

Council members:

Cllr Mitchell (Chairman) Cllr Janney (Vice chairman), Cllr Astle, Cllr Baker, Cllr Dent, Cllr Harm, Cllr Johnson, Cllr Pearce, Cllr Robinson, Cllr Stewart MBE Cllr Truelove, Cllr Whittaker, Cllr Wilson & Cllr Woods.

Minutes of a Meeting of the Council held in the small room of the Imperial Hall Epworth on **Tuesday March 19th 2019 at 7pm.**

The Chairman welcomed everyone to the meeting, explained the “**Fire evacuation procedures**” and the clerk signed the forms.

The following paragraphs were 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.

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).

To receive Jack Ellerton and Tracey Coyne from the Safer Neighbourhoods team: to speak about Neighbourhood Watch and the Trade Watch schemes. Mr Ellerton explained that Trade Watch was being introduced to cover rural areas of North Lincolnshire, advice on dealing with rogue traders. They may offer low quotations but then hassle for money and may increase the price. Information being circulated to protect potential victims. Scheme is voluntary, provision of stickers for windows, hopefully, a well-recognised symbol for the scheme. Information packs with stickers available, with a report process. All to increase awareness and reduce the risk of being approached. 23 thousand packs are available for rural residents Support from partner agencies, signage also available. Funding from the scheme from North Lincolnshire Council Sager Neighbourhoods and Community Safety partnership. Next step “nominated neighbours” Notice can be placed in house window if approached to contact through a nominated “3rd party” Legitimate persons will comply. Hope to increase safety and public engagement. Measured by crime statistics and the number of people joining the scheme.

Questioned on social media and resident’s awareness, Mr Ellerton explained that packs were being delivered into the community, needed to be marketed and publicised should increase the chances of crime being reported.

Noted that criminals cross county boundaries, explained that internet deliveries were a concern, vulnerable people being asked to accept parcels not for them, if not your delivery, don’t accept; don’t answer the door; don’t take things in.

Check ID of delivery persons, if legitimate then no problem.

The Chairman thanked Mr Ellerton and Ms Coyne for attending who then left the meeting (7.20pm)

31.03.19 To record the Names of Members Present. Cllr Mitchell presiding
Cllrs: Baker, Harm, Janney, Johnson, Stewart, Truelove, Whittaker, Wilson and Woods.

32.03.19 Apologies for absence were received from Cllrs Astle, Dent, Pearce and Robinson.

33.03.19 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 Wilson item 16 prejudicial interest.

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

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

The Chairman announced that he had received a request from the organisers of Epworth Music Day for "marshals", the event is scheduled for June 22nd 2019; and an invitation to councillors to attend the "Lost Landscapes of Heroes" event; interested councillors should contact the clerk.

36.03.19 To receive the Ward Councillor's Report (*for information only*) not present.

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

Lighting KHC: clerk met NLC officer on site 8.30am Tuesday March 12th; plan is to install 8m tall lighting columns immediately behind the kerb as close to the car park as possible. Trenching will be required from the existing column across the car park to the new columns and ducting behind the wooden kerbing from one column to the other. The officer had no concerns about vandalism due to column height and (intended) CCTV installation as a deterrent.

Fence damage KHC: Paul Heywood collected damaged sections and made safe Monday 11th; suspect further damage by Tuesday 12th. Paul Heywood asked to attend site second time to assess and make safe. (Current bill to repair approved by clerk in consultation with Chairman £86.00. Clerk making enquiries re cost of preservative to paint new sections to match existing.

Environment Committee: Tourism maps: email sent to NLC Tourism requesting information and advice on the provision of maps

3rd party agreement document: email request to ERNLLCA for advice re "not for profit" organisations and/or others using Kings Head Croft

Wesley Statue: Zurich Insurance advised re removal of Statue from list of assets for insurance; refund paperwork received completed and returned for £19.51

Kings Head Croft – replacement swing seats: quotation received from Playdale for 3 seats to supply and fit ££550.56. North Lincolnshire Council have been asked to quote but are not in a position to do so. Clerk has asked other clerks for information on companies able to supply and fit swing seats.

Kings Head Croft wall repairs: clerk scheduled to meet contractor on site to re-assess wall repair work, previously made site visit but not yet quoted.

Water-Plus: re cemetery waste water - email sent to the company requesting a DD form for Finance Committee and Full Council to approve.

HSR Law; letter written, copy all councillors

Epworth Business Forum: letter received thanking the council for £200 explaining money presented to Axholme Academy for sheet music for the music department

Financial Year end and Annual Return: the forms will be available on the PKF Littlejohn website from March 25th

Town & Parish Liaison meeting: Wednesday March 27th at Church Square House at 7pm

ERNLLCA District Committee meeting Church Square House Wednesday 27th at 6pm

North Lincolnshire Tourism members event: Wednesday April 24th 2-4pm Brigg (information circulated)

Arrow article submitted: info on recruitment, Local Elections, Best kept Village competition and Annual Assembly of the Town Council

ERNLLCA – information on the publication of home addresses of councillors circulated

Playdale: engineers attended site and repaired the soft surface around the rotunda and replaced the damaged spring on the gate.

Reminder: Workers Memorial Day: Scunthorpe Monday April 29th at the Baptist Church 10am

Isle of Axholme Physically Handicapped Society letter of thanks with copy invoices re use of the funds **VAT claim;** forms checked and signed off by 2 councillors, form submitted and acknowledged.

Service Level Agreement for play equipment inspections signed and returned to North Lincolnshire Council

Cemetery waste agreement; forms completed and returned to North Lincolnshire Council – payment schedule still to be advised.

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

38.03.19 Neighbourhood Watch & Trade Watch: to resolve whether or not the council should become a member of these schemes. Proposal by Cllr Mitchell to work with Safer Neighbourhoods on the Trade watch scheme as a partner agency to put up signs (with permission) and market the scheme, seconded by Cllr Stewart and **RESOLVED**. Council declined involvement in Neighbourhood Watch.

39.03.19 Internal Control: To resolve additional March cheques for payment as presented on the following schedule (*Local Government Act 1972 as amended*).

			Net	VAT	Total
104240	Axholme Landscapes	KHC car park front border	£730.00	£146.00	£876.00
104241	Torne Valley Ltd	Lawn mower repairs	£32.75	£6.55	£39.30
104242	R Wilkinson Win. Cleaning	Lodge & Chapel of Rest	£45.00		£45.00
104243	CPRE North Lincolnshire	BKV competition	£40.00		£40.00
104244	C Maguire	3 reams of copy paper	£9.75		£9.75
104245	Paul Haywood	fence parts for khc	£86.00		£86.00
		Total cheques for payment			£1,096.05

Proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED** additional cheques for payment as presented on the schedule. Schedule signed by the Chairman.

40.03.19 Kings Head Croft: to receive a quotation from “Videcom” Security Limited for the upgrading of the CCTV, installation and set-up. Proposed by Cllr Truelove seconded by Cllr Stewart and **RESOLVED** to accept the quotation for £2280.00 for the provision of 2 additional CCTV cameras at Kings Head Croft (2 abstentions)

41.03.19 Kings Head Croft: grass cutting contract 2019: to receive and resolve an updated quotation from a contractor for grass cutting at Kings Head Croft, closed churchyard and Epworth Cemetery. NOTE: grass cutting season will start in March 2019. Copy quotation from MKS Groundcare Ltd for the 2019 season was presented to councillors; proposed by Cllr Stewart seconded by Cllr Truelove and **RESOLVED** to accept the quotation for £2640.00 for the grass cutting on the 3 sites for the 2019 season.

7.38pm Cllr Baker left the meeting with apologies.

42.03.19 Epworth Town Council Standing Orders: to receive for adoption an updated copy of the standing orders with particular reference to the addition of Item 25 on page 19, “Responsibilities under

Data Protection Legislation” recommended for adoption by the new internal auditor. Proposed by Cllr Truelove seconded by Cllr Wilson and **RESOLVD** adopted.

43.03.19 The Great British Spring Clean: to resolve whether or not to take part in the initiative scheduled for March 22nd to April 23rd 2019. Cllr Mitchell to lead and co-ordinate, equipment will be provided by North Lincolnshire Council. Proposed by Cllr Stewart seconded by Cllr Woods and **RESOLVED** that Epworth Town Council sign up to the scheme this year.

44.03.19 Office expenditure: to discuss ways to purchase on-line, such things as AVG security and ADOBE system upgrades. Clerk unable to make purchases on-line, unprofessional not to be able to do so. Proposed by Cllr Truelove seconded by Cllr Janney and **RESOLVED** item referred to finance committee

45.03.19 Personnel Committee expenditure: to mandate the personnel committee to purchase advertising space (if required) for the Assistant Clerk vacancy. Proposed by Cllr Harm that the committee have the option to pay to advertise (if required) seconded by Cllr Truelove and **RESOLVED** committee exercise their judgement to have devolved power of expenditure to a maximum of £250.00 plus VAT to advertise more widely.
Cllr Stewart against Cllr Wilson abstained.

Cllr Wilson having declared a prejudicial interest and left the meeting

46.03.19 Epworth & District Agricultural Society: Trade Stand Application: to resolve whether or not to take a trade stand at the show scheduled for August 26th 2019. Proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED** new council to make the decision.

Cllr Wilson returned to the meeting.

47.03.19 To nominate items for facebook. Great British Spring Clean; Trade Watch; Link to call handlers advert; Election information.

48.03.19 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 raised.

49.03.19 To confirm the date and time of the April Meeting of the Council as Tuesday April 2nd 2019 at 7pm in the Imperial Hall, Epworth.

50.03.19 *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:*

- (a) **To receive a copy of the Personnel Committee minutes** from a meeting of Friday March 1st 2019 a copy of which has been previously circulated for approval and signature by the Chairman
Proposed by Cllr Janney seconded by Cllr Truelove, **RESOLVED** an accurate record and signed by the Chairman.

The clerk left the meeting for this item

(d) **To update** councillors regarding a complaint received in accordance with the Council’s policies and procedures. Cllr Janney informed councillors that the Personnel Committee has full delegated powers under standing orders to deal with and make decisions on behalf of the Council in relation to all personnel matters relating to the Town Clerk - including but not limited to issues relating to capability, disciplinary matters and complaints. Councillors will remember a matter previously drawn to their attention, this has

now been concluded and the outcome shared with both parties, both of whom have acknowledged that the important thing is to move forward.

The clerk returned to the meeting.

51.03.19 To record the closure of the meeting at 8.05pm

cm 25.03.19