

EPWORTH TOWN COUNCIL

Minutes of the Annual Meeting of the Full Council held on Tuesday, 16th May 2023, at 7.00 pm, in the Small Room of the Imperial Hall, Chapel Street, Epworth

Public Participation

No member of the public expressed a wish to address Full Council prior to the start of the meeting.

- 01/05/23** **Election of Chairperson and Appointment of Vice Chairperson**
(i) Chairperson - Proposed by Councillor Stewart and seconded by Councillor Grantham - **It was resolved that Councillor Finch should be re-elected as Chairwoman for the forthcoming year.**
- (ii) Vice Chairperson** - Proposed by Councillor Stewart and seconded by Councillor R Whittaker - **It was resolved that Councillor J Whittaker should be appointed as Vice Chairman for the forthcoming year.**
- Both councillors duly signed a declaration of acceptance of office.
- 02/05/23** **Appointment of Committee Members / Council Representatives**
Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that this be deferred to the next meeting of the Full Council.**
- 03/05/23** **Record of Members Present**
The following councillors were present: Councillors Finch (Chairwoman), Grantham, Stewart, J Whittaker and R Whittaker.
- 04/05/23** **Apologies and Reasons for Absence**
There were no apologies, because all members of the Council were present.
- 05/05/23** **Declarations of Interest & Dispensations**
(i) No declarations of interest were made.
(ii) No dispensations had been granted.
- 06/05/23** **Planning**
The following planning applications were considered:-
- 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
- Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that standing orders be suspended to allow members of the public to speak about this planning application.**
- A member of the public informed the Council that planning permission for a three storey building had been refused, however planning permission for a two storey building had been accepted, but this looked like

a three storey building and circulated photos of the development.

Another member of the public had objected to the planning application on the planning portal, but wanted to bring it to the Council's attention.

Proposed by Councillor R Whittaker and seconded by Councillor Stewart - **it was resolved that the Council should object to the planning application due to the following reasons:- (i) The planned height of the roof is the same as in the original plan which was rejected (PA/2020/761). (ii) The roof levels appear to overhang the passageway between 26 and 28 Hollingsworth Lane. (iii) The scale of the building is overbearing for immediate neighbours and results in a lack of privacy and has a negative impact on the street-scene.**

PA/2023/398

Proposal: Listed building consent to upgrade internal lintels

Location: 25-27 Queen Street, Epworth, DN9 1HG

Applicant: Mr Yip

Proposed by Councillor R Whittaker and seconded by Councillor Grantham - **it was resolved that the Council should neither support or object to the planning application.**

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

Proposed by Councillor Stewart and seconded by Councillor Grantham - **it was resolved that the Council should support the planning application.**

07/05/23

Turbary Road

The Clerk had corresponded with the Barrister and received his advice on Turbary Road about half an hour prior to the meeting and therefore not had time to distribute it. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the item should be deferred to the next meeting of the Full Council.**

08/05/23

Chairwoman's Report

(i) Welcome & Thank You - The Chairwoman welcomed Councillor Grantham to the council meeting and also previous councillors. She thanked councillors for voting her in as Chairwoman and would continue to work hard and also congratulated Councillor J Whittaker on becoming Vice-Chairman again.

(ii) TMCR - The Chairwoman had attended the radio interview and received good feedback. **(iii) Exhibition** - She had opened a new exhibition at The Old Rectory. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved the report be noted.**

- 09/05/23** **Minutes of the Last Meeting**
 The minutes of a meeting of the Full Council held on Tuesday, 4th April 2023, had been circulated prior to the meeting. Proposed by Councillor Stewart and seconded by Councillor R Whittaker - **It was resolved they be approved as a correct record.**
- 10/05/23** **Clerk's Report**
Minute 09/03/23 Clerk's Report / Minute 28/02/23 Items Raised By Councillors (i) R-evolution Flower Bikes - The Clerk reported that the Council had taken delivery of the two bikes and they were in the Cemetery.
- Minute 04/04/23 Grants** - The Clerk had paid the S145 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.
- Minute 05/04/23 Youth Council** - The Clerk had tried to find out why the trees had been removed, but ONGO claimed they had not been removed or destroyed, however a resident said they had been taken down due to canker.
- Minute 11/04/23 Correspondence (ii) c) North Lincs Council** - Community Grant for King's Coronation Celebrations. The Clerk had accepted on behalf of the Council the grant of up to £250 from North Lincolnshire Council and its conditions.
- Minute 11/04/23 Correspondence (ii) g) Mr D Addlesee** - Defibrillator & Flooding. The Clerk had contacted North Lincolnshire Council to ask if the defibrillator outside the Library in Epworth could be moved after it had become a car park and suggested a possible location for it was outside the Baptist Church. He had received a response from North Lincolnshire Council who did not see a problem with this, however it needed to be arranged with the team dealing with the demolition of the library, therefore the Clerk had asked the ward councillors for their assistance with this.
- Minute 11/04/23 Correspondence (ii) h) Mrs J Shipley** - Dog Waste Bin. The Clerk had contacted North Lincolnshire Council to ask if the decision about not moving the bin could be reconsidered in light of further complaints.
- Minute 14/04/23 Planning** - The Clerk had passed onto North Lincolnshire Council the views expressed on the planning application which had been considered at the last meeting of the Full Council.
- Minute 16/04/23 Scribe** - The Clerk had renewed the Annual Licence for the Accounts Software with Starboard Systems Limited at a cost of £538.20 + VAT.
- Minute 18/04/23 Hanging Baskets**
(i) Maintenance of the Hanging Baskets - The Clerk had asked Mr Paul Haywood to do the maintenance work on the hanging baskets at a cost of £100.
- (ii) Provision of the Hanging Baskets** - The Clerk had asked George Tune & Son to plant up the hanging baskets at a cost of £37 + VAT per basket.
- (iii) Removal, Disposal & Storage of Hanging Baskets** - The Clerk had asked Mr Paul Haywood to remove, dispose and return the hanging baskets at the end of the season at a cost of £110.

Minute 19/04/23 Planters - The Clerk had asked Mr Paul Haywood to carry out the planting, watering and maintenance of the planters at a cost of up to £500.

Minute 20/04/23 Carpets - The Clerk had asked Wilson's Carpets to carpet the reception, stairs and first floor rooms of Cemetery Lodge at a cost of £815.71 + VAT.

Minute 21/04/23 ERNLLCA - The Clerk had renewed the Council's membership of ERNLLCA for 2023 / 2024 at a cost of £1,081.15.

Minute 22/04/23 Best Kept Village Competition - The Clerk had entered the Council in the Best Kept Village Competition for 2023 at a cost of £50.

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

11/05/23

Correspondence

- (i) 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 Off
- 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

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

(ii) a) **Millea Group Limited** - Land at Belton Road. A request to give an update about the existing plans for development of the land at Belton Road in Epworth. The emerging scheme comprises 65 new homes (focused on the low-middle income market) including affordable, 10-15 age restricted (55+ apartments), a new doctors surgery, a charity HQ, a mixture of units to house local and national commercial / retail / leisure facilities, a new garden centre / farm shop and a food store. Free parking, new allotments and an orchard. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that the Clerk should ask Millea Group Limited to give an informal presentation to a group of councillors on Wednesday, 14th June 2023, at 7.00 pm, in the Chapel of Rest, Burnham Road, Epworth.** Noting that councillors will not be able to express an opinion either for or against any proposed development until after a planning application has been submitted.

b) **R-evolution** - Potential Community Cycle Hub. Email to see what interest there is in a community cycle hub (if such a facility was available) and noting that expressing an interest did not tie you to anything, simply that you would be interested if funding was secured. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that the Clerk should ask for further information about the community cycle hubs.**

c) **Royal British Legion** - Laying Up of Old Standard & Dedication of New Standard. An invitation to attend a ceremony due to be held on Saturday, 1st July 2023, at 11.00 am, at St. Andrew's Church, Epworth. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that Councillor Finch and Grantham should attend the ceremony to do with the Laying Up of the Old Standard and Dedication of the New Standard.**

d) **Lincolnshire County Council** - Extensive Urban Survey. Information about the Extensive Urban Survey and an offer to provide copies and give a talk about it. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the information be noted.**

e) **Government Events** - Supporting Disabled People in the Workplace Conference. Details of an online conference due to take place on Tuesday, 11th July 2023. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the information be noted.**

f) **HSBC** - Epworth Branch Closure. Information about the closure of the HSBC branch in Epworth, which will take place on Tuesday, 5th September 2023, and there will be 'Community Pop Up Events' prior to its closure. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that the Clerk should contact HSBC to offer a free venue for a 'Community Pop Up Event' in Epworth to ensure that residents are aware of the changes which are due to take place with the closure of the branch.**

g) **NALC Events** - Various Training Events. Details of various training events including 'Demystifying the Role of Local Councillors' on 26th July 2023, 'Engaging with Local Communities Through Digital Engagement' on 27th September 2023, 'Empowering Young Voices in Your Community' on 25th October 2023, and 'Making the Planning System Work for Local Councils' on 22nd November 2023. All events are from 12.00 pm to 1.15 pm. Proposed by Councillor J Whittaker and seconded by Councillor Grantham - **It was resolved that the information be noted.**

h) Zurich Municipal - SLCC Community Buildings Summit. Details of a virtual event due to be held on Wednesday, 24th May 2023, starting at 9.45 am and finishing at 4.10 pm. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the information be noted.**

i) NALC - Star Council Awards 2023. Information about the five award Categories: Council of the Year / Councillor of the Year / Young Councillor of the Year / County Association of the Year and Clerk of the Year. Nominations close on Friday, 28th July 2023. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that the information be noted.**

j) Government Events - Crisis Communication Planning. Details of an online training course due to be held on Wednesday, 20th September 2023 Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the information be noted.**

k) ERNLLCA - Training for Whole Council. Offer of dates in May, June and July for councils to book an ERNLLCA officer to provide training to the whole council during the day or an evening at a cost of £400 + VAT with a maximum number of twenty five attendees. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that the Clerk invite other councils to participate in the training for whole council.**

l) ICCM - One Day Courses. Various one day courses being held in May, June, July, September and October 2023. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved the information be noted.**

12/05/23

Publications

The following publications had been received:-

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	

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

13/05/23

Committee / Working Group Reports

i) Planning Committee - The minutes of a meeting of the Planning Committee held on Thursday, 13th April 2023, had been 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) Finance Committee - The minutes of a meeting of the Finance Committee held on Tuesday, 18th April 2023, had been circulated prior to the meeting. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that they be approved as a correct record.**

14/05/23

Finance

(i) a) Financial Report & Bank Reconciliation Statement for January 2023

- The Clerk had provided each member of the Council with detailed monthly accounts for January 2023 for them to scrutinise. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the Financial Report & Bank Reconciliation Statement for January 2023 be approved.**

b) Financial Report & Bank Reconciliation Statement for February 2023

- The Clerk had provided each member of the Council with detailed monthly accounts for February 2023 for them to scrutinise. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that the Financial Report & Bank Reconciliation Statement for February 2023 should be approved.**

c) Financial Report & Bank Reconciliation Statement for March 2023

- The Clerk had provided each member of the Council with detailed monthly accounts for March 2023 for them to scrutinise. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the Financial Report & Bank Reconciliation Statement for March 2023 should be approved.**

(ii) Accounts for Payment

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	Wilson's Carpets	Carpets	978.85
	BP	CPRE Northern Lincolnshire	Best Kept Village Competition	50.00
	Equals	Post Office Ltd	Best Dressed Business Voucher	30.00

Proposed by Councillor Stewart and seconded by Councillor Finch

- It was resolved that the action taken be approved.

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

Proposed by Councillor Stewart and seconded by Councillor Finch

- It was resolved that these accounts be paid.

(iii) Budget Report - Councillors had been provided with a copy of the budget report for April 2022 to March 2023. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the Budget Report for April 2022 to March 2023 should be approved.**

15/05/23

Annual Governance Statement – Assertions Review

At a meeting of the Finance Committee held on Tuesday, 18th April 2023, it carried out an Annual Governance Statement - Assertions Review. The Clerk provided each councillor with a copy of it. Proposed by Councillor R Whittaker and seconded by Councillor Stewart - **It was resolved that Full Council should agree with the recommendation made by the Finance Committee and approve the Annual Governance Statement - Assertions Review**

16/05/23

Bank Accounts

Members of the Council reviewed the signatories to the Council's bank accounts. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the signatories to the Council's Bank Accounts should be Councillors Finch, Grantham, J Whittaker and R Whittaker.**

17/05/23

Committees & Working Groups

The Clerk had provided councillors with a copy of the terms of reference for Committees & Working Groups. Proposed by Councillor R Whittaker and seconded by Councillor Stewart - **It was resolved that the Terms of Reference for Committees and Working Groups should be approved - subject to an amendment that the budgeted amount for the Hanging Baskets and Planters be delegated to the Combined Cemetery & Environment Committee to spend as it sees fit.**

- 18/05/23** **Policies**
Members of the Council reviewed the Council's policies. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that the existing policies should be re-adopted by the Council.**
- 19/05/23** **Action Plan**
Each councillor was provided with a copy of the Action Plan for 2022-2023 and it was reviewed for 2023-2024. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Action Plan be updated, so those things which had been achieved such as a community gym at the QE2 Field and a program of events to celebrate the Platinum Jubilee should be taken off it, and four new things added: (i) Moving / New Beacon (ii) The use of CCTV at Kings Head Croft (iii) The re-introduction of town walkabouts (iv) Try and resolve the issue of Turbary Road.**
- 20/05/23** **Planters**
It was estimated that each planter would cost about £20 each to fill with flowers and shrubs. Proposed by Councillor R Whittaker and seconded by Councillor Stewart - **It was resolved that the Clerk should be allowed to spend up to £160 + VAT on flowers and shrubs for the eight planters.**
- 21/05/23** **Weedkiller**
The Clerk had obtained a quote for the use of weedkiller on the paths at the Cemetery, and provided councillors with a copy of the quote. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that Complete Weed Control (Humberside) Ltd should be asked to spray the cemetery paths and car park at a cost of £90 + VAT - up to a maximum of two visits.**
- 22/05/23** **Insurance**
The Council's insurance policy was due for renewal on 1st June 2023, and the Clerk had received a renewal quote of £2,606.46 from Zurich Municipal, however he had also obtained another quote from BHIB Limited of £1,317.18. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that the Clerk should take out an insurance policy for the Council with BHIB Limited at a cost of £1,317.18.**
- 23/05/23** **Institute of Cemetery & Crematorium Management**
The Council's membership of the Institute of Cemetery & Crematorium Management was due for renewal. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Council should renew its corporate membership of the Institute of Cemetery & Crematorium Management for 2023 / 2024 at a cost of £95.**
- 24/05/23** **Electricity**
Some of the Council's electricity contracts were up for renewal, therefore the Clerk had obtained quotes from the Council's current supplier EDF and also other quotes from a broker - Black Sheep Utilities, and provided each councillor with a copy of them. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that the Clerk should take out on behalf of the Council a one year deal with EDF with one contract having a standing charge of 53p per day and a night rate of 26.9 p per kWh, whilst the others had a standing charge of 60p per day and a day rate of 32p per kWh, all of which were to be paid by direct debit.**

25/05/23

Water

The Council's water contract was up for renewal and the Clerk had obtained the following quotes:-

Black Sheep Utilities	No quotes received from broker
Everflow Water	12 month - £12.27 per month + Wholesale Costs
	36 month - £11.58 per month + Wholesale Costs

Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Clerk should take out on behalf of the Council a thirty six month contract with Everflow Water and this be paid by direct debit.**

A recorded vote was requested and was as follows:-

For	Councillors Finch, Grantham, J Whittaker & R Whittaker
Against	Councillor Stewart

26/05/23

Date, Time & Place of Next Meeting

The next meeting of the Full Council will be held on Tuesday, 13th June 2023, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth.

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

27/05/23

Closure of Meeting

The Chairwoman declared the meeting closed at 9.10 pm.