

**Cotgrave Town Council Meeting
21st July 2025**

- Present : Councillors N Monday (Acting Chairman), R Butler, K Chewings, S Ellis, S Gardner, L Healy, J Mileham, S Mitchell, M Myles and A Simpson.
- Apologies Received : Councillor Cllr I Shaw,
- Attendance : Julie Stephenson (Town Clerk) and Jane Pick (Administration Manager) – Cotgrave Town Council and one member of the public.

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

Apologies

- 1516 The apologies received were approved.

Declarations of Interest

- 1517 No declarations of Interest were given.

Public Open Session

- 1518 No members of the public wished to speak.

Accuracy of the minutes of the Council Meeting held on 16th June 2025

- 1519 Councillor L Healy said that he had been omitted from the present list at the meeting. This will be amended on the Chairman's Copy.
- 1520 Councillor E Arscott said that there had been a member of the public present at the meeting this had not been included in the attendance list on the minutes. The member of the public was listed on the minutes as 'a member of the public'.
- 1521 **Resolved** : "That the minutes of the meetings held on 16th July 2025 be received and confirmed as a true record."

Progress Minutes of 16th June 2025

- 1522 M1487 Cotgrave Well Pharmacy

No contact had been received from the Pharmacy. The clerk will contact them again and try to arrange time and date for a meeting.

1523 M1490 Trent Barton

No further contact has been received from Trent Barton, but the council has not received any more complaints about the bus service in Cotgrave and the service seems to be running better, although sometimes some buses are missing.

It was also noted that the 33 services which is run by Notts CC is running much better.

1524 M1493 Barratts/Rushcliffe Borough Council

Councillor Chewings had emailed the officer at the Borough Council to see if there was any update. Councillor Ellis had also contacted them. It is understood that there are generally delays with planning applications and planning related issue due to staffing issues and the amount of planning applications being received.

1525 M1494 Police Crime Figures

Crime figures had been received from the Police on 2nd July, and follows:-

| Date | Street | Crime |
|---------|----------------|--|
| 25.5.25 | Poppy Close | Attempted burglary downstairs utility window damage using unknown tool. |
| 28.5.25 | Hollygate Lane | Criminal damage windows to vacant new builds smashed. |
| 1.6.25 | Rectory Road | Attempted burglary ground floor windowpane removed nothing taken. |
| 6.6.25 | Candleby Lane | Criminal damage front door damaged unknown person has kicked front door. |
| 7.6.25 | Library | Theft of childs scooter. |
| 13.6.25 | Candleby Lane | Criminal damage van damaged whilst parked on Candleby Lane. |

1526 M1504 3G Football Pitch

The site visits have taken place and Council are now waiting for further information. An update and a meeting with the Borough Council is expected in September .

Progress Minutes of the Personnel Meeting 30th June 2025

1527 M0175 Staffing

At the meeting held on 15th July the Personnel Committee agreed to advertise the position of a permanent part time grounds operative. This will be put out on Tuesday 22nd July 2025.

1528 The Personnel Committee met on 21st July and discussed the staff appraisals which had taken place in March 2025 for all staff, following the appraisals it was :-

Resolved : "To award the Grounds Operative and Administration Staff a pay increment. This will be back dated to the 1st April 2025."

Planning Minutes

1529 **Resolved** : "To confirm the planning minutes recorded and the decisions taken by the Council and those of the Planning Authority."

Financial Matters

1530 Payments

Resolved: "That the payments made since the previous meeting totalling £180,952.19 as recorded below, be approved and the invoices awaiting payment be paid".

| | | | | | |
|---------|---------------------------|----------|------------------------------|----|-----------|
| 4.6.25 | CCLA | | Transfer of Funds to CCLA | 1 | 10,000.00 |
| 5.6.25 | CCLA | | Transfer of Funds to CCLA | 1 | 10,000.00 |
| 6.6.25 | CCLA | | Transfer of Funds to CCLA | 1 | 10,000.00 |
| 9.6.25 | CCLA | | Transfer of Funds to CCLA | 1 | 10,000.00 |
| 6.6.25 | British Gas | | Suite F | 1 | 62.80 |
| 2.6.25 | Rushcliffe BC | 71183134 | Services Charge Suite F | 1 | 180.00 |
| 2.6.25 | Rushcliffe BC | 71183671 | Monthly Rent Suite F | 13 | 435.00 |
| 2.6.25 | Rushcliffe BC | 71183680 | Monthly Rent Unti 28 | 1 | 702.00 |
| 30.6.25 | Cotgrave Futures | 1037 | MUGA Electricity | 1 | 1.36 |
| 5.6.25 | Altogether Ent. | 01 | Singer Summer Event | 9 | 400.00 |
| 10.6.25 | CCLA | | Transfer of Funds to CCLA | 1 | 10,000.00 |
| 10.6.25 | Water Plus | 9475873 | Unit 28 | 1 | 45.25 |
| 3.6.25 | HSBC | | Bank Charges | 1 | 9.80 |
| 2.6.25 | National Allotments | | Membership | 1 | 84.00 |
| 2.6.25 | Market Shop | | Hardware | 1 | 38.30 |
| 6.6.25 | Arco | | Boots/Coat (Ground staff) | 1 | 135.97 |
| 9.6.25 | Mick Dutton | 16424 | Replace Blade on Mower | 1 | 324.60 |
| 13.6.25 | Baker Ross | 15501595 | Grant for Library | 1 | 161.05 |
| 10.6.25 | Elexcel | 12253 | LED Floodlight C Futures | 1 | 312.00 |
| 10.6.25 | Meerkat Comms | 6238 | Broadband and Telephone | 1 | 65.04 |
| 9.6.25 | Halls Locksmith | 55836 | Repair Lock Office Door | 1 | 140.00 |
| 16.6.25 | CCLA | | Transfer of Funds to CCLA | 1 | 5,000.00 |
| 17.6.25 | CCLA | | Transfer of Funds to CCLA | 1 | 5,000.00 |
| 5.6.25 | Elexcel | 12248 | EICR Arthur Ridley | 1 | 913.30 |
| 18.6.25 | CCLA | | Transfer of Funds CCLA | 1 | 5,000.00 |
| 17.4.25 | Rushcliffe BC | 71178582 | Park Inspections | 1 | 450.00 |
| 19.6.25 | Friends of Ash Lea School | | Grant | 1 | 150.00 |
| 10.6.25 | Allotment Tenant | | Refund of Allotment Key/Bond | 1 | 45.00 |
| 19.6.25 | CCLA | | Transfer of Funds to CCLA | 1 | 5000.00 |
| 20.6.25 | CCLA | | Transfer of Funds CCLA | 1 | 10,000.00 |
| 17.6.25 | Edge Entertainment | 1972 | Garden Games Summer Market | 9 | 300.00 |
| 23.6.25 | CCLA | | Transfer of Funds CCLA | 1 | 10,000.00 |
| 24.6.25 | CCLA | | Transfer of Funds CCLA | 1 | 10,000.00 |
| 20.6.25 | Rialtas | 32972 | Group Training Course | 1 | 84.00 |
| 17.6.25 | Roffesoft | 8567 | Secure Web Hosting 1 Year | 1 | 234.00 |
| 16.6.25 | Rushcliffe BC | 71184427 | Empty Septic Tank | 1 | 276.00 |

| | | | | | |
|---------|-----------------------|------------|--|----|-----------|
| 18.6.25 | Dirt Factory | 293 | Hire of Pump track Summer Market | 9 | 3240.00 |
| 27.6.25 | DOC | 120 | First Aid Cover Summer Market | 9 | 270.00 |
| 25.6.25 | CCLA | | Transfer of Funds to CCLA | 1 | 10,000.00 |
| 26.6.25 | CCLA | | Transfer of Funds | 1 | 10,000.00 |
| 26.6.25 | CCLA | | Transfer of Funds | 1 | 10,000.00 |
| 30.6.25 | CCLA | | Transfer of Funds | 1 | 10,000.00 |
| 1.7.25 | CCLA | | Transfer of Funds | 1 | 10,000.00 |
| 12.3.25 | Rushcliffe BC | 91755731 | Non Domestic Rates Unit 28 | 1 | 335.00 |
| 12.4.25 | Rushcliffe BC | 9175638X | Non Domestic Rates Suite F | 1 | 284.00 |
| 13.6.25 | Premier 1 (UK) Ltd | 2505 | Flower Baskets | 1 | 4260.00 |
| 16.6.25 | Kent Services | 68476 | Grounds Maintenance June | 1 | 1118.40 |
| 20.6.25 | Notts County Supplies | N062501258 | Paper Cutter (Grant Library), Stationery | 1 | 117.01 |
| 27.6.25 | Notts CC | 93194846 | June Salaries | 1 | 13,043.64 |
| 14.6.25 | Three | | Mobile Phones | 1 | 15.26 |
| 1.7.25 | Rushcliffe BC | 71195028 | Quarterly Rent Grassmere | 1 | 68.75 |
| 1.7.25 | Rushcliffe BC | 71195073 | Service Charge Suite F | 1 | 180.00 |
| 1.7.25 | Rushcliffe BC | 71195672 | Unit 28 Rent | 1 | 702.00 |
| 1.7.25 | Rushcliffe BC | 71195663 | Suite F Rent | 13 | 435.00 |
| 1.7.25 | Rushcliffe BC | 71194826 | Quarterly Rent Eastmoor | 1 | 66.25 |
| 1.7.25 | EDF | 10 | Electricity Sports Pavilion | 1 | 80.26 |
| July 25 | Rushcliffe BC | 71194817 | Quarterly Rent The Green | 1 | 68.75 |
| 3.7.25 | J A Kents | 68575 | Grounds Maintenance July | 1 | 1118.40 |

1531 Income

Resolved : "That the income totalling £514.99 since the last meeting, as reproduced below.

| | | | |
|---------|----------------|--|--------|
| 2.6.25 | Cotgrave FC | Maddison Field Rent | 66.66 |
| 2.6.25 | Cotgrave FC | Arthur Ridley Sports Ground Rent | 160.00 |
| 20.6.25 | Bodies Burgers | Summer Market Stall | 30.00 |
| 1.7.25 | Cotgrave FC | Maddison Field Rent | 66.66 |
| 1.7.25 | Cotgrave FC | Arthur Ridley Sports Ground Rent | 160.00 |
| 2.7.25 | UK Fuels | Refund (Cash) Overcharge at Petrol station – Fuel Pump | 11.67 |
| 2.7.25 | Summer Market | Stall Rent | 20.00 |

Financial Statements

1532 Members considered and approved the statements for June 2025 as reproduced at the back of the Minute Book.

At the end of June 2025 Council had £208,179.41 in the Nat West Deposit Account, £149,633.44 in the HSBC Current Account and £140,000 in the CCLA Account.

Recommendation from the Finance Committee

1533 A second payment of the Community Infrastructure Levy (CIL) has been received from 2025/2026 and the finance committee would like to recommend that this funding of £38,000 be placed into the higher interest CCLA account until decisions are made on how to use the funding.

- 1534 **Resolved** : "To invest £38,000 received from CIL funding into the CCLA account."

Pump Track

- 1535 Following the hiring in of the Pump Track for the Summer Market on 21st June, the survey has had lots of very positive results.
- 1536 Council now would be to decide on the type of pump track to be installed and the location.
- 1537 The Green is Council's favourable location, but Rushcliffe Borough Council may require planning permission. The Clerk has spoken to Dirt Track (the suppliers) and they have not been made aware of any installation requiring planning permission. Dirt Track would be very happy to assist Council with the project.
- 1538 If The Green is the selected location, CCTV could be installed on the Cotgrave Futures building to monitor the pump track.
- 1539 **Resolved** : "Council agreed the favourable location of the Green for the pump track and would consider the Urban and Park ranges, and to invite Dirt Track to a future meeting to further discuss the options."

Rushcliffe Borough Council Street Names

- 1540 An email has been received from the Address and Gazetteer Officer at the Borough Council who wished to consult with Cotgrave Town Council on two street names for the new phase of development between Hollygate Lane and Colston Gate. The two names that have been suggested are as follows:-

Ernest Close (they can use any suffix, not just Close.

This is to be a tribute to Corporal Ernest Hayes MM, who was awarded the Military Medal three times during the First World War. He was born in Cotgrave and was laid to rest in Beeston Cemetery. His previously unmarked grave was memorial in 2005.

Elmsford (with a suffix Road, Gardens, Close etc)

Having reviewed the other existing roads in the vicinity of the development, it was noted that the road names all have a distinctly pastoral, English countryside feel - soft-sounding, natural,..... such as "Rivermead", "Avondale", "Lingford", and Grassmere."

- 1541 Council discussed various options for the names and all agreed on the following street names :-
- 1542 Ernest Hayes Close, Drive or Way and Elmsford Gardens.

Council Policies – IT Policy

- 1543 Council have been copied into the updated version of the IT Policy (covering Email, Internet, Computer and Mobile Phones usage).

1544 The policy has been amended to reflect changes for next year's AGAR (Assertion 10).

1545 **Resolved** : "To agree the changes to the IT Policy."

Health and Safety Executive

1546 An inspection was carried out the Pesticide Enforcement Officer of the Health and Safety Executive. During the visit it was noted that Council was required to implement some changes to our working practices and these will be followed.

Cotgrave Futures – Hedge to the side of the outside nursery play area

1547 The Manager of the nursery has asked if the hedge to the side of the outside play area could be removed. Ground staff have already cut back and shaped the hedge on the nursery border. If the hedge were to be completely removed this would open up the nursery to the MUGA.

1548 **Resolved** : "To inform the nursery that the hedge will not be removed but will be maintained on a regular basis."

Ward Members

1549 Councillor K Chewings attend the Full Council Meeting which discussed the Local Government Review. This had been discussed to move forward with an option for two Unitary Councils, and this would be Nottingham City, Broxtowe and Gedling as one, and all other Nottinghamshire Borough Councils to be grouped together including Rushcliffe Borough Council.

1550 Councillor Ellis said the LGR would be a long process and that a three-section unitary was Rushcliffe Borough Council's preferred option, but this is not the option to be taken forward.

1551 Councillor Chewings also informed Council the Borough Council's Planning system may have some significant changes, in which may remove the right of ward councillors to speak on planning applications as a consultee.

1552 Councillor Butler said that there had been lots of changes following the new administration, including some committee meetings being postponed. Full council meetings have been taking place at County Hall, but officers for Nottinghamshire County Council departments are expected to stay at the new Oak House building near Hucknall and this building is owned and still reduces the costs because all other rented premises have been vacated.

1553 Councillor Butler noted that through the Local Government Regeneration Consultation (LGRC) that planning changes are being discussed but is hoping this may not happen and would prefer that ward members still allowed to comment on planning applications.

Correspondence

1554 CCLA

A letter has been received with regard to the Public Sector Deposit Fund, a sub-fund of CCLA Public Sector Investment Fund which outlined changes to charges.

1555 Another letter from the Chief Executive of CCLA sharing news that CCLA is being acquired by Jupiter Investment Management Group Limited.

1556 An opportunity to attend a webinar in September where CCLA's CEO and Jupiter's CEO will discuss the new partnership and that this means for its clients. Members of the Finance Committee wish to take part in this webinar.

Clerks Reports

1557 A letter has been received from HSBC Bank informing council that the bank will be removing the £8 monthly account fee from July 2025.

1558 The Clerk has had to bring in Dynorod to carry out a CCTV report on the cess pit at Arthur Ridley Sports Ground. The cess pit has had to be emptied twice in recent months and there has been an issue with needs investigation.

1559 A cost has been obtained to remove the play equipment from the nursery at Cotgrave Futures. A further quotation is required for the patching of the wet pour following the removal of equipment before any final decisions are made.

Councillors' Reports

1560 Councillor Mitchell raised the issue of the brambles on the corner of Risegate and Candleby Lane.

1561 Councillor Gardner said the right turn slip road on the A52 at Holme House was causing traffic to back up onto the A52. This was due to traffic diverting whilst the gas works were taking place on the A52 near the new housing estate at Radcliffe-on-Trent.

1562 Councillor Simpson said that he still had not received a response to the letter that he had written to the Diocese regarding the Cemetery.

There being no further business the meeting closed at 8.08pm

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.

035 At Council Meeting on 21st July 2025

- | | |
|-----------------|---|
| 25/01174/GDOTEL | Playing Field, Community Leisure Centre, Woodview, Cotgrave - Erection of a replacement pole and antenna. |
| 25/00991/LBC | The Manor House, Cotgrave Place, Main Road, Cotgrave – joining two houses into one at the Manor House and associated alterations. |
| 25/01170/FUL | 39 Saxon Way, Cotgrave, Nottingham, NG12 3NX – proposed two storey side extension. |

036 In-between Council Meetings in consultation with Council Members

- | | |
|--------------|---|
| 25/01248/FUL | 12 Crosshill, Cotgrave, Nottingham, NG12 3NB – Grounds floor rear extension. |
| 25/01077/FUL | The Manor House, Cotgrave Place, Main Road, Cotgrave – joining two houses into one at the Manor House and associated alterations. |
| 25/00991/LBC | The Manor House, Cotgrave Place, Main Road, Cotgrave – joining two houses into one at the Manor House and associated alterations. |
| 25/01238/FUL | 90 Risegate, Cotgrave, Nottingham, NG12 3JF – brick wall with wooden fence and gate along front boundary. |
| 25/01170/FUL | 39 Saxon Way, Cotgrave, NG12 3NX – proposed two storey side extension. |

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

037 Planning Permission Granted:-

- | | |
|--------------|---|
| 25/00597/FUL | Willow Cottage, Cotgrave Place, Main Road, Cotgrave - New single storey rear extension. New front elevation window. New gate opening and boundary wall positioning. |
| 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, 1 st floor windows to side elevation, external insulation and render to external walls and solar pv panels to roof. |
| 25/00757/VAR | Land North of Parcel 2 Hollygate Lane, Cotgrave – variation of condition 2 (Plans), 5 (Surface Water Drainage), 6 (Drainage Plans), 22 (Junction Works), and 23 (New Roads) for 20/03248/OUT to amend wording of the approved plans. |

038 Planning Permission Declined:-

- | | |
|--------------|---|
| 25/00446/FUL | 162 Ring Leas, Cotgrave, Nottingham, NG12 3NH – single storey rear extension. |
|--------------|---|

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