

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.

Minutes of a Meeting of the Council held at the Imperial Hall (small room) on Tuesday November 5th, 2019 at 7pm.

**Introduction and fire precautions.** The Chairman welcomed everyone to the November meeting of the council and explained the fire evacuation procedures.

As there were no members of the public present the following paragraphs were taken as read.

**Public Participation session:** Residents are invited to give their views and question the Town Council on issues on this agenda or, issues for future consideration. **(Members of the public are reminded that each presentation should take no more than three minutes).**

**This Council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting by means of the recording and expresses hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any member of the public who may be present who do not wish to be filmed or recorded.**

**01.11.19 To record the Names of Members, Present.** Cllr J Whittaker presiding.  
Cllrs: Finch, Garner, Harm, Johnson, Stewart, R. Whittaker and Woods.  
The clerks C Maguire & C McRoy were present as was a member of the press.

**02.11.19 Apologies for absence** were received from Cllr Mitchell.

**03.11.19 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.

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

**05.11.19 To receive the Chairman's Announcements** (*for information only*). The Chairman thanked those councillors who took part in the litter collection event in October and to councillors and volunteers who helped put up the large poppies in the High Street. He announced that Epworth had won the "Small Town" category of the local Best Kept Village competition gaining a certificate and £100 gardening prize vouchers for which he thanked the efforts of councillors and local people. The Chairman had attended the firework display which brought in visitors and trade to Epworth it was a brilliant display and run by volunteers. The Chairman would be attending the Remembrance Service scheduled for Sunday 10th to which all councillors are invited. The Chairman would liaise with the British Legion members to display the ceramic poppies and put up the silent soldier. Finally, the Chairman wished councillors an early Happy Christmas as he would not be attending the meeting on December 3rd.

**06.11.19 To receive reports from Ward councillors** (*for information only*). Ward councillor not present.

**07.11.19 To receive the Clerk's Report** (*for information only*).

**Clerk:**

**Cemetery Memorial Inspection:** letters are still to be sent out where grave owners can be identified; the Cemetery Committee/Council will have to consider what to do with the memorials found to be

unstable where no family can be identified; where “unauthorised” works have been carried out or where those responsible have not accepted that work is required. The clerks require time to cross reference on this issue before reporting back fully to council

**Cemetery Lodge roof repairs:** Contractors have been on site checking and cleaning the guttering but have found problems with missing and damaged slates on the roof which may be the cause of the water ingress. Further work scheduled w/end November 2nd. Roofers have indicated that a second downpipe may be required to improve the water drainage from the roof.

**Tree works applications:** clerk to complete NLC forms

**KHC CCTV:** completion form sent to Videcom; complaint about vegetation cut and left on site forwarded to NLC plus comment from resident that inspection cover loose and mobile.

**Community Speed-watch min ref 19.10.19:** Clerk and Cllr Mitchell have asked to be kept informed on any developments. Sites of concern to be identified. Community coordinator now nominated and contact details of volunteers (with their permission) have been forwarded. Insurance company has been informed of “speed-watch” and volunteers covered.

**HSBC funds transfer:** letter to HSBC to transfer £30,000 (thirty thousand pounds) from current to Money Manager account dated October 10th signed by Chairman and clerk and delivered to bank.

**Replacement picnic benches KHC:** purchase order no 310 sent to James Smith Building Services Ltd dated October 10th.

**Turbary Road claim:** Insurance company email received saying claimant advised to refer claim to NLC as Highways Authority.

**ERNLLCA conference November 15th min ref 21.10.19:** no councillors interested to date.

**Cemetery Committee:** Committee meeting required, clerk will try and arrange meeting to coincide with another committee meeting night to reduce the number of meeting nights. Clerk will liaise with committee Chairman for day and time, current options being 18th or 20th November 7pm – to be confirmed.

**Grant cheques (min ref 10.10.19 b and c)** cheques sent to Epworth Imperial Hall and Epworth Business Forum, letters of thanks received cc all councillors.

**Planning min ref 13.10.19:** responses sent and acknowledged

**Annual Return: min ref 14.10.19:** item referred to Finance Committee meeting of Monday October 28th; committee recommendation back to full council (agenda item).

**Humber & Wolds min ref 18.10.19:** cheque sent (further agenda item November)

**Woodlands Trust trees min ref 20.10.19:** item referred to Environment Committee

**Office admin min ref 22.10.19:** additional email address [assistantclerk@epworthtowncouncil.com](mailto:assistantclerk@epworthtowncouncil.com) installed and in use

**Laminator min ref 23.10.19:** purchased and in the office

**Assistant clerk:**

**Environment committee** work in progress – items to full council for approval

**Cemetery Memorial Inspection** work currently on hold to allow for committee work

**Personnel Committee:** assistant clerk delegated to help

**ECHO** work completed to timescale now published and circulated

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

**08.11.19 To resolve Draft Minutes** of a Meeting of the Council held on Tuesday October 1st, 2019 copies of which have been previously circulated, for approval and signature. Proposed by Cllr R Whittaker seconded by Cllr Stewart **RESOLVED** a true record and signed by the Chairman.

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

**10.11.19 Finance Committee:** to receive DRAFT minutes of a committee meeting held on Monday October 28th at 7pm, copies of which have been previously circulated for approval and signature by the Chairman. Proposed by Cllr Stewart seconded by Cllr J Whittaker **RESOLVED** a true record and signed by the Chairman.

**(a) Internal control:** to receive copy September bank statements, the September Receipts & Payments account sheet and the September budget sheet for approval and signature of the Chairman. Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** a true account and signed by the Chairman.

**(b) Committee recommendations:**

**Grant applications:** to receive grant applications (section 137 and others) to resolve and make recommendations to full council:

South Axholme Academy- grant request £2100.00 (sec 3, 2011 Charities Act)

**NOTE: all financial information can be viewed on [www.isleeducationtrust.co.uk](http://www.isleeducationtrust.co.uk)**

**No financial information provided with grant request paperwork**

Proposed by Cllr R Whittaker seconded by Cllr Harm and **RESOLVED** to support the committee recommendation and not approve the grant funding request.

**(c) Conclusion of Audit:** to receive the external auditor's report and resolve what action to take.

**NOTE: information previously circulated with October meeting paperwork.**

Proposed by Cllr Stewart seconded by Cllr Harm to support the committee recommendation, note the comments; that accounts are prepared on a Receipts and Payments basis and that refunds would be offset against the appropriate payments as had been done in previous years.

**(d) Annual Budget:** to discuss requirements, timeline and provisional committee and full council meeting dates for the budget preparations: provisional dates for committee meetings Wednesday 20th November for Planning and Cemetery Committee meetings; Thursday 21st November Environment Committee and Finance Committee to be held week beginning Monday 25th November. Provisional extra ordinary full council meeting on Tuesday December 17th (if required). Proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED**.

**11.11.19 Internal Control: To receive information regarding payments on the Financial statements (such as direct debits 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 attached*).

**NOTE: banking dates area approximate and may vary from those listed**

	Receipts		Net	Vat	total
07.10.19	Mason Baggott & Garton	Hanging basket	£20.00		£20.00
01.10.19	SJ Memorials	Memorial Wilson	£50.00		£50.00
17.10.19	S J Memorials	Memorial B & M Clark	£50.00		£50.00
					£0.00
					£0.00
					£0.00
	Cheques paid		Net	Vat	Total
					£0.00
10.10.19	104360	Epworth Imperial Hall	£3,975.00		£3,975.00
10.10.19	104361	Epworth Business Forum	£500.00		£500.00
08.10.19	104362	Humber & Wolds RA	£25.00		£25.00
07.10.19	104363	ERNLLCA GC Guide (12)	£47.20	£0.20	£47.40
					£0.00
					£0.00
	Authorised Card Payments				
24.10.19	Tool Station	Swingback step ladder	£66.65	£13.33	£79.98

24.10.19	Curry's PC World	mini fridge(delivery £20.00)	£82.50	£16.50	£99.00
	<b>DD payments</b>		Net	Vat	total
25.10.19	EDF account ending 317	charges May to October	£257.49	£12.87	£270.36
25.10.19	EDF account ending 317	Refund	<b>-£592.06</b>		<b>-£592.06</b>
25.10.19	EDF account ending 324	charges May to October	£83.10	£4.16	£87.26
25.10.19	EDF account ending 324	Refund	<b>-£1.84</b>		<b>-£1.84</b>
26.10.19	O2	mobile phone charges	£18.58	£3.72	£22.30
01.11.19	NLC	Cemetery trade waste	£21.60		£21.60
01.11.19	NLC	Cemetery rates	£53.00		£53.00
29.10.19	Siemens	Lease rental	£182.59	£36.51	£219.10
02.11.19	BT	Tel/internet & back-up	£60.06	£12.01	£72.07
18.10.19	Everflow	Cemetery water	£8.29		£8.29
22.10.19	HSBC	Bank charges	£23.99		£23.99

Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** financial information noted, schedule signed by the Chairman.

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

			Net	VAT	Total
104364	Kingfisher Print	2000 copies of the ECHO	£148.00		£148.00
104365	Information Commissioner	Data Protection renewal	£40.00		£40.00
104366	Axholme Cleaning	Office carpet	£70.00		£70.00
104367	C Maguire	Photocopier paper	£4.99		£4.99
104368	Zurich Insurance	Amended buildings value	£107.67		£107.67
104369	Epworth Imperial Hall	Room hire 1st & 15th Oct	£45.00		£45.00
104370	Staples	Paper, Laminator pouches	£144.78	£28.96	£173.74
104371	Royal British Legion	Wreath Sec 137 payment	£25.00		£25.00
104372	SLCC	Training 2 clerks	£30.00		£30.00
104373	Nick Hall	KHC brickwork & Cemetery shed	£2,300.00		£2,300.00
104374	United Carlton	photocopies	£40.50	£8.10	£48.60
104375	Arrow Publications	Leaflet delivery	£70.00	£14.00	£84.00
		<b>Total cheques for payment</b>			<b>£3,077.00</b>

Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** checks for payment as presented, the Chairman signed the schedule.

**13.11.19 Planning** (Town & Country Planning Act 1990 as amended)

(a) **To resolve DRAFT minutes** from a planning committee meeting of Wednesday October 23rd, copies of which have been previously circulated for approval and signature by the Chairman.

Subject to the addition of “none requested” regarding dispensations item 4; the minutes were proposed by Cllr Woods seconded by Cllr Johnson **RESOLVED** a true record and signed by the Chairman.

(b) **To resolve PA/2019/1718** planning application to erect extension to existing workshop including mezzanine level and relocation of existing store and associated works

Site location: Weinerberger Ltd, Belton Road, Sandtoft

Proposed by Cllr R Whittaker seconded by Cllr Harm **RESOLVED** no observations

(c) **To receive a committee recommendation:** to accept the Design & Access Statement for the planning application for change of use of the Chapel of Rest and approve the payment of £231.00 planning application fee. Proposed by Cllr R Whittaker seconded by Cllr Harm **RESOLVED** Design & Access statement approved for sending with application with cheque for £231.00 (two hundred and thirty-one pounds)

(d) **To resolve PA/2019/1791** planning application to undertake crown reduction on a beech tree identified as T77 within and subject to Tree Preservation Order (Epworth No1) 1977

Site location: 10 Tottermire Lane

Proposed by Cllr Johnson seconded by Cllr R Whitaker **RESOLVED** no observations.

(e) **To resolve PA/2019/1804** planning permission to erect a detached 3 bedroomed bungalow and four semi-detached bungalows with shared private drive (including demolition of existing bungalow).

*Previous application PA/2019/239 outline planning to erect a bungalow, approved.*

Site location: The Sycamores, Battle Green, Epworth

Proposed by Cllr Johnson seconded by Cllr Harm and **RESOLVED:** Epworth Town Council objects to this development as overdevelopment of the site with the risk of additional traffic congestion on an already dangerous corner with potentially an additional 10 vehicles accessing the proposed properties. The Town Council asks that the application be considered by the Planning Committee and not determined at officer level.

**NOTE: all planning links sent via email prior to the meeting**

**14.11.19 Code of Conduct:** to resolve to adopt the new Code of Conduct issued by North Lincolnshire Council. Proposed by Cllr Johnson seconded by Cllr Stewart **RESOLVED** adopted.

**15.11.19 Kings Head Croft:** to receive a rescission notice signed by 5 councillors to review the decision taken at the October meeting of the council to refit the replacement picnic benches (minute reference 15.10.29). Proposed by Cllr R Whittaker to repair the bench, graffiti on wooden top to be sanded lower strut to be repaired; proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED.**

**16.11.19 Environment Committee:** to resolve DRAFT minutes of committee meeting(s) Thursday September 26th, 2019 and Thursday October 24th, 2019 copies of which have been previously circulated for approval and signature and to receive the following committee proposals:

Committee Minutes September 26th, 2019 proposed by Cllr Stewart seconded by Cllr Woods, **RESOLVED** a true record and signed by the Chairman.

Committee minutes October 24th, 2019 proposed by Cllr R Whittaker seconded by Cllr Finch **RESOLVED** a true record and signed by the Chairman.

(a) **To propose** that the Town Council enter the Best Kept Village competition in 2020 (to include Best Kept Cemetery). Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED.**

(b) **To propose** that the Town Council investigate adopting the Beacon: Noted Beacon put up by Boothferry Borough Council: Proposed “to investigate” by Cllr Stewart seconded by Cllr Harm **RESOLVED.**

(c) **To propose** that the Town Council consider replacing the existing water bowser with a 4 wheeled

one. Points noted: Environment Committee to research costs; possible health & safety issue, ease of use and fit for purpose; Risk Assessment required; information back to full council from Environment Committee proposed by Cllr R Whittaker seconded by Cllr Harm **RESOLVED**.

**(d) To propose** that all hanging baskets are replaced with the “cup & saucer” baskets; points noted: better flowering; only water 3 times/week; option phased replacements; accurate number of baskets required; proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** back to Environment Committee for full report with costs to come back to full council with recommendations.

**(e) To propose** that 3 jubilee signage posts are replaced. Proposed by Cllr Stewart seconded by Cllr Finch and **RESOLVED**.

**(f) To propose** that “20 Actions” be considered by the Town Council: Proposed by Cllr Johnson seconded by Cllr Harm **RESOLVED** Environment Committee to consider and report back to full council.

**(g) To discuss** potential tree planting locations: proposed by Cllr J Whittaker seconded by Cllr Finch **RESOLVED** Environment Committee to discuss and recommend specific location proposals to full council (place item on face-book)

**(h) To propose** that the committee work with volunteers to arrange winter planting of the roadside planters (financed from existing budget). Proposed by Cllr Stewart seconded by Cllr Finch and **RESOLVED**.

**17.11.19 Work Experience Placement:** (item deferred from February 2019) To resolve in principle to offer a work experience placement to a student from a local school or college from the Epworth geographical area and for the arrangements relating to any such placement to be mandated to be made by the personnel committee. Proposed by Cllr Johnson seconded by Cllr Finch and **RESOLVED** in principle to consider a work experience placement Personnel Committee delegated to investigate and report back to full council.

**18.11.19 Humber & Wolds Rural Action:** to receive a copy letter offering a membership subscription discount and resolve a response. Proposed by Cllr Harm seconded by Cllr Johnson **RESOLVED** to ask for the refund.

**19.11.19 Membership of the ERNLLCA Executive Committee:** (item deferred from May 2019). Noted: no volunteers.

**20.11.19 CEP (Community Emergency Plan):** to nominate additional members to the CEP working group. Existing members Cllrs R Whittaker & Mitchell: new members Cllrs J Whittaker, Finch and Garner.

**21.11.19 Community Champion Awards:** to nominate 2 attendees to the Awards Ceremony on Thursday November 28th, 2019 (2 tickets available). **RESOLVED** tickets to be made available to Mr. Stockwell.

**22.11.19 Turbary Road:** to receive DRAFT minutes from the public meeting of Tuesday October 15th, copies of which have been previously circulated for approval and signature by the Chairman; and to endorse the meeting consensus that the contractor should re-commence grading with additional stone as required in line with the North Lincolnshire agreement of 2015.

**Minutes** proposed by Cllr Stewart seconded by Cllr R Whittaker **RESOLVED** a true record and signed by the Chairman.

Proposed by Cllr Stewart seconded by Cllr R Whittaker that Turbary Road maintenance works recommence **RESOLVED**.

**23.11.19 Kings Head Croft:** hedge reduction quotes: to receive quotations for the annual height reduction of the hedge next to the fenced play area; and, wood preserving the wooden fence between the play area and car park. The clerk had approached four contractors for a price, one had not answered, another had declined to quote: quotations received NS Groundcare £260.00; MKS Groundcare £385.00; proposed, seconded and **RESOLVED** to contract NS Groundcare to carry out the work

**24.11.19 Cemetery Lodge:** to discuss the staircase from the ground to the first floor with a view to assessment and repair. Proposed by Cllr Harm seconded Cllr Johnson **RESOLVED** to contact appropriate persons for assessment; information to Cemetery Committee for assessment and recommendation to full council.

**25.11.19. BT: Mozy Back-up:** to receive correspondence from BT concerning the closure of the mozy back-up system and to resolve an alternative. Proposed by Cllr Harm seconded by Cllr Johnson **RESOLVED** clerk to see if £20.00 month provision can be obtained on a rolling contract while the council investigates alternatives.

**26.11.19 Enhancing Our Environment Funding:** to receive feed-back from councillors who attended the launch. (Cllrs Mitchell & Garner): item deferred to December.

**27.11.19 Epworth Heritage Centre:** to receive a request for a letter of support (Cllr Mitchell): item deferred to December.

**28.11.19 Correspondence:** to note list (*for information only pages 63 & 64*). Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** correspondence list noted.

**29.11.19 To list:** items for facebook: Woodland Trust trees item; Award Ceremony picture; Poppies; Sunday 10<sup>th</sup>; Christmas ECHO.

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

**31.11.19 To confirm the date and time of the next monthly meeting as** (*Tuesday December 3rd, 2019*).

**32.11.19** *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:*

The member of the press left the meeting.

**To authorise** payments of salaries and related payments as per the confidential schedule. Proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED** that cheques to the value of £2332.09 for salaries and related payments could be signed.

**To record the closure of the meeting** at 8.53pm.

cm11.11.19.