

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 5th 2019 at 7pm.**

Fire evacuation procedures were explained 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).

A member of the public addressed the council about the litter (cigarette ends) outside Luke's Bar asking whose responsibility it was to speak to the owner and clean up? Hanging baskets always look excellent spoiled by litter. The Chairman explained that the issue had been referred to NLC by the clerk; and that no problem had been found at the time but that it would be monitored. The resident asked if some-one could talk to the bar owner? The Chairman thanked the resident for her attendance who then left the meeting.

To receive a member of the local Police team: PC Raper addressed the meeting: explaining that he was the officer for the South and Central Isle, that he was "community aware" and lived locally. Noted that there had been problems at the KHC car park "the Jube" and that they were making regular patrols. Generally 2-4 cars and they have been well behaved and moved on when requested to do so. Positive action had been taken on Westgate Belton where 2 drivers had been ticketed for vehicles being over the weight limit. Now, fewer problems reported. Local crimes mainly burglaries and motor vehicle theft. Thought to be South Yorkshire connections.

PC Raper was questioned on hare coursing which he replied was mainly a problem in the North of the Isle. On burglaries he explained that properties were targeted when people were away or in hospital, and that they were taking a "multi-agency" approach. On drug paraphernalia, he replied there were few reports and that "my community alert" was the best approach for information. Regarding community policing he stated that school foot patrols were made as a good way to collect information. Regarding the heavy traffic on West End Road Epworth where two company names were put forward he asked that any known instances be reported as they could then be followed up. He explained that "my community alert" works alongside Neighbourhood Watch. PC Raper was aware that the council had experienced problems at KHC explaining that patrols were made when on late shifts noting that the play area was not well covered by CCTV or well lit. He had asked for the cameras to be swung round to cover the area at certain times. When asked to confirm about the number of officers covering Epworth he replied that there were 4 shifts of 12 hours each; covered by 8 officers but if they were called to Scunthorpe or on breaks or holiday then it could only be 1 officer at any one time. There are 2 response officers on the Isle. The Chairman thanked PC Raper for his attendance he then left the meeting at 7.20pm

01.03.19 To record the Names of Members Present. Cllr Mitchell presiding:

Clrs Astle, Baker, Harm (7.03pm), Janney, Stewart, Truelove, Whittaker, Wilson & Woods.
The Clerk C Maguire was in attendance.

02.03.19 Apologies for absence were received from Cllr Dent & Johnson. Cllrs Pearce & Robinson were not present.

03.03.19 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 Stewart prejudicial interest item 19

Cllr Janney personal interest cheque No 104229 item 17

04.03.19 To note dispensations given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*).

The clerk advised that a dispensation had been provided for Cllr Stewart regarding item 19, The Wesley Statue for him to remain and speak and answer questions where otherwise there is a prejudicial interest, to assist with clarification of issues.

05.03.19 Co-option to fill casual vacancy: (Representation of the People Act 1985 s21 and Local Government Act 1972 s87 (1)): to receive information from interested parties for co-option as a new member to the council. No information received.

06.03.19 To receive the Chairman's Announcements (*for information only*). The Chairman announced that the council had received an invitation to "Workers Memorial Day" on Monday April 29th at 10am at the Scunthorpe Baptist Church councillors are welcome to attend (information with the clerk); and that there will be an extra-ordinary meeting on Tuesday March 19th at 7pm to deal with CCTV at Kings Head Croft, Amended Standing Orders, the Great British Spring Clean and the recruitment of an assistant clerk.

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

08.03.19 To receive the Clerk's Report.

Kings Head Croft – closed churchyard wall: forms sent to builders, one declined work, second met on site, third yet to reply. No quotations received to date.

Kings Head Croft fenced area gate repair: clerk has ordered and received new "spring" from Playdale for gate to enable automatic closing. No fitting instructions. Person required to fit (can ring Playdale engineer for fitting instructions)!

Asset List: the clerk is in the process of updating the list as part of the internal audit/ annual return procedure; an amended list will be presented to committee/full council for approval.

Election May 2nd 2019: Election packs are available from the clerk at the office.

Arrow Article: latest article in preparation includes Annual Assembly; Elections 2nd May 2019, Best Kept Village Competition; Assistant clerk vacancy

Items on hold: installation of new pic-nick benches at Kings Head Croft: CCTV tree works: Cemetery path works:

VAT return has been checked by Cllrs Mitchell & Wilson and can now be returned

Environment Committee – next meeting Thursday March 14th at 7pm – Cemetery Lodge

Elections 2019: copy of magazine article circulated to all councillors

Electricity contracts: clerk has received contracts for the 3 EDF sites; forms signed and returned for the Scottish Power contracts

Keadby Pumping Station: information circulated

Parking – Epworth: no further communication received since notification that Andrew Percy MP had written to NLC

ERNLLCA newsletter: circulated today (March 5th) much election information – hard copy available on request.

Kings Head Croft “in bloom” project: grant request paperwork must be submitted by March 8th; clerk in contact with Axholme Landscapes for invoice ASAP for submission; plants on order – works scheduled.

Pedestrian Safety – Albion Hill: no further information received from NLC since email of January 25th saying “officers will look into the issues you have raised and will get back to us with findings”

Epworth Community Emergency Plan (CEP) working group meeting scheduled for Monday March 11th at 2pm

The Public Sector Bodies (Websites & Mobile Applications) (No2) Accessibility Regulations 2018: in essence the council will have to produce an “Accessibility Statement” and may have to consider how to provide information for e.g. the visually impaired: and consider access for all other disadvantaged groups provided there is not a “disproportionate burden” on the public sector body by attempting to comply.

Additional Full Council meeting: (Imperial Hall provisional booking Tuesday March 19th) items for inclusion: The Great British Spring Clean: “Videcom” quotation for additional CCTV: Trade Stand application Epworth Show: Standing Orders amended to include GDPR statements: one planning application (unless others submitted sufficient to call a planning meeting).

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

09.03.19 To resolve Draft Minutes of Meetings of the Council held on Tuesday February 5th 2019 copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart seconded by Cllr Truelove and **RESOLVED** a true record (1 abstention) and signed by the Chairman.

10.03.19 To dispose of any business, if any, remaining from the last meetings.

Cllr Baker asked in relation to item 20.02.19 on page 101 (the tree survey and comments about sub-standard work) if the council should contact the previous contractor to put right. Environment committee to discuss.

11.03.19 Finance Committee: To resolve draft minutes from Finance Committee meeting of Tuesday February 26th 2019 copies of which have been previously circulated for approval and signature. Proposed by Cllr Stewart seconded by Cllr Whittaker **RESOLVED** a true record and signed by the Chairman.

12.03.19 Internal Control: to receive a copy of the bank statements and balanced January account sheet for approval and signature of the Chairman. Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** an accurate account and signed by the Chairman.

13.03.19 Internal Control: to receive a copy of the budget sheet to date, April 2018 to March 2019 for approval and signature by the Chairman noting budget heading overspends and resolving to “vire” funds from reserves if required. Proposed by Cllr Stewart seconded by Cllr Truelove **RESOLVED** an accurate account and signed by the Chairman.

14.03.19 Internal Audit year ending March 2019: to receive quotations from alternative providers and committee recommendation. Noted Finance Committee recommend that the council appoint Public Sector Audit (Richard Dixon) whose application had contained a specimen internal report audit pro forma; proposed by Cllr Mitchell seconded by Cllr Stewart and **RESOLVED** to appoint PSA as the new Internal Auditor.

15.03.19 Annual Governance Statement – Assertions: to receive a copy of the “assertions” document for full council to resolve assertions 1-9.

Assertion 1: Financial management and preparation of accounting statements – we have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements: Proposed by Cllr Stewart seconded by Cllr Janney and **RESOLVED** assertion 1 accepted.

Assertion 2: Internal Control: We maintained an adequate system of internal control, including measures designed to prevent fraud and corruption and reviewed its effectiveness. Note: comment added “council to review and amend Standing Orders and Financial Regulations to reflect the requirement that non finance committee members sign cheques at meetings: that the financial Risk Assessment be presented at monthly Finance Committee meetings: and, re fixed assets, a query re re-valuation of Cemetery Lodge & the Chapel of Rest: proposed by Cllr Stewart seconded by Cllr Wilson and **RESOLVED** assertion 2 accepted.

Assertion 3: Compliance with laws, regulations and proper practices: we took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances. Proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED** assertion 3 accepted.

Assertion 4: Exercise of public rights: we provided proper opportunity during the year for the exercise of elector’s rights in accordance with the requirements of the Accounts and Audit Regulations: proposed by Cllr Stewart seconded by Cllr Truelove and **RESOLVED** assertion 4 accepted.

Assertion 5: We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Comment: Financial Risk Assessments monthly and use of contingency funds in budget. Proposed by Cllr Wilson seconded by Cllr Harm and **RESOLVED** assertion 5 accepted.

Assertion 6: Internal Audit: we maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems: proposed by Cllr Truelove seconded by Cllr Stewart and **RESOLVED** assertion 6 accepted.

Assertion 7, Reports and Auditors: we took appropriate action on all matters raised in reports from internal and external audit: Note: incorrect date brought to the attention of the council: proposed by Cllr Stewart seconded by Cllr Truelove and **RESOLVED** assertion 7 accepted.

Assertion 8: Significant events: we considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements: Note considered as part of Financial Risk: proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED** assertion 8 accepted.

Assertion 9: Trust Funds (local councils only) not applicable

Pro forma signed and dated by Cllr Mitchell as Council Chairman and Finance Committee Chairman.

16.03.19 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				
18.02.19	R Wallace & Son	Rights & Burial M Quigley			£400.00

			Net	Vat	Total
	Cheques paid				
104225	Torne Valley	Machinery maintenance	£126.49	£25.31	£151.80
104226	Arien Signs	Cemetery signage	£122.00	£24.40	£146.40
	Cancelled cheques				
	DD payments				
05.03.19	Yorkshire Water	Cemetery Water			£13.48
05.03.19	BT	Telephone/internet	£79.12	£15.82	£94.94
20.03.19	EDF Energy	Electricity 60 High Street			£26.00
20.03.19	EDF Energy	Electricity Cem Lodge			£14.00
20.03.19	EDF Energy	Electricity Cem Lodge			£74.00
26.03.19	O2	mobile phone	£18.13	£3.63	£21.76

Proposed by Cllr Wilson seconded by Cllr Astle and **RESOLVED** financial information noted. The Chairman signed the schedule.

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

104227	Epworth Imperial Hall	Room hire			£45.00
104228	C Maguire	Postage 16.08 Travel 22.50			£38.58
104229	D Janney	lampshades for Ch. of R			£24.89
104230	Torne Valley	Post and met post	£12.17	£2.44	£14.61
104231	APS Movements	Regrade Turbary Rd	£500.00	£100.00	£600.00
104232	Prestige Safety Service	6 High Viz vests	£39.00	£7.80	£46.80
104233	Arrow Publications	quarterly article	£50.00	£10.00	£60.00
104234	Water Plus	Cemetery sewerage			£30.16
		Total cheques for payment			£860.04

NOTE: query on process for adding cheques where expenditure approved and that agenda should match with schedule of payments. Add Water Plus to Direct Debit payments – Finance Committee to discuss. Proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED** cheques for payment as present on the schedule. The Chairman signed the schedule.

18.03.19 Kings Head Croft: to receive information from North Lincolnshire Council on the new lighting proposals for the car park and to resolve permission for incursion onto Epworth Town Council land to facilitate the erection of 2 lamp posts. NOTE: make good area after installation: query height of columns

re risk of vandalism and slope of land: Proposed by Cllr Baker seconded by Cllr Harm and **RESOLVED** to accept the installation and for North Lincolnshire Council to go ahead with the works.

19.03.19 Wesley Statue & HSR Law: to receive a copy of the reply from HSR Law and resolve a response and to resolve whether or not to continue with the “acquisition” of the Wesley Statue. Cllr Stewart remained in the meeting providing a brief statement and answering questions. Statue provided as “something for the millennium”. Initiated by Mr Stewart, a few friends and family members formed a committee. Land on 99 year lease from North Lincolnshire Council successor organisation North Lincs. Homes. No damage in the time that the statue has been positioned. Three people signed as trustees, Mr Howarth and Mr Eckhardt have since died. Mr Stewart refuses to ask the families for death certificates. Mr Stewart is still prepared to sign over the statue if the council is prepared to take it on.

When questioned, Cllr. Stewart confirmed the following:

That he, (Cllr Stewart) was the sole decision maker; he was unsure if any of the families had taken on the responsibilities (as beneficiaries); thought that the council had asked to take over the statue; not aware of a Trust Deed but did remember signing an assignment and transfer deed; he was unsure about any beneficial interest; confirmed previous solicitor (Mr. Fullwood) had not asked for other identity documents; confirmed happy for transfer to go ahead, statue would stay in place anyway. Would sign ID10 form with personal ID if requested to do so.

8.10pm. Having declared a prejudicial interest Cllr Stewart left the meeting to allow discussions in his absence

Cllr Janney clarified the position to date: 10 weeks for HSR law to reply to letter of December 18th; Chris Harvey is a senior partner; questions have still not been answered; in a 2015 letter a statement saying the license to assign was executed; the previous solicitor had liaised with the 2 remaining trustees; 2016 confirmation that documents signed and scheduled for completion; was to be registered; new HSR law solicitor raised issue of “beneficial interest”; concerns that £1500 of ratepayers money had been spent and unaccounted for; Cllr Janney proposed that the council follow the HSR law formal complaints procedure where the company had 8 weeks in which to answer; then refer to the legal ombudsman; basis of complaint: “not providing the standard of service the council could reasonably expect” Proposed by Cllr Truelove seconded by Cllr Harm and **RESOLVED**

After further discussion concerning access to insurance advice and questioning if the correct procedures had been followed to date it was proposed by Cllr Astle seconded by Cllr Baker and **RESOLVED NOT** to continue with the acquisition of the statue and removal of the item from the Epworth Town Council assets list for insurance.

20.03.19 Cemetery Committee: to resolve draft minutes from a committee meeting held on Tuesday February 12th 2019, copies of which have been previously circulated for approval and signature by the Chairman. Proposed by Cllr Truelove seconded by Cllr Wilson **RESOLVED** a true record and signed by the Chairman.

(a) to resolve the purchase of a door mat for the Chapel of Rest. Proposed by Cllr Baker seconded by Cllr Truelove and **RESOLVED** clerk to purchase to a value of £35.00.

(b) Memorial Inspection pro forma paperwork: proposal that full council adopt a new Inspection Policy and related documents for administration by the clerk liaising with the Cemetery committee (amendments may be made and brought back to full council for future adoption). Proposed by Cllr Baker seconded by Cllr Astle and **RESOLVED** to adopt the documents with the removal of item 7.1 on page 4 and item 8.1 on page 5 to remove all reference to administration charges.

21.03.19 Heritage Project Committee; to resolve draft minutes of a meeting of the Heritage Project Committee held on Tuesday February 19th, copies of which have been previously circulated, for approval and signature by the Chairman. NOTE: items to be discussed in confidence.

Proposed by Cllr Harm seconded by Cllr Astle **RESOLVED** an accurate record and signed by the Chairman (1 abstention)

22.03.19 Environment Committee: to resolve DRAFT minutes from a committee meeting held on Thursday February 21st 2019, copies of which have been previously circulated for approval and signature. Proposed by Cllr Astle seconded by Cllr Truelove **RESOLVED** an accurate record and signed by the Chairman.

(a) To receive and resolve to accept the **Service Level Agreement** from North Lincolnshire Council to inspect the play equipment at Kings Head Croft twice annually. Annual fee £186.00 (plus VAT).

Proposed by Cllr Truelove seconded by Cllr Baker and **RESOLVED**.

(b) **Best Kept Village Competition:** to receive copy information and resolve whether or not to enter the competition in 2019. Proposed by Cllr Astle seconded by Cllr Harm and **RESOLVED** to enter; Environment Committee to administer.

23.03.19 Kings Head Croft: grass cutting contract 2019: to receive and resolve quotations from contractors for grass cutting at Kings Head Croft, closed churchyard and Epworth Cemetery (copies attached) NOTE: grass cutting season will start in March 2019. Date on quotation presented incorrect. Proposed by Cllr Mitchell seconded by Cllr Harm and **RESOLVED:** provided that the date of quotation can be clarified and that the quotation relates to the 2019 season; then the quotation can be approved as a one year contract with MKS Groundcare Ltd.

24.03.19 Council Structure Discussion Document: to receive and discuss future council structure. Overall opinion that responsibility of new council to determine structure, proposed by Cllr Stewart seconded by Cllr Baker and **RESOLVED** not the role of the current council, leave to new council in May.

25.03.19 Correspondence: to receive the correspondence list pages 103 -105 (*for information only copy attached*). Proposed by Cllr Janney seconded by Cllr Stewart and **RESOLVED** noted.

26.03.19 To nominate items for facebook. Item from Cllr Harm on call handlers for the police.

27.03.19 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 items raised.

28.03.19 To confirm the date and time of the April Meeting of the Council as Tuesday April 5th 2019 at 7pm in the Imperial Hall, Epworth; plus extra ordinary meeting on Tuesday March 19th at 7pm.

29.03.19 *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) **Heritage Project:** to propose that the council “employ” Grice & Hunter to look at the Ivy Andrew Hall site and the practicalities of using existing buildings (or demolish) and to obtain information on contamination; Proposed by Cllr Mitchell seconded by Cllr Stewart and **RESOLVED** that Jim Colver act as a consultant at no additional cost to the council.

Heritage Project (b) to receive copy correspondence from Grice & Hunter

(and the Diocese) and resolve the preferred use of the site. Proposed by Cllr Janney that Epworth Town Council give instructions that a value be obtained for the site with a view to the site being used by the community seconded by Cllr Astle and **RESOLVED**: 1 against.

(c) To authorise payments of salaries and related payments per the confidential schedule. Proposed by Cllr Truelove seconded by Cllr Harm and **RESOLVED** to pay cheques for salaries and related costs to the value of £2118.87

(d) To update councillors regarding a complaint received in accordance with the Council's policies and procedures. Cllr Janney explained that the committee had had a meeting on March 1st but that the issue was "unfinished" the outcome would be reported to the extra ordinary meeting.

Regarding the assistant clerk position, the job specification and advert was ready the committee needed to timetable the process.

30.03.19 To record the closure of the meeting at 9.08pm.

cm 19.03.19