

**MINUTES OF THE TROWELL PARISH COUNCIL MEETING, HELD VIA THE ZOOM PLATFORM ON TUESDAY 9<sup>TH</sup> FEBRUARY 2021, AT 7.00PM.**

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Present: Cllr. Mrs. L. Harley – Chairman  
 Cllr. Mr. D. Pringle – Vice- Chairman (TPC & BBC)  
 Cllr. Mrs. M. Birkitt  
 Cllr. Mrs. C. McGann  
 Cllr. Mrs. H. Cumberpatch  
 Cllr. Dr. G. Lewis  
 Cllr. Mr. M. Westmoreland  
 Cllr. Mr. G. Cotton  
 Cllr. Ms. D. Hopwood  
 Cllr. Mr. B. Melling  
 Cllr. Mrs. L. Ball. B.E.M. (BBC)  
 Ms. K. Purewal (NCC 2021 candidate)  
 Mrs. J. Murden (Parish Hall Manager/ Asst. Parish Clerk).  
 Mrs. A. Smith (Parish Clerk/Responsible Financial Officer).

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142/20. DECLARATION OF MEMBERS INTERESTS.  
 LH declared a non-pecuniary interest in the car park project if discussed.

143/20. TO RECEIVE APOLOGIES FOR ABSENCE.  
 Apologies were accepted from NJ & JD. All in favour.

144/20. COUNTY COUNCILLORS REPORT (JL).  
 It was noted that no written report had been received prior to the meeting.

DP reported on JL's behalf that VIA are to clear out the tributary stream which passes under Moorbridge Lane & flows into Boundary Brook. Local landowners are also being contacted to clear the sections that are their responsibility. It was noted that these works should benefit the residents of the Trowell Park development. It was agreed that it has taken a long time to finally get some work undertaken to this watercourse.

145/20. COUNTY COUNCILLORS REPORT (JD).  
 It was noted that no written report had been received prior to the meeting.

- 146/20. BOROUGH COUNCILLORS REPORT (DP).  
 A copy of DP's report had been circulated to Members prior to the meeting.
- Members were advised that enforcement action is ongoing in respect of Church Farm involving several agencies that have an interest in the property.
- It was reported that there is an issue with cars parking on the verge near the service road adjacent to B/W 8 Stapleford Road. Cars are being parked there regularly & it is causing damage to the verge. DP will report this matter accordingly.
- 147/20. BOROUGH COUNCILLORS REPORT (LB).  
 It was noted that no written report had been received prior to the meeting.
- LB had nothing further to report but will liaise with DP in relation to the items reported.
- 148/20. TO APPROVE MINUTES OF THE PARISH COUNCIL MEETING - 12<sup>TH</sup> JANUARY 2021.  
 It was noted that no comments had been received by the Clerk, prior to the meeting.  
 The minutes of the January Parish Council meeting were approved & will be signed by the Chairman as an accurate record.
- 149/20. MATTERS ARISING FROM THE MINUTES: for information only.  
 None.
- 150/20. 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 to date. The Clerk addressed a query raised by the Chair.
- 151/20. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.  
Chairman's Report.  
 It was noted that a report had been circulated to Members by email over the previous weekend & Members were asked to note the

content. The Chair also advised that there would be further updates later on the agenda.

#### 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. It was reported that there had been increased use on the website. GL is also looking to resolve some issues with forms on the site & then he will be able to carry out the accessibility testing again. He hopes to bring a draft accessibility statement to the March Council meeting.

To discuss the use of Share Point going forward.

GL then provided Members with a demonstration involving the use of Teams & Share Point. GL will provide the Clerk with some training to enable her to share documents more easily & it was also agreed that some training for Members would be welcome.

#### Parish Hall & Grounds Committee - 26-01-2021.

The minutes & proposals contained therein were presented & moved by HC, seconded by GL. All in favour.

#### Finance & General Purposes Committee - 26-01-2021.

The minutes & proposals contained therein were presented & moved by LH, seconded by GC. All in favour.

152/20.

#### FINANCE.

##### a) Live Budget Report.

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

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

The Chair reported on an account review that is currently being undertaken by HSBC.

It was noted that all signatory forms had now been returned to the Clerk for onward transmission.

The Clerk addressed a query from DP regarding outstanding cheques.

##### c) Accounts paid prior to the meeting - Appendix 2 attached.

It was RESOLVED to approve for payment the accounts listed in the appendix.

d) Accounts for payment at the meeting – Appendix 3 attached.  
None.

e) Staff Salary Statements – Appendix 4 previously circulated.

f) 2021/2022 Budget.  
There was nothing further to report currently.

153/20. HR REPORT – LH.  
There was nothing further to report currently.  
Further background papers will be circulated to Members in the coming days.

154/20. PLANNING APPLICATIONS –  
a) Appendix 5 – No new applications had been received.

Stanton Recycling –  
There is a meeting in respect of this application next week & the Clerk was asked to send details to all Members for their information.  
It was noted that a new piece of equipment is to be installed to cut down on the amount of green material being stored.

Johnson's –  
It was noted that the two applications concerned have now been withdrawn.

Castle Environmental –  
DP advised that a new application will be being received shortly in connection with the new silos that have been installed.

The Forge  
It was noted that the applicant has until the end of February to submit a revised application.

Spring Farm.  
There was nothing further to report & it was agreed to discharge this matter from the agenda.

b) Annual Footpath Walking

It was noted that there was nothing further to report & that no further inspection sheets had been returned since the last Council meeting.

- 155/20. INSPECTION REPORTS.  
All complete.  
LH advised that following the latest Legionella inspection it had been agreed to replace the taps on the kitchen whb which keep dripping & the tap on the whb in the accessible w.c. which is very stiff to operate. The h/w tap under the sinks in the Gents. W.C. is to be capped off by GC as it is not needed.
- 156/20. INSURANCE CLAIM-WATER DAMAGE AT TROWELL PARISH HALL.  
It was noted that an online meeting had been held with the claims handler & that there are a few issues to complete & the complaint is being lodged as previously discussed.
- 157/20. REVIEW OF INSURANCE PROVISION.  
It was reported that the Business Interruption sum insured has been increased to £36,000 p.a. & that this will be kept under review as & when the hall re-opens to hirers.
- 158/20. DATA PROTECTION.  
It was noted that a report had been circulated to Members prior to the meeting.  
GC advised that there is a lot of work involved & he will be liaising with the Chair, Clerk & GL accordingly.
- 159/20. 2021/2022 MEETING DATES.  
It was noted that a list of draft dates had been circulated to Members. It was noted that the legislation in relation to online meetings expires on 7<sup>th</sup> May 2021 & is yet to be removed.  
It was therefore agreed to consider this matter at the March Council meeting when more information may be available.
- 160/20. GREAT BRITISH SPRING CLEAN 2021.  
The dates for the 2021 event are 28<sup>th</sup> May – 13<sup>th</sup> June.  
It was felt following a recent local story that it would be a good idea to get parents & children involved in this initiative. HC informed Members about the BBC Go Green initiative. It was agreed to promote this through the Facebook Page & the website.

- 161/20. GARDEN MAINTENANCE UPDATE.  
It was noted that the final garden maintenance works will be completed in the Spring.
- 162/20. REPLACEMENT OF TWO BOUNDARY SIGNS.  
It was noted that these have been manufactured & will be installed shortly.
- 163/20. HS2.  
It was agreed to defer this item as the proposal for consideration had been submitted by NJ.
- 164/20. CARETAKING POSITION GOING FORWARD.  
It was agreed to defer this matter due to the current lockdown situation.
- 165/20. TO CONSIDER THE ADOPTION OF A SOCIAL MEDIA POLICY FOR THE COUNCIL.  
It was noted that a revised draft policy had been circulated to all Members for consideration prior to the start of the meeting.
- It was RESOLVED to adopt the draft policy. All in favour.**
- 166/20. CHRISTMAS LIGHTING ARRANGEMENTS 2021.  
It was noted that Members have had sight of this quote & that it had been agreed at the last F&GP Committee to defer a decision on this matter until the new financial year. It was agreed therefore to discharge this matter in the meantime.
- 167/20 REVIEW OF INVENTORY OF LAND & ASSETS INCLUDING BUILDINGS & OFFICE EQUIPMENT.  
It was noted that work is underway on this document & that an up-to-date valuation of the church clock is being sought. As a result, a request for a contribution towards the annual servicing of the clock has been requested. Before the matter is considered further it was agreed that enquiries should be made as to when it was last serviced.  
**Clerk to action.**
- 168/20. FIELD FARM UPDATE.  
It was noted that a briefing note had been circulated to Members prior to the meeting for their information/consideration. It was agreed that this matter would be brought back to the next Council

meeting for the benefit of NJ but that it should be noted that at present there is no negotiation to have.

169/20. SPONSORSHIP & CROWD FUNDING UPDATE.  
The Chair advised that further consideration of this matter will be deferred until the new financial year.

170/20. ASST. CLERK/PARISH HALL MANAGER'S REPORT.  
This report had been circulated prior to the meeting & Members were asked to note its content.  
Members were updated in relation to the new main hall floor including its ongoing inspection & maintenance.

It was noted that the required adjustments to the double doors have now been approved by the insurers.

The Chair thanked DP & GC for covering at the hall whilst the Asst. Clerk is on leave.

171/20. CLERK/RFO'S REPORT.  
A copy of the report had been circulated prior to the meeting & Members were asked to note its content.

It was agreed to proceed with the re-stocking of grit.

A query was raised regarding the walkway & external works which was addressed by the Clerk & the Asst. Clerk was able to confirm that there is sufficient paint available to complete the external painting works.

172/20. TO DECIDE ITEMS FOR PRESS RELEASE.  
Hall Bookings are now being taken.

173/20. Date of next meeting.  
Tuesday 9<sup>th</sup> March 2021.

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

Signed..... Chairman

Date.....