

**Cotgrave Town Council Meeting
8th September 2025**

- Present : Councillors I Shaw (Chairman), R Butler, S Ellis, S Gardner, L Healy, M Myles and A Simpson.
- Apologies Received : Councillors E Arscott, K Chewings, S Mitchell and N Monday.
- Absent : Councillor J Mileham.
- Attendance : Jane Pick (Administration Manager) – Cotgrave Town Council

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

Apologies

- 1563 The apologies received were approved.

Declarations of Interest

- 1564 No declarations of Interest were given.

Public Open Session

- 1565 No members of the public were in attendance.

Accuracy of the minutes of the Council Meeting held on 21st July 2025 and to note the minutes of the Finance Committee on 1st September and Personnel Committee held on 21st July 2025

- 1566 **Resolved** : “That the minutes of the meeting held on 21st July 2025 be received and confirmed as a true record and the minutes of the Finance Committee and Personnel Committee be noted.

Progress Minutes of 21st July 2025

- 1567 M1524 Barratt Homes/Rushcliffe Borough Council

No further updates have been received.

Planning Minutes

1568 **Resolved** : "To confirm the planning minutes recorded and the decisions taken by the Council and those of the Planning Authority."

Financial Matters

1569 Payments

Resolved: "That the payments made since the previous meeting totalling £50,617.34 as recorded below, be approved and the invoices awaiting payment be paid".

10.7.25	Water Plus	9756106	Unit 28	1	25.48
July 25	HSBC		Bank Charges	1	9.98
July 25	Meerkat Comms		Phone and Broadband	1	69.42
22.7.25	S Jackson		Delivery of Newsletter	4	256.95
29.6.25	UK Fuels	10036585	Fuel	1	63.41
23.7.25	Dyno rod		Drain Survey Arthur Ridley	1	336.00
16.7.25	Notts CC	7501130	Degreaser/ Refuse Sacks	1	92.21
21.7.25	Adlard Print	2214	Newsletter Printing	4	1481.82
21.7.25	Roffesoft	8597	Website Update	1	1911.00
28.7.25	Notts Cleaning	CF1	Window Cleaning CF/CTC	1	71.88
29.7.25	CCLA		Transfer of Funds	1	9500.00
30.7.25	CCLA		Transfer of Funds	1	9500.00
July 25	British Gas	814925465	Suite F Electricity July	1	90.00
1.8.25	Rushcliffe BC	71200638	Rent Unit 28	1	702.00
1.8.25	Rushcliffe BC	71200629	Rent Suite F	13	435.00
1.8.25	Rushcliffe BC	71200093	Service Charge Suite F	1	180.00
12.3.25	Rushcliffe BC	91755731	Business Rates Unit 28	1	335.00
12.3.25	Rushcliffe BC	9175638X	Business Rates Suite F	1	284.00
July	EDF Energy		Unit 28	1	232.18
29.7.25	Notts CC	93204840	July Salaries	1	13276.18
14.7.25	Three		2 x Mobile Phones	1	15.92
27.7.25	UK Fuels	10037744	Fuel	1	222.61
1.8.25	CCLA		Transfer of Funds	1	9500.00
30.6.25	Rushcliffe BC	71185531	Event Bins 21.6.25	9	50.40
6.8.25	Allotment Tenant		Key Deposit Refund	1	20.00
7.8.25	Water Plus	10006972	Burhill Allotments	1	28.43
31.7.25	Proludic	1188	Yellow Slide Side Panel	1	514.40
7.8.25	J Pick		Calculator, Phone Cases	1	36.46
28.7.25	Rushcliffe BC	71197917	Empty Septic Tank	1	166.83
21.7.25	Nottm City Council		Emptying of Wheeled Bin	1	230.58
4.8.25	TMS Hardware		Hardware	1	40.40
11.8.25	Meerkat Comms	6803	Phones and Broadband	1	63.65
7.8.25	British Gas	802296907	Suite F August	1	82.96
6.8.25	O2	39199053	2 x Mobile Phones	1	55.82
6.8.25	EDF Energy	11	Arthur Ridley Sports Ground	1	73.29
6.8.25	EDF Energy	8	Unit 28	1	8.13
17.8.25	Water Plus	10118110	Forest Close Allotments	1	35.95
1.9.25	Rushcliffe BC	91755731	Non Domestic Rates Unit 28	1	335.00
1.9.25	Rushcliffe BC	9175638X	Non Domestic Rates Suite F	1	284.00

1570 Income

Resolved : "That the income totalling £8502.65 since the last meeting, as reproduced below.

22.7.25	Rushcliffe BC	Shopping Centre Maintenance	3113.76
28.7.25	HMRC	VAT Refund	4316.74
29.7.25	Allotment Tenant	Plot 23 Hollygate	73.33
30.7.25	Allotment Tenant	Plot 18 Hollygate	73.33
1.8.25	Cotgrave FC	Rent Madisson/A Ridley	226.66
6.8.25	Allotment Tenant	Plot 4 Hollygate	77.50
18.8.25	D Cox Amusements	Ground Rent Fair	600.00
20.8.25	Three	Refund (End of Contract)	11.33
22.8.25	Hendersons Crafts	Christmas Market Stall 2025	10.00

Financial Statements

1571 Members considered and approved the statements for July 2025 as reproduced at the back of the Minute Book.

At the end of July 2025 Council had £208,369.62 in the Nat West Deposit Account, £92,376.13 in the HSBC Current Account and £178,721.48 in the CCLA Account.

NatWest Interest Rate

1572 The new interest rate for NatWest account from 4th December 2025 will be 2.75% AER (2.72% Gross rate pa %).

Play Equipment at Cotgrave Futures

1573 The play equipment was installed in 2000 and was originally installed for the Youth Club/Kids Club and now is used by Serendipity's nursery only. The equipment is maintained by Cotgrave Town Council and included in the quarterly parks' inspections. The equipment is showing signs of end of life and need to be removed or replaced. The equipment is safe to use but requires a significant number of repairs.

1573 The cost to have the equipment removed would be £267.79 + VAT.

1574 Following the removal of the equipment the wet pour surface will need to be patched to make it safe. There are two options for this, option one would be to have 18 small patch repairs (£2,664.00) or option two 3 larger patch repairs (2,598.00).

1575 **Resolved** : "To remove the play equipment at a cost of £267.79 + VAT and to repair the wet pour at a cost of £2,598.00.

Pensioners Christmas Meal

- 1576 Councillor L Healy will make an appointment with the Nottinghamshire Golf and Country Club to discuss arrangements/costs for the meal.
- 1577 The budget for this year's event has been set at £5,500.

CCTV survey for the Septic Tank at Arthur Ridley Sportsground

- 1578 A CCTV survey has been carried out at the sportsground after the contents of the cess pit breached the level, the cess pit is emptied annually, normally around late summer, this incident occurred on 1st June 2025. There has been a small concern regarding tree roots impregnating the pipework of the cess pit, there is multiply trees not far away from it. The report from Dyno-Rod explains that the tree root are breaking through the downpipe and this can be correct with liners.
- 1579 The costs to carry out a full root removal procedure to eliminate the obstruction followed by the installation of two localised structural liners to effectively seal the affected sections of the pipework, restore integrity and prevent any future roof instruction is £1,100.00 + VAT.
- 1580 Council asked if this included a guarantee period of the works that would be carried out. The administration manager will contact Dyno-Rod for further information.
- 1581 **Resolved** : "To enquire about the guarantee on the works to be completed and approve the works to be carried out at a cost of £1,100.00 +VAT

Rushcliffe Borough Council Developer Contributions Supplementary Planning Document – Consultation

- 1582 Rushcliffe Borough Council has published for consultation the draft Developer Contributions Supplementary Planning Document (SPD). The consultation finishes at 5pm on Wednesday 24th September 2025.
- 1583 Councillor Butler said that any individual can comments on the document but thought it was not a consultation that Council as a whole need to comment on.
- 1584 Comments on the draft Developer Contributions SPD can be made:
- By email to localdevelopment@rushcliffe.gov.uk, or
 - By post to : Planning Policy, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG

Consultation of revised Green Belt Assessment Framework

- 1585 The consultation is being led by Gedling Borough Council on behalf of Broxtowe BC, Nottingham City Council and Rushcliffe Borough Council.
- 1586 A Green Belt review does not itself determine whether or not land remains or is included in the Green Belt. It is the role of the council's emerging Local Plan to formally revised Green Belt boundaries and to allocate land for development, having taken into account all relevant planning considerations.

Risk Assessment Review – Use of Strimmer

- 1587 The risk assessment for the Use of Strimmer was due for review, Council considered the document and
- 1588 Resolved : “To approve the risk assessment for the Use of Strimmer.”

Ward Members

- 1589 Councillor Butler informed Council about the number 33 bus service. This service is to be replaced by the number 11 Nottm City Transport service. The new bus services will run every hour using the same route at the number 33 to Morrisons, Gamston. It will not cover West Bridgford, but users can use the same ticket and catch a bus from Morrisons to Central Avenue, West Bridgford. The bus will leave Morrisons at Gamston and go via Lady Bay into Nottingham to Parliament Street (Victoria Centre). The new service will commence on Monday 15th September 2025.
- 1590 Councillor Butler also encouraged everyone to respond to the consultation/survey regarding the Local Government Reorganisation which can be found on the following link:
[Nottingham and Nottinghamshire: Reorganising your councils | LGR](#)

Correspondence

- 1591 Information has been received from Rushcliffe Borough Council regarding the Simpler Recycling national legislation and the changes in waste collection that will be made over the next few years, these include:
- Introducing a new kerbside glass collection service for all residents starting on 1st December 2025.
 - Notify residents of additional items (plastic and Tetra Pak) that can be placed in the existing blue bin from April 2026.
 - Introduce a new weekly food waste collection for all residents from October 2027.

Glass recycling sites will remain in Cotgrave at the Leisure Centre car park on Woodview.

- 1592 The Nottinghamshire Association of Local Council (NALC) have issued a training programme for this Autumn.

- 1593 Rushcliffe Borough Council have written giving information of the Community Tree Scheme for 2025-2025. Applications must be submitted by 30th September 2025.

Clerks Reports

- 1594 The Clerk has received an email from its external auditors PKF Littlejohn regarding the 2024-2025 Audit. Regarding some missing information for the Council's Petty Cash (£25). This will be raised on the AGAR Form 3 subject to the sign-off of the accounts.
- 1595 An email has been received from the PR Account Manager for Taylor Wimpey informing that Talor Wimpey have a defibrillator available that they would like to donate to a local group. The Clerk will contact the PR Manager for more information.

Councillors' Reports

- 1596 Councillor Simpson has received a leaflet regarding Inspire Adult Learning which takes place around the county including West Bridgford, Keyworth, Ruddington and Bingham, but not Cotgrave and asked if any future learning sessions could take place in Cotgrave. Councillor Butler will investigate this.
- 1597 Further to Councillor Simpson contacting the Diocese regarding cemetery provision in Cotgrave, he has received a reply and the Diocese have referred him back to Revd. Paul Massey at All Saints Church. Councillor Simpson has had a meeting with Revd. Massey who informed him that the Church had carried out a survey of the front part of the cemetery, but this is not suitable for any further graves. Councillor Simpson asked if this subject could be added to the next agenda for further discussion.
- 1598 Councillor Shaw said that the parking on the corner of Daleside/Owthorpe Road and the impact on vehicles turning out of Daleside. An email will be sent to the local Police Beat Officer asking for some more information.
- 1599 Councillor Shaw asked if there has been any more information on the potential closure of the Catholic Church in Cotgrave. Councillor Healy said that there had been no decision made but an extensive consultation has been taking place.
- 1600 Councillor Butler said that the resurfacing of Ringleas has now been completed.

There being no further business the meeting closed at 7.57pm

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

**Personnel Committee Meeting
10th October 2025**

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

Apologies Received : Councillor K Chewings (for lateness).

Attendance : Julie Stephenson (Town Clerk) – Cotgrave Town Council

The meeting was held in the Council Office and commenced at 2.07pm.

Apologies

0184 The apologies given were accepted.

Declarations of Interest

0185 No declarations of Interest were given.

Public Open Session

0186 No members of the public were in attendance.

Minutes of the Meeting held on 15th July 2025

0187 The minutes of the Personnel Meeting held on 15th July 2025 were noted and approved and signed by the Chairman.

Grounds Maintenance Operative Position

0188 The Clerk gave the committee an update on the outcomes of the work based trials. Two candidates showed very strong skills in completing the tasks and a decision was made from the results of the trials.

0189 **Resolved** : "To appoint Jake Howitt as employed as a Grounds Maintenance Operative from 1st November with Cotgrave Town Council."

0190 The Personnel Committee were very impressed with the skills that both candidate showed.;

Staffing Issues

0191 Due to the strength of the skills shown by two of the candidates the Personnel Committee would like council to consider if a temporary contract could be offered to the second candidate.

0192 **Recommendation** : "To offer a temporary contract for 22 weeks."

0193 The Clerk has met with a member of staff.

0194 Council noted their concerns and asked the Clerk to follow up this issue with the member of staff.

The meeting closed at 2.55 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.

039 At Council Meeting on 8th September 2025

25/00866/REM Land South and East of Hollygate Lane, Cotgrave, Nottingham – reserved matters application pursuant to outline planning permission 21/00231/OUT to seek approval of the appearance, landscaping, layout and scale for residential development of 45 dwelling.

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

Planning Permission Granted:-

25/01313/LBC Willow Cottage, Cotgrave Place, Main Road, Cotgrave, Nottingham, NG12 3HB – part demolish boundary wall and gate and rebuild using existing materials.
25/01248/FUL 12 Crosshill, Cotgrave, Nottingham, NG12 3NB – ground floor rear extension.
25/00866/REM Land South and East of Hollygate Lane. Cotgrave, Nottingham – reserved matters application pursuant to outline planning permission 21/00231/OUT to seek approval of the appearance, landscaping, layout and scale for residential development of 45 dwellings.
25/00773/VAR Land South and East of Hollygate Lane, Cotgrave, Nottingham – variation of condition 6 (surface water drainage scheme), 7 (Drainage Plans), 21 (Access), 22 (Junction) and 23 (New roads) for 20/02508/OUT to amend the wording of the approved plans referenced in Condition 22.

041 Planning Permission Refused:-

25/01238/FUL 9 Risegate, Cotgrave, Nottinghamshire, NG12 3JF – brick wall with wooden fence and gate along front boundary.

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