

MINUTES OF THE TROWELL PARISH COUNCIL MEETING, HELD IN THE PARISH HALL ON TUESDAY 9TH APRIL 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, P. Singer, Mrs. L. Ball B.E.M. (BBC), K.E. Rigby (BBC), J. Longdon (NCC) & Mrs. J. Murden (Asst. to the Clerk).

Clerk: Mrs. A. K. Mitchell.

289/18. DECLARATION OF MEMBERS INTERESTS.
MB declared a non-pecuniary interest in item 303/18 on the agenda.

290/18. TO RECEIVE APOLOGIES FOR ABSENCE.
It was RESOLVED to accept apologies from MW & JD. All in favour.

291/18. COUNTY COUNCILLORS REPORT (JL).
It was noted that no written report had been received prior to the meeting.

DP advised JL that the drain at the foot of Cossall Road although previously attended to, is now full of debris again.

JL was asked to chase the outcome of the Council's grant application in respect of the car park project.

HC advised JL that the Stapleford Road service road has now been marked up for repair in several places.

LH requested that JL look into when the new LGPS triangulation report is due to be produced.

GL asked if JL has nominated his worst 5 roads in his ward yet, if not he would like to propose Nottingham Road, Stapleford Road & Ilkeston Road in Trowell for consideration.

DP asked JL to enquire with NCC as to whether they follow up on planning decisions which restrict traffic movements as there has been a significant increase in HGV traffic through the village

following two recent planning consents. JL will make enquiries & asked for any reports of vehicles in contravention of the consents to be reported to him.

292/18. COUNTY COUNCILLORS REPORT (JD).

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

293/18. BOROUGH COUNCILLOR'S REPORT (KER).

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

KER reported that this is his last Parish Council meeting as a BBC Councillor as he is stepping down at the May elections.

He commented in connection with the HGV issue that Johnson's have 2 sites in the area & that NCC are statutory consultees for DCC applications in these matters.

KER advised that he has enjoyed his 28 years of representing Trowell in various capacities & thanked everyone that has helped him in this regard. He wished the Parish Council good luck for the future, adding that he supports all that the Council is doing in respect of the Parish Hall.

KER left the meeting at this point but did advise that he will be attending the Annual Parish Meeting later in the month.

294/18. BOROUGH COUNCILLOR'S REPORT (LB).

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

LB had nothing to report.

DP reported issues along the footpaths & bridlepaths leading from Nottingham Road to the Garden Centre in respect of off-road motorcycle use.

It was noted that the Nottinghamshire Police motorcycle team have been publicizing the fact that they are out & about at present to try & tackle this issue.

JL left the meeting at this point.

295/18. TO APPROVE MINUTES OF THE OPEN FORUM & FULL PARISH COUNCIL MEETING – 12TH MARCH 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.

296/18. LOCAL POLICE REPORT.

It was noted that no report had been received again this month despite the Clerk chasing a response.

It was RESOLVED to contact the local Inspector regarding the recent lack of Police reports. All in favour. Clerk to action.

297/18. MATTERS ARISING FROM THE MINUTES:

None.

298/18. MATTERS ARISING FROM THE “OPEN FORUM”.

a)Damage caused by tree – Ilkeston Road.

It was noted that the Clerk had been telephoned earlier in the day by the MP's office advising her that this matter is receiving attention.

299/18. 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 419 emails & the Asst. to the Clerk 455 emails since the February Council meeting.

It was noted that the Clerk had been on leave for a week during this period.

To review the distribution of Councillors mail at Council Meetings. It was agreed that mail should only be distributed to Members in agenda packs. Members can of course, collect any items from their tray when they visit the office should they so wish.

Clerk to action.

300/18. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.

Short Council Meeting - 26th March 2019.

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

It was noted that staff had had concerns raised in respect of the new cancellation arrangements, particularly in regard to sickness issues. It was agreed that the rule should be applied as resolved upon but that staff do have some discretion where appropriate.

Website.

Members were asked to note the content of the report.

Governor's Report.

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

It was also noted that a thank you card had been received from the Head Teacher to the Council in respect of the gift of vouchers.

301/18.

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 previously circulated.

It was RESOLVED to approve salary statements listed in the appendix.

LB left the meeting at this point.

e) 2018/2019 Final Accounts.

Annual Governance Statement - **It was RESOLVED that the Annual Governance Statement be approved. All in favour.**

The form will now be signed by the Chairman & Clerk as appropriate.

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 approve the 2018/2019 Internal Audit Report. All in favour.

302/18.

PARISH HALL PLAY PARK UPDATE.

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

It was noted that ROSPA have confirmed that they will be carrying out their usual annual safety inspection in May.

Grounds Maintenance Works – There was nothing further to report.

Play Equipment Repairs – These are in the process of being completed.

Tree Survey –

It was noted that the works have now been completed.

Potential play park improvements funding –

It was noted that the funding has been secured & an order placed, work is due to commence in June.

Have a Field Day Picnic –

It was agreed that the Clerk should contact local groups in this regard. **Clerk to action.**

303/18.

PARISH HALL MATTERS UPDATE.

It was noted that the Chair 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 07/04/19. It was noted that there had been no access to the bar area during the building works.

First Aid Box checklist up to & including 05/04/19.

Monthly legionella checks up to & including 24/03/19.

Chair Audit up to & including 07/04/19 - 254.
There were no issues to bring to Members attention.

Parish Hall Refurbishment Project Progress Report -
Window Coverings & bar area floor coverings - it was agreed that this would be discussed further at the site meeting on 15th April 2019.

Access Door -
It was RESOLVED to request 2 further quotes in respect of the access door. All in favour. Clerk to action.

Induction loop & PA - It was agreed that these items will be addressed following completion of the refurbishment works.

Fire Alarm & emergency lighting servicing arrangements etc - progress report.
Estimates from AMP had been circulated to Members prior to the meeting for consideration.
It was RESOLVED to accept the estimates from AMP in respect of items identified as part of the last annual inspection. All in favour. Clerk to action.

Car Park - planned maintenance.
The Clerk will respond to BBC in time for their July deadline.
There has been no decision as yet in respect of the grant application made to NCC.

Modernization of toilet facilities & foyer - It was noted that the works have been completed & that a balance is currently being held by the Council in respect of this. Members were also asked to note the additional emergency electrical works that had resulted as a consequence of the work carried out by the contractor involved.

It was RESOLVED to wait 4 weeks from the date of this meeting to pay the contractor the balance of their account after the cost of the electrical repairs have been deducted. All in favour.

Security Patrols & Alarm Response Contract -
It was noted that the contract has been placed with Nottingham City Council. Central Security are chasing the gate manufacturer's regarding its installation.

Parish Hall Roof - The Clerk is making arrangements with Rain Defence Roofing Ltd as previously agreed with works to be carried out in July.

Proposed Charges for oven use -
Following information presented by the Assistant to the Parish Clerk **it was RESOLVED that in future the charge for ovens will be £5 per hour subject to staff discretion in respect of large hiring's. All in favour. Asst. to the Clerk to action.**

Proposed covered walkway -
It was RESOLVED to accept the quote from Orchard with the works to be carried out in June. All in favour. Clerk to action.

- 304/18. OFFER OF LAND AT FIELD FARM.
There was nothing further to report on this matter at this time.
- 305/18 HS2.
It was noted that HS2 have asked to attend a future meeting to update Members on the project. It was agreed to invite them to the July Meeting. **Clerk to action.**
- 306/18. CHRISTMAS LIGHTING.
Members were asked to consider the quote from AMP Electrical. It was agreed to obtain a quote from Leisure lights too.
Clerk to action.
- 307/18. DATA PROTECTION ACT 2018 UPDATE.
GC will report back to the May Council meeting.
- 308/18. REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998.
GC will report back to the May Council meeting.
- 309/18. PLANNING APPLICATIONS -
Ward Recycling & Stanton Recycling.
There was nothing further to report on this issue at this time.
- 310/18. PARISH COUNCIL ELECTIONS MAY 2019.
It was noted that these are to be uncontested in Trowell.
- 311/18. CLERK'S REPORT.

NALC 2019 Training Programme - There was nothing further to report at this time.

Dog Fouling - The Clerk is chasing BBC on this.

Great British Spring Clean - There has been no response from the school & after an initial response from the uniformed groups nothing has been heard further.

Lamp Post Poppies - The Clerk has started work on this item.

Merchant Navy Day - This was duly noted.

Annual Footpath Walking - It was noted that inspections sheets were available at this meeting.

APM Newsletter - This had been printed & was available for distribution at the meeting.

312/18. TO DECIDE ITEMS FOR PRESS RELEASE.
Play Park Funding Success.

313/18. Date of next meeting.
Tuesday 14th May 2019.

There being no further business the meeting closed at 21.50pm.

Signed.....Chairman

Date.....