

## Cotgrave Town Council Meeting held on 17<sup>th</sup> January, 2018

- Present : Councillors C Jeffreys (Chairman), R Butler, M Chewings, S Ellis, S Gardner, B Handbury, L Healy, J Mileham, I Shaw and Y Wilson
- Apologies : Councillors H Brumpton, K Chewings, D Eldridge, P Pearson, and D Wilkie
- Absent : Councillor C Denham
- In Attendance : The Clerk and Administration Manager (Cotgrave Town Council)

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

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### Declarations of Interest

2289 None were received.

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### Public Open Session

2290 No members of the public were present.

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### Minutes of the Previous Meeting of The Full Town Council held on 6<sup>th</sup> December, 2017

2291 **Resolved** : "That the minutes of the Town Council Meeting held on 6th December 2017 be received and confirmed as a true record."

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### Progress

2292 M2224 Royal Mail Post Box on Owthorpe Road

Councillor Shaw had made contact with The Royal Mail and safety checks have been carried out for the siting of the new box. Planning permission now needs to be obtained before it can be installed.

2293 M2225 Field on the old A46

More rubbish has been reported on the roadside to the entrance to the field. This has now been removed by Streetwise Environmental.

2294 M2231 Neighbourhood Plan

Jenny Kirkwood, Development and Delivery Manager at RCAN has contacted Council with a list of dates that she is available to attend a meeting to talk through what is involved in completing a Neighbourhood Plan.

A meeting will be arranged for Wednesday 7<sup>th</sup> February.

2295 M2233 Guy Competition – Bonfire Event

Following the Bonfire event, where no entries were received for the Guy Competition, Councillor C Jeffreys will provide a guy for the Bonfire for the 2018 event.

2296 M2238 Mineral Line

Works have now commenced on the mineral line linking Radcliffe-on-Trent, Cotgrave Country Park and West Bridgford for use by walkers, cyclist and horse riders.

2297 M2239 Cotgrave Remembers – Knitted Poppies

Councillor Shaw advised that people were starting to knit poppies for the display in All Saints Church for the commemoration of 100 years since the end of WW1.

Many more poppies are needed and Council will purchase some additional large lamp post poppies for the Church.

2298 M2240 Crime Prevention Officer

The Clerk has written to the Nottinghamshire Police and Crime Commissioner for advice on the provision of CCTC and its effectiveness in Cotgrave

A reply had been received and they confirms that *“the Commission is supportive of CCTV, but advised it is an effective tool provided that the specification is high definition and capable of facial recognition.”*

2299 Council requested that the Clerk obtain some quotations for a replacement CCTV system for when the works are completed on the shopping centre. These will be provided at a future meeting for consideration.

Rushcliffe Borough Council do not provide CCTV in any areas.

2300 M2241 Bank Accounts

The Clerk is trying to arrange a meeting with Yorkshire Bank to open a new account. This process has proved to be quite difficult. Hopefully an appointment will be made in the next few days.

2301 M2242 New Business Units

Councillor Shaw asked if the new business units had created any employment for residents of Cotgrave.

15 new commercial units are now open, some are new business and some are occupied from business that have moved from the surround areas and may have brought their own staff with them. Employment information for local residents is not known.

2302 M2256 Trent Barton

A meeting will be arranged for the next meeting, hopefully during February.

2303 M2257 Nottinghamshire County Council Local Improvement Scheme

Notification has been received advising that the deadline date for the Local Improvement Scheme has been extended to Wednesday 31<sup>st</sup> January 2018.

2304 M2271 Madisson Field

The field is being well used by dog walkers, but there has been complaints of cars parking on the grassed area either side of the gateway. The Clerk will contact Rushcliffe Borough Council to see if a 'No Parking' sign could be put up.

2305 Councillor B Handbury suggest if some bollards could be put in place on the grassed area.

The Clerk will discuss any solutions with Rushcliffe Borough Council.

2306 M2272 Crime Figures

Councillor Shaw noted his concerns that 5 report out of the 8 incidents in October were noted as criminal damage.

2307 M2283 Bridge at Hollygate Park

Councillor Shaw, who had written to Rushcliffe Borough Council as a resident, regarding the bridge at Hollygate Park requesting any variations had been received. He had received a very short reply stating that there is no further information.

The bridge will be included on the agenda for discussion at Council's next meeting, but Rushcliffe Borough Council have not received any variations to the original planning application.

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**Planning Minutes**

2308 **Resolved** : 'To confirm the planning minutes record the decisions taken by Council and those of the Planning Authority.'

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**Financial Matters**

2309 Payments

**Resolved:** "That the payments made since the previous meeting totalling £29,186.82 as recorded on page 5 be approved and the invoices awaiting payment be paid".

2310 Income

**Resolved** : That the income received since the last meeting be noted.

2311 Councillor Shaw asked if a list of the costs for the Cotgrave Connections could be produced for the next Council meeting.

### Financial Statements

- 2312 Members considered the November 2017 Statements as reproduced at the back of the Minute Book.
- 2313 At the end of November 2017, Council had £82,792.84 in the HSBC account, £25,207.24 in the Co-op account and £262,776.35 in the NatWest account.

### Finance Committee

- 2314 Councillor Ellis made a comment that reasonable sized Council should have a Finance Committee, so that budgets and finances etc. can be dealt with in details at a committee meeting rather than at Full Council Meetings.
- 2315 Council agreed to arrange a meeting with the Clerk in early March to discuss the principles of forming a finance committee and this will be on the agenda at the Town Council Meeting on 14<sup>th</sup> March 2018.

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### Grants

- 2316 A request for a grant has been received from The Rock Church.
- 2317 The Rock Church are planning to run four Play Days events this year, one in February, one at Easter and two in August. They will need to pay for hire of bouncy castles and other inflatable for each event, purchase art and craft items and refreshments.
- 2318 **Resolved** : "To award the Rock Church a grant of £500 to cover costs for Play Days event in Cotgrave."
- 2319 The Chairman wished that Council pass thanks to the Rock Church for the work that they do in Cotgrave.

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### Budgets 2018-2019

- 2320 Councillors had been invited to attend a Budget meeting, and two options for 2018-2019 had been present to Council for consideration.
- 2321 Included in the budget is £3,000 for the purchase a new trailer and a new hand lawn mower. Also includes is a sum to cover wages, including the increase in the minimum wage and the pay increases that are currently being discussed by the unions.
- 2322 Councillor Ellis proposed that an increase of 2.4% which equates to £93.21 per year or £2.15 per week for a band D property, this was seconded by Councillor Wilson.
- 2323 All Council were in agreement, except Councillor Shaw, who abstained.
- 2324 **Resolved** : "That Council precepts for £214,705, which equates to £93.21 per year or £2.15 per week for a band D property."
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PAYMENTS MADE – TOWN COUNCIL MEETING 17 <sup>th</sup> January 2018					
Date	Company	Invoice No	Details	Power	Amount
	<b>NOVEMBER</b>				
30.11.17	EJs Katering		Pensioners' Party	9	1500.00
3.11.17	Talktalk	17437502	Phone and Broadband	1	26.34
21.11.17	Notts CC	92072417	October 2017 Salaries	1	10672.67
	<b>DECEMBER</b>				
30.11.17	Abbey Flyers	15223	Delivery of Newsletter	4	360.00
29.11.17	Adlard Print	15735	Winter Newsletter	4	1297.00
5.12.17	B E Furniture	704580	Table Hire Christmas Lights	4	130.20
5.12.17	George Brook		Fell willow tree at G'mere	1	275.00
30.11.17	CCS	8297	Ink Cartridges	1	330.78
Dec 17	DJs Katering		Balance Pensioners' Party	9	332.50
1.12.17	ICO		Data Protection Renewal	16	35.00
1.12.17	The Joker Entertainer	2252	Christmas Lights Event	9	594.00
5.12.17	Notts County Council	1628411	Litter Picker	1	14.76
11.12.17	J Pick		Reimbursement for Banquet Roll, serviettes, party poppers	9	74.16
7.12.17	Rialtas	25754	Onsite training	1	603.00
21.11.17	SLCC		Membership	1	208.00
25.11.17	J A Stephens	1050187	Rock Salt	1	67.86
30.11.17	Streetwise	13207	Empty Bins, Service Charge	1	356.10
30.11.17	Streetwise	13229	Quarterly Park Inspections	1	284.90
22.12.17	WaterPlus		Forest Close Allotments	1	59.68
7.12.17	Shield Insurance		Allotment Insurance	1	106.71
26.11.17	UK Fuels	013033	Fuel	1	174.99
9.12.17	Opus	63348304	Pavilion Electricity	1	54.88
5.12.17	Veber	128545747	Data Back Up	1	13.20
24.11.17	Notts CC	92084292	November Salaries	1	8784.43
11.12.17	WaterPlus		Burhill Allotments Water	1	619.08
8.12.17	J A Kent Services	55591	December Maintenance	1	735.58
12.12.17	Cookson & Son	2807	Christmas Tree Lights	9	1020.00
12.12.17	Cookson & Son	2808	Lights on 4 small trees	9	456.00
			<b>TOTAL</b>		<b>29,186.82</b>

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 – recreations facilities
11. Local Government Act 1972 Section 142 – subscriptions of Local Government Assoc
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 Protection Act 1998
17. Occupiers 'Liability' Act 1957 Section 2

**Income Received**

<b>November</b>			
2.11.17	Cotgrave FC	Rent Arthur Ridley Sportsground	171.97
13.11.17	HMRC	VAT Refund	938.25
<b>20.11.17</b>	NatWest Bank	Interest	9.07
<b>December</b>			
4.12.17	Christmas Lights Event	10 x Stalls	55.00
4.12.17	Via East Midlands	Lengthsman	1200.00
5.12.17	Barry's Autos	Newsletter Advert	83.16
5.12.17	Toy Bonanza	Christmas Lights Stall	5.00
5.12.17	Forever Living	Cotgrave Festival 2018 Stall	20.00
12.12.17	Via East Midlands	2017 Grass Cutting	732.96
13.12.17	Rushcliffe BC	Grass Cutting	202.38
2.12.17	Cotgrave FC	Rent Arthur Ridley Sportsground	171.97
5.12.17	Present Mind	Cotgrave Connections Advert	48.00
21.12.17	Rushcliffe BC	Litter Clearance Shopping Centre	821.52
		<b>TOTAL</b>	<b>4459.28</b>

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**Working Groups**

**Pensioners Christmas Party**

- 2325 The Pensioners Party had been a great success and everyone seemed to enjoy themselves and Council has received a good feedback from the event.
- 2326 It was noted that there was a lack of microphones available.

**Trent Barton**

- 2327 Council wished for the Clerk to contact Trent Barton to arrange for a further meeting with them to carry on discussions regarding The Cotgrave bus service.
- 2328 The 822 service provided by 'Your Bus' is being well used to get to Morrison's and West Bridgford, but it is noted that there are no bus services are being provide for Owthorpe Road.
- This situation is still being discussed by both bus companies who run services in Cotgrave.

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**Mini Pitches**

- 2329 The draft lease had been received from Council's solicitor. The Solicitor has suggested a couple of minor amendments to the lease. The searches had also been carried out and Council were in agreement for the amendments to be sent to Nottinghamshire County Council for their approval and if agreed the lease could be accepted for signing off.
- 2330 Resolved : 'The Chairman to sign off the mini pitch lease'
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### Shared Access

- 2331 The Contracts are due to be exchanged on 18<sup>th</sup> January 2018. Following this date Hopkins Solicitors will in receipt of the funds and the fund will be transferred to Cotgrave Town Council.
- 2332 A provisional start date for the contractor has been given as week commencing 5<sup>th</sup> February. The site build will take approximately 2-3 weeks.

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### Correspondence

- 2333 Nottinghamshire Police Crime Figures for November 2017

Date	Crime	Location	Details
1.11.17	Drugs	Broadmeer	Warrant executed drugs found during search
1.11.17	Criminal Damage	Marlwood	Car Damaged
3.11.17	Criminal Damage	Cotgrave Leisure Centre	Car tyre slashed
6.11.17	Theft from motor	Cotgrave Golf Club	Bags taken
11.11.17	Criminal Damage	Eastmoor	Car damaged
13.11.17	Theft Other	Cotgrave Miners Welfare	Car number plate stolen
15.11.17	Criminal Damage	Broadmeer	Window damaged
16.11.17	Fire	Barratt Homes Hollygate Lane	Park built house set on fire
17.11.17	Theft Other	Ringleas	Fuel tank drilled and fuel taken from within
17.11.17	Drugs	Whitelands	Warrant executed drugs found during search
24.11.17	Drugs	Ringleas	Warrant executed drugs found during search
28.11.17	Cotgrave Leisure Centre	Childs scooter taken from outside	

- 2334 Nottinghamshire Police Crime Figures for December 2017

Date	Crime	Location	Details
2.12.17	Criminal Damage	Orchard Close	Car Damaged
10.12.17	Robbery	Cotgrave Precinct	Phone Charger Taken
11.12.17	Theft from motor	Eastwold	Wipers taken
11.12.17	Theft from motor	Eastwold	Wipers taken
22.12.17	Theft from motor	Candleby Lane Car Park	Power Tools taken
24.12.17	Criminal damage	Broadmeer	Car tyres damaged
31.12.17	Theft from motor	Cotgrave Golf Club	Tools taken

- 2335 The Rock Church

The Rock Church has written advising that Roger and Kerrie Robb, who are the pastors who look after the congregation at Cotgrave, are moving onto pastures new, so as they look for their replacement they have decided to move the Cotgrave congregation to worship with their West Bridgford Church. So there will be no Sunday morning services at Cotgrave until further notice.

The first 'Play Days' event of the year will be held in the February half term at Candleby Lane School.

2336 Nottinghamshire Police and Crime Commissioner

The latest edition of 'The Beat' has been received.

2337 Nottinghamshire Association of Local Councils

Information has been received from the National Association's Chairman, Sue Baxter, regarding the new diversity commission, inviting local councillors to complete an online census survey.

2338 Watch Out

The January 2018 edition of 'WatchOut has been received.

2339 Rushcliffe Borough Council – Tree felling on land east of the Co-Op.

The Design and Landscape Officer as has advised Council that they are planning to thin out a group of trees alongside the Co-Op (Scotland Bank).

The works aims to thin out suppressed spindly trees and those with poor structure or minor defects.

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**Clerk's Report**

2340 Your Bus (Service 822)

The Clerk had attended the meeting on Wednesday 13<sup>th</sup> December at Barnstone Village Hall, where discussions took place regarding the bus service.

Councillor Butler also was in attendance.

2341 Pat Testing

Several years ago Council purchased a PAT IT pat tester. The tester requires an annual calibration at a cost of £87.95 each year.

Council currently uses the tester for approximately 20-25 items per year, and the administration staff consider that it would be cheaper to have its electrical items tested at the same time as those of the Leisure Centre, by their contractor.

First Stop Safety, who carries out the calibration, can buy back the tester for £30.

**Resolved** : "To agree to use the Leisure Centre's contractor and to test Council's electrical items and to allow First Stop Safety to buy back the PAT tester."

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**Councillors Reports**

- 2342 Councillor Jeffreys informed Council that Rushcliffe Borough Council were keen on planting more trees within the Borough. She asked Council for suggestions on location in Cotgrave where trees could be planted.
- 2343 Councillor Shaw asked if Rushcliffe Borough Council and Nottinghamshire County Council had any projects with Carillion.
- 2344 Councillor Butler advised that the only project with Carillion was the Leisure Centre at East Leake and Rushcliffe Borough Council had put a plan in place. Nottinghamshire County Council was not affected.
- 2345 Councillor Wilson had reported that there were some streetlights out on Prioridge. These would be reported to Nottinghamshire County Council.
- 2346 Councillor Mileham had spoken with a resident who had reported that they had had the wheels on their mobility scooter stuck between some slabs outside the doctor's surgery on the Shopping Centre.
- 2347 The Clerk will raise this with the Borough Council, the owners of the Shopping Centre.

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There being no further business the meeting ended at 9.04 pm

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