

MINUTES OF THE TROWELL PARISH COUNCIL MEETING, HELD IN THE PARISH HALL ON TUESDAY 13TH NOVEMBER 2018, AT 7.15PM.

Present: Cllrs. D. Pringle - Chairman, G. Cotton, Mrs. M Birkitt, G. Lockwood, Mrs. C. McGann, Mrs. L. Harley, M. Westmoreland, K. E. Rigby (BBC) (part meeting), J. Longdon (NCC) (part meeting) & Mrs. J. Murden (Asst. to the Clerk).

Clerk: Mrs. A. K. Mitchell.

The Chairman advised Members of notes of thanks that had been received in respect of the recent Armistice Event.

164/18. DECLARATION OF MEMBERS INTERESTS.
None.

165/18. TO RECEIVE APOLOGIES FOR ABSENCE.
None.

166/18. COUNTY COUNCILLORS REPORT (JL).
It was noted that no written report had been received prior to the meeting.

Members were asked to note that the issue of the Oak Tree on Ilkeston Road has been raised with Officers at Via & a response is awaited.

Members were thanked for their invite to the recent Armistice Event however, JL had already committed to attending a service in Stapleford.

It was noted that the Parish Council will be submitting a LIS grant application to NCC & JL offered his support for this application.

Members enquired how NCC is proposing to fund its intended £5m buy out to take control of Via going forward. JL will make enquiries on this matter & report back to Members accordingly.

Members raised the recent meeting that was held in connection with the proposed re-organisation of local government in the area. Parish Councillors were not comfortable with the pressure that was put on them to make a decision having been given very little information on the subject.

JL feels that the proposed re-organisation will happen eventually but is at least 3-4 years away & that Town & Parish Councils will find themselves with a larger role & taking on more duties.

JL advised that he will report that Members felt that the presentation was not up to standard & that there was insufficient information available for those present.

It was noted that although the Stapleford Road service road has been repaired but unfortunately these repairs have been negated by damage caused by heavy vehicles, possibly the refuse vehicles. It was reported that the local MP visited the site last week.

167/18. COUNTY COUNCILLORS REPORT (JD).

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

168/18. BOROUGH COUNCILLOR'S REPORT (KER).

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

KER had nothing further to report in respect of Borough issues.

He commented that he thinks that his earlier predictions of Town & Parish Councils being expected to carry out more duties for free as a result of local government re-organisation will become fact.

KER thanked the Parish Council for the excellent Armistice Event at the Parish Hall, which had been very tastefully decorated & looked lovely. He expressed his appreciation for all the effort involved in organizing events such as this.

It was noted that KER will not be attending the January, February & March Parish Council meetings.

169/18. BOROUGH COUNCILLOR'S REPORT (LB).

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

JL left the meeting at this point.

- 170/18. TO APPROVE MINUTES OF THE OPEN FORUM & FULL PARISH COUNCIL MEETING – 9TH OCTOBER 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.
- 171/18. LOCAL POLICE REPORT.
Members noted the content of the report which had been distributed prior to the meeting.
- The Clerk was asked to report that the off-road bikes are back in the village again. **Clerk to action.**
- 172/18. MATTERS ARISING FROM THE MINUTES:
None.
- 173/18. MATTERS ARISING FROM THE “OPEN FORUM”.
- 173.1/18. Bridleway 8: Stapleford Road to Garden Centre.
It was noted that there was nothing further to report on this matter at this time. The Clerk has chased BBC for a response.
- 173.2/18 Vehicle Barriers – Trowell M1 Service Station.
It was noted that BBC have confirmed that whilst the vehicle barriers have planning permission they were not a planning requirement for the operation of the site.
The parishioner who raised this issue to be advised.
Clerk to action.
- 173.3/18 Trees on Ilkeston Road.
It was noted that this item had been dealt with under 166/18 on the agenda.
- 174/18. TO DEAL WITH CORRESPONDENCE.
A copy of the correspondence list was available for Members consideration.
Invite to Rt. Hon. Anna Soubry MP. – The Clerk has heard nothing further on this issue. It was agreed therefore to discharge this matter from the agenda.

It was noted that the Clerk had to date processed over 370 emails & the Asst. to the Clerk 250 emails since the October Council meeting.

175/18.

TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.

Planning & Environment Committee -6th November 2018.

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

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

Finance & General Purposes Committee - 6th November 2018.

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

Website.

Members were asked to note the content of the report.

Governor's Report.

A report has been circulated to Members by email this evening.

176/18.

FINANCE.

Financial Statements and bank reconciliations.

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

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

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

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.

e) 2017/2018 Annual Return Progress Report.

It was noted that there was nothing further to report on this issue & so this item was discharged from the agenda.

177/18.

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 – Members were asked to consider the reports from BBC on this issue. It was agreed that the Clerk should inspect the surfacing again now there has been some rain.

Clerk to action.

Tree Survey – Order placed & was due to be carried out w/c 22-10-18. The Clerk has chased the report.

Grant Funding – It was noted that despite contacting a number of other companies, no further quotes have been received.

It was RESOLVED to submit the quote received to BBC for consideration. All in favour. Clerk to action.

Play Park Christmas Arrangements – Following a detailed discussion **it was RESOLVED to close the park from 24th December 2018 to 1st January 2019. 7 For, 1 Against. Motion carried.** Closure dates to be advertised.

Clerk/Asst. to the Clerk to action.

178/18.

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 09/11/18.

First Aid Box checklist up to & including 12/11/18.

Monthly legionella checks up to & including 05/11/18.

Chair audit up to 05/11/18 -262 chairs.

There were no issues to bring to Members attention.

Annual Legionella Check – Clerk to discuss with the Caretaker on his next working day.

Clerk to action.

Parish Hall Refurbishment Project Progress Report –

It was noted that the Clerk had contacted WREN for an update & that the contract documents should be with the Council next week.

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

The works previously identified as part of the annual inspection are now partially completed.

Annual Electrical Inspection –

The works previously identified as part of the annual inspection are now partially complete. It was noted that the lights in the foyer & w.c. area are not of a consistent type, the Asst. to the Clerk is investigating this issue. **Asst. to the Clerk to action.**

Car Park – planned maintenance.

It was noted that the Clerk has identified two possible sources of funding & will be submitting applications to NCC & BBC as appropriate. **Clerk to action.**

Parish Hall Floor – It was noted that the contractor has now been paid & an invoice submitted to the hirer concerned for reimbursement.

Modernization of toilet facilities & foyer – It was noted that the contractors are still to return to site to address some snagging issues.

Security Patrols Contract – The Asst. to the Clerk is currently obtaining quotes from contractors, to date only one has been returned. She has received two further responses advising that the companies do not cover the Trowell area. The matter will be pursued further with the Council's current provider.

Asst. to the Clerk to action.

Parish Hall Roof – Members noted the breakdown provided by NRA Roofing. It was agreed that further quotes should be sought in respect of the roof area identified as section 1.

Clerk to action.

179/18. OFFER OF LAND AT FIELD FARM.

There was nothing further to report on this matter at this time.

180/18 HS2.

It was noted that consultation responses have to be submitted by 23rd December 2018. It was agreed that the Council do need to reply to this consultation.

It was RESOLVED that a response be drafted & circulated to Members for an email consultation over the coming weeks. All in favour. DP & LH to action.

181/18. CHRISTMAS LIGHTING.

It was noted that this matter is in hand with the Clerk & that the lights will be illuminated in time for the Christmas Event on the 30th November.

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

KER left the meeting at this point.

182/18. HEALTH & SAFETY UPDATE.

Work is in progress.

183/18. NOTTINGHAMSHIRE "LAMP POST POPPY" CAMPAIGN.

This project is now complete. Members were asked to keep it in mind for next year. It was agreed to discharge this matter from the agenda for the time being.

184/18. GDPR CHANGES UPDATE.

Members had been provided with an update from NALC by the Clerk.

It was noted that due to the amount of work involved this topic has been divided into 3 sections - Documents, Office Audit & Computers with an individual Member leading each aspect.

185/18. REVIEW OF THE TERMS OF REFERENCE FOR OTHER COMMITTEES.

At the F & GP Committee meeting on 6th November 2018, it had been agreed to hold the Trowell Matters Editorial Committee in abeyance until further notice.

A discussion took place around the possible electronic circulation of a newsletter in future.

186/18. REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS.

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

It was agreed that Members should consider this draft document in time for the January 2019 Full Council Meeting.

- 187/18. PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE.
It was noted that a draft document had been made available to Members earlier in the month for consideration.
It was RESOLVED to adopt the working document with no amendments at present. All in favour.
- 188/18. 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.
- 189/18. COUNCIL VACANCIES.
No applications received to date. It was agreed to promote these on "Spotted Trowell".
- 190/18. PLANNING APPLICATIONS -
Ward Recycling & Stanton Recycling.
There was nothing further to report on either application at this point.
- 191/18 PROPOSED RE-ORGANISATION OF LOCAL GOVERNMENT IN NOTTINGHAMSHIRE.
This documentation was noted by Members.
- 192/18. CLERK'S REPORT.
NALC 2018 Training Programme - Nothing further to report.
Armistice Application - progress report. The Clerk will submit a report of the event when requested.
Christmas Toy Appeal - Collection box to be placed & advertised at the hall shortly.
Bulb Planting - Bulbs purchased & the Caretaker's will plant as appropriate.
Dog Fouling - A report has been received from a parishioner on this issue. It was agreed to contact the Dog Warden regarding increased signage & an additional dog bin. **Clerk to action.**
Office Handover 16/11 - It was agreed that the Chairman will facilitate this.
The Forge - Members received an update on this issue.
Gift of Painting - Members were asked to note.

- 193/18. TO DECIDE ITEMS FOR PRESS RELEASE.
 - Council Vacancies.
 - Dog Fouling.

194/18. Date of next meeting.
 Tuesday 8th January 2019.

There being no further business the meeting closed at 21.25pm.

Signed.....Chairman

Date.....