

MINUTES OF THE TROWELL PARISH COUNCIL MEETING, HELD IN THE PARISH HALL ON TUESDAY 12TH FEBRUARY 2019, AT 7.15PM.

Present: Cllrs. D. Pringle - Chairman, Mrs. M Birkitt, G. Lockwood, Mrs. C. McGann, Mrs. L. Harley, Mrs. H. Cumberpatch, G. Cotton (part meeting) & Mrs. J. Murden (Asst. to the Clerk).

Clerk: Mrs. A. K. Mitchell.

228/18. DECLARATION OF MEMBERS INTERESTS.
MB declared a non-pecuniary interest in item 242/18 on the agenda.

229/18. TO RECEIVE APOLOGIES FOR ABSENCE.
It was RESOLVED to accept apologies from KER. All in favour.

230/18. COUNTY COUNCILLORS REPORT (JL).
It was noted that no written report had been received prior to the meeting.

However, Members were asked to note the content of an email that had been circulated prior to the meeting in respect of the blocked gully reports.

231/18. COUNTY COUNCILLORS REPORT (JD).
It was noted that no written report had been received prior to the meeting.

232/18. BOROUGH COUNCILLOR'S REPORT (KER).
It was noted that no written report had been received prior to the meeting.

233/18. BOROUGH COUNCILLOR'S REPORT (LB).
It was noted that no written report had been received prior to the meeting.

Footpath that runs between Trowell Garden Centre & Cossall – it was noted in respect of the recently installed signage & water safety equipment reported at the January meeting that this was a result of Open Water Safety action following the incident at Beeston Weir.

234/18. TO APPROVE MINUTES OF THE OPEN FORUM & FULL PARISH COUNCIL MEETING – 8TH JANUARY 2019.

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.

235/18. LOCAL POLICE REPORT.

It was noted that the report had been circulated to Members prior to the meeting. Concern was expressed regarding the incidents of anti-social behavior on Church Close.

236/18. MATTERS ARISING FROM THE MINUTES:

None.

237/18. MATTERS ARISING FROM THE “OPEN FORUM”.

None.

GC joined the meeting at this point.

238/18. 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 656 emails & the Asst. to the Clerk 589 emails since the January Council meeting.

To discuss the clarity & transparency of emails between Council Members in respect of Council business.

Following a detailed discussion it was agreed to trial sending emails to all – intended recipients in the To: box & cc all others.

This will be reviewed at the February meeting.

Members to action.

239/18. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE. Parish Hall & Grounds Committee Meeting – 22nd January 2019.

The minutes of this meeting were presented & moved as an accurate record by GL. Seconded by MB. All in favour.

It was noted that the Committee Chair had received some queries prior to the meeting & he had addressed those to the best of his ability.

In respect of the proposals contained in the minutes **it was RESOLVED to suspend the proposal in respect of increasing hall hire charges until the hall refurbishment works are complete. This issue is to be discussed further at the Short Council meeting on the 26th March 2019. It was also RESOLVED that the annexe roof should be inspected further before proceeding with the previously planned works.** Clerk to action.

Short Council Meeting -5th February 2019.

The minutes & proposals contained therein were presented & moved by LH, seconded by MB. All in favour.

It was noted that some queries had been raised prior to the meeting on this matter & that the Council Chairman had advised that these will form part of the project meeting scheduled for the 13th February 2019.

Website.

Members were asked to note the content of the report.

It was noted that some issues had been resolved in respect of the operation of the website & it was agreed that a thank you gift be organized for the IT team that dealt with it. Clerk to action.

Governor's Report.

It was noted that no written report had been received prior to the meeting but DP did give Members a brief verbal update.

It was RESOLVED that a suitable gift be arranged for the Head teacher during his absence. All in favour.

Clerk to action.

It was RESOLVED to transfer £100 from the FOB budget to the Chairman's Allowance to finance the two aforementioned gifts. All in favour.

240/18.

FINANCE.

Financial Statements and bank reconciliations.

- a) 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.
- e) 2019/2020 Budget Proposals & Precept Request.
Members were asked to note that this request has been submitted as previously agreed.
- f) 2018/2019 Final Accounts.
An email has been sent to the Internal Auditor regarding an initial visit date.

241/18.

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 – There was nothing further to report other than the BBC Inspector is still reporting the same issues each week that have already been addressed.

Play Equipment Repairs – These have been ordered as previously agreed.

Tree Survey –

It was RESOLVED to accept the quote of £160 plus VAT for the identified tree works from Forest Farm Tree Services. All in favour. **Clerk to action.**

It was noted that the Caretakers have been instructed to carry out the ivy removal as previously agreed.

Grant Funding –

Following a detailed discussion it was agreed to submit Option 2 by Kompan to BBC for consideration. **Clerk to action.**

Have a Field Day Picnic –

It was agreed to register interest for this event & download the information in respect of it. The event date would be 6th July 2019. It was agreed that Members should approach other local groups to get involved to make it a community event. It was noted that this could also encompass the grand re-opening of the Parish Hall following the refurbishment. **Members & Clerk to action.**

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

242/18.

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 11/02/19.

First Aid Box checklist up to & including 08/02/19.

Monthly legionella checks up to & including 27/01/19.

There were no issues to bring to Members attention.

Parish Hall Refurbishment Project Progress Report –

The list of questions for the project meeting the following day was finalized by Members.

Quotes for storage containers 2 x 20ft are in the process of being obtained.

Kitchen & Lounge Redecoration – It was agreed to use the same colour scheme as the newly refurbished foyer & toilets.

Badminton net posts –

It was RESOLVED to order suitable new posts & nets. All in favour. Asst. to the Clerk to action.

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

The Clerk has chased the outstanding quotes as previously agreed but nothing has been forthcoming to date. It was agreed that the Clerk should contact AMP & establish exactly what work is

currently outstanding so that quotes may be obtained.

Clerk to action.

It was confirmed that the replacement lights in the foyer & wc's should be scheduled for the new financial year in April.

Car Park – planned maintenance.

It was noted that the BBC grant application is due to be considered on 14th February & that the Clerk was interviewed by NCC in respect of the application to them last week but no decision has yet been received.

Modernization of toilet facilities & foyer – It was noted that there are still issues outstanding & it was agreed that the contractor should be asked to meet with the Chairman to discuss these further.

Asst. to the Clerk to action.

Security Patrols Contract –

There was nothing further to report at this time.

Facebook Page – this is now up & running for the hall.

To consider a request to install a temporary banner – this was approved for a 1 month period. **Asst. to the Clerk to action.**

243/18. OFFER OF LAND AT FIELD FARM.

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

However, Members were asked to note that enquiries about the land had been received from both a Stapleford based football club & the FA.

244/18 HS2.

Members were asked to note the East Midlands Gateway Connectivity Study consultation.

245/18. CHRISTMAS LIGHTING.

It was RESOLVED to accept the quote of £2,500 plus VAT from Leisure Lites Ltd for the highway displays. All in favour.

Following feedback from Leisure Lites in respect of metering the supplies to the trees it was agreed not to pursue the matter further on the grounds of cost.

- 246/18. HEALTH & SAFETY UPDATE.
The Asst. to the Clerk reported that the necessary tasks are now up to date. It was agreed therefore to discharge this matter from the agenda.
- 247/18. DATA PROTECTION ACT 2018 UPDATE.
It was reported that BBC are to employ a DPO & GC is therefore looking into this further.
- 248/18. 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 247/18. - Noted.
- 249/18. COUNCIL VACANCIES.
It was agreed that now the 6 month point has passed it is not necessary to co-opt any Members prior to the May elections. It was agreed to discharge this matter from the agenda for the time being.
- 250/18. PLANNING APPLICATIONS -
Ward Recycling & Stanton Recycling.
It was agreed that the Clerk should check the DCC website for any further information that may be available. **Clerk to action.**
- 251/18. PARISH COUNCIL ELECTIONS MAY 2019.
The Clerk has distributed the latest information from BBC to Members this evening.
- 252/18. 2019 ANNUAL PARISH MEETING.
It was RESOLVED to accept the draft agenda for this meeting. All in favour. Clerk to action.
- 253/18. EREWASH BOROUGH COUNCIL DRAFT STATEMENT OF COMMUNITY INVOLVEMENT.
The content of this document was duly noted.
- 254/18. CLERK'S REPORT.
NALC 2018 Training Programme - Nothing further to report.
Dog Fouling - The Clerk has chased the requested additional bin installation but no response has been received to date.

Waste Days -Posters have been circulated as previously agreed.
Great British Spring Clean - It was agreed that the Council should register for this initiative. **Clerk to action.**

255/18. TO DECIDE ITEMS FOR PRESS RELEASE.

256/18. Date of next meeting.
Tuesday 12th March 2019.

DP gave his apologies for this meeting.

There being no further business the meeting closed at 21.30pm.

Signed.....Chairman

Date.....