

EPWORTH TOWN COUNCIL

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



EPWORTH TOWN COUNCIL FULL COUNCIL MEETING

6 July 2021 – 7.00pm

MINUTES

Present:

Councillors: Cllr J Whittaker (Chair), Cllr S Brumby, Cllr P Garner, Cllr M Harm, Cllr R Whittaker and Cllr D Woods.

Clerk : Clare Boyall

RFO: Emma Von Sembach

Members of the public: 2.

Meeting commenced at 7.00pm

Public Participation

A member of the public expressed concerns with regard to the large amount of dog fouling in the town. He also noted that it is difficult to walk along some footpaths due to hedges and shrubs from residents' gardens encroaching on the footpaths. He also advised Councillors that he had concerns regarding the size, appearance and possible health issues related to planning application PA/2021/997 and the installation of a 5G mast.

01/07/21 To record the names of members present

Noted.

02/07/21 To receive apologies of absence

Cllr D Stewart and Cllr C Finch.

03/07/21 To receive Declarations of Interest by any member of the Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. (*Localism Act 2011 Code of Conduct*).

Cllr J Whittaker Item No 33/21

04/07/21 To note dispensations given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*).

None received.

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05/07/21 To receive the Chairman's Announcements

The Chair advised that the Council had been very busy over the previous months but that it is now looking to move forward.

A swing was damaged in the play area, but this has been replaced free of charge as it was under warranty and a new swing has now been fitted.

A Covid sign has been damaged in the play area. This was witnessed and has been reported to the Police and the child's school has been informed. The sign has been retrieved and re-attached.

The Chair stated that he had logged on to the One Drive documents today and has discovered that Cllrs are not looking at the paperwork before the meeting. He advised that Cllrs cannot make good decisions without first reading all the information. This will be monitored.

06/07/21 To receive reports from Ward Councillors

Cllr J Whittaker read through Ward Cllr Mitchell's report.

Cllr R Whittaker advised that she had asked the Food Fest organiser to request permission in future to place posters on Town Council property as a matter of courtesy.

Cllr Brumby advised that she had contacted Ward Cllr Mitchell regarding the potholes in the town. Cllr Woods also advised that he had spoken to Ward Cllr Mitchell regarding the parking bays on Albion Hill and the lack of individual car parking bays.

Cllr R Whittaker proposed to thank Ward Cllr Mitchell for his report, seconded by Cllr Harm. All in favour.

It was **resolved** to thank Ward Cllr Mitchell for his report.

07/07/21 To receive the Clerk's Report

- The new 1100l bin is now in place at the cemetery. The bin has been at capacity once, but the Clerk is monitoring this in conjunction with the handyman. The Clerk advised that she had stopped a resident from trying to gain access to the bin to dispose of personal rubbish last week.
- 2 areas have been identified for extra work to be done by Haxey PC to be paid for from their additional funding. Firstly, the grass verge outside of Cemetery Lodge and secondly, the grass verges on West End Road.
- The quotation for the exterior decoration of Cemetery Lodge has been accepted. The contractor has advised that the work is likely to be started in September.
- The Clerk has reported the shrubs and bushes that border Kings Head Croft car park to NLC as they are overgrown.
- The trees in Manor Court car park have been reported to NLC. A site visit has taken place and we have been advised that the trees are in a reasonable condition. The tree branch has been reported and will be cleared away.
- A submission has been sent to planning enforcement regarding planning application PA/2010/0317. On appeal a 2m strip of embankment was allowed to be removed but in actual fact a 5m strip has been removed.
- ETC was informed by Ward Cllr Mitchell that a branch from a tree on Town Council land was obstructing Kings Head Croft car park. The Clerk and Chairman visited the

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site, and the tree is not on Town Council land. Ward Cllr Mitchell has been informed of this.

08/07/21 To resolve the Draft Minutes of the Annual Full Council Meeting held on 4 May 2021

Cllr R Whittaker proposed that the draft minutes of the Annual Full Council meeting held on 4 May 2021 be accepted as a true record, seconded by Cllr Woods. All in favour.

It was **resolved** that the draft minutes of the Annual Full Council meeting held on 4 May 2021 be accepted as a true record.

09/07/21 To resolve the Draft Minutes of the Extraordinary Full Council Meeting held on 23 June 2021

Cllr Woods proposed that the draft minutes of the Extraordinary Full Council meeting held on 23 June 21 be accepted as a true record, seconded by Cllr R Whittaker. All in favour.

It was **resolved** that the draft minutes of the Extraordinary Full Council meeting held on 23 June 2021 be accepted as a true record.

10/07/21 To receive applications for Co-option to fill a Casual Vacancy (Local Government Act 1972 s87 (1))

Cllr Whittaker proposed to co-opt Mr Alex Cooper on to Epworth Town Council, seconded by Cllr Harm. All in favour.

It was **resolved** to Co-opt Mr Alex Cooper onto Epworth Town Council.

11/07/21 To receive the Financial Reports and Bank Reconciliation

Cllr J Whittaker advised that these reports were not available this month due to the amount of work that the RFO has had to complete for the annual accounts and audit. These reports are only required to be presented 4 times per year but ETC usually have this information at every meeting.

12/07//21 To receive the Schedule of Payments

Cheque Payments

No	Payee	Reason	VAT	Gross Amount
1	Payroll	Month 2	0	£1587.39
2	Eva Jane	Hanging Basket Refund	0	£20.00
3	The Foot Health Clinic	Hanging Basket Refund	0	£20.00
4	Glover and Co	Payroll 2020/2021	£104.00	£624.00
5	HMRC	Month 1	0	£211.00

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6	P Barker	Expenses	0	£9.00
7	E Von Sembach	Expenses	0	£15.60
8	C Boyall	Expenses	0	£3.50
9	MWQA Ltd	H&S Support May	0	£50.00
10	Tuff Trax	Turbary Road	£100.00	£600.00
11	Agilico	April Invoice	£7.97	£47.83
12	Kingfisher Print	April Invoice	0	£186.00
13	CPRE	Best Kept Village	0	£40.00
14	Topline Pest Control	Woodworm Treatment	£136.00	£816.00
15	HMRC	Month 2	0	£132.35
16	MKS Groundcare	Grass Cutting	£40.00	£240.00
17	P Barker	Expenses	0	£11.25
18	E Von Sembach	Expenses	0	£10.20
19	Paul Hayward	Grass Cutting	0	£1035.00
20	Arrow Publications	Advertising	£15.40	£92.40
21	Torne Valley	Consumables	0	£32.75
22	Zurich Municipal	Annual Insurance	0	£1980.71
23	K J Ash (Hatties)	Hanging Basket Refund	0	£20.00
24	Payroll	Month 3	0	£2017.89
25	Cowley Fire Protection	Fire Extinguisher Service	£10.83	£64.95
26	Complete Business Solutions Group	Stationery	£3.95	£23.70
27	JT Building and Joinery	Concrete base for a bin	0	£350.00
28	ERNLLCA	Cllr Training Courses	£38.00	£190.00
29	Equals Card	Petty Cash Payment Card	£2.00	£12.00
30	MKS Groundcare	Grass Cutting	£40.00	£240.00
31	Public Sector Audit	Internal Audit	0	£1245.00
32	C Boyall	Expenses	0	£14.67
33	MWQA Ltd	H&S Support June	0	£50.00
34	Tunes	Hanging Baskets	£386.90	£2321.40

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Direct Debit Payments

1	Scottish Power	Utility	£11.00
2	Scottish Power	Utility	£11.00
3	EDF	Utility	£12.00
4	EDF	Utility	£85.00
5	EDF	Utility	£21.00
6	HSBC	Charges April	£27.70
7	Plusnet	Landline and Broadband April	£39.60
8	Siemen Financial Services		£219.10
9	N Lincs Council	Trade Waste	£64.04
10	N Lincs Council	Business Rates May	£71.00
11	Scottish Power	Utility	£11.00
12	Scottish Power	Utility	£11.00
13	EDF	Utility	£12.00
14	EDF	Utility	£112.00
15	EDF	Utility	£48.00
16	HSBC	Charges May	£21.60
17	Plusnet	Landline and Broadband May	£39.60
18	Plusnet	Landline and Broadband June	£39.60
19	N Lincs Council	Trade Waste	£40.04
20	N Lincs Council	Business Rates June	£71.00
21	Vodafone	Mobile April	£23.31
22	Vodafone	Mobile May	£23.00
23	Vodafone	Mobile June	£23.00

Cllr Harm proposed to approve the schedule of payment, seconded by Cllr R Whittaker.
All in favour.

It was **resolved** to approve the schedule of payment.



13/07/21 To Elect members of the Personnel Committee

Cllr Harm proposed to postpone this item until the next full council meeting, seconded by Cllr R Whittaker. All in favour.

It was **resolved** to postpone this item until the next full council meeting.

14/07/21 To receive and review the Standing Orders (Revised 2020)

This was discussed at length including training for members of the Personnel Committee. The Clerk pointed out that ETC has their Code of Conduct and Committee Terms of Reference as appendices to this document whereas these should be separate documents. Cllr J Whittaker advised that the Committee Terms of Reference will be reviewed separately at a later date. She also suggested to increase the total amount of time for public participation in the Standing Orders. Cllr J Whittaker suggested to increase this to a maximum of 15 minutes.

Cllr Brumby pointed out there were a couple of typographical errors in the Standing Orders.

Cllr J Whittaker suggested that the word Chairman should be replaced by the word Chairperson in the document.

Cllr J Whittaker proposed to adopt the Standing Orders with the above alterations, seconded by Cllr Harm. All in favour.

It was **resolved** to adopt the Standing Orders after the above alterations.

15/07/21 To receive and review the Data Protection Policy

This was discussed. Cllr R Whittaker requested information on how to store personnel files safely. Cllr Harm proposed the Clerk contact IT support for advice, seconded by Cllr Woods. All in favour.

It was **resolved** that the Clerk contact IT support for advice on the safe digital storage of personnel records.

16/07/21 Planning Applications (Town & Country Planning Act 1990 as amended)

16.1 Application No: PA/2021/997

Proposal: Application for the determination of the requirement for prior approval for the installation of an 18m phase 8 monopole c/w wraparound cabinet at base and associated ancillary works

Site Location: Open Space, Tottermire Lane, Epworth

Cllr Harm proposed to suspend the meeting for a maximum of 5 minutes in order that a discussion could take place involving a member of the public, seconded by Cllr Brumby. All in favour. Meeting suspended at 8.29 pm.

Meeting re-opened at 8.34 pm.

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Cllr R Whittaker proposed to object to this planning application as the siting of the mast is on the main route into historic town of Epworth, is out of character to the street scene and will have a detrimental impact on the visual aspect of the town. There is a lack of information in the proposal on the impact this will have on the health of the residents and the signal coverage in the town, seconded by Garner. 5 in favour, 1 against.

It was **resolved** to object to the planning application with the above comments.

- 16.2 Application No:** PA/2021/1010
Proposal: Planning permission for the erection of an extension for a swimming pool
Site Location: Melwood Grange, Melwood Hill, Epworth

Cllr Harm proposed to support the planning application but with a comment that it would have been nice to have more information regarding sustainable heating for the swimming pool, seconded by Cllr Woods. All in favour.

It was **resolved** to support the planning application with the above comment.

17/07/21 Planning Permission Granted

Cllr Harm proposed to note the granted planning permissions, seconded by Cllr R Whittaker. All in favour.

It was **resolved** to note the granted planning applications.

- 18/07/21 Planning Permission Refused**
Application No: PA/2020/1117
Proposal: Planning permission to erect three dwellings and associated garages
Site Location: 7 Belton Road, Epworth, DN9 1JL

Cllr Harm proposed to note the refused planning application, seconded by Cllr R Whittaker. All in favour.

It was **resolved** to note the refused planning application.

19/07/21 To Elect 2 Council representatives to ERNLLCA

Cllr R Whittaker proposed that no representatives to ERNLLCA be elected, seconded by Cllr Harm. All in favour.

It was **resolved** that no representatives to ERNLLCA be elected.

20/07/21 To receive the Local Government Boundary Commission for England Consultation on Electoral Wards

Cllr J Whittaker proposed to note the consultation document, seconded by Cllr Harm. All in favour.

It was **resolved** to note the consultation document.

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21/07/21 To receive information regarding The Turbary

Cllr J Whittaker advised that ETC came to an agreement with N Lincs Council some time ago with regard to Turbary Road. NLC agreed to pay £1000 towards the maintenance and ETC agreed to match this as a gesture of goodwill. NLC has confirmed in the past that they are responsible for the whole of the surface of Turbary Road as this is a public footpath. NLC have failed to pay 2020/2021 and 2021/2022 payments to ETC. ETC have paid for 1 maintenance visit in this financial year so far.

Cllr J Whittaker proposed that ETC write to the residents explaining the situation and to advise them if they have any issues to contact their Ward Cllrs or NLC and that if ETC receive any communications with regard to Turbary Road then these will be forwarded to the Ward Cllrs and NLC. That ETC stop all payments immediately and request a meeting with the Ward Cllrs and the Officer responsible at NLC. However, if in the event that NLC pay the sums owing and reinstate the payments then ETC will reinstate their gesture of goodwill, seconded by Cllr Woods. All in favour.

It was **resolved** to write to the residents explaining the situation and to advise them if they have any issues to contact their Ward Cllrs or NLC and that if ETC receive any communications with regard to Turbary Road then these will be forwarded to the Ward Cllrs and NLC. That ETC stop all payments immediately and request a meeting with the Ward Cllrs and the Officer responsible at NLC. However, if in the event that NLC pay the sums owing and reinstate the payments then ETC will reinstate their gesture of goodwill.

22/07/21 To receive information on the Cemetery, Burnham Road, Epworth

This was discussed. Cllr Harm proposed that the council employ a member of staff and that the Combined Committee discuss this and bring back to Full Council, seconded by Cllr Woods. All in favour.

It was **resolved** that the council employ a member of staff and that the Combined Committee discuss this and bring back to Full Council.

23/07/21 Installation of Community Radio Equipment at Council Offices

Cllr Whittaker proposed to enter into an agreement with TMCR Radio Station to house the equipment at Cemetery Lodge, seconded by Cllr Harm. All in favour.

It was **resolved** to enter into an agreement with TMCR Radio Station to house the equipment at Cemetery Lodge.

24/07/21 To receive and resolve the quotation for work on Cemetery Lodge

Cllr Harm proposed to accept the quotation, seconded by Cllr Woods. All in favour.

It was **resolved** to accept the quotation for work on Cemetery Lodge.

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Cllr Harm proposed to carry forward items 25, 26, 27, 29 and 31 to the next agenda of the Full Council meeting, seconded by Cllr Garner. All in favour.

It was **resolved** to carry forward items 25, 26, 27, 29 and 31 to the next agenda of the Full Council meeting.

28/07/21 To resolve the siting of a gifted planter

Cllr Harm proposed to site the planter on Owston Ferry Road under the Town entry sign, seconded by Cllr Woods. All in favour.

It was **resolved** to site the new planter on Owston Ferry Road under the Town entry sign.

30/07/21 To resolve to purchase a Poppy Wreath under (Local Government Act 1972 s137)

Cllr Woods proposed to purchase a Poppy Wreath, seconded by Cllr Harm. All in favour.

It was **resolved** to purchase a Poppy Wreath under Section 137 of the Local Government Act 1972.

32/07/21 Questions to the Chairman

None.

Cllr J Whittaker left the meeting room

In view of the confidential nature of the business concerning members of staff or legal issues about to be transacted, it is advisable and in the public interest that the press and public be temporarily excluded, and they are asked to withdraw under the terms of the Public Bodies (Admission to Meetings) Act 1960 and of Standing Orders. THE COUNCIL MAY RESOLVE to exclude members of the press and public for the following agenda item:

33/07/21 To receive information on the appointment of a new Clerk.

Cllr Woods proposed to offer the position of Clerk and RFO to the applicant. Their hours will be 24 per week plus meetings to be worked over 4 days and that the pay scale will be the same as his current position, seconded by Cllr Brumby. All in favour

It was **resolved** to offer the position of Clerk and RFO to the applicant on the above terms.

Meeting closed at 9.45 pm.