

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Full Council held on Tuesday, 4th April 2023, at 7.00 pm, in the Small Room of the Imperial Hall, Chapel Street, Epworth

Public Participation

A member of the public raised concerns about the centre of Epworth, the pavements were shocking, perhaps also need for a one-way system, businesses were leaving as there was not the same footfall as there had been in the past, they strongly believed something had to be done about the town centre.

01/04/23 Record of Members Present

The following councillors were present: Councillors Finch (Chairwoman), Brumby, Stewart, J Whittaker and R Whittaker.

02/04/23 Apologies and Reasons for Absence

There were apologies from Councillor Cooper - ill.

03/04/23 Declarations of Interest & Dispensations

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

04/04/23 Grants

The Clerk had received a request for financial assistance from the Isle of Axholme Orchestra and provided each councillor with a copy of the information he had been sent. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Council should make a \$145 grant of £290 to the Isle of Axholme Orchestra to help towards the cost of renting rehearsal space and the hire of two concert venues to support the arts post-covid.**

05/04/23 Youth Council

Miss Lucia Verrico one of the Council's youth representatives informed councilors there had been a student council meeting where they had talked about any issues that had to do with Epworth. **(i) Trees** - She commented on the fact that two trees had been removed on Fieldside and this would not help limit the climate crisis due to greenhouse gas emissions. They would like to know why they were removed and if they were going to put in a suitable alternative? **(ii) Litter** - She stated that litter picking had been done within the school and they wanted to know if they could be pointed in the direction of any safe areas to do within the community. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that the update be noted and the Clerk should find out why the trees were removed and any plans for alternative trees?**

06/04/23 Turbary Road

The Clerk had emailed Mr Gore's office to see if the legal advice to do with Turbary Road would be available for the meeting this evening and as he had not yet received the advice Mr Milnes & Mr Wager had sent their apologies for not attending the meeting. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the update be noted.**

- 07/04/23** **Chairwoman's Report**
(i) Christmas Market - It would be held on 3rd December 2023, and the Epworth Business Forum may apply for a grant towards it. **(ii) Map** - Lots of questions from visitors to the town about the shops and it had been suggested that local businesses got together to do a map. **(iii) School** - Going into school to talk about litter and more equipment could be provided for them by North Lincolnshire Council. **(iv) TMCR** - Interview on local radio planned for 26th April 2023 at 1.00 pm. **(v) Bunting** - Arranged to go up on 23rd April 2023 and Epworth Christmas Lights had kindly agreed to do it. **(vi) Term of Office** - Thank you to all councillors for their support and efforts during their term of office. Proposed by Councillor R Whittaker and seconded by Councillor Stewart - **It was resolved the report be noted.**
- 08/04/23** **Ward Councillors' Report**
The Clerk had received no ward councillors' report. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the lack of a report be noted.**
- 09/04/23** **Minutes of the Last Meeting**
The minutes of a meeting of the Full Council held on Tuesday, 7th March 2023, had been circulated prior to the meeting. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved they be approved as a correct record.**
- 10/04/23** **Clerk's Report**
Minute 04/03/23 Grants - The Clerk had made a payment of £1,176.50 for the S137 grant made to Parkrun Limited to help towards the setting up of a Parkrun in Epworth.
- Minute 10/03/23 Correspondence (ii) a) Mr & Mrs Durdy / Mr & Mrs Britton** - Telecommunication Mast. The Clerk had let them know that Epworth Town Council objected to the telecommunications mast and North Lincolnshire Council had failed to deal with the application in the appropriate way, and he had also queried the insurance aspect of the telecommunication mast with North Lincolnshire Council who did not hold such information and therefore suggested that the Council contact the operator.
- Minute 10/03/23 Correspondence (ii) f) Keep Britain Tidy** - Great British Spring Clean 2023. The Great British Spring Clean had been promoted on the Council's Facebook page and website.
- Minute 10/03/23 Correspondence (ii) g) Epworth & District WI** - Commemorative Tree in Epworth Cemetery. The Clerk had contacted the WI to let them know the Council accepted the offer of a Commemorative Tree in Epworth Cemetery subject to it being in a suitable location and an appropriate type of tree.
- Minute 14/03/23 Fountain Court** - The Clerk had contacted the person who raised concerns about the state of the pavement in Fountain Court and informed them if they were prepared to call a meeting of interested parties then the Council would offer to Chair and supply a room for such a meeting.
- Minute 16/03/23 Standing Orders** - The Clerk had amended the standing orders to take account of the new procurement thresholds for public contracts.

Minute 17/03/23 Shed - The Clerk had thanked Mr Finch for bringing the availability of a shed to the attention of the Council.

Minute 18/03/23 Strimmer - The Clerk informed councillors that the strimmer had been disposed of and removed from the asset register.

Minute 19/03/23 Internal Auditor - The Clerk had informed Mr Richard Dixon of Public Sector Audit that he had been appointed as the internal auditor for 2022 / 2023 at a cost of £865.

Minute 21/03/23 Items Raised By Councillors (i) Local Radio Station

- The Chairwoman had agreed a date to go and visit the radio station and talk about Epworth.

Proposed by Councillor R Whittaker and seconded by Councillor Finch

- **It was resolved that the report be noted.**

11/04/23

Correspondence

- (i) a) North Lincs Council - Receipt of Planning Application PA/2022/2231
- b) Mr G Pilgrim - Woodland
- c) Northern Powergrid - Met Office Yellow Snow & Ice Alert
- d) ERNLLCA - Changes to the VAT Rules on Sports Facilities & Training
- e) Peninsula - Insight into HR, Employment Law and Health & Safety
- f) HWRA - Household Fund for Oil/LPG Customers
- g) Millea Group Limited - Ownership of Council Office
- h) North Lincs Council - Candidate / Agent Briefing for Local Elections
- i) Epworth Old Rectory - Care for a Cuppa Poster
- j) Zurich Insurance - Underinsurance & Indexation
- k) Bright HR - Step By Step Guide to Workplace Health & Safety Compliance
- l) ERNLLCA / The Open Spaces Society - Open Spaces & Paths
- m) ERNLCCA / Office of Environmental Protection - Protected Nature Sites
- n) North Lincs Council - Easter Waste Collections 2023
- o) Worknest - Guide to Performance Management
- p) North Lincs Workers Memorial Day Organiser - Workers Memorial Day
- q) Worknest - Strengthening Your Sickness Absence Framework
- r) PlotBox - Data Migration Demystified
- s) Mr M Harm - Precept
- t) North Lincolnshire Council - Updated Electoral Register
- u) Cloudy IT - Improved Agenda & Meeting Management
- v) Epworth Town Council - External Auditor Instructions for 2022/23
- w) ERNLLCA - New Joint Panel on Accountability and Governance
- x) ERNLLCA - AGAR 2022/23
- y) North Lincs Council - Notice of Elections
- z) Isle Concert Singers - Isle Coronation Concert Poster
- aa) North Lincs Council - A Green Future
- bb) PCSO Gains - Epworth Park
- cc) Ms P Cawkwell - Buses
- dd) Public Sector Audit - VAT Implications of Selling Coronation Memorabilia
- ee) Mr & Mrs Travis - Planning Queries
- ff) BBC Radio Humberside - Coronation Events
- gg) North Lincs Council - Voter ID Notice
- hh) Alliance Volunteer Hub - The Big Help Out
- ii) North Lincs Council - Event Guidance & Training

Proposed by Councillor Stewart and seconded by Councillor R Whittaker

- **It was resolved that the information be noted.**

(ii) a) **NALC** - Fighting Climate Change with Local Council Action. Details of a new online event due to be held on Wednesday, 24th May 2023, from 12.00 pm to 1.15 pm. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the information be noted.**

b) **Government Events** - Social Media Content & Marketing Communications. Details of a training course due to be held on Tuesday, 2nd May 2023. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that the information be noted.**

c) **North Lincs Council** - Community Grant for King's Coronation Celebrations. Email confirming that the Council had been awarded a Community Grant of up to £250 from North Lincolnshire Council towards a bench for the King's Coronation, but this was subject to the standard conditions of the grant. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Clerk should accept the grant of up to £250 from North Lincolnshire Council and its conditions.**

d) **City of Doncaster Council** - Doncaster Local Plan. Views sought on four different Supplementary Planning Documents. The consultation period for the draft SPDs ends at 5 pm on Friday, 28th April 2023. Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker - **It was resolved that the information be noted.**

e) **ERPF** - Consultation on the Revised Pension Administration Strategy. Consultation over revisions to the strategy, which closes on Friday, 28th April 2023. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the information be noted.**

f) **ERNLLCA / NALC** - Consultation on Infrastructure Levy. NALC would like any responses to the consultation on the new Infrastructure Levy by 5 pm on Friday, 19th May 2023. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the information be noted.**

g) **Mr D Addlesee** - Defibrillator & Flooding. Mr Addlesee had commented on Facebook that the nearest defibrillator for those who lived on West End Road was the defibrillator on Tottermire Lane. It was suggested that perhaps the defibrillator at the library could be moved after it had been demolished - subject to a suitable location being found. In addition he raised concerns about flooding, and was told that these would be addressed as part of the planning process. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Clerk should contact North Lincolnshire Council and ask if the defibrillator outside the Library in Epworth could be moved after it had become a car park, and a suggested location for it was the Baptist Church but subject to agreement - copy in ward councillors.**

h) **Mrs J Shipley** - Dog Waste Bin. Mrs Shipley had commented on a Facebook post showing a photo of the bench on Rectory Street / Woodland Way. She said no one sat on the seat as the dog waste bin next to it smelled horrible and therefore thought it should be moved, however it was noted that this issue had already been raised with North Lincolnshire Council in the past.

Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that the Clerk should contact North Lincolnshire Council and ask if the decision about not moving the bin could be reconsidered in light of further complaints and also let Mrs Shipley know of the action taken by the town council - copy in ward councillors.**

12/04/23

Publications

The following publications had been received:-

Alliance Volunteer Hub - Newsletter	March 2023
Public Sector Network - Newsletter	March 2023
Rural Services Network - Rural Funding Digest	March 2023
SLCC - The Clerk Magazine	March 2023
ICCM - Member Newsletter	
NALC - Chief Executive's Bulletin	
NALC - Newsletter	
North Lincs Council - Weekly Roadworks	
Public Sector Executive - Online Newsletter	
Rural Services Network - Rural Bulletin	
SLCC - News Bulletin	
VANL - Newsletter	

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

13/04/23

Committee / Working Group Reports

i) Planning Committee - The minutes of a meeting of the Planning Committee held on Thursday, 16th March 2023, were circulated prior to the meeting. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that they be approved as a correct record.**

(ii) Combined Cemetery & Environment Committee - The minutes of a meeting of the Combined Cemetery & Environment Committee held on Monday, 27th March 2023, were circulated prior to the meeting. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that they be approved as a correct record.**

14/04/23

Planning

The following planning application was considered:-

PA/2023/116 Proposal: Planning permission to erect fencing & automated gates
 Location: 65a Station Road, Epworth, DN9 1JY
 Applicant: Mr Stat Sindhar

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

15/04/23

Finance**(i) Accounts for Payment****ACCOUNTS FOR PAYMENT - APRIL 2023**

Payments made before or since last meeting:-

20.03.23	DD	EDF Energy	Electricity	10.00
	DD	EDF Energy	Electricity	16.00
	DD	EDF Energy	Electricity	35.00
23.03.23	DD	EDF Energy	Electricity	34.00
24.03.23	DD	Vodafone	Mobile Phone Charges	15.00
27.03.23	DD	Plusnet	Telephone & Broadband Charges	34.92
	DD	Everflow Water	Water Rates	23.22
28.03.23	Equals	Timpson	Key	10.00
30.03.23	BP	Axholme Landscapes	Hedging	96.00
	BP	Roy W Robinson	Decoration to Staircase	695.00
	BP	JB Rural Services	Grass Cutting	399.00
	BP	LIVES	S137 Grant	200.00
	BP	Epworth Old Rectory	S144 Grant	675.00
31.03.23	BP	Wages / Tax & NI / Pension	Month 12	5,683.24
01.04.23	DD	Scottish Power	Electricity	1.00
	DD	North Lincs Council	Business Rates	65.75

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

Payments submitted at this meeting:-

04.04.23	BP	ERNLLCA	Training Course - Good Employer	42.00
	BP	Torne Valley Ltd	Handle	24.06
	BP	Epworth Imperial Hall	Room Hire	27.50
	BP	Torne Valley Ltd	Bin Bags / Line / Gloves	17.38
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	60.00
	BP	Mr S Quantrill	Expenses - Mileage & Petrol	16.35

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

16/04/23**Scribe**

The Council had to decide whether to renew the accounts software for 2023 - 2024. Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker - **It was resolved that the Clerk should renew the Annual Licence for the Accounts Software with Starboard Systems Limited (trading as Scribe Accounts), at a cost of £538.20 + VAT.**

17/04/23**Risk Assessments**

(i) Hanging Baskets - The Clerk provided each councillor with a copy of a risk assessment for putting up / taking down the Hanging Baskets. Proposed by Councillor Finch and seconded by Councillor R Whittaker- **It was resolved that the risk assessment for the hanging baskets should be approved.**

(ii) Bunting - The Clerk provided each councillor with a copy of a risk assessment for putting up / taking down the Bunting for the King's Coronation. There was a need to ensure any ladders used were safe, up-to-date and fit for purpose. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the risk assessment for the bunting should be approved.**

18/04/23

Hanging Baskets

(i) **Maintenance Work on the Hanging Baskets** - The Clerk had obtained a quote for maintenance of the hanging baskets. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that Mr Paul Haywood should be asked to do maintenance work on the hanging baskets at a cost of £100.**

(ii) **Provision of Hanging Baskets** - The Clerk had sought three quotes for the cost of the hanging baskets but only received the following quote:-

George Tune & Son £37 + VAT per hanging basket

Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that George Tune & Son be asked to plant up the hanging baskets at a cost of £37 + VAT per hanging basket.**

(iii) **Removal, Disposal & Storage of Hanging Baskets** - The Clerk had obtained a quote for removing the hanging baskets, disposing of their contents and returning them for storage. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that Mr Paul Haywood should be asked to remove, dispose & return the hanging baskets at the end of the season at a cost of £110.**

19/04/23

Planters

The Clerk had obtained a quote for the planting, watering and maintenance of the eight planters throughout the year.

Water & Maintain

May to September	Water & Tidy	£30 per visit
October to April	Tidy Only	£20 per visit

Frequency

March to October	Up to twice per month
November to February	Once per month

Includes planting up twice a year with the town council providing the plants.

Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that Mr Paul Haywood should be asked to carry out the planting, watering and maintenance of the planters at a cost of up to £500.**

20/04/23

Carpets

At a meeting of the Combined Cemetery & Environment Committee held on Monday, 27th March 2023, it recommended that Full Council should carpet the reception, stairs and first floor rooms of Cemetery Lodge.

The Clerk had managed to obtain the following quotes:-

Duncan Hedley & Carpets	£975
United Carpets	£825 + VAT
Wilsons Carpets	£815.71 + VAT

Proposed by Councillor Brumby and seconded by Councillor Stewart - **It was resolved that Wilsons Carpets should be asked to carpet the reception, stairs and first floor rooms of Cemetery Lodge at a cost of £815.71 + VAT.**

- 21/04/23** **ERNLLCA**
 Membership of ERNLLCA was due for renewal, which provided valuable help and support to the Council in the form of advice and training. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that membership of ERNLLCA should be renewed for 2023 / 2024 at a cost of £1,081.15**
- 22/04/23** **Best Kept Village Competition**
 The Clerk had received information about this year's competition and it was felt the Council should enter it - including the categories for Best Kept Playground, Best Kept Cemetery, and Best Community Planting. Proposed by Councillor R Whittaker and seconded by Councillor Stewart - **It was resolved that the Council should enter the Best Kept Village Competition for 2023 at a cost of £50.**
- 23/04/23** **Electricity**
 The Clerk had received no prices from the electricity broker. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that this item should be deferred to the next meeting of the Full Council.**
- 24/04/23** **Items Raised By Councillors**
(i) Dementia Friendly - Councillor Brumby gave an update on the Council and town becoming dementia friendly. A group had been set up called 'Just Sing' and it met on the 1st and 3rd Thursday of every month from 2.30 pm to 3.30 pm, in The Thurlow Pavilion, Epworth, whilst Dementia Direct were setting up a Dementia Cafe on the 2nd Thursday of every month from 1.00 pm to 3.00 pm, in The Thurlow Pavilion, Epworth. The next meeting of the Dementia Steering Group was on Wednesday, 17th May 2023, at 5.30 pm, in the Chapel of Rest, Burnham Road, Epworth. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that this update be noted.**
- 25/03/23** **Personnel**
 Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that due to the confidential nature of this item both the press and public should be excluded from the meeting.**
- Note: Councillor Stewart left the meeting at 8.40 pm.
- (i) Additional Hours** - Councillors discussed granting the Clerk additional hours to enable him to do a Clerk's training course. It was in the Council's interests and part of the Clerk's contract. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Clerk should be given ten additional hours to complete the training course by July.**
- 26/04/23** **Questions to the Chairwoman**
 There were no questions.
- 27/04/23** **Date, Time & Place of Next Meeting**
 The next meeting of the Full Council will be held on Tuesday, 16th May 2023, at 7.00 pm, in the Small Hall of the Imperial Hall, Chapel Street, Epworth. In addition, there is also a meeting of the Planning Committee due to be held on Thursday, 13th April 2023, at 7.00 pm, followed by a meeting of the Finance Committee on Tuesday, 18th April 2023, at 7.00 pm, both in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth.

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

28/04/23

Closure of Meeting

The Chairwoman declared the meeting closed at 8.53 pm.