



**Minutes of a Council meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on Wednesday 02 May 2018 at 7.00pm**

Councillors: Matt Garrard, Andrea Beyer, Julian Smith, Parma Somal, Chrissie Firth, Andrew Penn,
Officers: Rebecca Holden, Emma Goodman

Also present: Two members of the public

1. **Election of Chairman-** Matt Garrard elected
2. **Election of Vice-Chairman-** Andrea Beyer elected
3. **Apologies for Absence:** Tracey Longworth and Mark Law. Apologies accepted.
4. **Declarations of Interest:** none
5. **Chairman's announcements:** The Chairman thanked Andy Penn for his appearance on BBC Radio Nottingham discussing the pill boxes in Tollerton. Borough Councillor Upton expanded on Andy's comments the following day.

Chairman reported that there had been significant vandalism at the open space
6. **Minutes of the Council meetings held on 4 April 2018:** Accepted and signed by the Chairman
7. **Report on matters and actions arising from the minutes:** None
8. **Open session for members of the public to raise matters of Council business:**

Standing Orders were suspended at 7.06pm

A member of the public asks for acknowledgment for the cheque from NHW who have returned funds. A member of the community raises some concerns about the care for existing planting and vegetation on Medina Drive and Sunningdale Drive. The Chairman suggests that the Groundsman may be able to support this by spraying the weeds.

- EO to action

Councillor Somal speaks about works taking place and the roads being left in a state of disrepair. The Chairman says that some responsibility sits with RBC and NCC, he suggests getting in touch with RBC when we become aware of paths or roads being left in a state of disrepair following private works.

- Chairman to proceed

There is some discussion between residents and the council about the grass verges and the stones and flags used to protect them.

Standing orders were resumed at 7.17pm

9. Rural Characteristics – Point completed at the end of the meeting by request of the Vice-Chair

a) Planning Applications: to consider planning applications received by the Council

18/00691/FUL– The Council does not object

18/00659/FUL- The Council does not object but requests condition that the play room and office not be used for other purposes

- EO to provide responses to RBC

b) Recent Rushcliffe Borough Council Decisions – None

c) Tollerton Neighbourhood Development Plan – The parish council hosted a consultation event on Good Friday. There was some good feedback to take to the working group.

- d) Rights of Way – The agreed written advice had been requested from the rights of way team. The Council had received an update from the owner of Tollerton Hall that a map would be published and placed on notice boards in the village to show his boundaries and where residents can and cannot access. He is also looking to put up some signage around the woods so that people can see what

- Chairman to progress

access they may have including a potential permissive access along the edge of the woods linking Tollerton Lane to Cotgrave Road. Residents wishing to continue to access the estate were directed to contact the owner.

10. Annual Review of Arrangements:

The Council reviewed and agreed the following arrangements:

- a) delegation arrangements to committees, sub-committees, employees and other local authorities.
- b) arrangements and membership of working groups
- c) standing orders, dispensations and financial regulations.
- d) assets register including inventory of land, buildings and office equipment, maintenance contracts and risks.
- e) arrangements for insurance cover in respect of all insured risks.
- f) Council's and/or employees' memberships of other bodies.
- g) Council's procedures including complaints, handling requests made under the Freedom of Information Act 2000 and for dealing with the press/media
- h) the dates, times and place of ordinary meetings of the full Council for the year ahead

The standing order requiring an open session to be included on the agenda for all meetings was amended to allow discretion when it is not relevant, for example where a meeting is likely to relate solely to a confidential matter such as meetings of the personnel committee.

11. Tollerton Parish Plan and Priorities for 2018-19

Councillors reviewed progress with implementation of the Parish Plan and agreed the next set of actions for the parish council for the next two years 2018-20. The Council agreed two additional council specific priorities; local council award achievement and review assets and improve current state of repair. The progress and priorities for 2018-20 were agreed as the basis for the annual council report to the Annual parish Meeting and to be published on the website as adopted by the Council.

12. Data Protection Requirements

- a) To consider the appointment of a Data Protection Officer- The Executive Officer reported that updates to requirements for Parish Councils include that appointing a DPO would now not be mandatory. Tollerton Parish Council will not appoint a Data Protection Officer at this stage and will work closely with NALC to ensure compliance. - EO to progress
- b) To adopt the Data Map – the Council agree that these be reviewed for acceptance in June 2018
- c) To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy – the Council agree that these be reviewed for acceptance in June 2018
- d) To adopt the Privacy notices – the Council agree that these be reviewed for acceptance in June 2018
- e) To receive completed Security Compliance Checklists from all Councillors – Completed by all present Councillors, absent Councillors have been emailed a copy to complete a return.
- f) To resolve that the council registers with the ICO and pays the relevant data protection fee- Chairman confirms that Tollerton Parish Council is already a member, no further action required.

13. Finance & Assets

- a) Monthly statement of expenditure- Councillor Penn asks about the Vodafone broadband, this is still not working, Councillor Penn to progress. - Councillor Penn to progress
- b) Full year expenditure and income statement – The Finance Officer shared the finances. A question was raised about the Celebrate lottery funding and the Chairman takes the action to find information and provide to the Finance Officer. - Chairman to progress
An invoice from St Peters church for mowing is discussed by Councillors including whether this should be incorporated in the Councils mowing contract. The Chairman will include in regular discussion with St Peters. The Executive Officer will liaise with Streetwise to review costs if the church mowing is included in the Councils existing contract. - Executive Officer and Chairman to progress
- c) Payroll – The Finance Officer explains that the Council must adopt a new Payroll system due to a loss of the current provider. Councillor Somal suggests bringing payroll in house and using PayRoo to commit tax returns. The Council agrees, with an action to update other Council employees at its earliest convenience. - FO and EO to progress

- d) Audit and Annual Governance and Accountability Return- The Finance officer explains that the audit will take place next Thursday. The Executive Officer and Finance Officer hope to have this completed, to be signed off for the deadline on 11th June 2018. - **18/15**
FO to progress
- e) Purchase and maintenance of IT equipment- Choice of projector equipment – Councillor Beyer confirmed that, following the Council meeting in April, no decisions will be made on new equipment for the Parish Rooms until the value of running the parish rooms has been ascertained. A budget of £2000 for two new laptops and laptop equipment was agreed by councillors. - Councillor Penn to action
- f) Maintenance of buildings and assets
The Executive Officer explains the current quote for the guttering and balcony re surface at the Parish Rooms, Councillors agree that attempts had been made to get alternative quotes and that there is greater merit in using the same provider as the Landlord of Flats 34,36,38 Burnside Grove. The Executive Officer takes action to instruct Leivers to complete all of the walkway and replace the guttering.
The Councillors discuss the stairs to Flats 40 and 42, the Executive officer will find reference to structural engineer's report on the stairs and recommendations.
Councillor Beyer asks Executive Officer to work with Councillor Longworth to get land registry entries to understand ownership of car park. - EO to progress
- g) Flat renovations and maintenance
Executive Officer confirms that Flat 42 works are running to plan.
Executive Officer updates on quote of £150 plus parts received from Mark'd Improvements for works to flat 40. - EO to progress

14. Community Facilities

- a) Allotments – Update on security measure review
The Council and the Allotment society continue discussions on security measures at Tollerton allotments, to reduce trespassing and vandalism.
On review of the site and security options, Councillor Penn recommends that the Council opt for the pig wire fence with a less extravagant gate.
A representative from the allotments suggests that allotment holders could patch up the gaps to the perimeter with items that they have in the allotments. The allotment society have already patched up a corner near the canal and commits that they will do more near the carpark.
Councillor Beyer asks about adapting the current gates. The allotment society explain that this was quoted for and would come in at £1145 plus VAT, in comparison, new green mesh gates would cost £2000 plus VAT. The Council agree to purchase the new green mesh gates on the condition that the allotment society works to patch up gaps in the perimeter as discussed. It is agreed that these gates could be moved to a new site if and when it became relevant. Councillor Penn suggests that the Council speak to the canal society about blocking off access to the allotments near the canal. Councillor Penn also suggests that the Council starts to look for an alternative site. The allotment society will send over order details for the gate for the Council to order. - EO to progress
- b) Parish Rooms – The Executive Officer present an initial review of Parish Rooms income and charges, committing to continue this piece of work in order to provide a more detailed analysis and offer recommendations - EO to progress
- c) Fish and Chip van in Tollerton- discuss concerns and next steps- Councillor Somal suggests that the local business has been affected by the fish and chip van. The Council agree to enquire with the owner of the fish and chip van owner and ask them for details on their business rights to run from the carpark. Following this, legality and regulation should be ascertained. - Chairman to progress

15. Village Life

- a. Implementation of Village identity policy – nothing to report. Councillor Smith brings images showing damage to facilities at the open space, the Chairman and Executive Officer confirm that replacements have been ordered with up to a four-week lead time. - EO to progress

16. Reports

- a) Councillors
b) Outside Organisations
c) Tollerton Community Trust- Chairman asks to confirm if the Council are happy to provide a bottle tombola and chocolate roulette at the fayre this year. The Council confirms that it will run a stall.

17. Date of Next Meeting: **Wednesday 09 May 2018**

18/16

Closed 20.50pm

Signed: Executive Officer and Clerk to the Council

Date:



18/17

**Minutes of a Council meeting of Tollerton Parish Council acting as trustee of the Tollerton Community Trust held in the Parish Rooms,
Burnside Grove, Tollerton on Wednesday 02 May 2018 at 8.50pm**

Councillors: Matt Garrard, Andrea Beyer, Julian Smith, Parma Somal, Chrissie Firth, Andrew Penn,
Officers: Rebecca Holden, Emma Goodman

Meeting opened at 8.50pm

1. **Apologies for Absence** Tracy Longworth and Mark Law. Apologies accepted.
2. **Declarations of Interest:** The Council as trustee noted that Councillors Andrew Penn and Matt Garrard were members of the operating committee for the Tollerton Community Trust.
3. **Tollerton Parish Council acting as the sole trustee of the Tollerton Community Trust:**
 - a) **To consider matters referred by the Operating Committee:** n/a
 - b) **To consider requests for grant aid:** The Council as trustee noted the difference between grant aid requests to the Council and to the Trust. With regards to the one application made for grant aid, a decision was made to defer the application for funding until charity commission amendments have been made.
 - c) **To consider matters raised by the trustees:** n/a
4. **To consider and agree the end of year accounts:** Accounts reviewed and approved
5. **Charity status: to consider and agree requirements from the Charity Commission:** Advice had been received on the application for charity status. Following discussion, the Council as trustee agreed to continue trying to achieve charity status.
6. **Review of the Community Trust: to consider and agree changes to the Trust Aims and Deed:** The Council as Trustees agreed to review the Trust Deed following advice from the Charity Commission that aspects of the Tollerton Community Trust might not representative of a charity. It was agreed that amendments to the Trust Aims and Deed will be made in order to clarify the intentions of the Trust and further the application for Charity status.
7. Date of Next Meeting: **Wednesday 6 June 2018**

Closed 9.10pm

Executive Officer and Clerk to the Council

