



1002202001

**Minutes of a Council meeting of Tollerton Parish Council (TPC) held in the Parish Rooms,  
Burnside Grove, Tollerton on Monday 10<sup>th</sup> Feb 2020 at 7.30pm**

**Councillors:** Cllr Matt Garrard (Chairman), Cllr Mark Law (Vice), Cllr Martin Goodman, Cllr Rob Elliott, Cllr George Walker.

**Officers:** Lesa Gilbert – Executive Officer and Emma Goodman – Responsible Finance Officer.

1. Apologies for Absence: Cllr Parma Somal, Cllr Claire Dul - accepted. Absent: Cllr Julian Smith, Cllr Tracy Longworth.
2. Declarations of Interest: Cllr Garrard declared interest in item 7F(viii) and abstained from resolution.
3. Chairman's announcements: The Chairman praised the Flying Club for obtaining an impressive 372 pub shareholders – well done.
4. Minutes of the Council meeting held on 08 Jan 2020 and Extra Ordinary 22 Jan 2020 – Cllr Garrard suggested one amend. Council approved and signed accurate.
5. Open Session for Members of the Public to Raise Matters of Council Business. - N/A
6. Planning Applications:
  - a. To consider and comment on applications received by the PC
    - i. Any further applications received prior to the meeting –None
  - b. To consider planning applications responded to under delegated powers – None.
  - c. Planning decisions received –
    - i. 17/02817/COU - *The Old Rectory 168 Tollerton Lane – Granted permission.*
    - ii. 19/02568/FUL - *Tollerton Lodge 128 Tollerton Lane – Granted permission.*
7. Finance and Assets:
  - a. Monthly statement of expenditure, invoices and budget. RFO highlighted: Bank balance (at 03/02/20): +£54,590, less agreed unallocated reserves £19k and projected expenditure -£32,560, leaves +£8,030. Projected approx. £50k bank balance at March year end. Jan Expenditure: £4,720 / Income: £4,571. Talked over receipts/payments report/invoices - approved by council/signed. FO to action
  - b. Parish Rooms heating costs - RFO explained now have several months on new tariff with British Gas Lite. Costs over last few months are very high. Compared to what data is available from last year with Scottish Power it is similar but tracking over the last few weeks/days suggest heating is being left on overnight. Reported the wifi app perhaps not working or override by manual heater changes. Council agreed to look at the wifi app and put notices up for hirers not to manually change the heater settings. RFO to monitor ongoing. RFO to action
  - c. Grant Applications –
    - i. Churches Together – EO explained Churches together have made 5 parish room bookings at a total cost of £75 and have requested a grant to pay for the room hire. Council agreed grant £75.
    - ii. Plumtree Cricket Club – EO explained grant request for £250 for new match balls. Council resolved not to give grant on this occasion for the reasons: gave a grant last year and have other Tollerton based clubs to support – little budget remaining.
    - iii. Any further applications received prior to meeting – none.
  - d. Other maintenance/matters of parish assets:
    - i. Memo/Electricity unit/Park update – Cllr Walker explained memo appears to have resolved itself – council monitor ongoing.

1002202002  
EO to action

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|-------|--|-----------------------------|
| ii.   | Parish Rooms Notice Board – Cllr Garrard/RFO explained need for new notice board (est cost £162+vat) outside the parish rooms. This would be ideal for formal council notices and free the village centre notice board for project news. Council agreed and agreed for councillors to install.   | EO to action                |
| iii.  | Veg Exchange donation box stolen – Cllr Garrard/EO explained box has been stolen. Council agreed to either new donation box installed or box behind parish rooms letterbox. Council also agreed to new key box to up security. £5 book donation money agreed to be donated to the Tollerton Community Trust.   | EO to action                |
| iv.   | Replacement of Open Space gate – EO highlighted park gate rotting/not a standard gate size, quote to replace gate/posts £380. Council resolved for EO to obtain quotes for standard gate and also 5 bar field gate to replace the metal gate in accordance with Open Space Improvement Plan. Quotes to be provided at next council meeting.  | Cllr Walker/Law to action.  |
| v.    | Securing the Open Space bins – EO reported anti-social behaviour at open space - moving the park bins. Council agreed for Cllr Walker/Cllr Law to suggest solutions, review at next council meeting.   | RFO to action/Cllr Garrard. |
| vi.   | Washing machine flat 42 – EO reported emergency washing machine repair: inc door refit/seal at £56 - council approved.   | RFO to action               |
| vii.  | Office wifi update/furniture approval – RFO talked over proposed office chairs @ £135 each and desk @ £126 each (free delivery). Council agreed. Chairman and Vice Chair looking into wifi options.  | RFO to action               |
| viii. | Conditions of potential new parish room booking – Cllr Garrard declared interest/abstained from comment. Councillor Law (Vice Chair) chaired the item. RFO explained local club would like to move regular Wednesday (1.5hr) booking to the parish rooms. Require some storage area/notice board. Local regular booking to receive the usual 50% room hire reduction, making the cost £7.50 per session. Council agreed booking/costs/terms. Council agreed for Cllr Garrard to contact history group regarding unused notice board at the parish rooms. | Cllr Garrard to action      |
| ix.   | Parish Rooms fire exit access – EO reported complaints of 4x4 vehicle blocking parish room fire exit. Cllr Goodman explained clearance around door must be 1.2m minimum – allow for wheelchair access. Council agreed for Cllr Garrard to discuss problem with vehicle owner.  | Cllr Garrard to action      |
| x.    | Switch Dispace – online venue booking tool – Councillors reviewed the circulated information on a possible group online room booking system/benefits for all meeting rooms in Tollerton possibly including parish room hire, scout hut, Methodist and St Peters. Council has an outstanding requirement for an online booking and payment tool but councillors agreed the current cost too high. Feedback to be provided to supplier   | EO to contact supplier      |
| 8.    | Community Pub and PWLB Loan update – EO reported PWLB loan has been successfully approved. RFO explained next step is LC1 form to draw loan and will check on timings/limits/how the money can be draw/transferred to the solicitor. Chairman will liaise with solicitors on money transfer questions.<br><RFO Emma Goodman left meeting 9.05pm>   | RFO/Cllr Garrard to action  |
| 9.    | Tollerton Community Plan   |                             |
| a.    | Rural Characteristics  |                             |
| i.    | Chairman explained had contact from a neighbourhood plan consultant that looked good. Explained the importance of having a neighbourhood plan for the village/developments. Council agreed to invite companies in to pitch in April, in time for public consultation at the village fayre. Cllr Garrard/Cllr Walker to suggest companies to pitch.   | EO/Cllr Garrard/Walker      |
| b.    | Village Life- None.  |                             |
| c.    | Community Facilities – Cllr Law highlighted roundabout repair still required. EO reported repair costs by HACS of £1,822+VAT. Council agreed urgency of roundabout repair/cost.  | EO to action                |
| 10.   | Reports  |                             |
| a.    | Councillors – None   | RFO to action               |

- b. Officers – EO sought clarification for minutes on bank mandate signatories – council agreed all 9 councillors to be added to the bank mandate. Cllr Goodman declined to be on bank mandate due to RFO spouse.
- c. Outside Organisations – None

11. Date of next parish meeting: Wednesday 4<sup>th</sup> March

*Closed: 9.25pm*

*Signed: Chairman of the Parish Council*

*Date:*