

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 to facilitate meetings

**Minutes** of a meeting of Epworth Town Council held remotely via “zoom” on Tuesday June 2nd, 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:

Resident re PA/2020/664 noting site outside development limit but opposite ribbon development and adjacent to existing property, asking council to support the application.

**01.06.20 To record the Names of Members, Present.** Cllr J Whittaker presiding  
Cllrs: Finch, Harm, Johnson, Mitchell, Stewart, R Whittaker & Woods

**02.06.20 To receive Apologies for absence.** Cllr Garner was not present.

**03.06.20 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 R Whittaker prejudicial interest in PA/2020/578 item 17

Cllr Mitchell item 17, all planning matters as ward councillor.

Cllr J Whittaker item 17, PA/2020/664 personal interest.

**04.06.20 To note dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*). No dispensations requested.

**05.06.20 To receive the Chairman’s Announcements** (*for information only*). The Chairman thanked those councillors involved in putting up the hanging baskets then asked councillors to remain muted unless speaking for ease of meeting management.

**06.06.20 To receive reports from Ward councillors** (*for information only*).

Cllr Mitchell informed councillors that businesses in Epworth would be re-opening on June 15th; with biodegradable social distancing marking; risk assessment certificates would be issued for premises safe to open. Meetings held with the Business Forum and the Town Centre manager. Provision can be made for cycle racks if councillors would like to put forward suitable locations; noted a drop in C19 requests; Epworth Lions have also joined the C19 response group; North Lincolnshire Council have reinstated garden waste collections with larger bins available for £39.00 per year. Cllr Mitchell would investigate a reported drop in water pressure with the providers.

JW

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

**VAT claim form July to December 2019** checked by Assistant Clerk and sent off by clerk; Jan to March 2020 clerk still to do.

**Watering contract:** letter, contract and associated documents sent to Mr P Barker, scheduled start Thursday May 28<sup>th</sup>.

**Website:** work on uploading supporting documents and missing information – ongoing

**Clarification of payments:**

Arrow Publications (delivery of C19 leaflets) £ Net £164.00 VAT £32.80 Total £196.80 dated 27<sup>th</sup> March 2020 Debit Card payment

AKS print (printing C19 leaflets) £90.00 No VAT 26<sup>th</sup> March 2020

Cheque payment J Whittaker Ch 104491 Total £23.39

Can of spray paint £9.00 No VAT

Zoom payment £11.99 VAT £2.40 Total £14.39

**MKS Groundcare – grass cutting:** having set up a DD payment for the grass cutting theoretically starting on 2<sup>nd</sup> April; there have been 2 mistakes, one that in the instruction, the initial number of payments was listed incorrectly and secondly that the bank then listed the payments from October to October; the bank has been contacted to correct the payment and £240.00 was paid on May 20<sup>th</sup>. The remaining figure of £2160.00 can be paid in 5 monthly instalments of £432.00 (plus VAT). The clerk and Chairman will sign the mandate request letter.

**Epworth Charities:** information from/about the Charities posted to facebook May 20<sup>th</sup>

**Planning: PA/2020/655** planning permission to erect a detached garage: site location 5 Paddock Close, Epworth; the clerk wrote asking for additional time, additional time now granted.

**Finance Committee:** meeting scheduled 26<sup>th</sup> May, inquorate so cancelled, items carried forward to full council.

May 12<sup>th</sup> minutes:

**19.05.20 PA/2020/470** response sent: Epworth Town Council comments there are no objections to the change of use but the design and character of the shop frontage needs to be in keeping with the rest of the properties in the street it is in and the opening hours approved should reflect that the development is in a residential area.

**Tree works** having put information on facebook, 2 companies applied for full information packs, suggested date for quotations/decision July full council meeting.

**Min ref: 20.05.20 Epworth War Memorial Field;** 13<sup>th</sup> May email: Following discussions during the zoom council meeting last night, council resolved (minute reference 20.05.20) that there are no objections to the amended use of the grant funding and to thank you for making the request.

**Min ref 21.05.20: grass cutting:** 13<sup>th</sup> May email the council resolved not to take the opportunity to cut verges and PROW's.

**Min ref 22.05.20 Epworth Heritage** May 20<sup>th</sup>, letter sent to Jackie Waters-Dewhurst no further communication received.

**Min ref 23.05.20 Committee structure:** clerk still to do meetings schedule. Combined Environment/Cemetery meeting scheduled week commencing June 8<sup>th</sup>

**Min ref 24.05.20 Local Council Awards Scheme;** clerks to work on information required.

**Min ref 27.05.20 Wooden Planters:** purchase order sent to P Haywood to move planters to storage, Cllr R Whittaker to empty plants.

**Hanging Baskets:** P Haywood in process of replacing brackets ready for installation of baskets scheduled for Wednesday 27<sup>th</sup>, watering person engaged, notice placed on facebook.

**Street planters:** P Haywood to water through season, Cllr Whittaker to liaise re plants with voluntary groups and individuals

**Electricity Chapel of Rest:** Scottish Power have cancelled 2 appointments to read the meter; currently not possible due to C19.

**HSBC.Net:** despite many attempts to arrange, last contact mid-May. Clerk to chase!

JW

**Additional items added during meeting:**

Telephone/broadband contract figures for comparison, information to next Finance Committee/Full council for decision.

Cemetery Inspection ref Internal Auditor's report: inspection carried out by assistant clerk on May 27th will now be done quarterly.

VAT return Jan/Feb/March completed by clerk checked by assistant clerk and submitted 1st June.

In Bloom Community Grant application approved by North Lincolnshire Council, purchase order for work sent to Axholme Landscapes.

Office Boiler: plastic cover of boiler split and leaking under sink, D Pearce Plumbing & Heating who installed initially, called in to repair. Supplied and fitted replacement. Wear and tear. £451.00 plus VAT

Asgard container for Cemetery, date for supply and fit now June 16<sup>th</sup>.

CAUTION "work in progress" notice purchase for £8.99 re watering.

Assets for inspection list compiled; requires physical inspection to confirm items listed exist and have not been removed or replaced. Will require amendment to Asset list. Work in progress. Report and inspection schedule requested by internal auditor.

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

**08.06.20 To resolve Draft Minutes** of a Meeting of the Council held on Tuesday May 12th, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart as a true record seconded by Cllr Harm **RESOLVED**. (minutes to be signed by the Chairman)

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

**10.06.20 Internal control:** to receive the Account and budget sheets for April 2020 and copy bank statements for approval and signature of the Chairman. Proposed by Cllr Stewart seconded by Cllr Johnson and **RESOLVED** a true record (to be signed by the Chairman)

*Cllr Harm declared a personal interest in item 12 cheque 104503*

**11.06.20 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).

	Receipts		Net	Vat	total
20.05.20	Johnson	Burial Rights	£300.00		£300.00
		<b>Total income</b>			<b>£300.00</b>
	Cheques paid		Net	Vat	Total
12.05.20	104502	United Carlton	£48.62	£9.73	£58.35
					£0.00
					£0.00
		<b>Total cheques</b>			<b>£58.35</b>

JW

	Authorised Card Payments				
15.05.20	Post Office	Contract re watering	£4.70		£4.70
18.05.20	Screwfix	Watering hazard notices	£17.98	£5.00	£22.98
					£0.00
	<b>DD payments</b>		Net	Vat	total
01.06.20	NLC	Cemetery rates	£62.00		£62.00
20.05.20	MKS Groundcare	Grass cutting	£200.00	£40.00	£240.00
19.05.20	BT	Telephone/internet	£67.59	£13.51	£81.10
18.05.20	Everflow water	Cemetery water	£8.31		£8.31
25.06.20	O2	mobile phone	£19.08	£3.82	£22.90
22.05.20	HSBC	Bank charges	£19.40		£19.40

**NOTE: banking dates are approximate and may vary from those listed**

Proposed by Cllr Stewart seconded by Cllr Johnson **RESOLVED** financial information noted. Clerk to check VAT on screw fix invoice. Chairman to sign schedule.

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

			Net	VAT	Total
104503	Cllr Harm	Travelling expenses	£44.24		£44.24
104504	Tuff-Trax A Bradwell	Regrade turbarly Road	£500.00	£100.00	£600.00
104505	SP Mechanical Services Ltd	Service and parts water bowser	£45.00	£9.00	£54.00
104512	A Moss	Collect for repair and replace damaged swing	£200.00		£200.00
		<b>Total cheques for payment</b>			<b>£898.24</b>

Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** cheques for payment as presented, Chairman to sign schedule.

**13.06.20 Annual Return (AGAR) section 2 page 5: Accounting statement 2019/20** to approve the Accounting Statement and resolve signatures of the clerk and Chairman, meeting date and minute reference. Proposed by Cllr Stewart that the figures are correct and can be signed by the Chairman; seconded by Cllr Finch **RESOLVED**.

**14.06.20 Internal Control:** to receive a list of Direct Debit (DD) payments for approval

<b>Schedule of D/D payments</b>				
			2019 figures	2020 figures
North Lincolnshire Council	Cemetery rates	Monthly	£53.00	£60.81
North Lincolnshire Council	Cemetery rubbish collection	Monthly	9 @ £21.60 1 @ £31.60	Figures not available yet
BT	Telephone/internet	Monthly	£81.61	£71.16 April
O2	Mobile phone	Monthly	£22.30	£22.30

JW

Scot Power	Electricity (Market Place)	Monthly	£13.81		£10.00
Scot Power	Electricity (Chapel of Rest)	Monthly	£1.00		£69.00 meter to be read
EDF	Electricity (office)	Monthly	£26.00		£19.00
EDF	Electricity (office)	Monthly	£74.00		£101.00
EDF	Electricity (60 High Street)	Monthly	£14.00		£11.00
HSBC	DR Bank charges (variable)	Monthly	£20.98		£18.79 April
Yorkshire Water (now Everflow)	Cemetery clean water	Quarterly	£30.16		£8.59 monthly
Water Plus	Cemetery dirty water/sewerage	Quarterly	£30.16		£19.89 March
Siemens Financial Services	Photocopier lease	Quarterly	£219.10		£219.00
Microsoft	emails/cloud & misc	Variable			
MKS Groundcare	Grass cutting (5 payments)	Monthly	£432.00 plus VAT £86.40		£518.00

NOTED meter readings required for electricity use in Chapel of Rest

Proposed by Cllr Stewart seconded by Cllr Johnson **RESOLVED** Direct Debit information noted.

**15.06.20 Internal Control:** to discuss and resolve to employ R Dixon, Public Sector Audit to carry out the internal audit for Epworth Town Council for the 2020/21 financial year, estimated cost £735.00. Proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED**.

**16.06.20 Epworth Town Council Financial Regulations:** to receive and resolve to adopt the amended financial regulations. Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** financial regulations adopted. NOTE adopted date June 2020

**17.06.20 Planning (Town & Country Planning Act 1990 as amended)**

- **To resolve PA/2020/578** Planning permission to erect a dwelling (following demolition of existing dwelling)

Site location: Newlands Farm, 2 Blackdyke Road, Epworth

Proposed by Cllr Johnson seconded by Cllr Stewart Epworth Town Council comments to request a condition to add screening as the development is in the open countryside

**RESOLVED.**

- **To resolve PA/2020/655** Planning permission to erect a detached garage

Site location: 5 Paddock Close, Epworth

Proposed by Cllr Johnson seconded by Cllr Woods Epworth Town Council comments concerns that the development would not enhance the entrance to the cul de sac; concerns that the surface water drainage will be an issue given previous drainage problems in adjacent areas; concerns about visibility and safety of vehicles turning out past the development.

**RESOLVED.**

- **To resolve PA/2020/664** Outline planning permission to erect a dwelling with all matters reserved for subsequent consideration

Site location: land off West End Road, Epworth

Proposed by Cllr Harm seconded by Cllr Woods Epworth Town Council supports this application **RESOLVED.** (2 abstentions)

JW

**18.06.20 Travelling expenses:** to receive a copy of the amended document for adoption. Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** amended travelling expenses policy adopted.

**19.06.20 Cemetery Lodge:** to receive and resolve quotations for repairs to the stairs. Councillors were presented with quotations from 4 contractors for the repairs ranging from £190.00 to £270.00; proposed by Cllr Woods seconded by Cllr Harm **RESOLVED** to employ GM Brown at a cost of £190.00 to repair the stairs.

**20.06.20 Turbary Road:** to receive a quotation for the provision of stone (from A Bradwell) for the next “dressing” of Turbary Road. Proposed by Cllr Stewart seconded by Cllr Johnson **RESOLVED** to approve the additional dressing of stone at the next grading of the footpath at £400.00 plus VAT

**21.06.20 Kings Head Croft:** to receive quotations for work, jet washing, installation of new bench and repairs to existing bench.

Jet washing – proposed by Cllr R Whittaker that due to dry weather conditions moss disappeared and jet washing not required, seconded by Cllr Johnson **RESOLVED**.

Install bench – proposed by Cllr Johnson seconded by Cllr Stewart **RESOLVED** A Moss to install bench at cost of £200.00

Repair existing bench – proposed by Cllr Finch seconded by Cllr Stewart **RESOLVED** to employ A Moss to repair bench (ensure cracks cemented and bolted)

**22.06.20 Cemetery Lodge PAT testing & electrical works:** to receive information on required work for discussion and resolution. The clerk presented figures from 2 companies for the electrical works; proposed by Cllr Finch seconded by Cllr Stewart **RESOLVED** Misterton Electricals to put in new circuit at a cost of £75.00 and to carry out PAT testing at £2.50 per item. Further **RESOLVED** to ask Misterton Electricals to put in an additional circuit for the fridge (clerk to resolve cost). Clerk to obtain costs to carry out the “5-year installation condition report test”

**23.06.20 Risk Assessments:** to receive and discuss risk assessment professional quotations; following specifications prepared by the Chairman quotations from 4 companies were presented; proposed by Cllr J Whittaker seconded by Cllr Stewart **RESOLVED** to write for clarification on the specifications and quotations received.

**24.06.20 Epworth Town Council training- Statement of Intent:** to receive draft document for discussion and possible adoption. Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** statement adopted.

**25.06.20 Hanging baskets & brackets:** to resolve to sell and discuss value of 2nd hand brackets and hanging baskets. Proposed by Cllr R Whittaker seconded by Cllr Harm **RESOLVED** Environment Committee to discuss and sell (NOTE brackets to be disposed of as scrap metal as safety of second-hand brackets cannot be guaranteed)

**26.06.20 Correspondence:** to note list (*for information only pages 125 & 126*), proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** correspondence list noted.

**27.06.20 To list:** items for facebook. Haxey Parish Council contractors cutting verges and PROW's in Epworth.

JW

**28.06.20 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 issues were raised.

**29.06.20 To confirm the date and time of the next monthly meeting as** *(Tuesday July 7th, 2020 via zoom).*

**30.06.20 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 £2438.31 as per confidential schedules, schedule for signature by Chairman. Proposed by Cllr Woods seconded by Cllr Stewart **RESOLVED** cheques for salaries and related payments approved for signature, schedule to be signed by the Chairman.
- (b) **Personnel Committee:** to resolve a temporary 4th member to the current committee to conclude the complaint. Cllr Finch put herself forward for the role seconded by Cllr R Whittaker **RESOLVED**
- (c) To ratify the Employment contract for the watering person (start date May 28th, 2020) the clerk read out the basic details of the contract hours and salary; proposed by Cllr Stewart seconded by Cllr R Whittaker **RESOLVED** contract approved.
- (d) To ratify the new contract for the Assistant clerk (start date June 20th, 2020). Personnel committee (verbal) recommendation that the contract be renewed at increased hourly rate to reflect the attainment of qualifications and maintaining the 8 hours/week. After considerable discussion proposed by Cllr Stewart seconded by Cllr Mitchell to renew the contract; Cllr Johnson proposed an amendment to renew the contract for 6 months then review; Cllr Stewart withdrew the proposal to renew the contract for 12 months offering a 6 month contract, seconded by Cllr Johnson the vote being equal 4 in favour and 4 against the Chairman used his casting vote against the proposal. Motion lost.  
Further proposed by Cllr Harm not to renew the contract seconded by Cllr Finch, **RESOLVED** (Cllr Stewart recorded vote against the decision) Clerk to write thanking the assistant clerk for her valued contribution to the council

**To record the closure of the meeting** at 9.07pm.  
cm08.06.20.

  
7/7/20

Correspondence for presentation to July meeting of the council

May

- 27<sup>th</sup> ERNLLCA re Neighbourhood Planning (circulated)
- 28<sup>th</sup> Electric works prices (circulated June 1<sup>st</sup>)
- 28<sup>th</sup> J Waters -Dewhurst reply from Lincoln Diocese re heritage site (circulated June 1<sup>st</sup>)
- 28<sup>th</sup> Fields in Trust (circulated June 1<sup>st</sup>)
- 28<sup>th</sup> NLC re Dementia Support (circulated June 1<sup>st</sup>)
- 28<sup>th</sup> NALC bulletin (circulated June 1<sup>st</sup>)
- 28<sup>th</sup> ERPF employer bulletin (Personnel Com circulated June 1<sup>st</sup>)
- 28<sup>th</sup> PA/2020/769 development application circulated June 1<sup>st</sup>
- 29<sup>th</sup> PA/2019/1213 Appeal letter circulated June 1<sup>st</sup>
- 29<sup>th</sup> NALC bulletin forwarded June 1<sup>st</sup>
- 29<sup>th</sup> HWRCC circulated June 1<sup>st</sup>
- 29<sup>th</sup> NLC Community grants award offered, paperwork to be completed re Axholme Landscapes
- 29<sup>th</sup> NALC bulletin circulated June 1<sup>st</sup>
- 29<sup>th</sup> PA/2020/761 development application circulated June 1<sup>st</sup>
- 29<sup>th</sup> Network Management note Epworth Music Day now listed as cancelled

June

- 1<sup>st</sup> VANL re Business grant funding (facebook)
- 1<sup>st</sup> Purchase Order to Axholme Landscapes re In Bloom project
- 1<sup>st</sup> From Haxey PC re verge and PROW cutting (circulated)
- 1<sup>st</sup> NLC forthcoming meetings information (circulated)
- 2<sup>nd</sup> C Welford Humberside Police newsletter (circulated)
- 2<sup>nd</sup> Personnel Committee minutes to committee members
- 2<sup>nd</sup> Footpath hedge query to Haxey PC
- 2<sup>nd</sup> Combined committee agenda (circulated)
- 2<sup>nd</sup> email from resident re weed-killer use (circulated)
- 2<sup>nd</sup> A Tate re grass cutting (circulated)
- 3<sup>rd</sup> To NLC response to PA/2020/655 (circulated)
- 3<sup>rd</sup> PA/2020/578 and PA/2020/664 responses submitted
- 3<sup>rd</sup> Letter to assistant clerk re contract
- 3<sup>rd</sup> Combined committee agenda published and circulated
- 3<sup>rd</sup> Cllr Garner email circulated (recorded as item of correspondence)
- 3<sup>rd</sup> NALC bulletin (circulated 8<sup>th</sup>)
- 4<sup>th</sup> Calor Rural Community Fund (circulated 8<sup>th</sup>)
- 4<sup>th</sup> NLC VE Day projects cancelled (circulated 8<sup>th</sup>)
- 4<sup>th</sup> VANL newsletter circulated 8<sup>th</sup>
- 4<sup>th</sup> Grant application Epworth Thurlow Preschool (Finance/Full council)
- 5<sup>th</sup> HWRCC re oil bulk buy (circulated)
- 5<sup>th</sup> NALC bulletin (circulated 8<sup>th</sup>)
- 6<sup>th</sup> ERNLLCA newsletter (circulated 8<sup>th</sup>)
- 8<sup>th</sup> Eden project the big lunch circulated
- 8<sup>th</sup> PA/2020/629 application information circulated
- 8<sup>th</sup> NALC bulletin (circulated)
- 8<sup>th</sup> AGAR completed to PKF Littlejohn (automatic acknowledgement received)
- 8<sup>th</sup> Purchase Order A Moss picnic bench works KHC
- 8<sup>th</sup> Grant offer re In Bloom, signed form returned and acknowledged
- 8<sup>th</sup> Purchase Order Misterton Electrics – electrical works office kitchen
- 8<sup>th</sup> Network Management circulated
- 9<sup>th</sup> NALC bulletin (circulated)
- 9<sup>th</sup> R Dixon copy of Cemetery Inspection sheet to date & Financial Regulations



9<sup>th</sup> Glover & Co employment P Barker & C Mc Roy  
9<sup>th</sup> DRAFT minutes circulated/website  
9<sup>th</sup> Rydal communications request for quotation for camera Cemetery Lodge  
9<sup>th</sup> R Dixon offer and acceptance of role as internal auditor (circulated)  
10<sup>th</sup> NALC bulletin (circulated)  
10<sup>th</sup> to NLC request for list of dog and general waste bins and locations for insurance list.  
10<sup>th</sup> GM Brown purchase order for staircase repairs  
10<sup>th</sup> Planning committee agenda published and circulated  
10<sup>th</sup> ERNLLCA re C19 risk assessments  
10<sup>th</sup> NLC re grass cutting (circulated 15<sup>th</sup>)  
11<sup>th</sup> To NLC re Town Map alterations (CMcR)  
11<sup>th</sup> NALC newsletter and survey re Model Code of Conduct  
12<sup>th</sup> NALC bulletin  
12<sup>th</sup> Network management N/A Epworth  
12<sup>th</sup> CEP NLC re use of community buildings (Agenda item - circulated)  
16<sup>th</sup> To NLC planning responses PA/2020/769/761 and 629 submitted and acknowledged.  
16<sup>th</sup> Planning committee minutes circulated  
16<sup>th</sup> To Planning inspectorate re APP/Y2003/W/20/3248938 submitted and acknowledged  
cc planning committee  
17<sup>th</sup> Combined committee agenda (circulated)  
17<sup>th</sup> To/from HSBC re safeguard review "The account is still in the remediation process which hasn't been completed yet" (unfortunately no access to HSBC.Net)  
17<sup>th</sup> From NLC re C19 scams (circulated) and on facebook  
17<sup>th</sup> re Risk assessments 3 additional companies email contact for quotations  
17<sup>th</sup> Isle Installations re CCTV  
17<sup>th</sup> reporting problems from town walk  
Potholes KHC car park ref FS218226470  
Rubbish High Street/Church Street needs street cleaner ref FS218232910  
KHC borders and weeds ref: FS218241884 NLC answer: Update: As these works are not considered to be of an urgent nature the details will be added to our programme of works and will be dealt with in due course.  
Epworth Dental Practice query on cobble ownership  
Town Centre/High Street pavements damaged/dirty/paint spillage ref: FS218250248 NLC answer  
Officer Notes - Contacted Assets and Facilities to carry out maintenance work as not a Highway issue  
Further reply 29<sup>th</sup> June "As these works are not considered to be of an urgent nature the details will be added to our programme of works and will be dealt with in due course".  
17<sup>th</sup> ERNLLCA newsletter and forward consultation information (circulated 22<sup>nd</sup>)  
18<sup>th</sup> enquiry forwarded to operational team: NLC answer: Update: An inspection will be carried out in the next 5 working days and we will let you know whether any action is required.  
18<sup>th</sup> From NLC: Our weed spraying programme has commenced, and Epworth will be visited as soon as possible to address the weed issue.  
Signage requiring cleaning ref: FS218254202 NLC answer: Update: An inspection will be carried out in the next 5 working days and we will let you know whether any action is required.  
Epworth hub cracked paving and weeds ref: FS218257270  
17<sup>th</sup> To N Byrne re town walk (replies circulated 22<sup>nd</sup>)  
17<sup>th</sup> MKS Groundcare request quote for additional work at KHC  
17<sup>th</sup> Axholme Landscape for update  
17<sup>th</sup> Tourism re partnership "webinars" circulated  
17<sup>th</sup> ERNLLCA newsletter (circulated 22<sup>nd</sup>)  
18<sup>th</sup> via NLC Code of Conduct information (circulated 22<sup>nd</sup>)  
18<sup>th</sup> NLC re bike rack at the Hub (combo committee)

18<sup>th</sup> NLC Code of Conduct questionnaire (circulated 22<sup>nd</sup>)  
18<sup>th</sup> Canal & River Trust newsletter (circulated 22<sup>nd</sup>)  
19<sup>th</sup> NALC bulletin (circulated)  
19<sup>th</sup> Isle of Axholme Rotary Club grant application forms  
19<sup>th</sup> NLC CEP re “bronze” facilities (circulated)  
19<sup>th</sup> Network management N/A Epworth  
22<sup>nd</sup> ERPF (Personnel committee)  
23<sup>rd</sup> Query NLC regarding responsibility for maintenance Axholme Drive play area  
23<sup>rd</sup> PA/2020/841 application circulated  
24<sup>th</sup> ERNLLCA re play area (circulated)  
24<sup>th</sup> VANL newsletter (circulated)  
24<sup>th</sup> Fields in Trust newsletter (circulated)  
24<sup>th</sup> Notification - PA/2020/664 to NLC planning committee (circulated)  
25<sup>th</sup> C Mc Roy committee letter of thanks  
25<sup>th</sup> Query to NLC re SLA litter bin emptying and litter pick at KHC  
25<sup>th</sup> From NLC re Keep Britain Tidy September event (circulated)  
25<sup>th</sup> Correspondence with NLC re Axholme Drive section 106 agreement  
25<sup>th</sup> DRAFT Combo committee minutes (committee members)  
25<sup>th</sup> Letter to resident re interment request  
25<sup>th</sup> Letter P barker re additional employment  
25<sup>th</sup> Finance committee agenda published  
25<sup>th</sup> BT reply re payphone box market Square (Combo Committee)  
25<sup>th</sup> NLC Tourism info (circulated 29<sup>th</sup>)  
26<sup>th</sup> NALC bulletin (circulated 29<sup>th</sup>)  
26<sup>th</sup> Fields in Trust membership renewal (Agenda full council)  
26<sup>th</sup> Financial information re Thurlow grant application (Finance committee agenda item July)  
26<sup>th</sup> PKF Littlejohn confirmation of receipt of AGAR  
29<sup>th</sup> Query re guarantee on “undersink” boiler  
29<sup>th</sup> SP Davis Memorials re unsafe memorial  
29<sup>th</sup> NLC C Lethem re opening of public toilets  
29<sup>th</sup> email Cockin Electricals re quote for “5-year installation report” for Cemetery Lodge (reminder)  
29<sup>th</sup> Best Kept Village competition information (circulated)  
29<sup>th</sup> NLC forthcoming meetings info. Circulated  
29<sup>th</sup> Network Management (nothing listed for Epworth)  
30<sup>th</sup> Isle Installations CCTV quote (agenda item)  
30<sup>th</sup> To NLC re Cemetery waste payments with copy agreement  
30<sup>th</sup> NALC bulletin (circulated)  
30<sup>th</sup> Offer for hanging baskets (agenda full council)  
30<sup>th</sup> NLC re pro forma templates for playground  
30<sup>th</sup> Stocksigns re C19 notices  
30<sup>th</sup> PA/2020/842 planning link circulated 2<sup>nd</sup> time re full council agenda  
30<sup>th</sup> SP Davis quote for making safe memorial  
30<sup>th</sup> Quotations Misterton Security re CCTV and electrical testing at Cemetery Lodge (agenda item)  
30<sup>th</sup> Purchase Order SP Davis to make safe memorial  
July  
1<sup>st</sup> NALC bulletin (circulated)  
1<sup>st</sup> Cllr Robinson re NATs representation (Cllr Harm)