

**Cotgrave Town Council Meeting
13th June 2018**

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

Apologies Approved: Councillors H Brumpton and D Eldridge,

Absent : P Pearson

In Attendance : The Clerk, Administration Manager (Cotgrave Town Council) and Robert Gallej (Barratt Homes)

The meeting was held at Cotgrave Futures and started at 7pm.

Declarations of Interest

2602 None received.

Public Open Session

2603 No members of the public wish to speak.

Minutes of the previous Meeting of the Annual Parish Meeting, Annual General Meetings and Council Meeting of 9th May 2018

2604 **Resolved** : "That the minutes of the previous meetings held on 9th May 2018 be received and confirmed as a true record".

Progress

2605 M2533 Rushcliffe Borough Council Bridge at Hollygate Lane

The Clerk had written to Kath Marriott, Deputy Chief Executive at Rushcliffe Borough Council, and the following reply has been received.

2606 *"Barratts and the Canals and River Trust are currently finalising the wording of the Legal Agreement between them which will allow the canal bridge to be installed.*

There will also need to be input from NCC regarding the abutment of the bridge but again I understand that the permission has been requested by Barratts.

I trust this reassures you that progress is being made on getting the bridge agreements finalised."

2607 M2574 Trent Barton

Councillor Shaw asked if another meeting could be planned for August. The Clerk has contacted Trent Barton to arrange a meeting.

2608 M2601 Office Space on Shopping Centre

The Clerk had spoken to Rushcliffe Borough Council and had received an update on the office spaces above the shops on the Shopping Centre.

2609 Office space would not be available to Cotgrave Town Council due to the type of funding from the LEP scheme, D2N2 and Nottinghamshire County Council and the offices are being offered in the first instance to small and new businesses, to provide employment and business growth.

Five of the nine units have already been let and there has been interest shown in 2 others, which leaves 2 offices left. The office spaces are being advertised on the market, from 1st June 2018.

2610 Councillor K Chewings requested that a copy of this correspondence be shared with all councillors.

Planning Minutes

2611 **Resolved** : 'To confirm the planning minutes recording the decisions taken by Council and those of the Planning Authority'.

Financial Matters

2612 Payments

Resolved: "That the payments made since the previous meeting totalling £26,218.94 as recorded on page 3 be approved and the invoices awaiting payment be paid".

2613 Income

Resolved: "That the income totalling £2,985.07 received since the last meeting, as reproduced on page 4, be noted".

Financial Statements

2614 Members considered the April 2018 Statements as reproduced at the back of the Minute Book.

At the end of March Council has £33,004.71 in the Co-op account, £139,516.32 in the HSBC Account and £262,830.71 in the NatWest Account.

COTGRAVE TOWN COUNCIL 13 TH JUNE 2018					
	APRIL				
April	Co-Op Bank		Charges	1	30.00
10.5.18	Clear Business	2047619	Landline	1	18.59
	MAY				
23.4.18	Adlard Print	16138	Spring Newsletter (Reprint)	4	570.00
2.5.18	Mick Dutton	12189	Stiga Mulclip Mower	1	720.00
25.4.18	Notts CC	921522286	April Salaries	1	11,002.90
8.5.18	Local News	45995	Cotgrave Festival Advert	9	78.00
4.5.18	Parkwood Leisure	12068	Fix Wire Testing (Office)	1	180.00
24.4.18	Rialtas	25998	Year End Closedown	1	753.54
3.5.18	Roffesoft	5866	Councillor Emails	1	42.00
30.4.18	Streetwise Environ	13833	Replacement Swing Chains on the Green	1	553.14
29.4.18	UK Fuels	991750	Fuel	1	123.85
8.5.18	B Woodcock		Internal Audit Year End 17-18	3	157.60
5.5.18	Veber	1285-46107	Data Back Up	1	13.20
25.4.18	Writing Desk	CF02	Cotgrave Festival Advert	9	55.00
4.5.18	WPS Insurance	31637132	Motor Insurance Policy	1	638.76
30.4.18	Trent Bridge Community Trust		Youth Engagement Services	1	5304.00
16.5.18	Gala Tents	523618	Marquee (Cotgrave Festival)	9	393.15
16.5.18	J Pick		Reimbursement for Poppy Plants	7	29.97
11.5.18	NALC	2018-139	Local Council Review	1	17.00
14.5.18	Cotgrave FC		Grant	1	500.00
11.5.18	WPS Insurance	31717189	Insurance Policy	1	38.56
9.5.18	Opus	6197331	Sportsground Electricity	1	35.91
15.5.18	Arco	932964599	Hi Viz Coats x 2	1	62.33
May 18	WPS Insurance	X 3 Invoices	Commercial Combined Insurance	1	4901.44
			TOTAL		26,218.94
<ol style="list-style-type: none"> 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 Recreational Facilities 11. Local Government Act 1972 Section 143 – subscription to Local Government Association 12. Quality parish & Town Council Scheme 2003 13. Local Government Act 1972 Section 133 – provision of a 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

	MAY		
9.5.18	Rushcliffe Borough Council (Cllr R Butler)	Cotgrave Festival Donation	290.00
16.5.18	Rushcliffe Borough Council	Initial Grass Cut	310.57
9.5.18	Parkwood Leisure	Allotments Rent Collection 2018	1035.24
15.5.18	Cotgrave Festival	Stall	20.00
15.5.18	Cotgrave Festival	4 x stalls	60.00
15.5.18	Allotment Rent + Key	Plot 26	47.86
May 18	Notts County Council	Lengthsman Scheme	1200.00
23.5.18	Parkwood Leisure	Allotment Plot Rent	21.40
		TOTAL	2,985.07

Annual Governance Statement and Accountability Return 2017-18

2615 Members had been presented with a copy of the Annual Governance Statement and Accountability Return for 2017-18 documents as listed below.

- a) Confirmation of the dates of the period for the exercise of public rights.
- b) Section 1 – Annual Governance Statement 2017-18 and Section 2 Accounting Statements for 2017-18.
- c) Annual Internal Audit Report and Internal Audit Report and Letter
- d) Bank Reconciliation 2017-18
- e) Explanation of variances between box 7 and box 8

The Chairman read out the Annual Governance Statement, Council agreed that statement numbers 1 to 8, are all to be answered yes and statement number 9 is not application to this Council.

2616 **Resolved** : “Council are all in agreement of the statements on the Annual Governance Statement for 2017-18.”

2617 Council considered the accounting statement figures provided by the Clerk for year end 31st March 2018.

2618 **Resolved** : “Council agreed that the figures were correct for the year end.”

2619 Councillor Jeffreys wished to thank the Clerk, on behalf of Council, for the work she had carried out on the annual audit.

Review of Financial Regulations

2620 Council had been given a copy of the Financial Regulations, which forms part of the Standing Orders for Council.

2621 Councillor Ellis queried paragraph 3.6 (Budgetary Control) asked if the statement could be amended to read, Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless project is incomplete, but all other projects must be budgeted for in the next financial year.

2622 Council were all in agreement.

GDPR Compliance

- 2623 The Data Breach Policy has been amended to remove any reference to Council having to appoint a Data Protection Officer, as this is no longer a requirement for Parish and Town Councils. This is following a white paper produced by Central Government.
- 2624 Council reviewed the policy and accepted the changes.

Quarterly Parks Inspection Reports

- 2625 The latest inspection had been carried out on 24th April.
- Very little had been highlighted in the report and any snagging items will be rectified by Council's Ground staff.
- 2626 The play equipment on the Green still highlighted several areas which needed to be monitored.
- 2627 Councillor K Chewings suggested that a sign to be placed on the Green play area informing the park users that this park will be relocated on the Green and all equipment replaced by summer 2019.

Grounds Maintenance Contract 2018-2021

- 2628 The current grounds maintenance contractor approved by Council, to commence work from April 2018, has contacted the Clerk and asked for an increase in the agreed payment of £2K per annum, after under estimating the amount of work to be completed in Cotgrave or to withdraw from the contract giving Council a 3 month notice period.
- 2629 The work completed by the contractor has been of a reasonable standard but not in all areas.
- 2630 Council had noted some of the comments from residents regarding grass cutting and decided that they would allow the current contractor to withdraw from the grass cutting contract before the 3 months, if another contractor could be put in place.
- 2631 Council referred to the tender list and all agreed that the previous contractor was to be offered the grass cutting contract until 31st March 2019 and then Council would decide to continue with the contract or consider if the work could be completed in house.
- 2632 **Resolved** : 'To offer the grass cutting contract to J A Kents until 31st March 2019'

Working Groups

- 2633 A plan of the area has been provided with the new position of the play park and a letter from Rushcliffe Borough Council confirming that the land for the new park will be signed over to Cotgrave Town Council in a 25 year lease, so funding can be sought for the purchase of the new play equipment.
- 2634 The Clerk has requested play equipment catalogues from many suppliers for Council to consider when deciding the new play equipment for The Green Play Park.

- 2635 A local supplier has offered places on a seminar to view a range of interactive play equipment and to discuss about making play parks more inclusive.
- 2636 Cllr Healy requested that the play park working group organise a meeting to discuss what equipment is to be considered for the park and also for the separate youth area.
- 2637 A date will be arranged for the next meeting and reported back to the next council meeting.

WWI Role of Honour

- 2638 Following last month's presentation by Eddie Curry, Nottingham City Council, discussing the building of a new War Memorial at the Embankment at Trent Bridge, Council discussed the merits of this project and whether to give a donation on behalf of Cotgrave.
- 2639 **Resolved** : 'To give a donation of £1000 for the project.'

Shared Access

- 2640 The funding of £30k has been received for the siting of the telecoms mast.
- Council discussed how the money would be used and all agreed that any costs incurred by Council for legal fees would be deducted and the remaining fund of £26,400, would be made available to Cotgrave FC, provided a full business plan was produced to allow the club to continue to grow.
- 2641 **Resolved** : 'To make available the Shared Access Funding for Cotgrave FC.'

Hollygate Lane Allotments

- 2642 The Clerk and Administration Manager met with Senior Engineer, Gareth Miles of Barratts, to discuss the handover of the allotments to Cotgrave Town Council control.
- 2643 The land owned by HCA, and Barratts has now been offered to the Council for ownership rather than a long lease and a legal agreement will need to be drawn up by the solicitors to begin the transfer.
- 2644 The Clerk will contact the solicitor to start the process as agreed by Council.
- 2645 The Council read the terms and conditions of tenancy for the new allotments and were satisfied that they were in order.
- 2646 **Resolved** : 'To accept the terms & conditions of Hollygate tenancy.'
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Rushcliffe Borough Council – Local Plan Part 2

- 2647 Council discussed the Local Plan Part 2 and each Councillor was given an opportunity to express their opinion.
- 2648 Cllr Wilson asked if the Doctors Surgery under point 3.13, would have been fully consulted and would the surgery have the ability to cope with the amount of people the development would bring into Cotgrave. She also asked if the bridge across the canal would be built and if any major changes to the Hollygate and Colston Gate road junction would be included and raised her concerns over 3.17, the local green infrastructure corridor, how would it be preserved and protected.
- 2649 Cllr Butler stated that there is a demand for new houses and the consultation highlighted many areas which were considered for Local Plan part 2, which most have been removed and only Hollygate Lane/ Colston Gate is to be considered in Local Plan 2. The roads would be improved as part of the plan. The proposed development would link Hollygate Park with the rest of Cotgrave and encourage residents to use the new town centre. The junction at Hollygate / Colston Gate would be given the opportunity to be improved. All comments will be considered by Rushcliffe Borough Council and then presented to the Inspector in October 2018.
- 2650 Cllr Wilkie stated he is not against the housing but acknowledges that the doctors, schools and education would need to be given consideration and funding and the junction of Hollygate/ Colston Gate would need improvement. He noted that the affordable housing provision was only 10% for Cotgrave was on the very low side, where other areas in the borough were 30%. This was a concern.
- 2651 Cllr K Chewings stated that he is not against the housing, but must be to be the right mix of housing and facilities. He said this was the least favoured site from the consultation and the road junction information should read, must be done, not should be done, this should not be an option. He raised his concerns that schools are at breaking point now and was concerned that if less than 1000 houses built, extra school places do not have to be provided. He is aware that Nottinghamshire County Council are being consulted regarding schools and other services that will be needed in Cotgrave. Have the Doctors agreed that they would be able to cope with the amount of addition patients and he also raised his concern of only 10% affordable housing and would like this to be explained.
- 2652 Cllr L Healy thought it would be a good link towards Hollygate Park and a new road provided from Hollygate to Colston Gate and all the work on housing and roads would need to be completed together. New residents hopefully would help to re-energise the shopping precinct.
- 2653 Cllr Jeffreys is concerned about the road junction at Hollygate and Colston Gate and the improvements it needs, whether it becomes a one way junction in the future.
- 2654 Cllr Shaw is not opposed to the housing and agrees these sites connect Hollygate Park with Cotgrave, but the junction needs a major rethink, especially after the junction was not improved when Hollygate Park was built. Cotgrave has not had any extra provision for new infrastructure for many years and this needs to be addressed. He raised his idea that 'prefab' houses could be built to lower the cost of new homes, but developers are not interested because they do not carry the same profit margin.
- 2655 Cllr Ellis states that we should concentrate on the principle of the plan and the plan is a first class. The Local Plan puts housing into the right places and more residents bring more funds to the local area and is in favour of the plan but also notes all the comments regarding the roads, schools and doctors and other facilities in Cotgrave.
- 2656 Cllr Handbury stated his concern about the amount of additional traffic this project would bring.

- 2657 Cllr M Chewings raised his concerns about places in all the primary schools, but his major concern was, where will all our secondary school children go to school because all the other villages with secondary schools in the local areas are also having many addition houses built, will there still be places for all our children to attend schools in the local areas? Also, raised concerns over only 10% affordable housing, this needs to more.
- 2658 Cllr K Chewings noted that South Nottinghamshire Academy is full and supports the local plan with caveats.
- 2659 Cllr Mileham is in support of Local Plan 2, and shares the same concerns as the previous councillors and these concerns need to be addressed and answered.
- 2660 Cotgrave Town Council are submitting the following statement to Rushcliffe Borough Council regarding Local Plan 2.
- 2661 *Cotgrave Town Council support the need for the Local Plan II and the protection it provides, however it would like to pass on the following observations:-*
- The road infrastructures needs to be improved prior to any development, specifically the junction of Colston Gate and Hollygate Lane and a new through road from Colston Gate and Hollygate Lane.*
 - The Plan stipulates that the development can support the extra housing through further improvements to local facilities, ie schools, however it does not forecast what is required and there is no details to what should be in place. We ask that Rushcliffe Borough Council calculate these requirements and place them within the plan.*
 - Cotgrave Town Council would ask that Rushcliffe Borough Council reconsider the 10% affordable/social housing with Cotgrave.*
 - What will be the consideration of the capacity of secondary schools with the catchment area of Cotgrave.*
- 2662 **Resolved** : 'Cotgrave Town Council supports Local Plan 2 with considerations.'

Sponsorship of Dog Poo Bag Dispensers

- 2663 A local vets, All Creatures Vet Centre, have offered to sponsor a dog bag facility on Maddison Park for 12 months.
- 2664 Council discussed this generous offer.
- 2665 **Resolved** : 'To allow for a dog bag facility on Maddison Park.'

Correspondence

2666 The OVO Energy Tour of Britain Comes to Rushcliffe

Rushcliffe Borough Council are pleased to announce that the OVO Energy Tour of Britain 2018 is coming to Nottinghamshire.

The Tour will start on Central Avenue, West Bridgford and will take in much of the borough including Cotgrave.

Council are invited to an event on Thursday 21st June at Rushcliffe Arena to discuss how the communities can get involved.

2667 Rushcliffe Borough Council Planning Application 18/00823/FUL

A letter advising that the planning application for a development at 27 Flaxendale, will be considered by the Planning Committee on Thursday 14th June.

2668 Nottinghamshire Police Crime Figures for 01.05.2018 to 09.06.18

Date	Crime	Location	Details
07.06.18	Drugs	Flat above Sainsburys	Cannabis grow in flat
29.05.18	Burglary	Broadmeer Flats	Entry via insure door, possibly related to ongoing issues
17.05.2018	Criminal Damage	Bowling Green, Cotgrave Welfare	Guttering damaged
15.05.18	Criminal Damage	Bowling Green, Cotgrave Welfare	Sheds damaged
03.05.18	Theft from motor	Woodgate Lane	Handbag taken
02.05.18	Criminal Damage	Troutbeck	Car window damaged
01.05.18	Theft other	Cotgrave Service Station	Drive off £70 Diesel

2669 Nottinghamshire Biological & Geological Records Centre

Information asking for views on the newly proposed Local Geological Site selection criteria from 21st May until 2nd July 2018.

2670 Nottinghamshire Association of Local Councils

A letter has been received stating that the Data Protection Bill has now been passed by both Houses of Parliament, with the amendments intact.

Clerks Reports

2671 A letter from Via East Midlands, has been received informing that a proposed 50mph limit will be put in place on Main Road, Cotgrave from the junction with Stragglethorpe Lane and Main road. Any comments in the form of objections should be received by Via EM on or before 9th July.

2672 The Rotary Club of the Vale of Belvoir have asked of Council would be willing to help support a project, of a mass crocus planting called 'Purple 4 Polio' by providing some land for planting.

2673 Trentbarton have made an offer to Council, in the way of a donation, to help to support the delivery of the newsletter.

Council will write to Trentbarton and thank them for the offer of support, but will not accept the offer at the current time.

2674 The Clerk has received details of a Nottingham Regional Training Seminar provided by SLCC, at The Nottingham Belfrey on 1st August 2018. The seminar will cover several current topics. The seminar costs £75.00 to attend.

Council agreed that the Clerk could attend.

- 2675 A letter has been received from a resident noting the condition of a pavement from the shopping precinct across the green space to Candleby Lane, the resident is a mobility scooter user and noted the tarmac on an edge of the pavement is wearing and this causes the scooter to feel uncomfortable when travelling on the path edge.
- 2676 The ground staff will check the edge of the path and check if any short term improvements can be made, due to the path being altered in the next phase of the precinct regeneration.

Councillors Reports

- 2677 Cllr M Chewings commented on the poor state of the road and drain outside the Manvers Arms Pub, the road has dropped and not allowing the water to drain away.
- This issue has been reported twice by the Administration Manager to Nottinghamshire County Council.
- 2678 Cllr Shaw noted that litter bins in Nottingham have signage on asking members of the public to pick up rubbish and help keep everywhere tidy and suggested that we should put some signage on the local bins and try to encourage residents to place more litter in the bins.
- 2679 Cllr Jeffreys informed that Rushcliffe Borough Council are encouraging all local councils to plant more trees in their areas and some trees would be provided.
- A resident has applied for some trees through the 'Queen's Canopy' campaign and been awarded five trees and has asked Council if they could be placed on the green into of the shopping precinct.
- This will be discussed at the next meeting.
- 2680 Cllr Jeffreys noted that the field and living accommodation on Stragglethorpe Road, is becoming unsightly and has asked if this could be reported.
- Cllr Butler stated that the area is being monitored and that Council should consider supporting the speed limit change on Main Road from national speed limit to a 50mph limit.
- 2681 Cllr Handbury noted that rubbish has been dumped again on the top of Owthorpe Road near the nursing home.
- Streetwise are aware and are due to clear the area.
- 2682 Cllr K Chewings has been contacted regarding the parking of cars on Owthorpe Road near to Ash Lea School and the traffic issues this causes. Residents are concerned that the staff are parking on the road and creating issues for vehicles to travel along the road.
- Cllr Gardner has spoken the Head teacher of Ash Lea School and asked that all staff if they bring a car to work, try to park away from the road and the cars parked there do not all belong to the school.

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

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