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**Minutes of the Annual Parish Council meeting of Tollerton Parish Council
held in the Parish Rooms, on Wednesday 4th May 2022 at 7.30pm.**

Councillors present: Cllr Matt Garrard (Chairman), Cllr Claire Dul (Vice), Cllr Peter Foale, Cllr Tracy Longworth, Cllr Ross Cox, Cllr Martin Goodman, Cllr George Walker, Cllr Mark Law, (x1 Vacancy).

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

Also present: NCC Cllr Richard Butler, Village Newsletter Editor, NHW representative, 2 residents, Tony Cox from GBOFP.

1. **Election of Chairman for 2022/23:** Cllr Dul proposed Cllr Garrard - unanimous vote for Cllr Garrard.
2. **Election of Vice-Chair for 2022/23:** Cllr Garrard proposed Cllr Dul - unanimous vote for Cllr Dul.
3. **To receive the declaration of acceptance to office from the newly elected Chair/Vice-Chair:** Cllr Garrard and Cllr Dul declared acceptance to office (electronic forms to follow).
4. **Apologies for absence: None** (*noted Cllr Elliotts resignation 3/5*).
5. **Declarations of interest:** Cllr Goodman declared interest in agenda item 23.
6. **Chairman's announcements:** reported Cllr Elliott has stood down from council due to work commitments and thanked Cllr Elliott for his time on council. -- Congratulated organisers of the cake sale for putting on a great event which raised lots of money for the Red Cross – Ukraine.
7. **Minutes of the Council meeting held on 06 April 2022 for approval:** Agreed accurate.
8. **Review of delegation arrangements to employees and other bodies:** Agreed no changes.
9. **Agree any committees and working groups:** EO highlighted that a Chair/Vice of the Personnel Committee should be appointed as per SO. Cllr Garrard proposed Cllr Dul is Chair of Personnel Committee. -- Agreed no other changes.
10. **Review of representation on or work with external bodies and arrangements for reporting back:** Agreed no changes.
11. **Review and adoption of the standing orders and financial regulations:** Agreed no changes. -- EO highlighted that the tender/procurement SO are outdated and do not reference the contracts finder rule. RFO added finance regulations continue to not align to NALCs models which internal auditor flags. -- Council agreed to review at future meeting.
12. **Review of any other arrangements, including any charters with other local authorities, review of contributions made to expenditure incurred by other local authorities:** Agreed no changes.
13. **Review of assets register including inventory of land, buildings and office equipment, maintenance contracts and risks:** Agreed all fine (work already underway to update asset register).
14. **Review and confirmation of arrangements for insurance cover in respect of all insured risks:** Agree no changes (insurance cover in place March 2023).
15. **Review of the Council's and/or employees' memberships of other bodies:** Cllr Garrard reported memberships to SLCC and Nalc – Agreed memberships to continue.
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:** Agreed no changes.

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17. Reviewing of the dates, times and place of ordinary meetings of the full Council for the year ahead: Schedule agreed at last meeting.

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 min)*
NHW representative updated council of an article in the NottsPost regarding Tollerton being one of the safest Notts villages, after which 2 caravans were stolen from a farm holding – taken out across several fields. One of the caravans has a tracker and has been traced to travellers in Kent. It's been reported to the police.

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NCC Cllr Richard Butler updated that the NCC 33 electric bus is now running. - The number 19 bus that runs from Melton-Notts has stopped but NCC are liaising with Leicestershire Council to replace the service – mainly used by Normanton residents.

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. *None.*

Any other application received prior to the meeting. - None.

To confirm planning applications responded to under delegated authority:

b. 22/00627/FUL - 14 Franklin Drive - Single storey rear glass room ext. - DNO.

c. 22/00634/FUL - 35 Burnside Grove – First floor side ext. (resubmission) - DNO.

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

d. 22/00248/PAR - Hoyland And Sons - Change of use of agricultural building to light storage - Refused (detrimental highway impact not resolved).

e. 22/00519/FUL - 38 Medina Drive – Single storey ext. - Granted.

f. 21/00584/FUL - 2 Cotgrave Lane – Listed building internal/external alterations – Granted.

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

- i. Councillors: None.
ii. Council representatives to the Tollerton Community Trust – Cllr Cox updated that the pub kitchen renovation is complete, and work will start shortly on the car park resurfacing.

d. Grant applications

- i. None.

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

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

- i. Queens Jubilee Plans – EO asked council for confirmation on event plans/invites - noted by council that need to arrange. -- Tony Cox presented latest beacon design – council agreed to gas enclosure design. -- EO shared 2 quotes in for the groundwork – council agreed to use DBS £785 (Cllr Walker advised to hand dig if can't source pipe detector).
- ii. Your Tollerton – Village Centre/Methodist project – Cllr Garrard explained plans already shared at the Annual Parishioners Meeting and further talks are in progress with key parties. Working groups will be set up and led by Cllr Garrard and Cllr Dul – all councillors welcome to attend.

Cllr
Garrard/Cllr
Dul to action

20. Tollerton Parish Council Services and Operations:

- a. **Finance and expenditure** – RFO reported bank balance at 30/04/22: £124,576.75 -- Expenditure £5,308 -- Income £36,389 (*incs precept*). RFO highlighted the new finance report from Alpha.
- i. Invoices for approval – just usual reoccurring invoices this month.

- ii. Spending under urgency delegated powers – for public record. - None.
- iii. Annual Governance and Accountability Return (AGAR) - RFO reported all complete and the only note to flag is how the pub is reported as a fixed asset. -- Next week meet with the new internal auditor. - Noted by council.
 - a. to consider the assertions in the Annual Governance Statement – not in yet, Cllr Garrard deferred to the June meeting.
 - b. to approve the signing of the Annual Governance Statement – not in yet, Cllr Garrard deferred to the June meeting.
 - c. to review the Annual Accounting Statement – not in yet, Cllr Garrard deferred to the June meeting.
 - d. to approve the signing of the Annual Accounting Statement – not in yet, Cllr Garrard deferred to the June meeting.
- iv. Exercise of Public Rights - to note the exercise of Public Rights and Publication of the unaudited Annual Governance and Accountability return will commence on 13th June 2022 and conclude on 22nd July 2022. - council agreed period dates.

b. Maintenance of parish council assets and property:

- i. None.

c. Contracts and services:

- i. Grass cutting renewal – EO shared specification prior to meeting – council discussed and agreed to include extra areas, increased grass cutting and pitch marking for quotes in.

EO to action

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

- a. Action log – discussed/noted by council.
- b. Forward plan – EO explained Ruth Edwards MP request to attend meeting - noted by council.
- c. Date of next PC meeting noted – Wednesday 1st June 2022 at 7.30pm.

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

22. Asset disposal – Cllr Cox confirmed overall lease details now agreed. Council discussed window specification and agreed to 'no bifold' design.

23. Employment matters and pay review – Council resolved to defer decision making to an extraordinary meeting. Councillor Goodman declared an interest and left the meeting. -- Due to council needing to discuss employment matters/pay, Officers left the meeting. -- Council adjourned so that councillors could discuss the matter.

Meeting Closed: .9.35pm

Signed: Chairman of the Parish Council

Date: