

Cotgrave Town Council
11th November 2015

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

Apologies Approved: Councillor S Chewings.

Absent: Councillors H Brumpton and C Denham.

In Attendance : The Clerk and 6 members of the public.

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

Declarations of Interest

307 No Declarations were received.

Public Open Session

308 No members of the public raised any questions.

Cotgrave Town Council Citizenship Award 2015

309 **Resolved** : "To suspend Standing Orders to alter the order of business to allow for the presentation of two Citizenship Awards.

310 The first Citizenship Award was presented to Mrs Mary Gadd, for her services to the Cotgrave Women's Institute, by the Chairman of Cotgrave Town Council, Councillor Keir Chewings.

Mary Gadd has been a member of Cotgrave's WI for 60 years and has also been part of the Mothers Union for the Church and helped in many other areas of Cotgrave life, to help local women.

Mary Gadd was nominated for the Citizenship Award by Mrs Jane Wood, a member of the Cotgrave Women's Institute.

311 Cotgrave Town Council also awarded a Citizenship Award to the Women's' Institute, for their services to Cotgrave and in celebration of achieving 100 years of the group being formed nationally.

The award was presented to the current president of the group, Mrs Cathy Mohandas with several members of the group in attendance.

Council congratulated both recipients on their achievements.

Minutes of the Previous Meeting of Full Town Council

- 312 **Resolved** : "That the minutes of the previous meeting held on 14th October 2015 be received and confirmed as a true record".

Progress

313 M219 Lightsource SPV 139 Ltd

Lightsource SPV 139 Ltd have written to Councillor K Chewings and thanked Council for allowing them to show their presentation and be available to answer any questions raised.

314 M227 Garage Door

Councillor Shaw asked if items of equipment used by the Festival could be stored in the garage belonging to the Cotgrave Welfare, and if Council's insurance would cover this.

Councillor Wilkie has tried to arrange a discussion with members of the Welfare, this has not been concluded to date.

315 M230 Welcome Pack

Councillor Jeffreys noted that the information to be provided by the Methodist Church, would be Cotgrave and not Tollerton Methodist Church as stated in the previous minute number M230.

316 M234 Land at Stragglethorpe

The final decision from the planning inspectorate on the usage of the land, has not been received yet, but is due in the very near future.

Dustbins have been provided to use at the site.

Councillor Jeffreys shared her concerns regarding the health and welfare of the occupiers of the site.

317 M242 Thera East Midlands

The Thera Group have sent a letter of thanks to the Council for their grant of £200, to help towards buying photography equipment to produce a calendar for 2016.

318 M272 Cotgrave Futures

A letter was sent to Councillor Denham, asking if he would be able to represent Council on the Board of Trustees at Cotgrave Futures.

No reply has been received.

Cotgrave Futures had a meeting on 9th November and Councillor Denham didn't attend and no apologies were received.

319 M280 Burhill Allotments

Burhill Allotment Association has now disbanded and all money held by the association has been donated to Ash Lea School. The equipment owned by the association has been left in the shed for any member of the Burhill allotments to use.

The rotavator owned by Cotgrave Town Council will be brought back to the Council garage, but will be available for use upon request.

320 M290 Letter from Resident

The letter previously received by Council regarding a resident's safety concerns of the road junction at Candleby Lane and Main Road with the parked cars near this junction, has been passed onto Nottinghamshire County Council Highways department for their consideration.

321 M296 Remembrance Parade

The parade was very well attended, a credit to the people of Cotgrave and very well managed by our local police service.

Councillor Shaw informed that the Deputy Lord Lieutenant, Mrs Christine Goldstraw, who attended the parade, got splashed by a puddle by a driver passing who had not noticed the puddle on the road.

Council thought as a gesture of thanks for attending, they would pay to dry clean her coat.

322 A letter will be sent to thank her for attending our service in Cotgrave.

323 **Resolved** : 'To pay £15.00 towards dry cleaning of Deputy Lord Lieutenant's Coat.'

324 M295 Commemoration of War Deaths

There is to be a small service to mark the passing of each of the residents named on the War Memorial.

Nottinghamshire County Council may be providing a larger service to commemorate people from across Nottinghamshire for some of the wars and Cotgrave may add our fallen residents into these larger services, if they lost their lives at this battle.

325 M301 Sure Start

Sure Start were due to finish the Thursday group held at the Church School, but have decided to defer this by 6 weeks, whilst they decide what service to provide for Cotgrave in the future.

326 M299 Tree near Metropolitan Property

Councillor Butler has reported the tree, but has been asked to provide further details and the contact information for the resident, so this problem can be investigated.

The information will be passed on, to allow for discussions to take place.

Planning Minutes

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

Financial Matters

328 Payments

- Resolved:** "That the payments made since the previous meeting totalling £5281.05 as recorded on pages 5 be approved and the invoices awaiting payment be paid".

Matters Arising

- 329 No financial matters arising.

Financial Statements

- 330 No financial statement available at the time of the meeting.

RBS Rialtas Software Charges

- 331 RBS Rialtas have sent through the fees for 2016 and there has been a small increase for 2016. The cost for the software licence will increase by £5 for the year and the offsite back up service will increase by £6 per year. The onsite visits, if required, have not increased.

- 332 **Resolved** : 'To accept the increased costs for 2016.'

2016/2017 Budgets

- 333 The Clerk is going to start the preparation work on the budget for 2016/17 and requires to know if council wish to complete any projects in 2016/17.

Items that need to be included in the budget, have been identified by the Clerk are, starting an election fund for 2019. Wages increases to cover for the implementation of the 'living wage' and the abolishment of 'Contracting-Out' on national insurance contributions from pensions.

Council decided to split the cost of the election 2019 over the next four years and include a provision of £1150 per year towards this cost.

The budget cannot be completed until the tax base is released by Rushcliffe Borough Council and this is expected by early December.

A working party will be formed to examine the budget preparation and amend as required, before presenting to Full Town Council for approval.

- 334 **Resolved** : 'To form a working party to prepare the budget.'

- 335 Cllrs K Chewings, R Butler, I Shaw, V Wood and M Chewings will form the working party.
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PAYMENTS MADE – TOWN COUNCIL MEETING 11 TH NOVEMBER 2015					
Date	Company	Invoice No	For	Powers	Amount
OCTOBER					
30.9.15	Arco	925649808	Lopping Shears	1	17.94
24.9.15	Arco	925612100	Brush Head and Handles	1	23.90
30.9.15	Hags-SMP	40075	Repair Wet pour Surface The Green	1	2250.00
1.10.15	Rushcliffe BC	70392532	Quarterly Rent The Green, Candleby Lane and Eastmoor	1	203.75
1.10.15	Rushcliffe BC	70392640	Studio 3 Rent	13	1410.00
6.10.15	Streetwise	10519	Cutting Allotment Hedge	1	267.15
7.10.15	A R Signs	15277	Adding Mobile No to Park Signs	1	90.00
1.10.15	Arco	925657754	Brush Handles	1	3.51
8.10.15	Market Shop		hardware	1	40.24
1.10.15	Rialtas RBS	15991/16016	Omega Software / Back Up	1	411.60
8.10.15	Notts CC	1524322	Stationery	1	30.96
7.10.15	A R Signs	15276	Play Sign / Office Sign	1	258.00
2.10.15	Zurich	407001770	LCAS Membership	1	174.00
Oct 15	Royal British Legion		Grant / Wreath	1	100.00
			TOTAL		6826.05
	Payments Awaiting Payment				
15.10.15	Globesec	7209	October Warranty	2	543.60
10.9.15	Kents	51572	September Maintenance	1	721.16
14.10.15	Kents	51691	October Maintenance	1	721.16
14.10.15	Notts CC	1525303	Refuse Sacks	1	38.52
22.10.15	Notts CC	1526632	Envelopes	1	11.66
14.10.15	Nomix Enviro	905395	Spray	1	163.49
31.10.15	Mrs J Pick	49	Reimbursement for engraving of Citizenship Awards	1	13.90
<ol style="list-style-type: none"> 1. Local Government Act 1972 Section 111 – discharge of functions 2. Local Government & Rating Act 10=997 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 toward 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 1972 Section 19 – recreational facilities 11. Local Government Act 1972 Section 143 – subscriptions to local Government Asso 12. Quality Parish & Town Council Scheme 2003 13. Local Government Act 1972 Section 133 – provision of parish building 14. Public Trustee Rules 1971 15. 15. Protection from Harassment Act 1997 16. Data Protection Act 1998. 17. Occupiers 'Liability' Act 1957 Section 2 					

Cotgrave Allotments for 2016

336 Council discussed the annual rent charges for the allotments and agreed it was in line with previous years. The Burhill rent charges will be increased by £3.09 for a full plot and £1.55 for a half plot and the 2/3 plot will be charged at £23.83. Burhill Plots will cost £35.76 for a full plot and £17.88 for a half plot.

The rent review for Forest Close was agreed as, an increase of £1.94 per plot. The charge for 2016 will be £34.38 per plot.

337 **Resolved** : 'To accept the rent charges for 2016.'

338 Council reviewed the General Rules and Terms and Conditions of Tenancy and noted the changes for 2016.

339 The tenancy agreement has been accepted but Council wish to include in the rules, the pro rota costs for tenants who take on an allotment part way through the year.

This will be added to the rules.

340 **Resolved** : 'To accept the Tenancy agreement with the pro rota provision.'

341 Council noted that several plots were now growing fruit trees and were concerned about the size that they may grow too big and if the tenant gave up the allotment, Council would need to consider the maintenance of the trees.

342 The administration staff inspect the allotments up to 6 times per year and this will be monitored in the inspections.

Nottinghamshire County Council, Supporting Local Communities Fund 2016/17

343 Nottinghamshire County Council have invited local councils to apply for grant funding, up to £50k per project, to help communities deliver projects that will offer environmental, economic or community benefits.

The funding is available to apply for, if certain criteria is met. The criteria should be match funding or partially funded by the applying council.

344 The working party met and discussed several ideas for updating the play areas within Cotgrave. This will be a long term plan to be agreed by Council.

345 The working party decided to concentrate on Ringleas/Eastmoor play area for this funding and are exploring different play companies, to decide what play equipment could be located on the park.

346 The working group identified three areas for the park, this would include equipment for all ages and would include some all 'inclusive' play equipment, the group suggested applying for £15k of funding and for Council to at least match fund or pay more towards the cost of equipment.

347 The working group asked for an 'in principle agreement' by Council, to allow the quotes to be considered and grant funding to be applied for. The grant has to be applied for by 18th December 2015.

- 348 Council discussed the possibility of the grant not being successful and would need to consider using some reserves to purchase any of the equipment. If this happened, Council would discuss the costs and review the play area at that time.
- 349 Consideration would need to be taken, if any play equipment is located on the park, due to the proximity of the houses surrounding the play area.
- 350 Discussions with the community would be arranged regarding all parks and their equipment.
- 351 Council is aware that several of their play areas are very under used and need some updating.
- 352 **Resolved** : 'In principle to apply for grant funding for play equipment on Ringleas Park.'

PAN Pensions Administration Network.

- 353 The Clerk recently attended a seminar on auto-enrolment for the new pension requirements for companies. The seminar was hosted by PAN (Pensions Administration Network) and explained the process every company has to follow, to become compliant with the Pension Regulator.
- 354 PAN has offered all small councils, a full service to help them through to receiving their declaration of compliance and after that, answering any pension related queries, for a one off payment of £400.
- 355 Council discussed the offer and have decided not to accept this offer and do the work towards being pension compliant in house.

Cotgrave Leisure Centre/ Cotgrave Town Council Signage/Marketing

- 356 Parkwood Leisure Centre is upgrading its marketing and signage outside the leisure centre and have asked if Cotgrave Town Council would be willing to contribute towards these changes.
- 357 Parkwood are considering changing the current sign outside for a modern sign to include all permanent users of the centres logos.
- 358 Council are happy for the changes to happen, but are not willing to contribute with costs, at this time.

Cotgrave Town Council Meetings

- 359 Council discussed moving our public meetings from Studio 4 at Cotgrave Leisure Centre and move to the meeting room at Cotgrave Futures, but still keeping the same dates as advertised.
- 360 Studio 4 often becomes very noisy from the youth club located below and from the road and this makes discussion harder because of the noise level. The room can be a problem due to the lack of ability to change the temperature.

- 361 Cotgrave Futures would offer a better shaped room with less noise and is air conditioned with heat or cold, when necessary and gives more space for visitors to council meetings.
- 362 Cotgrave Futures can accommodate the advertised Council meetings apart from the AGM, due in May 2016. There would not be a cost for room hire, only a cost if refreshments were provided by Cotgrave Futures.
- 363 Council decided to trial the room for 3 months.
- 364 **Resolved** : 'To move Council meetings to Cotgrave Futures for 3 months.'
- 365 The Clerk will write to Cotgrave Futures, to confirm this arrangement.

War Memorial

- 366 The Clerk has contacted Nottinghamshire County Council on how to relocate the War Memorial, if residents, were in agreement from the cemetery to the land in front of All Saints Church.
- 367 This area has currently has the 'Market Cross' located on it and this is a listed monument. This monument was found in 1938 in the old rectory and listed in the 1960's.
- 368 Council have previously asked the residents if they wished for the War Memorial to be moved and the response was very low.
- 369 The War Memorial in the cemetery is not a listed monument and the heritage officer for Nottinghamshire County Council, has suggested that Cotgrave Town Council have this listed and improve the visibility and access paths within its current location.
- 370 The heritage officer has offered another firm, who may be able to repair the sword and the Clerk has contacted to ask for a quote.
- 371 Council suggested getting quotes for the sword repair and for pathway improvements and some signage to inform of the war memorial located and apply for any funding to help with the costs.
- 372 The Clerk will find the information for considering listing the war memorial.
- 373 The Clerk to investigate and report at the next meeting.

CCTV Contract

- 374 Council discussed the cost of the CCTV maintenance, which is a considerable expense each month. The CCTV was installed many years ago and is an old system, which is now outdated.
- Council have asked Rushcliffe Borough Council if they would be supplying and maintaining any CCTV in the redevelopment of the precinct.
- Rushcliffe Borough Council have informed that they would not be installing or willing to maintain any CCTV, this is not area they do not provide for.
- All CCTV if supplied, on the precinct and other areas within Cotgrave, would be provided by Cotgrave Town Council and all the maintenance costs met by this Council.

375 A new system would require less cameras and the maintenance costs should be reduced, but due to the precinct redevelopment, it is something Council discussed whether it would need be a consideration until after the changes have taken place in the precinct.

376 Council need to reduce the costs of the maintenance and the Clerk will look for quotes.

377 **Resolved** : 'To cancel the current maintenance contract with Globesec.'

Nottinghamshire County Council Highways – Kerbing Works on Plumtree Road

378 Nottinghamshire County Council have informed Council that they will be doing kerbing and footpath widening works on Plumtree Road between Scrimshire Lane and Mensing Avenue junctions in February 2016.

As part of this work, Nottinghamshire County Council has offered to put a drop kerb in at the vehicle entrance to the cemetery on Plumtree Road. The drop kerb would be installed at no cost to the council and included in the kerbing work.

379 **Resolved** : 'To ask Nottinghamshire County Council to place a drop kerb at the Cemetery.'

Broadmeer Play Area

380 The wooden fence surrounding the bark pit has become too damaged to repair and needs replacing and this needs consideration soon, due to safe play level of the bark in the pit.

381 A supplier, who could offer a recycled timber substitute, has been contacted to give a quote for replacing the surround and this would remove some of the maintenance costs.

382 Three quotes have been requested and only two have been received, the third has not sent yet.

383 The two quotes from Streetwise, are for replacing the surround with a treated wood and the second quote is for supplying labour only and using the recycled substitute, to be purchased directly by the Council.

Streetwise have quoted £1690 to complete the work using wood and £829 for supplying labour only. The cost of the recycled timber £1138. All prices are exclusive of VAT

384 Council discussed the recycled product and checked a sample of the product for its durability.

The park would need to be closed for at least one week when the work is due to take place.

The bark level is dropping and needs a 'top up', so a repair is needed.

385 **Resolved** : 'To purchase the recycled timber and award the labour only contract to Streetwise.'

Correspondence

386 The Nottinghamshire Police and Crime Commissioner

The Beat newsletter supplied by the Nottinghamshire Police and Crime Commissioner has been received.

387 TalkTalk

Talktalk have informed that the price for the year's contract has gone up from £25.00 to £27.50 per month.

388 Burhill Allotment Association

Council have received a copy of the final accounts of the Burhill Allotment Association after they have decided to disband. The final accounts show all monies left in the bank account have been given to the Ash Lea School.

389 The Royal British Legion

A letter of thanks has been received from the Colston Bassett, Owthorpe and Cotgrave branch of The Royal British Legion, thanking Council for the donation to the poppy appeal.

390 Resignation Letter from Cllr M Gable

Cllr M Gable formally handed his resignation from Council, to the Clerk on 4th November. Matt Gable has resigned from council after moving home from Cotgrave.

The resignation was passed to Rushcliffe Borough Council for the process to commence, in replacing a councillor.

Cotgrave Town Council wished to thank Matt Gable for his work with Council during his time served on council. He will be missed by all members of council.

391 Anonymous Letter from a Resident

A resident has written raising their concerns over the political unrest in Cotgrave and especially within Cotgrave Town Council.

They have also raised their concerns over the precinct redevelopment and think council should be considering the businesses located on the precinct and Cotgrave Town Council should be planning for the future.

392 South Nottinghamshire Academy Work Experience

A local student of South Nottinghamshire Academy has asked if Cotgrave Town Council could offer a work experience placement for a week in July 2016.

Cotgrave Town Council have offered to invite the student to various council meetings, but not offer a work placement, but will contact Rushcliffe Borough Council and inquire if they would be able to offer a week's placement.

393 Nottinghamshire County Council

A copy of 'Your Life' has been received.

394 Police Crime Figures

The police have sent crime figures for 27th October through to 2nd November 2015.

Date	Crime
2 nd October	Criminal Damage. Bingham Road
4 th October	Common Assault. Ring Leas
9 th October	Theft from vehicle. Golf Club
11 th October	Criminal Damage. Askham Farm
14 th October	Possession of controlled drugs. Chennel Nook
14 th October	Possession of firearm. Chennel Nook
14 th October	Theft. Briargate
16 th October	Theft. Cotgrave Service Station
17 th October	Criminal Damage to a vehicle. Edgington Close
19 th October	ABH Ring Leas
20 th October	Rape. Not stranger. Address Protected
20 th October	Common Assault. Not stated
21 st October	Criminal Damage to a vehicle. Prioridge
27 th October	Theft. Cotgrave Service Station

395 Council raised their concerns over the figures supplied by the local police and the figures shown on the Police.UK website are very different.

The local police had commented that domestic related crimes are not included the figures supplied to Council.

Clerks Report

396 The local police now have a 'Special Constable' working along with them.

397 The Rushcliffe Awards are being held tonight and Cotgrave Town Council have entered three local residents into two of the categories, Council have entered, Colin Booth, into the category for 'Good Neighbourhood Award and Paige Price and Terri Driscoll, into the category for 'Supporting Young People Award'

398 The Clerk thanked Council for allowing her to attend the SLCC National Conference and gave a brief update.

Councillors Reports

399 Councillor Healy gave an update on the Cotgrave Community Road Safety Team, the new name for Cotgrave Speedwatch, during the sessions being ran by the group, very few vehicles had been noted for speeding.

400 Councillor Wood noted that, Sally Ward, of VillageGreen Networks, had no record of not attending a pre-arranged meeting with Council and that Council do not attach any hard feelings to this.

401 Councillor Cousins said he had decided to stand down from the Labour Party, but to continue to serve on council.

The chairman of council had asked if Councillor Cousins should stand down from Cotgrave Town Council.

Councillor Cousins asked Council if they would wish him to resign and all councillors agreed he should remain on council, but serving as an independent, working for the community and continue with all political party team working.

- 402 Councillor M Chewings has been asked by a resident to report a footpath that has become damaged due to tree root growth disturbing the surface on the path off Saxon Way, near the junction with West Furlong.

The Clerk will report this issue to Nottinghamshire County Council.

- 403 Councillor K Chewings has also received an email from Sally Ward, VillageGreen Networks, asking if Council would consider supporting the Community Website, if further evidence becomes available.

Council had made the decision not to continue supporting the Cotgrave Community Website and this decision has not been changed.

- 404 Councillor K Chewings said that a large bladed knife in a carrier bag, had been found outside the Welfare Club. This had been reported to the police and they would not respond as the knife was clean. The Welfare are going to complain to the police.

Councillor K Chewings has been asked to comment on the incident by the Nottingham Post and has agreed to do this and will write to the Chief Constable of Nottinghamshire Police and Paddy Tipping regarding the incident.

- 405 **Resolved** : 'To extend standing orders by 30 minutes.'

- 406 **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.**

Staff Appraisals

- 407 Resolved : 'To adopt the amended staff appraisal policy.'

Multi-Purpose Building - Update

- 408 Council have agreed to hold council meetings in the Cotgrave Futures building and review the office space requirements, if the meeting room in Cotgrave Futures is adequate.

This will all be reviewed in March 2016.

There being no further business the meeting ended at 9.52pm.

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