



0610202101

**Minutes of the Parish Council meeting of Tollerton Parish Council (TPC)
held in the Parish Rooms, Tollerton on Wednesday 6th Oct 2021 at 7.30pm.**

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

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

Also present: Village Newsletter Editor / Tollerton Trust Committee Representative.

1. **Apologies for Absence:** Cllr Tracy Longworth - accepted.
2. **Declarations of Interest:** Cllr Walker - item 5biic /Cllr Elliott item 5bii (*abstained from comment on councillor's own planning applications*). -- Cllr Cox declared interest in item 7ci (*software owner, abstained from council decision*) -- Cllr Goodman, Cllr Garrard, RFO Emma Goodman declared interests as PTA members on item 5c Grants (*abstained from council decision*).
3. **Chairman's Announcements:** None.
4. **Minutes of the Council meeting** held on 8th September 2021 - 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*)
None.
- b. Consultation and public notices issued by other bodies/councils: to agree involvement and response.
 - i. Village Fayre 2021: Proposal from Tollerton Community Trust Executive Committee – to consider the request for changes to the power supply at the Open Space and purchase of a Defibrillator.

Tollerton committee member explained that the money raised from the village fayre raffle will be donated towards the installation of the open space defibrillator. -- Also asked the parish council if another electrical point near the skate park could be installed as the generators are not powerful enough for all the village fayre electrical equipment. -- Council discussed the defibrillator brand/considerations and the installation requirements of the defibrillator and electric point. -- Council thanked the trust for the kind donation. --Council resolved to install an additional electrical point at the open space and delegated EO/RFO (*with guidance from Cllr Walker*) to proceed with the installation with regular council updates.

To action
EO/RFO/Cllr
Walker

ii. **Planning Applications:**

To consider and comment on applications notified to the Parish Council, including:

- a. 21/02578/FUL - 35 Melton Road – Single storey rear/side ext. - DNO.
- b. 21/02613/FUL - 35 Burnside Grove - First floor side ext/garage conversion. - DNO.
- c. 21/02584/FUL - 2 Chestnut Mews – Single storey rear ext. - DNO.
- d. 21/02446/FUL - 81 Melton Road - 2 storey and single storey rear ext – hipped roof - DNO.

Any other application received prior to the meeting.

- e. 21/00807/FUL - 6 Chestnut Mews – Amended plans – DNO (NB - TPC prefer initial plans where no trees need to be felled).

To confirm planning applications responded to under delegated authority:

None.

To record notice received of planning decisions taken by Rushcliffe Borough Council:

- f. 21/00090/FUL - 46 Tollerton Lane – Roof alterations/single storey ext. - Granted.
- g. 21/01089/FUL - 44 Cotgrave Road – Outdoor office – Granted.

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

0610202102

- a. Councillors: to include Overgrown Acres and Remembrance Sunday.
Cllr Foale update council on residents' complaints into the council regarding the Overgrown Acres site and concerns relating to Swinglers yard. Council resolved to send further comms to RBC to address the residents' concerns. -- Cllr Goodman explained the plans for this year's Remembrance Sunday and request to borrow PA system. Council agreed and will also communicate out the road closure.
- b. Council representatives to the Tollerton Community Trust – Flying Club: Cllr Cox updated council on the pub's kitchen extension plans. -- EO presented CAMRA 'pub design' award to Chairman Cllr Garrard and council commended Cllr Longworth on her work on the design.
- c. Grant applications – RFO shared request from PTA for a grant to hire the parish rooms for 2hrs to hold the annual wreath making event. Council agreed.

EO to action

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

FO to action

a. To protect and enhance rural characteristics, community facilities and village life.

- i. Actions and approvals from working groups – Covid Grants**– Cllr Dul referenced email circulated to council regarding working group improvement thoughts for the village centre. Council noted.
- ii. Christmas 2021 planning** – Cllr Dul shared Christmas planning suggestions from the working group. Council discussed and resolved to: buy bigger baubles for the village centre xmas tree / Wreaths for the village centre shop fronts / Mini Christmas trees back in the wall brackets / Additional xmas lights / Wine and xmas cards for the village newsletter distributors / Hold winter wonder window event again with xmas market. EO/RFO delegated to action, circulate costs.
- iii. Resident concern re speed limits on Cotgrave Lane** – EO explained resident email in concerned about the varying speed limits and 60mph on Cotgrave Lane. -- Council discussed and resolved to write to NCC to lobby for the varying speed limits to be reviewed and any village speed limits set to 30mph.

EO/FO to action

EO to action

7. Tollerton Parish Council Services and Operations:

- a. **Finance and expenditure** – RFO reported bank balance at 30/09/21: £125,125, less all reserves £18,178 -- Expenditure £4,230.83. -- Income £34,357 (incs precept). -- RFO reported that the 3 main cost codes are on budget to year end.
- i. Invoices for approval – RFO explained just usual reoccurring invoices this month.
- ii. Spending under urgency delegated powers – for public record. RFO reported:
- Poppy cable ties / Pansies for war memorial pots.
- iii. External audit certification/report - RFO recapped on the audit process and council noted the audit is now signed off. RFO read out the 'except for matter' 'The AGAR was not accurately completed before submission for review.: • The smaller authority has not addressed the 'except for' matter raised by the external auditor when qualifying the prior year AGAR. The smaller authority has not restated the 2019/20 figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability. The Section 2, Box 9 figure for the current year is consequently incorrect. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.' -- RFO explained the reason for this being due to the pub loan and PKF Littlejohn advice on how to report on this, which has now changed due to staffing changings – RFO has sent complaint in to PKF Littlejohn on the conflicting advice given, now resulting in the exception. -- Council noted satisfaction with the audit conclusion, backed by the RFO and internal auditor.

b. Maintenance of parish council assets and property:

- i. Groundsman storage – Cllr Goodman proposed groundsman storage is kept at the parish rooms out of public way and the village fayre chairs/tables are moved elsewhere. Council discussed and agreed this would be better and for a review of all storage to be carried out.

- ii. Wednesday evening weekly hall hire request – EO explained hall hire request in for every Wednesday evening but would require storage and relocating parish council meetings. -- Council agreed to take on regular booking and relocate pc meetings.

c. Contracts and services:

- i. Parish Room booking system/terms – Cllr Cox declared agenda item interest in that his business owns the booking system. EO/Cllr Cox explained circulated proposal to trail the Dispace booking system for the Parish Room/OS hire. This includes: room improvements, rate reviews, capex, trialling booking system. -- Council discussed at length and agreed to implement: booking system/ parish room decoration and carpet clean/ new window quotes/ storage partition quote/ new chair quote/ purchase of coffee machine and projector screen/ storage and hire rate price increases. Officers delegated to action with quotes confirmed to council. -- EO to check GDPR requirements met.

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EO/RFO to
action

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

- a. Action log – noted by council. RFO updated that the school are going to apply for a map under the RBC Covid memorial funding.
- b. Forward plan - noted by council.
- c. Date of next meeting: Wednesday 3rd November 2021, 7.30pm - location tbc.

Meeting Closed: 9.50pm

Signed: Chairman of the Parish Council

Date: