

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.

Minutes of a Meeting of the Council held at the Imperial Hall (small room) **on Tuesday January 7th, 2020 at 7pm.**

**Introduction and fire precautions:** The Chairman welcomed everyone, especially the residents, to the first meeting of 2020 and explained the fire precautions.

**To receive Nikki Byrne Town Centre Manager North Lincolnshire Council** for a presentation and brief question and answer session. Ms Byrne thanked the council for the invitation to attend, the plan is to hold “food fests” to enhance our towns and increase visitor numbers. A team of North Lincolnshire retailers attending events, places offered to Epworth food outlets first then opened up to wider North Lincolnshire retailers. Schools invited to participate. Face painter available. Held on Fridays from lunch time to 8pm. Members of the “police” and “care in the community” also involved. 1500 people attended Crowle event. Facebook and website media coverage would be organised. No financial outlay required by the town. Current available days are Friday August 28th and Friday October 2nd.

**Q:** Where would the event be set up?

**An:** Mainly street food so where would be appropriate place in Epworth? Perhaps could arrange a road closure or use the car parks.

**Q:** Could the idea be presented to the Business Forum?

**An:** Yes, to anyone interested, safety and risk assessments would all be carried out by the team.

**Q:** Why Fridays?

**An:** Saturdays are already busy, and the schools are available on Fridays.

**Q:** What costs?

**An:** Out of area stallholders £40/pitch; Epworth stallholders £20/pitch.

The Chairman thanked Ms Byrne for attending. (*clerk to make February agenda item to confirm date*)

**Public Participation session:** Residents are invited to give their views and question the Town Council on issues on this agenda or, issues for future consideration. **(Members of the public are reminded that each presentation should take no more than three minutes).**

**Resident re PA/2019/1800:** property adjoins proposed new build. Oppose the development. Current view of windmill and other historic buildings. Steel land fall currently leads to flooding in the area, increased risk of “run off” with additional buildings. Planned access road opposite business entrance also crossed footpath and bridleway. Bats known to be in area with current natural forage area.

**Resident re PA/2019/1800:** proposed new build behind current residence. Flood plans not included in application paperwork. Concerns about increased traffic from additional 20 properties (possibly additional 40 vehicles). Already parking issues with vehicles from the industrial units. Further building in Epworth not sustainable, query on demand.

**Resident re PA/2019/1800:** When field floods garden and stables flood. Area recently required pumping away of flood water during localised flooding. Known drainage issues in the area. New build will increase problems. Schools over-subscribed. Doctors stretched. Not sustainable. Current use of site incorrectly listed as caravan site but no current traffic and not a commercial business. Historic beautiful site.

**Resident re PA/2019/1800:** Support other speakers. North Lincolnshire Council target for housing land supply already reached, build not necessary. Concerned about three grade 2 listed buildings and special historic landscape, the Heritage Statement acknowledges a level of harm. Also access onto the industrial estate a concern. Public interest questioned.

**Resident re Thurlow Grant application:** Centenary year for the charity hope that the council would look favourably on the grant application.

**Chairman's response to public participation:** Epworth Town Council not able to comment only 6 of 9 councillors in attendance, 5 required to be quorate (*to make decisions*) 3 others with prejudicial interests so fewer than five able to discuss the application. An extension in time to respond has been requested, if granted an additional planning meeting will be called in order to formulate a response.

**To receive Sarah Hewson Humberside Police Intelligence Unit** for a presentation and brief question and answer session: Not present.

The following paragraph was read out:

**This Council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting by means of the recording and expresses hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any member of the public who may be present who do not wish to be filmed or recorded.**

**01.01.20 To record the Names of Members, Present.** Cllr J Whittaker presiding

**Cllrs:** Garner, Harm, Johnson, Mitchell & R Whittaker

Also, in attendance Clerks C Maguire & C McRoy; one member of the press and 8 residents.

**02.01.20 Apologies for absence** were received from Cllrs Finch, Stewart & Woods.

**03.01.20 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 personal and prejudicial interest in PA/2019/1800

Cllr Johnson personal and prejudicial interest in PA/2019/1800

Cllr Mitchell personal interest in all items relating to planning as a ward councillor

Personal interest in item 14 Epworth Heritage Group

Cllr J Whittaker personal and prejudicial interest in PA/2019/1800

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

**05.01.20 To receive the Chairman's Announcements** (*for information only*). The Chairman announced that he had received an invitation from the Epworth British Legion to attend their dedication service on Saturday April 25th at St Andrews Church at 2pm followed by refreshments, all members and their partners are invited, please advise the clerk if you wish to attend as numbers are required for catering purposes. The Chairman described the Christmas Lights as "fantastic" and the Christmas Market as "brilliant" saying that there were many exciting things planned for the year ahead with a weekend long music festival at the Showground in May, Epworth Music day, the VE Day Celebrations and the Epworth Show, it was an exciting year to come.

**06.01.20 To receive reports from Ward councillors** (*for information only*). Following the flood Cllr Mitchell had had a meeting with residents on January 2nd with “7Trent”, explaining that North Lincolnshire Council was the lead flood agent he would be attending a liaison meeting on January 24th where an action plan was to be presented. On January 28<sup>th</sup> he would be attending a Drainage Board meeting. As lead “snow warden” he was concerned to check that all salt bins had been refilled. (*the clerk said that the council had been advised before Christmas that this was being done*). Cllr Mitchell would attend a Ward meeting and coffee morning at St Andrews. Cllr Mitchell asked if any councillor was aware of incidents with deer crossing roads at any point where warning notices could be displayed. Litter picking dates were to be arranged. Finally, he asked councillors to report any potholes via the portal or report to him if residents unable to use the portal.

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

**Parking issue Manor Court car park:** 23<sup>rd</sup> December, the clerk has been contacted by a resident complaining of a vehicle parked in the same place in the car park for some time (possibly months) item referred to NLC car parking who have replied that this is a police matter. Item referred to Cllr Mitchell to follow up. Item also referred to local police (Epworth) for investigation.

**Min 13.12.19 Planning: PA/2019/1969 and 1935:** due to clerks’ absence from work responses not sent

**Min 18.12.19 Computer back-up** purchase order sent to B Sass December 24th; new system installed December 31st

**Min 16.12.19 Community Speedwatch:** Cllr Mitchell liaising with Belton Parish Council clerk, currently, nothing for Epworth Town Council clerks to do .

**Min 15.12.19 Amberol hanging baskets** and brackets ordered 6<sup>th</sup> January 2020

**Min 19.12.19 Heritage letter of support:** clerk is in contact with Peter Barnard for additional information and contact details for the letter and information for “facebook”.

**Tree works NLC applications: PA/2019/1886** Work to trees at Kings Head Croft; amended information sent today (January 7th). Dead elm and cherry trees not required to be added as may be removed under “dead, dying or dangerous” clause

**Min 14.12.19(a) Concrete pad for ASGARD container:** request for builder to measure and quote for enlarged concrete pad put on facebook Jan 6th; 2 replies to date clerk to liaise with builders to visit site and measure for works.

**Woodland Trust tree packs;** article about free trees/hedging plants was put on facebook residents replied however, the strict criteria (public accessibility to projects) meant that none were eligible.

**Change of Use Chapel of Rest:** amended information sent 7th January (plans showing existing and proposed use and location map with road names)

**Internal Audit: Richard Dixon:** scheduled appointment Monday February 10th

**Cemetery Lodge Staircase assessment:** appointment with Simpkins Kenny Ltd for staircase survey (purchase order 313 dated 13<sup>th</sup> November 2019)

**RESOLVED** clerks report noted.

**08.01.20 .To resolve Draft Minutes** of a Meeting of the Council held on Tuesday December 3rd, 2019 copies of which have been previously circulated, for approval and signature. Page 77 of the minutes was amended to remove reference to confidential finance information, with that amendment the minutes were proposed by Cllr Mitchell seconded by Cllr R Whittaker **RESOLVED** a true record and signed by the Chairman.

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

**10.01.20 Finance Committee:** to resolve DRAFT minutes of a committee meeting held on Monday December 30th at 7pm for approval and signature. Proposed by Cllr J Whittaker seconded by Cllr Mitchell **RESOLVED** a true record and signed by the Chairman.

**(a) Internal control:** to receive copy November bank statements, the November Receipts & Payments account sheet and the November budget sheet for approval and signature of the Chairman. Proposed by Cllr J Whittaker seconded by Cllr Mitchell **RESOLVED** an accurate record and signed by the Chairman.

**(b) Committee proposals:**

**To confirm** the transfer of funds from the Business Money Manager account back to the current account. Proposed by Cllr Harm seconded by Cllr Mitchell and **RESOLVED** that £20,000.00 (twenty thousand pounds) would be transferred back from the Money Manager account to the current account.

**(c) Precept discussions: to receive DRAFT** budget figures for discussion, amendment and confirmation prior to submission to North Lincolnshire Council.

£300.00 added to Cemetery Committee budget figures for machinery maintenance, total Cemetery figure then £10,035.00, total expenditure to £91,938.00.

For estimated year end balance a figure of £800.00 would be allowed for potential burial ground income.

Proposed by Cllr Johnson seconded by Cllr R Whittaker to defer precept decision until confirmation of precept grant received. **RESOLVED.**

**(d) North Lincolnshire Council discretionary Support Grant** – to receive the Finance Committee recommendation on the grant support. Terms of the grant read out as follows:

- To have an up-to-date Community Emergency Plan
- Use self-service portal
- Compliance with transparency codes
- Maintain a financial reserves policy
- Consider Neighbourhood Planning
- Continue to work in partnership with NLC

Support grant offered as £2927.00 (two thousand nine hundred and twenty-seven pounds)

Proposed by Cllr Mitchell seconded by Cllr Harm **RESOLVED** to accept the grant

**(e) To resolve Grant applications with committee recommendations for:**

**Epworth Music Day** application (section 137) £1275.00 Proposed by Cllr R Whittaker seconded by Cllr Mitchell **RESOLVED** to grant £1275

and **Epworth Memorial Field** (Thurlow) application (Section 133) £3000.00 Proposed by Cllr Johnson seconded by Cllr Garner **RESOLVED** to grant fund £3000.00

**(f) Financial Reserves Policy** – to receive DRAFT document with recommendation from Finance Committee. Proposed by Cllr Mitchell seconded by Cllr Garner

**(g) Electricity accounts:** to propose to mandate the clerks to liaise with Black Sheep Utilities and the electricity supply companies to renew the current contracts. Proposed by Cllr Johnson seconded by Cllr Mitchell **RESOLVED** clerk mandated to renew electricity contracts.

**(h) BT Business Calls Essentials:** to propose to mandate the clerks to renew the BT telephone/internet Contract (previous minimum period contract ended December 5th, 2019). Proposed by Cllr Harm amended and seconded by Cllr R Whittaker and **RESOLVED** to obtain 3 quotations for the “best deal” and mandate the Finance Committee to make the decision.

**11.01.20 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**

	<b>Authorised Card Payments</b>				
03.12.19	Request-a-plan	Map for planning, Chapel of Rest application	£17.50	£3.50	£21.00
	<b>DD payments</b>		Net	Vat	total
01.01.20	North Lincs. Council	Cemetery rates	£53.00		£53.00
01.01.20	North Lincs. Council	Trade waste collection	£21.60		£21.60
02.01.20	BT	Telephone & internet	£59.30	£11.86	£71.16
18.01.20	Everflow	Cemetery water	£8.57		£8.57
25.01.20	O2	Mobile phone charges	£18.58	£3.72	£22.30

With a figure corrected proposed by Cllr Mitchell seconded by Cllr Harm **RESOLVED** financial information noted, schedule signed by the Chairman.

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

			Net	VAT	Total
104399	APS Movements	Regrade Turbary Road	£500.00	£100.00	£600.00
104400	R Wilkinson Window Cleaning	Cemetery buildings	£30.00		£30.00
104401	Epworth Imperial Hall	Room hire Dec 3rd	£22.50		£22.50
104402	BRSTech Cheque cancelled for additional invoice		£0.00		£0.00
104403	ERNLLCA	Cllr training 2 Cllrs	£180.00	£36.00	£216.00
104404	Paul Haywood	P.Order 293 watering planters & P.Order 305 12v water pump plus works associated with replacement hanging basket brackets	£360.00		£360.00
104411	BRS Tech	Desktop computer repair and restoration & installation of new computer back-up system	£380.00	£76.00	£456.00

		<b>Total cheques for payment</b>			<b>£1,684.50</b>
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Proposed by Cllr Mitchell seconded by Cllr Harm **RESOLVED** cheques for payment as presented, schedule signed by the Chairman.

### **13.01.20 Planning** (Town & Country Planning Act 1990 as amended)

**(a) To resolve: PA/2019/1800** Outline planning permission for a residential development with appearance, landscaping layout and scale reserved for subsequent approval

Site location: Land adjacent to Shire Croft, 34 Station Road, Epworth

**NOTED:** due to the number of councillors declaring personal and prejudicial interests the council was unable to submit a response as inquorate.

**(b) To resolve PA/2019/1850** planning permission for the erection of front porch, gable dormers to rear of roof pitch and roof-lights to the front

Site location: 15 Shepherds Croft, Epworth

**NOTED:** time extension requested but not given, full planning permission granted

**NOTE:** request for additional time refused, NLC decision taken, full planning permission granted.

**(c) To resolve PA/2019/2016** planning permission to retain a steel framed agricultural building

Site location: West Hale Farm, Idle Bank, Epworth

Proposed by Cllr R Whittaker seconded by Cllr Harm **RESOLVED** no observations 1 abstention

**(d) To resolve PA/2019/2089** planning permission to retain timber play/storage shed

Site location: 28 Hollingsworth Lane, Epworth

Proposed by Cllr Harm seconded by Cllr R Whittaker **RESOLVED** no observations 1 abstention

**(e) To resolve PA/2019/1765** Outline planning permission to erect three dwellings with all matters reserved for subsequent approval

Site location: 9a West End Road, Epworth

Proposed by Cllr Johnson seconded by Cllr R Whittaker **RESOLVED** Epworth Town Council objects to the granting of outline planning permission at this location as permission would lead to backland residential development outside the current development limit and adjacent to historic landscape and in the open countryside.

**(f) To receive** information on planning decisions.

**NOTE: all planning links sent via email prior to the meeting**

**Full planning permission PA/2019/1019** planning permission for the change of use to a mixed-use development (including A1/A2/A3 & C3) and associated works at former Mowbray Arms, Mowbray Street, Epworth.

**Full planning permission PA/2019/1481** planning permission to site a mobile home as a temporary agricultural worker's dwelling on land north of Stecking Drain, off West End Road, Epworth.

**Full Planning permission PA/2019/1589** planning permission for change of use of mill to residential (Use class C3) at Maws Mill, Belton Road, Epworth.

**Listed Building Consent PA/2019/1603** listed building consent to carry out alterations to mill to form a dwelling at Maws Mill, Belton Road, Epworth.

**Full planning permission PA/2019/1639** planning permission for the change of use of agricultural land to form a petting zoo with associated parking and viewing areas and to change the use of the ground floor of dwelling to a café at Holly Tree Farm, Sandtoft Road, Epworth.

**Full planning permission PA/2019/1718** planning permission to erect extension to existing workshop including mezzanine level and relocation of existing store and associated works at Weinerberger Ltd, Belton Road, Sandtoft.

**Refusal of consent to cut down or carry out work on trees protected by a tree preservation order PA/2019/1791** to undertake a crown reduction on a beech tree identified as T77 within and subject to Tree Preservation Order at 10 Tottermire Lane, Epworth – reason tree is not dead or in a dangerous condition. Inspection of the tree does not indicate there are any existing safety issues sufficient to justify the proposed works and considered detrimental to the health and visual amenity of the tree.

**Full planning permission PA/2019/1825** planning application to vary condition 2 of PA/2006/0365 to alter the design of the approved dwelling at land adjacent to 106 Burnham Road, Epworth.

**Approval of reserved matters PA/2019/1828** approval of reserved matters (access, appearance, landscaping, layout and scale) pursuant to outline application to erect five dwellings at Belton Garden Centre, Sandtoft Road, Westgate, Epworth.

**Full planning permission PA/2019/1848** planning permission to erect single storey side, rear and front extensions, replace conservatory roof with tiles, new additional access drive with dropped kerb, convert garage to respite annex at 14a Lessytoft, West End Road, Epworth.

#### **Planning applications in progress (either dates missed due to clerk's absence or town council applications)**

**PA/2019/1996** Application to undertake various pruning on a sycamore tree identified as T33 subject to and within Tree Preservation (Epworth No.1) Order 1977 – consultation period closed 24/12/19 (1 Queen Street, ONGO Homes)

**Application approved** decision notice received 6th January 2020.

**PA/2019/1881** Application to undertake various pruning on a copper beech, 2 common beech and 2 sycamore trees, identified as T7, T18, T24 & T25 within and subject to Tree Preservation (Epworth No.1) Order 1977 – consultation period closed 27/12/19 (Epworth Cemetery ETC application)

**PA/2019/1894** Application to undertake various pruning works on a sycamore, identified as T84 a lime within G5 and 2 limes within G4 all subject to Tree Preservation (Epworth No.1) Order 1977 – Consultation closes 07/01/20 (St Andrew's closed churchyard and Lime Tree Walk – ETC application)

**14.01.20 Epworth Heritage Centre Group – Ivy Andrew Hall:** to receive a request for a copy of the “Valuation Report” commissioned by Epworth Town Council in 2019 (Cllr Mitchell). Proposed by Cllr R Whittaker seconded by Cllr Harm **RESOLVED** copy of report to be made available to the Heritage Centre Group.

**15.01.20 Environment Committee** – to propose that the clerks invoice the Epworth Businesses for hanging baskets for a contribution of £20.00 (twenty pounds) to confirm the number of baskets ordered and paid for prior to the council placing the order. Proposed by Cllr R Whittaker seconded by Cllr Harm **RESOLVED** clerks to invoice businesses for their “contribution” towards the cost of hanging baskets.

**16.01.20 ERNLLCA Annual Garden Party Invitation:** to nominate an attendee. Proposed by Cllr Mitchell seconded by Cllr Garner **RESOLVED** that the name of Cllr R Whittaker would be put forward

**17.01.20 North Lincolnshire Council “In Bloom” grant funding:** to discuss the application time limits and procedures and discuss possible projects (re Cllr Mitchell). Proposed by Cllr J Whittaker seconded by Cllr Mitchell and **RESOLVED** to mandate the clerks to work with the Environment Committee to apply and complete the application process.

**18.01.20 Agenda items:** to discuss the process for inclusion of items on the agenda (Cllr Harm). Process discussed and noted reference Standing Order 9(d,e,f)

**19.01.20 Correspondence:** to note list (*for information only pages 80 & 81 attached*).  
Proposed by Cllr Mitchell seconded by Cllr Johnson **RESOLVED** correspondence list noted.

**20.01.20 To list:** items for facebook. Requirement for a watering person: time frame for ordering hanging baskets

**21.01.20 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.

**22.01.20 To confirm the date and time of the next monthly meeting** as Tuesday February 4th, 2020.

**23.01.20** *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 item:*

A member of the press and one resident left the meeting.

- (a) **To authorise** payments of salaries and related payments as per the confidential schedule. Salaries and related payments cheque numbers 104405 to 104410 total value £2383.51. Proposed by Cllr Mitchell seconded by Cllr Harm **RESOLVED** cheques to be signed, the Chairman signed the schedule.

**To record the closure of the meeting at 9.21pm**  
cm09.01.20.