

## EPWORTH TOWN COUNCIL

### Minutes of a Meeting of the Full Council held on Tuesday, 7<sup>th</sup> May 2024, at 7.00 pm, in the Small Hall of the Imperial Hall, Chapel Street, Epworth

A member of the public spoke about:- (i) **Annual Town Meeting** - Suggested ways of improving it for next year. (ii) **HGVs** - Expressed concerns about traffic down Station Road & West End Road ignoring the preferred route. (iii) **D-Day Event** - Asked about the promotion of the event at The Thurlow.

- 01/05/24**      **Election of Chairperson and Appointment of Vice-Chairperson**  
**(i) Chairperson** - Councillors J Whittaker and Finch were both proposed and seconded for the role of Chairperson. A vote was then taken which resulted in Councillor Finch being re-elected as Chairwoman for the forthcoming year.  
  
**(ii) Vice Chairperson** - Councillors Baker and R Whittaker were both proposed and seconded for the role of Vice-Chairperson. A vote was taken which resulted in Councillor Baker being re-appointed as Vice Chairman for the forthcoming year.

Both councillors duly signed a declaration of acceptance of office.

**02/05/24**      **Appointment of Committee Members / Council Representatives**

Combined Cemetery & Environment Committee	Councillors Finch, Milnes & Wilson
Finance Committee	Councillors Finch, J Whittaker & Wilson
Planning Committee	Councillors Baker, Grantham, R Whittaker & Wilson
Personnel Committee	Councillors Baker, J Whittaker & R Whittaker
Appeals Panel	Councillors Finch, Grantham, Holt, Milnes & Wilson
Policies Working Group	Councillors Baker, Holt, J Whittaker & R Whittaker
Town Vision Working Group	Councillors Finch, Holt, Milnes & J Whittaker
Epworth Imperial Hall	Councillor Finch
Epworth Charities	Councillor Baker & J Whittaker
ERNLLCA	Councillors Baker & Finch
NATS	Councillors Baker & J Whittaker
Snow Warden	Councillor J Whittaker
Dementia Group	Councillor R Whittaker

Proposed by Councillor Finch and seconded by Councillor Milnes  
**- It was resolved that the representation on committees, working groups and outside bodies be as above.**

- 03/05/24**      **Record of Members Present**  
 The following councillors were present: Councillors Finch (Chairwoman), Baker, Grantham, Holt, Milnes, J Whittaker, R Whittaker & Wilson.
- 04/05/24**      **Apologies and Reasons for Absence**  
 There were no apologies because all members of the Council were present.
- 05/05/24**      **Declarations of Interest & Dispensations**  
 (i) No declarations of interest were made.  
 (ii) No dispensations had been granted.
- 06/05/24**      **Co-option**  
 The Clerk had re-advertised the vacancy for a councillor and this resulted in him receiving one application, and he provided councillors with a copy of it. Proposed by Councillor Finch and seconded by Councillor Grantham  
**- It was resolved that Mr Wayne Butler should be co-opted onto the Council.**
- 07/05/24**      **Grant**  
 The Clerk had received a request for financial assistance from The Shed on the Isle and provided each councillor with a copy of the information. Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker - **It was resolved that standing orders be suspended to allow Mr Jon Clark, Secretary of Shed on the Isle to speak about the grant application.** He explained that they were seeking a grant of £750 towards the cost of a defibrillator which would not only benefit The Shed on the Isle but also the local community, however they had already purchased it. Proposed by Councillor Baker and seconded by Councillor R Whittaker - **It was resolved that the Council should give a grant of £750 to The Shed on the Isle subject to clarification about whether or not it can be given.**
- 08/05/24**      **Planning**  
 The following planning application was considered:-
- |                     |                                                                                                                                                                                                                                                                                                                            |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PA/2022/1536</b> | <p>Appeal against refusal of planning permission for additional static / lodge pitches, new reception block, new parking bays and new pond (including filling in the existing pond)</p> <p>Proposed by Councillor R Whittaker and seconded by Councillor Finch - <b>It was resolved that the information be noted.</b></p> |
| <b>PA/2024/368</b>  | <p>Proposal: Advertisement consent for one non-illuminated hanging sign at first-floor and front elevation and an existing non-illuminated fixed sign relocated from front to east elevation<br/>         Location: 78 High Street, Epworth, Doncaster, DN9 1EP<br/>         Applicant: Mr R Mills</p>                     |

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

**PA/2024/434**

Proposal: Planning permission to alter shop front and install external fire escape stairs  
Location: 78 High Street, Epworth, Doncaster, DN9 1EP  
Applicant: Mr R Mills

Proposed by Councillor J Whittaker and seconded by Councillor Milnes - **It was resolved that the Council should object to the change of the shop frontage, but accept the change to allow a fire escape at the rear.**

**09/05/24**

**Chairwoman's Report**

**(i) Annual Town Meeting** - The Chairwoman had chaired the Annual Town Meeting on Tuesday, 16<sup>th</sup> April 2024, and given a report. It was well attended and involved interaction with the community. **(ii) Bunting** - The Chairwoman asked for help with putting the bunting up on Sunday, 2<sup>nd</sup> June 2024, to commemorate the 80<sup>th</sup> Anniversary of D-Day. Proposed by Councillor Baker and seconded by Councillor Holt - **It was resolved the report be noted.**

**10/05/24**

**Ward Councillors' Report**

Ward Councillor Mitchell was in attendance and gave the following report:-  
**(i) HGVs** - Problem down West End Road due to vehicles being displaced from Idle Bank. **(ii) Blocked Footpath** - He would look into this and was told it was FP66. **(iii) Garden Centre Development** - The developer had written to both ward councillors giving them notice to expect a further application. **(iv) Flooding** - Been dealing with the flooding issue at the junction of Melwood View and Rectory Street. **(v) Street Bins** - Received quite a few complaints about bins being missed when emptying them. **(vi) Planning Inspectorate Appeal** - Made representations about PA/2022/1536. After his report town councillors brought up issues to do with community speedwatch on West End Road near Scawcett Lane and the sinking of Rectory Street - the latter was the responsibility of Severn Trent who had been out and inspected it. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the report be noted and the ward councillor thanked for it.**

**11/05/24**

**Minutes of the Last Meeting**

**(i) Ordinary Meeting** - The minutes of an ordinary meeting of the Full Council held on Tuesday, 2<sup>nd</sup> April 2024, had been circulated prior to the meeting. Proposed by Councillor Baker and seconded by Councillor Finch - **It was resolved that the minutes be approved as a correct record.**

**(ii) Extraordinary Meeting** - The minutes of an extraordinary meeting of the Full Council held on Tuesday, 16<sup>th</sup> April 2024, had been circulated prior to the meeting. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that the minutes be approved as a correct record.**

**12/05/24**

**Clerk's Report**

**Minute 05/04/24 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 07/04/24 Ward Councillors' Report** - The Clerk had provided one of the ward councillors with information on the precept, and also ensured it was published on the Council's website and facebook page.

**Minute 10/04/24 Correspondence (ii) a) Mr M Gravit** - Swimming Pool Parking. The Clerk had contacted North Lincolnshire Council and asked 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.

**Minute 18/04/24 Tree Survey** - The Clerk had asked 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.

**Minute 19/04/24 Scribe** - The Clerk had renewed the Annual Licence for the Accounts Software with Starboard Systems Limited (trading as Scribe Accounts), at a cost of £538.20 + VAT.

**Minute 20/04/24 Best Kept Village Competition** - The Clerk had entered the Council into the Best Kept Village Competition for 2024 at a cost of £50.

**Minute 22/04/24 Items Raised By Councillors (i) Playground Surface Upkeep** - The Clerk had asked the Groundsperson to scrape and sweep the area to see what result it has on the playground surface.

**Minute 22/04/24 Items Raised By Councillor (ii) Repainting of Play Equipment** - The Clerk had asked one of the contractors to amend his quote to ensure he had like-for-like quotes.

**Minute 23/04/24 Personnel** - The Clerk had been paid for the two hours of litter picking he did as holiday cover for the Groundsperson.

**Minute 24/04/24 Facebook** - The Clerk had posted most of the suggested items.

**Minute 31/04/24 Standards Complaints** - The Clerk had informed North Lincolnshire Council that the Council accepted the pre-vetting process, and expressed concerns over the length of time complaints took to reach a conclusion.

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

**13/05/24**

**Correspondence**

- (i) a) Public Sector Executive - Managing Risk & Building Resilience
- b) North Lincs Council - Police & Crime Commissioner Elections
- c) ERNLLCA - Funding for Community Energy Projects
- d) Worknest - National Minimum Wage Rises
- e) Immingham Town Council - Mayoral Charity Coffee
- f) Epworth Old Rectory - Letter of Thanks
- g) HWRA - Isle of Axholme Community Network Coffee Morning / Event
- h) Bright HR - Employment Law Changes
- i) Northern Powergrid - Network Development Plan Webinar
- j) Worknest - Employment Law Update
- k) Worknest - Workplace Conflict Video Guide

- l) North Lincs Council - Occasional Market Consent
- m) Worknest - Employment Law Update
- n) Peninsula Business Services - Employee Appraisals
- o) ERNLLCA - North Lincs District Committee
- p) National Grid - Keadby to Cottam & Keadby to West Burton Overhead Line
- q) Mrs A Moore - Charity Walk Flyer
- r) Ms J Woodcock / Mr G Daw – Bin
- s) ERNLLCA - AGM Motion
- t) St. Andrew's Church - Coffee Morning Poster
- u) Peninsula Business Services - Flexible Working
- v) Worknest - Stress at Work Toolkit
- w) Millea Group Limited - Proposed Development at Belton Road, Epworth
- x) North Lincs Council - Police & Crime Commissioner Elections

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

**(ii) a) ICCM** - Online Training Courses. Information about several courses being held in May, June, July and September 2024, at various locations throughout the country. Proposed by Councillor Finch and seconded by Councillor J Whittaker - **It was resolved that the information be noted.**

**b) Northern Powergrid** - Annual Network Development Plan Survey. A request to provide feedback on the Annual Network Development Plan by completing an online survey. Proposed by Councillor Finch and seconded by Councillor J Whittaker - **It was resolved that the information be noted.**

**c) Sinclair Dalby Limited** - Proposed Base Station Upgrade at Epworth Water Tower. Information about plans to upgrade the base station at Epworth Water Tower to help improve the provision of mobile telecommunications, and a request for any comments on the proposal. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that the Council should support the proposed Base Station Upgrade at Epworth Water Tower.**

**d) ERNLLCA** - Finance Courses. Information about courses being held in April, May and June 2024. Proposed by Councillor Finch and seconded by Councillor Baker - **It was resolved that the information be noted.**

**e) ERNLLCA** - Training Opportunities. Information about forthcoming courses being held in April, May, June and July 2024. Proposed by Councillor Finch and seconded by Councillor Baker - **It was resolved that the information be noted.**

**f) North Lincs Council** - Proposed 7.5 Tonne Weight Restriction - Idle Bank. Correspondence from North Lincolnshire Council formally proposing that the temporary 7.5 tonne weight restriction on Idle Bank is made permanent and asking that any objections to this proposal should be sent in writing to the Highways Traffic Safety Team no later than 16<sup>th</sup> May 2024. Proposed by Councillor Milnes and seconded by Councillor Grantham - **It was resolved that the Council should support a proposed 7.5 tonne weight restriction on Idle Bank.**

g) **ERNLLCA** - Barriers to Community Energy Projects. A request on behalf of NALC to complete an online survey by Friday, 31<sup>st</sup> May 2024, to inform their response to a consultation by the Department for Energy Security & Net Zero. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that the Clerk should complete the survey on behalf of the Council.**

h) **ERNLLCA** - Standards in Public Life Survey. A request on behalf of NALC to complete an online survey to inform their response to a consultation on accountability in public bodies. Proposed by Councillor Finch and seconded by Councillor Baker - **It was resolved that the information be noted.**

14/05/24

### **Publications**

The following publications had been received:-

ERNLLCA - Newsletter	March 2024
Public Sector Network - Newsletter	March 2024
National Grid - Community Update Newsletter	April 2024
North Lincs Council - Forthcoming Meetings	April 2024
Public Sector Network - Newsletter	April 2024
Rural Services Network - Rural Funding Digest	April 2024
North Lincs Council - Forthcoming Meetings	May 2024
ERPF - Employer Alert	
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 J Whittaker and seconded by Councillor Grantham.  
- **It was resolved that the information be noted.**

15/05/24

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

i) **Planning Committee** - The minutes of a meeting of the Planning Committee held on Monday, 15<sup>th</sup> April 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 Monday, 22<sup>nd</sup> April 2024, were circulated prior to the meeting. Proposed by Councillor Finch and seconded by Councillor Wilson - **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, 23<sup>rd</sup> April 2024, were circulated prior to the meeting. Proposed by Councillor J Whittaker and seconded by Councillor Holt - **It was resolved that they be approved as a correct record.**

16/05/24

**Finance**

**(i) Financial Report & Bank Reconciliation Statements for January, February & March 2024** - The Clerk had provided each member of the Council with detailed monthly accounts for January, February & March 2024 for them to scrutinise. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Financial Report & Bank Reconciliation Statements for January, February & March 2024 be approved.**

**(ii) Budget Report** - Councillors had been provided with a copy of the budget report for April 2023 to March 2024. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Budget Report for April 2023 to March 2024 should be approved.**

**(iii) Accounts for Payment****ACCOUNTS FOR PAYMENT - MAY 2024****Payments made before or since last meeting:-**

31.03.24		Unity Trust Bank	Bank Charges	18.00
05.04.24	DD	EDF Energy	Electricity	63.65
09.04.24	BP	Starboard Systems Limited	Annual Accounts Licence	645.84
10.04.24	BP	CPRE Northern Lincolnshire	Best Kept Village Competition	50.00
22.04.24	DD	EDF Energy	Electricity	19.00
	DD	EDF Energy	Electricity	32.00
	DD	EDF Energy	Electricity	126.00
	DD	Everflow	Water Rates	1.65
25.04.24	DD	Vodafone	Mobile Phone Charges	18.50
26.04.24	DD	Everflow	Water Rates	22.37
	DD	Talk Talk	Telephone & Broadband Charges	29.02
30.04.24	BP	Wages / Tax & NI / Pension	Month 1	4,230.03
01.05.24	DD	Scottish Power	Electricity	84.64
	DD	North Lincs Council	Business Rates	62.00

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

**Payments submitted at this meeting:-**

07.05.24	BP	JB Rural Services	Grass Cutting	199.50
	BP	North Lincs Council	Trade Waste	683.40
	BP	Aubergine 262 Ltd	Website	598.80
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	72.00
	BP	JB Rural Services	Grass Cutting	399.00
	BP	Mr P Haywood	Mileage & Boots	45.14
	BP	Arrow Publications Ltd	Advert for Memorial Safety Check	126.00

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

17/05/24

**Annual Governance Statement - Assertions Review**

At a meeting of the Finance Committee held on Tuesday, 23<sup>rd</sup> April 2024, it carried out an Annual Governance Statement - Assertions Review. The Clerk provided each councillor with a copy of it.

Proposed by Councillor J Whittaker and seconded by Councillor Holt - **It was resolved that Full Council should agree with the recommendation made by the Finance Committee and approve the Annual Governance Statement - Assertions Review.**

18/05/24

**Bank Accounts**

Members of the Council reviewed the signatories to the Council's bank accounts. Councillor Grantham expressed a wish to no longer be a signatory, whilst Councillor Milnes was prepared to replace him. Proposed by Councillor Finch and seconded by Councillor Grantham - **It was resolved that the signatories to the Council's Bank Accounts should be Councillors Baker Finch, Holt, Milnes and J Whittaker.**

19/05/24

**Committees & Working Groups**

The Clerk provided each councillor with a copy of the terms of reference for Committees & Working Groups, which they then reviewed and suggested some amendments. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that the terms of reference be approved subject to the changes.**

20/05/24

**Standing Orders**

This item had been deferred from the last meeting of the Full Council held on Tuesday, 2<sup>nd</sup> April 2024, to enable the Working Group to discuss them further. It had reviewed the Council's standing orders, which the Clerk had looked at and suggested some changes to them, however it was felt that they should not be changed with the exception of those involving finance. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that the Standing Orders be approved but take into account the Clerk's suggestions with regard to finance.**

21/05/24

**Financial Regulations**

The Clerk provided each councillor with a copy of the current financial regulations and some suggested changes, but informed councillors a new model set of financial regulations would soon be available. Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker - **It was resolved that the Council should approve the revised financial regulations, but review them again in the future.**

22/05/24

**Policies & Procedures**

Members of the Council reviewed the Council's policies. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the existing policies and procedures should be re-adopted by the Council, and the Working Group be tasked with going through them over the coming months.**

23/05/24

**Items Raised By Councillors**

**(i) Community Hub** - Councillor R Whittaker expressed concerns over the maintenance and appearance of the Community Hub, High Street, Epworth. Such as the general state of the building, including the guttering which was in need of being cleared of weeds to prevent damage to the fabric of the building, and also for leaves to be swept up to improve the appearance of the place. Proposed by Councillor R Whittaker and seconded by Councillor Baker - **It was resolved that the Clerk should write to North Lincolnshire Council and state that the Council wanted the building to be respectable, clean and tidy.**



24/05/24

**Beacon**

The Clerk informed Councillors that planning permission had been granted for the erection of the Beacon.

(i) **Risk Assessment** - The Clerk provided each councillor with a draft risk assessment for the Lighting of the Beacon. Proposed by Councillor J Whittaker and seconded by Councillor Holt - **It was resolved that the risk assessment be approved as a template for the Lighting of the Beacon.**

(ii) **Flyer** - A flyer for the Lighting. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that the flyer for the Lighting of the Beacon be approved subject to a potential slight change of wording.**

(iii) **Order of Ceremony** - It was suggested that the order of events be the reading of the international tribute / lighting of the beacon / playing of the bag-pipes. **Proposed by Councillor Holt and seconded by Councillor Baker - It was resolved that the order of events be as above and the Clerk be allowed to spend up to £200 on a bag-piper.**

25/05/24

**Fire Safety Risk Assessment**

The Clerk had managed to obtain a quote for a fire safety risk assessment of Cemetery Lodge and the Chapel of Rest, and informed councillors that it would cost £140 + VAT. Proposed by Councillor Finch and seconded by Councillor R Whittaker - **It was resolved that the Clerk should ask MWQA Ltd to carry out a fire safety risk assessment of Cemetery Lodge and the Chapel of Rest at a cost of £140 + VAT.**

26/05/24

**Memorial Safety Inspection**

The Administrative Assistant had managed to obtain the following quotes for checking the safety of the memorials in St. Andrew's Closed Churchyard:-

ICCM	£1,000 + VAT
Samuel Jacob Memorials	£1,960 + VAT
Serenity Memorials Limited	£1,000 + VAT

However the ICCM quote did not include temporarily making safe any memorials which were found to be unsafe, however the quote from Samuel Jacob Memorials did, whilst Serenity Memorials would charge £5 + VAT per unsafe memorial for temporarily making it safe and attaching a notice to that effect.

Proposed by J Whittaker and seconded by Councillor Finch - **It was resolved that the Clerk ask Serenity Memorials Ltd to carry out a safety check of the memorials in St, Andrew's Closed Churchyard at a cost of £1,000 + VAT (plus the cost of securing any unsafe memorials), and in addition agree to a Faculty Fee of £327.**

27/05/24

**Insurance**

The Council's insurance policy was due for renewal on 1st June 2024, and the Clerk had received a renewal quote of £1,564.87 from Clear Insurance Management Ltd. Some concerns were expressed about what it covered. Proposed by Councillor J Whittaker and seconded by Councillor Milnes - **It was resolved that the Clerk be given authority to check all things and if the policy goes up to agree it and sort it out.**

- 28/05/24**      **Institute of Cemetery & Crematorium Management**  
The Council's membership of the Institute of Cemetery & Crematorium Management was due for renewal. Proposed by Councillor Baker and seconded by Councillor R Whittaker - **It was resolved that the Council should renew its corporate membership of the Institute of Cemetery & Crematorium Management for 2024 / 2025 at a cost of £100.**
- 29/05/24**      **ERNLLCA**  
The Council's membership of the East Riding & Northern Lincolnshire Local Council Association was due for renewal. Proposed by Councillor Finch and seconded by Councillor J Whittaker - **It was resolved that the Council should renew its membership of ERNLLCA for 2024 / 2025 at a cost of £1,107.41.**
- 30/05/24**      **Electricity**  
The Clerk had received some electricity quotes, however he noted that one of them was for a night meter which was no longer needed. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that the item should be deferred to the next meeting of the Full Council.**
- 31/05/24**      **Facebook**  
Councillors considered items for Facebook and suggested the following: D-Day Events / New Councillor / Chair & Vice-Chair / Defibrillator Grant subject to it being approved. Proposed by Councillor Finch and seconded by Councillor Grantham - **It was resolved that the Clerk post the above items on the Council's Facebook page.**
- 32/05/24**      **Date, Time & Place of Next Meeting**  
The next meeting of the Full Council is to be held on Tuesday, 11<sup>th</sup> June 2024, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. In addition there is also a meeting of the Planning Committee due to be held on Monday, 20<sup>th</sup> May 2024, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor Finch and seconded by Councillor J Whittaker - **It was resolved the information be noted.**
- 33/05/24**      **Closure of Meeting**  
The Chairwoman declared the meeting closed at 9.31 pm.