

Harworth and Bircotes Town Council

Minutes of the Harworth & Bircotes Town Council Annual Meeting held on Monday 23rd May 2016, at 7pm
in the Town Hall, Scooby Road, Bircotes

Public Session – A resident asked for an update on the development of the new cemetery.
County Councillor Report – no report submitted but the grass cutting schedule has been received
Police report – no police report submitted

Present: Cllr Evans, Cllr Smith, Cllr Robinson, Cllr Flynn, Cllr Ashworth, Cllr Durdy,
Cllr Wratten, Cllr Morgan-Kingston, Cllr Turner, Cllr Barns and Cllr Wilkinson

Others present: Mrs Davies (Officer) Mrs Tarburton (Community Development Manager)

16259 Election of Chairperson

Cllr Barns proposed Cllr Evans for the Chairperson for 2016/17; this was seconded by Cllr Turner and resolved by the Council.

16260 Election of Vice-Chairperson

Cllr Smith proposed Cllr Robinson for the Vice-Chair for 2016/17; this was seconded by Cllr Flynn and resolved by the Council.

16261 To receive signed Declaration of Acceptance of Office

Cllr Evans and Cllr Robinson both signed their Declaration of Acceptance of Office which was countersigned by the Officer.

16262 To receive any apologies for absence

Apologies received and approved from Cllr Letherland, Cllr Dean and Cllr Jones.

16263 To receive Declaration of Interests on any item on the agenda

No Declaration of Interests received.

16264 To appoint Committee Membership for 2016/17

Finance – Cllr Evans (Chair) Cllr Turner, Cllr Flynn, Cllr Smith and Cllr Dean.
Cemetery & HR – Cllr Barns (Chair) Cllr Evans, Cllr Smith, Cllr Wratten, Cllr Turner, Cllr Flynn and Cllr Dean
Health & Safety – Cllr Barns, Cllr Wilkinson, Cllr Flynn, Cllr Jones and Cllr Dean

The Council resolved to approve the above Committee Memberships.

16265 To appoint Internal Auditor for 2016/17

The Council resolved to appoint Mr P Parkin as Internal Auditor for 2016/17.

16266 To appoint Solicitors – Jones & Co (Bawtry) for 2016/17

The Council resolved to appoint Jones & Co (Bawtry) as the Council's solicitors for 2016/17.

16267 To appoint Numero (Doncaster) as Payroll Services provider for 2016/17

The Council resolved to appoint Numero (Doncaster) as Payroll Service provider for 2016/17.

16268 To appoint RBS (Swindon) as Council Accountants for 2016/17

The Council resolved to appoint RBS (Swindon) as the Council's Accountants for 2016/17.

16269 To appoint Peninsula (Manchester) as HR & H&S Consultants for 2016/17

The Council resolved to appoint Peninsula (Manchester) as HR & H&S Consultants for 2016/17.

16270 To review Asset Register as at 31.3.2016

The Officer went through the asset register for 31.3.2016; main adjustments are the sale of Cemetery House, disposal of gardening equipment, purchase of new gardening equipment and a cost against the Information Centre building.

16271 To review cheque signatories for the Town Council

The current cheque signatories are Cllr Evans, Cllr Flynn and Cllr Letherland. The Officer recommended the requirement for an additional signatory; the Council resolved that Cllr A Smith is the additional signatory.

16272 To approve the Annual Risk Assessment report

The Officer circulated a copy of the Annual Risk Assessment/Internal Control report for the Councillors to consider; the Council resolved to approve the report.

16273 To review Standing Orders and Financial Regulations

The Officer previously circulated copies of the current standing orders and financial regulations for the Councillors to review. No amendments were put forward from the Council. The Officer will be rewording section 10 - Orders for work, goods and Services in the financial regulations and section 18 - Financial controls and procurement in the Standing Orders; to take into account the new Public Contract Regulations 2015; however she is waiting for the legal wording from N.A.L.C before amending the documents; meanwhile the legal topic note is attached to the documents as reference.

16274 To approve the Council's Annual Governance Statements for 2015/16

The Officer read through the Annual Governance Statements highlighting the controls taken for each section; the Council resolved to accept the Governance Statements and the Chair and Officer signed the declaration.

16275 To approve the Annual Statement of Accounts for 2015/16 as prepared by RBS (Swindon)

To Officer read through the Annual Statement of Accounts for the period ending 31st March 2016. The Council resolved to accept the accounts and the Chair and Officer signed the declaration.

16276 To consider insurance quotations and appoint Insurance provider for 2016/17

The Officer circulated 4 quotations for the Council's insurance cover commencing 1st June 2016; after comparison, the Council voted and resolved to accept the quotation from Ecclesiastical for a 3 year period.

16277 To approve the minutes of the meeting held 18th April 2016

Following amendments to show that Cllr Smith was present at the meeting held 18th April 2016 and amendment to read Cllr M Morgan-Kingston; the Council resolved to accept the minutes of the meeting held 18th April 2016 were a true record and the Chair signed the minutes.

16278 To receive District Councillor Reports

No District Council reports were given.

16279 To receive report from Karen Tarburton and consider project/event template and PDF document converter

Karen reported that she is currently working on the content for the website which she is hoping will be up and running within the next couple of week. Populating the site with information is proving difficult and if anyone has any good photos of Harworth and Bircotes they would be greatly received to go onto the gallery section.

Karen is also working on the expression of interest for the new Tommy Simpson area build again and hope that this will be ready for submission within the next few weeks.

Karen recently met with a group of young people regarding the upgrading of the skate park area which is situated on the sports and social club land; she is meeting with the sports club to discuss taking this further.

Other projects are also being worked on as discussed at the last meeting.

16280 To receive cemetery reports and consider solar panels for new cemetery gates

Cllr Barns reported that following his visit to the cemeteries that no issues were reported.

The council resolved to accept the quotation for the solar panel system for the locking and unlocking of the new cemetery gates and the installation of bollards to prevent quad bikes entering the site via the pedestrian gate.

16281 To approve payments and receive financial report

The Officer circulated a list of payments for approval which the Council resolved to approve. The end of year accounts were discussed under minute 16275.

16282 To consider any planning applications and note any decision notices, appeals and planning correspondence

Application ref: 16/00367/HSE
Location: 7 Monckton Road, Bircotes
Proposal: Demolish existing garage and erect garage and summer room to rear of property

Application ref: 16/00473/FUL
Location: Bryndale, 223 Scrooby Road, Bircotes
Proposal: Demolish existing public house and erect twenty five two storey dwellings

Application ref: 16/00623/HSE
Location: 39 Droversdale Road, Bircotes
Proposal: Single storey side extension

The Council considered the above applications and resolved not to make any objections.

16283 To report Councillor reports

- Cllr Robinson gave an update on the preparations for the Queen's 90th birthday party on the 10th June 2016
- Cllr Ashworth suggested looking at trees and additional planters for the entrances in to Harworth & Bircotes
- Cllr Durdy asked if the bus service will be stopped following a bus being attacked in the Bircotes area – it was confirmed that the police are currently dealing with the matter and the bus service is still running
- Cllr Morgan-Kingston enquired over the planning application on the village green
- Cllr Turner had a copy of the previous Bassetlaw Parish Forum minutes
- Cllr Barns received complaints re grass growing through the path on the community garden; the Officer reported that the contractor has to re set the paving due to the time limit given to the opening of the garden; when the area was too wet

The Chair gave the following reports:

- Barratt Homes are holding a consultation event 1st June 4-7pm in the Town Hall Items on Face Book relating to the dismantlement of the BMX track by the sports and social club
- Harworth Estates are to deliver a bag of bits from the winding tower for residents to collect as a momentum – a date to be confirmed
- The issues relating to legal fees for the transfer of the bunds have been resolved with the District Council and the transfer should be in the near future.
- Comments over the poor traffic management at Selby Park School whilst building work is taking place; Cllr Robinson confirmed that marshals are now in place for school run times to protect the children
- A further complaint is to be submitted complete with photos to the planning officer regarding the state of the pavement in front of the flats on Beverley Road

16284 To receive items of correspondence for information and future agenda items

A request has been received for funding towards essential first responder equipment from the North Nottinghamshire Community First Responders. Cllr Evans and Cllr Smith will send application forms for their own District Councillor Community Fund.

16285 Time and date of the next Town Council meeting 18th July 2016

The date and time of the next Town Council meeting will be held 18th July 2016 at 7pm in the Town Hall, Scrooby Road, Bircotes.

There being no further business the Chair closed the meeting at 8.22pm.

Signed..... (Chair)

Date.....

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