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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 5<sup>th</sup> May 2021 at 7.30pm.**

**Councillors present:** Cllr Matt Garrard (Chairman), Cllr Claire Dul (Vice), Cllr Martin Goodman,  
Cllr Ross Cox, Cllr Rob Elliott, Cllr Mark Law, Cllr Peter Foale.

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

**Also present:** NCC Cllr Richard Butler, Village newsletter editor, NHW representative, village residents.

1. **Election of Chairman for 2021/22** - Unanimous vote for Cllr Matt Garrard.
2. **Election of Vice Chairman for 2021/22** - Unanimous vote for Cllr Claire Dul.
3. **Confirmation of delivery by councillors of their declarations of acceptance of office:** Accepted.
4. **Apologies for Absence:** Cllr Tracy Longworth, Cllr George Walker (*apologies accepted*).  
NCC Cllr Richard Butler and RBC Cllr Debbie Mason.
5. **Declarations of Interest:** None.
6. **Chairman's announcements:** Rev Cannon Allan Howe is retiring from St Peter's Church. Allan has adapted to challenging, changing circumstances over the years and we send him best wishes.
7. **Minutes of the Council meeting** held on 7<sup>th</sup> April 2021 - Approved and signed accurate.
8. **Review of delegation arrangements to employees and other bodies** – Council agreed to revisit at later council meeting in the next few months.
9. **Agree any committees and working groups** - Cllr Garrard shared document outlining current committees and groups. Council noted Standing Orders outlines need for personnel/conduct committee. -- Council agreed to retain the Finance Working Group. -- Council agreed to 3 new working groups based on the new 3 priority project areas: Active Tollerton, lead: Cllr Cox -- Your Tollerton, lead: Cllr Garrard -- Greener Tollerton, lead: Cllr Foale.
10. **Review of representation on or work with external bodies and arrangements for reporting back** - Noted Cllr Law and Cllr Cox are the pc representatives on the Flying Club pub committee. -- Councillors also assist with the Village Fayre group.
11. **Review and adoption of the standing orders and financial regulations** - FO highlighted required amendment to the financial regulations 'procurement thresholds' following Brexit: these new thresholds are applicable from 1st January 2020. Thresholds currently applicable are: a) For public supply and public service contracts 209,000 Euros (£189,330) b) For public works contracts 5,225,000 Euros (£4,733,252) These new thresholds are applicable from 1st January 2020. - Council agreed. -- Council also agreed to review the SO in more detail at a later date.
12. **Review of any other arrangements, including any charters with other local authorities, review of contributions made to expenditure incurred by other local authorities** - FO confirmed none.
13. **Review of assets register including inventory of land, buildings and office equipment, maintenance contracts and risks** - FO circulated asset register – noted by council. FO also

FO to amend  
SO

FO to action

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proposed looking into more user-friendly way of logging asset register and risk register – council agreed.

- 14. Review and confirmation of arrangements for insurance cover in respect of all insured risks** - EO confirmed insurance in place via Came & Co insurance broker with Pen AXA underwriting on a fixed renewal until 31<sup>st</sup> March 2023.

FO to renew

- 15. Review of the Council's and/or employees' memberships of other bodies** - Current memberships of NALC and SLCC – council agreed to these membership renewals.

EO to action

- 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** - Council agreed a need for the following policies to be created: H&S policy, -- Social Media policy, -- Additional terms for 'conditions of use of council assets'.

- 17. Reviewing of the dates, times and place of ordinary meetings of the full Council for the year ahead** - Cllr Garrard explained current schedule for council meeting of the first Wednesday of every month (no August meeting) at 7.30pm. Council agreed to continue with this schedule except for rescheduling 2<sup>nd</sup> June's meeting to the 9<sup>th</sup> June because of school holiday.

**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 - 15 mins*) Resident asked for an update on the speed bumps being investigated at the open space track. Cllr Garrard explained awaiting quotes in and the 'slow down' signs are displayed now.

b. Consultation and public notices issued by other bodies/councils:

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. - DNO.

b. 21/01089/FUL - 44 Cotgrave Ln – Office building – DNO.

Any other application received prior to the meeting - None.

Confirm planning applications responded to under delegated authority:

a. 21/01038/FUL - Bassingfield House, Tollerton Ln- Lift installation – DNO.

b. 21/01052/FUL - 44 Burnside Grove – Erect outbuilding – Object.

Notice received of planning decisions taken by Rushcliffe Borough Council:

i. 20/00313/FUL - B T Hoyland & Sons – Erection of agricultural building – Granted.

ii. 21/00091/FUL - Post Office 45 Melton Rd – Conversion of building – Granted.

iii. Overgrown Acres update - Cllr Foale updated council that despite no changes to the planning application following judicial quashing the original 'granted' decision, RBC Officers have still recommended the application is granted again. It will be reviewed again by RBC planning committee on the 13<sup>th</sup> May.

c. Reports from parish councillors, working groups and representatives on outside bodies:

i. Councillors: None

ii. Council representatives to the Tollerton Community Trust – Flying Club: Cllr Law reported that the pub is looking to help resolve the parking issues caused by the pub reopening on Burnside Grove.

d. Grant applications – None received.

**19. Decisions to further the objectives of the 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** – Council noted report has been carried out.

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ii. **Neighbourhood plan/consultation and Gamston Fields update** – Council agreed covered NHP in prior agenda items. EO/Cllr Garrard reported no updates on Gamston Fields application.

**b. Covid 19 Recovery Plan –**

- i. **Reopening the Parish Rooms and Covid regulations for council meetings:** EO explained the changes in meeting legislation and that June's council meeting will be held face to face for council members – risk assessments to be carried out. -- Also updated council that some Clubs who are permitted to meet are due to start back at the Parish Rooms (Clubs to do Risk Ass/Track & Trace QR code).

FO to action

**20. Tollerton Parish Council Services and Operations:**

- a. Finance and expenditure – RFO reported bank balance at the year-end 30/04/21: £83,104. -- Bank balance at 04/05/21: £112,716.52. -- Expenditure £4,264. -- Income £33,877. NB – committed columns on finance report are awaiting info following budget planning meeting.
- i. Invoices for approval – RFO explained just usual reoccurring invoices this month.
- ii. Annual Governance Return (AGAR) - FO explained the AGAR process and forms to be signed. Explained internal audit conclusion is tomorrow then it is sent to external auditor PKF Littlejohn for accounts sign off. The accounting statements and public notice to review the accounts is until 23<sup>rd</sup> July. Council agreed and Chair signed the following documents: AGAR, Account Statement, Summary of Receipts, Annual year end return.
- iii. Spending under urgency delegated powers – for public record. EO reported:
- Groundsman painting equipment – agreed.
  - Groundsman Weed spray course – agreed.
- iv. Spending on projects - None.
- b. Maintenance of parish council assets and property:
- i. Parish Room damp/walkway repair – EO explained a local damp specialist (*Rushcliffe Damp Proofing & Prevention*) has now investigated the Parish Rooms damp issue and recommended the balcony walkway is sealed (quote est £450) and moulding plaster replaced (est max £1,000) - council agreed.
- ii. Open Space improvements – Council noted previous items discussion on speed bumps update. -- Cllr Garrard proposed a wooden bin store is installed to cover the Open Space bins. Council discussed and agreed to ask local handyman for a quote. -- Council agreed Officer delegation to install four new picnic benches at the OS. -- Council agreed for new tennis net to be purchased.
- c. Contracts and services: None.

EO to action

FO to action

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

- a. Action log – noted by council.
- b. Forward plan – no items to be discussed.
- c. Date of next meeting: council noted the change of date to Wednesday 9<sup>th</sup> June 2021, 7.30pm at the Parish Rooms for council members only – remote public access.

Meeting Closed: 8.43pm

Signed: Chairman of the Parish Council

Date: