



0510202201

**Minutes of the council meeting of Tollerton Parish Council
held in the Parish Rooms, on Wednesday 5th October 2022 at 7.30pm.**

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

Officers: Lesa Gilbert – Executive Officer (EO). -- Emma Goodman – Finance Officer (FO).

Also present: NHW Representative, NCC Cllr Richard Butler.

1. **Apologies for absence:** Cllr Tracy Longworth, Cllr Ross Cox.
2. **Declarations of interest:** None.
3. **Chairman's announcements:** after the Queen's passing the Chairman thanked the different local groups, officers and Cllr Goodman for organising the condolence procedures for the village.
4. **Minutes of the council meeting held on 07 September 2022 for approval:** Council agreed accurate and signed by Chairman.
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)

Neighbourhood Watch representative updated council on the latest crime report: several farming vehicles number plates stolen. -- Still no contact from our local PSCO.

NCC Cllr Butler reported on the fire at Nottinghamshire County Hall – services are now back to usual. -- Congratulated TPC on being awarded an LCF grant. -- Shared the latest 'Devolution' update. -- Highlighted the new NCC website info on 'cost of living' advice. -- Reported that the RBC annual community heroes' awards are now open for entries (closes 16th Oct). -- Chairman flagged to Cllr Butler that several reported highways problems in the village have been deemed fine/no action required but residents are disappointed and feel the problems raised still need repairing.

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. 22/01786/FUL - Homefield, Cotgrave Lane - Single storey side/front ext. - Do not object.
- b. 22/01653/FUL - 118 Cotgrave Lane - Demolition of existing dwellings and erection of new dwelling.
- Object: overdevelopment, out of keeping with surrounding area, and within Greenbelt/flood zone.

Any other application received prior to the meeting: *None*.

Confirm planning applications responded to under delegated authority: *None*.

Notice received of planning decisions taken by Rushcliffe Borough Council:

- c. 22/01290/FUL - 71 Melton Road - Single storey rear ext – *Granted*.
- d. 22/01439/FUL - Tollerton PC Parish Rooms – Replacement windows – *Granted*.
- e. 22/00634/FUL - 35 Burnside Grove - Construction of 1st floor side ext and conversion of existing garage (Resubmission of 21/02613/FUL) - *Refused out of character*.
- f. Tollerton PC War Memorial has been *granted*.

- c. **Councillor Casual Vacancy – to agree any actions:** Chairman explained the casual vacancy process and latest on interests received. Council agreed to invite interested residents to the next meeting for a brief introduction to council. EO to action

- d. Reports from parish councillors, working groups and representatives on outside bodies:**
- i. Councillors: None.
 - ii. Council representatives to the Tollerton Community Trust – Cllr Garrard reported that the Tollerton Community Trust Treasurer has stepped down and a new Treasurer will be appointed shortly. 0510202202
 - iii. Conclusion of Operation London Bridge – Council reviewed the event and felt that the Parish Council's plans/beacon lighting were well received but disappointed with the communication between County/Borough councils filtering down. -- Council agreed to reimburse the pub for the gas bottle borrowed to light the beacon. FO to action
- e. Grant applications**
- i. None.
- 6. Decisions to further the objectives of the Tollerton Community Plan:**
- a. To protect and enhance rural characteristics, community facilities and village life.**
- i. Neighbourhood plan – Cllr Foale gave an update on the NHP project: the steering group met last week and a final draft plan is being prepared. Once the steering group has signed off the final plan it will be over to RBC for the next stages. EO to action
 - ii. Remembrance/Halloween/Bonfire plans – Council discussed plans and agreed: Halloween beacon lighting. – PA System for Bonfire night. - Wreath/poppies/grass cutting for Remembrance service. EO/FO to action
 - iii. Christmas 2022 plans – Council discussed Christmas plans and agreed: purchase of 2 Xmas Trees (pinfold/pub verge). - Submit NCC licences for electric sockets on lamp posts to power new plugin Xmas lights (Pinfold/Huntsman Green/Lothian Rd roundabout). Cllr Cox to action
 - iv. Changing room improvements – Cllr Garrard reported that the PC has been successful in receiving a LCF grant and the next stage is for the OS working group to meet to review porta cabin options (*Cllr Cox lead*).
- 7. Tollerton Parish Council Services and Operations:**
- a. Finance and expenditure** – RFO reported bank balance at 30/09/22: £130,254.19 less committed expenditure leaves free reserves of £20,136. -- Sept expenditure £8,187.5 -- and income £35,537.09 (incs precept). Council agreed to a finance/budget working group before December meeting. FO to action
- i. Invoices for approval – usual reoccurring invoices this month.
 - 1. SLCC membership renewal - £288. EO to action
 - 2. ICO Data Protection fee renewal - £35.
 - ii. Spending under urgency delegated powers – to record for transparency:
 - 1. Playground wooden/yellow gate repairs. - Council agree local contractor to make further repairs as the first step and failing that delegate EO to source new gates. FO to action
 - iii. Banking arrangements and business continuity – Chairman explained the high risk need for financial/payment continuity should the FO be out of the business and proposed an additional bank card/access given to EO. RFO advised that access by the EO is an additional security risk. - Council discussed and agreed to another bank card/online access being provided to the EO. FO to action.
- b. Maintenance of parish council assets and property:**
- i. Parish Room equipment removal/garage storage – Council discussed plans for moving out of the Parish Rooms and agreed: store tables. - sell chairs. - store kitchen crockery. - give thanks/termination notice to the cleaning contractor. -- EO explained request from local group for storage rent reduction to £5 as less space now in use. Council discussed but agreed the current £10 per week rate remains and is still good value for storage space. EO to action
 - ii. Fire and PAT Testing of Parish Council assets – EO shared cost quote of £45 for PAT testing up to 20 items and £42.10 for the fire extinguisher maintenance. - Council 0510202203

approved. -- Cllr Goodman reported that a 5-year electrical test will be required on the Parish Rooms before leased out – council agreed.

EO to action.

c. Contracts and services:

- i. Review of preferred suppliers – Chairman proposed the item deferred to review contractor list.

8. Standing Orders – to agree changes to the standing orders including updated terms of reference for the Personnel Committee – Cllr Dul reported that the updated Personnel Committee standing orders will be circulated for the next meeting. -- Chairman reported examples from other local councils and NALC that standing orders include terms when the public/press are excluded that Councillors with an interest to that item are declared and also leave the room during discussion of the item/voting. - Council agreed to this SO change.

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

- a. Action log – noted by council. -- EO gave an update on the Tollerton Lane bins. Council agreed to a further 3rd bin located near North End Cottages.
- b. Forward plan – noted by council. -- Cllr Goodman enquired on Community Solar Panels update from NCC Cllr Butler (*agreed update for the next meeting*).
- c. Date of next PC meeting noted – Wednesday 2nd November 2022 at 7.30pm, Scout Hut TBC.

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.

10. To approve the confidential minute items from the council meeting held on 07 September 2022 – these were approved by Council.

11. Employment matters

Signed: Chairman of the Parish Council

Date: