Council members,

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

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 the council held on Tuesday December 1st 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: None present.

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

Cllrs: Stewart, Finch, Garner, Harm, Whittaker & Woods.

**02.12.20 Apologies for absence** were received from Cllr T Mitchell.

**03.12.20 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).*

None declared.

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

**05.12.20 To receive the Chairman’s Announcements** *(for information only)*.The Chairman informed the council about the absence of the clerk and expressed thanks to the Epworth Christmas Lights Committee for both the erection of the Christmas lights and the removal of the remembrance poppies for the town council.

The Chairman also declared an intention to carry out some internal training sessions for new and current should they wish to attend in January 2021.

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

The Chairman read out the ward councillors report in Cllr Mitchells absence. Within the report there was an update on regions COVID-19 status and the actions that members of staff from North Lincolnshire Council and local volunteers were carrying out under the umbrella of North Lincolnshire Community Alliance. Meetings to be arranged between Isle of Axholme and North Notts Draining Board and local residents on West End Road to discuss issues around riparian maintenance of watercourses running behind and alongside houses.

Cllr Mitchell had communicated with Seven Trent Water after local disruption due to emergency repair works had occurred and complaints received by residents and business’.

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

**November 10th, letter O2 Complaints** requesting refund (£13.56) line rental credit bill dates September 6th 2020, payment scheduled October 6th 2020.

**November 16th, Purchase Order 352** PestX for rodent control Epworth Cemetery

**November 19th, pre application advice** form to Norlth Lincolnshire Council re change of use of part of Cemetery grounds.

**Min ref 21.11.20** November 21st email Turbray Road resident request to notify the council at point vehicle to be moved.

**PA/2020/1478 22 Hollingsworth Lane** “no observations” submitted.

**PA/2020/1459 Melwood Grange** “no objections” submitted.

**Min ref 14.11.20** letter with cheque Epworth Bowles Club sent.

**Min ref 16.11.20** Item carried forward to December agenda.

**Min ref 17.11.20** Inclusive Orbit Purchase Order sent with cheque 9th November.

**Min ref 18.11.20** Siemens Financial Services. Item referred back from finance committee to full council.

**Min ref 19.11.20** Website provision: accessibility statement to full council December.

**Min ref 21.11.20** Email sent 9th November item deferred untill full bin audit carried out.

**Min ref 22.11.20** Cycle rack provision, Combined Committee discussion – resolved not to provide cycle rack on Epworth Town Council land.

**Min ref 24.11.20** CEP Cllr J Whittaker named as nominated person in email to North Lincolnshire Council.

**Co-option to casual vacancy** – notification from North Lincolnshire Council not received at point of agenda publication.

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

**08.12.20 To resolve Draft Minutes** of a Meeting of the Council held on Tuesday November 3rd, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart seconded by Cllr Harm, **RESOLVED** an accurate record for signature by the Chairman.

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

**10.12.20 Finance Committee: to resolve DRAFT minutes** of a Finance Committee meeting held on Monday November 23rd, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature. Proposed by Cllr R Whittaker seconded by Cllr Stewart **RESOLVED** an accurate record for signature by the Chairman.

**11.12.20 Internal control:** to receive the Account and budget sheets for October 2020 and copy bank statements for approval and signature of the Chairman. Proposed by Cllr R Whittaker seconded by Cllr Stewart **RESOLVED** an accurate record for signature by the Chairman.

**12.12.20 Photocopier options:** Recommendation from the finance committee to cancel the photocopier contract with United Carlton and introduce a digital solution for distributing councillors meeting notes, the cost of which will be covered by reserves in the 2020/21 financial year with an aim to commence digital meeting notes at the April 2021 meeting. Proposed by Cllr Woods seconded by Cllr Harm **RESOLVED**.

**13.12.20 13. DRAFT precept figures:** Proposal by Cllr Stewart to accept the recommendation of the finance committee for an initial draft budget figure of £105,498.73 not seconded. Draft precept figure should be amended with a further £1000.00 added to HR provision making a budget figure of £106,498.73. Proposed by Cllr Harm seconded by Cllr Finch **RESOLVED** with one vote against and one abstention.

**14.12.20 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 |
| 10.11.20 | HMRC | VAT claimed | £1,025.06 |   | £1,025.06 |
| 05.11.20 | EDF energy | Refund | £39.41 |   | £39.41 |
|   |   | **Total income** |  |  | **£1,064.47** |
|   | **Cheques paid** |   | Net | Vat | Total |
| 09.11.20 | 104585 | Epworth Bowls Club | £1,500.00 |   | £1,500.00 |
| 10.11.20 | 104586 | Playdale rotunda repairs | £1,059.56 | £211.91 | £1,271.47 |
| 10.11.20 | 104587 | United Carlton | £34.01 | £6.80 | £40.81 |
| 10.11.20 | 104588 | Kingfisher Print | £170.00 |   | £170.00 |
| 10.11.20 | 104589 | Tuff Trax (Turbary) | £900.00 | £180.00 | £1,080.00 |
| 10.11.20 | 104590 | P Haywood watering | £125.00 |   | £125.00 |
|   |   |   |   |   | £0.00 |
|   |   | **Total cheques** |  |  | **£4,187.28** |
|   | **Authorised Card Payments** |   |   |   |   |
| 10.11.20 | VISA | Torne Valley cable ties | £7.00 | £1.40 | £8.40 |
| 12.11.20 | VISA | Post office stamps | £18.24 |   | £18.24 |
|   |   |   |   |   | £0.00 |
|   |   |   |   |   | £0.00 |
|   |   | **Total payments** |   |   | **£26.64** |
|   | **Misc. Items/DD's** |   |   |   |   |
| 01.11.20 | Scottish Power | electric Chapel of Rest | £11.00 |   | £11.00 |
| 01.11.20 | Scottish Power | electric Market Place | £10.00 |   | £10.00 |
| 22.11.20 | HSBC | Bank charges | £19.90 |   | £19.90 |
| 25.11.20 | Vodaphone | monthly plan  | £19.17 | £3.83 | £23.00 |
| 26.11.20 | Everflow | Cemetery water | £18.23 |   | £18.23 |
| 27.11.20 | Plusnet | monthly plan  | £33.00 | £6.60 | £39.60 |
| 01.12.20 | North Lincs Council | Trade waste Cemetery | £26.60 |   | £26.60 |
| 01.12.20 | North Lincs Council | Cemetery rates | £62.00 |   | £62.00 |
|   |   |   |   |   | £0.00 |
|   |   |   |   |   | £0.00 |
|   |   | **Total DD's** |  |  | **£210.33** |

Proposed by Cllr Stewart seconded by Cllr Woods, **RESOLVED** an accurate record Chairman to sign schedule.

**15.10.20 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 |
| 104591 | R Wilkinson | Windows Cemetery | £30.00 |   | £30.00 |
|   |   | **Total cheques for payment** |  |   | **£30.00** |

Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** cheques for payment as presented, Chairman to sign schedule.

**16.12.20 Cemetery Memorial Reinstatement:** Two quotes considered with £90.00 difference between them. Clerk to be given the discretion to choose a preferred contractor. Proposed by Cllr J Whittaker seconded by Cllr Stewart **RESOLVED**.

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

All planning items on agenda to be considered at a meeting of the Planning Committee at a future date. Proposed by Cllr Whittaker seconded by Cllr R Whittaker **RESOLVED**.

**18.12.20 Combined Committee**

**A) to resolve DRAFT minutes** of a combined committee meeting held on Monday October 5th, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart seconded by Cllr Finch and **RESOLVED** with one abstention.

**B) Resolve the relocation of wooden planters:** Planters to be placed on South Furlong Croft and the Corner of Fieldside subject to necessary permissions being granted. Proposed by Cllr Finch seconded by Cllr Stewart and **RESOLVED**.

**C) To resolve DRAFT minutes** of a combined committee meeting held on Monday November 16th, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature. Proposed by Cllr Woods seconded by Cllr Stewart and **RESOLVED** with one abstention.

**D) Litter picking/handyperson:** Service level agreement with North Lincolnshire Council for litter collection at Queen Elizabeth 2nd Field to be cancelled at the end of the term. Handyperson to be recruited by the council to carry out litter collection, the watering of hanging baskets and other appropriate tasks. Handyperson role to commence April 2021. Proposed by Cllr Woods seconded by Cllr Finch and **RESOLVED** with one vote against.

**E) Pressure washing soft surfaces**: Proposed by Cllr Stewart seconded by Cllr Woods and **RESOLVED** to accept a quotation of £380.00 from J.T. Building and Joinery Services Ltd.

**F) Additional waste bin**: Upon recommendation of the Combined Committee an additional waste bin is to be purchased at a cost of £600.00 for the bin and £100.00 for a concrete plinth to be located at Queen Elizabeth 2nd field the position of which will be decided by the combined committee at a later date after being mandated to do so by full council. Purchase is subject to the size of the mouth of the bin being able to accept pizza boxes. Proposed by Cllr Harm seconded by Cllr Stewart and **RESOLVED**.

**G) Hedge trimming:** To discuss and resolve a quotation from West Carr Tree Care to cut back and remove from site unwanted plant growth along the boarder wall of the Queen Elizabeth 2nd Field and St Andrews Church at a cost of £1050.00. Proposed by Cllr Finch seconded by Cllr Woods and **RESOLVED** to accept the quote.

**H) To receive amended hanging basket schedule:** Proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED** that the schedule be noted.

**19.12.20 Epworth Town Council “Social Media & Electronic Communication Policy** to receive copies of the amended policy for adoption. Proposed by Cllr R Whittaker seconded by Cllr Harm and

**RESOLVED** to defer item to the January meeting to allow the Clerk to point out the changes to the document**.**

**20.12.20 TMCR FM Ltd***:* to receive a letter from the organisation regarding the placement of a transmitter at Cemetery Lodge and resolve a response. Proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED** to pass onto the Combined Committee for further consideration.

**21.12.20 Department for Business, Energy & Industrial Strategy** – to receive a copy of information re new rules for busines with the EU (January 1st, 2021). Proposed by Cllr Harm seconded by Cllr Stewart and **RESOLVED** that the information should be noted.

**22.12.20 Annual Report**: to receive a report compiled by the Clerk reporting on the actions of the council over the last year. Proposed by Cllr Harm seconded by Cllr Stewart and **RESOLVED** that due to inaccuracies the report be rewritten by the clerk.

**23.12.20 To discuss reporting of crime and anti-social incidents** at the request of Cllr Mitchell, the item in his absence was deferred to the January meeting of full council. Proposed by Cllr J Whittaker seconded by Cllr Garner and **RESOLVED**.

**24.12.20** **Resolved** to join the Rural Market Town Group for the duration of the free membership.

**25.12.20 Website Accessibility Statement:** to receive a copy of the statement for adoption. Proposed by Cllr Harm seconded by Cllr Stewart and **RESOLVED** to adopt the statement.

*Cllr Stewart suffering internet issues temporarily left the meeting but rejoined online and over the telephone*

**26.12.20 To discuss the timing of meetings:** At Cllr Stewart’s request item deferred until the January full council meeting. Proposed by Cllr J Whittaker seconded by Cllr Woods and **RESOLVED**.

**27.12.20 Correspondence:** to notelist *(for information only pages 162 to 164).* Proposed by Cllr R Whittaker seconded by Cllr Woods **RESOLVED** correspondence list noted.

**28.12.20 To list**: items for facebook. Virtual Christmas lights switch on, Pot hole reporting, Sunday morning Christmas shops opening, Lions Santa tour.

**29.12.20 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.

**30.12.20 To confirm the date and time of the next monthly meeting as** *(Tuesday January 5th, 2021).*

***31.10.20 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:***

1. **To authorise** payments of salaries and related payments to the value of £2197.79, schedule for signature by Chairman. Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** cheques for salaries and related payments to be signed, Chairman to sign schedule.
2. **Assistant clerk; to receive a resume on the procedure to date;** DRAFT 6 month contract; copy email from the proposed candidate; ERNLLCA information on “working from home”; Parkinson Partnership information on “payments for working from home” for information discussion and resolution: Cllr Stewart proposed that the applicant should work in the office on a salery point scale of 17 and that the Chair in conjunction with the Clerk should contact the applicant to resolve the position. Start date to be agreed. Seconded by Cllr Harm and **RESOLVED**.
3. **To receive notification of the receipt of a complaint** against a staff member of the council. Proposed by Cllr J Whittaker that the complaint be noted. Seconded by Cllr Stewart and **RESOLVED**.
4. **To request the “appropriation of funds”** by the Personnel Committee for HR purposes. Proposed by Cllr Harm seconded by Cllr J Whittaker and **RESOLVED** that £1500.00 be allocated from reserves to cover the cost of a HR advisor to deal with the complaint against the staff member and finalise the outcome of a previous complaint. 6 votes in favour 1 vote against.

**To record the closure of the meeting.**

JW 12.12.20.