

EPWORTH TOWN COUNCIL

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



EPWORTH TOWN COUNCIL FULL COUNCIL MEETING

3 August 2021 – 7.00pm

MINUTES

Present:

Councillors: Cllr J Whittaker (Chair), Cllr S Brumby, Cllr A Cooper, Cllr C Finch, Cllr R Whittaker and Cllr D Woods.

Clerk : Clare Boyall

Members of the public: 0

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.

01/08/21 To record the names of members present

Noted.

02/08/21 To receive apologies of absence

Cllr P Garner, Cllr M Harm and Cllr D Stewart.

03/08/21 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*).

None.

04/08/21 To note dispensations given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*).

None received.

05/08/21 To receive the Chairman's Announcements

There has been a positive result with regard to Turbary Road. N Lincs Council have agreed to take over full maintenance to the standard that residents have become

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accustomed to. However, Epworth Town Council have not received formal notification from N Lincs Council as yet. Cllr J Whittaker encouraged Cllrs to speak to residents of Turbary Road so that they are informed of what N Lincs Council are doing.

The internet banking is now set up. No money has been transferred as yet due to the RFO's annual leave. There are currently 3 signatories on the account, but it is advisable to have more. Cllr Brumby and Cllr Woods volunteered to become signatories on the account.

The consultation for the proposed changes to The Hub is now open and Cllrs are encouraged to submit their feedback for this.

Cllr J Whittaker extended a thank you to N Lincs Council for arranging the Foodfest.

06/08/21 To receive reports from Ward Councillors

Cllr R Whittaker proposed to note Ward Cllr Mitchell's report, seconded by Cllr Woods. All in favour.

It was **resolved** to note Ward Cllr Mitchell's report.

07/08/21 To receive the Clerk's Report

- The Clerk has been contacted by a resident regarding an overgrown hedge on Massey Close that was obstructing the road. This was reported to NLC, a site visit took place the same day by NLC and the property owner has been advised to cut the hedge back.
- Contact has again been made with NLC's Environment Officer to advise that the tree branch in Manor Court Car Park had still not been cleared away. She has contacted Neighbourhood Services to remove the branch as a priority.
- The work on the brickwork and removal of toilet has been completed at Cemetery Lodge. The leak in the roof was investigated and a tile re-positioned. The Clerk will monitor the ceiling for further signs of leakage.
- The exterior decoration of Cemetery Lodge and the noticeboards has been completed.
- The shrubs and bushes on Kings Head Croft Car Park were reported to NLC. These were not considered of an urgent nature. The Clerk contacted Ward Cllr Mitchell and the organiser of the Foodfest arranged for these to be cut back.
- The PAT testing has been carried out at Cemetery Lodge and no issues have been identified.

08/08/21 To resolve the Draft Minutes of the Full Council Meeting held on 6 July 2021

Cllr Brumby proposed that the draft minutes of the Full Council Meeting held on 6 July 2021 be accepted as a true record, seconded by Cllr R Whittaker. All in favour.

It was **resolved** that the draft minutes of the Full Council meeting held on 6 July 2021 be accepted as a true record.

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09/08/21 To resolve the Draft Minutes of the Combined Environment and Cemetery Committee held on 21 July 2021

Cllr R Whittaker proposed that the draft minutes of the Combined Environment and Cemetery Committee held on 21 July 2021 be accepted as a true record, seconded by Cllr Woods. All in favour.

It was **resolved** that the draft minutes of the Combined Environment and Cemetery Committee held on 21 July 2021 be accepted as a true record

10/08/21 To resolve the Draft Minutes of the Planning Meeting held on 28 July 2021

Cllr R Whittaker proposed that the draft minutes of the Planning Committee meeting held on 28 July 2021 be accepted as a true record, seconded by Cllr Brumby. All in favour.

It was **resolved** that the draft minutes of the Planning Committee meeting held on 28 July 2021 be accepted as a true record.

11/08/21 To receive the Financial Reports and Bank Reconciliation

Cllr J Whittaker explained the new format of the bank reconciliation reports and the monthly budget report to Cllrs. The monthly budget report requires some alterations and Cllr J Whittaker will speak to the RFO. Cllr Finch proposed to accept the financial reports and bank reconciliation, seconded by Cllr Woods. All in favour.

It was **resolved** to accept the financial reports and bank reconciliation.

12/08/21 To receive the Schedule of Payments

Cheque Payments

No	Payee	Reason	VAT	Gross Amount
1	Payroll	Month 4	0	£1873.13
2	MKS Groundcare	Grass Cutting	£40.00	£240.00
3	Clare Boyall	Mileage	0	£2.36
4	MWQA Ltd	H&S Support June	0	£50.00
5	David Jacques	Cemetery Lodge Repairs	0	£239.00
6	Epworth Imperial Hall	Hire of Hall	0	£22.50
7	Roy Robinson	Decorating Cemetery Lodge	0	£760.00
8	Pete Barker	Mileage	0	£14.40

Direct Debit Payments

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1	Scottish Power	Utility	£11.00
2	Scottish Power	Utility	£11.00
3	Scottish Power	Utility	£11.00
4	Scottish Power	Utility	£11.00
5	EDF	Utility	£23.00
6	EDF	Utility	£112.00
7	EDF	Utility	£48.00
8	HSBC	Charges April	£31.10
9	N Lincs Council	Trade Waste	£42.81
10	N Lincs Council	Business Rates	£71.00
11	Vodafone	Mobile	£23.31
12	Plusnet	Landline and Broadband April	£39.60
13	Everflow Water	Water Rates	£9.10

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

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

13/08/21 To elect members of the Personnel Committee

Cllr Harm, Cllr Brumby and Cllr Cooper.

14/08/21 To receive and review the Financial Regulations

Cllr J Whittaker advised changes to the Financial Regulations including replacing payment by cheque to using BACS and changing the budget and precept review to be carried out in October of each year.

Cllr Finch proposed to adopt the Financial Regulations with the alterations, seconded by Cllr Cooper. All in favour.

It was **resolved** to adopt the Financial Regulations with alterations.

15/08/21 To receive and review the Financial Reserves Policy

Cllr Woods proposed to adopt the Financial Reserves Policy without change, seconded by Cllr Brumby. All in favour.

It was **resolved** to adopt the Financial Reserves Policy.

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16/08/21 To receive further information for the Data Protection Policy

Cllr J Whittaker would like further clarification on the options for storage of Personnel files. Cllr R Whittaker proposed to seek further clarification with the IT adviser, seconded by Cllr Cooper. All in favour.

It was **resolved** to seek further clarification on the storage of personnel files.

17/08/21 Planning Permission Granted

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

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

18/08/21 To receive a Grant Application Local Government Act s137

The application was discussed. Cllr Finch proposed to request more information on how much money is required, seconded by Cllr R Whittaker. All in favour.

It was **resolved** to request more information on how much money is required.

19/08/21 To receive information and resolve to advertise for a ground's person

The terms of employment recommended by the Environment and Cemetery Committee were discussed. Cllr Finch proposed to advertise the post of groundsperson under the terms recommended, seconded by Cllr Brumby. All in favour.

It was **resolved** to advertise the post of Groundsperson under the recommended terms.

20/08/21 To resolve whether to engage with residents on the creation of a cemetery orchard

Cllr R Whittaker explained the reason why she felt it important to consult with residents before the decision is made to create a cemetery orchard. Cllr Finch proposed to consult with residents via the Town Council's Facebook page and share with the Isle of Axholme's Community Group page, seconded by Cllr Cooper. All in favour.

It was **resolved** to consult with residents regarding the creation of a cemetery orchard via Facebook.

21/08/21 To elect 2 Town Council representatives to the Imperial Hall Committee

Cllr J Whittaker nominated Cllr Cooper to be ETC's representative on the Imperial Hall Committee, seconded by Cllr Brumby. All in favour.

It was **resolved** that Cllr Cooper be ETC's representative on the Imperial Hall Committee.

22/08/21 To receive information on remote meetings

This item has been withdrawn by Cllr Stewart until he is able to attend meetings.

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23/08/21 **Closure of Footpath 53**

Cllr Finch proposed to support N Lincs Council's request to close Footpath 53, seconded by Cllr Woods. All in favour.

It was **resolved** to support N Lincs Council's request to close Footpath 53.

24/08/21 **To receive information regarding an additional dog waste bin near to the cemetery**

Cllr Finch advised that there is a large amount of dog fouling near to the cemetery and dog bags are being left hung on trees. Cllr Whittaker stated that an audit was supposed to have been carried out by N Lincs Council, but this has not been done as yet. Cllr Whittaker suggested that the bin near to Cemetery Lodge is moved to the Cemetery car park. Cllr Finch proposed that the Town Council ask that the bin near to Cemetery Lodge is moved to the entrance to the Cemetery car park, Cllr R Whittaker seconded. All in favour.

It was **resolved** that the Town Council request that the bin is moved from near to Cemetery Lodge to the entrance to the Cemetery car park.

25/08/21 **To receive the annual Playground Inspection Report**

This was discussed. The latest report does not seem to have much detail included. Cllr J Whittaker proposed that the report is compared to the previous report on the playground and this item to be added to the next agenda, seconded by Cllr Cooper. All in favour.

It was **resolved** that the playground inspection report be compared to the previous report and the item be carried forward to the next agenda.

26/08/21 **To receive the North Lincolnshire Green Energy Park notification of Public Consultation**

Cllr J Whittaker advised that this item had been carried forward from the previous agenda but due to an oversight the deadline date has now passed for responses to the consultation.

27/08/21 **To receive information and resolve whether to join the Rural Market Town Group**

Cllr Woods proposed not to join the Rural Market Town Group, seconded by Cllr Finch. 4 in favour, 2 abstentions.

It was **resolved** not to join the Rural Market Town Group.

28/08/21 **Questions to the Chairman**

None.

29/08/21 **To note the date and time of the next Full Council Meeting**

7 September 2021.

Noted.

Meeting closed at 8.48 pm.