

Council members,

Cllr J Whittaker (Chairman), Cllr Mrs C Finch, Cllr Mrs P Garner, Cllr M Harm,  
Cllr T Mitchell, Cllr D Stewart MBE (Vice Chairman), Cllr Mrs R Whittaker, Cllr D Woods.



**Thursday November 26th, 2020**

### **COVID-19 NOTICE**

Government has legislated that as of 4th April 2020, Town Council meetings can now be held remotely via online video technology, to enable self-isolation and health and safety guidance to be adhered to during the COVID-19 pandemic. Epworth Town Council has chosen to use “zoom”

Dear Councillor,

**You are hereby summoned** to a meeting of Epworth Town Council to be held remotely via “zoom” on **Tuesday December 1st, 2020 at 7pm**

Signed *C Maguire* Clerk to the Council

Join Zoom Meeting

<https://zoom.us/j/93319792924?pwd=WVprUnRyVVF3RmFEbU92M2FQMk1mUT09>

Meeting ID: 933 1979 2924

Passcode: 263350

**Public Participation session:** In normal circumstances members of the public are welcome to address the meeting during public participation at 7pm; whilst Epworth Town Council supports the rights of people to do this, during the current covid-19 crisis, for health and safety reasons, and to ensure physical isolation guidance can be followed, meetings will be held digitally, via on-line technology:

### **AGENDA**

- 1. To record the Names of Members, Present.**
- 2. To receive Apologies for absence.**
- 3. To receive Declarations of Interest by any member of the Council** in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. (*Localism Act 2011 Code of Conduct*).
- 4. To note dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*).
- 5. To receive the Chairman’s Announcements** (*for information only*).
- 6. To receive reports from Ward councillors** (*for information only*).
- 7. To receive the Clerk’s Report** (*for information only*).
- 8. To resolve Draft Minutes** of a Meeting of the Council held on Tuesday November 3rd, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature (*copy attached*).
- 9. To dispose of any business**, if any, remaining from the last meetings.
- 10. Finance Committee: to resolve DRAFT minutes** of a Finance Committee meeting held on Monday November 23rd, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature. (*copy attached*).
- 11. Internal control:** to receive the Account and Budget sheets for October 2020 and copy bank statements for approval and signature of the Chairman (*copies attached*).
- 12. Photocopier options:** to receive copies of all the information with a committee recommendation to purchase equipment to facilitate electronic service of meeting paperwork – to include instructions to the clerk on the contract for the current photocopier (*information attached*).
- 13. Precept/Budget:** to receive and discuss DRAFT precept figures (*copy attached*).
- 14. Internal Control: To receive information regarding payments on the Financial Statements** (*such as direct debits and credit payments*) approved by the Town Clerk since the last meeting of the Town Council, under powers granted by the Local Government Act 1972 s101 and in accordance with Council

Policy (*schedule herewith*) for approval and signature. **NOTE: banking dates are approximate and may vary from those listed**

	<b>Receipts</b>		Net	Vat	total
10.11.20	HMRC	VAT claimed	£1,025.06		£1,025.06
05.11.20	EDF energy	Refund	£39.41		£39.41
		<b>Total income</b>			<b>£1,064.47</b>
	<b>Cheques paid</b>		Net	Vat	Total
09.11.20	104585	Epworth Bowls Club	£1,500.00		£1,500.00
10.11.20	104586	Playdale rotunda repairs	£1,059.56	£211.91	£1,271.47
10.11.20	104587	United Carlton	£34.01	£6.80	£40.81
10.11.20	104588	Kingfisher Print	£170.00		£170.00
10.11.20	104589	Tuff Trax (Turbarry)	£900.00	£180.00	£1,080.00
10.11.20	104590	P Haywood watering	£125.00		£125.00
					£0.00
		<b>Total cheques</b>			<b>£4,187.28</b>
	<b>Authorised Card Payments</b>				
10.11.20	VISA	Torne Valley cable ties	£7.00	£1.40	£8.40
12.11.20	VISA	Post office stamps	£18.24		£18.24
					£0.00
					£0.00
		<b>Total payments</b>			<b>£26.64</b>
	<b>Misc. Items/DD's</b>				
01.11.20	Scottish Power	electric Chapel of Rest	£11.00		£11.00
01.11.20	Scottish Power	electric Market Place	£10.00		£10.00
22.11.20	HSBC	Bank charges	£19.90		£19.90
25.11.20	Vodafone	monthly plan	£19.17	£3.83	£23.00
26.11.20	Everflow	Cemetery water	£18.23		£18.23
27.11.20	Plusnet	monthly plan	£33.00	£6.60	£39.60
01.12.20	North Lincs Council	Trade waste Cemetery	£26.60		£26.60
01.12.20	North Lincs Council	Cemetery rates	£62.00		£62.00
					£0.00
					£0.00
		<b>Total DD's</b>			<b>£210.33</b>

**15. Internal control:** To resolve December cheques for payment as presented on the following schedule (*Local Government Act 1972 as amended*) for approval and signature.

			Net	VAT	Total
104591	R Wilkinson	Windows Cemetery	£30.00		£30.00
					£0.00
					£0.00
		<b>Total cheques for payment</b>			<b>£30.00</b>

**16. Cemetery Memorial reinstatement:** to receive and resolve figures from contractors (Memorial Masons) for the reinstatement of memorials in the "old" section of the Cemetery (*information attached*)

**17. Planning: Town & Country Planning Act 1990 (as amended)**

- a) **To resolve DRAFT minutes** from a planning committee meeting held on Thursday November 19th, 2020 copies of which have been previously circulated for approval and signature (*copies attached*)
- b) **To resolve PA/2020/1527:** Planning permission for change of use of land and the siting of a lodge for the use of an agricultural worker  
**Site location:** Harvester Farm, Greenholme Bank, Epworth (*application link circulated*)
- c) **To resolve PA/2020/1714:** Application for approval of reserved matters on plot 1 (appearance, landscaping, layout, and scale) pursuant to outline application PA/2020/1507 dated 01/11/2018 to erect 2 residential dwellings  
**Site location:** land corner of West End Road and Scawcett Lane, Epworth (*application link circulated*)
- d) **To resolve PA/2020/1734** planning permission to erect a two-storey side and rear extension  
**Site location:** 20 Fieldside, Epworth (*application link circulated*)
- (e) **To resolve PA/2020/1803** planning permission for first-floor extension over existing garage and a single-storey rear extension (including demolition of existing conservatory)  
**Site location:** 4 Melwood Close, Epworth (*application link circulated*)

**18. Combined Committee:**

- (a) **to resolve DRAFT minutes** of a combined committee meeting held on Monday October 5th, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature (*copy attached*)
- (b) **To resolve the locations** for 2 wooden planters (*item 12 committee minutes Monday October 5th*)
- (c) **To resolve DRAFT minutes** of a combined committee meeting held on Monday November 16th, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature (*copy attached*).
- (d) **Litter picking/handyman:** to receive and discuss draft proposals (*information attached*).
- (e) **Pressure washing soft surfaces:** to receive copy quotation with committee recommendation (*copy attached*)
- (f) **Additional waste bin:** to receive copy information and committee recommendation to purchase (*information attached*)
- (g) Hedge trimming: to receive copy quotation with committee recommendation (*copy attached*)
- (h) To receive DRAFT proposal for hanging basket schedule (*copy attached*)

**19. Epworth Town Council “Social Media & Electronic Communication Policy** – to receive copies of the amended policy for adoption (*copy attached*)

**20. TMCR FM Ltd:** to receive a letter from the organisation regarding the placement of a transmitter at Cemetery Lodge (*copy attached*)

**21. Department for Business, Energy & Industrial Strategy** – to receive a copy of information re new rules for busines with the EU (January 1st, 2021) (*copy attached*)

**22. Council Award Scheme:** to receive a DRAFT Annual Report for adoption and publication (*copy attached*).

**23. To discuss** reporting of crime and anti-social incidents (Cllr Mitchell)

**24. Rural Market Town Group:** following presentation (November 2020) to resolve whether or not to join the pressure group (no fee until July 2021) (*information attached*).

**25. Website Accessibility Statement:** to receive a copy of the statement for adoption (currently on website – *copy attached*)

**26. To discuss** the timing of meetings

**27. Correspondence:** to note list (*for information only pages 180 to 182*), (*copies attached*).

**28. To list:** items for facebook.

**29. Questions to the Chairman:** (*Items of immediate urgency that must be acknowledged before the next meeting and have not been included on the Agenda*).

**30. To confirm the date and time of the next monthly meeting as** (*Tuesday January 5th, 2021*).

**31. In view of the confidential nature of the business concerning members of staff or legal issues about to be transacted, it is advisable and in the public interest that the press and public be temporarily excluded and they are asked to withdraw under the terms of the Public Bodies (Admission to Meetings) Act 1960 and of Standing Orders. THE COUNCIL MAY RESOLVE to exclude members of the**

*press and public for the following agenda items:*

- (a) **To authorise** payments of salaries and related payments to the value of £2197.79 schedule for signature by Chairman.
- (b) **Assistant clerk;** to receive a resume on the procedure to date; DRAFT 6 month contract; copy email from the proposed candidate; ERNLLCA information on “working from home”; Parkinson Partnership information on “payments for working from home” for information discussion and resolution (*information attached*)
- (c) **To notify** the council of the receipt of a complaint
- (d) **To request the “appropriation of funds”** by the Personnel Committee for HR purposes

**To record the closure of the meeting.**

cm26.11.20.