

**MINUTES OF THE TROWELL PARISH COUNCIL STATUTORY ANNUAL
PARISH MEETING, HELD IN THE PARISH HALL ON TUESDAY 25TH
MAY 2021 AT 7.50PM.**

Present: Cllr. Mrs. Harley – Chairman
 Cllr. Mr. D. Pringle – BBC & Vice-Chairman
 Cllr. Mrs. M. Birkitt
 Cllr. Mrs. C. McGann
 Cllr. Mr. M. Westmoreland
 Cllr. Mrs. H. Cumberpatch
 Cllr. Mr. G. Cotton
 Cllr. Mr. G. Lewis
 Cllr. Mr. N. Jackson
 Cllr. Mrs. L. Ball B.E.M. (BBC)
 Mrs. J. Murden (Asst. Clerk/Parish Hall Manager).

Clerk: Mrs. A. K. Smith.

LH opened the meeting.

01/21. TO ELECT A CHAIRMAN.
CLLR. MRS. LYN HARLEY was proposed as Chairman. Moved by
 Cllr. Mrs. Birkitt, seconded by Cllr. Mrs. McGann.

Cllr. Mrs. L. Harley accepted the nomination.

There were no further nominations.

The motion was put to the vote: All in favour.

CLLR. MRS. LYN HARLEY was therefore duly elected as
 Chairman.

02/21. TO RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE
 OF OFFICE.
 Cllr. Mrs. Harley signed the declaration of Acceptance of Office.

03/21. TO ELECT A VICE-CHAIRMAN.
CLLR. DON PRINGLE was proposed as Vice Chairman. Moved
 by Cllr. Mrs. Birkitt, seconded by Cllr. Lewis. All in favour.

Cllr. Pringle accepted the nomination.

There were no further nominations.

The motion was put to the vote: All in favour.

CLLR. MR. DON PRINGLE was therefore duly elected as Vice Chairman.

- 04/21. DECLARATION OF MEMBERS INTERESTS.
LH declared a non-pecuniary interest in the car park should it arise for discussion.
- 05/21. TO RECEIVE APOLOGIES FOR ABSENCE.
It was RESOLVED to accept apologies from DH, Bm & JMc. All in favour.
- 06/21. COUNTY COUNCILLORS REPORT (JD).
It was noted that no written report had been received prior to the meeting.
- 07/21. COUNTY COUNCILLORS REPORT (JMc).
It was noted that no written report had been received prior to the meeting.
- 08/21. BOROUGH COUNCILLOR'S REPORT (DP).
It was noted that no written report had been received prior to the meeting.

DP advised that he has reported several blocked drains during the recent bad weather. He was pleased to advise that the new drains installed on Cranborne Close are working & that consequently there was no flooding.

MW asked DP about a Kirk Hallam by-pass coming out at Gallows in that is being muted. DP has no information on whether this is a serious consideration at present.

HC commented that the parking issues she previously reported have improved since the Police visited the sites in question.

HC also raised the issue again of the condition of the Stapleford Road service road. The Clerk will raise this matter again as appropriate.

09/21. BOROUGH COUNCILLOR'S REPORT (LB).

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

LB had nothing to report.

10/21. TO APPOINT STATUTORY OR STANDING COMMITTEES AND REPRESENTATIVES ON OTHER BODIES.

The following appointments were **RESOLVED** upon:

Planning & Environment Committee - to be considered at every Full Council meeting.

Parish Hall & Grounds Committee - All Members.

Finance & General Purposes Committee - All Members.

Newsletter Editorial Team - In abeyance.

Trowell Festival Village Committee - In abeyance.

Notts. ALC- To be decided on an invite-to-invite basis.

Standing Committee - Chair, Vice-Chair & Chairs of Committees.

Emergency Committee - Chair, Vice-Chair & Chairs of Committees.

Community Safety Forum - Vacant

Castle Environmental (If reformed) - N/A

Broxtowe Women's Project - Vacant.

Open casting Liaison Committee - To be decided on an invite-to-invite basis.

Data Protection Officer -

GC, GL & DH.

11/21. TO APPROVE MINUTES OF THE FULL PARISH COUNCIL MEETING - 27TH APRIL 2019.

It was noted that no comments had been received by the Clerk, prior to the meeting.

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

12/21. MATTERS ARISING FROM THE MINUTES:

None.

13/21. TO DEAL WITH CORRESPONDENCE.

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

14/21. TO RECEIVE COMMITTEE REPORTS ETC. AS APPROPRIATE.

Chairman's Report.

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

Website.

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

GL summarized the report for all those present.

It was noted that 3 responses have been received following the query about village internet coverage in the recent newsletter.

15/21. FINANCE.

a) 2021/2022 Live Budget Report.

It was RESOLVED to approve the live budget report @ 30/04/2021 which had been circulated to all Councillors prior to the meeting.

b) Scribe Net Position Report.

It was noted that April & May's transactions are currently being loaded onto the system - the Clerk will produce a full report to coincide with the live budget @ 31/05/2021 to be presented at June Council.

c) Financial Statements and bank reconciliations etc. (reports attached, previously circulated.

It was noted that the bank reconciliation @ 30/04/2021 had been circulated to all Members prior to the meeting & no queries had been raised.

It was RESOLVED to accept to bank reconciliation dated 30/04/2021.

- d) Accounts authorized prior to the meeting - Appendix 2 attached. Members to note.

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

It was RESOLVED to cancel the Zoom subscription going forward - Clerk to cancel.

- e) Staff Salary Statements - previously circulated.

It was RESOLVED to approve salary statements @ 20th April 2021.

- f) 2020/2021 Final Accounts & Audit.

Annual Governance Statement - **It was RESOLVED that the Annual Governance Statement be approved. All in favour.**

The form will now be signed by the Chairman & Clerk as appropriate.

- g) Bank Account Review - progress report.

The partial switch carried out to the Co-op should now be complete. The Chair, GC & the Clerk have a telephone meeting with the HSBC on Thursday. The HSBC Money Manager Account - monies have been transferred to the current account & a request has been lodge to close this account.

MATTERS FOR CONSIDERATION

16/21. PLANNING & ENVIRONMENT MATTERS.

- a) Planning Applications - Appendix 5

This report had been circulated to Members prior to the meeting & no queries had been received. To consider the current position regarding applications appertaining to:

Stanton Recycling - starting construction works as previously agreed.

Johnson's - Reversing beepers have been removed from trucks working on site & they are no longer permitted to work after 10pm. They have also been instructed to remove some material from site that has been there for some time & is causing an odour.

Castle Environmental - NFR.

Wards - Reported that Wards are now moving large amounts of scrap by rail rather than road.

Parish Plan & Other Matters.

It was noted That two briefing notes had been circulated to Members prior to the meeting.

NJ expressed his thanks for the briefing notes but added that in his opinion that there are areas of the Parish Design Statement that could do with updating. It was noted that the PDS has been adopted by the planning authority in the absence of a Neighbourhood Plan. NJ was advised that under the current situation to change anything would involve starting completely afresh with a Neighbourhood Plan which would need a steering group, separate from the Parish Council to organise it.

17/21.

INSPECTION REPORTS.

The Chair checked all the inspection reports prior to the meeting, they were all in order & there were no issues to report.

18/21.

INSURANCE CLAIM.

It was noted that the claim is still live whilst the complaint is being considered by the insurers. It was noted that because of the claim the insurers have broken the 3 LTA on the renewal terms increasing the premium quotation significantly. It was agreed that this matter will need bringing to the attention of the Insurance Ombudsman given the circumstances of how the claim was managed by the loss adjusters.

LB left the meeting at this point.

19/21.

DATA PROTECTION.

It was noted that this is moving forward & the group is working well together. 48 document types have been identified & these have been run against the retention list. The purpose of the work being carried out is to both satisfy the Council's legal obligations & allow documents to be located more quickly & easily. The group will provide a mock-up going forward so Members can see what the end result will look like, but it is a long process.

- 20/21. CARETAKING UPDATE.
The new outsourced arrangements are due to start on 7th June. A further meeting with the contractor is due to take place later this week to finalize arrangements.
- 21/21. CHRISTMAS LIGHTING.
It was noted that the order has been placed as previously agreed & this has been acknowledged by the contractor.
- 22/21. VILLAGE EVENT 10TH JULY 2021.
A copy of the working party's report had been circulated to Members prior to the meeting. The group will be meeting again shortly to firm up on the proposed arrangements.
- 23/21. ANNUAL REVIEW OF TERMS OF REFERENCE.
Copies of the current documents had been circulated to Members prior to the meeting for consideration.
Parish Hall & grounds Committee – It was RESOLVED to increase the amount in point 2 from £500 to £1,000. All in favour.
Finance & general Purposes Committee – It was RESOLVED to remove the Planning & Environment Committee & the Newsletter editorial Committee from point 4.
Planning & Environment Committee – It was RESOLVED to amend this document to show that the committee current forms part of the main Council meetings & that all Members are consulted on planning applications. All in favour.
- 24/21. ANNUAL REVIEW OF STANDING ORDERS.
It was noted that the draft documents had been circulated to Members prior to the meeting. It was RESOLVED to adopt the NALC Model Standing Orders (Revised 2020) in full with the exception of one agreed amendment to clause 16a. Amendment to include that the responsible persons are LH, HC with delegated powers to the Asst.Clerk.
All in Favour.
- 25/21. ANNUAL REVIEW OF FINANCIAL REGULATIONS.
It was noted that the draft documents had been circulated to Members prior to the meeting. It was RESOLVED to adopt the NALC Model Financial Regulations for England (2019) in their entirety. All in favour.

- 26/21. REVIEW OF ANNUAL INVENTORY & ASSET REGISTER.
It was noted that this document had been circulated to Members prior to the meeting. It was agreed to add the two items as suggested by the Clerk to the register. All in favour.
- 27/21. REVIEW OF SOCIAL MEDIA POLICY.
This item was due for its first quarterly review, Members have been provided with a copy of this document.
It was RESOLVED to readopt this policy with no changes & set a review date for 6 month's time. All in favour.
- 28/21. 2021 ANNUAL INSURANCE RENEWAL.
It was noted that negotiations through the broker are currently ongoing as the Council's current insurers have chosen to break the Long-Term Agreement in its final year. As a result of the large increase in premium quoted by the existing insurers, alternative quotes are being sought. The Clerk will keep Members advised & is chasing the matter regularly.

It was agreed that the Council may need to escalate its case against the current insurers going forward.
- 29/21. ASST.CLERK/PARISH HALL MANAGER'S REPORT.
It was noted that this report had been circulated to Members prior to the meeting for consideration.

GL thanked JM for all her hard work in getting the bookings diary looking so full & in turn JM thanked GC for all his efforts in doing various jobs around the Parish Hall in the run up to the re-opening.

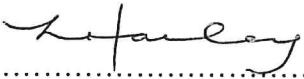
It was RESOLVED to accept the quote of £1,365 from Jon Moore in respect of a new composite door for the main corridor entrance. 1 objection.
- 30/21. PARISH CLERK/RFO'S REPORT.
It was noted that this report had been circulated to Members prior to the meeting for consideration.

The matter of Community Governance was discussed & it was agreed to opt for an online meeting from the w/c 14th June onwards. Clerk to notify BBC.
- 31/21. TO DECIDE ITEMS FOR PRESS RELEASE.

Success of the Parish Hall Re-opening.
2021 Council appointments.

32/31 Date of next meeting.
Tuesday 8th June 2021.

There being no further business the meeting closed at 21.35pm.

Signed..........Chairman

Date.....9-6-21.....