

**Cotgrave Town Council Meeting  
12<sup>th</sup> October 2016**

- Present : Councillors V Wood (Chairman), R Butler, M Chewings, K Chewings, W Handbury, L Healy, C Jeffreys, I Shaw, Y Wilson.
- Apologies : Councillors H Brumpton, C Chewings, S Chewings, S Gardner, J Mileham, and A Wilkie
- Absent : Councillor C Denham.
- In Attendance : The Clerk.

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

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**Declarations of Interest**

- 1161 No declarations of interest were given.

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**Public Open Session**

- 1162 No members of the public were in attendance.

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- 1162 Standing Orders were suspended to allow Simeon Lister of Shared Access to give a brief presentation.

**Shared Access**

- 1163 Shared Access works with mobile telephone providers, they build the telecommunication sites for the siting of telephone masts.
- 1164 Arthur Ridley sports ground has been identified as a site which could be considered for the location of a telephone mast.
- 1165 The telecommunications site would require a five metre square site and access would need to be required to the site. The land space would be leased for up to 25 years and a lump sum would be paid, if the site is used.
- 1166 The Arthur Ridley site will be revisited to complete the next level of investigation and the final check for suitability.
- 1167 If the site is chosen, a formal process will need to take place with Cotgrave Town Council and CISWO, the land owners to form an agreement.
- 1168 If the site was used and a mast erected, at the end of its life, Shared Access would remove and clear the site and make good the area or discuss a new contract.
- 1169 If the area is identified as a site and an agreement cannot be made, the telephone mast may be placed on the public footpath, somewhere near the site.

1170 Shared Access acquire the lease and sublet the space to another telecoms company.

1171 All risks related to the project would need to be taken into consideration.

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1172 Standing orders were resumed at 7.20pm

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**Minutes of the Previous Meeting of Full Town Council Meeting held on 7<sup>th</sup> September 2016**

1173 **Resolved** : "That the minutes of the previous meeting held on 7<sup>th</sup> September 2016 be received and confirmed as a true record".

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**Progress**

1174 M1038 House on Burhill

The tenant is still in possession of the tenancy and the garden is still in need of some work.

1175 M1042 Hedges on Nottingham Road

Councillor W Handbury asked if the hedges had been cut back on the footpath on Nottingham Road, all hedges have been cut back by Nottinghamshire County Council.

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**Minutes of the Previous Meeting of Extraordinary Town Council Meeting held on 14<sup>th</sup> September 2016**

1176 **Resolved** : "That the minutes of the previous meeting held on 14<sup>th</sup> September 2016 be received and confirmed as a true record".

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**Minutes of the Previous Meeting of Extraordinary Town Council Meeting held on 21<sup>st</sup> September 2016**

1177 **Resolved** : "That the minutes of the previous meeting held on 21<sup>st</sup> September 2016 be received and confirmed as a true record".

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### Progress

1178 M1122 Office Space

Kath Marriott of Rushcliffe Borough Council replied to questions raised by Councillor K Chewings, the building life span of the medical practice within the building is 60 years, this is not the life of the building but relates to its use, especially when the building will be well maintained.

1179 A question regarding the use of the current garage space was also raised by Councillor K Chewings was addressed by Nick Berry of Rushcliffe Borough Council. Rushcliffe Borough Council would be happy to allow for Cotgrave Town Council to continue to use the garage at the leisure centre and this would be agreed when Cotgrave Town Council had taken office space in the new building. This will be confirmed by the Rushcliffe Borough Council solicitor.

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**Review of the Personnel Meeting of held on 28<sup>th</sup> September 2016**

1180 **Resolved** : "That the minutes of the previous meeting held on 28th September 2016 be received and confirmed as a true record".

1181 M043 Staff Appraisals

1182 All ground staff and park keeper appraisals have been arranged and will be completed by the 21<sup>st</sup> October.

1183 Administration staff appraisals will be arranged and completed by 21<sup>st</sup> October.

1184 When all appraisals are completed, a personnel meeting will be arranged.

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**Planning Minutes**

1185 **Resolved** : 'To confirm the planning minutes recording the decisions taken by Council and those of the Planning Authority'.

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**Financial Matters**

1186 Payments

**Resolved:** "That the payments made since the previous meeting totalling £12101.05 as recorded on page 4 be approved and the invoices awaiting payment be paid".

### Matters Arising

1187 Councillor Shaw asked why two different purchases of graffiti remover had been acquired, have we had a problem will graffiti?

<b>PAYMENTS MADE – TOWN COUNCIL MEETING 12<sup>TH</sup> OCTOBER 2016</b>					
<b>Date</b>	<b>Company</b>	<b>Invoice No</b>	<b>Details</b>	<b>Powers</b>	<b>Amount</b>
<b>AUGUST</b>					
Aug 16	Titan Telecoms		Faxline	1	13.46
Aug 16	Opus		Football Pavilion Elec	1	36.27
<b>SEPTEMBER</b>					
28.8.16	Severn Trent Water		Burhill Allotments	1	415.22
2.9.16	A R Signs	17329	Dog Foul Sign at MUGA	1	18.00
31.8.16	HAGS/SMP	46395	Roof Repairs/Futures	1	1152.00
1.9.16	Streetwise Environ	11354	Empty Dog Bins/Charges July	1	504.90
5.9.16	Streetwise Environ	11366	Quarterly Inspection	1	236.90
7.9.16	Streetwise Environ	11387	Graffiti Remover	1	39.99
7.9.16	Streetwise Environ	11380	Install New bin at Broadmeer Park	1	316.80
6.9.16	J A Kents	52962	Sept Maintenance	1	735.58
28.8.16	U K Fuels	937898	Fuel	1	133.13
21.9.16	Cotgrave Town Cl		Petty Cash	1	24.75
21.9.16	Cotgrave Welfare		Grant - Pantomime	1	600.00
14.9.16	Mrs M Southern		Lights - Cemetery	1	16.00
19.9.16	Autocare		Repair Cable on Tractor	1	80.00
20.9.16	M Lane & Son	5954	Graffiti Remover	1	27.60
21.9.16	Mrs J Pick		Reimbursement for Keyboard	1	32.99
11.8.16	Trade UK	735151555	Postcrete, Patio Magic and Tarmac	1	33.04
27.9.16	B Sheen		Allotment Key Deposit Refund	1	5.00
Sept 16	Notts CC	91893715	August Salaries	1	7595.10
Sept 16	Opus	60893812	Pavilion Electricity	1	35.80
Sept 16	Talktalk		Telephone	1	34.74
Sept 16	Titan Telecoms		Faxline	1	13.78
<b>TOTAL</b>					<b>12,101.05</b>

1188 Two different brands have been purchased to be used, but graffiti has not been a major problem.

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**Financial Statements**

1189 Members considered the August 2016 statements as reproduced at the back of the minute book.

1190 At the end of August 2016 Council has £218015.38 in the Co-op Bank Accounts and £3871.98 of un-presented cheques outstanding and no outstanding receipts.

1191 At the end of August 2016 Council has £82740.70 in the NatWest Bank.  
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### Grants Applications

- 1192 A grant application had been received from Cotgrave Young Peoples Centre asking Council to consider a giving a grant of £704.95, to purchase new disco equipment, to allow the youth club to run discos and teach young people how to set up and take down the disco equipment.
- 1193 The Centre work with young people aged from 10 years, up to 19 years and is open to all young people. The youth centre also provides youth workers for the young people to talk to.
- 1194 **Resolved** : 'To award a grant of £704.95 for the purchase of disco equipment.'

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### Working Groups Update

#### Bonfire Night

- 1195 Councillor K Chewings gave an update on the event.
- 1196 The Welfare will be arranging the bonfire and EJ's Catering will be providing an event for the fireworks. The EJ's event will be raising funds for their charity of the year, Little Kites Playgroup.
- 1197 Council administration have arranged for a couple of fair rides to be at the event.
- 1198 Councillor K Chewings is to arrange a meeting with the Cotgrave Welfare, to discuss the arrangements.
- 1199 The Clerk has been asked to send an email to all councillors asking for marshals at the event.

#### Cotgrave Directory

- 1200 A preferred printer has been chosen, but the directory is having some final updates, then it will be sent for printing.

#### Business Group

- 1201 The second official meeting of the business group has been arranged for Wednesday 19<sup>th</sup> October 2016 at 6.45pm, Jenny Kirkwood from RCAN will be attending to promote some workshops.
- 1202 Jenny Kirkwood will be promoting the free workshops aimed at helping traders to continue trading through the building works on Cotgrave precinct, on Tuesday 18<sup>th</sup> October.

#### Pensioners Party

- 1203 Councillor Wilkie was not available to give an update on the event due to illness.
- Councillor M Chewings will contact him and ask him for an update and this will be given at the next meeting.

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### Christmas Lights Event

- 1204 The Christmas Lights Event is taking place on Friday 25<sup>th</sup> November 2016, between 3 and 5.30pm.

- 1205 The application to install the seasonal decorations has been applied for, this is through Nottinghamshire County Council.
- 1206 The Christmas Tree has been ordered from Cadeby Tree Trust.
- 1207 Four lamp columns on the precinct needed to be repaired, this has now been completed, but a RCD unit is required on one of the lamp columns.
- 1208 Rushcliffe Borough Council have agreed the use of an empty retail unit to be used as Santa's Grotto, Positive Futures will be decorating the grotto for the event.
- 1209 The Christmas Lights will be switched on by Callum Pharoah on behalf of Positive Future and the young people of Cotgrave.
- 1210 The street entertainers provided by The Joker Entertainer, have been booked and Russ Hamer will compere and provide the music for the event.
- 1211 This year's competition will be Christmas Cards for the children to design.
- 1212 Posters have been produced and will be placed on Cotgrave Town Council's notice boards, website, and forwarded to schools etc.

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#### **Cotgrave Futures**

- 1213 The Chairman of the Board of Trustees for Cotgrave Futures produced a report and the agenda item was decided to be deferred until the next meeting, due to the Chairman not being able to attend this meeting.

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#### **Nottinghamshire County Council Supporting Local Communities Fund**

- 1214 The Nottinghamshire County Council are offering the grant fund scheme of £500,000 again for 2017/18 and any group can apply for up to £50,000 on any project.
- 1215 Council discussed several options, the different options would be investigated and discussed at the next meeting.

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#### **Tree Works**

- 1216 Several areas around Cotgrave need some tree work completing and the Clerk was asked to get an additional quote.
- 1217 Council considered the quote regarding all the areas that required tree work, removal of two cherry trees on Hawthorn and some reduction work on the surrounding Hawthorn, removal of a large Ash Tree at Ringleas park gate and reduce the overhang from two cherry trees, and some of the boundary trees on Grassmere Play Park.
- 1218 **Resolved** : 'To accept the quote from G Brook for £975, to complete all the tree work.'
- 1219 Councillor M Chewings also raised a further complaint from a resident, he has received, regarding a tree on Ringleas Park.

1220 The Clerk will contact the tree company and request a quote for completing the work.

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**To Appoint a Solicitor for Council's Potential Office Space.**

1221 The Clerk produced a report on four solicitor firms who offer commercial conveyancing and presented this to Council, with their potential costs.

1222 Council considered the following solicitors practices, Ives & Co located at Plumtree, Hopkins located in Nottingham, Nelsons also located in Nottingham and Bird & Co located in Newark.

1223 A vote was taken by Council, Ives & Co and Bird & Co did not receive any votes, Nelsons received three votes and Hopkins received six votes.

1224 **Resolved** : 'To appoint Hopkins Solicitors to represent Cotgrave Town Council when considering the leasehold for new office space.'

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**Clerks Report**

1225 The Clerk has received a request from the Chairman of Royal British Legion asking if the Council would be able to insurance the Remembrance Day Parade again this year.

Council's insurers will be able to provide the cover required for the parade.

1226 There is some concerns surrounding the parade, due to the police not being allowed to be present at the parade and ways of arranging suitable replacements is being considered.

1227 Volunteers may need to be asked to help with the parade.

1228 Councillor K Chewings suggested asking the Police, if Council could pay for police support during the event. The Clerk will make enquiries.

1229 The Clerk asked if any members of Council would be attending the Annual General Meeting of Nottinghamshire Association of Local Councils.

Councillor K Chewings said he would attend.

1230 The External Audit for Cotgrave Town Council has been approved and returned by Grant Thornton.

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### Correspondence

1231 Police Crime Figures for September 2016

<u>Cotgrave</u>			
<u>Date</u>	<u>Crime</u>	<u>Location</u>	<u>Items Taken?</u>
14.09.16	Theft from Vehicle	Stragglethorpe Lane	Tools Taken
15.09.16	Criminal Damage	Scrimshire Lane	Damage to Vehicle
16.09.16	Theft	Chennel Nook	Items taken from property by visitors
16.09.16	Theft	Canal Area	Carp- taken over 2 month period
16.09.16	Burglary	Woodgate Lane	Safe Taken
18.09.16	Criminal Damage	Woodview	Damage to fencing
21.09.16	Criminal Damage	Eastmoor	Damage to fencing
22.09.16	Theft from Vehicle	Hollygate Lane	Stereo Taken
23.09.16	Theft	Woodview	Items taken from private function
24.09.16	Theft	Eastmoor	Money taken – Known offender
27.09.16	Criminal Damage	Owthorpe Road	Damage to vehicle
27.09.16	Criminal Damage	Ringleas	Damage to Vehicle
28.09.16	Burglary	Hazelwood	Attempt break in

1232 Nottinghamshire County Council

Nottinghamshire County Council is launching a new online, one stop shop of support for armed forces personnel, reserves, veterans, cadets and people who interact with them.

1233 Playcrete

A letter has been sent giving information of the benefits of concrete table tennis tables.

1234 Nottinghamshire County Council

A letter from Nottinghamshire County Council has been received to inform that the speed limit on Hollygate Lane will be changed to 30mph, if no objections are received.

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**Councillors Reports**

1235 Councillor M Chewings noted the caravans located near Stragglethorpe had all left the site, but recently one had returned.

1236 Councillor Healy and a resident have met a representative from Canals and River Trust, who have offered some helpful advice to try to prevent the fish from dying. If the problem does happen again, they may remove some of the fish to protect the area.

They also discussed the surface water from the new housing development, which could help.

It was noted that the canal does not have any leaks which would allow the water to drain away.



1237 Councillor Handbury noted that some residents were suggesting that the new houses were being classed as Stragglethorpe, and not Cotgrave.

The postal address for the new development is Cotgrave.

Councillor Butler noted that the Lord Lieutenant had formally visited the site and it had been introduced as Cotgrave.

1238 Councillor Shaw had reminded all that the Poppy Appeal was due to start again from Saturday 22<sup>nd</sup> October and volunteer poppy sellers would be required to help.

The poppies will be on sale in Morrison's at Gamston, Co-op and Sainsbury's at Cotgrave.

1239 Councillor Shaw informed that the Cotgrave Advice Centre would be moving in to the All Saints Church whilst the refurbishment takes place. The times will stay the same as before.

1240 Councillor Wood informed that he and the Clerk had attended the Expo at Worcester. The Expo provided information on all services and products which could be useful to councils.

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There being no further business the meeting ended at 9.02pm.

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