

**MINUTES OF THE TROWELL PARISH COUNCIL FULL COUNCIL MEETING, HELD IN THE PARISH HALL ON TUESDAY 12<sup>TH</sup> NOVEMBER 2019, AT 7.15PM.**

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Present: Cllrs. D. Pringle – Chairman. Mrs. M. Birkitt, Mrs. L. Harley, G. Lockwood, Mrs. C. McGann, Mrs. H. Cumberpatch, G. Cotton, M. Westmoreland G. Lewis, J. Longdon (NCC), Mrs. Lydia Ball B.E.M. (BBC), P. Mullins (HS2 Ltd), Ms. K. Soucy (HS2 Ltd), & Mrs. J. Murden (Parish Hall Manager/ Asst. to the Parish Clerk).

Clerk: Mrs. A. K. Mitchell.

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154/19. DECLARATION OF MEMBERS INTERESTS.  
Cllr. Lockwood declared an interest in Item 136/19 (Website) on the agenda.

155/19. TO RECEIVE APOLOGIES FOR ABSENCE.  
None.

156/19. TO RECEIVE AN UPDATE FROM HS2 LTD.  
It was noted that it appears that part of the forthcoming project update report has been leaked to the press ahead of time. HS2 are not aware of the contents of the report & it cannot be officially be published until after the forthcoming General Election.

HS2 did provide new information to the authors of the report but the report won't be presented to the new Government until 2020. As a result HS2 are currently operating on a business as usual basis as they cannot afford to lose that time.

The consultation responses for the Design Refinement consultation are still being processed & the findings will be submitted to the new Government for consideration.

Members were advised to view HS2's Draft Code of Construction Practice which is available from their website.

Members asked how the latest review is independent when one of the authors was formerly the head of HS2Ltd. Members were advised that the panel involved is made up of a mixture of people both for & against the scheme.

Members commented that during this period of bad weather a large portion of the planned route is currently flooded. Members therefore asked when HS2Ltd would admit the proposed route through the local area involves building on & along the floodplain. Members were advised that in light of the information provided about current events a Hydrologist will be asked to look at the situation & report back.

PM & KS left the meeting at this point.

157/19. COUNTY COUNCILLORS REPORT (JL).

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

JL advised that he has checked & that mobile speed cameras have visited the village previously. This was acknowledged but advised that this no longer takes place since the park & ride sign has been erected where the camera van used to park. JL will follow up on this.

Members expressed their concern about speeding vehicles throughout the village, particularly buses & HGV's. It was noted that Cossall has 2 speed cameras on one stretch of road. JL advised that it can take over 2 years to get approval for speed camera installations.

Members reported that currently all the interactive speed signs in the village are either not working or not working accurately.

It was reported that Nottingham Road near the Balloon Woods traffic lights is flooding & that the gullies & drains need clearing. It was also reported that the gullies throughout the village are blocked including one at the end of the school driveway which is running like a river so the children are getting their feet wet on their way into school. JL will inspect this on Wednesday.

158/19. COUNTY COUNCILLORS REPORT (JD).

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

159/19. BOROUGH COUNCILLOR'S REPORT (DP).

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

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

JL left the meeting at this point.

- 160/19. BOROUGH COUNCILLOR'S REPORT (LB).  
It was noted that no written report had been received prior to the meeting.

LB advised that she is now a Member of the Borough Council's Climate Change Committee.

It was noted that Cossall had its speed cameras installed as a result of the same property being struck by vehicles in the region of 9 times.

It was reported that Pit Lane is currently full of debris at present. It was also reported that the parking on the Stapleford Road service road verge is getting worse. It was requested that a letter be sent to all the residents of adjacent properties asking them not to do this.

- 161/19. TO APPROVE MINUTES OF THE OPEN FORUM & FULL COUNCIL MEETING – 9<sup>TH</sup> OCTOBER 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 Chairman as an accurate record.

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

- 162/19. MATTERS ARISING FROM THE MINUTES:

None.

- 163/19. MATTERS ARISING FROM THE "OPEN FORUM".

a) Tree on junction of Stapleford Road/Trowell Park Drive.

It was noted that some tree works are due to be carried out on Stapleford Road shortly.

- 164/19. TO DEAL WITH CORRESPONDENCE.

A copy of the correspondence list was available for Members consideration.

Office Broadband/email supplier review.

It was noted that an order had been placed with Plus Net as previously agreed.

Members were asked to note an IT Report from GLs which had been circulated prior to the meeting.

A detailed discussion followed & GLs was thanked for the work he had carried out on this item.

**It was RESOLVED to action the recommendations made in order of the priority determined by GLs. All in favour.**

165/19. 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.

GLd had declared an interest in this matter & therefore did not take part in the discussion or vote.

Website Security report –

Following a brief discussion **it was RESOLVED to accept the quote of £90 from Boom Online to improve the security settings of the Parish Council website. All in favour. Clerk to action.**

LB left the meeting at this point.

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.

Governor's Report.

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

DP will arrange for GLs to be added to the school newsletter circulation list. **DP to action.**

Parish Hall & Grounds Committee – 15<sup>th</sup> October 2019.

It was noted that no queries had been raised prior to the meeting.

**It was RESOLVED to accept the minutes & the proposals contained therein as an accurate record. All in favour.**

It was noted that the investigation of the heating options are still ongoing & a report will be submitted to the January Council meeting.

The Chair of PHGC is now meeting with staff once a month regarding the hall & the work on planned improvements will be ongoing, she would like all Members to be involved & contribute to this process.

Finance & General Purposes Committee – 15<sup>th</sup> October 2019.

It was noted that no queries had been raised prior to this meeting.

**It was RESOLVED to accept the minutes & the proposals contained therein as an accurate record. All in favour.**

KIN forms – it was agreed to return the Clerk's & HC's completed forms only.

Local Council Award Scheme – following a report from GC it was agreed not to pursue this matter further at this time.

166/19.

FINANCE.

a) It was RESOLVED to approve all financial reports which were circulated to all Councillors prior to the meeting.

It was noted that GLd had raised a query prior to the meeting which had been addressed to his satisfaction by the Clerk. It was noted that the bank balances @ 31<sup>st</sup> October 2019 had been made available to Members 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) Pensions update.

There was nothing further to report at this stage.

f) 2020/2021 Budget Proposals.

It was noted that the latest proposals were available for Members consideration this evening.

A detailed discussion then took place.

**It was RESOLVED to give notice on the card payment machine contract with Global Payments. All in favour.**

g) Annual Risk Management Review.

**It was RESOLVED to readopt this document with no amendments at this time. All in favour.**

h) Audit Policy Consultation.

Members were asked to note that this had been circulated to Members prior to the meeting. Noted.

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

167/19. 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 Members attended on 03/11/19. It was noted that the grass was last cut on 24<sup>th</sup> October 2019.

It was agreed that the Clerk should look into costings for garden maintenance services for the playpark & report back accordingly.  
**Clerk to action.**

Play park improvements 2019 –

It was noted that the Table Tennis table is currently being misused. The Clerk was asked to ascertain how durable the table is & report back to Members accordingly.

It was noted that the lamp post poppies will be removed the week after the Christmas lights have been lit.

168/19. 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:

Chair & Table Audit up to & including 08/11/19.

First Aid Box Reports up to & including 08/11/19

There were no issues to bring to Members attention.

Legionella Testing – It was noted that the legionella risk assessment is now due & Members were asked to consider a relevant quote.

Following a detailed discussion it was agreed that the Clerk should ascertain whether it is necessary for the Council to continue having these tests carried out. **Clerk to action.**

Parish Hall Refurbishment Project Progress Report –  
Acoustic Requirements – This work is now complete.

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

It was noted that the Fire Extinguisher Service & relocation etc. is now complete.

It was noted that the fire alarm & emergency lighting service is due to be carried out on 15<sup>th</sup> November. It will also include the connection of the park gate to the fire alarm system for emergency purposes.

Car Park – planned maintenance.

The Clerk is currently awaiting confirmation from NCC that they are happy for her to place the order for works – once this is received she will contact the contractor accordingly.

Badminton for Fun- It was noted that this account has now been settled in full.

Solar Panels – **It was RESOLVED to accept the quote of £1,609.60 plus VAT from J T Hodson to replace the invertor. All in favour.**

Replacement External door – The Clerk is looking into external funding sources for this item.

Caretaker Vacancies –

Weekend Caretaker – It was agreed to extend the current trial/probation period for 3 months.

Weekday Caretaker – It was noted that the closing date for applications was the previous day.

169/19. OFFER OF LAND AT FIELD FARM.

There was nothing further to report on this issue.

170/19. HS2.

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

171/19. CHRISTMAS LIGHTING.

It was noted that the contractor has collected the lights for the hall for checking.

172/19. 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 had obtained a copy of BBC's Documents Policy for him but as a result he now needs copies of their Data Quality Policy, Retention Schedule & Information Asset Register. The Clerk has been asked to request these accordingly.

**Clerk to action.**

173/19. 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 the smell has been particularly bad recently.

Land N/W Smithfield Avenue – It was noted that objections have been sent to BBC as previously agreed.

b) 2020 Planting Scheme – It was noted that the Clerk has chased the outstanding quote from the contractor.

c) Boundary signs – GC advised that all are secure but the wooden frames need tidying up in the Spring & the signs themselves need cleaning.

**Chair & GC to action.**

d) Any other planning matters.

Winter Gritting – It was noted that the grit from NCC has yet to be delivered.



East Midlands Airport Future Airspace Programme – It was noted that there was nothing further to report at this time.

A Guide to the Community Infrastructure Levy (CIL) for Parish & Town Councils – it was noted that this document had been circulated to Members prior to this meeting.

Local Plan Part 2 - It was noted that the latest information received had been circulated to Members prior to this meeting.

e) 2020/2021 Budget Proposal – It was noted that the draft document had been circulated to Members at this meeting for consideration.

174/19. PARISH COUNCIL VACANCIES.

There was nothing further to report at this time.

175/19. REVIEW OF INVENTORY OF LAND & ASSETS INCLUDING BUILDINGS & OFFICE EQUIPMENT.

It was noted that FHP have promised the further information for the middle of this week. The Clerk will report back to Members accordingly.

176/19. PARISH HALL MANAGER'S REPORT.

A copy of the report had been supplied to Members.

Emails – It was noted that the PHM has processed 375 since the last Council Meeting.

Proposed Coffee Morning 2020 – signed up to receive the pack & the date has been booked in the diary.

VE Day Celebrations – documents previously circulated. This is in the events diary for 8<sup>th</sup> May 2020.

Village Hall Week 2020 – Monday 20<sup>th</sup> January – Sunday 26<sup>th</sup> January.

**It was RESOLVED to take part in the National Open Day on Saturday 25<sup>th</sup> January 2020. All in favour.**

Working Party meeting required.

**PHM to action.**

Standing Orders were suspended until close of business.

177/19. CLERK'S REPORT.

Emails – It was noted that the Clerk has processed 516 emails since the last Council meeting.

Training – Employment Update – It was agreed that DP & LH should attend.  
**Clerk to action.**

Dog Fouling – The Clerk has again chased BBC on this matter as no response has been received from the Street Cleansing Department as promised.

Lamp Post Poppies – All installed in time for Armistice Day.

Overgrown Footpaths – There was nothing further to report on this issue & so it was agreed to discharge this matter from the agenda for the time being.

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

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

Condition of noticeboards –

Following a discussion it was agreed to look for quotes for replacement and/or refurbishment of the village noticeboards.

**Clerk to action.**

Car Parking Consultation – It was noted that the documentation had been circulated to Members prior to the meeting for their information.

Code of Recommendation Practice on Local Election Publicity – Election Purdah. It was noted that this document, issued by NALC had been circulated to Members prior to this meeting.

178/19. TO DECIDE ITEMS FOR PRESS RELEASE.  
National Village Hall Open Day.

179/19. Date of next meeting.  
Tuesday 14<sup>th</sup> January 2020.

There being no further business the meeting closed at 22.02pm.

Signed.....Chairman

Date.....