

Minutes of the Harworth & Bircotes Town Council meeting held on Monday 26th September 2022, at 7.15pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

Present: Cllr Evans (Chair), Cllr Smith, Cllr Jones, Cllr Fear and Cllr Wratten

Others: Mrs Davies (Officer) and Mrs Tarburton (Community Development and Funding Manager)

17263 To receive and approve any apologies and reasons for absence

Cllr Fear proposed to accept the apologies and reasons for absence from Cllr Barns, Cllr Schuller, Cllr James, Cllr Flynn and Cllr Hughes; this was seconded by Cllr Wratten and resolved by the Council.

At this point the Chair reported the Cllr Dean has resigned from the Town Council due to ill health.

17264 To receive Declaration of Interests on any item on the agenda

No declaration of interests received.

17265 To suspend the meeting to hold a public session and receive Police, County and District Councillor reports

PC Martin gave his apologies and submitted his police report which was circulated to the Councillors.

District Cllr Schuller and District Cllr Challinor sent their apologies.

District Cllr Evans circulated her report as attached.

17266 To receive the Chair's report

The Chair circulated her report as follows.

Update on the Review of the Neighbourhood Plan.

Bassetlaw District Council (B.D.C) received approval/funding from the Department for Levelling Up, Housing and Communities in mid-August to conduct 4 pilots in the Bassetlaw area – this includes Harworth and Bircotes.

The pilot – ‘A Simpler Approach to Neighbourhood Planning` - will trial a new approach to community-led planning, which involves the development of a ‘neighbourhood priorities` statement; it is thought this will provide communities with a simpler, more accessible way to set out priorities and preferences for their local area.

B.D.C. will hold the funds, a portion of which will be used to appoint community-led planning specialists, PLUS a new digital engagement platform will be available to the community.

For further information, see Appendix A

The Town Centre Masterplan will be going for public consultation mid-October, along with the Neighbourhood Plan and 2 Supporting Development Plans that are specific to

1. Land off Scrooby Road, owned by Bassetlaw District Council and designated as suitable for retail development
2. The North Notts Border School site, identified by this Town Council and B.D.C. as suitable for social housing for over-55's.

The Public Consultation will be led by Will Wilson from B.D.C. who will be working with the Town Council; events/venues are currently being arranged for consultation with residents and local businesses. It is estimated the consultation will be completed by the end of November.

Appendix A

The Pilot - A Simpler Approach to Neighbourhood Planning

The proposal is to re-frame community-led planning into 2 phases:

1. An Understanding Phase. This requires the collation and documentation of defining characteristics, challenges and opportunities of the neighbourhood, leading to a 'Neighbourhood Profile'. This is followed by:
2. A Management Phase. This is an optional progression, concerned with translating the identified priorities into land use planning policies in the Neighbourhood Plan.

There will be Key Outputs

- A Neighbourhood Profile. This will act as the evidence base for the emergent Neighbourhood Priorities Statement
- A Neighbourhood Priorities Statement. This is a summary of the issues identified in the Neighbourhood Profile, and aligned with the intentions outlined in the Levelling-Up and Regeneration Bill. It will therefore
 - a. Outline prevailing views, needs and aspirations of the area in relation to spatial planning
 - b. Be designed with a view to positively inform the review of the Local Plan
 - c. Not directly influence the development management process (be given weighting in the determination of planning applications), though this could be pursued IF incorporated into the Neighbourhood Plan
- Progression. Both the Neighbourhood Profile and Neighbourhood Statement can act as the precursor to a Neighbourhood Plan.

17267 To approve the minutes of the meeting held 1st August 2022

Cllr Smith proposed to accept the minutes of the meeting held 1st August 2022 as a true record; this was seconded by Cllr Jones and resolved by the Council.

17268 To receive the financial reports for 31st July 2022 & 31st August 2022

The Officer previously circulated payments for approval plus financial reports, bank statement, budget, reserves and variances to the Councillors.

Cllr Fear proposed to approve the payments and reports as listed above; this was seconded by Cllr Smith and resolved by the Council

17269 To receive the External Auditor's Notice of conclusion of the audit for period ending 31st March 2022

The Officer reported the external auditors notice of conclusion of the audit has been received as follows.

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 put the Notice of conclusion of audit on the website and notice board 16th August 2022.

Cllr Wratten proposed to note the external audit report and certificate 2021/22; this was seconded by Cllr Fear and resolved by the Council.

17270 To consider option to opt out of the Smaller Authorities' Audit Appointment central external auditor appointment agreements

The Officer explained the option of considering to opt out or stay with the SAAA central external auditor appointment agreements.

Cllr Fear proposed to stay with the SAAA appointment agreements; this was seconded by Cllr Jones and resolved by the Council.

17271 To consider setting up a BACs service with our payroll processor and the Unity Trust Account or NatWest Account to facilitate payment of wages starting in October 22

The Officer previously circulated copy of the application form/service agreement plus the required wording for the consideration of the application as attached.

The primary security contact 1 will be W Davies (Officer) and primary security contact 2 will be G Evans (Chair); Cllr Smith and Cllr Flynn to sign the service agreement.

Cllr Fear proposed to approve the setting up of a BACs service as per the above documents with our payroll provided using the Unity Trust account; this was seconded by Cllr Wratten and resolved by the Council

17272 To review and consider including additional direct debits for regular suppliers

The Council reviewed the existing direct debits and considered four additional suppliers Monica Minolta, Sharpe Group, Ulyett Landscapes and Hentons; subject to their agreement.

Cllr Smith proposed to keep the existing direct debits and the addition of four more as listed above; this was seconded by Cllr Fear and resolved by the Council.

17273 To consider purchase of updated edition of the Local Council Administration book

The Officer reported that their current Arnold Baker book of council legislation is the 8th edition; the recent published edition is now the 13th and recommended the purchase of the updated version at the discounted price of £132.16.

Cllr Fear proposed to purchase the 13th edition Arnold Baker book; this was seconded by Cllr Jones and resolved by the Council.

17274 To receive the cemetery health & safety inspections and any items from the Officer

Cllr Barns was not present at the meeting to give his report.

The Officer gave an update on the donation of a bench and a grave space.

17275 To consider any planning applications as listed below and planning correspondence**Planning applications for consideration****Application: 22/00964/FUL**

Proposal: Construction of substation, gas governor and other associated works

Location: Land off Brinsley Way, Bircotes

Consideration: No objections

Application: 22/01040/HSE

Proposal: Proposed garage conversion of a single storey side and rear extension to form additional living accommodation

Location: Grange Farmhouse, Main Street, Harworth

Consideration: No objections

Application: 22/0104/LBA

Proposal: Proposed garage conversion of a single storey side and rear extension to form additional living accommodation

Location: Grange Farmhouse, Main Street, Harworth

Consideration: No objections

Application: 22/01107/COU

Proposal: Change of use of dwelling to offices and associated facilities

Location: 7 Scrooby Road, Harworth

Consideration: No objections subject to the access issues being addressed by Highways

Application: 22/01077/FUL

Proposal: Refurbishment, expansion and partial rebuild of existing residential property to modernise both internally and externally to create 2 additional dwellings with associated landscape works

Location: Westmorland House, Cumberland Close, Bircotes

Consideration: No objections

Application: 22/00991/HSE - amendments

Proposal: Erect single storey garage/store extension to existing detached store building and regularisation of an existing home-bar/garden room and log store

Location: Orchard cottage, Main Street, Harworth

Consideration: No objections

Application: 22/01144/VOC

Proposal: Variation of conditions 2,3 and 6 on P.A. 21/00756/FUL for the minor alterations to parking layout, unit 12 is omitted and units 11 & 13 are amended, use of units 14 & 15 to be amended

Location: Land North of Faraday Close, Harworth

Consideration: No objections

Appeal notifications**Planning reference: 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

Appeal reference: APP/A3010/W/22/3300166

The Town Council noted the above appeal notification.

Cllr Fear proposed to approve the above planning considerations; this was seconded by Cllr Wratten and resolved by the Council.

Consideration of planning correspondence**1) Request for confirmation to appoint a Solicitor to act of the Town Council's behalf regarding the North Notts Boarder Development.**

The District Council has appointed Freeths to act on its behalf regarding the above development; it was asked if the Town Council would also like them to appoint them to act on behalf of the Town Council (there is no cost to the Town Council).

After consideration, Cllr Jones proposed to appoint Freeths to act on the behalf of the Town Council about the North Notts Border Development; this was seconded by Cllr Smith and resolved by the Council.

2) Request to appoint the Neighbourhood Planner to help with the Harworth & Bircotes Town Council's Neighbourhood Plan Review.

K Tarburton reported on a meeting earlier this afternoon with Town Councillors and two District Council's Neighbourhood Planning Officers; this was regarding a pilot which is a different approach to the Neighbourhood Plan review. The District Council has already appointed some independent consultants to help with the Neighbourhood Plan work in Bassetlaw; and asked if we had a preference to who would be allocated to Harworth & Bircotes.

After consideration, Cllr Jones proposed to request the same consultant used for the original Neighbourhood Plan as she is very knowledgeable about the Harworth & Bircotes area; this was seconded by Cllr Smith and resolved by the Council.

17276 To consider extension of the Harworth & Bircotes Town Council weekly market contract with Bassetlaw District Council

After discussion and with the opportunity to extend the licence with Bassetlaw District Council so that it covers the Town Council for future additional event markets and weekly markets

Cllr Fear proposed to extend the Bassetlaw District Council Market Licence; this was seconded by Cllr Smith and resolved by the Council.

17277 To consider upgrading the main kitchen with commercial cooker and hobs etc

After discussion and consideration of costs and funding received from County Cllr Sheila Place, Cllr Jones proposed to go ahead with upgrading of the main kitchen with commercial catering equipment with a cap of £10,000 from general reserves; this was seconded by Cllr Smith and resolved by the Council.

17278 To consider items from the budget wish list:

- **Closure of Main Street Harworth for the Remembrance Service**

K Tarburton previously arranged for a discussion with the Police, Royal British Legion and the Church regarding the Remembrance Service as follows:

The Town Council had already sent in an application for the road closure and received a quote for the traffic management of £870; this is cheaper than the previous company; this is to be approved at the next Council meeting. The Police do not get involved but will be advising the relevant team that the event is happening. The RBL do not get involved but thanked the Town Council for its contribution to the event. The Church will be arranging for the sound system as previously done.

After consideration of the report given, Cllr Fear proposed that the above traffic management cost is approved which will be reviewed annually; this was seconded by Cllr Wratten and resolved by the Council.

- **Tree inspection and hedge cutting**

After consideration, Cllr Jones proposed that a trees inspection is carried out on the Miners Memorial area and obtains costs to tidy the Tickhill Road cemetery hedge where its own equipment is not big enough; this was seconded by Cllr Fear and resolved by the Council.

- **Replacement of CCTV equipment in the Information Centre**

After consideration, Cllr Jones proposed to replace the faulty CCTV recorder as per our security contractor can supply for £512 for the Information Centre. This would be more cost effective than keep having to repair it; this was seconded by Cllr Fear and resolved by the Council.

17279 To approve the Health & Safety policy

The Officer previously circulated a copy of the Health & Safety policy for the Council to review.

Cllr Wratten proposed to approve the policy with no amendments; this was seconded by Cllr Jones and resolved by the Council.

17280 To receive any event updates and consideration of expenses

K Tarburton gave her community update

- Friday 2nd December a Winter Wonderland will be in the hall between 3pm – 7pm. Outside will be free rides, a rodeo reindeer and other items.
- On Saturday 3rd December a snow globe which was popular last year will be available; North Notts Bid has donated the funds for this item. Between 10am and 4pm the Winter Wonderland is open again plus attractions outside. Following on, the hall will be cleared ready for a children's party 6pm-8pm
- On Sunday 4th December the Christmas craft market and refreshments will be held in the hall 10am to 4pm

The total cost out of the events budget for the above will be around £4,000.

Cllr Jones proposed to approve the event and expenses as above; this was seconded by Cllr Smith and resolved by the Council.

17281 To receive items for information

- The Chair reported that at the full District Council meeting last week; it was suggested that Worksop, Retford, Tuxford and Harworth consider ideas for a memorial for the Queen. The Chair suggested to rename the Information Centre to some that includes the name of the Queen Elizabeth
- The Officer reported on a conversation with the parking enforcement Officer regarding parking on the shop front pavements and pedestrian crossing area. The Officer is aware and will be making visits to the area
- The Officer reported that Cllr Jones had been litter picking and bagging up some of the fly tipping in the area. Evidence was recovered showing the name and address from Russell Ave which has been sent to the Environment Health Enforcement team to pursue. Other items of what appears to be commercial paint tins etc in the dyke along with other rubbish
- The Allotment survey is moving on and soil sampling will be taken so that any decision is based on hard evidence

17282 Time and date of the next Town Council meeting

The next Town Council meeting will be held on Monday 24th October 2022 at 7.15pm at the Town Hall, Scrooby Road, Bircotes.

Cllr Evans - District Councillor Report

Energy Payments

By mid-August, B.D.C. had paid £6.3m (90%) of the £7m allocated to eligible households. Delays to payments have been caused by re-checking details on some applications that did not match with information held by Council – e. g. change of name or address.

Any money left over will transfer into the Discretionary Fund, used where there are special circumstances; some payments have already been made.

A Possible Devolution Deal for East Midlands Summary Briefing

Four councils – Nottinghamshire County Council, Nottingham City Council, Derby City Council and Derbyshire County Council – have submitted proposals to government to negotiate a combined devolution deal; this would create a new East Midlands Mayoral Combined Authority, or 'Level 3' deal. If approved, there will be a transfer of powers and funding from national government to local government.

(A combined authority is a legal body created through national legislation that enables a group of 2 or more councils to collaborate and take collective decisions across council boundaries)

All local councils will continue to exist and none will lose their current powers or responsibility to make local decisions.

The Benefits. For years, the East Midlands region has suffered from underfunding from central government; currently public spending per person is lowest in the E. Midlands and is 10% lower than the U.K. average. It is thought that devolution will address this, thereby:

- Allow spending to focus on local priorities
- Allow major decisions to be taken locally

This self-sufficiency should trigger greater investment in local areas and increase employment opportunities. Overall, devolution is about getting a better deal.

An Elected Regional Mayor is part of the Level 3 deal (which offers the most power and funding) – whereby the mayor has a strong mandate to make things happen, working with local councils to create a strategy for the whole region concerning infrastructure, transport,

regeneration and business growth, employment and skills, young people, and community safety.

What next? If formally agreed by government and the 4 council leaders, there will be a public consultation followed by national legislation.

DRAFT