

**MINUTES OF THE TROWELL PARISH COUNCIL MEETING, HELD VIA THE ZOOM PLATFORM ON TUESDAY 10<sup>TH</sup> NOVEMBER 2020, AT 7.00PM.**

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Present: Cllrs. Mrs. L. Harley – Chairman, Mrs. M. Birkitt, Mrs. C. McGann, D. Pringle, Mrs. H. Cumberpatch, G. Lewis, M. Westmoreland, B. Melling, G. Cotton, N. Jackson, J. Longdon (NCC) part meeting, Mrs. D. Hopwood (candidate for co-option) & Mrs. J. Murden (Parish Hall Manager).

Clerk: Mrs. A. K. Smith.

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A minute's silence was observed in respect of Armistice Day.

- 60/20. DECLARATION OF MEMBERS INTERESTS.  
LH declared a non-pecuniary interest in the car park quote if discussed.
- 61/20. TO RECEIVE APOLOGIES FOR ABSENCE.  
Apologies were accepted from LB. All in favour.
- 62/20. COUNTY COUNCILLORS REPORT (JL).  
It was noted that no written report had been received prior to the meeting.  
  
JL was thanked for the further £1,000 grant he has awarded the Council towards the car park project.  
  
He advised that the County Council is quiet, focusing on Covid issues in the main.
- 63/20. COUNTY COUNCILLORS REPORT (JD).  
It was noted that no written report had been received prior to the meeting.
- 64/20. BOROUGH COUNCILLORS REPORT (DP).  
It was reported that a copy of DP's report had been circulated to Members prior to the meeting & they were asked to note its content.  
  
It was reported that DP is currently acting on a report regarding an issue in the Stoney Lane area.

- 65/20. BOROUGH COUNCILLORS REPORT (LB).  
It was noted that no written report had been received prior to the meeting.
- 66/20. TO APPROVE MINUTES OF THE PARISH COUNCIL MEETING - 13<sup>TH</sup> OCTOBER 2020.  
It was noted that no comments had been received by the Clerk, prior to the meeting.  
The minutes of the October Parish Council meeting were approved & will be signed by the Chairman as an accurate record.
- 66/20. MATTERS ARISING FROM THE MINUTES: for information only.  
None.
- 67/20. TO DEAL WITH CORRESPONDENCE.  
It was noted that on this the latest correspondence list had been circulated to Members prior to the meeting & that no queries have been received.
- 68/20. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.  
Parish Hall & Grounds Committee - 27<sup>th</sup> October 2020.  
The minutes & proposals contained therein were presented & moved by HC, seconded by MB. All in favour.
- Finance & General Purposes Committee - 27<sup>th</sup> October 2020.  
The minutes & proposals contained therein were presented & moved by LH, seconded by CMG. All in favour.
- Chairman's Report.  
It was noted that two reports had been circulated to Members by email over the previous weekend & Members were asked to note their content.
- Website Report.  
It was noted that a copy of the report from GL had been circulated Prior to the meeting & Members were asked to note its content.
- 69/20. FINANCE.  
a) Live Budget Report.  
It was noted that this report had been circulated to Members prior to the meeting & that no queries had been received.  
b) It was RESOLVED to approve all financial reports which were circulated to all Councillors prior to the meeting.

- c) Accounts paid prior to the meeting – Appendix 2 attached.  
It was RESOLVED to approve for payment the accounts listed in the appendix.

A query was raised at this point in respect of the PRS Licence which was answered by the Clerk to the satisfaction of the Member concerned.

**It was RESOLVED that the Council rejoin as Members of RCAN. All in favour. Clerk to action.**

- d) Accounts for payment at the meeting – Appendix 3 attached.  
None.
- e) Staff Salary Statements – Appendix 4 previously circulated.  
October statements were circulated at the previous Committee Meetings – therefore there was nothing further to report.
- f) 2021/2022 Budget Proposals.  
Members were asked to consider this draft document further.
- g) 2019/2020 Annual Accounts Update.  
The completed documents have been circulated to all Members & are being put on the Council's website as required.

71/20. HR REPORT – CHAIR OF F&GP.  
As per the report submitted to the October 2020 F & GP committee meeting.

72/20. PLANNING APPLICATIONS –  
a) Appendix 5 – This had been circulated to Members prior to the meeting & its contents were noted.  
Stanton Recycling.  
Johnson's  
Castle Environmental  
The Forge  
Aluminum Smelting Operation.

There was nothing further to report on these applications, however DP did give an update on the air quality issue.

- b) Annual Footpath Walking  
It was noted that the some of the sheets have been completed & returned to the Clerk.

- 73/20. INSPECTION REPORTS.  
All complete except for the legionella testing which cannot be carried out until the restoration works are complete.

Standing Orders were suspended for 5 minutes.

- 74/20. PARISH COUNCILLOR VACANCIES.  
Members were advised of the application for co-option from Mrs. D. Hopwood that had been circulated prior to the meeting for consideration.

**It was RESOLVED that Mrs. D. Hopwood be co-opted as a Member of Trowell Parish Council. All in favour.**

- 75/20. TO APPROVE MEETING DATES DECEMBER 2020-APRIL 2021.  
It was noted that a draft schedule of meetings had been circulated to Members prior to the meeting for consideration.  
**It was RESOLVED to accept the revised schedule except for the proposed committee meetings on 24<sup>th</sup> November 2020 which are no longer required. All in favour.**

**Clerk to action.**

- 76/20. INSURANCE CLAIM-WATER DAMAGE AT TROWELL PARISH HALL.  
The Parish Hall Manager updated Members on progress to date.

- 77/20. REMEMBRANCE 2020.  
The hall has been decorated & a wreath was laid by the Chairman at the War Memorial on Sunday.

- 78/20. GREAT BRITISH SPRING CLEAN 2021.  
Members were asked to consider if they wish to take part in this initiative next year.

- 79/20. CHRISTMAS HOLIDAYS - PROVISION FOR VULNERABLE CHILDREN IN RESPECT OF FREE SCHOOL MEALS.  
Following the very recent developments in this regard **it was RESOLVED to provide a small confectionery gift for all pupils & their teachers at Trowell School. This to be funded from the Calor Village of the Year Budget. All in favour.**

**Chair to action.**

80/20.

GARDEN MAINTENANCE QUOTE.

**It was RESOLVED to accept the quote of £490.10 from Steve & Anna Gardening Services in respect of works in the Parish Hall play park. All in favour. PH Manager to action.**

81/20.

PARISH HALL MANAGER'S REPORT.

It was noted that this report had been circulated to Members prior to the meeting.

Members were also asked to note that the original quotes for the walkway had been circulated to enable them to refresh their memories on this subject.

Members were asked to consider a quote for Covid secure screening for the Parish Office.

These are to be funded from the Office Provision budget.

**It was RESOLVED that 2 screens be ordered from Viking Direct as submitted by the Parish Hall Manager. All in favour.**

**PH Manager to action.**

The Parish Hall Manager then clarified the current social media arrangements the Council has.

82/20.

CLERK'S REPORT.

A copy of the report had been circulated to Members prior to the meeting.

The Clerk updated Members in respect quotes for door improvements. Further information will follow once the second quote has been received.

Members were asked to consider a quote in respect of Christmas Lights for the Parish Hall & car park.

**It was RESOLVED to accept the quote of £750.00 plus VAT to place Christmas lights at the Parish Hall & car park. All in favour.**

It was noted that following recent discussions the Clerk had circulated information regarding the Council's Press & Media Policy & also the relevant section of the Council's current Standing Orders.

Following a detailed discussion, **it was RESOLVED that the Clerk should send out a standard disclaimer for use by Members in respect of responses to social media posts. All in favour.**

A request was also made that all future Zoom meeting invitations should be circulated via Outlook. It was agreed that this should be in addition to the current circulation methods used as not all Members have access to Outlook.

It was noted that a small Member working Party along with the Parish Hall Manager are due to meet to discuss the Parish Council's external communications & develop a plan for the Council's consideration as per the recent F & GP Committee Meeting resolution.

- 83/20. TO DECIDE ITEMS FOR PRESS RELEASE.  
New Councillor.  
Parish Hall Update.  
Methods of Communication - website, Facebook & noticeboards.

- 84/20. Date of next meeting.  
Tuesday 8<sup>th</sup> December 2020.

There being no further business the meeting closed at 20.25pm.

Signed..... Chairman

Date.....