



EPWORTH TOWN COUNCIL ENVIRONMENT AND CEMETERY COMMITTEE MEETING

08 March 2021 - 7.00pm

MINUTES

Present:

Councillors: Cllr. Finch (Chair of E&C Committee), Cllr. R. Whittaker, Cllr. Stewart, Cllr. Brumby, Cllr. Woods

Clerk and RFO: Mr S Baxter

Members of the public: None

Meeting commenced at 7.00pm

AGENDA ITEMS FOR DISCUSSION AND DECISION

1. **Welcome to all Councillors and any members of the public sitting in observation and a reminder that the meeting is recorded.**

The Chair welcomed all and checked all Councillors were able to see, hear and be heard as the meeting was held via a digital format. The Clerk - through the Chair - reminded all Councillors and any public present that the meeting will be recorded.

The Chair welcomed Cllr. Brumby to the E&C Committee.

There were no members of the public present.

2. **Members of the public participation** - this will be limited to 10 minutes and each member of the public will have a maximum time of three minutes. This is at the discretion of the Chair.

There were no questions from members of the public as none were present.

3. **Motion to exclude members of press and public from participation** - but can observe

For the following agenda points members of the public can observe the meeting but cannot take part in any discussion or debate. Any persons not Councillors or the Clerk will be muted on Zoom

As there no members of the public or press present, the motion was not needed.

4. **Apologies for absence from Councillors**

As all Committee Members were present, no apologies had been submitted.



5. Declarations of interest – for the Council to note including dispensations presented to the Clerk

There were no declarations of interest presented nor did the Clerk receive any prior to the meeting.

6. Minutes of the last E&C Committee Meeting (08 Feb 2021) – for reference only as the minutes had been agreed at the Full Council Meeting on the 02 March 2021.

The Chair noted that the minutes had been formally agreed and asked if there as any comments. None were forthcoming.

7. Cleaning of gutters at Cemetery Lodge and installation of the draught excluders at the Chapel of Rest

The Chair opened the discussion to confirm that the gutters at the CL had been cleared and the draught excluders had been installed.

Cllr Woods stated that he felt the draught excluders that had been fitted were not in keeping with the door of the C of R and it possibly now needed a weather board installing to hide the stainless-steel excluders.

Cllr Whittaker stated that the contractor had installed the excluders on the external side because of the drop of the floor and the doorway. She said the contractor did state that the excluder could be painted in the future to match the doorway. In regard to the actual work – Cllr Whittaker did state that the contractor put the quote in that the Council agreed and that he was only following what he quoted.

The Committee agreed with the comments from Cllr Whittaker and that the look of the excluders could be reviewed in the future and if required a decorator could be asked to paint them to match the door.

8. Siting of the main planters – update from the Councillors

The Chair stated that the Council had received an offer from a local resident to install planters free of charge near the new Epworth Town signs. She stated that while there could be no decision (as the point had not been put on the agenda) the Committee could place their support.

In regard to the place of these planters offered, the discussion was if the planters could be under or near the signs. Cllr Brumby stated it would be nice to have them underneath as to limit the impact of grass cutting – Cllr Woods stated that we would need to ensure that the plants in the planters didn't obscure the signs.

Cllr Whittaker stated that the Council need to be aware that while the Committee may accept the free gift, there was the consideration of watering, maintenance as well as undertaking a H&S risk assessment.

The Committee agreed that the final decision needs to be passed to the next Full Council Meeting.

In regard to the original two planters, the Committee discussed where they should be placed. The discussion was the Bottom of Fieldside at Studcross and at the Flag Villa on West End Road

- ***Motion to agree the location of the two main planters was proposed by Cllr Stewart, seconded by Cllr R Whittaker and agreed unanimously. Motion carried.***

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Actions: The Clerk to ensure that NLC is chased up for permission to site the planters and then the contractor for the installing of the concrete base for the planters, and then the movement to the site.

9. Extra Bin for QEII Field

The Chair asked the Clerk to update the Committee on the extra bin.

The Clerk stated that the extra bin had been delivered and it was being stored in the shed at Cemetery Lodge. Once the Committee had decided exactly where the bin needed to go, then he would instruct the contractor to install the base for the installation of the bin.

The Committee discussed that they wanted the bin near the two black benches (but not too close) to ensure the usefulness but not inhibit the use of the benches. They also stated that upon a future review, the Committee may decide to install a second bin.

Cllr Stewart asked who would be responsible for emptying the bin and where the waste would go – the Chair stated that the emptying was under the new handy person role and it would be emptied into the new larger bin at Cemetery Lodge.

10. Handy person role applicants

The Chair asked the Clerk to update on the situation.

The clerk stated that the deadline has passed: there have been two applicants for the role of Handy person. After the Full Council Meeting the request was made to ascertain from the applicants if they wished to be considered for the Cemetery management role – one applicant would consider undertaking both and one applicant only wanted to apply for the handy person role. The Clerk confirmed that the decision to use a commercial contractor or employ a Grounds person would be made on the EOM on Monday, 15 March.

The Clerk clarified a question from Cllr Stewart – the handy person role comprises of duties including litter picking and the watering of the hanging baskets.

11. Decoration of the upstairs of the Cemetery Lodge

The Clerk had previously sent to the Councillors the two quotes received from local decorators and photographs of some of the areas in the upstairs of CL that needed attention.

Cllr Woods stated he and Cllr Finch had accompanied the two decorators who supplied quotes – wanted to clarify that they weren't asked to quote on work on the stairs. He also stated that the issue with the stairs may be that it needs leaving to properly dry out before any decision on action,

Cllr Woods confirmed that contractor A (name withheld) put a quote in for all the work requested broken down by area – but included the Bell and under canopy. The quote was for £2,070. Contractor B (Mr Ian Richardson Decorators) put a quote in for the work requested (but not including the under canopy and the Bell) for £1,450.

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Following a question from Cllr Brumby about the Bell and under canopy, Cllr Woods stated that after a discussion with a contractor used by the Council previously, the under canopy was not needing urgent work and the painting of the Bell would not be expensive.

The Clerk clarified a question on the budget position for the work – the Clerk confirmed there was £2,000 budgeted for work on the maintenance of the CL and Chapel of Rest. He also confirmed the funds were from the 2021-22 financial year.

Cllr Whittaker stated that the Council should be cautious to spending two thirds of the total budget for maintenance on the CL and C of R right at the start of the year – especially as the roof of the building may become an issue and may currently be causing damp. She suggested getting the roof and the pointing done first and then look to manage the internal aspect step by step.

Cllr Woods stated that he had spoken to a local contractor the Council had previously used who stated the roof valleys were fine and that they can wait for later review.

The Council discussed the issues – they questioned should they act now to not stop any further deteriorating in the condition.

- *Motion to agree quote from Mr Ian Richardson and to ask him to commence the work quoted was proposed by Cllr Woods, seconded by Cllr Finch and agreed with one objection and one abstention. Motion carried.*

Actions: The Clerk to contact Mr Ian Richardson and arrange for a timeframe when the work will be commenced. Then to update the Council when work has commenced and completed.

12. Stairs at Cemetery Lodge

The Committee discussed the issue of when the Council should consider any work on the stairs of CL. They discussed that this project could wait for a further review later in the year after the work on the decorating maintenance has been completed.

13. Website update

The Chair asked the Clerk to update them on the recent additions to the website. The Clerk confirmed that the website had been updated to include photographs of recent litter work Cllr Finch and Cllr Brumby

The Chair offered to send more pictures of the local area which could be used by the Clerk on the website.

14. Litter pick from Belton area

The Chair stated that she had joined a group called the 'Litteratis' which had been undertaking a litter pickup project in the picnic area in Belton. She confirmed that the work was covid restriction compliant but that while the group was not directly linked to the Council, they were doing a great job in helping to clean up the area.

Cllr Stewart asked if we could put up cameras to catch the perpetrators in the act. The Council thought this may work but there are legislative issues to consider.



15. Hanging Baskets Project

The Clerk confirmed that as far as he is aware there is currently around 25-30 orders for hanging baskets so far. Two had paid in excess of what was requested – one paid £28.50 and the other £25. He confirmed the deadline was 25 March 2021 for orders to be submitted by businesses.

Cllr Whittaker stated that we need to purchase some matting and wicks for 12 hanging baskets. She stated that we need to ask the Council's usual contractor to inspect the condition and safety of the hanging basket brackets. Cllr Whittaker stated that we would also need to have the water bowser serviced.

Not in direct correlation to the hanging baskets, Cllr Whittaker did ask the Clerk that while he was arranging the servicing of the water bowser, could he also arrange the safety service of the grounds person equipment and machinery.

- *Motion to ask the usual contractor to check the safety of the hanging basket brackets and the arrange for the servicing of the water bowser and the grounds person equipment and was proposed by Cllr Whittaker, seconded by Cllr Stewart and agreed. Motion carried.*

Actions: The Clerk will contact the usual contractor for the hanging baskets safety check as well as ensuring the water bowser is serviced. He will in addition arrange the servicing of the grounds person equipment.

16. Production of the Echo

Cllr Whittaker stated that she had unfortunately not received much detail from other Councillors but hoped this could be rectified – she thanked Cllr Finch and Cllr Brumby for their submissions.

Cllr Whittaker stated that she hoped to have a provisional copy ready for April's meeting.

17. Community Orchard update

The Chair asked if there was an update from the Clerk.

The clerk stated that he was still waiting from a reply from the Planners and Environmental Team at NLC. Once they have updated the Clerk on any issues the Council may face in the community orchard the Clerk will update the Committee. The Clerk stated that he had also asked for advice from Clerk's forums on other Council's work on orchards in cemeteries.

The Chair also stated that there was request from the Full Council for the Committee to consider a granite wall for a memorial. The Chair said this could be discussed at the Full Council once options had been investigated and considered.

18. Town Walks

The Chair stated herself and Cllr Woods had undertaken the recent Town Walk to collect litter. She stated that the walks were done in a manner that did not contravene any covid restrictions and they wore PPE.

The Chair stated that herself, Cllr Woods and Cllr Whittaker would meet on the 26 March 2021 and undertake the town walk and litter pick up around the Pashley Walk and Studcross area.

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19. Agreement on Facebook items

The Chair and the Committee discussed the needs for items and then asked that the following was updated on the Council's Facebook page:

- i) To thank the Litterarti litter pick group
- ii) To thank Abbey Smith and the B R I L L group
- iii) Isle Clean up Group
- iv) To remind businesses in the Town that they have until the 25 March to order their hanging baskets
- v) To ensure people were aware that the crocus' have now come through and that it shows the working relationship the Council had with Polio Initiative and Rotary Club last year

20. Questions to the Chair

Cllr Brumby asked the Chair to ask the Clerk if he could clarify the wording on the website in connection to the litter picking photographs.

Cllr Brumby also asked about various cameras near ETC land and if they could be used to highlight any litter offenders. The Chair and Cllr Whittaker stated that the cameras belong to NLC and that while they are monitored by a NLC Hub, the staff watching these watch hundreds of cameras. But it may be worth at a later date contacting NLC through a Ward Councillor to establish what rules and regulations apply.

- *Motion to ask the NLC for feedback on the use of cameras and what rules apply was proposed by Cllr Brumby, seconded by Cllr Woods and agreed. Motion carried.*

Actions: The Clerk to contact the NLC to establish any options the Council could have to use the cameras for stopping illegal litter picking.

21. Agree the next Meeting of the Committee – 7.00pm on Monday 12 April 2021 by Zoom

Meeting was closed by the Chair at 7.50pm.
