

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Full Council held on Tuesday, 11th January 2022, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

Public Participation

No members of the public were present.

- 01/01/22** **Record of Members Present**
The following councillors were present: Councillors J Whittaker (Chairman), Brumby, Cooper, Garner, Stewart, R Whittaker & Woods.
- 02/01/22** **Apologies for Absence**
There were apologies from Councillor Finch - work commitments.
- 03/01/22** **Declarations of Interest & Dispensations**
(i) No declarations of interest were made.
(ii) No dispensations had been granted.
- 04/01/22** **Chairman's Report**
The Chairman wished everyone a 'Happy New Year'. He had walked round the Cemetery and noted that the Council's Groundsperson was now on top of it and it looked good, and he had also made a difference at Kings Head Croft too. He informed councillors he had also attended a meeting with Councillors Brumby and R Whittaker to listen to a presentation from Northern Powergrid about an £8.2 million investment in the area to upgrade two electricity substations at Epworth & Haxey and also lay new electricity cables between them. Proposed by Councillor Stewart and seconded by Councillor Brumby - **It was resolved that the report be noted.**
- 05/01/22** **Ward Councillors' Report**
Councillor Mitchell apologised for the absence of a Ward Report for this meeting, however he wanted to bring one issue to the attention of the Council. He had submitted in full the Council's feedback about waste bin suggestions as part of the NLC consultation. He hadn't received a formal response yet, but when he did he would update the Council. Proposed by Councillor Stewart and seconded by Councillor Woods - **It was resolved that the information be noted.**
- 06/01/22** **Minutes of the Last Meeting**
The minutes of an ordinary meeting of the Full Council held on Tuesday, 7th December 2021, had been circulated prior to the meeting. **Proposed by Councillor Woods and seconded by Councillor Cooper that they were a correct record subject to Minute 13/12/21 about North Lincolnshire Council's Waste Bin Consultation being amended accordingly.**
- 07/01/22** **Clerk's Report**
Minute 03/12/21 Northern Powergrid - Northern Powergrid had already given a presentation to councillors about an investment scheme to upgrade two of its existing substations and lay 6.6 km of underground electricity cables via an online meeting held on Wednesday, 5th January 2022.

Minute 09/12/21 Correspondence (ii) a) North Lincs Council - Bulk Salt Deliveries. The Clerk had asked North Lincolnshire Council to fill the green parish salt bins.

Minute 09/12/21 Correspondence (ii) b) VANL - Emergency First Aid at Work Training. The Clerk informed councillors that the training planned for January had been cancelled due to the omicron variant, however he and the Groudsperson were keen to attend the first aid training when it was safe to do so.

Minute 09/12/21 Correspondence (ii) c) North Lincolnshire Alliance Volunteer Hub - Chatty Benches. Councillor Brumby had not been able to attend the meeting about the Chatty Bench Scheme on behalf of the Council.

Minute 09/12/21 Correspondence (ii) f) North Lincs Council - New Road Name Off Battle Green. The Clerk had let North Lincolnshire Council know the Council preferred the new road off Battle Green to be called Sycamore Close.

Minute 13/12/21 North Lincolnshire Council's Waste Bin Consultation - The Clerk had passed on the Council's views regarding North Lincolnshire Council's Waste Bin Consultation to one of the ward councillors, who had no particular objections to any of the suggestions however there may be a charge for moving the bin at the top of Hollingsworth Lane because it had only recently been installed.

Minute 14/12/21 Environmental Permitting Regulations 2016 - The Clerk had sent the Council's response about the Environmental Permitting Regulations 2016 Consultation to DEFRA, NALC and the MP. DEFRA thanked the Council for responding and said they would be reviewing the appropriateness of the five square metre grave plot exemption condition and investigating alternative exemptions. They would like to clarify that this condition will not apply to grave plots that have already been allocated or reserved, and will ensure the distinction is made clear in the updated regulations. The MP's Office said they would flag this up with him at the earliest opportunity and later confirmed that the MP would raise the matter with DEFRA.

Minute 15/12/21 Queen's Platinum Jubilee Grant - The Clerk had applied for a grant for the Queen's Platinum Jubilee from North Lincolnshire Council.

Minute 16/12/21 Spring in Bloom Grant - The Clerk had applied for a grant for Spring in Bloom from North Lincolnshire Council.

Minute 17/12/21 Amey - The Clerk had asked Amey to help with:- (i) Lighting of the Beacon for the Queen's Platinum Jubilee. (ii) Litter picking of the main roads into / out of Epworth with the Ecoists. (iii) Tidying-up of the Market Place. They had agreed to do so, and those involved with each activity were asked to liaise with Amey, who needed adequate notice to organise volunteers and put the events in their diary.

Minute 21/12/21 Information Commissioner's Office - The Clerk had set up the direct debit to pay the data protection fee at a cost of £35 for the year.

Minute 25/12/21 Land - The Clerk had submitted an offer on behalf of the Council for Lot 1 of £15,000 and an offer for Lot 2 of £45,000, however both offers were unsuccessful.

Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that the report be noted.**

08/01/22

Correspondence

- (i) a) NALC - New Suite of Resources on Young People
- b) Worknest - Employment Law Changes
- c) North Lincs Council - New Electoral Register 2022
- d) Bottesford Town Council - Christmas Greetings
- e) Rural Services Network - Rural / Market Town Service Agreement
- f) VANL - Merger Consultation & Focus Groups
- g) VANL - AGM & Potential Merger Consultation Event
- h) Northern Powergrid - Customer Update on Storm Barra
- i) Alliance Volunteer Hub - Town / Parish Publications
- j) Ms L Wraith - Tree Debris
- k) Kirton in Lindsey Town Council - Civic Dinner
- l) ERNLLCA - Covid Plan B Guidance for Town Councils
- m) Alliance Volunteer Hub - Volunteer Drivers to Transport Meals
- n) Bright HR - Unwrap the Solution to Complete HR Management Seminar
- o) North Lincolnshire Council - Christmas Card
- p) Crowle & Ealand Town Council - Seasons Greetings
- q) Barton Upon Humber Town Council - Seasons Greetings
- r) VANL - News Update from Outgoing CEO
- s) Brigg Town Council - Christmas Card
- t) Winterton Town Council - Christmas Card
- u) Kirton in Lindsey Town Council - Christmas & New Year Greetings
- v) Immingham Town Council - Christmas & New Year Greetings
- w) Mrs M Lindley - Overhanging Branches
- x) Ms J Burkinshaw - Uneven Surface
- y) North Lincs Council - Community Champion Update
- z) Mr S Grattage - Glass Outside Koko Leaf
- aa) VANL - Funding

Proposed by Councillor Stewart and seconded by Councillor R Whittaker - **It was resolved that the information be noted.**

(ii) a) Cllr M Harm - Resignation. The Chairman had received a resignation email from Councillor Harm and wishing the Council all the very best for the future. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that:- (i) The resignation be noted. (ii) The Clerk should send a letter of thanks.**

b) Rural Services Network - Rural / Market Town Facebook Page. A request to join the facebook page of the Rural / Market Town Group. Proposed by Councillor Stewart and seconded by Councillor Brumby - **It was resolved that the Council should join the Rural / Market Town Facebook Page.**

c) Isle of Axholme Community Network Meeting - Meeting Invitation. An invitation to attend the next meeting due to be held on Thursday 20th January 2022, from 7.00 pm to 9.00 pm at the Haxey Youth Hub, High Street, Haxey. Proposed by Councillor J Whittaker and seconded by Councillor Stewart

- It was resolved that Councillor Brumby and any other councillors who wished to do so should be allowed to attend the Isle of Axholme Community Network Meeting on behalf of the Council.

d) **ERNLLCA** - Councils Using Microsoft 365 Training. Information about a free training event due to be held on Thursday, 13th January 2022, from 1.00 pm to 2.00 pm by Cloudy IT. Proposed by Councillor Cooper and seconded by Councillor Stewart - **It was resolved that the Clerk should be allowed the time to attend the Councils Using Microsoft 365 Training Event.**

e) **Rural Services Network** - Older People in Rural Areas Seminar. Details of a seminar due to be held on Wednesday, 26th January 2022, from 11.00 am to 1.00 pm, via Zoom. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that Councillor Brumby be allowed to attend the Older People in Rural Areas Seminar on behalf of the Council.**

f) **North Lincolnshire Community Network** - Neighbourliness Meeting. An invitation to attend a meeting on Wednesday, 12th January 2022, from 6.30 pm to 8.30 pm, via Zoom. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that Councillor Brumby be allowed to attend if possible the Neighbourliness Meeting on behalf of the Council.**

g) **ERPF** - Employer Training Workshops & Affinity Courses for Members. Details of a workshop to do with the Employer's Role due to be held on Tuesday, 25th January 2022, and a workshop to do with Understanding Pay due to be held on Thursday, 27th January 2022, along with Affinity Courses for Members. Proposed by Councillor Stewart and seconded by Councillor Woods - **It was resolved that the employer training workshops and courses for members be noted.**

09/01/22

Publications

The following publications had been received:-

Alliance Volunteer Hub - Newsletter	December 2021
Rural Services Network - Rural Funding Digest	December 2021
North Lincs Council - Forthcoming Meetings	January 2022
ERNLLCA - Newsletter	
Fields in Trust - Trust News	
NALC - Chief Executive's Bulletins	
NALC - Newsletter	
North Lincs Council - Business Updates	
North Lincs Council - News Directs	
North Lincs Council - Weekly Roadworks	
Public Sector Executive - Online Newsletters	
Public Sector Network - Online Newsletter	
Rural Services Network - Rural Bulletins	
SLCC - News Bulletins	
VANL - Newsletter	

Proposed by Councillor Stewart and seconded by Councillor Brumby - **It was resolved that they be approved as a correct record.**

10/01/22 **Committee / Working Group Reports**

i) **Planning Committee** - The minutes of a meeting of the Planning Committee held on Monday, 20th December 2021, were circulated prior to the meeting. Proposed by Councillor R Whittaker and seconded by Councillor Garner - **It was resolved that they be approved as a correct record.**

ii) **Combined Cemetery & Environment Committee** - The minutes of a meeting of the Combined Cemetery & Environment Committee held on Monday, 20th December 2021, were circulated prior to the meeting. Proposed by Councillor Woods and seconded by Councillor R Whittaker - **It was resolved that they be approved as a correct record.**

iii) **Finance Committee** - The minutes of a meeting of the Finance Committee held on Tuesday, 4th January 2022, were circulated prior to the meeting. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that they be approved as a correct record.**

11/01/22 **Planning**

a) The following planning applications were considered:-

PA/2021/2057 Proposal: Planning permission to reduce level of driveway by 0.5m and regrade to front of property
Location: 55 Burnham Road, Epworth, DN9 1BX
Applicant: Carl Hudson

Proposed by Councillor R Whittaker and seconded by Councillor Cooper - **It was resolved that the Council should support the planning application.**

PA/2021/1599 Proposal: Planning permission to construct wildlife habitat pond to enhance population of Great Crested Newts
Location: Field to the rear Park Lane Farm, Carrside, Station Road, Epworth
Applicant: Mr Steve Greenwood, Wildscapes CIC

Proposed by Councillor R Whittaker and seconded by Councillor Woods - **It was resolved that the Council should support the planning application.**

PA/2021/2119 Proposal: Planning permission to erect a detached dwelling with new access from Tottermire Lane and demolition of existing garage with new access from High Street to existing dwelling
Location: 120 High Street, Epworth, DN9 1JS
Applicant: Ms Amy Nettleship

Proposed by Councillor Woods and seconded by Councillor Stewart - **It was resolved that the Council should support the planning application subject to:- (i) More detailed landscaping to compensate for the loss of hedges and trees on Tottermire Lane. (ii) Adequate turning space for cars on the existing site so there is no reversing on to High Street.**

PA/2021/2070 Proposal: Planning permission for the erection of a temporary dwelling in connection with an agricultural business
 Location: Land East of Newlands Lane, Epworth
 Applicant: Mrs Lisa Bray

Proposed by Councillor Stewart and seconded by Councillor Woods - **It was resolved that the Council should support the planning application subject to appropriate landscaping.**

b) The following planning decisions were received:-

PA/2021/1854 Full planning permission granted to vary condition 2 of PA/2007/0563 to allow for a larger extension and complete a missing corner at Tlc Handling Ltd, Sandtoft Road, Epworth, DN9 1LB

PA/2021/391 Full planning permission granted to erect single-storey extensions to existing dwelling (dormer storey to one wing) at The Game Farm, rear of 28 West End Road, Epworth, DN9 1LB

Proposed by Councillor Brumby and seconded by Councillor R Whittaker - **It was resolved that the information be noted.**

12/01/22

Council Vacancy

The Clerk informed councillors that he had received an email from North Lincolnshire Council informing him that there had been no request for an election therefore the Council was now free to co-opt. It was suggested that the co-option should be advertised on the public notice board and the Council's facebook page. Proposed by Councillor Cooper and seconded by Councillor Brumby - **It was resolved that the vacancy should be advertised, and the co-option should take place at the next meeting of the Full Council.**

13/01/22

Personnel Committee

Following the resignation of Councillor Harm there was a vacancy on the Personnel Committee. Proposed by Councillor Cooper and seconded by Councillor Brumby - **It was resolved that Councillor Stewart should be elected to the Personnel Committee.**

14/01/22

Devolution

At the last meeting of the Full Council held on Tuesday, 7th December 2021, it was agreed that the Chairman, Vice-Chairwoman and Clerk should be allowed to attend a meeting on behalf of the Council with North Lincolnshire Council to explore opportunities to do with devolution. The meeting took place online on Wednesday, 15th December 2021, with Mr Andy Tate, Principal Neighbourhoods Officer at North Lincolnshire Council. The following areas were suggested for devolution:- public conveniences / inter-town grass cutting / bus shelters / salt bins / litter bin emptying / litter picking / parks and playgrounds / community asset transfer / sign cleaning / foliage removal / benches and seating / gully cleaning / gritting. The Chairman told North Lincolnshire Council that he had an open mind on this, however there was a need for more detail before the Council could make a decision.

Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that the information be noted.**

15/01/22

Litter on Newlands Lane

At a meeting of the Combined Cemetery & Environment Committee held on Tuesday, 28th September 2021, it made a recommendation to write to the proprietor of the holiday homes and request help to keep Newlands Lane clear of litter, however it was felt that there was no problem at the moment. Proposed by Councillor Woods and seconded by Councillor Stewart - **It was resolved that no further action should be taken at this moment in time.**

16/01/22

Rural / Market Town Group

The Clerk had received an email stating that the Council had originally been given free trial membership of the Rural / Market Town Group until July 2021, however this was subsequently extended until the end of October 2021, and the membership fee for the remainder of the year from 1st November to 31st March 2022 was £45.83 + VAT. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that the Clerk should pay the membership fee of £45.83 + VAT for the rest of the year to the Rural / Market Town Group, however to also let them know that the Council had no intention of then renewing it.**

17/01/22

Finance

(i) a) Financial Report & Bank Reconciliation Statement for October 2021 - The Clerk provided each member of the Council with a copy for them to scrutinise. Proposed by Councillor Stewart and seconded by Councillor R Whittaker - **It was resolved that Full Council should approve the Financial Report & Bank Statement for October 2021.**

b) Financial Report & Bank Reconciliation Statement for November 2021 - The Clerk provided each member of the Council with a copy for them to scrutinise. Proposed by Councillor Stewart and seconded by Councillor R Whittaker - **It was resolved that Full Council should approve the Financial Report & Bank Statement for November 2021.**

(ii) Accounts for Payment

ACCOUNTS FOR PAYMENT - JANUARY 2022

Payments made before or since last meeting:-

01/12/2021	DD	North Lincs Council	Trade Waste Disposal	61.23
	DD	North Lincs Council	Business Rates	71.00
02/12/2021	DD	Scottish Power	Electricity	11.00
	DD	Scottish Power	Electricity	11.00
20/12/2021	DD	EDF Energy	Electricity	9.00
	DD	EDF Energy	Electricity	35.00
	DD	EDF Energy	Electricity	65.00
22/12/2021	DD	HSBC	Bank Charges	9.00
23/12/2021	DD	Vodafone	Mobile Phone Charges	23.31
29/12/2021	DD	Everflow Water	Water Rates	25.76
	DD	Plusnet	Telephone & Broadband Charges	39.60
04/01/2022	DD	North Lincs Council	Trade Waste Disposal	61.23
	DD	North Lincs Council	Business Rates	71.00

DD	Scottish Power	Electricity	11.00
DD	Scottish Power	Electricity	11.00

Proposed by Councillor Stewart and seconded by Councillor Woods - **It was resolved that the action taken be approved.**

Payments submitted at this meeting:-

11/01/2022	BACS	Torne Valley Ltd	Loppers / Secateurs / Auto Head	185.24
	BACS	Torne Valley Ltd	Grease & Spray Cleaner	26.65
	BACS	Torne Valley Ltd	Blower	269.00
	BACS	Torne Valley Ltd	Gloves / Leaf Collectors / Oil	21.74
	BACS	Torne Valley Ltd	Wheelbarrow	99.00
	BACS	Complete Business Sol	Printer Ink Cartridges	48.96
	BACS	Complete Business Sol	Printer Ink Cartridges	68.74
	BACS	Torne Valley Ltd	Repair to Strimmer	149.23
	BACS	ERNLLCA	Training - Cllr Woods	72.00
	BACS	EVS Bookkeeping	Bookkeeping Services	201.86
	BACS	Mr G Johnson	Stationery	11.30
	BACS	Epworth Imperial Hall	Room Hire	22.50
	BACS	Mrs C Finch	Stationery	3.79
	BACS	MWQA Ltd	H&S Competent Person Fee	50.00
	BACS	Torne Valley Ltd	Oil & Weedkiller	29.05
	BACS	Mr P Haywood	Grass Cutting / Watering Planters	690.00
	BACS	MKS Groundcare Ltd	Grasscutting	240.00
	BACS	Dave Jaques Services	Roof Repair & Clear Gutters	170.00
	BACS	Mr P Barker	Expenses - Mileage	9.00
	BACS	Mr S Quantrill	Expenses - Mileage & Fuel	13.84
	BACS	Wages / Tax NI / Pension	Month 9	2,971.91

Proposed by Councillor Stewart and seconded by Councillor Woods - **It was resolved that these accounts be approved for payment.**

18/01/22

Parish Precept for 2022 / 2023

The Clerk provided councillors with detailed information to enable them to consider a precept figure for the forthcoming financial year.

PRECEPT FOR 2022/23

RECEIPTS

Cemetery	2,000
Hanging Baskets	2,000
Wayleave	10
Bank Interest	10
	4,020

PAYMENTS

Wages / Salaries	Wages - Tax / NI / Pension	39,350
Administration	Payroll Processing	290
	Rates	590
	Electricity	2,310
	Telephone & Internet	640
	Printing & Photocopying	100
	Postage	100
	Stationery	80
	Insurance	2,080
	Room Hire	350
	Bank Charges	100
	Audit	1,000
	PAT Testing	190
	Computer Systems & Back-Up	1,880
Assets	Street Furniture	1,000
Cemetery Management	Petrol for Mower	150
	Water & Sewage	330
	NLC Refuse Contract	750
	Tree Maintenance	3,500
	Lodge & Chapel of Rest Maint & Repairs	3,500
	Memorials Safety	1,000
	Grave Markers	30
	Machine Maintenance	300
	Topsoil	500
	Grass & Hedge Cutting	3,300
Combined Committee	Equipment	1,000
Epworth in Bloom	Hanging Baskets / Planters	3,500
	Water Bowser Maintenance	200
	Best Kept Village Competition	40
Miscellaneous	Cleaning Materials	40
	H & S Support	1,000
	HR Support	2,000
	Epworth Show	50
	Poppy Wreaths	40
	Subscriptions / Memberships / Fees	1,520
	Training Costs	1,500
	Travelling Expenses	100
	Advertising & Public Notices	300
	Election Costs	3,500
	S137 Grants	5,000
	Grants General	5,000
Queen Elizabeth 2 Area & Closed Churchyard	Play Equipment Maintenance	2,000
	Play Equipment Inspections	200
	Closed Churchyard Maintenance	1,000

Queen's Platinum Jubilee	2,000
Outdoor Gym Project	1,000
Extinguisher Servicing	100
Pest Control	500
	95,010

PRECEPT CALCULATIONS

Opening Bank Balance		53,990
<u>Add</u>	Receipts	4,020
<u>Less</u>	Payments	<u>95,010</u> -37,000
General Reserve		-36,000
		73,000
<u>Less</u>	Grant	0
Precept		73,000

The Clerk informed councillors that North Lincolnshire Council was still deliberating whether to offer a grant or not, therefore no decision had yet been taken.

Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that the Council should set a precept of £73,000 for the financial year 2022 / 2023.**

19/01/22 Questions to the Chairman

The Chairman was asked a question, however it was not an Item of immediate urgency.

20/01/22 Date, Time & Place of Next Meeting

The next meeting of the Full Council will be held on Tuesday, 1st February 2022, at 7.00 pm, in the Small Room of the Imperial Hall, Chapel Street, Epworth. There is also a meeting of the Combined Cemetery & Environment Committee due to take place on Monday, 17th January 2022, at 7.00 pm, followed by a meeting of the Finance Committee on Monday, 24th January 2022, at 7.00 pm, both in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. **It was resolved that the information be noted.**

21/01/22 Closure of Meeting

The Chairman declared the meeting closed at 8.45 pm.