

Minutes of the Annual Meeting of the Harworth and Bircotes Town Council held on Monday 22nd May 2023 at 7.20pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

Present: Cllr Evans, Cllr Smith, Cllr James, Cllr Barns, Cllr Schuller, Cllr Jones, Cllr Hughes, Cllr S Harrison, Cllr A Harrison, Cllr Flynn, Cllr Whitehead, Cllr Wratten, Cllr Scally and Cllr McLaughlin

Others: Mrs Davies (Officer) Mrs Tarburton (Community Development and Funding Manager) and a member of the public.

Cllr Evans welcomed the new councillors and everyone introduced themselves.

17385 Election of Chair

Cllr Barns proposed Cllr Evans for the position of Chair; this was seconded by Cllr James and resolved by the Council. Cllr Evans then signed her Declaration of Acceptance of Office and countersigned by the Officer.

17386 Election of Vice-Chair

Cllr Barns proposed Cllr Smith for the position of Vice-Chair; this was seconded by Cllr Flynn

Cllr Scally then proposed Cllr Schuller for the position of Vice-Chair; this was seconded by Cllr McLaughlin.

After votes – it was resolved that Cllr Smith takes to position of Vice-Chair with 10 votes. Cllr Smith then signed her Declaration of Acceptance of Office; this was countersigned by the Officer.

17387 To receive completed Acceptance of Office forms

At this point the rest of the Councillors completed their Acceptance of Office forms which were countersigned by the Officer.

17388 To receive and consider any apologies and reasons for absence

Cllr Horrocks may be late to the meeting due to his District Council training.

Cllr Barns proposed to accept the apologies and reason for not attending if he wasn't able to attend the meeting; this was seconded by Cllr James and resolved by the Council.

17389 To receive Declaration of Interest on any item on the agenda

No declaration of interests received.

17390 To suspend the meeting to hold a public session

No matters raised by the public or reports received from District or County Councillors.

17391 The receive the Chair's report

The Chair welcomed all the Councillors, both experienced and new, following the local election. The Chair stated it was a pleasure to see all 15 places filled, and hoped everyone will find the work of a town councillor both enjoyable and rewarding.

The Chair then reported on the Memorial Wildflower Meadow and Memorial Wood as discussed at the previous meeting.

As an update for the new Councillors, Council recently approved the development of a memorial wood and ecologically friendly wild flow meadow on land at the rear of the new cemetery. To progress this quickly, we submitted a funding bid to Natural England's Seed Corn scheme for the creation of the wildflower meadow and laying of the surround hawthorn hedge.

We have now heard from

the scheme, who inform us that their expected grant funding has not materialised this year and therefore no bids will be funded. They did suggest we keep our bid 'on ice' for 1 year and then re-submit – provided they have the necessary funds. In the meantime, we carry on with the preparatory work for tree planting.

17392 To approve the minutes of the meeting held on 24th April 2023

Cllr S Harrison proposed to accept the minutes as a true record of the meeting held on 24th April 2023; this was seconded by Cllr A Harrison and resolved by the Council by members present at the last meeting. The Chair then duly signed the minutes.

17393 To confirm the criteria has been met for the Council to continue using the General Power of Competence

The Officer explained that at every 'relent' meeting (the Annual Meeting of the Town Council after the elections occur every 4 years); the Council must confirm that the criteria has been met to be able to continue using the General Power of Competence:

1. The number of Members of the Council that have been declared to be elected, is equal to or greater than two-thirds of the total number of members of the Council – the Officer confirmed that this criteria has been met;
2. The Officer to the Town Council holds the Certificate in Local Council Administration – the Officer confirmed that this criteria has been met;
3. The Officer to the Town Council has completed the relevant training in the exercise of the general power – the Officer confirmed that this criteria has been met.

Cllr Flynn proposed that the Town Council continues to use the General Power of Competence; this was seconded by Cllr James and resolved by the Council.

17394 To review the asset register as of 31st March 2023

The Officer went through the new assets purchased and disposed of for the period 2022-23. Cllr Flynn proposed to approve the asset register; this was seconded by Cllr S Harrison and resolved by the Council.

Note – For the following 3 agenda items; the new councillors abstained from voting as they were not present during the 2022-23 period of which the reports refer to.

17395 To receive the end of year financial reports as of 31st March 2023

The Officer previously circulated copies of the end of year financial reports. Bank statements and budget for the year ending 2022-23 for the Council to consider. No matters raised.

Cllr Hughes proposed to accept the financial reports as above; this was seconded by Cllr Smith and resolved by the Council.

17396 To receive and note the Internal Audit Report for the year 2022-23

The Officer previously circulated the annual Internal Audit report and the Internal Auditor's final report for the Councillors to view. The Officer reported on the additional paperwork to help tie up the linking of the receipt book to the paying in book which the Auditor commented on during his interim visit. No other matters raised.

Cllr Hughes proposed to note the Internal Audit Reports; this was seconded by Cllr A Harrison and resolved by the Council.

17397 To consider the Annual Governance Statement for the year 2022-23

The Officer previously circulated copies of the Annual Governance Statements for the Councillors to consider. The Officer went through the statements and the Councillors gave their responses.

Cllr Jones proposed to approve the Annual Governance Statements; this was seconded by Cllr Flynn and resolved by the Council.

The Chair and Officer then signed the Governance Statement.

17398 To consider the Accounting Statements for the year 2022-23

The Officer previously circulated copies of the Accounting Statement figures for the Councillor to consider.

Cllr Hughes proposed to approve the Accounting Statements; this was seconded by Cllr A Harrison and resolved by the Council.

The Chair then signed the Accounting Statements.

17399 The Responsible Finance Officer to set the commencement date for the exercise of public rights

The Officer has set the commencement date for the exercise of public rights to be from Monday 5th June 2023 to Friday 14th July 2023. The date of announcement is the 23rd May 2023 and will be published on the website and notice board.

Cllr Barns proposed to note the dates as above; this was seconded by Cllr Flynn and resolved by the Council.

At this point Cllr Horrocks joined the meeting and signed his Acceptance of Office form which the Officer countersigned.

17400 To consider insurance renewal for 2023-24

After consideration of the insurance renewal quotes – Cllr James proposed to appoint BHIB Councils Insurance for the next 3 years; this was seconded by Cllr Wratten and resolved by the Council.

17401 To approve payments as listed and received financial reports for 30th April 2023

The Officer previously circulated copies of the payments for approval and financial reports, bank statements, budget, and variances for the councillors to view.

Cllr Hughes proposed to approve the payments as attached and finances as above; this was seconded by Cllr S Harrison and resolved by the Council.

17402 To review the bank mandate and signatories

The Officer went through the current mandate and signatories which are Cllr Evans, Cllr Smith, Cllr James, Cllr Flynn – one previous councillor Mandy Morgan-Kingston requires removing and the Officer requested two additional signatories. Cllr James would like to be removed from the Unity Trust mandate when the adjustments are carried out.

Cllr James proposed to approve Cllr Hughes and Cllr S Harrison as additional signatories and to remove Cllr James from the Unity Trust account and Mandy Morgan-Kingston from the NatWest account; this was seconded by Cllr Barns and resolved by the Council.

17403 To review Councillor's responsibilities

During this item Cllr Smith had to leave the meeting.

The Chair read through the current Committees:

Finance Committee – Cllr Evans, Cllr Barns, Cllr Flynn, Cllr Smith and Cllr James

HR Committee – Cllr Barns, Cllr Evans, Cllr Jones, Cllr Wratten, Cllr James and Cllr Flynn

Cemetery Committee – Cllr Barns, Cllr Evans, Cllr Smith, Cllr James and Cllr Hughes

Health & Safety Committee – Cllr Barns, Cllr Flynn, Cllr James, Cllr Smith and Cllr Evans

Working parties – It was previously suggested to have a working party for the memorial Wood project to be made up of Cllr Whitehead, Cllr S Harrison, Cllr Hughes – to look into for funding opportunities

The Chair explained that working parties are usually set up when looking at potentially new projects. A small group of people will explore the ideas, costs, regulations, health and safety matters and whether it is viable or not. The Officer commented that it will be only information gathering with no decision making; just reporting back to the Council.

As a working group; there are no regulations for meetings which council and committee meetings do have.

Others interested Councillors are Cllr Scally, Cllr McLaughlin and Cllr Schuller.

Cllr Hughes proposed to approve the committees as above; this was seconded by Cllr S Harrison and resolved by the Council.

17404 To review representatives for external groups

Cllr Flynn is currently the Town Council's representative for the Harworth & Bircotes Tenants & Residents Association. Cllr Hughes proposed for Cllr Flynn to continue with this role; this was seconded by Cllr A Harrison and resolved by the Council.

17405 To receive the cemetery Health & Safety reports

Cllr Barns reported that no health & safety matters in the cemeteries.

The Officer reported that an issue has been raised regarding a section of the old cemetery and leaning memorial stones; after discussion the Officer will contact the independent memorial inspector for advice. An independent memorial inspection has already been approved for the old cemetery.

17406 To consider planning application as attached and planning correspondence

Application: 23/00386/HSE

Proposal: Erect brick wall and Piers with composite coloured fence panels, including new driveway gate and pedestrian gate to replace existing boundary fence

Location: 127A Bawtry Road, Harworth

Consideration: No objections subject to the fence being taken back as required.

Notification on the amended application which has been changed.

Application: 22/01591/RES

Location: Land south of Scrooby Road and North of Snape Lane, Harworth

Cllr S Harrison proposed not to make any objections and the above applications; this was seconded by Cllr Hughes and resolved by the Council.

17407 To receive any updates on Town Council projects or events

Karen Tarburton gave the following report:

- The consultation on the Harworth & Bircotes Master Plan should be going online next week; no definite date at the moment from the consultants and the publishing of materials

Consultation businesses events will start on the 12th-16th June, following by events at the schools. All comments will be fed back to the consultants.

- The next craft market is on the Sunday 4th June
- Charity SOS fashion show – Saturday 24th June at 7pm
- Harworth and Bircotes Food, Drink and Health Show on the Civic Square 2nd September – this is run by North Notts BID
- Tommy Simpson Retro Cycle weekend event on September 16th and 17th held at the Town Hall and on the Civic Square
- The first weekend in December will be the Winter Wonderland

17408 To receive items for information

Nothing to report.

17409 Time and date of the next Town Council meeting

The next Town Council meeting will be held at 7.15pm on the 19th June 2023 at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.