

**Cotgrave Town Council Meeting held on 14<sup>th</sup> February, 2018**

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

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

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**Declarations of Interest**

2348 None were received.

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**Public Open Session**

2349 Mr John Barnett, a Foundation Governor at Cotgrave Church of England School wished to address Council on his concerns relating to traffic around the Plumtree Road/The Cross area near the school.

Traffic levels have risen considerable, with an increase in heavy goods vehicles coming through the village and increased parking around the school area at peak times.

2350 As a governor of the school, Mr Barnett has a responsibility for the health and safety of the children at the school and wished to ask for Council's support to raise this matter with the County Council, who is responsible for highways issues within the County.

2351 He also informed the meeting that the school has a strong interaction with the church and all children/staff cross Plumtree road for collective worship at least once per week; plus, at other special times of the year. The only traffic controlled crossing point is outside Sainsbury's on Main Road, which provides no benefit to the problem.

2352 Mr Barnet stated that there have been several traffic accidents and near misses along Plumtree Road and they would wish to try to reduce the risk of serious injuries, particularly to young children attending the school.

With the continued development of Cotgrave and the surrounding areas, Mr Barnett asked that a strategic look at these problem needs to be undertaken.

2353 Councillor D Wilkie said that members of the Council had previously carried out a survey of traffic in that area and said that he was willing to undertake a further survey.

2354 The Chairman thanked Mr Barnett for his time and she assured him that he had Council's full support with this issue.

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**Minutes of the Previous Meeting of The Full Town Council held on 17<sup>th</sup> January, 2018**

- 2355 **Resolved** : "That the minutes of the Town Council Meeting held on 17<sup>th</sup> January 2018 be received and confirmed as a true record."

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**Progress**

2356 M2302 Trent Barton

The Administration Manager had received three dates from Trent Barton when they were available to meet with Council's working group.

An email would be sent to Councillor I Shaw for him and other members of the working group to suggest a date for the next meeting.

2357 M2305 Madisson Field Entrance

A reply has been received from the Design and Landscape Officer at Rushcliffe Borough Council.

He has suggested that a trip rail would stop access, but have also suggested that they could put in a low gate or removable bollards in if access is required. The other option would be to put down a grass reinforcement for the first 5m or so and then some bollards and allow informal parking for a couple of cars.

- 2358 Council discussed the options and decided that a grass reinforcements for the first 5m with some bollards to allow for parking of a couple of cars would be the best solution to the problem.

- 2359 The Administration Manager will inform the Officer at Rushcliffe Borough Council of Council's decision.

2360 Cotgrave Connections Newsletter

The Administration Manager had produced a list of income/expenditure for the newsletter.

The budget for the newsletter is £4,800 per year. There has been a slight increase in printing costs over the last few months since the building of the houses at Hollygate Park, who all receive a copy of the newsletter.

Also delivery costs have increased since as we have had to employ a leafleting firm to help with deliveries since losing some of our delivery staff who no longer wished to carry on with this job.

Council are currently looking for someone of take on the delivery of the newsletter.

2361 M2330 Mini Pitches

The lease between Nottinghamshire County Council and Cotgrave Town Council has now been signed and a copy of the signed document received by Council.

2362 Cotgrave FC have again asked when the pitches would be available to use. They will need to be cut before they can starting playing football on the pitches. The Administration Manager will make enquiries with Nottingham County Council to see when they can carry out the cut. Cotgrave FC also requested that the club could have use of the pitches free of charge for the month of March 2018.

2363 The lease between Cotgrave FC and Cotgrave Town Council for Arthur Ridley Sportsground is due for renewal on 1<sup>st</sup> April 2018. The lease for 2018-2019 will incorporate the addition of the mini pitches.

2364 **Resolved** : "To allow Cotgrave FC to use the mini pitches free of charge for the month of March 2018 as a continued goodwill between the football club and Cotgrave Town Council."

2365 M2324 2018-2019 Budgets

The Clerk had produced the Budget Summary Booklet for 2018-2019 and has copied this to all Councillors.

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**Planning Minutes**

2366 **Resolved** : 'To confirm the planning minutes record the decisions taken by Council and those of the Planning Authority.'

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**Financial Matters**

2367 Payments

**Resolved:** "That the payments made since the previous meeting totalling £1,492.57 as recorded on page 4 be approved and the invoices awaiting payment be paid".

2368 Income

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

**Financial Statements**

2369 Members considered the December 2017 Statements as reproduced at the back of the Minute Book.

2370 At the end of December 2017, Council had £67,192.43 in the HSBC account, £27,253.60 in the Co-op account and £262,786.79 in the NatWest account.

<b>PAYMENTS MADE – TOWN COUNCIL MEETING 14<sup>th</sup> February 2018</b>					
<b>Date</b>	<b>Company</b>	<b>Invoice No</b>	<b>Details</b>	<b>Power</b>	<b>Amount</b>
	<b><u>JANUARY</u></b>				
	The Rock Church		Grant - Play Days Events	1	500.00
	Clear Business	823114	Landline	1	18.59
	Hopkins Solicitors		Fees – Shared Access Lease	1	746.00
	Talk Talk	17693148	Phone and Broadband	1	27.98
	<b><u>FEBRUARY</u></b>				
	Wayne Jones		Deposit for Go Karts for Cotgrave Festival 18	9	200.00
			<b>TOTAL</b>		<b>1,492.57</b>
<ol style="list-style-type: none"> <li>1. Local Government Act 1972 Section 11 – discharge of functions</li> <li>2. Local Government &amp; Rating Act 1997 Section 31 – crime prevention</li> <li>3. Local Government Finance Act 1982 Section 21 – audit fees</li> <li>4. Local Government Act 1972 Section 142 – provision of information</li> <li>5. Local Government Act 1972 Section 232 – public notices</li> <li>6. Accounts and Audit Regulations 2003</li> <li>7. Local Government Act 1972 Section 137(b) – contribution towards a public service</li> <li>8. H&amp;S at Work Act 1974</li> <li>9. Local Government Act 1972 Section 145 – provision of entertainment</li> <li>10. Local Government (Misc Provisions) Act 1976 Section 19 – recreations facilities</li> <li>11. Local Government Act 1972 Section 142 – subscriptions of Local Government Assoc</li> <li>12. Quality Parish &amp; Town Council Scheme 2003</li> <li>13. Local Government Act 1972 Section 133 – provision of parish building</li> <li>14. Public Trustee Rules 1971</li> <li>15. Protection from Harassment Act 1997</li> <li>16. Data Protection Act 1998</li> <li>17. Occupiers ‘Liability’ Act 1957 Section 2</li> </ol>					

**Income Received**

<b><u>December</u></b>			
29.12.17	NatWest	Interest	10.44
27.12.17	Thomas James	Newsletter Advert	113.40
<b><u>January</u></b>			
2.1.18	Walls Whippy	Cotgrave Festival	35.00
2.1.18	Cotgrave FC	Rent	171.97
22.1.18	Allotments	Rent x 7 Plots	258.40
23.1.18	Allotment	Rent	21.40
<b><u>February</u></b>			
5.2.18	Foodworks	Cotgrave Festival x 2 stalls	50.00
5.2.18	Caribbean Fusion	Cotgrave Festival Stall	35.00
5.2.18	All Saints Church	50% Contribution to Grass Cutting 2017	806.41
5.2.18	S Smith	Cotgrave Festival Stall	22.50
5.2.18	Cotgrave Welfare	Newsletter Advert	151.20
5.2.18	Allotment Rent	Plot 6b	21.40
		<b>TOTAL</b>	<b>1869.09</b>

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**Appointment of an Internal Auditor**

- 2371 The Clerk had written to four Parish Clerks who are able to carry out internal audits. One Clerk no longer provided this service, and three others had provided Council with costs to carry out an internal audit for Cotgrave Town Council.
- 2372 **Resolved** : "To appoint Mr Barry Woodcock as Internal Auditor for Cotgrave Town Council."

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**Grants**

- 2373 Two requests for grants had been received. The first request was from Inspire (Cotgrave Library).
- 2374 The Library has requested some funding to purchase some craft items for some additional craft sessions at the Library. Each session attracts between 15-30 children along with their parents/carers.
- 2375 **Resolved** : "To award a grant of £250 to provide craft equipment for Cotgrave Library."
- 2376 The second request was from Cotgrave Young People's Centre.
- They are looking at replacing some existing sofas/furniture for the youth centre at a cost of £1,596. They have already received a donation of £530 and are planning to do some fund raising with the young people.
- 2377 Councillor D Wilkie stated that he believed that the Welfare holds a sum of money from when the Youth Club that was located on Candley Lane closed several years ago, and could some of this funding be used for the Young People's Centre.
- 2378 The Administration Manager would contact the Welfare and make some enquiries.

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**Working Groups**

**Trent Barton**

- 2379 Trent Barton had come back to Council with several dates when they are available to hold a further meeting with the working group.
- 2380 These date will be forwarded to Councillor Shaw for consideration.

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**Shared Access**

- 2381 The works on installing the telecoms mast have now commenced. The site build will take approximately 2-3 weeks.
- 2382 The remuneration payment of £30,000 has been paid to Cotgrave Town Council
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### **Grass Cutting Contract 2018 – 2021**

- 2383 The Council considered the seven quotations for grassing cutting for next four years.
- 2384 **Resolved** : 'To award the grass cutting contract for 2018-2021 to Town & Country Maintenance Contractors.'
- 2385 Council asked the Administration Manager to obtain some references before the contract is signed.

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### **Spring Clean**

- 2386 A continued discussion took place regarding the possibility of Council being able to provide a 'Spring Clean' day in Cotgrave, where larger items of furniture etc could be removed from streets and properties.
- 2387 Councillor Eldridge would make further enquires on how this project could move forward.

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### **Neighbourhood Plan**

- 2388 A presentation was given to member of Council on Wednesday 7<sup>th</sup> February from Helen Kearley-Cree (CEO) and Paul Lewis (Finance Manager) of Rural Communities Action Nottinghamshire (RCAN) on Neighbourhood Planning.
- They provided Council with information on the process and costs involved in putting together a Neighbourhood Plan.
- It was note that Tollerton had just commenced their Neighbourhood Plan and Radcliffe on Trent had just adopted their plan.
- 2389 Radcliffe on Trent's Neighbourhood Plan Steering Group was chaired by Mr Roger Upton and Councillor Jeffreys would contact Mr Upton to see if he would be able to attend a Council Meeting and talk to Council about working on a Neighbourhood Plan.

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### **Hollygate Lane Bridge**

- 2390 Councillor Butler suggested that there be no further steps regarding the bridge. The money in the pot was for the construction of a bridge at Hollygate Lane and not for use of the community. He stated the 106 funding was for the support of the area being developed. He suggested that Council contact the legal team at Rushcliffe Borough Council's Planning Department to help with a better understanding
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### **Cotgrave Futures Report**

- 2391 The Chairman of the Board of Trustees, Drew Wilkie, gave an update.
- 2392 Paul Sharpe was no longer able to be a Trustee due to him moving to West Bridgford. The Chairman asked if anyone knew anyone who would be interested in becoming a Trustee at Cotgrave Futures.
- 2393 The Board of Trustees were working towards several new initiatives to be held in the community building, these are the development of a Credit Union, a cooking project – to look at providing cooking sessions to produce meals on a budget, and a ‘Last of the Summer Wine’ project – holding tea/coffee/cake open sessions to those members of the community that maybe lonely or not engaging in community life.
- 2394 The Chairman also stated that they were looking towards the possibility of applying for some funding from the Children’s Fund, to help support some of these projects.

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### **Quarterly Parks Inspection Report**

- 2395 The quarterly parks inspection reports has again highlighted very few issues with Council’s play areas. Most of the snagging items have now been completed by the ground staff and those parts needed to repair a couple of pieces of equipment have been placed on order.
- 2396 More regularly inspection of the play area on the Green will be carried out.
- 2397 The Administration Manager would contact Proludic once again to see if they had managed to carry out an inspection of the wet pour around the roundabout on Ringleas Park, where water was holding on the surface.

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### **Correspondence**

2398 Streetwise Environmental – The Great British Spring Clean

Information has been received regarding The Great British Spring Clean, which will be taking place between 2<sup>nd</sup> to 4<sup>th</sup> March 2018.

Streetwise Environmental can provide a quote for the supply and delivery of litter picking equipment to include disposable gloves, HI Viz jackets and litter pickers. They would supply black bags and arrange for collection of the bags free of charge.

Due to the closeness of the event, Council declined to take part, but ask the Administration Manager to make enquires when the next event would be.

2399 Canal & River Trust

A letter had been received encouraging local communities to get involved in their local canals and rivers.

If anyone would like to find out more about their role in the planning process or the waterway(s) in their care in our area, you can visit the website [canalrivertrust.org.uk/about-us/planning-and-design](http://canalrivertrust.org.uk/about-us/planning-and-design).

2400 Nottinghamshire County Council – WW1 Centenary Roll of Honour Memorial Project

The project are currently seeking opportunities to work with local Parish and Town councils in the County in order to seek help and support to develop a new and lasting memorial to all those from Nottinghamshire who gave their lives during the 1<sup>st</sup> World War.

The proposal is to build a new memorial at Victoria Embankments' Memorial Garden in the City of Nottingham and are looking to work with councils to help develop and support the new memorial project.

Council requested to arrange for the Project Lead to attend a future Council meeting to hear more about the project.

2401 Severn Trent

Notification has been received regarding plans to replace the Sewage Treatment Works on Woodgate Lane, Cotgrave with a new sewage pumping station and transfer the flows to Radcliffe for treatment. Severn Trent are investing £13.7 million to make these improvements

Works are expected to start in March/April 2018 for a duration of 60 weeks.

A customer drop-in session will be held on 28<sup>th</sup> February at Cotgrave Futures.

2402 Rushcliffe Borough Council

A copy of the draft Off Street Car Parking Strategy 2018-2022 has been received.

The purpose of the strategy is to specify the Council key objective for how the off road street car parking service should operate in terms of provision, length of stay, payment methods, enforcements etc.

The strategy is now out for public consultation. Comments can be made by email to [consultations@rushcliffe.gov.uk](mailto:consultations@rushcliffe.gov.uk) or by visiting Rushcliffe's website <http://rushcliffe.gov.uk/councilanddemocracy/haveyoursay/consultation>. The consultation is open for 6 weeks from 12<sup>th</sup> February 2018.

2403 Nottinghamshire Police Crime Figures for 1.1.18 to 11.2.18

Date	Crime	Location	Details
1.1.18	Theft from motor	Eastwold	Car taken without owner consent
9.1.18	Theft other	Thorntons Holt Caravan Site	Caravan windows stolen from storage yard
3.2.18	Criminal Damage	Woodgate Lane	Horsebox damaged
8.2.18	Theft other	Post Office	Quantity of cash stolen using sleight of hand

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**Clerk's Report**

2404 Nottingham Rushcliffe Armed Forces & Veteran's Breakfast Club

A poster advertising their Breakfast Club on the last Saturday of each month from 9.30am onwards held at The Goose at Gamston.  
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**Councillors Reports**

- 2405 Councillor Gardner had visited Ash Lea School to view the new building and said how fantastic it was. The school will be moving back into the school over the next couple of weeks.
- 2406 Councillor Butler stated that as the shopping centre and multi-use centre was progressing, now was the time to start thinking about the play area on the Green.
- 2407 This item will be placed on the agenda for the next Council Meeting on 14<sup>th</sup> March.
- 2408 Councillor Butler informed Council of the Nottinghamshire Safeguard Adults Board, which highlighted what types of abuse or neglect some adults may be at risk off and what to do if you suspect that someone is at risk.

A leaflet explained that if you suspect someone is at risk you can call the MASH team in confidence at Nottinghamshire County Council on **0300 500 80 80** or online at **Nottinghamshire.gov.uk/abuse**.

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There being no further business the meeting ended at 8.45 pm

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