

Minutes of the Harworth & Bircotes Town Council meeting held on Monday 2nd March 2020, at 6.45pm in the Town Hall, Scrooby Road, Bircotes.

Present: Cllr Evans (Chair), Cllr Smith, Cllr Fear, Cllr Dobson, Cllr Jones, Cllr Flynn, Cllr James & Cllr Barns

Others: Mrs Davies (Officer) Mrs Tarburton (Community Development & Funding Manager), PC Jim Martin

16879 To receive and approve any apologies for absence

Apologies received and approved from Cllr Wratten, Cllr Schuller and Cllr Dean.

The Officer reported that Sonia Armstrong has resigned.

16880 To receive Declaration of Interests on any item on the agenda

No declarations of Interests were received.

16881 To receive a presentation on the Town Centre Master Plan by Estus Consultancy Ltd

This item was deferred as the Consultant was no longer able to attend the meeting.

16882 To suspend the meeting to hold a public session and receive Police reports, County and District Councillor reports

PC Martin gave his police report for February 2020.

No other reports given.

16883 To approve the minutes of the meeting held 20th January 2020

Cllr James proposed to accept the minutes of the meeting held 20th January 2020 as a true record; this was seconded by Cllr Barns and resolved by the Council.

16884 To receive Chair's report

No report as it has been very quiet recently.

16885 To receive Funding and Community Development reports

- Karen reported that she has met with the Citizens Advice Bureau and they are interested in coming back into Harworth & Bircotes. This would be for a couple of hours based at the Town Hall and Karen suggested that the council looks at an affordable rate for the room hire. The Chair reported that she would have to declare an interest when considering the room hire; due to being the District Council's representative for the C.A.B
- Karen and Lee visited the businesses on the shop front and two people have come forward to be part of a business forum
- The District Council has confirmed that they have 10 market stalls available to us. The storage area should be completed at the end of the week. Karen is

still waiting to hear from the District Council regard the Harworth market but at the moment they are restructuring their markets

- Karen offered to attend the Tenants and Residents Association meeting in the morning to give them an update on what is happening at the Town Council
- The feasibility study on the North Border School will hopefully be completed by the end of March. At the moment various surveys are being carried out on site. The Town Council has obtained two quotations for Delta; who are responsible for the site; for security fencing around the school but Karen has not had any feedback from them as yet

16886 To receive cemetery report and consider an issue raised regarding two trees

Cllr Barns carried out inspections on the cemeteries today. There were no health & safety issues to be dealt with. In the new cemetery there are approximately 80 adult grave spaces at present; plus in excess of 40 cremation plots.

The Officer reported that a complaint has been received regarding encroachment of unauthorised memorials on empty grave spaces; the Council will ask the person to remove the memorials and put a time limit on the request.

The Officer reported that a large commercial size bin for the new cemetery would cost £1400 to be emptied for the year; this is not affordable at this point in time.

The Officer reported on a matter regarding large trees on the Town Council's boundary line; one which has blown over in the gales. Looking at the correspondence found from 2009 and the moving of the boundary line; it was deemed that the responsibility of the trees was not with the Council. However, the Officer will contact the solicitor for advice.

16887 To consider a logo for the Town Council

Cllr Dobson gave a presentation of a logo for the Harworth & Bircotes Town Council which he has designed; the logo was very well received and Cllr Fear proposed to approve the logo as presented; this was seconded by Cllr Jones and resolved by the rest of the council.

16888 To receive the Health & Safety Audit report

The Officer reported that a Health & Safety Audit was carried out on the 18th February 2020; which resulted in an inspection score of 98.55%.

The Executive Summary report stated "The Health & Safety at Harworth & Bircotes improves each year which is brilliant to see. The Officer regularly reviews the documentation and activities carried out by employees; and is proactive in bringing things to our attention that need addressing. A great example at this audit was the need for a risk assessment for the bottle bin area and amendments to the health and safety management system.

Following this audit, improvements are planned for the employee one to ones to ensure we record all the required information and then the only outstanding action is the Officer's attendance on an IOSH course.

Cllr Flynn proposed to accept the Audit report which was seconded by Cllr James and resolved by the Council.

16889 To receive the Information Centre Fire Risk Assessment report

The Officer reported that a fire risk assessment took place at the Information Centre; two actions are required:

- 1) An additional water type extinguisher is recommended in the police lobby area – this has now been installed
- 2) In the police lobby area; recommended all fire doors to be fitted with self-closing devices and smoke seals – this work is due to be carried out

Cllr Barns proposed to accept the above fire risk assessment and actions; this was seconded by Cllr Dobson and resolved by the Council.

16890 To review policies as listed

The Officer previously circulated copies of the following policies for the Councillors to review.

- Complaints procedure
- Code of Conduct
- Retention of Documents and Records
- Social Media and Electronic communication Policy – One section was updated
- Privacy Notice for staff, councillors and role holders
- General Privacy Notice
- Data Breach Policy

Cllr Barns proposed to approve the above policies; plus one update on the social media policy – this was seconded by Cllr Jones and resolved by the Council.

16891 To consider any planning applications listed and note any appeals and planning correspondence

- **Appeal decision on the Land West of Blyth Road, Harworth**

The appeal for this application was dismissed by the Planning Inspectorate.

At this point Cllr Smith said a very big thank you to the Chair for all the work she has put in to putting together the substantial objection response to the Planning Inspectorate; attending and speaking at the appeal.

The Officer also pointed out that the Chair had to read through all the different policies in planning; finding out where they relate to our

Neighbourhood Plan; plus a large amount of research to condense down and put in to the council's response.

The Officer also pointed out that no one else should be putting their names to the work and result achieved by the Chair on behalf of the Council.

- **Consultation response to Local Plan**

The Chair went through the Draft Local Plan documents and all the planning policies to put together a consultation response to the Local Plan on behalf of the Town Council.

The Officer read through the responses given; Cllr James proposed to approve the response and this was seconded by Cllr Fear and resolved by the Council.

Application 20/0005/FUL

Proposal: Erect 120 dwellings with garages and/or parking spaces together with associated roads, sewers and infrastructure

Location: Land off Essex Road

Consideration: It is noted that this site is included in the allocated housing planning policies, current p[planning policies and Bassetlaw District Council's housing targets; therefore the Harworth & Bircotes Town Council has no objections to the above application; subject to the current proposal being amended to accommodate the Highways comments on:

- 1) The inadequate size of shared driveways, and
- 2) The proposed use of gravel on those driveways spilling onto the roads

Application 20/00062/HSE

Proposal: Detached garage and insertion of door to front elevation
(resubmission of PA 19/00753/HSE)

Location: 6 Smith Square, Harworth

Consideration: No objections

Application 19/01280/FUL

Proposal: Demolition of two dwellings and erection of 26 new dwellings with construction of new road off Common Lane.

Location: Land at Common Lane, Harworth

Consideration: No objections

Application 20/00161/HSE

Proposal: Erect single storey side extension and dormer window to front of property

Location: 12 Moor Top Road, Harworth

Consideration: No objections

Application 19/00433/FUL

Proposal: Proposed residential development for 102 dwellings

Location: Land off Beverley Road, Harworth

Consideration: No objections

Street naming application 20/00011/NEWDEV

Plots 1-4 land at Grosvenor Road – House numbers 18A, 18B, 16A & 16B

Consideration: No objections

Cllr Barns proposed to approve the above considerations; this was seconded by Cllr Dobson and resolved by the Council.

16892 To approve payments and receive the financial reports for January 2020

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

The Officer went through the finances, budget figures, variances and bank statements as at 31st January 2020.

Cllr Dobson proposed to approve the above finances; this was seconded by Cllr James and resolved by the Council.

16893 To receive the Interim Internal Audit Report 2019-20

The Officer reported that the Internal Auditor carried out his interim audit on the 22nd January 2020, the Officer read through the report and recommendations.

Cllr Smith proposed to accept the Internal Audit Report; this was seconded by Cllr Flynn and resolved by the Council.

16894 To receive items for information and the next agenda

- The Officer reported that more litter bins have been set on fire; these bins were purchased as part of a large grant some years ago and as such they won't be replaced. However, a current project has been funded to replace the shop front bins; some of the old bins may be used to replace the damaged ones or sited elsewhere as previously request through consolation
- The Officer also reported that an organisation is leaving its rubbish out at the side of the litter bin for the Town Council to collect. We can only collect the rubbish from the litter bins as we don't have a licence to collect other organisations rubbish; nor the facility for additional waste
- The Officer reported to the Council on an issue between the contractors for the hall repairs and the Surveyor; correspondence will be sent in due course
- The Officer reported that Karen and Lee have raised enough money from the craft markets to be able to purchase 13 more tables plus a trolley; the Council doesn't have enough tables due to the success of the markets and struggles

to borrow from other people. The Councillors were happy for the table to be purchased from the money raised.

16895 Time and date of the next Town Council meeting

The next Town Council meeting will take place on the 6th April 2020 at 6.45pm at the Town Hall, Scrooby Road, Bircotes.

16896 To exclude Members of the public under the Public Bodies (Admissions to Meetings) Act 1960 to enable consideration on the following agendas

No members of the public present.

16897 To consider contactors for

- Structural Survey – approved contractor Elliott Wood
- Utilities Search – approved contractor CPWP
- Topographical & Measured Building Survey – approved contractor Mapmatic
- Bat survey – approved contractor Estrada Ecology

After consideration of quotations; Cllr James proposed to appoint the above contractors; this was seconded by the Chair and resolved by the Council.

16898 Consider new contract for the Town Council's HR consultants

After consideration of quotations received; Cllr Fear proposed to appoint Ellis Whittam as the Council's HR consultants; this was seconded by Cllr Jones and resolved by the Council.

The meeting closed at 8.55pm.