

EPWORTH TOWN COUNCIL



8th June 2023

To: Members of Epworth Town Council

Councillors Finch, Grantham, Stewart, J Whittaker & R Whittaker

Dear Councillor

I hereby give notice of the **Full Council Meeting of Epworth Town Council** due to be held on **Tuesday, 13th June 2023, at 7.00 pm**, in the **Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth**, and you are summoned to attend.

Yours faithfully

A handwritten signature in blue ink that reads '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. **Co-option**
To consider the co-option of four members onto the Council.

5. **Appointment of Committee Members / Council Representatives**
To consider the representation on Council committees, working groups and outside bodies.

6. **Planning**
To consider the following planning applications:-

PA/2023/698 Proposal: Planning permission for removal of external signage and ATM and internal amendments as part of branch closure ready for new occupier
Location: 1-3 Market Place, Epworth, DN9 1EU
Applicant: Mrs Chloe Source, HSBC UK Bank plc

PA/2023/703 Proposal: Planning permission to convert existing single storey garage into an extension of the existing gym to include replacement of the existing garage door with sash windows
Location: Flat, 16 Wesley Guest House, Queen Street, Epworth, DN9 1HG
Applicant: Mr & Mrs Verrico

PA/2023/726 Proposal: Planning permission to erect a detached bungalow
Location: Workshop, 104 High Street, Epworth, DN9 1JS
Applicant: Mr Brian Wren

7. **Chairwoman's Report**
To receive a report from the Chairperson

8. **Ward Councillors' Report**
To receive a report from the ward councillors.

9. **Minutes of the Last Meeting**
To approve as a correct record the minutes of a meeting of the Full Council held on Tuesday, 16th May 2023.

10. **Clerk's Report**
To receive a report from the Clerk.

11. **Correspondence**
(i) To note the following correspondence:-

- a) North Lincs Council - Foster Care Fortnight
- b) Humberside Police - Kings Head Croft / QE2 Field
- c) Worknest - Conduct v Performance: What's the Difference?
- d) Black Sheep Utilities Limited - Business Energy Bill Discount Scheme
- e) Crowle & Ealand Town Council - Civic Party 2023/2024
- f) North Lincs Council - Street Name Off High Street
- g) Scribe - Council Accounting: From Zero to Hero
- h) North Lincs Council - No Mow May
- i) National Energy Foundation - Free Home Energy Advice
- j) North Lincs Council - Avian Influenza
- k) North Lincs Council - Civic Dignitaries 2023-24
- l) Shed on the Isle - New Flyer
- m) Ms S O'Connell - Cemetery Records
- n) North Lincs Council / Friends of the Isle - Isle of Axholme Week
- o) North Lincs Council - Armed Forces Flag Raising Ceremony

- p) Barton Upon Humber Town Council - New Mayor
- q) Worknest - Free Guide to Employment Law Changes
- r) North Lincs Council - Occasional Market Consent
- s) Bottesford Town Council - Mayor & Deputy 2023-24
- t) National Grid - North Humber to High Marnham Council Invitation
- u) Brigg Town Council - Brigg Civic Party
- v) Kirton in Lindsey Town Council - Election of Mayor and Deputy Mayor
- w) Government Events - Social Media Strategy & Analytics
- x) Immingham Town Council - New Mayor
- y) Bright HR Limited - Essential HR Advice

(ii) To consider the following correspondence:-

- a) Millea Group Limited - Footpath Link
- b) Government Events - Women in Public Sector Leadership
- c) ERNLLCA - Playground Inspection Training
- d) Ms F Donkin - Activities for Kids
- e) ERNLLCA - Conference & AGM
- f) VANL - Voluntary Sector Training Needs Survey 2023
- g) National Grid - North Humber to High Marnham Consultation
- h) Public Sector Audit - Internal Audit 2022-2023
- i) West Butterwick Parish Council - Full Council Training

12. Publications

To note receipt of the following publications:-

Alliance Volunteer Hub - Newsletter	May 2023
ERNLLCA - Newsletter	May 2023
North Lincs Council - Forthcoming Meetings	May 2023
Public Sector Network - Newsletter	May 2023
Rural Services Network - Rural Funding Digest	May 2023
North Lincs Council - Forthcoming Meetings	June 2023
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	
VANL - Newsletter	

13. Finance

To note and approve the schedule of accounts for payment for June 2023.

14. Asset Register

To review the Council's asset register.

15. Annual Governance & Accountability Return

To consider the annual return for the year ended 31st March 2023 with respect to:-

- (i) Annual Governance Statement for 2022/23
- (ii) Accounting Statements for 2022/23

16. **Community Cycle Hub**
To further consider a potential Community Cycle Hub.
17. **Epworth Town Centre**
To discuss comments made by a member of the public about Epworth town centre.
18. **King's Coronation Bench**
To agree a position for the bench in the Cemetery and approve a contractor to install it.
19. **Data Processing Agreement**
To consider a data processing agreement to do with CCTV at Kings Head Croft / QE2 Field.
20. **Items Raised By Councillors**
 - (i) **Flag** - Councillor R Whittaker
To consider the purchase of a larger Isle of Axholme Flag.
 - (ii) **Curtains** - Councillor Finch
To consider the purchase of curtains for the Chapel of Rest.
 - (iii) **Signage** - Councillor Finch
To consider signage for the QE2 Field.
21. **Electricity**
To review electricity supplier.
22. **Breakthrough Communications**
To consider contracting out all support in relation to issues such as GDPR / Freedom of Information and other data management issues.
23. **Personnel**
 - (i) To consider approving the payment of additional hours worked by the Clerk.
 - (ii) Update on staffing situation.
24. **Date, Time and Place of Future Meetings**
To confirm date, time and place of future meetings of the Council.
25. **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, 13th June 2023, at 7.00 pm,
in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth**

Item 13 - Finance

ACCOUNTS FOR PAYMENT - JUNE 2023

Payments made before or since last meeting:-

31.03.23	BP	Unity Trust Bank	Bank Charges	18.00
	BP	Parkrun Limited	S137 Grant	1176.50
22.05.23	DD	EDF Energy	Electricity	10.00
	DD	EDF Energy	Electricity	16.00
	DD	EDF Energy	Electricity	35.00
23.05.23	Equals	Co-op	Refuse Bags	2.90
24.05.23	BP	Equals Money PLC	Transfer of Funds	100.00
	Equals	Londis	Fuel for Mower	14.89
25.05.23	DD	Vodafone	Mobile Phone Charges	17.16
26.05.23	DD	Everflow Water	Water Rates	25.61
30.05.23	DD	Plusnet	Telephone & Broadband Charges	34.92
31.05.23	BP	BHIB Limited	Annual Insurance	1,317.18
	BP	Wages / Tax & NI / Pension	Month 2	3,532.72
01.06.23	DD	Scottish Power	Electricity	1.00
	DD	North Lincs Council	Business Rates	62.00
09.06.23	BP	ICCM	Annual Membership	95.00

Payments submitted at this meeting:-

13.06.23	BP	Complete	Paper & Ink Cartridges	84.12
	BP	Torne Valley Ltd	Chain / Cleaning Materials	10.08
	BP	Epworth Imperial Hall	Room Hire	27.50
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	60.00
	BP	Complete	Lever Arch Files	76.55
	BP	D Jaques	Gutters Cleared	75.00
	BP	Torne Valley Ltd	Bin Liners	4.48
	BP	Mr S Quantrill	Expenses - Mileage & Bin Bags	25.10
	BP	PGF Surfacing Ltd	Safety Surface Repairs	1,550.00
	BP	Public Sector Audit	Internal Audit	865.00
	BP	Fenners Chambers	Legal Written Advice	1,680.00
	BP	Mr G Johnson	Expenses - Mileage & Bridge Tolls	67.20