



**Minutes of a Council meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on Wednesday 06 December 2017 at 7.00pm**

Councillors:

Andrea Beyer, Matthew Garrard (Chairman),
Andrew Penn, Julian Smith, Mark Law*

Also present: Six members of the public

1. **Apologies for Absence:** Councillor Firth, Longworth and Somal sent apologies which were accepted
2. **Declarations of Interest:** None
3. **Chairman's announcements:** The Chairman reported on the positive feedback that the council had received about the Christmas lighting and the new tree on the Pinfold. The Christmas Trees were part of the investments and improvements being made by the Council as part of the delivery the Parish Plan. The Council had also published a countdown to Christmas to highlight all of the events in the village over the festive period and to support the groups organising them.
4. **Minutes of the Council meetings held on 6 November 2017:** were accepted and signed by the chairman
5. **Report on matters and actions arising from the minutes:** None
6. **Open session for members of the public to raise matters of Council business:**
Standing Orders were suspended at 7.15pm
The Council was complimented on the new litter bins throughout the village but residents raised the need for them to be fixed in place appropriately. The need to repaint kerbs on the S bends on Tollerton Lane and steps leading down to Burnside Grove were highlighted. Residents noted that signage and tarmac issues on Tollerton Lane that had previously been raised were yet to be resolved despite referral to the County Council and that a recently replaced street light on the Open Space had developed a fault. Residents noted that the County and Borough Councillor were not present. The Council had also received communications regarding the flow of rain water onto neighbouring properties from development at 36 Tollerton Lane.
Standing orders were resumed at 7.25pm
7. **Appointments**
 - a. Executive Officer: The Council agreed the appointment and issuing of a contract of employment subject to satisfactory references being received - The Chairman to issue contracts
 - b. Finance Officer: The Council agreed the appointment and issuing of a contract of employment subject to satisfactory references being received
 - c. Revisions to the employment policies: The revisions to the policy to incorporate leave arrangements and buy back of leave for non-management posts were agreed
8. **Casual Vacancies:** The Council has received one expression of interest in the vacancies on the Council. Mark Law was co-opted onto the Parish Council. *On signing the declaration of the acceptance of office Councillor Law took his seat and participated in the remainder of the meeting.
9. **Finance & Assets:**
 - a. Grant Applications: None
 - b. Building matters: None.
 - c. Flat renovations and tenancy vacancy: Quotes were being sought for the work specified by the Council for flat 42. Councillor Penn reported on an application for Council tax reduction whilst work was undertaken - Cllr Longworth to seek progress
 - d. Payments: Councillor Penn presented the expenditure and income from September to 6 December. These were approved. The Council also approved a request from the Tollerton Community Trust for the balance of a grant secured by the Council from the lottery towards the costs of this year's village fayre. Advice requested from HMRC had been received and the Finance Officer would be requested to calculate the appropriate payments once in post. The Council noted the need to update the agreed budget for 2018-19. The Chairman also thanked Councillor Penn for managing this whilst the Council recruited. - Cllr Garrard to arrange the review of the budget

- e. Financial arrangements – update on Banking and Audit – Councillors agreed that the Executive Officer and Finance Officer be added to the account signatories to replace the parish clerk.

17/95
- Cllr Penn and
Garrard to action

10. Rural Characteristics

- a. Planning Applications: The parish council considered four applications. No objections were raised.
- b. Recent Rushcliffe Borough Council Decisions for noting: The Council noted the decisions including the refused permission for the Demolition of Grade 2 Listed Pillbox
- c. Permissive Access Agreement – The council agreed seek an agreement for access to the horseshoe woods.
- d. Neighbourhood Development Plan – The council agreed to the appointment of Your Locale subject to a break clause after the initial phase of work. The Council agreed that further grant applications be made to cover the costs and noted that it might also be appropriate to use £1250 from the Council budget to top this up if required.

- Cllr Garrard to
progress

11. Community Facilities:

- a. Open space – The council agreed to submit funding bids for the working group's Active Tollerton Project as part of the Parish Plan work on the Open Space priority area.
- b. Parish Rooms ICT – Cllr Penn to provide a further update. The Council also considered the ICT needs of the allotment association and in agreed in principle to the purchase of three battery powered CCTV cameras at approximately £1000. Councillors would discuss this with the allotment association, including a site visit to determine possible locations and bring back a proposal to a future meeting.
- c. The Parish Rooms – review of fees, conditions and bookings – The parish council agreed to review the fees from April 2018, taking into account costs and market rate. Pending the review any new bookings would be treated at the existing £4/10 rates. The Council reviewed the latest fire safety advice and agreed to increase the normal occupancy level to 88, subject to retention of the existing condition that bookings for over 50 people seek specific permission. In response to such a request it was agreed that permission be provided to the photographic society and that they be permitted to use additional chairs from the garage as necessary. The Council noted historic advice that the occupancy could be raised to 101 at the discretion of the Council.

- Cllr Penn and
Beyer to discuss
with the Allotment
Association

12. Village Life:

- a. Implementation of Village identity policy: The Council agreed to review the multiple contracts for planting, mowing and maintenance and to increase the frequency of grass cutting to improve the current standard. The council noted the damage caused to verges by parking, particularly on Burnside Grove and discussed a number of possible future options to improve this including planting daffodils, painted rocks, wooden posts and knee rails. Councillors also discussed the benefit of various matting options to protect the grass roots and allow it to recover quicker.
- b. Old village – Cenotaph Improvements – The council agreed to apply for a grant for the agreed work including installation of a spotlight to make the war memorial a focus for the community after dark. The Council agreed to provide similar lighting on the village sign at the Pinfold and Christmas lights on the holly bush at Huntsman's Green.
- c. Assets of Community Value – Tollerton Methodist Church: The parish council noted the many community uses of the Methodist church and agreed that an application be made to register it as an asset of community value.
- d. Recognition of volunteering: The parish council noted the many hours that residents put into volunteering to support village life. Councillors discussed a range of ways to recognise volunteering and the tokens of recognition provided by the Council. For 2017 the Council agreed to provide these to volunteers supporting the village newsletter (25), coordinators of the neighbourhood watch (5) and volunteers assisting the Council to manage the Open Space (2). This was to be reviewed for 2018-19.

- Cllr Garrard to
progress

- Cllr Penn to liaise
with the organisers

13. Councillors' Reports: None

14. Reports from Outside Organisations: None

15. **Date of Next Meeting:** noted as Wednesday 03 January 2018. The Chairman thanked Councillors for all of their contributions in 2017 and wished everyone a Merry Christmas.

The meeting closed at 9.05 pm

Signed: Chairman Date