

Minutes of the Harworth & Bircotes Town Council held on Monday 20th February 2017, at 7pm in the Town Hall, Scooby Road, Bircotes

Public Session - no members of the public present
County Councillor Report – An update from Sheila Place was read out
Police report – no report submitted

One minute silence was held for the late Cllr Brian Letherland

Present: Cllr Evans(Chair), Cllr Robinson, Cllr Flynn, Cllr Durdy, Cllr Ashworth, Cllr Smith, Cllr Barns, Cllr Jones and C Wratten

Others Present: W Davies (Officer) K Tarburton (Community & Development Manager) and J Davies (Bassetlaw Growth Team)

16381 To receive any apologies for absence

Apologies received and accepted from Cllr Morgan-Kingston.

16382 To receive Declaration of Interests on any item on the agenda

No Declaration of Interests received.

16383 To received update on the HBTC strategic intervention plan document

J Davies went through the action plan from the Harworth & Bircotes Intervention Plan with the Council and also the action plan highlighting responsibility of the individual actions.

16384 To approve the minutes of the meeting held 9th January 2017

Cllr Ashworth proposed to accept the minutes of the meeting held 9th January 2017; this was seconded by Cllr Robinson and resolved by the Council.

16385 To receive District Councillor Reports

No reports received

16386 To receive cemetery reports

Cllr Barns carried out his inspections of the Tickhill Road and Styrrup Road cemeteries and reported the following:

The cemeteries are in good order and the grit bins are ok – no H&S issues or actions.

The Christmas wreaths require moving at the end of this month. There are 6 cremation plots left in the Tickhill Road cemetery.

16387

To receive updates on Health & Safety assessments and training courses

- The Officer reported that 4 members of staff have completed their Emergency First Aid at work certificate on the 17th February 2017.
- A fire risk assessment has been carried out by an independent assessor on the Town Hall and Information Centre. Only one action to carry out - to fit a door closer in the Information Centre; this work has already been completed.
- The Emergency lighting service has been carried out on both buildings; and the boilers have been also been serviced.

16388

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

Application: 17/00130/TPO

Location: Brailsford House, 1 Main Street, Harworth

Proposal: 1 x Ash tree – remove dead branches

Application: 17/00096/RSB

Location: 12 Sandymount, Harworth

Proposal: Resubmission of P/A 16/01367/HSE – demolition of existing conservatory and construction of single storey mono pitch extension

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

Street Naming application

Application: SN/17/00015/NEWDEV

Location: Harworth Miners Institute, White House Road, Bircotes

Proposal: New development

White House Road, Swinnow Road and Serlby Park Drive

The Council considered the above application and objected for the reason that the proposed names would cause confusion.

Decision Notices

Application: 16/01575/HSE

Location: 2 Milne Ave, Bircotes

Proposal: Two storey rear extension to semi-detached dwelling

Decision: Granted

Application: 16/01698/FUL

Location: Asda, Scrooby Road, Bircotes

Proposal: Remove loading bay and create additional parking bays

Decision: Granted

16389 To approve payments and receive current financial reports

The Officer circulated copies of the financial accounts as at 31 January 2017, bank statements and budget figures for the Councillors to view.

Cllr Robinson proposed to accept accounts and the list of payments; this was seconded by Cllr Flynn and resolved by the Council.

The Officer reported that the precept figure originally applied for has been slightly amended due to the provisional figures given to the Officer for the January meeting; were £2.52 less. The revised figure is £212,960 which doesn't result in any impact on the residents from the original application. Cllr Jones proposed to accept the amendment; this was seconded by Cllr Ashworth and resolved by the Council.

The Officer read out the Internal Auditor's report; no items of concern was raised. The Officer contacted the Insurance Company to raise the fidelity guarantee insurance to 300K as previously requested.

16390 To consider a request for additional computer licence for the finance package and updating/upgrading of IT equipment etc.

Cllr Flynn proposed to approve the upgrade of the accounts package licence to multi-user and for K Tarburton to look in to feasibility study for a server etc; this was seconded by Cllr Robinson and resolved by the Council.

16391 To review the Council's internal controls testing document

The Officer previously circulated a copy of the internal controls document which the Chair and Cllr Robinson (Vice-Chair) went through and reported no actions or amendments were required. Cllr Flynn proposed to accept the annual review; this was seconded by Cllr Robinson and resolved by the Council.

16392 To discuss and consider grounds maintenance contracts

The Officer previously circulated options for a ground maintenance contract for the maintenance of the villages floral and shrub beds.

Cllr Flynn proposed to accept the proposal from Continental Landscapes Ltd for the 2017 season; this was seconded by Cllr Jones and resolved by the Council.

The Officer asked if the Council would consider handing back the cemetery grass cutting (which is currently being carried out by a contractor) to the staff; and just leave the village grass cutting for the contractor to cut as per their quotation. Cllr Barns proposed to accept this request which was seconded by Cllr Ashworth and resolved by the Council.

16393 To discuss and consider proposal of new car park

The Chair has confirmed with the District Council; that the Town Council does not have to put parking meters on the proposed new car park if it doesn't wish to do so. With this in mind; the Chair proposed to accept the option of a two year lease with the District Council at a cost of £8k; which includes the levelling, surfacing and setting up the car park facility on the District Council land next to the health centre; this was seconded by Cllr Ashworth and resolved by the Council. (Subject to planning consent and Highways approval).

16394 To receive reports from Councillors and Community Development Officer

The Councillors gave their reports and items to note:

A letter to be sent to the builders asking if their staff would refrain from parking on the pavement outside the sandwich shop

Cllr Ashworth commented on the amount of litter on the Doncaster side of Tickhill Road; which doesn't look good on the approach in to the Harworth boundary; it was suggested that a letter is sent to Doncaster Council.

Karen Tarburton gave the following report:

1. Community Events Area

Designs are ready and the Wren funding application is completed ready to submit tomorrow, however we need a commitment from the Town Council to use up to £50k to cover the short fall in the project. The project will be in the region of £153k excluding vat. Wren funding is worth 50k, plus public realm money and CIL money already earmarked; which leaves an additional 10K funding to find. I am speaking with the Regeneration Team at the District Council to search for other funding (this is difficult due to it being public realm)

2. Business Forum

The next meeting is on Wednesday 22nd Feb; we had seven people attend the first meeting and all were asked to invite another business to the next meeting, people were informed what the forum is for and that it is not a place to come and moan but a place to come and participate in positive actions. Following this meeting I have been approached

by a local business person looking to develop a business venture locally and we have been able to signpost him to various advice points.

3. I am working with Bassetlaw District Council to hold a Neighbourhood Plan information event and surgery next week.
4. I have a funding surgery for community groups tomorrow and all the hourly slots have been taken.
5. I have taken on additional duties that will include the line management of staff, conducting one to ones with them on a monthly basis initially working towards it becoming every 6 – 8 weeks.

16395 To receive items of correspondence for information and future agenda items

No items of information received was put forward for the next agenda.

16396 To exclude members of the public under the Public Bodies (Admission to meetings) Act 1960) to enable discussion and consideration of staffing matters/maintenance quotes & contracts/building insurance

No members of the public present.

- Cllr Robinson and K Tarburton gave an update of staff meetings
- Contracts were dealt with under minute number 16392
- The Officer gave a report on additional security measures for the garage; no decision made
- The Officer circulated a copy of the latest report on the town hall and the Council was happy for the next stage investigations to be carried out.

16397 Time and date of the next Town Council meeting

The next Town Council meeting will be held on the 27th March 2017 at 7pm in the Town Hall, Scrooby Road, Bircotes.

The Chair closed the meeting at 9.07pm.