

EPWORTH TOWN COUNCIL

Cemetery Lodge Burnham Road Epworth DN9 1BY
Email: clerk@epworthtowncouncil.com Tel: 01427 872086



Minutes of the Full Council Meeting held on Tuesday, 6th April 2021, at 7.00 pm, via Zoom

1. Welcome

The Chairman welcomed everyone to the meeting and reminded everyone the meeting would be recorded and kept for at least twelve months.

The following councillors were present: Councillors J Whitaker (Chairman). Brumby, Finch, Garner, Harm, Stewart, R Whittaker and Woods, and Mr G Johnson as Cover Clerk and also a member of the public.

2. Public Participation

No members of the public had expressed an interest in addressing the Full Council.

3. Motion to Exclude Press & Public from Participation

Proposed by Councillor Stewart and seconded by Councillor Woods - **It was resolved that the Press & Public should be excluded from participation in the rest of the meeting.**

4. Apologies for Absence

There were no apologies because all councillors were present.

5. Declarations of Interest

(i) Councillor Finch, J Whittaker and R Whittaker all declared an interest in Item 15

- Schedule of Payments. Councillor Finch in Payment 4, Councillor R Whittaker in Payment 18 & 19, and Councillor J Whittaker in Payment 20.

(ii) The Clerk had received and granted no dispensations.

6. Chairman's Announcements

The Chairman informed the Council that the Handyman and Responsible Financial Officer had both started, the RFO was up and running and be attending the next meeting of the Full Council in May to answer questions on finance. He would be calling an extra-ordinary meeting on Tuesday, 13th April 2021, to resolve taking on a temporary clerk. The Annual Town Assembly was due to be held on Tuesday, 20th April 2021, at 7.00 pm. Proposed by Councillor Stewart and seconded by Councillor Harm - **It was resolved that the Chairman's Announcements should be noted.**

7. Ward Councillors' Report

There was no report.

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8. Minutes of an Ordinary Meeting of the Full Council held on 2nd March 2021

The minutes had been circulated to councillors prior to the meeting. Proposed by Councillor Stewart and seconded by Councillor Harm - **It was resolved that they be approved as an accurate record subject to the spelling mistakes being corrected.**

9. Minutes of an Extraordinary Meeting of the Full Council held on 15th March 2021

The minutes had been circulated to councillors prior to the meeting. Proposed by Councillor Stewart and seconded by Councillor R Whittaker - **It was resolved that they be approved as an accurate record subject to the page numbers running sequentially.**

10. Minutes of an Extraordinary Meeting of the Full Council held on 19th March 2021

The minutes had been circulated to councillors prior to the meeting. Proposed by Councillor Stewart and seconded by Councillor Woods - **It was resolved that they be approved as an accurate record subject to the page numbers running sequentially.**

11. Minutes of an Extraordinary Meeting of the Full Council held on 26th March 2021

The minutes had been circulated to councillors prior to the meeting. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that they be approved as an accurate record subject to the page numbers running sequentially.**

12. Action and Updates from the Last Full Council Meeting

The Chairman had already reported that the Handymen had started and had been kitted out, whilst the Responsible Financial Officer was using the Scribe package and setting up digital banking and also bringing cemetery matters up to date. Councillor Finch added that the new big bin was working well at the Cemetery.

13. Notice of Councillor Vacancy

The vacancy had occurred due to the resignation of Councillor Mitchell and a notice had been received from North Lincolnshire Council to display on the Council's notice board. Electors could ask for a by-election to fill the vacancy, however if they did not then the Council was free to co-opt.

14. Financial Update Report and Bank Reconciliations

It was suggested that this be deferred so the new RFO was present at the meeting and could go over the figures. Proposed by Councillor Stewart and seconded by Councillor Woods - **It was resolved that the item should be deferred to the next meeting of the Full Council.**

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15. Schedule of Payments

The following schedule of payments were presented for approval:-

No	Payee	Amount (ex VAT)	Amount total	Reason
1	MWQA		£50.00	H&S Advisory March 2021
2	Glasdon	£360.54	£432.65	Bin for the QE2 Playing Fields
3	ERNLLCA		£36.00	Finance Training for Councillor
4	Expenses of Cllr Finch	£58.26	£69.92	Equipment for litter picking
5	Vodafone		£39	Clerk's mobile phone
6	United Carlton		£54.32	Photocopying charges
7	Plusnet	£33.00	£39.60	Broadband
8	Amazon			Stationary
9	Amazon			
10	Amazon			Leaving Card for employee
11	JT Building		£280	Gutters
12	JT Building		£80	Draught Excluder
13	Scribe	£1163.00	£1359.60	Financial and Cemetery System
14	West Carr Tree Care		£75	Removal of fallen tree
15	Heaters UK	£263.32	£316.00	Heaters for Chapel of Rest
16	Amberol	£24.30	£29.16	Hanging basket items needed
17	Skidmore Electricals	£300.00	£360.00	Electrical installations at the Chapel of Rest
18	Expenses of Cllr R Whittaker	£42.90	£51.47	Handyman Tools
19	Expenses of Cllr R Whittaker		£25.96	Handyman Tools
20	Prestige Safety Services	£26.86	£31.97	Handyman Gloves/bin bags
21	Axholme Landscapes	£720.00	£864.00	Cemetery Path Works
22	Torne Valley	£16.20	£19.44	Bin Key
23	Expenses of Mr P Barker		£23.00	DBS Check
24	Salary of Clerk	<i>Amount withheld due to confidentiality</i>		
25	Expenses of Clerk		£222.75	Travel
26	Salary of Cleaner	<i>Amount withheld due to confidentiality</i>		

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27	PAYE to HMRC		£390.80	
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Proposed by Councillor Stewart and seconded by Councillor Harm - **It was resolved that the schedule of payments be approved for payment with the exception of Payment 16 which had been cancelled.**

16. Minutes of an Environment & Cemetery Committee Meeting held on 8th March 2021

The minutes had been circulated to councillors prior to the meeting. Proposed by Councillor Woods and seconded by Councillor Finch - **It was resolved that they be approved as an accurate record.**

17. Location of Planters

At a meeting of the Environment & Cemetery Committee held on 8th March 2021, it discussed the location of planters. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that the planters should be placed on Studcross Corner and also at Villa Farm on West End Road, Epworth.**

18. Handy Person Vacancy

The Chairman informed councillors that the Handyman is up and running and doing his job, whilst Councillor R Whittaker said he was familiar with the town centre and picking up litter at the Queen Elizabeth II Field. Proposed by Councillor Harm and seconded by Councillor Stewart - **It was resolved that this be noted.**

19. Maintenance and Decoration Cemetery Lodge

The Chairman had spoken with the Chair of the Environment & Cemetery Committee and suggested that this not be discussed tonight. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that this item should be deferred to a later meeting.**

20. Installation of Bases and Relocation of the Planters.

The Council had only received one quote for the proposed work. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that Mr Paul Haywood should be asked to create bases and move the planters into position at a cost of £140.**

21. Installation of Community Radio Equipment at Council Offices

The Chairman explained that he had an invite from a guy from the radio station, which is based in Thorne, but the signal can be picked up in Epworth. It would require a computer to be installed at Cemetery Lodge and an aerial fitted on the roof and involve the use of some electricity. The radio station could be used to promote the local community, advertise local events, used to spread the word, and used as much as possible for free. Councillors raised several questions to do with what the aerial would look

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like on the roof and therefore asked for drawings / pictures, wondered who would be responsible for insuring it, how any agreement could be ended if required, and the radio frequency for the radio station. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that clarification should be sought over the questions raised by councillors and it return as an agenda item for next month.**

22. Planning Application - PA/2021/445

Proposal: Planning permission to erect a single storey extension above the existing garage and gym.

Location: Wesley Guest House, 16 Queen Street, Epworth, DN9 1HG.

Applicant: Mr Paul Verrico

Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the Council should object as it considers the extension an over development of the site, it is overshadowing and lead to a loss of light and therefore be an intrusion to the neighbouring property at No.14.**

Note: Councillor Harm declared an interest in this item and therefore abstained.

23. Ceasing the Use of Zoom

The Chairman explained that legislation which had allowed meetings to be conducted via Zoom was not going to be extended, therefore any meetings from 7th May 2021, would have to take place in person. This wouldn't affect the May meeting, but it would affect the June meeting because all restrictions were not anticipated to be lifted until 21st June 2021. It was felt that it was not practical and therefore there should not be a meeting in June. In addition, if it was not possible to meet it was felt that any planning decisions should be delegated to the Clerk to take after consulting with the Chairman. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that there should be no meeting in June with a view to resuming in July - subject to the Government's roadmap staying on track, and any decisions (including planning) during this period should be taken by the Clerk in conjunction with the Chairman.**

24. RFO and Cemetery Manager

It had already been mentioned earlier in the meeting that the new RFO / Cemetery Manager had already commenced employment. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that this be noted.**

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Proposed by Councillor Harm and seconded by Councillor Stewart - **It was resolved that Item 25 - Personnel Files & Item 26 - Vacant Post of Clerk should be moved and considered after Item 28 - Questions to the Chairman.**

25. Meeting Feedback

Councillor Brumby had attended a meeting of the North Lincolnshire Community Network Meeting held on 17th March 2021, at 6.30 pm via Zoom, and also a NALC Leaders Talk on Building Back Resilient Communities held on 25th March 2021,

from 12.00 pm to 1.00 pm, via Zoom. She provided feedback on the meetings.

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

26. Questions to the Chairman

There were none.

It was resolved that due to the confidential nature of the items to be discussed that the press and public should be excluded for Item 25 - Personnel Files and Item 26 - Vacant Post of Clerk.

27. Personnel Files

Councillors discussed the safest and most secure way to deal with and store personnel files. Proposed by Councillor J Whittaker and seconded by Councillor Harm - **It was resolved that written advice should be obtained from ERNLLCA and also the IT specialist to about this issue.**

Note: The Cover Clerk left the meeting before the next item was discussed.

28. Vacant Post of Clerk

Councillors discussed the vacant post of Clerk. **It was resolved that they should advertise for a permanent Clerk for 24 hours per week plus meetings.**

29. Next Meeting of the Council

The next meeting of the Full Council is due to be held on Tuesday, 4th May 2021, at 7.00 pm, via Zoom. **It was resolved that the information be noted.**