

**Cotgrave Town Council Meeting
13th January 2016**

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

Apologies Approved: Councillors C Chewings, K Chewings & S Chewings

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

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

Declarations of Interest

486 No Declarations were received.

Public Open Session

487 No questions raised by the public.

Minutes of the Previous Meeting of Full Town Council

Resolved : "That the minutes of the previous meeting held on 9th December 2015 be received and confirmed as a true record".

488 Council noted Councillor Brumpton's late apologies from the previous meeting held on 6th January 2016.

Progress

489 M412 Dropped Kerbs on Daleside and areas.

Councillor Butler checked the areas around Daleside and has noted the lack of drop kerbs and has passed his findings onto Nottinghamshire County Council.

Nottinghamshire County Council have placed this on a list of work needed to be achieved in Cotgrave.

490 M416 Bowls Club Fencing

Councillor Denham noted that some work has been done to repair the fence by Cotgrave Welfare, between the bowling club and the Welfare field.

491 M418 South Nottinghamshire Academy

Councillor Wilkie congratulated South Nottinghamshire Academy for their best results in exams. All councillors passed on their congratulations to all the staff and pupils.

492 M423 Land at Stragglethorpe

The land at Stragglethorpe has been rejected by the planning inspectorate for living accommodation and must be returned to grazing within a 3 month period. This period has not yet expired.

493 M427 Cotgrave Allotments

Councillor Shaw asked if Cotgrave Town Council should offer the allotment holders an AGM each year.

Councillor Wilkie noted that it is not required as all allotment holders can approach the council at any time if they have any queries.

494 M429 War Memorial

The Clerk has applied on behalf of Council, for some funding from the 'Supporting Local Communities Fund' to repair the War Memorial and prune the trees in the surrounding area and to look at starting some footpath repairs.

Councillor Wilkie will contact John Ludlam to discuss the work require and what the Royal British Legion are working towards on improving the War Memorial.

The Clerk has received one quote for footpath repairs of £7900.

495 M430 CCTV Contract

Quotes are being requested for the Council's CCTV equipment. The current contract expires at 31st March 2016.

M432 Footpath on Saxon Way

The Clerk has not received an update from Nottinghamshire County Council regarding the footpath.

Councillor Butler has asked for copies of the emails and he will discuss the footpath with Nottinghamshire County Council.

496 M433 Letters to Police and Crime Commissioner

Councillor M Chewings informed that the copies of the letters sent to the Police and the Crime Commissioner, would be given to the Clerk.

Council asked if Councillor K Chewings had received any replies and if so, could they be made available to Council.

497 M439 Council's Representation on Cotgrave Futures Board of Trustees

Councillor Denham has decided to stand down from his position of Council's representative on the Cotgrave Futures Board of Trustees.

A new representative will be chosen at the next council meeting on 10th February 2016.

Council thanked him for and accepted his decision to stand down.

498 M440 External Auditor

The company for the 'sector-led' body for external audits has been set up and is called Smaller Authorities' Audit Appointment Ltd.

The board has met and agreed that the deadline for local councils to opt out of the scheme, has been extended until 31st March 2016 and also agreed that the fees for councils with an annual turnover of £25k will not exceed the charges paid by councils in 2014/15 year.

499 DBS Checks

Councillor Gardner asked if his DBS check was in need of renewing.

The Clerk noted that the DBS check does not have an expiry date but it is suggested that they are considered for renewing every few years.

500 M443 Christmas Lights

The Christmas Lights event was a great success but the Council covered the shortfall of £128.45. Council didn't receive as many donations as in previous years.

501 M458 Local Police

The new member of the local police team will be a 'Special' and not a PCSO.

The information given by the local police, shows a difference to the information placed on the Police UK website, this is because most incidents that are classed as 'domestic' incidents are not recorded in the figures given to Council.

Council will invite the Police to attend a future meeting to give an update.

502 M459 Playground Equipment and Funding Bid

All the quotes from the various companies, giving their ideas, are still being considered and the funding bid has been sent.

The play area will eventually offer 3 play areas to allow different play equipment for the different age groups and to encourage families to use the area.

If the funding bid is successful, it will be announced in April 2016. If the bid is not successful, the equipment may be installed in phases.

Minutes of the Extraordinary Council Meeting of Full Town Council

503 **Resolved** : "That the minutes of the previous meeting held on 6th January 2016 be received and confirmed as a true record".

Planning Minutes

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

Financial Matters

505 Payments

- Resolved:** "That the payments made since the previous meeting totalling £13591.51 as recorded on pages 5 and 6 be approved and the invoices awaiting payment be paid".

Matters Arising

- 506 Council enquired if the local 'First Responder' had started their training. The training is due to start early this year.

Financial Statements

- 507 Members considered the November statement as reproduced on the inside cover of the minute book.
- 508 At the end of November 2015 Council has £406005.41 in hand.

Budget 2016/17

- 509 All councillors have received a copy of the budget proposal for 2016-17.
- 510 Cotgrave Town Council working party had considered the budget document and were in full agreement with the proposal.
- 511 Cotgrave Town Council thanked Andrew Neale, from RBS for his work on preparing the budget with the Clerk and the working party.
- 512 The budget book has now been produced in a new clearer format.
- 513 The precept figure will remain at the same figure as the previous year and a Band D property will be £1.80 per week, 50% of properties in Cotgrave are in Band A or B.
- 514 The precept for Band D is £93.82 (£93.86 for 2015/16) or £1.80 per week. A 0% change from last year.
- 515 **Resolved** : 'That Council precepts for £192,500, which equates to £93.82 per annum or £1.80 per week for a Band D property.'

PAYMENTS MADE – TOWN COUNCIL MEETING 13TH JANUARY 2016					
Date	Company	Invoice No	Details	Powers	Amount
	<u>DECEMBER</u>				
Nov 15	Titan Telecom		Fax Line	1	14.44
	<u>NOVEMBER</u>				
27.11.15	Adlard Print	14038	Winter Newsletter	4	1195.00
30.11.15	B E Furniture	14700	Table Hire Christmas Lights Event	9	108.00
30.11.15	Cookson & Son	2150	Install Christmas Tree Lights	9	870.00
30.11.15	Cookson & Son	2149	Install lights on small trees	9	240.00
25.11.15	Kent Services	51816	November Maintenance	1	721.16
29.11.15	UK Fuel	908885	Fuel	1	150.77
27.11.15	Wrights Windows	112	CTC & CF Window Cleaning	1	55.50
1.12.15	ICO		Data protection Registration	16	35.00
8.12.15	Mrs J Pick		Reimbursement for stamps and Christmas Cards	1	35.39
8.12.15	Mr R Hamer		Reimbursement for extension cable	1	49.50
10.12.15	Shield Insurance		Allotments Insurance 2016	1	104.46
9.12.15	Opus	19452033	Sportsground Electricity	1	37.55
25.11.15	Notts CC	91757763	November Salaries	1	7358.52
25.11.15	Regal Paints	4551	White Lining Paint	1	119.95
2.12.15	Streetwise	10610	Empty Bins/Street Cleaning Services	1	504.90
10.12.15	Low Carbon Products	175	Broadmeer Park Boarding	1	1366.06
14.12.15	Cotgrave Futures	134N	CISWO Rent Reimbursement	1	40.01
9.12.15	Globesec	7332	December Warranty	2	543.60
10.12.15	Roffesoft	4984	Computer Works	1	42.00
			TOTAL		13,591.51
	<u>Awaiting Payment</u>				
16.12.15	First Stop Safety	53608+	Annual Calibration of PAT Tester	1	99.00
9.12.15	J A Kents	51901	December Maintenance	1	721.16
15.12.15	Community Heartbeat	1210	Defibrillator Pads	1	53.00
14.12.15	CCS	7452	Toner Cartridges	1	339.72
21.12.15	Notts CC	1535515	Stationery	1	29.75
18.12.15	RBS	24654	Consultancy – Budgets 16/17	1	590.40
27.12.15	UK Fuels	912243	Fuel	1	69.00

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*
17. *Occupiers' 'Liability' Act 1957 Section 2*

Grants – Positive Futures

516 Positive Futures have applied for a grant to allow them to extend their work in Candleby Lane School and with the community in line with the end of their project in December 2016.

The funding will help deliver lunch and after school clubs in school and to continue the health and fitness session held on Friday evenings and extend the local apprentice who is currently working on providing the lunch time and after school clubs, to complete his training up to December 2016.

517 The funding application request is for £2500 in total and would be gratefully received in two payments.

518 The first payment would be from the current year's budget and the second payment would be paid by 20th May 2016 from the 2016/17 budget.

Working Group for the Cotgrave Regeneration

519 The working group is to be set up, to work with all partners involved in the Cotgrave regeneration.

520 The working group will consider and discuss each phase of the project and then give all councillors an updated report and allow for full town council approval.

521 The working group will work with the local businesses, shops and doctors.

522 **Resolved** : 'To form a Cotgrave Regeneration working group.'

523 Councillors Cousins, Jeffreys, Wood, Handbury, Brumpton, Denham, Healy, Butler, Shaw and Gardner have offered to be part of the working group.

524 The first meeting of this group will take place on 20th January 2016 at 7pm at Cotgrave Futures, the Clerk has been asked to attend.

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

Correspondence

526 The Royal British Legion – Poppy Appeal

A thank you letter has been received from The Royal British Legion for the grant given by Cotgrave Town Council of £100.

Councillor Wilkie asked if any councillors would be willing to volunteer to help with the selling of poppies in future years.

Council suggested when the poppies are due to be sold and the timetable of volunteers is being organised, the organiser contacts Cotgrave Town Council, with a list of dates and times and any councillors who could help will be included.

- 527 Councillor Wilkie and Jeffreys noted this year a record amount of poppies had been sold and Councillor Jeffreys would find out the final total of money raised by the Cotgrave and Cropwell Bishop branch.

- 528 Council thanked Mary Myles, who had organised this year's poppy sales, for all her hard work and the great achievement to the overwhelming response.

529 Cotgrave Church of England School

Nottinghamshire County Council has decided to introduce a 20mph speed limit around the Church School and the signage will be in place by 31st march 2016.

530 Nottinghamshire Association of Local Councils (NALC)

The association has sent details of how any parishes can be involved in the celebrations of Her Majesty The Queen's 90th Birthday on 21st April 2016.

531 Rushcliffe Borough Council

A letter has been received from Allan Graham, in response to the petition, the chairman of Cotgrave Town Council, handed into Rushcliffe Borough Council on behalf of the residents.

Clerks Report

- 532 The Clerk has received legal information that require the Cotgrave Town Council Standing Orders to be amended and updated.

- 533 There has been legal changes in the procurement procedures of goods and services over £25K.

- 534 This will be placed on the agenda for the next meeting.

Councillors Reports

- 535 Councillor Wood informed that the Personnel Committee have a meeting arranged for 27th January 2016 at 7pm in studio 4 at Cotgrave Leisure Centre.

536 Councillor Jeffreys noted the news report on Cotgrave, placed in the Evening Post by the local estate agent, stating why Cotgrave is a good place to live.

537 **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.**

Minutes of the Previous Meeting of Full Town Council – Confidential Minutes

538 **Resolved** : “That the minutes of the previous meetings held on 14th October, 11th November and 9th December 2015 be received and confirmed as a true record.”

Staffing Matters

539 The personnel meeting will be taking place on 27th January 2016 and staff appraisals are to be discussed.

540 Several staffing matters were discussed during the meeting.

Council’s Office

541 Council discussed the relocation of the current office into the proposed new multiservice building, which will house all other local services including the police, Rushcliffe Borough Council contact point and the library.

542 Two motions were proposed and a recorded vote was requested.

543 The first motion proposed by Councillor Wood and seconded by Councillor Wilkie was
‘To relocate the Town Council office and join our partners in the new multiservice building.’

544 The recorded vote of the motion was 8 councillors in favour, 3 against and an abstention. In favour were Councillors Wood, Wilkie, Butler, M Chewings, Healy, Handbury, Jefferys and Brumpton.

Against were Councillors Gardner, Shaw and Denham and Councillor Cousins abstained.

545 The second motion proposed by Councillor Denham and seconded by Councillor Shaw was
‘For Cotgrave Town Council to stay in their current offices and use the money for other projects.’

546 The recorded vote was 2 councillors in favour, 8 against and 2 abstained. In favour were Councillors Denham and Shaw.

Against were Councillors Wilkie, M Chewings, Wood, Healy, Butler, Handbury, Jeffreys and Brumpton and Councillors Cousins and Gardner abstained.

547 **Resolved** : 'To move the Cotgrave Town Office to the new multiservice building if it can be achieved at a cost agreed by Council.'

There being no further business the meeting ended at 9.22pm.

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