

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 October 1st, 2019 at 7pm.**

Introduction and fire precautions; the Chairman welcomed everyone to the October meeting of the Council, the clerk signed the fire register.

The following paragraphs were taken as read:

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).**

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.

01.10.19 To record the Names of Members, Present. Cllr J Whittaker presiding;
Cllrs: Garner, Harm, Johnson, Mitchell, R. Whittaker & Woods.
The clerks C Maguire & C McRoy were also in attendance.
J Webster of the press was also present.

02.10.19 Apologies for absence were received from Cllr Stewart. Cllr Finch was not present.

03.10.19 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 10 grant for Imperial Hall prejudicial interest as a trustee;
Personal interest in planning applications as a Ward Councillor; item 19 personal interest; item 20 personal interest as Ward Councillor.
Cllr Woods prejudicial interest grant application for Epworth Business Forum as Forum Chairman.

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

05.10.19 To receive the Chairman's Announcements (*for information only*).

The Chairman thanked the councillors who helped at the Epworth Show; on behalf of the Epworth Business Forum the Chairman put out a request for volunteer "Marshalls" to help out on December 1st; he then went on to describe the work of the Epworth Charities, a small charity available to help individuals and families of Epworth in need.

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

The ward councillor had arranged a "Litter Pick" for 10am meeting at Kings Head Croft car park on Sunday October 6th (clerk to put on Facebook); regarding parking – a sustainable

long term solution was under discussion, in the meantime the approved parking bays would be marked on Albion Hill and the additional car park signage would be implemented. The village signs discussed by the Environment Committee would depict the Market Square with additional reference to the “Wesley family” and the “Mowbray” connection.

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

Kings Head Croft CCTV & Lighting; all works completed (silver post may be painted black by NLC)

Chapel of Rest – change of use;

Cemetery Memorial Inspection: letters are still being sent out where grave owners can be identified; the Cemetery Committee/Council will have to consider what to do with the memorials found to be unstable where no family can be identified; where “unauthorised” works have been carried out or where those responsible have not accepted that work is required.

Cemetery Lodge roof repairs: Contractors have been on site checking and cleaning the guttering but have found problems with missing and damaged slates on the roof which may be the cause of the water ingress. Further investigation is scheduled when the “roofer” returns from holiday.

Kings Head Croft: hedge cutting & fence preservative – quotations being collected for these works – agenda item

Annual Return; the clerk has responded to queries from PKF Littlejohn sending additional information as requested. The clerk is in the process of drawing up a letter of employment for the internal auditor in case the council is chosen as part of the 5% sample next year subject to an “in depth” audit that will include a copy of the letter of employment.

Grant funding Epworth Colts: cheque 104341 for £5000 sent September 4th, letter of thanks received and circulated.

Grant funding Epworth Christmas Lights: cheque 104343 sent September 4th for £1968, letter of thanks (email) received and circulated.

Grant funding British Legion Epworth Branch: cheque 104342 for £1000 sent September 4th, awaiting confirmation of receipt.

Watering of hanging baskets: the “letter of understanding” and the “fixed term contract” with employees for watering have both been concluded for this year with final salaries being paid this month. Mrs. Hodson does not wish to carry out the watering next season so the council will have to advertise for someone to carry out the watering next year. Baskets have been taken down, emptied and returned to Cemetery Lodge.

Best Kept Village Competition: email sent (September 4th, 2019) confirming attendees at the presentation to be Cllrs R & J Whittaker and Cllr Mitchell.

Kings Head Croft wall repairs & removal of Cemetery shed: Contractor currently on holiday works will be completed when he returns.

Turbary Road: clerk waiting for update letter from P Williams NLC; has contacted his office a couple of times but Mr. Williams has been on holiday. Provisional meeting date booked for Tuesday October 15th at the Imperial Hall, letter from NLC received to add to invitations to Turbary Road residents, clerks working on the letter. Having been sent an invoice NLC have paid Epworth Town Council 2 thousand pounds as a contribution for last year and this; which should enable the purchase of additional stone, immediate repairs and maintenance for the rest of this financial year. The contractor has been informed of the provisional meeting date and has been invited to attend.

Community Champion Awards: information prepared by Cllr R Whittaker, nomination papers forwarded to NLC by clerk on Tuesday September 24th

East Riding Pension Fund: the clerk has completed forms with amended contact details for Epworth Town Council, Cllr Harm as Chairman of Personnel Committee has been listed as the nominated contact.

Pump for water container re watering of planters: purchase order forwarded to P Haywood 27th August; receipt not yet obtained. Pump will be used year on year once purchased.

Financial information: the clerk has added formula to the financial information sheet to avoid typing errors previously made.

Cemetery buildings revaluation: having received the figures from Grice & Hunter, these have been forwarded to the insurance company who have asked for a breakdown of the figures; email requesting this information sent to Grice & Hunter September 24th.

Cemetery Rules & Regulations: amended version added to website and placed on Cemetery notice board.

Epworth Charities: email sent September 4th, 2019 nominating Cllr J Whittaker as the current Town Council representative. Mrs. D Janney is still within her term of office and will continue as a town council nominated member of the Charity. Mrs. E Wilson will be offered a co-option to the committee as her official term of office has ended.

Epworth Cemetery; the government Valuation Office has issued a notification for the revaluation of the Cemetery with questions relating to the number of burials annually and the area of land available. The clerk will work on the answers and will require a Cemetery Committee meeting to discuss this and other current issues. Time scale for answers requested.

Planning application change of Use Chapel of Rest: NLC Building Regulations have confirmed that no regulations are applicable if no more than 60 people attend a meeting; as no change of use disability accessible WC not required; however, "reasonable provision" should be made. Heating can be used but must be portable and not fixed. Site visit only required if new fixed building work being considered. Must have a "Management Strategy" for the building which should include risk assessment for escape, emergencies etc. Document should cover every eventually, staff and facilities, fire safety provision and emergency lighting (which we have). Planning permission is still required. Clerk to complete and submit forms, no cost involved.

Good Councillors Guide: order sent off September 3rd, 2019, chased September 24th for progress; ERNLLCA has copies on order which will be forwarded in due course.

New Financial Regulations: new version to be adopted once the clerk has amended and cross referenced with the current document.

Tree works applications: clerk to complete NLC forms

Office carpet cleaning: after delayed and sporadic contact with one of the companies suggested we now have a provisional date set for the carpet cleaning.

The clerk added that Yorkshire Water had sent a letter of notification regarding "water pipe cleaning" in the Burnham Road area starting October 7th; that the main office computer had "crashed" repairs have been organized.

Proposed seconded and **RESOLVED** clerks report noted.

08.10.19 To resolve Draft Minutes of a Meeting of the Council held on Tuesday September 3rd, 2019 copies of which have been previously circulated, for approval and signature.

Proposed by Cllr Mitchell seconded by Cllr Woods **RESOLVED** a true record and signed by the Chairman.

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

10.10.19 Finance Committee: to receive DRAFT minutes of a committee meeting held on Wednesday September 25th at 7pm for approval and signature. Proposed by Cllr Johnson seconded by Cllr Mitchell **RESOLVED** a true record and signed by the Chairman.

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

Having declared a prejudicial interest Cllr Mitchel left the meeting.

(b) Grant requests: Epworth Imperial Hall: Local Government Act 1972 sec 133 Community Buildings: Grant request £3975.00 (three thousand nine hundred and seventy-five pounds). **NOTE:** item discussed during September meeting but due to declaration of interests by Cllr Mitchell the meeting had been “inquire”, and the item deferred. Proposed by Cllr Woods seconded by Cllr R Whittaker and **RESOLVED** to grant fund £3975.00 (three thousand nine hundred and seventy-five pounds)

Cllr Mitchell returned to the meeting.

Having declared a prejudicial interest Cllr Woods left the meeting.

(c) Epworth Business Forum: Local Government Act 1972 section 137 grant request 500.00 (five hundred pounds). Proposed by Cllr R Whittaker seconded by Cllr Mitchell **RESOLVED** £500.00 (five hundred pounds)

Cllr Woods returned to the meeting.

(d) Committee recommendations:

To transfer (£30,000 thirty thousand pounds from the current account to the Business Money Manager Account) – no banking costs for the transfer. Proposed by Cllr Harm seconded by Cllr Woods and **RESOLVED**.

11.10.19 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.

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

| | Receipts | | Net | Vat | total |
|----------|----------------------------|----------------------------|-----------|-----|-----------|
| 03.09.19 | North Lincolnshire Council | Turbary Road contributions | £2,000.00 | | £2,000.00 |
| | | | | | £0.00 |
| | | | | | £0.00 |
| | | | | | £0.00 |
| | | | | | £0.00 |
| | | | | | £0.00 |
| | Cheques paid | | Net | Vat | Total |
| 104341 | Epworth Colts | LGA 1976 sec 19 grant | £5,000.00 | | £5,000.00 |
| 104341 | British Legion Epworth | Section 137 grant | £1,000.00 | | £1,000.00 |
| 104343 | Epworth Christmas Lights | LGA 1972 sec 144 grant | £1,968.00 | | £1,968.00 |
| | | | | | £0.00 |
| | | | | | £0.00 |
| | | | | | £0.00 |
| | | | | | £0.00 |
| | Cancelled cheques | | | | |
| | | | | | |

| | | | Net | Vat | total |
|----------|----------------------------|--------------------------|---------|--------|---------|
| | DD payments | | | | £0.00 |
| 04.09.19 | Malwarebytes | computer protection | £79.31 | £15.86 | £95.17 |
| 05.09.19 | Microsoft | computer package 2 units | £112.80 | £22.56 | £135.36 |
| 13.09.19 | Yorkshire Water | final payment | £0.22 | | £0.22 |
| 22.09.19 | HSBC | Bank charges | £36.94 | | £36.94 |
| 26.09.19 | Everflow water | Cemetery water | £8.57 | | £8.57 |
| 01.10.10 | North Lincolnshire Council | Cemetery trade waste | £21.60 | | £21.60 |
| 01.10.19 | North Lincolnshire Council | Cemetery rates | £53.00 | | £53.00 |
| 03.10.19 | BT | Telephone internet | £76.53 | £15.30 | £91.83 |
| 29.10.19 | Siemens | Photocopier Lease | £182.59 | £36.51 | £219.10 |
| 26.09.19 | O2 | Mobile phone charges | £18.58 | £3.72 | £22.30 |

Proposed by Cllr Mitchell seconded by Cllr Harm and **RESOLVED** financial information noted.

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

| | | | Net | VAT | Total |
|--------|----------------------------|--|-----------|---------|------------------|
| 104344 | North Lincolnshire Council | KHC litter picking & playground inspection | £2,526.00 | £505.20 | £3,031.20 |
| 104345 | Videcom | KHC CCTV | £1,900.00 | £380.00 | £2,280.00 |
| 104346 | BRStech | computer programming & upgrading | £270.00 | £54.00 | £324.00 |
| 104347 | A Fotherby | Petrol for mowers | £20.93 | £4.19 | £25.12 |
| 104348 | C Maguire | 24 x 1st class stamps | £16.80 | | £16.80 |
| 104349 | Epworth Imperial Hall | room hire September 3rd | £22.50 | | £22.50 |
| 104350 | PKF Littlejohn LLP | External Audit | £300.00 | £60.00 | £360.00 |
| 104351 | APS Movements Ltd | Maintenance Turbary May19 | £500.00 | £100.00 | £600.00 |
| | | | | | £0.00 |
| | | | | | £0.00 |
| | | Total cheques for payment | | | £5,677.12 |

Proposed by Cllr Harm seconded by Cllr Mitchell and **RESOLVED** to sign cheques as presented.

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

(a) **To resolve PA/2019/1514** planning application to erect a detached bungalow and Garage

Site location: 26 Rectory Street, Epworth

Proposed by Cllr Johnson seconded by Cllr Harm and **RESOLVED**: Epworth Town Council is concerned that this is a retrospective application as building works are underway, and, has concerns about the site security as there is no safety fencing and the noise, dust and anti-social working hours are causing concern to neighbours.

Cllr Mitchell declared that he had been lobbied on this application.

(b) To resolve PA/2019/1481 planning permission to install mobile home as temporary agricultural workers dwelling

Site location: land North of Stecking Drain, off West End Road, Epworth

Proposed by Cllr Harm seconded by Cllr R Whittaker and **RESOLVED**: Epworth Town Council objects to this application on the grounds that it is outside the current defined settlement limit and located in an unsustainable location contrary to RD2, CS2 and CS3 of the Local Plan, Core Strategy and the NPPF.

(c) To resolve PA/2019/1589 planning permission for change of use of mill to residential (use class 1)

Site location: Maws Mill, Belton Road, Epworth

Proposed by Cllr Harm seconded by Cllr Woods and **RESOLVED** no observations.

(d) To resolve PA/2019/1603 Listed building consent to carry out alterations to mill to form a dwelling

Site location: Maws Mill

Proposed by Cllr Harm seconded by Cllr Woods and **RESOLVED**: No observations.

14.10.19 Annual Return: to receive the “completion of the limited assurance review for the year ended 31st March 2019” and associated paperwork for resolution and action. Proposed by Cllr Harm seconded by Cllr R Whittaker to note the information and refer the item to the Finance Committee **RESOLVED**.

15.10.19 Kings Head Croft: to resolve to refit the replacement picnic benches. The clerk reported that the concrete/wooden picnic bench now needed to be replaced: proposed by Cllr Harm seconded by Cllr Woods and **RESOLVED** to replace the wooden bench with one of the new benches and place the second new bench on the existing base to the left of the play equipment on the grassed area. The clerk has an existing purchase order to James Smith Construction for the installation and would contact them to install the picnic benches.

16.10.19 Remembrance Day 2019: to discuss and resolve arrangements to fit large poppies to brackets in the High Street and to resolve the position (temporary or otherwise) for the standing soldier. Proposed by Cllr Mitchell seconded by Cllr Harm and **RESOLVED** to place the large poppies on the hanging basket brackets as last year and place the silent soldier at the Church as last year. All to be in place (by Councillors and volunteers) for one week either side of Sunday November 9th.

17.10.19 Epworth ECHO: to receive a DRAFT copy for amendment/correction and approval and publication. The Assistant Clerk was thanked for her work on the production of the ECHO. With minor amendments and additions, the ECHO was proposed by Cllr J Whittaker seconded by Cllr Harm and **RESOLVED** for publication.

18.10.19 Humber & Wolds Rural Action: to receive a request for annual membership and subscription. Proposed by Cllr Harm seconded by Cllr R Whittaker and **RESOLVED** to pay the £25.00 (twenty-five pounds) subscription.

19.10.19 Community Speed-watch: to receive an email from a resident and determine the way forward. The clerk advised that she had received the contact details for two volunteers; proposed by Cllr Harm seconded by Cllr Woods and **RESOLVED** that the Council would register for the scheme and the clerk would liaise with the volunteers.

20.10.19 Woodlands Trust – tree planting: to receive information and determine the way forward. Proposed by Cllr Harm, seconded by Cllr Johnson **RESOLVED** item to be discussed by the Environment Committee.

21.10.19 ERNLLCA: to resolve delegates (if any) to attend the annual conference on Friday November 15th in Hull. Opportunity to attend offered to all councilors, **RESOLVED** contact the clerk if interested.

22.10.19 Office administration: to discuss and resolve the addition of a new email address assistantclerk@epworthtowncouncil.com at a cost of £3.30 per month. Proposed by Cllr Harm, seconded by Cllr Mitchell **RESOLVED**.

23.10.19 Office Laminator: to discuss and resolve the purchase of an office laminator and pouches. Proposed by Cllr Harm, seconded by Cllr Woods **RESOLVED** to purchase an A3 Laminator and pouches (maximum cost £50.00)

24.10.19 NALC/ERNLLCA: to receive a copy of the information on the “independent audit review” and to resolve whether or not to make a response. Proposed by Cllr Harm, seconded by Cllr Johnson **RESOLVED** noted.

25.10.19 Premises License: Licensing Act 2003 – Application for the variation of a premises license – Notice “Epworth News 28-30 High Street. **Item withdrawn.**

26.10.19 Personnel Committee: to nominate a 4th member to the personnel committee. **RESOLVED** Cllr Garner to become the 4th committee member.

27.10.19 Correspondence: to note list (*for information only pages 53 & 54 attached*). Proposed by Cllr Mitchell seconded by Cllr Harm **RESOLVED** correspondence noted.

28.10.19 To list: items for Facebook. Litter picking Sunday October 6th, information on Epworth Charities; “marshalls” for December 1st.

29.10.19 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.

30.10.19 To confirm the date and time of the next monthly meeting as (*Tuesday November 5th, 2019*). **RESOLVED**.

31.10.19 *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:

To authorise payments of salaries and related payments as per the confidential schedule.

Proposed by Cllr Harm seconded by Cllr Woods **RESOLVED** to approve the payment of salaries and related payments to the value of £2655.52.

To receive notification of a personnel issue. Cllr Harm informed the council that a letter of complaint regarding a member of staff had been received.

To record the closure of the meeting at 8.18pm

cm07.10.19.