

TROWELL PARISH COUNCIL

Minutes of the Ordinary Meeting of Trowell Parish Council

Held at Trowell Parish Hall, The Cynth McGann Room, on Tuesday 9 June 2026 at 7.15 pm.

Present

Cllrs S Bell, M Chilton, H Cutting, M Follows, T Hall and M Harvey.

In Attendance

Mrs J Murden (Clerk & RFO)

One member of the public.

One co-option applicant.

FUL-028/26 Chairman's Welcome

The Chairman welcomed councillors, officers, members of the public and the co-option applicant to the meeting and thanked those present for attending.

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

The necessary fire safety information was also provided.

FUL-029/26 Apologies for Absence

No apologies for absence were received.

FUL-030/26 Declarations of Interest

Councillors declared the following interests:

- a) Pecuniary Interests – None
- b) Other Registerable Interests – None
- c) Non-Registerable Interests – None

Cllr D Pringle arrived at the meeting at 7.17 pm.

FUL-031/26 Co-option to Fill Casual Vacancy

Members invited the applicant, Helen Young, to address the Council and questions were asked by councillors regarding her application and interest in serving on the Parish Council.

Following consideration, it was proposed and seconded that Helen Young be co-opted to serve as a Parish Councillor.

RESOLVED that Helen Young be co-opted onto Trowell Parish Council to fill the current casual vacancy.

The resolution was carried unanimously.

FUL-032/26 Declaration of Acceptance of Office

The co-opted member, Helen Young, signed the Declaration of Acceptance of Office.

FUL-033/26 Minutes

RESOLVED that the minutes of the Annual Statutory Meeting of Trowell Parish Council held on Tuesday 12 May 2026 be approved as a true record.

Two abstentions were recorded from members who had not been present at the meeting.

FUL-034/26 Reports from County Councillors

No County Councillor report was received.

FUL-035/26 Reports from Borough Councillors

Members received a report from Cllr D Pringle in his capacity as Broxtowe Borough Councillor.

Members were informed of recent Borough Council matters, including the appointment of the new Mayor and ongoing discussions regarding local government reorganisation.

Members were advised that the current Borough Council arrangements would remain in place until 2028 and that further updates would be provided as additional information becomes available.

The report was noted.

FUL-036/26 Public Forum

One member of the public addressed the Council during the Public Forum and submitted a letter of clarification to the Chairman.

During the course of the discussion, the Chairman issued two warnings regarding the conduct of the member of the public and reminded those present of the standards of behaviour expected during Council meetings.

Following continued disruption to the meeting, the Chairman suspended Standing Orders and advised that the police would be contacted in order to maintain the orderly conduct of the meeting.

The member of the public subsequently left the meeting before police attendance was required and the police were advised that their attendance was no longer necessary.

The meeting was then resumed and Council business continued in the normal manner.

The letter of clarification was received and will be considered by the Council in accordance with its adopted procedures and governance arrangements.

FUL-037/26 Parish Council Finances

- a) Members noted the account balances as of 31 May 2026.
- b) RESOLVED to approve the schedule of payments for May 2026.
- c) Members noted income received during May 2026.
- d) Members noted the budget monitoring reports and net position for the 2026/27 financial year.
- e) Members noted the increase in Financial Services Compensation Scheme (FSCS) protection for eligible HSBC deposits.

The resolution under item (b) was carried unanimously.

FUL-038/26 Planning and Environment Matters

No planning applications were received for consideration.

Members noted the following planning decisions issued by Broxtowe Borough Council:

- a) Application reference 26/00284/DOC – Land East of Stapleford Road, Trowell – Discharge of Conditions 3, 6, 7 and 8 of planning reference 25/00612/REG3. Decision: Partial Discharge issued 12 May 2026.
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b) Application reference 26/00285/DOC – Land East of Stapleford Road, Trowell – Discharge of Condition 9, Biodiversity Net Gain Statement, of planning reference 25/00612/REG3. Decision: Partial Discharge issued 12 May 2026.

Members also received updates regarding planning and environmental matters affecting the parish.

The report was noted.

FUL-039/26 Parish Hall – Routine Inspections and Chair Sign-Off

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

FUL-040/26 Annual RoSPA Play Area Inspection Report

Members considered the findings of the 2026 RoSPA Play Area Inspection Report.

Discussion took place regarding the recommendations contained within the report and any actions required.

Members agreed that the identified items should be addressed in accordance with the recommendations and risk priorities set out within the inspection report.

The report was noted.

FUL-041/26 Parish Hall Bookings and Hire Requests

Members considered Parish Hall bookings, hire requests and related matters requiring approval by the Council.

Following consideration, it was:

RESOLVED to approve the Parish Hall booking and hire request presented to members.

The resolution was carried unanimously.

FUL-042/26 Security Industry Authority Pilot Scheme (Martyn's Law)

Members considered information received regarding the Security Industry Authority pilot scheme supporting implementation of the Terrorism (Protection of Premises) Act 2025.

Following consideration, it was:

RESOLVED that Trowell Parish Council express an interest in participating in the pilot scheme.

The resolution was carried unanimously.

FUL-043/26 Adapting the Erewash Project and Request for Letter of Support

Members considered whether the Parish Council wished to provide a Letter of Support for the Adapting the Erewash Project.

Following consideration, it was:

RESOLVED that Trowell Parish Council provide a Letter of Support for the Adapting the Erewash Project.

The resolution was carried unanimously.

FUL-044/26 Policies and Governance

a) Climate Change Policy

Members considered the proposed Climate Change Policy.

Following consideration, it was:

RESOLVED to adopt the Climate Change Policy.

The resolution was carried unanimously.

b) Climate Action Plan

Members considered the proposed Climate Action Plan and associated recommendations.

Following consideration, it was:

RESOLVED to adopt the Climate Action Plan and associated recommendations.

The resolution was carried unanimously.

FUL-045/26 Community Events Programme 2026

Members received an update on delivery of the approved 2026 Community Events Programme, including partnership working arrangements with St Helen's Church.

The update was noted.

FUL-046/26 Correspondence

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

The correspondence was noted.

FUL-047/26 Press Release and Public Communications

Members considered whether there were any matters which should be communicated to residents by way of a press release or other public communication.

Members agreed that public communications should continue regarding community engagement within the parish.

FUL-048/26 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.

The resolution was carried unanimously.

The member of the public left the meeting prior to consideration of the confidential business.

FUL-049/26 Information Commissioner's Office and Freedom of Information Matters

Members received a confidential verbal report from the Clerk regarding Information Commissioner's Office correspondence, the Council's First-tier Tribunal appeal, Subject Access Requests and related information governance matters.

Members received an update regarding the Council's First-tier Tribunal appeal and noted that acknowledgement of the appeal had been received.

Members further noted that the appeal had been submitted without cost to the Council and that no legal advice had been obtained in relation to the matter.

Members noted that two Subject Access Requests remained under active consideration and that clarification had been sought regarding information which may be subject to legal professional privilege and/or relate to ongoing legal matters.

Members also noted that information governance matters continued to require a significant amount of officer time in relation to document review, redaction, legal compliance, record management and associated administrative processes.

Following consideration, it was:

RESOLVED that delegated authority be granted to the Council's Data Protection Officer to review and approve the final Subject Access Request response on behalf of the Council following receipt of the outstanding clarification and confirmation that the response complies with the Council's legal and data protection obligations.

The resolution was carried unanimously.

FUL-050/26 Confidential Legal Advice and Governance Matters

Members received a confidential verbal update from the Clerk regarding ongoing legal, governance, operational and correspondence matters affecting the Council.

Members were advised that, following the resolution of the Council at its meeting held on 14 April 2026, formal correspondence had been issued by the Council's solicitor and that subsequent correspondence received had been referred back to the Council's solicitor for consideration.

Members further noted that additional matters had arisen since the issue of that correspondence and that further consultation had therefore taken place with the Council's solicitor.

Members received an update regarding advice provided by the Council's solicitor concerning the Council's ongoing responsibilities as an employer and the continuation of arrangements currently in place.

Members also noted advice received regarding the continued implementation of recommendations provided by Nottinghamshire Police and other relevant agencies whilst the matters remain ongoing.

Members received an update regarding a review undertaken by Nottinghamshire Police in relation to a previously reported matter and noted that further action had subsequently been taken following that review.

Members further considered the operational arrangements for Council meetings and noted that the room layout had been revised following consideration of safety and operational requirements.

Members noted that the revised arrangements provide clear and unobstructed access to exit routes, support the safe management of meetings and assist in maintaining the orderly conduct of Council business through the provision of clearly defined areas for councillors, officers, public attendance and recording activities.

Members further noted that Council meetings are meetings of the Council held in public and that arrangements for attendance and participation are governed by the Council's adopted procedures and relevant legislation.

Following consideration, it was:

RESOLVED that the Council continue to act in accordance with the advice received from the Council's solicitor, Nottinghamshire Police and other relevant agencies and maintain the arrangements currently in place.

RESOLVED that further actions be progressed on behalf of the Council by the Chairman and Proper Officer in accordance with the advice received from the Council's solicitor and that any associated professional costs arising from those actions be approved.

Both resolutions were carried unanimously.

FUL-051/26 Clerk's Information Update

No matters to report.

FUL-052/26 Date of Next Meeting

Members noted that the next Ordinary Meeting of Trowell Parish Council would be held on Tuesday 14 July 2026 at 7.15 pm.

The meeting closed at 9.03 pm.

Signed

Chairman

Date