

**Cotgrave Town Council Meeting  
13<sup>th</sup> February 2019**

Present : Councillors S Gardner (Chairman), R Butler, K Chewings (from 7.05pm), M Chewings, D Eldridge, B Handbury, L Healy, C Jeffreys, C Patterson, I Shaw, D Stothard and Y Wilson.

Apologies Approved: Councillors S Ellis, K Chewings (for lateness), J Mileham and D Wilkie.

In Attendance : The Administration Manager (Cotgrave Town Council)

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

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**Declarations of Interest**

3162 No Declarations of Interest were recorded.

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**Public Open Session**

3163 No members of the public were present.

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**Minutes of the previous Meeting of the 9<sup>th</sup> January 2019 and of the  
Extraordinary Council Meeting of 16<sup>th</sup> January 2019**

3164 **Resolved** : "That the minutes of the previous meeting held on 9<sup>th</sup> January 2019 and Extraordinary Council Meeting on 16<sup>th</sup> January 2019 be received and confirmed as a true record".

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**Progress**

3165 M3097 Proposed Crematorium

There had not been any update on the planning application that had been submitted to the Borough Council.

3166 M3139 Cash Machine

The cash machine at the Co-op had now been repaired.

Councillor Healy said that an additional cash machine in Cotgrave should still be considered.

Councillor K Chewings arrived at 7.05pm.

3167 M3149 Electric Car Charing Points

Councillor Patterson had made enquiries regarding the cost of installing a charging point in Cotgrave. He had passed this information to the Borough Council.  
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### Planning Minutes

3168 **Resolved** : "To confirm the planning minutes recording the decisions taken by the Council and those of the Planning Authority."

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### Financial Matters

3169 Payments

**Resolved:** "That the payments made since the previous meeting totalling £20,034.01 as recorded on page 3 be approved and the invoices awaiting payment be paid".

3170 Income

**Resolved:** "That the income totalling £2,854.73 received since the last meeting, as reproduced below.

### Income Received

2.1.19	Cotgrave FC	Rent	171.97
6.1.19	Allotment Plot 1a	2019 Rent	23.68
7.1.19	Allotment Plot 24	2019 Rent	45.36
8.1.19	Allotment Plot 3	2019 Rent	45.36
9.1.19	Allotment Plot 36b	2019 Rent	23.68
10.1.19	Allotment Plot 8a	2019 Rent	23.68
12.1.19	Allotment Plot	2019 Rent	45.36
14.1.19	HMRC	VAT Refund	2385.64
17.1.19	Cotgrave Festival	Stall	40.00
17.1.19	Cotgrave Festival	Stall	20.00
17.1.19	Cotgrave Festival	Stall	30.00
		<b>TOTAL</b>	<b>2854.73</b>

### Financial Statements

3171 Members considered the December 2018 Statements as reproduced at the back of the Minute Book.

At the end of December Council has £36,400.79 in the Co-op account, £102,563.67 in the HSBC Account and £263,017.25 in the NatWest Account.

### Appointment of Internal Auditor

3172 The Internal Auditor had forward his fees for 2018/19 Accounts.

3173 **Resolved** : "To appoint Mr Barry Woodcock as Internal Auditor for year end 2018/19 at a cost of £35.67 per hour, plus mileage."

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COTGRAVE TOWN COUNCIL 13 <sup>TH</sup> FEBRUARY 2019					
4.1.19	Talk Talk		Phone and Broadband	1	29.40
4.1.19	George Brook		Tree and hedge works at Sports Ground	1	1875.00
17.12.18	Mick Dutton & Son	12654	Service Scag Mower	1	392.58
14.12.18	J A Kent Services	58023	December Maintenance	1	880.00
20.12.18	Notts CC	92240503	December Salaries	1	9716.30
31.12.18	Streetwise	15202	Empty Dog Bins/Services	1	518.98
27.12.18	Streetwise	15160	Install WW1 Memorial Bench	1	196.56
30.12.18	Veber	1285-46688	Data Back Up Service	1	13.20
14.1.19	Shield Insurance		Allotments Insurance	1	139.03
11.1.19	Big Bang		Deposit 2019 Fireworks Display	9	750.00
3.1.19	Rushcliffe BC	70658359	Forest Close Allotments Rent	1	35.00
3.1.19	Rushcliffe BC	70658654	Studio 3 Quarterly Rent	13	1410.00
3.1.19	Rushcliffe BC	7065819/28/37	3 x Parks Quarterly Rent	1	203.75
21.1.19	Roffesoft	6114	Networking Issues	1	180.00
9.1.19	Notts County Supplies	SU1675087	Stationery/Refuse Sacks	1	50.88
21.1.19	Notts County Supplies	SU1676347	Litter Pickers	1	48.54
16.1.19	M Dutton & Son	12680	Tractor Clutch Repair	1	1726.18
16.1.19	M Dutton & Son	12681	Stihl 24" Hedge Cutter	1	159.60
17.1.19	J A Kents	58163	January Maintenance	1	880.00
27.1.19	UK Fuels	1013133	Fuel and Card Charges	1	93.79
Jan 19	HSBC Bank		Bank Charges	1	5.50
31.1.19	CCS	8647	Ink Cartridge	1	48.00
3.1.19	Talk Talk	19166542	Phone and Broadband	1	29.78
9.1.19	OPus	65608544	Sports Pavilion Electricity	1	104.14
			<b>TOTAL</b>		<b>20,034.01</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 1973</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 142 – subscriptions of Local Government Association</li> <li>12. Quality Parish &amp; Town Council Scheme 2003</li> <li>13. Local Government Act 1972 Section 133 – provision of 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>					

### Grants

- 3174 A grant application had been received from Little Kites Playgroup.
- 3175 Little Kites is a charity run pre-school providing quality childcare for funded children. The group are asking for £500 to purchase resources to cover technology within the Early Years Foundation, a child friendly laptop, camera, remote control toys, a voice recorder (to encourage speech and language) and a phone.
- 3176 Council has asked if the group could provide more information on the costs of the equipment and deferred the item to the next council meeting on 13<sup>th</sup> March.

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### Working Group Updates

#### The Green Play Area

- 3177 Following the Extraordinary Council Meeting on 16<sup>th</sup> January, followed by consultation with Cotgrave's local schools, 60% of the children preferred the design that had been supplied by HAGS. However, 80% of the children really liked the YALP SONA interactive multi play unit and 50% like the ground trampoline, both of which are available from Jupiter Play's presentation.
- 3178 **Recommendation** : In view of the importance of building a playpark for the future which, hopefully will attract and encourage increase footfall of the shopping centre, and based on both the results and findings from the Extraordinary Council Meeting and the consultation with the schools, it is proposed that the contract is awarded to HAGS to supply the main play park with a small alteration to the equipment, which would allow funding for a ground level trampoline to be included, and the additional pieces of equipment supplied by Jupiter, to install the Yalp Sona and the trampoline.
- 3179 To allow for the additional costs of the Sona and trampoline, Councillor Healy asked if Council would be willing to agree for a further £25K from reserves to be used to cover the costs of these items.
- 3180 **Resolved** : To appoint HAGS to supply the main play equipment and for Jupiter Play to supply the Yalp Sona and the trampoline.
- 3181 **Resolved** : To agree an additional £25K from reserves.

#### Lease for the Green

- 3182 The Town Clerk had asked Council for their approval for the signing of the lease between Rushcliffe Borough Council and Cotgrave Town Council for the lease of land on The Green in readiness for the application for funding from WREN.
- 3183 There is no increase in the cost of the lease, just a change of area to be included in the lease on the Green to accommodate the new play area.
- 3184 Once the lease is signed an application for funding will be put to WREN. The terms of their funding is that Council will pay 10.75% portion of the WREN bid.

- 3185 **Resolved** : "To approve the signing of the lease between Rushcliffe Borough Council and Cotgrave Town Council for the land off Candleby Lane known as "The Green."

#### **Trent Barton**

- 3186 Councillor gave an update on the work group.
- 3187 A public meeting has been arranged for Saturday 9<sup>th</sup> March to be held at Cotgrave Welfare from 2pm to 4pm.
- 3188 Trent Barton have been invited twice to attend the meeting, but Council has not received any response from them to say if they would be able to attend.
- 3189 Councillors K Chewings and I Shaw will chair the meeting on behalf of Cotgrave Town Council and an agenda of items for discussion will be raised.
- 3190 The working group has asked the Administration Manager is she can put together a poster advertising the event.
- 3191 Residents will be asked if they can send in any questions or issues that they would like to raise, in advanced of the meeting.
- 3192 Councillor Shaw encouraged all councillors to attend the meeting if possible.

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#### **Cotgrave FC, Maintenance of Football Pitches**

- 3193 The Chairman of Cotgrave FC had put in a request to Council for the football club to take over the maintenance/grass cutting of the football pitches at the sportsground.
- 3194 Council currently employs a contractor to cut the grass on Council's behalf. Cotgrave FC lease the football pitches from Cotgrave Town Council for an annual sum.
- 3195 Council would like to invite the Chairman of Cotgrave FC to the council meeting on 13<sup>th</sup> March to discuss this in further detail. The item was deferred to 13<sup>th</sup> March.

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#### **Operation London Bridge**

- 3196 A draft policy has been drawn up for actions to be taken by Council in the event of the death of the Sovereign and senior member of the Royal Family, known as Operation London Bridge.
- 3197 A list of items will need to be purchased, ie, Union Flag (for flag pole), Book of Condolence, pens, tablecloth, photographs and picture frame, vase, flowers, black armbands and ties.
- 3198 A budget of up to £600 had been set.
- 3199 **Resolved** : "To accept the policy and agree the budget of up to £600".
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**Great British Spring Clean – 22<sup>nd</sup> March – 23<sup>rd</sup> April 2019**

- 3200 Keep Britain Tidy (KBT) have launched the Great British Spring Clean for 2019.
- 3201 This year, the event will be taking place from 22<sup>nd</sup> March to 23 April.
- 3202 The National Association of Local Council (NALC) are asking for as many parishes as possible to take part in the event.
- 3203 The Clerk will speak with Streetwise Environmental for costs of supplying litter pickers, refuse bags and the collection of the rubbish.
- 3204 **Resolved** : “To take part in the Great British Spring Clean 2019 on Saturday 6<sup>th</sup> April 2019.

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**Tree Works – Ringleas Play Area**

- 3205 The residents either side of the entrance to the play area on Ringleas have been complaining about the amount of branches overhanging their garden from the trees.
- 3206 A quotation has been obtained for the cut back the trees that are overhanging the properties, fell the Ash tree from outside of the entrance and fell row of trees to hedge height inside the entrance.
- 3207 **Resolved** : “To carry out the tree works at Ringleas Play Area entrance at the cost of £795.”

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**Council Office**

**IT Equipment**

- 3208 The computers used by the office staff and the software is now outdated and needs to be replaced.
- 3209 The equipment to be replaced would include a laptop, processor and a server, plus the set up, transfer of existing data and emails, connection of network, licenses and anti-virus on all three items.
- 3210 **Resolved** : “To approve the replacement of It equipment at £2,074 + VAT.”

### Painting of Council Office

- 3211 The Council office is due to re-decorating.
- 3212 A quotation has been received to paint both the main office and the small office including the emulsion of walls and woodwork, all works to be carried out at the weekend.
- 3213 **Resolved** : "To agree for the painting of the Council Office at £530 including materials and labour."

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### Cotgrave Mining Heritage

- 3214 Rushcliffe Borough Council have requested that the colliery wheels and coal trucks be relocated after the re development of the Green area.
- 3215 The contractors will remove the equipment, prepare, prime and paint the coal trucks and wheel display and relocate within 100m of their existing position at the completion of the shopping area refurbishment, in front of the hedge at the edge of the car park.
- 3216 **Resolved** : "To agree to the repositioning of the colliery wheel and coal trucks."
- 3217 Councillor Christine Jeffreys stated that it is very important that we retain these items as part of Cotgrave's heritage, and suggest that a working group be formed to discuss the addition of further items and locations to display.
- 3218 Councillors K Chewings, M Chewings, S Gardner, C Jeffreys and D Stothard agreed to be part of the working group.

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### Hollygate Lane Allotments

- 3219 Correspondence had been received from Barratts that the works on the allotments had been completed.
- 3220 The bollards are operational, padlocks to the gates and standpipes have been suited and operate from a single code and the sheds have been numbered. They have stated that a full stone pick of the area had been carried out in November 18 and a further stone pick and weed removal exercise will be undertaken by their contractor before the final handover, and also sections of the hedge have been replaced and are being monitored.
- 3221 A copy of the lease has been received, but Council did not wish to agree to sign the lease until they have confirmation from Council's solicitor that he was happy with its contents.
- 3222 This item will be added to the agenda for the next Council meeting on 13<sup>th</sup> March.
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**Correspondence**

3223 Crime Figures

The crimes figures for 1/12/18 to 1/02/19 as reproduced below:-

Date	Crime	Location	Details
5.12.18	Criminal Damage	Burhill	Glass pane in door damaged
22.12.18	Theft	Miners Welfare	Mobile Phone stolen
27.12.18	Criminal Damage	Miners Welfare	Windscreen damaged
27.12.18	Theft	Colliers Business Park	Scrap metal taken
29.12.18	Criminal Damage	Ringleas	Conservatory window damaged
5.1.19	Burglary Dwelling	Marlwood	Car keys taken and car stolen
5.1.19	Attempt Theft of car	Ringleas	Transit van hotwired but not stolen
7.1.19	Theft from motor	Ringleas	Tools stolen
14.1.19	Criminal Damage	Mann Leys	Car window damaged
17.1.19	Burglary dwelling	Broadmeer	Attempt only – offender disturbed
21.1.19	Criminal damage	Lingford	Car damaged
22.1.19	Burglary dwelling	Flagholme	Attempt only – offender disturbed
25.1.19	Criminal damage	Cartbridge	Fence panel damaged
28.1.19	Theft	Whitelands	Pushbike stolen
29.1.19	Theft of motor	Candleby Lane	Transit van mini bus stolen
29.1.19	Burglary dwelling	Grassmere	Attempt - outhouse

3224 Rushcliffe Borough Council

A letter has been received from the Communities Service Manager outlining the proposed changes to consultations on Planning Applications.

3225 Also received from the Communities Service Manager is notification that the planning application (18/02617/OUT) for 200 dwellings on land south of Plumtree Road, Cotgrave, has been withdrawn.

3226 Society of Local Council Clerks (SLCC)

The SLCC has forwarded the Section 137 spending limit for 2019//20. The Ministry of Housing, Communities and Local Government has advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town council in England for 2018/19 is £8.12.

3227 Cotgrave Town Council – Budget Summary 2019-2020

Councillors had all received a copy of the completed Budget Summary for 2019-2020. This is also reproduced on Council's website.

3228 Nottinghamshire Police and Crime Commissioner

The February edition of The Beat has been received.

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**Clerk's Reports**

- 3229 The Administration Manager informed Council that the Clerk had attended the AGM of the Rushcliffe Community and Voluntary Services on Tuesday 29<sup>th</sup> January.
  
- 3230 The architect for the works on the shopping centre has confirmed that the following items will now be included in the contract:-  
  
Relocating, forming new sub bases and fixing down the teen shelters  
Resurfacing the existing footpaths that are being retained with the park area  
Replacing the 4 no lamp posts that are existing within the park area with one to match the new ones that are going in as part of the public realm.

**Councillors Reports**

- 3231 Councillor Eldrdige spoke about the Great British Clean Up and stated that the Rotary Club can carry out evening litter picks at no cost to Council, as they are a charity.
  
- 3232 Councillor Shaw asked if the advertising for the Trent Barton meeting could be produce next week.
  
- 3233 Councillor Jeffreys asked if there was a register of dog walkers in Cotgrave as there seems to be an awful lot of people walking with 5 to 6 dogs.
  
- 3234 She also said how well supported the lonely club at the Library was and that a knit and natter club had now also started in the Library.
  
- 3235 Councillor Handbury had been informed that some residents found the new library and doctors was quite noisy due to the open plan design of the building.
  
- 3236 Councillor Butler informed Council that the Multi User Footpath from Cotgrave Country Park to Radcliffe-on-Trent was now open.

There being no further business the meeting ended at 8.35pm.

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