

MINUTES OF THE TROWELL PARISH COUNCIL MEETING, HELD IN THE PARISH HALL ON TUESDAY 8TH JANUARY 2019, AT 7.15PM.

Present: Cllrs. D. Pringle - Chairman, Mrs. M Birkitt, G. Lockwood, Mrs. C. McGann, Mrs. L. Harley, M. Westmoreland, Mrs. H. Cumberpatch, P. Singer, Mrs. L. Ball B.E.M. (BBC)(part meeting), J. Doddy (NCC), J. Longdon (NCC) (part meeting) & Mrs. J. Murden (Asst. to the Clerk).

Clerk: Mrs. A. K. Mitchell.

195/18. DECLARATION OF MEMBERS INTERESTS.

None.

196/18. TO RECEIVE APOLOGIES FOR ABSENCE.

It was RESOLVED to accept apologies from KER & GC. All in favour.

197/18. COUNTY COUNCILLORS REPORT (JL).

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

Members were asked to note that Members have already received a report from JL in respect of the Oak tree on Ilkeston Road.

LIS Grant - this has been passed to JD for signature.

Stapleford Road service road - This has been inspected & engineers are satisfied with its current condition but will keep it under review.

It was reported that some larger patches have been repaired recently but its overall condition still remains an issue.

JL requested that the Chairman supply him with the precise location of a previously reported gulley to enable him to take the matter further. **Chairman to action.**

The Chairman also reported some other issues involving trees on Nottingham Road that a resident had reported to NCC. JL requested that the Chairman advise him of the complainants details to enable him to assist with the issue if possible.

Chairman to action.

JL left the meeting at this point.

198/18. COUNTY COUNCILLORS REPORT (JD).

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

JD reported on the Health & Well Being Committee's current project in respect of substance abuse in the County. This includes a drive to get healthy & sustainable places included in planning guidance County wide.

199/18. BOROUGH COUNCILLOR'S REPORT (KER).

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

200/18. BOROUGH COUNCILLOR'S REPORT (LB).

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

LB advised that she thought the village Christmas lights had looked lovely this year.

It was noted that highways works are currently being undertaken on Cossall Road.

It was requested that LB intercede on the Parish Council's behalf to try & get Trowell some representation on the HS2 Impact Mitigation Committee at borough level.

LB was asked to make enquiries in respect of the public footpath that runs between Trowell Garden Centre & Cossall. Signage & water safety equipment has been installed at each of the ponds along this path but nothing has been done at either end to restrict access in respect of horse riders & motorcyclists who are not permitted to use it.

LB was also asked to investigate why the Planning Committee minutes on the BBC website appear to be significantly out of date.

LB left the meeting at this point.

- 201/18. TO APPROVE MINUTES OF THE OPEN FORUM & FULL PARISH COUNCIL MEETING – 13TH NOVEMBER 2018.
It was noted that no comments had been received by the Clerk, prior to the meeting.
- The minutes of the Open Forum were approved & signed by the Chairman as an accurate record.
- The minutes of the Full Parish Council meeting were approved & signed by the Chairman as an accurate record.
- 202/18. LOCAL POLICE REPORT.
It was noted that no written report had been received prior to the meeting.
- It was noted that the Clerk did report the off-road motorcycle activity as previously requested & that this is being looked into again as a result.
- 203/18. MATTERS ARISING FROM THE MINUTES:
None.
It was confirmed that all actions listed in the November 2018 minutes have been actioned as required.
- 204/18. MATTERS ARISING FROM THE “OPEN FORUM”.
- 204.1/18. Bridleway 8: Stapleford Road to Garden Centre.
Members were asked to note the content of the requested response from BBC on this issue.
- 204.2/18 Vehicle Barriers – Trowell M1 Service Station.
It was noted that the Clerk had contacted the parishioner concerned as instructed at the previous meeting.
- 204.3/18 Trees on Ilkeston Road.
Members were asked to note the response from JL on this issue which had been circulated prior to the meeting.
- 205/18. TO DEAL WITH CORRESPONDENCE.
A copy of the correspondence list was available for Members consideration.

It was noted that the Clerk had to date processed over 1008 emails & the Asst. to the Clerk 823 emails since the November Council meeting.

206/18. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.
Website.

Members were asked to note the content of the report.

Governor's Report.

A report has been circulated to Members by email prior to the meeting.

207/18. FINANCE.

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 agreed to introduce a monthly income breakdown report in future.

Clerk to action.

It was agreed to delete code 15 in 2019/2020 financial year.

Clerk to action.

a) Accounts paid prior to the meeting – Appendix 2 attached.

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

The Clerk addressed a number of queries in relation to payments made to the satisfaction of Members.

b) 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.

Additional monthly breakdown reports had also been provided & these will continue to be provided in the future.

e) 2019/2020 Budget Proposals & Precept Request.

It was RESOLVED to submit a precept request of £73,134 to BBC for the 2019/2020 financial year.

All in favour.
Clerk to action.

208/18. PARISH HALL PLAY PARK UPDATE.

It was noted that DP had issued an email to Members confirming that he had validated the latest play park inspection sheet & that there were no issues to report.

Grounds Maintenance Works – It was noted that the matting has been checked by Council & Proludic staff & they are happy with its current condition. The Proludic Engineer will check it again on his next visit. However, it should be noted that the BBC Inspector is still logging it each week.

It was noted that a majority of Members still haven't replied to the Clerk's email of 18/12/18 asking them to consider a quote from Proludic to make repairs to various items of play equipment which had been identified during their last inspection.

It was RESOLVED to accept the quote from Proludic & action a repairs request accordingly. All in favour. Clerk to action.

Tree Survey – It was noted that a copy of the tree survey had been circulated to Members for consideration upon its receipt in November.

It was RESOLVED to request that the Caretaking staff attend to the issue with the ivy & that quotes be obtained from appropriate contractors for the remainder of the works identified. It was noted that none of the works had been identified as urgent. All in favour. Clerk to action.

Grant Funding – It was noted that the Clerk had taken the following actions since the last meeting as agreed by Members:
 Kompan – Quote requested for tree house only.
 AMG – Quote due to be sent to the Clerk later this week.
 Caloo – Photographs of equipment in situ have been requested.

It was agreed that the Clerk should contact Nuthall PC to request sight of any photographs of their new play equipment that has been installed recently. **Clerk to action.**

209/18. PARISH HALL MATTERS UPDATE.

It was noted that DP had circulated an email to Members prior to the meeting confirming that he had 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 06/01/19.

First Aid Box checklist up to & including 03/01/19.

Monthly legionella checks up to & including 16/12/18.

Chair audit up to 06/01/19 -258 chairs.

Annual Legionella Check - 18/11/18.

There were no issues to bring to Members attention.

Parish Hall Refurbishment Project Progress Report -

Proposed start date - Monday 25th February 2019 - Agreed.

No daytime hirers for the first 3 weeks of construction - Agreed.

Asbestos survey - one quote obtained. Request another for comparison.

Clerk to action.

Security Alarm - the Clerk has confirmed with the Council's contractor's that they are happy to work with the builders as & when required throughout the project.

Proposed layout of annexe area -

A detailed discussion took place in respect of this issue, as a result

it was RESOLVED that the proposed bi-folding doors which were to divide the annexe area be omitted from the final design.

All in favour.

Clerk to action.

It was agreed that now approved by the Chairman, the Asst. to the Clerk should send a letter to all affected hirers regarding the works including details of the open day/storage clearance, start date etc & proposed closures.

Asst. to the Clerk to action.

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

Currently awaiting quotes for some work that had been identified as part of the annual inspection - these had been chased up by staff the previous day.

Car Park - planned maintenance.

It was noted that the Clerk has submitted 1 grant application to BBC - this has been acknowledged & will be considered by them in February.

JD has signed the grant application form for NCC this evening & the Clerk will now submit it accordingly.

Clerk to action.

Parish Hall Floor – It was noted that the hirer concerned has settled the invoice for damage.

Modernization of toilet facilities & foyer – It was noted that the contractors are still to return to site to address some snagging issues. It was agreed that a strong letter should be sent to the company concerned. It was noted that part of their fee is still being withheld in respect of these issues. **Clerk to action.**

Security Patrols Contract –
It was noted that the Security Manager from Nottingham City Council has requested a meeting with staff next week – staff will report back to Members accordingly.

BBC cover is now back up to 7 days per week but the recent alarm service has highlighted issues with the way the Control Room are dealing with alarm activations from the hall. The Asst. to the Clerk presented Members with a draft revised protocol for this occurrence for consideration.

It was RESOLVED to accept the revised protocol & that a copy of it should be issued to BBC accordingly.

Asst. to the Clerk to action.

Parish Hall Roof – Members noted that quotes are being collated & will be submitted to the next PHGC meeting for consideration.

Disposal of some of the small square tables – the Asst. to the Clerk is coordinating this as previously agreed.

Standing Orders were suspended for 10 minutes for a refreshment break.

210/18. OFFER OF LAND AT FIELD FARM.
There was nothing further to report on this matter at this time.

211/18 HS2.
It was noted that the consultation response was submitted by the 23rd December 2018 deadline.

212/18. CHRISTMAS LIGHTING.
It was noted that some very positive feedback had been received in respect of the 2018/19 display.
The following actions were agreed:
Quote to be obtained for 2019/20 for the hall lights from AMP.

Quote to be obtained for 2019/20 for the same tree lighting display from Leisure Lites Ltd.

Emergency reporting guidelines to be drawn up to cover the Christmas office closure period ready for December 2019.

Investigate the possibility of having the electrical supply metered in future. **Clerk to action.**

213/18. HEALTH & SAFETY UPDATE.

The Asst. to the Clerk reported that the necessary tasks are steadily being completed.

214/18. DATA PROTECTION ACT 2018 UPDATE.

Members had been provided with copies of the notes used by BBC at a presentation held by BBC before Christmas. This presentation had been attended by both the Clerk & the Asst. to the Clerk.

215/18. REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS.

A draft document had been circulated to Members for their consideration prior to the November meeting.

The Clerk has not received any queries on this matter.

It was therefore RESOLVED to adopt the revised document accordingly, a copy to be issued to all Members. All in favour.
Clerk to action.

216/18. REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998.

Work is in progress on revised documentation in connection with item 214/18. - Noted.

217/18. COUNCIL VACANCIES.

It was noted that one expression of interest had been received but no applications have been made to date.

218/18. PLANNING APPLICATIONS -

Ward Recycling & Stanton Recycling.

Members were updated in respect of both these applications.

It was noted that the Ward application has been granted for a period of 12months & any resulting issues should be reported to Derbyshire County Council during that period.

- 219/18. PARISH COUNCIL ELECTIONS MAY 2019.
 It was noted that as instructed the Clerk has declined the offer of polling cards for these elections.
 Members have been previously advised that NALC have recently produced materials to promote elections if Members are interested.
- 220/18. FACEBOOK PAGE.
 Following a detailed discussion **it was RESOLVED that the Asst. to the Clerk be authorized to set up a Facebook page for the Parish Hall to assist in promoting the venue. All in favour.**
Asst. to the Clerk to action.
- 221/18. CLERK'S REPORT.
 NALC 2018 Training Programme – Nothing further to report.
 Armistice Application – progress report. The Clerk has submitted an event report & photographs as required.
 Christmas Toy Appeal – It was noted that if this request is made again this year a different approach may need to be considered to improve take-up.
 Bulb Planting – the verge planting has been completed by the Asst. Caretaker as previously agreed.
 Dog Fouling – The Clerk actioned this matter as per Members instructions at the November meeting. The Clerk was asked to chase up the matter of the additional dog bin request as nothing has been forthcoming so far.

Clerk to action.

 Fly Tipping – Members were asked to note that the Clerk had reported an incident of fly tipping on Trowell Moor on behalf of a Councillor since the last meeting.
 Waste Days – BBC have booked a provisional date of 9th March 2019 for this initiative.
 Goods Vehicle Licence Application – Members were asked to note this.
- 222/18. TO DECIDE ITEMS FOR PRESS RELEASE.
 - BBC Waste Day once date has been confirmed.
- 223/18. Date of next meeting.
 Tuesday 12th February 2019.
- There being no further business the meeting closed at 21.40pm.

Signed.....Chairman

Date.....