

**Annual Town Meeting  
17<sup>th</sup> May 2022**

- Present : Councillor Ian Shaw (Vice Chairman) and 8 residents
- Apologies Received : S Ellis and D Stothard
- Attendance : Julie Stephenson (Town Clerk), Jane Pick (Administration Manager)  
Cotgrave Town Council

The meeting was held at Cotgrave Methodist Church and commenced at 7pm

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**Apologies**

- 0001 The apologies received were approved.
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**Chairman's Welcome and Annual Report**

- 0002 The Vice Chairman, welcomed everyone to the Annual Town Meeting and read out the Chair's annual report, which is produced on the following pages.
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**Items raised by the Electorate.**

- 0003 No members of the electorate wish to raise any items.
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The Annual Town Meeting ended at 7.03pm.

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

## **Chairman's Annual Report 2022-2023**

It has been a pleasure to be Chair for another year of Cotgrave Town Council.

It has been a very different year with the joy of the Platinum Jubilee and the celebration on the Green and then the sad loss of our Queen Elizabeth II. As I write this the Coronation of our new King Charles III is taking place.

Since my last report, the precinct has come to its finish and is looking great with the addition of new shops. You may have noticed that we have now added a flagpole to the site which complements the town centre.

Recently we have changed the lighting at the Multi Use Games Area, to a motion sensor activated system, this will help to save a substantial amount of money over the coming years, also Council has replaced the outside lighting at Cotgrave Futures to help with the environmental footprint of the building. Alongside this we are using some of Council's reserves within this year's budget, this has enabled council to keep our element of the Council Tax as low as possible.

We have seen yet again an amazing display of fireworks, a well-attended Christmas pensioners party, and a Christmas fair took place. Year on year these just get better, and I am sure they will continue with this trend.

It has been good to see the work being carried out on a memorial for the miners of Cotgrave and the early stages of a memorial garden for our own Dr McDonald, which will use the money raised by the community for this purpose. Council have given out grants to some great organisations over the year to help support them, these included £570.44 to Cotgrave Library for crafts and new toys, £200 to Rushcliffe Children's Centre for their Christmas Toy Appeal and £1,000 to the Cotgrave Methodist Church Warm Hub.

I would like to finish by thanking our Clerk, Administration Manager, Ground Staff and Parkkeepers for all their hard work over the year. To all our councillors for that time and effort they put in to making Cotgrave a great place to live. A special thanks to Councillor Mick Chewings and Councillor Christine Jeffreys who have stepped down at the end of this year. They have both served on this council for many years and helped shape the Cotgrave we know now and have been a fountain of knowledge to younger councillors such as me, and it will be sad not to see them attending future Council meetings with their valued input.

Councillor Darren Stothard  
Chair, Cotgrave Town Council 2022-2023

17<sup>th</sup> May 2023

**Annual Council Meeting  
17<sup>th</sup> May 2023**

- Present : Councillors R Butler, K Chewings, S Gardner, B Handbury, L Healy, S Mitchell, N Monday, I Shaw and A Simpson.
- Apologies Received : Councillors S Ellis and D Stothard
- Attendance : Julie Stephenson (Town Clerk) and Jane Pick (Administration Manager) – Cotgrave Town Council.

The meeting was held at Cotgrave Methodist Church and commenced at 7.03pm.

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**Election of Chairman**

- 0004 Councillor S Gardner nominated Councillor I Shaw, this was seconded by Councillor K Chewings.
- 0005 **Resolved** : “That Councillor I Shaw serve as Chairman until the next Annual Council Meeting.”

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**Apologies**

- 0006 Apologies given were received and accepted.

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**Receipt of Declaration of Acceptance of Office**

- 0007 The Clerk took receipt of the Declaration of Acceptance of Office and Members Register of Interest forms for those councillors present at the meeting.

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**Election of Vice Chairman**

- 0008 Councillor N Monday nominated Councillor B Handbury, this was seconded by Councillor S Mitchell.
- 0009 **Resolved** : “That Councillor B Handbury serve as Vice Chairman until the next Annual Council Meeting.”
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**Committees/Representation on other Bodies**

- 0010 Cotgrave Futures – Councillor K Chewings, N Monday and I Shaw.  
Friends of Cotgrave Country Park – Councillor L Healy  
Personnel Committee – Councillors R Butler, K Chewings, S Gardner, L Healy, S Mitchell,  
and N Monday

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**Bank Signatories**

- 0011 To keep the current bank signatories for the next 4 year as Councillors Butler, Gardner, Healy  
and Stothard.

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**Council Documentation**

- 0012 Councillors received the following documentation:-

Meeting Dates for 2023-2024  
Health and Safety Policy Statement

- 0013 **Resolved** : "To accept the meeting dates for 2023-2023. The Chair of Council  
duly signed the Health and Safety Policy Statement.

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**Report in relation of Section 137 expenditure – 2022-2023**

- 0014 The expenditure limit for town and parish councils allowed to spend using the S137 power  
during 2022/23 was £8.82 per elector.

Cotgrave Town Council had 6086 residents on the electoral role in 2022. This allowed the  
council to be able to spend up to £53,678.52 using S137 expenditure.

- 0015 The S137 expenditure spent by Cotgrave Town Council was £4763.60 during 2022/23.

The Annual Council Meeting closed at 7.14pm

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

**Cotgrave Town Council Meeting  
17<sup>th</sup> May 2022**

- Present : Councillors I Shaw (Chairman), R Butler, K Chewings, S Gardner, B Handbury, L Healy, S Mitchell, N Monday, and A Simpson
- Apologies Received : Councillors S Ellis and D Stothard
- Attendance : Julie Stephenson (Town Clerk), Jane Pick (Administration Manager Cotgrave Town Council)

The meeting was held at Cotgrave Methodist Church and commenced at 7.14pm.

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**Apologies**

- 0016 The apologies received were approved.

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**Declarations of Interest**

- 0017 Councillor K Chewings declared an interest in the agenda item 7, planning application for 159 Ringleas.

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**Public Open Session**

- 0018 No members of the public were in attendance.

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**Accuracy of the minutes of the Council Meeting held on 12th April 2023**

- 0019 **Resolved** : "That the minutes of the meeting held on 12<sup>th</sup> April be received and confirmed as a true record."

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**Progress Minutes of Council Meeting held on 12<sup>th</sup> April 2023**

- 0020 M2975 Barratt/David Wilson Homes

Robert Galij, Planning Director of Barratt Homes updated Council that there are no material changes to report since 3<sup>rd</sup> April.

0021 Councillor I Shaw shared his concerns that the maintenance of the bridge has been passed to the residents of Hollygate estate under their management fees.

0022 This item will be added to the agenda of the next meeting for discussion.

0023 M2979 Vectare Bus

Councillor R Butler said that the new bus service in Cotgrave provided by Vectare has been received very well received.

The £2 bus fees cap has been extended by the Government until the end of October 2023 and from November this will increase to £2.50 until November 2024.

0024 M2980 Anti-Social Behaviour on the MUGA

Councillor Shaw asked the Clerk is there had been an improvement at the MUGA. The Clerk said that the issues have now reduced.

0025 M2982 Recycling Bins on the Shopping Centre

The Clerk and several councillors met with an officer from Rushcliffe Borough Council to discuss the location of the bins. The green clothing banks that have not been authorised, will be taken away from the site following some legal notification to the owners of the bins. To improve the area the Borough will be installing some fencing around the glass bins.

0026 M2987 Cotgrave Community Garden

Councillor Shaw asked if there had been any more communication from the Community Garden regarding their grant application. No further information has been supplied to council.

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**Planning Minutes**

0027 **Resolved** : "To confirm the planning minutes recorded and the decisions taken by the Council and those of the Planning Authority."  
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**Financial Matters**

0028 Payments

**Resolved:** "That the payments made since the previous meeting totalling £40,031.10 as recorded below, be approved and the invoices awaiting payment be paid".

Rushcliffe Borough Cl	71001400	Emptying of Dog Bin x 2	1	122.83
Rushcliffe Borough Cl	9175638X	Non-Domestic Rates Suite F	1	2672.14
Rushcliffe Borough Cl	91755731	Non-Domestic Rates Unit 28	1	2436.37
MeerKat Comms	MC007492	Telephone & Broadband April	1	66.73
Three	1403652273	Mobile Telephones	1	29.78
Notts CC	92850358	Salaries March 23	1	11,588.39
Live 9 Events	1013	Children's Entertainment for Summer Street Market	9	455.00
Cotgrave Methodist Church		Room Hire 8.3.23	1	30.00
ABS Machines	19764	Toner for printer	1	192.00
UK Fuels	10000600	Fuel	1	142.61
Notts CC	92851683	Payroll Service Charge 21/22 and 22/23	1	1384.80
Rushcliffe Borough Cl	71002210	Annual Rent Forest Close Allotments	1	35.00
Rushcliffe Borough Council	71002201	Annual Rent Broadmeer Play Area	1	40.00
Rushcliffe Borough Council	71002954	Quarterly Rent Ringleas Play Area	1	66.25
Rushcliffe Borough Council	71002829	Quarterly Rent Suite F	13	435.00
Rushcliffe Borough Council	71003307	Quarterly Rent Grassmere Park	1	68.75
Rushcliffe Borough Council	71002183	Rent Unit 28 - April	1	650.00
Rushcliffe Borough Council	71003497	Monthly Service Charge Suite F	1	180.00
Rushcliffe Borough Council	71002945	Quarterly Rent Candleby Lane	1	68.75
Water Plus	1744195	Burhill Allotments (Estimated)	1	102.80
Cotgrave Futures	677	MUGA Electricity	1	6.12
J A Kents	65373	Installation of Flagpole	1	870.00
Mick Dutton	15239	John Deere Mower - battery	1	120.30
J A Kents	65413	Grounds Maintenance	1	870.83
Opus Energy	73907240	Sports Pavilion Electricity	1	87.05
British Gas	811204600	Suite F Electricity	1	69.15
HSBC		Bank Charges	1	9.00
Get Loos	2022	Portable Toilets Summer Market	9	180.00
Meerkat Comms	7547	Phone and Internet May	1	62.77
Notts CC	92862132	April 2023 Salaries	1	11927.22
Rialtas	28121	Asset Inventory Support and Maintenance	1	124.85
Roffesoft	7782	Councillor email account for 1 year	1	205.20
Three	1412720953	Mobile Phones May	1	29.78
Mrs J Stephenson		Zoom 1 year	1	71.94
Water Plus	7002239800	Unit 28	1	15.38
Rialtas	30583	Year End	1	906.00
British Gas	830412277	Suite F Electricity	1	71.32
Cotgrave Methodist Church		Room Hire 12.4.23	1	30.00
David Ogilvie	189610	Coronation Bench	1	1880.40
Mick Dutton	15265	Fit belt to John Deere	1	99.60
Rushcliffe Borough Council	71015611	Rent Unit 28	1	650.00

Rushcliffe Borough Council	71015255	Rent Suite F	1	435.00
Rushcliffe Borough Council	71015738	Suite F Service Charge	1	180.00
Sublime Shine	783	Suite F Windows	1	10.00
UK Fuels	10002031	Fuel	1	147.79
Water Plus	2036516	Forest Close Allotments	1	101.40
Water Plus	1744195	Ringleas Allotments	1	102.80
		<b>TOTAL</b>		<b>40,031.10</b>

0029 Income

Resolved : "That the income totalling £123,660.67 since the last meeting, as reproduced below.

3.4.23	Cotgrave FC	Rent	160.00
3.4.23	Safari Sale	x 3 stalls	15.00
4.4.23	Safari Sale	x 5 stalls	25.00
5.4.23	Thomas James	Newsletter advert	92.40
6.4.23	Safari Sale	x 3 stalls	15.00
6.4.23	Safari Sale	x 9 stalls	45.00
6.4.23	Allotment Rent	Plot 6b	20.77
14.4.23	Bakery 91	Street Market Stall	30.00
16.4.23	Thai Food at Home	Street Market Stall	30.00
24.4.23	Rushcliffe Borough Cl	Precept	123,067.50
2.5.23	Cotgrave FC	Rent	160.00
		<b>TOTAL</b>	<b>123,660.67</b>

### Financial Statements

0030 Members considered and approved the Statements for March 2023 as reproduced at the back of the Minute Book.

At the end of March 2023 Council had £35,988.85 in the Co-op account, £60,858.87 in the HSBC account and £201,993.97 in the NatWest account.

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### Review of Council Policies

0031 Council were given copies of the following policies to review:-

The Financial Regulations, Risk Management, Standing Orders and Freedom of Information.

0032 **Resolved** : "To approve the Financial Regulations, Risk Management, Standing Orders and Freedom of Information Policies."

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### Council's Insurance Policy Renewal

0033 The Clerk presented council with quotations from two insurance companies. The Clerk had approached 4 insurance companies to ask for quotations. One company were unable to quote, another could offer a policy, but council would need to provide all the information and a representative was not able to work with the Clerk on the policy, and council decided that this was not what they wished to do.

0034 After considering the two quotations Councillor K Chewings proposed to accept the quotation from Gallagher Insurance, Councillor S Gardener seconded this. All of Council were in favour and

0035 **Resolved** : "To appoint Gallagher Insurance to provide councils insurance policy for 2023-2024 at the cost of £8,654.30."

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### **Working Group Updates**

#### **Broadmeer Play Area/UKSPF Funding**

0036 The Clerk had met with Councillor K Chewings, I Shaw and R Butler at Broadmeer Play Area to discuss the renovation of the park equipment. The Clerk has contacted some play equipment supplies and they have provided designs and quotations for some new and additional play items.

0037 The deadline for applying for fund from the UKSPF is Friday 19<sup>th</sup> May. This fund is the equivalent of the previous European Union Funding. Council considered the play equipment quotations and proposed to use the quotation from Hags and apply for 50% of the total cost from UKSPF and Council to provide the other 50% of the cost.

0038 **Resolved** : "To apply for a UKSPF grant of £14,900."

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### **Grass Mower**

0039 Cotgrave Town Council purchased the current mower in June 2020. This ride-on mower has needed a few repairs and is starting to show its age. Following enquiries, brand new ride-on mowers are often on a 12-month waiting list, however, Mick Dutton and Son has a newer John Deere ride-on mower available for purchase at £10,000 and they have offered council £3,000 part exchange for the old mower.

0040 Councillor N Monday proposed to purchase the John Deere mower, Councillor A Simpson seconded this. All of Council were in favour.

0041 **Resolved** : "To purchase the John Deere ride-on mower at the cost of £7,000 following a part exchange."

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### **Nottinghamshire County Council Local Community Fund**

0042 The Nottinghamshire County Council's Local Community Capital and revenue grants are now open for applications. The closing date is 4<sup>th</sup> June 2023.

Eligible organisations can apply for one-off Capital grants to a maximum of £20,000 per organisation, in any funding year. Applications for Capital funding should have in place at least 50% matching funding. Applications for Revenue funding are invited from Voluntary and Community Sector organisations with a maximum award of £5,000 per project.

- 0043 Council discussed applying for a revenue grant of up to £5,000 for a play scheme over the summer holidays.

The Clerk will contact Positive Futures to see if they are able to provide this.

#### **ICT Improvements**

- 0044 Council discussed ICT requirements for office staff, including a new laptop for the Administration Manager, plus relocating the Wi Fi point closer to the work area to provide a better signal in the office.

It was also suggested that Council introduce a 3/4year programme for the upgrading/replacement of ICT equipment.

- 0045 Councillor K Chewings proposed to purchase the new laptop and relocate the wi-fi point, Council or S Gardner seconded this. All in favour.

- 0046 **Resolved** : "To purchase the laptop and associated works and relocate the wi-fi point at the cost of £936.00 plus VAT."

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#### **Correspondence (for information only)**

- 0047 No correspondence had been received.

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#### **Clerks Reports**

- 0048 The Clerk had approved some tree work on The Green to an unsafe tree which had had a branch drop. The tree has been removed due to the poor condition following this issue.
- 0049 The contractor had highlighted issues with other trees in the area and further works would be needed due to a change in laws relating to head clearance of 2.5m. This work will not be carried out until August/September after bird nesting season has finished.

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#### **Councillors Reports**

- 0050 Councillor R Butler gave an update on the sink hole that had appeared at junction of The Cross and Plumtree Road. Severn Trent Water were on site and have undertaken repairs to the leaking pipe. During the works they have discovered an undocumented drain which needs investigating. It is hoped that the road will re-open by Friday pm.
- 0051 Councillor K Chewings asked if an item could be added to the next agenda to discuss to giving of awards to long serving councillors.
- 0052 Councillor K Chewings noted the 5 vacancies on Cotgrave Town Council following the elections on 4<sup>th</sup> May. Posters advertising the vacancies will be circulated from on Thursday 18<sup>th</sup> May, including Council notice boards, website, Cotgrave Connections Newsletter, and social media.

0053 Councillor Chewings wanted to thank those residents who had voted him on as a Rushcliffe Borough Councillor along with Councillor Butler and Ellis. He also thanked Councillor Healy and C Jeffreys for their work as Borough Councillors over the previous term of council.

0054 Councillor Handbury had notice that the new crematorium, Rushcliffe Oaks was now open.

There being no further business the meeting closed at 8.15pm.

Chair:..... 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.**

**001 At Council Meeting on 17<sup>th</sup> May 2023**

- 23/00711/FUL 159 Ringleas, Cotgrave, Nottingham, NG12 3PQ – single storey extension to the rear.
- 23/00754/FUL 8 Tulip Close, Cotgrave, Nottingham, NG12 3SX – construction of detached garage.

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

**002 Applications Withdrawn:**

- 23/00521/FUL Land rear of 59 Bingham Road, Cotgrave, NG12 3JS – erect 1 no. detached dwelling and 1.8-metre-high fence to side boundary.
- 23/00754/FUL 8 Tulip Close, Cotgrave, Nottinghamshire, NG12 3SX – construction of detached garage.

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