

## EPWORTH TOWN COUNCIL

**Minutes of a Meeting of the Full Council  
held on Tuesday, 1<sup>st</sup> November 2022, at 7.00 pm,  
in the Small Room of the Imperial Hall, Chapel Street, Epworth**

**Public Participation**

A member of the public expressed a wish to address the Council. A business they were associated with had declined because customers had gone to other areas. They thought there was a need for some kind of decking outside and believed it would enhance the area and get people back . They felt there was a need for everyone to work together, to ensure it not only worked for businesses but for the area as a whole.

- 01/11/22      Record of Members Present**  
 The following councillors were present: Councillors Woods (Vice-Chairman), Brumby, Cooper, Fleet, Garner, J Whittaker and R Whittaker.
- 02/11/22      Apologies and Reasons for Absence**  
 There were apologies from Councillor Finch - work commitments, and Councillor Stewart - ill.
- 03/11/22      Declarations of Interest & Dispensations**  
 (i) No declarations of interest were made.  
 (ii) No dispensations had been granted.
- The Vice-Chairman Chairman suggested that Item 17 - Isle of Axholme Short Matt Bowls Club should be brought forward given there was a member of the Club present. **It was resolved that this item be brought forward for discussion.**
- 17/11/22      Isle of Axholme Short Matt Bowls Club**  
 The Clerk had received a request for a financial grant from Isle of Axholme Short Matt Bowls Club for them to purchase an electric mat roller, and he therefore provided each councillor with a copy of the grant application form, the organisation's constitution, and a copy of their most recently audited accounts. Mr Alan Bull - Secretary of the Isle of Axholme Short Matt Bowls informed councillors that 26 out of 32 of their members were from Epworth, most were in their 60s, 70s and 80s, although they did have two fifteen year olds. They were finding it harder to put the mats away and an electric mat roller would make it much easier and eliminate the risk of injury. Councillors asked about the Club's own funds, the maintenance of such equipment and the storage of it. Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that the Council should make a S19 grant of £5,460 to Isle of Axholme Short Matt Bowls Club to help them purchase an electric mat roller, and any shortfall made up by the viring of grant funds.**
- 04/11/22      Dementia Friendly Council**  
 Mrs Helen Wright - Chair of North Lincolnshire Dementia Action Alliance gave a presentation to councillors about dementia. She spoke about the aims of the organisation she represented, which was to make North Lincolnshire a dementia friendly place to live. They would agree a plan and then identify areas for local action to help achieve this within the local environment. Over 100 people locally had attended dementia friends sessions and

this had helped to make people aware of the characteristics of dementia. She said 944,000 were currently living with some kind of dementia, whilst 1 in 3 born this year would go on to develop it. The Vice-Chairman thanked Mrs Wright for her talk. Proposed by Councillor Brumby and seconded by Councillor J Whittaker - **It was resolved that the presentation be noted.**

05/11/22

### **Turbary Road**

The Clerk reported that:-

- (i) He had met onsite with contractors to try and obtain quotes as to how much it would cost to resurface the road, he had received one quote for a tarmac surface and was awaiting another quote for a recycled surface.
- (ii) He had received a reply to him seeking a quote from North Lincolnshire Council for a service level agreement for the maintenance of the road and was told that such work could be undertaken by North Lincolnshire Council once the scheme had been completed, however each visit for maintenance would be bespoke to the works required therefore the provision of a price would not be possible, because at this moment in time the work was unquantified.
- (iii) He was still awaiting a quote from the barrister for advice on the legal implications of registering the land, granting easements and future maintenance of the road, and the Council's liability.
- (iv) He had not heard from the Officer at North Lincolnshire Council regarding the money given to Haxey Parish Council for grass cutting about whether it could actually be used for the maintenance of Turbary Road.

In addition the Clerk had received an email from a resident complaining about the current state of Turbary Road and a telephone call from another resident about how they nearly had an accident in their vehicle on the embankment trying to avoid the potholes on Turbary Road.

Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that standing orders be temporarily suspended to allow a member of the public to speak about Turbary Road.** After they had spoken the meeting resumed.

Proposed by Councillor Cooper and seconded by Councillor Brumby - **It was resolved that the Clerk should send an email to the ward councillors stating that the Council did not believe Turbary Road was being maintained to a satisfactory level and asking for their help - including a photograph and also copying in the Principal Access and Commons Officer.**

06/11/22

### **Chairwoman's Report**

In the absence of the Chairwoman the Vice-Chairman read out her report. She said a big thank you to those who had put the poppies up, and also drew attention to the fact that in 2021/22 approximately £518 had been spent on play equipment repairs, whilst so far in 2022/23 the Council had already spent £1,942. Some of this was due to wear and tear but vandalism was costing the Council a lot of money and the CCTV cameras were not deterring it, with graffiti even on the new outdoor gym equipment. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved the report be noted.**

07/11/22

**Ward Councillors' Report**

The Clerk had received no ward councillors' report. Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that this be noted.**

08/11/22

**Minutes of the Last Meeting**

The minutes of a meeting of the Full Council held on Tuesday, 4<sup>th</sup> October 2022, had been circulated prior to the meeting. Proposed by Councillor R Whittaker and seconded by Councillor Brumby - **It was resolved that they be approved as a correct record.**

09/11/22

**Clerk's Report**

**Minute 15/08/22 Defibrillator** - The Clerk had applied for a community grant from North Lincolnshire Council for the Defibrillator Project, however he had been asked by them to explain the financial need for this funding.

**Minute 08/10/22 Clerk's Report / Minute 09/09/22 Correspondence c) Miss**

**J Jay** - Double Yellow Lines Outside Co-op. The Clerk had received a reply stating that a request for parking restrictions outside the Co-op had been put on the traffic regulation order request list for future consideration.

**Minute 09/10/22 Correspondence (i) y) Mr B Clarke** - Trees Situated on Western Boundary of Jubilee Gardens. The Clerk had received an email from Mr Clarke informing him there is a strip of land not registered of about six foot, so the trees are not sited on anyone's land and he can legally cut them back to the edge of his property.

**Minute 09/10/22 Correspondence (ii) b) ERNLLCA** - Play Inspection Training. The Clerk had attended the Play Inspection training course held on Thursday, 10<sup>th</sup> November 2022, at Worlaby Village Hall.

**Minute 09/10/22 Correspondence (ii) d) Mr P Cooper** - Metal Detecting. The Clerk had sent him an email declining his request to metal detect on council owned land.

**Minute 12/10/22 Planning** - The Clerk had passed onto North Lincolnshire Council the views which had expressed on the planning applications which had been considered at the last meeting of the Full Council.

**Minute 15/10/22 Hedge** - The Clerk had asked Mr Paul Hayward to cut the hedge at the Cemetery at a cost of £90.

**Minute 16/10/22 Chapel of Rest** - The Clerk had asked J R Cockin Electrical Contractors Ltd to replace the emergency light fitting at the Chapel of Rest at a cost of £68 + VAT.

**Minute 17/10/22 PAT Testing** - The Clerk had asked J R Cockin Electrical Contractors Ltd to carry out the PAT Testing at a cost of £118.75 + VAT.

**Minute 18/10/22 Mobile Phone** - The Clerk had taken out on behalf of the Council a new contract with Vodafone at a cost of £12.50 + VAT per month.

**Minute 21/10/22 Epworth Charities** - The Clerk had informed Epworth Charities that Councillor Brumby had been nominated as the new council representative for Epworth Charities.

**Minute 24/10/22 Personnel** - The Clerk had notified the Groundsperson that he had been offered a permanent contract of employment.

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

10/11/22

### **Correspondence**

- (i) a) North Lincs Council - Isle of Axholme Safetalk Training Session
- b) North Lincs Council - Town & Parish Councils Liaison Meeting Agenda
- c) HWRA - Renewed Membership
- d) Immingham Town Council - Civic Service
- e) North Lincs Council - Precept Timetable 2023/24
- f) North Lincs Council - Town & Parish Council Elections on 4 May 2023
- g) HWRA - Retirement of Chief Executive
- h) Bright HR - How to Navigate the Upcoming Recession Seminar
- i) Mr A Catherall - Proposed Dog Bin at Southern End of Footpath 58
- j) Cognitive Publishing Ltd - The Challenge of Digital Inclusion Webinar
- k) CPRE Northern Lincolnshire - Best Kept Village Presentation Photo
- l) Tape 2 Tape - Parish Magazine Information
- m) Worknest - Five Ways to Support your Employees' Financial Wellbeing Webinar
- n) Unity Trust Bank PLC - Interest Rate Changing
- o) Cloudy Group - Choosing the Right Cloud for Your Council Seminar
- p) ERNLLCA / Edge IT Systems Ltd - Cloud Administered Councils - Reality or Myth?
- q) ERNLLCA - North Lincolnshire District Committee Meeting
- r) Epworth War Memorial Field - Poppies for Remembrance Day at the Thurlow
- s) North Lincs Council - PA/2022/1365
- t) ERPF - AGM
- u) Worknest - Cost of Living Hub
- v) Isle Choral Singers - Coffee Morning Poster
- w) Northern Powergrid - New Gym Equipment Press Release
- x) Epworth Old Rectory - Christmas Craft Fayre Poster
- y) HWRCC - Menopause Awareness Month
- z) ERNLLCA / Centre for Sustainable Energy - Place Project

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

**(ii) a) GovNet Technology** - Enhance Your Service Delivery Webinar. Details of a webinar due to be held on Thursday, 3<sup>rd</sup> November 2022, from 11.00 am to 12.00 pm. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the information be noted.**

**b) North Lincs Council** - North Lincolnshire in Bloom 2023. It was suggested that a grant be obtained from North Lincolnshire Council's 'North Lincolnshire in Bloom 2023' to refill the planters with new compost, plants and bulbs. Proposed by Councillor Garner and seconded by Councillor J Whittaker - **It was resolved that the Clerk should apply for a grant of £237.99 towards the cost of refilling the planters from North Lincolnshire Council's 'North Lincolnshire in Bloom 2023'.**

c) **ERNLLCA** - NALC Events Survey. A request to complete a survey about the format of NALC training events for the next financial year. Proposed by Councillor Cooper and seconded by Councillor J Whittaker - **It was resolved that the information be noted, however councillors could fill it in individually if they wished to do so.**

d) **North Lincs Council** - Rough Sleeper Count 2022. Invitation to attend a Rough Sleeping Estimate Meeting due to be held on Tuesday, 15<sup>th</sup> November 2022, at 11.00 am via MS Teams. Proposed by Councillor J Whittaker and seconded by Councillor Garner - **It was resolved that the information be noted.**

**11/11/22**

#### **Publications**

The following publications had been received:-

Alliance Volunteer Hub - Newsletter	September 2022
ERNLLCA - Newsletter	September 2022
North Lincs Council - Forthcoming Meetings	October 2022
Rural Services Network - Rural Funding Digest	October 2022
ERPF - Employer Alert	
NALC - Chief Executive's Bulletin	
NALC - Newsletter	
North Lincs Council - News Direct	
North Lincs Council - Weekly Roadworks	
Public Sector Executive - Online Newsletter	
Rural Services Network - Rural Bulletin	
SLCC - News Bulletin	
VANL - Newsletter	

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

**12/11/22**

#### **Committee / Working Group Reports**

i) **Combined Cemetery & Environment Committee** - The minutes of a meeting of the Combined Cemetery & Environment Committee held on Monday, 10<sup>th</sup> October 2022, were circulated prior to the meeting. Proposed by Councillor R Whittaker and seconded by Councillor Woods - **It was resolved that they be approved as a correct record.**

ii) **Personnel Committee** - The minutes of a meeting of the Personnel Committee held on Tuesday, 11<sup>th</sup> October 2022, were circulated prior to the meeting. Proposed by Councillor Cooper and seconded by Councillor J Whittaker - **It was resolved that they be approved as a correct record.**

iii) **Planning Committee** - The minutes of a meeting of the Planning Committee held on Wednesday, 12<sup>th</sup> October 2022, were circulated prior to the meeting. Proposed by Councillor Brumby and seconded by Councillor R Whittaker - **It was resolved that they be approved as a correct record.**

iv) **Finance Committee** - The minutes of a meeting of the Finance Committee held on Monday, 17<sup>th</sup> October 2022, were circulated prior to the meeting. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that they be deferred to the next meeting.**

13/11/22

**Planning**

The following planning applications were considered:-

**PA/2022/1770**

Proposal: Listed building consent to create two ground floor commercial units, first and second floor one-bedroom apartments and a single storey rear extension including associated external staircase  
 Location: 2-4 Albion Hill, Epworth, DN9 1HD  
 Applicant: Mr & Mrs A Parker, Barclays Development Corporation

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

Note: Councillor Woods declared a personal interest.

**PA/2022/1747**

Proposal: Planning permission for reconfiguration / refurbishment creating two commercial units and two one-bedroomed apartments including a single-storey rear extension, external staircase and associated external works  
 Location: 2-4 Albion Hill, Epworth, DN9 1HD  
 Applicant: Mr & Mrs A Parker, Barclays Development Corporation

Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the Council should support the planning application subject to the conditions made by Environmental Protection being adhered to.**

14/11/22

**Finance**

(i) a) **Financial Report & Bank Reconciliation Statement for July 2022** -  
 The Clerk had provided each member of the Council with detailed monthly accounts for July 2022 for them to scrutinise. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the Financial Report & Bank Reconciliation Statement for July 2022 be approved.**

b) **Financial Report & Bank Reconciliation Statement for August 2022** -  
 The Clerk had provided each member of the Council with detailed monthly accounts for August 2022 for them to scrutinise. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the Financial Report & Bank Reconciliation Statement for August 2022 should be approved.**

c) **Financial Report & Bank Reconciliation Statement for September 2022**  
 - The Clerk had provided each member of the Council with detailed monthly accounts for September 2022 for them to scrutinise. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the Financial Report & Bank Reconciliation Statement for September 2022 should be approved.**

**(ii) Budget Report** - Councillors had been provided with a copy of the budget report for April 2022 to September 2022. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the Budget Report for April 2022 to September 2022 should be approved.**

**(iii) Accounts for Payment**

**ACCOUNTS FOR PAYMENT - NOVEMBER 2022**

**Payments made before or since last meeting:-**

04.10.22	Equals	Royal British Legion	Lamp Post Poppies	100.00
10.10.22	Equals	Londis	Fuel for Mower	17.43
19.10.22	BP	Equals Money PLC	Transfer of Funds	648.00
20.10.22	DD	EDF Energy	Electricity	9.00
	DD	EDF Energy	Electricity	35.00
	DD	EDF Energy	Electricity	65.00
24.10.22	Equals	Microsoft	Online Services	648.00
	DD	EDF Energy	Electricity	34.00
26.10.22	DD	Everflow Water	Water Rates	15.52
	DD	Vodafone	Mobile Phone Charges	25.22
27.10.22	DD	Plusnet	Telephone / Broadband Charges	34.92
31.10.22	BP	Wages / Tax & NI / Pension	Month 7	2,930.46

Proposed by Councillor J Whittaker and seconded by Councillor Cooper  
**- It was resolved that the action taken be approved.**

**Payments submitted at this meeting:-**

01.11.22	DD	Scottish Power	Electricity	1.00
	DD	North Lincs Council	Business Rates	71.00
	BP	Torne Valley Ltd	Bin Liners / Tubes / Air Freshner	49.37
	BP	BRS Tech Limited	Cloud Back-Up	306.00
	BP	Broxap Limited	Outdoor Gym Equipment	14,263.20
	BP	Zurich Municipal	Increase in Policy Cover	88.39
	BP	Torne Valley Ltd	Grease / Oil / Superclean	18.06
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	72.00

Proposed by Councillor J Whittaker and seconded by Councillor Cooper  
**- It was resolved that these accounts be paid.**

15/11/22

**Kings Head Croft**

**(i) Repairs of Play Equipment** - The Clerk had managed to obtain a quote to carry out some of the repairs to the play equipment at Kings Head Croft, and he provided councillors with a copy of it. Proposed by Councillor Cooper and seconded by Councillor J Whittaker - **It was resolved that the Clerk ask Playdale Playgrounds Ltd to carry out the Repairs to the Play Equipment at a cost of £1,203.78 + VAT.**

**(ii) Repairs of the Safety Surface** - The Clerk had managed to obtain several quotes to repair the safety surface at Kings Head Croft, however there were concerns about estimating the length of edging which needed doing, and the Clerk was awaiting a quote from a firm who had actually visited the site. Proposed by Councillor J Whittaker and seconded by Councillor Cooper  
**- It was resolved that the item be deferred until the next meeting.**

16/11/22

**Cemetery Lodge**

The Clerk provided each councillor with a copy of the specification for the refurbishment of the stairway area and had managed to obtain the following quotes:-

Alan Storey & Peter Alderson	£1,078
Dave Jaques Building Services	£1,765
J T Building & Joinery Services Ltd	£1,500

Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the Clerk should ask Alan Storey & Peter Alderson to carry out the work to do with the refurbishment of the stairway area at a cost of £1,078, however if it could not be done before the end of January then the Clerk should instead approach Dave Jaques Building Services.**

17/11/22

**Isle of Axholme Short Matt Bowls Grant**

This item had already been dealt with earlier in the meeting.

18/11/22

**Royal British Legion**

The Royal British Legion were able to provide a wreath for the Council on Remembrance Day. Proposed by Councillor R Whittaker and seconded by Councillor Brumby - **It was resolved that the Council should make a Section 137 grant of £27.50 to the Royal British Legion for the Poppy Appeal on behalf of the people of Epworth.**

19/11/22

**Electricity**

The Clerk had received no prices from the electricity broker to put before Full Council. Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that the item be deferred to the next meeting of the Full Council.**

20/11/22

**Complaints Policy & Procedure**

At the last meeting of the Full Council held on Tuesday, 4<sup>th</sup> October 2022, the Clerk was asked to seek advice from ERNLLCA on the timescales for responding to complaints, but in addition he had also obtained a copy of their Code of Practice for Handling Complaints, however councillors had not had sufficient time to look at it. Proposed by Councillor Brumby and seconded by Councillor Cooper - **It was resolved that the item be deferred until the next meeting of the Full Council.**

21/11/22

**Youth Council**

Councillor J Whittaker informed councillors that the School Council had had its first meeting, and he had talked to the students about them having a real input in the place they lived. Proposed by Councillor Cooper and seconded by Councillor R Whittaker - **It was resolved that the information be noted.**

22/11/22

**Personnel**

Proposed by Councillor Cooper and seconded by Councillor J Whittaker - **It was resolved that due to the confidential nature of the item to be discussed that both the press and public should be excluded.**

(i) **Probationary Period** - At a meeting of the Personnel Committee held on Tuesday, 11<sup>th</sup> October 2022, it discussed the Clerk's probationary period.

Proposed by Councillor Cooper and seconded by Councillor J Whittaker - **It was resolved that Full Council should agree with the recommendation made by the Personnel Committee and that Mr G Johnson should be confirmed in post as Town Clerk & RFO.**

**(ii) Training Courses** - At a meeting of the Personnel Committee held on Tuesday, 11<sup>th</sup> October 2022, it discussed training for the Clerk as part of his Continuing Professional Development. Proposed by Councillor Cooper and seconded by Councillor Brumby - **It was resolved that Full Council should agree with the recommendation made by the Personnel Committee and the Clerk be allowed to enrol on the 'Introduction to Local Council Administration Course' at a cost of £120 + VAT, and then on the 'Introduction to Local Council Administration to Certificate in Local Council Administration Course' at a cost of £120 + VAT**

Note: The Clerk left the meeting whilst these two items were discussed.

**(iii) Contracts of Employment**

**a) Employ Someone to Look After the Planters** - At a meeting of the Cemetery & Environment Committee held on Monday, 10<sup>th</sup> October 2022, it discussed the need for someone to look after the planters. It was suggested that in the low season it would equate to 2.5 hours per month and in the high season 2.5 hours per fortnight. Proposed by Councillor Cooper and seconded by Councillor Brumby - **It was resolved that Full Council should agree with the recommendation made by the Combined Cemetery & Environment Committee to employ someone be employed to look after the planters, and the Groundsperson be offered the additional hours as stated above as part of his contract.**

**b) Employ Someone on a Casual Contract to Cover Grounds Staff** - At a meeting of the Personnel Committee held on Tuesday, 11<sup>th</sup> October 2022, it discussed employing someone on a casual contract to cover the annual leave of the grounds staff. Proposed by Councillor Cooper and seconded by Councillor Brumby - **It was resolved that Full Council agree with the recommendation made by the Personnel Committee and Mr P Barker be offered a casual contract to act as cover for Grounds Staff, and if not available the Clerk be allowed to use a contractor.**

**23/11/22**

**Questions to the Chairwoman**

There were no questions.

**24/11/22**

**Date, Time & Place of Next Meeting**

The next meeting of the Full Council will be held on Tuesday, 6<sup>th</sup> December 2022, at 7.00 pm, in the Small Hall of the Imperial Hall, Chapel Street, Epworth. In addition there is also a meeting of the Planning Committee due to be held on Wednesday, 9<sup>th</sup> November 2022, at 7.00 pm, followed by a meeting of the Combined Cemetery & Environment Committee on Monday, 14<sup>th</sup> November 2022, at 7.00 pm, and finally a meeting of the Finance Committee on Monday, 21<sup>st</sup> November 2022, at 7.00 pm. All committee meetings are in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor Brumby and seconded by Councillor R Whittaker - **It was resolved the information be noted.**

**25/11/22**

**Closure of Meeting**

The Chairwoman declared the meeting closed at 9.27 pm.