

**Cotgrave Town Council Annual Public Meeting
10th May 2017**

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

Apologies Approved: Councillors C Denham and A Wilkie

In Attendance : The Clerk, Administration Manager (Cotgrave Town Council), PCSO Phil Evans (Cotgrave Police), and three members of the public.

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

To propose to suspend standing orders to allow for Allan Graham, Chief Executive Rushcliffe Borough Council to update on the current development projects in Cotgrave, prior to start of all meetings due to time constraints. His report will be contained within the Full Town Council Minutes.

The meeting resumed at 7.40pm

Chairman's Report

1637 The Chairman presented his annual report which is reproduced on the following pages.

Report from Cotgrave Police

1638 PCSO Phil Evans gave an update on policing matters in Cotgrave.

1639 He reported that there had been a slight increase in the April crime figures. The way that crime is now recorded has changed. If a crime is reported but there is no evidence of the crime provided this is still recorded, Cotgrave's figures are still well below the national average.

1640 The speed van has been attending at Hollygate Lane and has recorded 10-15 speeding vehicles per visit. A motorbike was recorded at 73 mph.

1641 Parking issues seem to be causing problems in Cotgrave, the junction of Owthorpe Road and Daleside has been highlighted as one particular area of concern. The Police have no powers regarding parking issues and this is the responsibility of the County Council.

PCSO Evans will check the current legislation on causing an obstruction when parking and report the finding.

1642 Some drug dealing has been noted and reported in Cotgrave. The police have made 3 arrests recently and are continuing to monitor the situation. The proactive team have been in attendance in Cotgrave on a regular basis.

CHAIRMAN'S ANNUAL REPORT – MAY 2017

I write this report towards the end of April, and reflect upon a year that feels to have passed all too quickly. The twelve months have been characterised by long-standing fixtures in the events calendar, and fresh challenges, some of which are on-going, others that have been for a defined period, and have enhanced the experience of living in Cotgrave.

Those events that are a traditional feature of Cotgrave life were very successful. The switching on of the Christmas lights attracted what looked like our biggest attendance yet, and Cotgrave Festival, too, drew in a lot of people. The popularity of these seasonal events is a testament to the hard work of the organisers and helpers, and I know that they would welcome even more people to get involved.

This year, I am able to report on other initiatives that enrich our lives. We were delighted to open the new Play Park on Ring Leas, on a rather rainy day, and I hope that the young people who use it benefit from and enjoy the variety of pieces of equipment chosen by Council's working group. On Bonfire Night, we lit a traditional bonfire, for the first time in a while, at Cotgrave Welfare, and that, added to a really spectacular fireworks display, made for a great evening. We look forward to even more Guy Fawkes being entered for the Best Guy Competition, later this year! At Christmas, we held a Senior Citizens Party in Cotgrave Welfare. As well as a lovely meal provided by E J's Katering, there was entertainment in the form of a singer and schools choir, and the meal was served by local helpers, and students from South Nottinghamshire Academy. The guest speaker was Dr. Lowe, who has given many years service to his patients prior to his retirement.

As well as attending full council meetings, the forum in which key decisions are made, councillors also join working groups that address particular issues. Working groups report back and make recommendations to the full council. This year, they have formed to organise the events already mentioned, to scrutinise things such as the local bus services, and to liaise with local traders and business owners as work on the town centre gathers pace. The regeneration working group has sought, with organisational and financial help from Rushcliffe Borough Council, to provide workshops highlighting how businesses can take advantage of digital marketing and other strategies. Both workshops were well received. The Budget preparation working group met twice to formulate a budget to present to Council. This meant looking at our legal financial obligations and spending priorities for the coming year.

In the budget, we set aside a sum of money to provide grants to local organisations that apply for one. For example, we have recently awarded grants to Cotgrave Welfare for their Christmas Panto, Cotgrave Scout Group for a local, environmental project, the astronomical society, and Ash Lea School for their arts-based project. We are also funding Positive Futures till 2020, to enable them to plan effectively their work with our young people. We also budget for staff's salaries and any national pay awards, for inspections of our parks, for the hanging baskets which make Cotgrave look so attractive, and for any equipment we need to purchase to ensure that the landscape for which we are responsible is kept in excellent condition. We have made a particular effort, as part of our support for Cotgrave FC, to ensure that the pitches are cut and rolled at a frequency that provides a very good playing experience for the teams. There is regular dialogue now established to see how we can work together to improve the general facilities at the Arthur Ridley Ground.

Councillors attend events fairly regularly, and several of us went to Langar Hall to witness the Vale Responders receive the Queen's Award for Voluntary Service. Council has awarded grants to pay for defibrillators to be installed in Cotgrave. Several councillors

presented medals, in pouring rain, to several hundred footballers, at the end of a local football tournament. Some councillors attended the Remembrance Sunday parade, too.

The Personnel Committee has met to undertake staff appraisals and to review pay. This is an annual obligation, and recommendations for any pay increase are made to full council.

You will be aware that Scotland Bank has been demolished, the first clear sign that work on the Town Centre has begun in earnest. A display of the plans for the new Town Centre was in the library, and people were able to see some visual representations of the future. I have attended the Strategic Board meetings that monitor the progress of the Cotgrave Project. Updates can be found in Cotgrave Connections, or on our page on Rushcliffe Borough Council's website. Town Councillors, Cotgrave's Rushcliffe Borough Councillors, the Clerk and Administration Manager are always pleased to try and answer any query you might have. Officers from Rushcliffe Borough Council also attend Town Council meetings to answer councillors' questions.

In March, we co-opted Councillors Stuart Ellis and Phil Pearson, following the resignations of former Councillors Sarah and Craig Chewings. We thank the latter for their work on Council, and look forward to working with our new councillors.

Finally, I would like to thank the Clerk, the Administration Manager, the grounds maintenance staff, the park keepers, and fellow councillors for their considerable efforts. They are all dedicated to Cotgrave, and contribute to the debate about what is best for the community. It is always a pleasure and a privilege to serve as Chairman, and I look back upon the last twelve months knowing that Council and its staff have contributed in a significant way to making Cotgrave a fantastic place to live.

Vance Wood
(Chairman of Cotgrave Town Council)

- 1643 As with all criminal activity PCSO Evans encouraged everyone to report any issues to the Police.
- 1644 There have been a few properties who have had their doors opened but no-one entered the houses, the police have suggested that doors should be locked especially if the occupier is in their garden.
- 1645 The Chairman thanks PCSO Evans for his time in attending the meeting and for the update.

Items raised by the Electorate

- 1646 No items were raised.
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The open session of the meeting closed at 8.13 pm

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

**Cotgrave Town Council Annual General Meeting
10th May 2017**

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

Apologies Approved: Councillors C Denham and A Wilkie

In Attendance : The Clerk, Administration Manager (Cotgrave Town Council) and 3 members of the public.

The meeting was held at Cotgrave Futures and started at 8.15 pm.

Election of Chairman

1647 Councillor V Wood was nominated by Councillors R Butler and Y Wilson.

1648 There were no other nominations.

1649 All Councillors, except Councillor K Chewings who abstained, were in favour.

1650 **Resolved** : "That Councillor V Wood serve as Chairman until the next Annual General Meeting"

1651 The Chairman's Acceptance of Office form was duly signed.

Election of Vice Chairman

1652 Councillor S Gardner was nominated by Councillors V Wood and L Healy.

1653 There were no other nominations.

1654 All Councillors were in favour.

1655 **Resolved** : "That Councillor S Gardner serve as Vice Chairman until the next Annual General Meeting."

1656 The Vice Chairman's Acceptance of Office form was duly signed.

Representatives on other Bodies

1657 Cotgrave Futures – Councillors M Chewings, S Gardner and L Healy
Parish Paths – Councillor C Jeffreys
Snow Warden – Councillor Richard Butler
Flood Warden – Councillor Richard Butler
Tree Warden – Councillors H Brumpton and C Jeffreys
Cotgrave Country Park Liaison – H Brumpton and L Healy

1658 Personnel Committee – Councillors R Butler, S Gardner, L Healy, C Jeffrey, J Mileham, I Shaw and V Wood.

Schedule of Meetings for 2017/18

1659 The Council were given the dates for the following years meetings to consider.

1660 **Resolved** ; "To accept the Schedule of Meetings for 2017/18."

1661 The schedule will be reproduced on the inside of the next Minute Book.

This part of the meeting closed at 8.20 pm.

Chairman: Signed as a True Record (Date):

Cotgrave Town Council Meeting

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

Apologies Approved: Councillors C Denham and A Wilkie

In Attendance : The Clerk, Administration Manager (Cotgrave Town Council) and three members of the public.

The meeting was held at Cotgrave Futures and started at 8.20 pm.

Declarations of Interest

1662 None were received.

Public Open Session

- 1663 Allen Graham, Chief Executive of Rushcliffe Borough Council and Cotgrave Strategic Board, gave an update on the changes taking place in Cotgrave.
- 1664 The houses being built on Hollygate Park, have a strong demand for the houses especially from residents already living in Cotgrave.
- 1665 The employment land development is underway and 15 new units will be available from July 2017 and there has been some good interest from employers to take up the new units.
- 1666 The canals & Rivers Trust had asked that the canal bridge is in the ownership of a public body and Rushcliffe Borough Council is aware Cotgrave Town Council is not willing to take the ownership. This was reported to the Cotgrave Strategic Board.
- 1667 Allen Graham would check if the bridge could be placed in the ownership of Barratts, with Barratts providing a bond.
- 1668 Rushcliffe Borough Council not wish to take the ownership of bridge, also Nottinghamshire County Council have declined.
- 1669 The developers, Barratts, will need to decide how to progress this planning condition and may consider applying for an amendment to the original planning application.
- 1670 Council asked if the money allocated for the bridge within the project could be placed into another benefit, but no amendment to original plan has been discussed yet.
- 1671 Councillor K Chewings has written independently of Cotgrave Town Council, to the borough raising his concerns regarding the installation of the bridge and the time of when the bridge should begin construction and that the bridge would provide a safer walking and cycle route.
- 1672 Allen Graham stated that Barratts have the right to apply for a variation to the original planning permission but he is not aware this has been asked for.

- 1673 Councillor K Chewings informed that he had received an email from a planning enforcement officer stating that an application to discharge the first part of the planning condition relating to the design of the canal bridge had been received.
- 1674 Any changes made to the canal bridge will be made with the planning department and using current planning law.
- 1675 Council queried why only one person had received employment from the project. Rushcliffe Borough Council noted their disappointment at the employment figures, but noted most employment has been supplied through the sub-contractors working on site.
- 1676 Barratts have noted that there is a skills gap and a low response of local applications for work.
- 1677 Rushcliffe Borough Council have a team working on how to improve the employment created throughout many sites across the borough.
- 1678 The town centre planning application has been approved and the tenders have been requested and it is hoped there is some work to be completed on the small row of shops.
- 1679 The multi service centre lease is being finalised with all the parties involved in the building.
- 1680 The tenders for the public realm area will be considered later in the project, this will include all the soft and hard landscaping and the removal of the empty buildings.
- 1681 Councillor Jeffreys noted her concern on the distance from Hollygate Park to the nearest shop for local provisions.
- 1682 Councillor K Chewings asked if Cotgrave Town Council could be informed of all employment figures and the plans for smaller row of shops and if the information was sensitive, could it be shared in camera.
- 1683 Kath Marriott and Nick Berry, from Rushcliffe Borough Council, have been asked to provide further updates on the project, Rushcliffe are placing information on the Cotgrave page of their website and regular updates in Cotgrave Connections.
- 1684 Cotgrave Town Council thanked Allen Graham for attending the meeting and giving the update.
- 1685 A resident asked Council to consider a planning application which is on the agenda, the application is for an extension to a property on Morkinshire Lane and the impact this may have to her property, which backs onto this from Thurland Drive.
- 1686 The resident has concerns over the drainage of the foul and surface water and the location of a well, near to the proposed extension. The resident shared her concerns that the surface water could flood into her neighbouring garden. The resident has shared her concerns with the planning authority and they have asked Severn Trent to comment.
- 1687 The resident is also concerned over the removal of many mature trees from the property which allows overlooking of her property.
- 1688 The resident will object to the planning application and is asking to consider their response.
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Minutes of the Previous Meeting of Full Town Council held on 12th April 2017

1689 **Resolved** : "That the minutes of the previous meeting held on 12th April 2017 be received and confirmed as a true record".

1690 Minutes numbers M1595 and M1626 have been amended to read the following:-

M1595 Councillor Wood noted that he did not endorse having a public consultation following the consultation on future potential development sites provided by Rushcliffe Borough Council.

M1626 Council noted that Barratts are not in breach of the planning conditions set by Rushcliffe Borough Council, but the planning policy would need to be followed regarding any changes the bridge through Rushcliffe Borough Council delegated decisions.

Progress

1691 M1590 Shrubbed Area on Plumtree Road

A letter from Via East Midlands has been received stating an inspection of the area has taken place and some pruning works will be carried out within the next two months.

1692 M1591 Junction Owthorpe Road and Daleside

Councillor Shaw had written to the police regarding the parking of vehicles on the grass verge near the junction and now received a response stating that it had been noted but no action would be taken.

1693 M1596 PBL Units at Manvers Business Park

Rushcliffe Borough Council are discussing the site with the owners.

1694 M1597 Speeding Traffic on Hollygate Lane

A response has been received from Via East Midlands explaining that the street lamps indicate the speed of the road and noted all relevant signage is in place.

1695 M1610 Shared Access

Councillors Wood and K Chewings have met and asked for Shared Access to produce some information display boards to be displayed in the library.

Shared Access have asked if they could have our solicitors details to be able to ask the multi skills investigation team to fully assess the site, to see if a mast could be located on this site.

Councillor Shaw shared his concerns over the height of the mast and its impact and would the mast require a full planning application.

The mast would require full planning consent, if the site was deemed as suitable.

1696 **Resolved** : 'To provide Shared Access with Council's solicitors information.'

1697 M1614 Councillor Brumpton noted her car had been scratched when others had been damaged, but had not reported this to the police.

1698 M1613 TrentBarton

Another meeting will be arranged to discuss the questions provided by the working group regarding the current and future bus service.

1699 M1620 Bingham Road Resident

Councillor Healy has made contact with the resident to discuss her concerns over the noise level made by the traffic using Bingham Road.

1700 M1624 Spring Meadow

Rushcliffe Borough Council are going to replace the current street name sign with one that shows it is a no through road.

1701 Proposed Canal Bridge and Planning Application

Councillor K Chewings provided the copies of his correspondence and the replies from Rushcliffe for all councillors regarding the alleged breach of the planning condition referring to the canal bridge.

1702 Councillor K Chewings noted that he had now received an email from a planning enforcement officer stating that he had received the first part of an application to discharge the planning conditions for the canal bridge.

1703 Councillor K Chewings proposed that Cotgrave Town Council write to the Borough and ask for the original planning application for the bridge be considered, prior to any discharge variation conditions are considered, by the full planning committee.

Councillor Wilson seconded the proposal and council voted.

Councillors Wood, Butler and Pearson abstained and all other councillors voted in favour.

1704 **Resolved** : 'To write to Rushcliffe Borough Council and request that the planning application and discharge conditions are discussed at a full planning meeting.'

1705 The planning conditions and the bridge will be included on the following agenda for further discussion.

1706 M1629 Royal mail Letter Box on Owthorpe Road

Council administration staff have contacted the Royal mail regarding the letter box removed out of the wall and have been informed that they have decided not to replace or return the letter box because it was a much under used provision.

1707 **Resolved** : 'To extend the meeting by 30 minutes.'

1708 M1631 Grass Verges on Plumtree Road

A letter of response has been received from Via East Midlands, regarding the clearing of the ditches and leaving the debris on the verges and it states this is the appropriate course of action following the clearing of the ditches and that the debris will break down into the verges and become less visible.

1709 M1634 Cotgrave Development

Councillor M Chewings asked why four tenders were being requested for the building of the multi service centre, he thought that Bowen-Wilson were the preferred builder.

The Clerk informed that the building requires a more specialised builder and tenders were being requested.

1710 M1635 Rushcliffe Borough Council Representative

Council have requested to ask Kath Marriott to attend the next meeting to give an update on the employment figures and the progress of the redevelopment.

1711 M1636 Hopkins Solicitors

Roger Pratt, Hopkins Solicitors has now received a new copy of the update lease but needs to consider the changes made and will release to Council once this has been completed.

The solicitor is aware that four companies are tendering for the building of the multi service centre.

Planning Minutes

1712 **Resolved** : 'To confirm the planning minutes recording the decisions taken by Council and those of the Planning Authority'.

Financial Matters

1713 Payments

Resolved: "That the payments made since the previous meeting totalling £30252.81 as recorded on page 10 be approved and the invoices awaiting payment be paid".

Matters Arising

1714 No matters arising.

PAYMENTS MADE – TOWN COUNCIL MEETING 10TH MAY 2017					
Date	Company	Invoice No	Details	Powers	Amount
	<u>MARCH</u>				
March 17	Co-Op Bank		CHAPS Charge for Bank Tranfer	1	25.00
	<u>APRIL</u>				
5.4.17	B&S Chains	29941-29984	Swings Chains, Seats, Shackles	1	310.51
3.3.17	Arco	929541927 929677684	Post Box, Gloves, Fuel Can	1	132.89
15.12.17	Notts CC		Pension Shortfall	1	6067.00
4.4.17	Notts CC Supplies	1595403	Refuse Sacks	1	36.72
3.4.17	Rushcliffe Borough CI	70509626	Studio 3 Rent	13	1410.00
3.4.17	Rushcliffe Borough CI	70509537-46-55	3 x Park Rent	1	203.75
11.4.17	J A Kent Services	54020	April Services	1	735.58
12.4.17	J Pick		Table Cover Easter Event	13	30.93
10.4.17	CCS	8072	Drum Unit and Toner for Printer	1	192.60
18.4.17	Filmbank	6167950	Easter Film	9	176.40
9.4.17	Streetwise	12254	Slabs around War Memorial	1	3360.00
24.4.17	Streetwise	12269	Remove Rubbish from Burhill Allotments	1	84.00
13.4.17	Proludic	98731-98820	Parts for Play Equipment	1	498.95
12.4.17	Cotgrave Futures	018a	MUGA Electricity	1	27.16
19.4.17	J Stephenson	61440628	Safari Sale Advert Nottm Post	13	20.40
4.4.17	Notts CC	91989574	Payroll Service Charge 17-18	1	672.00
24.3.17	Notts CC	91984124	March Salaries	1	10962.94
4.4.17	Veber	1285-45174	Data Back Up	1	13.20
19.4.17	Titan Telecoms	540403	Fax Line	1	13.78
28.4.17	Trent Bridge Community Trust	29	Holiday Activity Programme	1	5304.00
			TOTAL		30252.81
<ol style="list-style-type: none"> 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

- 1715 Members considered the March 2017 Statements as reproduced at the back of the Minute Book.
- 1716 At the end of March Council has £48,241.27 in the Co-op accounts and £3028.54 of un-presented cheques outstanding.
- 1717 At the end of March Council has £262,751.87 in the NatWest account.

Bank Accounts

- 1718 The Clerk presented several options for banking councils funds in different types of account and within different banks to ensure that all of council's funds are protected by the FSCS compensation scheme.
- 1719 The HSBC current bank account has been completed and needs some funds transferring into it.

The Clerk has suggested moving £95,000 from the Co-Op account, now this year's precept has been received and leave all other monies in the Co-Op account, and preserve the account.

- 1720 **Resolved** : 'To transfer £95,000 from the Co-op Account into the HSBC Account'
- 1721 Council decided that more discussion is required and to form a working group who will consider all the options and present the findings at the next meeting.
- 1722 **Resolved** : 'Councillors Wood, K Chewings and Ellis to form a working group to consider additional bank accounts.'

Grants Applications

- 1723 A grant application had been received from The Rock Church requesting a grant of £500 to provide three Playdays events during the summer holiday for 0-11 year olds and one event in October and working towards holding a Christmas party in December.
- 1724 The event is open to all children within the age group.
- 1725 Councillor Jeffreys abstained from the vote, all other councillors were in favour.
- 1726 **Resolved** : 'To award a grant of £500 for providing Playdays events.'
- 1727 A grant application had been received from Cotgrave Library, part of Inspire Culture requesting a grant of £200 to provide additional art and craft resources, which allowed for more people to attend craft sessions and maintain good quality crafts to be made.
- 1728 The Cotgrave Library have asked if the donation if approved, could be supplied as crafts, as the library has not got a bank account.
- 1729 The craft sessions will run through the summer holiday and be available for families.

- 1730 **Resolved** : 'To award a grant of £200.00 to provide craft equipment for Cotgrave library.'

Working Group Updates

Easter Event

- 1731 The Easter event was attended by 46 children with their parents and younger siblings.
- 1732 It was enjoyed by all who attended and all children received an Easter egg. All surplus Easter eggs were given to Church Farm and Eton Park nursing homes for their residents.
- 1733 The Clerk asked Council if they wished for the film bank account to be closed or leave open for future film afternoons.
- 1734 **Resolved** : 'To keep the Filmbank Account open for future use.'

Trentbarton Buses

- 1735 The Trentbarton working group had been asked to submit questions for Trentbarton and they are now going to be sent to Trentbarton.
- 1736 A meeting is to be called and Trentbarton will be invited to attend to discuss the questions and all new questions that arise from that meeting.

Cotgrave Heritage Sign on Hollygate Lane

- 1737 A quote for moving the Welcome to Cotgrave heritage sign has been received from the company who supplied the signs.
- 1738 To move the sign will require a new concrete plinth and the lifting and re-positioning of the sign in the new location, at a cost of £795 plus Vat.
- 1739 Via East Midlands have agreed for the signage to be moved by an approved company.
- 1740 **Resolved** : 'To re-position the Heritage Sign on Hollygate Lane.'

Garage Alterations at Burhill Allotments

- 1741 A quote to replace and heighten the garage doors at the Burhill allotments has been given. The work quoted would cost £680.00.
- 1742 Council requested more quotes for the work to be presented for a decision to be made at the next meeting.

Best Kept Village

- 1743 The Campaign to Protect Rural England have sent information regarding Cotgrave joining in with the Best Kept Village Competition.

1744 The event was discussed and decided that due to the short entry to the deadline, Cotgrave would enter the competition.

1745 Councillor Brumpton would take the lead on this project.

Cotgrave's Future Housing Development

1746 The agenda item to discuss any future housing applications throughout Cotgrave on any land, has been deferred to the following meeting, due to time constraints.

1747 This item will be placed on the following agenda with all correspondence presented for this meeting.

1748 Councillors reports has also been deferred.

There being no further business the meeting ended at 9.30 pm.

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