

**Cotgrave Town Council Meeting
5th December 2018**

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

Apologies Approved: Councillors H Brumpton, J Mileham, and K Chewings (by email) and A Wilkie.

In Attendance : The Clerk and The Administration Manager (Cotgrave Town Council), and one member of the public.

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

Declarations of Interest

3002 Councillor M Chewings declared an interest in Agenda item 9 and did not take part in the discussion.

Public Open Session

3003 No members of the public wished to address Council.

Minutes of the previous Meeting of the 14th November 2018

3004 **Resolved** : "That the minutes of the previous meeting held on 14th November 2018 be received and confirmed as a true record".

Progress

3005 M2925 WW1 Memorial Bench

The bench will be installed on Tuesday 11th December.

3006 M2928 Criminal Damage on the Multi Use Games Area (MUGA)

Correspondence has been received from the Restorative Justice Practitioner at Nottinghamshire Youth Offending Team (REMEDI), inviting Council, if they wish, to take part in the restorative justice process, as the panel are very keen on hearing how the incident has affected the community.

3007 Council agreed to work with the REMEDI team.

3008 M2929 Pigeon at Shopping Centre

The Administration Manager had spoken again the Property Services Department at Rushcliffe Borough Council regarding the pigeons on the ledge of the new offices.

3009 M2974 Potential Crematorium at Stragglethorpe

Councillor I Shaw stated that he had attended the public open meeting by Mercia Crematoria to view plans for the potential crematorium.

3010 Councillor Handbury asked if it was usually procedure for 3 quotations to be obtained for any contract.

3011 Councillor Butler said that the Borough had not requested tenders for the crematorium, and that Mercia Crematoria had identified an opportunity for a new crematorium within the area.

3012 The land that the potential crematorium is proposed to be built on is still owned by the farmer and as of today, no actual planning application has been put to the Borough Council.

Planning Minutes

3013 **Resolved** : "To confirm the planning minutes recording the decisions taken by the Council and those of the Planning Authority".

Planning Applications

3014 18/02617/OUT Land South of Plumtree Road, Cotgrave

3015 Councillor M Chewings said that he was against the planning application. He was concerned about the impact on the local primary schools and secondary schools used by Cotgrave's children, and if space will be available for them in the future.

3016 Councillor Wilson was very concerned about the transport, and in particular the impact on the Cotgrave Connection bus service. Access onto the A52 first thing in the morning is already very difficult. She also enquired as to what type of houses would be built.

3017 Councillor Butler has already objected to the outline planning application as a Borough Councillor. He had concerns on access and transport, no comments had been included in the planning application for access to the site. The site was not included within the Local Plan Part 2, this area has already been dismissed by Rushcliffe Borough Council. There are plans to include a footpath between the new houses and White Furrows, but he had concerns that this would be underused and people would still use their cars to access Cotgrave's facilities.

3018 Councillor Jeffrey was concerned that Plumtree Road, which is already a very fast, dangerous and overused road, would have the capacity to take even more traffic. She also stated that if new homes were to be built, these should include smaller houses for the young and the elderly members of the community

3019 Councillor Eldridge agreed with Councillor Jeffrey's comments regarding the roads. He also has concerns, that there are many houses in Cotgrave that are under occupied and no appropriate sized housing to allow these people to downsize.

3020 Councillor Shaw stated that the site had a natural slope, which was fed by a natural spring, and that the field already gets waterlogged with drainage issues and this has been known to flood onto White Furrows, Mensing Avenue and Plumtree Road. He is also concerned about the amount of vehicles already in Cotgrave, and local primary schools. Councillor Shaw has carried out some traffic observations during rush hour.

- 3021 Councillor Healy said that there is a need for more housing. This development is offering 30% affordable housing, but what is the cost of affordable. He also has concerns about access and speed of traffic.
- 3022 Councillor Handbury stated that the location on Plumtree Road was currently agriculture and Greenbelt land, and this could be used for food cultivation rather than housing. He felt that the road would need a roundabout. He also feels that this balance of Cotgrave is not correct.
- 3023 Councillor Ellis believes because it is not included in the Local Plan 2, this should be enough reason to reject the planning application, this is due to the many issues this may cause.
- 3024 Councillor Stothard opposes the planning application due to the lack of facilities, and pressures on shops, doctors, leisure centre and youth provision.
- 3025 The Chairman, Councillor Gardner agreed with all the councillor's previous comments and had nothing further to add.

- 3026 **Resolved** : "That Cotgrave Town Council object to the planning application as follows:-

Objections:

- Use of greenbelt land for housing,
- Drainage and flooding issues
- Transport and road infrastructure
- Pressure on schools, health care and other facilities
- Not included in Local Plan 2
- Type of houses required by Cotgrave
- Destruction of hedgerows

Financial Matters

- 3027 Payments

Resolved: "That the payments made since the previous meeting totalling £21,521.25 as recorded on page 4 be approved and the invoices awaiting payment be paid".

- 3028 Income

Resolved: "That the income totalling £2,459.87 received since the last meeting, as reproduced on page 5, be noted".

Financial Statements

- 3029 Members considered the October 2018 Statements as reproduced at the back of the Minute Book.

At the end of October Council has £35,201.35 in the Co-op account, £138,911.45 in the HSBC Account and £262,929.36 in the NatWest Account.

COTGRAVE TOWN COUNCIL 5 TH DECEMBER 2018					
OCTOBER					
Oct 18	Co-Op Bank		Charges	1	30.00
NOVEMBER					
1.11.18	Notts Golf Club		Pensioners Party Deposit	7	500.00
1.11.18	Big Bang		Fireworks Final Payment	7	1550.00
6.11.18	Sharpes & Son	PH36242-1	Pensioners Party Transport	7	450.00
31.10.18	Lightmain Ltd	20229	Repairs to MUGA	1	6478.22
10.11.18	J Stephenson		Christmas Competition Vouchers	9	135.00
9.11.18	CCS	8598	Ink Cartridge	1	48.00
8.11.18	J Pick		Delivery of Pallets for Bonfire Event	9	30.00
28.10.18	UK Fuel	1006124	Fuel	1	152.81
1.11.18	Rushcliffe BC	70650243	Broadmeer Rent	1	40.00
5.11.18	Notts CC	SU166963	Diaries/Refuse Sacks	1	41.64
5.11.18	Allotment Association	S5029A	Membership	1	66.00
25.10.18	Notts CC	92218687	October Salaries	1	9252.41
4.11.18	Veber	1285-4641	Data Back Up	1	13.20
9.11.18	J A Kents	57755	November Maintenance	1	880.00
3.11.18	Talktalk	18933367	Phone and Broadband	1	22.20
6.10.18	HSBC		Bank Charges	1	5.50
19.11.18	Notts CC Youth Service		Grant	1	926.00
11.11.18	Tea for Two		Remembrance Day Volunteers	7	77.40
10.11.18	J Pick		Selection Boxes, Tea, Coffee, Biscuits	9	288.97
9.11.18	Opus	65264613	Sportsground Electricity	1	46.30
12.11.18	Cotgrave Futures	49	Photocopying	1	48.89
13.11.18	Community Heartbeat	3095	Defibrillator Electrodes	1	87.60
16.11.18	Arco	934330274	Safety Boots	1	124.20
21.11.18	British Legion		Poppy Appeal Donation	1	150.00
5.11.18	PPL PRS Music	SIN860988	Christmas Lights Event	9	76.91
			TOTAL		21,521.25

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 1973
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 142 – subscriptions of Local Government Association
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

	OCTOBER		
31.10.18	Christmas Lights Event	9 x stalls	50.00
31.10.18	Cotgrave Welfare	Newsletter Advert	151.20
31.10.18	Nat West Bank	Interest	44.29
	NOVEMBER		
2.11.18	Cotgrave FC	Rent	171.97
1.11.18	HMRC	VAT Refund	1220.89
23.11.18	Rushcliffe Borough Council	Litter Clearance	821.52
		TOTAL	2459.87

Grants

- 3030 A grant application has been received from Wilford Karate School.
- 3031 The group have two young people from Cotgrave who have trained in Shotokan karate for many years and both have been selected to represent their country as part of the SKI Great Britain.
- 3032 The young people aged 11 and 14 will be going to the SKIF World Championships in the Czech Republic as part of a large team in July 2019.
- 3033 The grant request is for £420 towards the cost of accommodation whilst taking part in the championships.
- 3034 Council agreed that the two young people were a credit to Cotgrave and all supported this grant application.
- 3035 **Resolved** : "To award a grant of £420 towards accommodation costs at the World Championships in the Czech Republic".

Works Group Updates

Play Area on the Green

- 3036 The Working Group had met to view the nine tender proposals received by Council. These had been reduced to 4, which will be presented to Council at an Extraordinary Council Meeting on Wednesday 16th January.
- 3037 The four tenders selected reflected all the elements that Council had asked to be considered in the tender process.
- 3038 Following the Extraordinary Council Meeting, it is hoped that two designs, possibly 3, will be taken to consultation with the local schools and nurseries for a final decision to be made on the design of the play area. This will be officially be agreed at the Council Meeting on 13th February 2019.

- 3039 The budget to purchase the play equipment and surfacing is £100K. Cotgrave Town Council has budgeted £40K for the project, with the remainder being sourced from other funders. Rushcliffe Borough Council have granted £15K towards the project. Applications will be made to Awards for All, WREN and Nottinghamshire County Council's Local Improvement Scheme to complete the funding.
- 3040 Council agreed to apply to WREN for £20K which incurs a fee of 11% of the total fund awarded.
- 3041 Bids are currently being placed.
- 3042 Council would need to reconsider some of the funding requirements if any of the bids are unsuccessful.

Pensioners Christmas Celebration

- 3043 Councillor Healy informed Council that everything is now arranged for the Pensioners Christmas Celebration Meal at the Nottinghamshire Golf and Country Club.
- 3044 The Chairman had purchased the raffle prizes.

Grass Maintenance Contract 2019 – 2021

- 3045 J A Kents had been carrying out the grass maintenance in Cotgrave, after the contractor that won the tender for 2019-2021 asked to withdraw from the contract. This was agreed by Council and Kents were reinstated for one year.
- 3046 Council have reviewed the contracts and are very pleased with the work carried out by Kents and have offered them to continue until the end of the contract term.
- 3047 **Resolved** : "To appoint J A Kents to carry out Council's grass maintenance until 31st March 2021."

Society of Local Council Clerks

SLCC Membership Renewal

- 3048 The annual membership is due for renewal on 1st January 2019. The membership rates for Cotgrave Town Council would be £220.
- 3049 **Resolved** : "To renew the SLCC Membership."

Practitioners' Conference

- 3050 The Practitioners' Conference will take place on 14th and 15th February 2019 at Chesford Grange, Kenilworth, and the Clerk would like to attend this conference.
- 3051 The cost for SLCC members is £299.00 + VAT for the full conference and £105.00 + VAT for a day delegate.

- 3052 **Resolved** : “To approve the Clerks attendance at the Practitioners’ Conference.”

Correspondence

- 3053 Nottinghamshire Association of Local Councils (NALC)

Correspondence from NALC had been received relating to new regulations on accessibility of websites.

The Public Sector Bodies (Websites and Mobile Applications) Regulations 2018, which cover the accessibility of public sector websites and mobile applications came into force on 23rd September and apply to all local councils.

The requirement to meet the standards for existing websites do not apply until 23rd September 2020.

- 3054 Cotgrave Open Gardens

A letter of thanks has been received from the group for Council's grant of £500.

- 3055 Nottinghamshire County Council

An email has been received giving information regarding school admissions for 2020-2021.

- 3056 The consultation runs from 21st November 2018 to 15th January 2019.

- 3057 Nottinghamshire County Council

An email has been received regarding Nottinghamshire’s consultation on a revised Fair Access Protocol

Every Local Authority is required to have a Fair Access Protocol, developed in partnership with schools, to ensure that – outside the normal admission round – unplaced children, especially the most vulnerable, are found and offered a place quickly.

- 3058 Anyone can comment on the arrangements up to 15th January 2019. Completing the online response form on the public website , emailing fairaccess@nottscc.gov.uk or writing to Fair Access Consultation, Support to School Service, County Hall, West Bridgford, NG2 7QP.

- 3059 Rushcliffe Borough Council – Code of Conduct

The Borough Solicitor has forwarded a letter to all Town and Parish Councils advising that the Standards Committee has been considering the Code of Conduct for Councillors with a view to advising Council on a revision of the code.

- 3060 Comments on the Code of Conduct can be made ahead of the Standards committing meeting on 25th February 2019
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Clerk's Reports

- 3061 The Clerk advised that she has received an email from the Environmental Sustainability Officers at Rushcliffe Borough Council that Streetwise Environmental Ltd have now been instructed to supply the trees for the Rushcliffe Parish Free Tree Scheme 2018/19.
- 3062 The trees that Cotgrave have applied for will be incorporated into the planting of the Green area.
- 3063 Highways England have informed council that there will be overnight closures (8pm to 6am) on the A46 between Widmerpool and Farndon Roundabout from 3rd to 14th December 2018.
- 3064 The repairs have now been completed on the MUGA and the area is ready for re-opening.
- The Clerk wishes to call a Personnel Committee Meeting to discuss the staffing of this area and also of The Green Play Area.
- 3065 The Personnel Committee will meet on Monday 17th December at 2.30 in Studio 4 of Cotgrave Leisure Centre.
- 3066 The Clerk will be calling a Finance Budget working group meeting for Tuesday 11th December at 11am in the Town Council Office.
- 3067 Councillors S Gardner, S Ellis and I Shaw will attend the Budget Meeting.
- 3068 Information has been received from Rushcliffe Borough Council Planning Department, stating that the application for the demolition of the existing play area on the Green is due to be considered by the Planning Committee on Thursday 13th December 2018.

Councillors Reports

- 3069 Councillor M Chewings said how impressed he was with the special edition of the newsletter, "Cotgrave Remembers."
- 3070 Councillor Y Wilson had attended the Dementia Awareness evening that had been organised by Council, although it was poorly attend, it was still a very interesting evening, with speakers from Church Farm, Cotgrave Police, the Leisure Centre, Rotary Club and NHS Rushcliffe CCG.
- 3071 Councillor Wilson had also attended the Patients Participation Group open evening at the new GP surgery. Dr Stratton spoke on various initiatives that the surgery are now offering for care in the community, and a designated care co-ordinator.
- 3072 Councillor Wilson when the demolition of the old row of shops on the shopping centre would start.
- 3073 Councillor Butler informed Council that the demolition works are expected to commence early January, with the demolition of the old Library and doctors surgery first.
- 3074 Councillor Wilson had stated that she had been informed of the lack of lights on the Christmas Tree.

- 3075 Councillor Jeffreys had enquired if the Chairman of Council would be requesting regular reports from the Board of Trustees of Cotgrave Futures.
- 3076 Councillor Eldridge asked if there had been any more progress on the Trent Barton bus route through Hollygate Park.
- 3077 Councillor Shaw said that there would be regular quarterly meetings with Trent Barton. Bus companies are required to apply to the County Council for a date to change routes.
- 3078 Councillor Eldridge asked about the forms the Police can provide for people living with Dementia. The Herbert Protocol is system set up which they use to help search for people living with Dementia-related illnesses if they go missing.

Carers, family members and friends can complete the form in advance, it records all vital details, such as medication required, mobile numbers, places previously located, a photograph etc. In the event of your family member or friend going missing, the form is retained by the family and can be easily sent or handed to the police to reduce the time taken in gathering this information when someone goes missing.

Forms can be obtained from the Nottinghamshire Police Website
https://www.nottinghamshire.police.uk/sites/default/files/Nottinghamshire_Police_Herbert_Protocol_Form_0.pdf

- 3079 Councillor Shaw asked if there had been any progress on the installation of the bridge at Hollygate Lane. Barratts are still committed to supplying the bridge.
- 3080 Councillor Healy enquired if there is a possibility of the installation of another cash machine at the shopping centre.

There being no further business the meeting ended at 8.10pm

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