

**Cotgrave Town Council Meeting
7th December 2016**

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

Apologies : Councillors H Brumpton, C Chewings, 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.

Declarations of Interest

1263 Councillor S Chewings declared an interest in agenda item 14, 1st Cotgrave Scout Group.

Public Open Session

1264 A resident, Harry Burrows came and asked Council to consider asking a representative of Trent Barton to attend a future meeting and explain what changes they may be considering for the bus services running through Cotgrave, especially after the recent survey conducted by the bus company.

Residents are concerned that Trent Barton may be removing some bus stops and buses from some of the routes, also residents have complained about bus timing issues and missing buses from the current service provided.

Residents now occupying the new houses on Hollygate Park, would like to know when the buses will start serving their area.

Council will invite Trent Barton to attend a future Council meeting and ask them to give an insight on the current services and any proposed changes to the bus timetables and routes.

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

1265 **Resolved** : "That the minutes of the previous meeting held on 9th November 2016 be received and confirmed as a true record".

Progress

1266 M1164 Apologies for Absence

Councillor M Chewings asked if the procedure for giving and receiving apologies and the non-attendance of councillors had been checked and was legal.

The Clerk had checked this and had forwarded some guidance to Councillors. Cotgrave Town Council is following the legal framework for all councillors.

1267 M1172 Field at Stragglethorpe

The owners of the field have appealed against the planning decision made by Rushcliffe Borough Council and the evidence will be considered at Crown Court, next year.

1268 M1173 Poppy Appeal

Councillor Shaw thanked all the residents and councillors who have helped to sell poppies this year. It has been a very successful year.

The volunteers have given 345 hours to help sell poppies and the total income to date is £17,500.

Councillor Shaw will give a report in the next issue of Cotgrave Connections.

1269 M1224 Hopkins Solicitors- Draft Lease

Councillor Wood and the Clerk met with Nick Berry, of Rushcliffe Borough Council before the strategic board meeting, to discuss the draft lease, which had been received the day before.

Councillor K Chewings noted his disappointment again, that the draft lease had been dated September 2016 and had only just become available to Cotgrave Town Council for consideration.

1270 M1174 Cotgrave Advice Centre/Methodist Church

The date for the work to be started on the refurbishment at the Methodist Church is not known yet and how long it will take to complete.

Councillor Jeffreys raised her concerns if the work would have any impact on traffic travelling along Bingham Road.

Other councillors did not think the builders would cause any major impact to Bingham Road.

1271 M1175 Hollygate Park

Councillor Denham noted that Hollygate Park is outside the Cotgrave and Welcome to Cotgrave boundary signs and suggested the signs needed moving to the new road traffic island, at the start of the new houses.

Councillor Butler said that he would ask how, and if the signs could be moved to incorporate all of Cotgrave, including the new houses.

1272 M1183 Budget Meeting

A budget meeting took place and was attended by Councillor Wood, Gardner and Shaw, along with the Clerk and Andrew Neale, from RBS Software.

The budget and precept for next year were discussed at length but a first draft to put to all councillors, could not be completed because the tax base figure had not been released.

Councillor M & K Chewings asked if the budget meeting could be held in an evening, due to Councillor K Chewings having to give apologies because of his work commitments.

The Clerk will ask if Andrew Neale would be able to attend an evening meeting.

Councillor M Chewings asked if Andrew Neale needed to attend and help with the preparation of the budget.

The Councillors and the Clerk who had been at the meeting had found the help and knowledge provided by Andrew Neale to be very helpful.

1273 M1186 Council Vehicle

Council are discussing if a second vehicle could be purchased for the ground staff, but further information is required.

If council purchased a second vehicle, the cost of a new vehicle would be £11k up to £15k.

The Clerk to find out about road tax and insurance.

1274 M1203 Bonfire Night

The follow up meeting of the Bonfire night event took place and discussed what went well and areas that need improving for next year. Planning the next event will start again later next year.

The bonfire will be larger and some hot food and drinks will be available to purchase and to book the firework team again.

1275 M1213 Christmas Lights Event

Councillor Wilson had received some complaints regarding the poor parking of some residents who had been attending the Christmas Light switch on, especially on the roadway leading up to the precinct.

1276 M1231 Supporting Local Communities Grant

The Chairman and Clerk has met with a representative to provide a quote for some additional car parking spaces at the Arthur Ridley sportsground.

The quote will be sent by Monday 12th December and forwarded to all councillors, to ask if the price is acceptable, before a funding bid is completed and sent to Nottinghamshire County Council for consideration.

Chairman of Cotgrave FC, Kevin Cooper, has invited any councillors to offer any ideas for improving the facilities at the sportsground.

Planning Minutes

1277 **Resolved** : 'To confirm the planning minutes recording the decisions taken by Council and those of the Planning Authority'.

Financial Matters

1278 Payments

Resolved: "That the payments made since the previous meeting totalling £29879.23 as recorded on pages 5 and 6 be approved and the invoices awaiting payment be paid".

Matters Arising

1279 Councillor Shaw thanked Council for the grant of £100, given to the Royal British Legion.

Financial Statements

1280 Members considered the October 2016 statements as reproduced at the back of the minute book.

1281 At the end of October 2016 Council has £312,540.57 in the Co-op Bank Accounts and £1340.23 of unpresented cheques outstanding and no outstanding receipts.

1282 At the end of October 2016 Council has £82747.61 in the NatWest Bank.

RBS Rialtas Software

1283 Cotgrave Town Council noted the price increase from April 2017, for the specialist software provided by RBS and used by council.

Council asked if the service could be provided by a local firm because of the mileage cost incurred when a visit is made to Nottingham.

The software package is not provided locally.

Autumn Quarterly Play Park Inspections

1284 The Autumn play park inspection took place on 28th October 2016 and some areas of work were identified.

1285 Multi-use Games Area

Some general graffiti needs to be removed. – To be completed by Cotgrave ground staff.
Damage to a piece of fencing, requires welding. – Streetwise to quote for welding.
Plastics caps missing, ongoing issue. – Ground staff to replace.
Damage to astro surface. – Quotations have been requested.

1286 The Green

Large Multi- Play unit, roof rotted away in places. – new roof on order.
Caps missing. – Ground staff to replace.

Small Multi-Play Unit, structure is in reasonable condition, solid and stable, but the platform is coming away from the post and needs re-securing or replacing as soon as possible.- Ground staff will try to secure.

PAYMENTS MADE – TOWN COUNCIL MEETING 7TH DECEMBER 2016					
Date	Company	Invoice No	Details	Powers	Amount
	<u>OCTOBER</u>				
12.10.16	Titan			1	13.78
12.10.16	Notts CC	91904673	September Salaries	1	8105.26
3.10.16	Talktalk		Phone & Broadband	1	34.82
5.10.16	Veber	1285-44735	Data Back Up	1	13.20
	<u>NOVEMBER</u>				
7.10.16	Abacus Playground	16274	Cotgrave Futures Play Surface	1	10690.80
Nov 16	Royal British Legion		Grant – Poppy Appeal	1	100.00
12.10.16	J A Kent	53127	October Maintenance	1	735.58
3.11.16	The Market Shop		Hardware	1	49.40
2.11.16	Notts CC	1576108	Stationery/Fork/Bags	1	69.56
1.11.16	Rushcliffe BC	70481561	Broadmeer Park Rent	1	40.00
30.10.16	UK Fuels		Fuel	1	188.16
27.11.16	Cotgrave Futures	111P	Photocopying	1	16.53
25.10.16	Mick Dutton & Son	11240	Tractor/Scag Service	1	650.52
27.10.16	Big Bang Fireworks		Fireworks Display	9	1800.00
3.11.16	Julie Bardsley		Cotgrave Festival Stall Refund	1	10.00
4.11.16	A R Signs	17917	Remembrance Day Signage	1	826.20
4.11.16	National Allotment Society		Membership Renewal	1	66.00
Nov 16	Mrs J Stephenson		Bonfire Competition Vouchers	9	50.00
8.11.16	Autocare & Cycles		Bulb for Beacon	1	10.00
14.10.16	Zurich	407000761	LCAS Membership	1	174.00
Nov 16	Mrs M Mark		Cotgrave Festival – J Ludlam Gift	1	10.50
9.11.16	Mrs J Pick		Selection Boxes	9	313.00
7.11.16	CCS	7888	Toner / Printer Repair	1	232.00
14.11.16	Mrs J Pick		Gift Vouchers Christmas Lights Event	9	150.00
Nov 16	Dukeries Entertainment		Entertainment for Pensioners Party	9	100.00
10.11.16	P Howitt		Flu Vaccination	1	12.99
4.11.16	Veber	1285-44811	Data Back Up Service	1	13.20
3.11.16	Talktalk		Phone and Broadband	1	34.90
4.11.16	Alexandra Workwear	3791914	Sweatshirts	1	40.44
14.11.16	Blachere Illumination	33703	Christmas Lights	1	600.00
14.11.16	Cotgrave Futures	123P	MUGA Electricity	1	24.22
18.11.16	Cadeby Tree Trust	1632	Christmas Tree	9	474.00
Nov 16	The Joker Entertainer		Christmas Lights Event	9	594.00
11.11.16	J A Kent Services	53243	Grounds Maintenance for November	1	735.58
14.11.16	Market Shop		Hardware	1	25.80
10.11.16	PRS for Music	5017182	Licence for Christmas Lights Event	9	24.22
7.11.16	SLCC	121441	Books Allotments and Minute Taking	1	38.96

14.11.16	WPS Insurance	2432863	Insurance for Bonfire Event	9	383.25
23.11.16	EJs Katering		Pensioners Party Food	9	1500.00
15.11.16	Mrs J Pick		Postage	1	48.36
23.11.16	Little Kites Playgroup		Grant for Christmas party	1	380.00
29.11.16	Hopkins Solicitors		MSC Fees	1	500.00
			TOTAL		29,879.23

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 – subscriptions of Local Government Association
12. Quality Parish & Town Council Scheme 2003
13. Local Government Act 1972 Section 133 – provision of parish building
14. Public Trustee Rules 1971
15. Protection from Harassment Act 1997
16. Data Projection Act 1998
17. Occupiers 'Liability' Act 1957 Section 2

The four supporting posts are showing signs of rotting and will require replacing. – Administration staff to get prices for repair.

Roundabout

Edges a little worn and suggest sanding down. – Ground staff to sand the edges.

Pod Swing

Chain links are showing some signs of wear and will need replacing before they reach 40% of wear. – Ground staff are monitoring.

Swings

Structure is in good condition, solid and stable. The timber uprights are showing the first signs of rot. – Regular inspections to be carried out to monitor the timber.

Bench

The blue bench has loose top rails. – Ground staff to tighten.

Grates

Require cleaning out – ongoing.

1287 Broadmeer

The parks perimeter concrete fence is showing signs of bowing, wear and movement, in some areas of the park - Recommendation to replace concrete panels is **urgent**. Quotes are being obtained.

Bark requires weeding. – Ground staff to weed.
Multi-play Unit

Structure is in good condition, the tower of the play unit is showing signs of movement within the back post – Recommendation to investigate to see if the posts are showing signs of decay, rust or rot below the bark level – Ground staff to investigate.

Stand on Springer

Foot grip loose – Ground staff to tighten.

See-Saw

Making a noise- investigate to see if the bearings have worn and need replacing – Ground staff to check.

1288 Cotgrave Futures

Multi-play – in good condition but loose planks and missing caps – Ground staff to tighten and replace.

1289 Grassmere

Fencing

Some parts slightly leaning and 4 loose panels surrounding play equipment – ground staff to investigate and repair.

Multi-Play Unit 1

Wooden step splitting – recommendation to replace step.

Swings

Chains are showing signs of wear – monitor.

Skate Ramps

Structure in reasonable condition, solid and stable, but showing signs of rusting and lifting at edges.

Adult & Junior Goals

Paintwork flaking on junior goals, adult goals are slightly loose at the base and are leaning and paintwork flaking. Ground staff to stabilise and straighten and repaint.

Bark

Needs weeding – Ground staff to weed.

1290 Ringleas

Multi-play unit

Gyro seat damaged and cap missing – replacing seat and caps.

Shared Access

1291 Councillors K Chewings, Butler, Wood and the Clerk had met with Kevin Cooper and Paul Heard from Cotgrave FC with Simeon Lister of Shared Access, to discuss the proposal from Shared Access, of erecting a telecommunications mast at the Arthur Ridley sportsground.

1292 The football club have since spoken to their football players and families and they are happy with the council to progress the proposal.

1293 Simeon Lister has been informed of this information.

1294 The sportsground lease will now need to be checked to see if it allows the council to progress the proposal.

1295 Hopkins Solicitors' would be able to read the lease and check that council can continue for a fee.

The Clerk will enquire how much it would cost to read the lease.

1296 Councillor K Chewings asked if Shared Access would be willing to pay the Councils' cost for checking the lease.

1297 The Clerk will enquire if Shared Access would be willing to pay the solicitors fees.

Multi-Service Centre

- 1298 Council's solicitor has been in contact with Freeths, Rushcliffe Borough Council's solicitor, and has requested further information.
- 1299 The Clerk has contacted Rushcliffe Borough Council to ask if Cotgrave Town Council, can have copies of all the searches that have been completed on the proposed site for the building.
- Rushcliffe Borough Council have provided the searches free of charge and these have been passed to our solicitor.
- 1300 Councillor I Shaw, who returned questions to the Clerk, for submission to the solicitor, these questions have been sent to Hopkins Solicitors, for consideration.
- 1301 Councillor Wood informed that if Council decided to purchase the lease, Kath Marriott, Rushcliffe Borough Council, has confirmed that the cost of the office could be paid for in instalments. If Council paid the cost in instalments, no interest would be payable.
- 1302 An Extraordinary Meeting will be called and the solicitor, Roger Pratt, from Hopkins will be invited to discuss the potential lease and allow all councillors to ask questions.
- The Clerk will ask Hopkins Solicitors, the cost of the solicitor attending an evening meeting and send this information to Councillors and book a suitable date for him to attend.
- 1303 A further Extraordinary Meeting will be called a week later, for Council to determine a final decision.

Working Groups Update

Christmas Lights Event

- 1304 Council thanked Santa and all the helpers, who helped with the event, including the library and staff for providing a space for the Santa's Grotto and Positive Futures staff who built and manned the grotto.
- 1305 The event was very well attended.
- 1306 Thirteen stalls came to the event, mainly from local charity and small businesses.

Pensioners Party

- 1307 One hundred and seventy four tickets have been sold for the Pensioner's Party, six are still available to purchase.
- 1308 At the final planning meeting, it has been arranged to provide the volunteers with a small buffet, to say thank you for all the help given.
- EJ's Katering have agreed to provide the buffet, at a cost of £40.00.
- 1309 Volunteers are still needed and this information has been shared on social media sites and requests to South Nottinghamshire Academy, to provide helpers.
- 1310 Bingo winnings and 30 raffle prizes have been purchased from the £2.00 entrance fee paid.

Bonfire Event

- 1311 A wash up meeting from the Bonfire Event was attended by Councillors K Chewings, S Chewings, Wood and the Clerk.
EJ' Katering and Councillor M Chewings had sent their apologies.
- 1312 The main feedback had noted that a catering service was required outside.
- 1313 The bonfire needed to be larger, but this would need to be discussed with the Welfare and additional barriers would be needed.
- 1314 It had been a good event and the fireworks were excellent and the Clerk has been asked to book 'Big Bang' fireworks again for next year.

Trees

- 1315 A quote for the removal of an additional tree in Ringleas Park had been requested and a quote for reducing several hawthorn trees on Hawthorn Avenue and Owthorpe Road.
The quote to remove the tree was £230 and to reduce the hawthorn trees on Hawthorn Avenue would cost £575 and the hedge on Owthorpe Road would be £475.
- 1316 Council discussed the cost and have asked the Clerk to ask if a lower price could be agreed for the hawthorn trees and hedge on Owthorpe Road and Hawthorn Avenue.
- 1317 **Resolved** : 'To remove the additional tree on Ringleas Park.'

1st Cotgrave Scout Group

- 1318 The 1st Cotgrave Scout group have approached Chairman of Cotgrave Town Council, to ask if they could help will the project the Cubs section are currently working towards.
The project is 'Our World Challenge' and a part of this involves the Cubs working with people or an organisation from the community, by taking the chance to find an issues that the Pack could help with and plan and carry out the project with the Pack and others in the community.
Councillor Wood had attended a Cub meeting to listen to the ideas from the Pack.
- 1319 The Cub Leader has suggested if the Pack could locate an area within Cotgrave that they could plant up with spring bulbs.
- 1320 Council discussed the idea and were happy to support the Scout Pack in their project.
- 1321 **Resolved** : 'To provide up to £100 to support the Scout Project.'

Clerks Report

- 1322 An email had been received from Kev Cooper of Cotgrave FC, regarding potential improvements to the sportsground car parking area and to the pavilion. He had met with Councillor V Wood and a further meeting with a Management Company was planned for the following Tuesday to discuss the project further.

Correspondence

- 1323 Police Crime Figures for November 2016

Date	Crime	Location	Items Taken
1st	Theft from vehicle	Little Meadow	Tools taken from van
1st	Theft from vehicle	Colston Gate	Tools taken from van
1st	Theft from shop	Bingham Road	Meat taken
12th	Theft from shop	Bingham Road	Washing powder taken
12th	Theft from shop	Bingham Road	Meat taken
19th	Theft	Prioridge	Bikes taken
21st	Theft from vehicle	Scimshire Lane	Coat taken
21st	Theft from vehicle	Daleside	Tools taken

Councillors Reports

- 1324 Councillor S Chewings informed Council that the schools had enjoyed the pantomime at the Welfare, but parents had been asked to cover some of the cost by asking for a £1.50 contribution towards the pantomime.
- 1325 Council had already given the Welfare a grant of £600 towards the cost of the Pantomime. The Clerk will invite the Welfare to attend the next Council meeting to explain why the parents were being asked to make the contribution.
- 1326 Councillor K Chewings wish to note his disappointment with the article in the winter edition of Cotgrave Connections, regarding the new play equipment at Ring Leas Park, there had been no mention of Council's contribution towards the new play equipment and also the work that had been done by Councillors on the project.
- 1327 An amendment to the article would be included in the spring 2017 edition of the newsletter.
- 1328 Councillor K Chewings also informed Council that he had been approached by the group that run the observatory located on the outskirts of Cotgrave for possible funding, as the site was open to the elements.
- 1329 Councillor Jeffereys had received a complaint from a resident at The Old Park, that during the demolition of the old bungalow some damaged had been caused to the area.
- Councillor Jeffereys had visited the resident who had made the complaint and reassured then that the builders would put right the damaged that had been caused, at the end of the project.

- 1330 Councillor C Denham asked if a mirror could be located at the corner of Colston Gate, Hollygate Lane and Bingham Road. Mirrors are not allowed to be installed on Council highways, only on private land. He also enquired if a 30mph interactive sign and extra signage could be installed at the area.
- 1331 Councillor M Chewings had been in contact with the Salvation Army regarding the possibility of holding a community concert in the New Year. Councillor Chewings would forward the contact details to the Clerk.
- 1332 Councillor R Butler informed Council that a new interactive speed sign would be installed in on Scrimshire Lane, going out of the village, in January.
- 1333 Councillor S Gardner informed Council that the disabled parking on the Shopping Centre car park was being inappropriately used and asked if some parking notices could be considered for the area.

There being no further business the meeting ended at 8.50pm.

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