

Cotgrave Town Council Meeting
13th April 2016

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

Apologies Approved: Councillors C Chewings & 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

745 No declarations were given.

Public Open Session

746 No members of the public wished to speak.

Minutes of the Previous Meeting of Full Town Council held on 9th March 2016

747 **Resolved** : "That the minutes of the previous meeting held on 9th March 2016 be received and confirmed as a true record".

Progress

748 M631 Parkwood Leisure Centre

Councillor M Chewings commented on the good improvements being made at Cotgrave Leisure Centre.

All councillors noted their thanks to Rob Linthwaite for his presentation and the work being done within the Leisure Centre.

749 M645 War Memorial

A meeting has been arranged for 19th April, 2016 to discuss an action plan for work to be completed on and around the War Memorial, after the funding bid, for £3000, from 'Supporting Local Communities' has been achieved.

750 M646 Letters to Police and Crime Commissioner

Councillor K Chewings informed that the copies of the letters sent to the Police and Crime Commissioner and the replies, would be sent to the Clerk, tomorrow, for distribution to all councillors to read.

751 M648 Strategic Board

Councillor Wood attended the Strategic Board meeting, Councillor K Chewings was unable to attend due to family bereavement.

752 M651 Play Strategy

Councillors Wilkie and M Chewings will arrange a meeting with the ground staff to discuss options that could be considered to enhance Maddison Field.

753 M652 Flooding Issues within Cotgrave

Rushcliffe Borough Council had been informed about the flooding on White Furrows, this is due to the many recent heavy rainfalls.

Severn Trent Water have also been in the area checking all drains for blockages.

754 M656 Stragglethorpe Grazing Area

The travellers are still living on site at Stragglethorpe and this has been rejected through a planning appeal. Rushcliffe Borough Council have started a legal process to put this land back to grazing land only.

755 M663 Review the Contract and Pay of the Clerk

Council considered the wording reviewing the pay and contract regarding the Clerk and decided the statement should be worded as

756 **Resolved** : 'Recommendation to have a comparability study of the pay scales between the administration staff roles.'

757 M674 Trent District Community First Responders

Trent District Community First Responders have publicly thanked Cotgrave Town Council via Twitter and other media for the recent grant of £750, which will allow the purchase of an additional defibrillator.

The First Responders have been asked if they would like to give demonstrations at the Cotgrave Festival.

758 M687 Streetwise Environmental Play Inspections

Streetwise will be starting to inspect all Cotgrave Town Council play equipment from the end of April 2016, on a quarterly cycle.

759 M698 Abloy Padlocks

The padlocks have been ordered and keys will be held by ground staff and the administration staff.

760 M719 Lightsource Solar Farm

The community benefit documentation is being completed and the grant will start to be paid, when the solar farm joins the grid. This is about to be completed.

761 M736 Cotgrave Festival

Councillor Jeffreys has donated £400 from her Rushcliffe Borough Council allowance, to provide the large inflatable at the festival and has asked about the safety regulations regarding the use of this equipment.

The inflatable will be supplied with a member of staff from the supply company and a full risk assessment will be provided and another one written by the Festival committee. A strict code of practice will be followed.

Councillor Wilkie had asked if the Cotgrave Welfare would be able to insure the Cotgrave Festival and was waiting for a response.

The Clerk had asked if Cotgrave Town Council insurers would cover the Festival and they had agreed to do this, if required, at no additional cost to the insurance policy.

762 M743 Plumtree Road

Councillor Butler had raised concerns with Nottinghamshire County Council regarding traffic issues on Plumtree Road, but it has been discussed and changing the road markings would not give any improvements.

The area near the Church School has been given a 20mph limit during the dropping off and collecting of children at school time.

The footpath near the junction of Mensing Avenue has been re-laid and widened and some improvements made to the bus stops.

763 M744 Saxon Way

The footpath on Saxon Way to the rear of properties numbered 2,4,6 & 8, damaged by tree roots will be repaired by Metropolitan Housing.

Planning Minutes

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

Financial Matters

765 Payments

Resolved: "That the payments made since the previous meeting totalling £23411.65 as recorded on page 4 and 5 be approved and the invoices awaiting payment be paid".

Matters Arising

766 The floral tribute for Mr Pringle was noted by family and friends who attend the funeral.

PAYMENTS MADE – TOWN COUNCIL MEETING 13TH APRIL 2016					
Date	Company	Invoice No	Details	Powers	Amount
	<u>FEBRUARY</u>				
Feb 16	Opus	19741005	Sportsground Electricity	1	41.58
Feb 16	Titan Telecoms		Faxline	1	13.78
	<u>MARCH</u>				
12.2.16	Arco	926677879	Gloves, Fuel Can, Secateurs, Knife	1	84.95
15.2.16	Globesec	7503	February 16 CCTV Warranty	1	543.60
22.2.16	Nomix Environ	2880716	Service Lance for sprayer	1	58.80
19.2.16	Nomix Enviro	28679926	Spraying Chemicals/Knap Sack	1	726.59
16.2.16	Notts CC	1542865	2 x Foot Rests	1	54.00
18.2.16	Severn Trent Water		Burhill Allotments	1	67.89
25.2.16	Mick Dutton	10740	Tractor Service/Parts	1	434.39
26.2.16	Clerks & Councils Direct		Magazine Subscription	1	12.00
25.2.16	NCC	91804788	February 16 Wages	1	11196.97
26.2.16	Adlard Print	14229	Spring 16 Newsletter	4	1195.00
2.3.16	Midlands Asbestos	12564	Remove Allotment Shed Roof	1	420.00
3.3.16	Streetwise Environmental	10815	Empty Bins/Services	1	504.90
7.3.16	L Wright	127-128	CTC & CF Windows	1	55.50
28.2.16	UK Fuels	918877	Fuel	1	61.51
8.3.16	Streetwise Environmental	10841	Re-lay slabs at Cotgrave Futures	1	46.88
28.1.16	CPA Horticulture	18527	Play Bark - Broadmeer	1	630.00
9.3.16	Kent Services	52242	March Grounds Maintenance	1	721.16
14.3.16	Rushcliffe BC	70422050	Election Fees January 2016	1	4517.21
10.3.16	Cotgrave Futures	186N	MUGA Electricity	1	38.36
9.3.16	Globesec	7576	CCTV Warranty	1	543.60
16.3.16	Arc Business	3359	Seminar for Council	1	477.60
24.3.16	Opus Energy	19889968	Pavilion Electricity	1	39.81
23.3.16	Trent First Responders		Grant	1	750.00
17.3.16	Streetwise Environmental	10888	Remove Rubbish from Allotments	1	50.63
29.3.16	Arco	92689640	Work Trousers x 2 prs	1	53.94
30.3.16	Mrs J Stephenson		Flowers (Mr G Pringle)	1	20.00
31.3.16	CCS	7606	Brother Toner Cartridge	1	51.00
			TOTAL		23,411.65

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

- 767 Members considered the February 2016 statement as reproduced on the inside cover of the minute book.
- 768 At the end of February 2016 Council has £381030.23 in hand.

Nottinghamshire County Council Payroll Charges 2016/17

- 769 Nottinghamshire County Council has offered the payroll service for 2016/17 at a cost of £544 plus VAT.
- 770 Council considered the cost of the service.
- 771 **Resolved** : 'To continue with the Nottinghamshire County Council Payroll Service for 2016/17 at a cost of £544 plus Vat.'

Council Insurance Policy

- 772 Cotgrave Town Council is currently insured with Aviva using a broker service, WPS. The insurance renewal date is 1st June 2016.
- 773 The Clerk had requested three quotes, asking for a one year or three year deal. One insurance company declined to offer a quote because they also use Aviva as their main insurer.
- 774 Zurich and Aviva through the broker, WPS, both quoted. Zurich quoted £3271.29 for a one year deal or ££2987.16 for the three option. Aviva quoted £3437.28 for a three year agreement.
- 775 Council noted the good service over the last few years provided by WPS, when a claim or information has been required, it has been delivered very promptly.

- 776 **Resolved** : 'To renew Cotgrave Town Council Insurance with a three year agreement with Aviva through the insurance broker, WPS, from 1st June 2016 until 31st May 2019.'

Working Group Update – Play Areas

- 777 Councillor Wilkie has written a play park strategy for Cotgrave and presented this to all councillors, suggesting recommendations for replacing and adding new equipment to all play areas over the next few years.
- 778 A young resident, has contacted Councillor Wilkie and asked if a skate park could be considered for Cotgrave.
- Councillor Wilkie invited the resident to view the new play equipment, which will be located on Ringleas Park in the summer.
- He also suggested that the young resident gather the relevant information and an evidence of need to support a skateboard/bmx project, before providing a request to Council, to consider providing a skateboard/bmx park.
- 779 Cotgrave Town Council would have to consider where a skateboard park could be located, if it was decided to provide this facility.
- 780 Grassmere play park had some additional new equipment last year including adult fitness equipment. This equipment has proved to be very popular.
- 781 Ringleas park is currently being discussed and will have new facilities on by summer 2016, after Cotgrave Town Council has been awarded the funding it applied for from 'Support Local Communities' provided by Nottinghamshire County Council.
- Ringleas Park will be installed with new fitness equipment and children play areas.
- The funding bid was for £19950 and Council has to match fund this funding or spend more.
- 782 Councillor Wood raised a slight concern over the proposal for a dog area on the Cotgrave leisure field and who would be responsible for cleaning the area if necessary and consider the residents who live close to the park area.
- 783 Councillors thanked Councillor Wilkie for the work he had completed producing this information.
- 784 **Resolved** : 'To accept the park strategy document and work towards the upgrading of the play areas.'

New Play Equipment for Ringleas Park

- 785 The working group had considered six different companies submissions for providing new park equipment for Ringleas Park and decided that one supplier should be chosen to achieve the best discount for providing all the equipment, including some fully inclusive play for children with special needs.
- 786 The working group decided that the submission from Proludic Play was the preferred choice and it consisted of a large selection of play equipment for all ages.

- 787 The cost of the park equipment, to complete for all age ranges, is £66538 + Vat. Council will need to provide £46588 and the funding bid of £19950 from Nottinghamshire County Council, Supporting Local Communities fund.
- 788 Council discussed the amount to be obtained by the funding bid and the difference needed to be provided by Council and agreed to supply all the equipment at the same time.
- 789 **Resolved** : 'To purchase play equipment for Ringleas Park from Proludic Play.'

Working Group Update – Cotgrave Regeneration Group

- 790 The working group has started approaching local businesses and asking if they would like to be part of a local business group, this has been well received.
- 791 The next stage will be consider holding a business group meeting, the group will recommend this to Council.
- 792 The next meeting of the group has been arranged for 25th April.
- 793 Councillors Healy and Wood attended a 'Futures High Street' seminar which gave ideas on how to try to rejuvenate your own shopping areas and the changing and challenging roles of the high street.
- 794 Councillors Wood and Healy will write up their findings and present it to council.

Working Group Update – Cotgrave Directory

- 795 The directory has been compiled and printing costs are being sourced.

Working Group Update – Standing Orders

- 796 The working group have met once and are considering what changes are required and a draft copy will be considered for approval at a future meeting.

CCTV Service Contract

- 797 Globesec provided the CCTV fully maintained contract until March 2016 but after Council decided to reduce the contract to a yearly maintenance contract only, as the CCTV equipment is becoming old.
- 798 Globecsec have offered a once a year contract at a cost of £685 + vat and any call outs would be charged at £69 + vat for the first hour and £49 + vat thereafter.
- 799 **Resolved** : 'To accept Globesec's new annual maintenance agreement.'
- 800 Council noted that CCTV often records an incident but does not stop the incidents happening.

Water Bowser

- 801 The water bowser currently used by Council has sprung several small leaks and found trying to have it repaired that the underneath is in a very poor state and cannot be welded.
- 802 The water bowser is used during the summer months for watering all the flower baskets provided by Council.
- 803 Quotes have been given by Mick Dutton & Son Ltd, to purchase a HBU 900E towed water bowser with interchangeable watering lances at a cost of £2450 + vat.
- 804 **Resolved** : 'To purchase a HBU 900E Towed Water Bowser.'

Annual Fireworks Display

- 805 The annual firework display provided by Council has not been booked, due to the fact that the firework provider has retired and Council had not been informed.
- 806 The Clerk has contacted two local companies and enquired if they could provide a display for bonfire night. Both companies are fully booked on 4th and 5th November but could provide a display on 3rd or 6th November.
- 807 Council considered the options and decided to find a company to provide a display on Sunday 6th November 2016 at 6.30pm.
- 808 Councillors asked if the two companies would be able provide further details about the displays and then a decision would be made.
- 809 **Resolved** : 'The Clerk to book a firework display when information available.'

Burhill Allotments Garage

- 810 The garage roof at Burhill Allotments need to be removed after it was suggested that it contained asbestos and this may be starting to flake.
- 811 The roof was removed by an approved contractor and the area was left in a clean and safe condition and the garage now requires the roof replacing.
- 812 A quote has been received by Cotgrave Property Maintenance and Repair Service Ltd, to replace the roof has been received at a cost of £850 and when the garage roof is installed, this area will be used by Council to store some of the grounds staff equipment.
- 813 **Resolved** : 'To replace the garage roof at Burhill Allotments.'

Cotgrave Futures Building

- 814 The front wooden panels on the Cotgrave Futures building require sanding and re-varnishing.
- 815 A quote for the work has been received from Cotgrave Property Maintenance to complete the work at a cost of £550.

816 Ivy has been growing behind the panelling and will need removing from behind the panelling.

817 **Resolved** : 'To complete the re- varnishing work on Cotgrave Futures.'

Correspondence

818 Letter from Paddy Tipping, Police and Crime Commissioner and The Beat

Paddy Tipping sent a letter asking for residents to continue supporting him, in the forthcoming elections for the role of Police and Crime Commissioner in May 2016.

The Beat newsletter has been received from the Police and Crime Commissioner for March 2016.

819 Nottinghamshire County Council

Neil Bettison of Nottinghamshire County Council has sent information regarding available funding from Veolia Environmental Trust for projects including community building and rooms, outdoor spaces, play and recreation and supporting biodiversity.

820 Letter from a Resident

A letter of from a resident has been received enquiring if Cotgrave Town Council would consider adding a sandpit to the play facilities at Cotgrave, especially near to the shopping precinct.

821 All ideas will be considered when the park at the shopping area is updated.

Police Crime Figures

822 The police have released the crime figures from 1/12/15 up to 31/03/16.

Domestic Related – 17 incidents
Violence Related – 11 incidents
Burglary – 1 incident
Burglary Other / Sheds / Garages – 5 incidents
Criminal Damage – 8 incidents
Shop Theft – 3 incidents
Theft Other / Vehicle Crime – 6 incidents
ASB – 19 incidents

823 Council discussed the figures provided and noted the increase in domestic and violence related crimes, this increase could be because residents are more willing to call for help.

824 Burglary increase was noted, even though it was only a small rise.

Nottinghamshire Association of Local Councils

825 The section 137 expenditure limit for 2016/2017 has been confirmed by the Department of Communities and Local Government, which allows councils to spend on this allowance has increased by 0.8% to £7.42 per elector.

Clerks Report

- 826 The Clerk reported that the election held in January 2016 has cost £4517.21.
- 827 A letter has been received informing that the Rose and Crown Public House does not meet the criteria for inclusion in the statutory list of Assets of Community Value and therefore does not appear on the list held by Rushcliffe Borough Council.
- 828 The Clerk informed that several of our play areas, road traffic signs and bus shelters had been defaced by graffiti and this had needed to be removed because of its content.

Councillors Reports

- 829 Councillor Shaw noted that the new green burial site located on Hollygate Lane was looking stunning and would be a real asset to Cotgrave.
- 830 Councillor Shaw raised his concerns over the potential costs of new office space being considered for Cotgrave Town Council and was the Police station going to be available and whether Cotgrave Town Council could consider this space.
- Councillor K Chewings informed that the police station would be the contribution by the police force, towards the cost of building a new multi-use building and it would be more expensive for Council to consider this option.
- 831 Councillor Handbury noted whilst walking on the linear railway walk at Stragglethorpe, the travellers living there, were making a new hard standing area, even though an order has been received to stop further building in this area.
- Councillor Handbury congratulated Nottinghamshire County Council for the linear railway walk, he noted the area had been trimmed and tidied and was an excellent place to be available to walk along.
- 832 Councillor S Chewings reported residents' dismay at the continued dumping of rubbish in Smiths RoundHill woods near Flaxendale and in the canal near the country park.
- The Clerk informed that the rubbish dumped in the woods, had been reported but the owner, who is not able to be contacted at the present time and therefore will not be able to arrange for a clean-up.
- There is a continuing problem in this area, with people dumping their rubbish.
- The leaflets dumped in the canal had been reported by several people.
- 833 Councillor S Chewings had been asked who the residents would be, who were going to live in Scotland Bank on short term leases. There had been many rumours. The tenants will be vetted and supplied by a company called 'Property Guardians' and are working people who require short term tenancy.
- A statement will be placed on Cotgrave Town Council Website.
- Streetwise have been asked to clean-up the area surrounding Scotland bank.
- 834 Councillor Brumpton commented on the work completed along Plumtree Road between the junction of Rectory Road and Mensing Avenue, it has much improved the area and a full width footpath has been installed.

- 835 Councillor Wilkie commented that springers play equipment at Boradmeer play area, did not bounce because there is too much bark in area. The two springers have never a large range of movement.
- 836 Councillor Wilkie has met with a resident regarding their concerns over the allotments and resolved their concerns.
- 837 Councillor Wilkie gave thanks to the Council ground staff for the work on making Cotgrave look better and especially the bushes on several streets around the area.
- 838 Councillor K Chewings gave his apologies to Council for missing several meetings recently and would now be attending.
- 839 Councillor K Chewings had received a complaint regarding the riding of motorbikes along the alleyway from Eastwold through to Fosse Walk at speed. The motorbikes are using this path to travel to the woods.

This alleyway has been an area which has endured motorbikes travelling along it over several years, but it is a difficult area to put restrictions in place. This issue will be reported to Nottinghamshire County Council again, to see what measures could be implemented.

There being no further business the meeting ended at 9.10pm.

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