

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 August 4th, 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:

01.08.20 To record the Names of Members, Cllr J Whittaker presiding:

Cllrs: Stewart, Finch, Garner, Harm, Johnson, Mitchell, R. Whittaker & Woods.

02.08.20 To receive Apologies for absence. All present.

03.08.20 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*).

Cllr Mitchell item 11, personal interest as Ward Councillor

Cllr Johnson item 22c personal and prejudicial interest

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

05.08.20 To receive the Chairman’s Announcements (*for information only*). The Chairman commented that the hanging baskets looked excellent this year.

06.08.20 To receive reports from Ward councillors (*for information only*). The Ward Councillors commented that he had attended many meetings about lots of issues but nothing to report at this stage.

07.08.20 To receive the Clerk’s Report (*for information only*).

From meeting July 7th, 2020

GDPR consent to hold information forms provided for all councillors (as of 27th July, 3 councillors still to sign and return forms) Additional GDPR information required for publication on the website, work in progress.

Minutes approved at July meeting all added to website.

Min ref: 12.07.20: replacement mobile: car-phone warehouse contacted; contract arranged, bank details forwarded, business credit vetting form to be completed by clerk and Chairman; contract completed and sent 28th July.

Min ref: 13.07.20 Section 137 grant application Rotary Club of Epworth & Isle of Axholme: cheque signed and sent 21st July 2020

Min ref 16.07.20: Planning PA/2020/841 planning response submitted “no objections” sent 9th July 2020

Min ref 17.07.20 permanent signage KHC play equipment clerk contacted 3 companies for quotations for new signage, one received; Chairman to check wording following further information from ERNLLCA before clerk confirms the order(in progress) Purchase order sent July 28th (only one of 3 companies provided a price)

JW

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

Min ref: 19.07.20 Hanging baskets invoice £56.00 sent 21st July to resident wishing to purchase hanging baskets; Cllr R Whittaker to arrange delivery of baskets

Min ref 19.07.20 EICR certificate Cemetery Lodge purchase order 3443 sent to Cockin Electrical July 21st, company to contact to arrange date.

Min ref 19.07.20 Town Walk email sent to 2 Ward Councillors and Town Centre Manager inviting them to Town Walk, no replies received.

Min ref 19.07.20 CCTV combined committee to discuss at additional meeting arranged for Monday 27th for discussion and recommendation to full council

Min ref 20.07.20 Fields in Trust; cheque signed and sent off for annual membership

21.07.20 Member Officer Protocol copies sent to ERNLLCA and NLC Democratic Services for comment, ERNLLCA reply circulated (reference minute, Personnel Committee to discuss further)

Mini ref 22.07.20 Risk Assessments; purchase order 342 sent to MWQA to carry out works as specified, first appointment August 10th to carry out fire risk assessment.

Min ref: 23.07.20: email sent 27th July "re attend site and reposition shed so it fits squarely on the concrete base"

Min ref 28.07.20 use of HR company – further agenda item August 4th

20th July NLC poster re fostering placed on facebook, website and notice boards

20th July Annual Return query re Asset register, amendment made to figures following receipt of Internal Auditor's report, figures approved by full council. Explanation sent with copies of register to PFF Littlejohn

HSBC.Net: clerk and Chairman still working towards setting up system, wrong forms provided by HSBC Epworth; clerk has spoken to bank personnel to progress issue

Assets list: clerk in progress on reviewing list, it will require site visits to establish seat and bin locations to cross reference with list

Scottish Power bills re Chapel of Rest; notification to increase monthly payment challenged (27th) by clerk; record of estimated readings to be removed and priority made for meter reading once C19 restrictions removed. New bill to be issued within 14 days.

NALC Foundation level council: cheque signed and sent for registration; clerk working on website and associated paperwork for compliance – work in progress.

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

08.08.20 To resolve Draft Minutes of a Meeting of the Council held on Tuesday July 7th, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** draft minutes an accurate record for signature by the Chairman.

09.08.20 To dispose of any business, if any, remaining from the last meetings. Noted clerk still to obtain quotations for new concrete pad for picnic bench

10.08.20 Finance Committee: to resolve Draft Minutes of a Finance Committee meeting held on Tuesday July 28th, 2020 (zoom meeting), copies of which have been previously circulated, for approval and signature With correction that Cllr Mitchell not present, proposed by Cllr Johnson seconded by Cllr Stewart **RESOLVED** accurate record to be signed by the Chairman.

11.08.20 Internal control: to receive the Account and budget sheets for June 2020 and copy bank statements for approval and signature of the Chairman. Proposed by Cllr Stewart seconded by Cllr Johnson **RESOLVED** an accurate record for signature by the Chairman.

12.08.20 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 attached). **NOTE: banking dates are approximate and may vary from those listed**

JW

	Receipts		Net	Vat	total
07.07.20	R Wallace & Son	Crem plot & burial	£275.00		£275.00
29.07.20	North Lincolnshire Council	2nd part payment precept	£34,569.29		£34,569.29
					£0.00
		Total income			£34,844.29
	Cheques paid		Net	Vat	Total
21.07.20	104529	Fields in Trust	£65.00		£65.00
21.07.20	104530	Rotary Club of Epworth	£135.00		£135.00
23.07.20	104531	NALC foundation council	£60.00		£60.00
		Total cheques			£260.00
	Authorised Card Payments				
07.07.20		Post office 24 stamps	£18.24		£18.24
					£0.00
					£0.00
					£0.00
		Total payments			£18.24
	Misc. Items/DD's				
01.08.20	NLC	Cemetery rates	£62.00		£62.00
01.08.20	NLC	Trade waste	£36.60		£36.60
02.08.20	BT	Tel/internet	£67.59	£13.51	£81.10
20.07.20	BT	termination charge Tel	£45.70		£45.70
20.07.20	BT	Termination infinity	£86.57		£86.57
20.07.20	BT	Termination	£18.00		£18.00
20.07.20	Everflow	Cemetery water	£128.00		£128.00
25.07.20	MKS Groundcare	grass cutting	£432.00	£86.40	£518.40
26.07.20	O2	mobile phone	£19.08	£3.82	£22.90
29.07.20	Siemens	Photocopier lease	£182.59	£36.51	£219.10
06.07.20	Plusnet	New telephone provider	£33.00	£6.60	£39.60
		Total DD's			£1,257.97

Noted BT termination charges not researched and unexpected, not yet showing on bank statements so could not be confirmed. Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** financial information noted, Chairman to sign schedule.

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

			Net	VAT	Total
104532	Andrew Moss	Install bench & repair picnic table	£440.00		£440.00

JWS

104533	S P Davis Memorials	Make safe memorial	£85.00	£17.00	£102.00
104534	P Haywood	Put up HB brackets and move containers to Cem Lodge	£240.00		£240.00
104535	BRS Tech	back-up April to September, new hard drive & 2nd hand laptop	£165.00	£33.00	£198.00
		Total cheques for payment			£980.00

Proposed by Cllr Stewart seconded by Cllr Johnson **RESOLVED** cheques for payment as presented, schedule to be signed by Chairman.

14.08.20 Planning (Town & Country Planning Act 1990 as amended)

- a) **To resolve PA/2020/1058** Application for determination of the requirements for prior approval from an agricultural building to a dwelling

Site location: Land to the rear of 3a West End Road, Epworth

Proposed by Cllr R Whittaker seconded by Cllr Johnson **RESOLVED** object as backland development, development in open country & outside current planning development line

- b) To resolve a response to Appeal APP/Y2003/W/20/3254675 (PA/2020/440

Application for prior notification for a proposed change of use of an agricultural building to dwelling-house (Use class C3)

Site location: barn at Bridge Farm, Scawcett Lane, Epworth (*information attached*).

Proposed by Cllr. R. Whittaker seconded by Cllr Harm **RESOLVED** to support the North Lincolnshire Council refusal

15.08.20 Combined Committee Environment/Cemetery:

(a) **To resolve Draft minutes** of a committee meeting held on Monday July 20th, 2020 at 7pm (zoom meeting), copies of which have been previously circulated, for approval and signature. Proposed by Cllr Woods seconded by Cllr R Whittaker **RESOLVED** a true record for signature by the Chairman.

(b) **To resolve** committee recommendation to full council that existing grass cutting contractor carries out regular removal of weeds from within and outside the fenced play area £20 per occasion and cuts back vegetation by closed churchyard wall on off cost of £240.00 After discussion proposed by Cllr J Whittaker seconded by Cllr Stewart **RESOLVED** item back to committee for further discussion.

(c) **Installation of defibrillator – red phone box Market Square:** to receive information (from Cllr Mitchell) and resolve the way forward. After considerable discussion proposed by Cllr Mitchell to mandate the Combined Committee to implement the project suggesting a grant application to North Lincolnshire Council for 50% of the cost seconded by Cllr Harm. Following further discussion, the proposal was **amended** by Cllr Mitchell to include option 2 the most popular model; a locked cabinet, fully managed and the training package total approximate cost £2200.00 with NLC contribution as joint funding, seconded by Cllr Stewart. The amended proposal was put to the vote and **RESOLVED**.

(d) **To resolve** committee proposal to hold a Best Kept Garden competition. After considerable discussion on the minutia of the event it was proposed by Cllr Mitchell seconded by Cllr Johnson and **RESOLVED** item back to the Combined Committee to fully plan the event for 2021.

(e) **To resolve Draft minutes** of a committee meeting held on Monday July 27th, 2020 at 7pm (zoom meeting) copies of which have been previously circulated for approval and signature. Proposed by Cllr R Whittaker seconded by Cllr Stewart **RESOLVED** an accurate record for signature by the Chairman.

(f) **To resolve** the date for the next Town Walk. Proposed by Cllr Finch seconded by Cllr Garner **RESOLVED** Friday August 28th at 1.30pm (meet outside The Red Lion)

(g) **Damaged cradle swing:** to receive update on possible repair/replacement and resolve. Damaged sing had been found by clerk during an inspection, taken down by the Chairman and reported to the

manufacturer, apparently the same fault as found previously. Photographs sent now waiting for manufacturer to respond. Expecting repairs under warranty.

16.08.20 VANL (Voluntary Action North Lincolnshire) to resolve to renew annual membership at a cost of £20.00. Proposed by Cllr Stewart seconded by Cllr Johnson **RESOLVED**.

17.08.20 NALC Foundation level council: to discuss and resolve an “Action Plan” in line with criteria. Noted “an evolving document”, add completion of the meeting room, creation of a community orchard and future employment of a handyman., proposed by Cllr J Whittaker second by Cllr Stewart **RESOLVED** adopt and add other items as resolved by council.

18.08.20 Correspondence: to note list (*for information only pages 144 & 145*). Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** correspondence list noted.

19.08.20 To list: items for facebook: defibrillator in Market Square phone box

20.08.20 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.

21.08.20 To confirm the date and time of the next monthly meeting as Tuesday September 1st, 2020.

22.08.20 *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 £2454.78, schedule for signature by Chairman. Proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** salaries approved schedule to be signed by Chairman.
- (b) **Personnel Committee: To resolve Draft minutes** of a meeting held on Monday July 20th, 2020 at 8pm (zoom meeting) copies of which have been previously circulated for approval and signature. Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** a true record for signature by the Chairman.

Cllr Johnson declared a personal and prejudicial interest and left the meeting

- (c) **To resolve** that the council, advertise for an assistant clerk on an immediate short-term rolling contract and replacement clerk (January 2021) and approve committee expenditure to employ a suitable HR company to assist in the processes. After considerable discussion encompassing costs, requirement for quality advice, need for 3 quotations, specification of work required, proposed by Cllr Harm seconded by Cllr Finch **RESOLVED** clerk to draft requirements and circulate to personnel committee members for approval before sending
Further proposed by Cllr Harm to employ an assistant clerk on a short-term rolling contract for 12 hours/week over 2 days subject to extension seconded by Cllr Stewart **RESOLVED**.
Further proposed by Cllr Harm to advertise for a replacement clerk September/October 2020 to start employment January/February 2021 (additional costs from operational reserves) seconded by Cllr Finch; amended proposal by Cllr Stewart seconded by Cllr Garner for replacement clerk to start in March 2021 (1 month’s salary from contingency reserves) amended proposal put to the vote and **RESOLVED**.

Cllr Johnson invited back into the meeting

- (d) **To discuss and resolve** the extended role of the watering employee (combined committee reference minute 8 meeting Monday July 27th) Prolonged discussion included the following points: flexible weekly hours 8 in summer 4 in winter; work on ad-hoc basis; no finance in current budget, include in 2021/22 budget, supervision by clerks not councillors, requirement to provide all tools and equipment for “employee” consider full costings, proposed by Cllr Stewart seconded by Cllr Mitchell

JW

RESOLVED combined committee to discuss fully.
To record the closure of the meeting at 21.23pm.

cm30.07.20.

J. White
01/08/20

Correspondence for presentation to September meeting of the council

July 30th NALC bulletin (circulated)

July 31st NLC Engagement Officer newsletter (circulated Aug 3rd)

August

3rd SJ Memorials request for list of memorials made safe

3rd Network Management Beltoft Road for July 29th mentioned?!

4th Asgard photographs of shed on base

4th email to all councillors re electricity power off Thursday 6th at 10am

4th Request to ERNLLCA for advice in case of non-compliance with "consent to hold information"

4th Fields in Trust (circulated)

4th NLC planning application PA/2020/1007 (circulated)

4th Series of emails to/from car-phone warehouse re payment basis for new handset

5th NLC planning application PA/2020/733 (circulated)

5th NALC acknowledgement of registration for foundation level award scheme

5th NLC emergency financial help info (circulated & added as link on facebook)

5th C Welford "the help project" circulated, facebook, website & notice board

6th ERPF (personnel committee)

6th NLC planning application PA/2020/1224 (circulated)

6th Asgard reply re position of shed (circulated)

6th PA/2020/1058 response submitted (and acknowledged).

6th PKF Littlejohn external auditors report & invoice (circulated, facebook, website & noticeboard)

6th BKV competition results (circulated)

6th ERNLLCA re HR services (Circular directed at Chairman & Chairman of Personnel)

6th New mobile phone device received

7th NALC bulletin (circulated 10th)

10th Planning inspectorate response to appeal re PA/2020/440

10th Occupational H & S document to MWQA

10th Fire Risk Assessment (forwarded to the Chairman)

10th DRAFT minutes circulated

10th Grant application forms to Epworth Bowls Club

10th DRAFT letter re HR consultants (Chairman & Personnel Committee members)

10th Clerks additional hours (July) to Personnel committee for approval

10th N Byrne & ward councillors – notification of August town walk (apologies received from N Byrne)

10th to Epworth Thurlow Preschool for additional information

10th Network Management N/A Epworth

11th NLC planning application (circulated) PA/2020/1057

11th Sutcliffe re replacement swing (cc Chairman)

11th NALC rebuilding communities (circulated)

11th receipt for hanging basket cheque sent

11th Thorpe request for price for concrete base

11th Current RA's re cleaner & groundsman to MWQA

11th B Sass re cheque payment

13th Thorpe quote for concrete base and bench fixing

13th NLC query re hedge ownership (answered)

13th ERNLLCA newsletter (circulated)

13th Environment Agency newsletter (circulated)

13th email to 3 companies re HR prices

13th Series of emails to/from NLC & Ward Councillors re litter problems

13th Letter of thanks from Rotary Club re grant (circulated)

13th MWQA re Cemetery groundsman risk assessment

- 13th NBB for replacement fixings kit
- 13th Moss request for quotation re picnic bench & concrete pad
- 13th Axholme Landscapes re tree advice
- 13th Notification to NLC re planning enforcement/conservation issue
- 13th NLC request for costs re provision of additional bin
- 14th NALC bulletin (circulated)
- 14th Reply from Blackcat HR (personnel committee)
- 14th Reply from HR engage (personnel committee)
- 17th to NBB for price of fixings kit
- 17th Rural Market Towns (circulated)
- 17th R Wallace re Memorial inspection records
- 17th Network Management N/A Epworth
- 17th NLC re highways issue borders at Kings Head Croft further 90 days required
- 18th NALC rebuilding communities & NALC bulletin (circulated)
- 18th HSBC letter cancelling DD to O2
- 18th NLC AP/2020/1117 (circulated)
- 18th Combined Committee agenda published
- 20th ECHO article re grants (Cllr R Whittaker)
- 20th VANL (circulated)
- 20th Marsden from HRdept (personnel committee)
- 20th VAT return £449.71 posted
- 20th Planning Committee agenda published
- 20th From/to Sutcliffe Play re swing delivery
- 21st NALC bulletin (circulated)
- 24th Request to councillors for substitute planning committee member
- 24th Zurich Risk Management information (circulated)
- 24th Cowley Fire re equipment maintenance
- 25th NALC re conference (circulated)
- 25th 18 letters to residents re BKV competition (delivery by Cllr R Whittaker)
- 25th NALC bulletin (circulated)
- 25th To ward councillors re litter issues KHC & town centre
- 25th NLC planning responses PA/2020/733; 1007; 1057;1224; 1117 (3 acknowledged 2 sent as emails)
- 26th To Rotary with bulb planting proposed sites
- 26th Cowley Fire reply visit not required
- 26th Combined Committee schedule of works for KHC
- 26th DRAFT minutes re Planning Committee