

Minutes of the Ordinary Meeting of Trowell Parish Council.

Held at Trowell Parish Hall, Trowell on Tuesday 14th October 2025, commencing at 7.30pm

Present: Shaun Bell, Helen Cutting, Martin Follows, Thomas Hall, Michelle Harvey, Don Pringle.

In attendance: Jane Murden (Clerk/RFO), Lydia Ball (Borough Councillor)

Item Ref	Description
FUL-086/25	Chairman's Welcome. The Chair welcomed all present to the meeting. She extended her thanks to everyone for their time and participation. A brief reminder was given regarding housekeeping matters.
FUL-087/25	To Receive Apologies for Absence. Apologies for absence were noted from Cllr Cynth McGann. No other apologies for absence were received, Cllr John Doddy was absent from the meeting.
FUL-088/25	Declarations of Interests. Councillors were reminded to declare any interests they may have in items on the agenda as follows: a) Pecuniary interests b) Other registerable interests c) Non-registerable interests No declarations of interest were made.
FUL-089/25	Minutes. The minutes of the meeting held on Tuesday 9th September 2025 were reviewed and approved as a true and accurate record, with a minor textual amendment noted. The Chair signed the minutes accordingly.
FUL-090/25	To Receive reports from County Councillors and to consider any matters raised. The members noted that no County Councillors were in attendance and no reports had been received.
FUL-091/25	To Receive reports from Borough Councillors and to consider any matters raised. Cllrs Don Pringle and Lydia Ball provided updates on matters from Broxtowe Borough Council. Cllr Ball apologised for not being able to attend the previous meeting and advised that activity at the Borough Council had been relatively quiet in recent weeks. The Chair thanked both Borough Councillors for attending and for their continued support to parish matters.
FUL-092/25	Public Forum. No members of the public were in attendance and no representations were made.
FUL-093/25	Parish Council Finances. a) Account Balances – Members noted the account balances as of 30th September 2025. b) Schedule of Payments – The schedule of payments for September 2025 was reviewed and approved.

- c) **Budget Monitoring and Net Position** – Members **noted** the budget monitoring reports and net positions as of **30th September 2025**.
- d) **Income Received** – Members **noted** income received during **September 2025**.
- e) **External Audit 2024/25** – The Clerk reported that the **External Audit** for the financial year ended **31st March 2025** had been completed by **PKF Littlejohn LLP**.
- f) **Audit Opinion** – Members noted that the auditor’s opinion confirmed the Annual Governance and Accountability Return (Sections 1 and 2) had been completed in accordance with **Proper Practices**, and that **no matters giving cause for concern** had been identified.
- g) **Administrative Matter** – Members noted that one minor administrative correction to the AGAR had been made prior to resubmission and that the final return had been accepted.

FUL-094/25 Planning and Environment Matters.

- a) **Planning Applications** – Members noted that no new planning applications had been received for consultation since the previous meeting.
- b) **Decision Notices** – Members noted that no decision notices had been issued by Broxtowe Borough Council during the period.

FUL-095/25 Council Website and Email Arrangements.

Members received the Clerk’s report regarding the Council’s website hosting, domain management, and councillor email arrangements, following recent training on Assertion 10 compliance and the Practitioners’ Guide.

Members **deferred this item to the next meeting** to allow time for additional information to be obtained on the available options and associated costs.

FUL-096/25 Nottinghamshire and Nottingham Waste Local Plan.

Members **noted** correspondence from Nottinghamshire County Council confirming the formal adoption of the Nottinghamshire and Nottingham Waste Local Plan.

It was noted that the Plan now forms part of the statutory planning framework for waste development across the County and City areas.

FUL-097/25 Parish Hall and Asset Management.

The Chair informed members that she had checked and signed off the regular Parish Hall and outdoor asset inspection reports, which had been completed by staff in accordance with Council procedures.

Members **noted the report**.

FUL-098/25 Brownies and Guides Request.

Members considered a request from the Brownies and Guides to undertake supervised outdoor cooking activities as part of their “Wartime Blitz Cooking” badge.

The Clerk confirmed that a risk assessment and proof of insurance had been provided.

Members **approved the request**, subject to the activity being properly supervised and the Clerk being notified of the proposed dates in advance.

FUL-099/25 Correspondence.

Members received and **noted** the Clerk’s schedule of correspondence, including items previously circulated to members and published online.

FUL-100/25 Clerk’s Report.

Members received the Clerk’s Report, which provided updates and recommendations on the following matters:

- a) **Adoption of the Climate Change Statement Report (Cllr Martin Follows)**
Members received and **noted** the Climate Change Statement Report prepared and presented by Cllr Martin Follows. The report outlined the Council’s ongoing

commitment to sustainability, local environmental initiatives, and alignment with regional climate action frameworks.

b) **Draft Climate Change Statement.**

Members reviewed the draft Trowell Parish Council Climate Change Statement, setting out the Council's strategic approach to addressing climate change impacts within the parish.

Resolved: That the Climate Change Statement be adopted as the first stage in developing a full Climate Change Policy for the Council.

c) **Booking by The Environment Agency – Thursday 16th October**

Members considered the Clerk's report regarding a booking by the Environment Agency relating to the Erewash Valley. It was noted that some of the circulated material referred in error to Boundary Brook.

The Clerk advised that the Environment Agency had provided assurances that attendance would be managed and numbers limited to the capacity of Meeting Room 3. However, members expressed concern that, given the high level of public interest in the matter, the emotional nature of the topic and reports that representatives from other councils intended to attend, those assurances would be difficult to enforce in practice.

Members agreed that relying on assurances to turn people away once the limit was reached could itself create further safety and reputational issues for the Council. Following discussion, members resolved that the Clerk offer relocation of the meeting to the Main Hall (at the same cost) on a different date or time to allow the event to proceed safely.

If the offer were declined, the booking would be cancelled under Clause 24 of the Council's Terms and Conditions of Hire.

FUL-101/25 Press Release and Public Communications.

The Clerk confirmed that the External Auditor's Report and Notice of Conclusion of Audit had been published within the statutory deadline, in accordance with the Local Audit (Smaller Authorities) Regulations 2015.

Members agreed that this information would be published as required, and that no other items arising from the meeting would be subject to press release, website update, or social media post.

FUL-102/25 Exclusion of Press and Public.

It was **resolved** that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the following items of business due to the confidential and sensitive nature of the matters to be discussed.

FUL-103/25 Confidential Item

Members received a verbal report on a confidential and sensitive matter.

The information was **noted**.

FUL-104/25 Confidential Item – FOI Requests and Online Harassment (Update)

Members received an update from the Clerk regarding Freedom of Information (FOI) requests, matters relating to online harassment, and the involvement of Operation Ford.

The Clerk provided an update on the actions taken since the previous meeting and the current position regarding ongoing reports.

It was **agreed that the resolution made at the meeting held on 9th September 2025 remain in place**, and that the matter continue to be monitored and reviewed by the Council.

FUL-105/25

Date of Next Meeting.

The next Ordinary Meeting of Trowell Parish Council will be held on Tuesday 11th November 2025 at 7.30pm at Trowell Parish Hall.

The meeting closed at 9.22pm

Signed Date

DRAFT