

**Cotgrave Town Council Annual Public Meeting
8th May 2019**

Present : Councillors C Jeffreys (Acting Chairman), H Brumpton, R Butler, K Chewings, M Chewings, S Ellis, L Healy, I Shaw, D Stothard and D Wilkie.

Apologies Approved: Councillors S Gardner and B Handbury

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

The meeting was held at Cotgrave Futures and started at 7.00 pm.

Chairman's Report

3405 In the absence of the Chairman, Councillor S Gardner, Council agreed to appoint Councillor Jeffreys as Acting Chairman to conduct the Annual Public Meeting.

3406 Councillor Jeffreys welcomed everyone to the meeting and read out the Chairman's annual report which is reproduced on the following pages.

Items raised by the Electorate

3407 No members of the public were present.

The Annual Public Meeting ended at 7.10 pm

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

Chairman's Annual Report – 2018-2019

In May 2018, I became the Chairman of Cotgrave Town Council with Judith Mileham as the Vice Chairman. It is a position which I have enjoyed doing with some very busy times working with the office on different projects.

There have been a number of changes during this period, the main and most visible one being the completion and the opening of the Cotgrave Hub, now housing the Library, Doctor's Surgery, Police and RCVS offices and most recently the chemist being located adjacent to the doctor's surgery. However, on a personal note I do think that Cotgrave Town Council did miss the opportunity not to take office space within the Cotgrave Hub alongside all the other organisation I have just mentioned.

The demolition of the old Doctors Surgery, Library and Police Station have really made the view from the business units and shops a lot more attractive and open than it used to be. The progress of the work on the additional car parking and landscaping is clearly visible and it is easy to see how much lighter, brighter and open this area will be when completed. The projected date for completion of these works is Summer 2019.

Running alongside the landscaping project will be the installation of a new play park with brand new state of the art equipment being provided by Cotgrave Town Council and this is also due to open during Summer 2019.

The Cotgrave Country Park is a very welcome and pleasant space for visitors and wildlife, for both residents of Cotgrave and visitors from other areas to enjoy.

On 9th April 2019, the Greenway, located in the Country Park, was opened as a circular footpath and cycle route from Cotgrave to Radcliffe on Trent and Holme Pierrepont with a possible return journey to the Country Park. The walk to Radcliffe on Trent is a very pleasant walk which is traffic free.

Cotgrave Festival is now well established in our calendar of events and this year it is taking place on Saturday 15th June, between 11am and 4pm on the Cotgrave Welfare field, with plenty of family entertainment, stalls and a dog show planned, an enjoyable event for all.

Looking even further forward, the Christmas Lights Event will be held on the newly refurbished shopping area and last year the Library very kindly allowed Santa's Grotto to be set up inside, this was ideal because it meant more people could wait to see Santa in the warmth, they were not stood out in the cold for so long.

To finish I would like to thank all the Councillors for giving their support and time to attend the council meetings and events during the last four years and a special thanks to those councillors who have decided not to stand for this term of council.

My thanks also go to the Town Clerk, Julie Stephenson and the Administration Manager, Jane Pick for their knowledge, guidance and support given to me this last year, also thanks to the two ground staff, Len Knight and Paul Howitt, for their hard work in keeping Cotgrave clean and tidy and finally the park keepers who open and close the parks and keep them in good order with daily checks.

Stephen Gardner
Chairman, Cotgrave Town Council 2018-2019

8th May 2019

**Cotgrave Town Council Annual General Meeting
8th May 2018**

Present : Councillors C Jeffreys (Acting Chairman), H Brumpton, R Butler, K Chewings, M Chewings, S Ellis, L Healy, I Shaw, D Stothard and D Wilkie.

Apologies Approved: Councillors S Gardner and B Handbury

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

The meeting was held at Cotgrave Futures and started at 7.11pm

Election of Chairman

3408 Councillor S Gardner was nominated by Councillor C Jeffreys and seconded by Councillor S Ellis.

3409 Councillor D Stothard was nominated by Councillor M Chewings and seconded by Councillor K Chewings.

3410 A vote by show of hands took place and Councillor S Gardner received 6 votes and Councillor D Stothard received 4 votes.

3411 **Resolved** : "That Councillor S Gardener serve as Chairman until the next Annual General Meeting"

Election of Vice Chairman

3412 Councillor S Ellis was nominated by Councillor L Healy and seconded by Councillor R Butler.

3413 Councilor D Stothard was nominated by Councillor M Chewings and seconded by Councillor K Chewings.

3414 A vote by show of hands took place and Councillors Ellis received 4 votes and Councillor Stothard received 5 votes. There was one abstention.

3415 **Resolved** : "That Councillor D Stothard serve as Vice Chairman until the next Annual General Meeting."

3416 The Vice Chairman's Acceptance of Office form was duly signed.

Cheque Signatories

3417 Council discussed who would be the cheque signatories for the whole term of the Council and agreed that five councillors should be available to sign.

3418 **Resolved** : 'Councillors S Gardner, D Stothard, L Healy, R Butler and H Brumpton will be the signatories for the 4 year term of Council.'

Personnel Committee

3419 The personnel Committee would be made up of the Chairman of Council, Councillor S Gardner, D Stothard, S Ellis, R Butler, L Healy and I Shaw.

Representatives on other Bodies

3420 Cotgrave Futures – Councillors M Chewings, K Chewings, D Wilkie and D Stothard
Tree Warden – Councillor C Jeffreys
Cotgrave Country Park Liaison – Councillors L Healy and H Brumpton

Schedule of Meetings for 2019/20

3421 The Council were given the dates for the following years meetings to consider.

3422 The September meeting had been planned for Wednesday 11th, but due to there not being a meeting during the month of August, the September meeting would be brought forward one week to Wednesday 4th September.

3423 **Resolved** ; "To accept the Schedule of Meetings for 2019/2020"

3423 The schedule is reproduced on the inside of the Minute Book.

Council Documentation

3424 Councillors received the following documentation:-

- Standing Orders
- Budgets Summary 2019-2020
- Data Protection Policy
- Privacy Notice
- Code of Conduct
- New Councillor Training Information
- Good Councillor Guide (sent by email)

This part of the meeting closed at 7.20pm

Chairman: Signed as a True Record (Date):

Cotgrave Town Council Meeting

Present : Councillor D Stothard (Vice Chairman), H Brumpton, R Butler, K Chewings, M Chewings, S Ellis, L Healy, C Jeffreys, I Shaw, D Stothard and D Wilkie.

Apologies Approved: Councillors S Gardner and B Handbury
Councillor Shaw wished to apologise to Council for his non-attendance of the previous meeting.

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

The meeting was held at Cotgrave Futures and started at 7.21pm

Declarations of Interest

3425 No Declarations of Interest were received.

Minutes of the Previous Meeting of Full Town Council held on 10th April 2019

3426 **Resolved** : "That the minutes of the previous meeting held on 10th April 2019 be received and confirmed as a true record".

Progress

3427 M3339 Cotgrave Colts

Councillor K Chewings asked if the rent received from Cotgrave FC for the hire of the sports ground had been suspended.

The hiring agreement and rent had been suspended.

3428 M3340 Cotgrave Library

Councillor Jeffreys said how grateful the Library staff were with the support that Council provides for the activities held in the Library, including the coffee club, to try to help isolation and the knit and natter group which are now very well attended.

3429 Councillor D Stothard whole heartedly agreed with these comments.

3430 M3342 New Bus Service

Councillor Shaw mentioned that it was good news of the replacement service for the old 822 service, but was disappointed that it is only an hourly service and the last bus from Cotgrave is at 3.30 pm.

He had spoken with Trent Barton regarding the possibility of a fourth bus so the village would have further bus route coverage, and was told that this would cause conflict with the other bus company providing a new service in the area and not something they would be willing to do.

Councillor K Chewings and Councillor Shaw will arrange a further meeting with Trent Barton and then arrange for another public meeting during the summer.

3431 M3348 Travellers Site (near the Shepherds Restaurant)

There was no further information available.

3432 M3349 Resurfacing of Owthorpe Road

Councillor M Chewings thanked Councillor Butler for getting the resurfacing of the driveway of Ash Lea School included in the recent road repairs on Owthorpe Road and said how pleased he was the work.

3433 M3360 Age UK

A letter of thanks has been received from Age UK for the support grant given for their Information and Advice Service.

3434 M3365 Trent Barton

The Director of Commercial Services had come back to Council to say that they would be available to attend a meeting with the working group and free most evenings during May.

Councillor K Chewings suggested either the 20th or 21st May.

The Clerk will contact Trent Barton.

3435 M3366 Bus Shelters for Hollygate Park

Councillor Butler had asked at Nottinghamshire County Council if bus shelters were being planned for Hollygate. There will be bus stops placed at the locations and bus shelters will be added at a later date on Harvest Drive and Colliers Way.

3436 M3367 Spring Clean Event

Councillor M Chewings said what a brilliant job had been done by all the local school children and the residents that turned up to help over the two days to remove all the rubbish collected.

3437 Councillor R Butler and Councillor I Shaw noted generally how clean and tidy Cotgrave is.

3438 Councillors Stothard, Ellis and K Chewings gave their apologies for not being able to help out at the event.

3439 Council wish to write to David Eldridge to thank him for organising the Great British Spring Clean up within Cotgrave.

3440 M3379 Hollygate Lane Allotments

3441 The Clerk has received a quotation from the Rushcliffe Borough Council to act on behalf of Cotgrave Town Council in arranging for the land transfer to be completed. The fee will be £500 plus any search fees required.

3442 M3380 Part-Time Park Keeper

Two application packs have been sent out and one returned. An interview has been arranged for Monday 13th May.

3443 M3386 Crime Figures

Councillor Shaw asked if any information of the crimes reported on the crime figure table was sent to say if a conviction had been achieved.

The Clerk informed that all councillors are now receiving a copy of the police stakeholder newsletter and this gives more information regarding the crimes and whether conviction has been achieved.

3444 M3394 Chemist Facility within the Cotgrave Hub

Councillor Shaw has received some complaints regarding the size of the new shop and that it is cold due to its design.

The Clerk will inform Nick Berry of Rushcliffe Borough Council of the concerns.

3446 M3400 Bank on Plumtree Road

The Cotgrave Town Council ground staff have cleared and tided up the bank on Plumtree Road and will consider planting bluebells on to the bank for next spring.

Councillor Healy raised his concern about some trees which have not been removed, which he thought were to be removed.

Council will write to Via and ask why some of trees have not been removed and is there plans to return to remove them.

Councillor Jeffreys noted that Rushcliffe Borough Council are offering new trees for Councils and residents to plant, to increase the tree numbers, but it was noted that some of the species are too big for an average sized garden.

3447 M3402 Cotgrave Leisure Centre Agreement

Councillor K Chewings asked if the Clerk could arrange for information to be available for the next meeting regarding usage of the leisure centre and its activities and have copies of the agreements

Planning Minutes

- 3448 **Resolved** : 'To confirm the planning minutes recording the decisions taken by Council and those of the Planning Authority'.

Financial Matters

3449 Payments

- Resolved:** "That the payments made since the previous meeting totalling £35,320.65 as recorded on page 8 be approved and the invoices awaiting payment be paid".

3450 Income

- Resolved:** "That the income totalling £101,182.27, including a half year amount of precept, received since the last meeting, as reproduced on page 9, be noted".

Financial Statements

- 3451 Members considered the March 2019 Statements as reproduced at the back of the Minute Book

- 3452 At the end of March Council has £41,866.64 in the Co-op account, £57,552.38 in the HSBC Account and £263,144.10 in the NatWest Account.

Renewal of Council's Insurance Policy

- 3453 The Clerk presented two quotes for the renewal of Councils insurance policy, as the current three year deal has come to an end.

Three companies were asked to quote and one company declined due to which other companies were offering quotes.

Council's public liability has also been increased in line with up to date legislation, to £15m.

Council discussed and agreed that the current provider had been a good insurance company during the previous three years and would prefer to stay with WPS. It also would be beneficial to take another three year agreement for Council.

- 3454 **Resolved** : 'To renew the insurance agreement with WPS Brokers for three years,'
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COTGRAVE TOWN COUNCIL 8TH MAY 2019					
	MARCH				
19.3.19	Talk Talk		Phone and Broadband	1	29.58
March 19	Opus		Pavilion Electricity	1	36.44
March 19	Veber		Data Back Up	1	13.20
March 19	HSBC		Bank Charges	1	5.50
	APRIL				
2.4.19	Arco	9352956665	Boots and Gloves	1	72.43
21.3.19	Baker Ross	11523767	Library Craft Items	1	202.04
25.3.19	CISWO	1759	Sportsground Rent 19-20	1	856.45
19.3.19	Hags	63889	Grass Matting	1	153.60
18.3.19	J A Kents	58547	March Maintenance	1	879.96
28.3.19	Market Shop		Hardware	1	69.18
9.1.19	NALC	1075	Annual Subscription	1	1119.35
25.3.19	Notts CC	92282457	March Salaries	1	10464.88
22.3.19	Notts CC	1684007	Refuse Sacks, Note Books, Paper	1	67.44
31.3.19	Pull Interiors	160	Decorating of Council Office	1	530.00
1.4.19	Rushcliffe BC	70680654	Studio 3 Quarterly Rent	13	1410.00
1.4.19	Rushcliffe BC	70680592	Quarterly Rent Grassmere	1	68.75
1.4.19	Rushcliffe BC	70680609	Quarterly Rent Eastmoor	1	66.25
1.4.19	Rushcliffe BC	70680618	Quarterly Rent Candleby Lane	1	68.75
23.3.19	Sublime Shine	391-392	CTC and CF Window Clean	1	61.98
5.3.19	Veber	46822	Data Back Up	1	13.20
27.2.19	WaterPlus	2279971	Burhill Allotments	1	264.82
31.3.19	UK Fuels	1017750	Fuel	1	135.70
29.3.19	Streetwise	15735	Empty Dog Bins - Services	1	518.98
3.4.19	George Brook		Treework at Ringleas Park	1	795.00
4.4.19	Bassingfield Wood Yard	8400	Wood – Cotgrave Futures	1	72.25
2.4.19	Nomix	4413991	Weed Spray and Cleaner	1	512.11
3.4.19	Talk Talk	19505305	Phones and Broadband	1	30.34
9.4.19	Opus	66138099	Sports Pavilion Electricity	1	41.97
15.12.19	Notts CC		Pensions Deficit 19-20	1	6361.00
16.4.19	Age UK		Grant	1	500.00
28.3.19	BK Entertainment		Deposit Festival 19 Ent.	9	647.50
18.4.19	Cotgrave FC		Grant -	1	1500.00
18.4.19	Roffesoft	6221	Laptop, Processor, Server	1	2448.00
25.4.19	Trent Bridge Community Trust		Youth Engagement Service	1	5304.00
			TOTAL		35320.65

Income Received

MARCH			
26.3.19	Lightsource	Grant	5495.85
29.3.19	Nat West Bank	Interest	41.81
APRIL			
2.4.19	Cotgrave FC	Rent	171.97
3.4.19	Cotgrave Festival	Stall	20.00
8.4.19	Thomas James	Newsletter Advert	94.50
16.4.19	Allotment Rent	Plots 1b and 12	75.32
16.4.19	Flying Club	Rent	100.00
16.4.19	RBL	Festival Stall	15.00
16.4.19	Cotgrave Festival	Stall	15.00
16.4.19	Safari Sale	19 x stalls	95.00
24.4.19	Parkwood Leisure	Reimbursement for Allotment Rent 2019	992.67
24.4.19	Cotgrave Festival	Stall	20.00
25.4.19	Rushcliffe BC	Precept	99516.00
		TOTAL	101,182.27

Correspondence

3455 Nottinghamshire Association of Local Councils (NALC)

Information has been received from Nottinghamshire Association of Local Council's (NALC) giving details of a consultation from the Department for Transport on vehicle operator licensing system. Responses to the consultation should be forwarded to NALC by 11th June.

3456 Cotgrave Road Campaign

An email has been received from a resident asking for support for an initiative being put forward to Nottinghamshire County Council to change the speed limit on Cotgrave Road from 60mph to 50mph towards the A606 and a footpath from the A606 to Cotgrave Lane.

Cotgrave Town Council agreed that they would support the need for changing the speed limit on the road after the 40mph zone towards the A606 to 50mph, as the rest of the road closer to Cotgrave has been change to.

Clerks Reports

3457 A resident of Goosegate has written to Council concerning fencing between her property and an allotment on Forest Close.

The Administration Manager has visited the site and view the fence from both the side of the allotment and the resident's property. The fence is quite old, and has come apart in one corner.

Council asked if the boundary fence is the responsibly of Cotgrave Town Council as it is an area on a long term lease from Rushcliffe Borough Council.

3458 The Clerk gave an update regarding the damage to the Multi use games area (MUGA), the damage was sustained from the boundary hedge fire belonging to Cotgrave Welfare on 19th April 2019. The fire was started by young people playing with fire in the car park area and throwing it over the fence. The fire burnt a large amount of the hedging and all of the wooden fence adjacent to the perimeter fence of the MUGA, which has melted the wiring in two of the floodlights and damage to eight of the fence panels which will need as least to be repainted or may need to be taken down and sent away to be recoated and the playing surface will need cleaning from all the soot and ash.

The insurance company have been informed and the Cotgrave Welfare are waiting for their insurance assessor to come before any further work can be completed. Quotes are being requested for all the work and hopefully open the area will be opened as soon as possible.

Council requested that the Fire Service are contacted and arrange for an event to take place if possible through the schools and at the Cotgrave Festival.

Councillors Reports

3459 Councillor Shaw noted that the temporary interactive speed sign on Hollygate Lane has been removed.

Councillor Butler informed that it had only been a temporary fixture.

3460 Councillor Shaw raised that the birds are perching on the roof on the new business units even through measures have been put in place to try to stop this.

The Clerk will report to Nick Berry at Rushcliffe Borough Council again.

3461 Councillor Shaw commented that vehicles parked on the grass verges near the junction Daleside and Owthorpe Road can impede the vision when pulling out of Daleside.

3462 Councillor Butler suggested that the police could be contacted and they may inform the vehicle owner of the issues they are causing.

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

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