****18/07**

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

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

**Councillors:**

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

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

1. **Apologies for Absence**: Cllr Andrew Penn sends his apologies. Apologies accepted.
2. **Declarations of Interest:** Cllr Parma Somal declares interest with regards to planning permission application 18/00042/FUL
3. **Chairman’s announcements:**  The Chairman proposes bringing forward item 10a regarding the allotments.
4. **Minutes of the Council meetings held on 7 February 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 7.02pm*

|  |  |
| --- | --- |
| Chairman introduces the session at 7.02pm   * An enquiry is made with regards to access to the footpath at Tollerton Hall, the Chairman states that he will comment on this point later during the meeting. * An enquiry is made with regards to installing interactive time signs at the four bus stops in Tollerton in line with other areas in Rushcliffe Borough. The Chairman offers to raise this with Cllr Richard Butler. The Chairman announces that some potholes have been patched up. It is made apparent that there is some disappointment with the quality of works completed. Tollerton Parish Council agree to enquire for more detail on both points from Richard Butler. * It is acknowledged by the Council that there is a problem with the Parish Council email address. A member of the public enquires on whether the Council could set up an automatic email to acknowledge receipt of incoming mail. The Chairman confirms that this can be done. * A member of the public requests that the Council seeks to have footpaths installed between Cotgrave road and the traffic lights, as he deems this currently unsafe. The Chairman confirms that he will present this to Cllr Richard Butler, although has some doubt on the viability of getting this pushed through.   *Standing orders were resumed at 7.12pm*  The Chairman brings **8d** followed by **10a** up the agenda  **8d) Rights of way –** Further discussions had taken place with the owner of Tollerton Hall on access rights to the woods adjacent to the Hall. The owner is looking to manage access to the land by installing fencing and gates for which he may provide keys on request. Such access would be restricted to a particular walking route through the woods and away from the Hall and neighbouring property. The owner is also considering installing a permissive route that does not enter the woods which anyone could access, maintaining some connectivity for the two sides of the village. Further detail was expected to follow and be communicated to residents.  In response to a request from a resident the Parish Council agree to request the opinion of the Rights of Way service to be provided in writing. .  **10a) Allotments, update on security gates** - The Council is looking at installing gates to protect the allotments from vandalism. Representatives from the allotment society confirm that there is evidence of people trespassing onto the allotments in the last few weeks.  Previous discussion at the Parish Council Meeting in February was to order green mesh gates, sourced by the Allotment Society, costing £1350 (plus VAT). The Parish Council has looked at some alternative options, with the preferred gates, believed to be more appropriate for the setting, costing £2500 (inclusive of VAT). The Chairman asks representatives from the Allotment Society if the rest of the perimeter is safe and secure, they confirm that some work will have to be done to secure this area.  Councillors agree to pay for their preferred gates, Tollerton Parish Council will contribute £1000 plus the difference between the cost of the original choice of gate and their preferred choice.   1. **34, 36, 38 Burnside Grove** – Following the Parish Council meeting in February, Environmental health has received commitment from the landlord to repair the required works regarding the damage to the Parish Rooms building. As it stands works are still outstanding. The Chairman suggests that the Council will get in touch with Cllr Debbie Mason at Rushcliffe Borough Council to update them that works are still to be completed. Cllr Parma Somal asks which part of the flats the Parish Council are responsible for eg: lighting. The Council agrees to contact a landlord agency to understand its rights. 2. **Rural Characteristics**: 3. **Planning Applications**: Council Meeting adorned at 7.49pm to review Planning applications.   18/00042/FUL: Shell UK Limited. Decision: Object. There is concern that the increase in retail space is not aligned to space for customers and staff to park, with some concern of traffic backing up on the A46 as a result.  17/02817/COU: The Old Rectory. Decision: Object. The Council note previous comments from the conservation officer. There is no information available to suggest that the circumstances might now be different.  Council meeting resumed at 8.05pm and agrees the responses   1. **Recent Rushcliffe Borough Council Decisions**   17/030409/FUL: Permission granted. Stansted  17/02951/FUL: Permission refused. Tollerton House on Cotgrave Lane   1. **Tollerton Neighbourhood Development Plan**   The Chairman states that the next step is the drop-in event at The Parish Rooms on Good Friday.   1. **Rights of Way**- Previously discussed 2. **Road verge management guidelines** – The Council adopts new guidelines to encourage less mowing of verges and inclusion of wild flowers. The Council agrees to trial this to see how these establish and amend the mowing contract to reflect this. 3. **Finance & Assets – to consider and agree matters regarding:** 4. **Grant Applications**- The Executive Officer confirms that an application for funding from WREN is underway for outdoor gym and play equipment for the open space. 5. **Maintenance of buildings and assets**- Councillors request the price for replacing guttering, both for the part of the building it owns and also for the whole building. Quotes requested from Levers and Archers. 6. **Flat renovations and maintenance – Flat 40**. – On inspection with prospective letting agents, the Council recognise some works required to Flat 40. The Council requests costs for works from Mark’d Improvements as an extension of existing work. 7. **Instruction of letting agent**- No instruction to be taken at this stage. Letting agents to be discussed post works to Flat 40. A third quote is requested by the Councillors from Belvoir lettings. 8. **Payments & Budget-** The Financial Officer shares the accounts with Parish Council including updated reporting. The Councillors confirm for the Executive Officer and Finance Officer to signatories on the Councils accounts. The Councils insurance policy with Zurich is due for renewal. The Chairman will distribute Insurance documents as per the request of Councillors. Executive Officer to negotiate renewal fee following Councillors confirmation of Insurance cover.   Invoices are approved by Councillors for:   * Royal Mail redirection for 3 months £204.00, * Village newsletter £400.00, * East midlands fabrications £120, * Phil Ellis window cleaning contractor £25.00, * Creative roots £190, £276, £274 and £190  1. **VAT return**- Estimated tax refund £3,382.29. 2. **Auditor suggestions**- Preferences for Internal auditor discussed with the Finance Officer to confirm whether the Council could enter a joint arrangement with Leicestershire and Rutland ALC 3. **Community Facilities** 4. **Allotments- update on security gate-** Covered at start of meeting 5. **Parish Rooms – refresh and seating**- Discussion around quality and quantity of chairs in the Parish Rooms leads to Councillor Mark Law suggesting that he might be able to achieve new chairs from the closure of an office which he works with. Cllr Law agrees to research into this option. The Chairman speaks about a refresh of the Parish Rooms, with plans to remove notice boards and add local art work. Councillors agree to seek a quote from Mark’d improvements as an extension of works to the Parish Rooms. The Councillors ask for the prices of hiring the Parish Rooms to be put onto April Agenda, including the online booking facility. 6. **Website- advertisements**- Executive Officer speaks about providing advertising space for local businesses on the Council website. Executive Officer to enquire about aligning this with the newsletter. 7. Village Life 8. **Implementation of Village identity policy- Signs** – Councillor Mark Law offers to produce example of signs that he can make.   b. **Review of quotes and award contract for:** Subject to contract negotiation and some variances contracts to be awarded to   * **Planting, watering and maintenance**- StreetWise * **Grass cutting and grounds maintenance-** Nottinghamshire County Council  1. **Remembrance Sunday-** Moved to April agenda in Cllr Penn’s absence. 2. **Edible hedging**- The Council agree to install hedging which bears edible fruits on it around the carpark at the open space.      1. **Reports – to consider reports from:**    1. **Councillors-** Options for protecting the grass verges on Burnside Grove are discussed. Cllr Longworth to look into wooden posts to run down the road.    2. **Outside Organisations-** The Neighbourhood Watch has surrendered £300 to the Parish Council following discussion at last the last Parish Council Meeting in February.    3. **Tollerton Community Trust-** The Community Trust requires more volunteers for the Village Fayre.   Meeting extended for 11 minutes and closed at 9.41pm   1. Date of Next Meeting: **Wednesday 04 April 2018**   *Signed: Executive Officer and Clerk to the Council Date:* | Chairman and Executive Officer to follow up  Executive Officer to follow up  Chairman to follow up  - Chairman to manage  -Chairman to progress  **18/08**   * Cllr Longworth to action   - Chairman and Executive Officer to progress  -Chairman, Executive Officer and Finance Officer to progress  -Executive Officer to progress  -Executive Officer to progress  -Executive Officer to progress  -Executive Officer to progress  -Executive Officer to progress  **18/09**  -Finance Officer to make payments  - Finance Officer to progress  -Executive Officer to progress  -Executive Officer to bring forward proposal  -Cllr Mark Law to progress  -Executive Officer to facilitate  -Chairman to progress  -Cllr Longworth to progress |