



TOLLERTON PARISH COUNCIL

**Minutes of a meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on MONDAY 11 January 2016 at 7.00pm**

Councillors:

Steven Eustace (chairman)	
Shaun Beer	Andrea Beyer (A)
Christine Firth (A)	Matthew Garrard
Tracy Longworth	David Owen-Jones
Julian Smith	Parma Somal

Also present: Clerk Bill Banner and 5 members of the public

- 1. Apologies for Absence:** Cllrs Andrea Beyer and Christine Firth
- 2. Declarations of Interest:** Cllr S Beer - items 10 a) roof repairs and Cllr T Longworth - Item 9a) Lothian Road application - both personal & pecuniary
- 3. Chairman's announcements:** The chairman welcomed the members and public to the first meeting of the new year and wished everyone a Happy New Year.
- 4. Minutes of the full Council meeting held on 07 December 2015,** were accepted as presented and signed by the chairman
- 5. Clerk's report on Matters arising from the minutes:** The clerk confirmed that the newly created Management Agreement with the Allotment Society has been signed.
- 6. Open session for members of the public to raise matters of Council business:** Standing orders were suspended at 7.05pm to allow residents to raise matters of concern. Standing Orders were reinstated at 7.10pm
- 7. Defibrillators** – Following the presentation last month members approved the provision of two units in the village to be located near to the two old telephone boxes. The clerk confirmed that in anticipation of this decision he has been fundraising and £1,500 has been secured so far against a total cost of about £2,100
- 8. Finance:**
 - a) Grant Applications: A request for funds for Tollerton Air Cadets to purchase a tent was received. Cllr Tracy Longworth undertook to respond by making a personal donation. The chairman thanked her for her generosity.
A bill for £55 for Christmas appropriate refreshments for the carol singers was also approved as a Grant Application
It was agreed to refund £65 production costs of the Village Guide and Welcome Pack, with thanks to Barbara Storrie
 - b) SLCC membership. The clerk suggested not renewing at this time...saving £210...as membership could always be reconsidered at a later time. This was approved.
 - c) The agreed flat rent increases have been secured
 - d) The budget 2015/16 was reviewed and members noted that the council was within pro rata budget at the end of third quarter

- e) Budget 2016/17 was discussed and approved, increasing the precept from £45.91 to £55.92 for band D property, a rise of £10, being a 21.8% increase. The precept has been static for a number of years and the reason for the increase is because of the costs of imminent roof repairs, budgeted at £20,000. It was observed that, despite this increase, Tollerton has one of the lower precepts in Rushcliffe Borough
- f) Electricity utility bills for the last 12 months for the Parish Rooms were examined and as substantial savings are available by switching provider, the clerk was asked to renegotiate the supply on a 3 year fixed price basis, saving some 40% - £550 per annum. The electricity supply to the kiosk at Lothian Road will also be changed.
- g) NCC – It was noted that NCC has refunded £1680.09 that had been overcharged last August for village mowing

9. Planning:

a) Applications:

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- 1) 15/02934 – Mr Mike Stimpson – 2 Lothian Road –
Single storey front, side and rear extensions: two storey rear extension – DNO
- 2) 15/00919 – Mr Gabriel Nutt – 226 Tollerton Lane – Two storey side extension – OBJECT
The proposals are out of character with the historic building, and the size and scale of development would extend the building beyond the depth of the neighbouring property.
There is no provision for parking - currently the parking is in a farmer's field in the Green Belt. This proposal may add to existing parking issues at this location. The plans indicate a future parking provision, but this is not detailed and the indicative provision has potential to displace vehicles from adjacent properties with no alternative provision available
- 3) 15/02965 – Dr Shery Thomas – 79 Tollerton Lane –
Two storey side extension; single storey side and rear elevation – DNO
- 4) 15/02985 – Ms Nina Best – 45 Medina Drive – Single storey rear extension – DNO

b) Recent Rushcliffe Borough Council Decisions: None received

c) Late submitted Planning Applications: None received

10. Parish Rooms roof & flats update

- a) Roof repairs update: RBC Planning has responded to our proposition and have asked for the submission of a full Planning Application. Cllr Tracy Longworth undertook to deal with RBC Planners on behalf of the Council
- b) Exterior of building – re-staining/painting of the wood cladding at the front of the premises was discussed and it was agreed that the clerk would obtain quotations
- c) Rooms cleanliness and maintenance – redecoration of the Rooms has been completed. A water leak from flat 42 dishwasher area was reported, the ceiling showing a damp patch, and a plumber will be asked to effect repairs.
Concern was expressed that the Rooms were being used by unauthorised people and as there is not a comprehensive list of users with keys it was agreed that the lock be changed and a limited number of keys made available to users –to be signed for with instructions not to have any copies cut.
- d) Amended Rooms Booking Form and Terms and Conditions were discussed and approved. All users will be asked to complete new forms. It was agreed that the room capacity is 100
- e) Toddlers request to store a mini kitchen unit (104cm x 37cm x 72cm) in the main room was approved on a trial basis – to be reviewed in March 2016

- f) Flats – The recommended work to the heating system to comply with by-law 30 in both flats was approved at a cost of £1145.00

11. Public Open Spaces:

- a) Cllr Parma Somal confirmed that regular gate locking is being done.
- b) SUGA Funding: this has been included in the 2016/17 Budget
- c) Play equipment – all in order
- d) Football pitch – all in order, though some late evening misuse of the changing room porta-cabin facility was reported and Cllr David Owen-Jones undertook to confiscate duplicate keys
- e) Comment that the hard surfaces are wearing and road stone or tarmac scalplings was suggested. Some hedgerow may need to be replaced as bramble bushes have died. There is a spill of white grass lining paint in the area

12. Emergency Plan: Cllr Somal has undertaken to take responsibility to conclude the preparation of the plan

13. Councillor's Reports: None

14. Reports from Outside Organisations: None

15. Date of Next Meeting: Monday 08 February 2016

The meeting closed at 8.55pm

Signed: Chairman Date



TOLLERTON PARISH COUNCIL

**Minutes of a meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on MONDAY 08 February 2016 at 7.00pm**

Councillors:

Steven Eustace (chairman)	
Shaun Beer (A)	Andrea Beyer
Christine Firth (A)	Matthew Garrard
Tracy Longworth	David Owen-Jones
Julian Smith (A)	Parma Somal

Also present: Clerk Bill Banner and 4 members of the public

1 Apologies for Absence: Cllrs Julian Smith, Shaun Beer and Christine Firth

1. Declarations of Interest: Cllr T Longworth - Item 10a) Lothian Road application - pecuniary interest

2. Chairman's announcements: The chairman welcomed Lee Dobb, Spire Hospital Project Manager, Morgan Sindall to the meeting. He also mentioned the forthcoming Police & Crime Commissioner election in May; the recent poor car parking experienced at the front of the Parish Rooms; the receipt of this year's annual insurance renewal where following a review of cover the revised premium is some £240 less than last year; the forthcoming Rushcliffe Forum on Weds 10 February and the NALC External Audit Briefing on 18 April, to which the clerk plans to attend

3. Spire Hospital – Presentation by Lee Dobb, who explained that Morgan Sindall are only responsible for the construction of the hospital and all associated work external to the actual site was not their responsibility. He explained that a gas supply was required and that it was likely that the route will be through the village. This work would be undertaken by National Grid - Gas under the direction of Nottinghamshire County Council. The hospital is being built to the planned timescale – week 36 – having started in June 2015 and the expected completion is in December 2016...then to be fitted out by Spire for opening early 2017. Lee agreed to let the Council have copy of the landscaping plans. Any issues or problems outside the development site are the overall responsibility of the County Council. Lee was thanked for his presentation by chairman Steve Eustace

4. Minutes of the full Council meeting held on 11 January 2016, were accepted as presented and signed by the chairman

5. Clerk's report on Matters arising from the minutes: The clerk advised that the Air Hostess Inn has been added to the list of Community Assets, but the application to include the Allotments were determined not to have met the criteria for inclusion, because the land lease can be terminated on 6 months' notice and the owners have indicated that the land may be required in connection with the proposed improvements to the A52. The Grant application request from the Tollerton Air Cadets at the last meeting has been resolved, thanks to the generosity of Cllr Tracy Longworth's personal donation. The request to the agents used to collect the flat rents for them to waive the £250 charge for Section 13 work has not been acknowledged and the clerk is instructed to proceed to change the collection process without the use of agents, saving some £1250 per annum in fees.

6. Open session for members of the public to raise matters of Council business: Standing orders were suspended at 7.44pm to allow residents to raise matters of concern. Standing Orders were reinstated at 7.47pm

- 7. Defibrillators** – Up-date: The two units have been ordered together with the heated cabinet. Members considered the positioning of one in the location of the old village area and agreed to the suggestion from Mr Howard Hartley, electrician, to have the cabinet sited on the garage at The Vicarage where it would be visible and where a source of electricity was readily available. The clerk confirmed receipt so far of £1,500, plus an anticipation of a Grant from Rotary, against a total overall cost of about £2,100

8. Finance:

- a) **Grant Applications: A request for funding from Tollerton Neighbourhood Watch has been received and members decided to defer this request for a few months as the need for the funds is not immediate.**

15/34

- b) Payments made were approved:

07-12-15	909	H F Hartley	PAT	51.00
07-12-15	910	W A Banner	Nov exps	65.05
07-12-15	911	Front Line Home	Rooms maint.	197.38
07-12-15	912	Samantha Eustace	Cleaning	94.56
07-12-15	913	Alpha Plumbing	Water Heater	150.42
15-12-15	914	Front Line Home	Heater repair	50.00
15-12-15	915	W A Banner	Printer	157.20
30-12-15	DD	JSBC Ltd	Clerk's pay - Dec	1040.00
22-12-15	IB	Melvin Rust	Cleaning to 06/12	224.75
04-01-16	IB	Melvin Rust	Cleaning to 28/12	179.80
31-12-15	CR	NCC	Mowing overpayment	-1680.09
11-01-16	916	W A Banner	Petty cash top up to £250	165.73
11-01-16	917	JSBC Ltd	Clerk - Dec hours	180.00
11-01-16	918	W A Banner	Dec exps	35.40
11-01-16	919	Tollerton P C	£10000 to HSBC Account	
11-01-16	920	Air Hostess Inn	Grant to Carol singers	55.00
12-01-16	BIB	Barbara Storrie	Grant	65.00
12-01-16	BIB	Front Line Home	Repairs - Rooms	54.44
12-01-16	BIB	Samantha Eustace	Cleaning	80.00
12-01-16	BIB	Front Line Home	Repairs - Rooms	298.88
23-01-16	BIB	Front Line Home	New lock	85.00
23-01-16	BIB	Samantha Eustace	Cleaning Materials	20.04

- c) Deposit Account – the clerk reviewed the available market interest rates from CCLA and agreed to circulate members with more information on other Local Authority investment decisions
- d) Council Tax – we have confirmation from Rushcliffe Borough Council that the current Council Tax Business rates for the rooms of £2448.00 qualifies for small business rate relief of 100%
- e) The draft Statement of Activities 2016/17 was approved, subject to an expansion of the list of assets. Cllr Matt Gerrard undertook to prepare a list of assets to be added.

9. Planning:

- a) Applications: 15/02934 – Mr Mike Stimpson – 2 Lothian Road – Revised documents
Single storey front, side and rear extensions: two storey rear extension – DNO, subject to no neighbour objection

- b) Recent Rushcliffe Borough Council Decisions:
 15/02745 Antony Pickavance - Oak Tree Court - Grant Permission
 15/2558 Mr Shaun Beer - The Old Rectory - Grant Permission
- c) Late submitted Planning Applications: None received

10. Parish Rooms roof & flats update

- a) Roof repairs update: RBC Planning has received the submission of a full Planning Application and Cllr Tracy Longworth undertook to press RBC Planners to expedite matters on behalf of the Council
- b) Exterior of building – re-painting of the wood cladding at the front of the premises was discussed and although the work specification was approved, a decision on colour needs to be made at a future meeting. It was agreed that the clerk would obtain quotations, plus quotations to repair and repaint the stone exterior – the work to be done after the roof-work has been completed.

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5

- c) Rooms cleanliness and maintenance – in good order The leaves outside the rooms need to be cleared and the clerk will ask Mel Rust to do this, as Streetwise say it is not their responsibility, being private land. The plumber will attend to the occasional water leak from flat 42 dishwasher area – caused by two pipes emptying into the pipe joint simultaneously. The lock has been changed and a limited number of keys cut for regular users only. An outside grey bin has been obtained for regular emptying by Streetwise.
- d) Amended Rooms Booking Form and Terms and Conditions. All users have completed new forms. A notice to users about misuse of the heater controls will be sent.
- e) Flats – The recommended work to the heating system to comply with by-law 30 in both flats is being done shortly
Cllr Tracy Longworth left the meeting at this point

11. Public Open Spaces:

- a) Play equipment – all in order
- b) Football pitch – all in order
- c) Nottingham City Council owned Allotments: it was agreed that the clerk approach the Council to see whether they would like the Parish Council to take responsibility for these.

12. Emergency Plan: Cllr Somal reported that he is progressing the information gathering in order to conclude the preparation of the plan. An Emergency bag has been acquired for filling. An incident log book is also to be prepared

13. Website: Cllr Matt Garrard presented details of the two quotation options obtained and it was agreed to receive a presentation from contractor B - Cllr Garrard is to arrange. The “house colours” decision and new logos to be deferred until the next meeting

15. Parish Plan - Green Belt review – Cllr Garrard reviewed the recently arrived Rushcliffe Local Plan and Green Belt Consultation documents (4). The consultation period ends 24 March 2016. The four documents are:

1. Green Belt review...not greatly affecting Tollerton....minor change proposed at the Open Space area
2. Land & Planning Policies
3. Statement of Community Involvement Policy
4. Sustainability Appraisal

The main issues are: Seeking sites for new housing and Community involvement in planning policy

It was agreed that the clerk respond to the Borough Council to highlight the impact of additional traffic in the village and its environment

Parish Plan:

It was agreed that Cllr Garrard will re-fresh the existing Parish Plan with a view to Council agreeing the document at the next meeting in March. A short public consultation will follow, the findings to be shared at the Annual Parishioners Meeting in April, followed by publication in the May newsletter, so that the refreshed plan can be agreed at the AGM in May

16. Annual parishioners - Meeting Date: Weds 27 April 2016: Councillors to consider appropriate speakers

17. Councillor's Reports: Cllr David Owen-Jones advised that the concrete base to the Olympic bench is showing signs of degrading - it was agreed that remedial work is to be arranged by the clerk. Cllr Somal presented the clerk with the annual ground work specification prepared by Matthew Eyrl for consideration at the next meeting

18. Reports from Outside Organisations: None

19. Employment matter - Deferred to the next meeting

20. Date of Next Meeting: Monday 07 March 2016

The meeting closed at 9.17pm

Signed: Chairman Date



TOLLERTON PARISH COUNCIL

Minutes of an extra ordinary meeting of Tollerton Parish Council held in the Parish Rooms, Burnside Grove, Tollerton on MONDAY 22 February 2016 at 7.00pm

Councillors:

Steven Eustace (chairman) (A)	
Shaun Beer	Andrea Beyer from 7.15pm
Christine Firth	Matthew Garrard
Tracy Longworth (A)	David Owen-Jones (A)
Julian Smith	Parma Somal (A)

Also present: Clerk Bill Banner and 5 members of the public

- 1. Apologies for Absence:** Cllrs Steven Eustace, David Owen-Jones and Parma Somal
- 2. Declarations of Interest:** Cllr Shaun Beer - Item 9a) Parish Rooms roof replacement application - pecuniary interest
- 3. Chairman's announcements:** Cllr Julian Smith took the chair & explained the reason for the extra meeting was to enable the Council to respond timely to consultation requests
- 4. Minutes of the full Council meeting held on 08 February 2016,** were accepted as qualified and signed by the chairman with the following amendment to Item 15
Parish Plan: Cllr Matt Garrard has prepared the short consultation document for the March Newsletter to identify current priorities so that feedback is available for the April Annual Parishioners Meeting in order to approve an updated Parish Plan. Cllr Garrard also asked that it be noted that he did not recognise the agreement that the clerk respond to the Borough Council to highlight the impact of additional traffic in the village and its environment.
- 5. Clerk's report on Matters arising from the minutes:**
The clerk advised that quotations have been requested for the painting of the front exterior of the Parish Rooms building - members will need to decide the colour shortly.
The plumbing work has been done in the flats.
There is to be a presentation on a Parish Council website at the next meeting.
Members were reminded that a speaker is needed for the Annual Parish Meeting which is to take place on Weds 27 April 2016
- 6. Open session for members of the public to raise matters of Council business:**
Standing orders were suspended at 7.08pm to allow residents to raise matters of concern.
A parishioner raised the topic of the Village History Group and it was agreed to add this to the Agenda for the next Parish Meeting.
Members were told about the provision of gas along Tollerton Lane at the last meeting, and a recent notice to residents in Tollerton Lane says that the work will be for the period 15 February to 15 May 2016. Contradicting information had been provided to residents and more information was requested about the statement that "access to property could be a problem". Cllr Andrea Beyer offered to make the enquiry

The traffic implications arising from the Rushcliffe Local Plan were highlighted and the clerk was asked to circulate members with the TASCforce holding response to traffic issues.
Standing Orders were reinstated at 7.22pm

- 7. Rushcliffe Local Plan Consultation** – Following discussion of the plan including the potential traffic implications, it was agreed to defer this item to the next meeting

8. Proposed 40MPH Speed Limit Consultation - Tollerton Lane

The Council listened to the views of Members and the public and the reasons for the absence of support for restrictions on this section of road. It was decided to oppose this proposal by four votes and one abstention. An appropriate letter will be prepared based on the issues discussed at the meeting

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9. Planning Decisions:

- a) Application 16/00255 – Mr Bill Banner – 40/42 Burnside Grove (Parish Rooms) – replace existing roof and increase ridge by 300mm - No comment and to declare an interest
- b) Application 15/02690 Mrs L Parker – 69 Melton Road – two storey extension – Do not object

10. Land at rear of North End Cottages:

The Clerk provided an update on correspondence with Nottingham City Council regarding allotments and adjacent land.

11. Date of Next Meeting: Monday 07 March 2016

The meeting closed at 8.10pm

Signed: Chairman Date



TOLLERTON PARISH COUNCIL

Minutes of a meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on MONDAY 07 March 2016 at 7.00pm

Councillors:

Steven Eustace (chairman)	
Shaun Beer	Andrea Beyer (A)
Christine Firth (A)	Matthew Garrard
Tracy Longworth	David Owen-Jones
Julian Smith	Parma Somal

Also present: Clerk Bill Banner and 8 members of the public plus Gavin Doult

1. Apologies for Absence: Cllr Andrea Beyer
2. Declarations of Interest: Cllr Shaun Beer - Item 11a) Parish Rooms roof renewal – pecuniary interest
3. **Chairman's announcements:** The chairman informed the meeting that the public be excluded from the meeting after Item 20. He introduced Mr Gavin Doult who had been invited to make a presentation about Parish Council websites
4. Website Presentation – Gavin Doult duly made the presentation and left the meeting, having been thanked by the chairman
5. Minutes of the full Council meeting held on 22 February 2016 were accepted and signed by the chairman
6. Clerk's report on Matters arising from the minutes: None
7. Open session for members of the public to raise matters of Council business:
Standing Orders were suspended at 7.23pm to allow residents to raise matters of concern.
County Cllr Reg Adair said that he was pleased to respond to the appeal for funding for the village defibrillators and presented the chairman with a cheque for £500. The chairman expressed gratitude and said that the funding was now in place to purchase and install the two units. Cllr Adair asked for a copy of the Parish Council letter just sent to Highways concerning the proposed 40mph limit on Tollerton Lane – the clerk undertook to send it.
Borough Cllr Debbie Mason said she would make enquiries of the RBC Planning Department about the unanswered drains concerns of residents near lane end cottages.
Barbara Storrie advised that the First Responders are to demonstrate the use of defibrillators at the social meeting of Neighbourhood Watch workers on Thursday 17 March.
She also advised that photographs for a Village Calendar are being done
The bollard damaged 2 months ago has not been repaired and the clerk confirmed that NCC has been reminded and the work is in hand. Cllr Adair undertook to press for urgent action
Standing Orders were reinstated at 7.44pm
8. Defibrillators - It was confirmed that donations received are sufficient to cover all costs, including installation. The location for one unit was agreed at a point near to the Parish Rooms. The other location is proposed to be on the corner of the garage wall **to St Peter's Vicarage and appropriate enquiries** to further this will be made.
The following Councillors undertook to be responsible for the supervision & maintenance of the defibrillators: Parish Rooms location: **Cllrs Smith & Garrard; St Peter's Vicarage location: Cllr Beer & the incoming vicar (to be asked).**
Training for interested Residents is to be arranged. Cllr David Owen-Jones advised that he has recently attended a training event

9. Finance

a) Grant Applications:

Tollerton Village Newsletter – A grant of £800 was approved, together with a grant of £1200 for 2016/17, to be paid in three instalments of £400 during 2016/17

Tollerton Neighbourhood Watch – A grant was approved of £350 to be paid in May 2016

Allotment Association – A grant of approx. £280 was approved to meet the costs of pest control & road-stone

Village History Group – Following the sale of some 230 books, there is a net surplus of £1394.23 and Council approved its use to fund a DVD about the history of Tollerton Hall. It was hoped that the DVD will be ready for showing at the village event and be accessible on the History Group website. Any extra funding required will be considered as the need arises

b) Deposit Account:

A review was made of the investment opportunity via CCLA (Churches, Charities and Local Authorities), being a mutually run firm of investment managers owned by LAMIT (Local Authorities Mutual Investment Trust), the Church of England Investment Fund and the Charities Investment Fund (COIF)

Funds are invested in over 20 banks worldwide which are all Fitch rated A or higher. The current return is 0.4360% compared with HSBC deposit rate of 0.05%. There is a minimum opening amount of £25,000

It was agreed to open a CCLA instant access deposit account for any moneys set aside for the long-term, leaving an adequate level of funds in the HSBC current account to meet day to day business requirements

c) Statement of Activities 2016/17 – The draft was approved for general release, including use on the website

d) A Request for Information Form has been received from the Valuation Office for completion concerning the owned property 40/42 Burnside Grove

e) NCC has submitted an invoice for £450 for the Allotments annual rent due before 31 March 2016. It was noted that last **year's bill was paid late in April 2015 so this financial year will have two payments** – total £900

10. Planning

a) Planning Application:

16/00415 – Mr Ross & Katherine Drew & Gregory – Two storey side extension (including replacement garage), new pitched roof to porch & new single storey rear extension – 7 Burnside Grove - DNO

b) Recent Rushcliffe Borough Council Decisions:

15/00919/FUL Mr Gabriel Nutt – 226 Tollerton Lane	Grant Permission	PC decision Object
15/02335/FUL Monarch Acoustics Ltd – Tollerton Airport	Grant Permission	PC decision DNO
15/02844/ADV Spire Healthcare Ltd – Tollerton Airport	Grant Permission	PC decision DNO
15/02965/FUL Dr Shery Thomas – 79 Tollerton Lane	Grant Permission	PC decision DNO
15/02985/FUL Ms Nina Best – 45 Medina Drive	Grant Permission	PC decision DNO
15/03095/DEMOL Monarch Acoustics Ltd	Permitted Development	PC decision Object

c) Late submitted Planning Application

16/00458/FUL – Mrs Julie Ramsay – 3 Orchard Close – 2 single storey side extensions - DNO

11. Parish rooms

- Roof renewal: Members were informed that the planning approval procedure has been completed and the contractor is on site to start the work. It is expected to be completed by the end of this month.
- Rooms cleanliness, maintenance and security were all declared to be in order
- Repainting of premises front – quotations are being obtained for a decision at the next meeting. **“House” colours:** were agreed: DIMITY 2008 for the brickwork; French Grey for the Cedar

12. Public Open Space

- Dogs & dog bins – There is a H & S issue with topless bins used for dog dirt deposits. Streetwise have been asked to propose a solution that may involve replacing one particular bin near the goalposts that is used most by dog walkers

- b) Play Equipment – H & S inspections are being done by Mel Rust on a regular basis – the clerk will produce a form for completion by him each week. There may be an opportunity later this year for a playground inspection refresher training day as it is a few years since one was last attended.
Soil needs to be brought to the play area in order to fill in a potential trip hazard near a manhole top
- c) Football pitch – no problems

13. Best Kept Village competition: **It was decided to enter this year's competition organised by CPRE Nottinghamshire.** Judging will take place between 6th June and 24th June 2016
 14. Parish Plan update - Rushcliffe Local Plan Consultation - Response date: 24 March 2016
Cllr Matt Garrard briefed the meeting on the Parish Plan update progress, referring to the on-line petition by end of March. He also referred to the Council having access to the Ordnance Survey Mapping data
Cllrs Garrard and Smith undertook to prepare a response to the Rushcliffe Local Plan Consultation for Councillor circulation, before being submitted
 15. Emergency plan: Cllr Somal reported on progress made and is hopeful that the contact lists and distribution lists will be complete in time for the next meeting. An emergency bag has been acquired and this will be filled with appropriate supplies and kept at the rooms for ease of access.
 16. Village issues – Gas & Water: No further information was available
 17. Website: There was a discussion on the website presentation heard earlier and it was decided by a majority vote of 4 to 3 to maintain our present arrangements and seek extra support for the present webmaster to ensure continuity and cover for absence. The work of Chris Burbanks in setting up the community based website was much appreciated by members and it is hoped that recruitment of extra support for him will help the council to fulfil its wider duties to comply with transparency requirements
The current logo was reviewed and a decision made to change to one that depicts Tollerton Hall
 18. Annual Parish meeting – 27 April 2016: Members were encouraged to assist in the preparation and help find a suitable speaker. Borough Councillor Debbie Mason tenders her apologies as she is away on that date
 19. **Councillors' Reports** - none
 20. Reports from Outside Organisations - none
- The Chairman proposed that the press and public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Section 1 (2) of the Public Bodies (Admission of Meetings) Act 1960*
21. Employment matter – confidential
 22. Date of Next Meeting: Monday 04 April 2016

The meeting closed at 9.08pm

Signed: Chairman Date



TOLLERTON PARISH COUNCIL

**Minutes of a meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on MONDAY 04 April 2016 at 7.00pm**

Councillors:

Steven Eustace (chairman)	
Shaun Beer	Andrea Beyer
Christine Firth (A)	Matthew Garrard
Tracy Longworth	David Owen-Jones (A)
Julian Smith (A)	Parma Somal

Also present: Clerk Bill Banner and 5 members of the public

1. Apologies for Absence: Cllrs David Owen-Jones & Julian Smith

2. Declarations of Interest: Cllr Shaun Beer - Item 10b) Parish Rooms roof renewal – pecuniary interest

Cllr Steve Eustace – Item 10d) Repainting of premises front - pecuniary interest

3. Minutes of the full Council meeting held on 07 March 2016 were accepted and signed by the chairman, subject to a comment that Minute 21 Employment matter - should be expanded to say that the need for and the provision of maintenance work for 2016/17 were reviewed and a decision taken to continue with the two current contracts.

It was requested that the decision recorded in Minute 17 to change the logo for the PC be re-considered and as more than three members supported this proposal, the topic will be included in the Agenda at Item 12 – Village identity

4. Chairman's announcements: The chairman reminded the meeting of the Annual Parishioners meeting to take place on 27 April and that the services of Lt Col Stuart Wiles as speaker has been secured and members were asked to spread the word so that a good attendance is achieved.

5. Clerk's report on Matters arising from the minutes: None

6. Open session for members of the public to raise matters of Council business:

Standing Orders were suspended at 7.07pm to allow residents to raise matters of concern.

- A resident said that following the recent heavy rains, there was extensive flooding in Tollerton Lane and the blocked drain/ditch needs clearing. The clerk will report to Nottinghamshire County Council.
- It was pointed out that there is a hedge in Tollerton Lane/Medina Drive corner that overhangs the highway and it needs to be cut back. The clerk will advise NCC
- Borough Cllr Debbie Mason said she had made enquiries about the unanswered drains concerns of residents near Lane End Cottages and said any resident should ring 0800 0224338 for an emergency call-out to attend to drains problems.
- She said that the current gas pipe replacement work in Tollerton Lane will continue until the end of April. Further work in Tollerton Lane is planned at the end of May. Complaints

regarding proper restitution of pavements have been recorded with the contractors, Triio. The alleged inadequate depth of pipe laying has not been established – still to be resolved.

- She drew attention to the NCC Recycling Centre changes, including a registration scheme for residents. Cllr Matt Garrard declared a personal interest, arising from his capacity as a NCC employee dealing with Policy.
 - Cllr Debbie also referred to the CAMRA efforts with RBC to register pubs in Rushcliffe as Assets of Community Value. RBC has told CAMRA that to be successful in its application it needs to demonstrate the eligibility criteria of having a local connection and using surplus funds to benefit the local area

16/42

Debbie was thanked by the chairman for all the hard work dealing with Tollerton matters
Standing Orders were reinstated at 7.24pm

7. Finance

a) Grant Application:

St Peter's Church – 2017 Calendar – The requested grant of £106.70 + VAT was approved, as a contribution to the production costs. Cllr Shaun Beer declared a personal interest and did not partake in the discussions

b) NCC has submitted an invoice dated 30 March 2016 for £1646.93 + VAT for the mowing for work done up to 31 March 2016. It was noted that last year's bill was paid late in April 2015 so this financial year will have two payments of about this amount

- 8. Defibrillators** – These have now been installed – one at a point near to the Parish Rooms (NG12 4EB), the other in the disused phone box near to St Peter's Church (NG12 4FW) These locations and Post Codes will be given to First Responders and training for interested residents is to be arranged. A demonstration has been arranged to take place at the Village Event in June and a training day towards the end of May will be arranged.
The clerk will explore available signage to indicate their locations plus posters for notice boards/website use.

9. Planning

a) Planning Applications:

16/00489/FUL – Mr Mike Stimpson – 2 Lothian Road – single storey front, side and rear extension; two storey rear extension (re-submission of 15/02934/FUL) – DNO
16/00543/FUL – Mrs N Bramley – 73 Tollerton Lane – Single storey rear extension – DNO

b) Recent Rushcliffe Borough Council Decisions:

15/02934/FUL Mr Mike Stimpson – 2 Lothian Road Grant Permission PC decision: DNO
15/0255/FUL Mr Bill Banner – 40/42 Burnside Grove Grant Permission PC
decision: No Comment

c) Late submitted Planning Application

16/00721/FUL – Mr Paul Harrison – 43 Stella Avenue – single storey side extension – DNO

10. Parish rooms

- a) Letting agents: it was decided not to accept the reduced fee offer of 5% to maintain their appointment and proceed with the termination of the agreement. The agents will collect the April rents and from May 2016 the clerk will deal with the tenants on a direct basis and agree new tenancy agreements that are no more onerous than as at present.
The clerk will speak to the tenant at number 40, Mrs Hatfield, about her concerns with signing a replacement lease.
- b) Roof renewal: Members were informed that the work is well under way but a 12" increase in the roof height at the edge of the roof, necessary to ensure rain run-off, has caused the neighbour

to complain. RBC Building Control & Planners are agreeable to the change but the neighbour has asked that the height is not increased and that a box gulley be fitted.

Members considered the request together with the indicated extra cost of about £1,000 to do this and agreed that the cost was prohibitive, particularly as the end product would not improve the detail. This could only be further considered if the extra cost was reimbursed. The clerk was asked to inform the neighbour accordingly.

- c) Rooms cleanliness, maintenance and security were all declared to be in order
- d) Repainting of premises front – sealed envelope quotations were considered, but as they did not appear to be on a like-for-like basis the clerk was asked to speak to the contractors involved to ensure they are all quoting on the same work specification.

11. Public Open Space

- a) Dogs & dog bins – The H & S issue with topless bins used for dog dirt deposits is unresolved and Chairman Steve undertook to inspect the area and report at the next meeting. There are two “No Dogs allowed” signs.
- b) Play Equipment – H & S inspection weekly written report done by Mel Rust was reviewed and the clerk was asked to arrange to have the faults remedied. Soil still needs to be brought to the play area to fill in a potential trip hazard near a manhole top
- c) Football pitch – no problems
- d) Hawthorn whips have been planted along the car park area

16/43

12. Village

- a) Village Identity Policy - Cllr Matt Garrard reviewed the paper he had prepared and gateway entrances were discussed. Members encouraged Cllrs Matt & Tracy to further develop this work. The proposed change of logo for the Parish Council was discussed and it was agreed to leave this unchanged at this time.
- b) Grass verges: An e-mail from a resident was discussed – this concerned vehicles damaging the grass verges in Burnside Grove. The clerk was asked to inform Notts Councillor Reg Adair as NCC has not responded to the resident’s e-mails. Members did not approve a suggestion from the resident to replace some of the grass verge with a tarmac strip.
- c) Three trees on offer for Autumn planting are welcomed. These are from the Woodland Trust via the Air Cadets and the clerk will request native British trees. Locations are to be considered – Hunters Corner/ Burnside Grove grass verges
- d) Missing wooden lats in two village benches have been repaired using non-removable bolts in order to improve security of the wooden lats. The concrete base to the bench in front of the Junior school has been repaired
- e) Best Kept Village competition: Cllrs Tracy & Matt are to look at improvements that can be done in the village to support the entry. Judging will take place between 6th and 24th June 2016.

13. Parish Plan update - Rushcliffe Local Plan Consultation - Response date: 24 March 2016

Cllr Matt Garrard briefed the meeting on progress with the Parish Plan update, including the completion of the paper and on-line 6-week consultation survey just completed.

The analysis was presented to members – Responses received: 17% of dwellings.

Summary: The three priorities of enhancing a) the rural characteristics, b) community involvement and c) facilities were seen as being more important and a focussed approach based on five priority areas was supported. More influence over planning and development was supported.

The Council is now part of the Public Sector Mapping Agreement (PSMA) giving access to the Ordnance Survey Mapping data

The Council's response to the Rushcliffe Local Plan Consultation has been submitted to RBC within the timescale set. Comments included reference to the Green Belt and Traffic Issues.

- 14. Emergency plan:** Cllr Somal reported that he was still working on the contact and distribution lists.
- 15. Village issues - Gas & Water:** No further discussion as Cllr Debbie Mason had updated the meeting earlier
- 16. Website:** The clerk reported on his meeting with Mr Chris Burbanks the previous week and members agreed for Cllrs Tracy & Andrea to have discussions with Chris to explore website development options.
- 17. Annual Parish meeting - 27 April 2016:** Lt. Col. Stuart Wiles will speak on Rehabilitation of Wounded Soldiers. Members were asked to encourage as large an attendance as possible – a charity donation of £50 was agreed as a thank you.
- 18. Councillors' Reports** – Cllr Matt Garrard reported on the CPRE meeting in Grantham on Nottinghamshire Neighbourhood Planning. A fund of £9,000 exists to support work to develop a Plan
- 19. Reports from Outside Organisations** - none
- 20. Date of Next Meeting: Monday 09 May 2016 - Annual Council Meeting**

The meeting closed at 9.08pm

Signed: Chairman Date



Tollerton Parish Council

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Minutes of the Annual Council meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on MONDAY 09 May 2016 at 7.00pm

Councillors:

Andrea Beyer	Steven Eustace
Christine Firth	Matthew Garrard
Tracy Longworth	David Owen-Jones
Julian Smith	Parma Somal

Also present: Clerk Bill Banner and 4 members of the public

1. Election of Chairman for 2016/2017: Cllr Steve Eustace was proposed for the office of Chairman by Cllr Julian Smith and seconded by Cllr Parma Somal. There were no other nominations and Cllr Eustace was duly elected and signed the Declaration of Acceptance of Office
2. Apologies for Absence: None
3. Declarations of Interest: Cllr Steve Eustace – Item 11b) List of payments - pecuniary interest
4. **Chairman's announcements:** The chairman told the meeting that earlier in the evening a cheque for £720 was presented to the Parish Council by Morgan Sindall, in support of the Council's funding appeal for the defibrillators and the clerk was asked to record the Council's thanks. He referred to the successful Annual Parishioners meeting on 27 April and that the speaker, Lt Col Stuart Wiles, was much appreciated.
5. Minutes of the full Council meeting held on 04 April 2016 were accepted and signed by the chairman
6. Election of Vice Chairman for 2016/17: Cllr Matt Garrard was proposed for the office of Vice-Chairman by Cllr David Owen-Jones and seconded by Cllr Andrea Beyer. There were no other nominations and Cllr Garrard was duly elected and signed the Declaration of Acceptance of Office
7. Casual Vacancy: Following the resignation of Cllr Beer, a casual vacancy has arisen. One resident, Andy Penn, has expressed interest and as he was attending the meeting the chairman asked him to introduce himself. As the cut-off date for applicants has not expired, it was agreed that the vacancy would be addressed at the Council meeting in June
8. Membership of Standing Working Groups

It was proposed by Cllr Matt Garrard that the following four Standing Working Groups be formed with the agreed membership:

i) Finance and Assets	Cllrs Firth, Owen-Jones, Smith and Somal
ii) Rural Characteristics	Cllrs Firth and Longworth
iii) Community Facilities	Cllrs Beyer, Owen-Jones, Smith and Somal
iv) Village Life and Sense of Community	Cllrs Beyer and Longworth

The Chairman and Chairman are ex officio members of all Working Groups

9. Clerk's report on Matters arising from the minutes: The clerk referred to the first two points of item 6 and to the NCC response:
 - i) Flooding – NCC inspector has requested a more precise location as examination of the culvert examined proved it to be clear

- ii) Vegetation overhanging - more precise location requested as the NCC inspector was unable to identify the problem

10. Open session for members of the public to raise matters of Council business:

Standing Orders were suspended at 7.20pm to allow residents to raise matters of concern.

The issues with areas of village flooding and the tree overhanging the highway was confirmed to be present and Cllr Eustace agreed to identify the exact locations. Potholes at Melton Road near to the Post Office were also highlighted. Standing orders were resumed at 7.28pm

11. Finance & General Purposes:

- a) Adoption of the Annual Return – These were not adopted as Cllr Garrard was not satisfied that Section 1 Point 3 was completed YES correctly. It was agreed that the matter be referred to a Working Group comprising Cllrs Somal, Garrard, Firth and Longworth - to meet as a matter of urgency as the Return needs to be sent off in June
- b) Payments list to 31 March 2016 – These were not accepted for the same reason as in a) and were referred to the same Group. Members were reminded that the Financial Regulations approved in December 2015 provided for listing of payments on a quarterly basis.
- c) Grant Applications: Tollerton Luncheon Club – A Grant of £500 was approved
- d) Procurement and Tendering Procedures – The following was agreed:
 - 1. That a working group is established to review the Council's procurement and tendering processes, including the information required by councillors to make fully informed decisions
 - 2. That the working group make recommendations to a meeting of the Council within 3 months
 - 3. That membership of the working group should not include anyone who has quoted for or been contracted to work for the Council during the previous 6 months or who expects to quote for work in the next 6 months
 - 4. That the parish clerk supports the working group to gather information and develop recommendations
 - 5. The membership of this temporary Working Group to be: Cllrs Beyer, Firth and Garrard
- e) Co-opted members – It was agreed to encourage residents to join working groups by means of advertising on Notice Boards, Village Newsletter and Website

12. Planning and Village environment:

- a) Planning Applications:
 - 16/00734/FUL – Mr Bill Banner — replace existing parish rooms roof and increase ridge height by 400mm (re-submission of 15/00255/FUL) - 40/42 Burnside – No comment response made - as before
 - 16/00915/FUL – Mr Steve Shaw – Two storey left side and rear extension with balcony, single storey side and front extension; detached outbuilding- Homefield, Cotgrave Lane - DNO
 - 16/00969/FUL – Mr and Mrs Brown – Demolish existing bungalow and consult replacement dwelling – 14 Franklin Drive - DNO
- b) Recent Rushcliffe Borough Council Decisions:
 - 15/02690/FUL Mrs L Parker – 69 Melton Road – Refuse Permission PC Decision: DNO
 - 16/00415/FUL Mr Ross & Katherine Drew & Gregory – 7 Burnside Grove - Grant Permission - PC decision: DNO
- c) Late submitted Planning Applications: None
- d) NCC proposition to reduce speed limit at the start of Tollerton Lane from Lings Bar Road to 50mph before the start of the proposed 40 mph was discussed and members decided by majority decision to object on the same grounds as the earlier proposition discussed at the February meeting. The clerk will write to NCC appropriately

13. Property, Assets & Tenants

- a) Letting Agents and Tenants – **The tenant at Flat 42's request to replace the bath with a shower at his own expense** was discussed and it was agreed that the appropriate Working Group will further the discussion on the basis that the Council should ensure that the work is done to acceptable standards and explore whether the bathroom needs to be up-graded at the same time

- b) Roof renewal update: The clerk confirmed that the roof work is finished, with only the bargeboard at the front fascia to be fixed. The RBC Building Control Inspector surveyed the work in the morning and has issued a certificate of completion. Following a short discussion, Cllr Garrard proposed that a full review of the roof contract procedures be done by the Procurements and Tendering Working Group. No further discussion took place and it was agreed to convene a meeting in the very near future
- c) Rooms cleanliness, maintenance and security – no comments
- d) Repainting of front – two quotations were considered – members asked to seek further quotations and Cllr Longworth said she would deal with this

14. Open Space and Amenities

- a) Dogs & dog bins – H & S issue with topless bins used for dog dirt deposits is being explored by Cllr Eustace
- b) Play Equipment – H & S inspections – the latest inspection report from records a large amount of dog dirt on the grass. Cllrs Smith and Eustace will inspect the gate support metal stump that may be a hazard
- c) MUGA plans and funding – Wicksteed Play Equipment suppliers have sent a notice illustrating a MUGA with major cost reductions in view of the fall in the price of steel. Cllr Somal will refer the leaflet to the village interest group
- d) Car park surface: the pot holes need to be filled – Cllr Longworth agreed to source suitable A1 road-stone. It was decided not to spend money on a long-term solution in view of the plans for the MUGA
- e) Defibrillators – signage for the units was discussed and it was agreed to buy two appropriate signs to display **at the telephone box near St Peter's Church**. Cllr Smith agreed to make a suitable sign for the one at the Parish Rooms

15. Parish Rooms & Hirers: no comments

16. Village Organisations, Imaging and Website:

- a) Imaging – As three councillors had submitted a written request to reconsider the March meeting logo decision, this was discussed again. By a majority of 5 to 3 it was agreed to uphold the March decision
- b) Village identity policy and gateway entrances – Cllrs Garrard & Longworth agreed to continue to develop the policy
- c) Adoption of Parish Plan - Cllr Garrard proposed the adoption which was approved by the members
- d) Neighbourhood Development Plan – Cllr Garrard proposed that the Parish Council make an application to Rushcliffe Borough Council to designate the Parish of Tollerton as a neighbourhood area under Section 61G of the Town and Country Planning Act 1990 and in accordance with the requirements of the Neighbourhood Planning Regulations 2012. It was agreed to invite a speaker to the next meeting
- e) Website – further consideration will be made by the appropriate Working Group

17. Emergency Plan – Cllr Somal confirmed that progress is being made. A flood and snow warden needs to be appointed

18. **Councillors' Reports:** Cllr Smith reminded members of the Village Show arrangements – A Council Tombola Stall – prizes needed and volunteers to erect and attend the gazebo – Cllr Beyer volunteered to be available

19. Reports from Outside Organisations: none

20. Date of Next Meeting: Monday 06 June 2016

The meeting closed at 9.08pm

Signed: Chairman Date



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Minutes of the Annual Council meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on MONDAY 06 June 2016 at 7.00pm

Councillors:

Andrea Beyer	Steven Eustace
Christine Firth	Matthew Garrard
Tracy Longworth	David Owen-Jones
Julian Smith	Parma Somal

Also present: Clerk Bill Banner and 4 members of the public, including Andrew Penn and Borough Councillors Debbie Mason and Roger Upton

1. Apologies for Absence: None
2. Declarations of Interest: Cllr Steve Eustace – Item 8a) List of payments - pecuniary interest
3. **Chairman's announcements:**

The chairman welcomed Borough Cllr Roger Upton who has been invited to speak to the meeting on Developing a Neighbourhood Plan.

He reminded members to support the forthcoming Village Fair event at the Open Space on Saturday 11 June 2016

He advised the meeting that RBC has written to say that The Air Hostess pub in Tollerton has challenged the decision to be included in the statutory list of Assets of Community Value within Rushcliffe and that RBC have upheld the appeal.

He welcomed Mr Andrew Penn who has expressed an interest in becoming a Parish Councillor to fill the Casual Vacancy and who spoke to the members at the last meeting and proposed that Andrew be co-opted onto the Parish Council. This was agreed unanimously and Andrew was duly co-opted.

The appropriate forms were completed and handed to the clerk and Andrew then joined the other members of council

4. Neighbourhood Development Plan – Borough Councillor Roger Upton made a short presentation on the reasons for and the benefits to be had from having a Plan, covering who can do it and the steps to be taken on how it could be done and the finances available to meet consultancy fees. He stressed the commitment needed from a willing team of local people and anticipated that the process would take some two years to complete with work needed on average a half-day per week for that duration. The Plan needs to be signed off by the Parish Council and submitted to RBC for legal compliance following which a local referendum is called. A simple majority is required for the Neighbourhood Plan to be adopted and it is then incorporated into the Rushcliffe Local Development Plan. A major benefit could be that if a Community Infrastructure Levy (CIL) is in operation (rather than a Section 106 agreement) then the Parish Council becomes entitled to 25% of the money which can be spent on community projects of its own choosing.
5. Minutes of the full Council meeting held on 09 May 2016 were accepted with an amendment to item 11 a) to read: **“These were not adopted. Cllr Matt Garrard was not satisfied that Section 1 point 3 was completed YES correctly”**. The minute was changed and initialled by the chairman. The minutes were signed by the chairman
6. Clerk's report on Matters arising from the minutes: The clerk commented on the following:
 - a) The Morgan Sindall bankable donation cheque of £720.00 has been received today. This brings the total income received to pay for the purchase and installation of the two defibrillators to £2,969. The costs to date are £2,435 with extra sums to be incurred for signage and training
 - b) Western Power has agreed to plant shrubs around the Lenton Circus boarded fence. When done, watering is essential to ensure they survive – members are asked to alert the clerk when they observe the planting being done.
 - c) **After 10 month's effort, Inland Revenue has confirmed that the overpayment of £1,188 in 2014/15 is to be refunded by 01 August 2016**

- d) The VAT refund claim for 2014/15 had not been made. This and the 2015/16 claim has been submitted, totalling £6,606.52
 - e) The Best Kept Village judging takes place shortly and members were reminded to assist with general weed eradication and watering of the newly filled planters.
 - f) The overgrown hedge mentioned last month has been cut back
7. Open session for members of the public to raise matters of Council business:
 Standing Orders were suspended at 7.43pm to allow residents to raise matters of concern.
 In connection to the Best Kept Village Competition, weeds and nettles were referred to and locations in the village highlighted.
 The clerk was asked to seek paid support to clear these.
 Standing orders were resumed at 7.48pm
8. Finance & Assets
- a) The payments and receipts list to 28 April 2016 was considered, accepted and approved unanimously
 - b) The Annual Return was adopted, approved unanimously and duly signed
 - c) The Results for 2015/16, adjusted to include accruals and late banked receipts, were reviewed and the revised make-up of the budget for 2016/17 accepted. Extra provision to support funding for MUGA was requested by Cllr Somal and it was recommended that the proposed increased allocation of £7,000 in this financial year be approved, with a view to a further budget of £8,000 being set for 2017/18 year, being available in April 2017
 - d) There were no Grant Applications
 - e) The completion of the repairs to the roof was discussed and the final payment to the contractor of £6,170.21 was agreed. A request from the contractor to meet the cost of fixing the insulation to create a warm roof was discussed and approved at £1,020. The RBC grant contribution of £2,760 has been received, resulting in the net cost of £12,604.12
 - f) Repainting of building frontage – the specification prepared by Cllr Longworth was approved and contractors will be asked to quote for the work.
 - g) Rear concrete stairs – it was agreed that the clerk contacts the agents responsible for the three adjacent properties to request sharing the costs of a structural survey
9. Rural Characteristics:
- a) Planning Applications: None
 - b) Recent Rushcliffe Borough Council Decisions:

16/00458/FUL Mrs J Ramsey – 3 Orchard Close – Grant Permission	PC decision: DNO
16/00489/FUL Mr Mike Stimpson – 2 Lothian Road – Refuse Permission	PC decision: DNO
16/00543/FUL Mrs N Bramley – 73 Tollerton Lane – Grant Permission	PC decision: DNO
16/00721/FUL Mr Paul Harrison – 43 Stella Avenue – Grant Permission	PC decision: DNO
16/00734 Mr Bill Banner – 40/42 Burnside Grove – Grant Permission	PC decision: No comment
 - c) Planning Applications subsequently received:

16/01274/FUL Mr David Laws – 18 Tollerton Lane – Object.
 Proposals were considered to be out of scale, of poor design and overbearing
 - d) Neighbourhood Development Plan – Cllr **Upton's presentation was discussed and it was agreed that a Plan be prepared.**
 Cllr Garrard agreed to lead in its preparation by helping to form a Working Group and preparing a Grant Application
10. Community Facilities
- a) Open space –

Road stone has been delivered for use in the drive to the car park, courtesy of Cllr Longworth. Cllr Garrard will arrange for help to fill the pot-holes.
 Cllr Eustace will arrange an on-site meeting of Councillors to consider the provision of bins with tops and further consider how to deal with the dog fouling problem
 - b) Parish rooms – the provision of an extra notice board solely for the use of the Parish Council was agreed

11. Village Life

- a) Village identity policy and gateway entrances – Cllr Longworth was thanked for the work done so far and will report on developments at the next meeting
- b) Website – It was decided to seek quotations with a view to having a Parish Council website. Cllr Garrard has prepared a specification to enable quotes to be obtained. The Working Group will consider and bring recommendations to Council as a matter of urgency

12. Emergency Plan – Cllr Somal has completed the information gathering exercise and will meet up with the clerk in order to finalise the document

13. **Councillors' Reports:** It was reported that new goal nets are needed. Cllr David Owen-Jones agreed to complete a Grant Application Form on behalf of the Football Team

14. Reports from Outside Organisations: None

15. Date of Next Meeting: Monday 11 July 2016

The meeting closed at 8.45pm

Signed: Chairman Date



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Minutes of a Council meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on MONDAY 11 July 2016 at 7.00pm

Councillors:

Andrea Beyer (A)	Steven Eustace (A)
Christine Firth	Matthew Garrard
Tracy Longworth	Andrew Penn
Julian Smith	Parma Somal (A)

Also present: Clerk Bill Banner and one members of the public (Mrs Barbara Storrie). Borough Councillors Debbie Mason attended later in the meeting

1. Apologies for Absence: Cllrs S Eustace and P Somal - approved
2. Declarations of Interest: Cllr Tracy Longworth – Item 8a) Planning Application 16/00946/FUL personal and pecuniary interest
3. **Chairman's announcements:**
 - a) Vice-Chairman Cllr Matt Garrard took the chair in the absence of The Council Chairman
 - b) He advised members that following Cllr David Owen-**Jones' resignation from the Council, the casual** vacancy has been advertised and at this time no application received. He asked members to consider the **situation and to help find a suitable candidate. The members expressed appreciation for David's service to** the Council and wish him good luck in his new job.
 - c) Cllr Garrard referred to the success of the village fair and thanked Cllr Andrea Beyer for running the Tombola stall for the day.
 - d) He read out a letter received from Nottinghamshire CC (Major Projects) concerning the consultation about the proposed speed restrictions on the northern section of Tollerton Lane to say that the proposed speed limits of 40 and 50mph will be imposed.
He also informed members that a consultation on cycling provisions is to be undertaken in order to deliver a joined-up strategic network of cycle routes in West Bridgford, to encourage more cycling to help address local congestion, air quality and health issues, as well as mitigate development proposals in the south of the area. This consultation takes place online – Start date 11 July 2016 - End date 02 August 2016. Please see: <http://site.nottinghamshire.gov.uk/thecouncil/democracy/have-your-say/consultations/?entryid141=580580>
4. Minutes of the full Council meeting held on 06 June 2016 were accepted and signed by the meeting chairman
5. Clerk's report on Matters arising from the minutes: The clerk commented on the following:
 - a) Western Power has completed the planting of shrubs around the Lenton Circus boarded fence. Although it has been very wet lately, watering is essential to ensure they survive – members are asked to be aware of this.
 - b) The signage for the defibrillators has been done
 - c) The VAT refund claim for 2014/15 and 2015/16 has been received, totalling £6,606.52
 - d) An e-mail has been received to say that Tollerton has been eliminated from the first round of The Best Kept Village competition.
 - e) The Notice of Date of Commencement of Period for the Exercise of Public Rights – Accounts for the Year ended 31 March 2016 – has been posted in the Council Notice Board. This period started 01 July and ends 11 August 2016

6. Open session for members of the public to raise matters of Council business:
 Standing Orders were suspended at 7.14pm to allow residents to raise matters of concern.
 Speeding through the roadworks was raised – to be discussed on the Agenda later.
 Also, a request for old community notices to be removed more quickly from outlying notice boards was made. Mrs Barbara Storrie volunteered to help with this and a key to the notice boards was given to her.
 Standing orders were resumed at 7.18pm
7. Finance & Assets
 - a) Grant Application – Plumtree Cricket Club. A letter has been received requesting general financial support. It was agreed that the clerk respond to ask how many Tollerton residents were members of the club and for details of their financial situation.
 - b) The actual/budget figures were reviewed at the end of the first quarter and the position was agreed to be satisfactory
 - c) Repainting of the building frontage – Cllr Tracy Longworth advised the names of two further contractors who may be interested in submitting a quotation and the clerk was asked to contact them and also to remind the two original contractors to provide quotations
 - d) Rear concrete stairs. The agents responsible for the three adjacent properties in the block have agreed to **consider making a 60% contribution to the reasonable cost of a structural engineer's survey and the clerk will progress this.**
 - e) Flat inspections: members agreed to undertake this work. The clerk will make arrangements – also to include compliance with the Right to Rent regulations. It was noted that the large gas cylinder is still outside number 42 and the clerk will speak once more to the tenant who had agreed to have it moved.
8. Rural Characteristics
 - a) Planning Applications:
 16/00946/FUL – Mrs Tracy Longworth – The Coach House, 21 Cotgrave Lane – Raise height of roof; 2 x dormer windows to front elevation; alterations to fenestration – Do Not Object
 - b) Recent Rushcliffe Borough Council Decisions:
 16/00969/FUL - Mr & Mrs Brown – 14 Franklin Drive – Grant Permission – PC Decision: DNO
 16/01274/FUL – Mr David Laws – 18 Tollerton Lane – Grant Permission – PC Decision: Object
 - c) Planning Applications subsequently received:
 16/01492/FUL – Mrs Nicola Sutton – 31 Stanstead Avenue – Single and two storey rear extensions; new pitched roof to existing side extension - OBJECT – Overbearing in both mass and scale – proximity to neighbour too close
 16/01414/FUL – Mr Pritchard – 36 Tollerton Lane – New front porch; two storey rear extension - OBJECT – Out of character; overbearing and over-massing
 16/01469/FUL – Mr Richard Jackson – 88 Cotgrave Lane – First floor front extension - DNO
 16/01480/FUL – Mr Simon Shouler – 18 Sedgley Road – Two storey rear extension; new windows to existing dwelling - DNO – Cllr Tracy Longworth declared a pecuniary interest and did not take part in the considerations or decision
 - d) Designation of a Neighbourhood Area – Cllr Garrard reported that an application to prepare a Neighbourhood Development Plan has been progressed with Rushcliffe Borough Council with a request for Tollerton to be designated as a Neighbourhood Area. RBC requests that publicity of the application be made on the PC website, notice boards and village publications. The consultation period will be four weeks from the date the **application is published. After the consultation period, a report will be presented to the Borough Council's Cabinet to approve the application.** Meantime, a Grant Application will be prepared

9. Community Facilities

a) Open space –

The clerk undertook to engage a workman to fill the potholes shortly, following which any further action can be considered.

The consideration of the provision of bins with tops and the erection of NO DOGS signage to deal with the dog fouling problem is to be done

It was suggested that members consider empathetic appropriate warning signs for the Play Areas plus Keep Britain Tidy posters

10. Village Life

a) Village identity policy and gateway entrances – Cllr Longworth reported that she had contacted Highways and no problems were raised to the idea of establishing village gateway entrances. A map is to be prepared to identify the exact locations. The proposals should be posted on the PC website and in Notice Boards.

b) Website – A work specification was submitted to four suppliers but only two were able to provide a quotation at this time. See attached summary. It was decided to appoint Supplier C – The Big Idea to create a Parish Council website. As the provision of a PC website has become a matter of urgency, the work will be requisitioned as soon as possible and upon receipt of the invoice, the clerk is authorised to pay the 50% of the initial cost of £1250 (incl. VAT). Cllr Garrard was thanked for the work done in leading this project.

c) Three e-mails were read out concerning traffic issues – speeding in Cotgrave Lane – near to the roadworks; vehicular parking on the pavement at the S-bend and the poor location of the bus stop opposite Burnside Grove on Tollerton Lane – principally used by school children. Members would like to support initiatives to address these problems and the clerk was asked to deal and reply appropriately.

11. Emergency Plan: Cllr Somal has completed the information gathering exercise and will meet up with the clerk in order to finalise the document

12. **Councillors' Reports:** None

13. Reports from Outside Organisations: Cllr Andy Penn reported on the desirability of the Village Event Committee gaining Charity Status and members encouraged him to formulate a proposition for consideration to enable support from the Parish Council

14. Date of Next Meeting: Monday 01 August 2016

The meeting closed at 9.30pm

Signed: Chairman Date



Tollerton Parish Council

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Minutes of a Council meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on MONDAY 01 August 2016 at 7.00pm

Councillors:

Andrea Beyer	Steven Eustace (A)
Christine Firth	Matthew Garrard
Tracy Longworth (A)	Andrew Penn
Julian Smith	Parma Somal

Also present: Clerk Bill Banner and seven members of the public

1. Apologies for Absence: Cllrs S Eustace and T Longworth - approved
2. Declarations of Interest: None
3. **Chairman's announcements:**
 - a) Vice-Chairman Cllr Matt Garrard took the chair in the absence of The Council Chairman
 - b) He advised members that following Cllr David Owen-Jones' **resignation from the Council**, no interest has been received about the casual vacancy. In addition, after eleven years of service to the Council, he announced that Chairman Cllr Steve Eustace has decided to resign from the Council from 31 August 2016. He thanked Steve for his years of commitment to the Parish and wished him much luck in developing his new work. He asked members to consider the situation and to help find two suitable replacements. The members were asked also to consider candidates for the appointment of Chairman and Vice-Chairman and submit nominations, seconded, and with the approval of the candidate, to the clerk so that at the September meeting a new Chairman can be appointed.
 - c) Cllr Garrard referred to the shrubs recently planted around Lothian Circus electricity sub-station and of the need to encourage residents to make sure they do not dry out. A suitable letter had been prepared and Cllr Somal agreed to deliver to the 40 or so houses around the Circus asking for support from residents to help with watering during dry spells of weather, until the roots get established.
 - d) He introduced Mr Paul Toplass to the meeting and invited him to talk about the proposed Multi-Use Games Area planned for the Open Space
4. Multi-Use Games Area: Paul Toplass explained that there had been a marked reduction in the cost of supplying and installing the desired equipment and the new amount is £54,872 + VAT. The funds now required to complete the purchase are £7,872 + VAT. This does not include tarmac surfacing of the car park area and these costs are to be provided. The suppliers, Proludic, will also quote for an Open Space gym with payment offered over a two-year period starting April 2017 and members will be circulated with the equipment options to see what interest there is for this in the community.
5. Minutes of the full Council meeting held on 11 July 2016 were accepted and signed by the meeting chairman
6. Clerk's report on Matters arising from the minutes: The clerk commented on the following:
 - a) The Tax refund of £1,201.07 for overpayment in year 2014/15 has now been received
 - b) The recent spate of graffiti has been reported to the appropriate authorities
 - c) **Flats: The letting agents have released the tenant's deposits to our safe care, together with the keys to numbers 42. The right to rent paperwork is also complete**

7. Open session for members of the public to raise matters of Council business:
Standing Orders were suspended at 7.34pm to allow residents to raise matters of concern.
Barbara Storrie said that the next newsletter will be for October and be the responsibility of Carol King.
A comment was made that some of the raised manhole covers have been attended to, but there are still two to be done.
A resident expressed concern about parking near to the school and agreed to write a detailed e-mail to the clerk
Standing orders were resumed at 7.48pm

7. Finance & Assets

- a) Village Fair Charity status: Cllr Andy Penn presented the paper previously circulated with the agenda and recommended it be adopted. It was agreed to progress the matter and Cllr Penn will develop the proposal by presenting it to the Village Fayre Committee for approval and then draft the full charitable document for submission to the Charities Commission.

b) Grant Applications

- i)– Plumtree Cricket Club. A further e-mail has been received requesting financial support to renew cricket nets, but not being explicit about how many Tollerton residents were members of the club. The clerk will seek to get this information
ii)– MUGA. Following on from the earlier the presentation, members discussed the finances required to enable the project to proceed and agreed that

- £8,500 funding be made available, providing a margin to support additional costs such as extra line markings, particularly tennis and netball
- The PC requires written confirmation (such as a promissory note) that funding is guaranteed and would be provided shortly
- The £40,000 grant should be paid direct to the PC bank account
- The funds already raised of £7,000 should be transferred to the PC bank account
- This will provide allocated funding totalling £55,500 to meet the quoted cost of £54,872 plus VAT
- Once in receipt of the confirmation of funding the PC will contract with Proludic (subject to suitable payment terms to include a payment held back until the work is completed satisfactorily). The VAT invoice is to be addressed to Tollerton Parish Council for payment once it is in funds
- It is anticipated that the MUGA will completed by end Sept 2016
- The PC would like to receive quotations for car park resurfacing from the double gate to include the small pedestrian access to the playground – there was a need to apply for funding to pay for this
- The PC needs to investigate any problems posed by the pipeline and planning permission requirements for all of the above
- Further details of gym equipment are to be provided so that Cllrs can gauge local interest
- The PC wishes to be involved with the colours decisions to ensure consistent with the village palette

- c) Repainting of the building frontage – No quotations have yet been received and the clerk will continue to try to get these. A contractor has queried the spec. - it was agreed to refer this to Cllr Longworth who prepared it.
- d) Rear concrete stairs. The agents responsible for the three adjacent properties in the block have agreed to consider making **a 60% contribution to the reasonable cost of a structural engineer's survey** but the surveyor asked to look at the problem has not yet responded.
- e) Flat inspections: Cllrs Andy Penn & Chrissie Firth are to make arrangements with the tenants
- f) Provision of Wi-Fi to the rooms was considered at an initial cost of about £1350, followed by annual costs of £350. It was agreed to be a good idea and funding will be sought as the facility will benefit residents in general within a radius of the rooms.

g) Risk Management Policy Statement. The draft presented was accepted and duly adopted.

8. Rural Characteristics

a) Planning Applications:

- b) 16/01571/FUL - Cllr Mrs Debbie Mason – Thurlbeck, 72 Cotgrave Lane – Single storey rear extension; raised rear patio (600mm high) - DNO
- c) 16/01654/FUL – Mr Steve Shaw – Homefield, Cotgrave Lane – Two storey side and rear extension with balcony; single storey side and front extension; outbuilding - DNO
- d) 16/01492/FUL – Mrs Nicola Sutton – 31 Stanstead Avenue – Single and two storey rear extensions; new pitched roof to existing side extension – Object – overbearing mass and scale – too close to neighbour
- e) 16/01343/FUL – Mr Matt Staley – Larch House Oak Tree Court – Extend existing patio doors at rear of dwelling by 1 m and install bi-folding doors – DNO – subject to reasons for no permitted development rights being confirmed

b) Recent Rushcliffe Borough Council Decisions: None

c) Planning Applications subsequently received: None

d) Designation of a Neighbourhood Area – Cllr Garrard reported that an application to prepare a Neighbourhood Development Plan has been sent to Rushcliffe Borough Council and a meeting had been arranged with one of their officers to progress with the details

9. Community Facilities

a) Open space –

- b) Open space – Road stone repairs to drive have been done. It was agreed to proceed with the replacement of the damaged five bar gate (vehicle impact) plus the broken post at the small gate. Dogs, dog-bins and signage matters are still to be dealt with

10. Village Life

- a) Village identity policy and gateway entrances – Cllr Longworth will report on progress at the next meeting.
- b) Website – Cllr Garrard gave a progress report – it is hoped that in the next month the website will be available for access
- c) Cleaning of Cenotaph flags, steps and paving – it was agreed to obtain quotes, though it was said that the ingrain marks have not been able to be removed in the past
- d) Speeding traffic – a **resident's** circulated e-mail was read out and members noted that the police authorities have been sent a copy

11. Emergency Plan: Cllr Somal has now provided the clerk with the information needed to finalise the document

12. **Councillors' Reports:** None

13. Reports from Outside Organisations: None

14. Date of Next Meeting: Monday 12 September 2016

The meeting closed at 9.32pm

Signed: Chairman Date



Tollerton Parish Council

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Minutes of a Council meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on MONDAY 12 September 2016 at 7.00pm

Councillors:

Andrea Beyer (A)

Christine Firth

Matthew Garrard

Tracy Longworth

Andrew Penn

Julian Smith

Parma Somal

Also present: Clerk Bill Banner and six members of the public, incl. County Councillor Reg Adair and PCSO Phil Evans

1. Election of Chairman for 2016/17: Following the resignation of Chairman Steve Eustace, Cllr Matt Garrard took the chair and Clerk Bill Banner was asked to read out the nominations for Chairman. One nomination has been received for Cllr Matt Garrard to be Chairman, proposed by Cllr Chrissie Firth and seconded by Cllr Andrea Beyer. Members unanimously agreed to the appointment and congratulated Matt on becoming Chairman
2. Apologies for Absence: Andrea Beyer - approved
3. Declarations of Interest: None
4. **Chairman's announcements:** Two casual vacancies now need to be filled and members were encouraged to help with recruitment. Cllr Tracy Longworth indicated that there was a suitable candidate who has shown interest and who has been asked to contact the clerk.
5. Minutes of the full Council meeting held on 01 August 2016 were accepted and signed by the chairman
6. Election of Vice chairman to the Council: One nomination has been received for Andrea Beyer to be vice-chairman. This was proposed by Cllr Chrissie Firth and seconded by Cllr Parma Somal. Members unanimously agreed to the appointment.
7. Clerk's report on Matters arising from the minutes: Nothing to report that is not covered by the Agenda items, other than to say that the resident who expressed concern about parking near to the school at the last meeting and who agreed to write a detailed e-mail to the clerk has not done so.
8. Open session for members of the public to raise matters of Council business:
Standing Orders were suspended at 7.05pm to allow residents to raise matters of concern.
One resident made comments concerning inadequate foot and cycle paths and keeping rights of way clear.
Another resident mentioned inappropriate activities at the Open Space car park and members of the public were urged to report incidents to the Police as they arise
Standing orders were resumed at 7.28pm
9. Finance & Assets
 - a) Council Insurances: Up-to-date Zurich Insurance details had been circulated earlier and no concerns were expressed by members.
 - b) Fair Charity status: Cllr Andy Penn referred to the proposed draft previously circulated and noted that Cllr Matt Garrard has proposed some amendments. It was suggested that the advice of NALC be sought before agreeing the formal draft document, so Cllr Penn can proceed with its submission to the Charities Commission.

- c) Grant Application: Plumtree Cricket Club. Following receipt of further information, members approved a Grant of £200.
- d) MUGA – The Proludic work has started and will be finished by the end of October. Abacus Lighting Ltd, who installed the floodlights originally in 1993, have been asked to ensure the safe working of the lights and their controls. A quotation of £23,761 has been received for the laying of a tarmacked car park. MAC Groundwork Contractors who are preparing the groundworks for the MUGA have quoted £10,515 to do this work whilst on site. Members agreed to accept this quotation. Plans need to be made for a November formal opening.
- e) Fundraising applications have been made to help support of cost of the tarmac car park. The Mainline pipeline licence wording to permit work over the pipeline was reviewed and the clerk was authorised to sign the agreement.
- f) Repainting of the building frontage – Two quotations have been received from five sought. It was decided to proceed with the quotation of £1,600 from Marcus Compton.
- g) Rear concrete stairs. A structural engineer has attended and recommends that the site is excavated to explore a possible problem. This will cost £750 and it was agreed for the clerk to approach the neighbour's landlords to secure agreement to share this expense. As the new roof brings water off much quicker, wider gutters are needed.
- h) Flat inspections: Cllrs Andy Penn & Chrissie Firth are to make arrangements with the tenants
- i) Cllr Matt Garrard presented a proposal to provide Wi-Fi access for users of the parish rooms and the wider village centre area at a total set up cost of about £1,290 plus a monthly cost of about £23.00 per month. Cllr Penn was asked to investigate details regarding a safeguarding filter. Funding will be sought as the facility will benefit residents in general within a radius of the rooms. Cllr Somal expressed concern about incurring this unbudgeted cost at this time of a number of unforeseen costs and, unless funding was achieved, recommended postponing this to next financial year.
- j) Safeguarding Procedures Statement – children & vulnerable adults. The draft presented was accepted and duly adopted.

10. Rural Characteristics

- a) Planning Applications:
 - 16/01844/FUL – Mr & Mrs R Khachatour – 15 Sunnindale Drive – new pitched roof – DNO
 - 16/01947/FUL – Mr Tim Place – The Old Orchard, 9 Tollerton Lane – rear single storey extension - DNO
 - 16/01820/FUL – Mrs L Parker – 69 Melton Road – single and two storey extension – DNO, provided the 45-degree angle is respected on the two storey element
 - 16/02065/FUL – Mr & Mrs Foster – 1 Medina Drive – single storey rear and side extension - DNO
 - 16/02033/FUL – Mr Mike Stimpson – 2 Lothian Road – single storey front, side and rear extension; two storey rear extension - DNO
 - 16/02127/FUL – Dr Shery Thomas – 79 Tollerton Lane – two storey side extension; single storey side and rear extensions (resubmission) - DNO
- b) Recent Rushcliffe Borough Council Decisions:
 - 16/01469/FUL – Mr Richard Jackson – 88 Cotgrave Lane – Grant Permission - PC decision: DNO
 - 16/01492/FUL – Mrs Nicola Sutton – 31 Stanstead Avenue – Grant Permission – PC decision: OBJECT
 - 16/00946/FUL – Mrs Tracy Longworth – 21 Cotgrave Lane – Refuse Permission - PC decision: DNO
 - 16/01480/FUL – Mr Simon Shouler – 18 Sedgeley Road – Grant Permission - PC decision: DNO
 - 16/01571/FUL – Cllr Debbie Mason – 72 Cotgrave lane – Grant Permission - PC decision: DNO
 - 16/01654/FUL – Mr Steve Shaw – Homefield, Cotgrave Lane – Grant Permission - PC decision: DNO
- c) Planning Applications subsequently received: None
- d) Designation of a Neighbourhood Area – Cllr Garrard reviewed to steps taken so far and confirmed that an application to prepare a Neighbourhood Development Plan has been sent to Rushcliffe Borough Council and a meeting has been held with one of their officers, with a view to have the application approved at the RBC

meeting in November. A funding application has been submitted for £6,000 for extra consultancy support in its preparation.

11. Community Facilities

- a) Open space – The damaged five bar gate has been replaced, as has the broken post at the small gate.
- b) Portacabin: It was agreed for the clerk to complete a RBC planning application for the continued use of the portacabin for changing facilities. The clerk will arrange for its electrics to be checked.
- c) Signage: The major MUGA funders will be asked whether they wish their name to go on the signage to be agreed, which will also include reference to dogs
- d) Football club pitch and portacabin usage – Cllrs Somal and Penn agreed to have a conversation with the football club organisers and report back to council.

12. Village Life

- a) Village identity policy and gateway entrances – Cllr Garrard said that progress has been made with agreeing the final version of the logo and Cllr Longworth confirmed progress with the gateway entrances policy.
- b) Website – Cllr Garrard said that it is hoped that the website will be available for use in November. Updated Councillor details including a short pen portrait and photo is needed.
- c) Cenotaph - the shrubs are to be cut back shortly and Streetwise will be asked to ensure that leaves are cleared shortly before Remembrance Day. There will be no police presence this year and members will consider whether NCC should be approached regarding temporary road closures
- d) Village planting – A paper prepared by Matt Eyrl recommending village planting requirements was read out and it was agreed for the clerk to circulate this to all members after the meeting. It was agreed for Cllr Penn to order and arrange planting of 2 x 2.5 kg daffodils and 1 x double snowdrops at various village locations.
At this time – 9.00pm - Cllrs Longworth and Firth left the meeting
- e) Cllr Garrard advised members that it was hoped to arrange for University students to be given a project to develop village centre ideas.
- f) School bus service – pick-up points: an e-mail reply to the Council from NCC about a **resident's** e-mail was referred to and it was agreed that the clerk updates the resident appropriately. Cllrs Penn & Smith agreed to further consider the issues raised.

13. Emergency Plan: The clerk has been provided with information to finalise the documentation. The contents of the Emergency Bag need to be agreed and acquired

14. NALC - AGM – Weds 16 November. No member indicated being available to attend.

15. **Councillors' Reports:** None

16. Reports from Outside Organisations: None

17. Date of Next Meeting: Monday 10 October 2016

The meeting closed at 9.19pm

Signed: Chairman Date



Tollerton Parish Council

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16/59

Minutes of a Council meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on MONDAY 10 October 2016 at 7.00pm

Councillors:

Andrea Beyer

Christine Firth

Matthew Garrard

Tracy Longworth

Andrew Penn

Julian Smith (A)

Parma Somal

Also present: Clerk Bill Banner and three members of the public

1. Apologies for Absence: Julian Smith - approved
2. Declarations of Interest: None
3. **Chairman's announcements:** Two casual vacancies still need to be filled and members were encouraged to help with recruitment. **The Chairman read out a letter from St Peter's Church inviting all members to the Remembrance Day Service and Parade on Sunday 13 November 2016, starting at 10.00am.**
4. Minutes of the full Council meeting held on 12 September 2016 were accepted and signed by the chairman
5. Clerk's report on Matters arising from the minutes: Nothing to report that is not covered by the Agenda items, other than to remind members that the school bus service issue raised at the last meeting was to be furthered with South Wolds Academy by the resident concerned.
6. Open session for members of the public to raise matters of Council business:
Standing Orders were suspended at 7.06pm to allow residents to raise matters of concern.
A resident made comments concerning poor road patching by NCC and road holes/water pooling and was encouraged to use the NCC website to report the problems.
The lack of Parish Council information on the village website was raised and the resident was informed that the Parish Council website was due to be operational next month and historic minutes will be added
The inadequacy of foot and cycle paths was raised again. Standing orders were resumed at 7.27pm
7. Finance & Assets
 - a) Village Fayre Charity: The trust deed has been revised and will be ready for submission to the Charities Commission shortly. Once the Community Trust has been established, Council will be asked to transfer £2,500 to the new bank account in order to give the Trust working funds so it can start to generate projects and apply for available grants.
 - b) Grant Application: Carol Singers: A request for the Council to fund the annual mulled wine and mince pies refreshments after the service was approved and it was suggested that the singers use the Parish Rooms kitchen facilities to prepare the mulled wine. The clerk will inform the singers accordingly. The provision of a Christmas tree and a visit from Santa was discussed and a working group of Cllrs Andrea, Andrew and Matt was agreed.
 - c) MUGA – The Proludic work will be finished by the end of this week. A NCC Lighting Division inspection has been arranged of an inoperative track lighting column and one of the floodlights. All other electrical work has been done. Two padlocks will be purchased to secure the MUGA gates when not in use.

MAC Groundwork Contractors have completed the groundworks including the car park tarmac work.

Plans need to be made for a November formal opening.

It was agreed to acknowledge the excellent contribution to the funding from the Winifred Eileen Kemp Trust. The clerk reported that the applications for funds to tarmac the car park to Sport England, Awards for All, BIFFA, Spire Healthcare and Morgan Sindall had all been unsuccessful, but the application to Rushcliffe Borough Council has had a favourable response and the outcome is awaited of an application for £15,000 from the Capital Grants Fund to pay the majority of the **Parish Council's contribution to the total project**.

- d) Repainting of the building frontage – Work is to start 17 October.
- e) Rear concrete stairs. We still await to hear from our neighbour's landlords. Quotations to solve the inadequate water gutters were discussed but further quotes will be sought as members were concerned to ensure the proposed work will deal with the problem.
- f) Flat inspections: Cllrs Andy Penn & Chrissie Firth reported on the flat inspections and it was agreed that a thorough up-grade of the flats be undertaken. The first issue is to seal the properties against rainwater ingress by properly fixing the gutter system plus making repairs to ill-fitting windows. An electrician will be asked to check the wiring and quotations will be sought as a result of the findings. A programme of works will be prepared.
- g) Wi-Fi access for users of the parish rooms and the wider village centre area is being progressed - details regarding a safeguarding filter is awaited.
- h) Payments and Receipts to 30 September 2016: These were approved.
- i) The quarterly budget review showed that, in general, expenditure is in line with budget. An early look at the Budget requirements for 2017/18, particularly with the potential cost of the flats upgrade, would involve an increase in the precept
- j) Risk Management Statement: This was reviewed and adopted.

8. Rural Characteristics

a) Planning Applications:

16/02166/FUL – Mr William Gibbs – 62 Burnside Grove – First floor front extension – Do Not Object

15/01814/FUL – Ms Louisa Wolstencroft – Lane End garage – Retention of ATM. Replacement of existing infill panel with new security panel incorporating the ATM fascia – Do Not Object

16/02338/FUL – Mr & Mrs Pritchard – 36 Tollerton Lane – Two storey rear extension; new front porch (re-submission) – Object: Overbearing in both mass and scale – proximity to neighbour too close

b) Recent Rushcliffe Borough Council Decisions: None

c) Planning Applications subsequently received:

16/02284/FUL – Mr William Banner – Public Open Space - To continue use of existing portacabin for changing facilities for football teams – No Comment. The Parish Council declares an interest as owners of the portacabin

- d) Designation of a Neighbourhood Area – Cllr Garrard informed members of new Government Regulations effective from 01 October 2016 simplifying procedures and it could be worth withdrawing from the process just commenced and to start again. A Neighbourhood Plan Grant offer of £1,720 has been received to support neighbourhood plan consultation, including full costs of website development

9. Community Facilities

- a) Open space – Portacabin: See 8c) The clerk reported that all its electrics have been checked and found to be in order.

Football pitch and portacabin usage – Cllrs Somal and Penn are to discuss with the football club organisers in order to make improvements within the portacabin.

- b) Signage: The major MUGA funders will be asked whether they wish their name to go on the signage to be agreed.

10. Village Life

- a) Footpaths and Cycle paths: Cllr Matt Garrard reviewed the responsibility of NCC and said that he was **pleased to see that residents' wishes for improvements were** included in the refreshed parish plan earlier this year. He continued to say that the proposed neighbourhood plan will help to influence the way that principal local authorities develop these routes in future and this was reported in detail at the parish council meeting in September. The parish council started this process following consultation and overwhelming support from residents in the spring and submitted information about this for inclusion in the village newsletter this month to help keep residents informed of developments - alongside the Rushcliffe consultation. Any supportive comments to the Borough Council about this proposal would be very helpful and the forthcoming Parish Council website should also help provide residents with further information about this and the formal process that we have to follow before agreement of the final plan through a public referendum.
- b) Village identity policy and gateway entrances – The final version of the logo was agreed with thanks to Cllr Andrea Beyer. Cllr Longworth confirmed progress was being made with the gateway entrances policy.
- c) Website – This should be useable next month. The site is under development and a progress view is available and will be circulated to members.
Councillor details including a short pen portrait and a current photo is needed.
- d) Cenotaph - the shrubs have been cut back and Streetwise will be asked to ensure that leaves are cleared shortly before Remembrance Day. There will be no police presence this year and members offered to assist if it is decided to have temporary road closures
- e) Village planting – The bulbs will be available for planting shortly and the clerk undertook to engage the services of a workman to do the planting.

11. Emergency Plan: The document is being completed. Contents need to be gathered for the Emergency Bag. Bags of grit salt have been ordered – to be stored in the garage. Members will check whether the village grit binds need to be topped up

12. NALC - AGM – Weds 16 November. No member indicated being available to attend.

13. **Councillors' Reports:** None

14. Reports from Outside Organisations: None

15. Date of Next Meeting: Monday 07 November 2016

The meeting closed at 8.56pm

Signed: Chairman Date



Clerk to the Council: Bill Banner

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16/62

Minutes of a Council meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on MONDAY 07 November 2016 at 7.00pm

Councillors:

Andrea Beyer, Christine Firth, Matthew Garrard (Chairman),
Tracy Longworth (A), Andrew Penn
Julian Smith, Parma Somal

Also present: Clerk Bill Banner and five members of the public

1. Apologies for Absence: Tracy Longworth - approved
2. Declarations of Interest: None
3. **Chairman's announcements:** Two casual vacancies still need to be filled and members were encouraged to help with recruitment. The Chairman mentioned the Tollerton Brownies safety poster competition and that some of the entries will be displayed in the rooms. He reminded members of the road closure arrangements for Remembrance Sunday on 13 November. He said that the 2017 Church calendar is now available
4. Minutes of the full Council meeting held on 10 October 2016: accepted, subject to correcting the Christmas working group to Andrea, Tracy & Matt, and signed by the chairman
5. Clerk's report on Matters arising from the minutes: Nothing to report that is not covered by the Agenda.
6. Open session for members of the public to raise matters of Council business:
Standing Orders were suspended at 7.08pm to allow residents to raise matters of concern.
A resident enquired about the Council having its website available and was informed that the website was due to be operational shortly and historic minutes will be added
The inadequacy of foot paths and cycle routes was raised again. Standing orders were resumed at 7.24pm
7. Finance & Assets:
 - a) Village Fayre Charity: This is being progressed and will be discussed at the next Council meeting
 - b) Grant Applications: None received. Cllr Garrard was pleased to confirm that an application to Big Lottery Fund Celebrate had been successful. An award of £7,529 has been received to finance the 2017 village fayre project.
 - c) Christmas: The working group will report at the next meeting
 - d) Recreational Improvement Scheme: MUGA – The Proludic work has been completed as has the car park marking (at a cost of £400 + VAT) and it was decided that the facility can now be unlocked on a permanent basis. The car park is to be locked each evening as now. It was agreed that the funders be acknowledged in the newsletter and on the website – the clerk confirmed that a letter of thanks was sent on 13 October to the Winifred Eileen Kemp Trust who are the major donors (£42,200). Members were pleased to learn that Rushcliffe Borough Council has confirmed a grant of £10,515 to meet the full costs of the tarmac on the car park area. Repairs to the inoperative track lighting column and one of the floodlights is still to be done. Signage is to be agreed covering rules of use, dogs and points of contact plus a plaque to acknowledge the donations.

- e) Repainting of the building frontage – Work has been completed and Councillors expressed their approval. The clerk will **send an image of the building frontage to the neighbour's landlords to see whether they will be prepared** to do similar.

It was agreed that a suitable sign be fixed on the building to indicate Tollerton Parish Council, Tracy to advise.

- f) Rear concrete stairs. **We still await to hear from our neighbour's landlords. Quotations to solve the inadequate** water gutters are awaited. Cllr Tracy Longworth to action.
- g) Flat inspections: Following these, it was agreed that a thorough up-grade of the flats be undertaken. The first issue is to seal the properties against rainwater ingress by properly fixing the gutter system plus making repairs to ill-fitting windows and front door to flat 40. An electrician will be asked to test both flats consumer units and certify for the next 5 years. The single rcd in flat 42 will be changed to dual and the mini-trucking improved. Re-wiring quotations will be sought. Provision of a gas supply will be explored once more and quotes obtained for gas controlled heating including fitting of radiators. If electric is the only source of power, the existing storage heaters should be replaced.
- h) Wi-Fi access for users of the parish rooms and the wider village centre area is being progressed - details regarding a safeguarding filter is still awaited.
- i) The 2017/18 budget requirement was discussed and it was agreed that the precept be increased to meet potential extra costs arising from the proposed upgrade work to the flats plus funding needed for maintenance of assets. An annual precept of £63.46 per Band D property was agreed. This is an increase of £7.54 per Band D property, a 13.5% increase.
- j) RBC Statement of Community Involvement for Planning Policy and Planning Applications. The revised draft was considered. Borough Councillor Debbie Mason reminded members that the Borough Council are the Planning Authority and the revised version was prepared following consultation with several interested parties.

8. Rural Characteristics

- a) Planning Applications: None on Agenda

- b) Recent Rushcliffe Borough Council Decisions:

16/01343/FUL – Mr Matt Staley – Larch House, Oak Tree Court – Grant Permission – PC decision: DNO

16/01820/FUL – Mrs L Parker – 69 Melton Road – Grant Permission – PC decision: DNO

16/01844/FUL – Mr & Mrs R Khachatour – 15 Sunnindale Drive – Grant Permission – PC decision: DNO

16/01947/FUL – Mr Tim Place – 2 Lothian Road – Grant Permission – PC decision: DNO

16/02033/FUL – Mr Mike Stimpson – Larch House, Oak Tree Court – Grant Permission – PC decision: DNO

16/02065/FUL – Mr & Mrs Foster – 1 Medina Drive – Grant Permission – PC decision: DNO

16/02127/FUL – Dr Shery Thomas - 79 Tollerton Lane – Grant Permission – PC decision: DNO

- c) Planning Applications subsequently received:

16/02400/FUL – Tollerton Country Park Limited – Do not object, provided adequate car parking provision is made. The extra properties add to the demand for a footpath to Lings Bar

16/02646/FUL – Mr & Mrs Stimpson – 2 Lothian Road – Single storey front, side and rear extension; two storey rear extension, rear hip to gable roof alteration - Do not object

16/02719/FUL – Miss Carolyn Parsons – 16 Bentinck Avenue – Single and two storey rear extension - Object – size and overbearing of neighbours

- d) Designation of a Neighbourhood Area – Cllr Garrard reminded members that the November meeting of the Rushcliffe Borough Council cabinet will consider the application submitted and approval is expected.

9. Community Facilities:

- a) Open space – Provision of 2 new dog bins was agreed – ground fixed type to be sourced
Football pitch and portacabin usage – Cllrs Somal and Penn are to discuss with the football club organisers to make improvements within the portacabin. Consideration to be made for provision of water and toilets. It was confirmed that no revenue was raised from the use of the facilities.
- b) Signage: The major MUGA funders have been asked whether they wish their name to go on the signage to be agreed.

10. Village Life:

- a) Footpaths and Cycle paths: Cllr Matt Garrard confirmed that this is the responsibility of NCC and the proposed neighbourhood plan will help to influence the way that principal local authorities develop these routes in future.
- b) Village identity policy and gateway entrances – The final version of the logo was agreed with thanks to Cllr Andrea Beyer. Cllr Longworth is making progress with the gateway entrances policy.
- c) Website – This should be useable shortly.
Councillor details including a short pen portrait and a current photo is needed.
- d) Village planting – Bulb planting is well underway.
- e) A notice from Via (NCC) has been received inviting comments. This proposes to introduce a bus stop clearway at bus stop RU0390 Tollerton Lane. Members considered that there are other bus stops in the village that are of a higher priority need of a clearway and the clerk was asked to write to Via to see what evidence of need had been obtained. Cllr Debbie Mason suggested a more urgent location would be outside the entrance to the new Spire Hospital/Monarch site.
- f) The double parking of cars in Burnside Grove near to the school at the start and end of the school day was discussed and members decided that this must be stopped and a meeting of councillors with the school head-teacher will be arranged, to include Borough Councillor Debbie Mason

11. Council Meetings 2017:

It was agreed to change to the first Weds evening each month. The clerk was asked to circulate the new dates.

12. Emergency Plan:

The document is being completed. Contents need to be gathered for the Emergency Bag.

13. **Councillors' Reports:**

None

14. Reports from Outside Organisations:

None

15. Date of Next Meeting: Monday 05 December 2016

The meeting closed at 9.00pm

Signed: Chairman Date



16/65

Minutes of a Council meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on MONDAY 05 December 2016 at 7.00pm

Councillors:

Andrea Beyer, Christine Firth, Matthew Garrard (Chairman),
Tracy Longworth (A), Andrew Penn (A)
Julian Smith, Parma Somal (A)

Also present: Clerk Bill Banner and three members of the public

1. Apologies for Absence: Cllrs Tracy Longworth, Andrew Penn & Parma Somal - approved
2. Declarations of Interest: None – Regarding Item 7b), the chairman referred to his role as a trustee with District Scouts, but has no involvement with the day-to-day running of the local group
3. **Chairman's announcements:** The Chairman referred to the success of the Tollerton Brownies safety poster competition and some of the entries were displayed in the rooms. He thanked members who helped with the road closure and marshalling arrangements for Remembrance Sunday on 13 November
4. Minutes of the full Council meeting held on 07 November 2016: accepted and signed by the chairman
5. Clerk's report on Matters arising from the minutes: The clerk confirmed that the daffodil bulb planting at **Huntsman's Green and Lothian Circus has been done, together with crocus planting at the Pinfold.** Cllr Tracy Longworth was thanked for kindly offering to make a £100 contribution to costs. The Rotary Club of Trent Bridge, courtesy of Mr Terry Mason, supplied the crocus in recognition of Rotary's **successful Worldwide** programme to eradicate polio, purple being the dye colour used to demark a child's **finger** once they had received the serum dosage.
6. Open session for members of the public to raise matters of Council business:
Standing Orders were suspended at 7.05pm to allow residents to raise matters of concern.
A resident enquired about when the Council would have its website up and running as there is a lack of minutes on line. He was informed that the website was due to be operational very shortly.
The inadequacy of foot paths and cycle routes was raised again. The chairman confirmed that consultation is planned to get meaningful evidence. Standing orders were resumed at 7.27pm
7. Finance & Assets:
 - a) Village Fayre Charity: The chairman summarised the progress made and proposed the following: The Governance Structure of the Trust Fund to confirm the appointment of the Parish Council as the sole trustee which will also comprise the Trust Board; it will be responsible for the management of the Village Fayre Committee; it will establish an operating committee to deal with day to day matters; it will confirm that decisions to allocate grant aid will be determined by the Council; it will request the Council to include its operational interests in the commercial insurance arrangements of the Council and, unless otherwise specified in the trust deed, it will adopt the policies and practices of the Council. The annual Grant Aid budget will be transferred to the Trust so a bank account can be obtained which will enable the Trust to make funding applications in its own right as a Registered Charity for village projects.
Members agreed that Cllr Andrew Penn be asked to proceed to make the Application to the Charity Commission

- b) Grant Applications: The e-mail from Tollerton Scouts was read out and members agreed to provide grant aid as requested. An application form is needed and that the clerk will advise the scouts that a payment will be made after 01 April 2017.
- c) Christmas: A Christmas tree and lights have been bought together with protective picket fencing, cable cover and the tree has been installed in a drum in front of the Parish Rooms. An electrician is to install an external double socket and indoor timer.
- d) Recreational Improvement Scheme: MUGA – The Proludic work has been completed and members approved a cheque payment of £65,895.60. A quotation to repair one of the inoperative lighting columns alongside the track plus one of the floodlights is awaited from NCC Lighting Division. Signage wording was approved covering rules of use, dogs and points of contact plus a plaque to acknowledge the donations and the clerk will seek appropriate quotations. It was noted that the gates to the MUGA have been left open after use and an appropriate notice will be fixed. The play area entrance gate is not closing automatically and the adjuster needs attention.
- e) Repainting of the building frontage – Signage was discussed for fixing on the building to indicate the Parish Council, and further options and quotations are to be sought.
- f) Rear concrete stairs, inadequate gutters and water ingress from the walkway was discussed and it was agreed that further quotations be obtained. **We still await to hear from our neighbour's landlords. Quotations to solve the inadequate water gutters are awaited.** Cllr Tracy Longworth to action.
- g) Flat renovations: It was agreed that the first issue is to seal the properties against rainwater ingress by properly fixing the gutter system plus making repairs to ill-fitting windows and front door to flat 40. An electrician is to test both flats consumer units and certify for the next 5 years. The single rcd in flat 42 will be changed to dual and the mini-trucking improved. The electrician has assured us that re-wiring is not necessary at this time and the recommended timescale to look at this again is 5 years. The provision of a gas supply was discussed and members agreed that we should not pursue this matter. The electrician will be asked to recommend more efficient storage heaters. The decorator has been instructed to redecorate the bedroom of number 42 where the ceiling was repaired following the roof repairs. Other decorating work and re-carpeting is to be done when other work has been completed. The tenant at flat 40 will be consulted over the type of carpet to be fitted – members favoured polypropylene material. The clerk confirmed that the office has a duplicate key to number 42, but not number 40 and it was agreed that one be obtained. The chairman presented an inventory of standard fixtures, fittings and décor for the flats in support of the tenancy agreement and members agreed that the tenants be advised that the council is to re-establish these standards on the basis that the tenants maintain the standards and undertake to return the flats to these standards at the end of the agreement. The clerk will write appropriately to the tenants.
- h) Supporting Local Communities Fund 2017/18 (and War Memorial Trust). Members agreed that applications should be completed to support steam cleaning work at the cenotaph and memorial area. Clerk to action
- i) Office 365: members agreed that this Computer software be obtained to help protect Council computer held data
- j) Keys: The chairman confirmed that a key list was being drawn up so that the cabinet in the office will have a copy of each key. Access to the office will be by coded lock to be fitted shortly.

8. Rural Characteristics

- a) Planning Applications:
16/02831/VAR – Mr Peter Ellis – Railway Test Track – variation of condition 3 on planning permission 08/0134/FUL relating to mitigation measures for badgers - DNO
- b) Recent Rushcliffe Borough Council Decisions:
15/01814/FUL – Ms Louisa Wolstencroft – Lane End Garage – Grant Permission – PC Decision: DNO
16/02166/FUL - Mr William Gibbs – 62 Burnside Grove – Grant Permission – PC Decision DNO
16/02284/FUL – Mr William Banner – Public Open Space – portacabin usage - – Grant Permission – PC Decision:
No Comment
- c) Planning Applications subsequently received:
16/02922/FUL – Mr & Mrs Bramley – 73 Tollerton Lane – Single storey rear extension - DNO
- d) Neighbourhood Development Plan – Cllr Garrard confirmed to members that the November meeting of the Rushcliffe Borough Council cabinet approved the application and outlined the programme to be followed over the next 18 months to complete the matter. An application for funding has been successful and a payment of £1720 received – this to include payment for the cost of the website.

The Development Plan will focus on walks and cycle paths, plus other important areas including Green Belt, traffic volumes, speed and recreation

9. Community Facilities:

- a) Open space – The location for the provision of 2 new dog bins was discussed and it was agreed for a small group to meet on site to make the decision. Four options were considered for management of the games area and floodlights. It was agreed no charge be made, but the light switch changed to a timer push button (lights turn off after one hour) instead of the key method as now. The clerk will instruct the electrician accordingly
Football pitch and portacabin usage – Cllrs Somal and Penn are to discuss with the football club organisers to make improvements within the portacabin.
- b) Signage: The chairman proposed sign wordings for the Open Space and these were approved by members. The clerk was asked to arrange to have the signs made up

10. Village Life:

- a) Proposed bus stop clearway. Members approved the draft response from Council to a notice received from Via (NCC) to see what evidence of need was obtained.
- b) Rushcliffe Playing Pitch Strategy. It was agreed to complete the survey of facilities as requested by RBC
- c) Village identity policy and gateway entrances – Cllr Longworth was not available to report on the progress made with the gateway entrances policy. The work on the new logo was acknowledged and Cllr Andrea Beyer was thanked for her guidance. An invoice from the art work author is awaited.
- d) Website – This should be useable shortly. Councillor details including a short pen portrait and a current photo is needed.
- e) Community Speedwatch – an e-mail has been received expressing concern at the shortage of volunteers to continue the work and saying that after many years there is less active interest to run the scheme. In thanking the team for all current and past work, members agreed that Chairman Matt Garrard prepare an appropriate notice for the next Newsletter to see what new interest can be found from residents
- f) The lease/sale of Tollerton Hall notice has been observed and members felt Mr Michael Weston should be asked whether the Parish Council might be able to have usage of the grounds for community use.

11. Council Meetings 2017:

As it was agreed to change to the first Wednesday evening each month, the clerk circulated the new dates.

12. Emergency Plan:

The document is being completed. Contents need to be gathered for the Emergency Bag and an appropriate list will be compiled.

13. **Councillors' Reports:** None, other than an e-mail from Cllr Parma Somal to ask that Streetwise be requested to remove weeds in the street gutters and clean up the apple droppings in the alleyway between Stanstead Ave and Stella Ave. The clerk was asked to report the problems to Streetwise

14. Reports from Outside Organisations: None

15. Date of Next Meeting: Wednesday 04 January 2017

The meeting closed at 9.00pm

Signed: Chairman Date