

MINUTES OF THE TROWELL PARISH COUNCIL FULL COUNCIL MEETING, HELD IN THE PARISH HALL ON TUESDAY 9TH OCTOBER 2019, AT 7.15PM.

Present: Cllrs. Mrs. M. Birkitt – Vice-Chairman in the Chair, Mrs. L. Harley, G. Lockwood, Mrs. C. McGann, Mrs. H. Cumberpatch, G. Cotton, G. Lewis, J. Longdon (NCC), & Mrs. J. Murden (Asst. to the Clerk).

Clerk: Mrs. A. K. Mitchell.

125/19. DECLARATION OF MEMBERS INTERESTS.

None.

126/19. TO RECEIVE APOLOGIES FOR ABSENCE.

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

127/19. COUNTY COUNCILLORS REPORT (JL).

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

JL advised that he has actioned all the points raised at the September meeting. All the reports have been directed to the relevant officers at NCC for attention.

He advised that he hasn't had chance to attend to the Canal issue but will deal with this at the earliest opportunity.

The Clerk asked on behalf of Cllr. Pringle if NCC have ever considered installing speed cameras in Trowell, especially as after the installation of the Tram Stop direction sign the Police speed monitoring van is no longer able to visit the village. JL will make enquiries at NCC & will report back accordingly.

128/19. COUNTY COUNCILLORS REPORT (JD).

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

129/19. BOROUGH COUNCILLOR'S REPORT (DP).

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

130/19. BOROUGH COUNCILLOR'S REPORT (LB).
It was noted that no written report had been received prior to the meeting.

131/19. TO APPROVE MINUTES OF THE OPEN FORUM & FULL COUNCIL MEETING - 10TH SEPTEMBER 2019.
It was noted that there had been no queries received prior to the meeting.
The minutes of the Open Forum were approved & signed by the Vice-Chairman as an accurate record.

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

JL left the meeting at this point.

132/19. LOCAL POLICE REPORT.
It was noted that the report had been circulated to Members prior to the meeting & that no queries had been received.

Following a detailed discussion it was agreed not to request a report in future but for Members to access information themselves from the relevant website. Clerk to supply Members with the relevant website address. **Clerk to action.**

This matter was therefore discharged from the agenda.

133/19. MATTERS ARISING FROM THE MINUTES:
None.

134/19. MATTERS ARISING FROM THE "OPEN FORUM".
a) Tree on junction of Stapleford Road/Trowell Park Drive.
Nothing further to report. It was noted that this matter is currently with Cllr. Longdon.

135/19. 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 411 emails & the Asst. to the Clerk 370 emails since the last Full Council meeting.

Office Broadband/email supplier review.

The Clerk updated Members that the Council can transfer to Plus Net without changing telephone number. It was agreed that the Clerk should obtain the relevant costings ready for the forthcoming Finance & General Purposes Meeting.

Clerk to action.

136/19. 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.

LH presented a report to Members & following a detailed discussion, Members were asked to note its contents.

HR Report.

LH presented a report to Members & following a detailed discussion, Members were asked to note its contents. It was noted that there will be a HR report each month.

Members thanked the Clerk & the Asst. to the Clerk for all their hard work in recent weeks.

Governor's Report.

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

137/19. 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 have been signed off by the external auditor & advertised accordingly.

The Clerk was thanked for her hard work in this regard.

f) Pensions update.

There was nothing further to report at this stage.

138/19.

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 – There was nothing further to report at this time.

Play park improvements 2019 –

There was nothing further to report at this time.

139/19.

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 – these reports have not yet been located & so the Clerk will report back next month.

Monthly legionella checks up to & including 21/09/19.

Chair & Table Audit up to & including 02/10/19.

First Aid Box Reports up to & including 04/10/19

There were no issues to bring to Members attention.

It was agreed that the Clerk should arrange suitable legionella testing training for herself & the Assistant to the Clerk.

Clerk to action.

Parish Hall Refurbishment Project Progress Report –

It was noted that the final claim has now been received & that annual reports will need to be submitted to FCC for the next 3 years.

Acoustic Requirements – This work has been ordered as previously agreed & an installation date arranged.

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

It was noted that the Fire Extinguisher Service has been ordered as previously agreed.

It was reported that the PAT testing, relocation of the outside emergency light & outstanding inspection related works have been carried out as previously agreed.

It was agreed that all outstanding matters in this regard should be taken to the forthcoming Parish hall & Grounds Committee meeting for consideration. **Clerk to action.**

Car Park - planned maintenance.

It was noted that the revised quotations had been circulated to Members prior to the meeting for consideration. It was noted that the grant application to BBC is being considered on the 10th October & that the necessary documentation has been submitted to NCC in respect of their grant offer as previously agreed. NCC have requested some further information which the Clerk will provide in due course once the outcome of the BBC grant application is known & the preferred contractor has been selected by Members.

It was agreed that this matter should be discussed further at the forthcoming Finance & General Purposes Meeting following the BBC decision.

Security Arrangements - There was nothing further to report on this issue at this time.

Badminton for Fun- It was noted that a revised invoice & covering explanation issued as previously agreed.

Solar Panels - It was noted that the Clerk is still chasing the repair estimate from the relevant contractor.

Replacement External door - The Clerk will shortly be looking into sourcing funding in this regard.

Caretaker Vacancies - It was noted that both Caretaking positions are now currently vacant.

Potential booking clash – GC has spoken to the hirer in question & hopefully a compromise has been reached.

Proposed Coffee Morning 2020 – Members agreed to support staff arranging a Macmillan Coffee Morning for 2020 at the Parish Hall.

140/19. OFFER OF LAND AT FIELD FARM.

There was nothing further to report on this issue.

141/19. HS2.

It was noted that there was nothing further to report on this issue at this time.

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

142/19. CHRISTMAS LIGHTING.

The Clerk has submitted the seasonal decorations licence application as required.

143/19. 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 reported that the Clerk has been asked to obtain a copy of BBC's Documents Retention Policy for information. **Clerk to action.**

144/19. PLANNING & ENVIRONMENT MATTERS –

a) Planning Applications - Appendix 5 – The content of which was duly noted by Members.

Ward Recycling & Stanton Recycling.

It was agreed that the Clerk should email DCC as advised by the relevant planning officer. **Clerk to action.**

b) 2019 Planting Scheme – It was noted that a quote has been requested as previously agreed.

c) Boundary signs – There was nothing further to report at this time. **Chair & GC to action.**

d) Any other planning matters.

Winter Gritting – It was noted that the order for grit has been placed as previously agreed.

East Midlands Airport Future Airspace Programme – It was noted that the Chairman had submitted a response to the consultation on

behalf of the Council as agreed by email. LH expressed her appreciation to those who had responded.

It was noted that the footpath inspection forms were available for collection during the meeting.

145/19. PARISH COUNCIL VACANCIES.

It was noted that the relevant notices have been amended & reissued for the remaining two vacancies.

146/19. REVIEW OF INVENTORY OF LAND & ASSETS INCLUDING BUILDINGS & OFFICE EQUIPMENT.

It was noted that quotes for the revaluation of the Parish Hall have been circulated to Members. As requested the Clerk has contacted FHP for further information but nothing has been forthcoming as yet.

147/19. REPLACEMENT PHOTOCOPIER.

It was noted that this has now been installed & is in operation.

148/19. NEW NALC FINANCIAL REGULATIONS FOR CONSIDERATION.

It was noted that a copy of the new regulations with suggested amendments was available to Members at the meeting/

It was RESOLVED to adopt the new regulations & that once available the Clerk should issue the new document to Members electronically. All in favour. Clerk to action.

149/19. REVIEW OF GENERAL GUIDANCE FOR PARISH COUNCILLORS.

It was noted that the draft document had been circulated to Members prior to the meeting & that no queries had been received.

It was RESOLVED to adopt the revised document. All in favour. Clerk to action.

150/19. HEALTH & SAFETY POLICY REVIEW - DOCUMENT PREVIOUSLY CIRCULATED.

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

151/19.

CLERK'S REPORT.

Training - Legionella testing training to be arranged as previously agreed.

Dog Fouling - Nothing further has been heard from BBC to date.

Lamp Post Poppies - DP & GC to install these in the near future.

Overgrown Footpaths - The Clerk has been liaising with BBC & NCC where appropriate on this issue.

Liaison with Awwsworth & Cossall Parish Councils - Off Road Motorcycles.

It was noted that there was nothing further to report on this issue at this time.

NAO Audit Code of Practice Consultation - It was noted that this had been previously circulated to Members by email & that the Closing date for responses is in November.

Issues on Cossall Road - The Clerk has been in touch with VIA regarding this matter & their response has been circulated to Members prior to the meeting.

Letter from RMS Sports Consultants - noted.

Christmas Event Raffle - appeal for raffle prizes. Any funds raised will be used to purchase something appropriate for the Parish Hall.

Circulation of Council Papers - following a detailed discussion it was agreed to continue in the current format.

152/19.

TO DECIDE ITEMS FOR PRESS RELEASE.

None.

153/19.

Date of next meeting.

Tuesday 12th November 2019.

There being no further business the meeting closed at 21.13pm.

Signed.....Chairman

Date.....