

EPWORTH TOWN COUNCIL



29th July 2023

To: Members of Epworth Town Council

Councillors Finch (Chairwoman), Baker, Cooper, Grantham, Holt, Stewart,
J Whittaker, R Whittaker & Wilson

Dear Councillor

I hereby give notice of the **Full Council Meeting of Epworth Town Council** due to be held on **Tuesday, 8th August 2023, at 7.00 pm**, in the **Small Hall of the Imperial Hall, Chapel Street, Epworth**, and you are summoned to attend.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Gary Johnson'.

Gary Johnson
Town Clerk to the Council

Public Participation

Members of the public may speak prior to the meeting on issues they would like to bring to the attention of the Full Council, however public participation shall not exceed 15 minutes.

Note that 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. The Council meeting is recorded, and the recording is saved for a period of no less than 12 months.

A G E N D A

1. **Record of Members Present**
To record the names of members present.
2. **Apologies and Reasons for Absence**
To receive and accept any apologies and reasons for absence.
3. **Declarations of Interest & Dispensations**
 - (i) To record any declarations of interest in respect of the agenda.
 - (ii) To note any dispensations given to any member of the Council in respect of the agenda.

4. **Planning**

(i) To consider the following planning applications:-

- PA/2023/1275 Proposal: Listed building consent to alter entrance by removing entrance porch and relocate associated entrance door to end gable
Location: 50-52 High Street, Epworth, Doncaster, DN9 1EP
Applicant: S Hartit
- PA/2023/1283 Proposal: Application to undertake pruning on a horse chestnut identified as T107 in and subject to Tree Preservation (Epworth No 1) Order 1977
Location: 28 Hollingsworth Lane, Epworth, DN9 1EY
Applicant: Malam

(ii) To consider the following planning correspondence:-

- PA/2021/1854 Proposal: Planning permission to vary condition 1 of PA/2021/1854 namely to increase size of extension (resubmission of PA/2022/114)
Location: TLC Handling, West End Road, Epworth, Doncaster, DN9 1LB
Applicant: Lexgreen Services Ltd

5. **Chairwoman's Report**

To receive a report from the Chairperson

6. **Ward Councillors' Report**

To receive a report from the ward councillors.

7. **Minutes of the Last Meeting**

To approve as a correct record the minutes of an Ordinary Meeting of the Full Council held on Tuesday, 4th July 2023, and an Extraordinary Meeting of the Full Council held on Tuesday, 18th July 2023.

8. **Clerk's Report**

To receive a report from the Clerk.

9. **Correspondence**

(i) To note the following correspondence:-

- a) Epworth & District Agricultural Society - Epworth Show Poster
- b) HR Bright - Staff Burnout & Lower Absenteeism
- c) Government Events - Supporting Disabled People in the Workplace Conference
- d) Mr S Kellett - Overgrown Footpath / Bridleway
- e) North Lincs Council - Avian Flu Update
- f) Finding Fitness - Park
- g) ERNLLCA - North Lincolnshire District Committee Meeting
- h) Epworth Old Rectory - Recitals at the Rectory
- i) Silica Lodge Garden Centre - Loyalty Event
- j) Ms T Hobson - Turbary Road
- k) CPRE Northern Lincolnshire - Best Kept Village Judging
- l) Ordnance Survey Limited - OS Licence
- m) Councillor T Mitchell / HSBC - HSBC Pop-Up Poster

- n) ERNLLCA - Defibrillator Campaign
- o) Mrs P Davies - Hanging Baskets
- p) Bright HR - Employment Law Webinar
- q) ICCM - Board Elections
- r) Councillor T Mitchell - Bridleway Between Belton Visitor Centre & Epworth
- s) Councillor T Mitchell - Request for Bollards Outside Lindseys
- t) Redbourne Parish Council - Internal Auditor
- u) Mr A Tuplin - Epworth Equestrian Parkrun
- v) Mr J Franz - Epworth Turbary
- w) SLCC - Nominations for the Election of Directors
- x) Ms C Stothard - Horse Warning Signs & Barriers to Bridleway
- y) Mr C Morley - Epworth Primary School Cars
- z) Ms K Garbutt - Overgrown Path
- aa) Keep Britain Tidy - Love Parks Week 2023
- bb) Epworth and Scunthorpe Methodist Circuit - Gazebos
- cc) Peninsula Business Services Ltd - Return to Work Template
- dd) The Seafarers' Charity - Merchant Navy Day
- ee) Immingham Town Council - Mayoral Coffee Morning
- ff) Mr A Marr - Footpath 73
- gg) Environment Agency - Waste Carrier Registration
- hh) Kirton-in-Lindsey Town Council - Civic Service
- ii) Ms D Malam - Thurlow Playgroup Site
- jj) Peninsula Business Services Ltd - Employment Law and H&S Seminar
- kk) Worknest - Difficult Conversations in the Right Direction
- ll) Peninsula Business Services Ltd - Right Way to Handle Harassment Claims
- mm) Millea Group Ltd - Archaeology, Belton Road, Epworth
- nn) Councillor T Mitchell - Kings Head Croft CCTV
- oo) Doncaster Pet Clinic Ltd - Mobile Vet Van
- pp) Equals - Changes to Online Transactions
- qq) XMAP - Parish Online
- rr) Mr G Milnes - Turbary Road
- ss) WorkNest - Tackling Toxicity in the Workplace

(ii) To consider the following correspondence:-

- a) ERNLLCA - Training Guide for Councillors, Chairmen & Officers
- b) Peninsula Business Services Ltd - HR, Employment Law and Health & Safety
- c) West Butterwick Parish Council - Training
- d) North Lincs Council - Annual Standards Report & Standards Training
- e) Epworth Swimming Pool - Parking
- f) North Lincs Council - Town and Parish Council Liaison Meeting
- g) Government Events - Health and Safety at Work Conference 2023
- h) ERNLLCA - Good Councillor's Employment Guide 2023
- i) Haxey Parish Council - Dedication Invite for Haxey Halifax Memorial
- j) Millea Group Limited - Proposed Redevelopment at Holmes & Gardens
- k) ICCM - Member Survey 2023
- l) ERNLLCA - New Clerk Training

10. Publications

To note receipt of the following publications:-

Alliance Volunteer Hub - Newsletter	June 2023
Public Sector Network - Newsletter	June 2023
Rural Services Network - Rural Funding Digest	June 2023

Clerk & Councils Direct - Magazine	July 2023
Public Sector Network - Newsletter	July 2023
SLCC - The Clerk	July 2023
North Lincs Council - Forthcoming Meetings	July & August 2023
ERPF - Employer Alert	
ERPF - Employer Bulletin	
ICCM - Member Newsletter	
NALC - Chief Executive's Bulletin	
NALC - Events	
NALC - Newsletter	
North Lincs Council - Business Focus	
Public Sector Executive - Online Newsletter	
Rural Services Network - Rural Bulletin	
SLCC - News Bulletin	

11. Committee / Working Group Reports

To note / approve the minutes of the following committee / working group meetings:-

Finance Committee	Monday, 24 th July 2023
Personnel Committee	Tuesday, 25 th July 2023

12. Finance

- (i) To approve the Financial Report & Bank Reconciliation Statement for April 2023, May 2023 and June 2023.
- (ii) To approve the Budget Report for April 2023 - June 2023.
- (iii) To note and approve the schedule of accounts for payment for August 2023.

13. Horse Warning Signs

To further discuss horse warning signs in response to a reply received from North Lincolnshire Council.

14. Dog Fouling

To further discuss the powers of community wardens with regard to dog fouling in response to a reply received from North Lincolnshire Council

15. Kings Head Croft Plaque

To consider the refurbishment of the plaque at Kings Head Croft.

16. Epworth Show

To consider having a stall at Epworth Show.

17. Dementia Steering Group

To elect a representative to the Dementia Steering Group.

18. Defibrillator Training

To set a date for defibrillator training.

19. Items Raised By Councillors

(i) Communication & Engagement - Councillor Baker
To discuss how the Council communicates and engages with residents.

(ii) Beacon - Councillor R Whittaker
To amend the decision made on Tuesday, 4th July 2023, Minute 13/07/23 Correspondence (ii) b) ERNLLCA D Day 80th Anniversary to delegate looking into the possibility of lighting a Beacon for the 80th Anniversary of D Day to a

Working Group rather than the Combined Cemetery and Environment Committee and agree terms of reference.

20. Rescission Notice

(i) To consider a rescission notice signed by five councillors to do with Minute 18/05/23 Policies to rescind a decision to approve the Social Media Policy.

(ii) To reconsider the Social Media Policy.

21. Personnel

To consider the following recommendations made by the Personnel Committee to do with:-

(i) **Office Hours** - The Council Office should open on a Monday, Tuesday, and Thursday from 10.00 am to 2.00 pm - otherwise by appointment, and the noticeboard be amended accordingly.

(ii) **Training** - The Groundsperson should be allowed to attend the annual inspection of the play / gym equipment.

(iii) **Additional Hours** - The Clerk is paid for the additional hours he worked in the last quarter.

(iv) **Flexible Hours** - The Clerk is allowed up to 10 hours of flexible working per month.

22. Date, Time and Place of Future Meetings

To confirm date, time and place of future meetings of the Council.

23. Closure of Council Meeting

To note the time the meeting closed.

Note: All members of the Public & Press are welcome to attend.
If you wish to speak on any matter on the agenda or anything else that affects the Parish of Epworth, please let the Clerk know prior to the start of the meeting.

**Appendix for Full Council Meeting held on Tuesday, 8th August 2023, at 7.00 pm,
in the Small Hall of the Imperial Hall, Chapel Street, Epworth**

Item 12 - Finance

ACCOUNTS FOR PAYMENT - AUGUST 2023

Payments made before or since last meeting:-

16.07.23	Equals	W Boyes & Co Ltd	Pen & Ink Cartridges	4.38
20.07.23	DD	EDF Energy	Electricity	1.00
	DD	EDF Energy	Electricity	44.00
	DD	EDF Energy	Electricity	234.00
25.07.23	DD	EDF Energy	Electricity	34.00
	Equals	Londis	Fuel for Mower	15.08
26.07.23	DD	Everflow Water	Water Rates	26.08
	DD	Vodafone	Mobile Phone Charges	17.16
27.07.23	DD	Plusnet	Telephone & Broadband Charges	34.92
31.07.23	BP	Wages / Tax & NI / Pension	Month 4	3,563.41
01.08.23	DD	Scottish Power	Electricity	1.00
	DD	North Lincs Council	Business Rates	62.00

Payments submitted at this meeting:-

08.08.23	BP	Skidmore Electrical	Radiator	828.00
	BP	Torne Valley Ltd	Strimmer Head / Bin Liners / Plant Food	51.22
	BP	Complete	Paper & Ink Cartridges	83.40
	BP	Mr P Haywood	Install Base & Mount Seat	170.00
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	72.00
	BP	ERNLLCA	Training - Planning Reform	36.00
	BP	JB Rural Services	Grass Cutting	399.00
	BP	Utopia	Curtains	1,030.00
	BP	Mr S Quantrill	Mileage & Plants	14.15