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**Minutes of a Council meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on Wednesday 04 April 2018 at 7.00pm**

Councillors:

Andrea Beyer, Julian Smith, Mark Law, Parma Somal, Rebecca Holden, Chrissie Firth, Andrew Penn

Also present: Six members of the public

1. **Apologies for Absence:** Cllr Matt Garrard and Financial Officer Emma Goodman send their apologies. Apologies accepted.
2. **Declarations of Interest:** n/a
3. **Chairman's announcements:** n/a
4. **Minutes of the Council meetings held on 7 March 2018:** Accepted and signed by the Vice-Chair
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 7.06pm

Vice-Chair introduces the session at 7.06pm

- Resident offers further information on planning permission request to convert garage into Doggy Daycare centre. Resident states that they are looking at a small-scale work of approximately 10 dogs per day. This will involve converting the garage leading to a request to Rushcliffe Borough Council for permission for change of use. The resident states his understanding of the need to be mindful of dogs barking, stating that there will be a no barking policy.
- Councillor Firth asks for proposed opening hours, which the resident confirms as 7am to 7pm also stating that dogs will not be outside before 9am or after 5pm. There would not be noise outside these hours.
- Councillor Beyer asks whether there would be plans to extend past 10 dogs, the resident states that they would need to increase the size of the premises. The resident states that he hopes to move away from pig farming to dog day care as it is not as feasible for a family business as it once was.

Standing orders were resumed at 7.16pm

7. **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

18/00549/FUL – Object on the basis that the proposal has lack of detail and information including how the building will contain the noise and the area will contain the noise. General concern about the level of noise. Concern about increased traffic to the area and potential congestion.

18/00460/HYBRID- Object due to extra traffic, the fact that Waitrose has already been approved and due to lack of cycling routes to and from the site.

b) Recent Rushcliffe Borough Council Decisions – None to report

c) Tollerton Neighbourhood Development Plan – Nothing to report

d) Rights of Way – Nothing to report

8. **Finance & Assets – to consider and agree matters regarding:**

- a) Maintenance of buildings and assets- Councillors discussed existing quote for work to guttering and walkway from Leivers. Councillors agree that Executive Officer should go back to Leivers regarding the guttering to ensure that the current situation of water shooting off the roof and over shooting the existing gutter is resolved with new guttering to reduce water on the balcony. - EO to progress

Executive Officer states that the Council awaits a second quote from Archers for the balcony. Councillor ask that the Executive Officer gets in touch with the landlord for the rest of the Parish Rooms to discuss sharing the cost of the balcony outside flats 40 and 42 Burnside Grove. The Executive Officer is advised to get in touch with Val from The Air Hostess for contact details.

- b) Flat renovations and maintenance – The Vice-Chair states that work to Flat 42 has begun. Councillor Somal states that all lighting at the back of the building are out, the Clerk will speak with Mark to see if the electrician working on the flats can look to resolve this. - EO to progress
- c) Payments & Budget- The Executive Officer shares the Payments and Budget for March with Councillors, they Councillors ask for the Finance Officer to make the titles for budget lines clearer. Invoices signed on by Councillors:
 Streetwise Environmental 12853: £237.60
 Streetwise Environmental 12945: £79.20
 Streetwise Environmental 13253: £746.58
 Streetwise Environmental 13256: £217.32
 Streetwise Environmental 13296: £108.00
 Rushcliffe Borough Council (Council tax): £533.50
 Nottinghamshire County Council (Allotments): £450.00 - FO to progress
- d) Internal Audit- On review of two quotes provided by the Finance Officer, the Council choose to appoint Richard Willcocks to conduct the Audit for Tollerton Parish Council. -FO to progress
- e) CPRE membership renewal – Councillors make the decision to re-enrol with CPRE following a lapsed membership as a result of staff changes. -FO to progress
- f) Council website- bookings and payments- The Vice-Chair suggests that the Council postpones this work to the Council website until a review of the Parish Rooms as a facility has taken place. Councillors agree that this is sensible.
- g) IT equipment- provision of laptops for employees and scanner. Cllr Penn, speaks about his research into a projector for the Parish rooms with an approximate total cost of £700. Councillor Firth asks that this purchase is postponed until a review of the value of the Parish Rooms has taken place.
 Councillors agree to purchase laptops for the Executive Officer and Finance Officer, in addition a scanner printer for the Parish Rooms Office so that documents can be scanned in. Councillor Penn to action this, -Cllr Penn to action
- h) Purchase of paper shredder to ensure data protection- The Executive Officer states that for a medium security shredder with a capacity of 12-20 litres, the cost will be between £50-£80. Councillors agree to purchase. -EO/FO to progress
- i) Sharepoint and Parish Council email addresses- training session. After discussion Councillor Firth asks for a Tollerton Parish Council email address. Existing memberships with Microsoft Office will cover this request, The Executive Officer will arrange a training session with Councillor Firth once this is set up. -EO to progress
- j) Consider grant request for Tollerton Allotments regarding pest control- The Council agrees to fund pest control for Tollerton Allotments as per the grant request for £275+VAT with Paul Toplass. -FO to progress
- k) Banking arrangements- secondary account proposed to hold reserves and consideration of FSCS.- The Executive Officer explains that this secondary account will mean that all capital will be covered under FSCS. The Councillors agree to the opening of a secondary account to hold any funds in excess of £85,000 following receipt of the precept. -FO to progress

9. Community Facilities

- a) Allotments – Update on security gate –

Standing Orders were suspended at 7.50pm

Rob May from the allotments states that the allotment society thought that the proposed gates were extravagant. Cllr firth explains that the Chairman and Councillor Longworth were discussing some un-resolved issues and further security measures that just the gates. Councillor Somal suggests saving cost on the proposed gate to install some fencing. It is agreed by the Allotment society and the Council that a new gate to the allotments will not solve the problem of intruders on its own. There is discussion between the Councillors and residents about the types and costs of fencing.

Standing Orders were resumed at 8.05pm

The Council makes the decision to review its previous decision regarding the gate for the allotment, accepting that it does not has all of the information it needs to make an appropriate decision during the meeting. Councillor Penn will conduct a site review of the allotments and seek to invite Councillor

Longworth. Following this a meeting will be arranged with the Chairman, Councillor Penn, Councillor Longworth and the allotment society to move forwards.

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-Cllr Penn, Cllr Longworth
to progress

- b) Parish Rooms – update on refresh and seating. Councillor Law states that the seating he had offered to look in to was not appropriate for the Parish Rooms and so could not progress. Councillors review the quote from Mark'd Improvements to fresh up the Parish Rooms, the ask for the Executive Officer to confirm whether painting of the whole room is included. Consensus that works to the Parish Rooms should be postponed until the Rooms have been reviewed.
- c) Parish Rooms- review of current hire fees. Cllr Penn speaks about the importance of keeping costs low. There is discussion about how much the Parish Rooms cost to run. Executive Officer to provide a summary of Parish Room costs and income generated for the Parish Council meeting in May.

-EO to progress

-EO to progress

10. Village Life

- a. Implementation of Village identity policy- nothing to report
- b. Best kept village competition- the Council makes the decision not to enter based on its experience in previous years
- c. Remembrance Sunday – Councillor Penn mentions the re-design of the senator and that he has a stone rose which could be included in this.
- d. Tollerton Village Guide refresh – this is in the process of being updated and will be sent round for Councillors to review.

- EO to progress

11. General Protection Data Regulation

- a) Introduction to requirements and appointment of a Data Protection Officer 25th May 2018. – Executive Officer to provide further information on this including what data the Council currently stores, what data it is required to store and how much work is involved.

-EO to progress

12. Reports – to consider reports from:

- a) Councillors- Councillor Smith speaks about fly tipping which he has reported to Streetwise. Cllr Somal highlights the need for a review of signage at the Open Space. The Executive Officer highlights some old film reels in the Parish Rooms. Councillor Somal to get in touch with the owner.
- b) Outside Organisations- nothing to report
- c) Tollerton Community Trust- Councillor Penn states that the Trust has received a request for a grant which will be discussed at its meeting. This will take place immediately after the Parish Council Meeting on 2nd May 2018.

-EO to progress

13. Date of Next Meeting: **Wednesday 02 May 2018**

Signed: Executive Officer and Clerk to the Council

Date: