

**Cotgrave Town Council Meeting
17th November 2025**

- Present : Councillors I shaw (Chairman), E Arscott, R Butler, K Chewings, S Ellis, S Gardner, L Healy, J Mileham, S Mitchell, N Monday, M Myles, and A Simpson
- Apologies Received : None received.
- Attendance : Julie Stephenson (Town Clerk), Jane Pick (Administration Manager) – Cotgrave Town Council

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

Apologies

- 1636 No apologies were received.

Declarations of Interest

- 1637 No declarations of Interest were given.

Public Open Session

- 1638 No members of the public were in attendance.

Accuracy of the minutes of the Council Meeting held on 20th October 2025 and to note the minutes of the Finance Committee on 10th November 2025.

- 1639 M1623 Pensioners Christmas Meal

Councillor Butler noted that the date of the ticket sales should read 2nd December and not 2nd November. The minutes will be amended accordingly.

- 1640 **Resolved** : “That the minutes of the meeting held on 20th October 2025 be received and confirmed as a true record and the minutes of the and to the Finance Committee Meeting of 10th November be noted.

Progress Minutes of 20th November 2025

- 1641 M1606 Barratts Homes/Rushcliffe Borough Council

The Clerk has received an update from the officer at the Borough Council and has passed on details to her for Barratts and has asked for Council to now deal directly with Barratts regarding this issue. The Clerk has asked for a meeting with Barratts but has not yet received a reply. She will chase this.

1642 M1613 Financial Payments

Councillor Shaw asked about the payment for the purchase of roof felt for the allotment sheds. Council are responsible for the maintenance of the sheds on the allotment plots at Hollygate allotments site.

1643 M1631 Cemetery

Councillor Simpson has continued to research available land within Cotgrave.

1644 M1633 Scooters and Bikes on Shopping Centre

Councillor Ellis and Mileham had met on the shopping centre to monitor the presence of young people riding their scooters and bikes on the shopping centre. There were very little presence of young people. They will continue to monitor this issue.

1645 M1634-5 Staffing Matters

The new member of Ground Staff had commenced their employment with Council and are working very well with other members of the team and is enjoying the role.

1646 Councillor Chewings noted that at the Finance Meeting held on 10th November it was suggested that some of the CIL money being received could be used to renew Council's equipment and the items being considered are a new utility vehicle and a second ride on mower. This will be presented at the next full council meeting.

Planning Minutes

1647 **Resolved** : "To confirm the planning minutes recorded and the decisions taken by the Council and those of the Planning Authority."

Financial Matters

1648 Payments

Resolved: "That the payments made since the previous meeting totalling £28,149.63 as recorded below, be approved and the invoices awaiting payment be paid".

6.10.25	Nottm City Council		Empty 1100l bin at Unit 28	1	230.58
19.10.25	The Nottinghamshire	191025A	Pensioners Meal Deposit	9	1200.00
22.10.25	Notts CC		Grant Rushcliffe Family Hub	1	300.00
22.10.25	Allotment Tenant		Key Deposit Refund	1	20.00
22.10.25	Big Bang	5221025	Fireworks Display 2.11.25	9	3,000.00
22.10.25	J Stephenson		Coffee	1	6.75
22.10.25	Cotgrave Advice Ctr		50% Grant for Mobile Phone	1	250.00
10.10.25	Meerkat Comms	7558	Phones and Broadband	1	63.00
16.10.25	O2	40322382	Mobile Phones	1	31.20
Oct 25	EDF Energy		Unit 28 Electricity	1	27.60
3.11.25	Cotgrave Futures	1107	MUGA Electricity	1	12.20
26.10.25	UK Fuels	10041237	Fuel	1	107.78
10.9.25	Via EM	100523	Grit	1	30.00

3.11.25	J Pick		Reimbursement Selection Boxes	9	539.05
3.11.25	Get Loos	3545	Toilet Hire Christmas Market	1	281.98
13.10.25	Mick Dutton	16598	Kioti Repairs and Service	1	1088.85
13.10.25	Mick Dutton	16597	Repair Mower Handle/Kioti Belt	1	609.52
23.10.25	J Pick		Reimbursement Room Hire	9	13.25
27.10.25	Notts CS	N102501093	Stationery and Gloves	1	45.16
27.10.25	Rushcliffe BC	7128481	Remove Play Equip. C Futures	1	321.35
28.10.25	Elexcel	12305	C Futures Photocell	1	146.98
10.11.25	S Jackson		Newsletter Delivery	4	274.24
3.11.25	Rushcliffe BC	71219433	Service Charge Suite F	1	180.00
3.11.25	Rushcliffe BC	71219943	Rent Suite F	13	435.00
3.11.25	Rushcliffe BC	7219390	Annual Rent Broadmeer Play Area	1	40.00
3.11.25	Rushcliffe BC	71219952	Rent Unit 28	1	702.00
3.11.25	TMS Hardware		Hardware	1	1076.80
4.11.25	Adlard Print	22686	Printing Autumn Newsletter	4	1494.00
24.10.25	RTC Safety Surface	1003504	Wet Pour Patching C Futures	1	3117.60
10.11.25	Wel Medical	I291051	Defib Pads (West Furlong)	1	83.52
27.10.25	Notts CC	93243025	October Dalaries	1	13389.72

1649 Income

Resolved : "That the income totalling £42,350.68 of the last meeting, as reproduced below.

20.10.25	Rushcliffe BC	CIL P	38,061.89
16.10.25	HMRC	VAT Refund	2719.03
21.10.25	CCLA	Interest	626.58
31.10.25	NatWest Bank	Interest	179.86
3.11.25	Cotgrave FC	Sportsground Hire	166.66
3.11.25	Cotgrave FC	Madisson Field Hire	66.66
5.11.25	Rushcliffe BC	Refund Park Inspections Duplicated	540.00

Financial Statements

1650 Members considered and approved the statements for October 2025 as reproduced at the back of the Minute Book.

At the end of October 2025 Council had £198,758.78 in the HSBC Current Account, £190,051.48 in the CCLA Account and £208,915.28 in the NatWest Account.

Assertion 10

1651 The Smaller Authorities' Proper Practices Panel (SAPPP) has released the updated 2025 edition of the Practitioners' Guide, offering essential updates to support local councils and smaller authorities in managing governance and financial duties with greater clarity.

1652 The updates included the requirement for an additional policy – Bring Your Own Device (BYOD). Council and also a Risk Register. Council considered the policy and risk register and agreed to accept both policies and procedures.

1653 **Resolved** : “To approve the Bring Your Own Device (BOYD) Policy and Risk Register.

Council Policies

1654 Council reviewed the Dignity at Work Policy, no changes had been made to the policy but was review as part of councils legal requirements.

1655 **Resolved** : “To accept the policy.”

Basketball Hoop/s Ringleas Park

1656 Following a request from a resident for the installation of a basketball hoop on Ringleas Park, a quotation has been obtained.

1657 **Resolved** : To purchase and install a basketball hoop on Ringleas Park at the cost of £XXXXXX

Arthur Ridley Sports Ground – Clearance of Trees and vegetation

1658 A quotation has been obtained to clear the trees and vegetation behind the back of the sports pavilion to allow for further drainage investigation works to be carried out.

1659 **Resolved** : “To place the order for the works by J A Kent Services at the back of rear of the sports pavilion be completed at a cost of £1,250.00 + Vat.’

Cotgrave Futures – to appoint a Council Representative on the Board of Trustees

1660 Following Councillor Ian Shaw standing down as a Trustee to Cotgrave Futures, the Chairman asked for nominations for his replacement on the Board of Trustees.

1661 **Resolved** : “Councillors S Mithcell and S Ellis wished to be nominated.

1662 Councillor Chewings, who is the Chairman of the Board of Trustee at Cotgrave Futures wishes to thank Councillor Shaw for his time and commitment to Cotgrave Futures over many years..

Update from Ward Members

- 1663 Councillor Butler mentioned the continuation of the Local Government Reorganisation and that a meeting would take place on Thursday to put forward the Borough Council's proposals for the future LGR. This discussion will be continuing for a considerable time. There are many options to be considered.
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Correspondence

- 1664 The Cotgrave Advice Centre had written to Council thanking them for the remainder of the grant (£250) for mobile phones, which is very much appreciated. The Advice Centre are experiencing higher volumes of clients. They have also had a few new volunteers joining them.
- 1665 A copy of the Nottinghamshire & Nottingham Local Nature Recovery Strategy has been received.
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Clerks Reports

- 1666 The Clerk has written to CISWO to ask if they allow Council in conjunction with the Football Foundation to consider building a 3G football pitch at the Arthur Ridley sportsground. CISWO have come back with some questions, to which the Clerk will reply.
- 1667 Council has received from Nottinghamshire County Council Via information regarding Church Lane 'No Waiting' restrictions (TRO 8416). Concerns have been raised about inconsiderate and obstructive parking on Church Lane, Cotgrave and NCC Via is therefore proposing to introduce 'No Waiting At Any Time' restrictions (double yellow lines). This is only a notification letter at the current time.
- 1668 The Clerk had been copied into an email sent to the Chairman of Council from the Chairman of Ruddington Parish Council. This was inviting Councillors from the six main councils in the Borough to attend a meeting on Monday 24th November at The Grange, Radcliffe-on-Trent to discuss the possibility of setting up a procurement group.
- 1669 It was agreed by Council that Councillor K Chewings and the Town Clerk attend the meeting. The Clerk will send an email to Chairman of Ruddington Parish Council informing them of their attendance at the meeting.
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Councillors' Reports

- 1670 Councillor Monday said that when he went onto Council's website it was saying that the website was insecure. The Clerk will ask Council's IT representative to investigate this.
- 1671 Councillor Butler also mentioned the proposed double yellow lines on Church Lane, which also included no waiting on Plumtree Road. A resident of Church Lane had been in contact with Council that does not have any parking available for their property.
- 172 Councillor Chewings had been approached by a resident reporting the amount of dog mess that was everywhere in Cotgrave but could not give any specific locations.

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.

045 At Council Meeting on 17th November 2025

25/01722/FUL 8 Ritchie Close, Cotgrave, Nottingham, NG12 3RQ – proposed two storey side and single storey rear extension.

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

Planning Permission Granted:-

047 Planning Appeal:-

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

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