

MINUTES OF THE TROWELL PARISH COUNCIL FULL COUNCIL MEETING, HELD IN THE PARISH HALL ON TUESDAY 10TH SEPTEMBER 2019, AT 7.15PM.

Present: Cllrs. D. Pringle – Chairman, Mrs. M. Birkitt, G. Lockwood, Mrs. C. McGann, Mrs. H. Cumberpatch, G. Cotton, M. Westmoreland, J. Longdon (NCC), & Mrs. J. Murden (Asst. to the Clerk).

Clerk: Mrs. A. K. Mitchell.

94/19. DECLARATION OF MEMBERS INTERESTS.

None.

95/19. TO RECEIVE APOLOGIES FOR ABSENCE.

It was RESOLVED to accept apologies from Cllr. Mrs. Harley & Cllr. Mrs. Ball B.E.M. All in favour.

96/19. COUNTY COUNCILLORS REPORT (JL).

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

JL was pleased to offer Members the opportunity of attending an open day at County Hall the following Saturday.

He added that Council business was now back to normal following the summer recess.

JL was asked to contact the footpaths section at NCC regarding the overgrown footpaths around Trowell. It was noted that trees are now overhanging the rear of properties on Hill Rise.

JL was also asked to look into who is responsible for the canal at Cossall car park as it is full of bulrushes & is in danger of drying up completely.

97/19. COUNTY COUNCILLORS REPORT (JD).

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

98/19. BOROUGH COUNCILLOR'S REPORT (DP).

Members were asked to note the content of the report that had been circulated prior to the meeting.

Cllr. Pringle was asked where the new cinema development in Beeston was planned for. He advised that it is on the old multi storey car park site.

It was noted that a planning application for slight changes to the Town Hall will be considered at the next BBC planning meeting in October.

The issue of the impact of HS2 was again raised in connection of the Jobs & Economy Committee as the previously promised report has not yet been produced.

99/19. BOROUGH COUNCILLOR'S REPORT (LB).

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

However, had advised by telephone that she had submitted an HS2 consultation response prior to the deadline.

100/19. TO APPROVE MINUTES OF THE OPEN FORUM & FULL COUNCIL MEETING - 9TH JULY 2019.

It was noted that any queries raised prior to the meeting had been addressed & any necessary amendments made.

The minutes of the Open Forum were approved & signed by the Chairman as an accurate record.

The minutes of the Full Council meeting were approved & signed by the Chairman as an accurate record.

101/19. LOCAL POLICE REPORT.

It was noted that the report had been requested as usual but as AF not available this had not been actioned.

Clerk to enquire why this has not been actioned by another officer as previously promised. **Clerk to action.**

It was requested that the future of the Police Report be added to the next agenda. **Clerk to action.**

JL left the meeting at this point.

- 102/19. MATTERS ARISING FROM THE MINUTES:
None.
- 103/19. MATTERS ARISING FROM THE "OPEN FORUM".
a) Damage caused by tree - Ilkeston Road.
Nothing further to report. It was noted that nothing further had been heard from either party involved.
It was agreed therefore to discharge this matter from the agenda.
- 104/19. 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 1,033 emails & the Asst. to the Clerk 680 emails since the last Full Council meeting.

Office Broadband/email supplier review.
The Clerk updated Members in respect of the proposed transfer to Plus Net. It was agreed that the Clerk should go back to Plus Net & if the transfer cannot be actioned without changing telephone number then she should source an alternative supplier who can.
Clerk to action.
- 105/19. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.
Website.
There had been no queries received prior to the meeting.
Members were asked to note the content of the report.

Finance Report.
There had been no queries received prior to the meeting.
Members were asked to note the content of the report.
LH, the Clerk & the Asst. to the Clerk were thanked for their hard work in this regard.

Governor's Report.
It was noted that no written report had been received prior to the meeting.

DP was pleased to report that the Head is now back at school 2-3 days per week now & hopes to be back full time after half term.

Annual Borough Parish Meeting.

It was noted that DP, LH, MB & the Clerk had attended this meeting on the Council's behalf.

Members were encouraged to submit questions to BBC for consideration at their full Council meetings.

106/19.

FINANCE.

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 these documents are with the external auditor & that there is nothing further to report at this time.

f) Pensions update.

There was nothing further to report at this stage.

g) Acceptance of cheques.

It was noted that cheques can now be paid into the Post Office in the same way as cash. It was agreed therefore that cheques may be accepted as payment where no other option is available.

107/19.

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.

Grounds Maintenance Works -It was noted that BBC cut the hedges on the 13th August 2019 & the grass had been cut earlier in the day. It was noted that the hedges inside the park had been cut back & the person responsible for this was thanked for their hard work in this respect.

Play park improvements 2019 -

It was noted that there is an issue of water collecting on the concrete base of the table tennis table, this has been raised with the contractors & is being monitored by the Clerk.

A permanent "Pride in Parks" sign is currently being sourced.

Supply of equipment - It was confirmed that equipment is now available from the Parish Office during normal opening hours.

Have a Field Day Picnic/Parish Hall & Play Park Opening Event - This took place on Saturday 17th August 2019 as previously agreed. Thanks were given to LH, the Clerk & the Asst. to the Clerk for organizing this event.

School end of term picnic - Members were advised that this had gone well with only one person challenging the car parking instructions they were given by a member of staff. There had been very little rubbish left & what was left had been placed in the bags provided by the Parish Council.

108/19.

PARISH HALL MATTERS UPDATE.

It was noted that the Chairman 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 25/08/19.

Monthly legionella checks up to & including 25/08/19.

Chair & Table Audit up to & including 25/08/19.

First Aid Box Reports up to & including 06/09/19

There were no issues to bring to Members attention.

Members were asked to note that the defib unit had been serviced by EMAS earlier that day.

Parish Hall Refurbishment Project Progress Report -

It was noted that the final claim & draft press release had been submitted to FCC/Wren last week for consideration.

It was noted that the high level blinds in the hall are to be fitted next week as previously agreed.

Acoustic Requirements - Following a detailed discussion **it was RESOLVED to accept the quote of £3,578 plus VAT from Alex Docherty in respect of the necessary works. All in favour.**

Clerk to action.

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

Following detailed discussions:

It was RESOLVED to accept the quote of £145 plus VAT from O. Heap to service & relocate fire extinguishers. All in favour.

Clerk to action.

It was RESOLVED to accept the quote of £60 plus VAT from DSB Electrics Ltd in respect of PAT testing along with their quote of £45 to relocate an emergency light following the installation of the covered walk way. All in favour.

Clerk to action.

The Clerk was asked to provide further information before a decision could be taken in respect of the outstanding inspection work.

Clerk to action.

Car Park - planned maintenance.

It was noted that the NCC grant offer has been submitted to DP & MB for signing & that a fresh grant application has been made to BBC following the Annual Parish Borough Meeting. This new application will be considered by BBC in October.

Members were asked to note the recently updated quotes that had been received in this regard. The Clerk was asked to contact a contractor again for further information before the October Council meeting.

Clerk to action.

It was suggested that the Council consider leaving the car park barrier open even when the hall is not in use to assist users of the play park.

MW left the meeting at this point.

Security Arrangements -

It was noted that the play park gate is working well & that the pedestrian gate to the car park is now left unlocked at all times to facilitate access to the park outside hall hours.

Parish Hall Roof -

The annexe roof is now complete with the recommendation from the contractors that the foyer be the next section to be treated.

Badminton for Fun-

Following a detailed discussion **it was RESOLVED that a revised invoice be sent to the club deducting the cost of their share of the cost of the net posts. 4 For, 1 against & 1 Abstention. Motion carried.** Clerk to action.

Redecoration works -

It was noted that these works now complete with the exception of the bar area which was mentioned in the earlier Finance Report.

Solar Panels -

It was noted that the Clerk has been promised the repair estimate by the end of the week.

Installation of Cycle Rack - It was agreed to refer this to the PH&G Committee for further attention.

Replacement doors (external/internal) -

The internal main doors have now been installed as part of the FCC/Wren project & sources of funding will be looked into for the external items.

Possible Central Heating Modifications - It was agreed to refer this matter back to the PH&G Committee for further discussion.

Assistant Caretaker Vacancy -

It was noted that the initial candidate left before completing their trial period & the post is yet to be re-advertised. The office staff are currently covering caretaking duties where necessary with assistance from Members when required.

Potential booking clash -

Following a detailed discussion it was agreed that GC will speak to the hirer in question to try & resolve the issue favorably.

- 109/19. OFFER OF LAND AT FIELD FARM.
There was nothing further to report on this issue.
- 110/19. HS2.
It was noted that the Council's consultation response had been submitted on the 5th September & that a copy of the submission & the acknowledgement received had been forwarded to all Members.
- 111/19. CHRISTMAS LIGHTING.
The Clerk has chased the 2018 electricity account as this has not yet been received.
The licence application will be completed & submitted to NCC before the October Council meeting.
- 112/19. DATA PROTECTION ACT 2018 UPDATE INC. 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 further at the October meeting once he has carried out an audit following receipt of the latest advice from NALC.
- 113/19. PLANNING & ENVIRONMENT MATTERS -
- a) Planning Applications - Appendix 5 - The content of which was duly noted by Members.
Ward Recycling & Stanton Recycling.
It was noted that DP is trying to get BBC & the EA involved in the smell issue.
It was agreed that the Clerk should contact DCC to request that the Parish Council be part of the meeting where this application is discussed. **Clerk to action.**
 - b) 2019 Planting Scheme - It was noted that the boundary planters are still in place & it was agreed that the Clerk should obtain a quote for 2020 from the current supplier. **Clerk to action.**
 - c) Boundary signs - There was nothing further to report at this time. **Chair & GC to action.**
 - d) Any other planning matters.
Erewash BC - Statement of Community Involvement - documents previously circulated. Noted.

Nottinghamshire County Council – Minerals Local Plan – documents previously circulated. Noted.

Assets of Community Value – The Festival Inn.

Members were advised of the potential benefits of doing this by the Chair & were asked to note them.

Winter Gritting – It was noted that the usual 5 free bags have been requested from VIA & Members were asked to check whether the bins nearest their homes require filling & advise the Clerk accordingly.

East Midlands Airport Future Airspace Programme – documents previously circulated. DP will raise this issue with BBC.

DP to action.

114/19. PARISH COUNCIL VACANCIES.

It was noted that an application has been received for Members consideration – documents previously circulated.

It was RESOLVED to co-opt DR. GRAHAM LEWIS to the Parish Council. All in favour.

Members were asked to note a letter that had been received from ex-councillor PS. As a result, it was agreed to send a thank you letter & issue a certificate in the usual way. **Clerk to action.**

115/19. REVIEW OF INVENTORY OF LAND & ASSETS INCLUDING BUILDINGS & OFFICE EQUIPMENT.

It was noted that the final cost of the refurbishment has been submitted to the insurers for consideration & the Clerk is now awaiting their advice on whether the hall will need to be re-valued as a consequence.

It was agreed therefore to await the insurer's response before proceeding further with this matter.

116/19. REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE – EXISTING DOCUMENT PREVIOUSLY CIRCULATED.

It was RESOLVED to re-adopt this document with no changes. All in favour. Clerk to action.

- 117/19. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH PRESS/MEDIA - EXISTING DOCUMENT PREVIOUSLY CIRCULATED.
It was **RESOLVED** to re-adopt the existing documentation with no changes. All in favour. Clerk to action.
- 118/19. TO DISCUSS PROPOSED MEETING WITH THE LOCAL MP.
It was agreed to defer this until after the anticipated General Election.
- 119/19. TO CONSIDER A REQUEST TO CHANGE THE DATE OF THE NEXT PARISH HALL & GROUNDS COMMITTEE & THE FINANCE & GENERAL PURPOSES COMMITTEE MEETINGS FROM THE 1ST OCTOBER 2019 TO THE 24TH SEPTEMBER 2019.
Following a detailed discussion it was **RESOLVED** to move both the PH&G & the F&GP Committee meetings to Tuesday 15th October 2019. All in favour. Clerk to action.

Standing Orders were suspended at this point until close of business.

- 120/19. REPLACEMENT PHOTOCOPIER - DETAILS PREVIOUSLY CIRCULATED.
It was **RESOLVED** to accept the quote from Midland Reprographics in respect of a 5year lease arrangement. All in favour. Clerk to action.
- 121/19. NEW NALC FINANCIAL REGULATIONS FOR CONSIDERATION.
This item was deferred until the October Council meeting & the Clerk was asked to prepare a report of her findings on the draft document for the same meeting. Clerk to action.
- 122/19. CLERK'S REPORT.
Training - It was noted that there was no interest in a forthcoming playground inspection training course in Bingham.

Dog Fouling - The Clerk has contacted BBC again regarding the possible installation of a new dog bin & has been advised that this matter has now been referred to the Cleansing Department within the Council.

Lamp Post Poppies - It was noted that the grants awarded by the County Councillors have now been received.

Annual Footpath Walking – Nothing further to report. It was noted that inspections sheets were again available at this meeting.

Overgrown footpaths – BBC have advised that the Parish Council’s complaint has now been closed. NCC have advised that BBC were scheduled to cut the Canal footpaths in late July.

The Chair reported that these paths have yet to be cut & the graffiti on the canal bridge is still there. **Clerk to action.**

Liaison with Awsworth & Cossall Parish Councils – Off Road Motorcycles.

It was noted that the documentation received circulated to all Members & placed on noticeboards & website where appropriate. An annotated map of hot spots was returned to BBC on 5th August 2019.

123/19. TO DECIDE ITEMS FOR PRESS RELEASE.
New Councillor.

124/19. Date of next meeting.
Tuesday 8th October 2019.

There being no further business the meeting closed at 21.45pm.

Signed.....Chairman

Date.....