Cotgrave Town Council Meeting
14th September 2026

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

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

Apologies

2074 The apologies given were approved.

Declarations of Interest

2075 No declarations of Interest were given.

Public Open Session

2076 No members of the public were in attendance.

2077 A member of staff from Xpansion Building Ltd attended the meeting to give Council a report of the works that have been carried out on the roof of Cotgrave Futures. The emergency roof repairs were to be carried out around the central area of the roof, but other areas of concern have since been found and will need addressing urgently. This is going to be a larger repair than expected and was not planned for. If some of the other repairs are not treated, this would lead to need a complete roof replacement, so the work will be quoted for and agreed by council to protect the Futures building.

Accuracy of the minutes of the Council Meeting of 20th July 2026

Resolved : "That the minutes of the Meeting and Council Meeting held on 20th July 2026 be received and confirmed as a true record."

Progress Minutes of Council Meeting of 20th July 2026

2078 M2028 3G Pitch

The Clerk and councillors have received an invitation to a meeting with officers from Rushcliffe Borough Council and a business consultant to discuss the potential building of a 3G Pitch for Cotgrave and whether this is possible.

2079 M2029 Bleed Kit

The bleed kit will be installed on the front of the Hub between the doctors and the chemist. It will then be registered with EMAS.

2080 M2032 Sub Station at side of Cotgrave Futures

The substation has now been changed and some trees at the side removed. The contractors have left some barriers on site. These will be stored until they are collected.

2081 M2050 Additional Bench on the Green and planter on Owthorpe Road

This item will be included on the agenda for the October meeting.

2082 M2057 Rise of Anti-Social Behaviour in Cotgrave

Council were copied into a letter that had been sent to the Police and Crime Commissioner and their reply.

2083 M2069 Bluetooth lock on football pitch at Madisson Park

The football club had ordered a lock, but this was not suitable for the gates. A different Bluetooth lock will be ordered.

Planning Minutes

2084 **Resolved** : "To confirm the planning minutes recorded and the decisions taken by the Council and those of the Planning Authority."

Financial Matters

2085 Payments

Resolved: ''That the payments made since the previous meeting totalling £96,761.26 as recorded below, be approved and the invoices awaiting payment be paid''.

S Jackson		Delivery of Newsletter	4	£262.50
Landscape Supplies	161877	Round Up Pro	1	143.88
Nottm City Council		Empty 1100lt bin Unit 28	1	240.24
Adlard Print	23214	Printing Summer Newsletter	4	1517.74
HSBC Bank		Bank Charges	1	2.00
Meerkat Comms	9976	Phone and Broadband	1	64.74
Notts Cleaning		CTC & CF Window Clean	1	71.88
Sharman's	476877	Driver Helmets	1	132.00
J A Kents	69942	July Maintenance	1	1152.00
UK Fuels	10051228	Fuel	1	100.42
Allotment Tenant		Allotment Key & Bond Refund	1	45.00
O2	45200987	Mobile Phones	1	34.80
British Gas	15625409	Suite electricity	1	7.56
Allotment Tenant		Allotment Key Refund	1	20.00
Xpansion	32147	Cotgrave Futures Roof works	1	55,269.36
Rushcliffe BC	71274444	Service Charge Suite F	1	180.00
Rushcliffe BC	71274749	Rent Unit 28	1	702.00
Rushcliffe BC	71275165	Rent Suite F	13	469.00
Water Plus	13171655	Burhill Allotments	1	407.59
Water Plus	13200870	Unit 28	1	671.83
Smartest Energy		Arthur Ridley Sportsground electric	1	88.22
Nottm County Cl	93356264	July Salaries	1	13,757.72
EDF Energy	20	Unit 28 Electricity	1	23.92
Allotment Tenant		Key & Bond Refund	1	45.00
Kent Services	70055	Grounds Maintenance August	1	1152.00
Rushcliffe BC	71272824	Repair wet pour The Green	1	60.00
NALC	4171	Playground Safety Training x 2	1	640.00
Elexcel	12360	Christmas Treen Lights 2025	9	950.40
Mick Dutton	16960	New hand brake to Kioti Vehicle	1	707.62
Meerkat Comms	10234	Telephone and Broadband	1	64.74
Globesec	16299	Call out MUGA Camera Fault	1	223.20
J Pick		Dog Bin Keys	1	8.98
Rushcliffe BC	71276411	Repair Bench at Broadmeer Park	1	60.00
Rushcliffe BC	7126340	Repair sit up bench at Grassmere	1	204.08
Rushcliffe BC	71276565	Emptying of Septic Tank S Ground	1	199.49
TMS Hardware		Hardware	1	16.70
Notts County Supplies	82600207	Gloves, Refuse Sacks, Hand Towels	1	106.03
O2	45713731	Mobile Phones	1	34.80
UK Fuels	10052342	Fuel	1	182.93
Notts County Council	93363909	August Payroll	1	13,937.59
Rushcliffe BC	71278283	Rent Suite F	13	469.80
Rushcliffe BC	71277562	Service Charge Suite F	1	180.00
Rushcliffe BC	71277867	Rent Unit 28	1	702.00
J Stephenson		Petty Cash Top Up	1	24.28
Water Plus	13267996	Forest Close Allotments	1	127.16
Water Plus	13417337	Burhill Allotments	1	148.16
Kent Services	70161	Grounds Maintenance September	1	1152.00

2086 Income

Resolved : "That the income totalling £9296.42 since the last meeting, as reproduced below.

21.7.26	Rushcliffe BC	Shopping Centre Maintenance	3207.22
23.7.26	Cotgrave FC	Watering of Football Pitches	500.00
27.7.26	Allotment Tenant	Plot 34a Burhill Tenancy	84.11
4.8.26	CCLA	Interest (reinvested)	2311.77
3.8.26	Cotgrave FC	Rent Madisson Football Pitch	66.66
3.8.26	Cotgrave FC	Rent Arthur Ridley Sportsground	160.00
12.8.26	Criminal Damage	Payment for damage to MUGA sign	20.00
17.8.26	Tollerton Parish Council	Sale of Staging	2100.00
18.8.26	D Cox	Fair Pitch Rent	600.00
20.8.26	K Marley	Christmas Market Stall	10.00
1.9.26	Cotgrave FC	Rent Madisson Pitch	66.66
1.9.26	Cotgrave FC	Rent Arthur Ridley	160.00
7.9.26	Hooked by Rhea	Christmas Market Stall	10.00

Financial Statements

2087 Members considered and approved the statements for July and August 2026 as reproduced at the back of the Minute Book.

At the end of July 2026 Council had £123,096.81 in the HSBC Current Account and £710,444.42 in the CCLA account.

At the end of August 2026 Council had £50,927.38 in the HSBC Current Account and £712,756.10 in the CCLA account.

2088 The Notice of Conclusion of Audit for year-end 31st March 2026 has been received from PKF Littlejohn with no observations reported. The notice will be displayed on Council's notice board until 30th September 2026.

Pump Track

2089 Further information has been received from Bike-Track for a proposal for work to design a Scoot Track facility which could potentially be sited on The Green. This would be in addition to the main pump track for Madisson Field.

Now more information and costings is available, the Clerk will contact Rushcliffe Borough Council to further discuss the project.

Allotment Rules and Regulation for Allotment Tenants 2027

2090 The Rules and Regulations have been updated for 2027; this includes new rules regarding the lighting of bonfires on Burhill and an increase in key deposits and bonds to £50 each.

2091 **Resolved** : "To approve the Allotment Rules and Regulation for Allotment tenants for 2027."

2092 The Rules and Regulations will be sent to allotment tenants prior to the tenancy renewals on 1st January 2027.

Risk Assessments

2093 Council were copied into the risk assessments for the allotments and use of abrasive angle grinding wheel, which were due to be reviewed. The documents were reviewed and no changes were needed to be made.

2094 **Resolved** : "To approve the review of the risk assessment for Allotments and Use of Angle Grinding Wheel."

Hire Agreement for Arthur Ridleys Sportsground and Madisson Football Pitch

2095 The hire agreements were reviewed and an increase of 3.6% will be applied to the agreements for 1st September 2026 to 31st August 2027.

2096 **Resolved** : "To agree the hire agreements for 1.9.26 to 31.8.27."

Christmas Events

Christmas Market 20th November 2026

2097 Council were copied into an update for the Christmas Market taking place on 20th November.

Bookings are slowly coming in for market stalls but are struggling to book any food outlets. The event has been advertised on Council's website, social media sites and notice boards and work continues.

Pensioners' Christmas Meal

2098 Councillor L Healy had met with the Nottinghamshire Golf and Country Club and a date has been set for Thursday 17th December.

The budget for the event is £5,750 (Net) and the Golf Club have quoted £44.95 per person including a drink on arrival and coffee and mince pies. This would allow for 150 guests and leaving £356 for transport.

Councillor Healy has another meeting planned with the golf club to further discuss the event.

Update from Ward Members

2099 The Ward Members noted that the Local Government Reorganisation has been put on pause. Councils across the country have been advised by central government that it will be undertaking a review of the Local Government Reorganisation (LGR) programme nationally.

Correspondence (for information only)

2100 No correspondence has been received.

Clerks Reports

2101 Ben Dunning from Optimum Pitch Ltd has been appointed to provide support to the 3G pitch and pavilion projects across the Borough.

2102 An email has been received from Rushcliffe Family Hub asking to share information for their Rushcliffe Toy Appeal Marketplace 2026.

2103 The ground staff have requested if Council could [purchase a long reach hedge cutter at the cost of £510.00 + VAT.

Council were happy for the Clerk to purchase the hedge cutter.

2104 The latest play parks inspection has again raised issues with the inclusive roundabout on Ringleas park. The round about is not turning freely again. This is an ongoing issue and is in need of regulation works to keep it working. Proludic have an alternative piece of equipment similar to this roundabout and the Clerk suggested that council investigate looking at changing this piece of equipment.

2105 One of Council's utility vehicles has had the windscreen completely broken. The windscreen exploded when the ground staff had return to the yard and exited the vehicle. No injuries were caused to the staff. The Clerk will speak with Mick Dutton & Sons as to why this has occurred. A replacement windscreen has been ordered.

2106 Information has been received for the Borough Council's Community Tree Scheme for 2026/27 and the Clerk has suggested obtaining a tree to replace the Covid tree which has now died, to replace it. This would be either an Aspen, Common Whitebeam or Field Maple.

Councillors' Reports

2107 Councillor Simpson asked when the Police would be attending a council meeting. He had been trying to get in contact with the local beat officer.

There being no further business the meeting closed at 8.22pm

Chairman: …….. Signed as a True Record (Date): ……

Finance Committee Meeting
14th September 2026

Present : Councillors S Ellis, R Butler, K Chewings and L Healy

Apologies Approved : Councillor N Monday

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

The meeting was held at Cotgrave Futures and commenced at 6.00pm.

Apologies

0131 The apology received was approved.

Declarations of Interest

0132 No declarations of Interest were given.

Public Open Session

0133 No members of the public were in attendance.

Accuracy of the minutes of the Finance Committee held on 13th April 2026

0134 **Resolved :** "That the minutes of the meeting held on 1st June 2026 be received and confirmed as a true record.

Progress

0135 No progress recorded.

Transfer of Funds

0136 The Committee discussed the need for transferring funds from the CCLA high interest account into the council's current account after needing to pay for emergency roof repairs to the Cotgrave Futures Building.

0137 The committee agreed that money could be transferred to the current account as soon as it becomes necessary and that two signatories can be called in to sign the document to transfer the necessary funds required to maintain a working balance for the current account.

0138 **Resolved :** 'To transfer funding between council bank accounts, to maintain a working balance in the HSBC account.'

Correspondence

0139 No correspondence had been received.

There being no further business the meeting closed at 6.15pm.

Chairman:…… Signed as a True Record (Date)……

Personnel Committee Meeting (Non Confidential)
21st September 2026

Present	:	Councillors R Butler (Chairman), K Chewings and S Mitchell
Apologies Received	:	Councillor N Monday.
Absent	:	Councillor J Mileham.
Attendance	:	Julie Stephenson (Town Clerk) and Jane Pick (Administration Manager – Cotgrave Town Council

The meeting was held in the Council Office and commenced at 10am..

Apologies

0207 The apologies given were accepted.

Declarations of Interest

0208 No declarations of Interest were given.

Public Open Session

0209 No members of the public were in attendance.

Minutes of the Meeting held on 16th February 2026.

0210 The minutes of the Personnel Meeting held on 16th February 2026 were noted and approved and signed by the Chairman.

Progress

0211 M0198 Paul Howitt – Grounds man

Paul Howitt retired on 30th June and Council held a small retirement reception for him.

0212 M0200 Ground staff

The new temporary grounds man has now been issued with a permanent contract and staff are working very well together and both have completed several training courses.

Staffing

0213 The committee has been copied into the current pay rates for all staff following the national NJC 3.2% increase which was implemented in August and back paid to April 2026.

0214 The committee reviewed all staff salaries and made adjustments as decided.

0215 Appraisal for all staff will be arranged.

The meeting closed at 11am.

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.

037 At Council Meeting on 14th September 2026

26/01352/FUL	85 Daleside, Cotgrave, Nottingham, NG12 3QN – new side extension above existing garage.
26/01448/FUL	43 Lingford, Cotgrave, Nottingham, NG12 3LB – erection of 2.23 metres high boundary fence adjacent highway, associated garden levelling and ground retention using gravel boards (Retrospective).
26/00347/ HYBRID	Lane North of Tollerton Lane, Tollerton, Nottingham - Hybrid planning application comprising: (1) Full planning application for the first phase of residential developments for 380 dwellings with associated access from Tollerton Lane, partial demolition of the runway, drainage, open space and associated infrastructure works; and (2) Outline planning permission (all matters reserved) for a phased residential development at Tollerton Airfield comprising demolition of existing buildings and runway, development of dwellings, a primary school, neighbourhood centre (Use Classes C3, E, F2) and supporting infrastructure including access from Tollerton Lane and A52, an active travel bridge over the A52, open space, sports pitches, green and blue infrastructure and other supporting infrastructure including a primary substation and ground drainage works.

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

038 Permission Granted

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