

**Cotgrave Town Council Meeting
16th February 2026**

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

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

Apologies

- 1767 The apologies received were approved.

Declarations of Interest

- 1768 No declarations of Interest were given.

Public Open Session

- 1769 No members of the public were in attendance. The Pythian Club did not attend to present their presentation for Council.

Accuracy of the minutes of the Council Meeting held on 19th January and to note the minutes

- 1770 **Resolved** : "That the minutes of the meeting held on 19th January 2026 be received and confirmed as a true record.

Progress

- 1771 M1721 Barratt/David Wilson Homes

The Clerk informed council that the money in lieu of the bridge had arrived in Council's bank account.

- 1772 M1737 Budget and Precept 2026-2027

The Clerk had applied for the precept.

1773 M1744 MUGA Lights

The issue with the MUGA lights was still being investigated.

1774 M1759 Proposed Pump Track

An email has been received from Nick Berry, Property Management at Rushcliffe Borough Council giving the Boroughs decision regarding the location of the pump track on The Green.

The borough stated that -

“Following discussion with colleagues and senior management, I am writing to let you know we are unable to support the Town Council’s proposal to install a pump track adjacent to the Teen Shelter at the front of Cotgrave Shopping Centre. We will, however, remain open to considering alternative sites within Cotgrave.

1754 Their decision is based on that they have worked with Cotgrave Town Council over the past decade to reduce ASB in this area is said it is important to safeguard it. Installing a pump track next to the Teen Shelter is likely to increase bike and scooter activity in the immediate area and attract additional young people from further afield. This carried a genuine risk of ASB levels rising again, which would negatively affect the shopping centre.

1776 Councillor I Shaw and S Ellis both agreed with the comments made by the Borough Council Officers.

1777 Councillor K Chewings said that the Green space is ideal area for the pump track and CCTV would be put in place the monitor the area, along with the Teen Shelters. The only other area available would be Grassmere Park, but this is close to residential properties.

1778 Councillor Shaw also said that he was concerned that the pump tract would attract graffiti.

1779 A meeting will be arranged with Nick Berry and Derek Haydn from Rushcliffe Borough Council and the local Police with the three Borough Councillors.

Planning Minutes

1780 **Resolved** : “To confirm the planning minutes recorded and the decisions taken by the Council and those of the Planning Authority.”

Financial Matters

1781 Payments

Resolved: "That the payments made since the previous meeting totalling £1,949.59 as recorded below, be approved and the invoices awaiting payment be paid".

25.1.26	Real Christmas Trees	27351	Christmas Tree	495.00
27.1.27	UK Fuels	1004428	Fuel	121.98
26.1.26	Allotment Tenant		Key and Bond Refund	70.00
26.1.26	Notts Cleaning	4	Window Cleaning	71.88
16.1.26	Kent Services	69307	January Grounds Maintenance	1118.40
16.1.26	O2	42001609	Mobile Phones	31.20
28.2.26	Cotgrave Futures	1152	MUGA Electricity Charge	41.13

1782 Councillor Healy asked about the payment to Kent Services for the Grounds Maintenance. The works are carried out from March to October, but Council paid the contract invoices over a 12 month period to assist with their cash flow.

1783 Income

Resolved : "That the income totalling £310,599.73 of the last meeting, as reproduced below."

Jan 26	Allotment Tenants	2026 TENANCIES (VARIOUS PLOTS)	1,119.78
19.1.26	Rushcliffe BC	Maintenance Shopping Centre	3113.76
19.1.26	HMRC	VAT Refund	3618.89
29.1.26	Chinaman	Summer Market Stall	20.00
5.1.26	CCLA	Interest	643.55
Feb 26	Allotment Tenants	2026 Tenancies (Various Plots)	507.09
2.2.26	Cotgrave FC	Rent Arthur Ridley	160.00
2.2.26	Cotgrave FC	Rent Madisson Field	66.66
9.2.26	Via EM	Lengths man	1,350.00
9.2.26	Barratt Redrow	In Lieu of Bridge at Hollygate Lane	300,000.00

1784 Members considered and approved the statements for January 2026 as reproduced at the back of the Minute Book.

At the end of January 2026 Council had £191,956.44 in the CCLA account and £131,321.68 in the HSBC Account.

Transfer of Funds to CCLC Account

Council discussed the transfer of funds from the Nat West and HSBC bank accounts to the CCLA account.

1785 Councillor S Ellis proposed to transfer all the Nat West account to the CCLA account, and close the Nat West account, also to transfer the £300,000.00 received from Barrats to the CCLA account.

1786 Council were all in agreement.

- 1787 **Resolved** : "To transfer all the Nat West account to the CCLA account, and close the Nat West account, also to transfer the £300,000.00 received from Barrats to the CCLA account.

Grants

- 1788 Council have received a grant request from the Pythian Club who are a community-based organisation in Nottingham that supports young people from socio-economically deprived areas.
- 1789 The CEO of the Pythian Club, Ben Rosser was due to attend the meeting and give a presentation to council but did not attend the meeting.
- 1790 **Resolved** : "based on the fact that the Pythian Club did not attend the meeting to give a presentation, and that councillors were not able to ask any questions regarding the project, Council were not in a position to give a grant at this time."
- 1791 A second grant request had been received from Metropolitan Thames Valley for the Young Peoples Subgroup who work with Integrated Neighbourhood Working (INW) in Cotgrave. Membership includes a wide range of key partners, including local schools, Cotgrave Leisure Centre, the4 Young People's Centre, the Family Hub Your CVS, Rushcliffe Borough Council, Metropolitan Housing, Nottinghamshire County Council's Holiday Activities and Food (HAF) programme, Cotgrave Library, Positive Futures, Pythian Club, Active Notts and organisation supporting SEND families.
- 1792 The grant request was for £2,000 to provide activities for the Easter school holidays.
- 1793 **Resolved** : "Due to insufficient information Council were not in a position to agree the grant request."
- 1794 The Clerk had spoken with staff from the library and they asked if Council would be able to provide some funding for some pens for the Library. A grant form would be forwarded to them to be consider at the next meeting.

Council Policies – Publication Scheme (under the Freedom of Information)

- 1795 Council considered the updated Publication Scheme and
- 1796 **Resolved** : "To accept the updated Disciplinary Policy."

UK Town of Culture

- 1797 Council had been copied into information on the UK Town of Culture competition to help celebrate towns and help to create a lasting cultural legacy. The best small, medium and large towns will be selected from the applications and one of these will be named at UK Town of Culture 2028 and will receive £3 million, while the other two finalists will each received £250,000 to deliver an ambitious program of culture activity in 2028.

1798 Expressions of interest for the programme are expected to be put in by 31st March 2026.

1799 **Resolved** : "Council decided not to take part in the programme."

Ringleas Play Area

1800 Council considered three quotations to install a basketball hoop and post in Ringleas Play Area. The quotations ranged from £2,762.82 to £3,195.00. Because the quotations were for only one piece of equipment the delivery and installation costs extremely high and worthwhile implementing currently but be considered when any other equipment is installed into the play area.

1801 **Resolved** : "To not install the basketball hoop and post at this time, but to include this piece of equipment when further equipment was next upgrade."

Working Group – 3G Football Pitch/Arthur Ridley Sportsground

1802 The Working group will arrange a date to hold the initial meeting to start any planning for the project if council meet all the criteria. Amy Elworthy and Derek Haydn from the Borough Council will be invited to attend the meeting.

Update from Ward Members

1803 Councillor Butler gave information on the Borough Council Rushcliffe Sports Grant, which was launched today, 16th February. It invited elite athletes to apply for funding to support their goals and help achieve their full potential in their chosen sport. The funding is aimed at athletes competing at international level with 20 grants of £300 available to help reduce some of the burden of competing at an advanced level that can often create a barrier to achievement.

1804 To find out more information about the Rushcliffe Sports Grant – Elite Athlete and apply online - [Rushcliffe Sports Grants - Rushcliffe Borough Council](#)

Correspondence

1805 Council has received guidance notes from Nottinghamshire County Council on the validation requirements for planning applications March 2026.

Clerks Reports

- 1806 The Clerk has received today the resignation retirement request from Councils Grounds Man. The date of his retirement will be 30th June 2026. The Grounds man has been employed with Council for 11 years. Council will offer the temporary grounds man the position from 1st July 2026 and will extend their temporary contract until 30th June 2026.
- 1807 Barratt and David Wilson Homes' PR team has contacted Council to enquire about offering some sponsorship for the Town Council Summer Market.
- 1808 The Clerk has a date for the year end accounts of 22nd April 2026. The Internal Auditor will be attending the office on 24th March and 20th April 2026 in preparation for the year end accounts.
- 1809 The Clerk has been spoken to by a Post 16 teacher at Ash Lea School asking is someone from the Council to talk to the students about litter and the students also taking part in litter picking in the community.
- 1810 Investigations are still ongoing with the issue with the metre readings at Arthur Ridley Sports Pavilion. The contract for the electricity supplier is also due for renewal. The Clerk has obtained a quotation from Green Shift Energy (who work with Notts County FC). The supply would cost approximately £1,100 for the next twelve months and does not include a standing charge and a smart meter would also be installed. The contract would be for 36 months.

Councillors' Reports

- 1811 Councillor Mileham has contacted the Borough Council's Dog Warden about a German Shepherd that is continually getting loose from a property near to Marlwood but is not getting any reply. She has asked if she would be able to use her councillor email address to contact the Dog Warden.
- Council are for happy from Councillor Mileham to contact the dog warden using her council email address.
- 1812 Councillor Richard Butler said that stray dogs can also be reported on the Rushcliffe Borough Council's website – report an issue.
- 1813 Councillor L Healy asked about the Holme Lane to Stragglethorpe multiuser route, which has been closed since 2024 following damaged caused to the area near to the travellers' settlement. Councillor Butler said that the County Council are aware that this continues to be a cause of concern and are working to move this on which will have very significant costs.
- 1814 Councillor Butler also raised the issue of potholes and reminded everyone that these can be reported on the NCC website.
- 1815 Councillor Simpson has been approached by a resident regarding the article in the Nottingham Post about Asylum Seekers in Cotgrave. The Council are not aware of any issues with Asylum Seekers in the town.

There being no further business the meeting closed at 8.07pm.

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

**Personnel Committee Meeting
16th February 2026 (Non Confidential Copy)**

- Present : Councillors R Butler (Chairman), K Chewings, L Healy and N Monday.
- Apologies Received : None Received.
- Absent : Cllr. J Mileham.
- Attendance : Julie Stephenson (Town Clerk) and Jane Pick (Admin Manager) Cotgrave Town Council

The meeting was held in the Council Office and commenced at 11.35pm.

Apologies

0193 No apologies were received.

Declarations of Interest

0194 No declarations of Interest were given.

Public Open Session

0195 No members of the public were in attendance.

Minutes of the Meeting held on

0196 The minutes of the Personnel Meeting held on 16th October 2025 were noted and approved and signed by the Chairman.

Staffing Structure

0197 The Town Clerk informed the Personnel Committee that a member of staff had spoken to the Clerk about possibly considering retirement.

The Clerk had today received their letter of resignation from 30th June 2026. The Personnel Committee wish to acknowledge the letter of resignation and has instructed the Chairman of the Committee to contact the member of staff and acknowledge this with them.

0198 Council will now need to consider a replacement Groundsman.

- 0199 The temporary Groundsman, contract is due to end on 27th March 2026. Following a discussion the Personnel Committee instructed the Clerk to ask him if they would consider extending the temporary contract until 30th June, increasing his hours to Summer Hours, and then offer him a substantive offer of a permanent contact from 1st July 2026.

Minimum Wage 1st April 2026

- 0200 The Clerk informed Council that the minimum wage will increase on 1st April 2026 from £12.21 to £2.71 per hour.

Staff Training

- 0201 The Clerk informed the meeting that the Grounds Staff have completed several training courses, which included, PA1 and PA6 (Spraying), Wood Chiller and the Abrasive Wheel Course.
- 0203 Bingham Town Council were running a First Aid at Work course and had opened this up to other local councils for £50pp. The Clerk will ask the Ground Staff if they would be able to attend the course.
- 0204 Other potential training would include ATV Terrain Training and Chain Saw, which was priced at £500 to £800.

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- 0205 Councillor Monday asked if the Personnel Committee could have more regular meetings, maybe 3 times per year. This will be considered at the AGM on 18th May.

The meeting closed at 12pm

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.

053 At Council Meeting on 16th February 2026

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

054 Permission Granted

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