**MINUTES OF THE MEETING OF BAWTRY TOWN COUNCIL HELD AT THE NEW HALL ON 12th FEBRUARY 2024 FROM 7PM**

**Present:** Cllrs: A. Claypole, G. Scott, D. Gale, J. Gale, S. Young, D. Cartwright, P Holland,

D. Kirkham, K. Killeen, A. Cropley, D. Kirby

Mrs. A Harrison – Town Clerk

**In Attendance:** 8 members of the public, Ward Councillor Ken

**23/24/197** Receive Apologies and Approve Reasons for Absence

J. Linsley & I. Greer (reason provided to members)

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

**23/24/198** Receive Declarations of Interest (other than standing interests)

Item 9a Cllr Kirkham Planning Application 23/02566/FUL. Non-pecuniary as neighbouring property.

 Item 8 Cllr Scott. Non-pecuniary as relative of the company representative.

 Item 8 Cllr Claypole. Non-pecuniary as company representative known to the Chairman

Item 11 BARS Cllr Young. Non-pecuniary as Chairman of the charity

**23/24/199** Agree Confidential Items

Item 11 Recreational Issues – War Memorial land transfer (legal)

Item 14 New Hall d) Hearing Loop quotations (contractual)

**23/24/****200** Approval of the Minutes of the Town Council Meeting –8th & 22nd January 2024

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

**23/24/201** Matters arising from the Minutes

23/24/177 Highways - Update provided regarding the resident complaint CDC had now taken up this issue with Severn Trent further to their comments regarding pluvial water.

24/24/181 Grant Application - Update with no clarification provided to date from the applicant regarding the statue of their organisation.

23/23/193 Staff Training- update provided.

**23/24/202** 15 Minute Public Discussion Period.

* Questions raised by a representative of the football club regarding the recent BARS meeting with the Charity Commission, which despite the agreement of the Charity chairman at the previous meeting, the Council was not invited to attend.
* A former trustee of the Charity advised of the risk to the current trustees of the grant providers seeking a refund of the grants provided for the pavilion if they ceased to operate the facility.

**23/24/203** Financial Matters

1. Approve Monthly Accounts.

**Resolved:** That the monthly accounts be approved to February 2024.

b) Bank Reconciliations –31st December 2023

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

c) Budget Monitoring –31st December 2023

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

**23/24/204** Consider Bawtry “Town Link” two way radio communication request for antenna at The New Hall

The company representative was given an opportunity to give an overview of the radio antenna proposal to members. The size of the equipment was discussed and any impact on the current Wi-Fi system.

 Discussed any requirements for planning permission.

 Discussed potential procurement issues (albeit at no cost to the Council) noting the commercial value of any agreement was the test of how a contract needed to be procured.

 **Resolved:** That subject to any procurement restrictions that could arise in the future and any planning permission requirements being met (if any) the installation was approved as it would benefit the local community.

The agreement to be approved at the next meeting but would require the Council to be able to terminate on notice.

 **23/24/205** Ward Member /CDC Officer Report

* Doncaster Road slurry works update provided. Noted a delay due partly to Cadent works due. Concerns about the further delays expressed by members.
* Yellow lines (including Tickhill Rd) – legal order now in place & works order approved on the 22nd January. Estimated completion within 4-6 weeks weather dependent.
* Dog fouling on the Tree Estate with cleansing having taken place and request for wardens to monitor.
* Grant funding for local groups for capital projects up to 2k available
* Street furniture - Benches vandalised to be replaced.

Request for an update on Harworth House (condition) and private parking that had commenced operating at the rear of the former Nat West bank.

**23/24/206** Market Hill.

a) Approve revised Market Hill layout plans and receive initial costs of surveys to obtain prior to planning/procurement.

 Members discussed the revised plans which removed the majority of the wall and green tarmac.

 **Resolved:** That the revised plans be approved in principle including the location of the proposed EVCI bays (assuming the connection would be near Scot Lane) but subject to amendment to the access adjacent to the Tasting Note.

(Members still expressed concerns for the loss of spaces).

Members were not supportive of reducing the bay numbers further to prevent pavement overhang as the area of overhang would not be on adjacent retailers properties in any event.

b) Receive pothole repair details (dealt with under delegated powers).

The Clerk advised of emergency repairs to significant potholes on Market Hill undertaken in accordance with financial regulation 11.1 (emergency works)

**23/24/207** Recreation lssues - War Memorial Land Transfer Update

Moved to confidential session.

**23/24/208** BARS - Update including:

MSG Condition Survey/Annual Insurance/Outstanding Rent

Update provided with information provided and rent paid but the 5-year electrical installation report and Fire Risk Assessment for the main pavilion was requested from Cllr Young as BARS Chairman. The surveyor had been instructed for the condition report with a date for inspection being arranged.

Meeting with Charity Commission – Update provided with confirmation that permission was given by the Charity Commission to appoint a further trustee to enable the Charity to be quorate and despite this apparently not being undertaken in accordance with the governing document.

Registration of MSG Lease - Request for confirmation by BARS that the lease had been registered with the land registry in accordance with the requirements of the lease.

Preparation of Year End Accounts to June 2023 – Advised that these were being prepared and were on schedule.

Exit strategy for existing trustees & new trustees update. New trustee noted and advice from the existing trustees was that they would not now stand down until the Charity was incorporated which they were still waiting for confirmation of from the Charity Commission.

Essential repairs to facility roof - No clear information whether this had been rectified was provided although the roof appeared not to be leaking at present.

MSG -Selling and consumption of alcohol – No current licence arrangements in place with no imminent plans to reinstate this with the suggestion that more trustees would need to be appointed before this could be resurrected.

The meeting was suspended to allow an update from the club representatives. There was still a lack of correspondence with the clubs by BARS, it was not clear if any would operate from the facility this season. In their opinion new management was required whether through a new charity or the Council/committee including representatives from the primary users.

**Resolved**: The Clerk to approach the Charity Commission to ask for confirmation as to their refusal for the Council representative to attend the recent Charity Commission meeting and the manner of the recent trustee appointment and to ask for advice about the current lease.

(Members of the public left the meeting).

**23/24/209** Highways

No matters raised.

**23/24/****210** New Hall

a) Consider building name.

 **Resolved:** That the building be renamed as Bawtry Town Hall.

(All in favour except Alan Cropley)

The change to be sought from 1st September to enable the user groups to update any literature/promotional materials.

b) Confirm use of car park for patrons only.

**Resolved**: Members agreed that the car park was a private car park for patrons/hirers of the hall.

c) Consider restrictions on evening functions.

**Resolved:** Members agreed that currently the hall could not offer hire for occasional evening functions (other than small relatively short children’s birthday parties etc.) as the Council did not have staffing arrangements to clean the facility after such events at weekends.

c) Consider hearing loop quotes

Moved to confidential session

d) Consider group request for armchairs

**Resolved:** That the purchase of a maximum of 2 chairs be agreed due to both storage and cost implications of any additional chairs being purchased.

e) Consider ‘New Hall Users Group’

 Members expressed their concerns about the remit for such a group by regular users.

 The Clerk noted 2 new items that had arisen since the agenda being issued. A drainage survey (£480 excluding VAT) was needed due to ongoing drainage issues and the need for a survey prior to the toilet refurbishment. A new fire risk assessment (around £399 excluding VAT) was required under the new fire regulations. Members noted that these items could be dealt with by the Clerk under delegated powers as both were under the £500 limit (Financial Regulation 4.1)

**23/24/211** Town Centre Strategy Working Group

No matters raised with a further meeting to be scheduled to discuss the progress of the Market Hill refurbishment.

**23/24/212** Events Working Group Update

No matters raised.

**23/24/213** Consider response to South Locality Plan Consultation Questions

**23/24/214** Consider Arts Festival Funding for 2024

 **Resolved:** That an initial £1000 funding be approved, to be supplied prior to the beginning of the financial year if required.

Any further proposed funding would need further clarification at the March meeting

**23/24/215** Planning Issues.

a) Planning Applications

**23/02566/FUL** The Old Town Hall, 17 Market Place Bawtry

Proposed two-storey side extension, change of use of part of the ground floor

and first floor to form 5 apartments, change of use from a gallery to commercial

floor space (Use Class E) on the ground floor.

**Resolved:** That an appropriate level of parking for any apartments to be met in accordance with any parking standards/Local Plan.

Concerns to be expressed regarding the disruption caused during construction and whether there would be suitable access for this.

Concerns also expressed about the application itself and the lack of clarity, making it difficult for the Council to fully comment.

b) Planning Determinations

**23/02037/FUL** 3 Oak Tree Road, Bawtry

Erection of two-storey side extension, including integrated garage at ground floor following demolition of conservatory - ***Granted***

**21/02485/FULM** Demolition of 5-9 Scot Lane for the proposed erection of 19 apartments, a small office space, and associated parking - ***Granted***

**23/24/216** Report on Meetings & Representatives

BRA meeting including spring launch attended by Cllr Claypole.

No local police meetings held

South Yorkshire YLCA meeting to be attended by Cllr Claypole.

**23/24/217** To receive any Additional Correspondence

None.

 **23/24/218** Items for Future Agenda & Next Meeting

Bawtry Arts Festival

 MER lease for EVCI’s

 (EGM to be called if urgent meeting required regarding the MSG) - Ordinary meeting March 11th.

**23/24/219**  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.

**23/24/220** Recreational Issues - War Memorial land Transfer update

 Clerk provided update including CDC costs which CDC had agreed to forfeit in light of the delays and abortive bill incurred by the Town Council

**23/24/221** New Hall – d) Consider Hearing Loop quotations.

 **Resolved**: That the Definition Audio Visual Ltd quote be approved (as the most competitive).

There being no further business the meeting ended at 9.15pm

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Payees** | **Description** | **No** | **Amount** |
| HSBC | Monthly bank charges | DD | 15.50 |
| Opus  | Hall gas | DD | 802.91 |
| Johnsons Drainage | New Hall – drainage clearance | 2776 | 144.00 |
| Keith Ashton Memorials | Plaque and installation  | 2777 | 816.00 |
| Analogue Electrics Ltd  | Call point replacement | 2778 | 240.00 |
| Various | Salaries – Jan | 2781-85 | 5389.18 |
| HMRC | Tax & NICs - Jan | 2786 | 1451.93 |
| Anthony Snowden | Architect Interim bill – Mkt Hill refurbishment | 2796 | 540.00 |
| Derek Lewis Ltd | Emergency pot hole repairs – Mkt Hill | 2797 | 2700.00 |
| Need a Hand Ltd | Repairs- New Hall/Cemetery | 2798 | 275.00 |
| The Pension People | Pension contributions – Jan | DD | 306.98 |
| EDF | Mkt Hill electricity | DD | 15.00 |
| DMBC | Rates - Mkt Hill (monthly) | DD | 918.00 |
| EE | Mobile phone  | DD | 37.06 |
| Today Publications Ltd | Newsletter - Bawtry Today  | DD | 144.00 |
| Yu Energy | Wharf St electricity | DD | 7.14 |
| Opus Energy | Hall- electricity  | DD | 168.41 |
| Yu Energy | Wharf St electricity – Nov-Jan | DD | 360.70 |
| Sky Business | Broadband  | DD | 29.94 |
| Jalapeno Business services | 365 Monthly subscription | DD | 98.78 |
| Bonnetts Ltd | Hall cleaning provisions | 2779 | 414.76 |
| Business Stream | Hall surface water charges | DD | 45.67 |
| MKS Groundcare | Grass cutting contract | 2780 | 978.00 |
| Find Mapping Ltd | Mkt Hill refurbishment –Utility survey report | 2287 | 465.96 |
| A Harrison | Travel Expenses – Dec/Jan | 2788 | 37.80 |
| HP Ink UK Limited  | Ink subscription (reimburse ALH) | 2789 | 16.45 |
| Excel Parking Services Ltd  | Car park management fees –Jan | 2790 | 316.20 |
| Metric Group Limited | PSP fees Jan | 2791 | 212.69 |
| Brookhouse Gas Services Ltd | Hall – boiler servicing /radiator repair | 2792 | 240.00 |
| Need a Hand Ltd | Hall- replace broken lights | 2793 | 245.00 |
| Gillies Landscapes | Cemetery spoil removal | 2794 | 275.00 |
| Excel Parking Services Ltd  | Car park management fees –Feb | 2795 | 1232.38 |
| McCarthy Smith Decorating | New Hall- paint refurbishment deposit | 2799 | 400.00 |
| Wybone Ltd | Orderly barrow replacement | 2800 | 737.99 |
| Global Payments  | Merchant bank fees | DD | 211.23 |
| HSBC  | Monthly Bank charges | DD | 18.50 |
| Opus | Hall - gas | DD | 1047.54 |