

**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

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

Councillor 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 damage 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 Broadmeor 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.”*

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.

Planning Minutes

1164 **Resolved** : "To confirm the planning minutes recorded and the decisions taken by the Council and those of the Planning Authority."

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

1166 Income

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

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.

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.'

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 2025-2026 £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.

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.

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.
- 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 he 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.

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."

Use of Council Email Addresses

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

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."

Correspondence (for information only)

- 1190 No correspondence was presented.

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.

- 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.

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.

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.

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).....

**Finance Committee Meeting
13th January 2025**

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

Apologies Received : None

In Attendance : Julie Stephenson (Town Clerk) – Cotgrave Town Council.

The meeting was held in the Meeting Room at Cotgrave Futures and commenced at 7pm.

Apologies

0036 No apologies were given.

Declarations of Interest

0037 No Declarations of Interest were given.

Public Open Session

0038 No members of the public attended.

Accuracy of the minutes of the Finance Meeting held on 2nd December 2024

0039 **Resolved** : "That the minutes of the Finance Meeting held on 2nd December be received and confirmed as a true record.

Progress

0040 No progress was required.

RBS Rialtas -Year End Package

0041 Rialtas have offered two yearend packages to consider. This allows council to select preferred dates for closing off the yearend accounts

0042 The platinum package would allow 10 dates and a cost of £864 to complete the yearend accounts.

0043 **Recommendation** : ‘ “To approve the Platinum Accounts package for year end 2025”

Unit 28

0044 The Finance Committee discussed the request regarding replacement equipment and the installation of an addition overhead light in Unit 28. The ground staff have requested an addition light at the front of the unit and the hand water boiler and two lights in the toilet area are not working properly.

0045 The cost for the works would be £633.42+ vat.

0046 Cllr Shaw asked if any of the costs should be covered by the landlord, the terms of tenancy are that the tenant is responsible for internal repairs and maintenance.

0047 **Resolved** : ‘To approve the replacement and new equipment for Unit 28’

Ear Marked Reserves

0048 A copy of the Ear Marked Reserves had been provided, and each line of the reserve was reviewed and discussed.

0049 The Finance Committee discussed the movement of the Ear Marked Reserves and agreed to remove some of the reserves and introduce some new ones for new future projects. A new list of Ear Marked Reserves will be produced.

Correspondence

0050 The Clerk shared some paperwork from CCLA for Council to consider, CCLA offer various accounts for consideration with a higher level of interest but still allow for immediate access of funds and accounts with set period of time.

There being no further business the meeting closed at 7.47pm

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.

052 At Council Meeting on 9th December 2024

24/00583/FUL 39 Ringleas, Cotgrave, Nottingham, NG12 3NF – dropping of the kerb in front of the property, including creation of vehicle access to allow parking off the highway.

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

053 Grant Planning Permission

24/00753/REM Land south of Hollygate Lane and North of Colston Gate, Cotgrave - reserved matters application pursuant to outline permission 21/01203/OUT to seek approval of the appearance , landscaping, layout, and scale for the provision of 90 dwellings, infrastructure, and open space.

24/01698/ADV 1 Cotgrave Shopping Centre, Candleby Lane, Cotgrave, Nottingham, NG12 3JQ – two proposed signs.

24/00583/FUL 39 Ring Leas, Cotgrave, Nottingham, NG12 3NF - Dropping of the kerb in front of the property, including creation of vehicle access to allow parking off the highway.

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