

**Cotgrave Town Council Meeting  
9<sup>th</sup> November 2016**

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

Apologies : Councillors C Chewings, C Denham and A Wilkie.

In Attendance : The Clerk, J Stephenson and Administration Manager, Jane Pick.

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

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**Declarations of Interest**

1161 Councillor Brumpton declared an interest in agenda item 13, Cotgrave Allotments.

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**Public Open Session**

1162 No members of the public were in attendance.

1163 Councillor Denham has asked Council if he could be allowed to have apologies approved for the November and December meetings due to continuing ill health.

1164 **Resolved** : 'To agree to accept apologies from Councillor Denham for two months.'

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**Minutes of the Previous Meeting of Full Town Council Meeting held on 12<sup>th</sup> October 2016**

1165 **Resolved** : "That the minutes of the previous meeting held on 12<sup>th</sup> October 2016 be received and confirmed as a true record".

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**Progress**

1166 M1163 Shared Access

Cotgrave Town Council have arranged a meeting with Cotgrave FC, to discuss if the football club would be concerned if a telecommunications mast was to be placed on the sports site.

1167 M1174 House on Burhill

Waterloo Housing have stated the property is tenanted, but local residents have raised their concern that no-one is living in the property.

Vehicles and noise have been noted in the property during the night on brief occasions, but does not seem to be occupied on a permanent basis.

The Clerk will contact Waterloo Housing and ask if an update can be given.

1168 M1219 Tree Work

Councillor M Chewings met with the tree surgeon and the Clerk to decide what work would be required on the tree on Ringleas Park. The resident had asked if the tree could have the branched uplifted. The tree surgeon stated this could make the tree unsafe, due to its positioning.

Councillor M Chewings asked the resident if they would like the tree removed from the buffer zone area of the park and the resident has decided that the tree should stay.

1169 M1224 Hopkins Solicitors

The Clerk has not contacted Hopkins Solicitors because the potential lease from Rushcliffe Borough Council has not been released to Cotgrave Town Council for consideration.

Councillor K Chewings noted his disappointed after Council is still not in possession of a copy of the potential lease from the new multi-service centre and Rushcliffe Borough Council had stated that a decision was required with some urgency.

Councillor Wood will ask at the Strategic Board Meeting, being held at Rushcliffe Borough Council, when the lease will be available for Cotgrave Town Council for consideration.

1170 M1226 Remembrance Day Parade

The Remembrance Day Parade will be taking place, John Ludlam from the Royal British Legion, has organised volunteers to take part in the event and written a full risk assessment.

The Clerk had contacted the police and enquired if Council could pay for the police to be in attendance, the police responded and stated that they cannot provide paid support.

1171 M1234 Hollygate Lane

Councillor Butler said that the change of speed limit on Hollygate Lane was still being finalised and he was not aware of any objections.

1172 M1235 Field at Stragglethorpe

The owners of the field at Stragglethorpe, are now being taken to court by Rushcliffe Borough Council, after failing to comply with the judgement.

The owners have appealed and the evidence is now going to be heard at Crown Court.

1173 M1238 Poppy Appeal

Councillor Shaw thanked all the Councillors and residents who have supported the Poppy Appeal, by giving their time.

The Poppy Appeal has made £8417 at the Gamston store, Morrisons and in excess of £2000 at Sainsbury's in Cotgrave. Counting for the donations is still taking place.

1174 M1239 Cotgrave Advice Centre

The Advice Centre has successfully moved into the All Saints Church and residents are attending in the new location.

1175 M1237 Hollygate Park

The residents of Hollygate Park are aware that the new houses are part of Cotgrave.

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**Planning Minutes**

- 1176 **Resolved** : 'To confirm the planning minutes recording the decisions taken by Council and those of the Planning Authority'.

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**Financial Matters**

1177 Payments

**Resolved:** "That the payments made since the previous meeting totalling £4418.05 as recorded on page 4 be approved and the invoices awaiting payment be paid".

**Matters Arising**

- 1178 No matters arising.

**Financial Statements**

- 1179 Members considered the September 2016 statements as reproduced at the back of the minute book.
- 1180 At the end of September 2016 Council has £311,492.86 in the Co-op Bank Accounts and £2114.47 of unrepresented cheques outstanding and £168.33 outstanding receipts.
- 1181 At the end of October 2016 Council has £82744.10 in the NatWest Bank.

**Grant Thornton – External Audit 2016**

- 1182 The Cotgrave Town Council Annual Return has been approved by Grant Thornton, the external auditors, and has not raised any queries for 2015/16.

The tri-fold document which has been signed, has not been received and has become lost in the post. The Clerk has informed Grant Thornton. Grant Thornton have provided a photocopy of the annual return.

**Budgets 2017 - 2018**

- 1183 A budget planning meeting is taking place on 29<sup>th</sup> November 2016, the Clerk will remind any councillors nearer the time, if they wish to attend.

<b>PAYMENTS MADE – TOWN COUNCIL MEETING 9<sup>TH</sup> NOVEMBER 2016</b>					
<b>Date</b>	<b>Company</b>	<b>Invoice No</b>	<b>Details</b>	<b>Powers</b>	<b>Amount</b>
28.9.16	Grant Thornton	8594927	2016 Annual Return	3	720.00
23.9.16	Nomix Enviro	3091125	Weed Spray	1	238.02
3.10.16	Roffesoft	5305	ADSL Router	1	172.48
3.10.16	Rushcliffe BC	70467240	Quarterly Parks Rent x 3	1	203.75
3.10.16	Rushcliffe BC	70467320	Studio 3 Rent	13	1410.00
20.9.16	SLCC	121033	National Conference	1	312.00
22.9.16	UK Fuels	940889	Fuel	1	197.87
10.10.16	Cotgrave Futures	106P	MUGA Electricity	1	32.20
12.10.16	L Wright	179-180	CTC & CF Windows	1	61.98
25.10.16	Maplin Electronics		Youth Services Equip	1	644.95
1.10.16	Rialtas	17077	Omega Data Back Up	1	136.80
1.10.16	Rialtas	17053	Software Maintenance	1	288.00
			<b>TOTAL</b>		<b>4418.05</b>
	Awaiting Payment				
7.10.16	Abacus Playground	16274	Cotgrave Futures Play Surface	1	10690.80
12.10.16	J A Kents	53127	Grounds Services October	1	735.58
Oct 16	Market Shop		Hardware	1	49.40

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- 1184 The Clerk asked Council for any considerations or projects which they would like to include into the budget for 2017-18.
- 1185 Council would need to consider increasing legal costs, if Council decide to change offices, additional play equipment, additional equipment for new office space, if required and improvements to Arthur Ridley sportsground.
- 1186 The Clerk has been asked by the ground staff, if Council would consider the purchase of a second vehicle for use in their day to day work.
- 1187 A second vehicle could cost over £10,000 and all the other associated costs would need to be included.

Further information and suggestions of vehicles is required by Council before a decision would be made.

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#### **Grants Applications**

- 1188 A grant application had been received from Little Kites Pre-School Playgroup requesting a grant of £380.00 for their Christmas party.
- 1189 The playgroup supports a large number of local pre-school children.

- 1190 The pre-school playgroup has also applied to other funders for grant money and Council have asked if they are successful from other funders, will the playgroup still require the full amount of grant applied for.
- 1191 Little Kites require £480 in total for the children's party and Councillor Butler has already given a grant of £100 towards the event.
- 1192 **Resolved** : 'To award a grant of £380.00 for providing a Christmas Party.'

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### **Working Groups Update**

#### **Bonfire Night**

- 1193 Councillor K Chewings gave an update on the event.
- 1194 The event was very well attended and the firework display was excellent.
- 1195 Some residents were disappointed that there was not any food and drinks available to purchase on the field.
- 1196 EJ's Katering had provided a catering service inside the Welfare, but this was not clearly advertised for residents to go and purchase any food or drinks.
- 1197 The return of the bonfire was well received by the residents, but would like to be larger.
- 1198 The fair rides were enjoyed by the residents, but could have also had a few stalls.
- 1199 The disco afternoon provided by Cotgrave Welfare had been well attended and an enjoyable event.
- 1200 Council discussed how to inform the residents regarding the firework event, so residents with pets would be aware when the firework event was taking place.
- 1201 Councillor Handbury will provide some event bins at the next firework event.
- 1202 Council ground staff litter picked the field and cleared up after the bonfire on the Monday morning.
- 1203 A follow up meeting will be arranged to consider the event ready for next year.

#### **Business Group**

- 1204 The business group were offered a free workshop, provided by Kerching and paid for by Rushcliffe Borough Council. Kerching offers help to businesses to try to improve sales and gives advice on how to trade through hard times, including local refurbishment works.
- 1205 The local businesses who attended, found the information very useful and it has given them some ideas to help with their businesses.
- 1206 Kerching gave useful information on how to use digital and social media and how important the premises windows are to the business.

### **Pensioners Party**

- 1207 Councillor Wilkie was not available to give an update on the event due to his continuing illness, but had asked the administration staff to help by continuing arranging the event until he becomes well again.
- 1208 The event is now planned for the afternoon of Thursday 15<sup>th</sup> December, only and the entertainment and meal has been arranged.
- 1209 Councillor Healy noted his disappointment that the menu was not offering a full traditional hot Christmas meal, but EJ's Katering are not able to provide this, due to the current cooking facilities at Cotgrave Welfare.
- 1210 Councillors would be required to comper the event and other councillors available to intermingle with the residents.
- 1211 A planning meeting will take place on Monday 14<sup>th</sup> November, to finalise all the requirements for the event.
- The Clerk will invite the Cotgrave Welfare and EJ's Katering to attend.
- 1212 Council were asked if a non-resident of Cotgrave, but members of the Welfare, could purchase tickets for the event.
- Council suggested that the tickets should be for Cotgrave residents and if nearer the date, tickets are still available to offer the tickets to the members of the Welfare.

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### **Christmas Lights Event**

- 1213 The Christmas Lights Event is taking place on Friday 25<sup>th</sup> November 2016, between 3 and 5.30pm.
- 1214 The event is now planned and the tree is arriving on Thursday 17<sup>th</sup> November.
- 1215 Volunteers will be needed for the day, to help with the setting up and taking down of the tables and transporting the music equipment.
- 1216 Council thanked Jane Pick, for all her hard work organising the Christmas Lights Event.

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### **Allotments**

- 1217 Council discussed the annual rent charges for the allotments and agreed the proposed increases are in line with previous years.
- The Burhill allotments rent would be increased by £1.43 for a full plot and £0.71 for a half plot.
- The cost of a full allotment on Burhill would be £37.19 and a half plot would be £18.59. The small 1/3 plot would be charged at £12.40 for 2017.

The rent review for Forest Close was agreed and the rise in line with previous years, the increase would be £1.51.

The cost of an allotment on Forest Close would be £35.89 for 2017.

All allotment plots will be charged an insurance charge in addition to the cost of the rent.

1218 **Resolved** : 'To accept the rent charges for 2017.'

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### Cotgrave Futures

1219 This report was deferred from the previous meeting, due to the Chairman of Futures not being able to attend the previous council meeting.

1220 The report was discussed and Councillor K Chewings asked for additional information which could not be answered at this meeting.

1221 The Chairman of Futures advised Councillor K Chewings to put in writing to the Board of Trustees at Cotgrave Futures all the questions he wished to raise on behalf of Council and the replies would be discussed at a future council meeting.

1222 Councillor K Chewings wished for his concerns to be recorded.

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### Tree Works

1223 A quote has been received to complete additional tree work in two areas of Cotgrave, following concerns for residents.

1224 Following a complaint of some trees that needed crown lifting/reducing or removing in the buffer zone at Ringleas Park, the tree surgeon identified that one tree that a resident had complained about, could only be reduced or remove due to where it is sited, the resident now does not want any work completing on this tree.

1225 Other work request to be completed, is an area of trees near the garages on Owthorpe Road, the trees have become overgrown.

1226 To remove all the trees from the buffer zone would cost £1885 and to reduce all trees on Ringleas and Owthorpe Road by 40% would cost £1595.

1227 Due to the changes not given by the residents, the Clerk will ask the tree surgeon to re-quote for the amended work.

1228 Council gave the Clerk permission to organise the tree works as required and get the work completed.

1229 **Resolved** : 'To allow for additional tree work to be completed.'

1230 Council will be informed of the new costs to complete the tree work.

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### **Clerks Report**

- 1231 The Clerk asked if Council wanted to obtain quotes for some additional car parking at the Arthur Ridley sports ground and this could be a consideration for applying for 'Supporting Local Communities' fund.
- 1232 Council agreed for the Clerk to get some quotes for putting additional car parking spaces at the Arthur Ridley sports ground.

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### **Correspondence**

1233 Nottinghamshire County Council

Councillor Butler had written to The Nottinghamshire Police & Crime Commissioner regarding the nuisance motorcycles which are riding on the pathways within Cotgrave.

The Nottinghamshire Police & Crime Commissioner responded to the letter and has passed on the concerns of the residents to Chief Superintendent Mark Holland to investigate the situation.

1234 Edge Power

A letter has been received asking if Council would like to consider new ways of generating electricity, by providing long term sites using gas powered engines.

1235 Coal Industry Social Welfare Organisation

CISWO has written to remind Council that a rent review is due on 25<sup>th</sup> March 2017, for the Arthur Ridley sports ground.

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### **Councillors Reports**

- 1236 Councillor S Chewings informed that all the bushes and trees surrounding the BT exchange have been trimmed and the area is now in a good condition.
- Councillor S Chewings thanked the Administration Manager for arranging this work to be completed.
- 1237 Councillor S Chewings stated that, Erin, her daughter, was organising a food bank collection for the Trussell Trust, based at Clifton, again this year.
- 1238 Councillor S Chewings thanked all the people who had sponsored her running and given their permission for gift aid, she had raised £700.
- 1239 Councillor Healy thanked the Nottinghamshire County Council for the quick completion of the road works on Plumtree Road.
- 1240 Councillor Healy asked if the bus shelter that had been knocked down, following an accident, would be replaced.
- Councillor Butler informed that the wooden bus shelter was on order and would be installed very soon. Some preparatory ground works had taken place.



1241 Councillor Wilson gave an update of things happening in the Cotgrave Country Park, planned by The Friends Group and Nottinghamshire County Council.

1242 Councillor Wilson informed Council of a planned dog walk which bring a large number of dogs to the park in December.

Councillor S Chewings noted this was not the first large dog walk on the country park and there had not been any issues with previous walks.

1243 Councillor Jeffereys noted the old bungalow in The Old Park, had now been removed and the new bungalow was being built in its place.

The builders had caused some damage to the large Cherry Tree and the pavement in the area and they will have to consider the size of the equipment being used and correct any damage done at the end of the build.

1244 **Resolved** : 'To extend standing orders by 30 minutes.'

1245 Councillor Shaw noted that the posts provided for displaying dog fouling notices, located at the green space on The Dial, have all been damaged and just the posts remain and they need removing or the signs replaced.

The Clerk will contact Rushcliffe Borough Council.

1246 Councillor Shaw mentioned that the hedge located on the junction of Risegate and Owthorpe Road is impeding the vision and needs cutting back.

The Clerk will send a polite letter asking the resident to trim the hedge.

1247 Councillor Brumpton informed that the Jubilee Tree planted by Council has been damaged in the Cotgrave Country Park.

1248 Councillor Brumpton reported the trees overhanging across Plumtree Road.

The Clerk will write to Nottinghamshire County Council.

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**To propose that the press and public be excluded from the meeting during consideration of the following item 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 Personnel Committee Meeting held on 2<sup>nd</sup> November 2016**

1249 **Resolved** : "That the minutes of the previous meeting held on 2<sup>nd</sup> November 2016 be received and confirmed as a true record".

#### **Progress**

1250 The Personnel Committee had made a recommendation that all the park keepers receive a pay award of 1%, backdated to April 2016.

1251 Council is aware of the minimum wage and is waiting for the new rates to be released, ready for 1<sup>st</sup> April 2017. All staff wages will be checked to ensure they are all on or above the minimum threshold.

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1252 **Resolved** : 'To award the Park keepers a 1% pay rise backdated to April 2016.'

1253 The Personnel Committee had made a recommendation that the ground staff receive a pay award of 2%, backdated to April 2016.

1254 **Resolved** : 'To award the Ground Staff a 2% pay rise backdated to April 2016.'

1255 Council asked the Clerk and the Administration Manager to leave the meeting, whilst they discussed the pay recommendation made by the Personnel Committee.

1256 **Resolved** : 'To award a pay increase of one NJC point (29) to the Administration Manager, backdated to April 2016.'

1257 **Resolved** : 'To award a pay increase of two NJC points (34) to the Clerk, backdated to April 2016.'

1258 The Administration Manager and Clerk were asked to return to the meeting.

1259 The Personnel Committee had recommended that the Administration Manager's hours be increased by 5.5 hours per week, from 1<sup>st</sup> January 2017.

1260 **Resolved** : 'To increase the Administration Manager's hours to 28 hours per week, from 1<sup>st</sup> January 2017.'

1261 The Council discussed providing the cost of a flu jab for all staff.

1262 **Resolved** : 'To pay for any member of staff to have a flu jab.'

There being no further business the meeting ended at 9.32pm.

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