Council members,

Cllr J Whittaker (Chairman), Cllr Mrs C Finch, Cllr Mrs P Garner, Cllr M Harm,

Cllr G Johnson, Cllr T Mitchell, Cllr D Stewart MBE (Vice Chairman),

Cllr Mrs R Whittaker, Cllr D Woods.

**COVID-19 NOTICE**

Government has legislated that as of 4th April 2020, Town Council meetings can now be held remotely via online video technology, to enable self-isolation and health and safety guidance to be adhered to during the COVID-19 pandemic. Epworth Town Council has chosen to use “zoom”

Minutes of a meeting of Epworth Town Council held remotely via “zoom” on Tuesday November 3rd, 2020 at 7pm

**Public Participation** **session:** In normal circumstances members of the public are welcome to address the meeting during public participation at 7pm; whilst Epworth Town Council supports the rights of people to do this, during the current covid-19 crisis, for health and safety reasons, and to ensure physical isolation guidance can be followed, meetings will be held digitally, via on-line technology:

**Representative of Rural Services Network**: a special interest group and “not for profit” organisation. Speak on behalf of rural areas and rural communities. Woold like to involve Towns in addition to principal authorities. No cost this year (fee of £150/year from July 2021), requesting that Epworth Town Council join as representative of the Isle. When questioned, it was explained that financial success towards delivery of rural services. The Chairman thanked the representative for attending who then signed out of the meeting at 7.10pm

**Member of the public** re PA/2020/1459. Resident new to the area, bat surveys undertaken, trees planted, designs for replacement building submitted, request that Epworth Town Council support the application. The resident remained signed into the meeting.

**01.11.20 To record the Names of Members, Present.** Cllr J Whittaker presiding.

Cllrs Stewart, Finch, Johnson, Mitchell, R Whittaker & Woods. The clerk C Maguire was in attendance.

**02.11.20 Apologies** for absence were received from Cllrs garner & Harm.

**03.11.20 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 Mitchell personal interest as Ward Cllr items 15,20 & 24

Cllr R Whittaker personal interest cheque 104585 and item 15b planning

**04.11.20 To note dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*). None requested.

**05.11.20 To receive the Chairman’s Announcements** *(for information only)*.

The Chairman thanked councillors, Woods, Finch, Mitchell and his Son, Cllr R.Whittaker and her husband for helping put up the poppies for Remembrance Day. Referring to correspondence, councillors were asked if they would acknowledge receipt of meeting paperwork. Regarding the Remembrance Day arrangements, the Royal British Legion would be leaving the church at 10.45 and laying a wreath at 11am for the 2-minute silence at the Albion Hill Memorial. Social distancing must be observed. The Chairman would not be available to lay the wreath so would councillors liaise with the clerk for collection of the wreath

**06.11.20 To receive reports from Ward councillors** (*for information only*).

Cllr Mitchell spoke about the work that had been done to alleviate the flooding issue on Station Road and West End; drains and culverts had been cleared and the riparian owners of drainage dykes had been contacted about their responsibility to keep dykes clear. All gullies had been cleaned. Cllr Mitchell had attended a series of meetings about overflowing litter and dog waste bins, there had been staff absence due to C19 and collections had been missed. An audit of bins had been agreed, currently 54 in Epworth which should be emptied weekly. Siting and usage and capacity would be looked at, Epworth Town Council views would be represented. Cllr Mitchell would forward a link regarding fireworks for facebook. Health information would be presented at the December meeting.

**07.11.20 To receive the Clerk’s Report** *(for information only).*

**Finance training:** clerk and one councillor booked in; other dates including evening sessions available as of 26th October

**Meter readings Cemetery Lodge**: EDF meters read figures have resulted in rise in monthly payments (see financial information)

**Community Grants re orchard**: email sent 19th October requesting additional information. No answer to date

**Stone window ledges Cemetery Lodge**: request for quotations to prepare stabilise and paint sills sent to 3 companies 15th October, no replies to date.

**CEP (community Emergency Plan)**: Green salt bins site information requested by, and returned to NLC 19th October

**Salary increase**: information forwarded to Glover & Co 13th October

**Signage Cemetery & Kings Head Croft**: signage removed to have telephone number and email address corrected (work approved by clerk in consultation with Chairman)

**KOKO Leaf pavement licence**: all information regarding approval circulated to councillors.

**Town Maps**: list of possible amendments sent to NLC Tourism 12th October, one other possible provider approached, no response to date.

**HWRCC**: email sent 12th October “not renewing this year”

**Greenway consultation:** email sent to C Wilkinson NLC 8th October supporting the proposals

**Annual Audit**: all relevant paperwork removed from the notice board 8th October 2020; information remains on the website.

**Local Council Award update**: clerk in process of compiling an Annual Report for presentation to Council to fulfil a requirement; council and clerk training still to be logged and training budget to be maintained.

**Kings Head Croft hedge works:** one quotation received to date (committee agenda item)

**FOI request re Memorial Inspection**: a member of the public questioned the Town Council process, the clerk forwarded all available information, the member of the public was sent GDPR documents to sign but these were not returned so further correspondence was halted. The member of the public must not be named.

Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** clerks report noted.

**08.11.20 To resolve Draft Minutes** of a Meeting of the Council held on Tuesday October 6th, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** a true record for signature by the Chairman.

**09.11.20 To dispose of any business,** if any, remaining from the last meetings. No issues were raised.

**10.11.20 Finance Committee: to resolve DRAFT minutes** of a Finance Committee meeting held on Tuesday October 20th, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart seconded by Cllr Johnson **RESOLVED** a true record for signature by the Chairman.

**11.11.20 Internal control:** to receive the Account and Budget sheets for September 2020 and copy bank statements for approval and signature of the Chairman. Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** a true account for signature by the Chairman.

**12.11.20 Internal Control: To receive information regarding payments on the Financial Statements (***such as direct debit****s*** *and credit payments*)approved by the Town Clerk since the last meeting of the Town Council, under powers granted by the Local Government Act 1972 s101 and in accordance with Council Policy (*schedule herewith*) for approval and signature. **NOTE: banking dates are approximate and may vary from those listed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **Receipts** |   | Net | Vat | total |
| 19.10.20 | Doncaster & Rotherham Memorials | Memorial LEACH CR89 | £50.00 |   | £50.00 |
| 19.10.20 | Mrs Johnstone | Rights & burial LEACH CR89 | £475.00 |   | £475.00 |
| 20.10.20 | Fields Funeral Services | Burial DRURY reopen A250 | £100.00 |   | £100.00 |
|   |   |   |   |   | £0.00 |
|   |   |   |   |   | £0.00 |
|   |   | **Total income** |  |  | **£625.00** |
|   | **Cheques paid** |   | Net | Vat | Total |
| 12.10.20 | 104567 | NLC play inspections | £190.00 | £38.00 | £228.00 |
|   |   |   |   |   | £0.00 |
|   |   | **Total cheques** |  |  | **£228.00** |
|   | **Authorised Card Payments** |   |   |   |   |
| 06.10.20 | Visa | Stamps | £10.57 |   | £10.57 |
| 06.10.20 | Visa | External key box | £29.99 | £6.00 | £35.99 |
| 22.10.20 | Visa | Burial Receipt book | £21.17 | £4.23 | £25.40 |
| 22.10.20 | Visa | proturf - topsoil | £100.00 | £20.00 | £120.00 |
|   |   | **Total payments** |   |   | **£191.96** |
|   | **Misc. Items/DD's** |   |   |   |   |
| 22.10.20 | DR charge | HSBC charges | £20.90 |   | £20.90 |
| 09.10.20 | DD | Vodaphone | £19.17 | £3.83 | £23.00 |
| 18.10.20 | DD | Everflow Cemetery water | £17.95 |   | £17.95 |
| 20.10.20 | DD | Plus net | £33.00 | £6.00 | £39.00 |
| 20.11.20 | DD | EDF Cemetery Lodge | £85.00 |   | £85.00 |
| 20.11.20 | DD | EDF 60 High Street | £21.00 |   | £21.00 |
| 20.11.20 | DD | EDF Cemetery Lodge | £21.00 |   | £21.00 |
| 01.11.20 | DD | NLC Cemetery trade waste | £26.60 |   | £26.60 |
| 01.11.20 | DD | NLC Cemetery rates | £62.00 |   | £62.00 |
| 02.11.20 | DD | Bt  | £4.99 | £0.99 | £5.98 |
|   |   | **Total DD's** |  |  | **£322.43** |

Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** financial information noted schedule for signature by the Chairman.

**13.11.20 Internal control: To resolve November cheques for payment** as presented on the following schedule *(Local Government Act 1972 as amended****)*** for approval and signature.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   |   |   | Net | VAT | Total |
| 104568 | Information Commissioner | DATA protection fee renewal | £40.00 |   | £40.00 |
| 104569 | Viking Trees | Tree works 3 sites | £3,800.00 | £760.00 | £4,560.00 |
| 104570 | RBL Epworth | Poppy Wreath | £25.00 |   | £25.00 |
| 104571 | BRS Tech (B Sass) | Annual cloud back-up | £240.00 | £48.00 | £288.00 |
| 104572 | A Fotherby | Petrol for mowers | £20.00 | £4.00 | £24.00 |
| 104573 | NLC | Discounted litter collection | £2,223.00 | £444.60 | £2,667.60 |
| 104574 | ERNLLCA | 2 x zoom finance training | £60.00 | £12.00 | £72.00 |
| 104575 | MWQA | KHC Risk assessment | £250.00 |   | £250.00 |
| 104576 | JTBuilding & Joinery | Concrete base 7 install picnic bench | £820.00 |   | £820.00 |
| 104577 | George Tune & Son | Plants for planters | £20.00 |   | £20.00 |
| 104583 | R Whittaker | Plants for planters | £9.97 | £1.99 | £11.96 |
| 104584 | CWS | Refurbished signage | £180.00 | £36.00 | £216.00 |
|   |   | **Total cheques for payment** |  |   | **£8,994.56** |

Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** cheques for payment as presented, schedule for signature by the Chairman.

**14.11.20 Local Government Act 1972 section 137 grant request**: to receive a grant request from Epworth Bowls Club with a finance committee recommendation to grant fund £1500.00 (one thousand five hundred pounds) finance to be “vired” from the general grants budget where required. Proposed by Cllr Woods seconded by Cllr Stewart RESOLVED to grant fund £1500.00 (fifteen hundred pounds) to Epworth Bowls Club finance to be “vired” from general grant fund.

**15.11.20 Planning: Town & Country Planning Act 1990 (as amended)**

1. **To resolve DRAFT minutes** from a planning committee meeting held on Monday September 1st, 2020 copies of which have been previously circulated for approval and signature. Proposed by Cllr Stewart seconded by Cllr Johnson **RESOLVED** a true record for signature by the Chairman.
2. **To resolve PA/2020/1459**: Planning permission to erect a replacement dwelling including demolition of existing dwelling: **Site location**: Melwood Grange, Melwood Hill, Epworth (***application link circulated***). Proposed by Cllr R Whittaker seconded by Cllr Stewart **RESOLVED** No objections. 1 abstention.
3. **To resolve PA/2020/1478**: planning permission to erect first floor side extension with car port below. **Site location**: 22 Hollingsworth Lane, Epworth. (***application link circulated***). Proposed by Cllr Stewart seconded by Cllr Woods No objections, on a casting vote from the Chairman and with 1 abstention motion lost.

Proposed by Cllr R Whittaker to object as before, not seconded.

The clerk obtained information from the previous application for the same site:

Further proposed by Cllr R Whittaker seconded by Cllr Stewart **RESOLVED** no observations. 4 in favour, 1 against 2 abstentions.

(d) **To receive** information on planning decisions.

**PA/2020/1007** **full planning permission** to erect a single storey rear extension detached double garage and store to the principle elevation at 10 Mowbray Street, Epworth.

**PA/2020/1057** Grant of prior approval: application for determination of the requirement for prior approval from an agricultural building to dwelling at Torne gatehouse, Sandtoft Road, Epworth

**PA/2020/1343** **full planning permission** to erect glass roofed conservatory to rear of 70 Rectory Street, Epworth

**PA/2020/1559** Application for a non-material amendment to PA/2010/0008 namely to rotate the footprint of the building by 90 degrees, alter window openings and change room layouts at land rear of 33 Hillcrest, High Street, Epworth – **amendments not acceptable**

**PA/2020/1271 full planning permission** to erect a single storey rear extension to connect outbuildings to dwelling and replace conservatory roof at the Grange, 110 High Street Epworth

Proposed by Cllr Stewart seconded by Cllr Johnson **RESOLVED** planning decisions noted.

**16.11.20 Cemetery Memorial Inspections**: **to resolve** a contractor (Memorial Mason) to carry out remedial works to Memorials in the old section of the Cemetery. NOTE: clerk had only received one quotation for the works. Proposed by Cllr J Whittaker seconded by Cllr Stewart that the clerk obtains further quotations for presentation to the December meeting (unless urgent action required in the meantime) **RESOLVED.**

**17.11.20 Inclusive Orbit (fenced play area)** to receive and resolve repairs by “Playdale” to the existing orbit additional information requested by the council. Proposed by Cllr Finch seconded by Cllr Stewart **RESOLVED** to repair the orbit, quoted price £1059.56

**18.11.20 Siemens Financial Service**: **to receive** a proposal for alternative office/councillor IT and photocopier provision and information on the costs of extended lease agreements and optional providers of photocopiers. Following lengthy discussions during which all members had the opportunity to voice an opinion; proposed by Cllr Stewart seconded by Cllr J Whittaker and **RESOLVED** that the finance committee discuss all the options and re-present to council in December.

**19.11.20 WCAG 2***.***1AA website provision:**to receive information on alternative website provision to comply with regulations on site accessibility. Following discussion on the immediacy of this requirement, proposed by Cllr J Whittaker seconded by Cllr Stewart that the clerk obtain clarification from ERNLLCA. **RESOLVED**.

**20.11.20 Rectory Street Bin:**to receive a quotation from North Lincolnshire Council for the relocation of the bin. Proposed by Cllr Mitchell seconded by Cllr Stewart **RESOLVED** to defer decision on this item until the “bin audit” had been carried out by North Lincolnshire Council.

**21.11.20 Turbary Road**: to receive a quotation to cut back trees following a complaint from a resident. The clerk and Chairman had made a site visit and a photograph had been taken of the specific trees referred to in the complaint and circulated. NOTED: that the complaint was “unreasonable.” Proposed by Cllr J Whittaker seconded by Cllr Stewart **RESOLVED** that the council would assess the condition of the trees at the point the resident wanted to move his large vehicle.

**22.11.20 Cycle rack provision:** to receive information on the design and cost of a multi cycle rack for Kings Head Croft. Cllr Mitchell advised that this was an initiative to promote cycling and that North Lincolnshire Council were going to provide cycle racks outside the Hub and in Manor Court car park. Proposed by Cllr Johnson seconded by Cllr Woods **RESOLVED** to refer to the combined committee for further consideration.

**23.11.20 ERNLLCA:**to receive information and nominate voting attendees to the 2020 AGM – zoom meeting. **RESOLVED** information noted.

**24.11.20 CEP:**Community Emergency Plan: to nominate a “parish warden” alongside Cllr David Robinson as lead Snow Warden. After brief discussion and explanation of the role by Cllr Mitchell, Cllr J Whittaker volunteered to take on the role seconded by Cllr Stewart **RESOLVED**.

**25.11.20 Correspondence:** to notelist *(for information only pages 162 to 164)* proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** correspondence list noted.

**26.11.20To list**: items for facebook. Personal security plans: Fireworks info: Remembrance Day info: Anti-litter posters (already on site)

**27.11.20 Questions to the Chairman:** *(Items o****f immediate urgency*** *that must be acknowledged before the next meeting and have not been included on the Agenda*)*.* No issues were raised.

**28.11.20 To confirm the date and time of the next monthly meeting as** (Tuesday December 1st, 2020 at 7pm via zoom).

***29.11.20 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 items:*** No members of the public were present at this point.

1. **To authorise** payments of salaries and related payments to the value of £2600.19, schedule for signature by Chairman. Proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** salary cheques to be paid and schedule to be signed by the Chairman.
2. **To resolve DRAFT minutes** of personnel committee meetings held on Wednesday September 2nd and Thursday October 22nd, 2020 copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** that committee minutes were a true record for signature by the Chairman.

**To record the closure of the meeting** at 21.17pm

cm05.11.20.