

Cotgrave Town Council Meeting held on 11th April, 2018

- Present : Councillors C Jeffreys (Chairman), R Butler, M Chewings, K Chewings, D Eldrige, S Gardner, B Handbury, L Healy, J Mileham, I Shaw, and Y Wilson.
- Apologies : Councillors S Ellis & D Wilkie

(Late apologies received but not approved at meeting for Councillor H Brumpton)
- Absent : Councillors C Denham and P Pearson
- In Attendance : The Clerk and Administration Manager (Cotgrave Town Council), Mr K Cooper and Mr P Heard (Cotgrave FC)

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

Declarations of Interest

2469 No Declarations received.

Public Open Session

- 2470 Councillor Jeffreys read out a report that had been received regarding a local charity event.
- 2471 Five local school friends had given up their Sunday morning football training to cycle 1.5 miles and run a further 1.5 miles around Holme Pierrepont's main lake for Sports Relief. The five young people aged between 5 and 9 years, all from Cotgrave Candleby Lane School raised over £470 in sponsorship. They took between 33-40 minutes to complete the 3 mile trek.
- 2472 This is an amazing achievement, and the Clerk had written back and congratulated them on their achievement.
- 2473 Kevin Cooper from Cotgrave FC spoke to council, regarding the facilities at the sports pavilion at Colliers Way.
- 2474 Cotgrave FC currently has 200 young people passing through the club. They have been carrying out works to improve the kitchen facilities costing around £1,000 and will also be spending a further £1,000 on drainage work on the pitches using their own funds.
- 2475 The Club has not been able to use the pitches recently due to the very wet conditions and are very keen to start to use the new mini pitches.
- 2476 Kevin Cooper enquired when these would be available. Council have a meeting with Nottinghamshire County Council on Thursday 19th April to discuss any outstanding issues with the pitches, including the initial grass cut.

- 2477 Cotgrave FC had previously raised concerns regarding the soakaway drain/swale along the side of the pitches and the amount of water that has accumulated in this and this will also be discussed at this meeting, to find the best safety solution.
- 2478 Council thanked Kevin for coming to Council, and suggested that a sub-group be formed to work with Cotgrave FC on these issues.
- 2479 Councillors K Chewings, M Chewings and C Jeffreys would form the group and K Chewings will arrange the meeting.
- 2480 Councillor Richard Butler will also speak with Nottingham County Council.

Minutes of the Previous Meeting of The Full Town Council held on 14th March, 2018

- 2481 Late apologies were received from Council H Brumpton and P Pearson. Council decided to accept and approve the apologies.
- 2482 **Resolved** : "That the minutes of the Town Council Meeting held on 14th March 2018 be received and confirmed as a true record."

Progress

2483 M2415 Mini Pitches

A site meeting with Nottinghamshire County Council has been arranged for Thursday 19th April to discuss outstanding issues with the new mini pitches.

2484 M2416 Youth Funding held by Cotgrave Welfare

The Welfare has agreed to pass over the funding retained by them to the Youth Services and are waiting to speak with the youth worker from Nottinghamshire County Council.

2485 M2417 Hollygate Lane Bridge

The Clerk has written to the Chief Executive of Rushcliffe Borough Council for an update on the bridge. This was passed over to the Strategic Board Meeting and said that they were aware that the 200 houses deadline had passed, but are working with Barratt Homes to achieve another outcome for the bridge to be provided. There has been no variation to change the planning condition received to date.

- 2486 Councillor K Chewings stated that the Planning Department were in breach of the conditions, and requested that the Clerk write to the Planning Department for some clarity. Councillor Jeffreys stated she would ask at the Borough for an update.

2487 M2447 Silent Soldier Campaign

Three Silent Soldiers had been placed on order. The suppliers had advised that these were in very short supply and we may not receive the entire order.

2488 M2465 Yorkshire Bank

The Clerk had met with several Councillors at the Yorkshire Bank only to be informed that an account could not be opened in branch and that Council would be contacted by the bank to arrange opening a new account. To date not contact has been received.

2489 Council suggested looking for an alternative bank.

2490 M2465 Post Box on Owthorpe Road

Councillor Shaw had been informed that the post box was now with the engineers waiting for installation.

Planning Minutes

2491 **Resolved** : 'To confirm the planning minutes record the decisions taken by Council and those of the Planning Authority.'

Financial Matters

2492 Payments

Resolved: "That the payments made since the previous meeting totalling £15,500.06 as recorded on page 4 be approved and the invoices awaiting payment be paid".

2493 Income

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

Financial Statements

2494 Members considered the February 2018 Statements as reproduced at the back of the Minute Book.

2495 At the end of February 2018, Council had £72, 87.30 in the HSBC account, £27,374.80 in the Co-op account and £262,808.75 in the NatWest account.

PAYMENTS MADE – TOWN COUNCIL MEETING 11 th April 2018					
Date	Company	Invoice No	Details	Power	Amount
	FEBRUARY				
3.2.18	Talktalk	17817604	Phone and Broadband	1	26.34
9.2.18	Clear Business	1878235	Landline	1	18.59
	MARCH				
25.2.18	UK Fuels	986787	Fuel	1	93.38
12.3.18	Roffesoft	5777	Website Update and changes	1	42.00
15.3.18	NALC		Appraisals Skills Course	1	25.00
15.3.18	Nomix	SI/0441077	Weed Killer Spray and Cleaner	1	506.09
13.3.18	J A Stephens	1094110	20mm road stone – Allotments Path	1	135.86
12.3.18	Clear Business	1934305	Landline	1	18.59
9.3.18	Opus	63853687	Sportsground Electricity	1	26.49
5.3.18	Veber	1285-45952	Data Back Up Service	1	13.20
26.2.18	Notts CC	621545	February Salaries	1	8586.22
23.2.18	Proludic	S99576	Parts for Broadmeer Play Park	1	165.28
16.3.18	J A Kents	56143	March Maintenance	1	735.58
19.3.18	Notts CC	16440208	Refuse Sacks, Spade, Shovel, Litter Pickers	1	130.50
21.3.18	Cotgrave WI		Grant	1	600.00
22.3.18	Royal British Legion		Event Poppies/Silent Soldiers	1	870.00
27.3.18	Mrs J Pick		Reimbursement for Postage stamps and petty cash	1	30.69
25.3.18	CISWO	1518	Arthur Ridley Rent	1	856.45
19.3.18	Water Plus	1179962	Forest Close Allotments	1	18.72
19.3.18	Water Plus	1172123	Burhill Allotments	1	189.94
8.3.18	Cotgrave Futures	194a	MUGA Electricity	1	37.24
22.3.18	Adlard Print	16038	Spring Newsletter Printing	4	1297.00
29.3.18	Streetwise	13697-96	Empty Bins, Community Warden, and Park Inspections	1	958.10
25.3.18	UK Fuels	689255	Fuel	1	958.10
19.3.18	Nottm Fire Safety	27769	Fire Extinguisher Checks	1	95.28
			TOTAL		15,500.06

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

FEBRUARY			
6.2.18	Shared Access	Mast Payment	30,000.00
28.2.18	NatWest Bank	Interest	10.08
MARCH			
2.3.18	Cotgrave FC	Rent for Sportsground	171.97
7.3.18	M Soar	Cotgrave Festival Stall	35.00
7.3.18	A Fritag	Cotgrave Festival Stall	40.00
8.3.18	Resident	Freedom of Information Request	18.40
14.3.18	Allotment Plot 7	2018 Rent	40.80
20.3.18	Rushcliffe Borough Cl	Litter Clearance Shopping Centre	821.52
28.3.18	Councillor C Jeffreys	Cotgrave Festival Donation	475.00
		TOTAL	31,612.77

General Data Protection Regulations (GDPR)

Councillor Emails

2496 The Clerk updated Councillors on the use of email addresses under the new regulations.

All Councillors that use email for Council business will be issued with a Council owned email address and password, this is to be used for all Council business only.

Retention of Document & Records Management Policy

2497 Councillors had been given a draft copy of the Retention of Documents & Record Management Policy.

2498 The policy applies to all records created, received or maintained by the Council in the course of carrying out its functions. The retention schedule refers to all the Town Council's records, irrespective of the media in which they are stored.

2499 This policy will be available for viewing on Council's Website.

2500 **Resolved** : "To adopt the Retention of Document & Records Management Policy."

On Site Shredding Service

2501 The Clerk had received a quotation for an on-site shredding service that would be needed for the new GRPR regulations.

2502 The Company had quoted £0.22 per kilo and a £40 call out charge. A typical bag will weigh between 15-20 kilos when full. Council is expecting to pay around £130 to shred all documentation no longer allowed to be kept.

2503 **Resolved** : "To approve the use of Shredall"

Play Area at the Green

- 2504 A working group for the new play area on the Green had been formed, consisting of the Clerk, Councillor A Wilkie and members of staff at Rushcliffe Borough Council and an architect.
- 2505 The Clerk asked if other Councillors would be able to join the working group. Councillors L Healy and K Chewings agreed to join the group.
- 2506 The Clerk will contact Rushcliffe Borough Council and arrange the first meeting.

Cotgrave FC – 2018-2019 Lease

- 2507 The Lease for 2018-2019 is due for renewal.
- 2508 The Administration Manager had provided Council with a list of the costs incurred with the running of the Sports Pavilion and Football Pitches at Arthur Ridley Sportsground.
- 2509 Councillor M Chewings suggested that due to the issues with the delays in the use of the new mini pitches and the problems with the water on the pitches, that Council defer any increase for this year.
- 2510 **Resolved** : “To keep the cost of the lease at £2,060 for 2018-19.”

Correspondence

- 2511 Nottinghamshire Police Crime Figures for March 2018

Date	Crime	Location	Details
12.3.18	Theft Other	Colliers Business Park	Parcels stolen/items missing
12.3.18	Theft Other	Cartbridge	Items stolen from front garden
15.3.18	Burglary Other	Woodgate Lane	Horse riding equipment stolen
21.3.18	Theft Other	Candleby Lane	Parcel Stolen
26.3.18	Theft Other	Chennel Nook	Dog stolen from front garden
26.3.18	Theft Other	Lawrence Close	Mobile phone stolen from house party
29.3.18	Criminal Damage	Lawrence Close	Door lock damaged on front door

- 2512 Wellspring Music Project

Correspondence has been received giving an update from Wellspring Music Project regarding the £500 grant from Council, detailing how their funding has been spent on their 2017 project in Church Farm and Skylarks.

The project delivered interactive music making to residents, visitors and staff in specialist dementia care homes Church Farm (44 residents) and Skylarks (50 residents), in Cotgrave and West Bridgford respectively. They ran five two-hour sessions for each home. Moving freely around the care homes, they played music for and with the residents pitching it to match their level of activity and mood.

The aim of the project was to improve residents' wellbeing through increased self-expression, reduced isolation and reduced anxiety.

2513 The Beat

The latest edition of "The Beat" newsletter from the Nottinghamshire Crime Commissioner has been received.

2514 Rural Roundup

A copy of Rural Roundup, a newsletter from Nottinghamshire Police giving news for rural communities.

2515 LRC Magazine

The spring edition of the newsletter has been received. It includes an article from the Chief Executive of the ICO.

Clerk's Report

2516 The Clerk advised Council of the Section 137(4)(a) of the Local Government Act 1972 for 2018-2019. Based on an electorate of 5,839 @ £7.86 per elector.

2517 The Clerk had met with an advisor from WPS Insurance to review Council's insurance policy requirements for 2018.

This year an additional quotation has been received to consider including the play equipment on the policy at a cost of £360.86 which has an excess of £250. Council are all in agreement with including the play equipment.

2518 Council currently litter pick and sweep the shopping centre and provide flower baskets. Once the works are complete on the shopping centre, Rushcliffe Borough Council has asked if Council would be interested in putting in a tender to continue with these works.

2519 Cotgrave Town Council will write and express an interest to continue with providing the service.

2520 There has been several issues with the delivery of the latest edition of Cotgrave Connections Newsletter, with some residents not receiving a copy and other receive more than one copy.

2521 The Clerk is discussing this the delivery company and hoping that this issue will be soon rectified.

Councillors Reports

2522 Councillor M Chewings asked about the road closure near the Shepherds. This is due to a large mains water burst. Works are expected to be complete by 16th April.

2523 Councillor D Eldridge noted that there has been a large flood onto the road at the bend on Hollygate Lane.

2524 This is an area which is prone to flooding after very heavy and extended periods of rain, as is the road near the Clipstone junction leaving Cotgrave towards Plumtree.

2525 Councillor Shaw informed that he had several residents complain about the amount of pot holes.

2526 Councillor Butler informed that Nottinghamshire County Council are trying to repair any potholes, but need to prioritise the more dangerous ones. An inspector has been to survey Cotgrave and highlighted the potholes to be repaired.

There being no further business the meeting ended at 9.07 pm

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