

## EPWORTH TOWN COUNCIL

### Minutes of a Meeting of the Full Council held on Tuesday, 2<sup>nd</sup> August 2022, at 7.00 pm, in the Small Room of the Imperial Hall, Chapel Street, Epworth

#### Public Participation

Members of the public were present, however they did not wish to address the Council prior to the meeting.

#### **01/08/22**      Record of Members Present

The following councillors were present: Councillors Woods (Vice Chairman), Cooper, Fleet, Garner, Stewart, J Whittaker & R Whittaker.

#### **02/08/22**      Apologies and Reasons for Absence

There were apologies from Councillor Brumby & Finch - who were both away.

#### **03/08/22**      Declarations of Interest & Dispensations

- (i) Councillor J Whittaker declared a disclosable pecuniary interest in Item 13 - Finance and also in Item 17 - Emergency First Aid at Work.
- (ii) No dispensations had been granted.

#### **04/08/22**      Turbary Road

At the last meeting of the Full Council held on Tuesday, 5<sup>th</sup> July 2022, the Clerk was asked to do three things.:-

(i) He had written to Haxey Parish Council to ask for £2,000 of the surplus from their devolved grass cutting budget to help towards maintenance of Turbary Road for the rest of the financial year, and it would be discussed at their meeting on Tuesday, 30<sup>th</sup> August 2022.

(ii) He had looked into what was required financially and legally to register Turbary Road with the Land Registry and been sent a form to complete and told it would cost £45 if the land was valued under £80,000.

(iii) He had written to North Lincolnshire Council and asked the Principal Access and Commons Officer to rewrite and accurately reflect what he said in the meeting on letter headed paper, and then date and sign it, and provided councillors with a copy of what he had received in response to this request.

Proposed by Councillor J Whittaker and seconded by Councillor Stewart  
**- It was resolved that the Clerk should:- (i) Seek advice from ERNLLCA on the legal implications of registering the land, granting easements and future maintenance of the road, and the Council's liability. (ii) Contact the Principal Access and Commons Officer at North Lincolnshire Council and seek a definitive answer to the type of surface they are prepared to accept on Turbary Road.**

#### **05/08/22**      Chairwoman's Report

Councillor Woods reported that the Chairwoman would like to thank the Epworth Light's Committee for removing the bunting after the Queen's Platinum Jubilee Celebrations, and also Mr Jake Stockwell for all his help. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved the report be noted.**

**06/08/22**      **Ward Councillors' Report**

Councillor Robinson had provided some information about the programme of sporting activities due to take place at Epworth Leisure Centre during the Summer, and in addition said he and his fellow ward councillor along with the Leader of North Lincolnshire Council had received further communication from the agents to do with the Holmes & Gardens proposal, and the MP had sent out a further letter encouraging public participation. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that the ward report be noted.**

**07/08/22**      **Minutes of the Last Meeting**

The minutes of a meeting of the Full Council held on Tuesday, 5<sup>th</sup> July 2022, had been circulated prior to the meeting. Proposed by Councillor R Whittaker and seconded by Councillor Stewart - **It was resolved that they should be approved as a correct record.**

**08/08/22**      **Clerk's Report**

**Minute 19/04/22 Best Kept Village Competition** - The Clerk had entered the Council in the Best Kept Village Competition for 2022 at a cost of £50.

**Minute 08/06/22 Correspondence (ii) a) Ms A Lovell** - Local Bus Service. The Clerk had received a reply from North Lincolnshire Council regarding the local bus service. Their budget for subsidising bus services was very limited and declining. They are currently in the phase of monitoring passenger numbers on the current services and assessing demand in conjunction with the bus operators. It is hoped to expand the level of service to provide more links to Scunthorpe and Doncaster once the level of demand and risk are better understood. However another possibility was for the town council and surrounding parish councils to launch a Community Transport Service to provide a service to supplement and complement the existing bus routes. Timetables were also attached for the whole of the Isle and a contact number and email address if people had queries or concerns about public transport.

**Minute 30/06/22 Institute of Cemetery & Crematorium Management** - The Clerk had registered the Council as a corporate member of the ICCM for 2022 / 2023, but it had cost £63 rather than £95 because it was pro-rata for the year.

**Minute 07/07/22 Ward Councillors' Report** - The Clerk had contacted the ward councillors to let them know how disappointed the Council was that no one attended the meeting or provided a ward report. It was suggested by one of the ward councillors that it be removed as a routine agenda item and instead they would request a slot on the agenda when they felt they could add value.

**Minute 10/07/22 Correspondence (ii) b) ERNLLCA** - Being A Good Councillor Training. The Clerk informed the Council that no councillor had expressed a wish to do the training.

**Minute 10/07/22 Correspondence (ii) c) Fields in Trust** - UK's Favourite Parks. The Clerk had succeeded in entering the Council in the Field in Trust's UK's Favourite Parks Competition.

**Minute 14/07/22 Social Media Policy** - The Clerk had amended the Social Media policy to allow a nominated councillor by resolution of the Full Council to also moderate the Council's Facebook page along with the Chair / Vice-Chair or Clerk of the Council.

**Minute 15/07/22 Weedkiller** - The Clerk had asked Complete Weed Control (Humberside) Ltd to spray the Western section of the Cemetery with weedkiller at a cost of £220 + VAT.

**Minute 18/07/22 Notice Board** - The Clerk had asked Steven Smithey to replace the perspex window on the public notice board in the Market Place at a cost of up to £100 + VAT.

**Minute 20/07/22 Signs** - The Clerk had asked A Signs if the price was the same for a gold font on a dark green background as that for a black font on a white background.

**Minute 21/07/22 Fire Extinguishers & Fire Blanket** - The Clerk told councillors that the servicing of the fire extinguishers and fire blanket had been carried out by Prestige Safety Services at a cost of £31 + VAT.

**Minute 22/07/22 VANL** - The Clerk had paid the membership fee to join VANL for 2022 / 2023 at a cost of £20.

**Minute 23/07/22 ERNLLCA** - The Clerk had informed ERNLLCA that the Council did not wish to elect any representatives.

**Minute 25/07/22 Cemetery** - The Clerk had contacted the family to let them know that the interment of ashes would be allowed to take place subject to a statutory declaration being made.

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

**09/08/22**

**Correspondence**

- (i) a) Millea Group Limited - Proposed Development Off Belton Road, Epworth
- b) ERNLLCA - GDPR Form
- c) Keep Britain Tidy - Love Parks
- d) Isle Choral Singers - Poster
- e) RSN - Rural Health & Social Care Seminar
- f) North Lincs Council - Scunthorpe Pantomime Group Booking Offer
- g) Unity Trust Bank - Interest Rates Increased
- h) Northern Powergrid - Road Closure
- i) North Lincs Council - New 399 Bus Timetable
- j) Mrs A King - Turbary Road
- k) Mrs A Tinsley - Best Dressed Residence
- l) North Lincs Council - Epworth Show
- m) Worknest - Better Health & Safety Practices Improve Claims Defensibility Webinar
- n) Mr M Harm - KCOM
- o) Ms J Matthews / Ms A Bradley - Path Behind Axholme Drive
- p) Humberside Fire Authority - Fire Reform White Paper
- q) Councillor T Mitchell - Hiring of Gazebos
- r) Northern Powergrid - Preparing for Extreme Temperatures
- s) Epworth Old Rectory - Poster
- t) LIVES - Supporter Day Cancelled
- u) Bright HR Limited - HR Success Seminar
- v) ERNLLCA - Chats with Clerk & Chairman
- w) ERNLLCA - Hot Weather Warning

- x) Vanilla - KCOM
- y) NALC - Star Council Awards 2022
- z) Mr A Croskell - Allotments
- aa) North Lincs Council - Standards Committee Annual Report 2021 / 22
- bb) LIVES - Afternoon with LIVES
- cc) Epworth & District Agricultural Society - Epworth Show

Proposed by Councillor Stewart and seconded by Councillor R Whittaker - **It was resolved that the information be noted.**

**(ii) a) Kirton in Lindsey Town Council** - Playground Inspection Courses. A request to see if the Council was interested in joining with Kirton Lindsey Town Council to have some playground inspection courses in North Lincolnshire. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the Clerk let Kirton in Lindsey Town Council know that it was interested in teaming up with it for the One Day Routine Playground Inspection Course (without exam) with the potential for up to two members of staff to attend the course.**

**b) North Lincs Council** - Dog Waste Bin. At the last meeting of the Full Council held on Tuesday, 5<sup>th</sup> July 2022, the Clerk was asked to contact North Lincolnshire Council again about the Dog Waste Bin not being reinstated at the field end of the footpath leading from Eastfield Road to the rear of Lockwood Bank. He had received a reply stating it had noted the comments made by the Council and the decision would remain at this time unchanged, however the officer was happy to meet a representative to discuss it further and consider any reasonable option which met both parties needs. Proposed by Councillor R Whittaker and seconded by Councillor J Whittaker - **It was resolved that the Chairwoman, Councillor R Whittaker and the Clerk should attend a meeting onsite with an officer from North Lincolnshire Council about the Dog Waste Bin.**

**c) Councillor T Mitchell** - Dog Fouling Signs. One of the ward councillors, Councillor Mitchell, had acquired a new dog fouling sign and wondered if the Council would like to put it up somewhere in the parish which was particularly afflicted by dog fouling. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that it be delegated to the Clerk as to where the dog fouling sign should be put up in conjunction with interested councillors.**

**d) VANL** - Cyber Security Training. Details of a training session due to be held in late August or September, at 4-6 Robert Street Scunthorpe. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that the information be noted.**

**e) ERNLCC** - Short Term Holiday Lets Policy Consultation Briefing. The Department for Culture, Media & Sport has recently launched a consultation into short term holiday lets and a request by NALC to answer some questions to help inform their own submission. Responses need to be emailed by 5.00 pm on Tuesday, 30<sup>th</sup> August 2022. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the information be noted.**

f) **TMCR** - Transmitter. Information on an exit clause and operational clause to do with the installation of a transmitter, the provision of an antenna and a PC at Cemetery Lodge for use by TMCR. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Council agree with the exit and operational clause.**

g) **ICCM** - FARS Survey & One Day Courses. A request to complete a survey to do with a Funeral Availability Reporting System and information about various one day courses being held from September to December 2022. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that the information be noted.**

h) **E-Voice** - Inactive Account. In order to comply with data protection regulations the inactive Voice online communities account will be deleted unless the account is logged into soon, however if the Council was happy for it to be deleted then there was no need to do anything. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the information be noted.**

i) **ERNLLCA** - Cemetery Management Course. Details of an online course due to be held on Tuesday, 20<sup>th</sup> September 2022, and also on Wednesday, 21<sup>st</sup> September 2022, from 9.15 am to 12.30 pm, at a cost of £75. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the Clerk should be allowed to attend the Cemetery Management Course at a cost of £75 + VAT.**

j) **ICCM** - Memorial Management Survey. A request to complete a survey about memorial management. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that the information be noted.**

10/08/22

### Publications

The following publications had been received:-

Alliance Volunteer Hub - Newsletter	July 2022
Clerk & Councils Direct - Newsletter / Magazine	July 2022
ERNLLCA - Newsletter	July 2022
HWRA - Newsletter	July 2022
Public Sector Network - Newsletter	July 2022
Rural Services Network - Rural Funding Digest	July 2022
SLCC - The Clerk Magazine	July 2022
North Lincolnshire Council - Forthcoming Meetings	August 2022
ERPF - Employer Bulletin	
Fields In Trust - Trust News	
ICCM - Member Newsletter	
NALC - Chief Executive's Bulletin	
NALC - Newsletter	
North Lincs Council – Business Focus	
North Lincs Council - News Direct	
North Lincs Council - Weekly Roadworks	
Public Sector Executive - Online Newsletters	
Rural Services Network - Rural Bulletin	
SLCC - News Bulletin	
VANL - Newsletter	

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

11/08/22

**Committee / Working Group Reports**

i) **Planning Committee** - The minutes of a meeting of the Planning Committee held on Tuesday, 12<sup>th</sup> July 2022, were circulated prior to the meeting. Proposed by Councillor R Whittaker and seconded by Councillor Garner - **It was resolved that they be approved as a correct record.**

ii) **Finance Committee** - The minutes of a meeting of the Finance Committee held on Tuesday, 26<sup>th</sup> July 2022, were circulated prior to the meeting. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that they be approved as a correct record.**

12/08/22

**Planning**

a) The following planning applications were considered:-

**PA/2022/1276**

Proposal: Planning permission to erect single-storey side extension and new detached garage and for internal alterations

Location: 1 Wesley Close, Epworth, DN9 1SP

Applicant: Paul Evans

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

**PA/2022/1299**

Proposal: Listed building consent to extend the existing single storey to the rear of the property, extension works to include a single storey proportion for residential use and a storey and a half section for commercial use

Location: 50-52, High Street, Epworth, DN9 1EP

Applicant: Mr Samra Harjit

Proposed by Councillor R Whittaker and seconded by Councillor Stewart - **It was resolved that the Council should neither support or object to the planning application, however there were potential concerns with overdevelopment of the site due to other planning applications not yet being determined i.e.**

**PA/2022/915 PA/2022/933.**

A recorded vote was requested and it was as follows:-

For the motion: Councillors Cooper, Stewart, R Whittaker & Woods.

Against the motion: Councillors Fleet, Garner & J Whittaker.

13/08/22

**Finance**

(i) a) **Financial Report & Bank Reconciliation Statement for May 2022** -

The Clerk had provided each member of the Council with detailed monthly accounts for May 2022 for them to scrutinise.

Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that the Financial Report & Bank Reconciliation Statement for May 2022 be approved.**

**b) Financial Report & Bank Reconciliation Statement for June 2022** - The Clerk had provided each member of the Council with detailed monthly accounts for June 2022 for them to scrutinise. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that the Financial Report & Bank Reconciliation Statement for June 2022 should be approved.**

**(ii) Budget Report** - Councillors had been provided with a copy of the budget report for April 2022 to June 2022. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that the Budget Report for April 2022 to June 2022 should be approved.**

**(iii) Accounts for Payment**

**ACCOUNTS FOR PAYMENT - AUGUST 2022**

**Payments made before or since last meeting:-**

12.07.22	BP	FairFX Plc T/A Equals	Transfer of Funds	720.00
20.07.22	DD	EDF Energy	Electricity	9.00
	DD	EDF Energy	Electricity	35.00
	DD	EDF Energy	Electricity	65.00
26.07.22	DD	EDF Energy	Electricity	34.00
	DD	Vodafone	Mobile Phone Charges	25.22
27.07.22	DD	Plusnet	Telephone & Broadband Charges	25.93
29.07.22	BP	VANL	Annual Membership	20.00
	BP	Wages / Tax & NI / Pension	Month 4	3,325.48
	Equals	The Range Ltd	Card & Velcro	11.97
01.08.22	DD	Scottish Power	Electricity	1.00
	DD	North Lincs Council	Business Rates	71.00

Proposed by Councillor Stewart and seconded by Councillor Garner - **It was resolved that the action taken be approved.**

**Payments submitted at this meeting:-**

02.08.22	BP	Torne Valley Ltd	Weedkiller & Jerry Can	30.97
	BP	Complete Business Sols	Paper & Ink Cartridges	98.90
	BP	Torne Valley Ltd	Bolts / Washers / Tap	19.25
	BP	Prestige Safety Ltd	Fire Extinguisher & Blanket Service	37.20
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	50.00
	BP	Mr S Quantrill	Expenses - Mileage	9.00

Proposed by Councillor Stewart and seconded by Councillor Garner - **It was resolved that the action taken be approved.**

Note: Councillor J Whittaker had earlier declared an interest in this item and therefore left the room whilst it was discussed.

**14/08/22**      **Safeguarding Policies & Procedures**

(i) **Safeguarding Children Policy & Procedure** - Each member of the Council was provided with a copy of the Council's Safeguarding Policy to review and approve. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the new Safeguarding Children Policy & Procedure be approved subject to Councillor Cooper being added as the Designated Protection Person and Councillor Brumby as the Deputy Designated Protection Person.**

(ii) **Safeguarding Adults Policy & Procedure** - Each member of the Council was provided with a draft copy of a Safeguarding Adults Policy & Procedure to approve. Proposed by Councillor Woods and seconded by Councillor Stewart - **It was resolved that the new Safeguarding Children Policy & Procedure be approved subject to Councillor Cooper being added as the Designated Protection Person and Councillor Brumby as the Deputy Designated Protection Person.**

**15/08/22**      **Defibrillator**

The Clerk had sent off a request for a grant towards a defibrillator to Northern Powergrid.

The cost of the project was estimated to be as follows:-

Defibrillator	£2,545 + VAT
Window Glazing Kit	£525 + VAT
Window Removal & Replacement	£250
Painting	£645

Total cost of £3,965 + VAT of £614.

The Clerk had spoken with Northern Powergrid, and unfortunately there would be no grant for a defibrillator.

Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that the Clerk should apply for a community grant from North Lincolnshire Council for the Defibrillator Project.**

Note: Councilor Woods declared an interest in this item and left the meeting whilst it was discussed, and in his absence the meeting was chaired by Councillor J Whittaker.

**16/08/22**      **Outdoor Gym Equipment**

The Clerk had managed to obtain the following quotes for Outdoor Gym Equipment:-

Broxap	(6 pieces with matting)	£9,433.00 + VAT
	(8 pieces with matting)	£11,886.00 + VAT
Proludic	(6 pieces with matting)	£13,142.43 + VAT
	Vale Sport & Leisure Ltd (8 pieces with matting)	£15,250.00 + VAT

Some discussion ensued about whether the Council should purchase six or eight pieces of equipment, and for some of it to be accessible by the disabled.



Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the Council should purchase eight items of Outdoor Gym Equipment from Broxap with rubber grass mats at a total cost of £11,886 + VAT and if the Council was unable to claim back the VAT it was prepared to fund this part of the project.**

17/08/22

**Emergency First Aid at Work**

The Clerk had managed to obtain the following quotes for Emergency First Aid at Work training:-

Prestige Safety Services	£85 + VAT per person
TutorCare	£139 + VAT per person
VANL	£85 + VAT per person

Prestige Safety Services and VANL were the same price, however the latter had no courses planned at the moment.

Proposed by Councillor Cooper and seconded by Councillor Stewart - **It was resolved that both the Clerk and Groundsperson be allowed to attend the Emergency First Aid at Work training course provided by Prestige Safety Services at a cost of £85 + VAT per person.**

Note: Councillor J Whittaker had earlier declared an interest in this item and therefore left the room whilst it was discussed, and also in addition Councillor R Whittaker declared a personal interest in it.

18/08/22

**Interior Work**

The Clerk had managed to obtain three quotes for interior work to do with the Stairway at Cemetery Lodge, however he expressed concerns at going ahead with this work until the false ceiling had been removed to see what other work may need doing. Proposed by Councillor Woods and seconded by Councillor Stewart - **It was resolved that the boards be removed to look at the state of the stairway ceiling in Cemetery Lodge.**

19/08/22

**Mobile Phone**

The Clerk had managed to obtain the following quotes:-

BT	Unlimited minutes & texts - 6GB of data	£11.40 + VAT
Tesco	Unlimited minutes & texts - 12GB of data	£10.00 + VAT
Vodafone	Unlimited minutes & texts - 5GB of data	£12.50 + VAT

Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the Clerk should take out a 24 month contract with Tesco at a cost of £10 per month.**

20/08/22

**HWRA**

The Council had to consider whether it wanted to be a member of HWRA. Proposed by Councillor R Whittaker and seconded by Councillor Stewart - **It was resolved that the Clerk should pay the membership fee of £25 for the Council to join Humber & Wolds Rural Action for 2022 / 2023.**

Note: The payment of £25 would be made to HWRCC.

**21/08/22**      **Epworth Show**

The Show would be taking place on Monday, 29<sup>th</sup> August 2022, and the Council discussed arrangements for having a stall at Epworth Show. There would be a display board and a suggestion box and a need for councillors to man the stall for the day. It was suggested that it would be useful to have business cards to hand out to members of the public. Proposed by Councillor R Whittaker and seconded by Councillor Woods - **It was resolved that the Clerk be allowed to purchase some business cards for the Council up to a cost of £20 + VAT.**

**22/08/22**      **Items Raised By Councillors**

(i) **Youth Council** - Councillor J Whittaker had liaised with Mr Atkins, the Associate Assistant Principal at South Axholme Academy about a Youth Council. Their school council met approximately every half term i.e. every six weeks. He suggested in future that the town council should have an agenda item where standing orders could be suspended to allow young people to speak about issues in Epworth. The following month the town council could discuss them and decide what action to take, and then a councillor could attend the next meeting of the school council to feed this back. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Council should work with South Axholme Academy School Council to increase levels of communication with young people within the Southern part of the Isle of Axholme and actively try and engage with other local councils to take part in the scheme.**

Councillor Stewart left the meeting at 9.25 pm.

**23/08/22**      **Questions to the Chair**

Councillor J Whittaker raised the need to get North Lincolnshire Council to relocate the bin from the top of Hollingsworth Lane to Fieldside before the children returned back to school in September.

**24/08/22**      **Date, Time & Place of Next Meeting**

The next meeting of the Full Council will be held on Tuesday, 6<sup>th</sup> September 2022, at 7.00 pm, in the Small Room of the Imperial Hall, Chapel Street, Epworth. There is also a meeting of the Planning Committee due to be held on Tuesday, 9<sup>th</sup> August 2022, at 7.00 pm, followed by a meeting of the Combined Cemetery & Environment Committee on Monday, 15<sup>th</sup> August 2022, at 7.00 pm - both in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor Cooper and seconded by Councillor Stewart - **It was resolved the information be noted.**

**25/08/22**      **Closure of Meeting**

The Vice-Chairman declared the meeting closed at 9.29 pm.