

Minutes of the Harworth and Bircotes Town Council held on Monday 4<sup>th</sup> September 2023 at 7.15pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

**Present:** Cllr Evans, Cllr Smith, Cllr James, Cllr Hughes, Cllr Jones, Cllr Schuller, Cllr Barns, Cllr A Harrison, Cllr S Harrison, Cllr Horrocks and Cllr Whitehead

**Others:** Mrs Davies (Officer), County Cllr Sheila Place and members of the public

**17452 To receive and consider any apologies and reasons for absence**

Apologies and reasons for absence were received from Cllr Wratten and Cllr Flynn.

Cllr James proposed to accept the above apologies and reasons for absence; this was seconded by Cllr Smith and resolved by the Council.

**17453 To receive Declaration of Interest on any item on the agenda**

Cllr S Harrison declared an Interest in item 17463 due to being involved with the Remembrance Day service.

**17454 To suspend the meeting to hold a public session**

- County Councillor Sheila Place gave her Country report
- District Cllr Evans and District Cllr Schuller circulated their District reports
- PC Martin was not able to attend the meeting but circulated his crime report
- A resident registered an interest in the purchase of the cemetery garage

**17455 The receive the Chair's report**

The Chair's report was circulated and attached to the minutes.

**17456 To approve the minutes of the meeting held on 24<sup>th</sup> July 2023**

Amendment required – to alter the date in the draft minutes of the Pride event to the 23<sup>rd</sup> September.

After amendment, Cllr Harrison proposed to accept the minutes of the meeting held 24<sup>th</sup> July 2023 as a true record; this was seconded by Cllr Whitehead and resolved by the Council.

To note that Cllr McLaughin joined the meeting during the next agenda item.

**17457 To consider Co-option of new councillor**

Following the resignation of Cllr Scalley; the Chair reported on the interview for the vacancy and made recommendations to the Council.

Cllr Jones proposed to approve and co-opt Mr Chris Sidwells for the position of Town Councillor, this was seconded by Cllr Smith and resolved by the Council.

**17458 To receive the cemetery Health & Safety reports**

Cllr Barns gave his reports on the cemetery inspections – no health and safety issues raised.

The Officer reported that witnesses have seen residents off Tickhill Road emptying their grass cuttings into the cemetery bins.

The Officer reported that the electrician who originally installed the electrics to the Tickhill Road cemetery gates; has visited the site to see if the damage to the gates can be repaired. The Officer outlined the work involved by the electrician and Cllr Hughes proposed this work to be carried out; this was seconded by Cllr S Harrison as a priority.

**17459 To approve payments as listed and receive financial reports for 31<sup>st</sup> July 2023**

Cllr Barns proposed to approve the circulated payments lists; this was seconded by Cllr A Harrison and resolved by the Council.

The Officer previously circulated copies of the finance reports as of 31<sup>st</sup> July 2023, bank statements, budget, variances and reserves.

Cllr S Harrison proposed to accept the above reports; this was seconded by Cllr Hughes and resolved by the Council. Two councillors verified the balances of the reports and bank statements.

**17460 To note the External Auditor's Report and Certificate for 2022/23**

The Officer reported that the external auditor, PKF Littlejohn LLP, have sent their external auditor's report and certificate for the period 2022-23. The External auditor's limited assurance opinion 2022-23 is *"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"*.

Cllr Smith proposed to note the auditor's report and certificate for 2022-23; this was seconded by Cllr Barns and resolved by the Council.

**17461 To appoint the Internal Auditor for 2023/24**

Cllr A Harrison proposed to appoint Mr Phil Parking Ltd for the Internal Auditor for the period 2023-24; this was seconded by Cllr James and resolved by the Council.

Mr Parkin submitted a letter to set out the basis on which he is acting as Internal Auditor, and to explain his understanding of the scope and objectives of the audit engagement. This letter will remain effective, from one examination appointment to another, until it is replaced, or cancelled by either party.

**17462 To consider planning applications as attached and planning correspondence**

**Application: 23/00859/VOC** – Phase 2A (Unit 3) Mulberry Logistics Park, Blyth Road, Harworth

**Application: 22/01591/RES** – Land South of Scrooby Road and North of Snape Lane, Harworth

**Application: 22/01591/RES** – Amendment to the above – Land South of Scrooby Road and North of Snape Lane, Harworth

**Application: 23/00903/FUL** – Ave Conveyor Equipment Ltd, Plumtree Industrial Estate, Bawtry Road

**Street Naming application: 23/00062/NEWDEV** – Land adjacent to Beverley Road, Harworth

Following consideration of the above applications, Cllr Barns proposed not to make any objections; this was seconded by Cllr S Harrison and resolved by the Council.

### 17463 To receive updates on Town Council events

**Remembrance Day** – The Officer reported that the application for a temporary road closure for the Remembrance Service was applied for on the 6<sup>th</sup> March 2023; Via has sent a copy of the application and a map of the agreed areas for the road closure which will take place on 12<sup>th</sup> November 2023 at 10.30am to 11.30am.

Cllr S Harrison confirmed that the Vicar will be carrying out the Remembrance Service as usual. The Officer to check if they will be using their own sound system again.

**Craft Markets** – The markets will be held on the first Sunday in October, November and December.

**Christmas Event** – The Christmas Tree lighting even will be held 1<sup>st</sup> December at 3pm to 6pm on along with the Winter Wonderland which will also be open on the Saturday 2<sup>nd</sup> December.

### 17464 To receive items for information

**Community Speed Watch** – The Officer is waiting to hear if at least 6 minimum volunteers have put themselves forward prior to the purchase of the speed gun.; two members of the public at the meeting offered to volunteer at weekends. Unfortunately, communication on who was doing what wasn't very clear.

#### Following on from the last meeting

Updates were given regarding:

- the request for a A/C unit in the information centre – the questions have been past on to the police and we await their response
- the purchase of a small trailer has taken place and the large trailer will now be advertised for sale
- re the white chains around the Miners Memorial; no response has been received regarding finding someone to hot blast them due to the weight; however, someone who worked at the colliery may be able to help
- Highways update re the parking on the Scrooby Road pavement where the pedestrian crossing is – the no parking zigzag marking on the road also include the pavement; the police have visited one of the takeaway shops and requested that their delivery drivers do no park on the pavement; the police have asked for photos of the parked cars on the pavement
- The new cemetery software programme has now been purchased and installed
- The contact email form on the website – after contacting the website people, it appears the form hasn't been passing on emails to the town council – something has been blocking it for several years!
- The amount of abuse of the litter bins continues – someone is filling the dog bin on Common Lane with cat litter; this is a health hazard to staff if the bags split. £90.00 fine has been issued by environmental health enforcement for leaving bags of rubbish in their bottle bank area. Two residents have been seen using the old cemetery bins to put their domestic waste/grass cutting in – these bins cost £6k to empty -notices will be put up and if it continues enforcement will be involved

**17465 Time and date of the next Town Council meeting**

The next Town Council meeting will be held on 2<sup>nd</sup> October 2023 at 7.15pm in the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

**17466 To exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960 to allow consideration of quotations**

Cllr A Harrison proposed to exclude members of the public as above; this was seconded by Cllr S Harrison and resolved by the Council.

**17467 To consider quotations for land clearance on the pond area**

Following consideration of three quotations; Cllr McLaughlin proposed to appoint Ulyetts; this was seconded by Cllr Whitehead and resolved by the Council.