**MINUTES OF THE MEETING OF BAWTRY TOWN COUNCIL HELD REMOTELY VIA ZOOM ON MONDAY 14th SEPTEMBER 2020 at 7.00PM**

**Present:** Cllrs: A. Claypole, G Scott, G Budgen, P. Holland. D. Cartwright, D. Kirby,

S. Young. D. Kirkham, I Greer, A Cropley, C. Lukey, J. Linsley,

Mrs. A Harrison – Clerk to the Council

**In Attendance**: Ward Councillor Blake.

**20/21/045** Receive Apologies and Approve Reasons for Absence

P. Muxlow (other commitment),

**Resolved**: That the reason for absence be approved.

**20/21/046** Receive Declarations of Interest (other than standing interests)

Cllrs Linsley, Kirkham. & Holland. Item 18a Heritage Group. Non-pecuniary as trustees of the heritage group

Cllr Linsley Item 8a) Footpath contract. Non-pecuniary as having worked previously with the approved contractors.

**20/21/047** Agree Confidential Items – Item 8 Market Hill a) Footpath contract,

c) P&D contract (contractual/legal)

Item 9 b) Allotments– Consider hedge cutting quotes.

**20/21/048** Approval of the Minutes of the Town Council Meeting 13th July 2020

**Resolved:** That the minutes of the meeting of 13th July 2020 be approved.

**20/21/049** Approval of the Minutes of the Town Council Meeting 10th August 2020

**Resolved:** That the minutes of the extraordinary meeting of 10th August 2020 be approved.

**20/21/050** Matters Arising from the Minutes

20/21/020 Matters arising – BRA/Pubwatch item deferred.

**20/21/051** 15 Minute Public Discussion Period – No public in attendance

**20/21/052** Financial Matters

1. Approve Monthly Accounts

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

Noted monthly income had been received by Excel but slightly late.

b) Approve Bank Reconciliations –31st July 2020

**Resolved:** That the bank reconciliations be approved.

c) Budget Monitoring – 31st July 2020

**Resolved** That the budget monitoring schedule be approved.

d) Review annual budget 2020-21 in light of the pandemic

DEFERRED until October but noted recent grant from DMBC.

**20/21/053** Market Hill

1. Footpath contract - Moved to confidential session.
2. TRO -Approve instruction of DMBC to amend TRO for May 2021

Noted amendments agreed:

Hours: Mon -Sat 8.00- 22.00 (No fees Sunday or Bank Holidays)

Charges: Free ½hr, £1.00 to 1hr and thereafter the same as existing

Flexibility re: trading from a vehicle

HGV restriction on parking.

**Resolved** That DMBC be instructed to amend the Traffic Regulation Order.

Relevant standing orders/financial regulations relating to quotes/contracts be suspended due to not being able to obtain comparative estimates, despite numerous lines of enquiry. It was noted that in any event fees would likely be under £2000 and that time was now of the essence to be able to deliver a change of operation by May 2021 due to the time required for the appropriate legal process to be completed (up to 9 months).

1. P&D contract – Legal update and consider further instruction to

Shoosmiths – Moved to confidential session.

**20/21/054** Recreation lssues

1. War Memorial - Consider funding for remembrance poppy installation

**Resolved**: That installation costs up to £150 be approved.

1. Allotments - Consider hedge cutting quotes - Moved to confidential session.
2. Public Seats- Consider replacement seat adjacent to the library

**Resolved**: That the Clerk approach the previous owner/provider for formal confirmation that a seat had been ordered and installation would occur before the end of November otherwise the Town Council to fund and install one of their choosing.

Litter bins - Consider replacement litter bin Wharf Street play area

**Resolved:** That a replacement litter bin be purchased for Wharf Street. Clerk to arrange including installation. (Black/gold livery)

**20/21/055** New Hall

1. Review New Hall finances (Income and Expenditure 2019/20).

Noted the initial financial years figures resulted in a £1,500 deficit over the course of the year. 2020-21 would of course run at a much higher deficit due to the pandemic with income likely to be under 50% of the budgeted sum. This would be offset by some reduction in staffing/utilities during lockdown and a DMBC grant received but would still be well in excess of the deficit in 2019/20.

**20/21/056** Ward Member/DMBC Officer/Highway inc a) Request “task force” be set up at the Town Board meeting to enable recruitment of volunteers to undertake tasks in the town and b) Seek update re: Sainsbury entrance.

Matters updated:

* Sainsbury entrance update - Head of planning response reported to members – Revised scheme approved but licensing issues and cost of works still to be finalised.
* Property updates including works agreed to Harworth Place and the old police house to comply with s215, which was noted to be very limited.
* Bollard replacement requested around the town
* Streetscene sweeping of the entire town requested and had been agreed.
* Hedge cutting to be undertaken. Problems areas highlighted (Thorne Road - broken glass and hedge encroachment across the footpath).
* Request local task force to be set up

**Resolved**: That a request be made via the Ward Councillor for the Town Board to set up a task force in due course to enable the recruitment of volunteers to undertake tasks around the town that fell outside the remit of the Town Council or principal authority.

**20/21/057** Events Working Group Update inc consider 2020 Senior Citizen event

**Resolved:** That the Senior Citizen event be postponed until 2021.

Alternate arrangements were not seen to be feasible in the current climate which remained unpredictable.

* Church arrangements for Remembrance Day noted but still unable to be confirmed due to limits on gatherings.
* The setting up of a weekly market in Harworth noted.

**20/21/058** War Memorial– Update including consider further steps re: land transfer, barriers and approve plaque costs

**Resolved:** That plaque costs (to comply with planning conditions) be approved in the sum of £884 plus delivery and installation.

Clerk to write to DMBC legal department regarding the agreed land transfer.

Clerk /Chair to liaise with DMBC to agree barriers.

**20/21/059** Bawtry “Here to Help” - Consider recognition of volunteers

Collection suggested with proceeds to be used to plant a tree and plaque at the Pinfold or a social event. Deferred for further consideration.

**20/21/060** Consider Mosaic Trust Grant Application

Members considered the application received.

**Resolved:** That the sum of £300 be approved subject to it being match funded by Austerfield Parish Council.

**20/21/061** Planning Issues.

a) Applications- None

b) Determinations

**19/02041/FUL & Appeal Ref 20/00017/NONDET** 44 Doncaster Road

Erection of detached dwelling and garage - ***Appeal Refused***

**20/01557/FUL**6 Towngate. Removal of existing boundary fence and erection

of replacement brick boundary wall within Bawtry Conservation Area - ***Granted***

**20/00620/FUL** 11 Binbrook Court, Bawtry. Proposed two storey infill front extension and single storey rear extension - ***Granted***

**20/01777/FUL** 16 Ingham Road. Erection of two storey side extension and single storey extension at the rear as well as replacement roof covering and demolition of existing outbuilding - ***Granted***

**20/01874/TCON** Pinfold Doncaster Road. Conservation area notification to fell on Sycamore (T2). within the Bawtry Conservation Area - ***TPO not served***

**20/01873/FUL** 5 High Meadow. Erection of 2 story side and rear extension and property re-design - ***Granted***

**20/21/062** Report on Meetings & Representatives

23rd September Zoom meeting scheduled for the airport committee

Illuminate – No update but unlikely to proceed.

**20/21/063** To Receive Additional Correspondence

1. Heritage Group - Consider use of outstanding funding from BTC

It was reported by the Library trustees that there remained a balance from the various organisations that donated to the Heritage group. It was requested that this balance be provided to the Heritage group for future projects once they had set up a charitable account in their name.

**Resolved** That the balance of any grant monies held by the library trustees be provided to the Heritage group in due course.

Post Office – Noted response from the local MP with support agreed to try and get the Post Office to reconsider their rigid retailer model.

**20/21/064** Items for Future Agenda

- Correspondence to local property owners regarding dilapidated properties.

- Annual Budget review.

(BRA matters to be discussed by the Town Centre Group initially).

**20/21/065** Public Bodies (Admission to Meetings) Act 1960

That in light of the confidential nature of the business to be transacted the press and public was excluded.

**20/21/066** Market Hill

1. Footpath contract – Update and consider interim payment to GNE for materials

Noted start date scheduled for Monday 21st September with traffic management plans now agreed with DMBC.

**Resolved**: That after 2 weeks on site an interim payment of up to £11,000 to be agreed and arranged by the Clerk.

DMBC funded costs to be invoiced directly by GNE with the The Crown Hotel contribution also to be sought directly by GNE if practicable.

1. P& D Contract- Legal update and consider further instruction to Shoosmiths

Members received the legal advice from Shoosmiths and reiterated the desire to move away from a manned operation to remote monitoring and the adoption of a revised regime and ethos to strike a balance between supporting the local economy and bringing in a more limited P&D revenue to fund other Council services. Uniformity across the district with DMBC operated car parks was considered by members to be in the public interest with advice confirming further re-tendering was not required.

**Resolved:** That Shoosmiths be instructed to arrange correspondence for the existing contractor regarding TUPE in line with advice received.

**20/21/067** Recreation Issues

1. Allotments - Consider hedge cutting quotes.

Members considered the quotes and scope of works.

**Resolved**: That MKS Groundcare be instructed to cut the perimeter hedges with the Clerk to agree the required hedge height with the contractor with delegated powers to approve further associated costs, if any.

There being no further business the meeting ended at 8.55pm

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

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| --- | --- | --- | --- |
| **July** |  |  |  |
| Gazprom | Hall -gas | DD | 20.11 |
| HSBC | Bank charges | DD | 8.00 |
| Gillies Landscapes | Fallen tree removal - allotments | 1861 | 80.00 |
| Hoe & Mow | Grass cutting Hall June | 1862 | 123.63 |
| P&N Accountants ltd | Internal audit fee | 1863 | 180.00 |
| Torne Valley | Handymen PPE | 1864 | 99.00 |
| Various | Salaries- July | 1865/69 | 4119.66 |
| HMRC | Tax & NICs July | 1870 | 946.80 |
| HMRC | Job retention scheme refund- July | CR | --591.71 |
| **August/September** |  |  |  |
| The Pension People | Pension contributions -July | DD | 212.92 |
| DMBC | Mkt Hill rates- monthly | DD | 798.00 |
| EDF | Mkt Hill electricity | DD | 41.00 |
| EE | Mobile phones inc hall (monthly) | DD | 60.07 |
| Today Publications Ltd | Newsletter - Bawtry Today | DD | 114.00 |
| Opus Energy | Hall- electricity | DD | 118.83 |
| Plusnet | Broadband -hall | DD | 32.40 |
| Business Stream | Water rates- cemetery | DD | 9.75 |
| Business Stream | Water rates- allotments | DD | 384.23 |
| Information Commissioner | Annual data protection registration | DD | 35.00 |
| Torne Valley Ltd | Handymen PPE - gloves | 1871 | 21.00 |
| MKS Groundcare Ltd | Grass cutting /weeding - July | 1872 | 984.00 |
| British Gas | Annual care plan- New Hall | 1873 | 648.00 |
| Viking Direct | Paper towels/bins - hall | 1874 | 55.26 |
| A Harrison | Zoom monthly fee | 1875 | 14.39 |
| Shoosmiths LLP | Legal fees – interim bill | 1876 | 2540.40 |
| Blyth Pest Control | Wasp nest treatment -Wharf St play area | 1877 | 50.00 |
| Hoe & Mow | Grass cutting Hall July | 1878 | 123.63 |
| TWC Facilities Ltd | Sanitary disposal -Hall | 1879 | 84.00 |
| Gazprom | Hall -gas | DD | 21.41 |
| HSBC | Bank charges | DD | 9.50 |
| Various | Salaries- August | 1880-84 | 4119.46 |
| HMRC | Tax & NICs August | 1885 | 947.00 |
| HMRC | Job retention scheme refund- August | CR | --294.26 |
| Bawtry News | Annual advert | 1886 | 27.00 |
| The Pension People | Pension contributions -August | DD | 212.92 |
| DMBC | Mkt Hill rates- monthly | DD | 798.00 |
| EDF | Mkt Hill electricity | DD | 59.00 |
| EE | Mobile phones inc hall (monthly) | DD | 54.49 |
| Today Publications Ltd | Newsletter - Bawtry Today | DD | 114.00 |
| Opus Energy | Hall- electricity | DD | In Credit |
| Plusnet | Broadband - hall | DD | 32.40 |
| Nisbets | Handymen PPE- gloves/sanitiser | 1887 | 27.68 |
| MKS Groundcare Ltd | Grass cutting /weeding - August | 1888 | 1374.00 |
| A Harrison | Quarterly allowance | 1889 | 150.00 |
| A Harrison | Zoom monthly subscription fee | 1890 | 14.39 |
| Marshalls Garage | Handyman diesel | 1891 | 6.85 |
| Torne Valley | Handyman- gloves | 1892 | 21.00 |
| Gazprom | Hall- gas | DD | 21.46 |
| HSBC | Bank charges | DD | 11.50 |