

**Cotgrave Town Council
10th June 2015**

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

Apologies Approved: Councillor M Gable.

In Attendance : 1 member of the public and the Clerk.

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

Declarations of Interest

067 No declarations of Interest.

Public Open Session

068 A resident, Joe Rhodes updated Council about the upcoming Festival and how the event is progressing.

As part of the event, a temporary area for playing 'boules' is being created and the Cotgrave Welfare have asked could the area be made into a permanent playing area.

Council offered to help create a permanent area by supplying ground staff to help with the digging.

Minutes of the Previous Meeting of Recreation & Parks

069 **Resolved** : "That the minutes of the previous meeting held on 15th April 2015 be received and confirmed as a true record".

Progress

070 No matters arising.

Minutes of the Previous Meeting of Finance & General Purposes

071 **Resolved** : "That the minutes of the previous meeting held on 29th April 2015 be received and confirmed as a true record".

Progress

072 M955 Plumtree Road Closure

The planned road works have been postponed until October 2015. The road requires some drainage issues sorting by Severn Trent Water prior to the road resurfacing.

073 M960 Cotgrave Futures

Cllr Shaw asked if the payment of window cleaning had been discussed with Cotgrave Futures.

This will be discussed at the Cotgrave Futures AGM in July.

074 M970 Nottinghamshire County Council Pensions

The Clerk has contacted the pensions department, to discuss the pension deficit and was informed that it is due to the change of pensions from 'final salary' to the new 'CARE' pension, which takes a career average when paying out pensions.

075 M979 CCTV Cameras

The Clerk is obtaining quotes for new CCTV cameras for council to consider, but has not yet received the minimum of 3 quotes required.

This will be discussed again at the July meeting.

076 M983 Staff Appraisals and Pay Awards

A recommendation was made by the Finance and General Purposes committee to accept that all staff have an annual appraisal and if agreed by Council, a pay award.

077 The personnel committee would organise and deliver the annual appraisals.

078 **Resolved** : 'To accept the recommendation, all staff receive an annual appraisal'

079 M984 The Police

Cllrs Wood and Butler and the Clerk attended the local police 'Local Area Group' meeting in April and asked for the police to provide the crime figures on a regular basis for Cotgrave. This would allow the residents to have the up to date information on any crimes happening in Cotgrave.

The next 'Local Area Group' meeting provided and attended by the local police for all to attend, is taking place on Monday 6th July at 7.30pm at The Old School, at Cropwell Bishop.

Cotgrave Town Council are going to invite the Inspector or a senior member of the police force to attend a future council meeting and discuss policing and current concerns within Cotgrave.

080 M991 Fly Tipping

Cllrs Wilkie and Butler noted another fly tipping incident in the car park at the canal and reported to Streetwise. The fly tipping contained substantial amount of old kitchen equipment.

-3-

Council will write to Streetwise and thank them for the speedy clean-up of the area and ask if any additional patrols and enforcement will be watching for an increase of fly tipping in the area.

Minutes of the Previous Meeting of Annual Public Meeting & Annual General Meeting

- 081 **Resolved** : "That the minutes of the previous meeting held on 13th May 2015 be received and confirmed as a true record".

Progress

- 082 Congratulations were given to the new Chairman and Vice Chairman on their roles within Cotgrave Town Council after the election at the previous meeting.

Minutes of the Previous Meeting of Full Town Council

- 083 **Resolved** : "That the minutes of the previous meeting held on 13th May 2015 be received and confirmed as a true record".

Progress

- 084 M029 Green Spaces & Canal Bridge at Hollygate Park

Barratts require a local government authority to take ownership of the footbridge which is planned to cross the canal and are asking Cotgrave Town Council to sign this agreement with Canals & Rivers Trust.

This will be discussed in detail later in the meeting.

- 085 M060 Dog Warden

A letter of thanks has been sent to Rushcliffe Borough Council thanking the dog warden in trying to encourage a local resident to clean up after his dog fouled the pavement.

- 086 M064 Cotgrave Cemetery

Cllrs Jeffreys & Cousins have met and walked around the cemetery and noted it needs some additional weeding and nettles removing and several areas need some extra attention including the seats which have bird mess on.

The councillors have asked if they could investigate this area further and report back to council.

Cllrs Jeffreys & Cousins will discuss the cemetery with the Vicar and the Royal British Legion.

Cllr K Chewings has offered to help and already has a meeting arranged with the Vicar on 2nd July.

Planning Minutes

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

Financial Matters

088 Payments

Resolved: "That the payments made since the previous meeting totalling £33,031.79 as recorded on pages 5 and 6, be approved and the invoices awaiting payment be paid".

Matters Arising

- 089 Council noted the payment for the hanging baskets and plants for Cotgrave and all commented on the quality and how nice it is to see flowers in Cotgrave.

Financial Statements

- 090 Members considered the April 2015 statement as reproduced on the inside cover of the minute book.

- 091 At the end of April 2015 Council has £451,861.74 in hand.

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 discussed and noted the Accounting statement and Annual Governance for 2014/15.

- 092 **Resolved** : 'To approve the Accounts and the Annual Governance Statement for 2014/15.

Green Spaces at Hollygate Park

- 093 Barratts have asked if Cotgrave Town Council would consider maintaining the proposed new allotments and some of the green areas at the Hollygate Park site.

The larger green spaces proposed for Hollygate Park will be maintained by a management company employed by Barratts.

PAYMENTS – TOWN COUNCIL MEETING 10TH JUNE 2015					
DATE		INVOICE NO	FOR	POWERS	AMOUNT
	<u>MARCH</u>				
Mar 15	Opus Energy		Sportsground Electricity	1	30.58
Mar 15	Talktalk		Phone and Broadband	1	30.54
Mar 15	Titan Telecoms		Faxline	1	14.06
	<u>APRIL</u>				
1.4.15	Notts Fire & Rescue	19689	Fire Extinguisher Service	1	136.24
1.4.15	Rushcliffe BC	70349540	Quarterly Rent Eastmoor	1	66.25
1.4.15	Rushcliffe BC	70349531	Quarterly Rent Grassmere	1	68.75
1.4.15	Rushcliffe BC	70349550	Quarterly Rent Candleby Lane	1	68.75
7.4.15	Beaver Installations	8029	Garage/Store Room Electrics	1	288.00
29.3.15	UK Fuels	880520	Fuel	1	101.95
1.4.15	MWUK	6519174	Poloshirts	8	139.56
6.4.15	Trade UK		Brackets & Fixings (Garage)	1	33.55
20.4.15	Mick Dutton & Son	10139	Tractor/Scag Mower/Rotovator Repair	1	538.60
1.4.15	Nomix Enviro	261191	Spray	1	112.43
17.4.15	Globesec Security	6737	April Maintenance	2	543.60
8.4.15	Notts CC	91640421	March 2015 Wages	1	7336.89
April 15	Veber	1285-43159	Data Back Up	1	13.20
14.4.15	Talk Talk		Telephone & Broadband	1	31.20
10.4.15	Titan		Fax Line	1	14.40
	<u>MAY</u>				
15.4.15	A2T	1005	Annual Tree Inspection	1	450.00
29.4.15	Cotgrave Futures	012N	MUGA Electricity	10	101.64
30.4.15	CPS Manufacturing	16009	Stage (Cotgrave Festival) – Lottery Funding	9	6134.40
May 15	Globesec	6763	IP Cameras MUGA	2	1360.80
22.4.15	Nomix Enviro	2630777	Green Squares Spares for sprayer	1	13.56
30.3.15	Notts CC		Pensions Deficit	1	2520.00
30.4.15	Mrs J Stephenson		Reimbursement for Grill and Safari Sale Advert	1	28.56
1.4.15	Roffesoft	4759	S x Anti-Virus (1Year)	1	31.46
26.4.15	UK Fuels	884117	Fuel	1	133.42
7.5.15	Barn Owl Trust		Grant	1	100.00
7.5.15	Trent Bridge Community Trust		Grant - Apprentice	1	1250.00
7.5.15	Trent Bridge Community Trust		Grant – Summer Play Provision	1	2500.00
5.5.15	David Slight	150505	Internal Audit	3	150.00
29.4.15	MWUK Ltd	2634740	Hi Vis Work wear	8	219.94
20.5.15	Cotgrave Futures	021N	MUGA Electrics	10	24.64
7.5.15	Globesec Security	6794	May Warranty	2	543.60
May 15	Market Shop		Hardware	1	41.65
15.5.15	Rialtas	24323	Year End Accounts	1	618.54
30.4.15	Trade UK	6376380	Hardware	1	20.59
27.4.15	WPS Insurance	89005	Combined Insurance Policy	1	5207.39
April 15	Notts ALC		New Councillors Training	1	25.00

21.5.15	RCA		Play Inspection Training	1	60.00
19.5.15	Gala Tents	372083	Marquee (Cotgrave Festival	9	1623.49
20.5.15	Notts CC		Refuge Sacks	1	19.26
20.5.15	WPS Insurance	89357	Motor Insurance Policy	1	285.30
			TOTAL		33,031.79
	<u>Invoices Awaiting Payment</u>				
29.5.15	Adlard Print		Summer Newsletter		1195.00
19.5.15	Mick Dutton & Son	10187	Repair Mower		123.00
13.2.15	J A Kents	50859	February Maintenance		721.16
7.4.15	J A Kents	51084	April Maintenance		697.16
15.5.15	J A Kents	51174	May Maintenance		721.16
30.5.15	Premier 1	2107	Flower Baskets		3930.00
27.5.15	Mrs J Pick		Reimbursement for Postage		33.48
27.5.15	Regal Paints	3966	Gloss/Thinners		53.57

Powers

1. Local Government Act 1972 Section 111 - discharge of functions
2. Local Government & Rating Act 1997 Section 31 - crime prevention
3. Local Government Finance Act 1982 Section 21 - audit fees
4. Local Government Act 1972 Section 142 - provision of information
5. Local Government Act 1972 Section 232 Public Notices
6. Accounts and Audit Regulations 2003
7. Local Government Act 1972 Section 137 (b) contribution towards a public service
8. H&S at Work Act 1974
9. Local Government Act 1972 Section 145 Provision of entertainment
10. Local Government (Misc Provisions) Act 1976 Section 19 Recreational Facilities
11. Local Government Act 1972 Section 143 - subscriptions to Local Government Association
12. Quality Parish & Town Council Scheme 2003
13. Local Government Act 1972 Section 133 - Provision of parish building
14. Public Trustee Rules 1971
15. Protection from Harassment Act 1997
16. Data Protection Act 1998.

The areas to be considered includes hedging and trees cut into topiary.

Council wish to investigate with Barratts the ownership of the sites and what the cost would be to maintain the areas offered and would Cotgrave Town Council receive any financial benefits.

- 094 The footbridge crossing the Grantham Canal would benefit from an agreement with a local authority to take on the ownership.

Rushcliffe Borough Council and Nottinghamshire County Council have declined to take the ownership, saying it does not fall into their current remit of assets and responsibilities.

Cotgrave Town Council want the bridge over the canal but need more information before a decision is made on taking over the ownership.

Council require further information and costings before making any decisions on the green space/allotments and the bridge.

The Clerk will contact Nottinghamshire County Council and ask if they give information on their costs in maintaining the Nottinghamshire County Council Bridge already over the canal.

The Clerk will arrange a meeting with Mark Furness of Barratts.

Cotgrave Welcome Pack

- 095 The working group for the 'Welcome Pack' reported back to Council, that each member of the group was researching and gathering information for the pack.

The group are due to meet again on 17th June at 7.00pm in Cotgrave Leisure Centre.

The group is finding costs for producing the pack as a 'hard copy' and an 'e-pack' and its delivery methods. This could be packs located in the local estate agents for any potential new residents and where to locate copies for residents who live in Cotgrave.

Ideas for finding any funding this project are also being discussed.

Nottinghamshire County Council Lengthsman Scheme

- 096 Nottinghamshire County Council have asked if Cotgrave Town Council would like to continue with the contract currently in place, to continue cutting grass and small maintenance jobs on behalf of them.

- 097 **Resolved** : 'To continue with the NCC Lengthsman Scheme for 2015/16'

Burhill Allotment Association

- 098 Burhill Allotment Association have asked if Cotgrave Town Council would pay the association for the maintenance of the grass areas and the hedges in the allotment area.

Council discussed the costs of renting an allotment and decided that rents for Cotgrave allotments are very low and Council would need to consider increasing the costs of allotment rents to incorporate this money.

Council would consider giving a grant to the Burhill Allotment Association to help with costs incurred in the allotment gardens.

Cllr Jeffrey asked if she would be able to attend any meetings organised by Burhill Allotment Association and Council agreed that this would be acceptable, if the association agreed.

Council noted that, if the association are not satisfied with the decision, that Council could take over the maintenance of the area.

099 Cllr Wood was not in favour of the decision made by Council.

100 **Resolved** : 'Not to pay Burhill Allotment Association for the maintenance of the of the allotment area.'

Annual Tree Inspection

101 Council considered the annual tree report produced by AT2 and discussed the work required.

Council has received several complaints regarding the trees on Hawthorn Close. The area is covered in the report.

The Clerk had asked AT2 if a discount would be offered, if all work suggested in the report was completed at the same time. AT2 has offered a 12% discount.

102 **Resolved** : 'To undertake all the work as stated in the Annual Tree Report.'

Formulation of Working Parties

103 Cllr K Chewings presented a working group recommendation for Council's consideration, asking Council to form three working groups with the membership to include the Chairman and Vice Chairman of Council and four other councillors in line with the representation of the political make up of Council, so two labour, one conservative and one independent. All councillors may attend each working party meeting.

Council discussed this recommendation and did not think that working parties should not be made up by political parties and working parties are only created when there becomes a need and councillors with the interest or knowledge would offer to be on a working party.

All councillors have an equal right on the Council despite which political party or not that they belong to.

The formulation of working parties will be discussed at the next meeting.

104 **Resolved** : 'To suspend standing orders for an extra 30 minutes'

Flowers to Remember the Passing of a Former/Current Councillor

105 Councillor Cousins asked Council to consider as a mark of respect for councillors who had served a minimum of one full term, a previous councillor who had served less than one full term but resigned because of ill health or a current councillor, that Council send a small floral tribute to recognise the hard work and dedication for their time as a Cotgrave Town Councillor.

Council would only send a floral tribute to the families who are accepting flowers.

The money would be used from the S137 fund and the tribute would have a maximum limit of £25.00.

106 A recorded vote was taken. Thirteen in favour and two abstentions.

107 **Resolved** : 'To mark the passing of a councillor with a floral tribute'

Cotgrave Speed Watch

108 Councillor Healy gave a brief update on speeding within Cotgrave, this is an ongoing problem and Plumtree Road does see the most speeding vehicles.

The police have new equipment for speeding but only one kit is available for the whole of Nottinghamshire and this will make it difficult to be able to use the kit on a regular basis.

The speedwatch team are still passing information to the local police using the speed gun owned by Cotgrave Town Council.

109 The police informed Councillor Butler, Wood and the Clerk that the police would not continue to process the information collected by the speedwatch team.

110 The cost of calibrating the gun is £84.00 including vat.

111 Councillor Cousins noted the speed gun could be calibrated with the tuner and was not in favour on paying for the gun to be calibrated by a specialist.

112 Council recorded a vote, 8 members in favour of calibration and 7 not in favour.

113 **Resolved** : 'To calibrate the Speed Gun.'

114 Council thanked the speedwatch team for all the work they have done and carry on producing speeding figures for Cotgrave.

Town and Parish Conference 12th June 2015

115 The Clerk has requested permission to attend this year's Town & Parish Conference on 12th June at Nottinghamshire Golf Club, this year's theme is 'Engagement'.

116 **Resolved** : 'To allow the Clerk to attend the Town & Parish Conference'.

Nottinghamshire County Council Payroll Charges

117 Nottinghamshire County Council has sent the payroll charges for 2015/16 and notified that the payroll service has had a small increase.

The charge for this year is £530 plus Vat.

118 **Resolved** : 'To continue with the payroll service provided by Nottinghamshire County Council.'

ROSPA Play Area Inspection Report May 2015

119 ROSPA has carried out the annual play inspection for all the play areas belonging to Council in Cotgrave.

120 The report has noted some minor items that will require attention before the next inspection, none of them require immediate action.

The items requiring attention have been prioritised and work has begun. See the attached report.

121 **Resolved** : 'Council noted the report and its findings.'

Clerk's Report

122 The Clerk informed that some of the flowering plants had been taken from two of the gateway signs, one on Plumtree Road and one on Colston Gate, again. This also happened last year. It has been reported to the police.

The planters have been replanted with some new plants.

Correspondence

123 Nottinghamshire County Council

An invitation for all councillors has been received to attend the County Council Civic Service 2015 on Sunday 28th June at 3pm

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

Councillors Reports

124 Councillor Healy informed that residents had raised concerns about the quality of the water in the dog pool on Cotgrave Country Park.

The water has some traces of an algae and this has been checked and this is not the algae that causes problems during the summer. The water quality has been checked and is fit for purpose.

-11-

- 125 The safety barrier near the bridge has been vandalised and thrown into the canal.
This has been reported and will be repaired.
- 126 The Memorial planned for the Country Park has been offered to graduates at Nottingham Trent University to offer designs at their Arts & Crafts department.
The volunteers are looking for funding towards the cost of providing of a permanent memorial.
- 127 Councillor Shaw noted the lack of grass cutting again, especially in areas where grass cutting is provided by Rushcliffe Borough Council.

Councillor Shaw also asked if a time had been decided for the resurfacing of Daleside and surrounding streets.

Councillor Butler will enquire at Nottinghamshire County Council.
- 128 Councillor Shaw informed that the new equipment purchased for the Festival is being stored in a garage at the rear of the Welfare and this is a shared space. There is another garage that could be used for the Festival equipment as sole use, but the door needs repairing or a new door installing.

The Clerk will find costs.
- 129 Councillor K Chewings noted speeding on Plumtree Road especially near the junction with Mensing Avenue heading towards Scrimshire Lane.
- 130 Councillor K Chewings has noted concerns from residents, that Mark Furness of Barratts, has not been returning phone calls and this has been passed on to Mark Furness and Kath Marriott.
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- 131 Agenda items 21, Strategic Board and item 22, Cotgrave Town Council's office space were postponed due to time constraints and an extraordinary meeting has been agreed, to take place on Wednesday 17th June at 7pm to discuss these agenda items.

There being no further business the meeting ended at 9.31pm.

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