

**Cotgrave Town Council Meeting  
25th July 2018**

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

Apologies Approved: H Brumpton and K Chewings

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

Prior to the start of the meeting, the Chairman welcome Councillor D Stothard to his first meeting, following his election to Council.

The Chairman also reminded members of the protocol for giving apologies prior to the start of the meeting, and that all councillors should follow the procedure as set out in Council's Standing Orders.

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

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**Declarations of Interest**

2685 Councillor Eldridge declared an interest in agenda item 14, being a member of the Vale of Belvoir Rotary Club.

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**Public Open Session**

2686 No members of the public were present.

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**Minutes of the previous Meeting of the Annual Parish Meeting, Annual General Meetings and  
Council Meeting of 13<sup>th</sup> June 2018**

2687 **Resolved** : "That the minutes of the previous meetings held on 12<sup>th</sup> June 2018  
be received and confirmed as a true record".

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**Progress**

2688 M2607 Trent Barton

The Clerk was still waiting to hear from Trent Barton for dates for a meeting. She would contact them again.

2689 Councillor Shaw had informed Council that there had been an incident on one of the buses where someone had been injured by one of the wing mirrors of The Cotgrave bus. They seem to be placed very near to the entrance of the buses.

2790 M2632 Grass Cutting Contract

The Clerk asked if Council wished that she start the process of finding out more information on the cost of purchasing grass maintenance equipment to consider the possibility of bringing this service in-house.

Council suggested that a small working group be formed to assist the Clerk with this task.

Councillors I Shaw, J Mileham and S Ellis wished to be on this working committee.

2691 M2638 WW1 Role of Honour

The design for the memorial, which will be sited at the Embankment at Trent Bridge has been selected.

The winning design, proposed by Letts Wheeler Architects, will display the names of the 14,000 soldiers, airman and civilians, incorporating a roll of honour for armed services fatalities from the whole of the county and will be the first of its kind.

Names of the fallen will be etched into the circular stone surrounding the monument, with lighting atop the ring to illuminate the surface and the names to attract visitors and to allow quiet reflection at any time.

2692 A letter of thanks for Council's donation has been received. This would be copied into Council's September meeting papers.

2693 M2647 Local Plan II

No update on the Local Plan II had been received.

Councillor Butler informed Council that once the deadline date for comments had lapsed, then to planners will look at all comments and information provided prior to any further decision being taken.

2694 M2663 Dog Poo Bag Dispensers

The bags dispensers on Maddison field has now been installed.

2695 M2677 Drain outside Manvers Arms

An email had been received from Nottinghamshire County Council to say that the problem has now been resolved.

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**Planning Minutes**

2696 **Resolved** : 'To confirm the planning minutes recording the decisions taken by Council and those of the Planning Authority'.  
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### Financial Matters

2697 Payments

**Resolved:** "That the payments made since the previous meeting totalling £26,618.96 as recorded on page 4 be approved and the invoices awaiting payment be paid".

2698 Income

**Resolved:** "That the income totalling £3643.91 received since the last meeting, as reproduced on page 5, be noted".

### Financial Statements

2699 Members considered the May 2018 Statements as reproduced at the back of the Minute Book.

At the end of March Council has £35,261.35 in the Co-op account, £120,923.83 in the HSBC Account and £262,841.87 in the NatWest Account.

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### Risk Management

2700 Council considered the Risk Management document that had been updated.

2701 **Resolved** : "To approve the Risk Management document"

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### Working Groups

#### The Green Play Area

2702 Councillor Healy updated council. Both he and the Clerk had attended a seminar at Ollerton and had viewed several pieces of play equipment.

2703 The working group had subsequently met on two occasions to share ideas for the new equipment. The Clerk has arranged for four suppliers to give a presentation to the group within the next 2 to 3 weeks and a meeting with Rushcliffe Borough Council and the Architect in September.

COTGRAVE TOWN COUNCIL 11 <sup>th</sup> July 2018					
	<b>MAY</b>				
May 18	Talk Talk	18194561	Telephone and Broadband	1	26.84
May 18	Clear Business	2047619	Fax Line	1	18.59
	<b>JUNE</b>				
22.5.18	Arco	933017642	Gloves/Jerrican	1	42.18
2.6.18	Big Bounce	160603	Cotgrave Festival 2018	9	580.00
10.5.18	Clear Business	204619	Fax Line	1	18.59
29.5.18	Langar cum Barston PC	1	Advert – Cotgrave Festival	9	10.00
25.5.18	Notts CC	92163972	May Salaries	1	9136.52
18.5.18	Streetwise	13895	Play Ground Inspection	1	284.90
21.5.18	Town & Country	257-4573	May Grass Cuts	1	912.00
23.4.18	Town & Country	257-4537	April Grass Cuts	1	762.00
27.5.18	UK Fuels	994181	Fuel	1	232.21
4.5.18	Veber	1285-46182	Data Back Up	1	13.20
21.5.18	WaterPlus	1364779	Burhill Allotments Water	1	127.97
21.5.18	WaterPlus	1365345	Forest Close Allotment Water	1	16.74
16.5.18	Trent First Responders		Cotgrave Festival	9	250.00
31.5.18	Landscape Supply	76453	Rakes, Broom	1	73.83
31.5.18	Adlard Print	16223	Summer Newsletter	4	1297.00
5.6.18	Mick Dutton	12267	Strimmer Repair, Cable Ties, Oil, drain tractor of fuel	1	287.38
30.4.18	Trent Bridge Community Trust		Youth Provision Grant	1	5304.00
14.6.18	Arco	933184329	Line and Marking Spray Paint – Cotgrave Festival	1	19.19
18.6.18	Arco	933204737	Gloves	1	27.43
6.6.18	Autocare & Cycles		6 x Bags of Compost	1	27.00
18.6.18	B E Furniture	705554	Hire of tables/chairs Cotgrave Festival	9	356.40
12.6.18	Cotgrave Futures	037b	Photocopying	1	71.86
13.6.18	Pee Wee Toilet Hire		Toilet Hire Cotgrave Festival	9	250.00
18.6.18	Roffesoft	5898	Web and email hosting for 1 year	1	178.80
18.6.18	Roffesoft	5899	Reconfigure Veber Back Up and clean up laptop	1	108.00
18.6.18	Roffesoft	5901	Renew antivirus for 1 year	1	31.46
18.6.18	Sublime Window	326	Cotgrave Futures Window Clean	1	49.99
18.6.18	Sublime Window	325	CTC Window Clean	1	11.99
19.6.18	C Leivers	Feb 18	Punch & Judy for Festival	9	100.00
3.6.18	Talk Talk	18321443	Phone Line and charges	1	29.58
4.6.18	Local News	46283	Delivery of Newsletter	4	245.70
9.6.18	Opus	64371417	Sportsground Electricity	1	46.05
20.6.18	EJs Katering		Festival Volunteer Catering	9	146.85
20.6.18	The Joker Entertainer	2355	Cotgrave Festival	9	480.00
22.6.18	Beeston Pipe Band		Cotgrave Festival	9	400.00
22.6.18	Notts County Supplies	SU1651492	Copier Paper	1	18.72
18.6.18	Premier 1	57	Flower Baskets	1	4506.00
26.6.18	Way of the Wyrd		Cotgrave Festival	9	100.00
26.6.18	Allotment Key Refund		Plot 15	1	20.00
			<b>TOTAL</b>		<b>26,618.97</b>

**Income Received**

	<b>MAY</b>		
31.5.18	NatWest Bank	Interest	11.16
1.5.18	HMRC	VAT Refund	1418.19
2.5.18	Cotgrave FC	Rent	171.97
	<b>JUNE</b>		
1.6.18	Allotment	Plot 15	47.86
1.6.18	Cotgrave Festival	5 x stalls	62.50
1.6.18	MB Sprayart	Festival Stall	20.00
4.6.18	Cotgrave FC	Rent	171.97
4.6.18	Cotgrave Festival	Stall	20.00
5.6.18	Cotgrave Festival	Stall	20.00
13.6.18	Cotgrave Festival	Stall	20.00
14.6.18	Cotgrave Festival	Food Stall	35.00
18.6.18	Cotgrave Festival	Stall	5.00
18.6.18	Go Karts	Festival Donation	20.00
18.6.18	Donation	Festival Punch and Judy	60.00
18.6.18	Trent Barton	Newsletter Advert	109.20
18.6.18	Cotgrave Festival	4 x stalls	92.50
18.6.18	Cotgrave Festival	Donations	75.00
19.6.18	Cotgrave Festival	Gate Money	1034.00
20.6.18	FootFX	Festival Programme Advert	25.00
24.6.18	Allotment	Rental Plot 15	41.40
			<b>3643.91</b>

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**Cotgrave FC**

- 2704 The Clerk had met with Cotgrave FC and a representative from the FA at the mini pitches and these have now been decreed as not fit for purpose, due to the fact that drainage lines have become soft when standing on them to the point that your feet sink into the ground.
- 2705 Cotgrave FC has also reported that the hedge between the new field and the main field is causing issues due to the thorn bushes causing the footballs to burst. The club has requested if the hedge can be either completely removed or cut back. The Clerk will find out who is responsible for the hedge and also get a quote for cutting down the hedge and check with Rushcliffe Borough Council if any planning consent would be required, if Cotgrave Town Council is responsible.
- 2706 The football club also reported that there is an issues with rabbits digging up the pitches.

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**Rushcliffe Borough Council – OVO Energy Tour of Britain**

- 2707 Stage 7 of the OVO Energy Tour of Britain, which will start in West Bridgford and cover approximately 80 kms, through many of the Borough's towns and will be coming through Cotgrave on Saturday 8<sup>th</sup> September between approximately 11-11.25 am. There will be rolling road closures which are anticipated to be between 10am to 12.30pm.

2708 The Borough Council has asked that local parish councils to organise community events to draw out supporters on the day of the race, some ideas are:-

- Land art – work with local farms to provide land art.
- Put up yellow bunting and/or ribbon and balloons.
- Decorate and display bikes, including spraying old bikes yellow or green.
- Encourage home owners and businesses to decorate their gardens and windows.

2709 Banners are available to purchase at £55 each, and Councillors R Butler and H Chewings have kindly said that they will provide the funding for this, also posters are available to purchase, 50 x A3 at £45 and the cost of posters will be split with Cropwell Bishop.

The working group asked Council if they would approved for a small budget of £200 to cover some of the costs for the event.

2710 **Resolved** : “That Council approved £200 to cover the cost of posters, ribbons etc .”

2711 The Clerk has also obtain 6/8 old bikes and is working with the Manager of the leisure centre in spraying the bikes yellow and position them on the route through Cotgrave.

2712 The Clerk has spoken with the landowners of the field at the rear of Firdale to ask if the young people from the Youth Club can produce some field art.

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**Rushcliffe Borough Council – Parish Tree Scheme 2018-2021**

2713 Correspondence has been received from Rushcliffe Borough Council regarding the Parish Tree Scheme 2018-2021.

If Council wish to apply for some tree in the 2018-19, the form needs to be submitted by 30<sup>th</sup> September 2018.

2714 The Clerk suggested that perhaps 3 to 4 trees could be planted along the hedge line between Madisson Football pitch and the allotments. Trees which could be include would be Aspen, Crab Apple and Field Maple, which are all suitable for hedge row sites and are of small/medium size trees.

2715 Councillor C Jeffreys requested if a flowering tree could possibly be planted on the grassed area at the Old Park. The Clerk would contact the Borough Council to request permission to plant a tree.

2716 **Resolved** : “To request some trees under the tree planting scheme.”

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**Ready4Work – The Queens’s Commonwealth Canopy Campaign**

2717 The Ready4Work Club has been awarded five saplings from the Queens’ Commonwealth Canopy Campaign and would like to donate these to be planted on the Green. These include Hazels, Rowans and Silver Birch.

2718 The Clerk has contacted the architects who are working on the plans for the Green, Allen Joyce Architects, asking if these trees can be included in the planting scheme of this area.

This has been agreed and the trees will be planted onto the green space in front of the shopping area, when the next phase is completed.

- 2719 Council sent their congratulations to Angie, of the Ready4Work club, for being successful in her bid for achieving the trees for Cotgrave.

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**Vale of Belvoir Rotary Club – Mass Crocus Planting**

- 2720 In recent years the Vale of Belvoir Rotary Club fund-raising efforts for Polio eradication has been themed as Purple4Polio in recognition of the purple dye that is applied to children's fingers following mass immunization projects in areas of the world with poorly developed healthcare services.
- 2921 The community of Cotgrave has been very generous in its support over the years and they would like to recognise this with the establishment of a Crocus area planted in Cotgrave. The site they have in mind is on the bank on Candleby Lane between the flats and the steps to the car park.
- 2722 The planting of the corms would take place towards the end of October, around World Polio Day on 24<sup>th</sup> October and the children from the local schools will help with the planting.
- 2723 Council were very appreciate of the proposal to plant the Crocus corms in Cotgrave and wished to thank the Rotary Club.

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**Correspondence**

2724 Letter from a Resident

A resident had emailed the Clerk regarding the speed of vehicles and weight of the vehicles travelling along Bingham Road.

- 2725 Councillor Butler informed Council that Nottinghamshire County Council installed a traffic monitoring cable across Bingham Road during the month of June. Over a 24 hour period the Highest records speed was 31.7 mph.

2726 Shared Access

Shared Access has forward the certificate of completion for the installation of the telecoms mast on Madisson Field.

The certificate confirms that the Shared Access works as defined in the lease are now completed.

2727 Rural Roundup

The Summer 2018 edition of Rural Roundup had been received from Nottinghamshire Police.

2728 Notts Police and Crime Commissioner Newsletter - The Beat

The June issue of The Beat has been received.

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**Clerks Reports**

- 2729 An email has been received from Nottinghamshire County Council informing of a service at Southwell Minster on 6<sup>th</sup> November for the Great War Commemoration Services and Armed Forces Covenant signing, to commemorate the rich history and sacrifice of Nottinghamshire

people. The Lord-Lieutenant, Sir John Peace, The Chairman of Nottinghamshire County Council, Councillor Sue Saddington, The Lord Mayor of Nottingham Councillor Liaqat Ali and Dean Nicola Sullivan, Southwell Minster are inviting two members of council to attend the services which commences at 4.30pm.

2730 An email has been received from Big Bang, Council's fireworks display provider. The email informed Council that unfortunately prices for fireworks are on the rise again. They are happy to keep the cost at £2,000, but the display will have to be reduced in content and/or duration.

An increase of £300 will buy the same display as in 2017. Council wished to keep the display as the previous year, The Clerk will inform Big Bang.

2731 Notification has been received for the Society of Local Council Clerks (SLCC) National Conference which this year take place on 10<sup>th</sup> and 11<sup>th</sup> October at Forest Pines Hotel, Lincolnshire.

The early bird cost is ££365.00 + VAT.

The Clerk would like to attend. Council are all in agreement for the Clerk to attend.

2732 A resident has written to Council regarding the commissioning of the telecom mast and that this has caused irreparable damage to her television following the fitting of a filter on a communal aerial. The Clerk has replied to the letter and has passed on the contact details for the company responsible for any interference issues caused by the mast switch on.

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**Councillors Reports**

2733 Councillor Butler informed that is anyone is troubled by off road motorbikes riding on the public highway that these can be reported to the Police by ringing 101.

2734 Councillor Wilkie had been assisting a resident with a neighbour dispute. The Clerk will provide him with some additional telephone numbers.

2735 Councillor Handbury asked about the sewage system for Cotgrave, and it was confirmed that Severn Trent Water will be working of diverting Cotgrave's system to a new site at Radcliffe-on-Trent.

2736 Councillor Jeffreys wished to pass on her thanks to the residents who had come forward to help with the search of the lady that was missing from Cotgrave a couple of weeks ago.

Councillor Jeffreys suggested it an open session could be arranged to invite an expert in the care of the elderly and those who suffer from dementia to give a talk and provide information to help people understand their needs.

The Clerk informed that Council had been contacted by Age UK, who wishes to provide 10 minute talks to community groups, asking for volunteers to help with ex service personnel in the community, and the Administration Manager has asked if Age UK could attend a future Council meeting to discuss how help people in the community with Dementia and then arrange a future public meeting.

There being no further business the meeting ended at 8.27pm

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