

**Cotgrave Town Council Meeting
10th February 2016**

Present : Councillors R Butler (Vice Chairman), H Brumpton, P Cousins, S Chewings, S Gardner, W Handbury, L Healy, J Mileham, I Shaw and V Wood.

Apologies Approved: Councillors C Chewings, K Chewings, C Jeffreys & A Wilkie.

Council noted the apologies for the 3rd meetings in succession from the Chairman.

Absent: Councillors C Denham & M Chewings.

In Attendance : The Clerk.

The meeting was held at Cotgrave Futures and started at 7.00pm.

Declarations of Interest

548 Councillor S Chewings declared an interest in the planning application for 19 East Acres, friends of the applicant and did not take part in this discussion regarding the planning application.

Public Open Session

549 No members of the public attended.

550 **Resolved** : 'To move standing orders to allow the local police to give an update on local policing matters

Local Police Matters

551 PCSO Stephen Plant and the new Special volunteer, Josh Lee-Taylor gave an update on policing matters within Cotgrave.

552 PCSO Plant explained the forth coming changes in the local policing team. PCSO Evans and Heaps continue to be the local team for Cotgrave and they will be asked to cover more roles.

553 Crimes in the Cotgrave area have increased by 12% or 21 crimes over the same period last year. Some of this increase has been reflected in a new policy adopted by the police that all crimes now have to be recorded. In the previous policy, very minor incidents did not require recording. This reflects that crime has not increased considerably.

554 The multi-use area has been noted as an area of observation after receiving complaints of motorbikes riding around on the astro surface.

555 The speeding cars which were racing around the outskirts of Cotgrave have now stopped, after some police intervention.

556 Councillors mentioned that noisy motorbikes and quads were riding around the streets in Cotgrave, the police noted this.

557 The Speedwatch group is still very active and have been using the new equipment, the results have been very good, with only a few people not taking notice of their speed and reducing it. If a problem of speeding occurs in a regular position, the police mobile speed camera unit could be requested.

558 Council thanked the PSCO and Special for attending and giving the update and for all the officers who work on behalf of Cotgrave.

Minutes of the Previous Meeting of Full Town Council held on 13th January 2016

559 **Resolved** : "That the minutes of the previous meeting held on 13th January 2016 be received and confirmed as a true record".

560 Councillor Shaw noted that he was not mentioned as wishing to be being part of the working group, as noted in minute number 523. This omission will be amended.

Progress

561 M494 War Memorial

Councillors Wilkie and Shaw have met with John Ludlam of Royal British Legion, Sheila Astill, All Saints Church Warden and the Clerk to discuss the improvements required around the War Memorial. The work has been identified in several parts, the trees to be pruned, reconnect the sword and clean the War Memorial and War graves. Also the access path requires some improvements, this will require permission from the church.

A grant from 'Supporting Local Communities' has been applied for, to complete some of the work.

562 M496 Letters to Police and Crime Commissioner

Copies of the letters sent to the Police and Crime Commissioner are not available for Council to read.

563 M499 DBS Checks

The DBS check completed on Councillor Gardner does not have an expiry date but it is good practice to renew the check every few years.

564 **Resolved** : 'To renew the DBS Check for Councillor Gardner'

565 M501 Local Police

The Police UK website shows a different figure for crimes to that given to Council by the local police, this is because all crimes, including domestics, are recorded on the national database and the local police only inform us of the crime figures not including domestics.

Council noted that 'Special' Josh Lee-Taylor is a volunteer and thanked him for volunteering his time to work with the Police.

566 M515 Budget 2016/17

The precept application has been sent to Rushcliffe Borough Council.

567 M529 Cotgrave Church of England School

The 20mph speed limit has now been implemented around the Cotgrave Church of England School.

Minutes of the Previous Meeting of Personnel Committee

568 **Resolved** : "That the minutes of the previous meeting held on 27th January 2016 be received and confirmed as a true record".

Progress

569 M008 Formation of Personnel Committee

The Chairman of Council, K Chewings, has noted that he should be part of the personnel committee, as stated in council's Standing Orders and wishes to be included in this committee.

This was an oversight by the Chairman.

Planning Minutes

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

Financial Matters

571 Payments

Resolved: "That the payments made since the previous meeting totalling £16173.26 as recorded on pages 4 be approved and the invoices awaiting payment be paid".

Matters Arising

572 Councillor Cousins noted the cost of calibrating the PAT tester was expensive and suggested that Council find additional quotes before sending it next year.

PAYMENTS MADE – TOWN COUNCIL MEETING 10 TH FEBRUARY 2016					
Date	Company	Invoice No	Details	Powers	Amount
5.12.15	Veber	1285-53870	Data Back Up	1	13.20
22.12.15	Titan		Faxline	1	13.85
Dec 15	Talktalk		Phoneline	1	33.00
15.12.15	Lou's Household		Christmas Grotto/Cards	9	50.94
15.12.15	Community Heartbeat	1210	Pads, Torch, rescue Kit for Defibrillator	1	53.00
16.12.15	First Stop Safety	7452	Toner Cartridges	1	339.72
9.12.16	J A Kent Services	51901	December Maintenance	1	721.16
21.12.15	Notts County Supplies	1535515	Stationery	1	29.75
18.12.15	RBS Rialtas	24654	Consultancy – Budgets 16-17	1	590.40
27.12.15	UK Fuels	912243	Fuel	1	69.00
4.1.16	Rushcliffe BC	Various	Quarterly Rent x 3 Parks and Forest Close Allotments	1	238.75
4.1.16	Rushcliffe BC	70403369	Quarterly Rent Studio 3	13	1410.00
11.1.16	A Cookson & Son	2171-2173	Remove Christmas Tree Lights	9	1158.00
12.1.16	Globesec	7410	January Warranty	2	543.60
13.1.16	Trent Bridge Community Trust		Grant	1	1250.00
19.1.16	British Recycled Products	190	Broadmeer Play Area	1	80.50
25.11.15	CSC		Domain Name	1	92.70
11.1.16	J A Kents	52006	January Maintenance	1	721.16
11.1.16	NALC	1537521	Annual Subscription	1	962.40
14.1.16	NCC Supplies	1537521	Refuse Sacks and Stationery	1	78.90
27.1.16	Vale Skip Hire		Skip Hire	1	115.00
9.1.16	Opus	19592446	Sportsground Electricity	1	39.65
22.12.15	Notts CC	91772645	December Salaries	1	7534.37
5.1.16	Veber	1285-43951	Data Back Up	1	13.20
5.1.16	Talktalk		Phone Line	1	33.00
			TOTAL		16173.26

1. Local Government Act 1972 Section 11 – 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 – subscription to Local Government Association
12. Quality parish & Town Council Scheme 2003
13. Local Government Act 1972 Section 133 – provision of a parish building
14. Public Trustee Rules 1971
15. Protection from Harassment Act 1997
16. Data protection Act 1998
17. Occupiers 'Liability' Act 1957 Section 2

Financial Statements

- 573 Members considered the December statement as reproduced on the inside cover of the minute book.
- 574 At the end of December 2015 Council has £394,983.68 in hand.

Internal Auditor for 2015-16

- 575 The Clerk asked Council if they would consider the re-appointment of the Internal Auditor used by Council last year, Mr David Slight.
- 576 The cost of the internal audit last year was £150 and is expected to cost the same again this year.
- 577 **Resolved** : 'That Council agreed to appoint Mr D Slight as the Internal Auditor for the 2015/16 audit.'
- 578 A letter of appointment will be sent to Mr D Slight.

Grant Applications

- 579 A grant application has been received from Little Kites Playground, requesting grant funding to provide a grant to purchase craft resources for the children
- 580 A grant of £150 has been requested.
- 581 **Resolved** : 'To award a grant of £150 for providing craft resources.'
(Local Government Act 1972 Section 145 – provision of entertainment)
- 582 An application for grant funding had been received from Revitalise Respite Holidays to allow disabled people and their carers a holiday break within a specialised hotel.
- 583 Some Cotgrave residents use this specialist facility, which allows them to go on holiday and the hotel provide all their special requirements and on-call nursing and personal care staff.
- 584 A grant of £354 has been requested.
- 585 **Resolved** : 'To award a grant of £354 for providing respite holidays.'
(Local Government Act 1972 Section 137 – in the interests of Cotgrave)

Cotgrave Town Council Representative for Cotgrave Futures Board

- 586 Councillor Denham has stepped down from the Cotgrave Futures Board of Trustees due to his working schedule and a new member needs to be elected to represent Cotgrave Town Council on the board.
- 587 The Board of Trustees hold a bi-monthly meeting on a Monday morning at 10.30am.

588 Councillor Shaw offered to represent Cotgrave Town Council on the board.

589 **Resolved** : 'Councillor Shaw to represent Cotgrave Town Council on the Board of Trustees for Cotgrave Futures.'

Working Group Update – Cotgrave Regeneration

590 The working group have held two meetings, the first was a general discussion on how to help with communications to the businesses and residents when the work starts on the Cotgrave Precinct.

591 The working party invited Kath Marriott, Rushcliffe Borough Council to attend the second meeting and discussed areas where help would be most needed.

592 Kath Marriott suggested the setting up of a business club, to establish a networking strategy between businesses and to work on the best ways of updating the residents with information.

593 Information will be published in Cotgrave Connections and Rushcliffe Borough Council will be starting a Facebook page following the regeneration of the town centre.

594 Council will be invited to attend meetings with the architects who are designing the new multi-use building.

595 Caroline Saxton of Rushcliffe Borough Council has been invited to attend any working group meetings to help with communications to the businesses and residents.

Standing Orders

596 The 'Standing Orders' that are the rules for council to abide by, now need to be updated, due to a change in law regarding the procurement of services and equipment purchased by Council.

597 Council needed to form a working party to check all the legalisation and update where necessary and bring to the Full Town Council for approval and adoption.

598 **Resolved** : To form a working party to update the Councils 'Standing Orders'

599 Councillors V Wood, R Butler, L Healy, S Gardner, P Cousins and the Clerk will form the working party.

Strategic Board

600 Cotgrave Town Council have a representative from Cotgrave Town Council who sits on the Cotgrave Strategic Board at the bi-monthly meetings.

601 If the Cotgrave Town Council representative cannot attend for any reason, Rushcliffe Borough Council have recommended that a substitute should attend. This would allow for Cotgrave Town Cotgrave to be represented at all strategic board meetings.

602 Councillor Wood offered to be the substitute, as he has attended previous strategic board meetings.

- 603 **Resolved** : 'For Councillor Wood to be the substitute attendee for Strategic Board meetings, if required.'

Personnel Committee

- 604 The personnel committee should contain six members of Council including the Chairman.
- 605 After M Gable's resignation from Council, a member needs to be elected.
- 606 Councillor Mileham asked if she could be considered to join this committee, because the current personnel committee does not have a female representative and Cotgrave Town Council employs several female staff.
- 607 Council agreed that the Chairman should join the personnel committee and at least one other member.
- 608 **Resolved** : 'Councillor K Chewings and Mileham to join the Personnel Committee.'
- 609 Councillor Cousins wished to resign from the personnel committee and this was accepted by Council.
- 610 Council asked if any other member of Council would like to be considered, to fill the vacancy created by Councillor Cousins' resignation.
- 611 Councillor Healy asked to be considered and all council voted in favour.
- 612 **Resolved** : 'Councillor Healy to join the personnel committee.'

Correspondence

- 613 Rushcliffe Borough Council
The Manvers Arms Public House has been formally placed on the register of Assets of Community Value.
- 614 Residents Letter – Maddison Park
A resident has written a letter opposing a future suggestion made by Council, to consider sectioning off part of the park, to allow dogs to have an area to run freely and feels that this park would be better having new goalposts, to allow for young people to be able to do activities that require larger space.
- 615 Nottinghamshire Police and Crime Commissioner Candidate.
A letter has been received introducing one of the candidates standing in the Police and Crime Commissioner elections, which are taking place on 5th May, 2016. The candidate is a Mr Tony Harper.

616 Residents Letter – Flooding and Traffic Issues

A letter has been received a resident concerned that culverts around parts of Cotgrave have not been cleaned out and this resulted in flooding near Sainsbury's around 1981 and concerns regarding heavy vehicles using Bingham Road to get to the new housing site on Hollygate Lane.

617 Nottinghamshire Association of Local Councils (NALC)

NALC are offering a seminar on 'External Audit Briefing' to inform Clerks and Councillors regarding the changes from the new Accounts and Audit Regulations 2015.

618 Nottinghamshire County Council

Notification of roadworks and temporary closure along Plumtree Road has been received. This is the second phase and work is due to start on Monday 22nd February, 2016.

619 Lightsource Renewable Energy Ltd

Lightsource have sent information regarding their start on work at the site on Main Road, Cotgrave. The work is due to begin on 2nd February and will take up to a maximum of 16 weeks to complete.

Clerks Report

620 A letter has been received today, from NALC, offering places for the 3rd annual High Street Summit, taking place at Nottingham Conference Centre on 30th & 31st March 2016.

The event will have presentations from high street experts and case studies from other towns showing leading edge ideas of innovation.

621 Council considered this and would like two members to attend.

Councillors Reports

622 Councillor Brumpton noted that the parking issues are still continuing on Whitelands and its junction with Prioridge.

623 Councillor Shaw enquired if Daleside would be repaired and in places resurfaced, because areas on Ringleas and Woodview have been marked ready for work to be carried out.

624 Councillor Healy mentioned that the Friends of Cotgrave Country Park needed long handled litter pickers but then would need a storage area.

The Clerk would find out if there was sufficient room in the ground staffs garage but access would only be when ground staff were on duty.

625 Councillor Wood thanked all the people who had contributed information towards the local directory and to the Administration Manager for typing it up.

The group now need to meet and finish the local directory.

The group organised to meet on Monday 7th March at Cotgrave Futures at 7pm.

626 Councillor Handbury asked if the time span for residents at the site at Stragglethorpe to vacate the site had expired as there has not been any movement on the site.

The time to move off the site and return it to grazing given by the planning inspector have not yet expired.

627 Councillor S Chewings gave thanks on behalf of her daughter, who had organised the collection of food for the Trussell Trust foodbank, for the 408 items of food donated by residents of Cotgrave.

Some of the food was included into elderly people packs, who need help in the community.

628 Councillor Butler had been contacted regarding the three holes in the fence between the multi-use games area and the bowling club. The young people are going through the holes and hanging around the bowling clubhouse.

The fence does not belong to Cotgrave Futures or the Cotgrave Town Council and is the responsibility of Cotgrave Welfare.

The Clerk has reported the damage on several occasions and the Chairman has reported directly to the Welfare.

The Clerk will ask the ground staff if they can repair the holes.

Cotgrave Town Council have previously mended the fence when holes are made.

629 Councillor Cousins informed that he has decided to resign from Council. He would be sending his resignation letter to the Clerk tomorrow.

There being no further business the meeting ended at 9.36pm.

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