

Minutes of the Extra Ordinary Meeting of Trowell Parish Council
held at Trowell Parish Hall, in meeting room 3 on
Tuesday 23rd May 2023 starting at 8.04pm

Present: H Cumberpatch, J Goold, T Hall, C McGann, D Pringle, M Westmorland

In attendance: J Murden (Clerk & RFO), 1 member of the public.

05/23. To receive apologies for absence, notification is required to the Clerk.

- (a) Councillors received apologies from SF, DH and MP.
- (b) Councillors **voted** to accept the apologies for each member.

06/23. Declarations of Members' interests. Members are requested to declare the existence and nature of any disclosable pecuniary interests and/or other interests in any item on the agenda.

No declarations of interests were received.

07/23. 15-minute Parishioner Time (members of the public may ask questions or make statements. Items not on the agenda cannot be debated but may be added to the next meeting).

No members of the public addressed the Council.

08/23. To receive County Councillors Reports. (Written report been requested)

No reports received.

09/23. To receive Borough Councillors Reports. (Written report been requested).

DP updated members that there was nothing to report due to no meetings having taken place at this time.

LB sent apologies due to her being on holiday.

11/23. Councillor vacancies. To review any applications received for co-option.

Members received one application for co-option.

Proposal: For HE to be co-opted on to Trowell Parish Council.
Seconded and Resolved.

12/23. To consider adopting, as true and accurate record, the minutes of the meeting of the Parish Council held on:

- a) **11th April 2023** – Members reviewed and voted to accept the minutes as a true record of the business conducted – **Votes 4 & 4 abstains.**
- b) **28th April 2023** – Members reviewed and voted to accept the minutes as a true record of the business conducted – **Votes 4 & 4 abstains.**
- c) **16th May 2023** – Members reviewed and voted to accept the minutes as a true record of the business conducted – **Votes 5 & 2 abstains.**



13/23. Parish Council appointments for year 2022/23. Councillors to approve appointments to the following:

- a) **Finance and General Purposes Committee** – The Councillors **voted** for the following members to stand on the committee – HC, JG, TH, MW.
- b) **Parish Hall and Grounds Committee** – The Councillors **voted** for the following members to stand on the committee – HC, HE, CMG, MW.
- c) **Human Resources Committee** – The Councillors **voted** for the following members to stand on the committee – HC, JG, CMG.
- d) **Data Protection Officer/Committee** – **Proposal:** Data Protection meets the legal requirements. Therefore, the new administration will move any new legislation brought in. **Seconded and voted.** The Councillors **voted** the following members to stand – TH.

Members not in attendance on the 23rd May 2023 will be added to committees on their return.

14/23. Members to review terms of reference for the Parish Council Committees and

Delegation arrangements for committees.

Item deferred to each committee to review and bring back to full council.

15/23. Members to consider if the Council needs/requires other Committees to carry out the business of the Council.


Councillors considered and **voted** that no more committees are required. A working party can be arranged for events.

16/23. Public Participation. (15 minutes) Members of the public may ask questions or make statements. Items not on the agenda cannot be debated but may be added to the next meeting agenda.

Duplicate agenda item – noted.

Items 17/23 and 18/23 were moved by Chair to be reviewed and adopted before item 13/23. Standing orders were suspended at 8.33pm and resumed at 8.41pm.

17/23. To review and adopt the following Policies and Procedures.

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- a) **Standing Orders – draft policy attached with highlight section on recommendations** – Councillors **voted** to defer this item to June Full Council meeting. Against Clerks' advice.
 - b) **Financial Regulations - draft policy attached with highlight section on recommendations.** – **Proposal:** To accept the Financial Regulations with the Clerks recommendation and one further amendment. The amendment as stated will become item 5.6 (d).
“RFO has delegated powers to return bonds at his/her discretion”.
 - c) **Contact information for Councillors – to review and add details of new members, current contact sheet attached for members information – Proposal:** To amend the contact information to have Councillors names with no address, email address and phone numbers. All members are to be contacted through the Parish Office.
 - d) **All other policies held by Trowell Parish Council will be brought to the attention of members at its review date** – Councillors **noted** this item.

18/23. To review Bank Signatories – Due to members leaving and new members joining the Council the bank signatories are to be updated – Councillors reviewed bank signatories. Three new members to be added and one to be removed.

19/23. Finance.

- a) **To receive bank reconciliation for April 2023.**
- b) **To receive scribe net position reports.**
- c) **To receive payment list since last meeting – all approved prior to the meeting.**
- d) **To receive income since last meeting.**

Proposal: To accept and note items a- d. **Seconded and Resolved.**

- e) **Annual Return 2022/2023 – For members to receive the annual internal audit report and annual governance statement for review and signing** – Councillors reviewed all documents. Clerk reported that internal audit recommendations had been carried out.

Proposal: Internal Audit recommendations noted. Sections 1 and 2 of the AGAR agreed. **Seconded and Resolved.**

20/23. For members to review the Assets Register and the Parish Council insurance policy.

Councillors reviewed the documents and they were **agreed** and **noted**.

21/23. Planning & Environment Matters. As Consultees the Council received the following planning applications for their consideration. Information sent out prior to the meeting for members to read before the meeting.

(a) Councillors reviewed and approved a response to the following planning consultations:

23/00209/LBC – Councillors voted no objections.

23/00227/FUL – Councillors voted no objections.

CW8/0620/23 – Councillors voted no objections.

(b) Councillors noted the outcome of the following planning applications determined by BBC.

23/0006/FUL – Warehouse adjacent to 203 Stapleford Road. Conditional Permission.

22/23. To decide items for press release – Noting to release.

23/23. Date of next Full Council Meeting – Tuesday 13th June 2023 - Noted

24/23. Date of Parish and Grounds Committee meeting – TBC (30th May 2023). – Meeting cancelled.

Signed

Date