

Council members,

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

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”

Minutes of a meeting of the council held on Tuesday October 6th 2020 at 7pm

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: None present.

01.10.20 To record the Names of Members, Present. Cllr. J Whittaker presiding

Cllrs: Stewart, Finch, Garner, Harm, Johnson, Mitchell & Woods.

The clerk C Maguire was in attendance.

02.10.20 Apologies for absence were received from Cllr R Whittaker.

03.10.20 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*).

Cllr Mitchell personal interest (as Ward Cllr) item 18

Cllr J Whittaker personal/prejudicial interest Ch. 104559

04.10.20 To note dispensations given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*). None requested.

05.10.20 To receive the Chairman's Announcements (*for information only*). The Chairman informed the council that hanging baskets had been taken down with thanks to Cllr R Whittaker, Mr. Whittaker, and Paul Haywood. A difficult job that had taken 2 hours, with additional time taken to empty the baskets.

Councillors were informed about the copy (on green paper) of the Code of Conduct (information about declaring interests): he advised councillors that they must be aware of the requirement to declare interests and that it was important to understand. If councillors were not sure, ask. Declaring a personal interest still allows a councillor to take part in discussion and vote.

Finally, the Chairman mentioned the important legislative change on website accessibility, a legal requirement for access. The clerk had placed a statement on the site explaining that the council is aware of the requirement and that the council is working towards compliance.

06.10.20 To receive reports from Ward councillors (*for information only*).

On behalf of CPRE North Lincolnshire Cllr Mitchell had received and presented the 3rd place small town category certificate making special mention to Cllr R whittaker, the award included a £25.00 garden gift voucher.

Cllr Mitchell mentioned the new “just go” North Lincolnshire bus service saying it had received positive feedback; a roadshow was being rescheduled and a letter had been sent to every household.

Following complaints from householders on Blow Row and Rectory Street about agricultural vehicles the contractors had been contacted and speeding tractors asked to slow down.

JW

Regarding speeding in general, a speed monitoring van was scheduled in the area and the “community speed-watch team” were also scheduled to start soon.

Following residents’ complaints about traffic on Hollingsworth Lane an informal consultation was scheduled specifically for residents in that area to discuss traffic calming measures and double lining.

A waste bin on the High Street that had been causing an obstruction had now been removed.

Cllr Mitchell stated that cycle racks would now be installed by North Lincolnshire Council at the “Hub” and in Manor Court car park, there would be no reduction in available parking space, he would present designs and information for a circular cycle rack at Kings Head Croft at the November full council meeting.

07.10.20 To receive the Clerk’s Report (*for information only*).

Min ref: 18.07.20 Tree works purchase order 344 sent to Viking Trees & Gardens July 21st, 2020; company to contact clerk for start date, work scheduled for September. NOTE: work scheduled to start Monday October 5th, 2020.

15.08.20 (g) Damaged Cradle Swing: item returned to Sutcliffe Play, FOC replacement agreed NOTE: replacement delivered September 24th and put up by Cllr J Whittaker.

Min ref 16.09.20: Memorial inspections: following a site meeting with a local funeral director the clerk confirms that a further 11 Memorials have been found to be unstable, letters have been sent where family connections are known and the memorials marked.

Min ref: 13.09.20: conclusion of audit – paperwork published on notice board and website; no public requests for information to date.

Min ref 14.09.20 Epworth Thurlow Preschool grant, cheque signed and sent 3rd September

Min ref 17.09.20 GDPR: all adopted policy documents have been put on the website and the clerk is in the process of sending email contact forms and copy policies whenever required, to email contacts on a daily basis; hard copy forms when received are kept in the locked safe, computer copies are on the password protected email system.

Min ref 19.09.20 Litter picking: following the council decision the clerk has contacted Cllr David Robinson on a number of occasions asking for a meeting; in addition the clerk has made direct contact with the billing authority officer asking for a discount on the Service Level agreement. Cllr Robinson has advised that he will update Epworth Town Council in due course but has not been in a position to call a meeting as requested.

Min ref 20.09.20 Asgard container; Asgard advised that further visit to position not required.

Min ref 18.09.20 (b) picnic bench: purchase order sent to JT Building on September 3rd, clerk to have site meeting to confirm position (previously agreed by committee).

Grant funding: application received from Epworth Bowls Club and forms sent to Epworth & District Agricultural Society; council will have to consider these applications very carefully and funds may have to be “vired” from one expenditure heading to another to allow for expenditure (Finance committee to discuss)

Min ref 21.09.20 ECHO: Cllr R Whittaker in process of writing the next edition with printing and publication scheduled

Min ref 26.09.20 Handyman: combined committee to discuss further (meeting scheduled October 5th)

Foundation level Council award: NALC has circulated additional information on the award scheme to take account of the effect of C19 on training and annual meetings; the clerk will write the annual report for council to adopt and publish as a measure towards compliance with the scheme; previously undertaken training will now also be considered; the clerk will liaise with ERNLLCA for advice on progress

Proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** clerks report noted.

08.10.20 To resolve Draft Minutes of a Meeting of the Council held on Tuesday September 1st, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart seconded by Cllr Harm, **RESOLVED** an accurate record for signature by the Chairman.

09.10.20 To resolve DRAFT minutes of an extra ordinary meeting of the Council held on Tuesday September 29th, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart seconded by Cllr Harm, **RESOLVED** an accurate record for signature by the Chairman.

10.10.20 To dispose of any business, if any, remaining from the last meetings. No issues were raised.

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11.10.20 Finance Committee: to resolve DRAFT minutes of a Finance Committee meeting held on Wednesday September 30th, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart seconded by Cllr Johnson **RESOLVED** an accurate record for signature by the Chairman.

12.10.20 Internal control: to receive the Account and budget sheets for August 2020 and copy bank statements for approval and signature of the Chairman. Proposed by Cllr Johnson seconded by Cllr Stewart **RESOLVED** an accurate record for signature by the Chairman.

13.10.20 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**

Receipts			Net	Vat	total
					£0.00
06.09.20	O2	Final Bill (credit)	£11.30	£2.26	£13.56
25.09.20	N. Lincs. Council	In Bloom grant	£632.00		£632.00
					£0.00
					£0.00
		Total income			£645.56
Cheques paid			Net	Vat	Total
02.09.20	104555	Epworth Thurlow Preschool 137 grant	£1,330.00		£1,330.00
					£0.00
		Total cheques			£1,330.00
Authorised Card Payments					
02.09.20	Visa	Post office 24 1st stamps	£18.24		£18.24
02.09.20	Visa	18 wooden stakes	£41.70	£8.34	£50.04
		Total payments			£68.28
Misc. Items/DD's					
11.09.20	Wix.com	Domain payment	£33.15	£6.63	£39.78
18.09.20	Everflow	Cemetery water	£15.89		£15.89
22.09.20	HSBC	Bank charges	£20.90		£20.90
23.09.20	Vodafone	Mobile service charges	£34.63	£6.92	£41.55
28.09.20	Plusnet	Office phonenumber	£33.00	£6.60	£39.60
01.10.20	NLC	Cemetery rates	£62.00		£62.00
01.10.20	NLC	Cemetery waste	£26.60		£26.60
29.10.20	Siemens	Photocopier Lease	£182.59	£36.51	£219.10
03.10.20	BT	Final account	£4.99	£0.99	£5.98
		Total DD's			£471.40

With a correction to the total of "visa" payments to £68.28, the financial information was proposed by Cllr Stewart seconded by Cllr Harm, **RESOLVED** an accurate record Chairman to sign schedule.

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

			Net	VAT	Total
104556	Tuff Trax	Turbary Road regrade	£500.00	£100.00	£600.00
104557	MWQA	Groundsman Risk Assess.	£250.00		£250.00
104558	Torne Valley	Office cleaning items	£2.33	£0.47	£2.80
104559	Prestige Safety Services	Annual Service office equipment	£31.50	£6.30	£37.80
104560	J R Cockin	Electrical Cert. Cem Lodge	£130.00	£26.00	£156.00
					£0.00
		Total cheques for payment			£1,046.60

Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** cheques for payment as presented, Chairman to sign schedule.

15.10.20 Cemetery Memorial Inspections: to resolve what steps to take to make safe the unclaimed memorials following the inspection and advertisement of those found to be unstable in the “old” section of the Cemetery.

72	John SELBY	1907	second die block loose	
128	William CLARK	1900	Loose on base	
142	Albert TUGBY	1899	loose on base	
167	Family GIBSON	1881	Split memorial - unstable	
174/5	Family FIELDS		Loose on base and foundation	
331/337	Family AXE	1924	Loose on foundation	
371	L & J STOREY	1926	loose on foundation	
393	E & A Johnson	1935	loose on foundation	
409	A & F HILL	1966	loose on foundation	
445	Arthur ARCHER	1994	2nd die block loose no dowels	
469	S & A LINDLEY	1939	Leaning risk of falling loose on foundation	MADE SAFE
493	J & W PROUDLEY	1951	Joint on memorial unstable	
509	M JEWITT	1950	Loose on foundation	

NOTE: one memorial laid down already.

Options to reinstate, lay down (or remove); after discussion an initial proposal from Cllr Mitchell seconded by Cllr Stewart to make safe by laying flat (wording upwards); obtain 3 quotes clerk in conjunction with Chairman to choose; following further discussion amended proposal: clerk to obtain 3 quotations with alternative costs to “lay down” and “to reinstate” (to optimize expenditure); risks recognized; information to full council next meeting, seconded by Cllr Garner **RESOLVED**.

16.10.20 Service Level Agreement – Litter Picking - Kings Head Croft: to receive a copy invoice and copy correspondence and resolve further action. NOTE: play inspections and reports have been received £190.00 plus VAT Total £228.00.

7.40pm NOTED: Cllr Johnson having internet sound problems, logged out and on again

NOTED: Cllr Mitchell declared a personal interest as Ward Councillor.

JW

A meeting had been requested following the September meeting of the council; however, a full invoice had been received. Playground inspections had been carried out at a cost of £190.00 plus VAT £38.00 Total £228.00. Proposed by Cllr J Whittaker to pay for the inspections and ask for a revised bill for the litter collection and bin emptying, seconded by Cllr Stewart **RESOLVED**.

17.10.20 Inclusive Orbit (fenced play area) to receive and resolve repairs by “Playdale” to the existing orbit following a site inspection requested by the council. Only inclusive item on the site. Quotation to repair £1059.56 plus VAT. Councillors the price of a replacement new item and length of warranty on faulty piece of equipment. Cllr Harm proposed that the clerk obtain the price for a replacement item and the length of warranty, seconded by Cllr Stewart. Following further discussion Cllr Harm amended his proposal: for the clerk to write to seek clarification on the original warranty (and by checking existing paperwork for the installation) and then, if out of warranty to obtain the cost of a replacement; seconded by Cllr Stewart and **RESOLVED**.

18.10.20 Greenway consultation: to receive and resolve a response to the greenway consultation. Following brief discussion when councillors expressed some reservations proposed by Cllr Johnson seconded by Cllr Stewart to support the proposals. **RESOLVED**.

19.10.20 Siemens Financial Service: to discuss and resolve the “secondary term” lease for the photocopier (last payment current lease scheduled 29th October 2020). Cllr Stewart proposed then withdrew his proposal to continue with another term. Cllr Harm proposed that the clerk obtain 2 additional quotations and to obtain the best deal option from Siemens seconded by Cllr Stewart and **RESOLVED**.

20.10.20 Cemetery: tree planting/community orchard: to discuss in relation to the requirement for an application for change of use of the land proposed for this project. Cllr Mitchell proposed that the clerk contact the “community grant team” for advice on permissions required, types of trees, area, maintenance etc., answers to come back to the Combined Committee for further research, seconded by Cllr Stewart **RESOLVED**.

21.10.20 Humber & Wolds Rural Action Membership: to receive information and resolve membership Proposed by Cllr Harm seconded by Cllr Stewart **RESOLVED** not to renew, reconsider next year.

22.10.20 ECHO: to receive the DRAFT document for information. Thanks to Cllr R Whittaker for her work on the ECHO. Subject to minor amendments, proposed by Cllr Stewart seconded by Cllr Johnson and **RESOLVED**

23.10.20 Turbary Road: to receive the text of a complaint from a resident. Proposed by Cllr Johnson seconded by Cllr Harm clerk to contact Isle of Axholme Drainage Board to establish who is responsible (if necessary, seek legal advice) **RESOLVED**.

24.10.20 Correspondence: to note list (*for information only pages 162 to 164*). Proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** correspondence list noted.

25.10.20 To list: items for facebook. BKV certificate; copy of ECHO (when available)

26.10.20 Questions to the Chairman: (*Items of immediate urgency that must be acknowledged before the next meeting and have not been included on the Agenda*). No issues were raised.

27.10.20 To confirm the date and time of the next monthly meeting as (*Tuesday November 3rd, 2020*).

28.10.20 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

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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 £2379.64, schedule for signature by Chairman. Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** cheques for salaries and related payments to be signed, Chairman to sign schedule.
- (b) **To receive and discuss the NALC 2020/21 pay award** with a finance committee recommendation to approve, backdated to April 2020. Hourly rate salary increase of £0.26p approved for staff on SCP4, proposed by Cllr Stewart seconded by Cllr Mitchell and **RESOLVED**. Hourly rate salary increase of £0.40p approved for staff on SCP 24, proposed by Cllr Stewart seconded by Cllr Garner **RESOLVED**.
- (c) **To discuss and resolve** budget figures with a finance committee recommendation in relation to the employment of a handyman. Recommendation from Finance Committee to vire £600.00 (six hundred pounds) from the Cemetery path-works budget plus to use any remaining funds from the “in bloom” budget once all invoices paid to fund tools and time for a handyman. Proposed by Cllr Finch second by Cllr Stewart and **RESOLVED**. Item to come back to full council with full costings and job description (approved by personnel committee) for final approval.

To record the closure of the meeting.

cm01.10.20.

J. W. Acker
03/11/20

Correspondence for presentation to the council meeting November 3rd, 2020
October

- 1st Licensing response re KOKO Leaf (circulated)
- 1st NALC rebuilding Communities (circulated)
- 1st ROUGH Sleepers NLC meeting information (circulated)
- 1st NLC Covid update (circulated)
- 1st Pavement license submission acknowledged (circulated)
- 1st Humberside Police notification of "zoom" meeting with Keith Hunter (circulated)
- 1st Full council agenda published and circulated
- 2nd NLC Rectory Street bin quotation (agenda item committee/full council)
- 2nd NALC bulletin (circulated)
- 2nd Welford Police newsletter (circulated + facebook)
- 2nd Network Management (circulated)
- 5th FOI reply re Memorial Inspection (cc Cllr J Whittaker)
- 5th B Sass re website accessibility
- 5th CWS signs query cost to refurbish signs
- 5th NALC rebuilding communities (circulated)
- 5th Cllr Robinson re SLA & litter picking (answer -I anticipate conclusion of the query by the end of next week.)
- 5th email to website (4) providers for quotations for WCAG 2.1AA plus contact via B Sass
- 5th C Wilkinson NLC re beacon
- 6th NALC bulletin x 3 (circulated)
- 6th Tree works information (circulated)
- 6th Viking Trees – purchase order for additional tree works – Cemetery
- 6th Quotation "weareformed" for website re WCAG 2.1AA (agenda item)
- 6th NLC Tourism re webinar (circulated)
- 6th NLC re supply & fit of additional bin
- 6th Community heartbeat re cost of cabinets
- 6th Broxap/Glasdon & Townscape for bin prices
- 6th Reply from C Wilkinson re Beacon – no knowledge of ownership
- 7th NALC bulletin (circulated)
- 7th ERNLLCA District meeting dates (circulated)
- 7th NLC Informal consultation re Hollingsworth Lane (circulated)
- 7th Broxap bin quote (agenda item)
- 7th NLC Tourism C19 update (circulated)
- 8th NALC bulletin (circulated)
- 8th Vision ICT website information (agenda item November)
- 8th NLC licensing hearing info (circulated) redacted and removed from system
- 8th ERPF (personnel committee)
- 8th C Wilkinson NLC email supporting greenway proposals
- 8th DRAFT FC minutes October 6th (circulated)
- 9th Reminder re zoom meeting with the Police Commissioner (circulated)
- 9th NLC Licensing redacted documents (circulated)
- 9th NALC bulletin (circulated)
- 9th Royal British Legion programme for Remembrance Day (circulated)
- 12th NALC bulletin (circulated)
- 12th Notification of 3 x NAMM memorials fixed
- 12th Risk Assessment info re Kings Head Croft & handyman tasks to MWQA Ltd
- 12th Email to HWRCC not renewing membership this year

JW

20th NALC bulletin (circulated)
20th 2 letters to Memorial Masons requesting quotations
20th KHC inspection info to M Whitfield numerous questions and evidence re risk assessments
20th NLC planning decision PA/2020/1343 (circulated)
20th DRAFT finance committee minutes (Finance committee)
21st ERNLLCA Finance training update (circulated)
21st NALC hidden disabilities (circulated)
21st PA/2020/1478 planning application (circulated)
22nd NALC re mental health (circulated)
22nd ERNLLCA finance training update (circulated)
22nd Purchase order pro turf for cemetery topsoil
22nd Purchase order Shaws for burial receipt book
22nd PA/2020/1271 & PA/2020/1559 planning decisions circulated
22nd NLC Rough sleep count information - circulated
23rd NALC bulletin (circulated)
23rd ERNLLCA re AGM – agenda item (circulated)
23rd Network management (Epworth Albion Hill December 1st) circulated
23rd ERNLLCA re finance training (circulated)
26th Personnel committee minutes (cc personnel committee)
26th 4 x Assistant clerk unsuccessful candidates' letters
26th Interview 2 applicants re Assistant Clerk
26th NLC C19 update (circulated)
26th MKS Groundcare, request for insurance and risk assessment documents re grass cutting contract
26th Black Sheep Utilities re energy contracts (acknowledged)
26th United Carlton contract prices (agenda item)
27th NLC forthcoming meeting information (circulated)
27th MKS Groundcare, copy documents, Insurance Method statements & Risk assessments re grass cutting
28th NLC re C19 (circulated)
28th Black Sheep Utilities: confirmation that electricity contracts do not end until January 2023 at the earliest.
29th MKS Groundcare, confirmation of 2nd of 3-year contract for grass cutting at same price as current year.

J. W. A. A. A.
3/11/20