

EPWORTH TOWN COUNCIL

Minutes of the Annual Meeting of the Full Council held on Tuesday, 3rd May 2022, at 7.00 pm, in the Small Room of the Imperial Hall, Chapel Street, Epworth

Public Participation

No members of the public were present.

01/05/22 **Election of Chairperson and Appointment of Vice Chairperson**
(i) Chairperson - Proposed by Councillor Woods and seconded by Councillor Garner - **It was resolved that Councillor Finch should be elected as Chairperson for the forthcoming year.** She thanked the previous Chairman for his support, his commitment, dedication, and also his hard work in help modernise the council.

(ii) Vice Chairperson - Proposed by Councillor Finch and seconded by Councillor Cooper - **It was resolved that Councillor Simpson should be appointed as Vice Chairperson for the forthcoming year.**

Both councillors duly signed a declaration of acceptance of office.

02/05/22 **Appointment of Committee Members / Council Representatives**

Combined Cemetery & Environment Committee	Councillors Finch, Stewart, R Whittaker & Woods
Finance Committee	Councillors Finch, Stewart & J Whittaker
Planning Committee	Councillors Brumby, Fleet, Garner & R Whittaker
Personnel Committee	Councillors Cooper, Stewart & J Whittaker
Appeals Panel	Councillors Brumby, Finch, Fleet, Garner, R Whittaker & Woods
Epworth Imperial Hall	Councillor Cooper
Epworth Charities	Councillor J Whittaker
Snow Warden	Councillor J Whittaker

Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that the representation on committees, working groups and outside bodies be as above.**

03/05/22 **Record of Members Present**
The following councillors were present: Councillors Finch (Chairwoman), Brumby, Cooper, Fleet, Garner, J Whittaker, R Whittaker & Woods.

04/05/22 **Apologies and Reasons for Absence**
There were apologies from Councillor Stewart - who was away.

05/05/22 **Declarations of Interest & Dispensations**

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

06/05/22 **Chairwoman's Report**

Councillor Finch thanked fellow councillors for electing her as Chairwoman and said it was an honour and privilege and she would work tirelessly and with pride. In addition, she would continue the good work to ensure the Council was run efficiently and effectively and promote its activities within the local community. On Tuesday, 12th April 2022, she attended a grant presentation at Normanby Hall on behalf of the town council to do with Spring in Bloom and the Queen's Platinum Jubilee. The Chairwoman was keen to build an effective partnership with North Lincolnshire Council. Proposed by Councillor Cooper and seconded by Councillor J Whittaker - **It was resolved that the report be noted.**

07/05/22 **Ward Councillors' Report**

(i) Highways - Work by Northern Powergrid and KCOM continues and after KCOM has finished a wide programme of footpath refurbishments will take place. Rectory Street has had some road defects temporarily repaired by North Lincs Council, however further investigations are required by Severn Trent. Bollards have been replaced on Station Road outside the One Stop shop. **(ii) Planning** - The next committee meeting is on Wednesday, 4th May but nothing on the agenda to do with Epworth. The Planning Inspectorate decided to allow an appeal against the decision by North Lincs Council to refuse planning permission for PA/2020/1117 on Belton Road, Epworth. **(iii) 5G Phone Mast - Tottermire Lane / Belton Road** - Following a meeting with Three UK, they have now agreed to paint the cabinets fir green. **(iv) Events** - Attended the first Men In Sheds (Imperial Hall) and NHS Digital (St Andrew's Church). These projects are intended to reduce loneliness and social isolation and help residents access NHS and other useful Apps - other events are scheduled in Epworth. **(v) Criminal Damage** - Damage to a bin (now replaced) on Footpath 53 and the public toilets - both incidents have been reported to the police. **(vi) Grass Cutting** - Asked Ongo to cut the grass on Albion Grove, who have apologised and stated that it will be actioned as soon as possible. **(viii) Advertising** - Arranged for the town council's Jubilee events to be publicised on the advertising panels on the new recycling bins in the town centre. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the report be noted.**

08/05/22 **Minutes of the Last Meeting**

(i) Ordinary Full Council Meeting - The minutes of an ordinary meeting of the Full Council held on Tuesday, 5th April 2022, had been circulated prior to the meeting. Proposed by Councillor J Whittaker and seconded by Councillor Woods - **It was resolved that they should be approved as a correct record - subject to references to the General Purposes Committee being amended to Combined Cemetery & Environment Committee.**

(ii) Extraordinary Full Council Meeting - The minutes of an extraordinary meeting of the Full Council held on Monday, 25th April 2022, had been circulated prior to the meeting. Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that they should be approved as a correct record.**

09/05/22

Clerk's Report

Minute 08/04/22 Correspondence (ii) a) Mr G Milnes - Turbary Road. The Clerk had approached North Lincolnshire Council and the Ward Councillors to ask for a meeting with all interested parties (including residents) to try and find a solution to the problem of Turbary Road.

Minute 08/04/22 Correspondence (ii) c) ERNLLCA / Parkinson Partnership - Finance Training. The Clerk had booked a place for him to attend the VAT Course for Unregistered Councils at a cost of £30 + VAT.

Minute 08/04/22 Correspondence (ii) d) Humberside Police & Crime Commissioner - Community Payback. The Clerk had informed one of the ward councillors that the Council had agreed with the areas he had put forward for the community payback team to do in Epworth, however because of Covid restrictions they were unable to do it at the moment.

Minute 08/04/22 Correspondence (ii) e) ERNLLCA - Spring Training Day - The Clerk had received an email to say that it had been cancelled due to a limited level of interest.

Minute 12/04/22 Queen's Platinum Jubilee Celebrations (i) Advertisement of Musical Events on New Waste Bins - The Clerk reported that advertisements to do with the musical events of the Queen's Platinum Jubilee celebrations had been put on the new Waste Bins.

Minute 13/04/22 Waste Bins (i) General Waste Bins - The Clerk had asked North Lincolnshire Council to move the bin at the top of Hollingsworth Lane to Fieldside - subject to it still being serviced, and up to a cost of £220 + VAT.

Minute 13/04/22 Waste Bins (ii) Dog Waste Bin - The Clerk had sent an email to North Lincolnshire Council asking them to reinstate the dog waste bin which has been removed from the field end of the footpath leading from Eastfield Road to the rear of Lockwood Bank, and received a reply that they would not be reinstating it.

Minute 14/04/22 Hedges - The Groundsperson had purchased some wire and been given some stakes to fill the gap in the hedge at the Cemetery.

Minute 15/04/22 Gravel for Cemetery Paths - The Clerk had ordered three tonnes of gravel from Axholme Landscapes at a cost of £150 + VAT for the cemetery paths.

Minute 18/04/22 Dementia Training - The Clerk had booked the Small Room at the Imperial Hall on Wednesday, 18th May 2022, from 7.00 pm to 9.00 pm, for Dementia Training.

Minute 08/03/22 Correspondence (ii) a) North Lincs Council - Updated Code of Conduct. The Clerk had appealed to the relevant authorities to make the code of conduct enforceable and received replies from North Lincolnshire Council and the MP.

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

10/05/22

Correspondence

- (i) a) Millea Group Limited - Holmes & Gardens and Adjacent Land
- b) PKF Littlejohn LLP - Annual Governance & Accountability Return
- c) NALC - Civility & Respect Project
- d) ERNLLCA - North Lincolnshire District Committee
- e) Unity Trust Bank - Change in Interest Rates
- f) Millea Group Limited - Belton Road, Epworth
- g) Barton Upon Humber Town Council - Cancellation of Civic Event
- h) BBC Radio Humberside - Bus Services
- i) Bright HR - Mental Health, Your Workplace and You Seminar
- j) RSN - Rural Decarbonisation Seminar
- k) Millea Group Limited - Garden Centre Epworth & Proposed Plans
- l) WorkNest - Health & Safety Compliant Webinar
- m) Mr P Barnard - Proposed Mixed Use Development
- n) Mr W Flanagan - Public Consultation on Land at Belton Road, Epworth
- o) BBC Radio Humberside - Make A Difference Awards
- p) Ms T Hobson - Turbary Road
- q) Humberside Police - Criminal Damage at Kings Head Croft
- r) ERNLLCA - Ukrainian Refugee Appeal
- s) North Lincs Council - Upcoming Fostering & Supported Lodgings Event
- t) NALC - Make a Change Video
- u) Isle of Axholme Rotary - Flyer
- v) Guide Dogs for the Blind - Volunteer Poster
- w) VANL - Job Opportunities

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

(ii) a) North Lincs Council - Integrated Transport Strategy. This item had been deferred from the last meeting of the Full Council held on Tuesday, 5th April 2022. Each councillor had been provided with a copy of the Integrated Transport Strategy and also a questionnaire which councillors then went through. Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that the Clerk should submit the answers given in response by councillors to the questionnaire about the Integrated Transport Strategy to North Lincolnshire Council.**

b) Plantlife International - Cowslip Survey. A request to take part in a survey on cowslips. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that this item be noted.**

c) RSN - Membership of Rural / Market Town Group. Further correspondence trying to encourage the Council to renew its membership of the Rural / Market Town Group by offering a fifteen per cent discount off the normal membership fee. Proposed by Councillor Garner and seconded by Councillor Fleet - **It was resolved that the Council should not renew its membership of the Rural / Market Town Group.**

d) Fields in Trust - AGM. Details of the AGM due to take place on Tuesday, 14th June 2022, at 1.30 pm online. Proposed by Councillor R Whittaker and seconded by Councillor Woods - **It was resolved that this item be noted.**

e) **NALC** - Fighting Climate Change Event. Details of an online event due to take place on Wednesday, 25th May 2022. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that this item be noted.**

f) **ERNLLCA** - Sector Finance Survey. A request to complete a survey on finance by 11.45 pm on Tuesday, 17th May 2022. Proposed by Councillor J Whittaker and seconded by Councillor Fleet - **It was resolved that this item be noted.**

g) **DMBC** - Consultation on Draft Supplementary Planning Document. Views on a draft Biodiversity Net Gain Supplementary Planning Document to be received by 5.00 pm on Friday, 20th May 2022. Proposed by Councillor R Whittaker and seconded by Councillor Cooper - **It was resolved that this item be noted.**

h) **Cllr T Mitchell / Mr A Catherall** - Tidying Up of Properties. Email complaint passed onto the Council via the ward councillor complaining about graffiti and a need to clean up the area prior to the Queen's Platinum Jubilee celebrations. In addition some concerns were expressed by councillors about the prevalence of weeds in the centre of the town itself. Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that the Clerk should send an appropriately worded letter to all businesses to ask for their help in making Epworth look tidy for the Best Kept Village Competition.**

11/05/22

Publications

The following publications had been received:-

ERNLLCA - Newsletter	March 2022
Alliance Volunteer Hub - Newsletter	April 2022
Rural / Market Towns Group - Newsletter	April 2022
Rural Services Network - Rural Funding Digest	April 2022
North Lincolnshire Council - Forthcoming Meetings	April 2022
ERPF - Employer Bulletin	
NALC - Chief Executive's Bulletin	
NALC - Newsletter	
North Lincs Council - Business Focus & Update	
North Lincs Council - News Direct	
North Lincs Council - Weekly Roadworks	
Public Sector Executive - Online Newsletters	
Services Network - Rural Bulletin	
SLCC - News Bulletin	

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

12/05/22

Committee / Working Group Reports

i) **Personnel Committee** - The minutes of a meeting of the Personnel Committee held on Monday, 14th March 2022, were circulated prior to the meeting. Proposed by Councillor Cooper and seconded by Councillor Brumby - **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, 27th April 2022, were circulated prior to the meeting. Proposed by Councillor R Whittaker and seconded by Councillor Brumby - **It was resolved that they be approved as a correct record.**

iii) **Finance Committee** - The minutes of a meeting of the Finance Committee held on Tuesday, 15th March 2022, were circulated prior to the meeting. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that they be approved as a correct record.**

13/05/22

Finance

(i) **Financial Report & Bank Reconciliation Statement** - The Clerk had provided each member of the Council with detailed monthly accounts for March 2022 for them to scrutinise. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Financial Report & Bank Statement for March 2022 should be approved.**

(ii) **Accounts for Payment**

ACCOUNTS FOR PAYMENT - MAY 2022

Payments made before or since last meeting:-

19/04/2022	BP	Epworth & District Agric Society	Epworth Show - Trade Stand	54.00
20/04/2022	DD	EDF Energy	Electricity	9.00
	DD	EDF Energy	Electricity	35.00
	DD	EDF Energy	Electricity	65.00
22/04/2022		HSBC	Bank Charges	8.00
27/04/2022	DD	Plusnet	Telephone & Broadband Charges	39.60

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

Payments submitted at this meeting:-

03/05/2022	DD	North Lincs Council	Business Rates	72.08
	DD	Scottish Power	Electricity	11.00
	DD	Scottish Power	Electricity	11.00
	BP	de Mowbray's Musicke	Norman Invasion	50.00
	BP	Mr S Quantrill	Fuel for Mower	9.75
	BP	Torne Valley Ltd	Oil & Weedkiller	27.94
	BP	North Lincs Council	Trade Waste	582.00
	BP	Epworth Imperial Hall	Room Hire	22.50
	BP	Torne Valley Ltd	Staples & Plastic Mesh	48.36
	BP	Torne Valley Ltd	Oil / Weedkiller / Bin Liners	72.49
	BP	Axholme Pest Control	Mole Control	102.00
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	50.00
	BP	Mr S Quantrill	Expenses - Mileage / Can / Fuel	44.40
	BP	Wages / Tax & NI / Pension	Month 1	3,795.04

Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that these accounts be paid, but noting that the Wages / Tax & NI / Pension payment be changed to £3,269.16**

(iii) **Budget Report** - Councillors had been provided with a copy of the budget report for April 2021 to March 2022 and the Clerk went through the figures in the report and provided an explanation for any variances between the budgeted and actual figures. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the information be noted.**

14/05/22

Bank Accounts

Members of the Council reviewed the signatories to the Council's bank accounts. Proposed by Councillor Fleet and seconded by Councillor Brumby - **It was resolved that the signatories to the Council's Bank Accounts should be Councillors Finch, Garner, J Whittaker, R Whittaker and Woods.**

15/05/22

Committees & Working Groups

The Clerk had provided councillors with a draft version of the terms of reference for Committees & Working Groups, who then went through it. Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that the Terms of Reference for Committees and Working Groups should be approved - subject to an amendment that the Appeals Panel would consist of those members of the Council who were not on the Personnel Committee.**

16/05/22

Policies

Members of the Council reviewed the Council's policies. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the existing policies should be re-adopted, but they should be revisited individually over the next twelve months.**

17/05/22

Outdoor Gym Equipment

Members of the Combined Cemetery & Environment Committee had met to look at a location for the outdoor gym equipment. It was felt that the only suitable place for it was the Queen Elizabeth 2 Playing Field, and two areas had been identified on the playing field for such equipment. Proposed by Councillor J Whittaker and seconded by Councillor Woods - **It was resolved that the Clerk should seek an up-to-date quote with drawings for the outdoor gym equipment.**

18/05/22

Queen's Platinum Jubilee Celebrations

Councillor Finch asked if the Council could purchase some games and sports equipment for the Children's Event due to be held on Sunday, 5th June 2022, as part of the Queen's Platinum Jubilee Celebrations. Proposed by Councillor Cooper and seconded by Councillor Woods - **It was resolved that the Clerk be allowed to spend up to £100 + VAT on games and sports equipment subject to not being able to borrow it.**

19/05/22

Planters

The two planters next to the telecommunications mast on Tottermire Lane needed to be moved to new locations because the mast obscured the view of the planters. A Spring in Bloom grant from North Lincolnshire Council would help fund the relocation of the planters to Rectory Street and Mill View Close. Proposed by Councillor R Whittaker and seconded by Councillor Woods - **It was resolved that the planters should be moved to Rectory Street and Mill View Close subject to permission being obtained from the landowners and appropriate waiver forms completed if necessary.**

- 20/05/22** **Electricity**
 This item had been deferred from the last meeting of the Full Council held on Tuesday, 5th April 2022. One of the electricity contracts with Scottish Power had come to an end on 30th April 2022, and the Clerk had therefore obtained quotes from a broker. Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that the Council should agree to a 2 year fix with EDF for Electricity with payment made via direct debit, however the Clerk be given the authority to choose the next best 2 year fix if this deal was no longer available.**
- 21/05/22** **Insurance**
 The Council's insurance policy was due for renewal on 1st June 2022, and the Clerk had received a quote from the insurer, which gave 1, 3 & 5 year options. Proposed by Councillor Cooper and seconded by Councillor Brumby - **It was resolved that the Clerk should renew the insurance policy with Zurich Municipal for one year at a cost of £2,139.20.**
- 22/05/22** **ERNLLCA**
 Membership of ERNLLCA was due for renewal, which provided valuable help and support to the Council in the form of advice and training. Proposed by Councillor R Whittaker and seconded by Councillor Fleet - **It was resolved that membership of ERNLLCA should be renewed for 2022 / 2023 at a cost of £1,055.73.**
- 23/05/22** **Items Raised by Councillors**
 (i) **Dogs** - This item had been deferred from the last meeting of the Full Council on 5th April 2022 due to time constraints. Councillor J Whittaker raised the problem of dog fouling at the Cemetery. The Clerk informed councillors that there was currently a sign up saying no dogs allowed, however it was felt that they should be allowed but on a lead. Proposed by Councillor R Whittaker and seconded by Councillor Garner - **It was resolved that the Clerk should seek quotes for a sign to try and prevent the dog fouling after the Combined Cemetery & Environment Committee had looked at the wording for such a sign.**
- 24/05 /22** **Questions to the Chairman**
 There were no questions of an immediate urgency to the Chairman.
- 25/05/22** **Personnel**
 Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that due to the confidential nature of the item to be discussed to exclude the press and public.**
- (i) **Probationary Period**
 At a meeting of the Personnel Committee held on Monday, 14th March 2022, it discussed the end of the probationary period for the Groundsperson. Proposed by Councillor Cooper and seconded by Councillor R Whittaker - **It was resolved Full Council should agree with the recommendation made by the Personnel that Committee to confirm Mr S Quantrill in post as Groundsperson.**
- Note - The Clerk left the meeting whilst the rest of this item was discussed.

(ii) Contract of Employment

At a meeting of the Personnel Committee held on Monday, 14th March 2022, it discussed a contract of employment for the Town Clerk & RFO, and each councillor was provided with a copy of this. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that Full Council should approve the contract of employment for the Town Clerk & RFO as was recommended by the Personnel Committee but subject to removing time off in lieu from it.**

(iii) Pay Award

An agreement had finally been reached on the pay award for local government services employees and each councillor was provided with a copy of the NJC Pay Award for the period covering from the 1st April 2021 to the 31st March 2022. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that Full Council should agree with the NJC Pay Award and it should be backdated to April 2021 and in addition it was clarified that both the Cleaner & Groundsperson were on SCP4.**

26/05/22**Date, Time & Place of Next Meeting**

The following meetings are due to be held during the next month:-

Full Council	Tuesday, 7 th June 2022, at 7.00 pm
Combined Committee	Monday, 9 th May 2022, at 7.00 pm
Personnel Committee	Monday, 16 th May 2022, at 7.00 pm
Planning Committee	Monday, 23 rd May 2022, at 7.00 pm
Finance Committee	Monday, 30 th May 2022, at 7.00 pm

It was resolved that the information be noted.

27/05/22**Closure of Meeting**

The Chairwoman declared the meeting closed at 9.30 pm.