

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Full Council held on Tuesday, 2nd July 2024, at 7.00 pm, in the Small Hall of the Imperial Hall, Chapel Street, Epworth

Public Participation

A member of the public addressed Full Council about their concerns to do with speeding traffic down Fieldside in Epworth, which had resulted in a car going through their fence - they believe speed bumps were needed before someone got killed.

A member of The Shed on the Isle informed Full Council that the defibrillator had now been installed and registered as active with the emergency services and the community were grateful for it. As a member of the public they were proud that Epworth had a Mayor and pointed out it aligned them with other town councils in North Lincolnshire, and then went on to say that Epworth Music Day was lovely and the Hanging Baskets looked great.

01/07/24 Record of Members Present

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

02/07/24 Apologies and Reasons for Absence

There were no apologies because all members of the Council were present.

03/07/24 Declarations of Interest & Dispensations

- (i) No declarations of interest were made.
- (ii) No dispensations had been granted.

04/07/24 Planning

The following planning applications were considered:-

PA/2024/671

Proposal: Planning permission to erect a single storey rear extension
Location: 9 Massey Close, Epworth, Doncaster, DN9 1TN
Applicant: S L Ahearne

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

PA/2024/616

Proposal: Planning permission for the erection of garage incidental to 5A West End Road and outbuilding incidental to 5 West End Road
Location: 5 West End Road, Epworth, Doncaster, DN9 1LA
Applicant: Mr John Cowx

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

PA/2024/731

Proposal: Notification of proposed works to three silver birch, two pine, four ash and a hawthorn within Epworth's conservation area

Location: 18 Castle Drive, Epworth, Doncaster, DN9 1SL
 Applicant: Mr Courtney

Proposed by Councillor Baker and seconded by Councillor R Whittaker - **It was resolved that the Council should:- (i) Object to the planning application. (ii) Express concerns that North Lincolnshire Council have not followed the proper procedure due to a decision being made before the end of the consultation period. (iii) Bring to North Lincolnshire Council's attention that it believes the owner has not been contacted.**

05/07/24

Mayor's Report

(i) Epworth Music Day - This event took place on Saturday, 22nd June 2024, and it was a very successful day. The town council was thanked on Facebook for its support, not only for the grant, but Councillors Baker, Wilson & Finch for helping to marshal the event, Councillors Finch & J Whittaker for singing, and Epworth Ecoists for keeping the town clean and tidy. Huge number of visitors to the town and all the shops, pubs and restaurants were very busy - thankfully there was no trouble. **(ii) Town Walk** - This took place on Thursday, 27th June 2024, and was attended by Councillors Baker, Finch & Wilson, who will pass on a report to the Clerk. **(iii) Bunting** - This was taken down on Sunday, 30th June 2024, by Councillors Finch, Holt, Milnes, Wilson and the Clerk, with the help of Epworth Christmas Lights Committee. **(iv) Mayor** - The Mayor informed the Council that she had intended to raise the change of title as an agenda item but found this need not be the case from the advice given to the Clerk from ERNLLCA. She chose the title of Mayor for parity and to align Epworth with all the other towns in North Lincolnshire who had Mayors. Points of order were then raised and dismissed about other parts of the Mayor's Report. Initially there was a proposal to note the report and then an amendment to note it and the lack of respect shown by the Mayor for standing order 1 u), however the amendment failed. Proposed by Councillor Baker and seconded by Councillor Finch - **It was resolved the report be noted.**

06/07/24

Ward Councillors' Report

Ward Councillor Robinson was in attendance and gave the following report:- **(i) Swimming** - Free swimming subsidy still available. **(ii) Devolution** - Continues to gather pace and he was privileged out of forty seven councillors to Chair a meeting to do with it. **(iii) Renovation of Cemetery Lodge** - He noted this was now a fully converted meeting place and specifically mentioned Councillor R Whittaker's years of commitment and hard work to see it through. Proposed by Councillor Finch and seconded by Councillor J Whittaker - **It was resolved that the report be noted.**

07/07/24

Items Raised By Councillors

(ii) Speeding Traffic - Proposed by Councillor Baker and seconded by Councillor Whittaker - **It was resolved that this item be brought forward on the agenda.** Councillor J Whittaker had been approached by a resident about speeding traffic on Fieldside and raised it at a NATs meeting held on Wednesday, 19th June 2024. He was informed that North Lincolnshire Council had carried out a period of monitoring down Fieldside and there was also going to be a police day of action on 28th July 2024. It was suggested that any repeat offenders be reported to the Police via 101.

Proposed by J Whittaker and seconded by Councillor Holt - **It was resolved that the Clerk should request a copy of the data collected from the speed monitoring which had taken place on Fieldside and also ask Community Speedwatch to monitor Fieldside.**

08/07/24

Minutes of the Last Meeting

(i) Ordinary Meeting - The minutes of an ordinary meeting of the Full Council held on Tuesday, 11th June 2024, had been circulated prior to the meeting.

Proposed by Councillor Baker and seconded by Councillor Holt - **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 Wednesday, 12th June 2024, had been circulated prior to the meeting. Proposed by Councillor Finch and seconded by Councillor Wilson - **It was resolved that the minutes be approved as a correct record.**

09/07/24

Clerk's Report

Minute 04/06/24 Grant - The Clerk had made a bank payment of £750 to The Shed on the Isle for the S133 grant it had agreed to give towards the cost of a defibrillator.

Minute 05/06/24 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 10/06/24 Correspondence (ii) b) Councillor N Grantham - Resignation. The Clerk had sent a letter of thanks to Mr Neil Grantham for his service as an Epworth town councillor. He also informed councillors that there had been no request for an election to fill the vacancy, therefore it could now be filled by co-option.

Minute 10/06/24 Correspondence (ii) c) Mr R Bailey - Safety of Lithium-ion Batteries & E-bikes and Scooters. The Clerk had sent a letter of support for the campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.

Minute 10/06/24 Correspondence (ii) d) ERNLLCA - Talking Tables Training Day / Planning Training. The Clerk had booked places for Councillor Milnes, Councillor R Whittaker and himself to attend the Talking Tables Training Day on Thursday, 18th July 2024, at a cost of £70 + VAT per person.

Minute 10/06/24 Correspondence (ii) f) ERNLLCA - Financial Regulations Training. The Clerk, Councillor Finch, and Councillor Wilson had all attended the free Financial Regulations Training, on Tuesday, 18th June 2024, and found it to be very informative.

Minute 14/06/24 Annual Governance & Accountability Return - The Clerk had sent off the Annual Governance & Accountability Return for the year ended 31st March 2024 to PKF Littlejohn LLP, and also posted the required information on the Council's notice board and website.

Minute 15/06/24 Annual Town Meeting (i) Issues Raised - The Clerk had contacted North Lincolnshire Council to ask if the same weight restriction which applied to Westgate Road in Belton could be applied to West End Road and Station Road in Epworth.

Minute 15/06/24 Annual Town Meeting (ii) Evaluation - The Clerk had put the Chairwoman's Report on the town council's website, and the minutes would follow shortly.

Minute 16/06/24 Fire Safety Risk Assessment - The Clerk had asked Prestige Safety Services to provide the fire extinguishers and signage for Cemetery Lodge and the Chapel of Rest at a total cost of £159 + VAT.

Minute 18/06/24 Town Vision Working Group - The Clerk reported that the survey had gone live online - it had been put on facebook and was also available in the post office.

Minute 19/06/24 Items Raised By Councillors (ii) Town Walks - Councillors Baker, Finch and Wilson had attended the Town Walk on Thursday, 27th June 2024, and would provide the Clerk with details of issues that needed addressing following the walk.

Minute 20/06/24 Electricity - The Clerk had taken out three year contracts with EDF on behalf of the Council.

Minute 21/06/24 Facebook - The Clerk had posted most of the suggested items.

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

10/07/24

Correspondence

- (i) a) Community Vision - Free Training in June
- b) Peninsula - Major HR Changes
- c) Humber & Wolds Rural Action - Free Volunteers
- d) Bright HR - Payroll & HR
- e) ONS - Survey
- f) Worknest - Hybrid Working
- g) Millea Group Limited - Epworth Garden Centre
- h) Public Sector Executive - Addressing LGBTQ+ Housing Discrimination
- i) Northern Powergrid - Open Data Workshop Webinar
- j) Peninsula - Parents Rights at Work
- k) Rev M Zammit - Parliamentary Hustings
- l) Mr M Knight - Garden Centre Development
- m) Mr C Parker / Mr R Hughes - Recording of Extraordinary Meeting
- n) Ms R Clark - Shop Front
- o) Worknest - Employment Law Webinar Update
- p) Age UK Lincoln & South Lincs - Connect to Support Lincolnshire
- q) The Shed on the Isle - Summer BBQ
- r) North Lincs Council - Airfryers on a Budget
- s) Worknest - Paternity Leave & Pay
- t) Public Technology - Six Trends Shaping the Future of Local Government
- u) North Lincs Council - Introducing LiveWell North Lincolnshire
- v) TMCR - Epworth Music Day
- w) North Lincs Council - Civic Service & Dinner
- x) Everflow - Updated Terms & Conditions
- y) ERNLLCA - Model Financial Regulations Video
- z) Worknest - Workplace Incidents
- aa) North Lincs Council - Simpler Recycling Is Coming
- bb) Mr P Barnard - Feedback from Epworth Music Day

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

(ii) a) **Mr V Flynn** - Flooding. A request for the town council to write to North Lincolnshire Council and Severn Trent to get a plan and timeliness put in place for the upgrades to the sewage and surface water network and the treatment plant to stop the flooding of properties and to stop the dumping of untreated sewage into local rivers. Proposed by Councillor Milnes and seconded by Councillor Butler - **It was resolved that the Clerk should contact North Lincolnshire Council and Severn Trent to ask them if there were any plans for upgrades to the sewage and surface water network and the treatment plant in the future**

b) **Community Vision** - Boost Training Survey. A request to complete a survey to help ensure that the training is relevant to an organisation's needs. Proposed by Councillor Holt and seconded by Councillor J Whittaker - **It was resolved that the information be noted.**

c) **ERNLLCA** - Conference. Information about the annual conference due to be held on Tuesday, 24th September 2024, from 9.30 am to 2.45 pm, at Mercure Hull Grange Park Hotel, Grange Park Lane, Willerby. Proposed by Councillor Baker and seconded by Councillor Milnes - **It was resolved that Councillor Finch be allowed to attend the ERNLLCA Annual Conference on Thursday, 24th September 2024, at a cost of £80 + VAT.**

d) **ERNLLCA** - Upcoming Events. Details of a Website Accessibility webinar due to be held on Tuesday, 16th July 2024, from 10.00 am to 11.00 am, via zoom, and a Youth Engagement Summit due to be held on Thursday, 18th July 2024, from 10.00 am to 4.00 pm. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that the information be noted, however if councillors were interested to let the Clerk know.**

e) **Playsafety Limited** - Play Area Inspections. Reduced rates in August of £78 + VAT per site with an additional fee of £4 + VAT per item over five. In addition it was suggested to ask for template checklists at a cost of £40 + VAT per area, and also to see if the Groundsperson was able to accompany the Inspector at a cost of £50 + VAT. Proposed by Councillor R Whittaker and seconded by Councillor Wilson - **It was resolved that the Clerk should ask Play Safety Ltd to carry out inspections of the Play Equipment at QEII Field / Kings Head Croft.**

f) **Croner** - Upcoming Webinars. Details of several webinars being held in July 2024, on various topics, including Safety Policy, Deductions from Employees Pay, Staff Contracts and Parents Rights At Work. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that the information be noted.**

g) **ERNLLCA** - Upcoming Training. Details of various training courses being held in July, September, October and November. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that the information be noted.**

h) Ms E Wraith - Pathway between Hollingsworth Lane and Vinegarth. A complaint about the state of the pathway between Hollingsworth Lane and Vinegarth. This had been mentioned at the Annual Town Meeting, where it was noted that the trees had been attended to but not the pavement. Those present were informed that it had been inspected twice and believed to be in a safe condition. The resident stated that the uneven surface is a result of tree roots lifting the brick surface and causing several trip hazards, and the condition of the path was deteriorating. Proposed by Councillor Baker and seconded by Councillor Holt - **It was resolved that the Clerk should contact North Lincolnshire Council and express concerns over the state of the pathway, and to ask them to clarify who was responsible for it and also to come and have another look at it if it was their responsibility.**

11/07/24

Publications

The following publications had been received:-

ERNLLCA - Newsletter	June 2024
HWRA - Newsletter	June 2024
Public Sector Network - Newsletter	June 2024
ICCM - The Journal	Summer 2024
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.**

12/07/24

Committee / Working Group Reports

i) Planning Committee - The minutes of a meeting of the Planning Committee held on Thursday, 20th June 2024, were circulated prior to the meeting. Proposed by Councillor R Whittaker and seconded by Councillor Baker - **It was resolved that they be approved as a correct record.**

ii) Personnel Committee - The minutes of a meeting of the Personnel Committee held on Thursday, 20th June 2024, were circulated prior to the meeting. Proposed by Councillor R Whittaker and seconded by Councillor J Whittaker - **It was resolved that they be approved as a correct record.**

13/07/24

Finance**(i) Accounts for Payment****ACCOUNTS FOR PAYMENT - JULY 2024****Payments made before or since last meeting:-**

06.06.24	Equals	Londis	Fuel for Mower	18.50
11.06.24	Equals	Epworth Post Office	Vouchers	30.00
19.06.24	BP	The Shed on the Isle	Grant	750.00
20.06.24	DD	EDF Energy	Electricity	1.00
	DD	EDF Energy	Electricity	19.00
	DD	EDF Energy	Electricity	32.00

26.06.24	DD	Vodafone	Mobile Phone Charges	18.50
	DD	Everflow	Water Rates	22.37
	DD	Talk Talk	Telephone & Broadband	29.02
28.06.24	BP	Wages / Tax & NI / Pension	Month 3	4,123.83
30.06.24		Unity Trust Bank	Bank Charges	18.00
01.07.24	DD	North Lincs Council	Business Rates	62.00
	DD	Scottish Power	Electricity	84.64

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

Payments submitted at this meeting:-

02.07.24	BP	Mrs M V Kingsnorth	Singer for D-Day	200.00
	BP	Lincolnshire Tree Services	Tree Survey	1,530.00
	BP	George Tune & Son	Planters & Flowers	2,707.63
	BP	MWQA Ltd	Monthly H&S Competent Fee	72.00
	BP	Epworth Imperial Hall	Room Hire	105.00
	BP	Torne Valley Limited	Oil	6.49

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

14/07/24

Market Cross

The Clerk had obtained listed building consent to clean the Market Cross and provided each councillor with three quotes he had obtained to do this, however it was felt that it should not be done on its own but part of a bigger project for the Market Place itself. Proposed by Councillor Holt and seconded by Councillor Finch - **It was resolved that The Town Vision Working Group should consider a proposal for the Market Place, incorporating the Market Cross and liaise with North Lincolnshire Council over this.**

15/07/24

Tree Survey

The Assistant Clerk had managed to obtain the following three quotes for tree work at the Cemetery, St. Andrew's Closed Churchyard and Kings Head Croft / QEII Field:-

Arrand Tree Care	£6,160 + VAT
Urban Arborist	£7,225 + VAT
Viking Trees & Gardens	£6,290 + VAT

Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that the Clerk should ask Arrand Tree Care to carry out tree work at the Cemetery, St. Andrew's Closed, Churchyard and Kings Head Croft / QEII field, at a cost of £6,160 + VAT - subject to getting permission from the appropriate authorities for those covered by Tree Preservation Orders and others requiring a Faculty from the Diocese.**

16/07/24

Hedge Trimmer

The Groundsman had asked if the Council could buy him a new hedge trimmer, because the existing unit was a long reach machine which was good for the top and higher levels of hedges but difficult and wieldy for lower levels.

The Clerk had obtained the following quote for a hedge trimmer:-

Torne Valley Ltd

Stihl HS45

£216.67 + VAT

Proposed by Councillor Finch and seconded by Councillor R Whittaker - **It was resolved that the Clerk should purchase a hedge trimmer from Torne Valley Ltd at a cost of 216.67 + VAT.**

17/07/24

Items Raised By Councillors

(i) Highway Sign - Councillor Finch asked councillors to consider the need for a highway sign for the Cemetery & Town Council Office, because it had been pointed out that there were no signs on Burnham Road to indicate the location of either of them. Proposed by Councillor Finch and seconded by Councillor R Whittaker - **It was resolved that the Clerk should contact North Lincolnshire Council and ask them to consider a sign for the Cemetery and Town Council Office.**

(ii) Standards of the Council - Councillor J Whittaker wanted the Council to be more effective and more professional. Several suggestions were made including providing additional training, continuing with the Local Council Award, reconvening the Policies Working Group to look at policies and looking at non-digital communication. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was that:- (i) The Clerk should contact ERNLLCA about providing in-house training in an evening for Good Councillor, Planning and Finance. (ii) The Council should work towards completing all possible sections of the Foundation Stage of the Local Council Award. (iii) The Policies Working Group should reconvene to work on the Code of Conduct.**

18/07/24

Committees & Working Groups

Councillor Milnes expressed an interest in becoming a member of the Finance Committee and Councillor Butler a member of the Personnel Committee, whilst both expressed an interest in being members of the Planning Committee. Proposed by Councillor Finch and seconded by Councillor Wilson - **It was resolved that the above councillors become members of the relevant committees.**

19/07/24

NATs Meeting

Councillor J Whittaker gave a report on the last NATs meeting held on Wednesday, 19th June 2024. He thought it had been really good and they mainly talked about Fieldside in Epworth, although they had spoken about other things such as owners of land appealing against illegal access to land off the A161 on a corner between Epworth and Belton. The Neighbourhood Policing team were there and gave the crime statistics which were half to that of last year. Still have community support officers on the beat. He had told them that whilst vandalism at the Kings Head Croft / QEII Field was down, we would still appreciate a regular presence. They informed him four youths had been caught on CCTV which resulted in intervention and restorative justice. He had also asked about parking, litter and dog enforcement notices being issued in Epworth and if the Council wanted the data on this they could get it from North Lincolnshire Council. Proposed by Councillor Finch and seconded by Councillor Milnes - **It was resolved that the information be noted.**

20/07/24

Facebook

Councillors considered items for Facebook and suggested the following: Mayor, Town Vision Survey Reminder and Epworth War Memorial Field.

Proposed by Councillor Finch and seconded by Councillor Wilson - **It was resolved that the Clerk post the above items on the Council's Facebook page.**

21/07/24

Personnel

The Clerk had provided a week's holiday cover for the Groundsperson with regard to litter picking. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that the Clerk be paid for the two hours of litter picking he did as holiday cover for the Groundsperson**

22/07/24

Date, Time & Place of Next Meeting

The next meeting of the Full Council is due to be held on Tuesday, 6th August 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 Finance Committee due to be held on Tuesday, 23rd July 2024, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor Finch and seconded by Councillor R Whittaker - **It was resolved the information be noted.**

23/07/24

Closure of Meeting

The Mayor declared the meeting closed at 9.29 pm.

DRAFT