

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.

### 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 Epworth Town Council held remotely via "zoom" on Tuesday September 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.

**01.09.20 To record the Names of Members, Present.** Cllr J Whittaker presiding:  
Cllrs Stewart, Finch, Garner, Harm, Johnson, R. Whittaker & Woods. The clerk C Maguire was in attendance

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

**03.09.20 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.

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

**05.09.20 To receive the Chairman's Announcements** (*for information only*). No information provided.

**06.09.20 To receive reports from Ward councillors** (*for information only*). The Chairman read out the following statement from Ward Cllr. D. Robinson "I'm aware of TC Member concerns around litter collection over recent months, both KHC and the wider town.

During the Covid 19 crisis NLC have redeployed many staff to areas of greatest need to support some of our most vulnerable residents during such a tough time.

This has affected service delivery in a number of areas.

I'd like to take the opportunity to thank the clerk for her follow up to Member concerns and for updates that have really helped me to understand TC Councillors' anxiety.

The KHC SLA has clearly not been delivered as it should have been over recent months; I fully support a rebate of cost during that time and will do my best to achieve that outcome.

The wider town rests with NLC routinely - here again, a back to business as usual will be my push - where volunteers step in to litter pick it should be to provide added value, not routine maintenance.

I will chair two formal NLC meetings over the next three weeks to consider the impact of Covid (including consideration of SLA arrangements with Epworth and wider communities).

Following these, I will update the clerk ahead of the Town Council's October meeting"

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

**Min ref: 18.07.20 Tree works** purchase order 344 sent to Viking Trees & Gardens July 21st, 2020; company to contact clerk for start date, work scheduled for September.

**Turbary Road:** following information received from PROW officer at North Lincolnshire Council that a section of Turbary Road had been tarmacked by residents the clerk has received no further communication from NLC; please also NOTE that D Sanderson the PROW officer has now retired.

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**Min 20.08.20: EICR Certificate:** Electrical Installation Condition Report, work carried out on 6<sup>th</sup> August, Certificates lodged with the clerk, no issues raised. Invoice awaited.

**14.08.20 Planning;** PA/2020/1058 objection submitted: Appeal re PA/2020/440 submitted to Planning Inspectorate.

**15.08.20 (g) Damaged Cradle Swing:** item returned to Sutcliffe Play, FOC replacement agreed currently awaiting delivery

**Cemetery Lodge Fire Risk Assessment** (completed & agenda item) clerk has forwarded current documentation for Groundsman for amendment, working practices to be assessed on site.

**O2 contract;** now replaced by Vodafone, letter to HSBC cancelling O2 direct debit 18<sup>th</sup> August

**Grant request:** Epworth Thurlow Playgroup: forms returned for correction of financial information to Finance Committee/full Council when information received.

**Town Centre Manager:** invited to but unable to attend next Town Walk (note Town Centre Manager can only discuss town council nominated items specifically relating to the centre of Epworth)

**GDPR:** the clerk is working through previously submitted documentation that has not been formally adopted by the Town Council. These documents require concentration and councillors should familiarise themselves with the document content to enable effective discussion in council.

**Memorial inspections:** the clerk has written a short report on the 2019 inspection and submitted it for discussion by full council

In addition the clerk advised the Council that Cllr Stewart had taken the place of Cllr Woods who had resigned from the Planning Committee.

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

**08.09.20 To resolve Draft Minutes** of a Meeting of the Council held on Tuesday August 4<sup>th</sup>, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** an accurate record to be signed by the Chairman.

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

**10.09.20 Internal control:** to receive the Account and budget sheets for July 2020 and copy bank statements for approval and signature of the Chairman. With a correction to the wording to be made by the clerk, the accounts and budget sheets were proposed by Cllr Stewart seconded by Cllr Johnson and **RESOLVED** an accurate account for signature by the Chairman.

**11.09.20 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 herewith*) for approval and signature. **NOTE: banking dates are approximate and may vary from those listed**

	Receipts		Net	Vat	total
30.07.20	1040 D & J Oliver	Burial Rights C365C	£300.00		£300.00
06.08.20	1041 R Wallace & Son	Purchased rights & burial J Bowman	£475.00		£475.00
11.08.20	NC & CG Foster	56 Hanging baskets	£56.00		£56.00
					£0.00
20.08.20	HMRC	VAT claim submitted	£449.71		£449.71
		<b>Total income</b>			<b>£1280.71</b>
	Cheques paid		Net	Vat	Total
10.08.20	104542	VANL subscription	£20.00		£20.00
					£0.00
		<b>Total cheques</b>			<b>£20.00</b>

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	Authorised Card Payments				
					£0.00
		<b>Total payments</b>			<b>£0.00</b>
	Misc. Items/DD's				
01.09.20	NLC	Cemetery rates	£62.00		£62.00
01.09.20	NLC	Trade waste	£26.60		£26.60
02.09.20	BT	Tel/internet includes termination payments	£166.23	£6.79	£173.02
26.08.20	Everflow	Cemetery water	£17.95		£17.95
07.08.20	Vodafone	DD set up			£0.00
22.08.20	HSBC	Bank charges	£20.60		£20.60
27.08.20	Plusnet	Phone & broadband	£31.00	£8.72	£39.72
01.08.20	Scottish Power	Electricity Market Place	£10.00		£10.00
20.08.20	EDF	Electricity	£6.00		£6.00
20.08.20	EDF	Electricity	£21.00		£21.00
20.08.20	EDF	Electricity	£15.00		£15.00
01.09.20	Scottish Power	Electricity Chapel of Rest	£11.00		£11.00
24.08.20	MKS Groundcare	Grass cutting	£432.00	£86.40	£518.40
		<b>Total DD's</b>			<b>£921.29</b>

Proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** financial information noted for signature by the Chairman.

**12.09.20 Internal control:** To resolve September cheques for payment as presented on the following schedule (*Local Government Act 1972 as amended*) for approval and signature.

			Net	VAT	Total
104543	A Fotherby	Petrol for mowers	£20.01	£4.00	£24.01
104544	Graphics Four Ltd	C19 signage	£75.00	£15.00	£90.00
104545	Axholme Landscapes	Epworth in Bloom work plus 6 tree posts	£640.00	£128.00	£768.00
104546	United Carlton	Photocopies	£33.36	£6.67	£40.03
104547	PKF Littlejohn	External Audit	£300.00	£60.00	£360.00
104548	MWQA Ltd	Fire risk assessment	£250.00		£250.00
		<b>Total cheques for payment</b>			<b>£1,532.04</b>

Proposed by Cllr Stewart seconded by Cllr Johnson **RESOLVED** cheques for payment as presented, schedule for signature by the Chairman.

**13.09.20 Internal Control Conclusion of Audit:** to receive and resolve Section 3 External Auditor Report & Certificate 2019/20 (page 6 of the Annual Governance & Accountability Return) and a copy of the Notice of Conclusion of Audit to resolve a response and length of time to publish the notice. Noted conclusion notice published 6th, August; also noted that it was a "clean" report with no comments; Proposed by Cllr Johnson seconded by Cllr Stewart **RESOLVED** to leave on notice board for an additional month to October 6th. Information on website to remain for 5 years.

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**14.09.20 Section 137 Local Government Act 1972** grant application: to receive and resolve a grant application from the Epworth Thurlow Preschool for £2659.72. Following discussion during which it was noted that grant expenditure had been reduced in the precept this year and additional calls were being made on available funds; proposed by Cllr R. Whittaker seconded by Cllr Finch and **RESOLVED** to grant fund the Epworth Thurlow Preschool 50% of the request £1330.00 (one thousand three hundred and thirty pounds). Noted Finance Committee to discuss grant allocations and percentage payments.

**15.09.20 Fire Risk Assessment – Cemetery Lodge:** to receive a copy of the Fire Risk Assessment document and resolve any necessary actions. Noted the fire extinguisher inspection had now been carried out. Proposed by Cllr Johnson seconded by Cllr Stewart and **RESOLVED** to note documents and implement the plan (emergency lighting & smoke alarm tests)

**16.09.20 Cemetery Memorial Inspections:** to receive a report from the clerk and resolve any necessary actions.

“Administrative work on notices and family contact letters was started by the then Assistant Clerk in July 2019; administration continued by the current clerk in July 2020. Originally letters and notices were posted on the cremation section and “B” graves; the clerk considers that large memorials in “Old” section pose a greater risk and has been checking that section; on looking through paperwork one memorial “Sam & Alice LINDLEY” was listed as dangerous. Checked by clerk and confirmed by the Chairman, the memorial was laid down and made safe (item referred to council and invoice paid). On checking further memorials, the clerk found no obvious issues with some of those listed as “failed” and has looked at all memorials (in the old section) before placing a notice. No family contact details exist for failed memorials in this section.

The Clerk spoke to S J Memorials (Thursday August 12th) who confirmed 4 memorials (Cremation and “B” section) rectified with list of 8 families to contact saying memorials would be done week beginning August 17th. (Working on site Tuesday August 18th).

Full computerised lists of failed memorials in all sections were completed by the clerk August 17th, 2020.

20 listed as failed in the Old Section: the clerk has looked at of all these memorials; of those listed as failed the clerk has noted 7 (seven) which are (in the clerks unqualified opinion) not dangerous and not requiring immediate work. These are smaller and more modern in construction without the height and weight associated with the older memorials and most of which are described as having “no ground anchor”. The clerk advises that the council has all memorials re-tested by a different contractor (such as Serenity Memorials) within the next 18 months to double check the stability of memorials. Many of the memorials in this section date back to the late 1880’s and were therefore erected before modern and updated regulations came into force. The council will also have to decide how to deal with these unstable memorials as there are no listed family connections. The choices will be to lay flat, reinstate or remove with varying cost implications. It is also important, and in line with previously published policies, that the memorials are listed and published to provide the opportunity for existing but unrecorded family to come forward, a time limit should be provided for responses. *NOTE: 3 notices handed in by Groundsman (24.08.20) following rain and high winds, the clerk does not have an effective method of fixing notices to stone memorials.*

The team from S J Memorials have been working in the Cemetery on memorials in the “B” and oldest Cremations section. S J Memorials has also pointed out the lack of qualification of the clerk to check installations and the risk factor of working alone, which the clerk acknowledges. The clerk has not checked any memorials since having this conversation.

The following is a list of the unstable memorials in the old section listed in grave number order, a notice has been placed on each one and a photograph taken:

72	John SELBY	1907	second die block loose	
128	William CLARK	1900	Loose on base	
142	Albert TUGBY	1899	loose on base	
167	Family GIBSON	1881	Split memorial - unstable	
174/5	Family FIELDS		Loose on base and foundation	
331/337	Family AXE	1924	Loose on foundation	
371	L & J STOREY	1926	loose on foundation	
393	E & A Johnson	1935	loose on foundation	

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409	A & F HILL	1966	loose on foundation	
445	Arthur ARCHER	1994	2nd die block loose no dowels	
469	S & A LINDLEY	1939	Leaning risk of falling loose on foundation	MADE SAFE
493	J & W PROUDLEY	1951	Joint on memorial unstable	
509	M JEWITT	1950	Loose on foundation	

Many of these are large stones up to 5ft in height and should be considered potentially high risk.

When the assistant clerk, worked through the Cremation section and "B" sections (the newest) with notices being placed last year, letters were sent and the clerk can confirm that a number of memorials have been made safe to modern BS standards, however, most of the memorials in the "A" and Old sections remain in the same condition as when tested last year. The council should be aware of this. The clerk will continue to work through the paperwork to establish if and where families have been contacted and to list those memorials where no current contact details are available. 18 listed as failed in Cremation section and 18 listed as failed in "B" section. The clerk cannot confirm that these have all been made safe and is contacting one of the local Funeral Directors in addition to SJ Memorials to try and establish which memorials are now safe.

The clerk would like to highlight the importance that all memorials listed as "unsafe" are double checked to ensure that those with a high-risk factor are identified, labelled and family contacted where possible. Before any further letters are sent or notices placed on memorials the clerk would like memorials hand checked and notices placed only where obvious signs of instability are found. Ideally this should be done with one other person (risk factor). This does not mean that other memorials are sound, as they may have insufficient anchorage for current standards, but they should be of less risk, particularly as the majority in the main "A" section are 2ft 6in tall and the risk of serious harm is less should they fall.

Given the number of memorials listed as unsafe in the main "A" section of the Cemetery (approximately 60) the clerk suggests working through them methodically, the more recent the memorial the greater chance of finding family members to take responsibility for the cost of memorial safety work"

The clerk advised that a local funeral director was scheduled to meet her to carry out an additional "hand test" of memorials in the "A" section as an interim inspection and report back finding to council next month. The clerk would also publish the list of "failed" memorials from the Old Section of the Cemetery. Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** report noted.

**17.09.20 GDPR (General Data Protection Regulations):** to receive and resolve GDPR documentation as follows:

Data Audit 2020 & Data Questionnaire

Privacy Notice

Email contact Privacy Notice

Councillor Privacy Notice

Purchase of Exclusive Rights Privacy Notice & Privacy Impact Assessment (Cemetery Records)

Contact Privacy notice

Consent Form

Subject Access Request Form

Data Protection Policy & Management of Transferable Data Policy:

With an amendment to the wording of the Councillors Privacy Notice the council "will provide you with" a dedicated email address, the documents were proposed for adoption, subject to further amendment by Cllr J. Whittaker seconded by Cllr Finch and **RESOLVED**. Clerk to publish on website.

**18.09.20 Combined Committee Environment/Cemetery:**

(a) To resolve Draft minutes of a committee meeting held on Monday August 24th, 2020 at 7pm (zoom meeting), copies of which have been previously circulated, for approval and signature. Proposed as a true record by Cllr Stewart seconded by Cllr Woods **RESOLVED** for signature by the Chairman.

(b) to receive a committee recommendation for the laying of a new concrete slab and installing a new picnic bench at Kings Head Croft (QE2 Field). Proposed by Cllr R. Whittaker to accept the quotation

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from JT Building & Joinery to provide a concrete base and fit the picnic bench for the quoted price of £820.00 (eight hundred and twenty pounds) seconded by Cllr Stewart and **RESOLVED**

**19.09.20 Litter picking:** to discuss issues relating to litter picking at Kings Head Croft (QE2 Field) and in the Town Centre. The report from Ward Cllr Robinson was noted, also that the Service Level Agreement had not been implemented by North Lincolnshire Council due to lack of personnel, but no apology or explanation had been received. Requirement for public education not to drop litter. Noted North Lincolnshire Council legal obligation to maintain street cleanliness and hygiene. Proposed by Cllr Stewart seconded by Cllr Johnson to ask for a meeting with the Chairman, Ward Councillors and NLC officers to discuss and resolve the problem. **RESOLVED**

**20.09.20 Asgard container;** to receive a quotation to move the unit at Cemetery Lodge. After short discussion it was proposed by Cllr Woods seconded by Cllr Stewart to leave the container as it is. **RESOLVED.**

**21.09.20 ECHO:** to receive information of the production and publication of the next issue of the ECHO Proposed by Cllr R. Whittaker seconded by Cllr Stewart **RESOLVED** to support the production costs of £240.00 for design & layout, printing and delivery of 2000 copies of the ECHO.

**22.09.20 Correspondence:** to note list (*for information only pages 152 & 153*) proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** correspondence list noted.

**23.09.20 To list:** items for facebook. Noted items to the clerk as they occur.

**24.09.20 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 items were raised.

**25.09.20 To confirm the date and time of the next monthly meeting** as Tuesday October 6th, 2020.

**26.09.20** *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:*

- (a) **To authorise** payments of salaries and related payments to the value of £2376.44, schedule for signature by Chairman. Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** cheques for signature as listed.
- (b) **Handyman:** to receive information on salary and equipment requirements from the Combined Committee for discussion and resolution: the following items were discussed:
  - Salary figures for minimum wage for an 8-hour day ,4 days/month
  - Petrol allowance for use of own car
  - Schedule of work in Autumn and Spring
  - No finance in current budget, suggestion to include as new overall job specification for groundsman/handyman 2021
  - Requirement for personnel committee to discuss (clerk as line manager) and finance committee to discuss budget
  - Requirement for insurance
  - Pension requirement
 Proposed by Cllr Finch seconded by Cllr Harm and **RESOLVED** clerk to liaise with Belton Council for information and advice on their practices and procedures for employment of a handyman.

**To record the closure of the meeting** at 8.20pm

cm02.09.20.

*J Whittaker  
6/10/20*