

**Cotgrave Town Council Meeting
11th October 2023**

- Present : Councillors I Shaw (Chairman), R Butler, K Chewings, S Ellis, S Gardner, B Handbury, L Healy and N Monday,
- Apologies Received : Cllrs S Mitchell and M Myles, A Simpson and D Stothard
- Attendance : Julie Stephenson (Town Clerk), Jane Pick (Administration Manager) Cotgrave Town Council, Mrs Christine Jeffreys, Michelle Woodward, 2 representatives of Cotgrave Community Garden, PC 1496 S Mills and PCSO P Evans (Notts Police) (from 7.05pm)

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

Apologies

- 0249 The apologies received were approved.

Declarations of Interest

- 0250 No declarations of interest were given.

Public Open Session

- 0251 Cotgrave Community Garden has been asked by council to assist with the planting up of some of the planters on the shopping centre. Council have been given permission by the Borough Council that one metre of each of the planters may be planted up by Council.
- 0252 Cotgrave Community Garden volunteers have suggested a range of different types of planting including annual bedding plants, Roses, St Johns Wort, seasonal plants like pansies and plants that would give colour through the winter to the planters like Cosmo, Dahlias.
- 0253 A meeting will be arranged with the Community Garden to further discuss the range of plants to be used within the planters and to discuss a budget.
- 0254 The Chairman thanked the Community Garden volunteers for their presentation.
- 0255 PC Saskia Mills and PCSO Phil Evans were in attendance to give an update to council regarding current policing issues and anti-social behaviour.
- 0256 Councillor Shaw asked what the outcome had been of the incident which included anti-social behaviour in the Leisure Centre Car Park. The people involved in this had been dealt with and no further reports had been received from the Leisure Centre. The local beat team are working closely with the Youth Club leader, the Manager of the Leisure Centre and are engaging with the local football club.

- 0257 Councillor Chewings asked about crime figures for Cotgrave. It has been noted that more than 30% decrease in anti-social behaviour from September 2022 to September 2023, and during September 2023 there were eight incidents of ASB.
- 0258 Councillor Chewings asked if these monthly crime figures could be forwarded to council on a regular basis. He also asked if the Beat team had provided an article for the newsletter. This had not been done. but would be looked at for the next edition.
- 0259 Councillor Monday mentioned the number of speeding vehicles on Owthorpe Road. The Police have recently held a Rural Crime Week, and this included targeting speeding vehicles.
- 0260 Councillor K Chewings has raised this issued in the newsletter and is asking if anyone would like to volunteer to join and set up a Community Speed Watch group. The equipment can be purchased, and training would be given for anyone setting up a group by the Police.
- 0261 The Chairman thanked the officers for attending the meeting and said that it was very useful to Council for them to attend on a regular basis is they can.

Co-Option of Vacancies on Council

- 0262 Two residents have applied for vacant seats for the Ash Lea Ward via co-option onto Cotgrave Town Council.
- 0263 The candidates were Michelle Woodward and Christine Jeffreys.
- 0264 **Resolved** : "To co-opt Michelle Woodward and Mrs Christine Jeffreys onto Cotgrave Town Council."
- 0265 The Chairman welcomed Councillors M Woodward and C Jeffreys to Council and they have both duly signed the Acceptance of Office Form.

Accuracy of the minutes of the Council Meeting held on 6th September 2023, and of the Personnel Committee Meeting held on 18th September 2023

- 0266 Councillors Butler wished to note that minute number 0194 Hollygate Lane South should read 74 and not 210 dwellings.
- 0267 Councillor Butler asked if 'Nottinghamshire County Council' could be added to minute number 0201 (LCF Funding)
- 0268 Councillor L Healy said the wording of minute number 0205 should read "Councillor Healy had not heard of any further issues."
- 0269 The amendments were made to the minutes and signed by the Chairman of Council.
- 0270 **Resolved** : "That the minutes of the Council Meeting held on 6th September, following the amendments and Personnel Committee meeting of 18th September 2023 be received and confirmed as a true record."
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Progress Minutes of Council Meetings held on 6th September 2023

0271 M0182 – Youth Club

Councillor Shaw said that hopefully the opening times for the youth club during school holidays could be looked into. Councillor Butler informed Council that the responsibility of youth club opening times lies with the County Council and not of the Youth Leader.

0272 M0195 Barratt/David Wilson Homes

The latest information provided from Barratt Homes on 29th September, was as follows: -

0273 Hollygate Park (Bridge) – no decision has been made yet by Rushcliffe Borough Council under reference 20/02586/REM and, as such, this particular issue remains ‘open and unresolved’.

Hollygate Lane North – no decision has been made yet by Rushcliffe Borough Council under reference 22/02336/REM for 210 dwellings and, as such, this particular issue remains ‘open and unresolved’.

Hollygate Lane South – no decision yet issued by Rushcliffe Borough Council under reference 22/02335/REM for 74 dwellings and, as such, this particular issue remains ‘open and unresolved’.

0274 Councillor K Chewings informed Council that the application regarding the bridge would be referred to the Planning Committee in the near future.

0275 Councillor I Shaw asked if it would be possible to ask Robert Galij from Barratt Homes to attend a council meeting to discuss the management charges at Hollygate estate and how these were justified.

0276 Councillor S Ellis said this was of a national concern and the problem lies with local authorities rather than the building company.

0277 Councillor Butler said that Rushcliffe Borough Council would be discussing this issue within their Scrutiny Group.

0278 M0202 Dr MacDonald Memorial

Councillor Chewings asked if there was any update on the memorial garden for Dr MacDonald?

0279 The planting up of trees was due to commence in November. The memorial garden will be positioned around the area of the old play park on the Green, and the path that leads to this area will be extended up to the Shopping Centre. A designer for the bench has still to be appointed and they will be speaking with Sue MacDonald regarding the design. The funding, raised by the residents of Cotgrave, that is currently held by Councillor D Stothard, will pay for the bench.

0280 Council asked if the Clerk could contact Cllr Stothard to have the funds transferred to Cotgrave Town Council?

0281 M0228 D-Day 80 Beacon

Councillor Jeffreys asked why could we not use the Beacon that had been purchased for the Queen's Platinum Jubilee? The Beacon is of a different design and is not interchangeable.

0282 M0239 Grass Gutting

Councillor Chewings informed Council that he had met with the grass cutting contractor together with the Clerk and Administration Manager to discuss outstanding issues with the grass mowing and how to resolve these. A further meeting is planned for November 6th to review the changes and discuss the grass mowing. Several ideas were discussed, and some have been implemented.

0283 M0245 Strategic Working Group

Councillor Shaw still wished to form a strategic working group to discuss items and bring any recommendations to council.

0284 M0247 Dropped Kerbs

Councillor Shaw asked if anything had been done about the dropped kerbs in Cotgrave.

0285 Councillor Butler asked if Cllr Shaw could identify the areas of concern and pass this information onto him.

Planning Minutes

0286 **Resolved** : "To confirm the planning minutes recorded and the decisions taken by the Council and those of the Planning Authority."

Financial Matters

0287 Payments

Resolved: "That the payments made since the previous meeting totalling £23,236.32 as recorded below, be approved and the invoices awaiting payment be paid".

HSBC Bank		Bank Charges	10.10
CSC Domain		Domain Name	131.18
British Gas		Suite F Electricity	1.92
M Dutton & Son	15457	Husqvarna Klipper Mower, strimmer head, strimmer guard and cable ties	1266.60
Hags SMP	01221	Cradle Seat the Green	148.20
Kent Services	65918	Grounds Maintenance August	1045.00
Notts County Council	92909747	August Salaries	12375.17
Roffesoft	7906	2 x Office 365 Business Standard	322.56
Rushcliffe Borough Council	71040140	Park Inspections	540.00
Rushcliffe Borough Council	71039847	Empty Septic Tank at Sportsground	129.15
Rushcliffe Borough Council	71040893	Suite F Rent	435.00
Rushcliffe Borough Council	71041175	Unit 28 Rent	650.00

Rushcliffe Borough Council	71041273	Suite F Service Charge	180.00
Rushcliffe Borough Council	71041854	Jet Wash the Green Play Area	240.77
Rushcliffe Borough Council	71041836	Replacement Bin at Madisson Field and installation	808.50
Three		Mobile Phones	13.99
WaterPlus	3178039	Forest Close Allotments	37.32
WaterPlus	3131965	Unit 28	45.88
Polygraphics	4219	2 x Signs for Madisson Park	202.80
Landscape Supplies	12535	Round Up Pro Active	143.88
Notts County Council	92917076	Payroll Service Charge 23-24	727.02
Meerkat Comms	2572	Phone and Broadband	62.28
Rushcliffe Borough Council	71041907	Grass Matting/Remove foot scrapper. Madisson Field	387.31
UK Fuels	10008821	Fuel	282.07
Allotment Plot 7b		Key and Bond Deposit Refund	70.00
Soal Glass	12698	Replace broken window Cotgrave Futures	108.00
TMS Hardware		Hardware	55.67
Polygraphics	4247	Sign Broadmeer Park	119.40
Kent Services	66020	Grounds Maintenance September	1045.00
Sandcliffe	37282480	Repairs	709.88
HSBC Bank		Charges	10.00
M Dutton	15516	Kioti temp sensor, sealant, cutting. Disc, grinding disc	47.77
Hills Decorators	1084	Staining of Cotgrave Futures cladding	750.00
Notts County Supplies	923301904	Paper, wall clock	27.83
UK Fuels	10010173	Fuel	106.07

0288 Income

Resolved : "That the income totalling £123,535.82 since the last meeting, as reproduced below.

30.8.23	Safari Sale	X 2 stalls	10.00
30.8.23	Calder Gardens	Christmas Market Stall	20.00
30.8.23	Safari Sale	X 1 stall	5.00
31.8.23	Hendersons Crafts	Christmas Market Stall	20.00
1.9.23	Cotgrave FC	Rent	160.00
1.9.23	Allotment Rent	Plot 14 Hollygate	69.16
1.9.23	Allotment Rent	Plot 23 Hollygate	69.16
6.9.23	Safari Sale	2 x stalls	10.00
21.9.21	Thia Food at Home	Christmas Market Stall	40.00
22.9.23	Rushcliffe BC	Precept	123,067.50
25.9.23	Allotment Rent	Plot 17 Hollygate	65.00
		TOTAL	123,535.82

Financial Statements

0289 Members considered and approved the Statements for August 2023 as reproduced at the back of the Minute Book.

At the end of August 2023 Council had £35,988.85 in the Co-op account, £63,914.79 in the HSBC account and £203,008.46 in the NatWest account.

Cordless Angle Grinder and Hedge Cutter

0290 The Clerk had ordered a cordless angle grinder and hedge cutting at a cost of £682 + VAT. These pieces of equipment were much lighter to use for the ground staff and cleaner for the environment.

0291 **Resolved** : "To approve the costs of £682 for the hedge cutter and angle grinder."

Grants

0292 A grant request has been received from Rushcliffe Children's Centre (a non-voluntary but non-profits making organisation), for a contribution of £300 towards support for their Christmas Toy Appeal. The organisation currently has families in Cotgrave referred to their service.

0293 **Resolved** : "To award a grant of £300 towards the Rushcliffe Children's Centre Christmas Toy Appeal."

0294 A grant request has been received from 4th Radcliffe on Trent Guides. The group has 6 Cotgrave Guides in their pack and have booked to take the guides camping at Trusthorpe and are asking for a contribution towards travel costs for one guide from Cotgrave who is taking part in the camp.

0295 **Resolved** : "To award a grant of £25 towards the travel costs for the camping at Trusthorpe in May 2024."

Bonfire Event Sunday 5th November 2023

0296 Councillor K Chewings gave council information that had appeared on Facebook regarding Council's Fireworks Event. Cotgrave Welfare have booked an event company to promote some of their own events. The Welfare have booked a disco and some stalls and entertainment to run alongside the Council's event, which has been added to councils advertising. The event company have since promoted this event on Eventbrite. There are concerns that this would encourage many people to attend the event and would impact on the amount of people that we could have on the field at any one time and if anything were to go wrong the onus would be on Cotgrave Town Council as the insurers of the fireworks and bonfire event. Cotgrave Town Council provide this event for its residents.

0297 Councillor Chewings asked the event company to remove the event from Eventbrite, which they have.

0298 Some volunteers will be required for the event.

Councillors K Chewings, B Handbury, M Woodward and I Shaw volunteered to help at the event.

Remembrance Day Parade 12th November 2023

- 0299 The Temporary Restriction of Road permit has been applied for from Notts County Council Via.
- 0300 The Clerk has placed the order with Showsec to provide the marshalling for the road closures. They were working on getting a team together to staff the event. Numbers will be confirmed with Showsec next week.
- 0301 The administration manager will contact the Chairman of the CBOC (Royal British Legion) to discuss the parade and appoint a parade marshal.

Christmas Lights & Market Friday 24th November 2023

- 0302 Stalls were continuing to be booked for the event. The tree has been ordered, as have CCLS choir, Santa's Grotto, Children's entertainment, and a DJ with pa will be playing music.
- 0303 The Administration Manager has obtained prices for the selection boxes for the Grotto. There has been a significant increase in the cost of these.
- 0304 **Resolved** : "Council agreed that 312 selection boxes could be purchase at a cost of £1.35 each."

Pensioners Christmas Meal

- 0305 Councillor Healy has arranged that the pensioners Christmas meal will take place on Tuesday 19th November from 12 – 4pm. Tickets will be available from the Cotgrave Leisure Centre on Thursday 9th November with a closing date of 24th November. Information will be available in Cotgrave Connections Newsletter, on Council notice boards and on social media. This will include details of the dates, event location and menu choices.
- 0306 Due to several factors, the event this year will be held at Notts County Football Club. Parking is limited, so Councillor Healy is speaking with the Cattle Market to see if any space could be used at their location. Two buses will be provided by Council.
- 0307 Councillor K Chewings said that funding was available from the UKSPF for up to £1,000 to enhance existing Christmas events. Councillor Healy has been in contact with the Borough Council regarding this.
- 0308 Councillor K Chewings asked Councillor Healy if he could provide a breakdown of cost for the pensioners meal to be available at the next meeting.
- 0309 Council Ellis said that some time ago it was discussed about having a Finance Working Group to assist with the funding of such events and that this should be discussed again.
- 0310 This will be added to the agenda for the next council meeting.

Rural Community Action Nottinghamshire – Support for local hubs

- 0311 It was agreed to defer this item until the next council meeting.
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Tractor Replacement

0312 Council had been copied into quotations for a replacement vehicle for the very aged tractor.

Option 1: Kioti K9 2400 Utility Vehicle £19,500.00 + VAT

Option 2: John Deere Gator Utility Vehicle £28,500.00 + VAT

0313 Council currently has one Kioti vehicle which has been very good and fit for purpose for the needs of the Ground staff and council in general.

0314 A trade in price for the old Tym tractor had been offered at £1,200.

0315 Councillor S Ellis proposed that Council purchase the Kioti Utility Vehicle. This was seconded by councillor I Shaw. All council agreed and

0316 **Resolved** : “To purchase a Kioti K9 2400 Utility Vehicle at the cost of £19,500.00.”

08.55pm Suspend Standing Orders to allow the meeting to continue for a further 20 minutes.

Cotgrave Cemetery and Churchyard

0317 The Chairman of Council has met with the Rector of All Saints Parish Church with regard to the grass cutting charges that had not been charged to the church. This error has been identified and council discussed how this would be dealt with and whether the invoice for the full amount should be sent to the Church.

0318 A recorded vote was requested and: -

The following councillors agreed to send the invoice: K Chewings, S Ellis, S Gardner, B Handbury, L Healy, C Jeffreys, N Monday, I Shaw and M Woodward.

Abstentions: Councillor R Butler.

0319 It was also discussed that some signage in the Cemetery may be appropriate to say that the Cemetery has uneven ground. The Rector declined the offer of any signage being installed.

0320 It has also been identified that several of the graves have become very uneven, which was making it difficult when grass mowing. and works are required to bring the graves up to a satisfactory standard. This information has been passed to the Church. The funeral director in Cotgrave had carried out a survey of the cemetery and had identified 49 graves that were in need of topping up with soil and grass seed.

0321 An application has been put to the War Graves Commission for a sign to be displayed on the fencing of the Cemetery to say that the Cemetery contains war graves. This is awaiting approval from the Church.

0322 Council will write to the Rector asking for a further meeting to take place.

09.15pm Suspend Standing Orders to allow the meeting to continue for a further 10 minutes.

Correspondence (for information)

0323 Rushcliffe Borough Council – Greater Nottingham Strategic Plan

Information has been received regarding the Greater Nottingham Strategic Plan consultation which will end on Tuesday 7th November. Any comments received by this date will inform the preparation of the draft Strategic Plan when there will be a further opportunity to comment.

0324 Information on plans for the development of land north of Tollerton has been received. It gives information on a public consultation.

Reports from Ward Members

0325 Councillor Butler informed Council about the Rushcliffe Accelerator Launch Event. Rushcliffe Borough Council are inviting local businesses to attend a new Rushcliffe Accelerator Event project on 25th October, it will offer local placed businesses help and support and its being funded by the UK Shared Prosperity Fund (UKSPF). Businesses will be able to register for free workshops.

Clerks Reports

0326 The Clerk nothing to report.

Councillors' Reports

0327 Councillor Monday said that the bus stop for the Spires Hospital at Tollerton was not situated at the right place for access for the hospital and can this be reviewed.

0328 Councillor K Chewings has been approached by South Notts Academy for some funding through his Borough Councillor role for a Community Garden at the school and has suggested to the school that they also approach the Town Council for some grant funding.

0329 Councillor Handbury has noticed that the large hedge on the corner of Scrimshire Lane and Risegate has been cut back and is much better.

0330 Councillor R Butler informed council that Nottinghamshire County Council will shortly begin to set their budget for 2024/25. Information and a consultation is available on the NCC website.

0331 Councillor L Healy has been approached by the Catholic church who potentially may be able to offer some additional parking for those dropping off and picking up from children from school, and could Council contact the school informing them of this offer.

0332 Councillor Shaw asked if a working group could be formed to further discuss the flower planters on the Shopping Centre with the Community Garden.

0333 Councillor C Jeffreys wished to be on the working group.

**Personnel Committee
16th October 2023**

Present : Councillors R Butler (Chairman), K Chewings, L Healy and N Monday

Apologies : Councillor S Gardner and S Mitchell

In Attendance : Julie Stephenson (Town Clerk) and Jane Pick (Administration Manager) – Cotgrave Town Council.

The meeting was held in the Town Council Office and commenced at 4.15pm

Apologies

0031 The apologies received were accepted.

Declarations of Interest

0032 No declarations of interest were received.

Public Open Session

0033 No members of the public were in attendance.

Documents and Checklists

0034 The committee reviewed the changes to the following documents: -

- a) Road Vehicle Daily Checks for Council vehicles.
- b) Incident Report Form

0035 **Recommendation** : "To forward to documents to Full Council for approval.

0036 The Absence and Illness return to work form, may need to be amended following the approval of the Staff Handbook.

0037 Councillor K Chewings said that once the document was complete, the staff will need to be put into consultation to the changes to the policy. Once this has taken place the policy can then be put to full council for approval.

0038 As the document is very detailed this item will be discussed in a working group and will meet on Thursday 19th October at 2.45pm.

0039 The Stress Management Policy will also be deferred to the next meeting.

Staffing Matters

0040 Due to ongoing staff illness, reports are being discussed with the Personnel Committee. It may be necessary to cover some of the absence.

Appraisals

0041 Appraisal of staff current take place in November of each year. The Clerk's appraisal is biannually (by the Chairman of Council), and all other staff are appraised every year by the Town Clerk.

0042 **Recommendation** : "To move the appraisal to February/March each year."

Pay Reviews

0043 The pay reviews will be deferred to the next meeting, following the approval of the Staff Handbook Policy.

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

**Personnel Committee
30th October 2023**

Present: Councillors R Butler (Chairman), K Chewings, L Healy, S Mitchell and N Monday

Absent: Councillor S Gardner

In Attendance : Julie Stephenson (Town Clerk) and Jane Pick (Administration Manager) – Cotgrave Town Council.

The meeting was held in the Town Council Office and commenced at 4.15pm

Apologies

0044 No apologies were given.

Declarations of Interest

0045 No declarations of interest were received.

Public Open Session

0046 No members of the public were in attendance.

Staff Handbook

0047 Further amendments and changes were made to the draft staff handbook. This will be included on a future council meeting agenda for approval before being given to staff for consultation.

Council Documents

0048 Committee consider the following document, which will now be approved by Council :-

- a) Absence and Illness return to work form.
- b) Stress Management Policy and Risk Assessment
- c) Appraisal Form.

The press and public will be excluded from the meeting during consideration of the following item/s of business on the grounds that it involves the likely disclosure of exempt information as defined in Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.

Staffing Matters

0049 An update on staffing matters was given to the Personnel Committee.

0050 Annual Pay Reviews

The Committee requested information of the pay structure for Council Staff, this will be provided at the next meeting scheduled for 1.30 on Monday 20th November 2023.

The meeting closed at 5.30 pm.

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.

012 At Council Meeting on 11th October 2023

- 23/01678/FUL 13 Chestnut Drive, Cotgrave, Nottingham, NG12 3TZ – single storey side and rear extension. Additional parking to front.
- 23/01729/FUL Fosse Cottage Farm, The Fosse, Cotgrave, Nottingham, NG12 3HF - proposed erection of an agricultural storage barn.
- 23/02336/REM Land rear of Mill Hill Lane/The Old Park, Cotgrave, Nottingham – application for the approval of Reserved Matters – 210 no. dwellings (Appearance, Landscaping, Layout & Scale) pursuant to outline planning permission 20/03248/OUT. (Any comments which council may have already made will be taken into account, additional comments on revision will be submitted).
- 23/01772/FUL The Old Stable View, The Fosse, Cotgrave, Nottingham, NG12 3HF - erection of new frontage gates and posts/wall to front entranceway.

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

013 Applications Approved

- 22/02336/REM Land rear of Mill Hill Lane/The Old Park, Cotgrave, Nottingham – application for the Approval of Reserved Matters – 210 no. dwellings (Appearance, Landscaping, Layout & Scale) pursuant to outline planning permission 20/03248/OUT

014 Applications Withdrawn

- 23/01729/FUL Fosse Cottage Farm, The Fosse, Cotgrave, Nottinghamshire, NG12 3HF – Proposed erection of an agricultural storage barn.

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