

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.

COVID-19 NOTICE

Government has legislated that as of 4th April 2020, Town Council meetings can now be held remotely via online video technology, to enable self-isolation and health and safety guidance to be adhered to during the COVID-19 pandemic. Epworth Town Council has chosen to use “zoom”

Minutes of a meeting of Epworth Town Council held remotely via “zoom” on Tuesday July 7th, 2020 at 7pm

Public Participation session: In normal circumstances members of the public are welcome to address the meeting during public participation at 7pm; whilst Epworth Town Council supports the rights of people to do this, during the current covid-19 crisis, for health and safety reasons, and to ensure physical isolation guidance can be followed, meetings will be held digitally, via on-line technology:

One member of the public was present and gave further details about the Rotary Club grant application, answered questions explaining that the group had no surplus funds, that the bulbs were specifically for Epworth and the Town Council input in where they were to be planted would be appreciated.

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

02.07.20 To receive Apologies for absence. All present.

03.07.20 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 104516

Cllr Mitchell personal interest in planning application as Ward Councillor

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

05.07.20 To receive the Chairman’s Announcements (*for information only*). The Chairman noted that the Combined Committee had a new Chairman, Cllr Finch, and thanked the retiring Chairman Cllr R Whittaker for previous Chairmanship. Councillors were reminded that they needed to complete and sign the GDPR form which had been attached to the clerk’s report.

06.07.20 To receive reports from Ward councillors (*for information only*). Cllr Mitchell explained that local shops had reopened and café’s and pubs with overwhelming support. North Lincolnshire Council had “showcased” Epworth. The new Town road signage was in place and had been well received, he thanked residents for their design contributions. The virtual Isle of Axholme Day had been well supported with prizes being donated by local businesses. The NLC summer holiday programme for children would go ahead as planned.

JJ

The Rectory Street bus stop had now been reinstated. Cllr Mitchell has signed up for the Autumn Keep Britain Tidy campaign called "Keep It & Bin It" further information to follow.

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

From Minutes June 2nd

08.06.20 **May minutes** to web-site June 9th

13.06.20 **AGAR (Annual Return)** Signed copies with supporting document to PKF Littlejohn June 8th, 2020, copies on website and notice board. Email 26th June from PKF Littlejohn confirming receipt of documents noting review work will be carried out in order of AGAR's received.

16.06.20 **Adopted financial regulations** to web-site June 9th

17.06.20 **Planning responses** 2020/578; 655 and 664 submitted to NLC June 3rd

18.06.20 **Adopted Travelling expenses** policy to web-site June 9th

22.06.20 **Cemetery Lodge electrical works**; purchase order sent June 8th; appointment made for Tuesday June 16th for work to be done. Request to both companies for price for 5-year inspection and test. 29th Quotations not yet received.

24.06.20 **Training statement of intent**; adopted document to web-site June 9th

25.06.20 **Hanging baskets** and brackets – item for next Enviro/Cem committee agenda; for sale item posted on facebook June 25th

27.06.20 Facebook item added re grass-cutting of verges and PROW's June 9th

30.06.20 **Employment information** to PAYE providers, Glover & Co

15.06.20 **Internal Auditor**: email sent 9th June requesting R Dixon to work as Internal Auditor this financial year. Accepted.

17th **Asgard shed** fitted

19.06.20 **Staircase**: purchase order sent to GM Brown Joinery Contractor June 10th; emails sent to unsuccessful contractors thanking for quotations. 22nd Carpenter on site for staircase repairs, work completed June 25th.

23.06.20 **Risk Assessments**: email request to Cllr J Whittaker for additional information on what to request.

20.06.20 **Purchase order** sent to A Bradwell of Tuff Trax for additional stone on next scheduled visit **Cemetery Inspection sheet**, signed by committee chairman (June 9th) and submitted to internal auditor, further amendments suggested and made. New version to next committee meeting

Picnic bench base Kings Head Croft: notice on facebook for interested contractors June 10th,

21.06.20 **Picnic bench works Kings Head Croft**; purchase order sent to A Moss for installation and repair June 8th Work to existing picnic bench and re-erection of replacement bench work scheduled July 2nd

18th: **Clerk liaised with assistant clerk** for any "work in progress"; information received on BT replacement options; replacement mobile phone contracts; memorial inspections and preliminary work on GDPR

June 22nd: picked up work on **Cemetery Inspections**, all correspondence filed to date; clerk to update and complete table of failed memorials, letters sent and responses and chase Memorial Mason for schedule of works completed. Only 2 certificates of compliance received to date. One memorial in oldest section of concern, Memorial Mason contacted, and councillors informed.

Axholme Day: information posted on facebook June 23rd

29th: **A161 planters** to be moved to storage; clerk liaising with P Haywood items still to be moved

Combined committee items:

Letter to Mr. Barker re possible additional work, clerk to liaise. Costs and employment issues for additional employment to be discussed by finance committee, personnel committee and have full council approval.

Letter to resident explaining issue with re-opening of grave sent June 25th

CCTV: 3 companies contacted for quotations for CCTV at Cemetery Lodge; agenda item full council

JW

Work in progress items:

Cemetery inspection, administration to find relatives of those named on memorials ongoing **GDPR**; administration and adequate system of control to be set up by clerk: **Councillors will see a copy of the form to be signed and a copy of the "Councillor Privacy Notice" attached to a copy of this report. Please sign and return to the clerk asap.**

New concrete pad at KHC: no response to request for quotations on facebook; to be advertised again.

Local Council Awards Scheme, current clerk has no professional developments points this year so no progress to date

Website: continue to add information

Epworth TC Assets list: clerk to continue to check and update

New Standing Orders: clerk to obtain from ERNLLCA for submission and adoption by full council

Councillors training record: clerk to create and maintain records

Cemetery waste management: the clerk signed scanned and sent the waste management to NLC in March but has noticed that no monthly payments have been taken by DD. A further copy of the scanned agreement has been sent to NLC waste management as payments will now have to be made over a reduced period.

Proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** clerk's report noted.

08.07.20 To resolve Draft Minutes of a Meeting of the Council held on Tuesday June 2nd, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** a true record for signature by the Chairman.

09.07.20 To dispose of any business, if any, remaining from the last meetings. The Chairman noted that there had been a complaint about the council inefficiency on item 25.06.20 the sale of the hanging baskets.

10.07.20 Finance Committee: to resolve Draft Minutes of a Finance Committee meeting held on Tuesday June 30th, 2020 (zoom meeting), copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart seconded by Cllr Johnson **RESOLVED** a true record for signature by the Chairman.

11.07.20 Internal control: to receive the Account and budget sheets for May 2020 and copy bank statements for approval and signature of the Chairman. Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** an accurate record for signature by the Chairman.

12.07.20 Office mobile phone: to receive and resolve a committee recommendation for the provision of a new mobile phone contract. The Finance Committee recommended the Samsung A40 on a 24-month contract with Vodaphone at £22.00 per month, proposed by Cllr Stewart seconded by Cllr R Whittaker **RESOLVED** – clerk to organise.

13.07.20 Grant application section 137: to receive a grant request from the Epworth & Isle of Axholme Rotary Club for the provision of purple crocus. Proposed by Cllr Stewart seconded by Cllr R Whittaker **RESOLVED** to grant fund £135.00 as requested – agenda item Combined Committee to discuss location of bulbs

14.07.20 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 (*schedule attached*).

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

	Receipts		Net	Vat	total
15.06.20	Hattys	2 hanging baskets	£40.00		£40.00
22.06.20	S J Memorials	Memorial Coggan	£50.00		£50.00
					£0.00
		Total income			£90.00
	Cheques paid		Net	Vat	Total
104513	Eva Jane	refund one HB	£20.00		£20.00
104514	A Fotherby	replace lost cheque	£373.62		£373.62
					£0.00
		Total cheques			£393.62
	Authorised Card Payments				
					£0.00
09.06.20	Tool station	3 packs threaded studs	£8.12	£1.63	£9.75
16.06.20	Co-operative	Hand towels & bin liners	£7.50		£7.50
					£0.00
		Total payments			£17.25
	Misc. Items/DD's				
22.06.20	HSBC	Bank charges	£29.40		£29.40
26.06.20	Everflow water	Cemetery water	£8.87		£8.87
01.07.20	NLC	Cemetery rates	£62.00		£62.00
03.07.20	BT	Telephone & internet	£67.84	£13.56	£81.40
25.07.20	MKS Groundcare	Grass cutting	£432.00	£86.40	£518.40
26.07.20	O2	Mobile phone	£19.08	£3.82	£22.90

Clerk to check the Co-operative receipt for a VAT number and claim VAT if appropriate.
Proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** financial information noted.
Chairman to sign schedule.

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

			Net	VAT	Total
104515	A Fotherby	Petrol for mowers	£19.16	£3.83	£22.99
104516	R Whittaker	Plants for containers	£23.27	£4.65	£27.92

JW

104517	D Pearce	Supply/fit water heater	£515.00		£515.00
104518	Misterton Electricals	PAT testing & kitchen electrical works	£175.00		£175.00
104519	G M Brown	Joinery to Cemetery Lodge stairs	£190.00		£190.00
104520	Torne Valley Ltd	Battery charger bowser	£79.17	£15.83	£95.00
104528	George Tune & Son	Hanging baskets	£1,512.50	£302.50	£1,815.00
		Total cheques for payment			£2,840.91

Amended: cheque for Torne Valley for battery charger not battery. Proposed by Cllr Stewart seconded by Cllr R Whittaker **RESOLVED** cheques for signature as presented, Chairman to sign schedule.

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

- **Planning Committee: to resolve Draft minutes** of a planning committee meeting held on Monday June 15th, 2020 (zoom meeting), copies of which have been previously circulated, for approval and signature. Proposed by Cllr R Whittaker seconded by Cllr Johnson **RESOLVED** minutes a true record for signature by the Chairman.
- **To resolve PA/2020/841** Planning permission to erect a single-story rear extension
Site location: 8 The willows, Carrside, Epworth
Proposed by Cllr Woods seconded by Cllr R Whittaker **RESOLVED** no objections.

17.07.20 Kings Head Croft play equipment and play area; to discuss requirement for additional measures and guidance for re-opening the play areas NOTE: signage based on National Guidance erected. After extensive discussion proposed by Cllr Harm seconded by Cllr Stewart **RESOLVED** to purchase permanent signage, two A2 size signs with artwork as existing temporary signage clerk to arrange with price check for best value.

18.07.20 Tree Works Kings Head Croft, Closed Churchyard and Cemetery: to receive tenders for the tree works and resolve a contractor. The clerk opened 2 tender letters received.

Locations	Fillingham	Viking
Closed churchyard	£1,180	£1,800
Kings Head Croft	£1,000	£1,200
Cemetery	£1,380	£1,200

NOTE: quotations from Viking include VAT

Proposed by Cllr R Whittaker seconded by Cllr Finch **RESOLVED** Viking Trees & Gardens to carry out the tree works.

19.07.20 Combined Committee Environment/Cemetery:

- **To resolve Draft minutes** of a committee meeting held on Monday June 8th, 2020 at 7pm (zoom meeting), copies of which have been previously circulated, for approval and signature. Proposed by Cllr R Whittaker seconded by Cllr Stewart **RESOLVED** a true record to be signed by the Chairman

JW

- **To resolve Draft minutes** of a committee meeting held on Tuesday June 23rd, 2020 at 7pm (zoom meeting) copies of which have been previously circulated for approval and signature. With wording amended proposed by Cllr Stewart seconded by Cllr Garner **RESOLVED** a true record to be signed by the Chairman.
- **To resolve** the sale of hanging baskets (*Financial Regulations 14.2*) One offer of £56.00 (fifty-six pounds) received. Proposed by Cllr woods seconded by Cllr Finch **RESOLVED** to accept the offer receipt for baskets only.
- **To resolve a contractor** to carry out the “installation condition report” For Cemetery Lodge (*required by law every 5 years*) Proposed by Cllr Garner seconded by Cllr Harm to accept the quotation from Cockin Electrical Services for £130.00 (one hundred and thirty pounds) any upgrade or removal works to be quoted for separately. **RESOLVED**.
- **To resolve a contractor** to install CCTV at Cemetery Lodge; proposed by Cllr Mitchell seconded by Cllr Garner **RESOLVED** refer to Combined Committee to discuss further.
- **To confirm the date of a Town Walk** as Friday July 24th, 2020 at 1.30pm and instruct the clerk to invite the Town Centre Manager and Ward Councillors. Proposed by Cllr R Whittaker seconded by Cllr Woods **RESOLVED**.

20.07.20 Fields in Trust: to resolve to renew annual membership cost £65.00. Proposed by Cllr R Whittaker seconded by Cllr Finch **RESOLVED** to renew membership.

21.07.20 Epworth Town Council Member Officer Protocol: to receive and resolve a proposed amendment (Cllr Harm). After considerable discussion proposed by Cllr J Whittaker seconded by Cllr Stewart **RESOLVED** clerk to retrieve item (with opinion from ERNLLCA) from assistant clerk’s email for Personnel Committee to discuss and to obtain a second opinion from North Lincolnshire Council Democratic Services

22.07.20 Risk Assessments: to receive professional costs for discussion and resolution. NOTE: additional figures circulated prior to meeting. Figures from two companies put forward as matching the specification:

Practical Safety £1300.00

MWQA £1200.00

After considerable discussion proposed by Cllr J whittaker seconded by Cllr Woods **RESOLVED** to appoint MWQA at £1200.00 for a year

23.07.20 To discuss the positioning of the shed on the concrete base at Cemetery Lodge (Cllr R. Whittaker). Proposed by Cllr Harm seconded by Cllr Finch **RESOLVED** clerk to contact contractors to ask them to reposition the shed so it sits squarely on the concrete base.

24.07.20 Correspondence: to note list (*for information only pages 134 to 136*) proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** correspondence list noted.

25.07.20 To list: items for facebook. Keep Britain Tidy – info from Cllr Mitchell, Rules for play area

26.07.20 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 issues were raised.

27.07.20 To confirm the date and time of the next monthly meeting as Tuesday August 4th, 2020 at 7pm (zoom).

JW

28.07.20 *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 items:*

NOTE item (d) taken first

- (a) **To resolve** whether to employ an assistant clerk: after discussion proposed by Cllr Johnson seconded by Cllr Woods **RESOLVED** to delegate to personnel committee to look at staffing re the clerk, hours, and work.
- (b) **To discuss** the possibility of using an external HR company (Cllr Harm) After discussion proposed by Cllr Woods “as an option if required” and quotations from 3 different companies seconded by Cllr Harm **RESOLVED**
- (c) **To authorise** payments of salaries and related payments to the value of £3134.42, schedule for signature by Chairman. Proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED**.
- (d) **Personnel Committee: To resolve Draft minutes** of a meeting held on Monday June 1st, 2020 at 7pm (zoom meeting) copies of which have been previously circulated for approval and signature. Proposed by Cllr Garner seconded by Cllr Harm **RESOLVED** a true record.
- (e) **To receive** an update on the complaint. Cllr Harm thanked the committee members for their work on the complaint which had now been resolved.

To record the closure of the meeting at 21.31

cm20.07.20.

J. W. A. A.
04/08/20

>

Correspondence list for presentation to August meeting of the council

July

3rd NALC bulletin (circulated)

3rd PA/2020/664 outline planning permission (circulated)

3rd NLC waste Management re invoicing for Cemetery waste collection, invoice scheduled

6th To councillors advising that section of Turbary Road has been tarmacked by residents

6th VANL newsletter (circulated)

6th Clerk magazine (hard copy in office)

6th Network Management (N/A Epworth)

7th ERNLLCA/NALC re C19 playground advice (circulated)

7th Burial receipts & info including GDPR forms (Wallace re Whitelam)

7th D Sanderson NLC re FP65 Turbary (photographs to follow)

7th NLC request for clerk/Chairman contact details, submitted

7th A Moss re concrete base for picnic table

8th NALC information circulated

8th LIVES "local heroes" circulated

9th email to Isle Rotary to confirm grant approved, paperwork and cheque to follow.

9th PA/2020/842 No objections submitted NLC auto confirmation received.

9th "A" signs; "cws" signs; "g4" request for signage quotations

9th N Byrne NLC ward councillors re town walk

9th From R Dixon (internal auditor) re changes to AGAR (Annual Return) required for next year (finance committee)

9th NLC Tourism re VAT issue (circulated)

20th NLC poster e fostering (hard copy)

20th NLC trade waste charges schedule (hard copy)

20th BT termination charges re phone & broadband

20th HSBC business internet banking form

(emails circulated 20th)

9th R Dixon internal auditor re 2020/21 Audit

9th ERNLLCA newsletter (circulated)

9th Signage quote from g4design & print

10th from Cllr Mitchell re red phone box (circulated to Combo committee members)

10th NALC bulletin (circulated)

13th PKF Littlejohn AGAR query re restated assets figure (answered 20th)

13th EWS signs & graphics query

13th resident letter re planning circulated at request of resident

15th VANL newsletter circulated

16th NALC re face to face meetings circulated

17th ERPF re on-line training (personnel committee)

17th NALC C19 info & bulletin circulated

17th From NLC confirmation that condition of KHC car park issued to maintenance team

17th Network Management list N/A Epworth

20th ERNLLCA "communities framework" white paper circulated

20th PKF Littlejohn reply re Assets query

20th ERNLLCA/NALC copy of devolution report circulated

20th Complaint re verge cutting forwarded to Haxey PC

20th DRAFT minutes circulated

20th Member Officer protocol with amendments sent to NLC & ERNLLCA for comment

20th Clerks additional hours info to personnel comm members

20th ERNLLCA reply re Member Officer protocol circulated

21st ERNLLCA, request for clarification of answer

JW

21st DRAFT minutes Combined Committee & Personnel Committee circulated to committee members

21st Purchase Order MWQA re risk assessment work

21st Purchase Order Cockin Electrical re EICR certificate

21st Misterton Security & Electrical Systems quote not accepted.

21st All councillors reminder re Town Walk

21st Invoice to C Foster re hanging basket purchase

21st Purchase Order Viking Trees for tree works

21st G Fillingham re trees, tender not accepted

21st Clarification from ERNLLCA circulated

21st Letter with cheque Epworth Rotary

21st Request to ERNLLCA for NALC log in re foundation level council

21st NLC copy response to proposed changes to Model Code of Conduct (circulated)

21st NALC re C19 risks and play areas circulated

21st ERNLLCA C19 link to NALC info circulated

22nd VANL newsletter (circulated)

23rd Reply from Democratic Services re Officer Member protocol (circulated)

23rd ERNLLCA re indoor meetings (circulated)

23rd Publication of Finance & Combined committee agenda (circulated)

23rd Completed paperwork, proof of bank account re Vodafone contract

24th NALC bulletin (circulated 27th)

24th Community Heartbeat link (via Cllr Mitchell) circulated 27th

27th NALC bulletin circulated

27th Photographic evidence of works to Turbary Road (circulated)

27th NLC Highways reply re pavements in High Street (Combined Committee)

27th Completed credit vetting form re mobile forwarded to car-phone warehouse

27th/28th Request for grant application & forms forwarded to Dr Lambert re Epworth Wesley Methodist Memorial Church

28th ERPF Deferred members benefits statements info (personnel committee)

28th Network Management no listings for Epworth

28th Email to NLC query on litter picking in Epworth centre (cc Combined Committee & Ward councillors)

28th DRAFT combined committee minutes (committee members)

28th To SLCC query on training events and CPD points

28th NALC "e learning" information circulated

29th NLC forthcoming meetings (circulated)

29th Tourism at NLC (circulated)

29th NLC Appeal information re PA/2020/440 (agenda item)

30th to NLC for information of PA.2020/440 (received & added to agenda info)

J. W. Johnson
4/8/20