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**Minutes of the Annual Parish Council meeting of Tollerton Parish Council  
held in the Parish Rooms, on Wednesday 1st June 2022 at 7.30pm.**

**Councillors present:** Cllr Matt Garrard (Chairman), Cllr Peter Foale, Cllr Martin Goodman,  
Cllr Mark Law (*arrived 8.30pm - item agenda 7*), (x1 Vacancy).

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

**Also present:** NCC Cllr Richard Butler, NHW representative.

1. **Apologies for absence:** Cllr Claire Dul (Vice), Cllr Tracy Longworth, Cllr Ross Cox, Cllr George Walker.
2. **Declarations of interest:** None.
3. **Chairman's announcements:** Reminded council of the Jubilee events/beacon lighting and village fayre on the 11<sup>th</sup> June.
4. **Minutes of the Council meeting held on 04 May 2022 for approval:** Agreed 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 min*)  
NHW representative updated council that they attended the local area police meeting and full outcomes/minutes will be circulated.

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NCC Cllr Richard Butler updated that he investigated the Tollerton Lane Street Party issue but unfortunately it can't be closed. -- 33 bus is live and running. -- RBC Cllr Mason has been appointed RBC Deputy Mayor. -- RBC still progressing Councillor boundary review with Tollerton looking like it will stand alone as one ward. -- Cllr Goodman/Cllr Foale raised A52 proposal comms and lack of cycle path provisions. Cllr Butler will investigate.

- 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. 22/00921/PAR - B T Hoyland & Sons, Hoylands Farm - Change of use from agricultural use to light storage. - For note by council only.

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

To confirm planning applications responded to under delegated authority:

- b. 22/00850/FUL - The Elms Tollerton Lane - Two storey front ext., front ramp and application of render. Conversion of existing detached garage, to include two storey link to existing dwelling, first floor ext. and single storey side ext. - DNO on proviso: no more than 50% increase in volume over what was there in 1947 or when first built.

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

- c. 22/00508/FUL - 44 Tollerton Lane - Two storey Front Ext. and Single Storey Side Ext. - Granted.
- d. 22/00212/FUL - 20 Bentinck Avenue - Two storey side ext. and conversion of existing single storey rear ext. and conservatory to create a new tiled single storey side/rear ext. with gable roof – Granted.
- e. 22/00627/FUL - 14 Franklin Drive – Single storey rear glass room ext. - Granted.

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

- i. Councillors: Cllr Foale updated council on the progress of the NHP – currently collecting replies in until the closing date 26<sup>th</sup> July. Cllr Garrard progressing funding.
- ii. Council representatives to the Tollerton Community Trust Flying Club – Cllr Garrard highlighted 2 pub priorities: recruiting a new pub committee treasurer and resurfacing the pub car park.

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**d. Grant applications**

- i. Tollerton Toddlers – additional room hire cost/storage. -- EO explained grant aid request to keep room hire rate the same come Sept when toddlers move over to the Methodist. Also require a storage unit being built at the Methodist £260. -- Council agreed room hire support until 31<sup>st</sup> March and £260 for storage cupboard to be built.

RFO to action

**6. 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 – to review plans and risk assessment – Cllr Garrard explained event itinerary. EO explained two 19kg gas bottles need to be hired @£93 - council agreed.
- ii. Village fayre – Cllr Garrard highlighted village fayre requirements/plans for sat 11<sup>th</sup> June and potential request for the Vikings act to get changed at the Parish Rooms – council agreed. EO to organise goal posts down and grass cutting.

EO to action

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

**a. Finance and expenditure** – RFO reported bank balance at 31/05/22: £120,925.71 leaves free reserves of £44,233 -- Expenditure £5,657.85 -- Income £2,383.59. Noted by council increased costs of the Jubilee beacon and war memorial. RFO proposed adding a 20% contingency to all projects as regular overspend – council agreed.

- i. Invoices for approval – just usual reoccurring invoices this month.
- ii. Appointment of internal auditor – RFO explained reason for change to another internal auditor – CA Accounting. All sound and good with the internal audit bar the clarification of the pcs role as trustee to the Tollerton Community Trust. Council noted/agreed.
- iii. Spending under urgency delegated powers – for public record: Gas cylinders £93.
- iv. Annual Governance and Accountability Return (AGAR) - Cllr Garrard explained the documents requiring review and sign off.
  - a. to consider the assertions in the Annual Governance Statement – *Council noted and signed.*
  - b. to approve the signing of the Annual Governance Statement – *Council noted and signed.*
  - c. to review the Annual Accounting Statement – *RFO explained differences. -- Reviewed and noted by Council.*
  - d. to approve the signing of the Annual Accounting Statement – *Council noted and signed.*

**b. Councillor Vacancy** – EO reported no election poll has been called and council can now proceed with co-option. Council agreed to advertise the vacancy with expressions of interest in by end of August.

EO to action

**c. Maintenance of parish council assets and property:**

- i. None.

**d. Contracts and services:**

- i. Grass cutting renewal – EO shared quotes from 3 contractors. Council discussed and agreed to appoint Nottinghamshire County Council for the annual contract – includes all

EO to action

items within the specification agreed at the last pc meeting. EO to enquire re reduced area cutting on Huntsman's Green and Pinfold to expand the wildflower areas.

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EO to action

- ii. Planting and wildflower maintenance – Cllr Garrard explained current contract spec. Council discussed requirements and agreed for the Groundsman role to absorb planter maintenance and current contractor to maintain wildflower areas only.

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

- a. Action log – discussed/noted by council. EO explained land registry advice. -- RFO explained war memorial resubmitting to RBC. -- EO explained Microsoft 365 licence @£20 is required for Village Newsletter holiday cover as agreed to support at last pc meeting – council agreed.
- b. Forward plan – circulated by EO prior to meeting - noted by council.
- c. Date of next PC meeting noted – Wednesday 6<sup>th</sup> July 2022 at 7.30pm.

*Council agreed to defer confidential agenda item 9 to the next meeting as no update received.*

9. **Asset disposal** – Agreed deferred to next month's parish council meeting.

*Meeting Closed: 8.50pm*

*Signed: Chairman of the Parish Council*

*Date:*