

MINUTES OF A MEETING OF EPWORTH TOWN COUNCIL HELD ON TUESDAY 3 DECEMBER 2019

01.12.19 Members present: Councillors D Stewart (in the Chair), D Woods, C Finch, T Mitchell, G Johnson, R Whittaker, P Garner.
Also in attendance: C McRoy (Assistant Clerk)

Introduction and fire precautions: The Vice-Chairman welcomed all to the meeting and explained the fire evacuation procedure.

No members of the public were present

02.12.19 Apologies for absence were received and accepted from Councillor J Whittaker and Councillor Harm

03.12.19 Declarations of Interest were received from Councillor R Whittaker (item 12, personal cheque) and Councillor Mitchell (items 13 and 17- personal interest as a North Lincolnshire Council Member and item 19- interest as a member of Epworth Heritage Centre Committee)

04.12.19 To note dispensations
No dispensations were requested.

05.12.19 To receive the Chairman's Announcements (*for information only*): Councillor Stewart expressed his thanks to the Epworth Lights Committee volunteers for their hard work and also to the Love Epworth team for all their hard work in putting together a successful Christmas event the previous weekend. He also mentioned that a former Councillor had provided the mince pies and chocolates for attendees at the meeting and informed members he had passed on their thanks.

06.12.19 To receive reports from Ward councillors (*for information only*): Councillor Mitchell reported that a lot of time had been spent on flood-related issues over the past few weeks, working jointly with the Fire Service and Drainage Board. He explained that a review was being undertaken by NLC to see what action was needed to prevent a recurrence.

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

Clerks report to council Tuesday December 3rd, 2019

Minute 10.11.19 (b) grant request South Axholme Academy – email sent 12th November grant fund request refused.

10.11.19(d) Committee meeting arranged re precept.

Minute ref 13.11.19 (b) planning responses sent 2019/1718, 2019/1791 & 2019/1804.

13.11.19(c) Change of Use Chapel of Rest: application paperwork, design & access statement and cheque sent off 26th November (copy application on file).

Minute 14.11.19 Code of Conduct: copy posted on website.

Minute 15.11.19 rescission notice re benches Kings Head Croft: amended purchase order sent to James Smith 6th November – clerk awaiting contact re fitting/repairs of benches.

Minute 16.11.19 Environment Committee: Minutes to website; BKV competition – add to budget figures; Beacon – back to Environment Committee for agenda item; Water Bowser back to Environment Committee for agenda item (email to councillors explaining health & safety issue); hanging baskets brackets back to Environment Committee for agenda item; Jubilee Tree sign posts – clerk to arrange; “20” actions back to Environment Committee for agenda item; Winter planting ongoing.

Minute 17.11.19 Work Experience Placement: item back to Personnel Committee to investigate and report back (*Personnel Committee meeting to be arranged*).

Minute 18.11.19 Humber & Wolds: email sent November 13th asking for cheque for 50% discount to be refunded – email acknowledged, awaiting cheque.

Minute 20.11.19 CEP: working group meeting to be arranged.

Minute 22.11.19 Turbary Road: amended purchase order sent November 6th, 2019, grading and additional stone applies, invoice for payment December 2019.

Minute 23.11.19 Kings Head Croft: purchase order to MKS Groundcare for hedge works and wood preservative to fence; work done invoice for payment December.

Minute 24.11.19 Cemetery Lodge staircase: purchase order sent to Simpkins Kenny Ltd for structural survey report back to Cemetery Committee when received.

Minute 15.11.19 Mozy back-up: clerk has contacted BRSTech for clarification of costs for alternative provision; agenda item December 2019.

Staff appraisals: the clerk has completed the annual appraisals for the cleaner and groundsman; an appointment is being arranged with the Assistant Clerk; the clerk still awaits her appointment for her appraisal by a member of the Personnel Committee (after complaint investigated).

Facebook: items still to be added, poppies, award ceremony, ECHO. Since computer crash in September process to add items changed, B Sass to investigate.

January speaker: Sarah Hewson of Humberside Police confirmed as speaker January 7th, ref Cllr R Whittaker.

Grant Funds: other than “The Old Rectory” and the “Epworth Show” all grants have been acknowledged; reminder emails have been sent to these organisations asking for details of the grant expenditure for our records.

RESOLVED: report noted

08.12.19 **Minutes of the Town Council Meeting of the Council held on Tuesday November 5th, 2019 Resolved:** the minutes were approved as a true record and signed by the Vice- Chairman

09.12.19 **To dispose of any business, if any, remaining from the last meetings.**
None

10.12.19 **Finance Committee:**

RESOLVED: minutes of a Finance Committee meeting held on Tuesday November 26th were approved as a true record and signed by the Vice-Chairman Councillor Stewart.

(a) **Internal control:**

RESOLVED: the October bank statements, the October Receipts & Payments account sheet and the October budget sheet were approved as a true record and signed by the Vice-Chairman Councillor Stewart.

(b) **Committee proposals:**

RESOLVED: that the council change to the electronic banking tariff

(c) **Precept discussions:** There was a discussion about inflationary increases and grass cutting costs.

RESOLVED: The Finance Committee to review the figures and bring back a recommendation for a precept amount for 2020-21 to the January Council meeting.

11.12.19 **Internal Control:**

To receive information on payments on the financial statements approved by the Town Clerk since the last meeting of the Council

Information regarding payments on the financial statements					
NOTE: banking dates are approximate and may vary from those listed					
	Receipts		Net	Vat	total
11.11.19	S P Davies Memorials Ltd	Inscription M Oliver	£25.00		£25.00
26.11.19	Jason Threadgold Funerals	Rights & Burial K Hunt	£400.00		£400.00
	Cheques paid				
104382	North Lincolnshire Council	Planning application	£231.00		£231.00
	Authorised Card Payments				
	DD payments				
22.11.19	HSBC	Bank charges	£30.73		£30.73
18.11.19	Everflow water	Water Cemetery Lodge	£8.57		£8.57
03.12.19	BT	Telephone & internet	£76.53	£15.30	£91.83
01.12.19	North Lincolnshire Council	Cemetery trade waste	£21.60		£21.60
01.12.19	North Lincolnshire Council	Cemetery rates	£53.00		£53.00
26.12.19	O2	Mobile phone charges	£18.58	£3.72	£22.30

RESOLVED: Financial information noted and schedule signed by the Vice-Chairman

12.12.19 **Internal control:** December cheques for payment as presented on the following schedule (Local Government Act 1972 as amended).

RESOLVED: cheques were approved for payment as presented and schedule signed by the Vice-Chairman

			Net	VAT	Total
104383	Glover & Co	Payroll Services to 31.03.19	£260.00	£52.00	£312.00
104384	Torne Valley	Cable ties for poppies	£6.42	£1.28	£7.70
104385	J Swindell	Plants for planter - purchase order 314	£16.64	£3.33	£19.97
104386	R Whittaker	Plants for planter - purchase order 314	£9.17	£1.83	£11.00
104387	C Maguire	Stamps, 2020 Diary; travelling exp re training, postage re planning application; plants for Cemetery planter - purchase order 314	£77.16		£77.16

104388	A Fotherby	Petrol for mowers	£20.90	£4.18	£25.08
104389	NS Groundcare	Trim KHC hedge & wood preserve fence @ Kings Head Croft	£260.00		£260.00
104390	J Wright Joinery	Roof repairs to prevent water ingress	£1,133.89		£1,133.89
104391	C McRoy	Travelling exp re training	£22.50		£22.50
104392	APS Movements	Regrade & stone Turbary Road	£1,000.00	£200.00	£1,200.00
					£0.00
					£0.00
		Total cheques for payment			£3,069.30

RESOLVED: cheques were approved for payment as presented and schedule signed by the Vice Chairman.

13.12.19 Planning Consultations:

(a) **PA/2019/1969** planning permission to erect two storey side extension, 8 The Lidgett, Epworth

RESOLVED: The Council commented: concern about the potential effect on the adjoining link-detached property if that owner chose to do the same to theirs in the future

(b) **PA/2019/1935** planning permission to change of use of barn to holiday let, Flag Villa, West End Road, Epworth

RESOLVED: The Council commented: to request that a maximum rental period be stipulated to ensure these remain as holiday let properties.

14.12.19 Cemetery Committee:

RESOLVED: minutes from the meeting of the Committee on Wednesday November 20th, 2019 were approved as a true record and signed by the Vice-Chairman Councillor Stewart

Committee proposals:

(a) To propose that the council purchase an ASGARD container 5ft 2in x 10ft 11in with sub floor and “bundle” at a cost of £1573.00 plus erection costs of £275.00 (information attached) plus, an extension to the existing concrete base

RESOLVED: The purchase of the container and associated installation works was approved to be carried out as soon as possible

(b) To propose that the council employ a 3rd party organisation to carry out health and safety risk assessments as required.

RESOLVED: The Clerk to investigate the potential cost of this and report back to Council

15.12.19 Environment Committee:

RESOLVED: minutes from the meeting of the Committee on Tuesday November 26th, 2019 were approved as a true record and signed by the Vice-Chairman Councillor Stewart

Committee proposals:

(a) to discuss potential funding for the VE Day events. The following initial proposed events were discussed:

- Friday evening- lighting of the Beacon
- Saturday afternoon- joint afternoon tea and music event with the local churches
- Saturday evening- 1940s themed event with music and dancing

There was a discussion regarding venues and insurance.

RESOLVED: A budget of £1,200 be precepted to facilitate the events

FURTHER RESOLVED: The Environment Committee to liaise with the Clerk and Assistant Clerk to facilitate the events.

(b) to propose that the council purchase 50 replacement hanging baskets

RESOLVED: Council to purchase 50 cup and saucer baskets and brackets from Amberol at the quoted cost of £2,466.16

(c) to propose that the business contribution towards hanging baskets remains at £20.00

RESOLVED: Contribution from businesses towards hanging baskets to remain at £20.00 for 2020

FURTHER RESOLVED: The amount be reviewed annually

16.12.19 **Community Speed-watch:** to propose that Epworth Town Council collaborate with Belton Parish Council

RESOLVED: That the Clerk liaise with Belton Parish Council regarding the scheme

17.12.19 **North Lincolnshire Council – Enhancing Our Environment:** Councillors Mitchell and Garner reported back from a presentation they had attended and explained that grant funding may be available for environmental projects such as tree and hedge planting, green transport schemes, community composting and renewable energy schemes.

RESOLVED: Noted

18.12.19 **Computer back-up:** to receive information from the Clerk from BRS Tech regarding computer back-up options.

RESOLVED: To proceed with the BRS Tech backup system for an initial 3 month period

19.12.19 **Epworth Heritage Centre: to receive information and request for a letter of support.**

RESOLVED: Council to provide a letter of support for the idea of a heritage centre in Epworth

20.12.19 **Correspondence** list provided- pages 80-81

RESOLVED: List noted

21.12.19 **To list: items for Facebook**

RESOLVED: To put on some information regarding Heritage Centre idea

22.12.19 **Questions to the Chairman**

None

23.12.19 **To confirm the date and time of the next monthly meeting as Tuesday**

January 7th 2020

24.12.19 **RESOLVED:** 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.

(a) To authorise payments of salaries and related payments as per the confidential schedule.

RESOLVED: to authorise payment of staff salaries and related payments for December 2019

(b) **Personnel Committee**

RESOLVED: minutes from the meetings of the Committee on Friday October 4th, 2019 and Monday 14th, October 2019 were approved as a true record and signed by the Vice-Chairman Councillor Stewart

(b) **To discuss the clerk's overtime**

RESOLVED: Item to be deferred to a future meeting

NOTE: information on green paper was collected up at the end of the meeting

To record the closure of the meeting at 8.36pm