

EPWORTH TOWN COUNCIL



11th May 2023

To: Members of Epworth Town Council

Councillors Finch, Grantham, Stewart, J Whittaker & R Whittaker

Dear Councillor

I hereby give notice of the **Annual Full Council Meeting of Epworth Town Council** due to be held on **Tuesday, 16th May 2023, at 7.00 pm**, in the **Small Hall of the Imperial Hall, Chapel Street, Epworth**, and you are summoned to attend.

Yours faithfully

A handwritten signature in blue ink that reads 'Gary Johnson'.

Gary Johnson
Town Clerk to the Council

Public Participation

Members of the public may speak prior to the meeting on issues they would like to bring to the attention of the Full Council, however public participation shall not exceed 15 minutes.

Note that this Council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting by means of the recording and expresses hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any member of the public who may be present who do not wish to be filmed or recorded. The Council meeting is recorded, and the recording is saved for a period of no less than 12 months.

AGENDA

1. **Election of Chairperson and Appointment of Deputy Chairperson**
To consider the election of Chairperson and appointment of Deputy Chairperson and to receive declarations of acceptance of office.
2. **Appointment of Committee Members / Council Representatives**
To consider the representation on Council committees, working groups and outside bodies.
3. **Record of Members Present**
To record the names of members present.

4. **Apologies and Reasons for Absence**

To receive and accept any apologies and reasons for absence.

5. **Declarations of Interest & Dispensations**

- (i) To record any declarations of interest in respect of the agenda.
- (ii) To note any dispensations given to any member of the Council in respect of the agenda.

6. **Planning**

To consider the following planning applications:-

PA/2023/440 Proposal: Application to vary condition 2 of PA/2020/1928 to allow for increased roof height
Location: Plot adjacent 26 Hollingsworth Lane, Epworth
Applicant: Mr T Jackson

PA/2023/398 Proposal: Listed building consent to upgrade internal lintels
Location: 25-27 Queen Street, Epworth, DN9 1HG
Applicant: Mr Yip

PA/2023/613 Proposal: Outline planning permission for one dwelling with some matters reserved
Location: Land opposite 76 West End Road, Epworth, DN9 1LB
Applicant: Jasmine Srinath

7. **Turbary Road**

To receive an update on Turbary Road and to consider any further action which may need to be taken.

8. **Chairperson's Report**

To receive a report from the Chairperson

9. **Minutes of the Last Meeting**

To approve as a correct record the minutes of a meeting of the Full Council held on Tuesday, 4th April 2023.

10. **Clerk's Report**

To receive a report from the Clerk.

11. **Correspondence**

(i) To note the following correspondence:-

- a) North Lincs Council - Upcoming Road Closure
- b) The Old Rectory - Easter Crafts Poster
- c) ERPF - Final Results of the 2022 Valuation
- d) Silica Lodge Garden - Customer Loyalty Event
- e) BrightHR - New 2023 Employment Laws Unpacked
- f) Lincolnshire County Council - Coronation Service
- g) North Lincs Council - Local Election Notices
- h) Worknest - Sickness Absence Toolkit
- i) Epworth Old Rectory - Exhibition Invite
- j) Everflow Tariff Changes - 2023/24
- k) Vodafone - 3G Switch Of

- l) North Lincs Council - Transfer of Grass Cutting
- m) LIVES - Thank You for Grant
- n) North Lincs Council - Register of Interest Form
- o) ERNLLCA - North Lincs District Committee Agenda
- p) Bright HR - How to Handle Disciplinary Procedures
- q) Millea Group Limited - Planning Decision PA/SCR/2023/2
- r) Worknest - Changes to Family Friendly Rights & Flexible Working
- s) Shed on the Isle - Poster
- t) Vitality - Avoid Employee Burnout
- u) Scottish Power - The Energy Bills Discount Scheme for Business Customers
- v) ERNLLCA - Coronation VAT Guidance
- w) Humber Emergency Planning Service - Avian Influenza
- x) Mrs D Janney - Subject Access Request
- y) North Lincs Council - Town & Parish Councils Uncontested Results
- z) North Lincs Council - Post Election Co-option Notice
- aa) ERNLLCA - Contact Details
- bb) Unity Trust Bank plc - Post Office Cards
- cc) ERNLLCA - Register of Interests & Councillor Induction
- dd) ERNLLCA - Good Councillor's Guide to Employment
- ee) North Lincs Council - Local Government Election Results Notices
- ff) ERNLLCA - Yorkshire and Humber Climate Commission

(ii) To consider the following correspondence:-

- a) Millea Group Limited - Land at Belton Road
- b) R-evolution - Potential Community Cycle Hub
- c) Royal British Legion - Laying Up of Old Standard & Dedication of New Standard
- d) Lincolnshire County Council - Extensive Urban Survey
- e) Government Events - Supporting Disabled People in the Workplace Conference
- f) HSBC - Epworth Branch Closure
- g) NALC Events - Various Training Events
- h) Zurich Municipal - SLCC Community Buildings Summit
- i) NALC - Star Council Awards 2023
- j) Government Events - Crisis Communication Planning
- k) ERNLLCA - Training for Whole Council
- l) ICCM - One Day Courses

12. **Publications**

To note receipt of the following publications:-

| | |
|---|------------|
| Alliance Volunteer Hub - Newsletter | April 2023 |
| ERNLLCA - Newsletter | April 2023 |
| Public Sector Network - Newsletter | April 2023 |
| Rural Services Network - Rural Funding Digest | April 2023 |
| Clerk & Councils Direct - Magazine | May 2023 |
| SLCC - The Clerk Magazine | May 2023 |
| ERPF - Employer Bulletin | |
| ICCM - Member Newsletter | |
| NALC - Chief Executive's Bulletin | |
| NALC - Events | |
| NALC - Newsletter | |
| North Lincs Council - Weekly Roadworks | |
| Public Sector Executive - Online Newsletter | |
| Rural Services Network - Rural Bulletin | |
| SLCC - News Bulletin | |

13. **Committee / Working Group Reports**
To note / approve the minutes of the following committee / working group meetings:-
- | | |
|--------------------|---------------------------------------|
| Planning Committee | Thursday, 13 th April 2023 |
| Finance Committee | Tuesday, 18 th April 2023 |
14. **Finance**
(i) To approve the Financial Report & Bank Reconciliation Statement for January 2023, February 2023 and March 2023.
(ii) To note and approve the schedule of accounts for payment for May 2023.
(iii) To approve the Budget Report for April 2022 - March 2023.
15. **Annual Governance Statement - Assertions Review**
To approve an Annual Governance Statement - Assertions Review.
16. **Bank Accounts**
To review the signatories to the Council's bank accounts.
17. **Committees & Working Groups**
To review the terms of reference for Committees & Working Groups.
18. **Policies**
To review the Council's policies.
19. **Action Plan**
To consider an action plan for 2023 / 2024.
20. **Planters**
To agree an amount for the purchase of flowers and shrubs..
21. **Weedkiller**
To consider a quote for the use of weedkiller on the paths at the Cemetery.
22. **Insurance**
To consider renewal of the insurance premium for the Council.
23. **Institute of Cemetery & Crematorium Management**
To consider renewal of membership of the ICCM for 2023 / 2024.
24. **Electricity**
To review electricity suppliers and also the way in which the bills are paid.
25. **Water**
To review water supplier.
26. **Date, Time and Place of Future Meetings**
To confirm date, time and place of future meetings of the Council.
27. **Closure of Council Meeting**
To note the time the meeting closed.

Note: All members of the Public & Press are welcome to attend.

If you wish to speak on any matter on the agenda or anything else that affects the Parish of Epworth, please let the Clerk know prior to the start of the meeting.

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

**Appendix for Full Council Meeting held on Tuesday, 16th May 2023, at 7.00 pm,
in the Small Hall of the Imperial Hall, Chapel Street, Epworth**

Item 14 - Finance

ACCOUNTS FOR PAYMENT - MAY 2023

Payments made before or since last meeting:-

| | | | | |
|----------|--------|----------------------------|-------------------------------|----------|
| 03.04.23 | Equals | Londis | Fuel for Mower | 14.96 |
| 11.04.23 | BP | North West Flags | Bunting | 623.68 |
| 17.04.23 | Equals | The Flagman UK | Flag | 12.99 |
| 20.04.23 | DD | EDF Energy | Electricity | 10.00 |
| | DD | EDF Energy | Electricity | 16.00 |
| | DD | EDF Energy | Electricity | 35.00 |
| 25.04.23 | DD | Vodafone | Mobile Phone Charges | 17.16 |
| | Equals | One Fifty Flags | Flag | 6.95 |
| 26.04.23 | BP | Arrand Tree Care Ltd | Tree Work | 660.00 |
| | BP | Starboard Systems Limited | Annual Accounts Licence | 645.84 |
| | BP | ERNLLCA | Annual Membership | 1,081.15 |
| | DD | Everflow Water | Water Rates | 29.76 |
| 27.04.23 | DD | Plusnet | Telephone & Broadband Charges | 34.92 |
| 28.04.23 | BP | Wages / Tax & NI / Pension | Month 1 | 3,436.63 |
| | Equals | The Range | Stationery / Reel / Brush | 36.45 |
| 02.05.23 | DD | Scottish Power | Electricity | 1.00 |
| | DD | North Lincs Council | Business Rates | 62.00 |
| | Equals | Co-op | Floor Cleaner | 3.00 |
| 03.05.23 | DD | EDF Energy | Electricity | 46.40 |
| 04.05.23 | Equals | Londis | Fuel for Mower | 15.55 |
| 06.05.23 | Equals | Tesco | Poly Pockets | 5.40 |
| | Equals | Wilko Limited | File Dividers | 5.00 |
| 09.05.23 | BP | Isle of Axholme Orchestra | S145 Grant | 290.00 |
| | BP | Wilsons Carpets | Carpets | 978.85 |
| | BP | CPRE Northern Lincolnshire | Best Kept Village Competition | 50.00 |
| | Equals | Post Office Ltd | Best Dressed Business Voucher | 30.00 |

Payments submitted at this meeting:-

| | | | | |
|----------|----|-----------------------|---------------------------------------|--------|
| 16.05.23 | BP | Epworth Imperial Hall | Room Hire | 27.50 |
| | BP | North Lincs Council | Trade Waste | 649.60 |
| | BP | Torne Valley Ltd | Cleaning Materials / Bin Liners / Oil | 20.99 |
| | BP | MWQA Ltd | Monthly H&S Competent Person Fee | 60.00 |
| | BP | JB Rural Services | Grass Cutting | 399.00 |
| | BP | NBB Co Ltd | Bench | 474.00 |
| | BP | Mr S Quantrill | Expenses - Mileage & Petrol | 10.13 |
| | BP | J W Aldam | Joinery Work on Doors | 148.00 |
| | BP | Epworth Imperial Hall | Room Hire | 22.00 |
| | BP | Torne Valley Ltd | Line / Bin Liner / Weedkiller / Oil | 43.74 |