**MINUTES OF THE MEETING OF BAWTRY TOWN COUNCIL HELD IN THE NEW HALL ON TUESDAY 8th MAY 2018 at 7.00PM**

**Present:** Cllrs: A. Claypole, J Linsley, P. Holland, D, Kirkham, D. Cartwright, G. Scott,

P. Muxlow, S. Young, G. Budgen, C. Lukey, A. West

Mrs. A Harrison – Clerk to the Council

**In Attendance**:4 members of the public, Cllr Blake

Public Discussion Period

No matters raised

**18/19/001** Elect Town Mayor for the Ensuing Year

**Resolved:** That Cllr Claypole be appointed Town Mayor

Members thanked Cllr KIrkham for his work during the last two years as Mayor.

**18/19/002** Declaration of Acceptance of Office

 The Mayor signed the declaration of acceptance of office.

**18/19/003** Receive Apologies and Approve Reasons for Absence

A. Cropley (other commitment), S. Womack (away)

**Resolved**: That the above apologies be approved

**18/19/004** Appoint Deputy Town Mayor for the Ensuing Year

**Resolved:** That Cllr Cartwright be appointed Deputy Town Mayor

**18/19/005** Receive Declarations of Interest (other than standing interests)

Item 19 BARS donation - Cllr Young non-pecuniary interest as a trustee/chair of the charity.

Item 9 Financial Accounts - Cllr Cartwright non-pecuniary interest cemetery fees in respect of a relative.

**18/19/006** Agree Confidential Items

 GDPR – Staffing/security elements to be moved to confidential session.

(Members agreed to bring Item 17 forward.to allow Police representative to comment).

**18/19/007** Approval of the Minutes of the Town Council Meeting of the 10th April

 **Resolved:** That the minutes of the 10th April be approved.

**18/19/008** Matters Arising from the Minutes

 No matters raised

**18/19/009** Financial Matters

1. Approve Monthly Accounts

Discussed Christmas costs and health and safety issues re: tree lights

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

b) Approve Bank Reconciliation to year end 31st March

**Resolved:** That the bank reconciliation to 31st March be received.

c) Budget monitoring to year end 31st March

The budget monitoring schedule was received.

Discussed grants and how these could be processed in future (set times annually being a possible option which could assist with budget monitoring).

**18/19/010** Neighbourhood Watch Scheme

Matter initially raised by a resident.

Liz Taylor from South Yorkshire Police addressed members and advised the scheme fizzled out in local areas due to bureaucracy and didn’t particularly provide the police with information, only residents. However, she advised that she still supported all schemes that looked to tackle crime.

South Yorkshire Police Alerts were suggested as a better initiative. These could be delivered via emails or text messages.

Crime figures for April were noted. Further crime figures to be provided if available and any data on the historical effectiveness of neighbourhood watch schemes.

It was noted that due to staff shortages a local police presence was only likely to occur when incidents were reported. (Reactive not proactive)

Parking at McCarthy Stone development was being tackled and the site manager had been advised about responsible parking

**18/19/011** Councillor Representatives -Other bodies

New Hall Management Committee- G Budgen

(Clerk to look into the constitution/lease of the hall regarding Councillor numbers).

Robin Hood Noise Monitoring sub-committee- DEFERRED

 Parish Councils Joint Consultative Committee- P. Muxlow

 YLCA- South Yorkshire Branch –A. Claypole

 DMBC Rights of Way Forum –P Holland

 MSF User Group Committee- Cllrs Claypole, Young, Scott

 BRA representative- D. Cartwright

 (BARS Trustee- A. Young)

 iGas- A. Young

**18/19/012** Other Groups inc**:**

Town Council Newsletter - Clerk

 Council Audit – C Lukey

 War Memorial Working Group - Cllrs Claypole, Lukey, Cropley

Town Strategy Working Group- Cllrs Linsley, Claypole, Young, West, Kirkham, (co-opted - Cllr Blake)

 Events Working Group - Cllrs Muxlow, Young, Womack

(co-opted public members K Ware, N. Ford, I. Hill)

**18/19/013** Market Hill

 a) Taxi Rank - approve location of bays

**Resolved:** The three parking bays (counting from the north) outside the Nat West Bank would be the bays utilised for the taxi rank. Map highlighting these to be provided to the Clerk. The BRA chairman also agreed that this was an acceptable location and that he understood generally retailers supported a rank.

 b) Trading arrangements

Noted that the current TRO did not allow for trading from the car park but whether this applied only to trading from vehicles would need to be checked by the Clerk. Members otherwise had no particular objection to trading.

**18/19/014** Market Hill Footpath- Update

The Clerk had now contacted one of the outstanding owner’s agents and was awaiting a response.

**18/19/015** Recreation lssues

a) MSF- Dogs report. Details of the new “Code of Conduct” was provided by Cllr Young. This had been agreed with BARS and the MSF User Group and would be operated initially for a trial period of 3 months. This included ensuring dogs would be kept on a lead at all times.

b) Cemetery - further quote re: crown pruning obtained. Third quote awaited and would be considered at the June meeting. TPO status and any restrictions regarding nesting season also needed clarification before any work commenced.

c) Allotments- pathway repair did not seem necessary having attended with a contractor although the collapsed tree/shrub would be removed.

**18/19/016** Highways Issues

a) Mobile/interactive speed sign update. The Clerk advised of contact made with a gentleman at Rossington and advice regarding mobile units (stolen) and ones that could be fitted to lampposts, but which would require DMBC consent. Historically this had been difficult to obtain. At present the Clerk was awaiting further information on costs.

b) Bus shelter – Suggestion of shared costs. DMBC and SYPTE had both refused to fund a shelter however and BTC had also now voted on the matter at the April meeting

Members who supported the shelter agreed to look into funding streams and BRA representatives could also be approached for ideas. The matter would then be reconsidered in 6 months.

**18/19/017** Ward Member Report

* Noted recent successful litter pick. Next event on the 2nd June from the Mayflower working into Bawtry.
* Cllr Blake supported the provision of a Neighbourhood Watch scheme and highlighted some of the benefits not offered by police alerts.
* Condition of yellow signage on Great North Road to be reported.

**18/19/018** Request for funding for Litter Picking Equipment

DEFERRED as it appeared that this was likely to be sponsored from other sources.

**18/19/019** Request for BARS sports day funding/donation

 **Resolved**: That a grant of £500 be approved.

 Bank details to be supplied.to the Clerk.

**18/19/020** Consider Draft Policies for the Use of Council

**Resolved:** That the policy drafted by P Holland be adopted for a trial period of 6 months. (5 for, 1 against 3 abstentions).

**18/19/021** Neighbourhood Plan -Update

 Consultation still underway until late May.

**18/19/022** Town Centre Strategy Working Group- Update

 DEFERRED Detailed Report to be provided at the June meeting.

**18/19/023** War Memorial Working Group - Update.

Method statement report still awaited. Utility search had been passed back to the Town Council and the Clerk had instructed a company to undertake this. Ownership of the land would take some time to progress but should not delay the actual relocation. Funding from s106 was reported to be agreed but the Clerk to seek confirmation as no formal response had been received.

**18/19/024** Events Working Group

New members were noted with the group having expanded.

 Auctions in Bawtry had been mooted at the recent meeting of the group and a possible link with the BARS sports day event in the future.

 A summer or music event was also proposed.

 Markets on Market Hill and whether these could be arranged were also still being considered (with Excel consent).

**18/19/025** Image of Bawtry – Verge parking

* Trailers at Hudson’s Yard. Noted that trailers could not be placed at the rear as initially proposed. Further shielding was required.
* Verge parking on Doncaster Road noted with damage being caused to the verge. Correspondence has been sent to residents by DMBC but this did not appear to have alleviated the problem. Problems also noted on Station Road and Queens Crescent. The problem would be highlighted in the Town Council newsletter article.

**18/19/026** Item 26 GDPR moved to the end of the meeting.

**18/19/027** Planning Issues.

 a) Planning Applications

 **18/00812/FUL** Broad Oaks St Martins Avenue

 Erection of a single storey pitched roof porch extension to front

 **18/01008/FUL** Tree Cottage, Martin Lane

 Alterations and extensions including two storey side and rear extensions with rooms in the roof (resubmission of planning permission 127/01737/FUL) 1. Alterations to form utility room, 2. Minor Alterations to overall ridge line. 3. Internal Alterations and to fenestration

***No adverse comment on the above applications***

b) Planning Determinations

**18/00089/ADV** Bawtry Hall South Parade Bawtry

5 No proposed signs measuring 2m x 1m and 1.6 x 0.8m- ***Granted***

**18/19/028** Report on Meetings & Representatives

* iGas – meeting 26th April Vehicular traffic infringements noted with 3 occurrences from 3000 movements and warnings given.

Preparatory drilling likely to start by the end of the year with noise monitoring currently underway.

* Airport Masterplan Consultation – response now submitted.
* Recent HGV’s in the town noted which were clearly from the airport.

**18/19/029** To Receive Any Additional Correspondence

Resident car park complaint noted.

**18/19/030** Items for Future Agenda and Next Meetings – 12th June.

 (Cllr Cartwright apologies for June)

**18/19/031** Public Bodies (Access to Meetings) Act 1960

 The press and public were excluded due to the staffing and security elements to be discussed

**18/19/032** GDPR Compliance including approve Staff Privacy. Breach & Subject Access Policies and appoint DPO

 **Resolved:** That the Staff Privacy, Breach and Subject Access Policies be adopted.

 **Resolved:** YLCA to be appointedas Data Protection Officer

 **Resolved:** That the Clerk arrange Councillor dedicated emails, a PO box address for Council correspondence and a dedicated phone.

There being no further business the meeting ended at 10.10pm.

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

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| **APRIL** |  |  |  |
| J Linsley | Reimburse NP print fees  | 1368 | 72.00 |
| DMBC | Election costs | 1369 | 81.50 |
| Npower | Mkt Hill – Electricity (Apr) | DD | 27.00 |
| HSBC  | Bank fees  | DD | 7.20 |
| Various | Salaries & allowances–Apr | 1370/2 | 2488.35 |
| HMRC | Tax & NICS - Apr | 1373 | 615.01 |
|  |  |  |  |
| The Pension People | Pension contributions (emp’r & emp’e) | DD | 101.13 |
| DMBC | Cemetery rates | DD | 59.00 |
| DMBC | Market Hill rates | DD | 689.00 |
| Today Publications Ltd | Newsletter - Bawtry Today | DD | 114.00 |
| The New Hall | Room hire –10th Apr  | 1374 | 18.00 |
| Christmas Plus | Tree maintenance | 1375 | 500.40 |
| A Harrison | Reimburse postages/travel  | 1376 | 31.08  |
| North Notts Landscapes | Grass cutting – Cemetery & Wharf St | 1377 | 528.00 |
| Nottinghamshire County Council | Stationery | 1378 | 29.88 |
| Nottinghamshire County Council | Stationery | 1379 | 78.00 |
| Marshalls Garage | Petrol | 1380 | 6.20 |
| Yorkshire Water | Cemetery – water rates | DD | 10.09 |
| Zurich Municipal | Annual Insurance | 1381 | 2239.89 |
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