

Minutes of the Harworth & Bircotes Town Council held on Monday 13th September 2021, at 7pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

Present: Cllr Evans (Chair), Cllr Smith, Cllr Jones, Cllr Barns, Cllr James, Cllr Flynn, Cllr Wratten and Cllr Schuller

Others: Wendy Davies (Officer) Karen Tarburton (Community Development and Funding Manager), County Councillor Sheila Place, District Councillor Challinor, District Council Schuller and District Councillor Evan, PC Jim Martin and 2 members of the public

17094 To receive and approve any apologies and reasons for absence

Cllr Smith proposed to approve the apologies and reasons for absence from Cllr Dean and Cllr Fear; this was seconded by Cllr James and resolved by the Council.

17095 To receive Declaration of Interests on any item on the agenda

No Declaration of Interests received. The Officer reminded the Councillors that if their interests has changed; to let her and the District Council know.

17096 To suspend the meeting to hold a public session and receive Police reports, County and District Councillor reports

The Chair suspended the meeting to allow members of the public to speak.

- A member of public asked a question regarding flowers in the cemetery.
- PC Martin gave an update on his police report.
- County Cllr Sheila Place gave her county report on work carried out and work still to be carried out. Discussion took place regarding various issues.
- District Cllr Challinor commented on the Bassetlaw Local Plan which is being consulted on and the renewal of the Harworth & Bircotes Neighbourhood Plan
- No other District Councillor reports were received.

Karen Tarburton thanked Cllr Place for her assistance. As the Council is aware, we have a project pending with Notts County Council and have been waiting two years for their agreement. Following a phone call from Cllr Place, the permission was verified the next day.

The Council meeting was then reconvened.

17097 To approve the minutes of the meeting held 19th July 2021

Cllr Jones proposed to accept the minutes of the meeting held 19th July 2021 as a true record; this was seconded by Cllr Flynn and resolved by the Council.

17098 To receive the Chair's report

No report received.

17099 To receive the cemetery health & safety inspections

Cllr Barns has carried out his cemetery inspections as below:

- Old cemetery – no safety actions raised. The leaves are now falling; the Officer reported that staff are clearing up the leaves when possible
- New cemetery – looked very tidy with no health & safety actions raised

17101 To approve payments and receive the financial reports as of 31st July & 31st August 2021

The Officer previously circulated copies of the financial reports for 31st July and 31st August 2021, variances and budget figures. The Bank statements were verified and signed by two councillors.

Cllr Flynn proposed to note and accept the financial reports as above and approve payments as listed; this was seconded by Cllr James and resolved by the Council.

17102 To receive the External Auditor Report and Certificate for 2020/21

The Officer reported that the External Auditor report and certificate 2020/21 has been received, the report states:

“On the basis of our review of sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”.

The Officer has advertised the Notice of conclusion of audit on the 7th September 2021 on the website and notice board.

Cllr Barns proposed to accept the external auditor report and certificate for 2020-21; this was seconded by Cllr Jones and resolved by the Council.

17103 To consider the appointment of the Internal Auditor for 2021-22

The Officer previously circulated a copy of the Internal Auditor’s appointment letter for the 2021-22 audit.

Cllr Jones proposed to appoint Mr Phil Parkin as the Internal Auditor; this was seconded by Cllr Wratten and resolved by the Council. The Chair signed the appointment letter.

17104 To approve the appointment of the following contracts:**1)Hygiene service contract****2) Christmas lights contract**

Following on from discussions at the last meeting, Cllr Flynn to proposed All4Woman for the hygiene service contract and Christmas Plus for the Christmas lighting contract; this was seconded by Cllr Wratten and resolved by the Council.

17105 To consider any planning applications listed and note any appeals and planning correspondence

1) Proposal to support the following motion - the principle of protecting residents' right to a say over individual planning applications in their own area.

"The Harworth & Bircotes Town Council believes planning works best when developers and the local community work together to shape local areas and deliver necessary new homes; and therefore, calls on the Government to protect the right of communities to object to individual planning applications"

Application: 21/01069/COU

Proposal: Proposed change of use of land for the siting of caravans/mobile homes

Location: Land rear of 73 to 81 Scrooby Road, Bircotes

Consideration: Objections made

Application: 21/00562/HSE

Proposal: Proposed two storey side extension

Location: 72 Bawtry Road, Harworth

Consideration: No objections

Application: 21/01146/FUL

Proposal: Demolition of existing garage and the erection of a detached 3-bed dwelling and formation of new access with parking (resubmission of P.A 21/00448/FUL)

Location: Land in the ground of 60 Snipe Park Road, Bircotes

Consideration: No objections

Application: 21/01117/FUL

Proposal: Partial demolition of fire damaged building structure, erection of replacement steel superstructure and recladding of building

Location: DMR Motorhome Body Repair Specialists, Plumtree Industrial Estate, Harworth

Consideration: No objections

Application: 21/01157/COU

Proposal: Change of use from C3 dwelling house at A1 shop (Hairdressers) and to be incorporated with the premises below at 97 Scrooby Road

Location: 97A Scrooby Road, Bircotes

Consideration: No objections

Application: 21/01257/HSE

Proposal: Erect single storey rear extension with balcony with single storey front and dormer extension (re submission of 20/0129/HSE)

Location: Rose Cottage, Common Lane, Harworth

Consideration: No objections

Application: 21/01167/HSE

Proposal: Erect a new 6ft Wall at the front of property with a 6ft sliding gate

Location: 141 Bawtry Road, Harworth

Consideration: No objections

Application: 21/00116/HSE

Proposal: Erect 6ft wall built on boundary of property, replacing an old wall and large hedge

Location: 139 Bawtry Road, Harworth

Consideration: No objections

Application: 21/01319/HSE

Proposal: Demolition of small coal house and construction of a single storey extension resubmission of PA 21/00574/HSE with a slightly modified roofline

Location: 50 Church Road, Bircotes

Consideration: No objections

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

17106 To consider using an online marketing tool

Information was previously circulated around the councillors regarding a subscription for a poster and advertisement software programme by Canva; which is also used by the District Council.

The Town Council already has Word to create posters; however, this is limited.

Reasons to subscribe:

- We can work the Bassetlaw District Council who use the software to speed up joint ventures
- The platform is quick and easy to use
- It has moving content which is really eye catching for event promotions
- This could be charged out to local parishes (income generating)
- It would drive up participation and awareness of Town Council led events

Cllr Flynn proposed to approve subscription of £100 to Canva; this was seconded by Cllr James and resolved by the Council.

17107 To receive an update on the CCTV camera costs

The Officer reported on the findings from the District Council's CCTV people for the new and old cemetery. At this point in time nothing can be done with the new cemetery due to lack of an electrical supply; the proposals put forward for the old cemetery are too expensive. Other cheaper options like the previous CCTV system could be looked into but subject to an electric supply.

The Officer reported that the CCTV system in the Town Hall is now past its best and requested a quotation from our security provider.

17108 To consider having a Changing Place facility

Karen Tarburton explained that a changing place facility is for people with disabilities and their carers'. The facility is equipped with a toilet, hoist, shower, changing table suitable for adults; a radar key would be required to access the facility.

These facilities are becoming more and more popular, and funding has become available to local authorities only. Bassetlaw District Council has been approached by several partners and it would be able to apply for funding on behalf of the partners. This is a national funding scheme with £30 million pounds being available; the funders are asking organisations that if they would like a changing place facility to contact the District Council to complete a form of expression of interest. As a partner, you would have to contribute towards the cost.

The Tuxford company which manufactures the changing places has visited the Town Council car park; and confirms that one would fit in the old entrance at the front of the car park next to the public toilets. The facility would be guaranteed for 10 years with a life span of 30 years.

The pod itself will be £55,000 plus the services and surveys; a quotation for the survey is has been requested. Estimated additional cost for connections and survey £2,450.

Karen is asking the Town Council if it is interested in being part of this project, and would it be able to put some funding towards it? Match funding would potentially be 10% (approx. £6,000) which can be carried out on a three-year plan. The deadline for an expression of interest is 26th September.

After consideration Cllr Barns proposed to a contribution £6,000 match funding if the expression of interest is successful; this was seconded by Cllr Wratten and resolved by the Council.

17109 To consider starting to review the Neighbourhood Plan and look at what funding is available

Karen Tarburton and the Officer met with two Neighbourhood Plan Officers from the District Council to discuss how the funding is allocated to review the Neighbourhood Plan and to see what help is available. Funding of £10,000 is available through Locality which the Town Council can apply for. If you are working on certain aspects of the Plan, there is an additional £8,000 subject to meeting the criteria. Karen recommended that it is now the time to move forward and review the Neighbourhood Plan. The Neighbourhood Plan Officers will guide the group through the review and if the Town Council wants to move forward then Karen can make the arrangements to make the meetings happen.

The Chair commented that at the moment Bassetlaw District Council is at a crucial stage in their local plan which is going to replace the old core strategy; having spoken with people at the District Council, it is important that the Neighbourhood Plan marries with the local plan, in other words it has to reflect the same kind of policies that are going to be in the local plan and also that we coincide chronologically with either the time that the local plan

is adopted or just after, this will give us greater protection as well. The Town Council will ask the Neighbourhood Officers to come to a Town Council meeting to discuss further.

After discussing above, Cllr Smith proposed that the Town Council moves forward with the Neighbourhood Plan review; this was seconded by Cllr Jones and resolved by the Council.

17110 To receive an update on the Harworth & Bircotes Masterplan

Karen Tarburton reported that the Harworth & Bircotes Master Plan will align with the Neighbourhood Plan, which is why it is crucial why we must move forward on things. The Harworth and Bircotes main town centre master plan has been drafted and the public consultation will start next Monday 20th September 2021. A list of consultation dates will be sent to the Town Councillors, the Ward Councillors already have them.

Consultations will take place during the day and evenings; the markets and craft markets, community groups, groups using the town hall and the youth centre which is the best way to engage with the young people in that area.

The consultation will run for a period of six weeks in line with the legislation from Bassetlaw District Council, to make sure it is a document that can be aligned to the local plan. An online version of the consultation is also available on the Bassetlaw District Council's website.

17111 To receive an update on the markets

Karen Tarburton reported that the Tuesday market has had a bit of a dip, but we are back to full strength of stall holders; we are still looking for a clothes stall. We can move things around now that covid restrictions have been lifted.

Residents have previously asked for a Saturday market; Karen has now been able to arrange for a monthly Saturday market that will run a three-month trial on 2nd October, 6th November and 4th December.

As a Bassetlaw District Council market, the Town Council can only use their templates to advertise the markets. We are still waiting for the delivery of market advertising banners and signage.

17112 To receive an update on the N.C.C agreement to allow the Town Council to deliver its project which included fingerposts, new town centre bins and new planters for Scrooby Road

K Tarburton reported that after two years of waiting for permission to install e fingerposts, new town centre bins and planters for Scrooby Road; permission has now been received along with apologies for the delay. Updated quotes will be required and then the project can move forward.

17113 To consider having a community speed watch

Cllr Schuller reported that three volunteers have put themselves forward to carry out a community speed watch in the Harworth & Bircotes area; County Cllr Sheila Place has also been involved in pushing this forward. PC martin has found a way of bringing this forward subject to the insurance required by the Town Council.

Cllr Schuller proposed that the Town Council supports a community speed watch; this was seconded by Cllr Smith and resolved by the Council.

17114 To receive items for information or for the next agenda

- Budget ideas
- Risk assessment
- Review of fees

17115 Time and date of the next Town Council meeting

It was suggested to investigate earlier meeting times subject to available for those councillors that work.

The next Town Council meeting will be held on the 25th October at 7pm in the Town Hall, Scrooby Road, Bircotes, DN11 8JP.