

TROWELL PARISH COUNCIL

Minutes of the Ordinary Meeting of Trowell Parish Council

Held at Trowell Parish Hall, Meeting Room 3, on Tuesday 14 April 2026 at 7.30 pm

Present

Cllrs S Bell, H Cutting, J Doddy, M Follows, T Hall, M Harvey and C McGann.

In Attendance

Mrs J Murden (Clerk & RFO)
Cllr Lydia Ball (Broxtowe Borough Council)

FUL-208/25 Chairman's Welcome

The Chairman welcomed all those present, including councillors, members of the public, Borough and County Councillors, and representatives from outside organisations.

The Chairman reminded those present that the meeting should be conducted in a respectful and appropriate manner to ensure the orderly conduct of business.

Members were also reminded that the meeting was being audio recorded by the Clerk for the purpose of assisting with the preparation of the minutes and that any public recording should take place from the designated recording area.

The necessary fire safety information was also provided.

FUL-209/25 Apologies for Absence

Apologies for absence were received from Cllr Pringle and were noted by members.

FUL-210/25 Declarations of Interest

Councillors declared the following interests:

- a) Pecuniary Interests – None
 - b) Other Registerable Interests – None
 - c) Non-Registerable Interests – None
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FUL-211/25 Reports from County Councillors

Members received a report regarding highways matters within the county.

It was reported that road repairs remained a high priority and that additional investment had been allocated to highways maintenance. Members were advised that ten pothole repair crews would be operating daily across the county from the following month.

Church Close Road was noted as remaining on the priority list for works. Members were also informed that Nottinghamshire County Council was introducing a revised highways repair method, supported by significant investment.

The report was noted.

FUL-212/25 Reports from Borough Councillors

Members were advised that a Planning Committee meeting was due to take place at Broxtowe Borough Council on Wednesday 15 April 2026.

The report was noted.

FUL-213/25 Public Forum

No members of the public were in attendance and no matters were raised.

FUL-214/25 Exclusion of Press and Public

RESOLVED that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting due to the confidential nature of the business to be transacted.

FUL-215/25 Confidential Clerk's Update

Members received a confidential update from the Clerk regarding ongoing correspondence matters, associated legal advice, operational impacts on the Council, and recent developments relating to Council communications and governance.

Members noted the significant resource implications arising from ongoing correspondence, complaints and information requests. It was reported that approximately 60 Freedom of Information requests, internal reviews and associated correspondence had been received between June 2025 and March 2026.

Members further noted that the estimated officer resource impact to date was in the region of £13,500.

Members noted that the Council had instructed a solicitor to provide legal advice and prepare formal correspondence in relation to ongoing operational and correspondence matters affecting the Council, with the initial estimated cost for this work being in the region of £1,200–£1,400.

Members further noted that these legal costs were separate from, and did not relate to, the Council's proposed appeal of the Information Commissioner's Office decision considered at the meeting.

Members considered legal advice received in relation to an Information Commissioner's Office decision issued that day and RESOLVED to proceed with an appeal.

Members also considered and approved draft correspondence responses presented to the meeting, including responses relating to governance and operational matters, and approved progression of matters under Stage 2 of the Council's Vexatious Complaints Policy where considered appropriate and proportionate in accordance with the Council's adopted procedures.

RESOLVED that the Council continue to manage correspondence in accordance with its adopted policies and legal obligations, and that appropriate actions and responses be progressed in line with the confidential recommendations presented to members.

Members further reaffirmed the Council's commitment to maintaining respectful and appropriate standards of conduct in communications with councillors and staff, and noted that the actions considered formed part of the Council's responsibility to ensure the effective, lawful and safe operation of the authority.

FUL-216/25 Minutes

RESOLVED that the minutes of the Ordinary Meeting held on Tuesday 10 March 2026 be approved as a true record.

One abstention was recorded from a member who had not been present at the meeting.

FUL-217/25 Parish Council Finances

Consideration of the Parish Council Finances item was deferred to the next scheduled meeting.

Members noted that additional time was required to ensure the accuracy and completion of the final financial figures prior to formal consideration and resolution, particularly in advance of the Council's forthcoming internal and external audit processes.

FUL-218/25 Planning and Environment Matters

Members considered planning application 26/00190/VOC – Variation of Condition 2 (approved plans) to retain extension as built at 8 Smithfield Avenue, Trowell.

RESOLVED that no objection be submitted.

Members also noted planning decisions and other information received from the Borough Council.

FUL-219/25 Parish Hall Inspection Reports

Members received the regular Parish Hall inspection reports carried out by the Clerk and Caretaking staff.

The Chair reviewed and signed the inspection records in accordance with Council procedures.

FUL-220/25 Policies and Governance

a) Designated Recording Arrangements at Meetings

RESOLVED to approve the introduction of a designated area for recording at Council meetings and its inclusion within the Council's Recording of Meetings Policy.

b) Recording of Meetings Policy

RESOLVED to approve the updated Recording of Meetings Policy.

c) Prevent Duty

RESOLVED to approve the Council's Prevent Policy and associated guidance for hirers of the Parish Hall.

FUL-221/25 Local Government Reorganisation

Members considered correspondence received from Stapleford Town Council regarding Local Government Reorganisation proposals.

Discussion took place regarding the potential implications of local government reorganisation proposals affecting Nottinghamshire and Nottingham City.

Members noted that, due to the progression of the Government's timetable, no formal resolution was made in relation to the proposal put forward by Stapleford Town Council.

Following further discussion, it was:

RESOLVED that Trowell Parish Council does not support inclusion within Nottingham City arrangements as part of any future local government reorganisation proposals.

One abstention was recorded.

FUL-222/25 Schedule of Meetings 2026/27

Members considered the proposed Schedule of Meetings for the 2026/27 municipal year.

RESOLVED to approve the Schedule of Meetings for 2026/27 as presented.

FUL-223/25 Correspondence

The schedule of correspondence circulated by the Clerk was noted.

FUL-224/25 Clerk's Report

Members received the Clerk's Report and noted updates relating to ongoing correspondence and administration, Parish Hall operations, preparations for the Annual Parish Meeting, and ongoing governance matters.

Members also noted:

- ongoing discussions regarding a potential Evri parcel locker installation at the Parish Hall;
- positive engagement with the 1st Trowell Guides regarding the proposed Youth Council initiative; and
- arrangements for newsletter distribution within the parish.

The report was noted.

FUL-225/25 Press Release and Public Communications

Members agreed that publicity should be issued regarding the recruitment of new councillors and encouraging community engagement within the parish.

FUL-226/25 Date of Next Meetings

Members noted that:

- The Annual Parish Meeting would be held on Tuesday 28 April 2026 at 7.00 pm.
 - The Annual Meeting of Trowell Parish Council would be held on Tuesday 12 May 2026 at 7.30 pm.
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The meeting closed at 9.04 pm.

Signed _____
Chairman

Date _____