



Tues 27th April 2021

To all members of the Parish Council,

Notice Pursuant to Paragraph 10 (2) (b) Schedule 12 Local Government Act 1972, in accordance with *The Local Authorities and Police/Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 5(2) 2020*.

Dear Councillor,

In accordance with the above provisions and notice you are hereby summoned to attend the Annual General Meeting of Tollerton Parish Council to be held remotely on **Wednesday 5th May 2021 at 7.30pm**. The meeting will be open to Members of the public who can attend by contacting: parishcouncil@tollertonparishcouncil.co.uk in advance of 48 hours prior.

The Agenda for the meeting is set out as follows.

Lesa Gilbert - Executive Officer to the Council

AGENDA

1. Election of Chairman for 2021/22
2. Election of Vice Chair for 2021/22
3. Confirmation of delivery by councillors of their declarations of acceptance of office
4. Apologies for Absence
5. Declarations of Interest
6. Chairman's Announcements
7. Minutes of the Council meeting held on 07 April 2021 for approval.
8. Review of delegation arrangements to employees and other bodies.
9. Agree any committees and working groups.
10. Review of representation on or work with external bodies and arrangements for reporting back.
11. Review and adoption of the standing orders and financial regulations.
12. Review of any other arrangements, including any charters with other local authorities, review of contributions made to expenditure incurred by other local authorities.
13. Review of assets register including inventory of land, buildings and office equipment, maintenance contracts and risks.
14. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
15. Review of the Council's and/or employees' memberships of other bodies.
16. Establishing or reviewing the Council's Policies and Procedures – *including complaints, handling requests made under the Freedom of Information Act 2000 and Data Protection legislation, policy for dealing with the press/media.*
17. Reviewing of the dates, times and place of ordinary meetings of the full Council for the year ahead.

18. Issues, consultation and matters notified to the Parish Council.

- a. Open Session for Members of the Public to Raise Matters of Council Business (*Limited to 15 Minutes*).
- b. Consultation and public notices issued by other bodies/councils: to agree involvement and response.
 - i. Planning Applications:
To consider and comment on applications notified to the Parish Council, including
 - a. 21/01181/FUL - 20 Sunnindale Drive – Single Storey ext.
 - b. 21/01089/FUL - 44 Cotgrave Lane – Office outbuilding.Any other application received prior to the meeting.
Confirm planning applications responded to under delegated authority:
 - a. 21/01038/FUL - Bassingfield House 198 Tollerton Lane – Lift installation – DNO
 - b. 21/01052/FUL - 44 Burnside Grove – Erect outbuilding – Object.Notice received of planning decisions taken by Rushcliffe Borough Council:
 - 21/00313/FUL - B T Hoyland And Sons - Erection of agricultural building - Granted.
- c. Reports – to consider reports from parish councillors, working groups and representatives on outside bodies:
 - i. Councillors
 - ii. Council representatives to the Tollerton Community Trust - Tollerton Flying Club Limited
- d. Grant applications - To consider any applications received prior to the meeting.
- e. Tollerton Safari Sale – to discuss and agree any action.

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

- a. To protect and enhance Rural characteristics, Community facilities and Village life.
 - i. Annual Report to Annual Parish Meeting
 - ii. Neighbourhood plan and any additional matters arising from the Gamston Fields application.
- b. Covid19 Recovery Plan – to review national timetable and agree any additional actions.
 - i. Reopening Parish Rooms and Covid regulations for council meetings.

20. Tollerton Parish Council Services and Operations:

- a. Finance & expenditure – to consider and agree matters regarding the monthly statement of budget and expenditure, including:
 - i. Invoices for approval – to review and agree payments.
 - ii. Annual Governance Return (AGAR) - for approval and signing
 - iii. Spending under urgency delegated powers – for public record:
 - Groundsman equipment
 - iv. Spending on Projects – for review and approval:
 - None
- b. Maintenance of parish council assets and property:
 - i. Parish Room damp/walkway repairs - agree any actions/repairs.
 - ii. Open Space improvements – agree any actions.
- c. Contracts and services – to consider and agree matters regarding the Council's contracts for services:
 - i. None

21. Parish Council Forward Plan, Action Log and the Month Ahead

- a. Action log – to review and agree actions for the month ahead.
- b. Forward Plan - to review and agree reports and decisions for forthcoming meetings.

c. Date of Next Meeting: Parish Council Meeting - Wednesday 2nd June 2021 at 7.30pm

Notes for the Public: Unless otherwise stated all meetings of the Parish Council are open for the public to join. In the interests of transparency, the council asks that any person who wishes to record the meeting proceedings inform the Chairman prior to the meeting.

The agenda is structured into four sections – notification of new issues, decisions on priorities and improvements, ongoing management of the council and planning ahead. There is an Open Session on the Agenda at which time members of the public are invited to raise any matters pertaining to the work of the council/agenda items, limited to fifteen minutes, during which the Standing Orders will be suspended.