****18/03**

**Minutes of a Council meeting of Tollerton Parish Council held in the Parish Rooms,**

**Burnside Grove, Tollerton on Wednesday 07 February 2018 at 7.00pm**

**Councillors:**

Matthew Garrard (Chairman), Julian Smith, Mark Law**,** Parma Somal, Rebecca Holden, Emma Goodman, Chrissie Firth (7.10pm), Tracy Longworth (from 7.12pm), Andrea Beyer (from 7.20pm)

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

1. **Apologies for Absence**: No apologies for absence received.
2. **Declarations of Interest:** None
3. **Chairman’s announcements:**  The Chairman had no additional announcements
4. **Minutes of the Council meetings held on 3 January 2018:** Were accepted and signed by the chairman
5. **Report on matters and actions arising from the minutes**: None

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

*Standing Orders were suspended at 7.15pm*

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| * Following a discussion with regards to Tollerton Hall access rights, the Chairman confirmed that he will have a meeting with the legal owner of Tollerton Hall next week and that he is hopeful that we will be able to make some compromise around access rights at Tollerton Hall. The Chairman commits to publishing the outcomes of this meeting through the village newsletter and online. * Cllr Richard Butler raises the issue of potholes in and around Tollerton, he remains quietly confident that we will see some traction on this soon. He also confirms that their will be works taking place on Melton Road in the very near future. * Cllr Debbie Mason encourages members of the public and council to attend the ‘Town and Parish Forum’ and also the ‘Police Update Forum’ on 1st March 2018 at 9.30am. * Tollerton Neighbourhood watch present proposed changes to running of the group to include a reduction in monthly meetings to once per quarter and encouragement of village residents to sign up to the Neighbourhood watch email system. As the annual get together will not be running this year, remaining funds will be returned to Tollerton Parish Council. * The Chairman firstly thanked all neighbourhood watch representatives for all of the work that they have put in to date and for coming to communicate these changes. The Chairman confirms that the changes to how the group runs are positive and make sense. * The Chairman asks the Neighbourhood watch is they have considered the data protection act as Neighbourhood watch will be primarily use emails to communicate and offers to introduce them to a system which can be used when emailing multiple recipients to prevent any data issues.   *Standing orders were resumed at 7.25pm*   1. **34, 36, 38 Burnside Grove:** Cllr Somal speaks of the building being in a state of disrepair, with the landlord reluctant to take action to rectify the situation. Cllr Somal has instructed environmental health through Cllr Debbie Mason. The Chairman confirms that Tollerton Parish Council should seek legal advice on rights. Discussion took place around offering temporary accommodation for the residents of flat 36 to flat 42, it was agreed that legal advice should be sought from a letting agent in the first instance. Cllr Firth to call a letting agent to ascertain the tenants options and Executive Officer instructed by the Chairman to speak with NALC for advice. 2. **Allotments:** The Chairman asks to bring the Allotments up the agenda. The allotment society have representatives at the meeting. They have previously supplied three quotes to the Parish Council to consider for the new allotment gates.   The allotment society are in favour of a green mesh gate, similar to those in front of the school. It is secure and it is not possible to climb. For this 8FT high gates will be £1350 plus VAT. The Chairman asked for a picture of this gate, confirming with agreement of Councillors that Tollerton Parish Council will contribute the full cost of the gate to remunerate through increased fees for allotments. On confirmation of the gate and supplier, the Chairman states that Tollerton Parish Council will place the order and arrange the installation with the allotment society.   1. **Rural Characteristics** 2. Planning Applications: to consider planning applications received by the Council –The Parish Council does not have any objections to the planning permission request for 74 Burnside Grove. The Parish Council will advise Rushcliffe Borough council that other works are being undertaken at the house.   Cllr Smith mentions a property on Medina drive where works are taking place without owners obtaining planning permission, he confirms that he has reported these changes to Nottinghamshire County Council.   1. Recent Rushcliffe Borough Council Decisions- None 2. Tollerton Neighbourhood Development Plan- The Chairman provides an update following the Parish Councils decision to take on the services of your locale last year. An initial meeting with them last Wednesday. The feedback was that we had made good progress to date and we have agreed to do an event for the community in a less pressured environment, giving people information. This will be scheduled for Good Friday while people complete the Easter Egg Hunt. It will be a drop-in session with facilities to entertain children. The Council is looking to put a small display for young people to engage and interact with this. 3. **Finance & Assets:** 4. Grant Applications- none to report 5. Maintenance of buildings and assets- in light of the issues covered in point 7 of the agenda, work to the Councils own property on Burnside Grove outstanding, for example the railings and gutters. The Council has made the decision to postpone work until issues with flat 34, 36, 38 are resolved. 6. Flat renovations and maintenance The Executive Officer shares three quotes for works to flat 42 Burnside Grove as per Tollerton parish Council’s specification. The Council confirm that they wish to commence the renovation work with Mark’d Improvements in April 2018. 7. Payments & Budget. The Finance Officer shares the finance report. There is nothing extraordinary tp report. Membership with NALC is discussed and in light of the recent recruitment of the Executive Officer and Finance Officer, the Council confirms that it will continue membership for 2018. 8. Budget 2018 and Medium Term Finances- The Chairman discusses the precept and confirms the increase for this year will be £7. 9. Financial arrangements and audit- The Finance Officer introduces and explains the new budget spreadsheet. The Chairman asks that the invoicing system remains as it until the Executive Officer and Finance Officer have completed their induction with NALC. The Chairman asks the Finance Officer to look into instructing an auditor for this year’s accounts. 10. NALC renewal- It was previously agreed in the meeting to renew NALC membership 11. Community Facilities 12. Open space – implementation of the report of the working group and grant funding – Active Tollerton The Chairman informs the Councillors that there had been damage to the gate at the open space. It is unclear whether this was deliberate damage or a car accident. The carpark was temporarily closed, but all has been restored as was.   Parma mentions damage to wooden gate, the Chairman asks the Executive Officer to look into getting a wheel fixed to the gate.   1. Allotments – security -The installations of a new gate for the allotments was covered earlier in the meeting 2. Parish Rooms - provision of projector and audio equipment – No update 3. Village Life 4. Implementation of Village identity policy- Cllr Longworth states that she has sourced guidance from Forestry for the tree planting work and is hoping to get this moving quickly. 5. Review of contracts for 6. Planting, watering and maintenance 7. Grass cutting and grounds maintenance – The Chairman provides an update that the Council are finalising specifications for planting work (to include watering and maintenance) and grass cutting work with the intention to bring all of the work together, giving existing suppliers to quote for work. All Councillors confirm that they are happy to proceed with this. 8. Community Cohesion – Cllr Penn’s interest in increasing activity for the 100th remembrance Sunday, 2018 to be moved to March agenda.   The Executive Officer discusses a Christmas initiative to bring St Peters, The knitting group and the local community together. Cllr Beyer to enquire on interest.  Cllr Longworth discusses dissatisfaction with the shade, intensity and beam angle of new street lights installed in Tollerton by Nottinghamshire County Council. Cllr Butler believes that little can be done to change this installation, however will seek guidance on actions which can be taken to amend any issues such as light shining through windows in the night. Cllr Butler agrees to try and source a sample lamp head for Cllr Longworth as requested.   1. Reports – to consider reports from:    1. Councillors – Cllr Law has received comment from a resident that lit road signage is too bright, the Chairman states if we receive any further feedback we will investigate further.   The Chairman asks Cllr Butler to look into moving the lit ‘slow down’ sign to the edge of the first building and to be replaced with one which says what speed the driver is travelling at. Richard Butler to action.   * 1. Outside Organisations - None   2. Tollerton Community Trust - None   Meeting closed at 8.50pm   1. Date of Next Meeting: **Wednesday 07 March 2018**   *Signed: Executive Officer and Clerk to the Council Date:* | * Executive Officer to follow-up * Cllr Somal to progress   - Cllr Firth and Executive Officer to progress  **18/04**   * Executive Officer to facilitate next steps * Chairman to action   - Chairman to progress with support from Executive Officer and Finance Officer   * Executive Officer to progress   - Finance Officer to progress  -Cllr Longworth to progress  - Cllr Beyer to progress  - Cllr Butler and Cllr Longworth to progress  -Cllr Butler to action |