

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Full Council held on Tuesday, 10th January 2023, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

Public Participation

No members of the public expressed a wish to address the Full Council.

01/01/23 **Record of Members Present**

The following councillors were present: Councillors Finch (Chairwoman), Brumby, Cooper, Richmond, J Whittaker and R Whittaker.

02/01/23 **Apologies and Reasons for Absence**

There were apologies from Councillor Garner - away, and Councillor Stewart - ill.

03/01/23 **Declarations of Interest & Dispensations**

- (i) No declarations of interest were made.
- (ii) No dispensations had been granted.

04/01/23 **Grants**

(i) Isle Choral Society

Proposed by J Whittaker and seconded by Councillor Brumby - **It was resolved that standing orders be suspended to allow a member of the public to speak.** Ms Helen Warnes, a trustee of the Isle Choral Society, said as a result of Covid they were low on funds. Numbers had fallen, yet they had a musical director and composer to pay, and music to buy. They performed concerts all over the Isle, mainly in churches but they also took part in Epworth Music Day. Councillors asked questions then discussed the grant application. Proposed by Councillor R Whittaker and seconded by Councillor Brumby - **It was resolved that the Council should make a \$145 grant of £500 to Isle Choral Society to help towards the cost of providing entertainment and at the same time supporting the arts post-covid.**

(ii) Epworth Music Day

Proposed by J Whittaker and seconded by Councillor R Whittaker - **It was resolved that standing orders be suspended to allow a member of the public to speak.** Mr Peter Barnard, a Director of Epworth Music Day, said after two years of the event not being held it was due to return on Saturday, 24th June 2023. It was run on a shoestring. They had not asked the traders for money, there were over 60 acts who didn't get paid, and they were asking for a grant of £961 towards the costs of the day. Councillors then discussed the grant application. Proposed by Councillor Brumby and seconded by Councillor Finch - **It was resolved that the Council should make a \$145 grant of £961 to Epworth Music Day to help towards the cost of providing a music event in Epworth on Saturday, 24th June 2023.**

05/01/23 **Turbary Road**

The Clerk reported that an Extra-Ordinary meeting of the Full Council had been convened on Wednesday, 21st December 2022 to discuss Turbary Road.

As a result of that meeting:-

(i) He was about to seek legal advice on the current situation regarding Turbary Road, to include registering the land, granting easements and its future maintenance - both the legal and financial implications of doing so, from Mr Andrew Gore of Fenners Chambers at a cost of £1.400 + VAT.

(ii) He had not received an official response from North Lincolnshire Council about sharing the costs of carrying out a temporary repair of Turbary Road.

(iii) He had asked North Lincolnshire to confirm the contents disclosed in a Freedom of Information letter to a resident about the use of vehicles on Turbary Road, but he had not received a reply.

Councillor J Whittaker felt there was still a need to respond to correspondence sent to a resident from Councillor Mitchell about Turbary Road.

Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that standing orders be suspended to allow a member of the public to speak.**

Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that: (i) The update be noted. (ii) The Clerk contact Councillor Mitchell to point out any inaccuracies in his email about Turbary Road and bring this to the attention of the resident too. (iii) The Clerk chase North Lincs Council for an official response.**

06/01/23

Chairwoman's Report

On Thursday, 8th December 2022, the Chairwoman had attended the Mayor and Mayoress of North Lincolnshire Council's Christmas Concert on Thursday, 8th December 2022. Proposed by Councillor Cooper and seconded by Councillor R Whittaker - **It was resolved the report be noted.**

07/01/23

Ward Councillors' Report

The Clerk had received no ward councillors' report. Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that the lack of a ward councillors' report be noted.**

08/01/23

Minutes of the Last Meeting

(i) **Ordinary Full Council Meeting** - The minutes of an ordinary meeting of the Full Council held on Tuesday, 6th December 2022, had been circulated prior to the meeting. Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker - **It was resolved be approved as a correct record.**

(ii) **Extraordinary Full Council Meeting** - The minutes of an extraordinary meeting of the Full Council held on Wednesday, 21st December 2022, had been circulated prior to the meeting. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that they be approved as a correct record.**

09/01/23

Clerk's Report

Minute 22/02/22 GDPR - The Clerk informed the Council that the appropriate authorities had gained access to certain data and then removed it.

Minute 05/12/22 Co-option - The Clerk reported that Councillor Richmond had signed his acceptance of office and completed a declaration of interests form.

Minute 06/12/22 Planning - The Clerk had passed onto North Lincolnshire Council the views which had expressed on the planning application which had been considered at the last meeting of the Full Council.

Minute 12/12/22 Correspondence (ii) a) Councillor D Woods

- Resignation. The Clerk had sent a letter of thanks to Mr Woods.

Minute 16/12/22 Kings Head Croft - The Clerk had asked P G F Surfacing to carry out the repair to the circles at a total cost of £810.

Minute 22/12/22 Planters - The Clerk had not needed to purchase any plants because a grant would be forthcoming from North Lincolnshire Council.

Minute 23/12/22 Tree Work - The Clerk had asked Arrand Tree Care to carry out the tree work at the Cemetery at a cost of £550 + VAT - subject to permission being obtained from North Lincolnshire Council.

Minute 26/12/22 SLCC - The Clerk had renewed his membership of SLCC at a cost of £222 for 2023.

Minute 29/12/22 Cemetery (i) Erection of Headstones - The Clerk informed the Council that the family had signed a statutory declaration to accept full responsibility for the maintenance of the two headstones in the future.

Minute 29/12/22 Cemetery (ii) Depth of Grave - The Clerk informed the Council that an exploratory dig had been carried out and the grave was double depth.

Minute 37/12/22 Parish Precept & Grant for 2023 / 2024 - The Clerk had informed North Lincolnshire Council that the Council had set a precept of £76,176 for the financial year 2023 / 2024, and also accepted the grant of £1,699 from North Lincolnshire Council.

Proposed by Councillor J Whittaker and seconded by Councillor Cooper
- **It was resolved that the report be noted.**

10/01/23

Correspondence

- (i) a) Alliance Volunteer Hub - Warm Welcome Pledge
- b) SAAA - Notification of External Auditor Appointment
- c) Epworth Music Day - Funding Bid
- d) Bright HR - Effectively Manage Sickness & Absenteeism
- e) The Pension Regulator - Workplace Pensions Re-enrolment
- f) Mr J Stockwell - Defibrillator
- g) Epworth Churches - Warm Spaces
- h) North Lincs Council - Electoral Register 2023
- i) Epworth Bowls Club - Bowls Club Parking
- j) Alliance Volunteer Hub - Christmas Offers
- k) Barton Upon Humber Town Council - Christmas Wishes 2022
- l) Government Events - Social Media Content & Marketing Communications
- m) Crowle & Ealand Town Council - Change of Address
- n) ERNLLCA - Winter Warmth Pledge
- o) North Lincs Council - Handling of Invoices
- p) HWRA - Papers for AGM / New Chief Executive Announced
- q) ERPF - Invitation to Employer Forum
- r) North Lincs Council - Town & Parish Council Liaison Meeting Notification

- s) Cloudy IT - The Decision Hour
- t) North Lincs Council - Ask for Angela Campaign
- u) NALC - Local Leadership Through Challenging Times
- v) Crowle & Ealand Town Council - Season Greetings
- w) North Lincs Council - Town & Parish Council Liaison Meeting Agenda
- x) North Lincs Council - Christmas Dinners
- y) Bottesford Town Council - Christmas Card
- z) North Lincs Council - Tree Being Felled West End Road, Epworth
- aa) SLCC - Educational Trust Survey
- bb) Broughton Town Council - Seasonal Greetings
- cc) Kirton in Lindsey Town Council - Seasons Greetings
- dd) Unity Trust Bank - New & Improved Internet Banking
- ee) Immingham Town Council - Christmas Wishes
- ff) ERNLLCA - Two Updates
- gg) Bright HR - Essential HR Changes to Shape 2023
- hh) Men's Society - New Members Poster

Proposed by Councillor R Whittaker and seconded by Councillor Cooper
- It was resolved that the information be noted.

(ii) a) ERNLLCA - Training Opportunities. Details of a Web Accessibility & Councillor Inductions training course due to be held on Thursday, 9th February 2022, and also a Council Year End AGAR training course due to be held on Thursday, 23rd February 2023. Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that the Clerk be allowed to attend the Web Accessibility training course on Thursday, 9th February 2023, at a cost of £15 + VAT.**

b) Councillor A Fleet - Resignation. Letter about his resignation from the Council and his reasons for doing so. Proposed by Councillor Finch and seconded by Councillor J Whittaker- **It was resolved that the resignation letter be noted and Mr Fleet be sent a letter of thanks for all his work as a local councillor.**

c) Haxey Parish Council - 5 Year Plan. A request to support a resolution for the Head of Planning to attend the next Town & Parish Council Liaison Meeting to explain why North Lincolnshire Council has been unable to produce a housing needs supply over a number of years. Proposed by Councillor R Whittaker and seconded by Councillor Cooper - **It was resolved that Epworth Town Council should support the resolution from Haxey Parish Council.**

d) North Lincs Council - North Lincolnshire in Bloom 2023. Email confirming that the Council had been awarded a North Lincolnshire in Bloom grant of up to £234 from North Lincolnshire Council, but this was subject to the standard conditions of the grant. Proposed by Councillor R Whittaker and seconded by Councillor J Whittaker - **It was resolved that the Clerk should accept the grant of up to £234 from North Lincolnshire Council and its conditions.**

e) ICCM - One Day Courses. Details of various online courses being organised from February to May 2023. Proposed by Councillor J Whittaker and seconded by Councillor Cooper- **It was resolved that the information be noted.**

f) **Government Events** - Social Media Strategy & Analytics for Public Sector. Details of an online course due to be held on Tuesday, 7th February 2022. Proposed by Councillor R Whittaker and seconded by Councillor Brumby - **It was resolved that the information be noted.**

g) **North Lincs Council** - Isle of Axholme Celebrations Week. A request to see if the Council wanted to be part of / hear more of the celebrations, and therefore if the Council's contact details could be passed on to the Friends of the Isle Group. Proposed by Councillor J Whittaker and seconded by Councillor Brumby- **It was resolved that the Clerk ask for the Council to be kept in the loop regarding the Isle of Axholme Celebrations Week.**

h) **NALC** - International Women's Day. A request for a video to celebrate International Women's Day on 8th March 2023, a global day celebrating women's social, economic, cultural and political achievements. Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that the information be noted.**

i) **Parish.UK Network** - Introduction to Parish.UK Network. Email asking the Council to confirm its contact details on the PARISH.UK Network. The network was recently launched to provide a consistent and recognisable framework on which to display open-source data about parishes across England and Wales. Proposed by Councillor Cooper and seconded by Councillor Brumby- **It was resolved that the Clerk should confirm the details at parish.uk.**

11/01/23

Publications

The following publications had been received:-

Alliance Volunteer Hub - Newsletter	December 2022
Environment Agency - Humber Newsletter	December 2022
ERNLLCA - Newsletter	December 2022
Public Sector Network - Newsletter	December 2022
Rural Services Network - Rural Funding Digest	December 2022
Clerk & Councils Direct - Newsletter	January 2023
North Lincolnshire Council - Forthcoming Meetings	January 2023
SLCC - The Clerk Magazine	January 2023
ERPF - Employer Alert	
ERPF - Employer Bulletin	
Fields In Trust - Newsletter	
ICCM - Member Newsletter	
NALC - Chief Executive's Bulletin	
NALC - Newsletter	
North Lincs Council - Weekly Roadworks	
Public Sector Executive - Online Newsletter	
Rural Services Network - Rural Bulletin	
SLCC - News Bulletin	
VANL - Newsletter	

Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved that the information be noted.**

12/01/23 **Committee / Working Group Reports**

i) Finance Committee - The minutes of a meeting of the Finance Committee held on Monday, 17th October 2022, were circulated prior to the meeting. Proposed by Councillor Finch and seconded by Councillor J Whittaker - **It was resolved that they be approved as a correct record.**

(ii) Planning Committee - The minutes of a meeting of the Planning Committee held on Wednesday, 9th November 2022, were circulated prior to the meeting. Proposed by Councillor R Whittaker and seconded by Councillor Cooper - **It was resolved that they be noted as a correct record.**

(iii) Planning Committee - The minutes of a meeting of the Planning Committee held on Wednesday, 14th December 2022, were circulated prior to the meeting. Proposed by Councillor Brumby and seconded by Councillor R Whittaker - **It was resolved that they be approved as a correct record.**

13/01/23 **Planning**

The following planning application was considered:-

PA/2022/2155 Proposal: Planning permission to erect a single-storey extension and to carry out additional alterations to the dwelling to provide additional accommodation
Location: 88 Station Road, Epworth, DN9 1JZ
Applicant: Mrs C J Armstrong

Proposed by Councillor R Whittaker and seconded by Councillor Brumby - **It was resolved that the Council should support the planning application.**

14/01/23 **Finance****i) Accounts for Payment****ACCOUNTS FOR PAYMENT - JANUARY 2023****Payments made before or since last meeting:-**

06.12.22	BP	IOA Short Mat Bowls	S19 Grant	5,460.00
13.12.22	DD	EDF Energy	Electricity	68.00
14.12.22	Equals	Londis	Fuel for Mower	15.85
20.12.22	DD	EDF Energy	Electricity	10.00
	DD	EDF Energy	Electricity	16.00
	DD	EDF Energy	Electricity	35.00
28.12.22	DD	Vodafone	Mobile Phone Charges	15.00
	DD	Everflow Water	Water Rates	18.53
29.12.22	DD	Plusnet	Telephone & Broadband Charges	34.92
30.12.22	BP	Wages / Tax & NI / Pension	Month 9	3,041.36
31.12.22		Unity Trust Bank	Bank Charges	18.00
03.01.23	DD	Scottish Power	Electricity	1.00
	DD	North Lincs Council	Business Rates	71.00

Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that the action taken be approved**

Payments submitted at this meeting:-

10.01.23	BP	Complete Business Solutions	Paper & Toner	126.98
	BP	Torne Valley Ltd	Hand Brush	3.98
	BP	J B Rural Services	Grass Cutting	1,800.00
	BP	George Tune & Son	Plants & Compost	222.00
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	48.00
	BP	Torne Valley Ltd	Tape Cloth & Bin Liners	19.72
	BP	Playdale Playgrounds Ltd	Playground Repairs	722.27
	BP	Axholme Landscapes	Gravel for Cemetery Path	180.00
	BP	Mr S Quantrill	Expenses - Mileage & Marker Pen	12.23

Proposed by Councillor J Whittaker and seconded by Councillor Finch
- It was resolved that these accounts be paid.

(ii) Reimbursement of Expenses

The Clerk had received a receipt for £28.20 from Mrs J Canning for plants purchased for the planter outside Epworth Library. Proposed by Councillor Brumby and seconded by Councillor R Whittaker - **It was resolved that Mrs J Canning should be reimbursed £28.20 for the cost of the plants she had purchased on behalf of the Council.**

15/01/23

Flagpole

The cost of removing the old flagpole mount and fitting a new bracket for it was £30. Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that Dave Jaques Building Services should be paid £30 for removing the old flagpole mount and putting up a new bracket for the new flagpole.**

16/01/23

CCTV

At the last meeting of the Full Council held on Tuesday, 6th December 2022, the Clerk was asked to obtain a quote for CCTV monitoring of all areas which are the Council's responsibility at Kings Head Croft. He provided each councillor with a copy of the quote, however some questions were raised about the CCTV itself - including issues to do with data protection. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that Mr Christian Woollas of Woollas Security should be invited to attend the next meeting of the Full Council to answer questions about the CCTV and the Clerk also make the necessary enquiries with the ICO and Wroot Parish Council.**

17/01/23

Electricity

The Clerk had received some prices from the electricity broker and provided each councillor with a copy of them. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the item should be deferred to the next meeting of the Full Council.**

18/01/23

Co-option

This item had been deferred from the last meeting of the Full Council held on Tuesday, 6th December 2022. The Clerk informed the Council that there is a vacancy for a councillor to be co-opted onto the town council. Proposed by Councillor Finch and seconded by R Whittaker that the co-option should be advertised on the public noticeboard and Facebook, but then an amendment was proposed by Councillor J Whittaker and seconded by Councillor Cooper for the Clerk to also contact North Lincolnshire Council about the problems of

only having nine councillors. This amendment was agreed and then became the substantive motion. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the Clerk should advertise the co-option on the public noticeboard and Facebook, and also contact North Lincolnshire Council about the problems of having only nine councillors.**

19/01/23

Youth Council

Councillor J Whittaker informed councillors that there had been another meeting and South Axholme Academy had put forward three people for Epworth (two for Belton and one for Haxey). They would attend the next town council meeting, but meet at school bi-monthly prior to the council meetings. Proposed by Councillor Finch and seconded by Councillor R Whittaker - **It was resolved that the information be noted.**

20/01/23

Items Raised By Councillors

(i) **Cemetery Management Software** - Councillor J Whittaker said the Council had access to Cemetery Management Software and not used it, although it had not been charged. He felt there was a need to digitise the Council's cemetery records in order to modernise it. Having the time to do it was another issue, the Council could pay the Clerk extra to do it, or someone else if the Clerk was not prepared to do it. The Clerk informed the Council that there were a number of cemetery management packages available and it needed to ensure it chose the right one, which may not necessarily be the same organisation who provided the accounts package. Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker - **It was resolved that the Clerk finds out about the various Cemetery Management software packages which were available and then present this to the next meeting of the Full Council.**

21/01/23

Questions to the Chairwoman

There were no questions.

22/01/23

Date, Time & Place of Next Meeting

The next meeting of the Full Council will be held on Tuesday, 7th February 2023, at 7.00 pm, in the Small Hall of the Imperial Hall, Chapel Street, Epworth. In addition, there is also a meeting of the Combined Cemetery & Environment Committee due to be held on Monday, 16th January 2023, followed by a meeting of the Planning Committee on Thursday, 19th January 2023, a meeting of the Finance Committee on Monday, 23rd January 2023, and a meeting of the Personnel Committee on Tuesday, 24th January 2023 - all committee meetings are at 7.00 pm in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor R Whittaker and seconded by Councillor Finch - **It was resolved the information be noted.**

23/01/23

Closure of Meeting

The Chairwoman declared the meeting closed at 9.15 pm.