

Public Session – no public present
County Councillor Report – no report given
Police report – no report given

Present: Cllr Evans, Cllr Robinson, Cllr Flynn, Cllr James, Cllr Smith, Cllr Armstrong, Cllr Fear & Cllr Barns

Others: Mrs Davies (Officer) Mrs Tarburton (Development Manager)

16740 Election of Chair

Cllr Barns proposed Cllr Evans for the position of Chair; this was seconded by Cllr Smith and resolved by the Council. No other proposals received. Cllr Evans then signed her Declaration of Acceptance of Office which was countersigned by the Officer.

16741 Election of Vice-Chair

Cllr Flynn proposed Cllr Smith for the position of Vice-Chair; this was seconded by Cllr Barns and resolved by the Council. No other proposals received. Cllr Smith then signed her Declaration of Acceptance of Office which was countersigned by the Officer.

16742 To receive signed Declarations of Acceptance of Office from Members

The rest of the Members present then signed their Declarations of Acceptance of Office which the Officer countersigned.

Cllr Robinson proposed that the Members not present could sign their Declaration of Acceptance of Office on or before the next Town Council meeting; this was seconded by Cllr Flynn and resolved by the Council.

Cllr Dean joined the meeting during this agenda item.

16743 To receive and approve any apologies for absence

Apologies received from Cllr Morgan-Kingston, Cllr Wratten and Cllr Jones; the officer reported the reasons – Cllr Robinson proposed to approve the apologies received above; this was seconded by Cllr Flynn and resolved by the Council.

Apologies received from Cllr Schuller; however no reason received and therefore not approved.

16744 To receive Declaration of Interests on any item on the agenda

No Declarations of Interests received.

16745 To received completed GDPR Security Compliance Checklist from new Members

The Officer received the completed GDPR Security Compliance Checklists from Cllr Armstrong and Cllr Fear.

16746 To confirm that the criteria is met for the Council to continue to use the General Power of Competence

The Officer reported that this is the 'relevant' annual meeting at which the conditions of eligibility to hold The General Power of Competence has to be confirmed.

- The number of Members of the Town Council have been declared to be elected, is equal to or greater than two-thirds of the total number of Members of the council – this condition was met;
- The Officer to the Town Council holds the required qualification – this condition was met;
- The Officer has completed the relevant training in the exercise of the general power – this condition was met

16747 To appoint Committee Membership and working groups for 2019/20

Finance – Cllr Evans, Cllr Barns, Cllr Flynn, Cllr Smith & Cllr Dean
Cemetery/HR – Cllr Barns, Cllr Jones, Cllr Wratten, Cllr Flynn & Cllr James
Health & Safety – Cllr Barns, Cllr Flynn, Cllr Jones, Cllr Dean & Cllr Robinson

The Officer asked for a new Environmental Committee to be set up – Cllr Fear and Cllr Evans put themselves forward – further members to be added at a later date.

The Committee membership to be considered again at a later date.

16748 To appoint Internal Auditor for 2019/20

Cllr Robinson proposed to appoint Mr Parkin as the Internal Auditor for 2019/20; this was seconded by Cllr Barns and resolved by the Council.

16749 To review the Asset Register as at 31.3.2019

Cllr Robinson proposed to approve the asset register as at 31.3.2019; this was seconded by Cllr Dean and resolved by the Council.

16750 To review the bank mandate and cheque signatories

The current mandate is for any two councillors to signed cheques plus the Officer has permission to speak with the bank. The current signatories are Cllr Evans, Cllr Flynn, Cllr Smith and Cllr Morgan-Kingston.

Cllr Barns proposed to continue with the existing mandate and signatories; this was seconded by Cllr Flynn and resolved by the Council.

16751 To receive the Mid-term and Annual Internal Auditor Reports 2018/19

The Officer went through the mid-term internal audit report which took place on 15th May and also the Annual Internal Auditor Report for 2018-19 which the auditor has signed off.

Cllr Flynn proposed to note that the Council has received the reports; this was seconded by Cllr Robinson and resolved by the Council.

16752 To approve the Council's Annual Governance Statements for 2018/19

The Officer went through the Annual Governance Statements for 2018/19 and Cllr Dean proposed to approve the Annual Governance Statements; this was seconded by Cllr Barns and resolved by the Council. The Chair and Officer then signed the Statement.

16753 To approve the Annual Accounting Statements for 2018/19

Cllr Barns proposed to approve the Annual Accounting Statements for 2018/19; this was seconded by Cllr Dean and resolved by the Council. The Chair then signed the Statement.

16754 To review insurance cover and renewal for 2019/20

Cllr Flynn proposed to renew the insurance with Ecclesiastical for a one year period; this was seconded by Cllr Smith and resolved by the Council.

16755 To approve the Annual Risk Assessment report and Health & Safety Policy

The Officer went through the Health & Safety Policy for the Town Council which the Officer then signed after approval.

The Officer previously circulated copy of the Annual Risk assessment for the Councillors to review. Cllr Barns proposed to approve the Health & Safety Policy and the Annual Risk Assessment report; this was seconded by Cllr Robinson and resolved by the Council.

16756 To review Standing Orders and Financial Regulations

Cllr Dean proposed to approve the Standing Orders and Financial Regulations with new changes from the previous review; this was seconded by Cllr Robinson and resolved by the Council.

16757 To approve the minutes of the meeting held 8th April 2019

Cllr Robinson proposed to accept the minutes of the meeting held 8th April 2019 as a true record; this was seconded by Cllr Dean and resolved by the Council.

Cllr Schuller previously mentioned that there was no record of the comments made during the meeting; regarding dogs being exercised in the new cemetery. As this was not an agenda item or resolution then no minute is required; the Chair has put an article in the magazine to cover the comments made.

16758 To receive District Councillor Reports

Cllr Schuller was not present to give a report.

Cllr Evans gave the following report:

Development of Common Lane: following the public consultation, Bersahill has taken on board the feedback and is reviewing the details of the Plan, before then submitting it for approval.

The Lord Lieutenant of Nottinghamshire, Sir John Peace, visited Bassetlaw and finally Harworth Industrial site and then the Town Centre on 16th May; he came to the Town Hall for lunch, and I was invited to join him. He had certainly noticed the growth of the industrial site and changed to the Town since his last visit. He asked me for our vision for Harworth & Bircotes, and about the local provision of Health Care I was happy to oblige.

Employment Development for Harworth South: I was contacted last week by a company wishing to hold a Public Consultation at the Town Hall on 6th June. Another has been arranged in Blyth for 5th June. Details of the dates/venues will appear in the local press, and on the Community Hub. This means the public will be able to view and comment on the latest proposals for the site ... future developments on that site which will, I trust, offer employment opportunities to local people.

Dog Fouling signs on Dorchester: was requested and the District Council has put up warning signs about dog fouling, and the dog warden will be monitoring the area.

The recent act of vandalism on Snipe Park Play area. A new, popular and expensive piece of equipment has been vandalised. Karen Tarburton is working with the District Council on this matter.

16759 To receive Chair's report

This a fresh term of office following the recent elections; and the Chair welcomed two new members to the Town Council; Cllr Armstrong and Cllr Fear.

The Chair explained that councils must follow protocols and procedures that dictate not only what a council does, but how; this can appear cumbersome and longwinded, but regulations must be followed, which is something our Town Clerk will insist on.

The Chair will do a short reminder of the strategic future of Harworth & ~Bircotes, the potential projects that support the bigger picture, and where this fits with the Neighbourhood Plan at the next meeting.

16760 To receive Community Development and Funding report

Karen gave the following report:

Community events – there is a programme of events being worked on these are

Summer events:

- Roller rink
- Harworth by the beach
- Children's disco

Craft Markets:

- There will be 3 Craft Markets on the run up to Christmas; these will be held at the Town Hall on the following dates -October 6th, November 3rd and December 7th

Christmas events:

- Carol service around the Christmas tree on 6th December with Santa's grotto and community stalls
- 7th December – Craft market
- 8th December – Panto by Talegate Theatre
- 16th December - Panto

Homes England:

Now that the council has gone through the elections; the application form to enter into a contract with Homes England needs to be completed, the forms require each councillor to be named on it and to have their identification verified (using photo ID such as a driving licence).

The Homes England application form is only aimed at community groups or charitable organisations; so councillors will therefore be classed as trustees. This is due to our project being the first one to be carried out by a Town Council. Karen has explained to Homes England that their application form isn't in a format that includes a Town Council. The Councillors present were happy to be named as trustees.

Councillor input – this is important to raise the profile of the Town Council particularly at events. Every event will also be classed as a consultation event; with residents being able to give their feedback on how the Town Council is doing, it is expected that councillors will man the stand (so to speak) wherever possible.

16761 To receive cemetery reports

Cllr Barns carried out an inspection of both cemeteries and there were no health and safety matters raised.

It was also noted that the Chair will be contacting the District Council for clarification of the ownership of the low wall behind the OAP bungalows on Bawtry Road which backs onto the cemetery; this is causing security issues.

16762 To approve payments as listed and approve finances to date

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

The Officer reported on the April finances to date and the bank reconciliation Cllr Barns proposed to approve the finances and bank reconciliation; this was seconded by Cllr Flynn and resolved by the Council.

16763

To consider any planning applications and note any decision notices, appeals and planning correspondence as listed

Application: 19/00442/COU

Proposal: Change of use from hairdressers to pet grooming salon

Location: 63 Scrooby Road, Bircotes

Application: 19/00592/RSB

Proposal: Rear two storey extension (Resubmission of P.A 19/00592/RSB)

Location: 10 Monckton Road, Bircotes

Application: 19/00515/FUL

Proposal: Erect warehouse and office building, construct new access with associated car parking and service yard

Location: Plot B3, Bryans Close, Harworth

Application: 19/00571/RSB

Proposal: Demolition of existing conservatory and erection of single storey front and rear and two storey side extension and new annex to rear garden (Resubmission of P.A 19/00234/HSE)

Location: 29 East Street, Harworth

Application: 19/00560/FUL

Proposal: Erect two storey rear extension and single storey side extension with a change of use from Care Home to create six individual dwellings and erect a detached single storey building containing two additional dwellings

Location: Rutland Crescent Car Home, 25-27 Rutland Crescent, Harworth

The Town Council considered the above application; Cllr Barns proposed not to make any objections but would like to make comments on the concern of the increase on associated parking for the Rutland Crescent application; this was seconded by Cllr Robinson and resolved by the Council.

16764

To receive items of correspondence for information and future agenda items

The Chair has received a letter from the Harworth & Bircotes Tenants' and Residents' Association; to say they have purchased a defibrillator and case to be installed at the Town Hall.

Items put forward for future agendas:

- Review of fees
- New Councillor training
- A reminder of the strategic future of H&B, the potential projects that support the bigger picture and where this fits with the Neighbourhood Plan

16765 To resolve to exclude members of public under the Public Bodies (Admissions to Meetings) Act 1960 to enable discussion/consideration of amended staff hours and living wage/ contracts and landscape maintenance contract

No members of the public present.

Cllr Dean proposed to approve the increase of contracted hours for a member of staff to 24hrs per week; this was seconded by Cllr Robinson and resolved by the Council. The Officer also confirmed information relating to the new living wage rate of £8.21.

The consideration of a landscape maintenance contract will be considered when all the quotations have been received.

16766 Time and date of the next Town Council meeting

The next Town Council meeting will be held on the 24th June 2019 at 7pm in the Town Hall, Scrooby Road, Bircotes.