

Minutes of the Harworth and Bircotes Town Council meeting held on Monday 2nd December at 7.15pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

**Present:** Cllr Evans (Chair), Cllr Jones, Cllr S Harrison, Cllr Whitehead, Cllr Smith, Cllr A Harrison, Cllr James, Cllr Flynn, Cllr Sidwells and Cllr Horrocks

**Others:** Mrs Davies (Officer)

**17656 To receive and consider any apologies and reasons for absence**

Cllr James proposed to approve apologies and reasons from Cllr Watten; this was seconded by Cllr Flynn and resolved by the Council. No other apologies received.

**17657 To receive Declaration of Interest on any item on the agenda**

No Declaration of Interests received.

**17658 To suspend the meeting to hold a public session and receive reports from Police, District & County Councillors**

No members of the public present and no reports from the police, County or District Councillors.

**17659 To receive the Chair's report**

The Chair reports how pleased she was at the success of the Halloween event, and the Winter Wonderland – both were a great success, thanks to the effort made by the staff, and the support given, where possible, by Councillors. There has been a lot of positive feedback for both events.

**17660 To consider the minutes of the meeting held on 21<sup>st</sup> October 2024**

Cllr Flynn proposed to accept the minutes of the meeting held on 21<sup>st</sup> October 2024 as a true record; this was seconded by Cllr James and resolved by the Council. The Chair duly signed the minutes.

**17661 To receive the cemetery Health & Safety reports**

Cllr Jones and Cllr S Harrison gave their cemetery reports with no actions required.

**17662 To consider planning applications as listed and any planning correspondence**

**Application: 24/01182/RES**

**Proposal:** Reserved matters application for the approval of access appearance. Landscaping, Layout, and scale on P.A 24/00225/OUT – outline planning permission with all matters reserved for one dormer bungalow

**Location:** Garden of 1 Essex Road, Bircotes

**Consideration: No objections**

**Application: 24/01230/RES**

**Proposal:** Approval of reserved matters for landscaping for the Green Wheel link footpath including discharge of condition 6,13,18,19,21 and 25 on P.A 18/.01210/OUT – outline application with all matters reserved for the construction of up to 1300 dwellings, a public house/restaurant, public open space, associated remediation of demolition, access and egress into and out of the site, proposed estate road and associated infrastructure

**Location:** Land South of Scrooby Road and north of Snape Lane, Harworth

**Consideration: No objections**

**Application:** 24/01311/HSE  
**Proposal:** First floor side extension  
**Location:** 9 East Street, Harworth  
**Consideration:** No objections

**Application:** 24/01322/COU  
**Proposal:** Change of use to laundrette  
**Location:** 49 Scrooby Road, Bircotes  
**Consideration:** No objections

Cllr S Harrison proposed not to make any objections to the above application; this was seconded by Cllr James and resolved by the Council.

**17663 To consider renewal of lease for the photocopier**

After consideration, Cllr Horrocks proposed to renew the current Konica Monica 5-year printer lease; this was seconded by Cllr A Harrison and resolved by the Council. The current printer was exchanged with an updated version. Other companies were approved but no quotations received.

**17664 To consider replacement of audio mixer/mic input plate equipment**

After consideration, Cllr A Harrison proposed to approve the replacement of the audio mixer equipment; this was seconded by Cllr Whitehead and resolved by the Council.

**17665 To consider adoption of the new duty to prevent sexual harassment policy in the workplace**

After consideration, Cllr James proposed to adopt the new duty as above; this was seconded by Cllr Jones and resolved by the Council.

**17666 To receive recommendations from the HR Committee to employ our current agency worker and consider additional work through a service level agreement with the District Council.**

After an interview and consideration by the Council, Cllr James proposed to employ a replacement member of staff with Mr Wareham, initially for 4 days a week and to extend to 5 days as and when required; this was seconded by Cllr Flynn and resolved by the Council.

**17667 To consider payments as listed and the financial reports for 30<sup>th</sup> September and 31<sup>st</sup> October 2024**

The Officer previously circulated the list of payments for approval, financial reports, budget figures and any variances, general and earmarked reserves for the Council to view for September and October 2024. (The general and earmarked reverses were discussed at the last meeting for September) Two councillors signed the documents after confirming the bank balances.

Cllr James proposed to approve the payments as listed and finances as above; this was seconded by Cllr S Harrison and resolved by the Council.

Bank reconciliations and payments at the end of the minutes.

**17668 To review the Draft budget**

A draft budget was discussed at the previous meeting which looked at suggestions for 2025/26.

The Officer circulated the updated version of the draft budget and discussed the impact of the employers National Insurance which is to be reduced from £9,500 down to £5,000; this is working

out to be approximately a £15k increase. It was also noted that we would need to include the cost to complete the Neighbourhood Plan Review as there is no more external funding available for this. Looking forward there is also the possibility of taking over a community centre which will require funding in 2026/27 if not before.

Regarding the Information Centre, it was noted that the Police station lease finishes in 2026 and the District Councils use of the offices there may no longer be required after this year – these need to be taken into account.

The Officer went through current income and contributions received.

Cllr James proposed to note the draft budget figures which will be updated again next month, this was seconded by Cllr Flynn and resolved by the Council.

#### **17669 To receive reports on the recent Halloween and Christmas events**

A report has been submitted as follows:

Halloween event and family disco – This event was attended by 120 people in total which was the full allocation of tickets available.

The event went really well and proved very popular with all those attending, there were a lot of new families that hadn't been to the Town Hall previously attending which is good as this enables the Town Council to demonstrate what the Town Hall could accommodate for functions if people wanted to hire the venue.

If the Town Council is happy for this event to continue annually, then this is something that can be accommodated.

Winter Wonderland – This event had a very good community response with approximately 1000 people attending over the two days. There has been lots of positive comments from residents which is always nice. The Winter Wonderland also helped a few community groups boost their funds, due to their fundraising efforts; it is important that these groups continue to be involved in local events.

A full debrief with organisations that took part will take place in the next couple of weeks and we will start to plan the event for next year in early January.

#### **17670 To approve scheduled meeting dates for 2025**

Cllr S Harrison proposed to approve the scheduled meeting dates as below; this was seconded by Cllr A Harrison and resolved by the Council.

13<sup>th</sup> January  
 24<sup>th</sup> February  
 7<sup>th</sup> April  
 19<sup>th</sup> May  
 30<sup>th</sup> June  
 1<sup>st</sup> September  
 13<sup>th</sup> October  
 24<sup>th</sup> November  
 15<sup>th</sup> December  
 26<sup>th</sup> January 2026

**17671 To receive items for information**

The Officer gave an update on the Community Infrastructure Levy notification letter; this will be put on the next agenda.

The Chair brought up a matter regarding staff and employment of a Deputy Clerk; this will be put on the next agenda

**17672 Time and date of the next Town Council meeting – 13<sup>th</sup> January 2025****Bank reconciliations**

Bank Statement Balances 31<sup>st</sup> October 2024

Natwest Current A/c	£239,919.37
Natwest Deposit A/c	£132,791.95
Unity Trust A/c	£238,882.89
Unity Trust Deposit A/c	<u>£106,710.54</u>
	£718,304.75

<b>Less unrepresented payments</b>	<b><u>£000,132.00</u></b>
	<u>£718,172.75</u>

Closing cash book balances 31<sup>st</sup> October 2024

Natwest Current A/c	£239,787.37
Natwest Deposit A/c	£132,791.95
Unity Trust A/c	£238,882.39
Unity Trust Deposit A/c	<u>£106,710.54</u>
	<u>£718,172.75</u>

Represented by:

General Reserves	£466,581.17
Ear Marked Reserves	<u>£251,591.75</u>
	<u>£718,172.75</u>