

Harworth and Bircotes Town Council

Minutes of the Annual Meeting of the Harworth & Bircotes Town Council held on Monday 8th May 2017 at 7.15pm in the Town Hall, Scrooby Road, Bircotes

Public Session - no public present
County Councillor Report – no report submitted
Police report – PC Jim Martin gave is police report

Present: Cllr Evans, Cllr Flynn, Cllr Robinson, Cllr Ashworth, Cllr Smith, Cllr Barns, Cllr Jones, Cllr Wratten and Cllr Morgan-Kingston

Others present: Mrs Davies (Officer) Joelle Davies (B.D.C) & PC Jim Martin

16413 Election of Chairperson

Cllr Barns proposed Cllr Evans for the position of Chair for 2017/18; this was seconded by Cllr Robinson and resolved by the Council.

16414 Election of Vice-Chairperson

Cllr Smith proposed Cllr Robinson for the position of Vice-Chair for 2017/18; this was seconded by Cllr Flynn and resolved by the Council.

16415 To receive signed Declaration of Acceptance of Office

Cllr Evans and Cllr Robinson both signed their Declaration of Acceptance of Office forms which were counter signed by the Officer.

16416 To receive any apologies for absence

Apologies received and approved from Cllr Durdy and Cllr Dean.

16417 To receive Declaration of Interests on any item on the agenda

No declaration of interests were received.

16418 To receive update on the Harworth & Bircotes Intervention Scheme

Joelle Davies circuited copies of the up to date action plan for the Harworth and Bircotes Intervention Scheme. The next steps is to put a small working group together to meet with Nexus who are carrying out research and feasibility studies plus impact studies on the road networks for Harworth & Bircotes.

16419 To appoint Committee Membership for 2017/18

Finance – Cllr Evans (Chair) Cllr Barns, Cllr Flynn, Cllr Smith and Cllr Dean
Cemetery & HR – Cllr Barns (Chair) Cllr Evans, Cllr Smith, Cllr Wratten, Cllr Flynn and Cllr Dean

Health & Safety – Cllr Barns, Cllr Flynn, Cllr Jones, Cllr Dean and Cllr Robinson
Cllr Robinson proposed to approve the above Committee Members; this was seconded by Cllr Flynn and resolved by the Council.

16420 To appoint Internal Auditor for 2017/18

Cllr Jones proposed to appoint Mr P Parkin for the role of Internal Auditor for the financial year 2017/18; this was seconded by Cllr Barns and resolved by the Council.

16421 To appoint Solicitors – Jones & Co (Bawtry) for 2017/18

Cllr Barns proposed to appoint Jones & Co (Bawtry) as the Council's solicitors for the 2017/18 period; this was seconded by Cllr Smith and resolved by the Council

16422 To appoint Voice & Co as Payroll Services provider for 2017/18

Cllr Flynn proposed to appoint Voice & Co as the Council's payroll provider for 2017/18; this was seconded by Cllr Robinson and resolved by the Council.

16423 To appoint RBS (Swindon) as Council Accountants for 2017/18

Cllr Jones proposed to appoint RBS Swindon as the Council's Accountants for the 2017/18 financial period.

16424 To appoint Peninsula (Manchester) as HR & H&S Consultants for 2017/18

Cllr Robinson proposed to appoint Peninsula (Manchester) as the Council's HR & H&S Consultants for the 2017/18.

16425 To review Asset Register as at 31.3.2017

The Office circulated copies of the asset register as at 31st March 2017; Cllr Barns proposed to approve the asset register as at 31st March 2017; this was seconded by Cllr Robinson and resolved by the Council.

16426 To review cheque signatories for the Town Council

Cllr Barns proposed to keep the current signatories; Cllr Evans, Cllr Smith, Cllr Flynn and Cllr Morgan-Kingston and remove the late Cllr Letherland; this was seconded by Cllr Jones and resolved by the Council.

16427 To approve the Annual Risk Assessment report

The Officer circulated copies of the Annual Risk Assessment and Cllr Robinson proposed to approve the report; this was seconded by Cllr Wratten and resolved by the Council.

16428 To review Standing Orders and Financial Regulations

The Officer circulated copies of the current Standing Orders and Financial Regulations. Following a review it was proposed to reduce the six month period to rescind a resolution to four months; Cllr Ashworth proposed to approve the alteration; this was seconded by Cllr Smith and resolved by the Council

The following three agenda items are to be deferred to an extra meeting on the 22nd May; due to the meeting being early in May the Accountant, Internal Auditor and insurance renewal information have not been completed or received in time for this meeting.

16429 To approve the Council's Annual Governance Statements for 2017/18
Deferred as above

16430 To approve the Annual Statement of Accounts for 2017/18 as prepared by RBS (Swindon) (this item is subject to completion of work by RBS)
Deferred as above

16431 To review insurance cover and renewal for 2017/18
Deferred as above

16432 To approve the minutes of the meeting held 27th March 2017

Cllr Flynn proposed to approve the minutes of the meeting held 27th March 2017 as a true record; this was seconded by Cllr Barns and resolved by the Council. The Chair duly signed the minutes.

16433 To receive District Councillor Reports

No District Council meetings have taken place due to being in the purdah period for the County elections.
Cllr Smith reported that the pavements on Thompson Ave have yet to be finished off.

16434 To receive cemetery reports

Cllr Barns gave his cemetery reports. The old cemetery – some of the older graves require weeds spraying, 6 cremation plots left and a possible trip hazard has been noted and requires attention – the Office will contact the builder. The new cemetery has 90 available graves and attention is required to remove the dandelions

16435 To approve payments and receive financial report

The Officer circulated copies of the 31st March 2017 year end finances and went through the list of payments for approval.
Cllr Barns proposed to approve the payments; this was seconded by Cllr Evans and resolved by the Council.

16436 To consider any planning applications and note any decision notices, appeals and planning correspondence

Application: 17/00417/HSE

Location: 9 Bracken Way, Harworth

Proposal: Proposed two storey rear extension

Application: 17/00418/HSE

Location: 25 Mayfair Close, Harworth

Proposal: Proposed single storey side extension to bungalow

Application: 17/00476/TPO

Location: West Lea, Bawtry Road, Harworth

Proposal: Crown lift one Horse Chestnut tree by 4.0m and canopy reduction to previous pruning points

Application: 17/00470/HSE

Location: 7 Windermere Avenue, Harworth

Proposal: Erect single storey rear extension

The Council considered the above applications and had no objections

Application: 17/00517/FUL

Location: 125 Scrooby Road, Bircotes

Proposal: Erect 17 one bedroom apartments following demolition of existing dwelling and construct new access

The Council considered the above application and the Council would support the development, but strongly request NO access via Scrooby Road. There were also concerns over any overspill parking on Shrewsbury Road.

Cllr Robinson proposed to approve the decisions above; this was seconded by Cllr Ashworth and resolved by the Council.

16437

To receive Councillor reports

The Councillors raised various matters and items to note:

- Cllr Robinson reported on the Tour de Britain cycle race in September and there will be events to get involved with. The community group is meeting later in the week and considering a soup event and possibly a film project.
- Cllr Evans reported that the Enforcement Officer is working with the Receiver regarding the Flats on Beverley Road.

Karen Tarburton reported that she continues to work with various community groups; she is also looking at arranging some young person's activities over the summer. The outcome of the WREN funding application for the events area should be known by the end of the month.

16438

To receive items of correspondence for information and future agenda items

- The Officer updated the Council on additional security matter relating to the garage
- The Officer updated the Council on a further drain inspection survey and information regarding the survey work on the town hall building
- The Officer has arranged for additional staff cover to help with holidays
- The Officer reported on a current insurance claim
- The Officer read out a letter from a resident and reported another letter has been sent to our solicitors and we should receive a copy in due course

16439

Time and date of the next Town Council meeting

An extra meeting of the Town Council will take place on 22nd May 2017 at 7pm in the Town Hall.

The next scheduled Town Council meeting will take place on 19th June 2017.

Signed..... Date 19th June 2017

DRAFT