

**Cotgrave Town Council Annual Public Meeting  
9<sup>th</sup> May 2018**

- Present : Councillors C Jeffreys (Chairman), R Butler, K Chewings, M Chewings, D Eldridge, S Ellis, S Gardner, B Handbury, L Healy, J Mileham, I Shaw and Y Wilson
- Apologies Approved: Councillors H Brumpton and A Wilkie
- Absent : Councillor P Pearson
- In Attendance : The Clerk, Administration Manager (Cotgrave Town Council), Ed Curry (Nottingham City Council) and 1 member of the public.

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

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**Chairman's Report**

- 2527 The Chairman presented her annual report which is reproduced on the following pages.

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**WW1 Centenary Role of Honour Memorial Project**

- 2528 Ed Curry, from Nottinghamshire City Council, gave a presentation on the new WW1 Memorial, which is going to be built on The Embankment, in the Memorial Gardens located behind the County Memorial.
- 2529 Over 14000 Nottinghamshire residents died during WW1 and the current County Memorial does not show any of those names. The new memorial will show all those who perished from the whole of Nottinghamshire during WW1.
- 2530 The main bulk of funding has been agreed but the project is still looking for approx. £30k to complete the build. Councils and individual residents are being asked if they could contribute to make up the shortfall and if the funding exceeds the amount required, additional projects will be also started.
- 2531 The final design will be chosen in June and the start on site to build the memorial will be sometime in November and completed by Easter 2019, with a formal opening ceremony in June 2019.

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**Items raised by the Electorate**

- 2532 A resident asked if the footbridge to cross the canal at Hollygate was still going to be installed, to create a footpath from the new housing to Hollygate Lane.
- 2533 The Clerk has written to Rushcliffe Borough Council planning department and asked if there are any changes to the original planning conditions and has been given a planning reference to discharge of condition in respect of the design, ref 17/00934/DISCON.

- 2534 The Clerk also asked if the building of the bridge was now in breach due to the amount of houses now built, but there is meaningful negotiations taking place between Barratts and the Canals and River Trust to provide a bridge.
- 2535 Cotgrave Town Council will write to the planning department and confirm that Barratts are in breach of their planning conditions and are they going to comply.

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The open session of the meeting closed at 7.40 pm

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

# Chairman's Annual Report

## 2017-2018

In July 2017 (AD) I became Chairman of Cotgrave Town Council with Councillor Steve Gardner remaining as Vice Chairman.

I have enjoyed my eleven months in Office and the time has now come to give the Chairman's annual report.

Councillors have had to deal with difficult decisions during that time requiring much thought and consideration, and whatever those were it is inevitable that some residents feel unhappy and disappointed.

We always spend the necessary time looking at all aspects of each planning applications and decisions which require the spending of any Council money.

We are agreed upon one thing – that we decide what is the very best for the Cotgrave residents.

My term as Chairman finishes this evening and I handover to a new Chairman with mentioning those forthcoming events which we already have in our calendar. Cotgrave Festival will be held on Saturday 16<sup>th</sup> June on the Welfare field. This year we have a new competition for children to make a miniature garden, along with baking and photography competitions and the 'Wacky Wheelbarrows' and this year's theme is 'All things bright and beautiful', whether they are just for display or to race. Applications forms for all competitions will be available from the Post Office and the Library from 30<sup>th</sup> May. Please come along and join in.

Cotgrave Open Gardens is being held on 23<sup>rd</sup> – 24<sup>th</sup> June, where gardens will be available to view from 2pm to 6pm each day. All the profits from this event will to Ash Lea School.

The second Safari sale of the year will be taking place on Saturday 7<sup>th</sup> July.

Many thanks for all the ladies and gentlemen who are busy knitting and crocheting poppies for the project in All Saints Church for the commemoration of the 100 years since the end of WW1. Please keep going! Patterns are available from the Town Council office. The library will be offering to painted stones as part of the event and this will be advertised soon.

The Council are in the very early stages of discussing the replacement the play park adjacent to the shopping precinct with all new facilities.

House building on Hollygate Park is still progressing; over 320 homes have already been built and it is expected that the rest of the development will be completed early next year. The 15 units at the new employment site are fully let by a wide range of businesses.

In the Town Centre, the improvements to the shop fronts and the new business centre will be completed in the next couple of weeks. The business centre units will be available to let from June onwards, and there has already been interest in several of the units.

Construction continues on the Multi Service Centre and is still on track to be completed in autumn this year. Once the GPs, Police and library services have moved into the new premises, the old buildings will be demolished to make way for more parking and landscaping of the area and improved play facilities. Tender documentation for this phase of the works will be issued in summer 2018. Work has also started on plans to relocate the play area and funding will be applied for from various sources to support the project. It is hoped that all the work will be done by summer 2019.

Rushcliffe Borough Council received support from its Cabinet in February 2018 to gain control of the final row of shops. Negotiations are progressing well on this phase of the project.

I would like to thank Councillors who have attended meetings and especially those who have chaired and attended working groups.

I thank all staff who work for us, looking after the town and play areas.

Most particularly, I thank our Town Clerk, Julie Stephenson and the Administration Manager, Jane Pick for their efficiency and diligence at all times. On a personal note I thank them for their assistance, guidance and unfailing support to me during this difficult year.

**Christine Jeffreys**  
**Chairman, Cotgrave Town Council**

**9<sup>th</sup> May 2018**

**Cotgrave Town Council Annual General Meeting  
9<sup>th</sup> May 2018**

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

The meeting was held at Cotgrave Futures and started at 7.41 pm.

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**Election of Chairman**

- 2536 Councillor Steve Gardner was nominated by Councillors Y Wilson and J Mileham.
- 2537 .No other nominations were received.
- 2538 **Resolved** : "That Councillor Steve Gardner serve as Chairman until the next Annual General Meeting"
- 2539 The Chairman's Acceptance of Office form was duly signed.

**Election of Vice Chairman**

- 2540 Councillor Judith Mileham was nominated by Councillors Y Wilson and B Handbury
- 2541 No other nominations were received.
- 2542 **Resolved** : "That Councillor Judith Mileham service as Vice Chairman until the next Annual General Meeting."
- 2543 The Vice Chairman's Acceptance of Office form was duly signed.

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**Representatives on other Bodies**

- 2544 Cotgrave Futures – Councillors K Chewings, M Chewings and S Gardner  
Parish Paths – Councillor C Jeffreys  
Snow Warden – Councillor R Butler  
Flood Warden – Councillor R Butler  
Tree Warden – Councillor C Jeffreys  
Cotgrave Country Park Liaison – Councillor L Healy
- 2545 Personnel Committee – Councillors R Butler, D Eldridge, L Healy, S Gardner, J Mileham and I Shaw.

**Schedule of Meetings for 2018/19**

2546 The Council were given the dates for the following years meetings to consider.

2547 **Resolved** ; "To accept the Schedule of Meetings for 2018/19."

2548 The schedule is reproduced on the inside of the Minute Book.

This part of the meeting closed at 7.50 pm.

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

**Cotgrave Town Council Meeting**

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

Apologies Approved: Councillors H Brumpton and A Wilkie

Absent : Councillor P Pearson

In Attendance : The Clerk, Administration Manager (Cotgrave Town Council)

The meeting was held at Cotgrave Futures and started at 7.51pm.

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**Declarations of Interest**

2549 None were received.

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**Public Open Session**

2550 No members of the public were present.

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**Minutes of the Previous Meeting of Full Town Council held on 11<sup>th</sup> April 2018**

2551 **Resolved** : "That the minutes of the previous meeting held on 11th April 2018 be received and confirmed as a true record".

**Progress**

2552 M2488 Yorkshire Bank

The Clerk has received forms from the bank that require completing, to start the process of opening the bank account.

2553 M2490 Post Box on Owthorpe Road

The post box has now been installed and seems to be being used.

2554 M2519 Rushcliffe Borough Council – Litter Clearance

The Clerk has written to Rushcliffe Borough Council to express Council's interest in being considered for the tender process for providing a litter clearing services for the shopping centre.

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### Planning Minutes

- 2555 **Resolved** : 'To confirm the planning minutes recording the decisions taken by Council and those of the Planning Authority'.

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### Financial Matters

2556 Payments

- Resolved:** "That the payments made since the previous meeting totalling £18,284.79 as recorded on page 7 be approved and the invoices awaiting payment be paid".

2557 Income

- Resolved:** "That the income totalling 98716.63 received since the last meeting, as reproduced on page 8, be noted".

### Financial Statements

- 2558 Members considered the March 2018 Statements as reproduced at the back of the Minute Book.
- 2559 At the end of March Council has £27,374.80 in the Co-op account, £58,808.35 in the HSBC Account and £262,819.19 in the NatWest Account.
- 2560 The Co-op account balance was signed at the council meeting, with the copy of the bank statement now available.

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### Grants Applications

- 2561 An application has been received from Cotgrave FC for carrying out verti draining and fertilising of the football pitches at Arthur Ridley Sportsground, which will open up small holes in the ground around 1ft deep to improve the drainage.
- 2562 The Cotgrave FC have many future plans they are working towards for developing the Arthur Ridley sports ground.
- 2563 **Resolved** : 'To award a grant of £500 to cover the costs of carrying out the verti draining to the pitches'.



COTGRAVE TOWN COUNCIL 9 <sup>TH</sup> MAY 2018					
	<b>MARCH</b>				
3.3.18	<b>Talk Talk</b>	1794333859	Phone and Broadband	1	26.71
	<b>APRIL</b>				
April 17	NALC		Planning Seminar 20.6.18 x 3	1	105.00
3.4.18	Dynamique Dance		Cotgrave Festival	9	200.00
21.3.18	Mick Dutton	12109-16	Repairs and Oil	1	514.96
4.4.18	Notts County Council	1641477	Stationery	1	15.12
2.4.18	Rushcliffe BC	70592453	Studio 3 Quarterly Rent	1	1410.00
2.4.18	Rushcliffe BC	70592391/2408/2417	Quarterly Park Inspections	1	203.75
April 18	Market Shop		Hardware	1	26.19
5.4.18	Notts CC	621545	March Salaries	1	8934.87
4.4.18	Veber	1285-46029	Data Back Up	1	13.20
10.4.18	Cotgrave Futures	021b	MUGA Electricity	1	16.52
12.4.18	J Stephenson		Reimbursement for Safari Sale Advert	9	20.40
9.4.18	Opus		Sportsground Electricity	1	28.61
17.4.18	Notts CC		Pension Deficit Payment 18-19	1	6214.00
3.4.18	Talktalk	18069902	Phone and Broadband	1	26.41
23.4.18	APS	11250	Repair Tap at Burhill Allotments	1	30.00
25.4.18	Mick Dutton	12152	Lights/Oil/Chainsaw/Labour	1	328.20
20.4.18	Notts CC	1643180	1 <sup>st</sup> Aid Kit/Bandages	1	11.22
20.4.18	Sublime	310-311	CTC and CF Window Cleaning	1	97.95
23.4.18	Shield Insurance		Allotment Insurance for Hollygate Lane Allotments	1	42.39
25.4.18	J Pick		Reimbursement for Petty Cash	1	19.00
			<b>TOTAL</b>		<b>18,284.79</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 Recreational Facilities</li> <li>11. Local Government Act 1972 Section 143 – subscription to Local Government Association</li> <li>12. Quality parish &amp; Town Council Scheme 2003</li> <li>13. Local Government Act 1972 Section 133 – provision of a 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>MARCH</u></b>		
29.3.18	NatWest Bank	Interest	10.44
	<b><u>APRIL</u></b>		
3.4.18	Cotgrave FC	Lease	171.97
4.4.18	Slimming World	Newsletter Advert	30.00
5.4.18		Newsletter Advert	48.00
10.4.18	Utility Warehouse	Cotgrave Festival Stall	20.00
10.4.18	Toy Bonanza	Cotgrave Festival Stall	20.00
10.4.18	Cotgrave Festival	Charity Stall	5.00
10.4.18	Allotment	Rent	36.58
10.4.18	Flying Club	2018-2019 Lease	100.00
10.4.18	Trent Barton	Newsletter Advert	151.20
23.4.18	Cotgrave Festival	Stall	22.50
23.4.18	Allotments	2 x Rents	87.74
23.4.18	First Stop Safety	Buy Back PAT Tester	30.00
23.4.18	Cotgrave Safari Sale	Stalls	105.00
24.4.18	Cllr R Butler (RBC)	Festival Donation	300.00
24.4.18	CBOC	Festival Stall	10.00
30.4.18	Cotgrave Welfare	Connections Advert	151.20
30.4.18	Rushcliffe Borough Council	Precept	94,417.00
		<b>TOTAL</b>	<b>98,716.63</b>

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**GDPR Compliance**

2564 Councillors had been given copies of the following policies that need to be adopted under the new General Data Protection Regulation, ready for the of 25<sup>th</sup> May.

- Data Protection Officer
- Data Registration with the ICO
- Data Map
- Data Protection Policy
- Subject Access Request
- Data Breach Policy
- Privacy Notices
- To receive the Security Compliance Check List for all Councillors
- To receive Councillor Contact Check List for all Councillors
- Revised Retention Policy (previously adopted on 11.4.18)
- Revised Computer and Internet Policy (Previously adopted on 9.9.15)

2565 The Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.

2566 Cotgrave Town Council are registered as a Data Controller with the Information Commissioner (ICO), the current membership runs until the 12<sup>th</sup> January 2019. A copy of the Certificate of Registration is displayed in the Council Office and on the Council website.

2567 The Data map and policies for Data Protection Policy, Subject Access Request and Data Breach Policy have been discussed by council and these policies will be reviewed on a regular basis and may need updating if the new bill is amended by Government.

The Data Breach policy will be amended to reflect the new change in the bill following the exemption of town and parish councils from appointing a Data Protection Officer and presented at the next meeting for a review.

2568 All Councillors had received a Security Compliance Check List which they need to sign and return to the Council Office.

2569 Councillors had also been given a Councillor Contact Details Consent Form, for them to sign giving permission that the details Council hold on them are those that Council can use for Council business.

2570 Council reviewed the changes made to the current Retention policy and reviewed the Computer and Internet Policy.

2571 **Resolved** : "That Council adopt all the policies under the new General Data Protection Regulations.

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#### **Shared Access**

2572 The payment of £30,000 for siting the mast on Council's land has now been received into the council bank account.

2573 Council will consider how to allocate the funding at the next meeting.

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#### **Working Group Updates**

##### **Trent Barton**

2574 There had been a very positive meeting with Trent Barton. A further meeting will be arranged in the near future.

2575 With the near completion of Hollygate Park, an additional bus will be provided to cover this area and potentially other areas, all yet to be decided. Several test routes will be tried. Placing of bus stops will be considered.

#### **New Play Equipment on The Green**

2576 The working group, Councillor Leo Healy, Councillor Keir Chewings and the Clerk of Cotgrave Town Council, had held their initial meeting on 23<sup>rd</sup> April, with Toby Evison, the project architect and Caroline Saxton from Rushcliffe Borough Council.

2577 It has been agreed that the park will be moved to the site of where the Police station currently is, and the size will be increased by approximately 25% of its original size and this will allow extra features to the new play area.

- 2578 Council are considering the type of play equipment and how to find additional funding to allow for a lot more play equipment to be available.
- 2579 Access path, fencing and any power needed will be the responsibility of Rushcliffe Borough Council, anything else will be the responsibility of Cotgrave Town Council.
- 2580 The S106 money has provision for £32,000 to be used for a youth zone and equipment and this is planned to be an area located away from the main play area, to improve all users' experience.
- 2581 The mound in front of the shopping precinct is also planned to be removed and this may require the pit memorial to be relocated to a new position on The Green. More information will be discussed at the next working group meeting.

**Cotgrave FC Working Group**

- 2582 Councillors M Chewings, K Chewings, C Jeffreys and D Wilkie met with Cotgrave FC to discuss the future plans of the club and how council can help. The club would like to build a 3G pitch at the Arthur Ridley sportsground, but would need to raise funding towards the cost of the pitch at £500,000.
- 2583 The Clerk will check the lease for allowing for the installation of a 3G pitch.

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**Cotgrave Futures**

- 2584 The Chairman of Cotgrave Futures had forward his report, as reproduced on the following page.
- 2585 Councillor Y Wilson said that she was disappointed that the report did not contain any financial information.
- 2586 Councillor K Chewings commented that Cotgrave Futures does not receive any grant funding from the council and is a standalone business.

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**Cotgrave Festival 2018**

- 2587 The Chairman of Cotgrave Festival Committee had written to Council requesting if they would considered granting a sum of money from the Lightsource Community Fund to help with the funding of the event on 16<sup>th</sup> June 2018.
- 2588 **Resolved** : "To grant the Cotgrave Festival Committee a grant of £1,000."

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**Correspondence**

- 2589 No correspondence had been received.
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## **FUTURES REPORT TO COUNCIL MAY 2018**

Firstly I would like to place on record the excellent work undertaken by Danielle Elliott as office manager. She is currently recovering from surgery and I am sure everyone will wish her well.

The Wednesday job club which was located at the Youth Centre has now relocated to Futures. Following on from work undertaken by Trustee Darren Stothard developing the website and a facebook page we are continuing to see more bookings coming through including a number of weekend children's parties which seem to be well received.

Work continues to develop the charity including offering a number of free sessions to encourage and help develop organisations to use the building.

Once again, over Christmas we had a major boiler failure in spite of a comprehensive maintenance contract so we have purchased a number of electric heats which will hopefully will eliminate the need to provide heating at the last minute.

I would like to thank the Trustees for their help in comradeship and to Paul and Michelle for their hard work.

**Drew Wilkie 1<sup>st</sup> May 2018.**

### Clerks Reports

- 2590 The Clerk has met with Jenny Kirkwood from Rural Community Action Nottinghamshire (RCAN), to discuss what funding providers are available to help Council with the costs of supplying a new play park on the Green.

The council can apply for up to £15,000 from Rushcliffe Borough Council's Capital Grant Fund and Jenny will help with securing the S106 youth money to be used as part of the project.

The Clerk will contact Rushcliffe Borough Council to amend the current lease to include the area where the park will be located, to allow for funding to be applied for.

- 2591 The Spring edition of Cotgrave Connections has now been delivered by volunteers to the majority of Cotgrave, following a dispute with the delivery company.

The next edition will be delivered by a new local delivery company, who already deliver other printed publications to Cotgrave.

- 2592 The Clerk is in discussion with Proludic Play Equipment Suppliers, after an issue has been reported regarding the play surface surrounding the 'wheelspin' roundabout on Ringleas Park.

The surface is starting to show signs of wear and parts will soon need to be replaced. Proludic has sent a quote for the work and we are in discussions to the cost of the repair needed.

Councillor K Chewings will also help to look into the issue.

- 2593 A quote has been received for placing a new floor mounted bin in Grassmere Park at a cost of £428, a post mounted bin, which is a third of the size would cost £125. The play park is now used regularly and a bin is required.

Council decided that a larger bin would be required. The Clerk will order the bin.

- 2594 The Internal Audit has now been completed on 4<sup>th</sup> May and the report will be provided for consideration at the next meeting with the External Audit Report, for signing off.

- 2595 A resident has approached the Clerk and mentioned that they have been awarded 5 trees from the 'Queens Commonwealth Canopy Campaign' and would like to ask Council if they could be planted on the Green near to the shopping centre. The Clerk will bring more information to the next meeting.

- 2596 The Clerk asked if the Council would allow for troughs of soil to be placed inside the coal trucks and filled with poppies as another feature to commemorate the end of WW1.

Council were all in agreement for this to happen.

- 2597 The Clerk asked if Cotgrave Town Council would consider adopting the Rushcliffe Borough Council policy for the stopping of using single use plastics, helium balloons and Chinese Lanterns.

Council will consider the policy and then make a decision.

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**Councillors Reports**

2598 Councillor Jeffreys has concerns about the surface water laying around The Park after the recent heavy rains.

2599 Councillor K Chewings has received a complaint regarding the size of trees located adjacent to 219 Ringleas.

The Clerk will arrange for a quote to reduce the trees, but this cannot be completed until September because of bird nesting season.

2600 To Extend Standing Orders by 5 minutes to allow for all business to be conducted.

2601 Councillor K Chewings gave an update on the new office spaces above the shops and the associated costs for renting and service charge per annum and asked for this to be placed on the next agenda for further discussion.

There being no further business the meeting ended at 9.02 pm.

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