

EPWORTH TOWN COUNCIL

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



EPWORTH TOWN COUNCIL FULL COUNCIL MEETING

7 September – 7.00pm

MINUTES

Present:

Councillors: Cllr J Whittaker (Chair), Cllr S Brumby, Cllr A Cooper, Cllr C Finch, Cllr R Whittaker and Cllr D Woods.

Clerk : Clare Boyall

Members of the public: 1

Meeting commenced at 7.00pm

Public Participation

None.

01/09/21 To record the names of members present

Noted.

02/09/21 To receive apologies of absence

Cllr P Garner, Cllr M Harm and Cllr D Stewart.

03/09/21 To receive Declarations of Interest by any member of the Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. (*Localism Act 2011 Code of Conduct*).

None.

04/09/21 To note dispensations given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*).

None received.

05/09/21 To receive the Chairman's Announcements

The Council's consultation with regard to the community orchard is now closed. The response has been positive with some useful suggestions made. This will be handed over to the Combined Environment and Cemetery Committee to take forward.

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06/09/21 To receive reports from Ward Councillors

Cllr J Whittaker read through Ward Cllr Mitchell's report. Cllr J Whittaker advised that no complaint was made to Ward Cllr Mitchell and he has shared the personal email he sent with all councillors.

Cllr R Whittaker proposed to note the report, seconded by Cllr Woods. All in favour.

It was **resolved** to note Ward Cllr Mitchell's report.

07/09/21 To receive the Clerk's Report

- The Clerk has contacted N Lincs Council and requested a new sign for Battle Green.
- N Lincs Council have been requested to remove the significant number of weeds in and around Epworth Town Centre.
- The Clerk has ordered the new handle for the piece of play equipment, and this has now been received.
- A blocked drain on Chapel Street has been reported, a tanker has attended and the drain is now clear.
- The Clerk is awaiting contact from a cleansing officer at N Lincs Council regarding the re-siting of a bin to the entrance to the cemetery car park.
- The contractor will be starting to cut the cemetery hedges in the next 2 weeks.
- The Clerk has chased the contractor for renewal of the door lock at cemetery lodge. He has confirmed that he will attend during the Clerk's office hours.
- The Clerk is awaiting the sign company to contact her regarding the signage on Cemetery Lodge and the noticeboards.

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

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

08/09/21 To resolve the Draft Minutes of the Full Council Meeting held on 3 August 2021

Cllr Finch proposed that the draft minutes of the Full Council Meeting held on 3 August 2021 be accepted as a true record, seconded by Cllr Brumby. All in favour.

It was **resolved** that the draft minutes of the Full Council meeting held on 3 August 2021 be accepted as a true record.

09/09/21 To resolve the Draft Minutes of the Planning Meeting held on 18 August 2021

Cllr R Whittaker proposed that the draft minutes of the Planning Meeting held on 18 August 2021 be accepted as a true record, seconded by Cllr Brumby. All in favour.

It was **resolved** that the draft minutes of the Planning meeting held on 18 August 2021 be accepted as a true record.

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10/09/21 To resolve the Draft Minutes of the Combined Environment and Cemetery Committee held on 24 August 2021

Cllr Woods proposed that the draft minutes of the Combined Environment and Cemetery Committee held on 24 August 2021 be accepted as a true record, seconded by Cllr R Whittaker. All in favour.

It was **resolved** that the draft minutes of the Combined Environment and Cemetery Committee held on 24 August 2021 be accepted as a true record.

11/09/21 To resolve the Draft Minutes of the Personnel Committee held on 1 September 2021

Cllr Cooper proposed that the draft minutes of the Personnel Committee Meeting held on 1 September 2021 be accepted as a true record, seconded by Cllr Brumby. All in favour.

It was **resolved** that the draft minutes of the Personnel meeting held on 1 September 2021 be accepted as a true record.

12/09/21 To resolve the Draft Minutes of the Finance Committee held on 1 September 2021

Cllr Finch proposed that the draft minutes of the Finance Meeting held on 1 September 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 1 September 2021 be accepted as a true record.

13/09/21 To receive the Financial Reports and Bank Reconciliation

Cllr Finch proposed to accept the financial reports and bank reconciliation, seconded by Cllr J Whittaker. All in favour.

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

14/09/21 To receive the Schedule of Payments

Cheque Payments

No	Payee	Reason	VAT	Gross Amount
1	Payroll	Month 5	0	£1994.60
2	MKS Groundcare	Grass Cutting	£40.00	£240.00
3	Clare Boyall	Postage	0	£7.92
4	MWQA Ltd	H&S Support June	0	£50.00
5	Paul Haywood	Cemetery Grass Cutting 1/6/21 - 31/8/21	0	£1200.00

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6	Epworth Imperial Hall	Hire of Hall July and August	0	£45.00
7	Torne Valley	Supplies	£2.97	£17.84
8	Pete Barker	Mileage	0	£12.15
9	J R Cockin Electrical Contractors Ltd	PAT Testing	£14.08	£84.48
10	Agilico Workplace Technologies Ltd	Final Photocopier Invoice	£4.17	£24.97
11	Fields in Trust	Membership Fee	0	£65.00

Direct Debit Payments

1	EDF	Utility	£23.00
2	EDF	Utility	£112.00
3	EDF	Utility	£48.00
4	HSBC	Charges	£20.90
5	Vodafone	Mobile	£23.31
6	Plusnet	Landline and Broadband April	£39.60
7	Everflow Water	Water Rates	£118.28

Cllr R Whittaker proposed to approve the schedule of payment, seconded by Cllr Finch. All in favour.

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

15/09/21 To receive and review the Equality Policy

Cllr Finch resolved to approve the Equality Policy, seconded by Cllr Brumby. All in favour.

It was **resolved** to approve the Equality Policy.

16/09/21 To receive and adopt the Safeguarding Children's MARS Policy

This was discussed. Cllr R Whittaker proposed to adopt the new Safeguarding Children's MARS Policy and that Cllr Cooper be the designated Child Protection lead for Epworth Town Council and that Cllr Brumby be his deputy, seconded by Cllr Woods. All in favour.

It was **resolved** to adopt the new Safeguarding Children's MARS Policy and that Cllr Cooper be the designated Child Protection Lead and that Cllr Brumby be his deputy.

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17/09/21 To receive further information for the Data Protection Policy

Cllr J Whittaker proposed to defer this item to the next full council meeting until further information is available, seconded by Cllr R Whittaker. All in favour.

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

18/09/21 Planning Applications

Application No: PA/2021/1398

Proposal: Planning permission to erect a replacement dwelling and one new dwelling

Site Location: 100 High Street, Epworth, DN9 1JS

Cllr R Whittaker stated this is a backland and a tandem development. She also noted that a significant number of trees will have to be removed, that there are no landscaping plans, it is in a medium risk flood zone and a Heritage Impact Statement has not been submitted.

Cllr R Whittaker proposed that the council support the application but with the comments that issues with soak aways and flooding be addressed, that landscaping plans be submitted with regard to replacement of trees and a Heritage Impact Statement should be submitted, seconded by Cllr Woods. All in favour.

It was **resolved** to support the planning application with the above comments.

19/09/21 Planning Permission Refused

Cllr Cooper proposed to note the refused planning application, seconded by Cllr Finch. All in favour.

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

20/09/21 To receive further information regarding a Grant Application Local Government Act s137

This was discussed. Cllrs felt that the existing bench could be renovated at a cheaper cost and that a re-submission for renovation costs could be considered. Cllrs R Whittaker proposed to reject the grant application for the cost of a new bench, seconded by Cllr Finch. All in favour.

It was **resolved** to reject the grant application.

21/09/21 To receive the Lincolnshire Riparian Project Questionnaire and resolve responses

Cllr J Whittaker read through the questionnaire and answers were collated. Cllr Cooper proposed to submit the collated answers, seconded by Cllr Finch. All in favour.

It was resolved to submit the collated answers.

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22/09/21 To receive communication from N Lincs Council regarding Turbary Road

Cllr J Whittaker suggested that a letter be sent to residents of Turbary Road. He advised that the Town Council have still not received N Lincs Council's agreed contribution for last year or for half of this year's costs.

Cllr Finch proposed that Epworth Town Council write to N Lincs Council to request reimbursement of their half of the costs spent last year and this year and to include paid invoices and copies of previous correspondence regarding Turbary Road. To also send a letter to the residents of Turbary Road to inform them of N Lincs Council's decision, seconded by Cllr R Whittaker. All in favour.

It was **resolved** that a letter be sent to N Lincs Council requesting reimbursement for their half of the costs spent last year and this year and also that a letter be sent to residents of Turbary Road to inform them of N Lincs Council's decision.

23/09/21 To receive further information on the annual Playground Inspection Report

Inspections of the playground was discussed. Cllr R Whittaker proposed that the council request ROSPA to complete the annual playground inspections from next year, that the inspections from N Lincs Council are cancelled after this year and that weekly inspections are completed by the Clerk, seconded by Cllr Woods. All in favour.

It was **resolved** that the council request ROSPA to complete the annual playground inspections from next year, that the inspections from N Lincs Council are cancelled after this year and that weekly inspections are completed by the Clerk.

24/09/21 To receive a letter from a resident requesting tree pruning in the Cemetery

The resident's letter was discussed. Cllr R Whittaker proposed to send a letter to the resident advising that the council take on board their comments and that 3 quotations for the trees to be pruned will be requested, seconded by Cllr Finch. All in favour.

It was **resolved** that to send a letter to the resident advising that the council take on board their comments and that 3 quotations for the trees to be pruned will be requested.

25/09/21 To receive information and resolve whether to replace a damaged rope on a piece of play equipment

Cllr J Whittaker advised that this has been brought to the full council to seek Cllr's opinions on whether to replace the rope. Cllr R Whittaker advised that she is concerned regarding vandalism in that area. Cllr Finch proposed to replace the damaged rope, seconded by Cllr Brumby. All in favour.

It was **resolved** to replace the damaged rope.

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26/09/21 To resolve a response to the Hub Consultation

Cllr J Whittaker stated that he felt it important that Epworth Town Council respond to the consultation but the consultation period had closed before the council were able to discuss this. Cllr Woods shared his concerns regarding the amount of parking spaces for cars. Cllr Brumby asked if the school were aware. Cllr J Whittaker advised that the school supports the project. The consultation was discussed at length. Cllr Woods proposed that the Community Leaders are invited to an extra-ordinary meeting, seconded by Cllr Brumby. All in favour.

It was **resolved** that the Community Leaders are invited to an extra-ordinary meeting.

27/09/21 To receive information regarding the safety of the crossroads in Epworth

Cllr A Cooper advised that there had been an accident recently at the crossroads and asked Cllrs if they thought that the crossroads were safe enough. Cllr Brumby advised that she had also witnessed another accident in the same place recently. This was discussed. Cllr R Whittaker proposed to contact Highways at N Lincs Council to request a meeting with Epworth Town Council, seconded by Cllr Finch. All in favour.

It was **resolved** to contact Highways at N Lincs Council to request a meeting with Epworth Town Council.

28/09/21 To resolve that this Council utilises its powers under the Local Government Act 1972, section 101, to devolve to the Clerk the authority to make decisions on planning applications where:

- a. The application falls between meetings, and it is not possible to obtain from the Planning Authority an extension of time to consider the matter; and
- b. The Chairman is unavailable to convene a planning meeting or particular circumstances are such that the convening of a planning meeting is impractical.

In both circumstances the Clerk shall have authority to respond on the Council's behalf, taking into account the Local Plan; the content of any planning policies; community plan or Neighbourhood Plan adopted by the council; and precedent. Moreover, where it is practicable, the Clerk is to contact ALL Planning Committee Councillors to confirm they are content with the response to the specific Planning Application requiring this action.

This authority will not apply to applications where there are known objections by neighbours; multiple housing development and new land allocations or are in the conservation area of Epworth.

Cllr Brumby proposed that the council utilise their powers to devolve responsibility to the Clerk to make decisions on planning applications under the stated terms, seconded by Cllr Finch. All in favour.

It was **resolved** that the council utilise their powers to devolve responsibility to the Clerk to make decisions on planning applications under the stated terms.

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29/09/21 To receive information regarding the grass verges

Cllr J Whittaker advised that Cllr Finch had been informed by Ward Cllr Mitchell that Haxey Parish Council wished to give up their contract for the grass cutting in Epworth. Haxey have stated that this is not the case and do not wish to relinquish the contract. Cllr R Whittaker proposed to note this and to further discuss this when the contracts are due for renewal. Cllr J Whittaker proposed an amendment to this that in addition the Town Council write to N Lincs Council requesting that the contracts are sent out in the October before they are due for renewal, seconded by Cllr Woods. All in favour.

It was **resolved** to note this information, to further discuss this when the contracts are due for renewal and to ask N Lincs Council to send the new contracts out in the October before they are due for renewal.

30/09/21 To note North Lincolnshire Council made 'Public Path Creation (Public Bridleway 119, Epworth and Haxey) Order 2021(1)

Cllr Cooper proposed to note the creation of Bridleway 119, seconded by Cllr Woods. All in favour.

It was **proposed** to note the creation of Bridleway 119.

31/09/21 To receive and resolve the quotation to repair the Churchyard wall

Cllr R Whittaker proposed to accept the quotation, seconded by Cllr Cooper. All in favour.

It was **resolved** to accept the quotation.

32/09/21 To resolve attendees to the presentation of the Best Kept Village Competition 4 October 2021

Cllr Finch and Cllr Brumby will attend the presentation.

33/09/21 Questions to the Chairman

None.

34/09/21 To note the date and time of the next Full Council Meeting 5 October 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:

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35/09/21 To receive information on a breach of data from other organisations

The Clerk outlined the information relating to this item. Cllr Cooper proposed to give access to the 3rd party of the 1 folder and 1 file, seconded by Cllr Brumby. All in favour.

It was **resolved** to give access to the 3rd party of the 1 folder and 1 file.

36/09/21 To resolve to interview 3 candidates for the Groundsperson's position

Cllr R Whittaker proposed to invite the recommended candidates for interview, seconded by Cllr Cooper. All in favour.

It was **resolved** to invite the 3 recommended candidates for interview.

37/09/21 To resolve the Cleaner's hours for the Chapel of Rest

Cllr Cooper proposed to increase the hours by 1 per month to clean the Chapel of Rest, seconded by Cllr Finch. All in favour.

It was **resolved** to increase the hours by 1 per month.

Meeting closed at 8.40 pm.