



18/21

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

**Councillors:** Matt Garrard, Andrea Beyer, Mark Law, Parma Somal, Chrissie Firth, Julian Smith

**Officers:** Emma Goodman, Rebecca Holden

**Also present:** 1 member of the public

Meeting opened at 7.00pm by the Chairman

1. Apologies for Absence: Councillor Andrew Penn, apologies accepted

2. Declarations of Interest - None

3. Chairman's announcements

The Chairman thanked all those involved in the community trust/village fayre for the organisation and delivery of the 2018 village fayre, sharing that the event has received positive feedback. He thanked Councillor Beyer for her work in preparing games for the Parish Council stall at the event and the Chairman shared the sad news that Mike Howard will be retiring from work on village fayre. The Chairman also extended the Parish Council's thanks to Councillor Richard Butler for enabling funds for a new gazebo for the village fayre.

Planting across the village had been completed and Streetwise had encouraged to keep them fresh, especially during the dry period.

The Allotment society passed on their thanks for the new gates and a contribution towards the cost received from County Councillor Richard Butler. The allotment holders are feeling much more secure. The Chairman thanked the current Executive Officer for her work to date in advance of her departure date later this month.

4. Minutes of the Council meeting held on 06 June 2018 for approval- Signed by the Chairman

5. Report on Matters and Actions arising from the Minutes- Nothing to report. Councillor Firth and Councillor Beyer leave the meeting at this point to review works to date in Flat 42 Burnside Grove.

6. Open Session for Members of the Public to Raise Matters of Council Business. Limited to 15 Minutes.

*Standing Orders were suspended at 7.07pm*

A member of the public brings up the weeds and overgrowth on Medina Drive. The Council explains that they are unable to treat it with weed killer as it may contaminate the residents land. The member of the public also describes a second site of concern on Sunningdale Drive. Councillor Somal suggests contact with the relevant home/ land owners to try to resolve.

Councillor Smith speaks about producing an insert to the village newsletter should vandalism take place at the Open Space again.

*Standing orders were resumed at 7.12pm*

7. Rural Characteristics

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

- 18/01204/FUL – Do not object

- 18/01063/FUL – Do not object

b) Recent Rushcliffe Borough Council Decisions: to report planning decisions- N/A

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

- a) Review of monthly bank and budget statements- The current bank statement provided by the FO. The FO suggests that due to there being no Council meeting in August, the last date for receiving invoices for authorisation and payment before the next Council meeting in September will be Wednesday 18th July at 12pm. Any invoices received after this date will be taken to the next Parish Council meeting on Wednesday 5th September. Councillors confirm agreement. FO to action payments
- b) Approval of payment of invoices- Total invoices of £17,479.84 approved.
- c) Agreement for Parish Council to hold a debit card for HSBC debit account as an exception to its current signatory arrangements on the account - FO explains that due to the council account requiring two signatories on the bank account means that holding a debit card will counteract that. The Chairman suggests that the Council authorises the debit card, but that the current financial authority remains the same eg: two signatories before payments. Councillors all in agreement. FO to apply for debit card  
FO to update financial regulations accordingly
- d) Amendment of financial regulations for online payments and debit card payments- Update agreed to financial regulations to grant authority to make payments using these two methods with only a single signatory (for banking purposes). Council authorisation for payments using these methods to be consistent with other payment methods such as invoices being paid by cheque. EO to chase
- e) Maintenance of buildings and assets – quotes for repair of railings – The EO explains that we are waiting on quotes for replacing the railings from Councillor Longworth and also from Mark'd improvements.
- f) Flat renovation and rental- The EO states completion date set for 13/07/18 and shares price comparison for five letting agents. Letting agent agreed as REX GOODING on the basis that it is the lowest cost high street agent. Councillor Beyer and Firth explain that Flat 42 is not at a stage of completion to allow for snagging, this will be re-arranged accordingly. The Chairman asks for EO to request a few spare tiles to be left at the flat. EO to progress
- g) Ownership and management of the Parish Rooms and Flats 40 and 42 Burnside Grove- The Executive Officer speaks through analysis of cost of owning and running the Parish Rooms and Flats 40 and 42 Burnside Grove. There is discussion over the value of the Parish Rooms and flats and income that they currently provide to the Council. The Chairman asks if there are any actions to take at this stage. Councillors agree that whilst this is valuable information they are not in a position to want to proceed with potential sale of the Parish Rooms or flats 40 and 42 Burnside Grove. Councillor Beyer requests quotes for painting back of the building. EO to follow up. EO to progress

## 9. Community Facilities– to consider and agree matters regarding:

- a) Open Space- Councillor Smith discusses previous episodes of graffiti at the Open Space, and states that he would like to publish an insert in the newsletter if this takes place again. The Chairman confirmed that the zip wire and bench have been fixed by HAGS. EO to progress
- b) Parish Rooms – Review of Parish Rooms and fees and charges- A small increase in hire costs for the Parish Rooms agreed to become current in January 2019. Communications to go out during September 2018. Councillor Law suggested and it was agreed that updates to facilities at the Parish Rooms to provide projector and audio equipment take place in advance of this. The Chairman confirmed that wi-fi had already been installed and the heating improved. EO, FO and Chairman to progress
- c) Active Tollerton Project - to agree the governance and management arrangements for the project – With the consent of the Council the Chairman requested an extra meeting to finalise arrangements and proposed Wednesday 18<sup>th</sup> July at 7pm. The Council agreed in accordance with the Financial Regulations to seek tenders from suppliers against its specification. The bids would be evaluated against this including considering the social value of the bids and a recommendation made to Council of preferred supplier/s. Tenders would be open to any provider, via the parish council website with Proludic, Jupiter Play and Playdale to be invited to bid. The Chairman suggested that mid-month invoicing and updates to the railings be included in this meeting. The Council agreed that Emma Goodman should act as the signatory for Parish Council whilst working with WREN. EO to progress

## 10. Village Life– to consider and agree matters regarding:

- a. Implementation of Village identity policy- Cllr Longworth had completed some work on the war memorial to be reported at a future meeting. Councillors requested more details with regards to securing some Remembrance Day silhouettes. EO to re-send email to Councillors including information. EO, Cllr Penn and Chairman to progress.
- b. Tour of Britain "Cheer Point"- The Council supported the plans for a Cheer Point for the Tour of Britain. The Chairman shared that Rushcliffe would like to come and do some publicity with Tollerton, with

initial plans to work with the Scout group. Cllr Debbie Mason and Cllr Richard Butler have committed to funding some branded flags for tour of Britain. The Scout group have agreed to provide refreshments and the brownies may also be able to support the event. The Chairman speaks about looking at the provision of some family entertainment at the event. Cllr Penn to support EO to pull together safety plan for event.

18/23

Chairman to progress

11. Personnel and Employment– to consider and agree matters regarding:

- a) Recruitment of Executive Officer- The Council agreed to recruit a replacement executive officer, with the vacancy to be advertised until Friday 6<sup>th</sup> July. Interviews planned for the week commencing 16<sup>th</sup> July. The Council agreed to establish an Appointment Committee with delegated authority/terms of reference to make any decision in relation to the interview, selection, recruitment and contracting of an Executive Officer.
- b) Agreement of contract end date for outgoing Executive Officer - Thursday 19<sup>th</sup> July- accepted.
- c) Action to be taken on additional hours balance for Finance Officer- Council agreed to pay accrued hours.
- d) Annual leave and employee capacity over summer- The Council confirms that it is flexible in terms of working over the summer and the FO confirms holiday dates of 26<sup>th</sup> July to 13<sup>th</sup> August, during which time, she will be un-contactable.
- e) Payment of invoices due for payment before 5 September 2018.- As previously agreed, the meeting on the 18<sup>th</sup> July will include the signing off of outstanding invoices

12. Reports – to consider reports from:

- a) Councillors- n/a.
- b) Outside Organisations- n/a
- c) Tollerton Community Trust- n/a

13. Date of Next Meeting: **Wednesday 18 July 2018**

Closed 20.47pm

*Signed: Executive Officer and Clerk to the Council*

*Date*