

## EPWORTH TOWN COUNCIL

### Minutes of a Meeting of the Full Council held on Tuesday, 5<sup>th</sup> March 2024, at 7.00 pm, in the Small Hall of the Imperial Hall, Chapel Street, Epworth

No member of the public expressed an interest in addressing the Council.

**01/03/24**      **Record of Members Present**

The following councillors were present: Councillors Finch (Chairwoman), Baker, Grantham, Holt, J Whittaker, R Whittaker & Wilson.

**02/03/24**      **Apologies and Reasons for Absence**

There were no apologies, because all members were present.

**03/03/24**      **Declarations of Interest & Dispensations**

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

**04/03/24**      **Co-option**

The Clerk had received two expressions of interest for co-option, however only one person had submitted an actual application. The Clerk had provided each councillor with a copy of this prior to the meeting. Proposed by Councillor J Whittaker and seconded by Councillor Baker - **It was resolved that Mr Graham Milnes should be co-opted onto the Council.** As he was present, he was able to sign his declaration of acceptance of office and participate in the rest of the meeting.

**05/03/23**      **Planning**

**PA/2024/117**

Proposal: Planning permission to erect a single-storey rear extension (including removal of conservatory)  
Location: Meadow View, West End Road, Epworth, DN9 1LB  
Applicant: Mr & Mrs Lamb

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

**06/03/24**      **Chairwoman's Report**

The Chairwoman had nothing to report.

**07/03/24**      **Ward Councillors' Report** - Ward Councillor Mitchell was in attendance and gave the following report:- **(i) Budget** - North Lincolnshire Council had set its budget for 2024/25 with an increase of 1.99%. Free parking for 2 hours would be retained all across North Lincolnshire. Every child up to the age of five would continue to get a free book. Work at Epworth Leisure Centre and The Hub is due to be completed in July. New parking facilities at the current library site. **(ii) Roads & Pavements** - Some of these had already been fixed. **(iii) Bin Collection** - Hit hard by staff absences. Bin calendars available to download. **(iv) HS2** - Money from Network North due to cancellation of HS2 will provide funding of £118 million over three years - some of it for road repair improvements. **(v) Greater Lincolnshire** - Extra-ordinary meeting next week about this, although some concerns about governance.

**(vi) Review of Town & Parish Councils** - Review being carried out of parish councils. After his report the ward councillor also answered several questions from councillors about bus shelters, devolution and ward surgeries. Proposed by Councillor Baker and seconded by Councillor Grantham - **It was resolved that the report be noted with pleasure.**

08/03/24

**Minutes of the Last Meeting**

The minutes of a meeting of the Full Council held on Tuesday, 6<sup>th</sup> February 2024, had been circulated prior to the meeting. Proposed by Councillor Baker and seconded by Councillor R Whittaker - **It was resolved that the minutes be approved as a correct record.**

09/03/24

**Clerk's Report**

**Minute 21/10/23 Town Walks** - The Clerk had been informed that the seat on the corner of Queen Street / Chapel Street in Epworth had been repaired by North Lincolnshire Council.

**Minute 15/12/23 Items Raised By Councillors (iii) Planters** - With regard to looking at the refurbishment of the planters in the Market Place, the Clerk had been informed by North Lincolnshire Council that an appropriate inspection had been raised and would let us know if any action was required.

**Minute 14/02/24 Website** - The Clerk informed councillors that he had managed to agree with Aubergine for them to provide a new website with a one-off set-up fee and first year annual subscription for £499 + VAT and the transfer of the existing website content to the new website at a cost of £25 + VAT per hour and a .gov.uk domain name.

**Minute 15/02/24 Weedkilling** - The Clerk had asked Complete Weed Control (Humberside) Ltd to apply weedkiller to the Cemetery paths and car park at a cost of £210 + VAT.

**Minute 16/02/24 Hedge** - The Clerk had asked Arrand Tree Care to cut part of the Cemetery hedge at a cost of £500 + VAT.

**Minute 20/02/24 Facebook** - The Clerk had posted most of the items suggested for Facebook.

Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that the report be noted.**

10/03/24

**Correspondence**

- (i) a) North Lincs Council - Waste Transfer Note and Terms & Conditions
- b) Immingham Town Council - Civic Service
- c) Peninsula Business Services - Flexible Working Webcast
- d) Mr M Harm - Overgrown Trees
- e) Worknest - Sickness Absence Resources
- f) Bright HR - Reducing Absence and Boosting Productivity
- g) Worknest - Annual Leave Entitlement & Pay From 2024
- h) SLCC - Martyn's Law: Standard Tier Consultation Webinar
- i) ERNLLCA - Emergency Planning Package
- j) Epworth Bowls Club - Quiz Poster
- k) Worknest - Navigating Workplace Relationships
- l) Barton Upon Humber Town Council - Mayor's Civic Dinner
- m) St. Andrew's Church - Coffee Morning Poster

- n) Epworth Old Rectory - Family Craft Activities
- o) Mr D Hale - Official Town Guide
- p) Keep Britain Tidy - Great British Spring Clean
- q) Humber & Wolds Rural Action - Annual General Meeting
- r) Epworth Old Rectory - Care for a Cuppa Poster
- s) Bright HR - Interview Guide
- t) North Lincs Council - Mayor's Appeal Fund

Proposed by Councillor Baker and seconded by Councillor Grantham  
**- It was resolved that the information be noted.**

**(ii) a) North Lincs Council** - Public Path Extinguishment and Definitive Map and Statement Modification (Public Footpath 53, Epworth). The Council had received notice of an order to extinguish Public Footpath 53, which was on land between Station Road and Belton Road and North of Tottermire Lane. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that standing orders be suspended to allow members of the public to speak.** One member of public believed it was not a path many people knew about and it did not really exist on the ground. It had been built upon and went across people's front lawns. They thought North Lincs Council could consider a diversion next to the Fire Station, but did not want them to keep it on the route it was. Another member of the public believed a stopping order had not happened and it was being done now. It affected domestic properties. Proposed by Councillor R Whittaker and seconded by Councillor Baker - **It was resolved that the Council should support the closing of the existing footpath, but ask that an alternative one be explored and to ensure signage for Footpath 53 is appropriate.**

**b) ERNLLCA** - Training Guide. A guide listing various courses available for Councillors, Chairs, Committee Members, Clerks & Officers in 2024. Proposed by Councillor J Whittaker and seconded by Councillor Holt - **It was resolved that the information be noted.**

**c) ERNLLCA** - Playground Operation Inspection Training. Details of a two day course due to be held on 10-11<sup>th</sup> July 2024, from 9.30 am to 4.30 pm, in Waters Edge Visitors Centre, at a cost of £200 + VAT (with no exam) and an additional £265 (including exam). Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Clerk have discretion for a member of staff to attend the Playground Operation Inspection Training Course on 10<sup>th</sup> & 11<sup>th</sup> July 2024.**

**d) North Lincs Council / NACO** - Free Portrait of His Majesty The King. Applications open for town and parish councils to obtain a free portrait of His Majesty The King with a deadline for applications by 28<sup>th</sup> March 2024. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that the Clerk apply for a free portrait of His Majesty The King.**

**e) Northern Powergrid** - Regional Workshops. Details of various workshops being held throughout the region with the Hull and Humber event being held on Tuesday, 19<sup>th</sup> March 2024, from 10.00 am to 1.00 pm, at the MKM Stadium, The Circle Walton Street, Anlaby Road, Hull. Proposed by Councillor Finch and seconded by Councillor R Whittaker - **It was resolved that the information be noted.**

f) **North Lincs Council** - D Day Grant. Email confirming that the Council had been awarded a Community Grant of a maximum of £250 from North Lincolnshire Council to help celebrate the 80th Anniversary of the D-Day Landings and the Battle of Normandy in June 2024, but this was subject to the standard conditions of the grant. Proposed by Councillor Baker and seconded by Councillor Finch - **It was resolved that the Clerk should accept the grant of £250 from North Lincolnshire Council and its conditions.**

11/03/24

**Publications**

The following publications had been received:-

HWRA - Newsletter	February 2024
Public Sector Network - Newsletter	February 2024
Rural Services Network - Rural Funding Digest	February 2024
Clerks & Councils Direct - Magazine	March 2024
ERVAS - Community Vision	
Fields In Trust - Newsletter	
ICCM - Member Newsletter	
NALC - Chief Executive's Bulletin	
NALC - Events	
NALC - Newsletter	
North Lincs Council - Business Focus	
Public Sector Executive - Online Newsletter	
Rural Services Network - Rural Bulletin	
SLCC - News Bulletin	

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

12/03/24

**Committee / Working Group Reports**

i) **Planning Committee** - The minutes of a meeting of the Planning Committee held on Monday, 12<sup>th</sup> February 2024, were circulated prior to the meeting. Proposed by Councillor R Whittaker and seconded by Councillor Holt - **It was resolved that they be approved as a correct record.**

ii) **Personnel Committee** - The minutes of a meeting of the Personnel Committee held on Thursday, 15<sup>th</sup> February 2024, were circulated prior to the meeting. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that they be noted.**

(iii) **Personnel Committee** - The minutes of a meeting of the Personnel Committee held on Monday, 4<sup>th</sup> March 2024, were circulated prior to the meeting. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that they be approved as a correct record.**

13/03/24

**Finance****(i) Accounts for Payment****ACCOUNTS FOR PAYMENT - MARCH 2024****Payments made before or since last meeting:-**

12.02.24	BP	Equals	Top Up	300.00
14.02.24	Equals	Wix.com LTD	Premium Plan	172.80

16.02.24	Equals	Epworth Post Office	Stamps	16.00
20.02.24	DD	EDF Energy	Electricity	19.00
	DD	EDF Energy	Electricity	32.00
	DD	EDF Energy	Electricity	126.00
25.02.24	Equals	Tesco Stores Ltd	Stationery	7.00
26.02.24	DD	Everflow	Water Rates	4.82
28.02.24	DD	Vodafone	Mobile Phone Charges	17.16
	DD	Talk Talk	Telephone & Broadband Charges	21.54
29.02.24	BP	Wages / Tax & NI / Pension	Month 11	3,589.07
01.03.24	DD	Scottish Power	Electricity	35.83

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

**Payments submitted at this meeting:-**

05.03.24	BP	Axholme Landscapes	Hedging	108.00
	BP	Viking Office UK Limited	Storage Cupboard	250.80
	BP	Epworth Imperial Hall	Room Hire	22.50
	BP	Torne Valley Ltd	Weedkiller / Cleaning Mats / Bin Bags	26.91
	BP	Banner Business Solutions Ltd	Ink Cartridges & Paper	71.99
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	72.00
	BP	Mr S Quantrill	Mileage	8.10
	BP	Mr G Johnson	Postage	4.20

Proposed by Councillor R Whittaker and seconded by Councillor Finch  
**- It was resolved that these accounts be paid.**

**14/03/24**

**Beacon**

Since the last meeting of the Full Council the Clerk had met with the current landowner, the potential new landowner and Councillor Grantham about the Beacon. In addition he had submitted a Permitted Development Enquiry to North Lincolnshire Council for the erection of a Beacon, and been told that it would require planning application because it was over 4m high and on land neither owned or maintained by the town council. There was some discussion on whether it was a permanent or temporary structure and therefore if it needed planning permission. Proposed by Councillor Baker and seconded by Councillor Finch - **It was resolved that the Council should proceed with the development of the Beacon and ask the Clerk to check if planning permission was required and take the appropriate action.**

**15/03/24**

**CCTV**

The Chairwoman, Vice-Chairman and the Clerk had visited the CCTV Control Centre in Scunthorpe on Monday, 5<sup>th</sup> February 2024, to see the CCTV cameras at Kings Head Croft in operation. It was suggested that another camera could perhaps be put up and the lighting also improved to help monitor the area. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that the Clerk should seek quotes for a similar service to that which was going to be provided by Woollas Security regarding CCTV.**

**16/03/24**

**Market Cross**

The Clerk had obtained several quotes to clean the Market Cross, but it was pointed out that if such work was carried out then the pavement surrounding it would stand out. It was suggested that such work could perhaps be co-ordinated and a community grant obtained to help fund it.

Proposed by Councillor Baker and seconded by Councillor Finch - **It was resolved that the Clerk be authorised to apply for listed building consent / planning permission if required from North Lincolnshire Council to clean the Market Cross.**

17/03/24

**Memorial Safety Inspection**

The Administrative Assistant had managed to obtain the following quotes for checking the safety of the memorials in the Cemetery:-

ICCM	£2,500 + VAT
Samuel Jacob Memorials	£7,000 + VAT
Serenity Memorials Limited	£2,800 + VAT

However the ICCM quote did not include temporarily making safe any memorials which were found to be unsafe, however the quote from Samuel Jacob Memorials did, whilst Serenity Memorials would charge £5 + VAT per unsafe memorial for temporarily making it safe and attaching a notice to that effect.

Proposed by R Whittaker and seconded by Councillor Grantham - **It was resolved that the Clerk ask Serenity Memorials Ltd to carry out a safety check of the memorials in the Cemetery at a cost of £2,800 + VAT (plus the cost of securing any unsafe memorials).**

18/03/24

**Internal Auditor**

The Council had to appoint an internal auditor for 2023 / 2024, and the Clerk had therefore obtained a quote from the Council's current internal auditor. Proposed by Councillor Baker and seconded by Councillor J Whittaker - **It was resolved that the Council should appoint Mr Richard Dixon of Public Sector Audit as the internal auditor for 2023 / 2024 at a cost of £915.**

19/03/24

**Electricity**

The Clerk had received prices from the electricity broker and provided each councillor with a copy of them, however he wanted to clarify something before the Council discussed them. Proposed by Councillor Finch and seconded by Councillor Grantham - **It was resolved that the item should be deferred to the next meeting of the Full Council.**

20/03/24

**Items Raised By Councillors**

(i) **Review of Standing Orders** - Councillor Baker gather a further update on the review of standing orders. He stated it was a work-in-progress and the Working Group had arranged to meet again. Proposed by Councillor Holt and seconded by Councillor R Whittaker - **It was resolved that this be noted.**

(ii) **Vision Statement / Action Plan** - Councillor Holt was not sure what the Council was trying to achieve and suggested an action plan that would look 3 to 5 years ahead and involve the people of Epworth. Proposed by Councillor Baker and seconded by Councillor Finch - **It was resolved that a Working Group should be formed to do an updated Action Plan - to include Councillors Finch, Holt, Milnes and J Whittaker.**

(iii) **Bus Shelters** - Councillor Finch said there were four bus shelters in a bad state - they were filthy and had lichen and moss on them. She stated that North Lincolnshire Council relied on the goodwill of the community and two

of them had recently been cleaned and tidied up. She had received a verbal quote of £100 to clean a shelter. Proposed by Councillor Baker and seconded by Councillor Finch - **It was resolved that the Clerk should contact North Lincolnshire Council and ask them to clean the Bus Shelters in Epworth and also express serious concerns about people putting themselves at risk due to it being done by volunteers rather than North Lincolnshire Council.**

**21/03/24**

**Facebook**

Councillors considered items for Facebook and suggested the following: Bus Shelters / Memorials / Beacon. Proposed by Councillor Finch and seconded by Councillor Holt - **It was resolved that the Clerk post the above items on the Council's Facebook page.**

**22/03/24**

**Groundsperson / Hanging Basket Waterer Vacancy**

The Clerk informed councillors that it would be sensible for the new Groundsperson to start before the old Groundsperson left to make sure there was a cross-over period, however the old Groundsperson was owed some holidays but he was prepared to work them. Proposed by Councillor J Whittaker and seconded by Councillor Wilson - **It was resolved that the old Groundsperson be paid for any holidays he was unable to take.**

**23/03/24**

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

The next meeting of the Full Council is due to be held on Tuesday, 2<sup>nd</sup> April 2024, at 7.00 pm, in the Small Hall of the Imperial Hall, Chapel Street, Epworth. In addition, there is also a meeting of the Personnel Committee due to be held on Monday, 11<sup>th</sup> March 2024, at 6.30 pm, followed by a meeting of the Planning Committee at 7.00 pm, then a meeting of the Finance Committee on Tuesday, 23<sup>rd</sup> April 2024, at 6.45 pm - all in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor Finch and seconded by Councillor Holt - **It was resolved the information be noted.**

**24/03/24**

**Closure of Meeting**

The Chairwoman declared the meeting closed at 9.22 pm.