

## EPWORTH TOWN COUNCIL

### Minutes of a Meeting of the Full Council held on Tuesday, 2<sup>nd</sup> April 2024, at 7.00 pm, in the Small Hall of the Imperial Hall, Chapel Street, Epworth

No member of the public expressed an interest in addressing the Council.

**01/04/24**      **Record of Members Present**

The following councillors were present: Councillors Finch (Chairwoman), Baker, Milnes, J Whittaker, R Whittaker & Wilson.

**02/04/24**      **Apologies and Reasons for Absence**

There were apologies from Councillors Grantham and Holt - away.

**03/04/24**      **Declarations of Interest & Dispensations**

- (i) Councillor Finch declared a personal and prejudicial interest in Item 22 - Items Raised By Councillors (i) Playground Surface Upkeep.
- (ii) No dispensations had been granted.

**04/04/24**      **Co-option**

The Clerk had advertised the council vacancy and received two expressions of interest, which resulted in one application being submitted, however it was received after the deadline. Proposed by Councillor J Whittaker and seconded by Councillor Milnes - **It was resolved that the vacancy for a councillor be re-advertised, and the other person be notified of the fact.**

**05/04/24**      **Planning**

The following planning application was considered:-

**PA/2024/269**      Proposal: Planning permission to erect a storage building and pergola  
Location: War Memorial Field, Station Road, Epworth, DN9 1JU  
Applicant: Mrs Frances Glynn

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

**06/04/24**      **Chairwoman's Report**

(i) **Facebook Post** - The Chairwoman had forgotten that the Clerk was now responsible for making Facebook posts and therefore apologised for making a post on Facebook about her attending a Shed on the Isle event. (ii) **Just Sing** - The Chairwoman had attended a session on Thursday, 7<sup>th</sup> March 2024 to see it in action for herself. (iii) **Volunteer Litter Picking Group Forum** - On 13<sup>th</sup> March 2024 the Chairwoman was invited to attend a meeting of the forum. Every road in North Lincolnshire is going to be weeded and cleaned. (iv) **LiveWell** - Helps North Lincolnshire residents to live well and healthy. (v) **Chain** - Councillor Finch officially donated a chain to the Council to which the Council's pendant had been attached. Proposed by Councillor Baker and seconded by Councillor R Whittaker - **It was resolved the report be noted.**

- 07/04/24**      **Ward Councillors' Report**  
 Ward Councillor Mitchell was in attendance and gave the following report:- **(i) NATS Meeting** - He had attended the NATS meeting on Wednesday, 6<sup>th</sup> March 2024. **(ii) Bus Service 357** - He stated there were now four services between the Southern and Central Isle and Doncaster. **(iii) Old Community Hub** - He had asked for some trees and shrubs to be inspected and stated appropriate action had been taken, which involved them being removed and now cleared up. No decision had been taken if the building was going to be sold, however he believed there had to be a sensible balance of it not becoming an eyesore but also not spending a lot of money on it. Some councillors suggested a youth centre be opened in the hub or it even being offered to the doctors. After his report town councillors brought up issues to do with workmen on the High Street making a mess and leaving litter, and vehicles parking on the pavement at the Hub. Councillor Mitchell asked why the Council's precept was not on the Council's website and was informed by the Clerk that it was contained within a set of minutes which were on the website. Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker - **It was resolved that the report be noted and the ward councillor thanked for it, and in addition the Clerk provide him with a response to his precept question detailing why it had increased, and also ensure the precept is published on the Council's website and facebook page.**
- 08/04/24**      **Minutes of the Last Meeting**  
 The minutes of a meeting of the Full Council held on Tuesday, 5<sup>th</sup> March 2024, had been circulated prior to the meeting. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the minutes be approved as a correct record.**
- 09/04/24**      **Clerk's Report**  
**Minute 05/03/24 Planning** - The Clerk had passed onto North Lincolnshire Council the views it had expressed on the planning application considered at the last meeting of the Full Council.
- Minute 10/03/24 Correspondence (ii) a) North Lincs Council** - Public Path Extinguishment and Definitive Map and Statement Modification (Public Footpath 53, Epworth). The Clerk had informed North Lincolnshire Council know that the Council supported the closing of the existing footpath, but asked that an alternative one be explored, and to ensure signage for Footpath 53 was appropriate.
- Minute 10/03/24 Correspondence (ii) d) North Lincs Council / NACO**  
 - Free Portrait of His Majesty The King. The Clerk had applied for a free portrait of His Majesty The King.
- Minute 10/03/24 Correspondence (ii) f) North Lincs Council** - D Day Grant. The Clerk had accepted on behalf of the Council the grant of £250 from North Lincolnshire Council and its conditions.
- Minute 14/03/24 Beacon** - The Clerk had re-checked with North Lincolnshire Council if planning permission was needed and been told that it was and therefore he had submitted a planning application.
- Minute 15/03/24 CCTV** - The Clerk had met onsite along with the Chairwoman with a couple of contractors onsite, however one had initially said they would

provide a quote but did not, whilst the other declined to submit a quote, therefore the Clerk was trying to liaise with North Lincolnshire Council over a quote.

**Minute 17/03/24 Memorial Safety Inspection** - The Clerk had asked Serenity Memorials Ltd to carry out a safety check of the memorials in the Cemetery at a cost of £2,800 + VAT (plus the cost of securing any unsafe memorials).

**Minute 18/03/24 Internal Auditor** - The Clerk had informed Mr Richard Dixon of Public Sector Audit that the Council had appointed him as the internal auditor for 2023 / 2024 at a cost of £915.

**Minute 20/03/24 Items Raised By Councillors (iii) Bus Shelters** - The Clerk had contacted North Lincolnshire Council and asked them to clean the Bus Shelters and received a response that they would hopefully be incorporated into work schedules soon.

**Minute 21/03/24 Facebook** - The Clerk had posted the suggested items.

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

10/04/24

**Correspondence**

- (i) a) Unity Trust Plc - New Cheque Books & Paying In Books
- b) St. Andrew's Church - New Water Pipe
- c) Peninsula Business Services - New HR Laws
- d) Worknest - Workplace Incidents
- e) ERNLLCA - NALC Legal Update
- f) North Lincs Council - Local Events
- g) Everflow - Updates on 2024 / 25 Tariff Charges
- h) Worknest - Free HR Guide: Disciplinarys & Investigations
- i) The Planning Inspectorate - Public Bridleway 119
- j) North Lincs Council - Transfer of Grass Cutting to Town & Parish Councils
- k) North Lincs Council - Important information for Suppliers
- l) North Lincs Council - Bin Collection Schedule Change for Good Friday
- m) Peninsula Business Services – Webcasts
- n) St. Andrews's Church - Spring Fair Poster
- o) Bright HR - Absence Review Meeting Guide
- p) North Lincs Council - Short Breaks & Awareness Month
- q) St. Andrew's Church - Paving Slab on Church Walk
- r) North Lincs Council - Childminder Briefing Sessions
- s) Office for National Statistics - Quarterly Vacancy Survey
- t) HWRA - Isle of Axholme Community Network Event
- u) ERNLLCA - Webinars & Documents
- v) North Lincs Council - Councillor John Briggs
- w) Bright HR - Redundancy Policy
- x) Mr A Cross - Epworth Cemetery
- y) PKF Littlejohn LLP - 2023/24 AGAR External Auditor Instructions
- z) St. Andrew's Church - Isle Chamber Choir
- aa) Peninsula Business Services - Preventing Harassment at Work
- bb) Ms K Stead - Faulty Street Light

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

(ii) a) **Mr M Grivil** - Swimming Pool Parking. Email raising concerns about contractors carrying out building work at Epworth Leisure Centre not parking in the tennis courts, but instead using spaces intended for customers of Epworth Swimming Pool. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that it was resolved that the Clerk should contact North Lincolnshire Council and ask if it could ensure there was sufficient car parking when Epworth Leisure Centre re-opened on 15th April 2024, and the tennis courts made available for contractors still working on-site.**

b) **ERNLLCA** - Assets Training Day Talking Tables. Details of a training day due to be held on Saturday, 27<sup>th</sup> April 2024, from 8.30 am to 4.15 pm, at Drax Sports and Social Club, Selby. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that the information be noted.**

c) **ERNLLCA** - Training with Breakthrough Communications. Information about forthcoming courses being held in March, April, May and June 2024. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that the information be noted.**

d) **Government Events** - Health & Safety At Work Conference. Details of an online conference due to be held on Thursday, 26<sup>th</sup> September 2024. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that the information be noted.**

e) **North Lincs Council** - Sustainable Planting Scheme Grant. Email confirming that the Council had been awarded a Community Grant of up to £892 from North Lincolnshire Council for sustainable planting, but this was subject to the standard conditions of the grant. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that the information be noted.**

f) **ERNLLCA** - Upcoming Training. Information about various courses being held in April, May and June 2024. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that the information be noted.**

g) **North Lincs Council** - Workers Memorial Day 2024. Invitation for a representative to attend the Workers Memorial Day due to be held on Monday, 29<sup>th</sup> April 2024, at 10.00 am, at Connect Church, Ashby Road, Scunthorpe. Proposed by Councillor Baker and seconded by Councillor Finch - **It was resolved that the information be noted.**

11/04/24

### **Publications**

The following publications had been received:-

North Lincs Council - Forthcoming Meetings	March 2024
Rural Services Network - Rural Funding Digest	March 2024
SLCC - The Clerk	March 2024
ICCM - The Journal	Spring 2024
ERPF - Employer Bulletin	
ERVAS - Community Vision	
Fields in Trust - Newsletter	
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

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

12/04/24

**Committee / Working Group Reports**

i) **Personnel Committee** - The minutes of a meeting of the Personnel Committee held on Monday, 11<sup>th</sup> March 2024, were circulated prior to the meeting. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that they be approved as a correct record.**

ii) **Planning Committee** - The minutes of a meeting of the Planning Committee held on Monday, 11<sup>th</sup> March 2024, were circulated prior to the meeting. Proposed by Councillor Baker and seconded by Councillor R Whittaker - **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 Tuesday, 12<sup>th</sup> March 2024, were circulated prior to the meeting. Proposed by Councillor Finch and seconded by Councillor Milnes - **It was resolved that they be approved as a correct record.**

13/04/24

**Finance**

**(i) Accounts for Payment**

**ACCOUNTS FOR PAYMENT - APRIL 2024**

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

13.03.24	DD	EDF Energy	Electricity	29.31
14.03.24	Equals	Londis	Fuel for Mower	20.82
	Equals	PortalPlanQuest Ltd	Planning Fee for Beacon	210.50
	Equals	TerraQuest Solutions Ltd	Location Map for Beacon	10.20
20.03.24	DD	EDF Energy	Electricity	19.00
	DD	EDF Energy	Electricity	32.00
	DD	EDF Energy	Electricity	126.00
24.03.24	Equals	B&Q	Fly Trap	5.95
26.03.24	DD	Everflow	Water Rates	20.77
	DD	Vodafone	Mobile Phone Charges	17.16
27.03.24	DD	Talk Talk	Telephone & Broadband Charges	29.02
28.03.24	BP	Mr Paul Haywood	Maintenance of Planters	60.00
	BP	Equals	Top Up	250.00
	BP	Arrand Tree Care Ltd	Cutting of Hedges	900.00
	BP	Wages / Tax & NI / Pension	Month 12	5,779.69

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

**Payments submitted at this meeting:-**

02.04.24	DD	Scottish Power	Electricity	35.83
	DD	North Lincs Council	Business Rates	65.75
	BP	Torne Valley Ltd	Refuse Sacks / Bin Liners / Oil / Bucket	58.98
	BP	ERNLLCA	Training - Being a Good Employer	36.00
	BP	Epworth Imperial Hall	Room Hire	22.50
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	72.00
	BP	Mr S Quantrill	Mileage	8.10

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

**14/04/24**

**Memorial Safety Policy**

At a meeting of the Combined Cemetery & Environment Committee held on Tuesday, 12<sup>th</sup> March 2024, it discussed a Memorial Safety Policy and the associated paperwork. Each member of the Council was provided with a copy of this, and a few suggestions were made. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the recommended Memorial Safety Policy and associated paperwork be approved subject to some amendments being made.**

**15/04/24**

**Cemetery Rules & Regulations**

At a meeting of the Combined Cemetery & Environment Committee held on Tuesday, 12<sup>th</sup> March 2024, it discussed new Cemetery Rules & Regulations. Each member of the Council was provided with a copy of this, and a minor suggestion was made. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the recommended Cemetery Rules & Regulations be approved subject to a minor amendment.**

**16/04/24**

**Standing Orders**

The Working Group had met on several occasions to discuss the Standing Orders, however there was perhaps a need for it to meet again. Proposed by Councillor Finch and seconded by Councillor R Whittaker - **It was resolved that review of the standing orders should be deferred to the next meeting of the Full Council.**

**17/04/24**

**Risk Assessments**

**(i) Hanging Baskets** - The Clerk provided each councillor with a copy of a risk assessment for putting up / taking down the Hanging Baskets. Proposed by Councillor Finch and seconded by Councillor R Whittaker - **It was resolved that the risk assessment for the hanging baskets should be approved subject to it being amended so it was signed and dated and also had a review date.**

**(ii) Bunting** - The Clerk provided each councillor with a copy of a risk assessment for putting up / taking down of Bunting. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that the risk assessment for bunting should be approved subject to it being amended so it had a review date.**

**18/04/24**

**Tree Survey**

The Administrative Assistant had managed to obtain the following quotes for a tree survey of the Cemetery, St. Andrew's Closed Churchyard and Kings Head Croft:-

Arbtech ICCM	£1,817 + VAT
Crown Tree Consultancy	£2,275 + VAT
Lincolnshire Tree Services	£1,275 + VAT

Proposed by J Whittaker and seconded by Councillor Finch - **It was resolved that the Clerk should ask Lincolnshire Tree Services to carry out a tree survey of the Cemetery, St. Andrew's Closed Churchyard and Kings Head Croft at a cost of £1,275 + VAT.**

19/04/24

**Scribe**

The Council had to decide whether to renew the accounts software for 2024 - 2025. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Clerk should renew the Annual Licence for the Accounts Software with Starboard Systems Limited (trading as Scribe Accounts), at a cost of £538.20 + VAT.**

20/04/24

**Best Kept Village Competition**

The Clerk had received information about this year's competition and it was felt the Council should enter it - including the categories for Best Kept Playground, Best Kept Cemetery, Best Community Planting and Best Kept Pub, and also nominate Epworth Ecoists for the Environment Award. Proposed by Councillor R Whittaker and seconded by Councillor Baker - **It was resolved that the Council should enter the Best Kept Village Competition for 2024 at a cost of £50.**

21/04/24

**Electricity**

The Clerk had received some electricity quotes, however they did not cover all of the electricity contracts held by the Council. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that the item should be deferred to the next meeting of the Full Council.**

22/04/24

**Items Raised By Councillors**

(i) **Playground Surface Upkeep** - Councillor Finch would like to see the playground surfaces cleaned. As she had earlier declared an interest in this item she left the meeting whilst it was discussed, and in her absence the meeting was chaired by the Vice-Chairman. Two quotes had been obtained to pressure wash the play equipment and surface, however they differed significantly in price, but an alternative was suggested. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that the Clerk should ask the Groundsperson to scrape and sweep the area to see what result it has on the playground surface.**

(ii) **Repainting of Play Equipment** - Councillor Finch would like to see the play equipment repainted and provided two quotes, however the specification differed between them. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Clerk should obtain like-for-like quotes, and if they are under £700 he would use his discretion as to whom to employ to do the work, after liaising with the Chairwoman.**

(iii) **Community Hub** - Councillor R Whittaker wanted to discuss contacting North Lincolnshire Council about issues linked to the maintenance and appearance of the Community Hub on High Street, however there was insufficient time to do so. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the item be deferred to the next meeting of the Full Council.**

- 23/04/24**      **Personnel**  
The Clerk had provided a weeks holiday cover for the Groundsperson with regard to litter picking. Proposed by Councillor Finch and seconded by Councillor J Whittaker - **It was resolved that the Clerk be paid for the two hours of litter picking he did as holiday cover for the Groundsperson.**
- 24/04/24**      **Facebook**  
Councillors considered items for Facebook and suggested the following: New Councillor / New Groundsperson / Councillor Vacancy / Precept / Best Kept Village Competition. Proposed by Councillor Finch and seconded by Councillor J Whittaker - **It was resolved that the Clerk post the above items on the Council's Facebook page.**
- 25/04/24**      **Date, Time & Place of Next Meeting**  
The next meeting of the Full Council is due to be held on Tuesday, 7<sup>th</sup> May 2024, 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 Monday, 15<sup>th</sup> April 2024, at 7.00 pm, followed by a meeting of the Combined Cemetery & Environment Committee on Monday, 22<sup>nd</sup> April 2024. at 7.00 pm, then a meeting of the Finance Committee on Tuesday, 23<sup>rd</sup> April 2024, at 6.45 pm - all in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor Finch and seconded by Councillor Wilson - **It was resolved the information be noted.**
- 26/04/24**      **Closure of Meeting**  
The Chairwoman declared the meeting closed at 9.35 pm.