

Cotgrave Town Council Meeting
10th June 2020
Virtual Meeting via Zoom

- Present : Councillor S Gardner - Chairman, (from 7.14pm), R Butler, K Chewings, D Eldridge, S Ellis, L Healy, N Monday, C Patterson, I Shaw, A Simpson and D Stothard.
- Apologies Received : Councillor M Chewings, C Jeffreys, H Brumpton and S Gardner (for lateness)
- Absent : Councillors B Handbury and D Wilkie
- In Attendance : The Clerk and the Administration Manager (Cotgrave Town Council),

The meeting was held at virtually, via Zoom, and commenced at 7pm.

Apologies

- 0740 The apologies given were approved.

Declarations of Interest

- 0741 No declarations of interest were given.

Public Open Session

- 0742 No members of the public were in attendance.

Minutes of the Town Council Meeting of 13th May 2020

- 0743 **Resolved** : "That the minutes of the previous meeting held on 13th May 2020 be received and confirmed as a true record".

Progress

- 0744 M0689 Amendment of Standing Orders for remote meetings

Councillor S Ellis stated that the word 'remove' should read 'remote'. The minutes will be amended accordingly.

0745 M0704 Annual Parish Meeting

Councillor Shaw asked if Council's Annual Parish Meeting had been deferred until May 2021? The Clerk confirmed that it had been deferred.

0746 M0711 Post Office

Councillor Shaw ask if there was any update on when the Post Office would re-open.

The Clerk informed Council that they were hoping that they would be able re re-open on 22nd June, once the flooring contractors had completed their work.

Councillor K Chewing left the meeting at 7.04pm

0747 M0717 Church of England School

Councillor Shaw confirmed that the school were still considering borrowing the marquee.

0748 M0719 Motorcyclist at Devils Drop woods

Councillor Shaw asked if there had been any feedback from the Police regarding the motorcyclists using the woods. This had now stopped and wondered if this was due to Police intervention.

No update had been received from the Police. Councillor Butler said that the Police would send the off-road crew out to patrol the area.

Councillor K Chewings returned to the meeting at 7.07pm

0749 Councillor N Monday suggested that we invite Sergeant Robinson to a future council meeting.

Councillor S Gardner joined the meeting at 7.14pm.

Planning Minutes

0750 **Resolved** : "To confirm the planning minutes recording the decisions taken by the Council and those of the Planning Authority."

Financial Matters

0751 Payments

Resolved: "That the payments made since the previous meeting totalling £14,453.96 as recorded on pages 3, be approved and the invoices awaiting payment be paid".

0752 Income

Resolved: "That the income totalling £6,926.61 since the last meeting, as reproduced on page 3 be noted.

COTGRAVE TOWN COUNCIL 10TH JUNE 2020				
April				
Vodafone		Mobile Telephone	1	19.65
May				
Arco	938118870	Paper Hand Towel	1	15.99
Arco	938101232	Liquid Soap/Hand Wipes	1	22.55
Arco	938054905	Liquid Soap	1	10.43
Mrs J Stephenson		Zoom Training	1	30.00
Mrs J Pick		Zoom Training	1	30.00
J A Kents	600786	Grounds Maintenance	1	880.00
NALC	1671	LRC Subscription	1	17.00
Nomix Environmental	4417333	Spraying chemicals	1	563.76
Opus Energy	68428969	Pavilion Electricity	1	26.58
Veber	1285-47643	Data Back Up	1	13.20
Water Plus	3722220	Forest Close Allotments	1	25.78
WPS Hallam	44573181	Combined Council Insurance	1	3083.72
WPS Hallam	44803141	Council Motor Insurance	1	807.54
WPS Hallam	44800142	Interim Motor insurance	1	28.00
Mrs J Pick		Printer Ink	1	41.65
Vodafone	429371256	Mobile Telephone	1	19.65
Notts CC	9244537	April 2020 Salaries	1	8782.46
Talktalk	20940349	Phone and Broadband	1	36.00
		TOTAL		14,453.96

Income Received

April	NatWest Bank	Interest	33.04
	Lightsource SPV	Grant	5643.44
May	Rushcliffe BC	Litter Clearance Shopping Centre	821.52
	Allotment Rent	Hollygate	37.47
	Allotment Rent	Hollygate Plot 13	37.47
	Allotment Rent	Hollygate Plot 11	37.47
	Allotment Rent	Burhill Plot 18	51.60
	Thomas James	Newsletter Advert	113.40
	Cotgrave Welfare	Newsletter Advert	151.20
		TOTAL	6926.61

Financial Statements

0753 Members considered the Statements for March, as reproduced at the back of the Minute Book.

At the end of April 2020 Council had £23,332.41 in the Co-op account, £168,242.76 in the HSBC Account and £201,040.49 in the NatWest Account.

Annual Governance Statement and Accountability for 2019-2020

- 0754 Members had been presented with a copy of the Annual Governance Statement and Accountability Return for 2019-2020 documents, as listed below:-
- a) Section 1 Annual Governance Statement 2019-2020
 - b) Section 2 Accounting Statements 2019-2020
 - c) Confirmation of the dates of the period for the exercise of public rights
 - d) Bank Reconciliation 2019-2020
 - e) Explanations of variances between boxes 7 and 8
 - f) Review of Financial Regulations Policy
- 0755 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 applicable to this council.
- 0756 **Resolved** : "Council are all in agreement of answering 'yes' to all the statements on the Annual Governance Statement for 2019-2020.
- 0757 Council considered the accounting statement for the year end 2019-2020 and agreed that the figures were correct with the RBS software accounts.
- 0758 **Resolved** : "Council agreed that the figures were correct for the year end."
- 0759 **Resolved** : "Council all agreed that the financial information provided was correct for the year ending 2019-2020
- 0760 The Council reviewed the Financial Regulation Policy and agreed that it was still in lined with the Council regulations.
- 0761 **Resolved** : "To review and accept the Financial Regulations Policy."

Councillor K Chewings requested that agenda item 11 be brought forward, as he needed to leave the before the end of the meeting?

- 0762 **Resolved** : "To suspend standing order to alter the order of business to allow agenda item 11 to be discussed next."

Coal Trucks on the Green

- 0763 Council discussed planting up the coal trucks, on the shopping centre, with flowers.
- 0764 **Resolved** : "To plant up the coal trucks with seasonal flowers."

Councillor K Chewings left the meeting at 7.36pm

Standing Orders were resumed at 7.37pm

Covid-19 Return to Work Risk Assessment and Staff Policy

- 0765 In readiness for the re-opening of Council's Office, after its closure due to the Covid-19 pandemic, and in line with government legislation, the Clerk has produced a Risk Assessment and Covid-19 Staff Policy which covered all staff.
- 0766 In addition to the policies, Park Keepers and Ground staff will be issued with a pack that will contain, hand sanitiser, gloves, tissues, and face mask for their use when carrying out their duties. Hand Wash and sanitiser will also be available in the garage and in the council office.
- 0767 **Resolved** : "To approve the Covid-19 Risk Assessment and Staff Policy."

Correspondence

0768 NALC - Managing Public Parks through Covid

The Clerk had received documentation regarding the management of public parks during the Covid-19 pandemic and their re-opening.

Currently all Council's play areas are closed.

The Clerk asked Council if they wished to now consider to reopen the MUGA, under stage 4 of the government's road map.

Council were all in agreement that they should ear on the side of caution at the moment and not open this area.

- 0769 **Resolved** : "To agree to keep the MUGA closed until further information was available on the safety of opening play areas."

0770 Crime Figures

Date	Crime	Location	Details
5.3.2020	Criminal Damage	Methodist Church	Fencing spray painted
6.3.2020	Criminal Damage	Cotgrave Futures	Air conditioning pipes damaged
8.3.2020	Burglary	Eastmoor	TV and jewellery stolen
14.3.2020	Criminal Damage	Lawrence Close	Damage to meter cupboard
25.3.2020	Burglary	White Furrows	Car stolen from driveway
18.5.2020	Criminal Damage	Bingham Road	Front window of house smashed
19.5.2020	Theft Other	Deans Court	Pushbike stolen from rear garden
2.6.2020	Burglary and criminal damage	Hollygate Scout Camp	Entry forced and mini bus damaged
3.6.2020	Theft of motor	Orchard Drive	Motorbike stolen on a test drive.

0771 Rushcliffe Borough Council - Town and Parish Update

The latest edition of the Town and Parish Update had been received.

This edition informed Council that the next Town & Parish Forum, would take place virtually on 18th June 2020.

Clerks Reports

0772 The Clerk had spoken with the Chairman of Cotgrave FC and he wished to attend the next Council meeting to give an update and bring their Business Plan to Council.

0773 The Clerk will invite the Chairman of Cotgrave FC to the meeting on 8th July 2020.

0774 The Clerk had received an email from the Cotgrave Park Run Group, they had now decided to apply for a grant from Council for half the cost of a defibrillator. A form had been forwarded to them to complete.

Councillors Reports

0775 Councillor L Healy informed Council that the Borough Council, during Volunteers Week, had present bouquets of flowers to volunteers who had been identified as during recent times. In Cotgrave, flowers had been presented to the Chairman of Cotgrave WI and to the Super Kitchen.

0776 He also informed Council that Phase II of the shopping centre re-development was due to commence in July and would be completed by Spring 2021. He also confirmed that Heron Foods would be taking one of the new shopping units.

0777 Councillor Healy has noticed that the brick wall on Plumtree Road had started to collapse. The Clerk will find out which property the wall belongs to

0778 Councillor Healy had received an email from Ruth Edwards MP for Rushcliffe, regarding a transport survey that she has put together online for residents to fill in and submit. The link to the survey is:
<https://www.ruthedwards.org.uk/campaigns/keep-rushcliffe-moving>

0779 Councillor N Monday informed council that signs had been put up on Owthorpe Road for a road closure on 21st June. This would be for works to be carried out on the road surface that was originally carried out in November 2019.

Councillor Butler also stated that they would be alternations to the road level near to the junction of Saxon Way

0780 Councillor D Stothard said Council that the article in the West Bridgford Wire regarding the recent Police raids in the borough seemed to concentrate on those taken place in Cotgrave rather than those taken place in other areas of the Borough.

0781 Councillor A Simpson said that the grass cutting of the cemetery and other areas in Cotgrave by the contractors has improved.

0782 Councillor Butler commented on the flower baskets that had recently been put up in Cotgrave.

There being no further business the meeting closed at 8.01pm.

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

Planning Minutes

The following responses were made to plans under consideration by the Planning Authority Rushcliffe Borough Council.

No objections were raised except where stated.

028 At Council Meeting held on 10th June 2020

- 20/01129/FUL 31 Daisy Close, Cotgrave, NG12 3QL – erection of two-storey side extension, double garage with new access off Daisy Close (re-submission)
- 20/00655/FUL 27 Owthorpe Road, Cotgrave, NG12 3 – proposed front porch and dropped 2m high fence to boundary – Revised plans.

Rushcliffe Borough Council, the planning authority, has forwarded the following decisions:-

029 Permission Granted

- 20/00787/FUL 18 Saxonway, Cotgrave, NG12 3NX – construction of 1st floor side extension.
- 20\00918\FUL 6 Mensing Avenue, Cotgrave, NG12 3HY – construction of extension to first floor rear dormer windows and rear ground floor corner extension.

Chairman: Signed as a True Record (Date):