

**Cotgrave Town Council Meeting
13th March 2019**

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

Apologies Approved: H Brumpton, J Mileham and D Wilkie (Illness)

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

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

Declarations of Interest

3237 No declarations were received.

Public Open Session

3238 The owner of Thorntons Holt Camp Site, Mr Simon Jones, wished to thank the Council for their support in regard to his concerns to the planning application that has been submitted for a crematorium adjacent to his business.

3239 The camp site takes 5000 bookings per year, and has been awarded for their winning facilities and fears that the crematorium would have a major detrimental effect on their business.

3240 Mr Jones had also spoken to all the Borough Councillors and he stated that if the Borough Council give permission for the crematorium they would no longer be able to invest in the business, and he asked if as many councillors could attending the Borough Council's Planning Committee Meeting on 14th March at 6.30.

3241 The Chairman thanked Mr Jones for attending the meeting and the information he had provided.

3242 Paul Heard, the Chairman of Cotgrave FC thanked Council for the works that had been carried out at the sports ground in removing the hedge between the football pitches. This was a great job.

3243 Council currently carries out 16 grass cuts per year, in addition to Cotgrave FC carrying out additional grass cuts in-between the grass cutting provided by Council, and would like to ask Council if the football club can take over the responsibility of the grass cutting of the football pitches, they have and consider this in the to be reflected in the rent paid each year for sole use of the football pitches.

3244 The FA have voted the club's pitches in the top three grounds of the year. The FA recommend that football pitches are cut twice per week, or as and when needed.

- 3245 The Club has invested in verti draining the pitches, which Council had previously contributed £500 in a grant. Verti draining will be carried out again in April and October 2019.
- 3246 The club has had some plans drawn up for a potential new club house, this would be built using the brick build end of the current pavilion, but the FA would need the club to have a long term lease for the pavilion and pitches before funding can be applied for.
- 3247 They are also looking at additional car parking facilities, and in the short term are installing some road stone at a cost of £2,500-£3,000 along the fence side to allow for this.
- 3248 The Chairman thanked Paul for attending the meeting, and this item will be discussed later in the meeting.

Minutes of the previous Meeting of the 13th February 2019

- 3249 **Resolved** : "That the minutes of the previous meeting held on 13th February 2019 be received and confirmed as a true record".

Progress

3250 M3166 Cash Machine

Councillor Butler had spoken to the Borough's Property Maintenance Manager regarding an additional cash machine at the shopping centre and suggested whether this could be incorporated in the second row of shops, when built.

3251 M3167 Electric Car Charing Points

Councillor Wilson asked if any further information was available regarding the electricity points.

- 3252 Rushcliffe Borough Council will be putting in the infrastructure for the possible future installation of charging points, but not installing them in the new car park area, at the current time.

3253 M3213 Cotgrave's Mining Heritage

Councillor Wilson asked if some information could be put on Council's website regarding what is happening with the coal trucks and colliery wheels during the development of the Green.

This information had been included in the Spring edition of Cotgrave Connections newsletter, but will also be added to the website.

3254 M3223 Crime Figures

Councillor Shaw noted an increase in the crime figures.

Planning Minutes

3255 **Resolved** : "To confirm the planning minutes recording the decisions taken by the Council and those of the Planning Authority."

Financial Matters

3256 Payments

Resolved: "That the payments made since the previous meeting totalling £12,119.55 as recorded below be approved and the invoices awaiting payment be paid".

COTGRAVE TOWN COUNCIL 13TH MARCH 2019					
<u>JANUARY</u>					
Jan 19	HSBC		Bank Charges	1	5.50
Jan 19	Co-Op Bank		Bank Charges	1	30.00
<u>FEBRUARY</u>					
24.1.19	Notts CC	92255806	January Salaries	1	9225.05
9.3.19	Cotgrave Futures	89	Photocopying	1	6.11
12.2.19	Cotgrave Futures	92	MUGA Electricity	1	53.10
12.2.19	Mick Dutton & Son	12713	Repair Trailer	1	276.42
31.1.19	Halls Locksmiths		Lubricant Spray	1	19.72
31.1.19	Notts CC	SU1677953	Photocopy Paper	1	25.82
29.1.19	Notts CC	92259225	Payroll Service Charge	1	692.40
6.2.19	Mrs J Pick		Petty Cash	1	23.82
31.1.19	Proludic	11356	Repair Wet pour Base Ringleas Park	1	1657.20
3.2.19	Talktalk	19280892	Phone and Broadband	1	31.21
2.2.19	Veber	1285-46753	Data Backup	1	13.20
19.2.19	Atkins	49	Service Air-conditioning	1	60.00
			TOTAL		12,119.55

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

3257 Income

Resolved: "That the income totalling £821.03 received since the last meeting, as reproduced below be noted.

Income Received

3.1.19	Interest	Bank	44.68
4.2.19	Cotgrave FC	Rent	171.97
6.2.19	Cotgrave Festival	Stall	20.00
6.2.19	Allotment Rental	Plot 14b	23.68
6.2.19	Allotment Rental	Plot 5	45.36
8.2.19	Allotment Rental	Plot 34	45.36
8.2.19	Cotgrave Festival	Stall	20.00
10.2.19	Allotment Rental	Plot 14a	23.68
13.2.19	5 x Allotment Rental	Plots 2, 5 (Forest Close), 1b, 26 and 35 Burhill	198.44
13.2.19	Cotgrave Festival	7 x stalls	182.50
15.2.19	Allotment Rental	Plot 15	45.36
		TOTAL	821.03

Financial Statements

3258 Members considered the January 2019 Statements as reproduced at the back of the Minute Book.

At the end of December Council has £36,370.79 in the Co-op account, £85,849.20 in the HSBC Account and £263,061.93 in the NatWest Account.

Grants

3259 Little Kites have re-submitted their request for funding to purchase some technology equipment for the nursery with some additional costings and information from the Early Years Funding.

3260 Council discussed this application and after reviewing the group's accounts decided not to award a grant, after agreeing that the nursery had sufficient funding to cover the cost from the accounts provided.

3261 **Resolved** : 'To not award a grant for £500.'

3262 Age UK Nottingham have submitted a grant request for a contribution towards helping them provide an Information and Advice Service including welfare benefits, community care, housing options and local services for older people over the age of 55.

- 3263 Council have asked if more information could be provided on the amount of Cotgrave residents that use and benefit from this service, before a grant can be considered.
- 3264 The Clerk will contact Age UK Nottingham for more local information.
- 3265 Cotgrave Library submitted a grant request of £250, for funding to purchase craft items for use over the school holidays and the grant would be used to supply some wool for the Knit and Natter Club ran in the library.
- 3266 Councillor Stothard mentioned that when the Library carry out activities with the children they struggle for table space, and suggested that Council could help fund towards additional new tables for them to use, if they wished to apply for a further grant. The library is very well used at all the craft events.
- 3267 The Administration Manager would speak with the Library to ask if they wished to apply for a grant for some additional craft tables.
- 3268 **Resolved** : "To award Cotgrave Library a grant of £250 for the supply of craft equipment."
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Working Groups

The Green Play Area

- 3269 Councillor Healy gave an update.
- 3270 The working group had met with Hags and Jupiter Play. Jupiter Play will be installing the Sona and Hags the main equipment contract and the crater trampoline, which is now be smaller than the type originally planned for, in order to fit the council budget.
- 3271 Following the school consultations, Council agreed that the Sona will be included and the original budget for the park will have to be increased to provide all equipment.
- 3272 The funding bid for Wren has also been increased to £38K to help provide the extra play equipment desired by the children.
- 3273 The Sona will require an electricity supply which will need to be included in the development works and it has also been discussed that a further electrical supply be put in place should the need arise to install CCTV and costs are being found for this.
- 3274 The lease for the land on the Green is currently with the solicitor and the cost for their services will be between £700 and £2,500. The solicitor has suggested that the cost will be towards to the larger amount. The lease is being signed and completed on Friday 15th March.
- 3275 All but one of the funding bids have now been submitted, and assuming that they are all successful, Cotgrave Town Council had agreed to budget for the difference which £42k, and have further agreed to provide up to £25K towards any shortfall for the play park and for all additional costs associated with the park including the electricity supply for CCTV if required and providing the larger fully compliant wheel chair trampoline, this is essential for the play park.

- 3276 Council decided that as the budget had increased, the play park will include the new trampoline, a new floor plan would be required by the suppliers.
- 3277 The WREN bid will incur a third party funding charge of 10.75% of the amount of the bid, which will be paid for by Cotgrave Town Council from the council funds.

Trent Barton

- 3278 Councillor Shaw gave an update on the Working Group.
- 3279 The public meeting had taken place on Saturday 9th March, and wished to thank the councillors for also attending the meeting, but was disappointed that only 27 residents had attended the meeting.
- 3280 Councillor Shaw had written a suggested route plan for an additional bus and he mentioned this to the representatives from Trent Barton, Christian Allen-Clay and Kieron Powis and following the meeting sent a copy to Kieron Powis to consider and he had received a response.
- 3281 Residents had asked Trent Barton to ask for more detail as to why the 822 service was being stopped and that it was a long way to the bus stop at the Manvers Arms, also residents on Owthorpe Road and Daleside areas of Cotgrave have a long walk to the bus stops after the bus was removed several years ago from providing a service to that area.
- 3282 At the meeting it was suggested to residents who needed to make a complaint to Trent Barton, that Cotgrave Town Council were also copied in, so that council could see the type of complaints.
- 3283 Kieron Powis had explained at the meeting that he had only been in post a week but was very interested in finding out the needs of the residents and would try to address this.
- 3284 Councillor Butler informed that Nottinghamshire County Council were in discussions with several bus operators to discuss what route and service would replace the 822 because of the impact of the service stopping.
- 3285 Councillor M Chewings noted that previously, buses from Cotgrave had also provided a service to parts of Tollerton.
- 3286 The working group will meet again in June, after the elections, and arrange for a further public meeting to be held to the update residents.

Cotgrave FC, Maintenance of Football Pitches

- 3287 Earlier in the meeting within the Public Open Session, Paul Heard spoke about the possibility that the Cotgrave FC Football Club could take on the responsibility of the grass cutting of the pitches at Arthur Ridley Sportsground.
- 3288 Council has just renewed the grass cutting contract for the next 3 years prior to the request from the Cotgrave FC and the contractor would charge council an overhead recovery charge if this part of the contract was removed.

- 3289 Councillor S Ellis proposed that Council carry on using the contractor until the end of the contract term as the council had entered into a legal agreement and then review the grassing cutting of the sportsground in 2022 when the grass maintenance will be up for tender again.
- 3290 This proposal was seconded by Councillor M Chewings. All council were in agreement with two abstentions.
- 3291 **Resolved** : "That council continue to supply the 16 cuts per year, carried out by Council's contractor until the end of the contract term, and Cotgrave FC continue to provide additional cuts as and when needed."

Great British Spring Clean – 22nd March – 23rd April 2019

- 3292 Council agreed at its meeting on 13th February to hold a spring clean on Saturday 6th April.
- 3293 Councillor Eldridge has said that the Rotary Club could help with this event, but has decided that it would be better if this was held as a separate event to Councils.
- 3294 A working group would be formed to arrange the event. Councillors Butler, Eldridge and Shaw agreed to join the group.

Hollygate Lane Allotments

- 3295 The contract for the transfer of the allotment from Barratts to Cotgrave Town Council is with Council's solicitor.
- 3296 Several snagging items were still to be rectified and Council agreed not to sign the lease until these have been carried out.

Quarterly Parks Inspection Report

- 3297 The quarterly inspection of the play parks was carried out on 29th January.
- 3298 It highlighted that the see-saw at Broadmeer Park had a snapped bolt and various parts such as springs and fixings were rusting and its playability is limited. It was suggested that this item of equipment be removed from the play park. The see-saw has now been removed.
- 3299 The new drainage grills at Cotgrave Futures have now been replaced.
- 3300 Most of the smaller snagging items have now been completed by Councils ground staff.

Staffing Matters

- 3301 At its meeting held on 10th January 2018, Council agreed to increase the working hours of one of Councils grounds staff for the winter hours until 31st March 2019.

- 3302 The additional hours has worked well over the winter months and council discussed if these additional hours could be made permanent.
- 3303 **Resolved** : "To agree the permanent change in working hours during the winter months October – March to 15 hours per week."
- 3304 Due to her work load, the Clerk had not been able to take her full holiday entitlement for 2018-19 and had asked if the remainder of her holiday could be added to the 2019-20 holiday entitlement.
- 3305 **Resolved** : "To allow the Town Clerk to carry forward all her holiday entitlement from 2018/19 to 2019/20."

Correspondence

3306 Via Nottinghamshire County Council

A notice of temporary road restrictions has been received for Scrimshire Lane and Owthorpe Road from 0900 hrs on Monday 18th March until 1700 hrs on Saturday 30th March.

This includes a temporary road closure and temporary no waiting no loading on both sides of Scrimshire Lane from its junction with Plumtree Road to its junction with Owthorpe Road, a temporary road closure of Owthorpe Road (from its junction with Scrimshire Lane to its junction with the Northbound slip road for the A46 and a temporary no waiting no loading on both side of Owthorpe Road.

This is to carry out resurfacing of the carriageway.

A diversion will be in place via The Fosse – Colston Gate – Bingham Road – The Cross – Plumtree Road and Vice Versa.

3307 CCTV

A CCTV company had forwarded Council information on CCTV equipment.

3308 British Weights and Measure Association

A letter has been received giving information on the units of measurements for pedestrian distance signs.

3309 Rushcliffe Borough Council

The Environmental Sustainability Officer had forward an invitation for Council's to nominate volunteers to act as Tree Wardens for the Parish. A meeting will be held to introduce the Tree Warden Scheme to prospective/nominated Tree Warden at Rushcliffe Country Park on Saturday 13th April 2019 from 2pm to 5pm.

Clerk's Reports

- 3310 Correspondence has been received from The Fire Fighters Charity asking if Council would consider supporting the charity during 2019-20.
- 3311 The Clerk asked if Council would agree to have a collection bucket at Cotgrave Festival. All councillors were in agreement.
- 3312 A press release from Rushcliffe Borough Council had been forwarded advising that the Chief Executive, Allen Graham is to stand down at the authority after nearly 13 years in the role. The resignation will see him leave the post on June 30th this year.
- 3313 The Borough Council are implementing transitional arrangements which will result in Kath Marriott assuming the duties of interim Chief Executive upon Allen Graham's departure.

Councillors Reports

- 3314 Councillor Eldridge asked if anymore had been heard regarding the incident of the fire setting on the MUGA.
- 3315 The young person had been working with the Restorative Justice Practitioner at Nottinghamshire Youth Offending Team (REMED1).
- 3316 Councillor Shaw stated that the works carried out to the verge on Owthorpe Road by Severn Trent had been left in a mess.
- 3317 Councillor Butler said that he would report this to the Highways team at Nottinghamshire County Council.
- 3318 Councillor Shaw also noted that the old portable business unit is now being used as a car storage business. CCTV was installed on the site and good security fencing.
- 3319 He also asked if there was any news on the bridge to be installed at Hollygate Park. There had not been any update from Barratts, but they still plan to install the bridge at some point.
- 3320 Councillor Jeffreys commented that the traveller's site located near the Shepherds was very messy. The Enforcement Officer is visiting the site.
- 3321 Councillor Healy, stated that some people are accessing the new multi way walkway up the bank by the railway bridge near Thorntons Holt, by scrambling up the bank and could it be suggested that perhaps the bank should have some steps and a handrail fitted. The area of land is owned by Nottinghamshire County Council.
- 3322 Councillor Healy also said that people using wheel chairs had difficulty accessing the Country Park from the Mill Lane entrance as there were barriers installed at this entrance and residents had to drive to the main carpark on Hollygate Lane to use the park.
- 3323 The entrance barriers were installed to try to prevent motorbikes entering the park.
- 3324 Councillor Healy said that a very good job had been carried out by Via (Notts CC) of cutting back the trees and bushes on Plumtree Road.
- 3325 Councillor M Chewings asked if the drive entrance to Ash Lea School be tarmacked the same time as the resurfacing of Owthorpe Road, as it was in a poor state.

3326 Councillor Butler said he would ask Nottinghamshire County Council, to see if this could be added into the resurfacing of the roadwork.

3327 Councillor Wilson had been informed of the vandalism to the new doctor's surgery window and suggested that perhaps Council should look into installing CCTV ready for the new play park opening.

There being no further business the meeting ended at 8.25pm.

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