

Council members,

Cllr J Whittaker (Chairman), Cllr Mrs C Finch, Cllr Mrs P Garner, Cllr M Harm,
Cllr G Johnson, Cllr T Mitchell, Cllr D Stewart MBE (Vice Chairman),
Cllr Mrs R Whittaker, Cllr D Woods.

Minutes of a Meeting of the Council held at the Imperial Hall (small room) **on Tuesday February 4th, 2020 at 7pm.**

Introduction and fire precautions: The Chairman welcomed everyone to the meeting and reminded them of the evacuation procedures if required.

Public Participation session: Residents are invited to give their views and question the Town Council on issues on this agenda or, issues for future consideration. **(Members of the public are reminded that each presentation should take no more than three minutes).** **This Council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting by means of the recording and expresses hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any member of the public who may be present who do not wish to be filmed or recorded.** One member of the public present and one member of the press

01.02.20 To record the Names of Members, Present. Cllr J Whittaker presiding.
Cllrs: Finch, Garner, Harm, Johnson, Mitchell, Stewart, R. Whittaker & Woods.

02.02.20 To receive Apologies for absence. All present Cllr Harm to leave at 8pm.

03.02.20 To receive Declarations of Interest by any member of the Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. (*Localism Act 2011 Code of Conduct*).

Cllr R Whittaker personal interest cheque 104421

Cllr Mitchell personal interest Food Fest item 19 and item 21 as ward member.

04.02.20 To note dispensations given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*). None requested.

05.02.20 To receive the Chairman's Announcements (*for information only*). The Chairman thanked councillors who made up the additional planning committee panel, noting that there was much public interest. The Chairman reminded councillors that any contact with the press should be made with reference to the Chairman/clerk

06.02.20 To receive reports from Ward councillors (*for information only*).

Cllr Mitchell provided an update on the flooding issue explaining that a meeting had been held on 24th January with North Lincolnshire Council, local MP's, senior representatives from the Environment Agency and Highways; flooding on Station Road and West End Epworth had been blamed on blocked drains belonging to the "riparian" owners who have private responsibility to clear the drains. Higher levels of maintenance were also required to clean street gully's and drains. The Community Speed-watch where Epworth residents have joined with Belton will have a first meeting on Wednesday 5th February. The Rectory Street bus stop will be reinstated once the current building works at the location have been completed.

The Rectory Street, Mowbray Street, Albion Hill junction – re-marking will be carried out. Cllr Mitchell held a “ward surgery” at St Andrew’s Church on January 25th.

07.02.20 To receive the Clerk’s Report (*for information only*).

Food fest presentation - agenda item February

Planning PA/2019/1800 – additional committee meeting held, quorate. Response submitted immediately after meeting; minutes February agenda item. Epworth Town Council response is on the website.

Internal Audit: first appointment now scheduled for Tuesday February 11th

Cemetery Lodge staircase: Simpkins Kenny to submit specific report – agenda item once report received.

Item 10.01.20 Finance funds transfer: letter to bank written signed and counter signed, transfer made.

Precept: submission to North Lincolnshire Council made, precept grant accepted and since acknowledged, further precept discussion February agenda following Finance Committee meeting.

Grant applications: cheques signed, and letters written War Memorial Field and Epworth Music day.

Electricity accounts: new contracts agreed for all 5 accounts through Black Sheep Utilities

Telephone services provision: Assistant Clerk working on requisite 3 quotations; information to Finance Committee/full council whichever is soonest to receive information and resolve.

Minute 13.01.20 planning responses: PA/2019/2016; 2089 and 1765 planning responses submitted.

Minute 14.01.20 Epworth Heritage Centre: letter of support written and sent; Valuation Report forwarded. Information requested for facebook article.

Minute 15.01.20 Hanging basket invoicing “work in progress” with Assistant Clerk

Minute 16.01.20 Garden Party Invitation: not yet received from ERNLLCA; Cllr R Whittaker to be put forward as soon as email invitation arrives

17.01.20 North Lincolnshire Council “in bloom” grant funding; paperwork received – applications open until February 28th

Minute 18.01.20 Refused agenda items: clerk has set up spread sheet to correctly record refused items; previously records kept on email system.

Facebook: Vacancy for watering person and hanging basket item added.

Epworth Town Council tree works applications; 2 of the 3 applications approved; clerk waiting for 3rd decision before adding information to facebook/notice boards requesting quotations for the work.

Chapel of Rest application: no decision yet

VAT return April May June submitted for refund.

VAT return July to December 2019 ready for finance committee councillors to check.

Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** clerks report noted.

08.02.20 To resolve Draft Minutes of a Meeting of the Council held on Tuesday January 7th, 2019 copies of which have been previously circulated, for approval and signature; minute 18.01.20 on page 88; query that minute did not reflect the discussion, rejected agenda items should be discussed with the Chairman and recorded as in Standing Orders 9 (d, e & f). With the amendment, minutes were proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** a true record and signed by the Chairman.

09.02.20. To dispose of any business, if any, remaining from the last meetings. No other items were raised.

10.2.20 Internal control: to receive copy December bank statements, the December Receipts & Payments account sheet and the December budget sheet for approval and

signature of the Chairman. Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** an accurate record and signed by the Chairman.

Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** to bring forward item 22 for discussion prior to discussing the precept.

11.02.20 (item 22) Councillor email addresses: to discuss the provision of @epworthtowncouncil email addresses for all Councillors – additional cost of £3.00 per email address per month. Total £324.00 plus administration time. Points noted:

- ERNLLCA recommendation that all councillors should have separate email addresses for council matters.
- FOI requests could mean all emails on council matters viewed
- Microsoft email account security protected
- Chairman request email set up copy to enable urgent response in absence of clerk
- Councillor choice cannot be compelled

Proposed by Cllr Garner that the council have “@epworthtowncouncil.com” email addresses and that the Chairman under specific circumstances can access the account if required.

Seconded by Cllr Finch and **RESOLVED**. (1 abstention 1 against)

12.02.20 Internal control: Precept discussions: to receive DRAFT budget figures for discussion, amendment and confirmation prior to submission to North Lincolnshire Council. Due to a mistake being found in the figures proposed by Cllr Finch seconded by Cllr R Whittaker **RESOLVED** budget figures back to finance committee for further discussion and re-presentation. Provisional meeting date 18th February.

13.02.20 To resolve Grant application: Section 137 LGA 1972 Isle Choral Society grant request £500.00 (five hundred pounds). Proposed by Cllr Harm seconded by Cllr Stewart clerk to write for additional financial information and explanation of the figures by a member of the Society. Finance Committee to discuss before back to full council. **RESOLVED**.

14.02.20 Cemetery concrete standing: to resolve contractor to lay base for new storage container (*minute 14.12.19*) The clerk presented 2 quotations, received from builders following a facebook advertisement for contractors: quote 1; £770.00 quote 2; £970.00. The same specification had been provided for both contractors on site visits. Proposed by Cllr Johnson seconded by Cllr Stewart **RESOLVED** to employ S Costello (Builders) to carry out the works at £770.00 plus VAT.

15.02.20 To discuss/resolve contractors for (a) Turbary Road 2020 contract: (b) Grass cutting of Kings Head Croft, Closed Churchyard and lower area of Cemetery – existing contractor.

Turbary Road: Following brief discussion noting that the existing contractor had carried out the current maintenance contract which was considered good value for money proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** to continue the contract with APS Movements at the annual charge of £2000.00 (two thousand pounds) plus VAT with the council to consider additional requests for “planning’s” when required.

Grass cutting: the clerk presented one quotation from the same provider as 2019 as the council had been offered a 3 year contract in 2019 which had not been accepted due to the change of council: Proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** to accept the 3 year contract with MKS Groundcare based on 16 cuts per season of £2400.00 plus VAT per year.

NOTE: clerk to ask for grass cuttings to be blown off path.

16.02.20 Internal Control: To receive information regarding payments on the Financial Statements (such as direct debits and credit payments) approved by the Town Clerk since the last meeting of the Town Council, under powers granted by the Local Government Act 1972 s101 and in accordance with Council Policy

NOTE: banking dates are approximate and may vary from those listed

	Receipts		Net	Vat	total
06.01.20	R Wallace & Son	Burial Rights C364	£300.00		£300.00
27.01/20	F Mortimer	Burial Rights C365	£300.00		£300.00
					£0.00
	Cheques paid		Net	Vat	Total
					£0.00
					£0.00
	Authorised Card Payments				
28.01.20	Post Office	24 1st class stamps	£16.80		£16.80
	DD payments		Net	Vat	total
01.02.20	North Lincolnshire Council	Cemetery trade waste	£21.60		£21.60
22.01.20	HSBC	Bank charges	£16.55		£16.55
29.01.20	Siemens	Photocopier lease	£182.59	£36.51	£219.10
17.01.20	Everflow	Cemetery water	£8.02		£8.02
02.02.20	BT	Telephone & internet	£64.29	£12.85	£77.14
06.02.20	WIX.com	Website provider	£114.00	£22.80	£136.80
25.02.20	O2	Mobile phone charges	£18.58	£3.72	£22.30
					£0.00
					£0.00
					£0.00
					£0.00
	Misc. Items				
09.01.20	VAT reclaim		£529.68		£529.68

Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** financial information noted. Schedule signed by the Chairman.

17.02.20 Internal control: To resolve February cheques for payment as presented on the following schedule (*Local Government Act 1972 as amended*).

			Net	VAT	Total
					£0.00

104415	United Carlton	photocopies	£41.00	£8.20	£49.20
104416	Amberol	Hanging baskets & brackets	£2,055.13	£411.03	£2,466.16
104417	ERNLLCA	Employer training day	£90.00	£18.00	£108.00
104418	J R Cockin	Repair faults to night storage heaters	£48.00	£9.60	£57.60
104419	APS Movements	re grade Turbary Road	£500.00	£100.00	£600.00
104420	Epworth Imperial Hall	Room hire x 2 in January	£45.00		£45.00
104421	R Whittaker	(replacement for lost cheque)	£11.00		£11.00
					£0.00
		Total cheques for payment			£3,336.96

Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** cheques for payment approved as presented. Schedule signed by the Chairman.

18.02.20 Planning (Town & Country Planning Act 1990 as amended)

(a) **To resolve Draft minutes** from the planning committee meeting of Wednesday November 20th, 2019 held at Cemetery Lodge, copies of which have been previously circulated for approval and signature. Proposed by Cllr R Whittaker seconded by Cllr Stewart **RESOLVED** a true record and signed by the Chairman.

(b) **To resolve Draft minutes** from the planning committee meeting held on Wednesday January 22nd, 2020 at the Imperial Hall, copies of which have been previously circulated for approval and signature. Proposed by Cllr Harm seconded by Cllr Garner, **RESOLVED** a true record and signed by the Chairman.

8.10pm Cllr Harm left the meeting with apologies.

(c) **To receive** information on planning decisions.

PA/2019/1019 Full planning permission for the change of use to a mixed-use development (including A1/A2/A3 and C3) and associated works at former Mowbray Arms, Mowbray Street, Epworth.

PA/2019/1213 REFUSAL of planning permission to erect dwelling including associated works on land rear of 3a West End Road, Epworth

PA/2019/1850 Full planning permission for the erection of front porch, three gable dormers to rear of roof pitch and four roof lights to the front at 15 Shepherds Croft, Epworth.

NOTE: extension of time to respond requested but not given

PA/2019/1881 consent to cut down or carry out work on trees protected by a tree preservation order: to undertake various pruning on a copper beech, 2 common beech and 2 sycamore trees identified as T7, &18, T24 and T25 within and subject to Tree Preservation Order at Cemetery House, 82 Burnham Road, Epworth.

PA/2019/1894 Consent to cut down or carry out work on trees protected by a tree preservation order: to undertake various pruning works on a sycamore identified as T84, a lime within G5 and two lime trees within G4 all subject to Tree Preservation Order at St Andrews Church, Church Street, Epworth.

PA/2019/1892 full planning permission to erect single storey side extension at 32 Lockwood Bank, Epworth.

PA/2019/1935 full planning permission for change of use of barn to holiday let at Flag Vila, West End Road, Epworth.

PA/2019/1969 full planning permission to erect a two-story side extension at 8 The Lidgett, Epworth.

PA/2019/1966 Consent to cut down or carry out work on trees protected by a tree preservation order: to undertake various pruning on a sycamore tree, identified as T33, subject to and withing Tree Preservation Order at 1 Queen Street, Epworth.

Proposed by Cllr Finch seconded by Cllr R Whittaker **RESOLVED** planning decision information noted.

19.02.20 Environment Committee – to resolve Draft minutes from a meeting held on Thursday January 23rd, 2020 at Cemetery Lodge, copies of which have been previously circulated for approval and signature. Proposed by Cllr R Whittaker seconded by Cllr Finch **RESOLVED** a true record and signed by the Chairman.

Committee proposals:

- (a) **Spring in Bloom:** to propose that funding is requested to cover planting borders at Manor Court car park with maintenance; maintenance of borders at Kings Head Croft and purchase of new planters for village signs. Proposed by Cllr R Whittaker seconded by Cllr Woods **RESOLVED** to apply for North Lincolnshire Council in Bloom grant for items as listed.
- (b) **To propose** that the council employ a contractor to power wash the safety surfaces at Kings Head Croft. Proposed by Cllr Finch seconded by Cllr Woods **RESOLVED** clerk to obtain quotations for power washing of play surfaces.
- (c) **To propose** that “Tunes” are asked to supply (peat free compost) and plants for the hanging baskets this year (amended costs to take account of larger baskets). The clerk had contacted “Tunes” that morning and obtained a verbal quotation of £27.50 per basket (plus VAT). Proposed by Cllr Finch seconded by Cllr Stewart **RESOLVED** that Tunes would be asked to provide plants and plant up the hanging baskets.
- (d) **ECHO:** to propose that the next edition is scheduled for April 2020. Noted.

20.02.20. Epworth “food fest” to discuss the possibility of holding a North Lincolnshire Council arranged “food fest” on Friday October 2nd, 2020 (the only available date remaining for 2020). Proposed by Cllr Woods seconded by Cllr Stewart **RESOLVED** to confirm the date of October 2nd for the Food Fest.

21.02.20 To propose that Standing Orders are amended to allow nominated committee budget expenditure without reference to full council. The clerk provided a number of points that the council should consider before making the decision:

- Additional accounting records required – additional clerks time
- Fewer councillors involved in financial decision (could only be 3) undemocratic?
- Setting a precedent - Finance committee has no spending powers
- Lack of committee financial experience/training
- Requirement for audit trail – requirement for 3 quotations where possible
- Individual item expenditure limit

Proposed by Cllr Mitchell seconded by Cllr Stewart **RESOLVED** to mandate the Environment Committee to implement the Epworth in Bloom project budget without further reference to full council. Resolve annually and no need to amend Standing Orders.

22.02.20 To propose to lobby North Lincolnshire Council about councillor numbers (Cllr J Whittaker) Points noted:

- Difficulties running committees/inquorate for meetings/consider merging committees
- Noted that local Parish Councils have greater number of councillors
- Next phase of reductions to reduce parish council, councillor numbers
- Query to reduce status back to that of a Parish Council
- Lobby North Lincolnshire Council to review their decision and increase numbers
- 15 people broader representation of the community
- Election uncontested but latest co-option a choice of candidates
- Not in interest of local democracy to be political
- No additional cost to taxpayers
- Decisions by the few
- Committee specialties /experience
- Local Government Ombudsman was approached initially – not their remit
- Council requirement to review committee structure
- Consider having 2 full council meetings/month or 1 longer meeting
- Effect on clerk's time questioned
- To record number of times meetings cancelled as inquorate

Proposed by Cllr J Whittaker to write to North Lincolnshire Council with details of inquorate meetings asking for decision to be reviewed and to “discuss committee structure” as an agenda item, seconded by Cllr Garner **RESOLVED**.

22. (see item 11)

23.02.20 Correspondence: to note list (*for information only page 90 attached*). Proposed by Cllr Finch seconded by Cllr Woods **RESOLVED** correspondence list noted.

24.02.20 To discuss management of committee and full council meetings during the clerk's scheduled absence. Future arrangements to be discussed in closed session.

25.02.20 To list: items for facebook. Publish new email addresses once set up

26.02.20 Questions to the Chairman: (*Items of immediate urgency that must be acknowledged before the next meeting and have not been included on the Agenda*). No items were raised.

27.02.20 To confirm the date and time of the next monthly meeting as Tuesday March 3rd, 2020.

28.02.20 *In view of the confidential nature of the business concerning members of staff or legal issues about to be transacted, it is advisable and in the public interest that the press and public be temporarily excluded and they are asked to withdraw under the terms of the Public Bodies (Admission to Meetings) Act 1960 and of Standing Orders. THE COUNCIL MAY RESOLVE to exclude members of the press and public for the following agenda item:*

To authorise payments of salaries and related payments as per the confidential schedule. Proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** to pay salaries and related payments to the value of £3281.92 schedule signed by the Chairman.

To record the closure of the meeting at 9.20pm.
cm11.01.20.