

**MINUTES OF THE TROWELL PARISH COUNCIL MEETING, HELD IN THE PARISH HALL ON TUESDAY 12<sup>TH</sup> JUNE 2018, AT 7.15PM.**

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Present: Cllrs. D. Pringle, Mrs. L. Harley, P. Singer, Mrs. M Birkitt, M. Westmoreland (part meeting), K. E. Rigby (BBC) (part meeting), & Mrs. J. Murden (Asst. to the Clerk).

Clerk: Mrs. A. K. Mitchell.

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38/18. DECLARATION OF MEMBERS INTERESTS.  
None.

39/18. TO RECEIVE APOLOGIES FOR ABSENCE.  
Apologies were accepted from Cllrs. Lockwood, Cotton, Miss. Brookes, Mrs. Cumberpatch, Mrs. McGann, McGann & Mrs. Ball. It was also noted that Cllr. Westmoreland would be late arriving. All in favour.

40/18. COUNTY COUNCILLORS REPORT (JL).  
Members noted the content of the written report that had been circulated prior to the meeting.

41/18. COUNTY COUNCILLORS REPORT (JD).  
It was noted that no written report had been received prior to the meeting.

42/18. 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 KER is currently looking into a possible pollution problem from the Borough of Erewash. He advised that he will report back to this Council when he has more information.

43/18. BOROUGH COUNCILLOR'S REPORT (LB).  
It was noted that no written report had been received prior to the meeting.

44/18. TO APPROVE MINUTES OF THE OPEN FORUM & STATUTORY ANNUAL PARISH COUNCIL MEETING - 8<sup>TH</sup> MAY 2018.

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

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

- 45/18. LOCAL POLICE REPORT.  
Members noted the content of the report which had been distributed prior to the meeting.
- 46/18. MATTERS ARISING FROM THE MINUTES:  
None.
- 47/18. MATTERS ARISING FROM THE "OPEN FORUM".
- 47.1/18. Bridleway 8: Stapleford Road to Garden Centre.  
Members were asked to note a planning application at this location & were advised that a staff member had been involved in another near miss at the junction with the service road whilst delivering items on behalf of the Council.
- 47.2/18. Sunken trench - Stapleford Road.  
This has been repaired as requested.
- 48/18. TO DEAL WITH CORRESPONDENCE.  
It was noted that the list had been circulated to all Members by email prior to the meeting.  
**It was RESOLVED that in future this not be circulated to all Members but a copy be kept in the office for Members to refer to if required. All in favour.**

MW joined the meeting at this point.

Invite to Rt. Hon. Anna Soubry MP. - Due to circumstances unfolding in Westminster it will not be possible for this to take place prior to the forthcoming HS2 information event.

It was noted that the Clerk had to date processed over 555 emails & the Asst. to the Clerk 260 emails since the May Council meeting.

- 49/18. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.  
Short Council Meeting - 22<sup>nd</sup> May 2018.

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

It was agreed that in future a reminder email will be sent out to Members the week before any additional meetings being held.

Planning & Environment Committee - 22<sup>nd</sup> May 2018.

The minutes of the Planning & Environment Committee & the proposals contained therein were presented & moved by LH, seconded by PS. All in favour.

Update regarding The Forge - it was noted that the required works should be complete this week.

Finance & General Purposes Committee - 22<sup>nd</sup> May 2018.

The minutes of the Finance & General Purposes Committee & the proposals contained therein were presented & moved by LH, seconded by MB.

There was a full & detailed discussion regarding the proposed upgrading of the Parish Hall.

All in favour.

Parish Hall Caretaker Vacancy - **It was RESOLVED to offer this position to the current Relief Caretaker. All in favour.**

**Clerk to action.**

KER left the meeting at this point.

Parish Hall Caretaker - Draft Statement of Employment & Job Specification - **It was RESOLVED to accept these documents as amended by this Council. All in favour.** Clerk to action.

Assistant Parish Hall Caretaker - Draft Statement of Employment & Job Specification - **It was RESOLVED to accept these documents as amended by this Council. All in favour.** Clerk to action.

**It was RESOLVED that the Clerk should advertise the post of Assistant Parish Hall Caretaker at the earliest opportunity. All in favour.** Clerk to action.

Parish Hall Cleaning Provision – It was **RESOLVED** to seek quotes from commercial cleaners, 6 hrs. per week – 2hrs each day on Monday, Wednesday & Friday. All in favour.

**Asst. to the Clerk to action.**

Website.

Members were asked to note the content of the report.

Governor's Report.

It was noted that a report will be sent directly to all Members shortly.

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

50/18.

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.

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.

**It was RESOLVED that the Asst. Clerk will be paid her normal salary throughout her period of jury service with adjustments to be made after her return for fees received from the Court. All in favour.**

e) 2017/2018 Annual Return Progress Report.

It was noted that notices have been placed on the website etc. as required & that the annual return was emailed to the external auditors before the due date – an email receipt has been received.

It was noted that SA has agreed to continue as the Council's internal auditor for another year.

f) Update banking signatories/mandates – HSBC & Co-Op.

The updates with the Co-Op are complete & the Clerk has chased HSBC for confirmation of the situation with them.

51/18.

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 – The last grass cut had taken place on 22<sup>nd</sup> May 2018.  
 Grant Funding – This will appear on this month's Parish Hall & Grounds Committee agenda as previously agreed.

52/18. 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 10/06/18.  
 First Aid Box checklist up to & including 11/06/18.  
 Monthly legionella checks up to & including 10/06/18.  
 Table & Chair audit up to & including 10/06/18.

The scissors in the first aid box are missing, the Clerk will organize replacements, and there were no further issues to bring to Members attention.

Parish Hall Renovation Project Progress Report –

It was noted that everything has been submitted to MS as required to enable the application to be submitted to WREN by the deadline later this week.

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

**It was RESOLVED to appoint AMP to carry out these works for 2018. All in favour.**

Car Park – planned maintenance.

It was noted that the Clerk has obtained an application form etc. for the Awards for All scheme & has checked that the Council is eligible to apply. She will now commence work on submitting an application.

CCTV System Update – It was noted that all issues have been resolved & that the annual service will be carried out shortly.

De-fib Training Update – There has been no response from EMAS to date despite the Clerk chasing this up as previously agreed. It was agreed to discharge this matter from the agenda.

Parish Hall Floor – There was nothing further to report at this time.

Modernization of toilet facilities – Members were asked to consider the quotes submitted in respect of the Gent's WC's.

**It was RESOLVED to accept the quote of £8,770.00 net of VAT from Rhino Plumbing and Heating. All in favour.**

It was agreed that quotes should be obtained from Rhino for the similar refurbishment of the ladies w.c. & the accessible w.c.

**Clerk to action.**

Security Alarm issues – The Asst. to the Clerk reported on issues with response to alarm activations by the control room.

Deep Clean of Toilets & Foyer – It was noted that this work had partially been completed yesterday & that the contractors will be returning next week to finish off.

Replacement Tables – Awaiting delivery, due to arrive in July.

WI Cupboards – It was noted that this issue had been resolved, there are no problems with the locks in question.

Security Patrols Contract – The Asst. to the Clerk & the Chairman updated Members on the current situation. It was agreed that the Chairman will contact BBC to discuss the matter further.

**Chairman to action.**

Retention of a security deposit – It was reported that following a discussion with the Chair of the PHG Committee, the security deposit taken in respect of a recent event at the Parish Hall is to be retained in full due to a breach of the hire agreement. A draft letter to be sent to the hirer was approved by Members. **Clerk to action.**

53/18. OFFER OF LAND AT FIELD FARM.

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



It was noted that this had been approved at the recent F & GP Committee meeting, there is one year of the LTA remaining & the renewal quote was within budget.

- 62/18. REVIEW OF DELEGATION REQUIREMENTS TO A COMMITTEE, SUB-COMMITTEES, STAFF & OTHER LOCAL AUTHORITIES.  
It was agreed not to make any changes to current arrangements at this time.
- 63/18. REVIEW OF THE TERMS OF REFERENCE FOR OTHER COMMITTEES.  
It was noted that at their recent Committee meetings the P&E and the F & GP Committees have both resolved not to make any changes at this time. The two remain Committee will review theirs later this month & therefore the Clerk will be able to report back accordingly to Council at the July meeting.
- 64/18. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT.  
**It was RESOLVED to accept the document submitted by the Clerk for consideration. All in favour.**
- 65/18. CLERK'S REPORT.  
NALC 2018 Training Programme - It was noted that details of a S106 & CIS training course had been circulated to Members for consideration.  
Main Noticeboard - It was noted that the new order for the overhead signage has been chased by the Asst. to the Clerk & she is currently awaiting a response.  
Merchant Navy Day - Noted.  
Connect - Noted & offer of visit declined.
- 66/18. TO DECIDE ITEMS FOR PRESS RELEASE.  
The following items were suggested for the next press release:  
- Asst. Caretaker Vacancy.
- 67/18. Date of next meeting.  
Tuesday 10<sup>th</sup> July 2018.

Apologies received from LH.

There being no further business the meeting closed at 9.45pm.

Signed.....Chairman

Date.....