

Cotgrave Town Council Meeting
9th March 2016

Present : Councillors R Butler (Vice Chairman), M Chewings, S Chewings, S Gardner, W Handbury, L Healy, J Mileham, I Shaw, A Wilkie and V Wood.

Apologies Approved: Councillors C Chewings, K Chewings, H Brumpton and C Jeffreys.

Absent: Councillor C Denham.

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

630 No declarations were given.

Public Open Session

631 Mr Rob Linthwaite, Manager of Parkwood Leisure Centre at Cotgrave gave an update on what is happening at Cotgrave Leisure centre and the future plans for the next twelve months.

632 The swimming pool will be the only pool within Rushcliffe to have a flume, and on average 724 people use this swimming pool each week.

633 After recent public criticism on social media regarding the pool temperature, the centre has increased the temperature by 1.5 degrees.

634 The cleaning of the wet area is being improved and extra sessions are being created for the public and swimming lessons.

635 Parkwood are providing 'swim safe' advice to the local schools highlighting the dangers of swimming in open water.

636 The centre has a 38 station gym, large sports hall, spin studio, meeting rooms, dance studio, football pitches and specialist disabled changing facilities.

637 The centre has had many other improvements including new lighting, decoration and the bushes removed from outside and staff have received many staff training hours.

638 The centre has achieved the reaccreditation of the Quest and ISO14001 awards and is the only company to do this.

639 The leisure centre has also gone green by producing its own electricity and heating.

640 The next steps will be introducing a reactive project to supporting people with injuries, illness and disabilities and increase the number of GP referrals.

641 The centre will be hosting an open day and taking part in local community projects.

- 642 Rob Linthwaite offers to be available to meet any centre users to discuss any issues or suggestions for improving the centre.

Minutes of the Previous Meeting of Full Town Council held on 10th February 2016

- 643 **Resolved** : "That the minutes of the previous meeting held on 10th February 2016 be received and confirmed as a true record".

Progress

- 644 M556 Speeding in Cotgrave

It has been noted that some vehicles are speeding along Hollygate Lane, especially where the new speed limit has been introduced.

Councillor Shaw suggested that the new extended 30mph, could do with some additional speed signs.

Councillor Healy mentioned the speed watch team would be monitoring this area and would monitor this to see if additional signs should be requested from the Highways department.

- 645 M561 War Memorial

The grant applied for to carry out improvement works around the War Memorial, will be announced at late March or early April.

Councillor Wilkie has requested the Clerk to organise another meeting at the end of March to discuss the work required and timescales with John Ludlam, A Wilkie, Sheila Astill and the Clerk.

- 646 M562 Letters to Police and Crime Commissioner

The copies of the letters sent to the Police and Crime Commissioner and the replies, have not been available for Council to read.

- 647 M578 Internal Auditor

Mr D Slight has accepted Council's offer to be the internal auditor for 2015/16

- 648 M603 Strategic Board

Councillor Wood will be available to attend the strategic board meeting on 15th March, if required.

- 649 M614 Residents Letter re Madisson Field

Councillor Wilkie suggested that Madisson field is large enough to be considered to have a dog exercise area and still have room for the rugby pitch.

- 650 Councillor Wilkie informed that he has written a play strategy for Council to consider and this will be given to the Clerk for circulation to all councillors.

651 Councillors Wilkie and M Chewings will have a meeting with the ground staff to discuss options that could be considered for Madisson Field.

652 M616 Flooding Issues within Cotgrave

A resident has contacted Councillor Shaw regarding flooding from a ditch in the field down the pathway near 106 White Furrows.

653 The Clerk will report this Nottingham County Council.

654 M623 Road Surface on Daleside

Daleside has been inspected and the poor road surface has been noted and will be included in future resurfacing works.

655 M624 Friends of Cotgrave Country Park Equipment

The equipment used by Friends of Cotgrave Country Park could be stored by Cotgrave Town Council, in one of the smaller sheds, located at Cotgrave Leisure Centre.

656 M626 Stragglethorpe Grazing Area

The travellers living at Stragglethorpe have not moved off the field, after losing the planning appeal and the time given to leave has now expired.

Rushcliffe Borough Council will now have to start a court appeal and this could take several months.

Minutes of the Previous Meeting of Personnel Committee held on 24th February 2016

657 M020 Park Keepers Pay Review

The Personnel Committee recommended that the new minimum wage, which will be paid to all park staff from 1st April, 2016, should be back dated to April 2015, to thank the park keepers for the work they complete on a daily basis.

658 **Resolved** : 'To introduce the minimum wage for April 2016, and back dated to April 2015.'

659 M021 Ground Staff Pay Review

The Personnel Committee recommended that the ground staff should be awarded a 2% wage increase and this be back dated to April 2015.

660 **Resolved** : 'To award a pay increase of 2%, back dated to April 2015.'

661 M022 Administration Staff Pay Review

The Personnel Committee recommended that the administration staff should be awarded a pay increase by moving up to the next spine point and back dated to April 2015.

662 **Resolved** : 'To award a pay increase of moving up one spine point, back dated to April 2015.'

663 M023 Review the Contract and Pay of the Clerk

The personnel committee recommended to review the pay and contract for the clerk and this will be discussed and reviewed at a future personnel meeting.

664 **Resolved** : 'To review the contract and pay of the Clerk.'

Planning Minutes

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

Financial Matters

666 Payments

Resolved: "That the payments made since the previous meeting totalling £11883.15 as recorded on pages 5 be approved and the invoices awaiting payment be paid".

Matters Arising

667 No matters arising.

Financial Statements

668 Members considered the January statement as reproduced on the inside cover of the minute book.

669 At the end of January 2016 Council has £390,760.89 in hand.

Grant Applications

670 A grant application has been received from Trent District Community First Responders, requesting grant funding to provide an additional responder with a defibrillator.

671 A defibrillator can be purchased at a special price of £750 and the responders are trying to raise funds to provide five additional responders with a defibrillator each, which will allow for more time and area coverage.

672 Council have £706 left in 2015/16 grant fund but decided to offer the full £750 required to purchase a defibrillator, in recognition of the excellent work provided by the volunteers.

673 The Trent Responders thanked Council for the previous grant given last year to purchase a kit for a responder and provide two sets of uniform.

PAYMENTS MADE – TOWN COUNCIL MEETING 9TH MARCH 2016					
Date	Company	Invoice No	Details	Powers	Amount
	JANUARY 2016				
Jan 16	Titan Telecoms		Faxline	1	13.85
	FEBRUARY 2016				
5.2.16	Streetwise Environmental	10758	Works at Broadmeer Park	1	1583.28
31.1.16	UK Fuels	915604	Fuel	1	87.69
11.1.16	Cookson & Son	2173+2171	Remove Christmas Lights	9	1158.00
15.2.16	Cotgrave Futures	168N+166N	MUGA Electricity and Photocopying	1	167.27
9.2.16	CCS	7519	Toner Cartridge	1	78.00
5.2.16	J A Kents	52115	February Maintenance	1	721.16
11.2.16	Mrs J Pick		Reimbursement for Postage Stamps	1	41.04
16.2.16	Mrs J Stephenson		Reimbursement for light bulbs at Sports Pavilion	1	89.49
10.2.16	Severn Trent Water		Forest Close Allotments	1	35.77
16.2.16	Little Kites Playgroup		Grant	1	150.00
16.2.16	Revitalise		Grant	1	354.00
Feb 16	Notts ALC		External Auditor Seminar	1	10.00
Feb 16	Notts CC	91790056	Wages January 2016	1	7347.00
Feb 16	Veber	1285-44037	Data Back Up	1	13.20
Feb 16	Talktalk		Broadband and Telephones	1	33.40
			TOTAL		11883.15

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

- 674 **Resolved** : 'To award a grant of £750 to buy an additional defibrillator.'
(Local Government Act 1972 Section 137 – in the interest of the community).

Play Area Inspections carried out on 25th February 2016

- 675 Ring Leas
In good order.
- 676 Maddison Park
In good order.
- 677 The Green
In good order.
Swing Pod – monitor the bushes and bolts.
Clean out grates – ongoing
Weeding - ongoing
Litter bin lids - missing
- 678 Cotgrave Futures
In good order.
- 679 Broadmeer
In good order.
The Double Perch & cradle swings – monitoring the rubber seats.
Bark has been topped up and bark pit surrounds have been replaced.
- 680 Former Tennis Courts (MUGA)
In good order.
- 681 Grassmere
Satisfactory.
Cradle and Junior Swings rubber seating is being monitored.
Mini Goalposts are being monitored.
Multiplay unit 2 – monitor the wooden steps.
- 682 **Resolved** : 'To accept the report.'

Play Park Inspections

- 683 The Clerk has requested a quotation from Streetwise Environmental to carry out playground inspections on an annual or quarterly basis.

- 684 Playsafety Ltd have previously inspected the play parks on an annual basis and the Administration Manager carries out the quarterly inspections, but with the additional amount of park equipment, this is becoming a very time consuming role and the potential of more equipment being purchased in 2016.
- 685 Streetwise would be able to offer a quarterly or an annual service, with full reports at a cost of £197.42 per inspection.
- 686 Council discussed the options and the time required to complete the work.
- 687 **Resolved** : 'To engage Streetwise Environmental to inspect the play areas on a quarterly basis.'

Inspection Report for Other Facilities 25th February 2016.

688 Pavilion

Main Gate – In good order.
Access Gate – In good order
Roller Shutters/Main Door – In good order
Windows – In good order
Changing Rooms – In good order.
Storage Rooms – In good order.
Toilets – toilet to side of showers still out of order- otherwise satisfactory,
Shower Block – In good order.
Kitchen – In good order
Kitchen – In good order
Exterior of Building – In good order
Grounds – In good order-
Meter Cupboard – In good order
Fire Equipment – x4 extinguishers and fire blanket in place.

689 Shopping Centre

CCTV Signs – Co-op/Library/Opticians/Lou's/Eastmoor/Broadmeer/Thorntons Close
West Furlong/Grassmere – are all in place
Grassmere Camera is not working, the lamp post supplying the power has been taken out of use.
Paved Areas – in good area (Raised paving slabs noted on parts of the shopping area – Reported to Rushcliffe Borough Council, Clerks of Works from Rushcliffe has viewed the problem areas)
Back of Shops – In good order.
Candleby Lane Steps – In good order
Car Park 1 – back of Breadshop – in good order
Car Park 1 – Shrubbed Area – in good order
Car Park 2 – in front of library – In good order
Car Park 3 – In good order
Weeds in car park area – in good order - ongoing
Tree Grates – In good order – cleaning out – ongoing
Cash Point – In good order. Guttering replaces replacing.

690 The Green

Shrubbery – in good order.
Trees - in good order.
Paths – Pot hole in the footpath from Candleby Lane up to shopping precinct. Finding quote from NCC for repair.
Benches – in good order
Knee Rail – in good order
Coal Trucks/Wheels – in good order
Monkey Bars – in good order
Teen Shelters – In good order
Vehicle Restrictor – in good order
Marie Curie Plaque – in good order

691 Eastmoor (RBC maintained)

Shrubbery – in good order
Cleanliness – in good order
Fencing – In good order
Litter Bin – In good order

692 Allotments

Burhill – In good order
Car Park Area – In good order

Forest Close - in good order.
Car Park – in good order- weed killer on going

693 Other Items

Lingford Boundary – In good order
Futures – External Grounds – in good order
Football Pitch adjacent Allotments – in good order
Lamp Columns (Deployables) West Furlong/Eastmoor/Green/Grassmere now in situ.
CTC Finger Posts – Now removed.
CTC Notice Boards – in good order
Community Notice Boards – in good order
War Memorial – Repair/ Cleaning pending.
Hawthorne Avenue Trees – in good order
Grit Compound – in good order.
Vandalism – None reported or found

Park Padlocks

- 694 Cotgrave Town Council has 6 lockable play areas, some with double and single gates, plus buffer zones and two ground staff storage areas where equipment and chemicals are stored.
- 695 The pedestrian gates already have the same Abloy padlocks but other gates in the park or buffer zones all have different locks, this means that the ground staff and administration have a lot of keys. This can make it difficult to find the correct key quickly.
- 696 The Abloy padlocks are expensive but very robust and additional keys cannot be obtained without written permission from Cotgrave Town Council. Each padlock costs £80.99 and keys are £11.99.

697 The Clerk has requested that all park gates and buffer zones have the same key and a separate Abloy padlock for the ground staff equipment stores.

698 **Resolved** : 'To purchase 13 Abloy padlocks and keys for parks and the stores.'

Working Group Update – Cotgrave Regeneration

699 The working group met on 22nd February and have decided to design an introduction form, to ask the local businesses who would be interested in setting up a business club and what they would like to achieve from being part of the group.

700 The working group have decided to visit the local businesses and introduce themselves and leave the enquiry form with them, if necessary.

701 When the replies are received, consider the most popular options and arrange a meeting.

702 The 3rd Annual Future High Street Summit is taking place in Nottingham on 30th & 31st March and it will be discussing and sharing ideas on how to try and increase trade to the shopping areas and the group decided it could give ideas that could be used to try an increase footfall in Cotgrave's shopping areas.

703 The cost of the two day event, is £199 per person.

704 **Resolved** : 'To allow two members of the regeneration group to attend the Seminar.'

705 The Clerk will book two places.

Working Group Update – Town Council Directory

706 The working group for the Town Council Directory have completed a draft copy and it has been typed up into a booklet format.

707 Quotes for printing are being obtained and this will be discussed at Council meeting.

708 The paper version would be delivered to Cotgrave houses and some spare copies stored at the council office. It will also be available on the website and publicised through Cotgrave Connections.

709 Copies could be made available from the Post Office and Library, also given out to the new houses, as an introduction to Cotgrave.

Working Group Update – Play Parks

710 There is no update on the park equipment, the funding bid has been placed and the working group are waiting to hear if the bid has been successful. The results for the bid are due at the end of March.

711 Councillor Wilkie has drafted a play park strategy and this will be passed to the Clerk for circulation to all councillors to read.

712 Inclusive play equipment will be reviewed, as part of the play strategy.

713 Councillor Wood has requested to be part of the play park working group.

Council Meetings

- 714 Council decided to change the format and frequency of council meetings at the beginning of the new council term and opted for a full council meeting once a month, apart from August, for a trial period and to be reviewed in March 2016.
- 715 Councillors discussed the meeting patterns and decided that a full meeting, eleven times a year, was the preferred format.
- 716 **Resolved** : 'To have Full Town Councils Meetings only, eleven per year.'

Lightsource Solar Farm

- 717 Lightsource Renewable Energy Ltd have offered to pay a long term benefit to Cotgrave Town Council, to be applied towards a project or projects to benefit the local community at the discretion of the Council.
- 718 The long term benefit will be payable for 20 years, from the start of the site producing energy and the payment will be £1000 per Megawatt. This will produce a community benefit of approximately of £4900 per year, index linked.
- 719 **Resolved** : 'To accept the community benefit from Lightsource.'
- 720 Council noted their thanks for the community benefit.

Cotgrave Futures

- 721 At the previous meeting, Council agreed that Councillor Shaw should be included as one of the three council representatives on the board of Trustees for Cotgrave Futures.
- 722 Councillor Shaw has decided to decline this offer, due to not being available to attend the next three planned meetings.
- 723 Councillor Gardner agreed to join the Board of Trustees for Cotgrave Futures.
- 724 **Resolved** : 'Councillor Gardner be a council representative on the Board of Trustees for Cotgrave Futures.'

Correspondence

- 725 Poppy Appeal
- Mary Myles, has thanked all the volunteers who helped to make 2015 Poppy Appeal, a very successful year and informed Council that she is retiring and Councillor Shaw will be taking on the role of Poppy Appeal Organiser.
- 726 The Police and Crime Commissioner Newsletter
- A copy of the Police and Crime Commissioner newsletter from Paddy Tipping, for February 2016, has been received.

727 Revitalise

A letter of thanks for the grant donation has been received.

Clerks Report

728 An email has been received from Western Power noting the replacement of an electrical substation located on the green space on Hawthorne Avenue. The work is planned for June 2016.

729 Streetwise has asked if the Clerk could write a testimonial regarding the recent bark pit replacement work completed by Streetwise.

730 Council were in agreement of the Clerk submitting a testimonial.

731 A request from West Hart Partnership Ltd has been received requesting how many dedicated car parking spaces would be required, if Council move into the new multi-service building.

732 The Clerk will confirm two dedicated car parking spaces would be required.

733 The Clerk informed that a pushchair had been burnt out on the multi-games area on Sunday evening. This has been reported to the police. Some suggested names have been passed to the police.

734 The current lengthsman scheme, which Council are part of, has been offered again to Council to continue the work, at the same level of funding as last year. This offer will be accepted.

Councillors Reports

735 Councillor Gardner noted the amount of rubbish in the Scotland Bank area.

Property Guardians will be moving into the properties over the next few weeks, these are tenants who are given a very short lease and not given a social house, when this tenancy finishes.

Rushcliffe Borough Council is aware of the rubbish in the area and has asked Streetwise to clean the area.

The Clerk has requested the lamp posts surrounding at the car park rear of Scotland Bank be repaired. This repair will need to be completed by Metropolitan Housing.

736 Councillor Shaw enquired if the Council or Cotgrave Welfare would be covering the insurance for the Cotgrave Festival.

Councillor Wilkie will contact the Welfare and discuss the insurance.

737 Councillor Shaw raised a concern regarding the work completed on the road works on Hollygate Lane, the road widening has created a need to swing to the right when entering Hollygate Lane from Main Road, this can make vehicles need to cross the white line onto the over side of the road and potentially into the path of oncoming vehicles.

The Clerk and Councillor Butler will send concerns to the Highways department.

738 Councillor Healy noted the amount of vehicles parked on Plumtree Road near the school and the zigzag lines and asked if Plumtree Road could be considered for a yellow line down one side and also noted speeding vehicles on this area of road.

Councillor Butler will contact Highways department and ask for advice on traffic management within this area.

739 Councillor Healy also noted that there is some razor wire surrounding one of the businesses alongside the canal towpath.

The Clerk has discussed this with the police and the wire is legal, but maybe consider though the Friends of the County Park, putting up signs to say 'Keep dogs on leads in this area' along this area of the path.

740 Councillor Healy asked if Council would be organising any event to celebrate the Queen's 90th Birthday.

Council have not arranged any events.

741 Councillor Wood noted that residents of Rectory Road and streets off this road still have access through the roadworks, but care is needed when turning in the diversion area.

742 Councillor Handbury asked if some areas where speeding is still an issue, could be considered for having speed humps, as a permanent deterrent.

Councillor Butler informed that Nottinghamshire County Council did not recommend the use of speed restrictors anymore, because they can create a lot of noise, vibration and damage to cars.

Chicanes can be used as an alternative but this can also have problems by delaying traffic at busy times.

743 Councillor Gardner noted that some vehicles using the diversion from Plumtree Road were driving down the middle of the road especially on White Furrows and not considering their speed.

Councillor S Chewings noted that the road signs for the diversion were not well placed and vehicles were using Broadmeer and turning the wrong way and needing to turn around at end of the street.

Councillor Gardner also commented on the poor state of the road surface from the amount of traffic using White Furrows and Mensing Avenue, it has created potholes and broken the road surface.

Councillor Butler informed that this had already been noted and the road surface would be repaired after the road works were completed.

Councillor Wilkie noted that he had passed the roadworks on several occasions and not seen anyone working on the roadworks.

Councillor Butler had been informed that extra manpower had been brought in to complete the work required and that it would be completed on the date given.

Councillor Wilkie noted that ivy is growing on the telephone wires near Mensing Avenue.

The Clerk will report this to Highways.

744 Councillor M Chewings asked if the pavement issue on Saxon Way had been reported and a response received.

The Clerk had reported this to Nottinghamshire County Council and they had said that the area was safe and did not need any immediate work.

Councillor M Chewings asked the Clerk to report the issue again, after the resident had fallen in this area.

There being no further business the meeting ended at 9.12pm.

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