

Minutes of the Harworth & Bircotes Town Council meeting held on Monday 16th January 2023, at 7.15pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

Present: Cllr Evans (Chair), Cllr Smith, Cllr Jones, Cllr Flynn, Cllr James, Cllr Hughes, Cllr Wratten, Cllr Barns and Cllr Schuller

Others: Mrs Davies (Officer), PC Martin, County Cllr Sheila Place and members of the public

17322 To receive and approve any apologies and reasons for absence

Apologies and reasons for absence received from Cllr Fear and Cllr Sidwells.

Cllr Wratten proposed to accept the apologies and reasons; this was seconded by Cllr Barns and resolved by the Council – 9 votes.

17323 To note receipt of Cllr Sidwells Declaration of Acceptance of Office

The Officer reported that she has received Cllr Sidwells signed Declaration of Acceptance of Office prior to this meeting.

17324 To receive Declaration of Interests on any item on the agenda

No Declaration of Interests received.

17325 To suspend the meeting to hold a public session and receive the Police, County and District Councillor reports

Reports were received from the police, District Councillors June Evans and Lynne Schuller; plus County Councillor Sheila Place.

A member of the public raised an issue he has with the Labour Party delivering their leaflets through his letter box. The Chair reported that the Town Council is not a political council, and he should contact the Labour party to discuss; the resident felt that all the District Councillors were responsible and targeted the Chair. After he left, one councillor revealed it was her husband who had delivered the leaflet, not Councillor Evans.

17326 To receive the Chair's report

The Chair gave her report as attached to the minutes.

17327 To approve the minutes of the meeting held 5th December 2022

Cllr Flynn proposed to accept the minutes of the meeting held 5th December 2022 as a true record; this was seconded by Cllr Barns and resolved by the Council – 8 votes (1 member not at the last meeting).

17328 To receive the cemetery health & safety inspections and any items from the Officer

Cllr Barns carried out his cemetery inspections – no health & safety issues raised. All the grit bins were full.

17329 To consider any planning applications as attached below and planning correspondence

Application: 22/01651/COU – Conversion of an existing bungalow to a single storey office – The Bungalow, Scrooby Road, Bircotes

Application: 22/01582/FUL – Change of use from funeral director to nail salon including replacement side door, extractor fan and roller shutter to shop front - 81C Scrooby Road, Bircotes

Application: 22/0159/RES – Various reserved matters for the land south of Scrooby Road and north of Snape Lane, Harworth

Cllr Barns proposed not to make any objections to the above applications; this was seconded by Cllr Hughes and resolved by the Council – 9 votes.

The Officer reported that the application ES/3943 – 1/18/0611/CDM regarding the Harworth Colliery No.2 spoil heap, Blyth Road, Harworth. The application has now been formally granted on 16th January 2023.

17330 To approve payments and receive the financial reports for 30th November 2022 and 31st December 2022

The Officer previously circulated copies of the financial reports - reserves, variances, budget to date, bank statement balances for November and December 2022. List of invoices for payment also circulated.

Cllr James proposed to approve the payments and finances as listed above; this was seconded by Cllr Flynn and resolved by the Council – 9 votes.

Two councillors verified the bank statement balances against the financial reports and signed them as required.

17331 To approve purchase of a new van

The Officer reported that a second-hand van has now been purchased (approval previously given to purchase a van and disposal of old one); and an offer for the old van has been received if the Council approves.

Cllr Jones proposed to approve the purchase of the second-hand van and accept the offer for disposal of the old van; this was seconded by Cllr Hughes and resolved by the Council – 9 votes.

17332 To suspend Financial Regulations to consider costs for various work on the Town Council's trees by a preferred provider

The Officer recommended to waive financial regulations relating to a contract to enable a price to be negotiated without competition; the reason is that the work will be carried out by a preferred provider.

The Officer went through various work required on the Town Council's trees and the costs involved:

- Old Cemetery – reduction and processing of boundary hedge to cemetery

- Old Cemetery - Dead wooding of two trees
- Miners Memorial Garden - reduction and processing of beech trees
- Village Green - reduction of London Plane tree
- Bawtry Road Allotments - crown Lift and processing of roadside trees
- Appointment of Chevron traffic light road management system for lane closure for the tree works

Cllr Hughes proposed to suspend the Financial Regulations as above and approved the above tree works; this was seconded by Cllr Barns and resolved by the Council – 9 votes.

17333 To consider the draft budget for 2023-24

The Officer circulated copies of the draft budget for the Councillors to consider. These figures were based on the 31st December 2022 balances.

The estimated expenditure requirement for 2023-24 is £398,100; this has to include a number of considerations; e.g. inflation and difficult to be accurate predictions.

Estimated cost pressures include:

- Fuel
- Energy
- Other utilities
- Paywards

The Officer then went through the finances from the estimated balance as of 31.3.2023 and looked at the proposed impact of the 2023-24 expenditure and known income; plus, if no increase to the precept; the cash book reduction as of 31.3.2024.

The contingency fund held should be between 6 -12 months of the precept.

The Officer then went through the budget items and highlighted any variances and the reasons for them; virements approved by using unused budget items.

The Office then went through the ear marked reserves which total £197,425. This consists of restricted funds for projects and legislation; plus, funds being built up for phase 2 of the new cemetery and purchase of a replacement van for the future.

The Officer then asked for consideration of additional expenditure prior to the end of the year where possible using unused budget or reserves; this includes:

- Tree work to be carried out prior to the end of March – agreed as above
- Replacement of CCTV – agreed
- Upgrade of website - agreed
- Replacement of PR system - agreed
- Replacement of outdated computer - agreed
- Review of the Town Hall building - agreed

- Replacement of grounds maintenance equipment – ready to grass cutting - agreed
- Sale of trailer to replacement with a smaller one - agreed

The Officer then asked the Council to consider additional ear marked reserves at 31.3.23 for 2023-24

- Additional funds toward phase 2 of the new cemetery
- To install electric into the new cemetery (already approved but not yet started)
- Queen Elizabeth II memorial
- Independent memorial inspection
- Midterm elections if required
- Allotments
- Start building a fund for the next replacement van in a few years time

Following discussion as above; Cllr Barns proposed the budget of £398,100 and approval of the additional expenditure for the current year as above; this was seconded by Cllr Wratten and resolved by the Council – 9 votes.

Cllr Hughes proposed to approve the virements; this was seconded by Cllr James and resolved by the Council – 9 votes.

17334 To consider the precept for 2023-24

For 2023-24, the District Council's taxbase figure has been increased; this is due to the additional 107 band D properties in Harworth & Bircotes.

The Chair commented that any precept increase would be offset by using the growth of housing in Harworth & Bircotes of 107 Band D houses.

The Officer circulated calculations of the variances of a 0% to a 9% increase on the precept, as well as the impact on the reserves for next year.

After discussion and consideration, Cllr James proposed a 6% increase which is £1.52 per Band D property household; this was seconded by Cllr Flynn and resolved by the Council. The 6% precept increase will give a total of £288,015.

The impact on residences for a **Band D** property will be £118.94, which is an annual increase of £1.52 (0.029p per week) from the previous year.

17335 To approve 2023 meeting dates

Cllr Barns proposed to approve the following scheduled council meeting dates for 2023: this was seconded by Cllr Jones and resolved by the Council – 9 votes.

The Officer explained that due to the amount of bank holidays; this year the meeting dates are between 4 to 6 weeks rather than the usual 6 weekly meetings.

27th February 2023

27th March

24th April

22nd May – Annual meeting of the Town Council
 19th June
 24th July
 4th September
 2nd October
 6th November
 11th December
 15th January 2024

17336 To review the Internal Control document

The Officer previously circulated copy of the internal control documents and then went through it with the Council.

Cllr Barns proposed to approve the Internal Control document; this was seconded by Cllr Hughes and resolved by the Council – 9 votes.

17337 Proposal to discuss the community speed watch

Information was previously received from District Cllr Schuller and PC Martin reported on the change in the format of community speed watch. The equipment now has to be purchased by parish/town councils and they have the responsibility of it.

The police will now insurance the activity and carry out the risk assessments. Three volunteers will be required at each intervention and surrounding parishes can be involved. Some questions were asked to PC Martin; it was noted that some questions needed to be clarified further by the police.

Cllr James proposed to apply to the District Councillor's Community Grant for £490.00 to cover the purchase of a speed gun for the community speed watch; this was seconded by Cllr Barns and resolved by the Council – 9 votes.

At this point – the Chair pointed out that items that have **not** been discussed or agreed by the Town Council should not be put on face book by District/Town Councillors. This led to some heated debate but Councillors have to comply with code of conduct and policies; not just do as they please which is not acceptable behaviour. Similarly, this applies to the question one Councillor asked about a recent issue when personal emails were passed to another organisation.

17338 To receive items for information or future agenda items

No items put forward.

17339 Time and date of the next Town Council meeting

The next Town Council meeting will be held on Monday 27th February 2023 at 7.15pm in the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

Chair's Report

From 4th May 2023 Photographic Evidence will be needed when voting. This applies to Local Elections, Police and Crime Commissioner Elections, and U.K. Parliamentary By-Elections; from **5th October 2023**, this rule will also apply to U.K. Parliamentary Elections.

Posters and information leaflets are available from the Town Hall and in notice boards around the town, and information has also been put on Facebook. Voters who can't provide the required photographic I.D. or who prefer to vote anonymously can get help from Electoral Services at Bassetlaw District Council – ring 01909 533533 or view www.bassetlaw.gov.uk

For more information view www.electoralcommission.org.uk/voterID

Regarding the Cost-of-Living Crisis: A Warm Hub is now available at the Town Hall every Tuesday and Wednesday until the end of March.

Harworth and Bircotes Town Council, working in partnership with Bassetlaw Food Bank, is now welcoming residents to the Town Hall 'Warm Hub' every Tuesday and Wednesday morning, until the end of March. The doors will be open from 8.30 am and you will be able to come inside and help yourself to tea, coffee and a simple breakfast (up until 10:30am).

The Luncheon Club will also be operating Tuesdays as well as Wednesdays up to the end of March, offering a hot meal with dessert for £3, served at 12.30 pm.

A Tree Surgeon will be in our community in the next few weeks. Following an inspection of trees growing on Town Council-owned land, he will be on Main Street to work on the large London Plane tree on the Village Green, tidying up the trees in the Old Cemetery and the Miner's Monument area.

Bawtry Road will be closed for a short period whilst a large ash tree growing on front of the Allotments is dealt with. This will cause some short-term inconvenience, but the Town Council has been advised this is necessary for Health and Safety reasons.

The Town Council has registered for the Big Spring Clean, to be carried out on 25th March, times yet to be confirmed.

This is because the **District Council** has invited town and parish councils, community groups and volunteer groups, to get involved in the Big Spring Clean which will be held between 18th March to 2nd April.

Every group must register a litter pick at www.bassetlaw.gov.uk/bins-recycling-and-waste/community-litter-picks-spring-clean, whether it is during that fortnight, or at any other time of year. This registration form provides BDC with the information we need to enable delivery and collection of equipment and litter. All equipment must be returned after the event and this is usually collected within 2 or 3 days of completion.

District Councillor June Evans Report

Government U.K. Shared Prosperity Fund

Bassetlaw District Council's bid has been successful – the Council has been allocated **£3.4** million over the next 3 years, to be invested in communities and businesses across Bassetlaw.

Minutes of the meeting held 16th January 2023

Signed: CJ Evans Date: 27th February 2023

The funding will be used to support three priorities across Bassetlaw, focusing on: communities and place, support for local businesses, and people and skills.

There will be a range of projects over the 3 years that fall under these 3 priorities; the funding for people and skills will be made available to the District Council in the final year.

The District Council has 2 other bids that are 'in progress':

- The Rural UK Shared Prosperity Fund
- The Levelling Up Fund, Round Two. Results should have been announced in November, the Gov. then said Jan, 2023 – but still waiting.

Budget Setting. During the winter months the focus is very much on finance, and the reports that contribute to outlining the District Council's financial position **and** to setting the budget for 2023/24 are coming in thick and fast. As you know, setting a balanced budget is a legal responsibility – a 'must do' for councils, and in this current economic climate this is no easy task.

This is also the busiest time for me as a Cabinet member, and the biggest challenge is preparing the Budget speech; this takes me many hours to do, and it can be challenging when dealing with some contentious elements such as council tax.

Personally, I find the biggest challenge is standing up and delivering a 20 min. speech, yet managing to hold the interest of the audience!

Time: 14:56

Natwest Current Account New

List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2023	HMRC	003380	2,148.03		PAYE/NIC
04/01/2023	WD/DVLA	003382	290.00		Van Tax
04/01/2023	WD/Adrian Flux	003383	87.67		Van Insurance
04/01/2023	Marshall Garage	003381	16,194.00		Purchase New Van
05/01/2023	H Rodger	003384	47.40		various
09/01/2023	Bassetlaw District Council	DD	129.00		Rates
09/01/2023	Southern Electric	DD	2.88		Electric Gates
11/01/2023	H Rodger	003387	45.15		Various
11/01/2023	Water Plus	DD	314.61		Water
12/01/2023	Key Auto Solutions	003386	458.40		Fit Tow Bar
16/01/2023	WD/Currys	003388	24.99		Toaster
16/01/2023	WD/Tomlinson Ltd	003388A	20.03		Fuel
16/01/2023	Sharpe Group	003389	137.52		Subs/Web Site
16/01/2023	Hentons	003390	69.00		Payroll Fees
16/01/2023	M + C Elliott - Gravedigger	003391	680.00		Digging Dec'22
16/01/2023	RoarTree Ecology	003392	400.00		Allotment Strategy
16/01/2023	Pureflow solutions	003393	528.00		Water Tanks Tests
16/01/2023	Outco	003394	460.80		Gritting Dec'22
16/01/2023	Christmas Plus	003395	197.40		Repair Tree Xmas Lights
16/01/2023	Torne Valley	003396	3.96		Washer/Bolts
16/01/2023	NALC	003397	90.00		Training
16/01/2023	Aubourn Planning Consultancy	003398	2,680.00		LS SLA
16/01/2023	RPManufacturing	003399	99.00		Repair SS Door
16/01/2023	Hertfordshire Supplies	003400	187.28		Cleaning/Stationary
16/01/2023	HMRC	003402	2,282.72		PAYE/NIC
16/01/2023	Unity Trust Bank	003401	13,042.20		Payroll
16/01/2023	Smartestenergy	DD	858.00		Electric
17/01/2023	Water Plus	DD	22.43		Water
17/01/2023	Water Plus	DD	19.93		Water
18/01/2023	Worksop Motor Spares	003403	10.00		New Reg Plate
19/01/2023	Water Plus	DD	26.05		Water
23/01/2023	RBS Software Solutions	003404	145.50		RBS Accounts
23/01/2023	PPL/PRS for Music	003405	478.85		PRS Licence
23/01/2023	Phil Parkin Ltd	003406	310.65		Audit Services
23/01/2023	RBS Software Solutions	003407	642.00		RBS Sign Off Dec'22
25/01/2023	Bassetlaw District Council	DD	91.00		Rates
25/01/2023	Bassetlaw District Council	DD	707.00		Rates
25/01/2023	Bassetlaw District Council	DD	204.00		Rates
30/01/2023	All4Woman	DD	133.00		Cleaning Services
31/01/2023	NatWest	DD	32.62		Bank Charges

Total Payments	<u>44,301.07</u>
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*Includes
V.A.T*

Time: 14:54

Natwest Current Account New

List of Payments made between 01/02/2023 and 08/02/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/02/2023	ProActive Insurance	003412	945.47		Van Insurance
06/02/2023	Tate Electrical	003413	47.40		Xmas Tree Lights
06/02/2023	Outco	003414	345.60		Gritting Jan'23
06/02/2023	M + C Elliott - Gravedigger	003415	1,080.00		Grave Digging
06/02/2023	Sharpe Group	003416	137.52		IT/Website
06/02/2023	Torne Valley	003417	1,908.95		New Equipt/PPE
06/02/2023	Today Publications	003418	1,404.00		Newsletter
06/02/2023	Hertfordshire Supplies	003419	73.86		Clean/1st Aid
06/02/2023	H Rodger/Adli	003420	2.20		Cleaning Products
06/02/2023	H Rodger/B&M/carpet	003420A	35.13		Lino/Milk/Clean
07/02/2023	Torne Valley	003421	32.00		Chain/Lock
07/02/2023	HMRC	003422	2,020.52		PAYE/NIC
07/02/2023	Unity Trust Bank	003423	13,168.87		Feb'23 Wages
08/02/2023	Unity Trust Bank	003424	107.71		Recal Wage Nov'23 Sick/Tax Ref

Total Payments

21,309.23

*-includes
V.A.T*

