**MINUTES OF THE ANNUAL MEETING OF BAWTRY TOWN COUNCIL HELD AT THE NEW HALL ON 10th MAY 2023 FROM 7PM**

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

S. Young. C D, Cartwright, D. Gale.

Mrs. A Harrison – Town Clerk

**In Attendance:** Ward Councillor R. Blake, 4 members of the public.

**23/24/001** Appoint a Town Mayor for the Ensuing Year

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

**23/24/002** Declaration of Acceptance of Office

The Mayor signed the Declaration of Acceptance of Office in the presence of the proper officer.

**23/24/003** Receive Apologies and Approve Reasons for Absence

J. Brindley, A. Cropley, C Minnis. (Other commitments).

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

**23/24/004** To Appoint a Deputy Town Mayor

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

Thanks given to Cllr Cartwright for his commitment and support over a number of years on the Council and noted that he kindly declined the nomination as Deputy Mayor as he expected to shortly move out of the town later this year.

**23/24/005** Receive Declarations of Interest (other than standing interests)

None

**23/24/006** Agree Confidential Items - None (Item 16 – EVCI Report confidential but discussion unlikely to deal with confidential issues).

**23/24/****007** Approval of the Minutes of the Town Council Meeting –11th April 2023

**Resolved:** That the minutes be approved as a true and accurate record.

**23/24/008** Matters Arising from the Minutes

No matters raised.

**23/24/009** 15 Minute Public Discussion Period.

Tickhill Road parking issues raised. Residents were advised of the Community engagement meetings (led by the local Police) where residents could raise their concerns and the Highways Department at DMBC (who were responsible for parking restrictions etc). The Ward Councillor also advised that the head of Highways, had agreed to attend and look at the problem.

Request received whether there was any developments re: the MSG regarding promoting the facility for public use.

**23/24/010** Financial Matters

1. Approve Monthly Accounts

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

Noted the planting and car park consultant costs.

b) Bank Reconciliations – 31st March 2023

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

c) Budget Monitoring – 31st March 2023

**Resolved:** That the budget monitoring schedule be received.

Members noted that at year end 98% of budgeted income had been received with only 77% of budgeted expenditure spent.

d) Noted dates for the Exercise of Public Rights

Noted that in accordance with the recommendation of the external auditor the Exercise of Public Rights would begin on the 5th June and end on the 14th July 2023.

**23/24/011** Approve Annual Return (AGAR) to 31st March 2023 s1 Governance Statement

**Resolved** That the AGAR s1 governance statement be approved.

The Mayor and Clerk as RFO signed the same.

**23/24/012** Approve Annual Return (AGAR) to 31st March 2023 s2 Accounting Statement

**Resolved** That the AGAR s2 Accounting Statement be approved.

The Mayor and Clerk as RFO signed the same

The internal audit report also received (page 3 of the AGAR)

**23/24/013**  Consider Council Representatives on Outside Bodies

South Yorkshire Passenger Transport Executive (SYPTE) User Group: A Cropley.

Parish Councils Joint Consultative Committee (PCJCC); I Greer; S Young

Town/Parish Council Climate Action Network - I Greer

YLCA South Yorkshire Branch - A Claypole

DMBC Rights of Way Forum - P Holland

MSF User Group Committee & BARS Strategic Management Committee - G Scott

BRA – D Cartwright

South Yorkshire Police Liaison/Community Engagement – D. Kirby D. Gale

Art Festival – J. Linsley.

**23/24/014** Other Groups inc

Town Council newsletter - A Harrison

Council Audit - A Claypole

Town Strategy Working Group - Cllrs Claypole, Cartwright, Young, Linsley, Kirkham

Town Board – J Linsley, A. Claypole

**23/24/015** Ward Member /DMBC Officer Report

* Parking issues addressed above.
* Dropped kerbs now being installed.
* Crime issues being dealt with by increased patrols.
* Banking Hub- no update to date to the expression of interest submitted.
* Funding workshop available for local groups (£2-10k)
* Litter pick 3rd June with additional session to be considered before the Arts Festival.

**23/24/016** Market Hill

1. Review Market Cross protective works.

Noted conclusion of the project and costs. Planting had improved the overall look and it now appeared to have been generally well received.

1. Review EVCI Consultant report (herewith) and consider further steps.

Members considered the report and decided to produce a Request of Information document and seek further clarification from the existing bidders.

**23/24/017** Recreation lssues - No matters raised.

**23/24/018** Highways– No matters raised

**23/24/****019** New Hall – Consider toilet refurbishment plans & associated costs.

Members considered the current plans and agreed to seek a cost comparison between a refurbishment including a reconfiguring of the toilet layout, and one where the layout remained the same but fully refitted.

Noted significant help being offered for small maintenance works from the Friday Men’s group and therefore the Clerk would arrange a suitable concession.

**23/24/020** Town Centre Strategy Working Group

Revised parking layout received but the still to be addressed fully by the group.

**Resolved:** That any final plans would include chevron parking bays.

**23/24/022** Events including Arts Festival update

Noted the Coronation events were well received and attended, 65 residents attended the afternoon tea and about 40 volunteers kindly helped with the ‘Big Help Out’ which involved litter picking and the planting of trees.

Thanks were given to Cllrs Gale, Kirby & Greer, Maria Claypole, Julie Gale, Carol Greer and Chrissy Hadley who without which, the events would not have been possible. Thanks was also extended to Jaysters Catering and Feast who kindly sponsored a cake for the volunteers.

**23/24/023** Planning Issues.

1. Planning Applications - None
2. Planning Determinations

**22/01601/FUL** Butts of Bawtry, Station Yard, Station Road; Use of the existing building for general industrial (Use Class B2) and erection of extension to be used for associated storage (Use Class B8) and ancillary office space (Use Class E(g)) ***- Granted***

**23/00356/FUL** 10 Wellington Grove; Erection of a rear single storey extension to adjoin existing unused garage/outbuilding to main dwelling house and associated external alterations, including replacement of flat roof with hipped roof- ***Granted***

**23/00271/FUL** Gorran, Martin Lane; Erection of a two storey & a single storey front extension & single rear extension to a dwelling house & associated works - ***Withdrawn***

**23/00468/FUL** 4 Pemberton Grove. Erection of two storey side extension (Being resubmission of 22/01180/FUL - to change the roof style from hipped roof to gable roof). - ***Granted***

**23/24/024** Report on Meetings & Representatives including:

PCJCC - Consider approval of Joint Charter and Terms of Reference.

**Resolved:** That the Joint Charter would be approved however this was strictly on the basisthat consultations with BTC would not be run exclusively through the Committee.

(Also the Committee to continue to be encouraged to circulate agendas and documents as early as possible to allow BTC to consider at a full council when required)

Vote - 8 for, 1 against 1 abstention.

**23/24/025**  To Receive any Additional Correspondence

Noted email correspondence from BARS with the Charity Commission response expected around the end of May regarding the transfer of ownership of the play equipment. A request that a grant application also be considered.

**23/24/026** Items for Future Agenda & Next Meeting - 12th June

BARS grant application

Notice Board replacement – Bylaws board

Cemetery extension update

(David Gale & Ivor Greer gave apologies in advance for 12th June)

There being no further business the meeting ended at 8.50pm

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

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| **Payees** | **Description** |  | **Amount** |
| Metric Parking Services | Car park PSP fees- March | 2540 | 177.12 |
| DMBC | Annual bin waste - Cemetery | 2541 | 758.00 |
| DMBC | Quarterly bin waste -Hall | 2542 | 189.50 |
| L Bagilhole | Arts festival leaflets | 2543 | 50.34 |
| W Young | New hall - repairs | 2544 | 41.98 |
| Yorkshire Caravans | Gas bottle handymen (Reimburse ALH) | 2545 | 68.75 |
| Keystone Castors Ltd | Hall trolley castors (Reimburse ALH) | 2546 | 67.41 |
| HSBC | Monthly bank charges | DD | 14.50 |
| Fairgardens Plant Centre Ltd | Coronation – trees (Reimburse DG) | 2547 | 172.88 |
| Various | Salaries - April | 2548-52 | 4976.71 |
| HMRC | Tax & NICs - April | 2553 | 1303.06 |
| A Harrison | Postages | 2554 | 25.20 |
| The Pension People | Pension contributions – Apr | DD | 272.22 |
| EDF | Mkt Hill electricity | DD | 6.00 |
| DMBC | Rates - Mkt Hill (monthly) | DD | 918.00 |
| EE | Mobile phone | DD | 37.06 |
| Today Publications Ltd | Newsletter - Bawtry Today | DD | 132.00 |
| Opus Energy | Hall- electricity | DD | 128.88 |
| Waterplus | Water charges New Hall | DD | 22.67 |
| Sky Business | Broadband | DD | 29.94 |
| Rialtas Business solutions | Annual licence/support/maintenance | 2555 | 658.34 |
| Thorne Rural Lions | Art festival tent- deposit | 2556 | 50.00 |
| MKS Groundcare Ltd | Monthly grass cutting tender | 2557 | 987.00 |
| A Harrison | Travel Expenses | 2558 | 29.25 |
| Rialtas Business solutions | Year-end closedown | 2559 | 906.00 |
| Baker Ross | Reimburse IG Coronation expenses | 2560 | 29.95 |
| Barraton Design Studio | Design consultant fees | 2561 | 1800.00 |
| Plusnet | Broadband (final) | 2562 | 2.53 |
| Gillies Landscapes | Market cross planting | 2563 | 720.00 |
| Marshalls Garage | Handyman barrow repair | 2564 | 38.40 |
| Excel Parking Services Limited | Car park management fees Apr | 2565 | 1232.38 |
| Opus | Hall gas | DD | 270.56 |
| Business Stream | Water rates -cemetery | DD | 39.20 |
| Global payments | Merchant bank fees | DD | 170.44 |