

**Cotgrave Town Council Annual Public Meeting
13th May 2015**

Present : Councillors V Wood (Chairman), H Brumpton, R Butler, C Chewings, S Chewings
M Chewings, K Chewings, P Cousins, C Denham, M Gable, S Gardner,
W Handbury, L Healy, C Jeffreys and A Wilkie.

Apologies Approved: Councillor Shaw.

In Attendance : The Clerk, Council Administration Manager and 2 members of the public.

The meeting was held in Studio 4 and started at 7.00 pm.

Chairman's Report

001 The Chairman presented his annual report which is reproduced on the opposite pages.

Matters Arising

002 No matters were raised.

Items Raised by the Electorate

003 No items were raised by the electorate.

The open session of the meeting closed at 7.06 pm.

Chairman: Signed as a True Record (Date):

Chairman's Annual Report 2014-15

In the spring edition of Cotgrave Connections, I wrote in some detail about the work of the Town Council, and, as I read again that report, it is heartening to see the progress that has been made. Our partnerships with local and other organisations have strengthened, and Cotgrave is well on its way to being one of the best places to live in Rushcliffe.

Since my last report, I am delighted to say that our bid for funding to buy additional play and adult gym equipment for Grassmere play area has been successful, and the Town Council will contribute the rest of the money. This should bring health and recreational benefits to a wide range of residents, and our thanks go to the Clerk for her hard work, putting the bid together.

As you know, the building of houses on Hollygate Lane has transformed that particular gateway, and the Town Council has decided to provide a welcome pack for new residents to Cotgrave. Councillors felt that it was important they be made to feel part of the town from the moment they receive their key, and we are asking, in the summer edition of Cotgrave Connections, local organisations and businesses to provide details of their activities so that newcomers are fully aware of the choices available to them.

Following confirmation from Rushcliffe Borough Council that the bid to bring funds to Cotgrave, as part of the expansion of the Growth Deal, has been successful, I can let you know that the plans for the redevelopment of the Town Centre are advancing well, and that in July there will be an event at which residents will be acquainted with them, and their views on them sought. Further details of this will be published in due course.

Our new Town Council website has now appeared, and we are keen to make sure it becomes an important platform for communicating and explaining our work. We hope, too, that it will be a window in which local groups can raise awareness of their events. We welcome suggestions for its further development, so do please let us know your ideas.

This past year has seen us enjoy a splendid Christmas Lights Event, which was very well attended, and the feed-back was positive. Now we are all looking forward to our Festival, which is in the offing. We are all grateful to the organising committee, who would, I am sure, welcome any offers of help. Cotgrave Festival has done, since it began, so much to generate enthusiasm and a positive community spirit.

As ever, I think, on behalf of the Town Council, all those who support our young people, in a range of ways, in schools and community organisations. The Town Council, too, has approved a grant to provide developmental and other activities for some of our young people, and believes it is always worthwhile to invest in our future.

We are grateful to those who keep us safe and well, and who look after our environment. Our Country Park is a wonderful asset cared for by a group of dedicated enthusiasts, and we acknowledge, too, the efforts of those who keep our streets clean and tidy.

Following the recent Parliamentary and local elections, we welcome new councillors, and pay tribute to the contribution made by those who left, for a variety of reasons, during the lifetime of the council, to those who did not stand again, and to those who stood and were not re-elected. They were valued members of a council which worked well as a team, and which focused on what is best for Cotgrave, and I expect the new council to continue in that non-adversarial vein.

Finally, I would like to thank the citizens of Cotgrave, the Town Council's employees, and those who work here but live elsewhere, for their collective effort to embrace change, and for their initiatives in the community. I believe that we have a fantastic place to live, and it is going to get even better. By looking after each other, and focusing on what is good about where we live and what we do, we can go from strength to strength. We are *all* responsible for morale, and can all play a part in securing a bright future for Cotgrave. Let us embrace that challenge together.

Vance Wood
Chairman of Cotgrave Town Council
2014-15

**Cotgrave Town Council Annual General Meeting
13th May 2015**

Present : Councillors V Wood (Chairman), H Brumpton, R Butler, C Chewings, K Chewings
M Chewings, S Chewings, P Cousins, C Denham, M Gable, S Gardner,
W Handbury, L Healy, C Jeffreys, and A Wilkie.

Apologies Approved: Councillor Shaw.

In Attendance : 2 members of the public, Council's Administration Manager and the Clerk.

The meeting was held in Studio 4 and started at 7.06 pm.

Election of Chairman

004 Councillor K Chewings was nominated by Councillors P Cousins and M Gable.

005 Councillor V Wood was nominated by Councillor W Handbury, but he declined the nomination.

006 Councillor Butler was nominated by Councillors V Wood and C Jeffreys

There were no other nominations.

Resolved : "That Councillor K Chewings serve as Chairman until the next Annual
General Meeting"

007 The Chairman's Acceptance of Office form was duly signed.

008 The new Chairman thanked Councillors Wood and Attewell for all their work during their service to
council and paid tribute to all councillors who serviced on the previous term of Council and a
special mention regarding Pat Walsh, who recently had to stand down due to illness and to
Bryan Tansley, who has moved to Australia.

009 The Chairman stated he is looking forward to working with all new and former councillors and
forming new partnerships and ways of working together.

Election of Vice Chairman

010 Councillor A Wilkie was nominated by Councillors C Chewings and S Chewings.

011 Councillor R Butler was nominated by Councillors V Wood and W Handbury.

There were no other nominations.

Resolved : "That Councillor R Butler serve as Vice Chairman until the next
Annual General Meeting".

012 The Vice Chairman's Acceptance of Office form was duly signed.

Councillor R Butler thanked Council and gave a message from Bryan Tansley, Bryan has arrived safely in Australia and sends his best wishes to all the new council and is happy that Cotgrave Town Council is in a good place.

Schedule of Meetings for 2015/16

013 The council discussed the two schedules of meetings proposals, the first proposal would be to continue with 19 meetings per year including Recreation and Parks and Finance and General Purpose Committee meetings and the second proposal would be to have 11 full meetings per year.

014 The Council decided to try 11 meetings per year and review before setting next year's dates.

015 Council will set up working parties when required to manage larger issues and projects and they will report back to the next full meeting with recommendations.

016 **Resolved** ; "That the Schedule of Meetings should be 11 full meetings per year.'

017 The schedule will be reproduced on the inside of the next Minute Book.

Cheque Signatories

018 **Resolved** : "That the Chairman and Vice Chairman of Council plus the Councillors V Wood, A Wilkie and C Jeffreys be the five requisite signatories".

019 **Resolved** : "That the cheque signatories sign for the full term of Council."

Representatives on other Bodies

020 Cotgrave Futures – Councillors M Chewings, C Denham and M Gable.
Parish Paths – Councillor C Jeffreys
Snow Warden – Not Required.
Flood Warden – Councillor P Cousins.
Tree Warden – Councillors H Brumpton and C Jeffreys.
Cotgrave Country Park Liaison – Councillors H Brumpton, W Handbury and L Healy.

021 Personnel Committee – Councillors V Wood, R Butler, S Gardner, M Gable, C Chewings & P Cousins.

022 Representatives on other bodies and the personnel committee will serve for the full term of Council.

Council's Other Document

023 Councillors received copies of the following Cotgrave Town Council documents:-

- Councillor's Standing Orders
- Budget Information for 2015/16
- Employment Relations
- Chairmanship
- Procedures & Mechanics of Debate at Meetings

024 Nottinghamshire Association of Local Councils – offering New Councillor Training.

025 Councillors C Denham, S Chewings and L Healy asked to attend a new councillor session.

The Clerk will arrange their attendance.

This part of the meeting closed at 7.40 pm.

Chairman: Signed as a True Record (Date):

**Cotgrave Town Council
13th May 2015**

Present : Councillors K Chewings (Chairman), H Brumpton, R Butler, C Chewings
M Chewings, S Chewings, P Cousins, C Denham, M Gable, S Gardner,
W Handbury, L Healy, C Jeffreys, A Wilkie and V Wood.

Apologies Approved: Councillor I Shaw.

In Attendance : 2 members of the public and the Clerk.

The meeting was held in Studio 4 and started at 7.41 pm.

Declarations of Interest

026 No declarations of Interest.

Minutes of the Previous Meeting

027 **Resolved** : "That the minutes of the previous meeting held on 25th March 2015
be received and confirmed as a true record".

Progress

028 M1545 Field Near Thornton's Holt

The owners of the field located by Thornton's Holt has been served several enforcement orders regarding all the addition construction works taking place on his land.

The owner has appealed against the enforcement orders and the first appeal hearing will take place in July.

Councillors raised their concerns over power supplies and waste disposal for the site and the additional caravans arriving.

Any councillor or resident wishing to lodge a complaint should contact Emily Dodds in the planning department at Rushcliffe Borough Council.

029 M1578 Green Spaces at Hollygate Lane

The offer of maintaining green spaces on the new housing site by Barratts has been withdrawn, Barratts have decided to employ a management company to maintain the majority of green spaces and has offered Cotgrave Town Council, the maintenance of the community gardens and the canal bridge.

The information and maps showing this area have now been received and will be on the next agenda for discussion.

Councillor Healy noted that the green space at Baker's Close has not been maintained this year and several councillors asked 'what happens in these situations, if the management company doesn't maintain the area or ceases to exist after a period of time.'

Clarity will be asked for at Rushcliffe Borough Council, regarding if this happens with the new houses and this will be reported back.

Planning Minutes

- 030 **Resolved** : 'To confirm the planning minutes recording the decisions taken by the Council and those of the Planning Authority'.

Financial Accounts for the year end 31st March 2015

Council considered and noted the Annual Return needs to be returned to Grant Thornton by 15th June 2015.

Council approved the accounting statement for 2014/15 in principle and will discuss at the next meeting.

The Annual Governance Statement will be reviewed at the next meeting.

- 031 Council received the report from the Internal Auditor, Mr D Slight.

The report did not show any areas of concern, but only suggestions on how to update Council's accounting procedures, if Council wished to change and consider using internet banking payments, where possible.

- 032 **Resolved** : 'To accept the Internal Auditors report for the year end March 2015.'

Council's Code of Conduct

- 033 The Clerk asked Council to consider adopting the Code of Conduct produced by Rushcliffe Borough Council.

The current version adopted by Council is the Nottinghamshire Association of Local Councils version of the Code of Conduct.

- 034 The version offered by Rushcliffe Borough Council is a more user friendly version of the Code of Conduct.

035 **Resolved** : 'To adopt the Rushcliffe Borough Council version of The Code of Conduct

Cotgrave Welcome Pack

036 At the previous Council meeting, Councillor Shaw asked Council, if they wished to be part of a group writing and producing a 'Welcome Pack' for new residents moving into Cotgrave. This is to promote the services offered and integration into Cotgrave.

A working group has been formed to find information to be placed in the pack and the costs of producing this pack.

Councillor Wood has written an article for the next edition of Cotgrave Connections, asking residents to help by joining the group or suggesting items to be included.

Considerations for the publication could be a paper copy or an e-pack and it could be made available for residents who already live in Cotgrave.

The findings of the meetings will be brought to Council at a future date with a recommendation.

How to Acknowledgement of the Passing of Councillors

037 Councillor Cousins feels Council should mark the passing of a councillor with more than a card of condolence.

Council do not have any legal power to provide wreathes or flowers to mark the passing of a councillor apart from S137 grant or the chairman's allowance.

The wreath provided by Council on Remembrance Sunday is provided by S137 grant.

038 Council will make a decision on each individual person at the relevant time.

Strategic Board

039 Council discussed the concerns been raised by residents surrounding the regeneration of the shopping precinct area.

040 Questions raised by Council, to be sent to Kath Marriott, Cotgrave's Link Officer for Rushcliffe Borough Council and to be answered by the Borough or the strategic board and answered at the following meeting.

i) The multi-use building including the new doctors' surgery should be phase one of development. Is this how it will happen or will a supermarket now be phase one?

ii) Are all retail units to be removed and re-built, not just a partial refurbishment? Will the shopping area be more levelled?

iii) Information on how many local people have or are going to be employed in the near future, including the number being taken on to a Barratts apprenticeship scheme?
(Residents have raised concerns that some local people have been offered work but on sites on the other side of the county, making it too difficult to be able to take up the work, especially because of cost of travel.)

iv) What are the forecast figures for future employment figures for the development work?

- 041 Kath Marriott will give a presentation to all councillors, to update on the redevelopment of the town centre, the employment land development, including the additional funding which has been given and the new homes on the colliery site.
- 042 The Clerk informed that Rushcliffe Borough Council are going to do a 'Reveal' in July showing the considerations for re-designing the precinct area. The dates and venue will be announced shortly.
- 043 Concerns regarding the need for doctors for Cotgrave, are being addressed by the Doctors practice and they have planned for the growing size and needs for the area.
- 044 There are still negotiations taking place between different parties involved in the site and these will remain confidential.

Council's Insurance Policy

- 045 The council entered into a three year deal in 2013, which gave additional discounts in providing insurance cover required by Council.
- 046 The insurance policy is due for payment again at the 1st June 2015, for the final year of the agreement and WPS, the insurance broker's, have offered a new deal, to sign for another three years from now with some additional discounts again, if accepted.
- 047 **Resolved** : 'To continue with this three year agreement and get quotes next year.'

Cotgrave Community Website

- 048 Council made the decision to stop supporting and funding the Cotgrave Community Website in February 2015.
- 049 The director of VillageGreen Networks has asked Council to clarify, if the site would be allowed to continue within the community and ran by the community.
- 050 Council decided this would be acceptable.
- 051 A few residents have raised their disappointment at Council's decision to remove support from the website and have asked if the site could be allowed to continue.
- 052 A letter will be sent asking for VillageGreen Networks to take on the ownership of the website and inform Council of the costs this will incur.

053 **Resolved** : 'To write to the Director of VillageGreen Networks and ask to take back ownership of the Cotgrave Community Website.'

054 **Resolved** : 'To move standing orders by 15 minutes.'

Correspondence

055 Rushcliffe Borough Council

An invitation for all councillors and officers has been received to attend the Town and Parish Conference on 12th June at Nottinghamshire Golf and Country Club. This year's theme is 'Engagement.'

If any councillors would like to attend, please contact the Clerk.

056 National Association of Local Councils

A letter has been received welcoming all new and returning councillors from Ken Browse.

Clerks Report

057 An email has been received from the Rushcliffe Barn Owl project thanking Council for the grant given.

058 Two emails have been received from a resident, one suggesting ideas for the Welcome Pack and one raising his and the neighbourhood watch teams concerns over the plans put forward by PCC Paddy Tipping to reduce the number of PCSO's within Nottingham.

059 RCAN are offering all councils two places for staff or councillors to attend a playground maintenance course.

Paul Howitt, of Council's ground staff will be attending. There is one place available if any councillor wished to attend. The course is for 4 hours at Collingham Community Centre on 15th July.

Contact the Clerk if any councillor would like to attend.

060 The dog warden, yesterday, reported to the Clerk, he had stopped a resident who had let their dog foul on the pavement, the resident refused to give a name and several more people gathered and started verbally abusing and threatening the dog warden. The dog warden had to ring the police for assistance.

061 Council asked for a letter of thanks to be sent to the dog warden and his manager, to thank him for trying to ask the resident to clean up after the dog or to secure a conviction.

062 Katherine Marriott of Rushcliffe Borough Council had sent an email explaining that she would not be able to attend the Council Meeting because there was a new councillor induction meeting for all Rushcliffe Borough Councillors.

Councillors Reports

063 Councillor Brumpton asked if there was any career advisors located in Cotgrave.

The Clerk stated the Ready4Work Club on Wednesday afternoons between 1 -3pm offers career advice.

064 Councillor Cousins has been informed by a resident about low branches in the cemetery reducing access to grave stones at the rear of the cemetery.

Councillor Jeffreys offered to investigate and report back to council.

065 Councillor Cousins noted that several negative posts had been placed and shared on Facebook, including inaccurate information regarding the Clerks wages and political party's information.

Councillor Cousins stated that information placed on Facebook, would be out of councils control and all members should consider what information they are putting on Facebook. The Councillors can place information on the Cotgrave Town Council Website.

066 Councillor Wilkie has received a complaint from a resident concerning the grass cutting around some of the graves in the cemetery.

The Clerk will investigate.

There being no further business the meeting ended at 9.15pm.

Chairman..... Signed as a True Record (Date).....