

Minutes of the Harworth & Bircotes Town Council virtual meeting held on Monday 27th July 2020, at 7.00pm

Due to Covid-19 restrictions the Town Council is holding a virtual meeting.

Present: Cllr Evans (Chair), Cllr James, Cllr Fear, Cllr Schuller, Cllr Flynn, Cllr Jones, Cllr Barns, Cllr Gratten, Cllr Dobson and Cllr Smith

Others: Mrs Davies (Officer), Karen Tarburton (Community Development and Funding Manager), Lee Stewart and County Councillor Shelia Place

16914 To receive and approve any apologies for absence

Apologies received from Cllr Dean due to lack of internet connection; Cllr James proposed to approve the apology and this was seconded by Cllr Fear and resolved by the Council

16915 To receive Declaration of Interests on any item on the agenda

Declaration of Interest received from Cllr Schuller for agenda item 19030; as a member of the District Council Planning Committee.

16916 To suspend the meeting to hold a public session and receive Police, County and District Councillor reports

No members of the public present and no Police report submitted.

County Cllr Sheila Place was present and gave a Notts County Council update – not much happening to report at the moment; particularly with a lot of people not working but they are doing as much as they can in the current situation.

District Cllr Lynne Schuller had nothing to report.

The Chair previously circulated a copy of her District Council report for the councillors to view – no questions asked.

16917 To approve the minutes of the meeting held 2nd March 2020 and 13th July 2020

Cllr James proposed to accept the minutes of the meetings held 2nd March 2020 and 13th July 2020 as a true record; this was seconded by Cllr Barns and resolved by the Council. The Chair duly signed the minutes.

16918 To receive the Chair's report

The Chair previously circulated her report around the Councillors – no questions asked.

16919 To receive Harworth & Bircotes Master Plan update

Karen Tarburton gave an update on the Harworth & Bircotes Master Plan. Karen reported that she had a virtual meeting with One Public Estate and has been granted up to a four month extension from the end of March for the completion of Master Plan. The delay is due to the Covid-10 restrictions.

The Master Plan will become part of the Local Development Plan and Planning Policy. There were no questions raised by the Councillors.

16920 To consider professional fees quotations for North Border School

Karen reported that three quotations have been received for the Quantity Surveyor work on the North Border School. The Town Council does not have the expertise to write the specification or delivery the project; therefore a professional has been used to consult with and ask for his recommendations on the quotations received. The quotations were available for the Councillors to view.

The work will be funded by a draw down from S106 money which is specifically to be used on Housing.

The work carried out by the Quantity Surveyor will cover the delivery of the social housing aspect; plus he will also be able to cost up the total project for the Town Council.

After consideration and noting recommendations given, Cllr Flynn proposed to appoint Beyond Consultation as they have the expertise and experience of delivering such a project. This was seconded by Cllr Fear and resolved by the Council – 10 votes

16921 To approve payments as circulated, receive the financial reports as at 30th June 2020 and receive request for Finance Committee Meetings

The Officer previously circulated copies of the payments for approval, finances up to 30th June 2020; bank statements and budget figures for the Councillors to view. It was noted there was a small variance due to Covid-19 expenses not budgeted for.

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

Cllr James proposed to note the financial documents up to 30th June 2020; this was seconded by Cllr Fear and resolved by the Council.

The Officer reported on some additional expenses in the near future

- Additional visits from the pest control at the annex as the rats have returned
- The broken Information Centre doors require new automatic sensors and a motor; this is now a priority repair to enable the District Council to start with their morning sessions again. I am currently waiting for updated quotes

The Officer requested that the Finance Committee starts to hold regular meetings so that matters can be dealt with as we go along rather than every 6 weeks.

16922 To review the bank mandate and cheque signatories

The Officer reported that the current signatories are Cllr Evans, Cllr Flynn and Cllr Smith – Mandy Morgan-Kingston is no longer on the Council and requires removing off the mandate. The Officer is on the mandate purely to be able to speak to the bank in relation to any queries.

Cllr Gratton proposed that the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 – to remove Cllr Morgan-Kingston and appoint Cllr James as signatory as per section 6 and the current mandate will continue as amended; this was seconded by Cllr Fear and resolved by the Council.

16923 To receive cemetery Health & Safety report and approve s101 delegation used re safety issue of two trees

Cllr Barns has inspected both cemeteries and there were no health & safety issues. The Officer reported that the fence panel will be removed tomorrow and the broken post stand will be repaired when it is less windy.

The Officer reported a request from a resident wishing to pay for Green Thumb to treat the grass around a family grave. Cllr Barns proposed to approve the request subject to the cost being incurred by the resident and a copy of their public liability certificate; this was seconded by Cllr Dobson and resolved by the Council.

The Officer previously informed the Councillors about the removal of two trees opposite the old cemetery; which had been previously discussed. Following conversation with the solicitors; it was confirmed that the land involved still belongs to the Town Council and therefore responsible for the trees. The tree surgeon confirmed that the trees were unsafe and required taking down as soon as possible due to the high winds (one tree had already been blown down). Under a health and safety matter; the Officer used s101 delegation power to have the trees removed and informed the Chair and Council.

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

16924 To approve purchase of new boiler and suspend standing orders re use of Yorkshire Mechanical Services

Following consideration - Cllr Barns proposed to suspend standing orders to use Yorkshire Mechanical Services without competition; due to the company being the original plumbers for the Town Hall and is already carry out repairs to the heating system. To approve a new boiler installation with plate to plate heat exchange, new flue and labour £4827.69; this was seconded by Cllr Jones and resolved by the Council.

16925 To approve one year contract extension for Christmas Plus due to Covid-19 and consider cancellation of events

The Chair reported that under the current restrictions caused by the current pandemic, we recognise that we cannot present the Christmas event as in past years due to the need to maintain social distancing for any organised event, and the Christmas event is particularly challenging.

There are Health and Safety concerns; particularly when scientists are predicting a second surge during the winter months. We don't know when we will be able to open the Town Hall for social activities/larger groups. Under social distancing rules, the capacity of the Town Hall is reduced to 30 people which also includes members of staff.

Groups that normally use the hall are waiting for the situation to improve before resuming use of the Town Hall; some will not return till the beginning of next year. Weight Watchers are starting back next week under a strict walk through system and with no group interaction.

Previously, it was discussed to look at different Christmas lighting for this year. Karen reported that due to the Covid-19 restrictions; she would normally have everything in place for the Christmas decorations and event. However, it was requested that the Council considers extending the Christmas Plus contract for one year and not having an event this year due to the uncertainty as to what is going to happen over winter with Covid-19. Plus, if we are going to start booking things and pay non-refundable deposits; there will be financial implications as well. The most important thing is the staff and public's safety; if we can cancel the events and then look at how we do something next year which is up for discussion. There will still be Christmas lights and a Christmas tree.

After consideration, the Officer asked that all councillors gave their opinion on the cancellation of this year's Christmas events; all were in agreement. The Council will look at doing something charitable instead and consider asking the Vicar for more information on her Christmas parcel project.

Cllr James proposed to extend the Christmas Plus contract for one year and cancel this year's Christmas lighting event; this was seconded by Cllr Fear and resolved by the Council – 10 votes

16926 To consider virement of budgets to cover additional expenses

The Officer requested consideration of virement of budget figures to cover additional expenses due to the Covid-19 expenses and unexpected repairs etc. Cllr Fear proposed to use virements as appropriate as and when required; this was seconded by Cllr Barns and resolved by the Council.

16927 To consider laptop for KT which was approved last year; plus additional I.T and website issues

Following approval last year for a replacement laptop, the Officer reported that the replacement is now required as soon as possible; due to the decline of the current laptop which Karen can no longer successfully access or upload information onto the Council's website. Also two additional upgrades to Office 365 are required and a different cloud storage which works out cheaper to what we currently use but with a lot more to offer; the installation costs which can be paid monthly.

Cllr Jones proposed to go ahead with the additional IT requirements; this was seconded by Cllr Fear and resolved by the Council.

16928 The Officer to give a report on Npower's Christmas lights invoices and to approve further action

The Officer gave an update on Npower's invoices for our Christmas lights; which are attached to the street light columns. Npower has been trying to invoice us for 365 days' worth of electric supply for the Christmas lights going back to 2015; instead of the approx. 41 days per year. Some invoices have been credited and re invoiced but still for the wrong amount of days. Instead of NPower being sensible and re invoicing these invoices for the correct amount of days; they keep sending debt collection letters. I have supplied all the information to sort this matter out; all to no avail and now reported them to Ofgem to see if they can assist.

16929 To receive Coronavirus information, updates, risk assessments and Council assistance

Karen reported that risk assessments have been carried out for the building and for each group that uses the hall.

We also carried out risk assessments for the staff; and implemented a one way system around the building. A staff only area has been created in readiness for the hall opening to the public. We have Weight Watchers coming back to use the hall and they are very happy with what control measures have been put into place for them.

New information is constantly being sent through to us; the wearing of masks is one of the new requirements and Karen is currently wading through all the paperwork. If any Councillors have any spare time then any assistance would be appreciated. The Chair thanked Karen for the work she has carried out – no questions received from the Councillors.

16930 To consider any planning applications listed and note any appeals and planning correspondence

Application: 20/00797/HSE

Proposal: Erect two storey rear extension

Location: 6 Milne Ave, Bircotes

Application: 20/00764/HSE

Proposal: Demolition of existing garage and kitchen, proposed erection of two storey side extension and single storey rear extension, replacement front porch.

Application: 20/00184/FUL (Amendments)

Proposal: Change of use of care home to create five dwellings and erect single storey side extension

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

Application: 20/00397/FUL

Proposal: Erect 73 dwellings with landscape and associated infrastructure (re-design of approval 19/00876/OUT)

Location: Land to the south of Tickhill Road, Harworth

This is one phase of the approved larger application; the Chair spoke with the Housing Officer regarding the affordable housing aspect.

Application: 20/00458/HSE

Proposal: Erect single Front Porch

Location: 21 Winchester Mews, Bircotes

After consideration of the above applications; Cllr Barns proposed not to make any objections and this was seconded by Cllr Fear and resolved by the Council.

Cllr Schuller did not take part in this agenda item.

16931 To approve replacement equipment

The Officer reported on the replacement equipment required for the grass cutting in the cemetery; namely the blowers and strimmers. Cllr Barns proposed to approve the replacements; this was seconded by Cllr Flynn and resolved by the Council.

16932 To receive items for information and the next agenda

The Officer will include the following in the next few meetings to catch up with missing some meetings and the Annual Meeting of the Council in May.

- To review Annual Risk Assessment and Health & Safety Policy
- To consider electronic banking
- Reports on WaterPlus issues
- To consider a Coronavirus contingency plan if another lockdown happens in the future
- To review of Standing Orders and Financial Regulations

16933 Time and date of the next Town Council meeting

The next scheduled Town Council meeting is 7th September 2020 at 7pm – additional committee meetings to be scheduled as and when required to catch up.

16934 To exclude Members of the public under the Public Bodies (Admissions to Meetings) Act 1960 to enable consideration on the following agendas

County Cllr Sheila Place left the meeting.

The Officer asked all members individually to confirm that they are on their own for the following agenda items – all confirmed that they were.

- **Information relating to Contractors for the Town Hall repairs**
The Officer reported on the outstanding works required as part of the contractors contingency repair fund. A response from the contractors is still outstanding
- **To receive report on the Police station rent review and consider review findings**
The Officer reported that a rent review is due for the Police Station; a response to the Council's request for a discussion is still outstanding from their Estates Officer. Meanwhile the Officer is calculating the annual expenses and proposed rent
- **To consider pay review, staff risk assessment, re structure and staffing, contract reviews – plus the request for HR committee meetings**
In April, the Officer circulated information regarding the staff pay review which is linked to the Living wage and is automatically increased in April
- Karen gave a report on a staff risk assessment and the new HR consultant's work they are doing for us.

There being no further business; the Chair closed the meeting.

DRAFT