

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

- Present : Councillors I Shaw (Chairman), R Butler, K Chewings, S Ellis, S Gardner, L Healy, S Mitchell, N Monday and M Myles.
- Apologies Received : Councillors D Stothard and A Simpson
- In Attendance : Julie Stephenson (Town Clerk), Jane Pick (Admin Manager) - Cotgrave Town Council.

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

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**Apologies**

- 1304 The apologies received were approved.

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**Declarations of Interest**

- 1305 No declarations of interest were given.

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**Public Open Session**

- 1306 No members of the public were in attendance.

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**Accuracy of the minutes of the Council Meeting held on and to note the Personnel**

- 1307 **Resolved** : "That the minutes of the Council Meeting held on 17<sup>th</sup> February 2025 be received and confirmed as a true record and the minutes of Finance Committee were noted."

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**Progress**

- 1308 M1271 Pressure Washer

The pressure washer has been purchased.

- 1309 M1282 Issues on Hollygate Lane

The Chairman has received an email from a resident following council's response to the issues he has raised regarding Hollygate Lane.

1310 M1284 Council Website

The new website is progressing and a meeting is to be arranged between Council's IT and INW's freelance specialist.

1311 The funds that are available from INW will only cover the cost of their add on directory. Council has a budget of £2K for the upgrade of Council's website if required.

1312 M1287 Council Emails

The Clerk has received an email from Roffesoft regarding setting up of the new email addresses, asking for a date to commence the transfer to Microsoft 365.

1313 The date will be set for Friday 4<sup>th</sup> April and emails will be set up for the existing 11 councillors plus 2 members of office staff.

1314 M1291 Cotgrave Police

The Chairman has spoken with PC Pooley regarding an underage drinking issue and was very impressed on how this issue was dealt with.

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**Planning Minutes**

1315 **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**

1316 **Resolved:** "That the payments made since the previous meeting totalling £20,121.10 as recorded below, be approved and the invoices awaiting payment be paid".

Invoice From	Invoice No.	Description	Power	Amount
Nottingham City CI		Emptying of bin Jan-April 25	1	257.76
EDF Energy	5	Arthur Ridley Sportsground	1	62.47
HSBC Bank		Bank Charges	1	8.00
Three		Mobile Phones	1	14.62
NALC	3469	Subscriptions 2025	1	1855.22
Kent Services	68001	Grounds Maintenance Feb 25	1	1080.00
Landscape Supply	2683	Multi Change Rake	1	50.04
UK Fuels	100312819	Fuel	1	75.66
Sublime Shine	961	Window Clean Suite F	1	10.00
Cotgrave Futures	990	MUGA Electricity Charges	1	29.29
Notts County CI	93131792	February Salaries	1	12931.19
EDF Energy	6	Arthur Ridley Sportsground	1	109.75
British Gas		Suite F Electricity	1	100.96
HSBC Bank		Bank Charges	1	19.85
Rushcliffe BC	71164390	Monthly Rent Unit 28	1	702.00
Rushcliffe BC	71164380	Monthly Rent Suite F	13	435.00
Rushcliffe BC	71163848	Services Charge Suite F	1	180.00

Meerkat Comms	5378	Phones and Broadband	1	63.16
Adlard Print	22136	Spring Newsletter	4	1696.58
Water Plus	8535844	Burhill Allotments	1	53
Vale Skip Hire		Skip Hire Burhill Allotments	1	290.00
Water Plus	8589549	Unit 28 x 2 months	1	85.71
Water Plus	8361160	Forest Close Allotments	1	12.75

1317 Income

**Resolved** : "That the income totalling £238.08 since the last meeting, as reproduced below.

17.2.25	Allotments Tenant	2025 Rent Plot 4 Forest Close	68.32
6.2.25	Allotment Tenant	2-25 Rent Plot 24	51.46
6.3.25	Allotment Tenant (New)	Plot 22 Burhill	113.30
6.3.25	Resident	Safari Sale 26.4.25	5.00

### Financial Statements

1318 Members considered and approved the Statements for February 2025 as reproduced at the back of the Minute Book.

At the end of February 2025 Council had £207,368.92 in the NatWest Account and £211,663.14 in the HSBC Account. The Co-op account balance remains at nil. The account will be closed.

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### Council Policies

1319 Council were copied into the following policies for review:-

- Email, Internet and Computer System Use
- Press and Media

1320 Council were also copied into the Sexual & General Harassment Policy following a 6 week staff consultation for adoption.

1321 **Resolved** : "To approve the review of the Email, Internet and Computer System Use and Press and Media Policies."

1322 **Resolved** : "To adopt the Sexual & General Harassment Policy."

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### Risk Assessments

1323 Council were copied into the following risk assessments for approval.

- Weedkiller Spraying
- Use of Woodchipper
- Fire Risk Assessment (Unit 28)
- Fire Risk Assessment (Suite F)
- War Memorial
- Stress at Work

- Christmas Lights Event
- Council Office
- Litter Picking (Staff and Volunteers)

1324 **Resolved** : "To approve the risk assessments.

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#### **New Office Shredder**

1325 Council considered a quotation for the purchase of a new office shredder.

1326 **Resolved** : "To purchase a new paper shredder at a cost of £455.08 + VAT."

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#### **Strategy Working Group**

1327 The Strategy Group have met and produced a projects wish list to be considered by Council. The wish list consists of the following items:-

1. Skateboard Area/Pump Track
2. Outdoor Gym Equipment
3. 4G Football Pitch
4. Investigate the graveyard to provide if possible additional burial space
5. Replacement/new equipment for Council's grounds maintenance
6. Increase play equipment on several of the play parks
7. Build an office/garage for Cotgrave Town Council

1328 Council discussed each item and have decided to consider the following options in more detail:-

1. Skateboard Area/Pump Track
2. Outdoor Gym Equipment
3. 4G Football Pitch
5. Replacement/new equipment for Council's grounds maintenance
6. Increase play equipment on several of the play parks

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#### **Module Pump Track**

1329 A pump track which has been included on Council's Projects Wish List, can be hired at a cost of between £2,500 and £4,500, including staff. This could be hired in for the weekend of the Summer Market being held on Saturday 21<sup>st</sup> June. This would also form part of a consultation if Council decided to purchase a permanent pump track.

1330 **Resolved** : "To hire the Tristar Pump Track for Saturday 21<sup>st</sup> and Sunday 22<sup>nd</sup> June 2025 at the cost of £2,700 + VAT."

### **Council's Insurance Policy**

- 1331 The Town Council is entering into its last year of a 3 year agreement with the current insurers, but the buildings have not been valued for several years. This is normally a repeated exercise every 3 to 5 years.
- 1332 Council discussed the costs of having a valuation either this year or in 2026 when the insurance agreement is due for renewal. The cost to carry out assessment of Cotgrave Futures would be £990 +VAT.
- 1333 **Resolved** : "To carry out a valuation of Cotgrave Futures building in 2025."

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### **Nottinghamshire County Council (Via) Hollygate Lane South – Proposed Bus Stop**

- 1334 NCC proposed to install two new bus stop poles and two new enforceable bus stop clearways at the following stops:-

Hollygate Lane South, Cotgrave – 2 x 19 metre Bus stop Clearways: No stopping between the hours of 07:00 019.30 Monday to Saturday only except buses.

Any objections to the proposals, specifying the grounds on which they are made, should be sent in writing before 4<sup>th</sup> April 2025.

The Council does not have any objections to the proposal but does have concerns about the actual location of the bus stops.

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

- 1335 NatWest Bank

A letter details the new interest rates from 24<sup>th</sup> April 2025 has been received.

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### **Update from Ward Members**

- 1336 Councillor R Butler informed Council that Rushcliffe Borough Council will meet on Thursday 20<sup>th</sup> March to further discuss the Local Government Re-organisation. This is one of many meetings to happen to decide the future changes.
- 1337 Councillor K Chewings gave information that Vistry Homes have given a 3 month notice period for tenants of business on the Nottingham City Airport (Tollerton). This is being discussed with the Rushcliffe Borough Council due to the tenants reporting that planning permission has not been applied/approved for by Vistry Homes.

**Clerks Reports**

- 1338 The Clerk has received an email from Rushcliffe Borough Council regarding the latest round for the UKFPS Funding which opens on and closed on 30<sup>th</sup> April 2025. Projects should be capital project between £1K to £40K, be match funded and any funding achieved must be used by 31<sup>st</sup> March 2026.
  
- 1339 The Council asked the Clerk to look into applying for funding for play/gym equipment.
  
- 1340 British Gas PeakSave  
  
Eligible businesses can enjoy half price electricity every Wednesday from 9am to 3pm starting on 26<sup>th</sup> March and running until 30<sup>th</sup> April. The Clerk will sign Council up to this initiative.
  
- 1341 The Clerk has spoken to Globesec regarding CCTV outposts. As council has no direct line of vision to the areas, the only option is to have cameras on lampposts with a mobile sim card for approx. £20 per month. Council asked the Clerk to obtain further information and costings.
  
- 1342 A letter has been sent to a resident on Thorntons Close who has removed a fence panel from their property to gain access into Council; s buffer zone on the Madisson football pitch, which they are now using as an allotment. The letter has asked that they removed the allotments and replace their fence panel.

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**Councillors' Report**

- 1343 Councillor Ellis mentioned the new that the current tenant to the Manvers Arms will not be renewing their lease in August and that the public house will now be put up for let. This would be sad for Cotgrave to have an empty business if it is not taken over.
  
- 1344 Councillor Butler said that he had visited the Youth Club at the Leisure Centre following the refurbishment. Cotgrave Young People's Centre is one the most attended NCC Youth facility in the County.
  
- 1345 Councillor Shaw had mentioned that there had been several road traffic indents on and around Owthorpe Road/Saxon Way/Daleside in the last week. Cars are parking on the pavements on the corner of Ringleas and Daleside causing visibility issues. This has been raised with the police on several occasions. The Clerk will raise this issue again.

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There being no further business the meeting closed at 8.45pm.

Chairman: ..... Signed as a true record (Date): .....

**Personnel Committee Meeting  
25<sup>th</sup> March 2025**

Present : Councillors R Butler (Chairman, L Healy and N Monday  
Apologies : Councillor S Mitchell and K Chewings  
Attendance : Julie Stephenson (Town Clerk) Cotgrave Town Council,

The meeting was held in the Cotgrave Town Council Office and commenced at 11am

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**Apologies**

0158 The apologies received were approved.

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**Declarations of Interest**

0159 No declarations of interest were given.

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**Public Open Session**

0160 No members of the public attended the meeting.

0161 The minutes from the Personnel meeting held on 3<sup>rd</sup> February 2025 was noted and approved.

0162 M154 Appraisals

The appraisals for the Town Clerk and Administration Manager had been cancelled due to the unexpected resignation of a member of staff. All other appraisals for other members of staff have been completed.

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

**Appraisals**

0163 The appraisals for the office staff have had to be rearranged due to resignation of a member of staff leaving.

0164 The rearranged appraisals will take place on Monday 7<sup>th</sup> April 2025.

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**Staffing Issue**

0165 Following the resignation of a member of staff council discussed how to cover the work required.

0166 Due to the changes which will be taking place with Borough and County Councils, it was discussed and decided that the job role should be covered as a six-month fixed term position, this would allow council to conduct a review of all the roles duties and to update any changes which may be needed.

0167 **Resolved** : 'To offer a temporary fixed 6-month contract'

The meeting closed at 11.42am

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.**

**058 At Council Meeting on 17<sup>th</sup> March 2025**

25/00154/FUL 8 Ritchie Close, Cotgrave, Nottingham, NG12 3RQ – proposed two-storey side and rear extension.

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

**059 Grant Planning Permission**

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