



**Minutes of a Council meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on Wednesday 06 June 2018 at 7.00pm**

Councillors: Matt Garrard, Andrea Beyer, Mark Law, Parma Somal, Chrissie Firth, Andrew Penn, Tracey Longworth,

Officers: Emma Goodman

Also present: 1 member of the public

1. Apologies for Absence: Councillor Julian Smith and Rebecca Holden, apologies accepted
2. Declarations of Interest - Councillor Longworth with regard to the planning application for Chestnut Mews
3. Chairman's announcements
 - Finance Officer (Deputy Clerk) to cover in absence of Executive Officer.
 - Zip wire at the Open Space is due for repair this week, hopefully before village event.
 - Flowers are blooming at the pinfold; the other beds are empty at the moment due to a problem with the supplier used by Streetwise. The Council expects them to be filled by the end of the month
 - No items of business for the Council acting as trustee meeting scheduled to follow this meeting,
 - Tour of Britain cycle race is due to pass through Tollerton Parish on Saturday 8th September
4. Minutes of the Council meeting held on 02 May 2018 for approval
 - Minutes from the annual parish meeting noted for information
 - Minutes from annual council meeting and meeting as sole trustee approved and signed by the Chairman
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. Limited to 15 Minutes.

-EO to chase

Standing Orders were suspended at 7.10pm

Debbie Mason requested to receive agenda emailed before meeting and spoke about upcoming events including: Armed Forces Day, triathlon 7th June and East Midlands food and drink festival at Hickling on 26th June. Councillors requested assistance in improving bus service

Standing orders were resumed at 7.25pm

7. Rural Characteristics

- a) Planning Applications: to consider planning applications received by the Council
 - 18/01109/FUL- Do not object
 - 18/01211/FUL- Do not object
- b) Recent Rushcliffe Borough Council Decisions: to report planning decisions
 - 18/00549/FUL- Planning granted for Doggy Daycare until 2nd May 2019
- c) Tollerton Neighbourhood Development Plan – Nothing to report

8. Rushcliffe Borough Council Local Plan Part 2- review of draft plan and feedback collated
Borough Councillor Mason advised that Rushcliffe Borough Council were looking to finalise the Plan in December. and secured a 5-year land supply. Councillors were concerned about the viability of the Plan achieving this; continued piecemeal development of the Strategic Site (north of Tollerton) and the need to ensure that community and wider infrastructure improvements were delivered. The Council agreed to submit a response to the consultation

- Chairman to progress

9. Data Protection Requirements

- a) To adopt the Data Map
- b) To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy
- c) To adopt the Privacy notices
- d) To receive completed Security Compliance Checklists from all Councillors

All policies agreed and improve if problems arise
NO further action on Data protection officer

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

- a) Audit and Annual Governance and Accountability Return
 - i. review of effectiveness of systems of internal control (including report of the internal auditor) - Discussed and agreed
 - ii. consider and approve Annual Governance Statement - Discussed and agreed
 - iii. consider and approve the Annual Accounting Statement – Councillors sought clarification that the appropriate methodologies had been applied in completing the statement including to record the value of assets and agreed the statement
 - iv. consider and agree arrangements for the exercise of public rights (11 June - 20 July) propose Monday 11th June to 20th July - Agreed
 - v. submission of the Annual Governance and Accountability Return for External Audit before 11 June. Agreed
- b) Monthly statement of expenditure- Bank balance shown and monthly I&E agreed. Expenditure £8563.21 and Income £1523.43.
- c) Purchase and maintenance of IT equipment – no update
- d) Maintenance of buildings and assets – Councillors agreed to seek a quote from Mark'd Improvements to paint railings and repair the stairs. Quotes to be sought to replace all and part of the railings based on appropriate advice from building control.
 - The Council requested that progress with surfacing and gutter replacement
 - Issue with car parked outside fire exit and shopping trolley identified.
- e) Flat renovations and maintenance
 - Renovations were expected to be completed by 16th July, with the delay caused by availability of a part. Councillors agreed to seek completion by the end of the Month with remaining costs to be paid after satisfactory completion. Instruction to be given to agents to let the property. The Council reviewed the quotes received to date and agreed that officers should obtain two further quotes and contract with the best value.
- f) Grant aid and applications -

The Council considered and agreed the grant funding Policy

1 request received from pentanque club for 6 picnic tables to use £600 – Concerns were raised over quality of tables bought for £99. Agreed to request further details through completion of an official request.
- g) Sponsorship – The Council agreed to discuss the offer of sponsorship and means of communicating it without advertising on site

11. Community Facilities– to consider and agree matters regarding:

The Chairman advised that the council have been successful on grant application of £90k for the Active Tollerton Project. The Council agreed to accept the grant and pay a £9,675 contribution to secure the funding

- a) Open Space- The update on replacement equipment was covered in the Chairman's announcements
- b) Parish Rooms – Review of Parish Rooms and fees and charges – Postponed in Executive Officers absence
- c) Fish and Chip van in Tollerton- Not currently affecting Tollerton

12. Village Life– to consider and agree matters regarding:

- a) Implementation of Village identity policy

Cycling tour to pass through Tollerton in September 2018. Cllr Smith authorised to progress in identifying some bikes to paint yellow to support and celebrate the event. Discussion of organising a possible road closure for a street party and involving local groups.

18/20
-Cllr Smith to action
bike purchase.

13. Reports – to consider reports from:

- a) Councillors- Agreed to purchase white safety paint
- b) Outside Organisations- None
- c) Tollerton Community Trust- None

14. Date of Next Meeting: **Wednesday 04 July 2018**

Closed 21.37pm

Signed: Executive Officer and Clerk to the Council

Date