

## EPWORTH TOWN COUNCIL

### Minutes of a Meeting of the Full Council held on Tuesday, 6<sup>th</sup> September 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.

#### **01/09/22      Record of Members Present**

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

#### **02/09/22      Apologies and Reasons for Absence**

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

#### **03/09/22      Declarations of Interest & Dispensations**

- (i) Councillor Woods declared a personal and prejudicial interest in Item 13 - Epworth Business Forum.
- (ii) No dispensations had been granted.

#### **04/09/22      Turbary Road**

At the last meeting of the Full Council held on Tuesday, 2<sup>nd</sup> August 2022, the Clerk was asked to do two things:-

(i) He had sought advice from ERNLLCA on the legal implications of registering the land, granting easements and future maintenance of the road and the Council's liability, and been told that what the Council was asking for was legal representation.

(ii) He had contacted the Principal Access and Commons Officer at North Lincolnshire Council to seek a definitive answer to the type of surface they are prepared to accept on Turbary Road and was awaiting a reply.

Although he had now received a reply from Haxey Parish Council who would not be providing Epworth Town Council with any funding from the monies received from North Lincolnshire Council for the grass cutting contract to help towards the maintenance of Turbary Road.

Proposed by Councillor J Whittaker and seconded by Councillor Cooper  
**- It was resolved that the Clerk should:- (i) Seek a quote for resurfacing the full width and length of Turbary Road to a surface level akin to Scawcett Lane. (ii) Seek a quote from North Lincolnshire Council for a service level agreement for the maintenance of that stretch of road. (iii) Give information to the barrister to provide a quote for legal advice. (iv) Contact the Highways Officer at North Lincolnshire Council regarding the money given to Haxey Parish Council for grass cutting and seek clarification if it indeed could be used for maintenance of Turbary Road.**

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

For the motion: Councillors Cooper, Finch, Fleet, J Whittaker, R Whittaker & Woods, whilst against the motion: Councillor Stewart.

05/09/22

**Chairwoman's Report**

The Chairwoman welcomed everyone back after the Summer holidays and hoped they were all refreshed. **(i) Epworth Show** - She thanked Councillor R Whittaker for providing the content and setting up the information board and stand, which was manned by the Chairwoman, Councillor R Whittaker and the Clerk and visited by Councillor Garner. **(ii) Best Kept Village Competition** - Good news that Epworth had come 2<sup>nd</sup> in the Small Town category, but very disappointed as only one point behind the winner. She felt if the weeding problem at the cemetery had been addressed straight away by councillors rather than it being deferred it would have made the difference. Moving forward she hoped to gain 1<sup>st</sup> prize by ensuring a weeding programme was in place earlier in 2023. Proposed by Councillor Cooper and seconded by Councillor Woods - **It was resolved the report be noted.**

06/09/22

**Ward Councillors' Report**

Councillor Robinson had given advance notification of a Town & Parish Council Liaison meeting due to be held on Thursday, 29<sup>th</sup> September 2022, which would focus on Devolution and Highways. In addition he had forwarded a link for a planning application to do with the Leisure Centre. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the ward report be noted.**

07/09/22

**Minutes of the Last Meeting**

**(i) Ordinary Full Council Meeting** - The minutes of an ordinary meeting of the Full Council held on Tuesday, 2<sup>nd</sup> August 2022, had been circulated prior to the meeting. Proposed by Councillor Stewart and seconded by Councillor Woods - **It was resolved that they be approved as a correct record.**

**(ii) Extraordinary Full Council Meeting** - The minutes of an extraordinary meeting of the Full Council held on Tuesday, 30<sup>th</sup> August 2022, had been circulated prior to the meeting. Proposed by Councillor Finch and seconded by Councillor Cooper - **It was resolved that they be approved as a correct record.**

08/09/22

**Clerk's Report****Minute 09/08/22 Correspondence (i) o) Ms J Matthews / Ms A Bradley**

- Path Behind Axholme Drive. The Clerk informed councillors that the vegetation overhanging the path had now been cut back.

**Minute 09/08/22 Correspondence (ii) a) Kirton in Lindsey Town Council**

- Playground Inspection Courses. The Clerk had 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), however more councils were interested in the two day course.

**Minute 09/08/22 Correspondence (ii) c) Councillor T Mitchell**

- Dog Fouling Signs. The Clerk told councillors that the dog fouling sign had been put up at the entrance of the footpath which led from Eastfield Road to the footpath at the back of Lockwood Bank.

**Minute 09/08/22 Correspondence (ii) f) TMCR**

- Transmitter. The Clerk had informed TMCR that the Council had agreed with the exit and operational clause to do with the installation of a transmitter, the provision of an antenna and a PC at Cemetery Lodge. He thanked the Clerk for his help and also asked if he could pass on his thanks to the councillors as well.

**Minute 12/08/22 Planning Applications** - The Clerk informed members that he had passed onto North Lincolnshire Council the views they had expressed on the planning applications which had been considered at the last ordinary meeting of the Full Council held on Tuesday, 2<sup>nd</sup> August 2022.

**Minute 14/08/22 Safeguarding Policies & Procedures** - The Clerk had added Councillor Cooper as the Designated Protection Person and Councillor Brumby as the Deputy Designated Protection Person.

**Minute 16/08/22 Outdoor Gym Equipment** - The Clerk had placed an order to purchase eight items of Outdoor Gym Equipment from Broxap with rubber grass mats at a total cost of £11,886 + VAT.

**Minute 17/08/22 Emergency First Aid at Work** - The Clerk had booked both him and the Groundsperson on an Emergency First Aid at Work training course provided by Prestige Safety Services at a cost of £85 + VAT each.

**Minute 18/08/22 Interior Work** - The Clerk informed councillors that the boards had been removed to look at the state of the stairway ceiling at Cemetery Lodge, and the next step was looking at quotes for the refurbishment of the stairway.

**Minute 20/08/22 HWRA** - The Clerk had paid the £25 membership fee for the Council to join Humber & Wolds Rural Action.

**Minute 21/08/22 Epworth Show** - The Clerk had purchased some business cards for the Council to use at Epworth Show at a cost of £18.59 + VAT.

**Minute 29/08/22 Planning Applications** - The Clerk informed members that he had passed onto North Lincolnshire Council the views they had expressed on the planning applications which had been considered at the Extra-Ordinary meeting of the Full Council held on Tuesday, 30<sup>th</sup> August 2022.

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

**09/09/22**

**Correspondence**

- (i) a) The Thurlow / Councillor T Mitchell - New Bin Fitted at the Thurlow Play Area
- b) Lincs County Council - Lincolnshire Extensive Urban Survey Symposium
- c) HWRA - Men in Sheds Expression of Interest Form
- d) Councillor T Mitchell - Footpath 65 Lane to Cemetery Car Park
- e) North Lincs Council - Remembrance Day 2022
- f) North Lincs Council - A Green Future
- g) North Lincs Council - Town & Parish Council Liaison Meeting
- h) Worknest - Managing Employees with Protected Characteristics Webinar
- i) Unity Trust Bank - FSCS Annual Review 2022
- j) NALC - Star Council Awards 2022
- k) Northern Powergrid - Preparing for Extreme Temperatures
- l) Northern Powergrid - Road Closure Extension
- m) HWRA - Men in Sheds Agenda
- n) Everflow Water - Water Saving Tips During The Drought
- o) Bright HR - Compliant Business Documentation Seminar
- p) Mrs C McMahon - Information Relating to PA/2022/1206
- q) Mrs C McMahon - Skiffle Group Poster

- r) Unity Trust Bank - Interest Rates Increased
- s) The Seafarers' Charity - Fly the Red Ensign Campaign
- t) Epworth Old Rectory - Patchwork Workshop Poster
- u) North Lincs Council - Retirement of Mayor's Secretary
- v) Mrs C McMahon - CPRE Document Relating to PA/2022/1206
- w) Mr C Wragg - Becoming a Council Member
- x) Ms T Brough - Allotments
- y) Harmonix Choir - Concert Poster

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

**(ii) a) ERNLLCA** - Training Courses. Details of various training courses being held from August 2022 to March 2023, and Councillor R Whittaker expressed an interest in attending one of them. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that Councillor R Whittaker should be allowed to attend the 'Roles of Clerk & Councillor' training course due to be held on Wednesday, 7<sup>th</sup> September 2022, from 7.00 pm to 9.00 pm, at a cost of £30 + VAT.**

**b) Ms S Jacklin-Edward** - Purpose of Parish Councils Survey. A request to complete a survey to help improve understanding of the purpose of parish councils. Proposed by Councillor R Whittaker and seconded by Councillor Stewart - **It was resolved that the Clerk should try and complete the survey.**

**c) Miss J Jay** - Double Yellow Lines Outside Co-op. Email asking if anything could be done to stop people parking on the road near the Co-op and also speeding traffic causing problems for those trying to cross the road safely. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the Clerk should contact North Lincolnshire Council and ask for their views on double yellow lines outside the Co-op.**

**d) CPRE Northern Lincolnshire** - Best Kept Village Competition 2022. The Clerk provided each councillor with a copy of the results for the Best Kept Village Competition for 2022. Epworth had come 2<sup>nd</sup> in the Small Town Category - only one point behind the eventual winner. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the information be noted, and that the Chairwoman, Vice-Chairman and Groundsperson be allowed to attend the awards presentation due to be held on Monday, 3<sup>rd</sup> October 2022, at 7.30 pm, in Broughton Village Hall.**

**e) ERPF** - Online Services. ERPF had recommended that the Clerk as an authorised contact for Epworth Town Council should have access to ERPF Online Services. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Clerk should be allowed to register for ERPF Online Services.**

**f) Scribe** - Scribefest. Details of a free conference due to be held on Friday, 9<sup>th</sup> September 2022. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the information be noted.**

**g) Smaller Authorities' Audit Appointments** - Opt Out Communication. Information about the arrangements for the appointment of external auditors

for the limited assurance reviews. If the Council wishes to continue as part of the SAAA sector led auditor appointment regime then no action was required, however if the Council wanted to opt-out it needed to notify SAAA no later than 28 October 2022, and then make its own arrangements for external audit. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that the Council should not opt out.**

**h) North Lincs Council** - Gazebos. The Clerk had sought clarification from North Lincolnshire Council about whether or not the town council was being gifted three gazebos. North Lincolnshire Council was prepared to allocate up to ten gazebos to the town council, who would be responsible for them, but they would remain the property of North Lincolnshire Council. They could be used to hold events, markets or similar functions for the benefit of the local community - the equipment was not for the use of individual businesses to profit from or private personal use. It was queried if there was really a need for ten gazebos, and it was suggested that they could be stored at Epworth Show Ground. Proposed by Councillor Woods and seconded by Councillor Stewart - **It was resolved that the Clerk should accept three gazebos from North Lincolnshire Council, and they should be kept at Epworth Show Ground.**

**i) North Lincs Council / Councillor T Mitchell** - Community Awards 2022. Nominations for this year's Community Champion Awards are now open and due to close on Thursday, 30<sup>th</sup> September 2022. Councillor Mitchell asked if the town council wanted to nominate an individual both he and the other ward councillor had already nominated. Councillor Finch and seconded by Councillor Cooper - **It was resolved the information should be noted by the Council and promoted on the Council's facebook page and notice board.**

**j) RoSPA Play Safety Ltd** - Survey. A request to complete a survey to do with the recent playground inspection. Proposed by Councillor Finch and seconded by Councillor Cooper - **It was resolved that the Clerk should complete the survey.**

**k) ERNLLCA** - Annual General Meeting. Details of the AGM due to be held online on Thursday, 22<sup>nd</sup> September 2022, at 7.00 pm. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the information be noted.**

**l) Government Events** - Speaking & Presenting with Impact Online Course. Details of a course due to be held on Tuesday, 18<sup>th</sup> October 2022. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that the information be noted.**

**m) VANL** - Upcoming Training Courses. Details of various training courses being held from September 2022 to January 2023. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that the information be noted.**

10/09/22

**Publications**

The following publications had been received:-

Alliance Volunteer Hub - Newsletter	August 2022
Civility & Respect - Newsletter	August 2022
ERNLLCA - Newsletter	August 2022

Public Sector Network - Newsletter	August 2022
Rural Market Town Group - Group Round Up	August 2022
Rural Services Network - Rural Funding Digest	August 2022
Clerk & Councils Direct - Newsletter / Magazine	September 2022
North Lincolnshire Council - Forthcoming Meetings	September 2022
Fields In Trust - Trust News	
ICCM - Member Newsletter	
NALC - Chief Executive's Bulletin	
NALC - Newsletter	
North Lincs Council - News Direct	
North Lincs Council - Weekly Roadworks	
Public Sector Executive - Online Newsletter	
Rural Services Network - Rural Bulletin	
SLCC - News Bulletin	
VANL - Newsletter	

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

11/09/22

**Committee / Working Group Reports**

i) **Planning Committee** - The minutes of a meeting of the Planning Committee held on Tuesday, 9<sup>th</sup> August 2022, were circulated prior to the meeting. Proposed by Councillor R Whittaker and seconded by Councillor Fleet - **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, 15<sup>th</sup> August 2022, were circulated prior to the meeting. Proposed by Councillor R Whittaker and seconded by Councillor Woods - **It was resolved that they be approved as a correct record.**

12/09/22

**Finance**

**ACCOUNTS FOR PAYMENT - SEPT EMBER 2022**

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

03.08.22	Equals	Travis Perkins	Cleaning Wipes	37.33
17.08.22	Equals	Wilko Limited	Laminating Pouches	3.60
18.08.22	Equals	Vistaprint	Business Cards	22.30
22.08.22	DD	EDF Energy	Electricity	9.00
	DD	EDF Energy	Electricity	35.00
	DD	EDF Energy	Electricity	65.00
24.08.22	DD	EDF Energy	Electricity	34.00
25.08.22	DD	Vodafone	Mobile Phone Charges	25.22
26.08.22	DD	Everflow Water	Water Rates	11.26
30.08.22	DD	Plusnet	Telephone & Broadband Charges	34.92
	Equals	Londis	Fuel for Mower	26.96
31.08.22	BP	Wages / Tax & NI / Pension	Month 5	3,363.30
	BP	HWRCC	Annual Membership	25.00
01.09.22	DD	Scottish Power	Electricity	1.00
	DD	North Lincs Council	Business Rates	71.00

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

**Payments submitted at this meeting:-**

06.09.22	BP	Torne Valley Ltd	Paint Brush & Sandpaper	5.81
	BP	Torne Valley Ltd	Cable Ties & Plant Food	17.98
	BP	Complete Weed Control Ltd	Weedkiller	360.00
	BP	Torne Valley Ltd	Bin Liners & Litter Picker	23.97
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	50.00
	BP	Playsafety Limited	Annual Playground Safety Inspection	117.60
	BP	Torne Valley Ltd	Plant Food / Grease / Oil / Ear Plugs	27.53
	BP	Mr S Quantrill	Expenses - Mileage	9.90
	BP	Mr P Barker	Expenses - Mileage	2.70

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

**13/09/22**

**Epworth Business Forum**

The Clerk had received an application for a financial grant from Epworth Business Forum to help towards the cost of them providing entertainment for the Christmas Market. It was noted that whilst a set of accounts had been provided these were not audited, and also the copy of the constitution provided was not signed. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Council should make a \$145 grant of £800 to Epworth Business Forum to help towards the cost of the Christmas Market, but subject to them providing the correct paperwork.**

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

**14/09/22**

**Equal Opportunities Policy**

Each member of the Council was provided with a copy of the Council's Equal Opportunities Policy to review and approve. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Equal Opportunities Policy be approved subject to a minor amendment.**

**15/09/22**

**Dog Waste Bin**

At the last meeting of the Full Council held on Tuesday, 4<sup>th</sup> August 2022, it was agreed that Chairwoman, Councillor R Whittaker and the Clerk should attend a meeting onsite with an officer from North Lincolnshire Council about the Dog Waste Bin. This took place on Tuesday, 30<sup>th</sup> August 2022, with both the Clerk and Councillor R Whittaker in attendance along with Mr James Todd from North Lincolnshire Council. North Lincolnshire Council were not prepared to reinstate the dog waste bin at the field end of the footpath leading from Eastfield Road to the rear of Lockwood Bank, however they were prepared to reinstate it at the beginning of the footpath on Eastfield Road itself. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved to accept it being reinstated where North Lincs Council were prepared to put it.**

**16/09/22**

**Isle of Axholme Flag**

The following costs had been obtained for purchasing an additional flag:-

Flag	£20.00
Pole	£89.00
Delivery	<u>£29.00</u>
	<u>£138.00</u> + VAT

Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Council should purchase an additional Isle of Axholme Flag and Pole at a cost of £138 + VAT.**

17/09/22

**Outdoor Gym Equipment**

Councillors discussed a location for the outdoor gym equipment and it was suggested that it should go on the left hand side of the Queen Elizabeth II Playing Field near the existing play equipment in two rows of four. Some councillors still expressed concerns whether the equipment was disabled friendly, whilst others felt the equipment was inclusive. Proposed by Councillor Stewart and seconded by Councillor Woods - **It was resolved that the Outdoor Gym Equipment should be located on the left-hand side of the Queen Elizabeth II Playing Field at Kings Head Croft.**

18/09/22

**Kings Head Croft**

The Clerk provided each councillor with a copy of the annual safety inspection report carried out by Playsafety Limited on 15<sup>th</sup> August 2022. Several issues had been raised including problems with the safety surface shrinking / separating and a need to re-glue and fill the gaps and joints as necessary, as well as replace missing caps off some of the equipment. Proposed by Councillor Finch and seconded by Councillor J Whittaker - **It was resolved that the report be noted and the Clerk take the appropriate action, however the Combined Cemetery & Environment Committee could prioritise what needed to be done.**

Councillor Stewart left the meeting at 9.00 pm.

19/09/22

**Cemetery Lodge Repairs**

i) **Light Fitting** - The Clerk had obtained a quote to safely wire a light fitting above the stairway at Cemetery Lodge. Proposed by Councillor Cooper and seconded by Councillor J Whittaker - **It was resolved that the Clerk should ask Jeff Cockin Electrical Contractors Ltd to safely wire a light fitting above the stairway at a cost of £120 + VAT.**

ii) **Roof Repair** - The Clerk had obtained a quote to repair the roof above the reception door at Cemetery Lodge. Proposed by Councillor J Whittaker and seconded by Councillor Woods - **It was resolved that the Clerk should ask Dave Jaques Building Services Ltd to repair the roof above the reception door at a cost of £174.**

20/09/22

**Hedging**

At a meeting of the Combined Cemetery & Environment Committee held on Monday, 15<sup>th</sup> August 2022, it made a recommendation to Full Council that it should plant a hedge with 4ft plants to fill the gap at the Cemetery. Proposed by Councillor and Cooper by Councillor Woods - **It was resolved that the Clerk should purchase twenty 4ft high plants at a cost of £80 + VAT from Axholme Landscapes to fill the gap in the hedging at the Cemetery.**

21/09/22

**Grassed Circle at Cemetery Lodge**

At a meeting of the Combined Cemetery & Environment Committee held on Monday, 15<sup>th</sup> August 2022, it made a recommendation to Full Council that it should purchase two keep off the grass signs for the grassed circle area at Cemetery Lodge.



Proposed by Councillor J Whittaker and seconded by Councillor Woods - **It was resolved that the Clerk should purchase two signs from Amazon at a cost of £21.34 + VAT and also seek quotes for alternative signs.**

22/09/22

**Poppies**

At a meeting of the Combined Cemetery & Environment Committee held on Monday, 15<sup>th</sup> August 2022, it made a recommendation to Full Council that it should purchase purchase twenty poppies to replenish some of the damaged stock for Remembrance Day. Proposed by Councillor Cooper and seconded by Councillor Finch - **It was resolved that the Clerk should purchase 20 poppies at a cost of £3 each from the Royal British Legion.**

23/09/22

**Mole Control**

The Clerk informed councillors there was a problem with a mole disturbing the ground near the Chapel of Rest at the Cemetery and he provided them with a quote he had obtained to deal with it. Proposed by Councillor J Whittaker and seconded by Councillor Woods - **It was resolved that the Clerk ask Axholme Pest Control to deal with the Mole Problem at a cost of £60 + VAT.**

24/09/22

**Domain Name**

The Clerk informed councillors that the Council's domain name was up for renewal. Proposed by Councillor Finch and seconded by Councillor Cooper - **It was resolved that the Clerk should renew the council's domain name with Wix.com at a cost of £33.15 + VAT for 2 years.**

25/09/22

**Electricity**

The Clerk informed councillors that whilst most of the Council's electricity contracts were fixed until June 2023, but given the volatility of the energy market it could arrange a deal now to take affect once they had come to an end. However prices were only available from one provider and the Government may step in and provide help in the form of grants or loans for businesses. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the Council should defer any decision about an electricity supplier and make it a monthly agenda item.**

26/09/22

**Items Raised By Councillors**

(i) **Youth Council** - Councillor J Whittaker informed councillors that Belton had agreed to take part, Owston Ferry and West Butterwick still had to meet, whilst Haxey and Wroot had not yet been approached. He was in contact with the school and would find out the date of their first meeting. Proposed by Councillor Finch and seconded by Councillor Cooper - **It was resolved that the update be noted.**

27/09/22

**Questions to the Chairwoman**

There were no questions of an immediate urgency to the Chairwoman.

28/09/22

**Date, Time & Place of Next Meeting**

The next meeting of the Full Council will be held on Tuesday, 4<sup>th</sup> October 2022, 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 Tuesday, 20<sup>th</sup> September 2022, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. **It was resolved the information be noted.**

29/09/22

**Closure of Meeting**

The Chairwoman declared the meeting closed at 9.18 pm.