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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 2nd Dec 2020 at 7.30pm.**

Councillors present: Cllr Matt Garrard (Chairman), Cllr Claire Dul (Vice), Cllr Parma Somal, Cllr Rob Elliott, Cllr Martin Goodman, Cllr Mark Law, Cllr Tracy Longworth.

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

Also present: Editor of village newsletter, TABU members, and several village residents.

1. **Apologies for Absence:** Cllr George Walker, (one vacancy).
2. **Declarations of Interest:** Cllr Goodman agenda item 13.
3. **Chairman's announcements:** Gamston field developers have extended the consultation period – they plan to submit a planning application in Dec. -- Praised the local artists for their fantastic artwork window display at the parish rooms – pleased we could support their local businesses.
4. **Minutes of the Council meeting** held on 4th November 2020 - Approved and signed accurate.
5. **Issues, consultation and matters notified to the Parish Council:**
 - a. Open session for members of the public to raise matters of council business (*limited - 15 mins*)
Tollerton Against Backdoor Urbanisation (TABU) members explained concerns re Gamston Fields development which all align with TPC concerns and asked about how we all work together to ensure we are heard. Also, need to impose that if only half the development proceeds the infrastructure will still materialise. Cllr Garrard explained council has met several times with developers now; TPC (Neighbourhood Planning), TABU, developers and in particular RBC need to work together (transparently) to get this right. TPC will devise a communication plan on how best to get everyone heard/key messages out. Need to hear from the other 2 landowners.

Resident reported that the MUGA lights timer isn't working correctly – council aware/resolving.
 - b. Consultation and public notices issued by other bodies/councils:
 - i. Strategic allocation East of Gamston/North Tollerton 'Gamston Fields' consultation, master planning, outline planning application and supplementary planning document (SPD): Cllr Garrard explained RBC has a duty to work with TPC on the development consultation as a neighbourhood planning area. Will lobby for cycling/walking routes, ensuring it's a comprehensive plan. -- Cllr Parma welcomes working with TABU and utilising the committee members expertise in planning.
 - ii. Ruddington Neighbourhood Plan Submission: Cllr Garrard explained Ruddington submitted neighbourhood plan – no further comments from council, agreed no direct implications for Tollerton.
 - c. Community Football and Sports ground looking for purchasing opportunities: Cllr Garrard explained letter received from Ian Rush Foundation looking for opportunities to purchase sports fields – council agreed didn't want to sell open space.
 - d. Planning applications
 - i. To consider and comment on applications received by the Parish Council:
 - 20/02753/VAR - Shell Garage 24hr operation – Object (no requirement/impacts neighbouring properties).

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Any other applications received prior to meeting:

- 20/02683/FUL - 61 Tollerton Lane – 2 storey ext. - Object (over mass/over developed for greenbelt)
 - ii. Planning applications responded to under delegated authority
 - 20/02790/FUL - 15 Bentinck Ave – single storey ext – DNO.
 - iii. Notice received of planning decisions taken by Rushcliffe Borough Council:
 - 20/02374/FUL - 4 Chestnut Mews – SS ext– Granted.
- e. Reports from parish councillors, working groups and representatives on outside bodies:
- i. Councillors: None
 - ii. Council representatives to the Tollerton Community Trust – Tollerton Flying Club Ltd
 - Cllr Garrard proposed that a standing order is set up to obtain pub payments twice a year – council agreed. Congratulated Flying Club on winner RBC runner up award. -- Cllr Dul reported building work is almost complete so builder vehicles won't be an issue anymore and the carpark/signage is due to open in the new year. Planning to offer a takeaway service. Pub AGM will be in the new year.
 - iii. Grant applications – None received.

6. Decisions to further the objectives of the Tollerton Covid19 Recovery Plan and Tollerton Community Plan:

EO to action

- a. To protect and enhance rural characteristics, community facilities and village life
 - i. STWater new connection at Open Space – EO explained that the first stage is to complete a new installation application and fee of £141.22 - council agreed to proceed.
 - ii. Christmas 2020 – Council agreed additional tree decorations and test solar powered lights on a couple of trees. Discussed memory tree idea – council agreed reconsider in new year. Council noted xmas tree barrel stolen, replacement made.
- b. Covid19 Recovery Plan - to review delivery and agree any additional risks/actions to support recovery from Covid19 in Tollerton.
 - i. Council agreed no further actions required this month.

Cllr Dul/ FO to action

7. Tollerton Parish Council Services and Operations:

- a. Finance and expenditure – RFO reported bank balance 1/12/20: £98,852. Expenditure £4,999. Income £3,659. The 3 main cost centres remain under budget. Reserves £26,639.
 - i. Invoices for approval – RFO explained only reoccurring invoices this month.
 - ii. Spending under urgency delegated powers – for public record
 - a. Wet Paint bench – resident dry-cleaning cost - £75
 - b. Parish Room rear security light s- new bulbs x3 - £12
 - c. Replacement xmas tree barrel concrete - £12
 - d. Groundsman payment for remaining annual leave
 - e. Chairman's allowance contribution to Winter Window Wanderland - £100.
 - iii. Spending on projects
- b. Maintenance of parish council assets and property:
 - i. War memorial tree root – Cllr Longworth suggests extending war memorial garden out to resolve tree root/uneven path. Council agreed. Cllr Garrard suggests concrete flower holder is moved – council agreed.
 - ii. Open space trees nr skate park – EO explained pre-agreed tree works deferred to April overdue of 'crown clean mature popular trees x5, target prune weak maple over skate park' - cost: £380. Council agreed.
- c. Contracts and services:
 - i. Land conveyancing – EO presented further advice and costs for land conveyancing. Council discussed the 3 quotes/services. Council agreed to use Ancora Law as the middle cost quote/service and have used previously with good service level. EO delegated to initiate process.

FO to action

EO to action

EO to action

EO to action

EO to action

8. **Casual vacancy for a Parish Councillor** – Cllr Garrard explained current process and impact of Covid on usual co-opt procedure. Council discussed and agreed to invite applicants to do an introduction via Zoom at the start of the January meeting.

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9. Policy: Honorary Freedom of the Parish - Cllr Garrard explained the policy (circulated to council). Council agreed policy and honour to Julian Smith QPM. Service award delayed due to Covid.

10. Tollerton Community Trust - Cllr Garrard explained process for setting the Trust to a Charitable Incorporated Organisation (document circulated to council). Cllr Somal explained it would be beneficial to open wider funding opportunities for the Community Trust. Council agreed to trust change.

11. Council processes for discussion and decision making - Cllr Goodman explained with Covid restrictions making it harder for council to communicate and items occurring between meetings, need to ensure pc items aren't discussed outside pc usual forum and for transparency they are brought to pc meetings/minuted. -- Cllr Somal explained have tools to be transparent and Cllr Dul suggests when items arise between meetings organise a quick extraordinary online meeting so not having to wait for next monthly meeting to discuss/restrict opportunities. -- Cllr Garrard explained new forward planning should help identify items that may occur between meetings need a quick decision.

12. Parish council forward plan, action log and the month ahead.

- a. Action log – EO/FO updated status on actions.
- b. Forward plan – Council to review permeant window display after success of local artist window.
- c. Date of next meeting: Wednesday 6th January 2020 at 7.30pm - noted.

The Chairman to move that the press and public be excluded from the meeting during consideration of the following agenda item on the grounds that it involves confidential employment information as defined in section 1 (2) of the Public Bodies (Admission to meetings) Act 1960.

13. Change to Employment Contract - confidential item was discussed by council following Officers' annual appraisals by the Chair/Vice. Council agreed to increase contracted hours of the Responsible Finance Officer to 9 hours per week, effective 1st Jan 2021.

Closed: 9.22pm

Signed: Chairman of the Parish Council

Date: