**0102202301

**Minutes of the council meeting of Tollerton Parish Council**

**held in the Parish Rooms, on Wednesday 1st February 2023 at 7.30pm.**

**Councillors present:**  Cllr Matt Garrard (Chairman), Cllr Claire Dul (Vice), Cllr Tracy Longworth,

Cllr Mark Law, Cllr Alex Ball.

**Officers**: Lesa Gilbert – Executive Officer (EO).

**Also present:**  Village Newsletter Editor, NCC Cllr Richard Butler.

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| 1. Apologies for absence: Cllr Peter Foale, Cllr George Walker, Cllr Martin Goodman, Cllr Ross Cox. 2. Declarations of interest: None. 3. Chairman’s announcements: No announcements. 4. Minutes of the council meetings held on 04 January 2023 and 18 January 2023 for approval: Council agreed accurate and signed by Chairman. |  |
| 1. Issues, consultation and matters notified to the Parish Council:    1. Open session for members of the public to raise matters of council business:   Cllr Richard Butler gave NCC/RBC updates: currently working on council tax budgets. -- Apologies for the delay in Tollerton Lane/Cotgrave Lane speed petition. They have a large backlog but is in progress. -- Chairman asked if NCC/RBC aware of Overgrown Acres Caravan Club application which residents have raised concerns over. Cllr Butler confirmed RBC/NCC are aware of the application and looking into the implications.   * 1. Consultation and public notices issued by other bodies/councils: to agree involvement and response.      1. Planning Applications:   To consider and comment on applications notified to the Parish Council, including   * + 1. No applications received this month.   Any other application received prior to the meeting.  *22/02337/FUL - 46 Burnside Grove – New dwelling. Council object: Out of character/over mass/contrary to NHP Reg 14.*  Confirm planning applications responded to under delegated authority: - None.  Notice received of planning decisions taken by Rushcliffe Borough Council: *No decision notices to report.*   * 1. Reports from parish councillors, working groups and representatives on outside bodies:      1. Councillors: No reports given.      2. Council representatives to the Tollerton Community Trust – Cllr Dul highlighted the Pub AGM is planned for March.   2. Grant applications      1. Chairman proposed £1,000 grant to the Village Community Trust to manage the Village plans for the Kings Coronation. Council discussed proposed emerging plan ideas from the community trust and resolved to give the £1,000 grant. Council further agreed to consider options for a small memento of the coronation for all school children and to develop a permanent village commemorative feature in partnership with the school.  1. Decisions to further the objectives of the Tollerton Community Plan:    1. To protect and enhance rural characteristics, community facilities and village life.       1. Neighbourhood Plan – EO read out an update from Cllr Foale - *‘Following the meeting with RBC, no major changes are required to the document. We will now submit to RBC for screening*.’ Agreed by Council.       2. Village Newsletter Distribution List – EO shared the latest distribution list of where the village newsletter gets posted out to. Council reviewed/amended list. EO to send the revised list to the Newsletter Committee. 2. Tollerton Parish Council Services and Operations:    1. Finance and expenditure – FO out of office no finance reports. -- Chairman explained that due to long term absence the Council had been advised that it should appoint an acting Responsible Financial Officer, particularly in the context of year end audit. Council agreed that the Executive Officer be appointed acting RFO until further notice. Council noted the Precept for 2023-24 had been submitted to RBC in January concluding the budget and medium term financial review commenced in September 2022.       1. Invoices for approval – no further expenditure for approval.       2. Spending under urgency delegated powers – to record for transparency: None.    2. Maintenance of parish council assets and property:       1. Your Tollerton Village Centre Project – Chairman gave an update on the window replacement fault and a number of changes required to the complete the project. EO shared a quote for the additional works to action the changes which inc: install bulkhead, low level windowsills, entrance bulkhead removal, electrical works, replacement exterior fascia and wooden cladding. Totalling £5,046. EO asked to check if sills part of the first work quote. Council noted that costs were contained within approved budgets and agreed to changes to the works now required and delegated EO to progress/complete works.       2. Methodist Office Licence Renewal – EO highlighted that the annual Methodist office/storage licence is due to renew at £875 per quarter (plus half broadband cost). Council discussed needs and agreed to sign/renew the use of the office/storage for another year.    3. Contracts and services:       1. Annual playground inspection 2023 – EO shared annual cost for this year's playground inspection of £208 +VAT, plus mileage £21.60 - Council agreed. -- Chair/EO also reported repair works required at the OS: basketball back board rotting, infant/junior climbing frame chains need recoating and yellow gate post needs firming in. Council agreed to works.       2. Electric supply for Christmas Lights – EO asked to defer to next month as still awaiting quote. Council agreed. 3. Parish council forward plan, action log and the month ahead.    1. Action log – noted by council. EO also shared the CDF contractor’s recommendations to address the mould/condensation in flat 42: treat walls with anti mould wash/paint and replace x6 windowpane glass to reduce condensation/more energy efficient. Total £633.54 council agreed.    2. Forward plan – noted by council. EO highlighted annual insurance renewal is due April 23 and approaching year end/Audit.    3. Date of next PC meeting noted – Wednesday 1st March 2023 at 7.30pm, Parish Rooms- 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. - Officers and Cllr Goodman left the meeting.*   1. Employment matters - council discussed progress with an employment matter.   *Meeting closed: 9pm* | 0102202302 |
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*Signed: Chairman of the Parish Council Date:*