

Council members,
Cllr J Whittaker (Chairman), Cllr Mrs C Finch, 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 July 2nd 2019 at 7pm.**

Introduction and fire precautions. The Chairman welcomed everyone to the July meeting of the council and explained the fire evacuation procedures. The clerk signed the forms.

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).**

Mr Botfield addressed the council on the issue of Turbary Road: presenting councillors with a piece of rock which he claimed showed the depth of some of the pot-holes. He claimed that as a 4 vehicle house-hold all vehicles had either damaged suspension or tracking which he claimed was due to the condition of the road. He presented photographs of the surface of the road. He also complained that some-one had filled pot-holes with concrete. An additional complaint was that the bank was collapsing. Mr Botfield also gave a diagram showing how, in his opinion the camber of the surface could be corrected. Where a section had been “tarmacked” it had been in place 20 years.

The Chairman thanked Mr Botfield for his contribution.

Jacob Webster addressed the council on behalf of the new “Epworth Times”, due to be launched on Thursday July 4th though based and published from Goole the intention was to cover Epworth with 3 reporters and an editor.

The following statement was read out:

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.

01.07.19 To record the Names of Members Present. Cllr J Whittaker presiding
Cllrs: Finch, Harm, Johnson, Mitchell, Stewart, Whittaker & Woods.
Clerks C Maguire and C McRoy were also in attendance.

02.07.19 To receive Apologies for absence. All present.

03.07.19 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 J Whittaker personal interest cheque 104287

Cllr R Whittaker personal interest cheque 104285

Cllr Mitchell personal and prejudicial interest item 14 planning as NLC ward member

Personal and prejudicial interest item 21 Turbary Road as ward member
 Personal interest item 24 as member of independent group
 Cllr Harm personal interest cheque 104288

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

05.07.19 To receive the Chairman's Announcements (*for information only*).

The Chairman welcomed Jacob from the new local paper saying it was good to see a local publication and some-one present at the meeting, he wished the new business a success. The Chairman reminded councillors about the Field Day event at Kings Head Croft between 10am and 5pm on Saturday July 6th. The Chairman thanked the organisers of the Epworth Music Day for a fantastic event, it was so busy in Epworth and well organised. The Chairman thanked Cllrs R Whittaker, Harm and Mitchell for getting things for the office organised. The Chairman went on to introduce, formally, Clare Mc Roy the new assistant clerk who would be in the office on Thursdays. Two tickets for the Epworth Show had been received and one car-parking permit for councillors manning the stand.

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

Cllr Mitchell began with an update about British Steel, North Lincolnshire Council had held an extra-ordinary meeting and produced a joint motion which was supported unanimously in favour of a support for a solution. Cllr Mitchell reported that Cllr Robinson wished to report that the on-line portal was under review with a new focus on "friendliness". Cllr Mitchell reported that he intended to hold surgeries in future between 6 and 6.30pm immediately prior to the full council meetings. He reported that the Great British Spring Clean had been a successful event following which he had obtained 2 sets of litter picking equipment to be kept at the office, there would be Health and Safety forms to be signed and NLC would collect the rubbish. Following many complaints about long grass and weeds on footpaths, these should now all have been attended to. Cllr Mitchell said that he would be meeting with the organisers of Epworth Music day as they would be looking at a road closure next year as a means of risk reduction. He finished by reporting that following reports of overhanging trees an inspection was scheduled.

07.07.19 To receive the Clerk's Report (*for information only*).

WIP sheet completed to date from minutes of June meeting of the council and presented with the report.

Grant application received from Epworth Royal British Legion (Finance Committee then full council)

Grant application from Epworth Show (Finance Committee then full council)

Town Council bank mandate and card application form; bank required signatures on second form, completed and submitted; paperwork in progress for card application.

Insurance: confirmation from Zurich Insurance that public liability will cover members of the public in the Cemetery and it will cover "any land you are responsible for".

Epworth maps; Tourism NLC are providing 100 copies of folded A4 maps FOC, scheduled for delivery later this week

Councillor Training: the clerk has been notified that a single whole day training session is being organised at Haxey on Friday August 9th. Full details are not yet available but will be circulated as soon as received.

Traffic signals Epworth: reported via NLC portal 11/06/2019 reply received from Ian Jickells Highways Development & Traffic team Manager which concluded “the number of pedestrians using the route, did not, on balance, justify the work” (reply previously circulated)

Environment Committee meeting: the assistant clerk is available on either Tuesday 9th or Tuesday 16th in the evening if committee members would like to indicate to **the clerks**, their availability.

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

08.07.19 Co-option to fill casual vacancy: (Local Government Act 1972 s87 (1)): to receive information from interested parties for co-option as a new member to the council.

Councillors had received a letter of interest from Pauline Garner who had also extended apologies that she had been unable to attend the meeting that night; proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED** to co-opt Pauline Garner as a new member of the council.

09.07.19 To resolve Draft Minutes of a Meeting of the Council held on Tuesday June 4th 2019 copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** a true record and signed by the Chairman.

10.07.19 To dispose of any business, if any, remaining from the last meetings. No issues were raised.

11.07.19 Finance Committee: to receive DRAFT minutes of a committee meeting held on Monday June 24th at 7pm for approval and signature. Proposed by Cllr Stewart seconded by Cllr R Whittaker **RESOLVED** a true record and signed by the Chairman.

(a) Internal control: to receive copy May bank statements, the May Receipts & Payments account sheet and the May budget sheet for approval and signature of the Chairman. Proposed by Cllr Stewart seconded by Cllr R Whittaker **RESOLVED** an accurate record and signed by the Chairman.

(b) Amended Financial Regulations: to receive amended regulations including a paragraph relating to the use of the council debit card paragraph 6.5 and a committee proposed spending value of £100.00 (for any one purchase). Proposed by Cllr Stewart seconded by Cllr Woods and **RESOLVED** to accept the amendment as proposed

(c) Water Services: Committee proposal to change to Black Sheep Utilities (“everflow”) as an alternative provider for water services to Cemetery Lodge. Proposed by Cllr Stewart seconded by Cllr Finch and **RESOLVED** to change water utilities provider to “everflow” through Black Sheep Utilities for a period of 36 months.

(d) Local Government Act 1972 section 137 grant application: to receive an application from the Isle of Axholme Physically Handicapped Society (committee recommendation £250.00) Cllr Johnson clarified a point on the accounts. Proposed by Cllr R Whittaker seconded by Cllr Stewart and **RESOLVED** to grant fund £250.00 (two hundred and fifty pounds)

(e) PAT testing: to receive information on PAT testing with a committee recommendation to accept the quotation from Cockin Electricals. Proposed by Cllr R Whittaker seconded by Cllr

Stewart and **RESOLVED** on the information provided for the clerk to contact Cockin Electrical to carry out the PAT testing this year.

(f) Computer back-up: and anti-virus provision to receive a committee recommendation to purchase the advice package (labour/ computer package /storage) for £270.00 Proposed by Cllr Harm seconded by Cllr Stewart and **RESOLVED** to purchase the services of Ben Sass as detailed in the “mini audit” of June 2019 for the office back-up, including the monthly fee of £9.40 for regular computer upgrades (Microsoft package) and the provision of new e-mail address. Second address to be re-considered in 3 months. Hourly rate recorded as £45.00 per hour to take approximately 6 hours.

12.07.19 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.

Proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** financial information noted, schedule signed by the Chairman.

	Receipts				
06.06.19	Sam Jacob Memorials	CR73 ch 100040			£50.00
10.06.19	Hanging baskets	cash (schedule)			£140.00
01.07.19	Hanging baskets	cheques			£100.00
01.07.19	Hanging baskets	cash (schedule)			£200.00
	Cheques paid		Net	Vat	Total
10.06.19	104282	HSR Law	£400.00	£80.00	£480.00
11.06.19	104283	Epworth Show trade stand	£28.50		£28.50
13.06.19	104284	SLCC clerks training 15/07	£15.00		£15.00
	Cancelled cheques				
	DD payments				
01.07.19	North Lincs. Council	Cemetery trade waste	£21.60		£21.60
01.07.19	North Lincs. Council	Cemetery rates	£53.00		£53.00
13.07.19	MKS Groundcare	grass cutting	£55.00	£11.00	£66.00

19.07.19	BT	telephone & internet	£68.01	£13.60	£81.61
26.07.19	O2	mobile phone	£19.11	£3.82	£22.93
29.07.19	Siemens	photocopier lease	£182.59	£36.51	£219.10

Hanging basket receipts schedule also presented, proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED**, and schedule signed by the Chairman.

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

			Net	VAT	Total
104285	R Whittaker	plants for containers			£89.88
104286	Cancelled	Mistake on date			£0.00
104287	J Whittaker	Office chair	£70.00	£14.00	£84.00
104288	M Harm	collection of furniture			£15.00
104289	Epworth Imperial Hall	room hire 4th June	£22.50		£22.50
104290	George Tune & Son	Hanging baskets & plants	£2,024.50	£404.90	£2,429.40
104291	JT Building & Joinery	Meter box & ease door	£180.00		£180.00
104292	RoSPA play safety	training 2 clerks	£490.00	£98.00	£588.00
104293	C Maguire	clerks postal expenses: large letter contract to new clerk; special delivery annual return; 24 1st class stamps			£24.46
		Total cheques for payment			£3,433.24

Proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** cheques signed as presented, schedule signed by the Chairman.

Having declared a prejudicial interest Cllr Mitchell left the meeting.

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

To resolve PA/2019/1013 planning application to vary condition 4 of PA/2014/0861 to extend closure time to 11.30pm

Site location: 76-78 High Street, Epworth (*email link to plan circulated*)

Proposed by Cllr Harm seconded by Cllr Woods and **RESOLVED** to support the application.

1 abstention

Cllr Mitchell returned to the meeting.

15.07.19 Environment Committee: to receive DRAFT minutes from a meeting of Wednesday June 5th, 2019, copies of which have been previously circulated, for approval and signature.

Proposed by Cllr Woods seconded by Cllr Mitchell **RESOLVED** a true record and signed by the Chairman.

(a) To resolve the hire of 2 x “port-a-loo’s” at a cost of £140.00 plus VAT for the Field Day event on July 6th at Kings Head Croft. Proposed by Cllr Stewart seconded by Cllr Finch and **RESOLVED**. Noted; some risk of vandalism, police to be informed.

(b) To resolve the Town Walk as Wednesday July 17th at 6.30pm Proposed by Cllr Stewart seconded by Cllr Mitchell and **RESOLVED**. Meeting place to be arranged.

(c) To discuss the re-publication of the Epworth Echo. After considerable discussion on prices and production proposed by Cllr Stewart seconded by Cllr Mitchell and **RESOLVED** to produce 2000 copies of the ECHO 3 times/year at a cost each time of £120.00 plus delivery of £70.00 each time and review after one year.

(d) Use of Town Council site: to receive and resolve DRAFT document. After discussion, proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED** to refer the document back to the Environment Committee for further amendment.

16.07.19 Neighbourhood Plans: to discuss the provision of a neighbourhood Plan.
Item withdrawn.

17.07.19 Social Media: to receive a new DRAFT Social Media policy and information from ERNLLCA on the management of facebook. “Social media team” nominated as the clerk, assistant clerk and the Chairman. Proposed that council has a trial period of 6 months, DRAFT document proposed by Cllr Johnson seconded by Cllr Woods and **RESOLVED** adopted.

18.07.19 Standing Orders; to receive a copy of current Standing Orders with reference to page 10, Previous Resolutions to resolve the number of councillors required to sign a rescission notice. Proposed by Cllr Stewart seconded by Cllr Mitchell and **RESOLVED** to reduce the number of councillors required to sign a rescission notice to 5 (five)

19.07.19 West End Road: to discuss the issue of fast traffic (proposer Cllr Finch). After prolonged discussion it was proposed by Cllr Stewart seconded by Cllr Mitchell and **RESOLVED** that the clerk contact the “Safer Roads Partnership” asking for an immediate investigation into the speed of traffic on West End Road, Epworth.

20.07.19 Cemetery Committee: to receive DRAFT minutes from a meeting of Wednesday June 26th, 2019 copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart seconded by Cllr R Whittaker **RESOLVED** a true record and signed by the Chairman.

(a) **Storage facilities:** to receive information and discuss the provision of new storage facilities. After prolonged discussion on the exact price proposed by Cllr Harm seconded by Cllr Stewart and **RESOLVED** Cemetery Committee to discuss further.

(b) Top soil: committee recommendation to approve the purchase of top soil for the cemetery Proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED** that the clerk may arrange purchase of 2 x bags of topsoil at £50.00/bag (priced in April) used for topping up sunken graves.

(c) Chapel of Rest – open day: to discuss a date. Proposed by Cllr Harm seconded by Cllr R Whittaker as third week in July Thursday 18th, **RESOLVED**. Clerk to publicise on facebook (and local paper) and report back to full council.

(d) To discuss the change of use of the Chapel of Rest. Proposed by Cllr Harm seconded by Cllr Mitchell and **RESOLVED** to explore options for dual use by obtaining written pre-planning advice (costs involved) and report back to committee.

(e) Office carpet: to resolve whether or not to clean the carpet. Proposed by Cllr Harm seconded by Cllr Finch; proposal by Cllr Stewart that clerk should look at alternative methods to clean, not seconded. On recorded vote that clerk looks at quotes and arranges clean; In favour Cllrs J Whittaker, Finch, Harm, Johnson, Mitchell, R Whittaker and Woods. Against Cllr Stewart. **RESOLVED**.

(f) Cemetery (non-committee item): to discuss damp problems discovered on the top floor. Needs addressing; gutters containing standing water. Proposed by Cllr R Whittaker seconded by Cllr Harm and **RESOLVED** clerk to ask company who did gutter works to come back and investigate problem and if a cost clerk/chairman to action/approve.

21.07.19 Turbary Road: to receive an email from Cllr Robinson on behalf of a resident in connection with Turbary Road and an email from the contractor and to resolve the next step. Points raised during discussion:

- An issue since 1974
- Epworth Town Council historically own land over which footpath runs
- North Lincolnshire Council refuse to tarmac
- Responsibility for footpath with NLC – footpath runs full width of road
- Letter from contractor no longer wishing to carry out regular maintenance
- Discussion with NLC on long term management – sustainable agreement
- Cannot change legal status

Proposed by Cllr Stewart to arrange a meeting with North Lincolnshire Council seconded by Cllr Harm, amendment by Cllr Johnson to include residents not seconded. **RESOLVED** to arrange meeting, 2 abstentions.

22.07.19 Highways: to receive a letter from a resident about the siting of a public bench on Epworth High Street and information from the proposer with details of the NLC permission. Location of bench on pavement outside Methodist memorial Church. NLC permission granted. Proposed by Cllr Harm seconded by Cllr Woods to write to family/NLC suggesting more suitable location (due to traffic congestion) outside Epworth Hub alternative site **RESOLVED**.

23.07.19 Member Officer Protocol: to receive a copy of the relevant policy and discuss Town Council Protocol. Proposed by Cllr Mitchell seconded by Cllr Stewart and **RESOLVED** to re-adopt.

24.07.19 Ivy Andrew Hall site: to resolve to discontinue the “employment” of Grice & Hunter in relation to this issue. Proposed by Cllr Mitchell seconded by Cllr R Whittaker **RESOLVED** to write and thank Jim Colver of Grice & Hunter for his work to date explaining that Epworth Town Council no longer wish to proceed with the purchase of the site.

25.07.19 To note Correspondence (*copies for information purposes only pages 23 to 25*) Proposed by Cllr Stewart seconded by Cllr Mitchell and **RESOLVED** correspondence list noted.

26.07.19 To list: items for facebook. Chapel of Rest open day; New councillor; Fields in Trust picnic; new local news-paper – thank reporter for attending meeting; new ECHO;

27.07.19 Questions to the Chairman: (*Items of immediate urgency that must be acknowledged before the next meeting and have not been included on the Agenda*). Cllr R Whittaker noted that the ladder used for watering the office hanging basket was not up to standard. The Chairman advised to remove hanging basket and Cemetery committee to discuss obtaining ladder to correct standard.

28.07.19 To confirm the date and time of the next monthly meeting as Tuesday August 6th 2019 at 7pm at the Imperial Hall small room.

The member of the press left the meeting at 9.23pm.

29.07.19 *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 per the confidential schedule. Proposed by Cllr Mitchell seconded by Cllr Stewart and **RESOLVED** to pay salaries and related payments to a total of £2888.72

To record the closure of the meeting at 9.25pm

cm08.07.19.