

Cotgrave Town Council
9th September 2015

Present : Councillors K Chewings (Chairman), R Butler, C Chewings, S Chewings, W Handbury, L Healy, C Jeffreys and V Wood.

Apologies Approved: Councillors H Brumpton, M Chewings, P Cousins, M Gable, S Gardner, I Shaw and D Wilkie.

Absent: Cllr C Denham

In Attendance : The Clerk.

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

Declarations of Interest

216 No declarations of Interest.

Public Open Session

217 No members of the public attended.

Minutes of the Previous Meeting of Full Town Council

218 **Resolved** : "That the minutes of the previous meeting held on 8th July 2015 be received and confirmed as a true record".

Progress

219 M150 Cotgrave Police

Council did not receive a report from the police regarding drug issues within Cotgrave and the Council are going to write to the police and ask for them to attend future meetings to update on crime figures for Cotgrave.

220 M1164 Garage Door

The garage door has been inspected and is in full working order and this has been reported to the Festival Committee.

221 M167 Hollygate Lane Junction

Cllr Butler had written to Nottinghamshire County Council asking if any further work was planned for this junction.

A response has been received from Mr J Witko, Nottinghamshire County Council, stating that the junction has been looked at and is not of a modern standard, but the data obtained did not highlight the junction to represent a severe issue.

Transport engineers have reviewed the junction and have concluded that the junction could not have a mini roundabout or signalling installed due to its confined location to the residential properties.

The junction will continue to be monitored as the housing development grows.

The only planned works currently to be completed are some footpath widening and signage improvements.

Concerns were also raised regarding speeding on Hollygate Lane inside the new 30mph zone.

222 M175 Trent District Community First Responders

A letter of thanks has been received from the First Responders, thanking Council for the grant given.

223 M195 Electoral Review of Nottinghamshire

A letter has been received from Electoral Review acknowledging Council's request to continue calling the ward 'Cotgrave', and not 'Tollerton' as suggested, as Cotgrave is the largest parish in the new boundary area being considered.

224 M204 Cotgrave Festival

A letter thanking the Festival volunteers for this year's great event has been sent.

225 M205 Barratts/ChaseTown

A letter thanking Barratts and Chasetown for repairing the potholes in the roadway at the country park has been sent.

226 M207 Woodview

Cllr Butler gave an update on the road surface on Woodview, Nottinghamshire County Council are aware the surface is in a poor state and it is on the list of roads to be repaired and resurfaced. This will hopefully be happening sometime next year.

Planning Minutes

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

Financial Matters

228 Payments

Resolved: "That the payments made since the previous meeting totalling £56181.04 as recorded on pages 3 and 4 be approved and the invoices awaiting payment be paid".

Matters Arising

229 No matters arising.

Financial Statements

230 Members considered the June and July statement as reproduced on the inside cover of the minute book.

231 At the end of July 2015 Council has £358,148.99 in hand.

Grants

232 A grant application has been received from Cotgrave Playdays asking for a grant for £200.

Council considered the application, to provide a Halloween event including a mini disco for families within Cotgrave at the school.

233 **Resolved** : 'To award a grant of £200 towards providing a Halloween Event'.

234 A grant application has been received from 'Thera East Midlands' asking for a grant of £200.

Council considered the application, asking to provide a grant for purchasing equipment for the photography group, to help produce photographs for their planned 2016 calendar.

The Thera Group provide support for people with learning disabilities and offer the service at Cotgrave Leisure Centre, five days a week.

235 Due to the lateness of the information provided by the Thera Group, Council have asked for the grant to be considered at the next council meeting. Council have asked for further information on what equipment the group will be purchasing if the grant would be awarded.

Personnel Committee

236 Council decided this item should be discussed at the end of the meeting after excluding the public because it relates to council staff.

237 **Resolved** : 'All Council in favour of moving this item to exclude the public'.

Welcome Pack

238 Cllr Wood gave an update on the last group meeting, but raised concerns over several Councillors still not giving apologies or turning up for the meeting.

The group met and had a cut and paste session with the material they had all gathered and started to create the booklet, to be named 'Cotgrave Town Council Book of Useful Information'.

The information will be in the booklet under appropriate headings and at this stage, will identify the information still to be sourced and included.

The booklet when completed will be loaded on the publisher, within the Council office.

Other members of Council, not included in this work, thanked those Councillors for the work they have done on this publication.

A further meeting will be arranged to complete the booklet.

Community Website

- 239 Cllr K Chewings met with Sally Ward, director of VillageGreen Networks to sign the agreement to hand back the ownership of Cotgrave Community Website to VillageGreen Networks.
- 240 VillageGreen Networks had prepared a press statement for the public informing that funding had been found to secure the continuation of the website. Cotgrave Town Council had decided not to comment in this press release.
- 241 Council administration will not be posting information onto the community site.
- 242 Council has congratulated VillageGreen Networks on securing the funding to continue with the website.
- 243 VillageGreen Networks has asked for Councils permission to use Studio 4 to hold a community meeting, to discuss the changes.
- 244 **Resolved** : 'To allow for VillageGreen Networks to use studio 4 for a meeting.'

The Green Play Area

- 245 After receiving residents' concerns about the play surface in the Green play area, which is showing signs of shrinkage and small areas of damage.
- The Council asked for ROSPA to comment on the play surface. The surface was passed as safe but noted the shrinkage and small amounts of damage as a low risk.
- 246 A quote was requested to repair the surface and Rushcliffe Borough Council have offered to play half of the cost to repair the surface.
- 247 The quote to repair the surface is £1875.00.
- 248 **Resolved** : 'To repair the play surface at 50% of the costs £937.50'
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Telephone Contract Renewal

249 Talktalk has offered Council to continue with a telephone and broadband package for £25 per month for a 12 month contract or consider upgrading to their 'Complete Fibre' package, which would cost £40 with a 24 month contract with faster uploads.

250 **Resolved** : 'To continue with the broadband and telephone service at £25.'

Cotgrave Town Council Computer & Internet Policy

251 The Council reviewed and discussed the updated version of the current computer and internet user policy.

252 **Resolved** : 'To adopt the updated Computer and Internet User Policy.'

253 The members of council will be issued with a council email address and the terms of the above policy will be adhered to, when using the email system.

Cotgrave Town Council Out of Hours Contact Number

254 After a couple of recent events, it has been noted that council staff cannot be contacted out of normal working hours.

255 Council discussed purchasing a mobile phone, on a pay as you go contract and placing this contact number on all our park areas for in case of emergencies.

256 Council agreed the mobile phone should be monitored and have shared responsibility between the administration staff.

257 The emergency number will be placed on all the park signs and available on the telephone answering machine for members of the public.

258 **Resolved** : 'To purchase a pay as you go mobile phone and update the park signs'.

Cotgrave Community Christmas Lights Event 2015

259 The first Cotgrave Community Christmas meeting is planned for 16th September 2015 at 5pm to plan this year's event. This information was advertised on the Cotgrave Connections asking for volunteers to help plan and organise the event.

260 The tree has been ordered and delivery is expected in late November.

261 A date will be decided at the first meeting.

Strategic Board

- 262 Cllr K Chewings and the Clerk are attending a Strategic Board tomorrow to discuss the display boards, which will be shown to the residents as part of the public consultation for the redevelopment of the shopping precinct.
- 263 Cllr K Chewings had attended a meeting on behalf of Council to discuss the costs involved in redevelopment of the precinct for approval at the Strategic Board, so some of this information available as part of the public consultation.
- 264 Council had asked if the times for the public consultation on 23rd & 24th September at Cotgrave Futures, provided by Rushcliffe Borough Council were correct, the times published in Cotgrave Connections, would not allow for some working residents to be able to attend.
- The event times should have been given as 12pm until 8pm on 23rd September and 10am until 5pm on 24th September. This information will be corrected and posters, websites and tweets will announce this information.
- 265 Allen Graham and Katherine Marriott from Rushcliffe Borough Council will be attendance to take questions and other members of Rushcliffe Borough Council.

Correspondence

- 266 Nottinghamshire Association of Local Councils (NALC)
- A letter has been received informing of the 70th Annual General Meeting of Nottinghamshire Association of Local Councils on Wednesday 18th November 2015.
- Cllr K Chewings and C Jeffreys will be attending on behalf of Cotgrave Town Council.
- 267 A letter from NALC has been received offering a day course for 'Employing staff with confidence'.
- 268 Letter from a Resident
- A letter from a local resident has been received suggesting some changes to the skateboard equipment located on Grassmere and asking if Council would consider updating the skateboard equipment.
- Council noted the letter and will consider his ideas and may contact him in the future for more ideas.
- 269 The Co-operative Bank
- A letter has been received informing that the bank will now cover the Council's investments will be covered up to £75,000 by the Financial Services Compensation Scheme (FSCS).

Clerk's Report

270 The Clerk and several members of Council attended a presentation at Cotgrave Welfare on the 20th August showing the details of another solar farm being proposed by 'Lightsource' on a field on the outskirts of Cotgrave.

A planning application asking Rushcliffe Borough Council for consideration is expected to be placed by 'Lightsource' towards the end of this year.

271 The police sent a copy of the crime figures for July and August for Cotgrave. Please see the figures in the table below.

Crime figures for the past month for July 2015

3rd	Criminal Damage to a vehicle Edgington Close
3rd	Theft other Thorntons Holt Camping Site
8th	Theft other Hollygate Lane Industrial park
11th	Theft other Cotgrave Precinct
14th	Theft other Flagholme
16th	Theft from shop Co-op
17th	Criminal damage to a vehicle Ringleas
31st	Criminal damage to a vehicle Risegate

There were 4 incidents of ASB

Crime figures for the past month for August 2015

4th	Criminal damage to a vehicle Sainsburys
6th	Criminal Damage to a dwelling Ringleas
13th	Burglary other Westway
25th	Criminal Damage to a dwelling West Furlong

There were 6 incidents of ASB

272 The council have noted this report doesn't match the information given on the 'Police UK' website and the report does not give any crime statistics for any drug related crimes within Cotgrave.

The Police will be asked to attend a future meeting and discuss the figures released.

Councillors Reports

273 Councillor Handbury commented that the new adult play equipment located on Grassmere Park is being well used.

274 Councillor Butler asked if Council would consider holding the Town Council meetings in the Cotgrave Futures building. Studio 4 in the Leisure Centre can sometimes be noisy especially if the youth club is on in the room below, and makes hearing sometimes difficult.

Also the room can be too hot or cold depending on the weather.

Council will place this on the next agenda for discussion and ask the Clerk to investigate availability and any costs for use of the room.

275 Councillor Healy updated on the new equipment being used by the Speedwatch team.

Cotgrave Speedwatch team were chosen to use the new equipment for the first time on 20th August 2015 on Owthorpe Road. The new equipment allows the team to risk assess new areas which can then have the equipment used in the vicinity.

The team noted that the new equipment had a great impact and that all motorists had reduced their speed to the legal level.

The team have used the new equipment twice now and the results were very good on both occasions and another 4 sessions are booked in for September.

The equipment is provided for 2 hours a session and can be used for 1.5 hours, this is because the time required to set up and take down the equipment is 30 minutes.

276 Councillor Healy noted that the 'Friends of Cotgrave Country Park' had raised a complaint with Barratts because the car park had not been completed as agreed.

Barratts will be completing the work required to finish the car park.

277 Councillor K Chewings reported he had received a complaint from a resident regarding the amount of solar farms now in the Cotgrave area and thought they looked like 'industrial scars'.

278 Councillor K Chewings mentioned the trees and bushes encroaching the footpath on Plumtree Road up towards Mensing Avenue. The footpath is especially narrow in this area.

Councillor Butler will report this to Nottinghamshire County Council and ask for the area to be cut back.

279 Councillor Jeffreys noted the level of activity at the field located near Shepherds.

Rushcliffe Borough Council have placed enforcement orders on the site and the landowner has started an appeal against the notices.

The Planning Inspectorate has visited the site and will be making the final decision in the near future.

280 To propose that the press and the public be excluded from the meeting during consideration of the following item/s of business on the grounds that it involves the likely disclosure of exempt information as defined in Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960.

Multi-Purpose Building - Update

281 Councillor K Chewings gave an update on the multi-purpose building after attending a meeting discussing potential costs of considering having an office located in the new building.

Council decided to ask for a further meeting with Brian Smith, the architect, supplying the information on the proposed new building and discuss the costs again for an office located in the building for Cotgrave Town Council.

282 A meeting has already been arranged to meet with Brian Smith to discuss Cotgrave Town Councils requirements and up to date costs for this potential space on Thursday 17th September.

Personnel Committee Recommendations

283 Council discussed the use of staff's own vehicles when completing Council work and agreed to pay the mileage allowance as per HMRC allowance.

If staff need to use their own vehicles when completing work on behalf of the Council, they must have business insurance cover on their vehicle.

284 **Resolved** : 'To pay a travel allowance when using personal vehicles'

285 **Resolved** : 'To extend standing orders by 15 minutes.'

Staff Appraisals

286 The Council discussed the appraisal procedure prepared by the personnel committee.

287 **Resolved** : 'To adopt the updated staff appraisals procedure.'

There being no further business the meeting ended at 9.07pm.

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