

Minutes of the Harworth and Bircotes Town Council meeting held on Monday 26<sup>th</sup> January at 6.30pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

**Present:** Cllr Evans (Chair), Cllr Flynn, Cllr James, Cllr Schuller, Cllr Harrison, Cllr Horrocks, Cllr Sidwell and Cllr Jones

**Others:** Mrs Davies (Officer), Mr Stewart (Deputy Clerk) and Mrs Tarburton (Community Developments and Funding Manager)

**17944 To receive and consider any apologies and reasons for absence**

Cllr James proposed to accept apologies and reasons for absence from Cllr Smith and Cllr Wratten; this was seconded by Cllr Harrison and resolved by the Council.

**17945 To receive Declaration of Interest on any item on the agenda**

Cllr Horrocks gave his declaration of interest at agenda item 17957 – Allotment fees.

**17946 To suspend the meeting to hold a public session and receive reports from Police, District & County Councillors**

No members of the public present.

**17947 To receive the Chair's report**

The Chair reported that a delay, the plan to demolish the North Border School will now take place in March or April.

It was also reported that the adult pantomime last weekend was a roaring success and another one is planned for next year as well as a family focused pantomime during this year.

**17948 To consider planning applications as listed and any planning correspondence**

**Application:** 25/01383/FUL  
**Location:** 125 Bawtry Road, Harworth  
**Proposal:** Siting an In-Post parcel locker  
**Consideration:** No objections

**Application:** 25/01300/FUL  
**Location:** Detached two storey dwelling  
**Proposal:** Land adjacent to 31 Alexandra Road, Harworth  
**Consideration:** No objections

**Application:** 25/01252/res  
**Location:** Location Land South of Tickhill Road (phase 3) Harworth  
**Proposal:** Reserved matters application for the approval of appearance, landscaping, layout and scale of P.A 19/00876/OUT for development of fifty-two residential dwellings, open space, landscaping and associated infrastructure  
**Consideration:** No objections

**Application: 25/01309/VOC**

Location: Development site for land South of Tickhill road

Proposal: Variation of condition 1 to amend the plot settings of plots 179 and 508-510 add additional double garage to form sales office for neighbouring phase of development on P.A 21/01603/RES (reserved matters application (phase 2) for the approval of scale, layout, appearance, landscaping and detailed access to Tickhill Road for 352 dwellings following hybrid planning application 19/00876/OUT)

**Consideration: No objections**

Cllr James proposed to approve the considerations as listed; this was seconded by Cllr Sidwells and resolved by the Council.

**17949 To receive the cemetery's health & Safety inspections**

Cllr S Harrison confirmed that the Tickhill Road Cemetery has been inspected, and the cemetery is in a good condition with no actions required. Cllr Jones reported on the Styrrup Road Cemetery and no actions required.

**17950 To consider the minutes of the meeting held on 24<sup>th</sup> November 2025**

Cllr Harrison proposed to accept the minutes of the meeting held on 24<sup>th</sup> November 2025 as a true record; this was seconded by Cllr Flynn and resolved by the Council. The Chair duly signed the minutes.

**17951 To consider the minutes of the meeting held on 15<sup>th</sup> December 2025**

Cllr Harrison proposed to accept the minutes of the meeting held on 15<sup>th</sup> December 2025 as a true record; this was seconded by Cllr Jones and resolved by the Council. The Chair duly signed the minutes.

**17952 To consider payments as listed and the financial reports for 30<sup>th</sup> November 2025**

The Officer previously circulated payments for approval, financial reports, general and earmarked reserves, budget, Balance sheet, Income & expenditure account, bank reconciliations for approval on 30<sup>th</sup> November 2025. The Officer went through the above account documents for the Council to consider.

Cllr S Harrison proposed to Authorise payments and the financial reports as above his was seconded by Cllr James and resolved by the Council.

Cllr James and Cllr Flynn confirmed the above bank balances against the financial reports and signed the documents.

Bank reconciliation 30<sup>th</sup> November 2025Bank Statement Balances on 30<sup>th</sup> November 2025

Natwest Current A/c	£227,997.24	
Natwest Deposit A/c	£134,462.01	
Unity Trust A/c	£186,414.26	
Unity Trust Deposit A/c	<u>£196,712.83</u>	
		£745,586.34
Less unpresented payments		£000,000.00
Plus receipts not on bank statement		<u>£000,000.00</u>
		<u>£745,586.34</u>

Closing Cash Book Balances 30<sup>th</sup> November 2025

Natwest Current A/c		£227,997.24
Natwest Deposit A/c		£134,462.01
Unity Trust A/c		£186,414.26
Unity Trust Deposit A/c		<u>£196,712.83</u>
		<u>£745,586.34</u>
<u>Represented by:</u>	General Reserves	£410,039.92
	Earmarked Reserves	<u>£335,546.42</u>
		<u>£745,586.34</u>

**17953 To consider payments as listed and the financial reports and 31<sup>st</sup> December 2025**

The Officer previously circulated payments for approval, financial reports, general and earmarked reserves, budget, Balance sheet, Income & expenditure account, bank reconciliations for approval on 31<sup>st</sup> December 2025. The Officer went through the above account documents for the Council to consider.

Cllr S Harrison proposed to Authorise payments and the financial reports as above his was seconded by Cllr James and resolved by the Council.

Cllr James and Cllr Flynn confirmed the above bank balances against the financial reports and signed the documents.

Bank reconciliation 31<sup>st</sup> December 2025

Bank Statement Balances on 31<sup>st</sup> December 2025

Natwest Current A/c	£234,056.62	
Natwest Deposit A/c	£134,577.50	
Unity Trust A/c	£172,348.70	
Unity Trust Deposit A/c	<u>£197,796.91</u>	
		£738,779.73
Less unrepresented payments		£000,000.00
Plus receipts not on bank statement		<u>£000,000.00</u>
		<u>£738,779.73</u>

Closing Cash Book Balances 31<sup>st</sup> December 2025

Natwest Current A/c		£234,056.62
Natwest Deposit A/c		£134,577.50
Unity Trust A/c		£172,348.70
Unity Trust Deposit A/c		<u>£197,796.91</u>
		<u>£738,779.73</u>
<u>Represented by:</u>	General Reserves	£403,233.31
	Earmarked Reserves	<u>£335,546.42</u>
		<u>£738,779.73</u>

**17954 To receive and consider the Interim report from the Internal Auditor for 2025-26**

Cllr S Harrison proposed to accept the Interim Report from the Internal Auditor for 2025-26 this was seconded by Cllr R Jones and resolved by the Council.

It was noted that two payments required a vat invoice so that the VAT can be claimed. The Officer reported that one vat invoice has already been received and the second one is being dealt with.

**17955 To review and consider the Annual General & Finance Risk Assessment**

Cllr S James proposed to approve the Annual General & Finance Risk Assessment this was seconded by Cllr J Flynn and resolved by the Council.

**17956 To receive and consider the fire risk assessments for the Town Hall and Information Centre**

Cllr S Harrison proposed to accept the fire risk assessments for the Town Hall and Information Centre this was seconded by Cllr R Jones and resolved by the Council.

No actions required for the Town Hall.

Two actions required for the Information Centre – replacement of batteries for a door guard and to fill in a hole where a door handle has been removed.

**17957 To review and consider the fees for 2026**

At this point Cllr Horrocks declared an interest regarding the allotment fees and did not take part in that consideration.

K Tarburton recommend that the current fees for the hire of the town hall and cemeteries are to remain unchanged, the Allotment pricing is to be updated as previously approved in 2023-24; however, this action did not take place at the time due to issues with the water bills.

It was reported that some of the allotment holders have requested a ban for sprinklers due to some people leaving them on all day and using too much water, this was discussed and approved.

After consideration, Cllr Harrison proposed not to increase the fees for room hire and burials, but to increase the fees for allotments to £10.00 for half a plot and £20.00 for a full plot for 2026-27, thereafter the fees will be reviewed annually in January plus a ban on water sprinklers in the allotments; this was seconded by Cllr James and resolved by the Council.

**17958 To consider the AGAR Assertion 10 action for website accessibility, domains, emails, IT policies and training**

The Officer previously circulated information explaining the Assertion 10 action, The Officer then went through compliance requirements.

**1.47 – Every authority must have a generic email account hosted on an authority owned domain.**

The Town Council complies with this using an .org.uk which is acceptable, the Officer reported that this may eventually require changing to an .gov.uk in years to come.

**1.48 – All small authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being use.**

The Town Council's meets its legal requirements.

**1.49 – All websites must meet the Web Content Accessibility Guidelines 2.2AA and the Public Sector Bodies (Websites and mobile Applications)(no.2) Accessibility Regulations 2018 (where applicable) 15 of 74**

The Town Council's IT and Website contractor carries out assessments and confirms that the website is compliant with the Web content Accessibility Guidelines 2.2AA. In December 2025, they carried out an Accessibility Impact (which provides a measure of impact of page accessibility issues on users with disabilities), and the Town Council's website had a score of 98%.

**1.50 – All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency Code for smaller authorities (where applicable).**

The Officer reported that the documents required in the Freedom of Information Act and Transparency Code are available on the website for people to view.

**1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulations (GDPR) 2016 and Data Protection Act (DPA) 2018.**

The Officer reported information is on the website under the Council Business tab then Privacy Notices.

**1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.**

The Officer reported that the councillors have received copies of our Data Protection policies which is also on the website under privacy notices. An online training session took place which was attended by The Officer, Deputy Clerk and Cllr Harrison; information is circulating around the council, additional training for councillors and appropriate staff to be available.

**1.53 The DPA 2018 supplements the GDPR and classifies an authority as both Data Controller and a Data Processor.**

The Town Councillors recognise their role as both Data Controller and Data Processor.

**1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone – clerks, members and other staff – should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the authority-owned and personal equipment. Approval process.**

The officer reported that an updates version of the IT policy has been written, however after a recent training session they recommended NALC's template which we are now going to use and will be considered at the next council meeting.

**1.55 The authority needs to approve the annual governance statement by resolution of members of the authority meeting as a whole and in advance of the authority approving the accounting statements in section2 of the Annual Governance and Accountability Return. The Chair of the meeting and the Clerk need to sign and date the annual governance statement and enter a minute reference**

The Officer reported that this resolution follows the procedure as above, copies are put on the website showing the signatures and dates.

The Deputy Clerk will be available to assist the councillors to create their own council emails which are separate to their personal emails.

**17959 To review and consider the Financial Regulations**

The Officer previously circulated copies of the draft financial regulations for the councillors to review.

After consideration, Cllr Flynn proposed to approve the financial regulations; this was seconded by Cllr Harrison and resolved by the Council.

**17960 To consider the precept for 2026-27**

The Officer circulated copies of the precept calculations from a zero increase up to 11% increase; and then explained the various options for consideration. The Band D council tax rate base has increased by 122.94 from the last year; this gives a figure of £2778.39 which is then divided into the precept figure and shows the impact on the residents.

After further discussions and considerations, Cllr S James proposed to approve the 8% precept of £352,738 this was seconded by Cllr J Flynn and resolved by the Council.

The 8% precept increase will provide a total of £431,497.00 for gross expenditure. The annual impact on taxpayers for a band D property will be £126.96 which is an annual increase of £3.96 from the previous (33p per month). Please note that lower than a band D property will be paying less and over band D will be paying more.

**17961 To consider the Budget for 2026-27**

The Officer circulated copies of the draft budget to consider, and the Officer went through the proposed budget and expenditure required, the self-generated income amounts and then the contribution from the general reserves to balance the budget.

The estimated proposed expenditure requirement for 2026-27 is £431,497.00; this has taken into consideration inflation, pay increase and the difficulty of predicting accurately future income and grants due to the Local Government Reorganisation in 2027-28.

The Officer discussed general reserves, earmarked reserves and the estimated funds on the 31<sup>st</sup> of March. The earmarked reserves will be updated in March to cover current and future projects.

Following consideration; Cllr S Harrison proposed to approve the budget of £431,497.00 expenses this was seconded by Cllr S James and resolved by the Council.

**17962 To receive items for information**

K Tarburton reported that there may be events in the year including an Easter event and a family panto.

**17963 Time and date of the next scheduled Town Council Meeting**

The next Town Council meeting will be held on Monday 9<sup>th</sup> March 2026 at 6.30pm in the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

