

**Cotgrave Town Council Meeting  
17th February 2025**

Present : Councillors I Shaw (Chairman), R Butler, K Chewings, S Ellis,  
S Gardner, L Healy, S Mitchell, N Monday, M Myles and A Simpson.

Apologies Received : Councillor D Stothard

In Attendance : Julie Stephenson (Town Clerk), Jane Pick (Admin Manager) -  
Cotgrave Town Council and 5 residents.

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

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**Apologies**

1253 The apologies received were approved.

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**Declarations of Interest**

1254 No declarations of interest were given.

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**Public Open Session**

1255 No members of the public wished to speak.

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**Accuracy of the minutes of the Council Meeting held on 20<sup>th</sup> January and to note the Personnel**

1256 **Resolved** : "That the minutes of the Council Meeting held on 20<sup>th</sup> January  
2025 be received and confirmed as a true record."

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**Progress**

1257 No items were progressed.

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**Planning Minutes**

1258 **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**

1259 **Resolved:** "That the payments made since the previous meeting totalling £23,929.34 as recorded below, be approved and the invoices awaiting payment be paid".

Invoice From	Invoice No.	Description	Power	Amount
HSBC Bank		Bank Charges	1	8.00
Landscape Supplies	142437	Gloves	1	74.10
Arco	949359165	Odourzone Disinfectant	1	27.29
Trent Valley Training	2454	Woodchipper Staff Training	1	234.00
M Dutton	16204	Replace blades on Stihl trimmer	1	258.00
British Gas	806791696	Suite F	1	64.69
Meerkat Comms	5015	Landline and Broadband	1	63.00
UK Fuel	10030617	Fuel	1	90.64
Notts County Supplies	12501309	Wiper Blue Roll/Bin Baghs	1	21.49
Rushcliffe BC	71159095	Bin Emptying 2024	1	600.00
A R Signs	202501095	Log Hi Vis Vests	1	100.80
EDF Energy	6	Unit 28	1	22.94
EDF Energy	3	Arthur Ridley Sportsground	1	122.06
ABM	20652	Toner Cartridges	1	240.00
Mick Dutton	16228	Timberwolf 160 Woodchipper	1	6000.00
Cotgrave Futures	976	MUGA Electricity Charge	1	15.25
Notts CC	93115977	January Salaries	1	13051.79
Three		Mobile Phones	1	14.62
Rushcliffe BC	71160612	Service Charge Suite F	1	180.00
Rushcliffe BC	71161164	Rent Unit 28	1	702.00
Rushcliffe BC	71161155	Rent Suite F	13	435.00
Water Plus	8241175	Burhill Allotments	1	57.59
Kent Services	67909	Grounds Maintenance January	1	1080.00
British Gas	803623886	Suite F	1	124.93
Meerkat Comms	5088	Phone and Broadband	1	63.79
Nottm City Council		Container Bin Unit 28	1	257.76
Mrs J Pick		Petty Cash (Reimbursement)	1	19.60

1260 Income

**Resolved** : "That the income totalling £7,576.20 since the last meeting, as reproduced below.

Jan 25	Allotment Tenants	2025 Rent	358.22
17.1.25	HMRC	VAT Refund	3835.10
Jan 25	Allotment Tenants	2025 Rent	539.16
31.1.25	Allotment Tenants	2025 Rent	288.88
1.2.25	Allotment Tenants	2025 Rent	200.30
3.2.25	Cotgrave FC	Rent Arthur Ridley Sportsground	160.00
3.2.25	Cotgrave FC	Rent Madisson Football Pitch	66.66
5.2.25	Allotment Tenants	2025 Rent	303.20
12.2.25	Allotment Tenants	2025 Rent	474.68
10.2.25	Via East Midlands	Lengthsman 2024	1350.00

### Financial Statements

1261 Members considered and approved the Statements for January 2025 as reproduced at the back of the Minute Book.

At the end of January 2025 Council had £207,170.26 in the NatWest Account and £229,115.68 in the HSBC Account.

### Internal Auditor 2024-2025 and 2025-26

1262 An Internal Auditor is required to be appointed for 2024-2025 and 2025-2026. Council's current internal auditor is Mr David Dixon who is independent from Cotgrave Town Council and has carried out Council's internal audit for the past two years.

1263 **Resolved:** "To appoint Mr David Dixon to carry out council's Internal Audit for 2024-2025 and 2025-2026."

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### Grants

1264 A grant application has been received from the Cotgrave Young Peoples Centre for £1,000 to enable the centre to have activities during half-term, including a healthy eating project, music DJ'ing, swimming pool inflatable and junior gym sessions, and an Easter Holiday programme day trip.

1265 **Resolved** : "To award a grant of £1.000 made up of £850 from grant funding and £150 from Lightsource funding."

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### Lithium-Ion Battery Safety Campaign

1266 Information on the Safety of Lithium-ion Batteries Campaign has been forwarded to Council.

1267 Ron Bailey is the assistant of Lord Foster and the Parliamentary Advisor to the charity Electrical Safety First (ESF). ESF and Lord Foster launched the campaign in June 2024 to ensure the safety of Lithium-ion batteries which is designed to save lives and cut down on fires and save damaged to property.

1268 The campaign has the support of a large number of organisations including NALC and SLCC as well as over 500 individual local councils.

1269 **Resolved** : "To give Council's support to the campaign for safety of Lithium-ion Batteries."

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### Pressure Washer

- 1270 Council were copied into a quotation for a supply engine driven pressure washer that will be fitted to the water bowser. This would be used to clean down park equipment and surfaces.
- 1271 **Resolved** : "To purchase a PWX200 C Pressure Washer powered by Honda Engine, complete with 8m hose and lance."

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### Council Policies

- 1272 Council were copied into the following policies for review:-
- Equality, Diversity and Inclusion
  - Environment & Sustainability
  - Home (and Hybrid) Working
  - Child Protection
- 1273 Council were also copied into the Flexible Working Policy that had been approved by the Personnel Committee for adoption by Council.
- 1274 **Resolved** : "To approve the review of the Equality, Diversity and Inclusion, Environment & Sustainability, Home (and Hybrid) Working and Child Protection Policies."
- 1275 **Resolved** : "To adopt the Flexible working policy."

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### Rushcliffe Design Code Supplementary Planning Document

- 1276 Rushcliffe Borough Council has published for consultation the draft Rushcliffe Design Code Supplementary Planning Document (SPD).
- The draft Rushcliffe Design Code SPD and accompany documents which includes a Strategic Environmental Assessment and Appropriate Assessment Screening Opinion and a Consultation Statement, are available to view at : [www.rushcliffe.gov.uk/planning-growth/planning-policy/rushcliffe-design-code](http://www.rushcliffe.gov.uk/planning-growth/planning-policy/rushcliffe-design-code).
- A hard copy of these document can be view during normal opening hours at the Rushcliffe Customer Service Centre, West Bridgford Library, Bridgford Road, West Bridgford, Nottingham, NG2 6AT.
- 1277 Comments on the draft Rushcliffe Design Code SPD can be made:
- By email to [localdevelopment@rushcliffe.gov.uk](mailto:localdevelopment@rushcliffe.gov.uk), or
  - By post to: Planning Policy, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.
- 1278 All comments must be submitted to the Council by 5pm on Monday 10<sup>th</sup> March 2025.

### Tree Works

- 1279 Council were copied into quotations to carry out some tree works in various area of Council's responsibility.
- 1280 Some of the trees are growing with the constant changeable weather patterns, it is prudent to keep trees pruned or and only, when necessary, remove trees which have become problematic. Council needs to be considering a tree management rota for all areas over a few years span and this will help reduce risk from fall tree branches. A tree inspection is also recommendation every few years.
- 1281 **Resolved** : "To approve the tree work to be undertaken by Streetwise (Rushcliffe Borough Council) at the cost of £2,200 + VAT."

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### Issues in respect of Hollygate Lane

- 1282 A resident has written to Council relating to problems in respect of Hollygate Lane.

#### **Why are you not litter picking Hollygate Lane on a regular basis?**

Council staff are only permitted to work within the 30mph zone, which until recent years has only covered up to the industrial units. The litter picking schedule will be review for Hollygate Lane to cover up the 40mph zone.

#### **Will you use the planned road closure (in March) to undertake a comprehensive litter pick along BOTH sides of the road?**

The litter picking schedule will be reviewed for Hollygate Lane to cover up the 40mph zone but may not be completed during the planned road closure due to the movement of large vehicles and the potential uneven surfaces during this period.

#### **Will you address the farcical situation whereby the operative emptying the litter bins do not litter pick the area around the bins?**

Streetwise, on behalf of Rushcliffe Borough Council empty most of the litter bins in Cotgrave. An email will be forwarded to them for to ask them to note this request.

#### **Will you challenge the various building firms and their contractors along Hollygate Lane to clear up the mess they leave?**

The Council will write to the Planning Enforcement Officer at Rushcliffe Borough Council regarding this issue who can challenge the different contractors involved in the works.

#### **Will you take ownership of the pedestrian ways to encourage and support those that use the footpath?**

Nottinghamshire County Council, Highways, are responsible for the highways and pavements in the county. This would not be an area of responsibly for Cotgrave Town Council. The Council can contact the Highways Department regarding this issue.

**Will you push for the building site operators to keep Hollygate Lane reasonably free of mud?**

The building contractors use a road sweeper several times a day as part of the construction process.

**Will you investigate ways of encouraging and supporting walking and cycle from the present and future housing estates along Hollygate into Cotgrave?**

Cotgrave Town Council's statutory duties does not include the provision of cycle paths. This again fall under the responsibility of Nottinghamshire County Council. Regarding the encouragement people walking and cycling, this could be encouraged through the local Integrated Neighbourhood Working (INW) in Cotgrave group, who works with health and social care, community groups and voluntary sector organisations together with communities to find ways to improve the health and wellbeing of local people.

**Will you pressure the highway authority to resolving flooding issues along Hollygate Lane?**

Nottinghamshire County Council and local landowners, especially on the bend are having ongoing discussion regarding the flooding issues on Hollygate Lane and how to mitigate or reduce them.

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**Council's Website**

- 1283 Cotgrave Town Council recognises that our current website requires an update to ensure it meets modern standard, it is user-friendly and provides up- to- day information on local facilities and activities.

The Council has been approached by Integrate Neighbourhood Working (INW), a government-funded NHS initiative amin at improving facilities in Cotgrave. As part of their workstream, INW seeks to develop an online information hub to enhance a community engagement. They have expressed a desire to collaborate with Cotgrave Town Council to refresh our website and integrate their hub within it.

- 1284 **Resolve** : "To collaborate with INW their freelance operative and Council's current website provider to undertake a website refresh.
- To authorise the necessary work to undertake the website and grant access to the named parties for system integration.
- To confirm that at this stage, the project will incur no cost to the Council, as initial funding will be provided by INW.
- Ensure that any potential future costs associate with the project will be brough back to the Council for approval before implementation.
- To enhance the Council's digital presence by embedding Cotgrave's community information through a dedicate google portal within the website."

### **Council's email system**

1285 The councillor email system was put in place following the change in legislation for GDPR in 2016 and the needs for councillors to have a separate email for conducting their council business but the email is owned by Council.

1286 The email system needs to be updated, and newer versions installed for improving accessibility as the legislation requires.

1287 A quotation has been received to upgrade the email system for £1,659 + VAT, which will include:-

Set up new email x 2 with Microsoft 365 for council office staff. Migrate email history from existing email system to 365, reset up logins and file sharing.

Set up new councillors email addresses with Microsoft 365. Migrate x 16 councillor email and history from the web email to 16 new Office 365 accounts.

1288 **Resolved** : "To instruct Roffesoft to provide new council email systems at the cost of £1,659 + VAT."

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### **Report from Cotgrave Police Beat Manager**

1289 Council had been copied into a report from PC 153 Matt Pooley, which included the following crime statistics, as reproduced on page 8.

1290 Councillor Monday said that it was a very welcomed detailed report. Council that an email be send to PC Pooley and his inspector thanking him for the detailed report.

1291 PC Pooley will be attending the Council meeting on 14<sup>th</sup> April.

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### **Correspondence (for information only)**

1292 NatWest Bank

Information has been received from NatWest Bank that the West Bridgford branch will be closing on 24<sup>th</sup> June 2025.

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### **Update from Ward Members**

1293 Councillor Ellis spoke about the Local Government Reorganisation and the likelihood of District and County Council. In December 2024, the Government published plans to replace areas where there are currently two tiers of local authority with a unitary Council. In Nottinghamshire there are nine councils involved and leaders are working together to develop options for the reorganisation.

1294 Councillor Ellis said that it is expected to take at least 18 months before any changes occur. This will be a massive undertaking across Nottinghamshire.

Reported/recorded Crime figures up to the 10<sup>th</sup> Feb for Cotgrave Beat area.

<b>CRIME</b>	<b>Year to date</b>	<b>Last Month</b>
Criminal Damage	4	0
Drug Offences	1	1
Miscellaneous	6	3
Possession of weapon	2	1
Public Disorder	2	0
Theft Offences	13	4
Violence	16	10
<b>TOTAL</b>	<b>44</b>	<b>18</b>

Due to work load I am aware that I have not got out on foot as much as I would like in the last week or so.

There is a concern regarding burglaries across Rushcliffe South which includes Cotgrave – My article which I have written for the Town Council News (Jane is in possession of this) offers security advice etc. Members of the Cotgrave neighbourhood policing team have been conducting extra patrols and working longer hours and liaising with other police forces in order to try and deter/apprehend offenders. The roads crime policing team and Operational support (dogs & firearms officers) have also been in the area in response to this.

There was a concern regarding local youths carrying knives in the area. In response to this I have:

*Submitted an INTEL REPORT.*

*Sgt Hodson and I have conducted HIGH VIS VEHICLE PATROLS of area, separately, and have not come across anyone or groups of young people where there are grounds to stop and search I have been on FOOTPATROL ( all be it not the last week)*

*I have been in contact with Dave WARREN, local Youth worker.*

*Sgt Hodson as put something out on SOCIAL MEDIA in relation to Knife crime*

*I have sent a knife crime letter/warning to South Notts Academy, South- Wolds and Bingham Toothill – The schools have stated that they will give this letter to pupils.*

I will continue to conduct patrols.

I will be exploring trying to get CCTV cameras in the area back working.

Since working in Cotgrave I do get to hear a lot of things and I have noticed people tell me different versions of the same incident which can make it seem like there have been more incidents than have actually occurred which can then perpetuate into a greater fear of crime. I am also aware that other things do not get reported to the police.

When I first arrived, motorbikes seemed to be an issue for local residents. A couple of Community Protection Notices were handed out in relation to this in November. I have also put some warning notices up in relevant area which have now been ripped down. I have been looking at the problem with a view to try and do some long term problem solving. However, at this time no new information or reports have come in. I think the weather is playing a big part in deterring this at this moment in time. I anticipate that it will become an issue again later on in the year.

Kind Regards

Matt



1295 Councillors Butler and Chewings have said that the information is being worked but currently does not give enough insight to comment on.

1296 Councillor Butler said that both Rushcliffe Borough Council and Nottinghamshire County Council will be setting their budgets for 2025-2026.

Rushcliffe Borough Council – for a band D property there is an increase of 2.46% and Nottinghamshire County Council there is an increase of 4.84%.

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### Clerks Reports

1297 The Clerk has spoken to the Chairman of Radcliffe-on-Trent Parish Council, Ann McCloud. She is trying to set up a group of the Rushcliffe five main parish council's Chairman and Vice Chairman to meet up and take part in discussions relating to the reorganisation of County and District Councils.

1298 The first meeting is scheduled to take place on 25<sup>th</sup> February at 6pm at the Grange House in Radcliffe-on-Trent.

1299 Council agreed that at this time in the very early stages of the re organisation to decline the invitation to take part in the meetings, further information is needed to discuss any changes or considerations yet.

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### Councillors' Report

1300 Councillor Butler informed the meeting that the new shelters at the Cotgrave Country Park have now been installed. The shelters include bug hotels.

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**The press and public will be excluded from the meeting during consideration of item/s of business on the grounds that they involve the likely disclosure of exempt information as defined in Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.**

### Barratt Homes

1301 A meeting was held with Barratt Homes and Cotgrave Town Council regarding a variation to the planning conditions for the removal of the condition to provide a bridge over the canal at Hollygate Lane. Barratt Homes will be putting this in this request to the planning department at Rushcliffe Borough Council for approval. This should be received by Rushcliffe Borough Council within the next couple of weeks for consideration.

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**CCLA**

1302 Following a presentation with Council from CCLA, who are the UK's largest manager of ethical and sustainable investments for charities, churches and local government authorities, offering a range of funds, initiatives and engagement progresses, Council have agreed to invest £150K into their cash investment account.

1303 **Resolved** : 'To transfer £150K into the Cash Fund of CCLA'

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There being no further business the meeting closed at 8.21pm.

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.**

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

**056 Grant Planning Permission**

25/00009/FUL 33 Daleside, Cotgrave, Nottingham, NG12 3QN – single storey side/rear extension. New pitched canopy roof to front elevation and to existing garage.

**057 Non-Material Amendment Agreed**

25/0079/NMA Land South of Hollygate Lane and North of Colston Gate, Cotgrave, Nottingham – nonmaterial amendment to planning application 24/00753/REM to replace Wienerberger bricks, Tabasco Red, New Red Multi Gilt Stock and Caldera Red Multi with Forterra alternatives, namely Clumber Red, Lindum Cottage Red and Multi & Village Sunglow, respectively.

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