

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

- Present : Councillors C Jeffreys, S Gardner, R Butler, M Chewings, D Eldridge, S Ellis, L Healy, I Shaw, A Wilkie and Y Wilson
- Apologies : Councillor B Handbury, J Mileham, K Chewings  
(Late Apologies H Brumpton, P Pearson, not approved at Council Meeting)
- Absent : Councillor C Denham
- In Attendance : The Clerk and Administration Manager (Cotgrave Town Council) and Councillor R Upton, Radcliffe on Trent Parish Council.

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

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**Declarations of Interest**

2409 No Declarations received.

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**Public Open Session**

2410 No Members of the public attended.

2411 Councillor Roger Upton of Radcliffe on Trent Parish Council gave an insight of how long in time, amount of work and cost was involved in writing the Neighbourhood Plan for Radcliffe on Trent.

The plan took over 4 years to write, but included some previous surveys already completed prior to starting the plan.

The plan cost approx. £10k to produce but grants are available and the council received a grant of £7900.

The Neighbourhood Plan has to go through several legal stages before the referendum vote on the final draft, which has to have been agreed by the Borough Council and if a majority agree the policy would be approved.

A Neighbourhood Plan is superseded by Borough, County Council and Government directives.

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**Minutes of the Previous Meeting of The Full Town Council held on 14<sup>th</sup> February, 2018**

2412 **Resolved** : "That the minutes of the Town Council Meeting held on 14<sup>th</sup> February 2018 be received and confirmed as a true record."

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## Progress

### 2413 M2349 Traffic Issues around The Cross

Council noted that more heavy goods vehicles were travelling through Cotgrave, but some of these are delivering materials to the shopping precinct redevelopment.

The council discussed the need for a lorry watch exercise, to make sure that lorries travelling through Cotgrave were here to make deliveries and not using it as a short cut, Cotgrave has a 7.5t weight limit.

Council asked if the SpeedWatch group could organise a group to monitor the traffic.

Swingler's vehicles, which are very large, carry an exempt certificate, due to their yard being located within the weight limit area, but should use the shortest route out of the weight restriction area.

### 2414 M2356 Trent Barton

A meeting has been arranged for late March, but due to unforeseen circumstances this is to now be rearranged for May.

Residents have requested through several councillors that they would like a public meeting with Trent Barton to discuss their travel issues.

The Clerk will rearrange the meeting with Trent Barton and the steering group will meet with the residents to discuss their issues and try to get some of these resolved.

### 2415 M2362 Mini Pitches

The lease is completed, but Nottinghamshire County Council have agreed to complete the first cut, but it is being held up due to the current weather conditions.

### 2416 M2377 Youth Funding held by Cotgrave Welfare

The Administration Manager has contacted the Welfare to discuss the fund and checked on the Charity Commission website, and there is an amount of money held in trust for youth provision for use with facilities within Cotgrave.

The youth team manager has been given all the contact information of the Welfare, to discuss access to the funding, which is currently in a restricted fund. The Welfare are going to work with the Youth group.

Council thanked Councillor Wilkie for providing the information.

### 2417 M2390 Hollygate Lane Bridge

Councillor Shaw said that he was very disappointed that the money that was allocated for the bridge could not be used elsewhere for the benefit of the community, if the bridge is not built.

The Clerk will contact Rushcliffe Borough Council regarding what exactly section 106 specifies and find out more information from the planning department regarding the original conditions of planning including the approval for the bridge and the costs involved.

2418 M2402 Rushcliffe Borough Council Draft Street Car Parking Strategy

The Clerked ask if Council wished to make any comments on the parking strategy. No comments were made.

2419 M2404 Nottingham Rushcliffe Armed Forces & Veteran's Breakfast Club

The Vice Chairman of Council had attended the event and enjoyed a very good breakfast and company with the group.

2420 M2405 Ash Lea School

Councillor M Chewings stated that the Ash Lea School children and staff had returned to the school, and how fantastic the new school and its facilities are. A brilliant school located in Cotgrave with all its special needs equipment.

Council are very pleased to see them all return to the school.

Councillor Gardner had received information from a resident that the mini buses still seemed to be parking on Owthorpe Road outside of the school and causing traffic problems, even though parking facilities have now been provided within the school grounds. He will speak with the head teacher regarding this.

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**Planning Minutes**

2421 **Resolved** : 'To confirm the planning minutes record the decisions taken by Council and those of the Planning Authority.'

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**Financial Matters**

2422 Payments

**Resolved:** "That the payments made since the previous meeting totalling £11,609.90 as recorded on page 4 be approved and the invoices awaiting payment be paid".

2423 Income

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

**Financial Statements**

2424 Members considered the January 2018 Statements as reproduced at the back of the Minute Book.

2425 At the end of January 2018, Council had £53,366.38 in the HSBC account, £27,374.80 in the Co-op account and £262,798.67 in the NatWest account.

PAYMENTS MADE – TOWN COUNCIL MEETING 14 <sup>th</sup> March 2018					
Date	Company	Invoice No	Details	Power	Amount
	<b>FEBRUARY</b>				
Feb 18	Notts CC	92111658	January Salaries	1	8806.01
5.2.18	Atkins	19	Service Air Conditioning	1	84.00
2.2.18	Veber	1285-45884	Data Back Up	1	13.20
17.1.18	M Dutton & Son	12011	Chain Saw/Strimmer Head	1	98.40
Feb 18	The Grocer		Refund – paid to CTC by mistake	1	50.00
8.2.18	Arco	93227203	Cleaner/Gloves	1	35.29
8.2.18	Cotgrave Futures	177a 178a	Muga Electricity / Photocopying	1	48.89
9.2.18	Notts CC	1636077	Stationery	1	49.28
19.2.18	Mrs J Pick	-	Reimbursement for Craft items for Cotgrave Library Grant	1	248.29
16.2.18	Subline Windows	286-287	Cotgrave Futures & CTC Window	1	61.98
28.1.18	UK Fuels	984308	Fuel	1	119.78
26.2.18	Communicorp		Clerks & Council Direct Subscription	1	12.00
14.2.18	Hopkins Solicitors	174092	Charges Mini Pitches Colliers Way	1	1247.20
16.2.18	J A Kent Services	55944	February Maintenance	1	735.58
			<b>TOTAL</b>		<b>11609.90</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>FEBRUARY</b>		
7.2.18	Sona Foods	Festival Stall	35.00
11.2.18	The Grocer	Refund – incorrectly paid to CTC	50.00
		<b>TOTAL</b>	<b>85.00</b>

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### Grants

- 2426 An application has been received from Cotgrave Women's Institute.
- 2427 The group provides education and social opportunities for women and would like a grant to cover costs of speakers, visits, demonstrations etc, and also for publicity and promotions materials and events and to encourage new members to join.
- 2428 **Resolved** : "To award a grant of £600 to the Cotgrave Women's Institute.

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### General Data Protection Regulations (GDPR)

- 2429 The National Association of Local Councils (NALC) had forwarded to Council a copy of the GDPR Toolkit for local Councils, which all councillors had been forwarded a copy.
- 2430 The GDPR will take effect in the UK from 25<sup>th</sup> May 2018 and replaced the existing law on data protection.
- 2431 The Clerk has attended a course and together with the Administration Manager will be working towards putting together new policies and making sure that Council will be working towards compliance for the 25<sup>th</sup> May. This may not fully happen because some parts of the new directives have not been completed by higher bodies.
- 2432 The Clerk informed Council that as from 25<sup>th</sup> May councillors will require a dedicated email address for council correspondence only. She will forward more information to the Councillors regarding this.
- 2433 As part of the new policies, Council will need to reduce the amount of documents that it currently holds and retains, and the Clerk ask if both she and the Administration Manager could work one Saturday to start to clear the documents that Council no longer need to retain. A new retention policy for documents will be written and presented to Council for approval, before the clear down can begin. These documents will be disposed of via a professional shredding company.
- 2434 The GDPR will be added to each Council agenda and updates given at each meeting.

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### Play Area at the Green

- 2435 Rushcliffe Borough Council had written to Council regarding the provision of a new play area on The Green, Candleby Lane, as part of the redevelopment of the shopping centre.
- 2436 They have written to ask if the relocation and redevelopment of the play area was incorporated into the next phase of work, would Cotgrave Town Council be willing to commit a financial contribution toward the building of new play area.
- 2437 Cotgrave Town Council will also try to increase the agreed contribution by applying for additional grant funding.
- 2438 Rushcliffe Borough Council have asked for The Clerk and two councillors to be part of a working group. Councillor Wilkie has asked to be on the working group for selecting the new equipment.

- 2439 **Resolved** : "That Council would agree to contribute £40K toward a new play area on The Green."

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### Working Groups

- 2440 The meeting with Trent Barton will be rearranged for a date in May 2018.
- 2441 All council members still need to consider their position on whether to start a Neighbourhood Plan, due to the very length and cost of the work required and the outcome of the plan.

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### Flower Basket Contract 2018-2021

- 2442 The Administration Manger had sent out five invites to allow companies to tender for the contract and only two were returned.
- 2443 Council considered the two quotations received to provide the flower basket contract for the next four years.
- 2444 **Resolved** : "To award the flower basket contract for 2018-2021 to Premier 1 (UK) Limited"

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### Royal British Legion

- 2245 Councillor Shaw had requested if some additional large poppies could be purchased so that they can be placed on the path at the Church.
- 2246 Council noted that the parade route needed some additional poppies to help improve the effect and allow more lampposts to have a poppy.
- Resolved** : "To purchase a further 40 poppies @ £3 each"
- 2247 Correspondence had been received from the Community Fundraiser for Nottinghamshire Royal British Legion about the Silent Soldier Campaign.
- 2248 They are inviting organisations, community groups and individuals to support the campaign by donating for and displaying a Silent Soldier to mark the 100<sup>th</sup> anniversary of the end of the First World War, from now to the end of December 2018. The Silent soldier could be placed on a roundabout, in gardens, fields, on buildings, the countryside, towns and cities across the nation. The silhouette is supplied with both wall and ground fixings for installation.
- 2249 The cost of the purchasing 'Silent Soldiers' are £250 each.
- 2250 The 'Silent Soldier' information will be shared with the local business, to see if they would like to purchase and display a soldier.
- 2251 **Resolved** : "To purchase 3 Silent Soldiers to be positioned within Cotgrave @ £250 each. (Locations to be agreed).

### Streetwise Services

- 2252 A quotation has been received for works raised in the last play parks inspection report. The chains on the large multi play unit at The Green are wearing below the legal standard of 40% and need to be replaced. This is a more specialised job than our workforce can complete.
- 2253 **Resolved** : "To place an order with Streetwise Environmental to replace the bottom chain links on the multi play units at the cost of £460.95 + VAT".

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### Correspondence

- 2254 Nottinghamshire Police Crime Figures for 11.2.18 to 6.3.18

Date	Crime	Location	Details
12.2.18	Theft Other	Barratts Hollygate Park	Tools taken
14.2.18	Theft from motor	Avondale	Tools taken from van
14.2.18	Robbery	Main Road	Handbag taken
14.2.18	Criminal Damage	Goosegate	Car damaged

- 2255 CPRE Nottinghamshire – Best Kept Village

A letter has been received giving details of how to enter Best Kept Village competition for 2018.

Due to the ongoing building works within Cotgrave, Council would consider to enter the 2019 competition.

- 2256 The Fire Fighters Charity

A letter requesting if the Council would consider The Fire Fighters Charity as a chosen charity for 2018/19.

- 2257 Rushcliffe Borough Council – Town and Parish Council Forum

The agenda for the re-scheduled meeting has been received, which till now take place on Wednesday 2<sup>nd</sup> May.

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### Clerk's Report

- 2258 The Clerk had made an appointment with Yorkshire Bank to open a fixed term bond account and ask if some councillors would be available to attend the appointment.
- Council agreed that anyone could attend and would be allowed to be a signatory.
- 2259 Council's fax line contract is due for renewal, but as Council no longer uses this facility, the Clerk ask if Council wished to not renew the contract and remove the fax line.
- 2260 **Resolved** : "All were in favour to not renew the contract and remove the fax line".

2261 The Police have informed Council that the CCTV within the Police Station had now been dismantled ready for moving to the new building and wished to know when Council wished to retrieve the equipment from the Police Station.

**Resolved** : "To retrieve the CCTV equipment from the Police Station."

2262 **Resolved** : "To extend Standing Orders by a further 5 minutes to conduct all business on the agenda".

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**Councillors Reports**

2263 Councillor Eldridge gave an update on his idea for a Spring Clean within Cotgrave. He has spoken with Nottingham City Council, Rushcliffe Borough Council and Waste Cycle about costs of providing this service for Cotgrave and has been advised that disposal costs for settees, etc are approximately £500 per ton.

2264 Councillor Eldridge will continue to work on this project but this may take some time to come up with a viable financial solution.

2265 Councillor Shaw is still following up with information on trying to get the post box on Owthorpe Road reinstated.

2266 Councillor Healy stated that the SpeedWatch team are currently not active due to lack of volunteers to carry out this service.

2267 It has been noticed that the Police speed van has been active on Hollygate Lane and that the interactive speed sign is now working.

2268 Councillor Healy also informed Council that the 30mph wheelie bin stickers had been purchased and these would be going out to some residents over the next 3 to 4 weeks. An articles has been included in the next edition of Cotgrave Connections regarding the wheelie bin stickers.

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There being no further business the meeting ended at 9.07 pm

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