**Annual Town Meeting
19th May 2025**

In Attendance : Councillor Ian Shaw (Chairman), Julie Stephenson (Town Clerk),
 Jane Pick (Administration Manager) - Cotgrave Town Council,
 7 members of the public and PS D Hodson and PC M Pooley.

The meeting was held at Cotgrave Futures and commenced at 7pm

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**Chairman’s Welcome and Annual Report**

1402 The Chairman, welcomed everyone to the Annual Town Meeting and presented the Chairman’s Annual Report, which is produced on the following pages, followed by the Council’s Annual Report for 2024-2025.

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**Items raised by the Electorate**

1403 No members of the electorate wished to speak.

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**Nottinghamshire Police**

1404 Sergeant Hodson introduced himself to Council. He has been with the Rushcliffe team for one year. He explained that Rushcliffe ‘s Op Reacher has been stopped and now the team concentrates on Neighbourhood policing. He has also worked as a wildlife crime officer in the Newark area.

1405 The Rushcliffe South Area, including Cotgrave currently have 8 officers, 4 PCSO and 2 Sergeants, but are still 4 officers short of the number attributed to this area.

1406 Inspector Tim Cuthbert, in his recent blog has set out the police priorities for the area, these include Burglaries, Drug Dealing, Car Cruising and anti-social behaviour. The blogs can be found on the Nottinghamshire Police Facebook page and Notts Alerts. Burglaries have been reducing across the borough due to the apprehension of burglars in Leicestershire who were travelling across the counties.

1407 PC Matt Pooley has been with the team for 6 months and has spent quite a bit of that time patrolling Cotgrave and meeting up with residents and business owners, although in recent weeks has had a higher workload and has not been out and about as much as he would have liked. He is hoping to be able to get out and about on foot again soon.

1408 PC Pooley gave an update of the latest crime figures from the last 60 days. There had been a total of 49 crimes in Cotgrave, which included 31 violence against people, including domestic violences, 11 thefts, 5 criminal damage and 2 drug offences.

1409 He has also spent some time trying to engage with the young people of Cotgrave and found this slightly challenging but has spoken with Trent Bridge Community Trust and they are going to be providing some outreach work in Cotgrave between 8-9pm.

1410 The police would like to encourage residents to report incidents or crime using either 101, the on-line page on the police website, an on-line chat facility which is available during some hours and if urgent ring 999.

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1411 The Chairman thanked Sergeant Hodson and PC Pooley for attending the meeting.

The Annual Town Meeting ended at 7.30pm.

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

**Chairman’s and Council’s Annual Report 2024-2025**

Good evening everyone, and welcome to the Annual Town Meeting of Cotgrave Town Council.

There have been several challenges this year, but in every case our Town Clerk and the Admin Manager have risen to the challenge and any problems have been overcome.

During the year one of our groundsmen – Len Knight of many years standing, retired and has been replaced by a temporary person- Jake Howitt. I am sure they will work well together.

We started the year with a number of vacancies on the council and earlier this year we held and Open Event at Cotgrave Futures with the objective of explaining to interested residents what was required to become a councillor. I am pleased to say that the event was successful and two residents applied to be co-opted onto the council. They were duly
co-opted by the existing councillors and attended their first council meeting in April.

As usual, we held the summer event which was well supported by a number of stalls and other attractions including a ‘Have a go at skateboarding’ which the younger generation thoroughly enjoyed.

The main events of the year were the Remembrance Day service and wreath laying ceremony. We were honoured to have HM The King’s representative The Deputy Lord Lieutenant Christine Goldstraw joined us for the event and the subsequent RBL lunch held at the Nottinghamshire Golf and Country Club.

The next event was the firework display held at The Welfare. The numbers attending was the highest ever and they were treated to a magnificent display and the increased measures to ensure safety did not impede on the enjoyment of everyone watching.

We then held the Pensioners’ Lunch which 160 residents attended. The lunch was excellent, the fun and friendship that ensued underlined the success of the event and its importance to our senior residents.

The final event was the Commemoration of VE day. A good number attended the evening which was marked by The Reverend Paul Massey who read the tribute which was followed by the hymn ‘I vow to thee my country’ and closed with the lighting of the beacons.

In order to maintain the work undertaken by the council it has regrettably necessitated increasing the precept which is included in your Council Tax by approximately £10 per year. The main reason causing this increase was the cost of Nation Insurance paid by the employer – CTC. Every effort was made to avoid this increase, but short of cutting services it was unavoidable.

I feel we have ended the last year in a strong position to be able to provide for Cotgrave’s residents the best value for money in every respect which is our main objective.

We are looking forward to the next year, with several projects to be considered and hopefully some implemented.

Councillor Ian Shaw, Chairman,
Cotgrave Town Council

19th May 2025.

**Annual Town Council Report for year ending 31st March 2025
Provided by the Town Clerk on behalf of the Council**

Summary for the council year ending 19th May and financial year ending 31st March 2025

Cotgrave Town Council’s work this year has included: -

* 11 Full Council Meetings
* 5 Finance Committee Meetings
* 5 Personnel Committee Meetings
* Grants Given –

3 annual grants (Royal British Legion, Fireworks and Pensioners Christmas Event)
9 Supporting grants –

 Joyful Juke Box

 Cotgrave Young People Centre (x2)

 Cotgrave Advice Centre
 Rushcliffe Family Hub
 Cotgrave WI
 Candleby Lane School Choir

Cotgrave Library
Friends of Cotgrave Church School PTA

* D-Day 80 Event and purchase of Beacon
* Provision of the Summer Market Event
* The Christmas Lights Event and Market
* New Temporary Member of staff

The Town Council continues to take care of its responsibilities for:

* 4 Play Areas with play equipment
* Multi Use Games Area
* Maddison Football Pitch and Dog Walking Field
* Cotgrave Town Centre CCTV
* Various areas of grass cutting
* Maintenance of Cotgrave Shopping Centre including planters, car parks etc
* Installation of flower baskets and village planters
* Christmas Tree and Lights
* War Memorial

Projects which have been delivered or progressed throughout the year –

* Installation of additional play equipment at Broadmeer Play Area (Supernova Roundabout)
* Installation of Dr Macdonald’s bench (paid for by the residents of Cotgrave) and continued upkeep and planting up of the area.
* Replacement boiler at Arther Ridley Sports Pavilion
* Replacement Laptop (Administration)
* Additional CCTV at Cotgrave Futures /Dr Macdonald Bench
* Help towards CCTV at Cotgrave Community Gardens
* Timber Wolf Chipper
* Pressure Washer (that is added to the water bowser).
* Received £146,574.08 CIL money, to be invested in future projects, which are currently being discussed within Council.

The Council is supported by the Town Clerk, Administration Manager, 2 Grounds staff and 3 Park Keepers.

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**Annual Council Meeting
19th May 2025**

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

Apologies Received : Councillors L Healy and M Myles

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

The meeting was held at Cotgrave Futures and commenced at 7.04pm.

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**Election of Chairman**

1412 Councillor S Gardner nominated Councillor I Shaw; this was seconded by Councill
K Chewings.

1413 No further nominations were received.

1414 **Resolved** : “That Councillor I Shaw serve as Chairman of Council until the
 next Annual Council Meeting.”

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**Apologies**

1415 Apologies given were received and accepted.

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**Election of Vice Chairman**

1416 Councillor I Shaw nominated Councillor N Monday; this was seconded by Councillor
S Mitchell.

1417 **Resolved** : “That Councillor N Monday serve as Vice Chairman until the next
 Annual Council Meeting.”

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**Committees/Representation on other Bodies**

1418 Finance Committee (5) – Councillors R Butler, K Chewings, S Ellis, L Healy and I Shaw
Personnel Committee (5) – Councillors R Butler, K Chewings, L Healy, N Monday and
J Mileham.
Cotgrave Futures (3) – Councillors K Chewings, N Monday and I Shaw
Friends of Cotgrave Country Park (1) – Councillor L Healy
Tree Warden – Councillor J Mileham.
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**Council Documentation**

**Schedule of Meetings for 2025-2026**

1419 **Resolved** : “To accept the meeting dates for 2025-2026.

**Health & Safety Policy Statement**

1420 **Resolved** : “The Chairman of Council signed the Health & Safety Policy
 Statement.”

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**Bank Signatories**

1421 **Resolved** “That Councillors K Chewings, L Healy, R Butler, S Gardner and
 N Monday act as bank signatories for the following year.

1422 Following the resignation of Councillor D Stothard, he will be removed as a bank signatory.

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**Review of Council Policies**

1423 Council were copied into the following policies for review: -

* Financial Regulations Version 2018
* Risk Management
* Standing Orders
* Health and Safety Policy
* Councillor Code of Conduct

1424 **Resolved** : “To approve the reviews of the Financial Regulations, Risk
 Management, Standing Orders, Health and Safety Policy and
 Councillor Code of Conduct.”

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**Report in relation of Section 137 expenditure – 2023-2024**

1425 The allowance is £10.81 per elector in 2024/2025 and the number of electors on the electoral role on 1st December 2024 was 6072, giving an allowance of £65,568.32 to be spent under the power of Section 137.

 Local councils can only do what they have been given a specific power to do by statute, but they have a limited power to do whatever they choose using Section 137. “A local authority may incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.” The power to spend this money was amended by the Local Government and Housing Act 1989. This stated that the benefit obtained must be commensurate with the expenditure incurred. The Department for Communities and Local Government confirms the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (‘the 1972 Act’) for parish and town councils in England. This increase each year is the amount that results from adding the percentage

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increase in the Retail Prices Index. It is part of a Council’s budget calculation to determine the precept. The work ‘free’ was applied, as the Section 137 power gives a Council the opportunity to do things ‘freely’ for which otherwise it has no specific power. Where a council undertakes activities using the General Power of Competence (Localism Act 2011 Section 1(4a)) then Section 137 ceases for that council.

 Cotgrave Town Council does not currently hold the General Power of Competence.

 During the year 2024/2025 Cotgrave Town Council spent £4,943.67 using the Section 137 power.

 The funds were used to provide a Christmas Meal for 160 pensioners living in Cotgrave.

The Annual Council Meeting closed at 7.30pm

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

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**Cotgrave Town Council Meeting
19th May 2025**

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

Apologies Received : Councillors L Healy and M Myles

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

The meeting was held at Cotgrave Futures and commenced at 7.21pm.

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**Apologies**

1426 The apologies received were approved.

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**Declarations of Interest**

1427 No declarations of Interest were given.

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**Public Open Session**

1428 No members of the public were in attendance.

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**Accuracy of the minutes of the Council Meeting held on 14th April 2025**

1429 Councillor Butler noted that the location of the meeting stated Cotgrave Methodist Church,
 this should read Cotgrave Futures. The minutes will be amended.

1430 **Resolved :** “That the minutes of the meeting held on 14th April 2025 be
 received and confirmed as a true record.”

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**Progress Minutes of Council Meeting held on 14th April 2025**

1431 M1355 Council Emails

Councillor K Chewings very much welcomed the new email system.

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1432 M1358 CCTV Cameras Grassmere and West Furlong

Councillor Shaw asked about the CCTV cameras for this area. To provide cameras for this area would be a complex system. The anti-social behaviour in this area has now ceased.

1433 M1360 Resident on Thornton Close

 Councillor K Chewings asked if the resident had now moved the allotment from the buffer zone. This had been removed.

1434 M1372 Parks Inspection

 Council was still waiting for the quotation to repair the concrete pad at Ringleas Park.

1435 M1361 Parking Issues on Ringleas/Daleside Junction

 Councillor Shaw noted that the parking issues had improved following the Police sending out letter to the residents but could be problematic on the Ringleas side of the road.

1436 M1382 Public Transport in Cotgrave

 The Clerk has contacted Trent Barton to try and arrange a meeting with Council on several occasions. She will continue in contacting them with this request.

1437 Councillor Butler has spoken with the NCC Transport department for help in contacting Trent Barton.

1438 M1390 BMX Bike on the Cotgrave Country Park

 Councillor Butler has already spoken with the resident regarding the bikes on the Country Park. The Country Park will not be providing a BMX track, there is not a suitable place and the park is smaller than Rushcliffe Country Park.

1439 M1396 Cotgrave Well Pharmacy

 There has been lots of reports regarding the service being provided by the pharmacy. The Clerk will arrange a meeting with the pharmacy manager.

 Councillors S Gardner, J Mileham, N Monday, I Shaw and A Simpson wished to attend the meeting.

1440 M1397 Football on the Shopping Centre

 A sign saying no ball games is in situ on the shopping centre but does not stop the playing of ball games on the paved area.

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**Planning Minutes**

1441 **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**

1442 Payments

**Resolved:** ‘’That the payments made since the previous meeting totalling £26,653.66 as recorded below, be approved and the invoices awaiting payment be paid’’.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Three |  | Mobile Phones | 1 | 14.62 |
| CISWO | 4101 | Arthur Ridley Annual Rent | 1 | 1024.84 |
| Water Plus | 8910450 | Unit 28 | 1 | 45.54 |
| Elexcel | 1220 | 4 x Edmonton Light Fixings CF | 1 | 3631.99 |
| RCAN | 1129 | Annual Membership | 1 | 114.00 |
| Meerkat Comms | 5581 | Phone and Broadband | 1 | 63.40 |
| Rushcliffe BC | 71162330 | Roundabout Repair, The Green | 1 | 170.06 |
| Get Loos | 2445 | Summer Market 21.6.25 | 1 | 270.00 |
| J A Kents | 68229 | April Grounds Maintenance | 1 | 1118.40 |
| HSBC |  | Bank Charges | 1 | 10.85 |
| UK Fuels | 10033042 | Fuel | 1 | 80.72 |
| Rushcliffe Borough Council | 9175638X | Non Domestic Rates Suite F | 1 | 284.00 |
| Rushcliffe Borough Council | 91755731 | Non Domestic Rates Unit 28 | 1 | 335.00 |
| Rushcliffe Borough Council | 71180722 | Rent Unit 28 | 1 | 702.00 |
| Rushcliffe Borough Council | 71180179 | Service Charge Suite F | 1 | 180.00 |
| Rushcliffe Borough Council | 71180-713 | Rent Suite F | 13 | 435.00 |
| UK Fuels | 10034224 | Fuel | 1 | 145.91 |
| Notts CC | 93157533 | April Salaries | 1 | 13375.90 |
| Three |  | Mobile Phones | 1 | 18.97 |
| EDF |  | Sports Pavilion | 1 | 78.97 |
| Cotgrave Futures | 1017 | MUGA Electricity | 1 | 19.68 |
| Mick Dutton & Son | 16350 | Oil/Tyre Sealant/Mower Blades | 1 | 155.65 |
| Landscape Supplies | 146167 | Round Up Pro Active | 1 | 143.88 |
| ABS | 20762 | Call out and repair to photocopier | 1 | 78.00 |
| Gallagher | 543605332 | C Futures Building Insurance | 1 | 99.83 |
| Rushcliffe Borough Council | 71178896 | Waste Removal Office Equipment | 1 | 48.00 |
| Rialtas | 32717 | Year End Closedown 2025 | 1 | 1036.80 |
| Rushcliffe Borough Council | 7118911 | Tree Works  | 1 | 2640.00 |
| Rushcliffe Borough Council | 71178887 | Waste Collection Burhill Allotments | 1 | 132.00 |
| British Gas | 803714316 | Suite F | 1 | 63.05 |
| Parker Tool Hire | 37009 | Propane Gas – VE Day Beacons | 9 | 136.60 |

1443 Income

Resolved : “That the income totalling £187,493.81 since the last meeting, as
reproduced below.

|  |  |  |  |
| --- | --- | --- | --- |
| 14.4.25 | Nicks Grill | Summer Market | 40.00 |
| 17.4.25 | Safari Sale | Stalls x 2 | 10.00 |
| 23.4.25 | Rushcliffe Borough Council | Precept | 138,020.00 |
| 29.4.25 | HMRC | VAT Refund | 3,568.73 |
| 1.5.25 | Cotgrave FC | Rent Maddison Field | 66.66 |
| 1.5.25 | Cotgrave FC | Rent Arthur Ridley | 160.00 |
| 1.5.25 | GS11 Stragglethorpe | Solar Panel Funding | 7,566.53 |
| 2.5.25 | Rushcliffe Borough Council | CIL | 38,061.89 |

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**Financial Statements**

1444 Members considered and approved the statements for April 2025 as reproduced at the back of the Minute Book.

 At the end of April 2025 Council had £207,797.23 in the Nat West Deposit Account and
£306,011.28 in the HSBC Current Account.

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**Annual Governance Statement 2024-2025**

1445 Members have been presented with a copy of the Annual Governance Statement and Accountability Return for 2024-2025 documents, as listed below: -

i) Section 1 Annual Governance Statement 2024-2025
ii) Section 2 Accounting Statement 2024-2025
iii) Confirmation of the dates of the period for the exercise of public rights
iv) Bank Reconciliation
v) Explanations of variances between boxes 7 and 8
vi) Internal Auditors Report

1446 The Chairman read out the Annual Governance Statement and Council agreed that the 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.

1447 **Resolved :** Council agree of answering ‘Yes’ to the statements on the annual return and statement 9 is not applicable to this council.

1448 Council considered the accounting statement for the year 2024/25 and agreed that the figures agreed with the figures produced from the Rialtas software accounts system.

1449 **Resolved :** Council agreed the figures were correct for the year end 2024/25.

1450 Council considered the report from the Internal Auditor following the Internal Audit taking place. This item will be added to the agenda for the Finance Committee on 2nd June for further review.

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**Rialtas Make Sence of Your Data – Report Interpretation Course**

1451 Council were copied into a quotation for a course that is being ran by Rialtas. The cost of the course of £70 per council for up to 4 candidates. The next session will be held on 17th June at 9.30 to 11.00am. This is an on-line training course.

1452 Councillors K Chewings and S Ellis along with the Clerk will attend the training course.

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**Grants**

1453 A grant application has been received from Cotgrave Library. The library provides a community area where everyone can feel welcome. The grant request would provide craft packs to deliver activities for families over the summer holiday and October half term.

1454 **Resolved** : “To approve a grant of £200 to purchase craft items.”

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**Council’s Website**

1455 Council’s IT provider has provided council with information on the upgrade for Council’s Website. The funding for this is in the 2025-2026 budget (£

1456 The work on the website would include: -

* A re skin of the whole website for a more modern look.
* Incorporate more local photography into the site.
* Change from a news column style presentation to a headings style.
* Re format the Your Council pages and subpages to a more modern editing system and look.
* Re format the current (only) meeting and agenda items to a more modern editing system and look.
* Re format the site to comply with the up-to-date accessibility requirement and improve the readability of future posts.
* Re-evaluate and update the Accessibility Statement, Privacy Policy and GDPR statements.
* Improve the rendering of PDF documents (where possible)
* Add in Community pages from Cotgrave INW.
* Clean up out of date and unused pages.

An estimate for the above work (including some above already in progress) would be £1,690.00 + VAT.

1457 Council have Earmarked funds for this work to be completed.

1458 **Resolved** : “To approve the quotation for the upgrading of the Website.

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 **Councillors Absence Policy**

1459 Council was copied into the policy for Councillor Absence.

1460 Councillor Chewings asked if point 2.3 could be amended to include “that in an emergency
that apologies may be given after 3pm by telephone the Town Clerk on the out of hours telephone number.”

1461 **Resolved :** ‘Council approved the policy with the amendment.’

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**Nottinghamshire & Nottingham Local Nature Recovery Strategy**

1462 Council has received information on the Public Consultation on the Draft LNRS for Nottinghamshire and Nottingham.

1463 The Public Consultation period runs from 6th May to 16 June 2025. All the information is available on the consultation website : [www.nottsnaturerecovery.co.uk](http://www.nottsnaturerecovery.co.uk).

1464 Council wished it to be noted that they were in full support of the draft LNRS.

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**Update from Ward Members**

1465 Councillor Butler informed council that the lights on the Green were now working again, there had been an issued with a broken cable. One light near the teen shelter was still not working as this was a different cable and the break in the cable would need to still be repaired.

1466 Councillor Chewings has reported to the Borough Council that the that some of the wooden seating on the shopping centre has started to warp and deteriorate and require staining.

1467 Councillor Chewings has also spoken to an officer from Barratts and the Borough Council regarding an update on the variation to remove the requirement for a bridge at Hollygate. An update will be provided soon.

1468 Councillor Chewings reported that there are currently delays in the processing of planning applications. This is due to staff shortages for planning officers.

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**Correspondence (for information only)**

1469 Councillor Simpson has copied council into his letter to the Bishop of Southwell and Nottingham and his reply to his concerns as a resident on the provision of burial plots in Cotgrave.

1470 An email has been received from The Pythian Club which has delivered an introductory boxing session at the Cotgrave Welfare. The Pythian Club supports young people and communities through sport, mentoring and personal development and are keen to explore further opportunities within Cotgrave.

1471 Council asked the Clerk to invite the club to give a presentation to council at a future council meeting.

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**Clerks Reports**

1472 The Clerk informed Council that she would be attending an SLCC event on Thursday 22nd May. This is a SLCC Bootcamp Event covering relevant issues.

1473 Council has received another CIL payment of £38,061.89 from the building of new houses on Hollygate Lane. This funding will be placed into Earmarked funds to be considered for new projects.

**-12-**

1474 Council have been informed that without a Neighbourhood Plan, they can suggest or apply for some funding which must be use for items on the Rushcliffe BC Infrastructure List, the fund which can be used currently is £130,491.38. This has very strict terms of usage.

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**Councillors’ Reports**

1475 Councillor Monday was disappointed that the Police were no longer providing the council with crime statistics and that the time spent in the community seemed to be restricted. Councillor Monday feels that a police presence in the community makes a real difference.

1476 Councillor Chewings noted that the Annual Town and Parish Forum would take place on 3rd October. This event would feature information on the Local Government re organisation. This may start to reflect the changes which Town & Parish Councils may need to be a part of.

1477 Councillor Shaw asked if there had been any progress with the Pump Track. This has been booked for the weekend of 21st/22nd June on the Green. A survey has been created on the Town Council Website for completion following the event and this can be used as supporting information to the provision of a permanent pump track in Cotgrave.

1478 Councillor Shaw asked if a date had been set for the Growth Board Meeting. A date of 2nd July has been suggested from 3.30 onwards.

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**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 (Admission to Meetings) Act 1960.**

**Report from Personnel Committee**

1479 Councillor Butler gave council a report on the staff appraisal that had been carried out.

There being no further business the meeting closed at 8.33pm

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

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**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.**

**032 At Council Meeting on 19th May 2025**

 25/00757/VAR Land North of Parcel 2 Hollygate Lane, Cotgrave, Nottingham – variation
 of condition 2 (Plants), 5 (Surface Water Drainage), 6 (Drainage Plans), 22
 (Junction Works) and 23 (New Roads) for 20/03222/OUT to amend wording
 of the approved plans.

 25/00773/VAR Land South of East of Hollygate Lane, Cotgrave, Nottingham – variation
 of condition 6 (Surface Water Drainage Scheme 4), 7 (Drainage Plans), 21
 (Access), 22 (Junction) and 23 (New Roads) for 20/02508/OUT to amend
 the wording of the approved plans referred in Condition 22.

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

**033 Planning Permission Granted**

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