

**Cotgrave Town Council Meeting
20th July 2016**

Present : Councillors V Wood (Chairman), R Butler, H Brumpton K Chewings, S Chewings, S Gardner, W Handbury, L Healy, I Shaw, A Wilkie Y Wilson.

Apologies : Councillors C Chewings, M Chewings, C Jeffreys and J Mileham.

Absent : Councillor C Denham.

In Attendance : The Clerk.

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

Declarations of Interest

924 No declarations of interest were given.

Public Open Session

925 No members of the public were in attendance.

Minutes of the Previous Meeting of Full Town Council Meeting held on 8th June 2016

926 **Resolved** : "That the minutes of the previous meetings held on 8th June 2016 be received and confirmed as a true record".

Progress

927 M843 Speeding on Hollygate Lane

Councillor Butler informed that rubber strips have been placed on Hollygate Lane and they will monitor the speed and amount of traffic travelling along the road.

This information will be discussed by Nottinghamshire County Council and the results shared with the relevant authorities.

928 M844 Letters to Police and Crime Commissioner

Councillor K Chewings was asked, if he had received a response to the letter, he had sent concerning the incident at Cotgrave Welfare and he informed that his letter had not been responded to.

929 M848 Cotgrave Community Projects with the Rock Church

Councillor Brumpton has contacted Nottinghamshire County Council to enquire if a group of volunteers including some members of the Rock Church, could plant up an area on Plumtree Road with wild flowers.

Nottinghamshire County Council have suggested for the group to send a plan for consideration and approval, before this planting is allowed to take place, but the work, if agreed, would be under the terms of the current agreement of the Cotgrave Town Council's Lengthsman scheme.

The area being considered is from the cemetery wall up to the alleyway leading through to Green Platt.

A plan of the area, photos and safety information will be sent to Nottinghamshire County Council for consideration.

930 M903 Ringleas Play Area Official Opening

Councillor Butler has contacted the Chairman of Nottinghamshire County Council and invited her to attend the official opening taking place on 10th September 2016.

The Clerk will send an official invitation to the Chairman of Nottinghamshire County Council.

931 M912 Cotgrave Futures

Cotgrave Town Council have written to Cotgrave Futures, to ask if all future council meetings may be held in their meeting room.

The Board of Trustees from Cotgrave Futures have agreed that Council can hold their meetings in the building.

Planning Minutes

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

Financial Matters

933 Payments

Resolved: "That the payments made since the previous meeting totalling £21456.90 as recorded on pages 3 and 4 be approved and the invoices awaiting payment be paid".

Matters Arising

934 No matters arising.

PAYMENTS MADE – TOWN COUNCIL MEETING 20TH JULY 2016					
Date	Company	Invoice No	Details	Powers	Amount
	MAY				
May 16	Mrs J Pick		Reimbursement for Flash Drive	1	7.99
May 16	Talktalk		Phone and Broadband	1	33.32
	JUNE				
1.6.16	Streetwise	11057	Empty Dog Bins/Streetwise Services	1	504.90
1.6.16	Streetwise	11058	Quarterly Play Inspection	1	236.90
20.5.16	J A Kent Services	52498	Grounds Maintenance May 16	1	735.58
31.5.16	Cotgrave Property	889	Roof fitted to garage roof at Burhill Allotments	1	850.00
2.6.16	Badgemaster	2179	3 x ID Badges	1	27.10
1.4.16	Big Bounce	825	Hire Obstacle Course Cotgrave festival	9	350.00
18.6.16	The Joker Entertainer		Entertainment Cotgrave Festival	9	180.00
23.5.16	Hawkes of Steel	cotgfl	Cotgrave Festival	9	420.00
3.6.16	Roffesoft	5174	Renew EST antivirus for 3 pcs	1	28.32
8.6.16	Cotgrave Town Council		Petty Cash	1	17.08
29.5.16	UK Fuels Ltd	928510	Fuel	1	199.96
15.6.16	Arc Business	3408	Digital Highstreet Seminar	1	309.60
8.6.16	Arco	927498993	Safety Boots	1	85.39
8.6.16	Proludic	7699	Swing Seats & Fixings The Green Play area	1	448.72
6.6.16	Rushcliffe BC	70442714	Empty Septic Tank at Sportsground	1	126.36
15.6.16	J A Kent Services	52570	June Grounds Maintenance	1	735.58
15.6.16	Roffesoft	5185-5187	Web and email hosting/maintenance	1	214.80
15.6.16	Market Shop		Hardware/Keys	1	46.74
6.11.16	Miss S Wright		Mobile Mini Zoo – Cotgrave Festival	9	105.00
19.6.16	Dako Flying Angles		Cotgrave Festival	9	140.00
June 16	Opus	60417426	Sports Pavilion Electricity	1	36.17
June 16	Notts CC	91853518	May Salaries	1	7565.53
June 16	Talktalk		Phones and Broadband	1	33.00
4.6.16	Veber	1285-44370	Data Back Up Service	1	13.20
10.6.16	Titan Telecoms		Fax Line	1	13.78
	JULY				
23.6.16	Adlard Print	14481	Cotgrave Festival Printing	9	417.20

28.6.16	Arbex Tree Surgeon	854	Remove Sycamore Tree/Reduce Hawthorne tree at Grassmere Park	1	490.p00
20.6.16	BE Furniture	700859	Cotgrave Festival	9	250.80
20.6.16	CCS	7701	Toner Cartridge	1	47.40
22.6.16	Cookson & Son	2304	Electrical Testing at Sports Pavilion	1	420.00
30.6.16	J Ludlam		Cotgrave Festival Expenses	9	114.66
22.6.16	Roffesoft	5201	Website Security	1	36.00
27.6.16	Rushcliffe Borough Cl	70444559	Election Costs 21.4.16	1	4122.62
1.7.16	Rushcliffe Borough Cl	70445260	Studio 3 Rent	13	1410.00
1.7.16	Rushcliffe Borough Cl	70445180/190/206	3 x Qty Parks Rent	1	203.75
22.6.16	L Wright	149-150	CTC and CF Window Cleaning	1	61.98
26.6.16	U K Fuels	931642	Fuel	1	167.47
17.6.16	Pee Wee Toilets		Cotgrave Festival	9	250.00
			TOTAL		21456.90

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

- 935 Members considered the May and June 2016 statements as reproduced at the back of the minute book.
- 936 At the end of June 2016 Council has £320,702.51 in the Co-op Bank Accounts and £2586.94 of unrepresented cheques outstanding and £108.16 outstanding receipts.
- 937 At the end of June 2016 Council has £82733.67 in the NatWest Bank.
-

Grants Applications

- 938 A grant application has been received from Cotgrave Social Welfare Scheme asking for a grant to provide two performances of the Christmas Pantomime at a cost of £900.
- 939 Council have requested further information from Cotgrave Welfare, including the total cost of hiring the pantomime, where any other funding is being requested and who from, will all children be offered to attend the event and will the Welfare be offering the pantomime to the residents as an evening event?
- 940 Council will discuss this application again at the September meeting with all the additional requested information.
- 941 A grant application has been received from Cotgrave Candleby Lane School asking for a grant to provide a set of portable basketball nets, 4 speed bounce mats, 10 bull nosed javelins and school reading books at a total cost of £1830.
- 942 Council have requested further information from Cotgrave Candleby Lane School regarding the equipment use and the purchase of curriculum schools books.
- 943 Council were concerned that curriculum books were being requested from a grant and should this be covered by the schools own education budget.
- 944 The grant application will be discussed again on 7th September, if the addition information is provided by the school.
- 945 A grant application has been received from The Rock Church asking for a grant of £425, to provide additional activities at the Play days being ran for four dates through the school holidays.
- 946 The grant will be used to pay towards the hiring of a bouncy castle, a smoothie bike and a drumming workshop, in addition to other arts and crafts provided by The Rock Church.
- 947 Playdays was a well-attended event that has ran for several years during the school holidays and only recently closed due to lack of helpers. The Rock Church would be providing all the manpower required to re-start the event.
- 948 The event will be a non-faith based event, open to all children up to eleven years old.
- 949 **Resolved** : 'To award a grant of £425, to provide additional activities at the Play Day holiday sessions.'

Working Groups Update

Standing Orders Working Group

- 950 The standing orders working group have now agreed with the Board of Trustees to allow for future council meetings to be held at Cotgrave Futures.
- 951 Council discussed, what is the acceptable procedure for the giving of apologies by councillors prior or at meetings, especially if the Chairman could not attend, to allow the Vice Chairman to have additional time to prepare for the meeting.

952 Council took a vote on the amended standing orders and nine councillors voted to accept the changes and two councillors voted against the changes.

953 **Resolved** : 'To approve the revised Standing Orders'

Ringleas Play Parks Update

954 A preferred date has been chosen, 10th September 2016, between 2pm and 4pm for the official opening.

955 Councillor Wilkie suggested a teddy bears picnic with teddy bears hidden around the park for children to find and keep and fitness bands, supplied by Positive Futures, for the older youths taking part on the fitness trail.

956 Councillor Wilkie would arrange an ice cream seller and BBQ to be on the park selling refreshments during the event.

957 Council decided to ask Kendal Court to provide pony rides for the children at the event, these would be given to the children free of charge, paid for by Cotgrave Town Council, out of the community fund money provided by Lightsource.

958 The Chairman of Nottinghamshire County Council has been invited, along with Councillor Butler, the council member for Cotgrave for Nottinghamshire County Council.

959 The local media groups would be invited to attend and it would be advertised to residents through Cotgrave Connections Newsletter.

960 Councillor Wilkie would apply for a performing rights licence and the Clerk would arrange any insurance required for the event.

961 **Resolved** : 'To arrange and provide the official opening event.'

Bonfire Night

962 The working group met and discussed making the firework event already provided by Council, into a larger event.

963 The group suggested the return of a bonfire with a Guy Fawkes competition and an event at the Welfare before the fireworks. This could be craft stalls, stage with music or fair rides on the car park.

964 A full risk assurance and insurance will be required.

965 The event could require additional funding for prize money, paying of additional staff to monitor the fire until it has burnt out and for providing first aid provision.

966 The bonfire would not be constructed until the day, to minimise animals hiding beneath it and only approved wood to be used on the bonfire.

967 **Resolved** : 'To provide a larger improved Bonfire Night Event.'

Business Group

- 968 The second official meeting of the business group is going to be arranged after the public realm space, new multi-service centre and retail plans have been on public display. This is due at the end of the summer or early autumn.
- 969 Councillor Wood will be sending an email to all the businesses who attended the first meeting, with this information.

Council Insurance

- 970 The insurance company have offered to the revaluation of the Cotgrave Futures Building and Arthur Ridley Sports Pavilion, as part of our insurance policy and Council accepted this.
- 971 The revaluation took place and a report produced for Council highlighted that the current rebuild valuations were not adequate and needed increasing on our current policy.
- 972 The rebuild cost for Cotgrave Futures Building is now valued at £1,189,000 and Arthur Ridley Sports Pavilion is £226,000.
- 973 The increased premium would be £109.52 plus IPT (insurance premium tax).
- 974 **Resolved** : 'To pay the increased premium.'

Nottinghamshire County Council – Supporting Local Communities

- 975 The Clerk informed that Nottinghamshire County Council may offer the Supporting Local Communities grant fund again this year, the information would be released at the end of September and all projects need to be considered and applied for by December 2016.
- 976 Council could decide what, if any, funding they would consider applying for and what project could be considered.

Grant Funding from Lightsource

- 977 Councillor Wilkie offered a discussion paper for Council to consider, for hosting a pensioners Christmas party, which could be funded by the community grant supplied by Lightsource.
- 978 The discussion paper suggested offering two sittings with a three course meal, entertainment and a guest speaker, at a nominal charge. This would give an indicative number of people attending.
- 979 Councillor Wilkie suggested placing an article in Cotgrave Connections. Also, advertise the event in the doctor's surgery, approach the local care companies and other local groups.
- 980 **Resolved** : 'To place an advert and make arrangements for the party.'

Play Parks - Grassmere

- 981 It has been reported in the recent inspection that the play bark in the Grassmere play area, is at its minimum level for play safety and requires topping up.
- 982 Two companies were asked to give quotes, for the 8 tonne amount of play bark required.
- 983 Streetwise Environmental quoted £1566.45, for providing 8 tonnes of bark and the labour to spread the bark over the area. CPA Horticulture Ltd quoted £1599.96 for bark only.
- 984 Council awarded the order to Streetwise, but requested the work to be completed within a short period of time.
- 985 **Resolved** : 'To award the order to Streetwise, at a cost of £1566.45.'

Access Bridge Hollygate Park

- 986 Barratt David Wilson have requested that Cotgrave Town Council could confirm, if it would have the power of a local authority to maintain the proposed bridge over the Grantham Canal near the new housing development.
- Barratt David Wilson would be paying to maintain the bridge for 25 years through a maintenance company, but if the company failed all responsibility would need to be provided by Cotgrave Town Council and if necessary, the total replacement of the footbridge, if damage beyond reasonable repair.
- 987 The Clerk asked the National Association of Local Councils (NALC) for advice, Cotgrave Town Council could take on this obligation under the power of the Highways Act 1980, Section 43, which give the power to improve an existing public right of way.
- The concern raised by NALC, would be, what state the bridge would be in at the end of the maintenance period, when all costs would need to be met by Cotgrave Town Council.
- If Council did decide to continue with this agreement, a clause would need to be written into any agreement stating the level of maintenance required over the 25 year period and the state of the bridge at handover.
- 988 The Clerk had asked if Council's insurance company would be willing to offer insurance cover appropriate for the maintenance and replacement of a foot bridge.
- The insurance company had stated that the bridge could be insured within a council policy.
- 989 Council discussed all of the issues involved in maintaining and potentially owning a footbridge.
- 990 Councillor K Chewings proposed, 'Does Council wish to take on the responsibility of the foot bridge?' Councillor Shaw seconded this.
- 991 A vote was taken, 9 councillors were against taking any further responsibility for the bridge, and 2 councillors abstained from the vote.
- 992 **Resolved** : 'For Council not to enter into an agreement for the footbridge.'

SLCC 42nd National Conference

993 The Clerk asked if Council would allow her attendance at the SLCC National Conference taking place on 13th to 15th October 2016, at Hinckley Island Hotel in Leicestershire.

The cost of the conference is £445 + vat.

994 **Resolved** : 'To allow the Clerk to attend the SLCC National Conference.'

Clerks Report

995 A letter has been received from a resident complaining about level of noise, bad language and smell of cannabis on the Ringleas park. The resident has asked if the park could be closed by 7pm each evening.

996 Council asked if the resident has reported the behaviour and drug use to the police.

997 The Clerk had written to the resident asking her to report all such incidents to the police.

998 Councillors agreed that some of them would walk onto the park in the evenings and monitor the noise, language and behaviour and if necessary, talk to the people using bad language and try to encourage them to consider the surrounding properties.

999 The Clerk will arrange for some signage to be placed at the park to remind the users of the neighbouring properties and also, ask the police to monitor the play area.

1000 The Clerk will inform the resident of the measures being put in place.

1001 The police have noted some drug use on the multi-use games area and this area is now being monitored. The police may ask for the area to be locked at 9pm, in line with all other parks, if the issue continues.

1002 The Clerk has asked for more information on incidents on and around the multi-use games area from the police.

1003 The Clerk has contacted the HSBC bank and needs to arrange an appointment for all cheque signatories to attend, to complete the paperwork to transfer the bank account from the Co-op bank.

1004 The Clerk will arrange a date and ask the cheque signatories to attend.

1005 **Resolved** : 'To extend standing orders by 30 minutes, in order to complete the meeting.'

Correspondence

1006 Residents Letter Regarding Ringleas Play Area

A letter has been received from a resident living on Runcie Close, complaining about the lack of consultation from Council, before placing the new play equipment on Ringleas park, which has led to increased noise levels for the surrounding properties and the lack of high perimeter fencing on the Gripps Common/Runcie Close side of the play park which surrounds the other two sides of the park.

The resident would like Council to consider placing a high level boundary fence on this side of the park to try to stop balls and park users entering the gardens of these properties.

1007 Invitation from Vale First Responders

Vale First Responders have invited two members of council or a councillor and partner to attend their presentation of the Queen's Award for Voluntary Service, on Friday 2nd September.

Councillors S Chewings, C Chewings and L Healy have all expressed they would like be considered to attend.

The Clerk will contact and ask if three members of Cotgrave Town Council could attend.

Councillors Reports

1008 Councillor Brumpton raised a concern regarding an empty two bedroom social house located on Burhill, especially as two bedroom social housing is in high demand, due to the bedroom tax.

The Clerk will contact the social housing provider.

1009 Councillor Brumpton noted that Scotland Bank area is still looking untidy and the properties are standing empty.

The Clerk informed that the property guardians have not been able to rent out any of the properties at the current time, but are still offering the properties for short term rental.

1010 Councillor Brumpton noted that the bus that used to go to Melton Market every Tuesday had been stopped and bus number 856 to Radcliffe, never seems to have any passengers and wondered if this bus was necessary.

1011 Councillor Brumpton had received a comment regarding some trees that Cotgrave Town Council had arranged to have trimmed down and the resident had asked why?

A resident had informed Councillor K Chewings about the overgrown trees, which are located on Saxon Way and they are on land which ownership cannot be identified. Council have previously cut the trees back.

1012 Councillor Brumpton mentioned a Carer's Group was going to start up in Cotgrave and the organiser would be contacting Council, to help advertise the new group.

- 1013 Councillor Brumpton noted that twenty two caravans belonging to the travellers, had been camping on the Cotgrave Country Park, but have recently left. Friends of Cotgrave Country Park would arrange to clean up the area.
- 1014 Councillor S Chewings mentioned that Rushcliffe Borough Council had been to see residents in the Avondale and Rivermead area, to show the proposed plans for the alterations for the area immediately adjacent to their properties and a planning application would be coming to Council for approval for a new access road for the rear of their properties.
- Councillor S Chewings had been asked if any dates for the start of the work on the precinct were available.
- A presentation of drawings and images for the precinct, will be able in late August or September, for the public to see the planned changes.
- Council have asked if Kath Marriott, of Rushcliffe Borough Council, could give council an update of the regeneration project at the next council meeting.
- The Clerk will contact Kath Marriott and ask if she will be able to attend.
- 1015 Councillor Handbury informed him and his wife, had attended the Nottinghamshire County Council Church Service held at Southwell Minister, on behalf of Cotgrave Town Council.
- Councillor Handbury noted that there is a lot of weeds growing on the pavements around Cotgrave.
- This service normally is completed by Nottinghamshire County Council, but has been contracted out to Streetwise and there has been a delay in starting, which has allowed the weeds to grow. Streetwise has now started spraying all the roadsides.
- 1016 Councillor Handbury noted that several green spaces were in need of mowing.
- The areas that required mowing are maintained by Rushcliffe Borough Council and they are due to start in Cotgrave.
- 1017 Councillor Healy informed that the green space near Bakers Close, has now been adopted and all maintenance work will be completed by Rushcliffe Borough Council.
- Councillor Healy noted that he had seen the Streetwise quad bike travelling around Cotgrave spraying the weeds.
- Councillor Healy mentioned that the mobile speed camera van had been present on Hollygate Lane and many drivers had been issued with speeding tickets and one driver had been caught speeding at 62mph in the 30mph area.
- The community speed watch equipment will be used on Woodview and Ringleas during August, after many reports of speeding within Cotgrave.
- The speedwatch volunteers would like to find additional volunteers to help with the speedwatch sessions.
- Council suggested the data collected on the speedwatch sessions could be shared within the community, to make the residents aware of the speeding.
- 1018 Councillor K Chewings has received many complaints regarding the weeds growing along the kerbs and noted that Streetwise had put out information regarding the spraying of the weeds, saying they started spraying in May, but actually they started in June and he was disappointed by this.

- 1019 Councillor K Chewings has received communications from residents complaining about drug dealing taking place on Prioridge and Ritchie Close area, this has been reported to the police.
- 1020 Councillor Brumpton has received reports and noted drug dealing in several areas around Cotgrave and has passed the information to the police.
- 1021 Councillor Brumpton has requested that the police send a regular police incident report for Council to view.
- 1022 Councillor K Chewings has received complaints regarding large trees, overshadowing other gardens in the Thorntons Close and Ringleas area. The resident was asked to discuss this with Rushcliffe Borough Council, who have quoted £400 to become involved or £150, if the resident is in receipt of benefits. Rushcliffe have suggested the residents affected should contact the other parties and discuss their concerns before asking the council to help. Councillor K Chewings thinks that the cost is very expensive, if the residents cannot resolve the problem amicably.
- 1023 Councillor Shaw asked if the hedgerows surrounding the Lightsource solar farm should be maintained by the solar company or if the farmer should still be responsible?
- The Clerk will contact Lightsource and enquire who is responsible for the hedge cutting.
- 1024 Councillor Shaw noted that a double glazing company is still offering quotes at Cotgrave, but become aggressive when the customer asks for the quote in writing.
- Council suggested that all residents should report this behaviour to trading standards.
- 1025 Councillor Wilkie suggested that a pair of goal posts should be located on Ringleas park and consider purchasing a couple of extra small children pieces of equipment. The children are using some of the fitness trail as goal posts and this stops some of its usage and the park lacks enough equipment for the very small children.
- The Clerk will get some quotes for the next meeting.
- 1026 Councillor Wilkie requested an update from the Board of Trustees of Cotgrave Futures at the next meeting.
- 1027 Councillor Wood and the Clerk attended the strategic board meeting on 12th July, students from South Wolds Academy gave two presentations for the Crest Award, which challenges the students to virtual design and building a small group of housing with new detail features within a set budget.

- 1028 Item 19 on the agenda, Cotgrave Town Council proposed office space consideration, was not discussed and has been postponed until the next meeting, due to insufficient time at this meeting.

There being no further business the meeting ended at 9.33pm.

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