

**Cotgrave Town Council Meeting
12th June 2019**

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

Apologies Approved: Councillor H Brumpton

In Attendance : The Clerk and the Administration Manager (Cotgrave Town Council), D Eldridge and C Patterson.

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

Declarations of Interest

0001 No declarations of interest were received.

Public Open Session

0002 No members of the public were present.

Co-Option for vacancies on Council – Ash Lea Ward

0003 Two residents had applied for two of the four vacant seats for the Ash Lea Ward via co-options onto Cotgrave Town Council.

The candidates were David Eldridge and Craig Patterson.

0004 Both candidates were both former Councillors and a vote was taken and all members were in favour of accepting the two candidates onto Council.

0005 **Resolved** : “To co-opt David Eldridge and Craig Patterson to Cotgrave Town Council.”

0006 The Chairman congratulated Councillors Eldridge and Patterson and invited them to join the meeting.

**Minutes of the Annual Parish Meeting, Annual General Meeting and Town Council Meeting of
8th May 2019**

0007 **Resolved** : “That the minutes of the previous meetings held on 8th May 2019 be received and confirmed as a true record”.

Progress

0008 No items were progressed.

Planning Minutes

0009 **Resolved** : "To confirm the planning minutes recording the decisions taken by the Council and those of the Planning Authority."

Financial Matters

0010 Payments

Resolved: "That the payments made since the previous meeting totalling £26,056.20 as recorded below be approved and the invoices awaiting payment be paid".

COTGRAVE TOWN COUNCIL 12TH JUNE 2019					
MAY					
9.5.19	Mrs J Pick		Security Keys/Safari Sale Advert	1	39.14
	MIES	109	Call out to MUGA (after fire)	1	168.00
12.4.19	J A Kents	58703	April Maintenance	1	880.00
23.4.19	Cotgrave Futures	129	MUGA Electricity	1	28.50
30.4.19	Adlard Print	17131	Receipt Books	1	222.00
1.5.19	Jupiter Play	21102	Deposit Play Equipment The Green	1	8151.00
24.4.19	Notts CC	92294980	April Salaries	1	9188.31
28.4.19	UK Fuel	1020000	Fuel	1	129.49
1.5.19	Notts CC	SU1687083	Stationery	1	10.44
3.5.19	Roffesoft	6240	Server Installation	1	396.00
13.5.19	Cotgrave Futures	145	Photocopying	1	33.00
30.4.19	HAGS	64741	Balcony Floor for Multiplay at Broadmeer Park	1	144.00
8.5.19	WPS	37664296	Motor Vehicle Insurance	1	669.45
7.5.19	Rushcliffe BC	70695236	Legal Advice - Sportsground	1	120.00
9.5.19	Rialtas	26787	Year-end close down	1	747.38
10.5.19	J A Kents	58866	May Maintenance	1	880.00
13.5.19	ABS	17598	Toner	1	48.00
23.5.19	Arco	935623071	Spray Paint/Gloves	1	41.28
14.5.19	Mick Dutton & Son	12860	Service Kioti Vehicle	1	370.24
24.5.19	Nottm Local News	49562	Delivery of Newsletter	1	245.70
15.5.19	NALC	1296	New Councillor Training 10.7.19	1	70.00
8.5.19	NALC	1274	Local Council Review Subscription	1	17.00
28.5.19	Sublime	407-408	CTC & CF Window Clean	1	97.95
22.5.19	J Stephenson		Phone cover	1	5.99
29.5.19	Streetwise	16021	Remove Rubbish from Allotments	1	159.60
23.5.19	B Woodstock		Internal Audit 31.3.19	3	157.60
17.5.19	WPS	37847451	Council Insurance Policy	1	3036.13
			TOTAL		26,056.20

0011 Income

Resolved: "That the income totalling £3060.22 received since the last meeting, as reproduced below be noted.

Income Received

30.4.19	HMRC	VAT Refund	2554.31
1.5.19	Cotgrave Funeral	Advert Festival Programme	25.00
1.5.19	Cotgrave Service Station	Advert Festival Programme	25.00
4.5.19	Benjamin's Estate Agents	Advert Festival Programme	100.00
20.5.19	Toys for Kids	Festival Stall	22.50
20.5.19	Toy Bonanza	Festival Stall	20.00
20.5.19	Gambia Charity	Festival Stall	10.00
20.5.19	Foot FX	Festival Stall	12.50
20.5.19	Cotgrave Open Gardens	Festival Stall	10.00
20.5.19	Allotment Plot 10	Rent and Key deposit	50.91
20.5.19	Advert	Cotgrave Festival	25.00
20.5.19	Grannies	Advert Festival Programme	25.00
20.5.19	Grannies	Festival Donation	75.00
14.5.19	Hot Pots	Advert Festival Programme	25.00
15.5.19	Thomas James	Festival Stall	10.00
20.5.19	Vale Skip Hire	Advert Festival Programme	50.00
20.5.19	Benjamin's Estate Agents	Festival Stall	20.00
		TOTAL	3060.22

Financial Statements

0012 Members considered the April 2019 Statements as reproduced at the back of the Minute Book.

At the end of April Council had £42,829.31 in the Co-op account, £125,082.01 in the HSBC Account and £263,190.24 in the NatWest Account.

Annual Governance Statement and Accountability Return 2018-19

0013 Members had been presented with a copy of the Annual Governance Statement and Accountability Return for 2018-2019 documents as listed below.

- a) i) Annual Internal Audit
- ii) Internal Auditor's Report and Letter
- b) Section 1(page 4) – Annual Governance Statement 2018-19
- Section 2 (page 5) – Accounting Statements 2018-19
- c) Confirmation of the dates of the period for the exercise of public rights
- d) Bank Reconciliation 2018-19
- e) Explanation of variances between box 7 and box 8
- f) Review of the Financial Regulations Policy

0014 The council accepted the report provided by the Internal Auditor and noted that he had not noted any recommendations that need to be made, all documents were in good order.

- 0015 The Chairman read out the Annual Governance Statement, Council agreed that statement numbers 1 to 8, are all to be answered with a 'yes' and all appropriate measures are in place and statement number 9 is not application to this Council.
- 0016 **Resolved** : "Council are all in agreement of answering 'yes' to all the statements on the Annual Governance Statement for 2018-19.'
- 0017 Council considered the accounting statement figures provided by the Clerk for year-end 31st March 2019
- 0018 Council considered the accounting statement for the year ending 2018-19 and agreed that the figures were correct with the RBS software accounts.
- 0019 **Resolved** : "Council agreed that the figures were correct for the year end."
- 0020 **Resolved** : 'Council all agreed that the financial information provided was correct for the year ending 2018-19'
- 0021 The Council reviewed the Financial Regulations Policy and agreed that it was still in line with the Council's regulations.
- 0022 **Resolved** : 'To review & accept the Financial Regulations Policy'

Rialtas Business Solutions- Asset Software Package

- 0023 The Clerk gave a description of the Asset Management Package which is compatible with the council's current accounts software and explained the benefits having this addition to the accounts package. It would allow for a better asset management system to store all council's equipment and locations.
- 0024 The cost of the software package is £147.50 and £119 for 1st year annual support and maintenance single user licence and ongoing costs of £119 for the annual licence and it is suggested to have 2 hours online training at £70 for system installation.
- 0025 **Resolved** : 'To purchase the Rialtas Business Solutions Asset package.'

Grants

- 0026 A grant from Cotgrave All Saints Church has been received asking for a grant of any amount of up to £1000 to fit a regulator on the church clock to allow the clock to keep accurate time without needing constant attention.
- 0027 Council discussed the church accounts and the events the group were already arranging to raise funds.
- 0028 Several amounts were discussed and then an amount was agreed.
- 0029 **Resolved** : 'To give a grant of £500 towards the automating of the Church Clock'

- 0030 A grant request from Cotgrave Surgery has been received, asking for a grant towards a defibrillator to be placed on the outside of the doctor's surgery.
- 0031 Council agreed that they would be willing to support this request but the grant does not state how much grant money is needed to complete the purchase and installation.
- 0032 Council agreed that the Chairman and Vice Chairman could be informed of the amount and agree to pay the grant.
- 0033 **Resolved** : 'To give a grant towards the purchase of a public defibrillator'
- 0034 A grant request has been received from The Rock Church to ask for some funding towards providing four play days for the local children.
- 0035 The request is for £600 to provide the four playdays of activities.
- 0036 **Resolved** : 'To give a grant of £600 towards providing four playdays events.'

Working Groups

The Green Play Area

- 0037 Councillor Healy gave an update.
- 0038 There has been a delay in the installation of the new play equipment due to the demolition of the remaining shop units on the shopping centre. These works are due to commence towards the end of June. So the equipment is expected to be installed towards the end of August beginning of September.
- 0039 The plans include for a 1m high fence around the play area, and Councillor Healy feels that this is not acceptable and that a higher fence should be installed to protect the play equipment/area, but not too high to prevent a closed in look to the area.
- 0040 The Chairman asked if Councillor Healy would look into fencing designs that would be possible suitable for the play area.
- 0041 The results of the bid that had been submitted to WREN has now been received, and Council have been award the £48K applied for. Publicity needs to be organised to inform the residents.
- 0042 Other funding confirmed includes £15K from Rushcliffe Borough Council and are still awaiting the result of the bid to the Nottinghamshire County Council LIS scheme.

Trent Barton

- 0043 Councillor Shaw stated that he was disappointed that only 3 councillors attended the last meeting with Trent Barton.
- 0044 Trent Barton are considering moving the 10.20pm from Nottingham back 10/15 minutes, which would allow people attending the theatre, cinema to get the bus, as most performances finished at 10.15 pm.

- 0045 A new fleet of buses has been approved for Cotgrave, which will be the new Enviro buses and these should be in service from the end of the year.
- 0046 Another meeting will be arranged with Trent Barton and also CT4N, followed by another public meeting sometime in the future.

Cotgrave FC

- 0047 Councillor K Chewings had not had time to arrange a working group meeting.
- 0048 The Clerk gave an update that some vandalism that had occurred at the sports pavilion between 4pm and 5.15 pm on Thursday 30th May. Fascia's, drain pipes and service pipes at the back of the building had been damaged and a small fire set in the woods at the back of the building. Repairs have been carried out at the cost of £250.
- 0049 The Clerk had spoken to CISWO and they have confirmed that Council can charge the football club a nominal rent to cover the maintenance costs. CISWO are also not averse to considering a sub-lease with Cotgrave Town Council and the football club for a period of 25 years to enable the club to progress with the planning of a new club house. CISWO would need to be involved with the lease and the planning.

Hollygate Lane Allotments

- 0050 A new solicitor has been assigned and has picked up on some issues/concerns regarding flooding at the bottom of the allotment gardens.
- 0051 Three solicitors are involved in the transfer of the land, representing all the interested parties, Cotgrave Town Council, Barratts and HCA.

Quarterly Park Inspection Report

- 0052 Council were copied into the inspection report for April 2019.
- 0053 The majority of the snagging items have now been completed.

Nottinghamshire County Council – Lengthsman Scheme

- 0054 Council has received the Lengthsman scheme agreement for 2019.
- 0055 The scheme allows for Cotgrave Town Council to carry out basic maintenance work within Cotgrave on behalf of Nottinghamshire County Council, which helps to keep Cotgrave looking tidy.
- 0056 Cotgrave Town Council will receive £1,230.96 from the County Council to assist with the work.

0057 **Resolved** : "To agree to sign the agreement.

Western Power

0058 Western Power have asked Council if they would allow them to use the Arthur Ridley Sportsground to park several cars and light commercial vehicles whilst they are carrying out works to a new substation at Hollygate Park/Colliers Way.

0059 The vehicles would park on the hardstanding area only from the end of June 2019 to March 2021. They have offered to offer £200 per month for the use of the space and would make an advance payment of £4,200 on agreement of the terms and the signing of a licence detailing those terms.

0060 The Clerk has spoken with Council's solicitor and the cost to draw up the licence would be £250.

0061 The payment would be used for the benefit of the community.

0062 **Resolved** : "To draw up the lease with Western Power."

Correspondence

0063 Crime Figures

The crime figures for April and May 2019 have been received, and are reproduced below.

Date	Crime	Location	Details
1.4.19	Theft Other	Stragglethorpe Road	50 Conifer trees stolen
3.4.19	Burglary other	Colliers Business Park	X 2 company vans stolen
9.4.19	Theft of motor	Eastwold	Flatbed van stolen from roadside
20.4.19	Theft from motor	Ringleas	Tools stolen from van
21.4.19	Theft from motor	White Furrows	Tools stolen from van
3.5.19	Theft from motor	White Furrows	Van broken into tools taken
3.5.19	Theft from motor	Warwick Gardens	Van broken into tools taken
3.5.19	Theft from motor	Thorntons Close	Van broken into tools taken
3.5.19	Theft from motor	West Furlong	Van broken into tools taken
3.5.19	Theft from motor	Briargate	Van entered nothing stolen
7.5.19	Theft from motor	Hickling Way	Van door locks drilled nothing taken
8.5.19	Theft from motor	Eastwold	Van broken into tools stolen
16.5.19	Theft Other	Green Platt	Car battery stolen from garden

0064 Nottinghamshire County Council - DBS Disclosures

Advice had been taken from Nottinghamshire County Council following a request for a DBS check for a new member of staff.

DBS checks for park keepers and Council staff are now not included in the list of roles that are considered eligible and it would be unlawful under the terms of the Rehabilitation of Offenders Act 1974 to request a check.

0065 Nottinghamshire County Council – Civic Service

An invitation has been received for the County Council Civic Service on Sunday 23rd June 2019 at 3pm at Southwell Minster. The Clerk and Chairman will be attending the event.

0066 Email from resident re Plumtree Road

A resident had emailed Council to pass on a big thank you for the hard work our ground staff had put into tidying up the bank on Plumtree Road, following on from the works carried out by Nottinghamshire County Council.

0067 Rushcliffe Borough Council

The agenda for the next Town and Parish Forum being held on Wednesday 3rd July had been received. The Clerk, Administration Manager, Chairman of Council and Councillor L Healy would be attending the event.

0068 Bidwells

An email has been received from Bidwells regarding the land south of Hollygate Lane in the Rushcliffe Borough Council Local Plan Part 2 on behalf of Taylor Wimpey, Manor Oak Homes and Barratt Homes.

A public consultation has been arranged for Thursday 27th June between 2.30pm and 7.30pm at Cotgrave Futures.

0069 Rushcliffe Borough Council – Local Plan Part 2 - Modifications

Information has been received for a consultation on proposed modification to the draft Rushcliffe Plan Part 2. The consultation period run until 5pm on Friday 5th July 2019.

The main modifications, additional modifications, Local Plan Policies map modifications and other supporting documents are available to view on the Council's website: www.rushcliffe.gov.uk/planning policy.

0070 An email from NALC has been received outlining the celebrations being planned for the VE Day Anniversary.

More information is available on the VE Day 75 website - www.veday75.org.

0071 Nottinghamshire Police have forwarded the latest Stakeholder update – 20th May 2019.

0072 Correspondence from Virgin Media has been received to outline how they are investing £3bn to expand ultrafast broadband network across the UK, including homes and business in Cotgrave.

0073 An email from the Environmental Health/Planning Business Support Unit has been received ensuring that the view of Parish and Town Council are considered as part of the Standards in Public Life on Revised code of conduct and best practice principals.

The Standards Committee will meet again on 8th July and any comments should be received prior to this date.

Clerks Reports

- 0074 The area around the post box on Candleby Lane will have a kneeling rail installed. The path will have security barriers at the bottom so will naturally go left and right to prevent anyone running down the slope straight onto the road.
- 0075 A planting design for the Shopping Centre has been received indicating what type of trees/bushes will be planted in the area.
- 0076 A tenant of Forest Close allotments had received a letter from Council regarding a small pond on their allotment plot. The tenant is not very happy that they are being asked to remove the pond. Council Terms and Conditions of Tenancy states that ponds are not permitted on any of Council's allotments.
- 0077 A resident had written to Council asking if Council had any plans to commemorate Windrush Day. The resident will be holding a Windrush Celebration Garden Party to raise money for Cotgrave's Ash Lea Schools outdoor play area.
- 0078 Following on from the fire at the MUGA, the Clerk has arranged for the Fire Service to attend both the schools in Cotgrave to give a presentation on the dangers of fire, Cotgrave Church School on 1st July and Cotgrave Candleby Lane on 2nd July. They will also attend the Youth Club at 6pm on 25th June.
- 0079 The Chairman of Cotgrave FC, Paul Heard has asked if Council would allow the club to install CCTV at the football pavilion, at their cost.
- 0080 Council supported this, but the club must make sure that they have the legal rights to have the CCTV in place.
- 0081 The MUGA fencing will be jet washed on Friday 14th June and allow to make some progress on getting the area opened again before the summer holidays.
- 0082 The Cotgrave Festival Committee met on the Welfare Field on Tuesday evening, and due to the amount of rain that had fallen and for health and safety reasons, the committee had made the very difficult decision to cancel the Festival on Saturday 15th June.

Councillor M Chewings wished to thank the Festival Committee for all their work in arranging the Festival.

Councillors Reports

- 0083 Councillor David Eldridge asked Council about CCTV especially on the shopping area, but Rushcliffe Borough Council do not support any CCTV in the borough.
- 0084 Councillor Shaw ask if the Borough has sorted the problem of the pigeons on the roof of the new shops. This had been passed to the Borough Council's Property Management Officer.
- 0085 He also asked if anything could be done about the cars parking near the corner of Daleside and Owthorpe Road. This was also a problem on Owthorpe Road near Ash Lea School.

- 0086 Councillor K Chewings asked if the Leisure Centre Contract could be included on the next agenda. The Clerk apologised that this had not been included on the agenda, but she has been very busy and had needed to prioritise her work load.
- 0087 Councillor Jeffreys stated that she had seen smoke coming from the field at the top of the hill near the old A46 again.
- 0088 Councillor Jeffreys said that it was a huge honour to be elected as Mayor of Rushcliffe, a position that she had also held in 2007/08.

There being no further business the meeting ended at 8.31pm.

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