**MINUTES OF THE ANNUAL MEETING OF BAWTRY TOWN COUNCIL HELD IN THE NEW HALL ON TUESDAY 10th MAY 2016 AT 7.30PM**

**Present:** Cllrs S. Young, D. Cartwright, P. Holland, R. Dickenson,

C. Lukey, S Womack, A. Claypole. A. Cropley. D. Kirkham; Cllr West (late arrival)

 Mrs. A Harrison - Clerk

**In Attendance:** Approximately 5 members of the public

**16/17/29**  To Elect the Town Mayor

 **Resolved**: That Cllr D. Kirkham be appointed mayor for the ensuing year.

Members thanked Cllr S Young for his dedication and commitment to the role over the last two years.

**Resolved:** That Cllr Lukey be appointed vice-chair for the ensuing year.

**16/17/30** Declaration of Acceptance of Office

The mayor signed the declaration of acceptance of office.

**16/17/31** Receive Apologies and Approve Reasons for Absence

Cllr. Linsley (other commitment)

**16/17/32** Receive Declarations of Interest (other than standing interests**).**

 None

**16/17//33** Agree Confidential Items

 Item – 13(b) Market Hill contract FOI request - legal issues.

**16/17/34** Approve Minutes of the Town Council Meeting of the 12th April.

**RESOLVED** that the minutes be approved as a true & accurate record.

**16/17/35** Matters Arising from the Minutes.

* Licensing decision regarding the Gentleman’s Retreat was noted.
* The clerk reported that the cleaners for the toilets had resigned and further locks has been required due to vandalism. Members agreed the toilets would need to be closed for safety reasons with a decision regarding their future operation to be taken at the June meeting.
* No decision had been made regarding the Station Road development.
* It was agreed that draft minutes would be posted on the website and updated once approved with a hard copy placed in the library.

**16/17/36** Casual Vacancies

The Clerk advised that the Council now had two casual vacancies due to the resignations of Cllrs Winter and Worthington. Notices had been placed on the notice board. An election was likely to be called in due course.

**16/17/37** Financial Matters

1. Approve Monthly Accounts

**RESOLVED** that the monthly accounts be approved (schedule attached herewith).

1. Approve Annual Accounts for 2015-16 and s1-2 of the Annual Return

**Resolved**: That the annual accounts be approved.

**Resolved**: That Sections 1 & 2 of the Annual Return be approved and the internal auditor’s report noted.

It was agreed that Matthew Brierley would be invited to the June meeting to update members on the funding secured to date for the MSF, likely commencement of any works and proposed security measures. BARS funding would also be considered.

The Clerk to additionally review the administrative costs.

1. HSBC Bank Mandate

**RESOLVED** That the bank signatories to include the new clerk together with Cllrs Lukey, Kirkham, Young & Cartwright and the new mandate terms approved accordingly.

**16/17/38** Council Representatives to Outside Bodies

New Hall Management Committee - D. Kirkham

Robin Hood Noise Monitoring/Environment sub-committee – Linsley, Cropley.

Parish Councils Joint Consultative committee – A. Claypole.

YLCA South Yorkshire Branch – P. Holland.

DMBC Rights of Way Forum – J. Linsley.

IGas- S Young.

**16/17/39** Other Groups

Town Council Newsletter – Cllrs Lukey, Kirkham.

Council Quarterly Audit – D Cartwright.

War Memorial Working Group – Cllrs Dickenson, Lukey, Claypole, Cartwright.

Alternative Parking Working Group – M. Attwood and D. Kirkham to be added.

**16/17/40** Members agreed to move Item 13 – Market Hill to the end of the meeting.

(Arrival of Cllr West)

**16/17/41** Recreation Issues- Memorial sports field

1. Consider pedestrian access

**Resolved**: That initially user groups would be approached to open the facility from dawn to dusk.

1. Consider retrospective planning application regarding fencing & gates.

**Resolved:** That the Clerk have authority to submit a retrospective planning application for the security fencing and gates at the sports field and architects fees were agreed. The application to include current fencing and extension to the rear of the bowls club.

1. Consider additional fencing requirements.

**Resolved**: That subject to planning approval, additional fencing would be installed at the rear of the bowls club with the fencing company to be instructed.

1. Consider BARS request for sports day donation & insurance costs

**Resolved:** That a donation be provided in the sum of £500 for the sports day with the insurance costs to be reviewed.

e) The Clerk reported a request for use of the MSF for a school tournament. Usual £50.00 fee to be levied.

**16/17/42** Boundary Signs (Brought forward)

Members agreed a principle design that would be circulated on social media for public comment. Sponsorship was discussed.

Noted that highways approval would need to be sought prior to installation.

**16/17/43** Community Policing

Police attendance due at the July meeting.

**16/17/44** Highways

* Noted that parking at South Parade & Church Walk were being addressed by DMBC.
* Members were supportive of plans for yellow lines on Station Road.
* Resurfacing plans for Tickhill Road noted and the McCarthy & Stone retirement living accommodation consultation.

(R Dickenson left the meeting)

**16/17/45** Ward Member /DMBC Officer Report

 Attendance by Rachael Blake who invited reports of any tree issues.

**16/17/46** Neighbourhood Plan Update

It was reported that the library consultation had brought in a further 20-30 replies. The data would now be analysed with a view to considering what would be incorporated into the plan. Further targeted consultations would be undertaken regarding housing and any site preferences.

**16/17/47** New Website - Update

The Clerk advised she had now arranged a meeting with a website design company and invited members to forward details of any existing council sites they liked.

**16/17/48** Parking Provision Working Group

 **Resolved:** That the terms of reference be approved.

**16/17/49** Health & Safety Policy

**Resolved:** That a Council Health & Safety Policy be drafted by Cllr Cartwright for members to consider at the June meeting.

**16/17/50** Council Insurance

DEFERRED to allow for additional quote to be obtained.

**16/17/51** Planning

1. Applications

**16/00766/COU** Unit 1 Saddlers Courtyard South Parade

Change of use of office (Class B1) to tattoo studio and beauty salon (Sui Generis).

**16/01004/FUL** Water Tower Doncaster Road

Change of use from redundant water tower (Class B8) to residential dwelling (Class C3) including five storey lift and stair tower extension to side, linked single storey extension and two storey extension to rear/side to form garage, garden room and first floor games room/terrace, erection of conservatory to roof and change of use of land from agricultural land to form domestic curtilage

**16/01121/FUL** 37 Station Road -Erection of Detached Garage

**16/01128/FUL** Fairways Doncaster Road – Erection first floor rear extension

**16/01180/FUL** 2A South Avenue Erection of first floor extension to side & front

No adverse comment to the above applications

1. Planning determinations

**16/00915/FUL** 5 Westwood Road- Erection of single storey side extension –*Granted*

**16/17/52** Report on Meetings

RHA Env & Noise Sub Committee - DEFERRED

**16/17/53** To Receive Correspondence

 Allianz Insurance - bus shelter damage. (To be redirected to transport).

**16/17/54** Items for Future Agenda and Next Meeting

* H & S Policy
* Gainsborough Rd toilets
* BARS attendance
* Boundary signs
* Bawtry “B-Fest”

The next meeting was scheduled for 14th June at 7pm

**16/17/55** Market Hill

Taxi Rank update – noted the traffic regulations would need to be changed to allow for a taxi rank, due to current restrictions regarding advertising. Cllr young to review procedure for changing the terms and report back to members.

**16/17/56** Public Bodies (Admission to Meetings) Act 1960

In light of the confidential nature of the business to be transacted the public and press were asked to withdraw.

**16/17/57** Market Hill -Freedom of Information Request – Parking contract

**Resolved:** That the release be declined due to its potentially confidential nature and in accordance with exemptions s41 and s43 of the Freedom of Information Act. The refusal notice would be issued and the requester invited to review/refer the matter to the Information Commissioner.

The meeting ended at 10.15pm.

**Chair: ……………………………………………. Dated…………………………………………**

MONTHLY ACCOUNTS APPROVED

J H Butt - Tour de Yorkshire leaflet/banners 942 242.20

Staff - Salaries (Mar/April) 943/4/5 2808.95

Npower - Electricity- Market Hill DD 58.00

Bassetlaw District Council - Non domestic Rates - bowling green DD 90.00

Bassetlaw District Council - Non domestic Rates- Cricket/Pavilion DD 177.00

DMBC - Non Domestic Rates- Cemetery DD 50.00

DMBC - Non Domestic Rates- Market Hill DD 581.00

Bassetlaw District Council - Non Domestic Rates- Football pitch DD 36.00

The New Hall - Room hire 946 76.50

D Shaw - Reimburse keys 947 23.33

HMRC - Tax and NICs 948 875.57

J L Hargreaves - MSF Emergency Repairs 949 290.00

Bonnetts Ltd - Toilet supplies 950 46.20

South Anston Fire Ext - annual servicing MSF 951 42.00

Mat & Mouse IT Services - Website 952 40.00

Torne Valley Ltd - Handyman equipment 953 35.95

North Notts Landscapes - Grass cutting – April 954 777.60

Tailor Maid Professional - Toilets - cleaning 955 260.00

G H Cawthorne - Internal audit fees 956 250.00

GNE Contracting - Car park repairs (revised invoice) 957 14037.19

S Young - Reimburse florist 958 40.00

The New Hall - Room hire 959 36.00