

EPWORTH TOWN COUNCIL

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



EPWORTH TOWN COUNCIL

FULL COUNCIL MEETING

2 November 2021 – 7.00pm

MINUTES

Present:

Councillors: Cllr J Whittaker (Chair), Cllr S Brumby, Cllr A Cooper, Cllr P Garner, Cllr M Harm, Cllr D Stewart and Cllr R Whittaker

Clerk : Clare Boyall

Members of the public: 2

Meeting commenced at 7.00pm

Public Participation

A member of the public spoke with regard to Item no 18.3/11/21 and advised that he felt that the mill deserved to be preserved. He also advised that there were replica tiles made after the Magna Carta project and hoped that the Town Council would be able to utilise them in the town.

01/11/21 To record the names of members present

Noted.

02/11/21 To receive apologies of absence

Cllr Finch and Cllr Woods.

03/11/21 To receive Declarations of Interest by any member of the Council

Cllr J Whittaker Item no 13/11/21 Prejudicial Interest

04/11/21 To note dispensations given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*).

None.

05/11/21 To receive the Chairman's Announcements

Cllr J Whittaker advised that the Clerk and RFO would be leaving shortly and thanked them for their hard work.

The poppies have been installed. Thanks were extended to Mr Whittaker for helping with this. Unfortunately, the Town Council could not buy additional poppies as there was a supply problem this year.

06/11/21 To receive reports from Ward Councillors

No report received by the Town Council.

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07/11/21 To receive the Clerk's Report

- Information has been received from N Lincs Council and the Clerk has added the conservation area on the map at Cemetery Lodge.
- The Clerk has contacted Planning Enforcement with regard to the shop frontage. A site visit has taken place and a letter has been sent to the owner. The Conservation Officer has also been notified and they will help determine what actions are to be taken if the shop frontage is not altered back to its original form.
- A site visit has taken place regarding the re-siting of the dog bin to the Cemetery car park. The dog bin is well used and emptied twice per week and therefore re-siting is not deemed appropriate. Ward Cllr Mitchell has been contacted as councils have been asked to highlight sites which would be appropriate for additional bins.
- Thank you letters have been sent to residents that were mentioned in the Best Kept Village results. 2 emails have been received from residents thanking the Town Council.
- A letter was sent to the telecommunications company and the Planning Department at N Lincs Council to request that the installation be re-sited further back. No reply has been received.
- The Clerk has chased the 2020/2021 reimbursement payment for Turbary Road work and it has been confirmed that the payment is being processed.
- The lock on the commercial waste bin has been damaged and the mechanism has disappeared. The Clerk has contacted N Lincs Council and this will be repaired in the next few days.
- The roundabout at the lower playground is missing 2 bolts and these have been ordered.

Cllr Stewart proposed to note the Clerk's report, seconded by Cllr Cooper. All in favour.

It was **resolved** to note the Clerk's report.

08/11/21 To resolve the Draft Minutes of the Full Council meeting held on 5 October 2021

Cllr J Whittaker advised that Cllr R Whittaker was absent from this meeting and therefore did not propose the resolution on Item 13/10/21. The Clerk confirmed this was Cllr Harm and that this would be changed.

Cllr Stewart proposed that the draft minutes of the Full Council Meeting held on 5 October 2021 be accepted as a true record with the above alteration, seconded by Cllr Cooper. All in favour.

It was **resolved** that the draft minutes of the Full Council meeting held on 5 October 2021 be accepted as a true record with the above correction.

09/11/21 To resolve the Draft Minutes of the Planning Committee meeting held on 19 October 2021

Cllr R Whittaker proposed that the draft minutes of the Planning Committee meeting held on 19 October 2021 be accepted as a true record, seconded by Cllr Brumby. All in favour.

It was **resolved** that the draft minutes of the Planning Committee meeting held on 19 October 2021 be accepted as a true record.

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10/11/21 To resolve the Draft Minutes of the Combined Environment and Cemetery Committee meeting held on 20 October 2021

Cllr R Whittaker proposed that the draft minutes of the Combined Environment and Cemetery Committee meeting held on 20 October 2021 be accepted as a true record, seconded by Cllr Brumby. All in favour.

It was **resolved** that the draft minutes of the Combined Environment and Cemetery Committee meeting held on 20 October 2021 be accepted as a true record.

11/11/21 To resolve the Draft Minutes of the Finance Committee meeting held on 25 October 2021

Cllr J Whittaker proposed that the draft minutes of the Finance Committee Meeting held on 25 October 2021 be accepted as a true record, seconded by Cllr R Whittaker. All in favour.

It was **resolved** that the draft minutes of the Finance meeting held on 25 October 2021 be accepted as a true record.

12/11/21 To receive the Financial Reports and Bank Reconciliation

Cllr Stewart proposed to approve the financial reports and bank reconciliation, seconded by Cllr Harm. All in favour.

It was **resolved** to approve the financial reports and bank reconciliation.

Cllr J Whittaker left the meeting room.

In the absence of the Vice Chair, Cllr D Stewart took the Chair for the next item.

13/11/21 To receive the Schedule of Payments

Cheque Payments

No	Payee	Reason	VAT	Gross Amount
1	Payroll	Month 7	0	£2187.62
2	Clare Boyall	Stamps and markers	0	£10.67
3	Pete Barker	Mileage	0	£6.30
4	Steve Quantrill	Mileage and DBS Check	0	£31.99
5	MWQA Ltd	H&S Support June	0	£50.00
6	Imperial Hall	Hire of Hall	0	£22.50
7	Imperial Hall	Hire of Hall	0	£22.50
8	ERNLLCA	VAT missed from authorised amount	£38.00	-
9	ERNLLCA	Cemetery Management Course	£15.00	£90.00

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10	ERNLLCA	Finance Training	£6.00	£36.00
11	Prestige Safety Services	Safety Equipment Groundsperson	£9.26	£55.56
12	BRS Tech	Cloud based back up fee	£50.00	£300.00
13	N Lincs Council	Playground Inspection	£38.00	£228.00
14	ICO	Data Protection Fee	0	£40.00

Direct Debit Payments

1	N Lincs Council	Waste Disposal	£61.23
2	Scottish Power	Utility	£11.00
3	Scottish Power	Utility	£11.00
4	EDF	Utility	£23.00
5	EDF	Utility	£112.00
6	EDF	Utility	£48.00
7	HSBC	Charges	£20.90
8	Vodafone	Mobile	£23.31
9	Vodafone	Mobile	£23.31
10	Plusnet	Landline and Broadband	£39.60
11	Everflow	Water Rates	£25.76
12	Everflow	Water Rates	£25.47
13	Microsoft Office	Annual Fee	£135.36

Cllr Harm proposed to approve the schedule of payment, seconded by Cllr Brumby. All in favour.

It was **resolved** to approve the schedule of payment.

Cllr J Whittaker re-entered the meeting room and took the Chair.

14/11/21 To receive example Occupational Health and Safety Policies and resolve to adopt a new policy

Cllr J Whittaker advised that the words “instruction and supervision” should be added to point d and that MWQA should be added to the policy as they are the Town Council’s advisors.

Cllr Stewart proposed to adopt the Occupational Health and Safety Policy following these additions, seconded by Cllr Harm. All in favour.

It was **resolved** to adopt the Occupational Health and Safety Policy following these additions.



15/11/21 To receive and adopt the Subject Access Request Policy and Guidance Notes

The Clerk will add the option for a request in a different format to the policy and a request form to the website. Cllr Stewart proposed to adopt the Subject Access Request policy and guidance notes, seconded by Cllr Brumby. All in favour.

It was **resolved** to adopt the Subject Access Request Policy and guidance notes.

16/11/21 To receive further information for the Data Protection Policy

Cllr J Whittaker stated that IT support had recommended to use SharePoint and 2 factor identification for personnel files. The Chair and members of the Personnel Committee would only have access to these files. Cllr Stewart proposed to use SharePoint and 2 factor identification for the personnel files, seconded by Cllr Harm. All in favour.

It was **resolved** to use SharePoint and 2 factor identification for the personnel files.

17/11/21 Planning Permission Granted

Cllr R Whittaker proposed to note the granted planning applications, seconded by Cllr Stewart. All in favour.

It was **resolved** to note the granted planning applications.

18/11/21 Planning Applications (Town & Country Planning Act 1990 as amended)

18.1

Application No: PA/2021/788

Proposal: Planning permission to erect a detached bungalow

Site Location: Land adjacent and to the rear of 104 High Street Epworth, DN9 1JS

Cllr Cooper proposed to support the application with the comment that a contamination survey should be undertaken, seconded by Cllr Harm. All in favour.

It was **resolved** to support the application with the comment that a contamination survey should be undertaken.

18.2 Application No: PA/2021/1776

Proposal: Notification of intention for the removal of two sycamore trees within the Epworth Conservation Area

Site Location: 37 Wesley Manse, High Street, Epworth, DN9 1EP

Cllr Stewart proposed to note the application, seconded by Cllr Cooper. All in favour.

It was **resolved** to note the planning application.

18.3 Application No: PA/2021/1648

Proposal: Planning permission for an extension and alterations associated with the proposed change of use of the Mill to an observatory with café and associated recreational facilities

Site Location: Maws Mill, Belton Road, Epworth

Cllr Cooper proposed to support the planning application but to comment that Epworth Town Council object to any change to Public Footpath 52, seconded by Cllr Stewart. All in favour.

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It was **resolved** to support the planning application but to comment that Epworth Town Council object to any change to Public Footpath 52.

18.4 Application No: PA/2021/1715

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

Site Location: 5 Haven House, Hollingsworth Lane, Epworth, DN9 1EX

Cllr Stewart proposed to support this application, seconded by Cllr Harm. All in favour.

It was **resolved** to support this application.

19/11/21 To receive and consider a Grant Application Local Government Act s137

The grant application from Epworth Business Forum was discussed. Clerk to advise applicant, for future reference, to be specific what the grant request is for. Cllr R Whittaker proposed to donate £250 to Epworth Business Forum, seconded by Cllr Stewart. All in favour.

It was **resolved** to donate £250 to Epworth Business Forum.

20/11/21 To resolve to purchase equipment for the groundsman and consider whether to repair or purchase new equipment

Cllr J Whittaker advised of the issues that have recently occurred with the power tools for the groundsman and the options available to solve these issues. He also advised that the Groundsman had requested new equipment items. Cllr Stewart proposed to spend up to £600 on new equipment at the discretion of the Chair, seconded by Cllr Garner. All in favour.

It was **resolved** to spend up to £600 on new equipment at the discretion of the Chair.

21/11/21 To receive information on the N Lincolnshire Local Plan 2020-2038 and resolve a response

There are small areas identified for development in Epworth but none identified for major developments in the new proposed Local Plan for Epworth. Cllr R Whittaker proposed to support the proposed N Lincolnshire Local Plan, seconded by Cllr Garner. All in favour.

It was **resolved** to support the proposed N Lincolnshire Local Plan.

22/11/21 To receive correspondence regarding the train service between Scunthorpe and Doncaster

Cllr R Whittaker proposed to write to Northern Railway to request that the train service be reinstated to an hourly service, seconded by Cllr Brumby. All in favour.

It was **resolved** to write to Northern Railway to request that the train service be reinstated to an hourly service.

23/11/21 To resolve whether to accept the invitation of a Foodfest for the Queen's Platinum Jubilee

Cllr J Whittaker proposed to accept the invitation of a Foodfest for the Queen's Platinum Jubilee, seconded by Cllr Harm. All in favour.

It was **resolved** to accept the invitation of a Foodfest for the Queen's Platinum Jubilee.

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24/11/21 To receive information and correspondence regarding Turbary Road

Following a recent communication from the Principal Access and Commons Officer Cllr Whittaker stated that N Lincs Council have made it clear on a number of occasions that the Public Footpath is the full width of Turbary Road. Cllr Harm proposed to write to the resident and include evidence of N Lincs Council stating the boundaries of Turbary Road and advise that Epworth Town Council are in no position to change this, seconded by Cllr Brumby. All in favour.

It was **resolved** to write to the resident and include evidence of N Lincs Council stating the boundaries of Turbary Road and advise that Epworth Town Council are in no position to change this.

25/11/21 To receive information regarding the positioning of a waste bin near Hollingsworth Lane

Cllr J Whittaker proposed to defer this item until the bin survey has been received and this is discussed by the Combined Cemetery and Environment Committee seconded by Cllr Cooper. All in favour.

It was **resolved** to defer this item.

Cllr Harm left the meeting room.

26/11/21 To receive information regarding the Hub Consultation and proposed meeting with Community Leaders

Cllr J Whittaker advised that the Clerk had tried to organise a meeting including South Axholme Academy, N Lincs Council officers and the Ward Councillors. Unfortunately, the N Lincs Council officers and the Ward Councillors declined to attend a meeting.

Cllr Harm re-entered the meeting room.

Cllr J Whittaker proposed to submit a reply that Epworth Town Council are not in a position to respond due to N Lincs Council's refusal to consult with the council. We understand that further consultations are planned which we expect to be part of as a Town Council, seconded by Cllr Harm. 6 in favour, 1 abstention.

It was **resolved** to write to N Lincs Council with the above comments.

27/11/21 To receive a recommendation from the Combined Environment and Cemetery Committee to plant up 2 planters at the petrol station on Station Road for the Queen's Platinum Jubilee

As these planters are not the property of Epworth Town Council nor on Epworth Town Council's land it was felt that it was not appropriate to spend money on these planters. Cllr Harm proposed to reject the recommendation, seconded by Cllr Cooper. All in favour.

It was **resolved** to reject the recommendation.

28/11/21 To receive a recommendation from the Combined Environment and Cemetery Committee regarding litter on Newlands Lane

This item will be deferred.

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29/11/21 To consider Community Dementia Friendly Training

Cllr J Whittaker proposed to organise a training event, seconded by Cllr Harm. All in favour.

It was **resolved** to organise a training event.

30/11/21 To receive a recommendation from the Combined Environment and Cemetery Committee to increase the cost to businesses for the hanging baskets 2022

Cllr Harm proposed to accept the recommendation to increase the cost of the hanging baskets for 2022, seconded by Cllr Cooper. All in favour.

It was **resolved** to accept the recommendation to increase the cost of the hanging baskets for 2022.

31/11/21 To receive information and a recommendation from the Combined Environment and Cemetery Committee to purchase and consider a grant for a defibrillator for the Telephone Box in the Market Place

The options were discussed at length including the type of defibrillator and cabinet required. Cllr Cooper proposed to purchase the option 2 defibrillator and apply for a Community Grant but in the absence of a grant the reimbursement from N Lincs Council for work carried out on Turbary Road will be used towards the cost of the defibrillator, seconded by Cllr Harm. All in favour.

It was **resolved** to purchase the option 2 defibrillator and apply for a Community Grant but in the absence of a grant the reimbursement from N Lincs Council for work carried out on Turbary Road will be used towards the cost of the defibrillator

32/11/21 To receive further information on the proposed cemetery orchard

The cost of the soil contamination test for the cemetery is in excess of £1500. There is a possibility that The Rectory may provide an area for a community orchard. Cllr Harm proposed to abandon the cemetery orchard project and support The Rectory with any possible plans they may have for a community orchard, seconded by Cllr Brumby. All in favour.

It was **resolved** to abandon the cemetery orchard project and support The Rectory with any possible plans they may have for a community orchard, seconded by Cllr Brumby.

33/11/21 To receive a recommendation from the Combined Environment and Cemetery Committee to purchase a clock for the Chapel of Rest at a cost of £25

Cllr Harm proposed to purchase a clock for the Chapel of Rest at a cost of £25, seconded by Cllr Cooper. All in favour.

It was **resolved** to purchase a clock for the Chapel of Rest at a cost of £25.

34/11/21 To receive information and consider the relocating of the planters on Tottermire Lane

Cllr Whittaker proposed to defer this item to the next meeting, seconded by Cllr Cooper. All in favour.

It was **resolved** to defer this item to the next meeting.

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35/11/21 Questions to the Chairman

None.

36/11/21 To note the date and time of the next Full Council Meeting

Tuesday 7 December 2021 at 7 pm.

Noted.

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 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 item:

37/11/21 To receive further information on a breach of data from other organisations

Cllr Harm proposed to note the report, seconded by Cllr Cooper. All in favour.

It was **resolved** to note the report.

38/11/21 Standards Board Notification

The Clerk advised that a complaint involving one of its members has been investigated by Democratic Services but no breach of the Code of Conduct has been identified.

Meeting closed at 9.40 pm.