

Minutes of a Meeting of the Harworth & Bircotes Town Council meeting held on Monday 1<sup>st</sup> August 2022, at 7.15pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

**Present:** Cllr Evans (Chair), Cllr Flynn, Cllr Schuller, Cllr Barns, Cllr James, Cllr Smith, Cllr James, and Cllr Hughes

**Others:** W Davies (Officer), K Tarburton (Community Development and Funding Manager), and a member of the public.

**17253 To receive and approve any apologies and reasons for absence**

Apologies and reasons received from Cllr Fear.

Cllr James proposed to approve the above; this was seconded by Cllr Flynn and resolved by the Council – 8 votes.

**17254 To receive Declaration of Interests on any item on the agenda**

No declaration of Interests received.

**17255 To suspend the meeting to hold a public session and receive Police, County and District Councillor reports**

County Councillor Sheila Place is on her way and will join the meeting later.

No police report received.

District Cllr Evans has circulated her report for Councillors to view.

District Cllr Schuller has sent her report to the Officer which will be circulated around the Councillors to view later.

No report from District Councillor Challinor

**17256 To receive the Chair's report**

The Chair gave her report as below:

**Harworth and Bircotes Youth Hub**

Discussions are taking place on how to build on the success of the Youth Hub – this could include other age groups and other organisations. Talks are ongoing.

**The Community Luncheon Club**

This is now fully booked on a weekly basis. Consideration is being given to the possibility of catering for more than the current number of 35, but this would require extra facilities in the Town Hall kitchen.

The Food Bank normally experiences a dip in food donations during the summer months, but this year donations have reached an all-time low.

### **Provision of Further Allotments**

You are all aware that the Town Council is researching the possibility of providing more allotments. It has been determined that should we be able to find a suitable site, planning permission will be required.

#### **17257 To approve the minutes of the meeting held 4<sup>th</sup> July 2022**

Cllr Hughes proposed to accept the minutes of the meeting held 4<sup>th</sup> July 2022 as a true record; this was seconded by Cllr Barns and resolved by the Council (by those present at the last meeting) – 7 votes.

#### **17258 To receive the financial reports for 30<sup>th</sup> June 2022**

The Officer previously circulated payments for approval, copies of the finance reports, bank statement, budget, and variances for the Councillors to view.

Cllr Flynn proposed to approve the payments and financial reports; this was seconded by Cllr James and resolved by the Council – 8 votes.

#### **17259 To receive the cemetery health & safety inspections**

Cllr Barns reported that there are no health & safety issues raised during his inspections.

The Officer reported that the benches in the old cemetery have been steam cleaned.

It was noted that a price should be obtained for installing the concrete runners ready to budget for phase 2 of the new cemetery.

The Officer gave a brief update on the encroachment of a memorial item; plus, some memorials have been installed without consideration of the actual available space.

#### **17260 To consider any planning applications as listed and planning correspondence**

**Application:** 22/00880/HSE

**Proposal:** Erect detached garage building in rear garden area

**Location:** 29 The Crescent, Bircotes

**Consideration:** No objections

**Application:** 22/00902/FUL

**Proposal:** Siting of temporary Sales Cabin

**Location:** Land at Harworth & Bircotes Sports and Social Club

**Consideration:** No objections

**Application:** 22/00991/HSE

**Proposal:** Erect single storey garage/store extension to existing detached store building

**Location:** Orchard Cottage, Main Street, Harworth

**Consideration:** No objections

**Street Naming:****Application: 22/00062/NEWDEV**

Proposal: New development – Street name – Plumtree Road, Harworth, DN11 8EW

Location: Plot 1- 7 Plumtree Farm Industrial Estate, Plumtree Road, Harworth

**Consideration: No objections**

Cllr James proposed not to make any objections to the above applications; this was seconded by Cllr Hughes and resolved by the Council – 8 votes.

**17261 To discuss and consider the following capital items, projects, and reserves**

The Officer reported that following discussion with the accountant regarding use of the general reserves for capital projects/items only – suggestions put forward for consideration.

Update of an additional allotment area

Karen Tarburton (KT) reported on discussions held with the BDC officer responsible for allotments and open spaces, and our allotment consultant. Many items were discussed and the actions from the meeting were circulated around the Councillors as follows:

1. The plan is to carry out an allotment audit and review what the Town Council already has
2. Carry out a feasibility study of all the potential sites
3. Look at the cost effectiveness, accessibility, and land usage etc; following which a full proposal will be put together for the Town Council in Autumn so that it can consider on how it wants to progress.

The above is the current action plan and if the Council is happy for this to go ahead, then due diligence of all aspects needs to be carried out. The planning authority has already been contacted and they have indicated that that planning permission would be required to cover any parking and access matters.

A community consultation will be carried out as the proposed site could potentially affect any neighbours regarding access and parking.

Cllr James proposed that the above plan is carried so it can be ready to move forward with the project; this was seconded by Cllr Barns and resolved by the Council – 8 votes.

Disposal and purchase of van and trailer

The Officer previously discussed that the trailer purchased last year is too long and heavy; and recommended to sell the trailer and replace with a smaller one.

The Council already has some earmarked reserves to cover the purchase of a second-hand replacement van. The Officer requested approval from Council to purchase a second-hand replacement van and dispose of the current van, as and when a suitable replacement is found.

Cllr James proposed that the Council approves the purchase of a second-hand van and trailer and then disposal of current van and trailer when replacements are found; this was seconded by Cllr Flynn and resolved by the Council – 8 votes.

#### Installation of electricity to the new cemetery

Following on from the previous meeting when the Officer discussed at looking at a long-term plan over the new few years for the new cemetery: estimated costs for an electricity supply (Northern Power Grid to install at just under £11,000), installing CCTV and possible a streetlight; in total would be around £60,000 at today's prices.

The Chair asked what the Council's priority would be if it were to carry this project forward.

Cllr Smith proposed to approve the installation of an electric supply to the cemetery as it is a priority to future proof further projects; this was seconded by Cllr Barns.

#### Equipment – grounds maintenance and IT equipment

The Officer reported that some of the ground's maintenance equipment is at the stage where is now requires replacing, particularly with more robust items, plus the projector and PA system need replacing, and the computer currently in use will need replacing next year.

Cllr Hughes proposed to replace the above items; this was seconded by Cllr Barns and resolved by the Council – 8 votes.

The Officer will look at the costs involved as requested.

#### Upgrade of kitchen - additional sink, hobs and commercial cooker

K Tarburton (KT) reported that the ongoing demand from residents for the Luncheon Club at the Town Hall has led to a request from the Food Bank for an upgrade to the current domestic kitchen oven, hobs and sink to a commercial catering size. This will enable the Town Council and Food Bank to extend the number of people using the facility. At the moment the capacity is 35 people; we have to turn people away and put them on a waiting list for the following week.

A larger oven and hob will enable an increase in the number able to attend to at least 60, if not more. A replacement of the current broken extraction fan will also be required.

KT is looking for funding opportunities that would reduce the cost of the project to the Council, and the Food Bank has confirmed they will be able to make some financial contribution and also have a source to access a supply of equipment at a reduced cost. The anticipated total expenditure is estimated between £5,000 and £10,000, including installation.

The larger equipment will also help bring income in for the hall hire.

The Town Council recognises that people are struggling with the rising cost of living and energy crisis and the expectation is that the situation will get worse. It was felt that enabling more people to attend the Luncheon Club and thereby helping more residents in need is a worthwhile investment.

After discussion, Cllr James proposed in principle the upgrade of kitchen equipment subject to costs; this was seconded by Cllr Barns and resolved by the Council – 8 votes.

#### Town Hall - replacement of fire door

The Officer reported that one of the exit fire doors requires repairing or replacing. We have finally found a contractor that will come and look at the door later in the week; we didn't have any luck with any other contractors contacted.

Cllr Barns proposed that the door is repaired or replaced as a priority; this was seconded by Cllr James and resolved by the Council – 8 votes.

During this agenda item, County Cllr Sheila Place joined the meeting and gave her county report.

#### **17262 Time and date of the next Town Council meeting**

The next Town Council meeting will be held on 12<sup>th</sup> September 2022 at 7.15pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP