

# Minutes of the Ordinary Meeting of Trowell Parish Council

Held at Trowell Parish Hall, Trowell on Tuesday 10 February 2026, commencing at 7.30pm

**Present:** Michelle Harvey, Martin Follows, Helen Cutting, Cynth McGann, Don Pringle (Parish and Borough Councillor)

**In attendance:** Jane Murden (Clerk/RFO)

**Also present:** 3 members of the public

## **FUL-169/25 Chairman's Welcome**

The Chair welcomed councillors and members of the public to the meeting and outlined housekeeping arrangements, including fire safety procedures and access arrangements. Members were reminded to conduct the meeting in accordance with Standing Orders.

## **FUL-170/25 Apologies for Absence**

Apologies were received from TH & SB and noted.

## **FUL-171/25 Declarations of Interest**

Councillors were reminded to declare any interests they may have in items on the agenda as follows:

- Pecuniary interests
- Other registerable interests
- Non-registerable interests

No declarations of interest were made.

## **FUL-172/25 Minutes**

The minutes of the Ordinary Meeting held on Tuesday 13 January 2026 were reviewed. Members noted that the meeting had been closed before all business had been concluded.

Resolved: The minutes were approved as a true and accurate record, **with two councillors abstaining as they were not present at the meeting**. The Chair signed the minutes accordingly.

## **FUL-173/25 Reports from County Councillor(s)**

No County Councillors were in attendance and no reports were received.

## **FUL-174/25 Reports from Borough Councillor(s)**

Cllr Don Pringle provided an update on matters relating to Broxtowe Borough Council.

Cllr Pringle updated members on matters discussed at a recent **Broxtowe Borough Council Planning Committee meeting**. He also informed members regarding the **source of funding for the footpath works currently being undertaken within the parish**.

Members noted the report.

### **FUL-175/25 Public Forum**

Three members of the public were present.

A number of matters were raised relating to information circulated on local social media pages, including concerns regarding the moderation and operation of a local “Spotted Trowell” Facebook page and the publication of information relating to local flooding.

Questions were also raised regarding Freedom of Information requests submitted to the Council. Members confirmed that **responses had been issued to Freedom of Information requests received by the Council in accordance with the relevant legislation**.

Members also clarified that the Parish Council operates **two official Facebook pages**, namely *Trowell Parish Council* and *Trowell Parish Hall*. It was confirmed that **neither the Parish Council, its councillors, nor the Clerk administer or control the “Original Spotted: Trowell” Facebook page**.

The Clerk advised the Chair that **two questions had been submitted prior to the meeting**; however when attempts were made to verify the sender’s email address the message was returned as undeliverable. As the individual concerned was **not present at the meeting**, the questions were not read out.

A further comment was made by a member of the public regarding communication with their employer relating to their role as an administrator of a local social media page. The individual advised that they intended to pursue the matter further.

The Chair thanked members of the public for their comments. No decisions were taken under this item.

### **FUL-176/25 Parish Council Finances**

Members considered the financial matters deferred from the Ordinary Meeting held on 13 January 2026.

The following were reviewed:

- Account balances as of 31 December 2025
- Budget reports and net positions as of 31 December 2025
- Account balances as of 31 January 2026
- Schedule of payments for January 2026
- Budget reports and net positions as of 31 January 2026
- Income received during January 2026

Resolved:

The schedule of payments for January 2026 was approved.

Members noted the financial reports and account balances presented.

Members also considered the continued practice of tabling financial reports and supporting schedules at meetings rather than circulating them in advance in order to protect personal and sensitive financial information.

Resolved: The current practice was confirmed.

#### **FUL-177/25 Planning and Environment Matters**

Members noted that no new planning applications had been received for consultation.

Members noted planning decisions issued by Broxtowe Borough Council including:

- Application reference **25/00865/CLUP – 81 Ilkeston Road, Trowell** – Certificate of Lawfulness for proposed garden room (Approved).
- Application reference **26/00280/FUL – 1 The Forge, Trowell** – Discharge of conditions 5 and 6 (Conditions discharged).

Members noted the report.

#### **FUL-178/25 Parish Hall – Routine Inspections and Chair’s Sign-Off**

Members noted that routine inspections of the Parish Hall had been carried out in accordance with Council procedures and that the inspection records had been reviewed and signed off by the Chair.

Members noted the report.

#### **FUL-179/25 Events Committee Matters Referred to Full Council (continued)**

Members noted that the Events Committee was currently inquorate and that matters previously delegated to the Committee were therefore being considered by Full Council.

Members resumed consideration of matters relating to:

- Review of events held in 2025
- Draft events programme for 2026
- Confirmation of events to proceed during 2026
- Partnership working with St Helen’s Church
- Application of the Volunteer Policy and Volunteer Agreement
- Event stock management, cash handling and reporting procedures

Members discussed the proposed programme of events for 2026.

Resolved: The events programme for 2026 was agreed in principle, subject to further operational planning.

#### **FUL-180/25 Community Hub – Licensing, Funding and Support**

Members noted the funding application submitted by the Clerk to the County Councillor for support towards licensing and equipment costs for the Community Hub.

Members considered the purchase or renewal of the appropriate film licence required for Community Hub sessions.

Resolved: The Clerk was authorised to purchase or renew the appropriate licence in accordance with the Council's Financial Regulations.

Members also received feedback from Community Hub attendees and noted the report.

### **FUL-181/25 Policies and Governance**

Members considered the draft **Grant Policy** prepared by Cllr MF.

Following discussion:

Resolved: The Grant Policy was formally adopted as Council policy.

### **FUL-182/25 Correspondence**

Members received the Clerk's schedule of correspondence, including items circulated to members and published online.

Members noted that the format of the correspondence schedule had been updated to improve clarity and transparency.

Members noted the report.

### **FUL-183/25 Clerk's Report**

Members received the Clerk's report on ongoing matters including:

- Outstanding **Footpath Inspection Reports**
- **Council website – councillor photographs and biographical information**

Members noted the report.

### **FUL-184/25 Social Media – Policy Reminder and Communications Protocol**

Members considered a reminder of the Council's existing policies and arrangements relating to the use of social media and public communications.

Resolved: The Council confirmed the existing communications arrangements.

### **FUL-185/25 Youth Council – Publicity Material**

Members considered publicity material prepared for the Youth Council.

Resolved: The publicity material was approved.

### **FUL-186/25 Press Release and Public Communications**

Members considered whether any matters arising from the meeting should be communicated to residents by way of a press release or other public communication.

**FUL-187/25 Exclusion of Press and Public**

Resolved: Under the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded due to the confidential nature of the business to be transacted.

**FUL-188/25 Confidential Item(s)**

Members received a confidential update from the Clerk regarding Freedom of Information requests received by the Council, including the volume of requests and the administrative impact on the Council.

Members noted the report and considered actions arising.

**FUL-189/25 Date of Next Meeting**

The next Ordinary Meeting of Trowell Parish Council will be held on **Tuesday 10 March 2026 at 7.30pm.**

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**The meeting closed at:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_