

Minutes of the Annual Meeting of the Harworth & Bircotes Town Council held on Monday 21st May 2018, at 7.00pm in the Town Hall, Scooby Road, Bircotes

Public session – one person present regarding help with a bus stop in Bawtry
 Police report – no report received
 Notts County report – no report received

Present: Cllr Evans, Cllr Ashworth, Cllr Barns, Cllr Dean, Cllr Flynn, Cllr Morgan-Kingston, Cllr Jones, Cllr Robinson, Cllr Smith and Cllr Wratten
 Others: Mrs Davies (Officer) and Mrs Tarburton (Community Development & Funding Officer)

16584 Election of Chairperson

Cllr Jones proposed Cllr Evans for the position of Chairperson for 2018/19; this was seconded by Cllr Smith and resolved by the Council.

16585 Election of Vice-Chairperson

Cllr Flynn proposed Cllr Robinson for the position of Vice-Chairperson for 2018/19; this was seconded by Cllr Smith and resolved by the Council.

16586 To receive signed Declaration of Acceptance of Office

The Chairperson and Vice-Chairperson both signed their Declaration of Acceptance of Office which was counter-signed by the Officer.

16587 To receive any apologies for absence

Apologies received and approved from Cllr Durdy.

16588 To receive Declaration of Interests on any item on the agenda

No Declarations of Interests received.

16589 To appoint Committee Membership for 2018/19

Cllr Barns proposed to approve the following nominations; this was seconded by Cllr Flynn and resolved by the Council.

Finance – Cllr Evans (Chair), Cllr Barns, Cllr Flynn, Cllr Smith and Cllr Dean.
 Cemetery & HR – Cllr Barns (Chair), Cllr Evans, Cllr Jones, Cllr Wratten, Cllr Flynn and Cllr Dean.
 Health & Safety – Cllr Barns, Cllr Flynn, Cllr Jones, Cllr Dean and Cllr Robinson.

16590 To appoint Internal Auditor for 2018/19

Cllr Jones proposed to appoint Mr Parkin for the 2018/19 audit; this was seconded by Cllr Robinson and resolved by the Council.

16591 To appoint Solicitors – Jones & Co (Bawtry) for 2018/19

Cllr Flynn proposed to appoint Jones & Co (Bawtry) for 2018/19; this was seconded by Cllr Ashworth.

16592 To appoint Voice & Co as Payroll Services provider for 2018/19

Cllr Wratten proposed to appoint Voice & Co as the Payroll Services for 2018/19; this was seconded by Cllr Barns and resolved by the Council.

16593 To appoint RBS (Swindon) as Council Accountants for 2018/19

The Chair proposed to appoint RBS(Swindon) as the Council Accounts for 2018/19; this was seconded by Cllr Robinson and resolved by the Council.

16594 To appoint Peninsula (Manchester) as HR & H&S Consultants for 2018/19

Cllr Dean proposed to continue with Peninsula as HR & H&S Consultants for 2018/19; this was seconded by Cllr Smith and resolved by the Council.

16595 To appoint ProAktive as our H&S Competent Person 2018/19

Cllr Flynn proposed to appoint ProAktive as our H&S Competent Person; this was seconded by Cllr Wratten.

16596 To review Asset Register as at 31.3.2018

The Councillors reviewed the asset register for 31st March 2018; Cllr Ashworth proposed to approve the register which was seconded by Cllr Jones and resolved by the Council.

16597 To review cheque signatories, appoint a Member to verify bank statements and approve the use of variable direct debit

Cllr Wratten proposed to continue with the current signatories; Cllr Evans, Cllr Smith, Cllr Flynn and Cllr Morgan-Kingston. The Chair to verify the monthly bank statements and approve the use of the following variable direct debits – Bassetlaw District Council (Rates), B.T, Scottish Power and Southern Electric and PHS (personnel hygiene company); the above was seconded by Cllr Robinson and resolved by the Council.

16598 To approve the Annual Risk Assessment report and Health & Safety Policy

The Officer previously circulated copies of the annual risk assessment, the Health & Safety at Work Act 1974 Policy Statement and the full Health & Safety Audit report carried out in March 2018.

Cllr Robinson proposed to approve the above documents; this was seconded by Cllr Jones and resolved by the Council.

16599 To review Standing Orders and Financial Regulations

Copies of the Standing Orders and Financial Regulations were previously circulated for Councillors to read prior to the meeting.

Standing Orders – The Officer read through the relevant new legislation that requires including on the 2018 version of the Standing Orders; these include:

- Amendments to the LGA 1972 which permit electronic service of summons and agenda on Councillors (England)
- The Smaller Authorities (Transparency Requirements)(England) Regulations 2015 which require councils in England with a gross annual income or expenditure (whichever is higher) that does not exceed £25,000 to publish certain information electronically.
- Changes to data protection legislation introduced by the General Data Protection Regulations (GDPR) which will come into force on 25th May 2018. The Data Protection Act 1998 is expected to be repealed and replaced by the Data Protection Act 2018 by the 25th May 2018

Financial Regulations – no new legalisations or changes are required to be included in the 2018 review.

The Chair proposed to accept the above changes; this was seconded by Cllr Flynn and resolved by the Council.

16600 To approve the Council's Annual Governance Statements for 2018/19

Copies of the Internal Audit Report and Annual Governance Statements for 2018/19 had been circulated for the Councillors to view and the Officer went through the governance 8statements for approval. Cllr Jones proposed to approve the Annual Governance Statements; this was seconded by Cllr Wratten and resolved by the Council.

16601 To approve the Annual Statement of Accounts for 2018/19 as prepared by RBS (Swindon)

Copies of the Annual Statement of Accounts for 2018/19 had been circulated for the Councillors to view. Cllr Barns proposed to approve the Annual Statement of Accounts; this was seconded by Cllr Ashworth and resolved by the Council.

16602 To review insurance cover and renewal for 2018/19

The Officer previously circulated copies of the insurance renewal documents for 2018/19; this is currently a three year agreement. Cllr Robinson proposed to accept the Ecclesiastical renewal documents for 2018/19; this was seconded by Cllr Dean and resolved by the Council.

16603 To confirm General Data Protections Regulations Compliance**a) To adopt the Data Map**

The Officer circulated copies of the Data Map template which will be a work in progress document.

b) To adopt Subject Access Request Procedure and Data Breach Policy
The Officer circulated copies of the above draft documents for the Councillors to consider.

c) To adopt General Privacy Notice and Staff/Cllr/Volunteer privacy Notice
The Officer circulated copies of the above notices for the Councillors to consider.

Cllr Ashworth proposed to approve the above documents a, b & c; this was seconded by Cllr Barns and resolved by the Council.

d) To receive completed Security Compliance Checklists from all Councillors
The Officer received completed security compliance checklists from the Councillors.

e) To confirm that the Town Council is already registered as a Data Controller
The Officer confirmed that the Town Council is already registered as a Data Controller under registration number ZA188961.

f) To receive an update on the exemption of appointing a Data Protection Officer

The Officer reported that the previous week, the House of Commons has accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, will exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer. All other requirements of the GDPR will apply and will come into force on the 25th May 2018.

16604 To receive update on the Harworth & Bircotes Intervention Scheme

Karen Tarburton gave a brief update in the Intervention Scheme. There was a very positive feedback from Nexus who have been commissioned to carry out a town centre survey which includes contact with potential retail companies.

16605 To approve the minutes of the meeting held 9th April 2018

Cllr Barns proposed to accept the minutes of the meeting held 9th April 2018 as a true record; this was seconded by Cllr Flynn and resolved by the Council.

16606 To receive District Councillor Reports

Cllr Smith reported that she is no longer Vice-Chair on the District Council planning committee.

16607 To receive cemetery reports

Cllr Barns gave his reports on the cemeteries; issues raised over the untidy appearance of the grass cutting in the old cemetery and the overgrown grass in the new cemetery. A cemetery meeting requires setting up.

The Officer reported that an ongoing complaint has been regarding bird droppings from a tree onto a particular cremation plot; some of the lower branches have already been pruned a while ago. It was noted that the Council will not be removing the tree to alleviate the problem.

16608 To approve payments and receive financial report

Copies of the reconciliation statement as at 30th April and bank statement were available for the Councillors to view; plus a list of payments for approval.

Cllr Robinson proposed to approve the above payments; this was seconded by Cllr Flynn and resolved by the Council.

16609 To consider any planning applications and note any decision notices, appeals and planning correspondence**Planning Application: 18/00494/FUL**

Location: Sow Carr Pumping Station, Bawtry Road, Bircotes
 Proposal: Retrospective Planning permission to retain a replacement pumping stations building

Planning Application: 18/00589/VOC

Location: Starbucks, Plot 2, Blyth Road
 Proposal: Variation of condition 2 to seek approval of revised plans on P/A 17/00614/FUL – demolition of existing single storey building and erect two single storey buildings comprising of a restaurant/café (A3) and hot food takeaway/restaurant (A3/A5) with drive thru facilities, car parking and other associated works

Planning Application: 18/00592/HSE

Location: 9 Norfolk Drive, Bircotes
 Proposal: Erect two storey and single storey rear extension

The Councillors considered the above applications; Cllr Wrattan proposed not to make any objections; this was seconded by Cllr Dean and resolved by the Council.

16610 To receive Councillor reports

Cllr Ashworth reported that cars for sale are still been advertised on the grassed area at the junction with Main Street, Harworth and Blyth Road. Anyone who wishes to complain should report it to Notts County Council. No other items to note.

16611 To receive items of correspondence for information and future agenda items

The Officer reported that an additional engraving is required on the Miners Memorial, plaque.

16612 To exclude members of public under the Public Bodies (Admissions to Meetings) Act 1960 to enable discussion/consideration of tenders and consideration of gifted land

No members of the public present.

11613 Time and date of the next Town Council meeting

The next Town Council meeting will be held on the 2nd July 2018 at 7pm in the Town Hall, Scrooby Road, Bircotes.

The Meeting closed at 8.40pm.

Signed:

Date: