

# EPWORTH TOWN COUNCIL



26<sup>th</sup> March 2024

To: Members of Epworth Town Council

Councillors Finch (Chairwoman), Baker, Grantham, Holt, Milnes, J Whittaker,  
R Whittaker & Wilson

**Dear Councillor**

I hereby give notice of the **Full Council Meeting of Epworth Town Council** due to be held on **Tuesday, 2<sup>nd</sup> April 2024, at 7.00 pm**, in the **Small Hall of the Imperial Hall, Chapel Street, Epworth**, and you are summoned to attend.

**Yours faithfully**

A handwritten signature in blue ink that reads 'Gary Johnson'.

**Gary Johnson**  
**Town Clerk to the Council**

## **Public Participation**

Members of the public may speak prior to the meeting on issues they would like to bring to the attention of the Full Council, however public participation shall not exceed 15 minutes.

Note that 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. The Council meeting is recorded, and the recording is saved for a period of no less than 12 months.

## **A G E N D A**

- 1. Record of Members Present**  
To record the names of members present.
- 2. Apologies and Reasons for Absence**  
To receive and accept any apologies and reasons for absence.
- 3. Declarations of Interest & Dispensations**
  - (i) To record any declarations of interest in respect of the agenda.
  - (ii) To note any dispensations given to any member of the Council in respect of the agenda.

4. **Co-option**

To consider whom to co-opt onto the Council.

5. **Planning**

To consider the following planning application:-

PA/2024/269

Proposal: Planning permission to erect a storage building and pergola

Location: War Memorial Field, Station Road, Epworth, DN9 1JU

Applicant: Mrs Frances Glynn

6. **Chairwoman's Report**

To receive a report from the Chairwoman.

7. **Ward Councillors' Report**

To receive a report from the ward councillors.

8. **Minutes of the Last Meeting**

To approve as a correct record the minutes of a meeting of the Full Council held on Tuesday, 5<sup>th</sup> March 2024.

9. **Clerk's Report**

To receive a report from the Clerk.

10. **Correspondence**

(i) To note the following correspondence:-

- a) Unity Trust Plc - New Cheque Books & Paying In Books
- b) St. Andrew's Church - New Water Pipe
- c) Peninsula Business Services - New HR Laws
- d) Worknest - Workplace Incidents
- e) ERNLLCA - NALC Legal Update
- f) North Lincs Council - Local Events
- g) Everflow - Updates on 2024 / 25 Tariff Charges
- h) Worknest - Free HR Guide: Disciplinarys & Investigations
- i) The Planning Inspectorate - Public Bridleway 119
- j) North Lincs Council - Transfer of Grass Cutting to Town & Parish Councils
- k) North Lincs Council - Important information for Suppliers
- l) North Lincs Council - Bin Collection Schedule Change for Good Friday
- m) Peninsula Business Services - Webcasts
- n) St. Andrews's Church - Spring Fair Poster
- o) Bright HR - Absence Review Meeting Guide
- p) North Lincs Council - Short Breaks & Awareness Month
- q) St. Andrew's Church - Paving Slab on Church Walk
- r) North Lincs Council - Childminder Briefing Sessions
- s) Office for National Statistics - Quarterly Vacancy Survey
- t) HWRA - Isle of Axholme Community Network Event
- u) ERNLLCA - Webinars & Documents
- v) North Lincs Council - Councillor John Briggs
- w) Bright HR - Redundancy Policy
- x) Mr A Cross - Epworth Cemetery
- y) PKF Littlejohn LLP - 2023/24 AGAR External Auditor Instructions
- z) St. Andrew's Church - Isle Chamber Choir
- aa) Peninsula Business Services - Preventing Harassment at Work
- bb) Ms K Stead - Faulty Street Light

(ii) To consider the following correspondence:-

- a) Mr M Gravitl - Swimming Pool Parking
- b) ERNLLCA - Assets Training Day Talking Tables
- c) ERNLLCA - Training with Breakthrough Communications
- d) Government Events - Health & Safety At Work Conference
- e) North Lincs Council - Sustainable Planting Scheme Grant
- f) ERNLLCA - Upcoming Training
- g) North Lincs Council - Workers Memorial Day 2024

**11. Publications**

To note receipt of the following publications:-

North Lincs Council - Forthcoming Meetings	March 2024
Rural Services Network - Rural Funding Digest	March 2024
SLCC - The Clerk	March 2024
ICCM - The Journal	Spring 2024
ERPF - Employer Bulletin	
ERVAS - Community Vision	
Fields in Trust - Newsletter	
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	

**12. Committee / Working Group Reports**

To note / approve the minutes of the following committee / working group meetings:-

Personnel Committee	Monday, 11 <sup>th</sup> March 2024
Planning Committee	Monday, 11 <sup>th</sup> March 2024
Combined Cemetery & Environment Committee	Tuesday, 12 <sup>th</sup> March 2024

**13. Finance**

To approve the schedule of accounts for payment for April 2024.

**14. Memorial Safety Policy**

To consider a Memorial Safety Policy and the associated paperwork.

**15. Cemetery Rules & Regulations**

To review the revised rules and regulations for the Cemetery.

**16. Standing Orders**

To review the Council's standing orders.

**17. Risk Assessments**

- (i) To review the risk assessment for the Hanging Baskets
- (ii) To review the risk assessment for the Bunting.

**18. Tree Survey**

To consider quotes for a tree survey of the Cemetery, St. Andrew's Closed Churchyard and Kings Head Croft.

19. **Scribe**  
To consider the renewal of the accounts software for 2024 / 2025.
20. **Best Kept Village Competition**  
To consider entering the Best Kept Village Competition for 2024.
21. **Electricity**  
To further review electricity suppliers.
22. **Items Raised By Councillors**  
(i) **Playground Surface Upkeep** - Councillor Finch  
To consider cleaning of the playground surfaces.
- (ii) **Repainting of Play Equipment** - Councillor Finch  
To consider repainting of the play equipment.
- (iii) **Community Hub** - Councillor R Whittaker  
To discuss contacting North Lincolnshire Council about issues linked to the maintenance and appearance of the Community Hub on High Street.
23. **Personnel**  
To agree to pay the Clerk for providing holiday cover for the Groundsperson.
24. **Facebook**  
To consider items for Facebook.
25. **Date, Time and Place of Future Meetings**  
To confirm date, time and place of future meetings of the Council.
26. **Closure of Council Meeting**  
To note the time the meeting closed.

**Note:** All members of the Public & Press are welcome to attend.

If you wish to speak on any matter on the agenda or anything else that affects the Parish of Epworth, please let the Clerk know prior to the start of the meeting.

**Appendix for Full Council Meeting held on Tuesday, 2<sup>nd</sup> April 2024, at 7.00 pm,  
in the Small Hall of the Imperial Hall, Chapel Street, Epworth**

**Item 13 - Finance**

**ACCOUNTS FOR PAYMENT - APRIL 2024**

**Payments made before or since last meeting:-**

13.03.24	DD	EDF Energy	Electricity	29.31
14.03.24	Equals	Londis	Fuel for Mower	20.82
	Equals	PortalPlanQuest Limited	Planning Fee for Beacon	210.50
	Equals	TerraQuest Solutions Limited	Location Map for Beacon	10.20
20.03.24	DD	EDF Energy	Electricity	19.00
	DD	EDF Energy	Electricity	32.00
	DD	EDF Energy	Electricity	126.00
24.03.24	Equals	B&Q	Fly Trap	5.95
26.03.24	DD	Everflow	Water Rates	20.77
	DD	Vodafone	Mobile Phone Charges	17.16
	DD	Talk Talk	Telephone & Broadband Charges	29.02
28.03.24	BP	Mr Paul Haywood	Maintenance of Planters	60.00
	BP	Equals	Top Up	250.00
	BP	Arrand Tree Care Ltd	Cutting of Hedges	900.00
	BP	Wages / Tax & NI / Pension	Month 12	

**Payments submitted at this meeting:-**

02.04.24	DD	Scottish Power	Electricity	35.83
	DD	North Lincs Council	Business Rates	65.75
	BP	Torne Valley Ltd	Refuse Sacks / Bin Liners / Oil / Bucket	58.98
	BP	ERNLLCA	Training - Being a Good Employer	36.00
	BP	Epworth Imperial Hall	Room Hire	22.50
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	72.00
	BP	Mr S Quantrill	Mileage	8.10