Cotgrave Town Council Meeting
19th October 2026

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

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

Apologies

2108 The apologies given were approved.

Declarations of Interest

2109 No declarations of Interest were given.

Public Open Session

2110 No members of the public wished to speak.

Accuracy of the minutes of the Council Meeting of 14th September 2026

Resolved : "That the minutes of the Meeting and Council Meeting held on 14th September 2026 be received and confirmed as a true record."

Progress Minutes of Council Meeting of 14th September 2026

2111 No progress was taken.

Planning Minutes

2112 **Resolved** : "To confirm the planning minutes recorded and the decisions taken by the Council and those of the Planning Authority."

Financial Matters

2113 Payments

Resolved: ''That the payments made since the previous meeting totalling £24,985.99 as recorded below, be approved and the invoices awaiting payment be paid''.

Notts County Supplies	92600474	Correction Tape	1	1.44
ABM	21376	Drum unit for photocopier	1	140.39
PKF Littlejohn	20261237	Audit 2025-2026	3	1,638.00
Water Plus	13446679	Unit 28	1	53.48
Nottm City Council		Quarterly Emptying of Bin Unit 28	1	240.24
Roffesoft	8937	2 x Microsoft 365 Business	1	337.20
Allotment Tenant		Key and Bond Refund	1	70.00
British Gas	1614798	Suite F	1	14.09
HSBC		Bank Charges	1	1.80
Meerkat Comms		Phone and Broadband Charges	1	64.74
Smartest Energy		Electricity Arthur Ridley Sportsground	1	47.60
Central Waste	352211	Skip at Unit 28 (Allotments)	1	244.00
O2	6099414	Mobile Phones	1	34.80
UK Fuels	10053394	Fuel	1	116.65
DB Fire	S1-1579	Fire Assessment Cotgrave Futures	1	420.00
Allotment Tenant		Key and Bond Refund	1	70.00
Notts County Supplies	102600098	2 x Keyboard Sets	1	62.33
Notts County Council	93378542	Payroll Service Charges 26-27	1	809.86
Cotgrave Futures	1275	MUGA Electricity Charge	1	14.92
Rushcliffe BC	71281387	Suite F Rent	13	469.80
Rushcliffe BC	71280460	Quarterly Rent Ringleas Park	1	66.25
Rushcliffe BC	71280450	Quarterly Rent The Green	1	68.75
Rushcliffe BC	71280559	Quarterly Rent Grassmere Park	1	68.75
Rushcliffe BC	71280942	Rent Unit 28	1	702.00
Rushcliffe BC	71280595	Service Charge Suite F	1	180.00
Water Plus	13660125	Burhill Allotments	1	301.55
Notts CC	93378170	September Payroll	1	16,510.22
Smartest Energy	5	Arthur Ridley Sportsground	1	74.01
Staff Reimbursement		Trailer Board	1	26.00
Rushcliffe BC	71290724	Playground Inspections	1	450.00
Notts Cleaning		CTC and C Futures Window Clean	1	71.88
Notts Golf Club	332070	Deposit Pensioners Christmas Meal	9	1,470.00
Notts Fire Safety	878	Unit 28 Fire Extinguisher Testing	1	145.24

2114 Income

Resolved : "That the income totalling £150,103.44 since the last meeting, as reproduced below.

22.9.26	Rushcliffe Borough Cl	Precept	144,132.50
22.9.26	Allotment Tenant	Plot 29 Rent, Key & Bond	86.43
28.9.26	Pawfect Creations	Christmas Market Stall	10.00
28.9.26	K2 Dance Academy	Christmas Market Stall	10.00
2.9.26	CCLA	Interest (Re-invested)	2329.82
1.10.26	Allotment Tenant	Plot 7b Rent, Key & Bond	79.46
1.10.26	Cotgrave FC	Rent Madisson Field	66.66
1.10.26	Cotgrave FC	Rent Arthur Ridley Sportsground	160.00
1.10.26	Cotgrave FC	Back Rent Sep 2026	16.35
6.10.26	Cotgrave WI	Christmas Market Stall	5.00
12.10.26	Rushcliffe BC	Grounds Maintenance S.Centre	3207.22

Financial Statements

2115 Members considered and approved the statements for September 2026 as reproduced at the back of the Minute Book.

At the end of September 2026 Council had £174,597.88 in the HSBC Current Account and £715,086.01 in the CCLA account.

Pump Track

2116 The Clerk gave a verbal update for the Pump Tracks. She has received two quotations, one for a modular unit and one for a permanent design. She will produce more information regarding these for the next council meeting on 16th November 2026.

3G Football Pitch

2117 The Town Clerk, Administration Manager and Councillor Chewings had met on site with Derek Hayden and Kasey Upton from Rushcliffe Borough Council and Ben Dunning from Optimum Pitch, the consultant for the 3G projects.

2118 The Clerk had prepared the PID document ready to forward to the Football Association, which had been copied to all councillors for approval, along with other documentation regarding the project.

2119 **Resolved** : "To approve the PID (Project Information Document) document to be forwarded to the Football Association."

Additional Bench on The Green / Planter on Owthorpe Road

2120 A resident had previously contacted the council about having a bench on the Green on Candleby Lane in a shaded area and also if the planter on Owthorpe Road, which is in a shaded area where plants struggle to thrive.

2121 Council re considered this request and

2122 **Resolved** : To purchase a bench for the Green on Candleby Lane and purchase plants suitable for shaded areas for the planter on Owthorpe Road.

Grass Mowing Contract 2027-2030

2123 Council were copied into the Grounds Maintenance Contract for 2027-2030, which covers the grass mowing of Council's Play areas, the Cemetery, Church Yard and other smaller areas in the Town.

2124 **Resolved** : "To send out the Grounds Maintenance Contract to cover the grass mowing for 2027 to 2030."

Christmas Market and & Lights Event

2125 The Administration Manager gave an update on the event which is due to take place on Friday 20th November.

2126 Booking form for stall are slowly coming in; there are currently 8 stalls.

The Cotgrave Candleby Lane Choir are not able to attend this year's event, due to a clash of events.

2127 The Town Clerk and Administration Manager have been working with John Ludlam and a concert will be held at All Saints' Church in Cotgrave following the Christmas Lights Event at 6pm.

2128 Radcliffe on Trent Male Voice Choir will perform a varied program of music and mezzo soprano Emily Hodkinson will be singing songs from the shows.

2129 Tickets cost £5 for adult and under 16s £1. Doors open at 5.30. Payments can be made at the door or are available from John on 07855 061109. 50% of the proceeds will go the All Saints Church and 50% to the Alzheimer's Association.

Pensioners Meal

2130 The Pensioners Meal is booked for Thursday 17th December at The Nottinghamshire Golf & Country Club.

The meal will cost £42.00 (inclusive of vat) per head including room hire, a three course meal, soft drinks reception and tea, coffee and mince pies.

This nets out at £5250.00 based on 150 guests, plus coach hire of £560.00.

Risk Assessments

2131 Council were copied into the risk assessments for the Fireworks Event and Lone Working to be reviewed.

2132 **Resolved** : "To approve the review of the risk assessment for the Fireworks Event and Lone Working."

Policies

2133 Two new policies have been produced, a Pensions Discretion Policy and an Artificial Intelligence (AI) Usage Policy.

2134 **Resolved** : "To adopt the Pensions Discretion and Artificial Intelligence (AI) Usage Policy."

Cotgrave Futures

2135 Council were copied into a quotation for the phase 2 works on the roof at Cotgrave Futures. The works will cover the remaining area of the roof with a rubber coating and repair gullies. This will give the roof a 20 year guarantee.

2136 **Resolved** : "To agree to carry out the works on the roof at Cotgrave Futures at a cost of £73,475.45 + VAT."

2137 The Fire Alarm system has now been replaced at Cotgrave Futures to a Level 1 requirements.

2138 The Fire Safety inspection report has highlights that 18 out of 20 fire doors in the building have issues that need looking into. The cost will be £30 per door to inspect and if the door requires works the £30 will be deducted from the final invoice.

2139 **Resolved** : "To agree to the works on the fire door in Cotgrave Futures."

2140 Councillor J Mileham suggested that Cotgrave Futures staff attend a fire door checking course.

2141 A service for the Lightning Conductor has been arranged. Lightening Conductors should be checked every 11 months.

2142 A quotation has been received for a replacement window which has a crack in it. This will cost £290.57 + VAT.

Public Toilets at Cotgrave Country Park

2143 The Service Contract between Nottinghamshire County Council and Cotgrave Town Council has been received.

2144 The contract will cover Cotgrave Town Council providing staff to opening the toilets each morning at 7.30 am Monday to Thursday each week and close at 12.30pm during Summer months, and 11.30am during the winter months, again Monday to Thursday.

2145 County Council will pay a maximum of £3,744 per annum for the service.

Ringleas Park Wheelspin Roundabout

2146 The original wheelspin inclusive roundabout has now failed, Council have tried to repair the roundabout on several occasions and now the roundabout if completely seized. The Roundabout was installed in 2016.

2147 The cost to replace the wheelspin that has been made with new designs and installation will be £14,244.88.

2148 Council asked if a quotation could be obtained for just the removal of the existing wheelspin. The cost of the wheelspin could be covered by CIL funding. To be considered at the next meeting.

Update from Ward Members

2149 Councillor Butler and Ellis mentioned the changes to the Planning Regulations. There will be a reduction in ward members ability to provide comments on planning applications, these will now be the responsible of the Local Planning Officers. This is a Government lead decision.

2150 A LGR administration announcement is due soon from the Government following on from the suspension of the LGR announcement in September 2026.

2151 Councillor Butler also mentioned that roadworks will be carried out on Cotgrave Road between the junction with Woodgate Lane and Clipstone with a road closure from 8pm on Monday 26th October to 6am on Thursday 29th October.

Correspondence (for information only)

2152 Rushcliffe Borough Council

An email has been received regarding the Local Plan Scoping Consultation. The consultation closes at 5pm on Friday 23rd October 2026. All consultation material, including the Scoping Consultation document and details of how to response, is available at www.rushcliffe.gov.uk/rushcliffelocalplan.

2153 Nottinghamshire County Council

The review of annul charges for the payroll services for 1st April 2026 to 31st March 2027 has been forwarded to Council. The cost for the payroll service is £674.00 + VAT.

2154 An email has been forwarded to Council regarding the Minerals Local Plan Scoping Consultation. The consultation commences on Monday 12th October and closes at 5pm on Monday 9th November 2026.

Clerks Reports

2155 The play area on The Green is currently closed until further notice following a sewage leak from the drainage pipework in the area.

2156 The Environmental Officer from Rushcliffe Borough Council has been out and looked at the planters on the shopping and are going to be dealing with the infestation of rats in the area.

Councillors' Reports

2157 Councillor Monday asked if the Police would be able to attend future meetings?

2158 Councillor Monday also asked if there had been any further update to the moving of the bus shelter outside of the Spires Hospital in Tollerton. Councillor Butler will investigate this.

2159 Councillor Monday said how impressed he was with the number 12 bus service.

There being no further business the meeting closed at 8.34pm

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