

**Cotgrave Town Council Meeting  
4<sup>th</sup> September 2019**

- Present : Councillors S Gardner (Chairman), R Butler, M Chewings, D Eldridge, S Ellis, L Healy, C Patterson, I Shaw and D Stothard.
- Apologies Received : Councillors H Brumpton, K Chewings, B Handbury, C Jeffreys and D Wilkie.
- In Attendance : The Clerk and the Administration Manager (Cotgrave Town Council), and Zoe Richardson (Armed Forces Covenant Outreach Officer).

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

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**Apologies**

- 0146 The apologies given were approved.

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**Declarations of Interest**

- 0147 No declaration of interest were received.

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- 0148 Standing Orders were suspended at 7.03 pm to allow Zoe Richardson the Armed Forces Covenant Outreach Worker to give a presentation on the Armed Forces Covenant.
- 0149 The Armed Forces Covenant is a promise from the nation that those who serve or have served in the Armed Forces, and their families, are treated fairly and to improve the lives of the Armed Forces community. The Armed Forces community should not face disadvantage compared to other citizens in the provision of public and commercial services and special consideration is appropriate in some cases, such as the injured and the bereaved.
- 0150 As a Council by signing the Covenant it shows a commitment to those who have serviced in the Armed Forces. The Covenant includes pledges to show how you can support defence personnel, ie. Promoting the Armed Forces, Veterans, service spouses and partners, reserves, cadet organisations, national and local event and Armed Forces charities. The pledges can be adapted to meet individual communities requires/needs.
- 0151 The Clerk will make arrangement for the official signing of the Armed Forces Covenant at the next Town and Parish Forum on Friday 11<sup>th</sup> October 2019.
- 0152 The Chairman thanked Zoe for attending the meeting and providing Council with the information.

Standing Orders were resumed at 7.15pm.

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## Public Open Session

0153 No members of the public were present.

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### Minutes of the Town Council Meeting of 10<sup>th</sup> July 2019

0154 **Resolved** : "That the minutes of the previous meetings held on 10<sup>th</sup> July 2019 be received and confirmed as a true record".

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### Progress

0155 M0089 Chairman's Announcement

Councillor M Chewings wish to pass on thanks on behalf of the family of Susan Davies, who attend Susan funeral and for the kind words given by the Chairman.

0156 M0126 Fireworks Event

The Fireworks supplier had forwarded an update regarding holding the fireworks event on Madisson Field. The area is not as big as the Welfare field, as this has to include fall out areas and crowd area, this would mean that the display would need to be smaller than we have had in the past.

0157 The Fireworks display will be held on the Welfare field as in previous years on Sunday 3<sup>rd</sup> November at 6.30pm.

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### Planning Minutes

0158 **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

0159 Payments

**Resolved:** "That the payments made since the previous meeting totalling £31,564.46 as recorded on page 3 be approved and the invoices awaiting payment be paid".

<b>COTGRAVE TOWN COUNCIL 4<sup>th</sup> September 2019</b>					
	<b><u>JUNE</u></b>				
12.6.19	Roffesoft	6294/6296/6289	Web/Email/Anti-Virus/Router	1	386.25
7.6.19	Premier 1 (UK)	86	Flower Baskets	1	4506.00
4.6.19	Veber	1285-47009	Data Back up	1	13.20
9.6.19	Opus	66481940	Sportsground Electricity	1	51.10
5.6.19	HSBC		Bank Charges	1	5.50
3.6.19	Talktalk	19728749	Phone and Broadband	1	29.87
10.6.19	Talktalk	19749208	Phone and Broadband	1	13.04
14.6.19	Vodafone	363646896	Mobile Phone	1	25.15
	<b><u>JULY</u></b>				
28.6.19	Adlard Print	17316	Festival Programmes	9	390.00
3.7.19	Notts CS	71900314	Hand Towels	1	37.64
25.6.19	Notts CC	92318680	June Salaries	1	9472.37
26.4.19	Notts CS	1648915	Litter Bin/Shredder	1	398.40
1.7.19	Rushcliffe BC	70701594	Quarterly Rent Eastmoor	1	66.25
1.7.19	Rushcliffe BC	70701585	Quarterly Rent Grassmere	1	68.75
1.7.19	Rushcliffe BC	70701600	Quarterly Rent Candleby Lane	1	68.75
1.7.19	Rushcliffe BC	70701638	Quarterly Rent Studio 3	1	1410.00
30.6.19	UK Fuel	1024483	Fuel	1	149.00
9.7.19	J Pick		Advert for Safari Sale	9	20.40
16.7.19	M Dutton & Son	12983	WD40/Belt//strimmer head	1	105.90
12.7.19	J A Kents	59228	July Maintenance	1	880.00
23.7.19	J Pick		Petty Cash	1	23.38
16.7.19	SLCC	QL197102	ILCA Training Fees – J Pick	1	118.80
11.7.19	Streetwise	16283	MUGA Clean Up	1	315.84
5.7.19	HSBC		Bank Charges	1	6.80
3.7.19	Talktalk		Phone and Broadband	1	20.36
14.7.19	Vodafone	369510179	Mobile Phone	1	18.20
18.7.19	Autocare	1860	Tyres for Trailer	1	132.00
29.7.19	Cotgrave Funeral		Flowers and Donation	1	55.00
17.7.19	MIES	FH0238	Pavilion EICR Repairs	1	997.83
25.7.19	Sublime	425-426	CTC & CF Window	1	61.98
30.7.19	NALC		Councillors Training	1	35.00
5.7.19	Veber	1285-47074	Data Backup	1	13.20
9.7.19	Opus Energy	66652620	Sports Pavilion Electricity	1	45.90
	<b><u>AUGUST</u></b>				
26.7.19	Notts CC	92331613	July Salaries	1	8740.61
8.8.19	Festival Stalls x 4		Refund	9	120.00
1.8.19	Halls Locksmiths	13192	New Padlock & Keys Burhill Allotments	1	228.38
28.7.19	UK Fuel	1026652	Fuel	1	156.53
8.8.19	Notts CC	81900477	Refuse Sacks and Gloves	1	25.13
9.8.19	Opus Energy	66823216	Sports Pavilion Electricity	1	39.46
13.8.19	Cooksons		Open Burhill Allotment Padlock	1	60.00
	Talktalk		Phone and Broadband	1	36.36
	Veber	1285-47129	Data Back Up	1	13.20
15.8.19	ABM	17785	Printer Toner	1	192.00
12.8.19	J A Kents	59404	August Maintenance	1	880.00
16.8.19	RBS	27089	Asset Inventory Software	1	403.80
15.8.19	SLCC	12948	Webinar – website accessibility	1	72.00
28.6.19	Streetwise	16188	Empty Bins/Service Charge	1	518.98
19.8.19	Rushcliffe BC	70722235	Election (2.5.19) Re-charges	1	88.57
1.8.19	TMS Hardware		Hardware	1	45.58
			<b>TOTAL</b>		<b>31,564.46</b>

0160 Income

**Resolved:** "That the income totalling £17,704.05 received since the last meeting, as reproduced below be noted.

**Income Received**

29.6.19	Cotgrave Welfare	Newsletter Advert	151.20
28.6.19	NatWest Bank	Interest	40.39
12.7.19	Rushcliffe BC	Grass Cutting	429.41
19.7.19	D Cox Amusements	Fair Rent	500.00
19.7.19	Western Power	Sportsground Rent	4200.00
19.7.19	Aviva Insurance	Insurance Claim _ MUGA	6929.52
19.7.19	Safari Sale	Stalls	75.00
22.7.19	Rushcliffe BC	Litter Picking Shopping Centre	821.52
12.7.19	Thomas James	Newsletter Advert	113.40
22.7.19	HMRC	VAT Refund	3966.59
31.7.19	NatWest Bank	Interest	47.61
9.8.19	Rushcliffe BC	Grass Cutting	429.41
		<b>TOTAL</b>	<b>17704.05</b>

**Financial Statements**

0161 Members considered the Statements for June and July, as reproduced at the back of the Minute Book.

At the end of June Council had £42,829.31 in the Co-op account, £76,472.99 in the HSBC Account and £263,275.34 in the NatWest Account.

At the end of July Council had £42,829.31 in the Co-op account, £78,172.68 in the HSBC Account and £263,322.95 in the NatWest Account

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**Grants**

0162 A grant request has been received from Cotgrave Open Gardens in support of the event for 2020.

The grant requested, £500, would contribute towards cover insurance, publicity materials, road and map software, printing, postage and stationery.

0163 **Resolved** : "To award a grant of £500."  
(Local Government Act 1972, S145 (1)(a))

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**Working Groups - The Green Play Area**

0164 Councillor Healy gave an update on the play area. Hags, one of the contractors, was now on site putting in the footings for the play equipment.

0165 Council are looking for an opening date of Saturday 26<sup>th</sup> October. This will be confirmed near the time,

### **Trent Barton/CT4N**

- 0166 A meeting was held on 6<sup>th</sup> August with CT4N, who provide the new 33 service.
- 0167 The 33 service commenced on 28<sup>th</sup> May and is running the old 22 or V3 service previously provided by Trent Barton, and the service is increasing in popularity. The service has a very good pick up at 9.30am and the rush hour buses are all used and has an average pick up rate for the service provided.
- 0168 CT4N are committed to providing cashless buses to help with allowing passengers to swipe their debit/credit card to pay for the journey and all the buses will be converted to Euro6 buses by January 2010, which helps to provide clean air travel.
- 0169 CT4N were asked if they would allow concessionary travellers to have half price fare with their concession card before 9.30am, if they needed to catch an earlier bus. This was noted and would ask if this was a possibility and would report back to council.
- 0170 A working group meeting with Trent Barton was planned for Monday 9<sup>th</sup> September at Cotgrave Futures.

### **Cotgrave FC**

- 0171 An email has been received from the Chairman of the club stating that he felt that the grass cutting service provided by Council's contractors was not adequate or consistent.
- 0172 Currently, Council's contractor cuts the main pitch one week with a cylinder mower and the next week cut the new pitches with a rotary mower, usually on a Monday/Tuesday and Cotgrave FC provide a cut in-between.
- 0173 Cotgrave FC had previously come to council to ask if they could take over the grass cutting, but council are in year 2 of a 4 year contract with the grass cutting contractor and it would not be possible if remove this section of the contract without substantial costs to council.
- 0174 Council asked if the Clerk could contact the contractors and ask if they would have a different mower that would give a better cut to the pitches, and if any additional costs would be incurred.
- 0175 Council are currently waiting for information from CISWO regarding the ability of renting out the pitches to the football club.

### **Leisure Centre Agreement**

- 0176 Councillor Ellis stated that a working group meeting had been held and the Clerk had written to Rushcliffe Borough Council for information on the accounts for the Leisure Centre and also information on usages by customers from all area of the borough.
- 0177 Councillor Ellis informed that as this was a commercial transaction between Rushcliffe Borough Council and Lex Leisure, this information was commercial confidential. He had spoken with Councillor Debbie Mason, Deputy Leader at Rushcliffe Borough Council, and she would look into this and see what information could be provided.
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### Quarterly Play Park Inspections

0178 Council noted the latest quarterly play park inspections.

Most of the small snagging items had been completed by council's ground staff.

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### Council Policies Equality Opportunities, Equality & Diversity and Financial Regulations 2019 for England

0179 Councillors had each been given a copy of the above policies.

0180 The Equality Opportunities and Equality & Diversity policies are new policies and the Financial Regulations Policy has been updated in line with the model financial regulations guidance for England and Wales document produced by the National Association of Local Council (NALC) 2019.

0181 **Resolved** : "To adopt by the Equality Opportunity's, Equality & Diversity and Financial Regulations 2019 policies.

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### Remembrance Sunday

0182 Remembrance Sunday will take on Sunday 10<sup>th</sup> November.

0183 The Notts 4x4 team have kindly agreed to help with the marshalling of the road closures for event.

0184 As advised by the Notts 4x4, a couple more sign road signs will be required and also a few more "Parade this Sunday" signs.

0185 The Clerk will liaise with the Royal British Legion and the Police. The Remembrance Day Parade Information Pack will be updated for 2019.

0186 A meeting will be arranged between the Council, Notts 4x4, RBL and the Police to approve the plans.

0187 **Resolved** : "To agree to support the Remembrance Day Parade and to purchase additional signs as required."

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### National Association of Local Council (NALC) AGM

0188 An invitation had been received for the 74<sup>th</sup> Annual General Meeting of the Nottinghamshire Association of Local Councils, to be held on Thursday 21<sup>st</sup> November at Epperstone Village Hall.

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## Correspondence

### 0189 Crime Figures

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

Date	Crime	Location	Details
3.7.19	Burglary	Thurman Drive	Patio doors smashed and jewellery stolen
11.7.19	Theft other	Sandside	Pushbike stolen from front garden
25.7.19	Criminal damage	Marlwood	Vehicle damaged – bodywork scratch and panel dented

0190 A letter had been received from a resident regarding vandalism of a tree on Hawthorn Avenue. Bark had been ripped from the tree.

0191 The schedule of works that will be carried out on the Cotgrave Community Day of Action, on Thursday 24<sup>th</sup> October had been received.

The areas covered will include Lawrence Close, Ringleas, Rivermead and some of the tasks will include , litter picking, weed spraying and clearing, road sweeping, replacement of litter bins, path/roads remedial works, bus shelter works etc.

0192 Council will provide refreshments in Studio 4 on the day for workers and volunteers.

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## Clerks Reports

0193 An email has been received from the Boroughs Solicitor informing that due to a recent injunction application to deal with traveller issues, they can now offer a fixed fee sum of £1,500 to deal with applications. An additional sum of £308 would be payable by the parish for court fees and any costs following the first hearing would be chargeable at an hourly rate of £100.

0194 An email from CISWO has been received saying that they have not been able to reply to council request for information of the lease of the sportsground with Cotgrave FC, due to staff absences, they hope to get back to us as soon as possible.

0195 The Clerk informed Council that Cotgrave FC had reported some vandalism to the sports pavilion, the Scout Hut had also endured some vandalism which had been reported to the police. Council's groundsman has repairs the damaged caused.

0196 Community Development at Rushcliffe Borough Council has been forwarded information on the Celebrating Rushcliffe Awards 2019 (CRA's). The event will take place on Wednesday 20<sup>th</sup> November at The Beckett School, nominations are being sought in the following categories: Business of the Year; Food and Drink Establishment of the Year; Environmental Group/Protect of the Year; Health and Wellbeing Award; Sports Team of the Year; Sportsperson of the Year; Young Person/Group of the Year; Volunteer of the Year; Community Group of the Year; Pride of Rushcliffe Award.

0197 There has been no further update from the solicitors dealing with the transfer of the allotments at Hollygate Park to Cotgrave Town Council.

- 0198 Following on from a visit from the Valuation Office Agency, notification has been received of the summary of the valuation showing the rateable value of council's office and other areas occupied by council at the Leisure Centre.
- 0199 The Clerk has been sourcing information and costs for Christmas lights on the shopping Centre. The new lamp columns are only 4m high and the electricity supply for the lights is already installed onto each column. A quotation has been received to rent some lights on the 8 columns but this was a considerable amount. The Clerk will continue to look at other options.
- 0200 A quotation will be obtained for the supply of a 20ft tree.
- 0201 The pit wheel and trucks will be reinstalled next week along with the signs, as will be Marie Curie Field of Hope sign. Council will plant new daffodil bulbs near the signage.
- 0202 The scag mower has had a seriously oil leak and is currently with the mechanics for a quotation to repair. If this is a large cost the Clerk has asked for a price to supply a replacement mower

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### **Councillors Reports**

- 0203 Councillor M Chewings has been approached by an elderly resident who would like to see an additional bench on Woodview. The Clerk will obtain a quotation for an additional bench.
- 0204 Councillor Chewings also ask if Councillor Butler could look into the possibility of having the hedges cut by the cottages coming into the village on Main Road, as the buses are having to slow right down when passing them.
- 0205 Councillor Eldridge asked about the Sunday Funday event. The event is being organised by Rushcliffe Borough Council and this year will be held in Cotgrave.
- 0206 Councillor Eldridge asked if there was any news on who would be the tenants of the new units on the shopping centre. It has been disclosed in the local press that Heron Foods will take up one of the units.
- 0207 Councillor Eldridge asked if there was to be an additional recycling centre in Cotgrave. This is now in place on Fieldfare Road at Hollygate Park. Tetra pak cartons can be recycled at this site
- 0208 Councillor I Shaw asked if there was an update on the drains outside the Manvers Arms. The Administration Manager had received an email today from Via and they will restore the downpipe and connect to the gully. The work will also include the making good of the existing footway damage.
- 0209 Councillor Shaw asked if an update on the planning appeal for the crematorium had been receive. No further information was available.
- 0210 Councillor Shaw had attempted to contact the local police on several occasions by telephone, email and even calling into the police contract point at the Hub. He also attended the Police Surgery on 9<sup>th</sup> August and the police were not present at the time indicated.



- 0211 Councillor Shaw ask if there had been an update on the parking at Ash Lea Close. Councillor Butler said that this process was quote long and involved traffic regulation orders. He is hoping to bring this to the next round of funding available for these works later in 2019 and also access the capital fund bid. Before any lines can be put in, the drop kerb would require to be made a tactile surface.
  
- 0212 Councillor Butler reminded everyone of the Sunday Funday event on Sunday 8<sup>th</sup> September and also the Mayors Civic Services at the Methodist Church on Bingham Road also being held on Sunday.

There being no further business the meeting closed at 8.55 pm.

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