

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Full Council held on Tuesday, 13th June 2023, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

Public Participation

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

01/06/23 **Record of Members Present**

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

02/06/23 **Apologies and Reasons for Absence**

There were no apologies, because all members of the Council were present.

03/06/23 **Declarations of Interest & Dispensations**

- (i) Councillor Finch declared an interest in Item 13 - Finance to do with a bank payment of £1,550 made to PGF Surfacing Ltd.
- (ii) No dispensations had been granted.

04/06/23 **Co-option**

The Clerk had advertised the vacancy, however there was an incorrect date on one of the notices, therefore he advised that it should be re-advertised. Proposed by Councillor Finch and seconded by Councillor R Whittaker
- **It was resolved that this item should be deferred to the next meeting of the Full Council.**

05/06/23 **Appointment of Committee Members / Council Representatives**

Proposed by Councillor J Whittaker and seconded by Councillor Stewart
- **It was resolved that this item should be deferred to the next meeting of the Full Council.**

06/06/23 **Planning**

To consider the following planning applications:-

PA/2023/698

Proposal: Planning permission for removal of external signage and ATM and internal amendments as part of branch closure ready for new occupier
Location: 1-3 Market Place, Epworth, DN9 1EU
Applicant: Mrs Chloe Source, HSBC UK Bank plc

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

PA/2023/703

Proposal: Planning permission to convert existing single storey garage into an extension of the existing gym to include replacement of the existing garage door with sash windows
Location: Flat, 16 Wesley Guest House, Queen Street, Epworth, DN9 1HG
Applicant: Mr & Mrs Verrico

Proposed by Councillor R Whittaker and seconded by Councillor Stewart - **It was resolved that the Council should support the planning application, and also ask to consider the use of matching brickwork on the front of the garage conversion to improve the view from the street.**

PA/2023/726

Proposal: Planning permission to erect a detached bungalow
Location: Workshop, 104 High Street, Epworth, DN9 1JS
Applicant: Mr Brian Wren

Proposed by Councillor Grantham and seconded by Councillor Stewart - **It was resolved that the Council should support the planning application, but express concerns that a full planning application was not submitted prior to it being built.**

A recorded vote was requested and was as follows:-

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

07/06/23

Chairwoman's Report

(i) Armed Forces Flag Raising Ceremony - The Chairwoman had received an email about the Armed Forces Flag Raising Ceremony due to be held on Monday, 19th June 2023. **(ii) Thank You** - The Chairwoman thanked Councillor R Whittaker for all her help with various projects and cleaning the room before the meeting tonight, and also her husband. She thanked the Clerk for his help in putting the bunting up and litter picking. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved the report be noted.**

08/06/23

Ward Councillors' Report

The Clerk had received an email from Councillor Mitchell giving an update on the closure of the HSBC branch in Epworth, and this had been circulated to all councillors. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved to note the correspondence.**

09/06/23

Minutes of the Last Meeting

The minutes of a meeting of the Full Council held on Tuesday, 16th May 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.**

10/06/23

Clerk's Report

Minute 06/05/23 Planning - The Clerk had passed onto North Lincolnshire Council the views expressed on the planning applications which had been considered at the last meeting of the Full Council.

Minute 11/05/23 Correspondence (ii) a) Millea Group Limited - The Clerk had asked 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.

Minute 11/05/23 Correspondence (ii) c) Royal British Legion - Laying Up of Old Standard & Dedication of New Standard. The Clerk had given the invitations to Councillors Finch and Grantham to attend a ceremony due to be held on Saturday, 1st July 2023, at 11.00 am, at St. Andrew's Church, Epworth.

Minute 11/05/23 Correspondence (ii) f) HSBC - Epworth Branch Closure. The Clerk had contacted 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, however they had already booked several dates in the Imperial Hall, Chapel Street, Epworth.

Minute 11/05/23 Correspondence (ii) k) ERNLLCA - Training for Whole Council. The Clerk informed councillors that before he had chance to invite other councils to participate in the training for whole council, he had received an email from West Butterwick Parish Council saying they were going to do it.

Minute 17/05/23 Committees & Working Groups - The Clerk had amended the terms of reference for Committees & Working Group by stating that the budgeted amount for the Hanging Baskets and Planters be delegated to the Combined Cemetery & Environment Committee to spend as it sees fit.

Minute 22/05/23 Insurance - The Clerk had taken out an insurance policy for the Council with BHIB Limited at a cost of £1,317.18.

Minute 25/05/23 Water - The Clerk had taken out on behalf of the Council a thirty six month contract with Everflow Water and this will be paid by direct debit.

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

11/06/23

Correspondence

- (i) a) North Lincs Council - Foster Care Fortnight
- b) Humberside Police - Kings Head Croft / QE2 Field
- c) Worknest - Conduct v Performance: What's the Difference?
- d) Black Sheep Utilities Limited - Business Energy Bill Discount Scheme
- e) Crowle & Ealand Town Council - Civic Party 2023/2024
- f) North Lincs Council - Street Name Off High Street
- g) Scribe - Council Accounting: From Zero to Hero
- h) North Lincs Council - No Mow May
- i) National Energy Foundation - Free Home Energy Advice
- j) North Lincs Council - Avian Influenza
- k) North Lincs Council - Civic Dignitaries 2023-24
- l) Shed on the Isle - New Flyer
- m) Ms S O'Connell - Cemetery Records
- n) North Lincs Council / Friends of the Isle - Isle of Axholme Week
- o) North Lincs Council - Armed Forces Flag Raising Ceremony
- p) Barton Upon Humber Town Council - New Mayor
- q) Worknest - Free Guide to Employment Law Changes
- r) North Lincs Council - Occasional Market Consent
- s) Bottesford Town Council - Mayor & Deputy 2023-24
- t) National Grid - North Humber to High Marnham Council Invitation
- u) Brigg Town Council - Brigg Civic Party
- v) Kirton in Lindsey Town Council - Election of Mayor and Deputy Mayor
- w) Government Events - Social Media Strategy & Analytics

- x) Immingham Town Council - New Mayor
- y) Bright HR Limited - Essential HR Advice

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

(ii) a) Millea Group Limited - Millea Group Limited - Footpath Link. A request to consider a footpath link from a potential development off Belton Road to Church Street via the QE2 Field. Councillors were provided with a drawing showing the route of the footpath. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Clerk let Millea Group Limited know that the Council would not agree to a footpath which goes through the open space of the QE2 Field.**

b) Government Events - Women in Public Sector Leadership. Details of an online event taking place on Thursday, 21st September 2023. Proposed by Councillor R Whittaker and seconded by Councillor Stewart - **It was resolved that the information be noted.**

c) ERNLLCA - Playground Inspection Training. A request to complete a form if the Council was interested in ERNLLCA arranging a date and location for some playground inspection training within the region. Proposed by Councillor R Whittaker and seconded by Councillor Stewart - **It was resolved that the information be noted.**

d) Ms F Donkin - Activities for Kids. Email expressing the need for more activities for kids to do, such as self-defence and swimming and other useful life skills - especially for those aged 5+ years. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Clerk inform Ms Donkin that the town council agrees that activities for young children are important and to see if this was something that North Lincolnshire Council may be able to help with.**

e) ERNLLCA - Conference & AGM. Details of the Conference and AGM due to be held on Friday, 15th September 2023, from 9.30 pm to 5.30 pm, at the Village Hotel, Henry Boot Way, Hull. In addition a request for any motions to be submitted by Tuesday, 1st August 2023. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that the information be noted, however new councillors may wish to attend and would be allowed to do so.**

f) VANL - Voluntary Sector Training Needs Survey 2023. A request to complete a survey to see which courses organisations would like to see offered through the BOOST Training Project. Proposed by Councillor Finch and seconded by Councillor R Whittaker - **It was resolved that the information be noted.**

g) National Grid - North Humber to High Marnham Consultation. Email Consulting about proposals to upgrade the high voltage electricity transmission network between a new substation to the north of Hull and a new substation at High Marnham in Nottinghamshire. Councillor J Whittaker and the Clerk had attended an online briefing about it on behalf of the Council and gave some feedback about the meeting.

Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Council:- (i) Would like to thank National Grid for the Online Briefing they gave on Wednesday, 7th June 2023, for parish councillors within North Lincolnshire. (ii) Support a route running as close as possible to the current infrastructure to minimise the impact on residential areas. (iii) Wondered if there was any possibility of the power cables running underground? (iv) Wanted to draw to the attention of National Grid that the area is being considered as an Area of Outstanding Natural Beauty (AONB).**

h) Public Sector Audit - Internal Audit 2022-2023. Each member of the Council was provided with a copy of the internal audit report which had been drawn up in response to an audit carried out between 30th December 2022 to 5th June 2023, by Mr Richard Dixon of Public Sector Audit. The audit report stated that the accounts and governance of the Council had been maintained to a high standard and the internal financial control environment was also good, however the consideration and adoption of the recommendations contained within the report would serve to further enhance and strengthen the systems, procedures and governance arrangements already in place. Councillors thanked the Clerk for all his hard work with the internal audit. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the report be noted, and the Finance Committee should look at the recommendations contained within the report.**

i) West Butterwick Parish Council - Full Council Training. Invitation from the Clerk at West Butterwick Council for Epworth Town Council to join in the Whole Council Training they have arranged to take place on Thursday, 22nd June 2023, at 6.30 pm, in West Butterwick Hall. The Clerk had circulated this information prior to the meeting and asked for expressions of interest in attending the event and received two requests to do so. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the information be noted, and those wishing to attend the Whole Council Training be allowed to do so at a cost of £21/£22 per person approx.**

12/06/23

Publications

The following publications had been received:-

Alliance Volunteer Hub - Newsletter	May 2023
ERNLLCA - Newsletter	May 2023
North Lincs Council - Forthcoming Meetings	May 2023
Public Sector Network - Newsletter	May 2023
Rural Services Network - Rural Funding Digest	May 2023
North Lincs Council - Forthcoming Meetings	June 2023
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	
VANL - Newsletter	

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

13/06/23

Finance**(i) Accounts for Payment****ACCOUNTS FOR PAYMENT - JUNE 2023****Payments made before or since last meeting:-**

31.03.23	BP	Unity Trust Bank	Bank Charges	18.00
	BP	Parkrun Limited	S137 Grant	1176.50
22.05.23	DD	EDF Energy	Electricity	10.00
	DD	EDF Energy	Electricity	16.00
	DD	EDF Energy	Electricity	35.00
23.05.23	Equals	Co-op	Refuse Bags	2.90
24.05.23	BP	Equals Money PLC	Transfer of Funds	100.00
	Equals	Londis	Fuel for Mower	14.89
25.05.23	DD	Vodafone	Mobile Phone Charges	17.16
26.05.23	DD	Everflow Water	Water Rates	25.61
30.05.23	DD	Plusnet	Telephone & Broadband Charges	34.92
31.05.23	BP	BHIB Limited	Annual Insurance	1,317.18
	BP	Wages / Tax & NI / Pension	Month 2	3,532.72
01.06.23	DD	Scottish Power	Electricity	1.00
	DD	North Lincs Council	Business Rates	62.00
09.06.23	BP	ICCM	Annual Membership	95.00

Proposed by Councillor Stewart and seconded by Councillor J Whittaker

- It was resolved that the action taken be approved.

Payments submitted at this meeting:-

13.06.23	BP	Complete	Paper & Ink Cartridges	84.12
	BP	Torne Valley Ltd	Chain / Cleaning Materials	10.08
	BP	Epworth Imperial Hall	Room Hire	27.50
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	60.00
	BP	Complete	Lever Arch Files	76.55
	BP	D Jaques	Gutters Cleared	75.00
	BP	Torne Valley Ltd	Bin Liners	4.48
	BP	Mr S Quantrill	Expenses - Mileage & Bin Bags	25.10
	BP	PGF Surfacing Ltd	Safety Surface Repairs	1,550.00
	BP	Public Sector Audit	Internal Audit	865.00
	BP	Fenners Chambers	Legal Written Advice	1,680.00
	BP	Mr G Johnson	Expenses - Mileage & Bridge Tolls	67.20

Proposed by Councillor Stewart and seconded by Councillor R Whittaker

- It was resolved that these accounts be paid.

Note: - As Councillor Finch had earlier declared an interest in this item she therefore left the room whilst it was discussed, and in her absence the meeting was chaired by Councillor J Whittaker - the Vice-Chairman.

- 14/06/23** **Asset Register**
 The Clerk had provided councillors with a copy of the Council's Asset Register to review. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the asset register be agreed subject to Turbary Road being removed because the Council did not legally own it unless this changed in the future, and the Combined Cemetery & Environment Committee go through it and update it in conjunction with the Clerk over the year.**
- 15/06/23** **Annual Governance & Accountability Return**
 The Clerk had provided each councillor with a copy of the annual governance and accountability return for 2022/23, and this was discussed by the Council.
- (i) **Annual Governance Statement for 2022/23** - Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that the Annual Governance and Accountability Return for the year ended 31st March 2023 should be approved by the Chairwoman and Clerk signing Section 1 of the Annual Return to do with the Annual Governance Statement for 2022/23 - after ticking yes to boxes 1-8 with box 9 being n/a.**
- (ii) **Accounting Statements for 2022/23** - Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that the Chairwoman sign Section 2 of the Annual Return to do with the Accounting Statements for 2022/23, which had already been signed by the Responsible Financial Officer.**
- 16/06/23** **Community Cycle Hub**
 At the last meeting of the Full Council held on Tuesday, 16th May 2023, the Clerk was asked to obtain further information about the Community Cycle Hubs, and had provided each councillor with a copy of this. It was suggested that North Lincolnshire Council may be able to provide a space in the old community wellbeing hub for such a project. Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker - **It was resolved that the Clerk should write to the ward councillors to see if they could help R-evolution to provide a Community Cycle Hub, because it was something the Council would like to see happen.**
- 17/06/23** **Epworth Town Centre**
 At a meeting of the Full Council held on Tuesday, 4th April 2023, a member of the public raised concerns about the town centre under public participation. They said the pavements were shocking, suggested the need for a one-way system, businesses were leaving as there was not the same footfall as there had been in the past. They strongly believed something had to be done about the town centre. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that: (i) The Clerk should write to North Lincolnshire Council and the ward councillors informing them that complaints had been received about the state of the town centre and asking if anything could be done - especially with the Best Kept Village Competition coming up. (ii) The Clerk drop a letter through the letterboxes of the businesses asking them if they could sweep and weed outside their shops and premises to help improve the look of the centre.**

18/06/23 **King's Coronation Bench**

The Council had purchased a bench for the King's Coronation and needed to decide where to put it, and a quote had been obtained for the cost of assembling and installing the bench on a slabbed base in the Cemetery.

Proposed by Councillor J Whittaker and seconded by Councillor Stewart

- It was resolved that the Clerk should ask Mr Paul Hayward to assemble and install the bench on a slabbed base at the chosen location in the Cemetery at a cost of £170.

19/06/23 **Data Processing Agreement**

Each councillor was provided with a draft copy of a data processing agreement to do with having CCTV operated by a contractor at the Kings Head Croft / QE2 Field. Proposed by Councillor Stewart and seconded by Councillor Grantham -

It was resolved that the Council should approve the Data Processing Agreement subject to Schedule 1 being completed.

20/06/23 **Items Raised By Councillors**

(i) Flag - Councillor R Whittaker asked councillors to consider the purchase of a larger Isle of Axholme Flag. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that the Clerk should purchase a larger Isle of Axholme Flag from Flying Colours Flagmakers Limited a cost of £38.55 + VAT.**

(ii) Curtains - Councillor Finch asked Councillors to consider purchasing curtains to help complete the refurbishment of the Chapel of Rest and at the same time it would help with the acoustics.

The following three quotes had been obtained for the fitting of nine pairs of curtains (with blackout lining) and tracks:-

Barker's Curtain Corner	£2,310.00 + VAT
Dunelm	£2,315.83 + VAT
Utopia	£2,060.00

Proposed by Councillor J Whittaker and seconded by Councillor Grantham - **It was resolved that the Clerk should purchase curtains for the Chapel of Rest from Utopia at a cost of £2,060.**

(iii) Signage - Councillor Finch asked councillors to consider signage for the Field, however it was felt that this was best left until the vandalism was under control and in addition there may need to be some signage with regard to CCTV. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the item be deferred to a future meeting.**

21/06/23 **Electricity**

The Clerk had received no prices from the current energy provider or electricity broker. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that this item should be deferred to the next meeting of the Full Council.**

22/06/23 **Breakthrough Communications**

The Clerk asked the Council to consider contracting out all support in relation to issues such as GDPR / Freedom of Information and other data management issues, due to the potential complexity and time which may be needed to deal

with such requests which would take him away from his day-to-day work because they had to be responded to within a certain timescale. Proposed by Councillor Finch and seconded by Councillor J Whittaker - **It was resolved that the Council should not contract out support in relation to issues such as GDPR / Freedom of Information and other data management issues.**

23/06/23

Personnel

Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that due to the confidential nature of the item to be considered that the press and public should be excluded.**

(i) **Additional Hours** - The Clerk had covered for the Groundsperson when he was on annual leave, and therefore asked the Council if it would approve the additional hours he had done. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Clerk should be paid an additional four hours work at the same rate of pay as the Groundsperson for the work he had done covering him.**

(ii) **Update on Staffing Situation** - The Clerk gave an update on the staffing situation with one member of staff off work. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the information be noted.**

Note: Councillor R Whittaker briefly left the room and then rejoined it whilst this item was being discussed.

24/06/23

Date, Time & Place of Next Meeting

The next meeting of the Full Council will be held on Tuesday, 4th July 2023, at 7.00 pm, in the Small Hall of the Imperial Hall, Chapel Street, Epworth. Proposed by Councillor J Whittaker and seconded by Councillor Grantham - **It was resolved the information be noted.**

25/06/23

Closure of Meeting

The Chairwoman declared the meeting closed at 9.27 pm.