**MINUTES OF THE MEETING OF BAWTRY TOWN COUNCIL HELD AT THE NEW HALL ON 11th SEPTEMBER 2023 FROM 7PM**

**Present:** Cllrs: A. Claypole, J. Linsley, D. Kirkham, G. Scott, D. Gale, J. Gale A. Cropley, S. Young, D. Kirby & P Holland

Mrs. A Harrison – Town Clerk

**In Attendance:** Ward Councillor R. Blake, 7 members of the public.

**23/24/073** Receive Apologies and Approve Reasons for Absence

Cllrs I Greer & D Cartwright gave reasons for absence.

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

**23/24/074** Receive Declarations of Interest (other than standing interests)

**23/24/075** Agree Confidential Items – Members agreed Items 11d, 11e, 12b & 14 to be held in confidential session (All contractual/legal)

**23/24/****076** Approval of the Minutes of the Town Council Meeting –10th July 2023

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

**23/24/077** Matters arising from the Minutes

23/24/058 Kiosk Notice (opening hours) –. Cllr Kirby to approach the tenants as the Clerk had not managed to catch them when they were open.

23/24/060 Defibrillator update (Clerk had registered BTC interest for grant funding as requested).

23/23/061 Facebook administration update.

23/24/062 Name of the Fallen to be displayed during Remembrance along with poppy displays etc. Cllrs Claypole, Cartwright & Scott to arrange as required. (Any plans to be reported at the October meeting).

**23/24/078** 15 Minute Public Discussion Period.

Request for additional police presence in the town. (Noted how to report incidents to the Police/Neighbourhood Team).

 Allotment issues (on agenda to be discussed).

 Public Seating request (on agenda to be discussed).

 Thanks given to members for permission for the recent car show event

**23/24/079** Financial Matters

1. Approve Monthly Accounts.

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

b) Bank Reconciliations –31st July 2023

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

c) Budget Monitoring –31st July 2023

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

 Members noted and approved the overspend on professional fees which had arisen due to the unexpected costs for ECVI consultancy fees, which were ongoing.

d) Conclusion of Audit & receive External Audit Report

Members received the External Audit Report, no matters had been raised

other that reserve levels/precept demand to be kept in check.

Members noted the comments but were aware that they were saving for

projects which would incur significant costs, as the auditors had been

advised and which was why reserves were being accrued.

The Notice of Conclusion of Audit had now been published as required.

**23/24/080** Ward Member /CDC Officer Report

CCTV – real time monitoring by monitoring suite. Library installation to start on 12th September. Station Rd/Wharf St w/c 18/19th September. Remaining locations when the new street lighting columns were installed.

 Kings Wood – Noted the petition to have a public right of way designated was not successful as there was no single route that could be established. However, those who had submitted the petition had declined to appeal as there was now free permits available to enable the public to use a designated route.

Tickhill Road – Hedge next to the layby to be heavily cut back.

Doncaster Road – Surface dressing agreed.

**23/24/081** Highways/Public Seating- Consider BAWP proposal for provision of public seating.

Members had been provided with the proposal by BAWP to fund some additional public seating. BAWP wished to fund the purchase of additional seating and was seeking confirmation that the Town Council would work with them in arranging the purchase with the Council then taking on ownership of the seating and future maintenance.

 **Resolved**: That the proposed purchase of benches be approved. The Clerk to arrange the order. BAWP would take delivery and arrange installation which would be added to the Councils asset list upon completion.

**23/24/082** Harworth Place- Consider proposed correspondence to CDC regarding the condition of the property.

 **Resolved:** Draft report prepared by Cllr Kirkham was approved and forwarded to Dan Swaine and Malcolm Thomas (Conservation officer) at CDC & cc Nick Fletcher.

**23/24/083** Market Hill

1. Consider request for use of Market Hill for the 2023 Boxing Day Drag Hunt

Noted several members had received multiple identical emails which were clearly being circulated by anti-hunt groups and did not appear to be from local residents but their comments/concerns were noted. Members discussed the safety issues and noted the group would provide a risk assessment and public liability insurance as required. Noted members were not making any decision based on the pros and cons of fox hunting activities generally.

**Resolved:** That the meeting of the 2023 Boxing Day hunt on Market Hill was not approved. (4 for, 5 against, 1 abstention)

Noted the event would still be able to take place, but would simply not set off from Market Hill.

1. Consider Christmas Event sponsorship request – up to £3000 for security /safety elements.

**Resolved:** That funding up to £3000 be approved for the BRA Christmas Event.

1. Note proposed sponsorship of the Market Hill Christmas Tree (decorations) by Blond & the Bloom

**Resolved:** That thesponsorship be accepted and thanks be given to Blond & the Bloom.

**23/24/084** Recreation lssues

 a) Receive Tree surveys

Members received the tree survey reports. The Clerk advised she had approached 3 contractors but unfortunately had only received one quote in respect of the recommended works. Consideration of quotes deferred until the October meeting.

1. CCTV including consider Wharf St Recreational Ground CCTV provision

Moved to confidential session.

1. Allotment fencing/signage update.

Clerk advised of the issues with providing a gate/fencing which would likely be cost prohibitive.

**Resolved:** That an ‘allotment holder only’ sign be installed.to see if this would help resolve the problem.

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**23/24/****085** New Hall including consider actions /progress regarding toilet and hall refurbishment costs.

The Clerk confirmed that BAWP has sent a grant of £4000 towards the toilet refurbishment but costs had not been established for this currently.

**Resolved:** The grant sum would be earmarked for this purpose

Toilet refurbishment and general refurbishment to be on the October agenda to progress with further quotes being sought in the interim.

**23/24/086** Town Centre Strategy Working Group update including Market Hill resurfacing tender specification, layout & EVCI installation

 Moved to confidential session.

**23/24/087** Events Working Group – Approve Senior Residents Lunch timetable/matrix

 **Resolved:** That the timetable and matrix for the event on 5th December had been approved. The Clerk to arrange for poster printing and application form distribution. Entertainment approved –School Choir & ‘Change for Two Tenors’.

 **23/24/088** Planning Issues.

1. Planning Applications

**23/01495/FUL** **AMENDED** Westwyn, St Martins Avenue

Erection of a 2 storey side extension on the same footprint as the existing garage.

***No adverse comment***

**23/01414/FUL** 11 Rydale Gardens. Erection of side and roof extension over garage with new dormer and new roof to rear conservatory. - ***Now approved***

1. Planning Determinations

**23/01035/FUL** 7 Tickhill Road. Erection of single storey extension to front corner, new doors & render side elevation ***Granted***

**23/00534/FUL** 3 Park Road. Erection of single storey extension to the rear- ***Granted***

**23/00848/FUL** Rosamund Cottage St Martins Avenue

Erection of rear extension to house and extension of garage *-* ***Granted***

**23/24/089** Report on Meetings & Representatives

None

**23/24/090**  To receive any Additional Correspondence – Email correspondence re: Football

Training Academy proposal

 To be dealt with in confidential session as third party correspondence.

 **23/24/091** Items for Future Agenda & Next Meeting - 9th October

D Kirkham & D Kirby gave apologies for the October meeting including reasons.

**23/24/092**  Public Bodies (Admission to Meetings Act) 1960

 That in light of the confidential nature of the business to be transacted the press

 and public be excluded.

 **23/24/093** Market Hill

1. Consider quotes for coloured tree wrapping of Market Hill trees

 Members considered the quotes received.

 **Resolved:** That the Blanchere quote be approved strictly subject to the equipment meeting CDC requirements in terms of running the electricity supply from the street columns.

1. Consider Market Hill frontage request (NatWest/Old Town Hall)

 Noted no further information had been received for members to consider therefore further clarification/plans of what was being requested would be needed before members could make a decision.

**23/24/094** Recreation Issues

b) CCTV, consider Wharf St Recreational ground installation costs

The timescale had been provided by CDC for the High Street CCTV installation (October), and they had provided a quote for an additional camera at the recreational ground to be added to their system if BTC wanted this.

**Resolved:** That further clarification be sought regarding the range and height of any proposed camera.

**23/24/095** Town Centre Working Group – including approve additional EVCI consultancy fees

Draft specification had been prepared but some aspects still needing finalising including the need for ducting, electric charging unit position, kiosk footprint & green aspects around trees etc.

 The Clerk to seek further clarification from CDC regarding help with the specification as this appears to have stalled despite a positive initial meeting.

 Members discussed the need for further consultancy assistance to deal with the evaluation of the remaining tenders

 **Resolved:** That the additional consultancy fees by Bureau Veritas be approved on the basis that any interviews with shortlisted bidders be limited to ½ day.

**23/24/096** Email correspondence

 Third party correspondence received regarding the proposed Football Academy/Public Consultation event on the 29th September at the Crown Hotel.

 Members agreed that some councillors would attend the event and that the members would consider any plans fully when a planning application had been submitted.

There being no further business the meeting ended at 9.05pm

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

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| **July Payees** | **Description** | **No** | **Amount** |
| Opus | Gas - hall | DD | 53.49 |
| Metric Parking Services | Car park PSP fees- June | 2624 | 178.85 |
| Beyond a Joke | Arts festival entertainment | 2625 | 800.00 |
| North Notts Landscapes | Bench installation Gainsborough Rd | 2626 | 472.80 |
| Selwyn Trees | Tree survey | 2627 | 990.00 |
| Excel Parking Services Ltd  | Car park management fees ECN June | 2628 | 591.60 |
| Jalapeno Business Services | 365 Email set up | 2629 | 122.40 |
| Royal British Legion | Lamppost poppies | 2630 | 100.00 |
| Bureau Veritas | EVCP Consultancy fees | 2631 | 1944.00 |
| Leonard Tomlinson Ltd | Handymen petrol (reimburse PV) | 2632 | 4.32 |
| Dunelm | Hall kettle/stationery | 2633 | 20.00 |
| Various | Salaries - July | 2634-38 | 4975.91 |
| HMRC | Tax & NICs - July | 2639 | 1303.86 |
| Thorne Rural Lions | Festival fee - balance | 2640 | 80.00 |
| **August** |  |  |  |
| The Pension People | Pension contributions – July | DD | 283.29 |
| 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 | 144.00 |
| Opus Energy | Hall- electricity  | DD | 109.85 |
| Waterplus | Water charges New Hall | DD | 23.22 |
| Sky Business | Broadband  | DD | 29.94 |
| Jalapeno Business services | 365 Monthly subscription | DD | 98.78 |
| Information Commissioner | Annual data protection registration fee | DD | 35.00 |
| Business Stream | Water charges - cemetery | DD | 27.99 |
| Business Stream  | Water charges - allotments | DD | 40.73 |
| PKF Littlejohn | Monthly grass cutting tender | 2641 | 756.00 |
| GL Beal Ltd | War memorial repair | 2642 | 2086.80 |
| MKS Groundcare Ltd | Monthly grass cutting tender | 2643 | 978.00 |
| HP Ink UK Ltd | Stationery- Ink subscription | 2644 | 8.00 |
| North Notts Landscapes Ltd | Tickhill Bench installation | 2645 | 420.00 |
| David Bodman | Arts festival | 2646 | 126.60 |
| Johnsons Drainage | Hall – drain clearance | 2647 | 144.00 |
| Metric Group Ltd | PSP fees- July  | 2648 | 191.09 |
| TWC Group | Hall sanitary waste removal (annual) | 2649 | 312.00 |
| Bawtry News | Annual Advertising | 2650 | 31.00 |
| Gillies Landscapes | Cemetery spoil removal & maintenance  | 2651 | 445.00 |
| Various | Salaries - Aug | 2652-56 | 4975.51 |
| HMRC | Tax & NICs - Aug | 2657 | 1303.26 |
| Hoe & Mow  | Grass cutting hall July | 2658 | 132.48 |
| Excel Parking Services Ltd  | Car park management fees -July | 2659 | 1232.38 |
| Excel Parking Services Ltd | Car park ECN fees | 2660 | 693.60 |
| Global Payments  | Merchant bank fees | DD | 220.40 |
| HSBC  | Monthly Bank charges | DD | 16.00 |
| Opus | Hall - gas | DD | 46.64 |

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| **September Payees** | **Description** | **No** | **Amount** |
| The Pension People | Pension contributions – Aug | DD | 283.29 |
| EDF | Mkt Hill electricity | DD | 6.00 |
| DMBC | Rates - Mkt Hill (monthly) | DD | 918.00 |
| EE | Mobile phone  | DD | 37.80 |
| Today Publications Ltd | Newsletter - Bawtry Today  | DD | 144.00 |
| Opus Energy | Hall- electricity  | DD | 82.22 |
| Waterplus | Water charges New Hall | DD | 44.16 |
| Sky Business | Broadband  | DD | 29.94 |
| Jalapeno Business services | 365 Monthly subscription | DD | 98.78 |
| Viking  | Stationery/postages | 2661 | 129.50 |
| MKS Groundcare Ltd | Monthly grass cutting tender | 2662 | 978.00 |
| A Harrison | Quarterly allowance | 2663 | 200.00 |
| DMBC | Emergency play park repairs | 2664 | 11054.40 |
| PPL PRS  | Hall- music licence 23-24 | 2665 | 320.44 |
| PPL PRS  | Hall- music licence 22-23 | 2666 | 286.42 |
| C Keeling | Relief cleaning – New Hall | 2667 | 297.00 |
| Need a Hand Ltd | Cemetery tap repair | 2669 | 150.00 |
| A Harrison | Travel expenses – July-Aug | 2668 | 24.30 |
| Torne Valley Ltd  | Handymen PPE | 2670 | 66.00 |
| Excel Parking Services Ltd  | Car park management fees Aug | 2671 | 1232.38 |
| Leonard Tomlinson Ltd | Handymen petrol (Reimburse PV) | 2673 | 7.44 |
| Global Payments  | Merchant bank fees | DD | 205.49 |
| HSBC  | Monthly Bank charges | DD | 14.00 |
| Opus | Hall- gas | DD | 44.90 |