

MINUTES OF THE TROWELL PARISH COUNCIL STATUTORY ANNUAL PARISH MEETING, HELD IN THE PARISH HALL ON TUESDAY 14TH MAY 2019, AT 7.15PM.

Present: Cllrs. D. Pringle – Chairman & BBC, Mrs. M. Birkitt, G. Lockwood, Mrs. C. McGann, Mrs. L. Harley, M. Westmoreland, Mrs. L. Ball B.E.M. (BBC), J. Longdon (NCC) & Mrs. J. Murden (Asst. to the Clerk).

Clerk: Mrs. A. K. Mitchell.

DP opened the meeting.

01/19. TO ELECT A CHAIRMAN.
CLLR. DON PRINGLE was proposed as Chairman. Moved by Cllr. Lockwood, seconded by Cllr. Mrs. McGann.

Cllr. Pringle accepted the nomination.

There were no further nominations.

The motion was put to the vote: All in favour.

CLLR. DON PRINGLE was therefore duly elected as Chairman.

02/19. TO RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.
 Cllr. Pringle signed the declaration of Acceptance of Office.

03/19. TO ELECT A VICE-CHAIRMAN.
CLLR. MRS. MARGARET BIRKITT was proposed as Vice Chairman. Moved by Cllr. Mrs. McGann, seconded by Cllr. Lockwood. All in favour.

Cllr. Mrs. Birkitt accepted the nomination with the proviso that she would not be expected to stand as Chair in 2020.

There were no further nominations.

The motion was put to the vote: All in favour.

CLLR. MRS. MARGARET BIRKITT was therefore duly elected as

Vice Chairman.

- 04/19. DECLARATION OF MEMBERS INTERESTS.
MB declared a non-pecuniary interest in item 21/19 on the agenda.
- 05/19. TO RECEIVE APOLOGIES FOR ABSENCE.
It was RESOLVED to accept apologies from HC, GC & JD. All in favour.
- 06/19. COUNTY COUNCILLORS REPORT (JL).
It was noted that no written report had been received prior to the meeting.
- It was noted that the answer to the Council's pensions query had been forwarded to the Clerk, who had, in turn circulated it to all Members.
- In respect of the HGV's travelling through the village outside their scheduled hours, Members were advised that the Parish Council should contact EBC directly, possibly even joining a liaison group with EBC.
- It was agreed that the Parish Council should contact EBC in this regard - Clerk to action.**
- LH felt the Parish Council should go to DCC with this too. It was noted that the Chairman had already tried this but to date had received no response.
- MB congratulated those Members present on their recent election/reelection to BBC as appropriate.
- It was noted that there will be a by-election in June for a seat in Stapleford following the passing of one of the original candidates.
- JL left the meeting at this point.
- 07/19. COUNTY COUNCILLORS REPORT (JD).
It was noted that no written report had been received prior to the meeting.
- 08/19. BOROUGH COUNCILLOR'S REPORT (DP).

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

DP advised that he would not officially be a Borough Councillor until the following evening.

It was noted that he aims to attend all 3 of the Parish Council meetings in his ward each month & it has become very clear to him that the 3 parishes in question suffer with many of the same issues. He aims to encourage the Parish Council's to work together on such matters if Members are agreeable.

DP also intends to submit a written report to the Parish Council each month going forward.

It was agreed to share approved minutes with the Awworth & Cossall Parish Council's going forward. Clerk to action.

09/19.

BOROUGH COUNCILLOR'S REPORT (LB).

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

LB had nothing to report.

HC raised the issue of the new bus stop on Stapleford Road. It was noted that the need for weed killing to take place at this location has been reported but to date has not been actioned. LB was also asked to note that the verge is encroaching onto the footway at this point narrowing it considerably.

10/19.

TO APPOINT STATUTORY OR STANDING COMMITTEES AND REPRESENTATIVES ON OTHER BODIES.

The following appointments were **RESOLVED** upon:

Planning & Environment Committee - to be considered at every Full Council meeting.

Parish Hall & Grounds Committee - All Members.

Finance & General Purposes Committee - All Members.

Newsletter Editorial Team - In abeyance.

Trowell Festival Village Committee -	In abeyance.
Notts. ALC-	To be decided on an invite to invite basis.
Standing Committee -	Chair, Vice-Chair & Chairs of Committees.
Emergency Committee -	Chair, Vice-Chair & Chairs of Committees.
Community Safety Forum -	Vacant
Castle Environmental (If reformed) -	N/A
Broxtowe Women's Project -	Vacant.
Open casting Liaison Committee -	To be decided on an invite to invite basis.
Data Protection Officer -	GC.

11/19. TO CONSIDER PAYMENT OF ANY SUBSCRIPTIONS TO BE PAID ANNUALLY.

It was RESOLVED to make payment of the following subscriptions as they fall due. All in favour.

Nottinghamshire Association of Local Councils.
 LCR Annual Subscription.
 Parish Magazine. (Donation not subscription £20)
 Parish Magazine Subscription.
 Society of Local Council Clerks.
 Notts. Footpaths Preservation Society.
 Website Hosting Fee
 Scribe 2000
 Data Protection
 Domain Name Renewal.

It was noted that a query raised by HC would be addressed at the June Council meeting, once the relevant background information has been compiled.

LB left the meeting at this point.

- 12/19. TO APPROVE DATES OF MEETINGS.
Following a detailed discussion, **it was RESOLVED to approve the revised meeting dates for 2019/2020. All in favour.**

In light of the changes agreed above, **it was RESOLVED that the Chair & Vice-Chair of the Council be responsible for considering domestic planning applications for this Council year. All in favour.**

- 13/19. TO APPROVE MINUTES OF THE OPEN FORUM & FULL PARISH COUNCIL MEETING – 9TH APRIL 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.

- 14/19. LOCAL POLICE REPORT.

It was noted that no report had been received again this month despite the Clerk contacting other Officers in this regard as agreed previously, in fact no response had been received from them either.

It was noted that Awsworth Parish Council are experiencing the same problem.

It was RESOLVED to contact the Chief Constable requesting a meeting for all 3 Parish Council's involved & for this request to be cc'd to Paddy Tipping. All in favour. Clerk to action.

- 15/19. MATTERS ARISING FROM THE MINUTES:
None.

- 16/19. MATTERS ARISING FROM THE "OPEN FORUM".
a) Damage caused by tree – Ilkeston Road.

It was noted that the Clerk had been contacted by the local MP's office in this regard with a query for the parishioner concerned. The Clerk has therefore contacted the parishioner in question & is currently awaiting their response.

LH advised that both she & GC are keen to arrange a meeting for residents in that area to discuss what they want to do to tackle the various issues involved. It was agreed to leaflet that side of Ilkeston Road once the Parish Hall is back up & running.

LH & the Clerk to action.

17/19. 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 415 emails & the Asst. to the Clerk 460 emails since the last Full Council meeting.

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

18/19. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.

Annual Parish Meeting 2019.

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

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.

DP requested that going forward if Members have any queries regarding anything included in the weekly school newsletter that they contact him & he will liaise with the school about it on behalf of the Council.

19/19. 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.

e) 2018/2019 Final Accounts.

It was noted that preparation of the Annual Accounts is progressing well.

f) Pensions update.

It was noted that NCC have confirmed that the results of the latest triangulation are due out later this year.

20/19. 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 have now been completed by the relevant contractors.

Play park improvements funding -

The table tennis table is due for delivery this week - the Council will store it in the hall pending installation next month.

It was noted that the works are due to commence on the 3rd June 2019.

It was RESOLVED to close the park for two weeks from 3rd June to allow the improvement works to take place. All in favour.

Clerk to action.

The Clerk has already requested that the grass be cut in the playpark just prior to the works commencing.

Have a Field Day Picnic -

It was agreed that the Clerk can rearrange the date in line with her availability. It was agreed to combine this with the Parish Hall refurbishment & play park improvements opening events. It was

agreed that people should be invited to bring their own picnics with the Council providing tea, coffee, soft drinks etc & cake in the Parish Hall. Members were asked to feedback any suggestions, ideas etc directly to the Clerk. **Clerk to action.**

Members were advised of the current problems being experience when locking up the play park in the evenings, particularly at weekends.

21/19. 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 11/05/19. It was noted that there had been no access to the bar area during the building works.

First Aid Box checklist up to & including 10/05/19.

Monthly legionella checks up to & including 28/04/19.

Chair Audit up to & including 11/05/19 - 254.

There were no issues to bring to Members attention.

Parish Hall Refurbishment Project Progress Report -

Boxing in of cables - foyer end of the main hall - It was agreed that this could be carried out by the Asst. Caretaker.

Sound proof doors - it was noted that the installation of these is not yet complete.

Cleaning Day - This has been arranged for Monday 20th May.

Future marketing of the Parish Hall - It was agreed to register the hall on 3 free advertising sites, issue a press release and place a banner out at the front of the Parish Hall. It was noted that the website will need updating with all the new details.

Naming of the new rooms - Members were asked to submit their suggestions for consideration at the June Council Meeting.

Grant Claim - It was noted that the first payment was due to be received from WREN the following day. A second payment request will be submitted to them later this week.

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

These works have been ordered as previously agreed.

Car Park - planned maintenance.

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 final payment has been released to the contractor as previously agreed.

Security Patrols & Alarm Response Contract -

It was noted that the gate modifications are still outstanding, contractors had been due to arrive on site this week - Central Security are chasing this matter.

Parish Hall Roof -

The first section has been ordered as previously agreed & the work will begin in July.

Proposed covered walkway -

The work has been ordered, as previously agreed & will commence on 3rd June 2019 in line with the play park works to minimize the amount of time the play park needs to be closed for.

CCTV & Alarm Maintenance Contract 2019-

This has been ordered as previously agreed.

To consider a proposal from GL -

"This Council notes the concerns raised by T.A.A.C. In order to more appreciate the issues raised, and with a view to moving things forward, Trowell Parish Council requests a meeting with T.A.A.C. representatives."

Following a detailed discussion:

It was RESOLVED to accept the above proposal & the Clerk was asked to contact T.A.A.C. accordingly. All in favour.

Clerk to action.

To review the cleaning contract –
Following a detailed discussion it was agreed that the Managers should be called in following completion of the refurbishment works to discuss the implications of the new layout.

Asst. to the Parish Clerk to action.

Redecoration works –
Members were asked to consider the revised quotation for the main hall.

It was RESOLVED to accept the revised quote of £1,429 for the redecoration of the main hall from Woodward's. All in favour.

Asst. to the Parish Clerk to action.

Solar Panels –

The Clerk has dispatched several requests for quotes to repair the inverter & is currently awaiting responses.

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

22/19. OFFER OF LAND AT FIELD FARM.

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

23/19. HS2.

It was noted that HS2 will be attending the July meeting as previously agreed.

24/19. CHRISTMAS LIGHTING.

Members were asked to consider the previously requested quote from LeisureLites.

It was RESOLVED to accept the quote from LeisureLites for the Parish Hall lights this year. All in favour.

It was RESOLVED that a thankyou letter should be sent to AMP Electrical in connection with the above. All in favour.

Clerk to action.

25/19. DATA PROTECTION ACT 2018 UPDATE.

The Asst. to the Clerk advised that the DPO from BBC had visited the Parish Council office & had reviewed the measures put in place. He was happy that the Parish Council was on top of everything & gave advice regarding emails & improvements to methods of obtaining consent in respect of hiring the hall etc.

- 26/19. REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998.
Work in progress in line with 25/19.
- 27/19. PLANNING APPLICATIONS -
Appendix 5 - The content of which was duly noted by Members.
Ward Recycling & Stanton Recycling.
There was nothing further to report on this issue at this time.
- 28/19. PARISH COUNCIL ELECTIONS MAY 2019.
It was noted that there had been no applications received to date - it was agreed to advertise the vacancies accordingly.
Clerk to action.

Standing Orders were suspended until end of business.

- 29/19. 2019 INSURANCE RENEWAL.
The Council is at the end of its 3 year LTA, Came & Co are to provide 3 quotes. It was agreed that it was not necessary to obtain any further quotes at this time.
- 30/19. CLERK'S REPORT.
NALC 2019 Training Programme - The Clerk will make the necessary arrangements for those who have reported that they wish to attend the new Councillor training.
Dog Fouling - The Clerk has chased the outstanding queries on this matter.
Great British Spring Clean -It was noted that there had been no take up for this & the time frame has now passed for this year.
Lamp Post Poppies - The Clerk is currently awaiting receipt of some information from NCC on this matter.
Annual Footpath Walking - Nothing further to report. It was noted that inspections sheets were again available at this meeting.
Allotment Information - A questionnaire had been received from BBC, this had been duly completed & returned.
Festival of Britain Anniversary - to consider a suggestion from a parishioner - It was agreed to refer this matter to the Finance & General Purposes Committee.
Annual Borough/Town/Parish Meeting - Members were asked to submit suggestions for agenda items.
Health & Safety Policy Statement - This was duly signed by the Chairman.

31/19. TO DECIDE ITEMS FOR PRESS RELEASE.
Play Park Project.
Refurbishment Project.
New Council details & vacancies.

32/19. Date of next meeting.
Tuesday 11th June 2019.

DP has already given his apologies for this meeting.

There being no further business the meeting closed at 22.00pm.

Signed.....Chairman

Date.....