

Cotgrave Town Council Meeting
17th April 2025

Present : Councillors I Shaw (Chairman), R Butler, K Chewings, S Ellis, S Gardner, S Mitchell, N Monday and A Simpson.

Apologies Received : Councillors: L Healy, and D Stothard

Absent : Councillor M Myles

In Attendance : Julie Stephenson (Town Clerk), Jane Pick (Admin Manager) - Cotgrave Town Council and three members of the public.

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

Apologies

1346 The apologies given were approved.

Declarations of Interest

1347 No declarations of Interest were received.

Public Open Session

1348 No members of the public wished to speak.

Co-Option to fill vacancies on Council

1349 Two residents have applied for vacant seats for the Ashlea Ward via co-option onto Cotgrave Town Council.

1350 Both residents gave a brief report about themselves.

1351 **Resolved** : "To co-opt Joanna Mileham and Edward Arscott onto Cotgrave Town Council."

1352 The Chairman of the meeting welcomed Joanna and Edward to Council and they duly signed the Acceptance of Office Forms.

Accuracy of the minutes of the Council Meeting held on 17th March 2025 and to note the Personnel Committee Minutes dated 25th March 2025

- 1353 **Resolved** : “That the minutes of the meeting held on 17th March 2024 be received and confirmed as a true record and the minutes of the Personnel Committee of 25th March 2025 are noted.”

Progress Minutes of Council Meeting held on 17th March 2025

- 1354 M1303 Apologies

Councillor Butler commented on the amount of nonattendance of councillors at meetings and the apologies given, and Council as a whole said that the giving of apologies needs to be reviewed and to note the procedure. This will be added to the agenda of the next meeting.

- 1355 M1312 Council Emails

The issue that was preventing the migration of emails has been resolved by Microsoft. Council's IT proposes to migrate over the emails on the afternoon of Friday 25th April.

- 1356 M1314 Cotgrave Police

PC Pooley was not in attendance at the meeting but would be asked to attend the meeting on 19th May 2025.

- 1357 M1333 Cotgrave Futures Building Valuation

The Clerk had arranged for a valuation to take place. The building has now been valued at £2.5M. This will increase Council's insurance policy by £747 which is due for renewal on 1st June 2025.

- 1358 M1341 CCTV Cameras Grassmere and West Furlong

The Clerk asked from information from Globsec regarding the possibility of installation of additional CCTV camera at Grassmere and West Furlong. This was following a short period of anti-social behaviour, which has now ceased.

- 1359 Various options were available to council for installing additional CCTV, but this can be address is further issues with ASB continues.

- 1360 M1342 Resident on Thorntons Close

The resident has replied to the Clerks letter regarding the 'allotment' that had been created in Council's buffer zone on Madisson Football pitch. They will remove their items from the buffer zone. The resident had asked if there were any allotments available at Burhill.

- 1361 M1345 Parking Issues Ringleas/Daleside Junction

The Clerk will report the parking issues again.

Planning Minutes

1362 **Resolved** : "To confirm the planning minutes recorded and the decisions taken by the Council and those of the Planning Authority."

Financial Matters

1363 Payments

Resolved: "That the payments made since the previous meeting totalling £25,998.09 as recorded below, be approved and the invoices awaiting payment be paid".

COTGRAVE TOWN COUNCIL 17 th April 2025				
Cotgrave Young People's Ctr		Grant	1	1000.00
M Dutton & Son	16283	Pressure Washer	1	1126.73
M Dutton & Son	16282	Repairs to Kioti Vehicle	1	1814.75
Rushcliffe Borough Council	71165252	Reinstallation of bench on Madisson Field	1	180.00
TMS Hardware		Hardware+	1	91.10
S Jackson		Delivery of Newsletter	4	258.75
Roffesoft	8493	15 x Microsoft 3654 Business Basic x 1 year	1	1062.00
Elexcel	12182	Installation of Christmas Lights	9	714.38
Elexcel	12183	Unit 28, Triton Water Heater, LED light	1	760.10
Elexcel	12184	Call out to MUGA lights	1	106.10
Halls Locksmiths	55503	Replace Door lock Unit 28	1	115.00
Kent Services	68113	March Grounds Maintenance	1	1080.00
Sublime Shine	978	C Futures Window Clean	1	61.88
Notts County Supplies	032501042	Refuse Sacks, Dividers	1	28.69
Notts County Supplies	032501123	Shredder and Shredder Oil	1	565.04
HSBC Bank		Bank Charges	1	19.85
Clerks & Council Direct		Subscription Renewal	1	15.50
Rushcliffe Borough Council	91755731	Non Domestic Rates Unit 28	1	335.00
Rushcliffe Borough Council	9175638X	Non Domestic Rates Suite F	1	288.30
J Pick		Plants for Dr MacDonalds Garden	1	56.00
Notts County Supplies	42500117	Refuse sacks, gloves, tape	1	58.52
Rialtas	31416	Asset Inventory Annual Support	1	208.80
Rialtas	31414	Data Back Up Omega	1	544.80
Rialtas	31415	Making Tax Digital Subscription	1	139.20
Rialtas	31413	Omega Cashbook	1	454.80
Cotgrave Futures	1006	Muga Electric Charges	1	14.02
Rushcliffe Borough Council	71166044	Parks Quarterly Inspections	1	540.00
Arco	949757438	Line Marker, Hi Vis Coat	1	171.90
J Pick		Petty Cash	1	18.30
Rushcliffe Borough Council	71166788	Service Charge Suite F	1	180.00
Rushcliffe Borough Council	71167408	Rent Unit 28	1	702.00
Rushcliffe Borough Council	71167391	Rent Suite F	1	435.00
Rushcliffe Borough Council	71166385	Quarterly Rent the Green	1	68.75
Rushcliffe Borough Council	71166394	Quarterly Rent Ringleas Park	1	66.25
Rushcliffe Borough Council	71166634	Quarterly Rent Grassmere Park	1	68.75
British Gas	805301412	Suite F Electricity Charges	1	76.33
Notts CC	93145013	March Salaries	1	12538.28
EDF Energy	7	Arthur Ridley Sports Pavilion	1	33.22

1364 Income

Resolved: "That the income totalling £1,461.23 since the last meeting, as reproduced below.

12.3.25	Cllr. K Chewings	Newsletter Adverts x 2	252.00
19.3.25	Allotment Tenant (New)	Allotment Plot 5 Hollygate	90.00
2.3.25	Notts CC Via	2024-2025 Grass Mowing	747.58
31.3.25	Safari Sale	X 2 stalls	10.00
31.3.25	Hendersons Crafts	Summer market stall	20.00
1.4.25	Cotgrave FC	Rent Arthur Ridley	160.00
1.4.25	Cotgrave FC	Rent Madisson	66.66
3.4.25	Resident	Safari Sale Stall	5.00
6.4.25	R Grantham	Summer Market	20.00
7.4.25	Allotment Tenant (New)	Plot 19 Hollygate Lane	89.99

Financial Statements

1365 Members considered and approved the Statements for March 2025 as reproduced at the back of the Minute Book.

At the end of March 2025 Council had £184,370.30 in the HSBC account and £207,589.07 in the NatWest account.

Approve Regular Payments for 2025-2026

1366 Council reviewed a list of regular payments/Direct Debits for approval for 2025-2026.

1367 **Resolved** : "To approve the regular/direct debit payments for 2025/2026."

Approval for Councillor N Monday to be added as a bank signatory

1368 Council considered the Clerk's request to add Councillor N Monday as a bank signatory.

1369 **Resolved** : "To approve Councillor Monday as a bank signatory for Council's Bank accounts."

Profile Budgeting

1370 The Clerk provided Council with information and costings from Rialtas to provide a three year agreement for them to provide a profiling budget system on Council's accounts package.

1371 Councillor S Ellis asked if this item could be added to the next meeting of the Finance Committee for further discussion before bringing to full council. Councillor S Ellis said that he would produce a paper for the Finance Committee.

Park Inspections

- 1372 The concrete pad, formally used as the base for a basketball hoop has been deemed unsafe as it is in poor condition and starting to break up.
- 1373 Council asked for costs to repair the concrete pad and also for a replacement basketball hoop.
- 1374 The multi use play unit at Cotgrave Futures requires the rotting wood to be replaced, but this piece of equipment is nearing its end of life.
- 1375 Council asked the Clerk to obtain a quotation for its removal and for the repair of the wet pour following its removal.

Council Policies

- 1376 Council were copied into the following policies:-
- Close Circuit Television (CCTV) Policy (for review)
 - Use of Council Vehicles Policy (for adoption)
- 1377 **Resolved** : "To approve the review of the CCTV Policy and to adopt the Use of Council Vehicle Policy."

UKSPF Funding

- 1378 The council has been informed of UKSPF funding available to apply for. The Clerk has obtained some costing of some additional play equipment which would fall under the category for eligibility for 'Health and Wellbeing' and 'Bringing Communities Together' and council would need to offer a minimum of 30% funding towards the cost.
- 1379 Council considers the items of play equipment as
- 1380 **Resolved** : "To apply for UKSPF Funding of £14,800.00 with council contribution 50% of the funds applied for."

Cotgrave Futures

- 1381 The Chairman of the Trustees gave a brief report. The accounts are now all up to date and have been registered with the Charities Commission. The Trustees are currently looking at forecast budgeting for the replacement/maintenance of equipment etc. Cotgrave Futures is working well and is in a stable financial position.
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Correspondence (for information only)

- 1382 An email has been received from a resident of Hollygate Lane complaining about the public transport in Cotgrave.
- 1383 Following recent issue with the Trent Barton service the Clerk has requested a meeting with Trent Barton. Council asked that this item be added to the agenda for the next meeting on 19th May.
- 1384 The Clerk has received information from Hinckley & Rugby Building Society giving information on their Local Council Deposit accounts.
- 1385 A newsletter has been received from Electrical Safety First giving news on Lithium-Ion Battery Safety Campaign which is going for a reading in Parliament.

Update from Ward Members

- 1386 Councillor Ellis informed that the reorganisation of local councils continues along with the County Council Election on 1st May.
- 1387 Councillor Chewings informed that the long-awaited report for Rushcliffe LFFP (Local Football Facility Plan) has now become available, and he will ask for a meeting to discuss the needs of Cotgrave and what plans can be considered.
- 1388 Councillor Butler said that the UKSPF funding is also open to community groups, and they can apply for funding between £500 and £5K.
- 1389 Councillor Butler also gave information on the Nottinghamshire Outstanding Achievement 4Uth Award.
- These awards recognise the exceptional achievements of inspirational young people from across the county age 11-19 (or up to 25 for young people with a disability) from all seven districts.
- The deadline for nominations is Friday, 20 June 2025. A panel of judges will assess the nominations and select their district winners before a prestigious ceremony later this year, where an overall winner will be announced.
- 1390 Councillor Butler has also received a letter from a resident regarding BMX bikes riding in the Country Park and creating tracks. Councillor Butler has replied to the resident that Council is looking into creating a skate park/pump track.

Clerks Reports

- 1391 The Clerk required two councillors to come into the office to close the Co-op account. This needs to be carried out online.

Councillors Butler and Chewings will attend to close the account.

Councillors' Reports

- 1392 Councillor Monday asked if there had been any update on the bus stop outside of the Spires Hospital at Tollerton. There are no further updates currently.
- 1393 Councillor Mitchell informed Council that a programme of events was being arranged for VE Day on 8th May 2025, being arranged by council staff and RBL.
- 1394 Councillor Chewings said how successful the Open Event for prospective Councillors had been, which has resulted in two residents being co-opted onto Council.
- 1395 Councillor Chewings note that Drew Wilkie, a former council had had a spell in hospital but is now recovering at home. The Chairman wished to pass on Council's best wish to him.
- 1396 Councillor Gardner noted that there seems to be issues with the pharmacy issuing prescriptions once again and suggested that Council arrange for a meeting with the pharmacy staff. The clerk will contact the pharmacy.
- 1397 He also mentioned that an elderly lady had been hit by a football on the Shopping Centre. Signage saying No Ball Games has been installed.
- 1398 Councillor Simpson asked if there was any further information on the Cemetery and provision for additional graves. He asked Council if he could write to the diocese regarding burial ground provision in Cotgrave. Council agreed that he was able to write to the diocese as a resident to ask this question.
- 1399 Councillor Butler said that he and Councillor Monday had held staff appraisal with the Clerk and the Administration Manager. He asked that this subject be added to the agenda of the next meeting, to be held in camera to discuss the outcomes.
- 1340 Councillor Butler was please to say that the Police have added Colston Gate as a location for the speed gun.
- 1341 Councillor Shaw noted that protests have been taking place at Tollerton Airport to try and stop the closure of the airport.

There being no further business the meeting closed at 8.10pm

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.

029 At Council Meeting on 17th April 2025

- 25/00446/FUL 162 Ringleas, Cotgrave, Nottingham, NG12 3NH – single storey rear extension.
- 25/00473/FUL 4 Morkinshire Crescent, Cotgrave, Nottingham, NG12 3HL – side extension to existing bungalow.
- 25/00611/FUL 3 Mensing Avenue, Cotgrave, Nottingham, NG12 3HY – new single storey rear extension.
- 25/00597/FUL Willow Cottage, Cotgrave Place, Main Road, Cotgrave, Nottingham – new single storey rear extension. New front elevation window.
- 25/00602/FUL Fosse House, The Fosse, Cotgrave, Nottingham, NG12 3HF – proposed two storey and single storey extensions to front, proposed first floor rear extension, first floor windows to side elevation, external insulation and render to external walls and solar pv panels to roof.

030 Permission Granted

031 Permission Refused

- 25/00154/FUL 8 Ritchie Close, Cotgrave, Nottingham, NG12 3RQ - proposed two storey side and rear extension.

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