**MINUTES OF THE MEETING OF BAWTRY TOWN COUNCIL HELD IN THE NEW HALL ON TUESDAY 13th SEPTEMBER 2016 AT 7.00PM**

**Present:** Cllrs: D. Kirkham, S. Young, D. Cartwright, A. Claypole, G Scott, G Budgen, J Linsley; P Holland, R Dickenson, C Lukey, A Cropley.

 Mrs. A Harrison - Clerk

In Attendance:2 members of the public, Martyn Attwood- Technical Director EPS; Matthew Brearley. BARS

Public Discussion Period

Matters raised: Initiatives for the town centre requested.

BARS asked for an increased grant in the sum of £250 and the reasons for the shortfall were noted.

**16/17/113** Receive Apologies and Approve Reasons for Absence

A West (away).

**16/17/114** Receive Declarations of Interest (other than standing interests**).**

 R Dickenson- Item 13 Christmas Event – personal interest as organiser.

**16/17/115** Agree Confidential Items

 Item 9 – Market Hill trial operating hours and Mr. Khalique claim (legal).

 Item 10 – BARS grant.

Item 22 – Staffing matters (staffing).

**16/17/116** Approve Minutes of the Town Council Meeting of the 12th July.

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

**16/17/117** Approve Minutes of the Extraordinary Town Council Meeting of the 17th August

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

(Those voting against the confidential item to be clearly noted and the football club secretary to be noted as the junior club secretary).

**16/17/118** Matters Arising from the Minutes.

16/17/95 Noted information had been submitted in the press regarding the toilet closure albeit without details of costs.

**16/17/119** Ward Member /DMBC Officers Report

 DEFERRED until the Borough Councillor’s arrival

**16/17/120** Members agreed to bring Item 9 forward to deal with Market Hill issues.

**16/17/121** Market Hill

1. Taxi Rank update

It was agreed that the appointment of a consultant to draft an amended Traffic Order be deferred until the current traffic order received.

**16/17/122** Members of the public were excluded to deal with confidential items in accordance with the Public Bodies (Admission to Meetings) Act 1960.

**16/17/123** Market Hill

1. Consider trial for a change/reduction to car park operating hours.

Excel Parking Services Technical Director Martyn Attwood addressed members.

A strategic review had been undertaken by Excel as a result of discussions with the working group and this was circulated to members.

BTC had contracted with Excel for the management of the car park since 2002. The initial regime provided for 30 minute, 1 hour and 4 hour tariffs, with the charging hours being 8am to 6pm, Mon-Sat excluding Bank Holidays and Good Friday.

Subsequently the regime was amended by agreement between BTC and Excel, as follows:

* In 2007 charges were increased and new 2 and 3 hour tariffs introduced.
* In 2010 charges were increased and charging hours extended to 8pm on Mon-Sat excluding Bank Holidays and Good Friday. A new 8 hour tariff was introduced.
* In 2012 charging hours were increased to 10pm Mon-Sat excluding Bank Holidays except Good Friday.
* In 2014 charging days were increased to include Sundays and all Bank Holidays.

Income received and the current shortfall in parking needs was noted.

Analysis of car park use was noted together with potential alternative parking areas and increased demand going forward. Currently there were 110 parking places in total. The suggestion regarding a green space could trigger a requirement to meet current planning requirements – for instance a kerb between the car park and High Street. New standards and the green space itself would result in the loss of approximately 39 spaces.

A roll back to 2007 charging times and days was requested by BTC but Excel had not agreed. An experimental trial of such a reversion was therefore suggested.

**Resolved**: That a trial would be considered, in principle. subject to member’s agreement of costs in due course. Excel to provide details of likely losses/costs prior to a final decision being taken.

**Resolved:** That if a trial did proceed members were in favour of a three month trial.

1. Consider claim by Mr. Khalique

**Resolved:** That the claim be settled without prejudice and without any admission of liability. (Young, Cartwright, Cropley, Scott - against, Claypole -abstention)

(The meeting was re-opened to the public.)

1. Consider emergency/temporary repairs to adjacent footpath. (Market Hill).

**Resolved:** That the Clerk seek legal advice regarding ownership/liability of the footpath prior to members considering repairs.

**16/17/124** Members agreed to bring Item 13 (Christmas arrangements) & Item 14 (Neighbourhood Plan) forward.

**16/17/125** Christmas Arrangements

Members were asked if they would fund reindeers and a carousel to support a Christmas event on the 20th November.

**Resolved:** That funding in the sum of £3,142 be approved (subject to receipt by BTC of takings from the carousel)

Members additionally agreed to staff the carousel.

**16/17/126** Neighbourhood Plan

Cllr Holland provided an update as to developments regarding the plan including funding. A newsletter had been circulated with further ones to follow to keep the public updated.

It was agreed that BTC would ask Bassetlaw District Council to consult with Bawtry on the Harworth development plans.

**16/17/127** Financial Matters

1. Approve Monthly Accounts

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

1. Approve Bank Reconciliation

**Resolved**: That the bank reconciliation to 31st July be approved.

1. Budget monitoring to July

The budget monitoring schedule was noted.

**16/17/128** DMBC Officers Report

Matters noted:

* Untidy area on South Parade to be cut back.
* Overgrown hedging would now be cut including Kingswood Estate.
* Future litter initiatives raised.

**16/17/129** Community Policing

No attendance by Inspector Payling. The Chair to express BTC’s concerns.

**16/17/130** Highways

 No matters raised

**16/17/131** Website

**Resolved:** That the costs of a new website in the sum of £600-700 be approved together with photographs for the website.

Members to consider a new Council logo with ideas to be considered at the next meeting.

**16/17/132** Boundary Signs- Approve final design and consider sponsorship process.

 Members noted the public consultation results.

**Resolved:** That members agreed to purchase five signs in accordance with the public’s preferred design in the sum of approximately £6000.

The Clerk advised that sponsorship (£1000 per annum) had now been advertised in Bawtry Today and leaflets would shortly be distributed to local businesses. Any bids would be considered at the next meeting with funds being raised to cover the cost of the signs.

**16/17/133** War Memorial Working Group

Noting that the meeting of the group had been deferred and therefore the group would report back to the next meeting.

**16/17/134** Members of the public were excluded to deal with confidential items in accordance with the Public Bodies (Admission to Meetings) Act 1960.

**16/17/135** Recreational Issues

a) MSF – Current issues regarding junior football club fees were discussed and the request for additional funding from BARS

**Resolved:** That the BARS request for a further £250 in addition to the existing grant pledged be declined.

b) MSF Public Access/Fencing- Due to time restraints the additional fencing would be discussed in the near future. It was noted that planning had now been granted for the existing fencing and additional fencing if required.

c) Allotments – It was noted that Plot 25 had now been cut back and would be monitored.

**16/17/136** Staffing

**Resolved:** That the Council agree to the reduction of hours requested by Mr. Shaw and that Mr. Carby would be approached to cover these hours.

The Clerk to report back to members in due course.

**16/17/137** Parking Provision Working Group- Update

DEFERRED

**16/17/138** BTC Initiative to Improve Image of Bawtry

 DEFERRED

**16/17/139** Community Forum Report

 DEFERRED

**16/17/140** Financial Regulations on Contracts

DEFERRED

**16/17/141** Planning

1. Applications

**16/01672/OUTM** Land off Westwood Road, Bawtry

 Outline application for residential development on approx 0.67ha of land.

 **Resolved**: *That the Council object to the application on the basis that this*

*would result in development on the Green Belt in breach of the National*

 *Planning Framework and Local Core Strategy.*

 **16/01920/FULM** Land and Buildings West Side of Top Street, Bawtry

 Demolition of existing buildings & erection of 34 retirement living (Cat II type

 accommodation), provision of communal facilities, landscaping and car parking

**16/02095/ADV** Top Street, Bawtry

 Display of free standing signboard and rail mounted signboard to existing railing

 **16/02082/FUL** Grove Coach House, Wharf Street.

 Single storey side extension to South-East elevation to create open plan

 kitchen/dining. Addition of chimney to North -West elevation to match Grove

 House. Removal of tree and amendments to external works

 **16/02257/LBC** Listed building consent for reinstatement of internal walls and

chimney breast

**Resolved:** *No adverse comment to the above four applications*.

1. Planning determinations - noted

**16/01463/FUL** The Brambles Elm Tree Drive Bawtry

Erection of single storey extension to rear of detached dwelling

*Granted*

**16/01578/PDE** 1 Carlton Drive Bawtry

Erection of single storey extension to rear (Extending 4.2m from rear elevation, 3.2 high and 2.4m to eaves)

*Application withdrawn*

**16/01346/FUL** 6 Wentworth Court Bawtry

Erection of single storey extension to side to form annex accommodation

*Application withdrawn*

**16/01639/FUL/ 16/01642/LBC** Wharf House Farm Wharf Street Bawtry

Listed building consent and change of use of redundant former agricultural barn and outbuildings to residential dwelling

*Granted*

**16/00830/FUL** Memorial Sports Ground, Great North Road.

Retain 2.4m high Security Fencing and Extend Existing Fence.

*Granted*

**16/17/142** Report on Meetings

 DEFERRED

**16/17/143** To Receive any Additional Correspondence

 None

**16/17/144** Items for Future Agenda and Next Meeting

The next meeting would be on the 11th October at 7pm

The meeting ended at 10.15pm

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

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| Staff (salaries)  | July Salaries (inc holiday cover) | 1003-6 | 2324.07 |
| Npower  | Electricity Mkt hill | DD | 58.00 |
| Bassetlaw District Council  | Rates - Bowling green | DD | 90.00 |
| Bassetlaw District Council  | Rates - Cricket ground | DD | 177.00 |
| DMBC | Business rates – market hill | DD | 581.00 |
| JMH Butt & Co Ltd | N Plan printing | 1007 | 242.10 |
| Leonard Tomlinson | Garage rent | 1008 | 315.00 |
| The New Hall | Room hire | 1009 | 52.00 |
| Bassetlaw District Council  | Rates - Football pitch | DD | 32.00 |
| DMBC | Business rates - cemetery | DD | 50.00 |
| Information Commissioner | Data Protection Fee | DD | 35.00 |
| HMRC | Tax & NI - July | 1010 | 618.95 |
| Yorkshire Water | Water rates- Cemetery | DD | 16.96 |
| Byrne Practice | Solicitors fees | 1011 | 1769.40 |
| North Notts Landscapes Ltd | Grass cutting contract | 1012 | 693.60 |
| YLCA | Training fees | 1013 | 90.00 |
| Today Publications  | Newsletter | 1014 | 114.00 |
| Ratcliff & roper | Town guide print fees | 1015 | 249.00 |
| The New Hall | Room Hire | 1016 | 13.50 |
| Need a Hand Ltd | Cemetery repair  | 1017 | 140.00 |
| Yorkshire Water | Water rates- allotments | DD | 65.05 |
| YLCA | Training fees | 1018 | 45.00 |
| Cal Architects | MSF fees | 1019 | 3000.00 |
| Staff salaries | August salaries | 1020-22 | 2324.42 |
| HMRC | Tax & NI - July | 1023 | 636.26 |
| Npower  | Electricity Mkt hill | DD | 58.00 |
| Bassetlaw District Council  | Rates - Bowling green | DD | 90.00 |
| Bassetlaw District Council  | Rates - Cricket ground | DD | 177.00 |
| DMBC | Business rates – market hill | DD | 581.00 |
| Bassetlaw District Council  | Rates - Football pitch | DD | 32.00 |
| DMBC | Business rates - cemetery | DD | 50.00 |
| Angela Harrison | Post | 1024 | 18.09 |
| Mat & Mouse  | Website | 1025 | 25.00 |
| Jones & co Solicitors | Legal fees - MSF | 1026 | 681.00 |
| Communicorp | Legal updates -Subscription | 1027 | 100.00 |
| JMH Butt & Co Ltd | Sponsorship leaflets  | 1028 | 29.94 |
| The New Hall | Room hire | 1029 | 36.00 |
| North Notts Landscapes | Grass cutting contract | 1030 | 717.60 |
| Torne Valley Ltd | Workwear PPE | 1031 | 31.50 |
| Bawtry Cricket Club | Ground maintenance | 1032 | 1050.00 |
| The New Hall | Room hire | 1033 | 67.50 |