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**Minutes of the Parish Council meeting of Tollerton Parish Council (TPC)
held remotely via video conferencing in accordance with The Local Authorities, Police and Crime Panels (Coronavirus)
Regulations 2020, on Wednesday 3rd June 2020 at 7.30pm.**

Councillors present: Cllr Matt Garrard (Chairman), Cllr Claire Dul, Cllr Parma Somal, Cllr Rob Elliott, Cllr Tracy Longworth, Cllr Martin Goodman, Cllr George Walker, Cllr Julian Smith.

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

Also present: NCC Cllr Richard Butler, RBC Cllr Debbie Mason, Representative of village newsletter.

1. **Apologies for Absence:** Cllr Mark Law (Vice- agreed council leave).
2. **Declarations of Interest:** Cllr Longworth planning application 20/00944/FUL. Cllr Elliott planning application 20/00810/FUL. Cllr Garrard working on the LRF Community Support Hub. Cllr Goodman – item 6aii.
3. **Chairman's announcements:** Cllr Garrard thanked Tollerton residents and the local support network for the continued community support and great response to Covid19.
4. **Minutes of the Extra Ordinary Council meeting** held on 13th May 2020 - Approved and signed accurate.
5. **Open Session for members of the public to raise matters of council business:**
RBC Cllr Mason reported on West Bridgford park litter. – West Bridgford waste site is open with Arena used as overflow parking. -- National Volunteer Week. -- Covid19 Community fund and also the High Street business funding are still available. -- Queens honour list is open for volunteer nominations. -- RBC Parish Forum 3rd July send in any questions to ask.

Resident asked about the new trees on Cotgrave Lane needing watering (council resolved to get gardener to water). -- Resident reported Medina snicket steps and the uneven/narrow paths around the village are not wheelchair friendly (NCC Cllr Butler asked that areas are reported MyNotts app for inspection but it's not always possible to widen paths/ Cllr Longworth explained that the steepness of the snicket isn't possible to remove steps). --Residents have asked about the weeds on paths around Sunnindale and Medina (EO has reported to NCC several occasions - due to be sprayed).

NCC Cllr Butler reported any NCC village issues can be reported via MyNotts app. Cllr Garrard reported tarmac debris on path between Tollerton and Plumtree. -- Cllr Butler reported all waste sites are now open for essential item disposal only. -- Cotgrave Park is fully open. -- NCC Covid Community Support Hub funding is available for community groups. -- Reported TPC planters/bulbs on NCC verges will need a NCC licence and encouraged planting.

6. **Finance & Assets** – to consider and agree matters regarding:
 - a. Monthly statement of budget and expenditure (April - May): RFO reported Bank Rec: £185,408. £10,507 Expenditure / £34,005 Income (also inc precept) / £22k reserves remaining.
 - i. Invoices for approval – RFO reported no invoices for approval.
 - ii. Changes to regular approved payments - Minimum wage increase in effect April 2020 – council noted. -- Council agreed RFO overtime payment and to review contract hours.
 - iii. Spending under urgency delegated powers noted by council:
 - 3 locks to secure playground gates for CV19 requirements - £38.85.
 - Huntsman Green to make safe a fallen tree - £100.

- Flat 40 to replace a leaking tap - £90.

- iv. Income generation compared to budget. RFO reported worse case budget adjustments forecasting loss of income from the Parish Room hire and the CBS Flying Club repayment not possible (*as per cash flow projection from the CBS Treasurer*). Cllr Garrard motioned to the next agenda item and commented that as Chairman of the CBS Flying Club he understands pub repayment will be made – Cllr Dul confirmed this understanding.
Cllr Somal/Goodman proposed worse case budget planning until Covid19 conditions have passed. RFO asked for clear communication between the CBS and TPC of any updates as to the financial position for payment of agreed income.
- b. Financial Reserves update: RFO advised unallocated reserves are at a low level £16,378 as per the AGAR explanation for high reserves sheet. This includes Ear Marked Reserves - council committed to building up.
- c. Systems of internal control/effectiveness (inc internal audit report) – Reviewed and agreed.
- d. Annual Governance Statement – Reviewed and agreed.
- e. Annual Accounting Statement – Reviewed and agreed.
- f. Exercise of public rights (commence 16th June for required period) – Arrangements agreed.
- g. Annual Governance and Accountability Return for External Audit – Agree and signed by Chairman.
- h. Grant applications – No applications received.
- i. Review of Asset Register – RFO explained adjustments made to reflect latest property valuations. AGAR reflects current insurance replacement value and prior year adjusted to match.
- j. Maintenance of parish council assets:
 - i. Office wifi to discuss options and agree – Cllr Garrard getting quote from consultant to align wifi at pub, parish rooms and Methodist office – details tbc. Chairman action
 - ii. Parish Rooms exterior painting – Council considered 3 quotes and agreed to appoint Marcus Compton (£1,600). EO to action
 - iii. Playground inspection report circulated to council – council reviewed items advised to be repaired/actioned and noted that the play equipment is currently closed due to Covid19. Cllr Walker has tightened bolts & skate ramps are no longer slippery. Council agreed 'Do not climb' laminated MUGA sign. EO to get quotes to repair toddler unit/zip wire leg/Altimax grommets/Turnfly links. EO to action
 - iv. Open space maintenance –
 1. benches in need of maintenance – council agreed for Cllr Smith to maintain. Cllr Smith to action
 2. tree felling and replacement – council resolved for work to go ahead (£400).
 3. weeding and maintenance of equipment – Cllr Garrard highlighted weeds around car park/edible hedging – Groundsman/Gardener have now removed weeds. Cllr Walker to review new goal posts for rust concern. Cllr Walker action
 4. performance of contractor – Council discussed gardener contract/work load – agreed ongoing review.
 - v. Maintenance of planters and wildflowers – council discussed planters (location/watering/maintenance). Council resolved to relocate problem planters in full sun and relocate or sell small problem planters that can't keep watered. EO to action with gardener

7. Planning Applications:

- a. Council comments on applications received by the Parish Council: EO to action
 - i.20/01156/FUL - 37 Tollerton Lane – Rear extension. - DNO – subject to balcony screen.
 - ii.20/01032/FUL - 42 Cotgrave Road – Rear extension. - DNO.
 - iii.20/00944/FUL - Tollerton Hall - Change of Hall/grounds use to sui generis. - DNO
 - iv.Any further applications received prior to the meeting – None.
- b. Planning applications responded to under delegated authority: 0306202003
 - i.20/00550/FUL - 33 Melton Rd – gates/brick boundary – DNO.
 - ii.20/00837/FUL - 48 Medina Drive- single storey side ext. - DNO.

- iii.20/00810/FUL - Overgrown Acres Cotgrave Road – Object.
- c. Notice received of planning decisions taken by Rushcliffe Borough Council:
 - i.20/00213/FUL - Bassingfield House, 198 Tollerton Lane - Granted.
 - ii.19/02878/FUL - Tollerton Community Trust – Granted.
 - iii.20/00174/FUL - 38 Tollerton Lane - Granted.
 - iv.20/00193/FUL - The Orchards Oak Tree Court – Granted.
 - v.20/00693/FUL - 43 Tollerton Lane – Granted.
 - vi.20/00550/FUL- 33 Melton Road – Granted.
 - vii.20/00636/FUL - Tollerton Lodge Tollerton Lane- Refused.

8. Annual Council Meeting (6th May) items – council discussed and resolved to postpone any further items to be considered for review in Sept 2020.

9. Tollerton Recovery Plan and Tollerton Community Plan –

- a. Recovery Plan – school/churches contacted.
- b. Rural characteristics -
 - i.Council discussed new planter options/relocating existing planters and agreed for Cllr Longworth and Cllr Dul to get further information on planter reservoirs. Council resolved to buy 2 new hanging baskets (£50) for the Parish Rooms. EO to action
- c. Community facilities
 - i.Purchase of tennis net – council discussed options/durability/storage/H&S and resolved (5 votes majority in favour) to buy freestanding tennis nets (£829). Cllr Goodman advised risk assessment. RFO action
- d. Village life – none.

10. Reports – to consider reports from:

- a. Councillors
 - Cllr Somal proposed close budget monitoring due to Covid 19 impact to ensure funding available. Cllr Garrard proposed worse case budget planning alongside current budget to progress recovery. The conditions of pavements and roads was discussed particularly the volume of weeds and what options the parish council might have to step in and seek improvements.
- b. Officers
 - EO reported RBC/NCC plan to hold flooding forums once the social distancing ends in partnership with parish councils.
- c. Tollerton Community Trust & Tollerton Flying Club Limited
 - i.Tollerton Community Pub – none.

Closed: 22.20pm

Signed: Chairman of the Parish Council

Date: