

Cotgrave Town Council Meeting
4th February 2015

- Present : Councillors V Wood (Chairman), L Attewell, R Butler, M Chewings, P Cousins, M Gable, W Handbury, J Rhodes, B Tansley and Y Wilson.
- Apologies Received : Councillors C Chewings, I Shaw, S Gardner and H Brumpton
- Absent : Councillor Wilkie
- In Attendance : The Clerk and Mark Davies of CCLA.

Declarations of Interest

- 1478 None were received.
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Public Open Session

- 1479 No members of the public were present at the meeting.
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- 1480 **Resolved** : 'To suspend Standing Orders to alter the order of business so that Mark Davies of CCLA can give a presentation on investment plans.'

- 1481 CCLA is an investment company owned mainly by the Church of England. The trustee is the Local Authorities' Mutual Investment Trust (LAMIT).

The company offer two types of account, The Local Authorities' Property Fund and The Public Sector Deposit Fund.

Currently the investment company has forty two thousand customers including churches, charities, parish councils and larger councils.

The company has a 'low risk fund' created after the crash of the banks in Iceland and has been trading since the 1950's and has a 'Triple A rating.

Principle authorities will only use companies with a Triple A rating and any cash invested can be back in your account on the same day if requested by 11am.

The minimum investment required to open an account is £25k.

The company has a strong governance policy and dedicated website showing when all monies are invested.

The interest rates paid are better than the banks, but the company would take administration charges and there is some risk to the money placed in the savings accounts.

The accounts are mainly longer term accounts, normally a minimum of five years is suggested.

- 1482 This item will be discussed again at the Finance and General Purpose meeting on 11th March 2015.

- 1483 Standing orders were resumed at 7.20pm.

Minutes of the Previous Meeting

- 1484 **Resolved** : That the minutes of the meeting held on 3rd December 2014, be received and confirmed as a true record".

Progress

- 1485 M1520 Council's Consideration to the Development of the Town Centre

The Clerk met with Brian Smith to discuss the requirements and size of space needed if Cotgrave Town Council decided to occupy an office, in the proposed new multi service building being discussed for the precinct redevelopment.

Costs and options will be sent to Cotgrave Town Council for future discussions.

- 1486 M1525 Council Noticeboard on Manvers Arms Wall

A letter was sent explaining that information could be placed in the noticeboard but this must be carried out by council administration staff.

The Manvers Arms has not responded to the letter.

- 1487 M1534 Field near Thornton's Holt

Councillor Butler gave an update on the caravans on the field near Thornton's Holt. Several more caravans had arrived just before Christmas and work around the area was being carried out. Rushcliffe Borough Council gave the landowner an enforcement order to stop any works and arranged for the additional caravans to be moved.

The owner of the site has appealed against this order and is in discussions with Rushcliffe Borough Council.

Review of Recreation and Parks Committee Meeting held on 10th December 2014

- 1488 Councillor R Butler presented the minutes and took questions.

- 1489 M1126 Hollygate Lane Closure

A proposed gant chart has been produced by Barratts, but it needs a few minor alterations and re-sizing to allow copies to be placed into the notice boards.

- 1490 M1128 Play Equipment

The funding for the play equipment has been applied for, but Council have not received any news. Hopefully a reply will be received by March.

Review of Finance and General Purposes Committee Meeting held on 14th January 2015

1491 Councillor Attewell presented the minutes and took questions.

1492 M894 Speeding on Owthorpe Road

Councillor Wood has written to the Police and Crime Commissioner office, asking for clarity of the information which can be given to local councils regarding crime in their area.

He is waiting for a response.

1493 M896 Car Parking Issues

Car parking issues are especially high around our local schools at drop off and pick up times.

The Better for Schools programme is being rolled out and this will include some enforceable double yellow lines and repainting of the zig zags on the zebra crossing. Notices informing of these changes and notices stating the lines will be enforceable will be placed in the area.

1494 M0914 Clearing of Alleyways off Plumtree Road

Councillor Tansley thanked the ground staff for the good job clearing the alleyways near the Church and off Plumtree Road.

Council noted that jobs are being completed, quicker and more efficiently. This is a benefit for Cotgrave.

1495 M918 Cotgrave Precinct

Councillor Wood informed that the funding from D2N2, applied for by Rushcliffe Borough Council has been achieved. Six million pounds has been given to the A46 Corridor and this includes Newton, Bingham and Cotgrave. Cotgrave will be given some of this funding, but the exact figures for each project is not available yet. This is great news for Cotgrave.

Council thanked Rushcliffe Borough Council for all the work involved in applying for the funding.

Detailed planning of the proposed town centre and employment land will be able to start and hopefully the changes will started to be seen in 2016-17.

Several Councillors, the Clerk and representatives from Rushcliffe, Nottinghamshire County Council, Cotgrave doctors, Metropolitan Housing and others met to discuss the outcome of receiving the funding.

Councillor Wood gave a presentation to the group giving his thoughts on life in Cotgrave.

Planning Minutes

1496 **Resolved** : "To confirm the planning minutes recording the decisions taken by the Council and those of the Planning authority".

2015-16 Budgets

- 1497 All councillors have received a copy of the budget proposal for 2015-16.
- 1498 There had been several amendments to the budget due to some miscalculations. Procedures for setting of the budget will be reviewed to stop this happening in the future.
- 1499 The Council are providing new items into the budget including some provision for young people's activities during some of the school holidays and the community warden service.
- 1500 Council noted that an increase of 0.07% is acceptable in the current climate and had worked hard to achieve this figure. The precept for a Band D property will be £1.81 per week, 50% of properties in Cotgrave are Band A or B.
- 1501 Council thanked the Finance & General Purpose Committee for their work on the budget.
- 1502 The Precept for Band D is £93.86 (£93.79) or £1.81 per week (£1.80), a 0.07% increase (decrease 2.1%) on 2014/15.
- 1503 **Resolved** : 'That Council precepts for £181,053 which equates to £93.86 per annum or £1.81 per week for a Band D property.'

Cotgrave Town Council Meetings – Annual Parish Meeting

- 1504 The Council discussed whether to amend the date for the Annual Parish Meeting from 13th May 2015 to a date prior to this year's election.
- This would allow for the current Chairman of the Council to deliver his Chairman's report.
- Council decided to seek defer this item and discuss again at full town council in March 2015.

Frequency of Council Meetings and the Role of Committees

- 1505 Council discussed the frequency of council meetings and committees and the regular duplication of some minutes.
- Council considered reducing the amount of meetings by having a full town council meeting each month and removing the committees.
- Some councillors agreed that minutes from different meetings were being duplicated on a regular basis but felt this was a decision that needed considerable more thought.
- Councillor Wood offered to write the advantages and disadvantages with a working party, to consider changing the frequency of meetings and continuing with committees.
- This item was deferred to the next full town council meeting to be held on 25th March 2015.

Cotgrave Town Council 'New Councillor Recruitment Poster

- 1506 Council considered a poster for local notice boards to encourage residents to become Parish Councillors for Cotgrave at the election in May 2015.
- Council approved the poster after changing the header information and picture.
- The poster will be placed in notice boards and an advert in the next Cotgrave Connections.

- 1507 **Resolved** : 'To approve the use of New Councillor Recruitment Poster.'
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Strategic Board

- 1508 Kath Marriott of Rushcliffe Borough Council gave her apologies for not being able to attend the meeting and give an update in person.

Councillor Wood gave an update of the D2N2 funding of £6 million pounds, which has been won and awarded to the project, the whole project is called the A46 Corridor and includes houses at Bingham, employment land at Newton and Cotgrave and development of Cotgrave Precinct.

This will enable projects to happen sooner.

The amounts of money allocated to each part of the project has not been given yet, this information will follow shortly.

Cotgrave Town Council thanked Rushcliffe Borough Council and all who worked on the funding bid, for the great success of achieving the funding.

- 1509 Kath Marriott had asked the Clerk to give an update on the work surrounding the shopping precinct.

Rushcliffe Borough Council has engaged FHP to act as their agents, to discuss with all the businesses all changes, when decided, for the shopping precinct.

These discussions will be confidential between the agent and each separate business, as each business will have a different requirement. The businesses will received regular contact with the FHP agent when any agreements or changes are to be made.

Rushcliffe Borough Council are in full discussions with the local chemist and the chemist shop will be happy to move into a portable building if necessary, whilst any building works were taking place. This would ensure that a chemist service and shop is available throughout the work period and they would move into new premises when they have been allocated.

- 1510 Councillor M Chewings has been approached by one of the businesses, who states they have concerns with their current tenancy agreement. This business has a separate landlord from Rushcliffe Borough Council, which explains their concerns.

- 1511 Doctor MacDonald will be writing an article for the spring edition of Cotgrave Connections explaining how the doctors' surgery are working towards securing their funding for a new surgery.

Cotgrave Community Website

- 1512 The Cotgrave Community Website started in 2012 and currently has 762 members.

The website designer sent an overview of the website activities since it started and this is reproduced on the next page.

The website was set up and was expected to pay for itself through advertising income, this has not happened and now all costs are being met by Cotgrave Town Council.

The total cost of the website in 2014 was £2703.75, this included a cost that was considerably more than expected due to a legal issue, which incurred the cost of £1052.91.

Council noted that on average only 10 new members per month in 2014 and in the last 3 months only 25% of the membership had signed into the website.

Review of Cotgrave Community Website activities and costs 2014

Cotgrave Community Website Community Engagement Activities Summary 2012-2014

Resident membership to 31st December 2014 (From launch to Dec 2014)

756 Active members (resident subscriptions)
5 (0.6%) membership cancellations since 2012
1 (0.1%) suspended membership subscription since 2012

New members (2012-2014)

How many residents join the online community every year?
2012 - 360 residents joined (average 30 per month)
2013 - 177 residents joined (average 15 per month)
2014 - 120 residents joined (average 10 per month)

Reasons for joining

668 (88%) - Keep up to date with local news and events
115 (15%) - Publicize local activity
348 (46%) - Support local initiatives
207 (27%) - Share local knowledge
98 (13%) - Join Neighbourhood Watch

Membership demographics

650 individual household memberships
21% of Cotgrave household population are members of the community
86% are residents living in and around Cotgrave



Member engagement activities 2014

Unique visitors per month - 410

Returning unique visitors - 283 (69% of unique visitors are returning visitors)

Average time on site per individual session - 3mins 1sec

Note - Unique visitors will include non-members who visit the home page and new members joining the website. Returning unique visitors are more likely to be existing members visiting the website.

Members last logged in 2014

Last 3 months - 25% (189)

Last 6 Months - 36% (272)

Last 12 months - 54% (364)

Note - The 'last logged in' data only includes members who are actively signing into the online community each time they visit and therefore excludes members who are automatically logged in when re-visiting the website.

Most popular features - page views 2014

Forums (Including groups) - 4408

Sign In - 2237

Mobile phone version - 1373

Photos - 546

Events - 428

Member profiles - 416

Email inbox - 222

Local Directory - 191

Surveys - 184

Most popular forum topics - page views 2014

1. Fibre optic internet - 182
2. Green light given to new homes - 180
3. Website commercialization - 141
4. Hollygate lane car park - 140
5. Temporary restriction of roads - 120
6. Job Vacancies - 113
7. Please observe the countryside code - 103
8. Sex in the country park - 67
9. Internet speeds - 63
10. Temporary restriction of road West Bridgford - 60

Data interpretation summary

The number of residents joining the website has averaged to 10 per month. This increases when there is a planned promotion such as an article in Cotgrave Connections or an active campaign at the community events. Less promotional activity in 2014 has seen a decrease in joining members. The main reasons residents join the website is to keep up to date with local news and events, to support local initiatives and to share local knowledge. The membership retention rate is 99.4% suggesting a very high percentage of subscribers are happy with the service.

VillageGreen Networks fees review January - December 2014

Website design & maintenance - 435 (7.25 hours)

Database back-up - 300 (£175)

Design changes & updates - 135 (£78.75)

Total fee £253.75

Community engagement activities - 2535 (42.25 hours)

Community surveys - 730 (£425.83)

Moderation group activities - 1805 (£1052.91)**

Total fee £1478.75

Cotgrave Town Council support - 1665 (27.75 hours)

Meetings - 240 (£140)

Website Administration - 100 (£58.33)

Website governance support - 1165 (£679.58)*

Website promotional activities - 160 (£93.33)

Total fee £971.25

* Exceptional item relating to ICO request and resident member issue.

** Increased moderation activities & additional meetings relating to exceptional item.

The council administration staff are approving membership and supplying much of the information contained in the website.

Council decided that the site was not being used by the residents and the most the information contained in the community site could be read on the new Cotgrave Town Council website.

- 1513 **Resolved** : 'To close down the Cotgrave Community Website.'

Correspondence

- 1514 Nottinghamshire Association of Local Councils

NALC are offering a training seminar on VAT and PAY/NI on 26th March 2015 at New Ollerton at a cost of £30.00.

Clerks Reports

- 1515 Clerk informed Council that Mr Les Mees, owner of Mees Electrical Shop on the precinct has passed away a few days ago.

Councillors' Reports

- 1516 Councillor Wilson reported that some residents had complained to her regarding the amount of dog fouling around Colston Gate and the lack of presence of the dog warden.

- 1517 Councillor Rhodes commented that someone had been bitten by a dog when posting leaflets through a letterbox and asked what should the person do in relation to an incident of this nature.

Other councillors suggested that the person should contact the police for advice.

- 1518 Councillor Butler explained that Plumtree Road would need to be totally closed when the drainage and resurfacing work takes place due to the narrow road, this would not allow for a partial closure.

He has raised the concerns from residents over the time period for the work to be completed, with Nottinghamshire County Council, Highways department, especially regarding the planned work to be done over the school exam period and the additional travelling time involved in getting to the schools.

The Highways department are looking at the timing and will try to move some of the work to be done over the school holidays and have a traffic light system when completing the widening of the pavement from Mensing Avenue to the cemetery.

Further updates will be given after all the considerations have been discussed.

- 1519 Councillor Wood has written to Pat Walsh on behalf of Council, following his letter of resignation due to his ongoing poor health, to thank him for all his time and service he has given to Cotgrave during his time as a Town Councillor.
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Staffing Matters

- 1520 **Resolved** : “That the press and the public be excluded from the meeting during consideration of a staffing matter on the grounds that it involved the likely disclosure of exempt information as defined in Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.
- 1521 **Resolved** : “To approve the increase of 5 hours per week during the winter period for Paul Howitt as discussed and recommended by the Personnel Committee”.

There being no further business the meeting ended at 8.59pm.

Chairman: Signed as a True Record (Date):