

Cotgrave Town Council Meeting held on 14th June 2017

Present : Councillors V Wood (Chairman), K Chewings, W Handbury, L Healy
C Jeffreys, I Shaw, A Wilkie & Y Wilson

Apologies Approved: Councillors Butler, Brumpton, M Chewings, Ellis, Gardner, Mileham &
Pearson.

Absent : Councillor Denham.

In Attendance : The Clerk and two members of the public.

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

Declarations of Interest

1749 None were received.

Public Open Session

1750 Rebecca Clarke and Adam Sinnott spoke about the lack of childcare provision within Cotgrave, especially the shortage of child minders and nursery provision not provided by private nurseries, especially now children aged 3 and 4 are being offered 30 hours free childcare per week.

1751 Rebecca Clarke is looking for premises within Cotgrave to offer an additional childcare service for parents, similar as the current Kids Club, which is currently full.

1752 They have contacted Rushcliffe Borough Council to enquire if they could use one of the new units or any other space, but the units are to be used for different classification, but there may be additional provision for childcare facilities in phase 2/3 of the regeneration of Cotgrave.

1753 They have also been in contact with Cotgrave Club, to share the idea and this has not currently progressed. Other buildings that have been approached are Cotgrave Futures and Barratts, to enquire if there would be anywhere on the Hollygate Park.

1754 Councillors made some suggestions of other halls and space and offered to help look for space so the childcare provision could be provided.

Minutes of the Previous Meeting of the Annual Public Meeting, Annual General Meeting, The Full Town Council held on 10th May 2017 and the Personnel Meeting held on 31st May 2017.

1755 **Resolved** : "That the minutes of the previous meetings held on 10 May 2017 and the minutes of the personnel meeting held on 31st May 2017, be received and confirmed as a true record".

Progress

1756 M1641 Parking Legislation

PSCO Evans has not reported on the current legislation on causing an obstruction when parking.

The Clerk will ask to police to provide the information.

1757 M1657 Council Representatives on other Bodies

The Chairman of Cotgrave Country Park had made an enquiry why two members of the Council were representing the Cotgrave Country Park and he had suggested that could be one person only.

Two members of Council had both volunteered for the position and Council had agreed that two members could both be the representatives.

1758 M1669 Canal Bridge at Hollygate Park

The Clerk has contacted the planning department at Rushcliffe Borough Council and they have not received any further information from Barratts about changing or removing any planning variations for the bridge.

Andrea Baxter, Planning Manager will report to Cotgrave Town Council any changes she receives and give a written update for the next meeting.

1759 M1693 PBL Units at Manvers Business Park

A response has been received from Rushcliffe Borough Council that they have walked the canal path along the perimeter of the PBL site and are satisfied that the area is not a significant problem, but note the hedge is sparse in some areas.

The hedge has been cut back very hard by the Canals and River Trust and Rushcliffe Borough Council will contact them to reduce the cut around the perimeter. The litter along the hedge and perimeter is being reviewed to who is responsible for clearing it up.

The owner has endured several attacks of vandalism costing the company a lot of money and as a consequence has installed CCTV to try to reduce the vandalism.

1760 M1694 Speeding on Hollygate Lane

Cotgrave Town Council are not satisfied with the current speed road signs on Hollygate and the problem is continuing.

Council would like to have the speed of the road painted on the road to remind drivers of the speed limit on the road.

Council agreed to ask the community speed watch team, if they could provide speeding vehicles data for the last three months, so it could be sent as evidence along with a letter to Via East Midlands asking again for some more road speed signs.

Councillor K Chewings would write the letter and include the data on speeding vehicles.

1761 M1695 Shared Access

Councillors Wood and K Chewings are working with Simeon Lister of Shared Access and have agreed a site visit to evaluate the site for suitability, this has been arranged for 21st June at 11am and Councillor Wood will attend and a second Geo Technical survey visit on 26th June at 8.30am, Councillors are not require to attend this.

1762 M1698 TrentBarton

Councillor Shaw will arrange a meeting after the results of the current negotiations between Trentbarton and Nottinghamshire County Council are produced, before deciding what will be the next course of action.

Councillors M & K Chewings with resident, Harry Burrows, attended a meeting between Bingham Town Council and Trentbarton on 13th June to discuss the future of many routes in the surrounding villages and the impact of reducing some of the services, particularly the V2, which runs through Cotgrave and into Nottingham via the new Spire Hospital and Morrisons and also serves the Daleside area of Cotgrave.

Trentbarton had decided to stop providing the V2 from 23rd July and are not offering any alternative service. Nottinghamshire County Council had not been informed of the decision made by Trentbarton.

Discussions regarding how a service can be provided are considered and the outcome of these talks will be announced shortly.

Cotgrave Connection service is also under review and the Friar Lane bus stop may also be removed from the service.

Cotgrave Town Council that the residents need to be consulted on any changes to the buses and will arrange an extraordinary meeting in July, with Trentbarton and some other close parishes to find out the future of the buses and route changes.

1763 **Resolved** : 'To hold an Extraordinary meeting with Trentbarton and residents to discuss the future changes of bus routes and provision.'

1764 M1703 Proposed Canal Bridge and Planning Application

The Clerk has written to Rushcliffe Borough Council planning department requesting an update on any variations received from Barratts regarding removing the bridge from the original planning application.

The planning officer, Andrea Baxter, has confirmed that she has not received any new correspondence regarding changing the original planning application or to remove the bridge from it, but will contact again on her return to work.

1765 M1706 Royal Mail Letter Box on Owthorpe Road

Councillor Shaw has received a letter from Royal Mail stating that the letterbox, which has been removed and not replaced, is under investigation and will write with the findings of the investigation.

1766 M1710 Rushcliffe Borough Council Representative

Cotgrave Town Council asked why Katherine Marriott had not attended this meeting, to get an update on the current employment figures from the Barratts development, but just received an update containing the current employment figures.

It was noted that the Chief Executive, Allan Graham, had attended last month's meeting and commented on the disappointing outcomes of employment figures and they were much lower than planned by the project.

Cotgrave Town Council were dissatisfied that Rushcliffe Borough Council were not chasing to improve the employment targets and wanted to know what is the current figure of Cotgrave residents gaining employment from the project.

Cotgrave Town Council decided to write to Rushcliffe and ask them to send a representative, Katherine Marriott, to discuss the employment figures and give a full update on the project.

1767 A recommendation was proposed to write to Katherine Marriott and note the council's strong dissatisfaction of not attending the meeting, to provide a full update on all the project and Council will expect her to attend the next meeting.

A vote was taken all councillors present at this meeting were in favour apart from Councillors Healy and Wood.

1768 **Resolved** : 'To write to Rushcliffe Borough Council expressing Councils dissatisfaction of a lack of representation at the Cotgrave Town Council meeting, to provide a full update on the project and employment figures.'

1769 M1711 Hopkins Solicitors

Councillor Wood stated that the final draft of the lease had been provided by the solicitor and he was satisfied that all the changes and amendments had been completed and was ready for Council to consider.

Councillor Wood proposed that an extraordinary meeting could be called for on 28th June, which would allow for all councillors to read the lease and agreement to lease documents and send all questions to the solicitor for answering prior to the meeting and then consider taking a vote on moving into the new office space and asked if councillors wished for the solicitor to attend the meeting.

Included was a letter from Rushcliffe Borough Council to state the final cost of the office space and an email for the solicitor saying that he was satisfied with the final lease.

Councillors K Chewings and Shaw requested a further letter from the solicitor requesting that he had answered all the questions raised by council either by email or verbally at the meeting held on 18th January 2017.

Councillors K Chewings and Shaw proposed until all the information had been discussed, a meeting to consider making a decision to move into new office could not be taken.

Councillors Wood and Healy abstained and all other councillors voted in favour.

The Clerk will write to the solicitor for clarification regarding all the questions supplied by council.

1769 M1743 Best Kept Village Competition

The information to enter the competition had a very short entry deadline and due to other commitments within the office, because of absences of staff, the Clerk did not have time to enter into the competition.

Personnel Minutes 31st May 2017 - progress

1770 The personnel committee had recommended that a temporary member of staff is appointed to cover the absence of a member of the administration staff.

1771 Councillors all wished our member of staff a speedy recovery and would be willing to consider any needs required to help with her return to work, when she is ready.

1772 Kayleigh Bush, has been into the office to provide some administration cover for the Cotgrave Festival and would be able to continue if required on a short term basis.

1773 The Clerk will write a basic, short term contract of employment and check that the temporary member of staff, has a current DBS certificate.

1774 Resolved : 'To appoint a temporary member of staff to cover the sickness absence.'

Planning Minutes

1775 **Resolved** : 'To confirm the planning minutes recording the decisions taken by Council and those of the Planning Authority'.

Financial Matters

1776 Payments

Resolved: "That the payments made since the previous meeting totalling £9604.58 as recorded on page 6 be approved and the invoices awaiting payment be paid".

Matters Arising

1777 No matters arising.

Financial Statements

1778 The financial statement was not available and will be presented at the following meeting.

PAYMENTS MADE – TOWN COUNCIL MEETING 14TH JUNE 2017					
Date	Company	Invoice No	Details	Powers	Amount
17.5.17	Prestige Bouncy Castles		Castle for Festival	9	449.99
18.5.17	David Slight	170515	Internal Auditor	6	150.00
18.5.17	Mick Dutton	11559	Belt Drives for Mower	1	112.20
18.5.17	Key Print	21171	Advert for Festival	9	25.00
18.5.17	NALC	LCR2017139	Local Council Review Magazine	1	17.00
18.5.17	Proludic	8835S98759	Swing Frame Replacement	1	300.00
18.5.17	UK Fuels	960690	Fuel	1	228.52
18.5.17	The Writing Desk		Advert for Festival	9	50.00
18.5.17	Cotgrave Futures	035A	Photocopies	1	13.26
18.5.17	RBS Software	25476	Year End Closedown	6	638.82
18.5.17	Kent Services	54161	Ground Maintenance May	1	735.58
31.5.17	Sublime Shine	233	Window Cleaning Studio 3	1	47.96
31.5.17	Sublime Shine	232	Window Cleaning Futures	1	49.99
31.5.17	Adlard	15298	Cotgrave Connections Summer 17	1	1408.00
31.5.17	Streetwise	12381	Quarterly Play Inspection	1	284.90
31.5.17	WPS	26426183	Insurance	1	729.29
31.5.17	WPS	26426042	Insurance	1	3714.38
31.5.17	WPS	26394658	Insurance	1	300.60
31.5.17	WPS	26397534	Insurance	1	13.09
31.5.17	Hags/SMP	51381	Slats for Bridge on Multiplay	1	336.00
			TOTAL		9604.58
<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 					

Bank Accounts

1779 The bank working group, Councillors Wood, K Chewings and Ellis had met with the Clerk to discuss bank options for the Council money and which accounts were available and would provide protection under the financial scheme.

1780 The working group recommended that two further accounts should be opened, a 32 day account with Lloyds Bank and a fix rate one year account with the Yorkshire Bank, these accounts would provide Council to be secure under the financial regulations.

The only small risk to Council would be the money would be tied up for one year in the Yorkshire Bank.

1781 **Resolved** : 'To open a Lloyds Bank 32 day and a Yorkshire fixed term account.'

Annual Return 2016/17

Internal Auditor Report

1782 Council received the Internal Report provided by David Slight, the appointed internal auditor.

The report stated that he carried out the internal audit in accordance with guidelines laid down by the Practitioner's Guide (England) 2014 to Governance and Accountability for Local Councils.

His report did not show any areas of concerns within the accounts or the council's recording of all financial transactions and he had checked a significant amount of receipts and payments, which were all supported by the relevant documentation and VAT had been recorded correctly.

The report noted that there was sound and robust controls in place and all the accounts were accurate.

1783 Council asked the Clerk to write to David Slight and thank him for the excellent service provided to Council and wish he well with his retirement.

Approval of the Annual Governance Statement for Grant Thornton

1784 Council read and considered all the 9 statements contained on the Grant Thornton document and agreed that statements number 1 to 8, are all to be answered with a yes and statement number 9 is not applicable to this Council.

1785 **Resolved** : 'All Councillors were in agreement of the statements on the Grant Thornton Annual Governance Statement.'

Accounts Statement

1786 Council considered the accounting statement figures for year ending 2016/17 and agreed that the figures were correct to the information provided by the Clerk, produced by the accounting software.

- 1787 **Resolved** : 'Council all agreed the financial figures were correct for year ending 2016/17.'

Cotgrave's Future Housing Development

- 1788 Councillor K Chewings asked Council to consider forming a working group after proposing a motion.

The motion read, 'Cotgrave Town Council recognises that Cotgrave faces increasing planning applications for housing developments including the possibility of building on Green Belt and Green Field land. Rushcliffe Local Plan Part 2 (which is currently being considered by the Borough) identifies large developments for Cotgrave.'

- 1789 The working group would identify the current infrastructure and capacity on present amenities and how this would be affected by future development and to conduct a consultation within the community and use the information to formulate a policy on future developments with Cotgrave.

- 1790 The Council voted on forming a working group and all were in favour.

- 1791 The working group will be formed.

Working Group Update – Play Parks

- 1792 Councillors Wood and Wilkie and the Clerk met with Caroline Saxton and an architect for the precinct redevelopment project to discuss the changes that will need to be considered about the play area in front of the shopping precinct.

- 1793 Several options were discussed with the architect, about changing the equipment and a possibility of moving the park from its current location to a space nearer Hotpots Café.

- 1794 Other ideas discussed included introducing a trim trail on to the green space so the area could cater for all ages.

- 1795 Rushcliffe have available funds of £75K from BowenWilson and £35K S106 money for youth provision and the possibility of a capital grant of up to £15K, if match funded by Cotgrave Town Council.

- 1796 Cotgrave Town Council would like to improve and increase this park and area and make this the flagship park, which could help increase footfall on to the shopping precinct.

Cotgrave Community Warden Scheme

- 1797 Streetwise Environmental have been asked to quote to continue the additional litter picking service they provide.

- 1798 The service for another year would cost £3571.20 +vat.

- 1799 Council noted residents were pleased to see the operatives regularly in Cotgrave.

- 1800 **Resolved** : 'To renew the contract for providing the litter picking service for the year commencing 1st July 2017.'

Garage Alterations at Burhill

- 1801 The Clerk had asked two additional companies to quotes to provide new doors on the garage at Burhill.
- 1802 One of the companies asked, stated that he would not be able to complete the work until February, next year.
- 1803 The quotation from APS, provided two quotes, one for replacing the doors only at a cost of £560 and the additional quote included installation of a security bollard and the doors for a cost of £680, and the work would be completed by mid-August.
- 1804 **Resolved** : 'To accept the quotation to replace the doors and install the bollard.'

Maddison Field

- 1805 Council have received a request to hold a dog show on Maddison field, which is a much under used field, but Cotgrave Town Council policy, states that we should not allowed dogs on to our play parks or fields.
- 1806 The field is regularly used by dog walkers and the Clerk has suggested that Council consider changing the policy on this field and make this a dog exercise field and this would allow the park keepers who find residents exercising their dogs on other parks that they should use this field.
- 1807 Council have some additional dog waste bins in stock and could install them and have the sign amended to allow dogs on the field, but kept under control of the owner at all times.
- 1808 Council agreed the field is under used and suggested offering the use of the field for a dog show, but a refundable bond would need to be paid and returned after the show, if the field was left in a good state.
- 1809 **Resolved** : 'To change the policy on Maddison Field to allow for excising of do Dogs.'
- 1810 Council will review the change of policy in two months.

- 1811 **Resolved** : 'To extend standing orders by an additional 30 minutes to conduct all business on the agenda.'

Correspondence

- 1812 Nottinghamshire Police & Crime Commissioner – The Beat
The newsletter from April 2017 has received and was included in the previous month's correspondence, but was no noted at the previous meeting due to time constrains.
- 1813 Nottinghamshire Association of Local Councils

The Nottinghamshire Association of Local Councils has been invited to take part in the Rural Crime Partnership Forum, organised by Nottinghamshire Police. This forum is concerned with rural crime and information will be shared amongst local councils.

1814 Campaign for Better Transport

Information on the demolition of Broadmarsh Bus Station has been received and information of what is happening next.

1815 Police Crime Figures for Cotgrave for April 2017

Cotgrave			
Date	Crime	Location	Item Taken?
1 st	Non dwelling burglary	Ringleas	Bike stolen from garage
5 th	Non dwelling burglary	Gripps Common	Shed Broken into- tools taken
5 th	Burglary	Lawrence Close	House keys stolen and used later
5 th	Criminal Damage	Morkinshire Lane	Stone thrown at Greenhouse
7 th	Criminal Damage	Deans Court	Vehicle window smashed- nothing taken
14 th	Non dwelling burglary	Ringleas	Off road bike taken from shed
14 th	Non dwelling burglary	Hickling Way	Off road bike taken from shed
25 th	Theft from vehicle	Saxon Way	Number plated taken
27 th	Non dwelling burglary	Deans Court	Push bike taken

1816 Nottinghamshire Association of Local Councils

Information has been received to update on the 'Reform of the data protection legislation and introduction of the General Data Protection Regulation' which will change the law significantly from 25th May 2018.

1817 Rushcliffe Borough Council

Information has been received regarding change Cotgrave Footpath No.18 and No.19, which cross the shopping precinct and need to be amended to incorporate the new multi service building.

Councillors Reports

1818 Councillor Healy informed that Cotgrave Country Park has been voted the number one park in the area, out of twenty eight parks.

Council will write to Harry Burrows and team and send their congratulations for winning the award, real positive award for Cotgrave.

There being no further business the meeting ended at 9.05 pm.

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