**Cotgrave Town Council Meeting  
 9th December 2024**

Present : Councillors I Shaw (Chairman), K Chewings, S Ellis, L Healy,  
 N Monday and S Mitchell.

Apologies Received : Councillors R Butler, S Gardner, C Jeffreys, M Myles, A Simpson and   
 D Stothard.

Absent : Councillor M Woodward.

In Attendance : Julie Stephenson (Town Clerk), Jane Pick (Admin Manager) -   
 Cotgrave Town Council and PC Matt Pooley (Cotgrave Police)

The meeting was held in the Meeting Room at Cotgrave Futures and commenced at 7.16pm  
  
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**Apologies**

1146 The apologies received were approved.

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**Declarations of Interest**

1147 No declarations of interest were given.

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**Public Open Session**

1148 PC Matt Pooley has been in position at Cotgrave for one month and has been out on foot in the village introducing himself to businesses and residents. He gave a brief update on policing in Cotgrave saying that crime generally in the area is low. There are ongoing issues with off road motorbikes but will be liaising with other agencies in the area, including Rushcliffe Borough Council to work on this issue.

1149 Councillor Monday said that the Council has not received any crime figures for Cotgrave for at least the last couple of months. PC Pooley said that he would be able to arrange to provide these for Council on a regular basis.

1150 Councillor Chewings noted the presence of PC Pooley in the village and comments received from the community and was looking forward to working together.

1151 The Chairman thanked PC Pooley for attending the meeting.

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**Accuracy of the minutes of the Council Meeting held 18th November 2024**

1152 **Resolved** : “That the minutes of the Council Meeting held on 18th November   
 2024 be received and confirmed as a true record.”

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**Progress Minutes of Council Meeting held on 18th November 2024**

1153 M1088 New Solar Farm at North Farm Stragglethorpe

Councill Shaw asked about the increase in land mass at the Country Park which would be included in the development of the solar farm and also the additional land for the country park.

1154 More information on the exact areas will be available as the project progresses.

1155 M1089 Community Benefit – Solar Farm

Councillor Shaw also raised the issue of the community benefit funding and how council wished to proceed with this. Further negotiations would be required before a decision could be made on how the Council would manage the funding.

1156 M1100 Reply from Inspector Cuthbert – Damage on The Green Play Area

A reply has been received from Inspector Cuthbert regarding the damaged caused to the surface of the park. The Police have provided the football club with an educational session with the members of the football club, including managers, players and parents and he believes “*this is a more than appropriate outcome for this investigation, and to do any further, especially as there has been no further damage since the initial report in May, would be disproportionate ……. As the incident occurred over 6 months ago, to re-visit the children/families involved, especially as the actual individual roles in the damage are unclear, would not be an appropriate action to take, and could undermine the positive work that has been done with the football team.”*

1157 M1102 Recycling Bins at Cotgrave Shopping Centre

Councillor Chewings would arrange a meeting in the New Year with the officer from Rushcliffe Borough Council to further discuss this issue.

1158 M1103 Monkey Challenge Play Equipment

The Clerk has received information regarding the safety flooring for the equipment. Where the free height of fall is less than 600mm, there is no requirement for a tested impact attenuating surface. For free heights of fall 600mm or greater an appropriate surface is required. Council was in agreement that this piece of equipment would not be suitable for Broadmeer Play Park due to its hard surface and would be more suited to Ring Leas Park. This item will be added to the agenda for the Council Meeting being held on 20th January 2025.

1159 M1107 Rushcliffe Borough Council Grass Cutting

Three cuts have been missed from this year’s schedule. Councillor Chewings will raise this with the Borough Council as a ward member.

1160 M1115 Grant Cotgrave Candleby Lane School – Young Voice Choir 2025

The Head Teacher of Candleby Lane School had written to Council to thank Council for the grant. *“It really will make a difference. We want to give the children all these opportunities but we know the cost is a real factor, so this will enable all the children who want to attend to go.”*

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1161 M1127 Climate & Nature Bill

An email has been received from James Naish (MP) and is really pleased that Council is engaging with potential government legislation. Discussions have been started with relevant ministers in preparation for the Bill coming forwards.

1162 M1131 Deed of Easement Burhill Car Park

The Clerk has received a draft letter produced by Ives & Co for approval before asking for this to be forwarded to the residents. All Councillors agreed for the letter to be sent.

1163 M1142 Bus Stops on Hollygate Lane

Councillor Butler has informed the Clerk that he has also raised concerns with the Highways planners and designers, and they are checking/reviewing to see if they are within the legislation of the planning permission given and that suitable consideration was given at the design stage.

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**Planning Minutes**

1164 **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**

1165 **Resolved:** ‘’That the payments made since the previous meeting totalling £5,070.13   
 as recorded below, be approved and the invoices awaiting payment be   
 paid’’.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoice From** | **Invoice No.** | **Description** | **Power** | **Amount** |
| St John Ambulance | 24007984 | First Aid Cover Fireworks Event | 1 | 137.28 |
| Arco | 948994700 | Polo Shirts for Grounds staff | 1 | 48.56 |
| RCAN |  | Membership Renewal (5 months) | 1 | 47.50 |
| Rushcliffe BC | 71141813 | Repair Kneel Rail | 1 | 169.32 |
| EDF Energy |  | Unit 28 Electricity | 1 | 26.50 |
| HSBC Bank |  | Bank Charges | 1 | 10.00 |
| British Gas | 814697001 | Suite F Electricity | 1 | 81.76 |
| Meerkat Comms | 4199 | Phone and Broadband | 1 | 63.25 |
| Real Christmas Trees | 23686 | Christmas Tree | 9 | 495.00 |
| Elexcel | 12154 | Office Pat Testing | 1 | 90.00 |
| KPD Sounds | 291124 | DJ – Christmas Event | 9 | 695.00 |
| Sharpes | 45184-1 | Coach Hire Pensioners Meal | 9 | 505.00 |
| Rushcliffe BC | 71142140 | Service Maintenance Unit 28 | 1 | 212.92 |
| Three |  | Mobile Phones | 1 | 14.62 |
| Rushcliffe Borough Cl | 71141804 | Fly tip Removal | 1 | 28.80 |
| Rushcliffe Borough Cl | 71141798 | Waste Removal Summer Event | 1 | 63.00 |
| UK Tool Hire | 1004635 | Angle Grinding Training Course | 1 | 102.00 |
| Mick Dutton | 16153 | Service Vehicle | 1 | 1064.62 |
| J Kents | 67694 | November Maintenance | 1 | 1080.00 |
| J Pick |  | Competition Vouchers | 9 | 135.00 |

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1166 Income

**Resolved** : “That the income totalling £1230.00 since the last meeting, as   
reproduced below.

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| --- | --- | --- | --- |
| 19.11.24 | H Roggan-Smith | Christmas Market Stall | 10.00 |
| 25.11.24 | Tie dye Unleashed | Christmas Market Stall | 10.00 |
| 25.11.24 | Wild Kids | Christmas Market Stall | 10.00 |
| 26.11.24 | Cotgrave Futures | Grant CCTV Camera for Community Garden | 1,200.00 |

**Financial Statements**

1167 Members considered and approved the Statements for November 2024 as reproduced at the back of the Minute Book.

At the end of November 2024 Council had £268,903.08 in the HSBC account.

The bank statement for the NatWest account had not been received at the time of the meeting.

The Co-op bank funds have all been moved into the HSBC account and the account will be closed.

**Internal Auditors half year examination of accounts**

1168 The Internal Auditor has produced their half year examination of accounts. The Internal Auditor has noted a couple of requirements for council to address, this includes the maintaining of the level of general reserves and signing off the actual invoices.

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**Budget 2025-2026**

1169 The Finance committee presented the budget to council for consideration after looking at all the changes which need to be included for the next financial year.

1170 The increase will be 11.30% or £11.56 per year per Band D property.

1171 **Resolved** : ‘That council approve the budget of £309,990.00 for the year 2025/26 including £4000 from Ear Marked reserves’

1172 **Resolved** : ‘That council have instructed the Clerk to apply for the precept amount of £276,040.00 required to conduct the business of the Council for 2025/26.’

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**Grants Award Policy/Grant Application Form**

1173 Council considered the draft grants award policy and revised grant application form.

1174 Council wished it to be added to the Policy that grants would be split into quarter amounts, i.e., for 2025-2025 £1,250 would be available per quarter unless exceptional circumstances were given, then the amount of a higher grant would be considered.

1175 Council also wished that information regarding agreement to publicity will be added to the declaration on the grant application form.

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**Working Group Update**

**Pensioners Christmas Meal**

1176 The 160 tickets available for the meal have been sold. Approximately 35 residents were not able to purchase a ticket. These residents were very disappointed with the outcome of their wait.

1177 Councillor Chewings asked Council to confirm that this event was only open to residents of Cotgrave.

1178 Councillor Healy confirmed that the event was only open to residents of Cotgrave and those purchasing tickets needed to produce identification and confirmation of their address at the time of purchasing tickets which all residents did.

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**VE Day 80th Anniversary**

1179 Information has been received from the Pageant Master giving information on the VE Day 80 Anniversary which would take place on 8th May 2025.

1180 Beacons will be lit at 9.30pm, followed by those taking part in the event come together at as the beacons are lit and gather to sing ‘I Vow To Thee My Country’.

The Women’s Institute, who played an important role during WW11 have developed a special VE Day 80 cake for the occasion – Orange and Ginger Cake. The recipe is available to be circulated within the community.

1181 **Resolved** : “To register Council’s involvement in the event with the Pageant   
 Master and arrange for the event/publicity to take place on 8th May  
 2025.”

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**Greater Nottingham Planning Partnership**

1182 The Greater Nottingham Strategic Plan publication draft consultation ends at 5pm on Monday 16th December. The plan can be viewed at [www.gnplan.org.uk/consultations/publication-draft-consultation-regulation-19](http://www.gnplan.org.uk/consultations/publication-draft-consultation-regulation-19).

1183 Councillor Chewings gave a brief resume of the plan and the impact on Cotgrave as a key development within the Borough.

1184 Councillor Ellis said that the did not think Council as a whole would have much to add to the publication draft, but individuals would be able to comment if they wished.

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**Cotgrave Futures**

1185 A quotation for the replacement of the external lamp fittings was considered, the cost to replace all the lamps would be £2,764.70 + VAT. The existing fittings are starting to fail and become unsafe.

1186 **Resolved** : “To purchase the Edmonton Light fittings and installation  
 at the cost of £2,764.80 + VAT.”

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**Use of Council Email Addresses**

1187 Councillors had been copied into information regarding the use of council email addresses and password security from NALC.

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**Woodchipper**

1188 Council considered the recommendation from the Finance Committee to purchase a Timberwolf TW 190 DH Woodchipper.

1189 **Resolved** : “To purchase a Timberwolf TW 190 DH Woodchipper at the cost   
 of £7,000 + VAT.”

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**Correspondence (for information only)**

1190 No correspondence was presented.

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**Update from Ward Members**

1191 Councillor Ellis informed Council that the new Chief Executive of Rushcliffe Borough Council, Adam Hill, was due to take up office at the beginning of February 2025.

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1192 Mrs Kath Marriott, the current Chief Executive was leaving the position at the end of January 2025.

1193 Councillor Chewings said that Mrs Marriott had been a great Chief Executive and prior to this she has been Cotgrave’s Link Officer. Kath would be taking up the role as Chief Executive for North Kesteven Council. It was agreed that a letter of thanks and appreciation would be forwarded to Mrs Marriott on behalf of Cotgrave Town Council.

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**Clerks Reports**

1194 The Clerk had attended a meeting of the Notts SLCC last week and a speaker from CCLA Fund Manager was in attendance.

1195 The Clerk asked if Council would like to have a meeting with CCLA to discuss their products in more details. A meeting of the Finance Committee will be arranged and invite CCLA, Lee Jagger to attend and give a presentation in the New year.

1196 The Clerk had information given by Claire Lingard and Derek Kemp, regarding the council budget, that the law requires that all expenditure undertaken by a council must be budgeted. No council may make any unbudgeted expenditure as this would be unlawful. This information is included in the JPAG which is written by Derek Kemp of DK Accounting Solution, an advisor to NALC.  
   
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**Councillors’ Report**

1197 Councillor Monday asked if Council would consider signing up to the Age Friendly Communities Take a Seat Project?

This would be discussed at the next full council meeting in January 2025.

1198 Councillor Chewings informed that he had had a meeting with the police and a resident regarding issues with off road motorbikes and electric scooters and this issue would be taken back to the police for further investigation.

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The press and public will be excluded from the meeting during consideration of the following item of Business on the grounds that it involves likely disclosure of exempts information as defined in Section 1(2) of the Public Bodies (Admission to meetings) Act 1960.

1199 Cllr S Ellis noted that there has not been much progress on the discussions surrounding the removal of the bridge condition from the original planning application of Hollygate Park. This will be progressed in the New Year.

There being no further business the meeting closed at 8.47pm.

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