted that draft data permission forms & draft privacy notices had been circulated to Members prior to the meeting for consideration.

It was RESOLVED to adopt the data permission forms & privacy notices for use by the Council. All in favour.

- 30/18. INSURANCE RENEWAL 2018.
It was noted that as yet no correspondence had been received on this issue.
- 31/18. CLERK'S REPORT.
NALC 2018 Training Programme - It was noted that places have been booked on both planning & finance related courses.
Main Noticeboard - It was noted that the new boards have been fitted & that the quotes for overhead signage have been circulated for consideration.
It was RESOLVED to accept to quote from GS Signs for £75 plus VAT. All in favour.
WWI Commemorations - It was noted that documentation had been circulated previously in respect of this matter. As a result it was agreed to discharge this matter from the agenda.
Operation London Bridge - members were give an update regarding this matter.
Office Arrangements - Members were given an update regarding annual leave etc.
Footpaths on the Trowell Park Development - It was noted that this had been dealt with elsewhere on the agenda.
Signage at Station House - It was noted that this is being dealt with by BBC - the Clerk will report back accordingly.
Grit Bins - This matter was referred to the Planning & Environment Committee.
Nottingham City Local Plan - It was noted that this had been circulated to all Members prior to the meeting.
Great Plastic Pickup - Noted.
- 32/18. TO DECIDE ITEMS FOR PRESS RELEASE.
The following items were suggested for the next press release:
- Caretaking Vacancy - when appropriate.
- 33/18. Date of next meeting.
Tuesday 12th June 2018.

There being no further business the meeting closed at 10.50pm.

Signed.....Chairman

Date.....