

**Cotgrave Town Council Meeting  
20<sup>th</sup> October 2025**

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

Apologies Received : Councillor K Chewings.

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

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

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**Apologies**

1601 The apologies received were approved.

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**Declarations of Interest**

1602 No declarations of Interest were given.

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**Public Open Session**

1603 No members of the public were in attendance.

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**Accuracy of the minutes of the Council Meeting held on 8<sup>th</sup> September 2025 and Personnel Meeting held on 10<sup>th</sup> October 2025.**

1604 Councillor Butler noted that the date for the deadline for the Developer Contributions Supplementary Planning Documents Consultation is actually 5<sup>th</sup> November and not 24<sup>th</sup> September as written in the minutes. The minutes will be amended accordingly.

1605 **Resolved** : “That the minutes of the meeting held on 8<sup>th</sup> September 2025 be received and confirmed as a true record and the minutes of the and to the Personnel Committee Meeting of 10<sup>th</sup> October be noted.

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**Progress Minutes of 8<sup>th</sup> September 2025**

1606 M1567 Barratt Homes/Rushcliffe Borough Council

No further updates had been received. Councillor Butler had written to the officer at the Brough Council again.

1607 M1575 Play Equipment at Cotgrave Futures

The works to remove the play equipment is scheduled to take place on 23<sup>rd</sup> and 24<sup>th</sup> October.

1608 M1581 Septic Tank at Arthur Ridley Sports Ground

Following the works carried out on the septic tank drainage pipes, the Chairman of the football club as reported that they are still having issues with backing up in the old showers.

Dyno Rod have attended site again, and believe that there may be another drainage pipe leading from the pavilion, but the area is covered in trees/bushes etc. The Clerk is obtaining quotations to clear the area so further investigations can be carried out.

1609 M1594 External Audit 31<sup>st</sup> March 2025

Councillor Shaw ask about the issues reported by PK Littlejohn regarding the petty cash. The Clerk explained that the Internal Auditor had ticked the wrong box on the audit document. This error has now been rectified.

1610 M1595 Taylor Wimpey Defibrillator

No further update has been received from Taylor Wimpey following their offer of a defibrillator. The Clerk will follow this up.

1611 M1596 Inspire Adult Learning

Councillor Butler had written to Inspire and received a reply saying that courses have previously been ran in Cotgrave and would certainly look into holding courses at in Cotgrave in the future.

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**Planning Minutes**

1612 **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**

1613 Payments

**Resolved:** "That the payments made since the previous meeting totalling £44,121.97 as recorded below, be approved and the invoices awaiting payment be paid".

28.8.25	Kent Services	68749	Grounds Maintenance Aug	1	1118.40
31.8.25	UK Fuels	10038937	Fuel	1	71.78
28.8.25	Bassingfield Wood	23243	Posts, Wire, post mix	1	78.00
8.8.25	Wel Medical	288366	Defib Battery (West Furlong)	1	292.79
29.8.25	Notts CC	93217676	Salaries August 25	1	15787.20
28.8.25	CSC Domains Inc.		Domain Name	1	147.39
26.8.25	J Pick		Shed Felt (Allotments)	1	27.99
3.9.25	Roffesoft	8630	2 x Office 365 Business	1	302.40
4.9.25	J Pick		Forestry Helmet and Visor	1	28.99
1.9.25	Rushcliffe BC	71204270	Rent Unit 28	1	702.00
1.9.25	Rushcliffe BC	71204261	Rent Suite F	13	435.00
1.9.25	Rushcliffe BC	71203738	Service Charge Suite F	1	180.00
7.9.25	Water Plus	10272119	Burhill Allotments	1	59.04
10.9.25	Water Plus	10313377	Unit 28 Aug-September 25	1	52.36
8.9.25	Mick Dutton	16562	Strimmer Head, Cable Ties	1	72.00
15.9.25	Kent Services	68814	Grounds Maintenance Sept	1	1118.40
8.9.25	EDF Energy	12	Arthur Ridley Sports Pavilion	1	67.89
8.9.25	EDF Energy	9	Unit 28 Aug-Sept 25	1	27.78
8.9.25	British Gas	856073733	Suite F	1	53.04
10.9.25	Meerkat Comms	7285	Phones and Broadband	1	64.93
5.9.25	PKF Littlejohn	2025127	2024-2025 Audit	3	1260.00
Sept 25	O2	39199053	2 x Mobile Phones	1	55.82
Sept 25	HSBC Bank		Bank Charges	1	2.66
12.3.25	Rushcliffe BC	91755731	Unit 28 B Rates Oct - Jan	1	1340.00
12.3.25	Rushcliffe BC	9175638X	Suite F B Rates Oct-Jan	1	1136.00
1.10.25	Rushcliffe BC	71206918	Play Park Inspections	1	450.00
1.10.25	Cotgrave Futures	1097	MUGA Electricity Charges	1	14.46
17.8.25	Water Plus	10118110	Forest Close Allotments	1	35.95
26.9.25	Notts Cleaning	2	Window Cleaning CTC&CF	1	71.88
28.9.25	UK Fuel	10040089	Fuel	1	78.69
Sept 25	Dyno-Rod		Install Liners Sportsground	1	1320.00
Sept 25	Vale Skip		Burhill Allotments	1	300.00
1.10.25	Rushcliffe BC	71208251	Rent Suite F	13	435.00
1.10.25	Rushcliffe BC	71207450	Quarterly Rent The Green	1	68.75
1.10.25	Rushcliffe BC	71207610	Quarterly Rent Grassmere	1	68.75
1.10.25	Rushcliffe BC	71207460	Quarterly Rent Ringleas	1	66.25
1.10.25	Rushcliffe BC	71207675	Service Charge Suite F	2	180.00
1.10.25	Rushcliffe BC	71208260	Monthly Rent Unit 28	1	702.00
7.10.25	Kent Services	68949	Grounds Maintenance Oct	1	1118.40
7.10.25	Water Plus	10534568	Burhill Allotments	1	1034.76
30.9.25	Notts Fire Safety Ltd	FA046325	Extinguisher Service Sports Ground	1	198.91
30.9.25	Notts Fire Safety Ltd	FA046297	Extinguisher Service Unit 28	1	39.36
9.10.25	Notts C Supplies	102500491	Paper - Diaries	1	15.71
2.10.25	Notts CC	93233139	September Salaries	1	13441.24

1614 Income

Resolved : "That the income totalling £142,827.74 since the last meeting, as reproduced below.

1.9.25	Cotgrave FC	Rent Arthur Ridley Sportsground	160.00
1.9.25	Cotgrave FC	Rent Madisson Football Pitch	66.66
2.9.25	Allotment Tenant	Tenancy Plot 26 Burhill	88.82
3.9.25	Wildlife Trust	Christmas Market Stall	5.00
5.9.25	Bean & Scone	Christmas Market Stall	30.00
10.9.25	Allotment Tenant	Tenancy Plot 9 Hollygate Lane	69.14
15.9.25	CCK	Christmas Market 28.11.25	5.00
15.9.25	A Booth	Christmas Market	10.00
23.9.25	Rushcliffe BC	Precept	138,020.00
25.9.25	This Girl Crafts	Christmas Market	10.00
26.9.25	S Merrin	Christmas Market	10.00
29.9.25	Allotment Tenant	Plot 4a Forest Close	80.75
2.9.25	CCLA	Bank Interest	657.48
30.9.25	NatWest Bank	Bank Interest	191.97
1.10.25	Cotgrave FC	Rent Madisson Football Pitch	66.66
1.10.25	Cotgrave FC	Rent Arthur Ridley Sportsground	160.00
1.10.25	Wild Kids	Christmas Market	10.00
2.10.25	Allotment Tenant	Plot 15b Burhill	72.50
14.10.25	Rushcliffe BC	Shopping Centre Maintenance	3113.76

**Financial Statements**

1615 Members considered and approved the statements for August and September 2025 as reproduced at the back of the Minute Book.

At the end of August 2025 Council had £208,543.45 in the Nat West Deposit Account, £66,803.20 in the HSBC Current Account and £188,767.42 in the CCLA Account.

At the end of September 2025 Council had £208,735.42 in the Nat West Deposit Account, £182,733.71 in the HSBC Current Account and £189,424.90 in the CCLA Account.

**Nottinghamshire County Council Review of Payroll Annual Charges for 2025-2026**

1616 The Clerk has received the annual charges review for the payroll services provided by the County Council. For the period 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026 the cost will be £655.22 + VAT.

**Conclusion of Audit – 31<sup>st</sup> March 2025**

1617 The Clerk has received the completed review of the Annual Governance & Accountability Return (AGAR). The External Auditor (PKF Littlejohn).

**Budget 2025-2026- Expenditure up to 30<sup>th</sup> September 2025**

1618 The Clerk shared the half year income and expenditure figures with Council, which gave explanations for any overspends etc.

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### Grants

- 1619 Council considered a grant request from the Rushcliffe Family Hub (formally the Children's Centre) to support their Christmas Toy Appeal, which includes children living in Cotgrave. The amount required is £500-£600.
- 1620 **Resolved** : "To award a grant to the Rushcliffe Family Hub of £300."

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### Pensioners Christmas Meal

- 1621 Councillor Healy gave an update on the pensioners Christmas meal, for a three course meal including a soft drinks reception, and tea/coffee and mince pies the cost will be £38 per person.
- 1622 The total cost for 160 guests will be £5,067.52 + VAT plus coach hire of £335.
- 1623 The event will take place on Thursday 18<sup>th</sup> December and tickets sales will take place on Tuesday 2<sup>nd</sup> December from 9.30 at the Leisure Centre. The price of a ticket this year will be £5 per person, which will be used to pay for raffle prizes.

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### Update from Ward Members

- 1624 Councillor Butler said that the Local Government Review meetings are ongoing. Nottingham City Council are working on suggested changes to the boundaries where anything on the left hand side of the A46 would come under Nottingham City Council, which would include Cotgrave and anything to the righthand side would form part of Nottinghamshire County Council.
- 1625 Councillor Ellis stated that there is a national growing concern to the LGR.

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### Correspondence

- 1626 A resident has written to Council asking if it would be possible to consider if a basketball hoop could be site on the concrete pad on Ringleas Park. The pad is in need of some repairs, but Council asked the Clerk to obtain some quotations for a basketball hoop.
- 1627 The Clerk has also received a complaint from a resident regarding the fencing surrounding the dog walking field (Madisson Park), saying that the fencing was not secure in places. The Clerk explained that this area is not advertised as a secure field and dog owners use this area at their own risk.

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### Clerks Reports

- 1628 The Clerk had nothing else to report.
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### Councillors' Reports

- 1629 Councillor Monday said that he had met with Councillor Butler, Nottingham City Transport and Nottingham County Council to discuss the new number 11 service which as replaced the old 33 service. He said that the number 11 takes approximately 20 minutes longer than the 33 and does not go to Central Avenue, West Bridgford, and that Nottingham City Transports would not be able to change the existing route to incorporate Central Avenue.
- 1630 Nottingham City Transport and Nottinghamshire County Council did however say that they would look at the timings of buses from Morrisons (Gamston) lining to Central Avenue and at improving the bus shelter area at Morrisons.
- 1631 Councillor Simpson thanked the Clerk for copying him into some documents of a survey that had taken place in 2008/2009 regarding the provision of a new cemetery. A total of 2800 questionnaires were delivered and 53 were returned.
- 1632 Councillor Simpson said that he was willing to research cost of any land currently available in Cotgrave for use as a cemetery.
- 1633 Councillor Ellis has been contacted by a disabled resident who has complained about the number of bikes, scooters and football that takes place on the Shopping Centre. Council does not have any enforcement rights for this area. Councillor Ellis proposed that he attend the shopping centre following the half term break to observe the area. Councillor J Mileham said that she would also be willing to attend with him.

**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 disclosures of exempt information as defined in Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.**

### Staffing Matters

- 1634 The role of Grounds Maintenance Operative has been covered by a temporary contract over the summer months, and several candidates were interviewed for the permanent position and three candidates attended a worked based trial. All three were competent but two showed more knowledge for the role and council has offered one candidate the position, but following the trials the Personnel Committee would like to offer the second candidate a six month temporary contract to allow for council to complete all the training required and to help with the workload.
- 1635 **Resolved** : "To offer a second position for a temporary 15 hours per week contract from 1<sup>st</sup> November 2025 to 27<sup>th</sup> March 2026.

There being no further business the meeting closed at 7.56pm.

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

**Finance Committee Meeting  
10<sup>th</sup> November 2025**

- Present : Councillors S Ellis (Chairman), R Butler, K Chewings and L Healy
- Apologies Received : Councillor I Shaw
- Attendance : Julie Stephenson (Town Clerk), Jane Pick (Administration Manager)  
– Cotgrave Town Council

The meeting was held at Cotgrave Futures and commenced at 7.08pm.

**Apologies**

- 0081 The apologies received were approved.

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**Declarations of Interest**

- 0082 No declarations of Interest were given.

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**Public Open Session**

- 0083 No members of the public were in attendance.

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**Accuracy of the minutes of the Finance Committee held on 7<sup>th</sup> July 2025**

- 0084 **Resolved** : "That the minutes of the meeting held on 7<sup>th</sup> July 2025 be received and confirmed as a true record.

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**Progress**

- 0085 M0073 Accounts Package

The Clerk had updated the Committee with the fees from Rialtas for the accounts package for the financial year 2026/2027. This would be charged at £692.00.

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**Budget 2025-2026 – expenditures up to 30<sup>th</sup> September 2025**

0086 The Committee was presented with the expenditure figures up to 30<sup>th</sup> September 2025. The Clerk highlighted the main areas where an explanation is required for the budget. One of which was the figures showed an overspend of £2,202 (Summer Event). This was for the hire in of a pump track, £2700 was used from CIL money. The pump track was hired in for consultation purposes .

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**Budget 2026-2027**

0087 The draft budget for 2026-2027 was discussed in detail and a couple of changes were made. The budget will be presented to full council on January 19<sup>th</sup> for approval, so time is allowed for any consideration that may be required following the Chancellor's Budget on November 26<sup>th</sup> 2025.

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**CIL – Update of payments received**

0088 Council has received the latest CIL payment of £38,061.89. A further payment is expected next year.

0089 The Clerk requested if Council would consider purchasing a new replacement utility vehicle and a new ride-on mower using the CIL payment.

0090 The old utility vehicle is over 8 years old and is starting to show signs of wear and has needed more repairs. The cost of a new vehicle would be £18,500 (this price includes a trade in of £3,500). To purchase a second ride on mower with a different cutting mechanism would cost £16.500 (without a trade in).

0091 The committee asked if the Clerk would obtain a further two quotations for each piece of equipment and that these be presented at the Full Council meeting in December.

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**Correspondence**

0092 No correspondence was received.

There being no further business the meeting closed at 8.36pm.

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.**

**042 At Council Meeting on 20<sup>th</sup> October 2025**

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

**Planning Permission Granted:-**

25/01077/FUL The Manor House, Cotgrave Place, Main Road, Cotgrave, Nottingham - joining two houses into one at the Manor House and associated alterations.

25/00991/LBC The Manor House, Cotgrave Place, Main Road, Cotgrave, Nottingham - joining two houses into one at the Manor House and associated alterations.

**044 Prior Approval is Required:-**

25/01775/AGRIC Field on the west side of The A46 South of Stragglethorpe Lane - The road is to provide access to the storage lagoon of which prior notification is being given contemporaneously with this notification.

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