

Cotgrave Town Council Meeting
13th May 2020
Virtual Meeting via Zoom

<u>Present</u>	:	Councillors S Gardner (Chairman), H Brumpton, R Butler, K Chewings, S Ellis, L Healy (from 7.29pm), N Monday, C Patterson, I Shaw, A Simpson and D Stothard.
<u>Apologies Received</u>	:	Councillors M Chewings, D Eldridge, B Handbury, C Jeffreys and Councillor L Healy for lateness.
<u>Absent</u>	:	Councillor D Wilkie
<u>In Attendance</u>	:	The Clerk and the Administration Manager (Cotgrave Town Council),

The meeting was held at virtually, via Zoom, and commenced at 7.10pm

Apologies

0686 The apologies given were approved.

Standing Orders

0687 Following the changes within the new statutory legislation, Council are now permitted to conduct remote council meetings using an electronic format on all meetings apart from the Annual Parish Meeting.

0688 The Annual Parish Meeting is still required to be a physical meeting and the new legislation therefore does not include this meeting, but the new guidelines from the government have been given to councils to allow for the deferral of this meeting May 2021.

0689 The Council needs to adopt and insert the following statement into the Standing Orders:-

“A Local Authority may make other standing orders and any other rules of the authority governing the meeting about remote attendance at meetings of that authority, which may include provision for:-

- a) Voting;
- b) Member and public access to documents; and
- c) Remote access of public and press to a local authority meeting to enable them to attend or participate in that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming.”

0690 Councillor K Chewings was fully in support of the amendment to the Standing Orders, but wished to add that if any vote within a virtual meeting was needed, that each Councillor should be asked how they wish to vote rather than a show of hands.

0691 **Resolved** : "To amend Council's Standing Orders".

Declarations of Interest

0692 Councillor A Simpson wish to declare in interest in agenda item 7, planning application number 20/00952/FUL as this property was is adjacent to his home and he has been able to comment as a neighbouring property.

Public Open Session

0693 No members of the public were in attendance.

Minutes of the Town Council Meeting of 11th March 2020 and Emergency Meeting of 24th March 2020

0694 **Resolved** : "That the minutes of the previous meeting held on 11th March 2020 and those of the Emergency Meeting of 24th March 2020 be received and confirmed as a true record."

Progress

0695 No minutes were progressed.

Planning Minutes

0696 **Resolved** : "To confirm the planning minutes recording the decisions taken by the Council and those of the Planning Authority."

Financial Matters

0697 Payments

Resolved: "That the payments made since the previous meeting totalling £77,392.28 as recorded on pages 3 and 4, be approved and the invoices awaiting payment be paid".

COTGRAVE TOWN COUNCIL 13 th May 2020				
February				
NatWest Bank		CHAPS Charge	1	23.00
HSBC		Bank Charges	1	12.40
Veber		Data Back Up	1	13.20
Talktalk		Phone and Broadband	1	36.00
		SUB TOTAL		84.60
March				
Rushcliffe Borough CI		Repayment of Loan and Interest	1	40,090.00
Notts County CI	92420947	February Salaries	1	9025.64
Adlard Print	17912	Spring Newsletter	4	1432.00
Arco	9367670276	Brooms	1	36.74
Cotgrave Futures	276	Muga Electricity	1	40.80
Greyhound Leisure	4532	Broadmeer Park Works	1	5460.00
Kents	60399	February Maintenance	1	880.00
Local News	51907	Delivery of Newsletter	4	268.80
Veber	47526	Data Back Up	1	13.20
C&D Ratcliffe		Refund Cotgrave Festival	9	25.00
Rainys Reads		Refund Cotgrave Festival	9	25.00
Sugar Rush		Refund Cotgrave Festival	9	25.00
Notts County CI	32001847	Stationery	1	20.28
Opus Energy	68067118	Pavilion Electricity	1	23.94
Adlard Print	17940	A5 Leaflets for CCR - Coronavirus	4	210.00
Kents	60548	March Maintenance	1	880.00
Rushcliffe Borough CI	70769080	Legal Fees Hollygate Allotments	1	640.00
Talktalk	20721659	Phone and Broadband	1	36.54
HSBC		Bank Charges	1	6.50
Vodafone	417254417	Mobile Telephone	1	19.20
Foodworks		Refund Cotgrave Festival	9	50.00
Chin Chin Gin Bar		Refund Cotgrave Festival	9	50.00
RCVS		Grant for CCR (Covid-19)	1	1000.00
		SUB TOTAL		60258.64
April				
Notts CC	92432788	March 2020 salaries	1	9165.49
Veber	1285-47590	Data Back Up	1	13.20
Talktalk	20831818	Phone and Broadband	1	36.02
Arty Sparkles		Refund for Cotgrave Festival	9	25.00
Wooden Words		Refund for Cotgrave Festival	9	25.00
Darceys		Refund for Cotgrave Festival	9	28.00
Little Schanuzer Coffee		Refund for Coffee Festival	9	50.00
Slides n rides		Refund for Cotgrave Festival	9	50.00
Kents	60680	Refund for Cotgrave Festival	9	50.00
UK Fuels	1043516	Fuel	1	129.65
Cotgrave Futures	291	Muga Electricity	1	13.28
Rushcliffe Borough CI	70770994	Quarterly Rent Grassmere	1	68.75
Arco	937889291	Gloves	1	61.92
Streetwise	17497	Empty Bins-Inspections-Warden Service	1	803.88
Rushcliffe BC	70771006	Quarterly Rent Eastmoor	1	66.25
Rushcliffe BC	70771015	Quarterly Rent The Green	1	68.75
NALC	1527	Subscription	1	1189.49
Opus Energy		Bank Charges	1	25.85

Rushcliffe Borough CI	70771042	Quarterly Rent Studio 3	13	1410.00
CISWO	2007	Sportsground Rent	1	856.45
Clerks Direct		LRC Subscription	1	12.00
Rushcliffe BC	91737925	Rates – Store/ Premises 2020	1	107.29
Rushcliffe BC	91737934	Rates – Store/Premises 2020	1	150.92
Rushcliffe BC	91737943	Rates - Office Premises 2020	1	886.70
Rushcliffe BC	91737952	Rates – Store/Premises 2020	1	199.60
Vodafone	423310491	Mobile Telephone	1	19.65
J Stephenson		Zoom Licence	1	71.94
Cotgrave Super Kitchen		Grant	1	335.00
Water Plus		Burhill Allotments	1	197.78
WPS Insurance		Insurance for Ride on Mower	1	28.00
UK Fuels		Fuel	1	66.29
		SUB TOTAL		17,049.56
		TOTAL		

0698 Income

Resolved: “That the income totalling £122,874.08 received since the last meeting, as reproduced below, be noted.

Income Received

February	NatWest Bank	Compensation	366.20
	NatWest Bank	Interest	40.46
March	Festival Rides	Cotgrave Festival	50.00
	Allotment Rents	Burhill Allotments	60.98
	Allotment Rents	Hollygate Lane Allotments	632.00
	Nat West Bank	Interest	35.24
	Notts CC	Local Improvement Scheme Grant	3750.00
April	Allotment Rent	Hollygate Lane Allotments	274.47
	Allotment Rent	Burhill Allotments	48.39
	Allotment Rent	Forest Close Allotments	50.43
	HMRC	VAT Refund	13,408.41
	Rushcliffe BC	Precept	104,197.00
		TOTAL	122,913.58

Financial Statements

0699 Members considered the Statements for March, as reproduced at the back of the Minute Book.

At the end of March 2020 Council had £17,688.97 in the Co-op account, £67,313.62 in the HSBC Account and £201,007.45 in the NatWest Account.

Annual Return

- 0700 The Clerk informed Council that the Annual Return had been extended to November 2020, but she was confident that the AGAR would be ready to be signed at Council's meeting in June and the Internal Auditor was expected to review the accounts following the council meeting hopefully in June or early July, so they can be sent to the External Auditors.

Annual Town Meeting/Annual General Meeting

- 0701 The legislation has been amended to now allow the Annual General Meeting of Council, to be carried out virtually, but this meeting must take place during the month of May. The AGM includes the election of Chairman and Vice Chairman for the following year, but can be deferred until next May.
- 0702 The current Chairman, Councillor S Gardner and Vice Chairman, Councillor D Stothard, stated that they were happy and willing to continue in these roles for the forthcoming council year, 2020-2021.
- 0703 **Resolved** : "To approve that Councillor S Gardner continues as Chairman of Council and Councillor D Stothard as Vice Chairman of Council until May 2021.
- 0704 The Annual Parish Meeting is still required to be a physical meeting and the new legislation therefore does not include this meeting, but the new guidelines from the government have allowed councils to defer this meeting to May 2021.

Councillors L Healy joined the meeting at 7.29 pm.

Meeting Dates for 2020-2021

- 0705 Councillors were copied into the suggested dates of meetings for 2020-2021.
- 0706 **Resolved:** "To accept the schedule of meetings for 2020-2021".

Council Insurance Policy 2020-2021

- 0707 Council noted that the insurance policy was due for renewal on 1st June 2020 and that we are currently in a three-year agreement. This is year two of the agreement.

Grass Mower

- 0708 A member of the ground staff has been trialling a John Deere ride on mower for the last week and has found it very effective and it allows for increased productivity due to the decrease in time it takes to cut the grass and the traveling between sites.

The mower is offered for purchase with a trade-in of the Teagle mower not now used by council. The trade-in value is £500 off the purchase price of the ride-on mower.

- 0709 **Resolved** : "To approve the purchase of a John Deere ride-on-mower at a cost of £4,000.00 with the trade-in allowance"
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Correspondence

0710 Ministry of Housing, Communities & Local Government

A letter has been received from Rt Hon Robert Jenrick MP, the Secretary of State for Housing, Communities and Local Government thanking parish and town councils for supporting their communities during the Covid-19 pandemic

0711 Post Office

The Clerk had been advised that the correspondence received from the Post Office had been sent in error and no changes to the location or services provided by Cotgrave Post Office will be changing. The Post Office will re-open as soon as it has dried out and the new floor is fitted after the water burst outside.

Clerks Reports

- 0712 Following on from the UK Government's Covid-19 Recovery Strategy document, the first possible date staff would be able to return to the Council Office could be 4th July.
- 0713 A deep clean of the office would be required before any member of staff could return to the office. The Clerk will speak with the Leisure Centre Manager regarding a deep clean.
- 0714 Councillor K Chewing stated that the office staff should continue to work from home as much as possible.
- 0715 The Clerk suggested that once the staff are able to return to work within the office, the shifts could be split between her and the Administration Manager. The Clerk would work for three days a week in the office and the Administration Manager 2 days a week, the remainder of the time they will be working from home.
- 0716 A full risk assessment will need to be completed prior to any council staff returning to work in the office.
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Councillors Reports

- 0717 Councillor Shaw had been asked by a school Governor of the Church of England School if they could borrow Council's marquee for when they re-open the school? This would add to their facilities to help with social distancing.
- 0718 **Resolved** : "To agree to loan the marquee to the Church of England School".
- 0719 Councillor also stated his disappointment in the response from the Police when calling 101. Motorcycles are continuing to be ridden in the wood at Devils Drop and several residents have called 101 and the motor cycles have continued to ride in the area. The police have not been seen to attend this area.

- 0720 Councillor Shaw raised the issue of the unpaid invoice from Rushcliffe Borough Council for the maintenance of the pitches on Madisson field.
- 0721 The Clerk had been in discussion with a Borough Council Officer regarding this prior to the lockdown and will be continuing discussions.
- Councillor R Butler also said that his has every sympathy with resident regarding the motorcycles in the woods.
- 0722 He also informed Council that Nottinghamshire County Council has a Support Fund for organisations and charities with the County during Covid-19 pandemic and encouraged these organisations to apply if they needed any funding. The RCVS and Super Kitchen has already received some funding. Information was available on the Nottinghamshire County Council website.
- 0723 Councillor Stothard raised the issue of the new dog foul and fly tipping signs that had appeared in Cotgrave on greenspaces, they do not seem to be positioned very well.
- 0724 These signs have been installed by Rushcliffe Borough Council.
- 0725 Councillor Stothard also mentioned that the recycling bins have been moved from the car park at the back of the Shopping Centre to the front of the new shopping centre car park and that they look unsightly.
- 0726 The bins have been moved in readiness for the rebuild of the new shop units. Councillor Stothard asked if they could be moved to a better position.
- 0727 Councillor Brumpton enquires if the grass cutting at the Cemetery was just a cut and drop or if a box cut service could be provided. The Clerk advised that Council pay for a cut and drop service of the grass cutting.
- 0728 Councillor Stothard said there has been lots a negativity regarding the grass mowing of the Cemetery. The Clerk will consider if the ground staff could also mow over the grass in-between the contractors visits to the site.
- 0729 Councillor K Chewings asked if Council could pay extra for a box cut and that also some of the pots in front of the headstones are moved during the mowing and not replaced afterwards.
- 0730 Councillor Brumpton also wish to thank council for their support over the previous months during an illness and her not being able to attend Council meetings.
- 0731 Councillor K Chewings had had a request if the pit trucks could be planted up with flowers, and asked if this could be added to the agenda for Council meeting on 10th June?
- 0732 Councillor K Chewings asked if the staff needed any support whilst working from home.
- 0733 The Administration Manager asked Council if they would like her to produce an edition of the newsletter and if so if Council could purchase Publisher programme for her computer at home?
- 0734 The Clerk suggested that should Council purchase a laptop for the Administration Manager so that she did not have to use her own personnel computer.
- 0735 **Resolved** : "To purchase a lap top and Publisher programme ".

0736 Councillor K Chewings also asked if the Clerk can write to the park keepers and ground staff to make sure that they have everything they need to be able to carry out their work during the pandemic.

0737 The Clerk is in regular contact with the ground staff and cleaning equipment, gloves and other safety equipment has been ordered, some is on back orders.

Councillor K Chewings enquired if any legislation had changed regarding the receiving of councillor absences during the COVID-19 pandemic for those councillors who do not have computer access.

The Clerk is not aware of any changes but would ask the Rushcliffe Borough solicitor.

0738 Councillor L Healy said that once the building of the new shop units on the Shopping Centre were complete, the recycling bins would return to their original position within the car park.

0739 Councillor Healy also said that the car parks at the Country Park and the Grantham Canal had now been re-opened as from today, 13th May.

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

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