

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 August 6th, 2019 at 7pm.**

Introduction and fire precautions: the Chairman welcomed everyone to the August meeting of the council and explained the fire evacuation procedures.

One member of the press was present

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).**

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.

01.08.19 To record the Names of Members Present. Cllr J Whittaker presiding
Cllrs: Finch, Garner, Johnson, Mitchell, Stewart, R Whittaker & Woods.
Clerk C Maguire was also in attendance.

02.08.19 Apologies for absence were received from Cllr Harm.

03.08.19 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 10b prejudicial interest as member of the Epworth & District Agricultural Society, item 13 personal interest as Ward Councillor,

Cllr R Whittaker personal interest cheque number: 104305

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

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

The Chairman welcomed Cllr Pauline Garner to the council hoping that she would find the work both interesting and rewarding. The Chairman thanked those councillors who were involved in the Field Day event saying it was good to see young families enjoying the facilities. The Chairman commented on the new surface at the cemetery as a job "well done". Finally, the Chairman noted that the Epworth Colts would be putting in a grant application noting that they hoped to have a team within the "FA" within 2 years.

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

Cllr Mitchell mentioned that there had been many complaints about the grass verge cutting, long grass due to the warm wet conditions. There was a new contractor with initial problems. Cllr Mitchell had been informed that rural footpaths had all received their first cut with a second scheduled; the verge cutting was part way through, and the highways weed control programme was starting. Cllr Mitchell had attended an Isle of Axholme regeneration meeting where work was being done to increase the parking capacity in Epworth. Disabled bays were to be re-marked. Signage to the Albion Hill car park is to be improved. Looking at pedestrian safety around the new Co-op site, the 3-way junction is to be re-marked with a hatched area on the bend to improve pedestrian safety. Village signs are to be replaced. Gullies are to be cleaned. On the town centre appearance, a site visit has been organised with the conservation officer and there is a new “Town Centre Manager” a North Lincolnshire Council officer who will work with the Business Forum and Music Day on road closures. The Food markets are to be re-introduced.

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

Annual Return (AGAR) period of public rights to inspect ended July 26th, 2019, no requests from the public to date. Information available on request and everything published on website.

Kings Head Croft CCTV & Lighting; information on facebook re intended closure of part of the car park whilst works in progress. NLC have placed notices at Kings Head Croft. Work scheduled Monday August 5th.

Risk Assessments: have reworked a risk assessment for Kings Head Croft and reworked (simplified) weekly inspection sheet but included risk element in the event of damage.

HSBC Business Debit Card application; clerk continues to liaise with the bank about this application; there seems to be a communication issue between Epworth Branch and the “business” department situated in another branch. The clerk has another appointment to see if there are any updates on Tuesday 6th. Delay in receipt of the card is delaying the completion of the Microsoft account input and the ability to purchase products on-line. Forms checked (date added) and will be re-sent off from HSBC Epworth today.

Finance training and Epworth TC website: having received recent finance training additional financial information has been placed on the website including copies of the Annual Returns for the last 5 years; the Receipts & payments year end information; updated list of current councillors and a calendar of full council meeting to year end.

New Councillor; the acceptance of office form and a completed “interests” form has been received from Cllr Pauline Garner, a copy of which has been forwarded to North Lincolnshire Council.

Councillor training: 4 places have been allocated to Epworth councillors on the training day at Westwoodside on August 9th; we have one other councillor wishing to attend so if any of those booked are not able to attend please let the clerk know. ERNLLCA has been asked if one more place can be made available. Update: Cllr Harm not attending Cllr R Whittaker attending instead. ERNLLCA informed.

RoSPA Play Safety; the clerks have both been issued with Certificates of attendance for the training in York on June 25th; the clerk has asked for proof of level of training for the NLC inspectors. The information received suggests that the NLC inspectors are trained at a level above that of the clerk.

Water services provision at Epworth Cemetery: notification from “Everflow” via “eazypay” of bank DD payments; notification from Yorkshire Water of change of management of Business Services to “business stream” more details to follow. Water Plus final bill scheduled.

Website: additional information added: Standing Orders minute reference 18.07.19; amended Financial Regulations added July 9th, 2019; Social Media Policy updated and added 11th July 2019;

Chapel of Rest – change of use; forms obtained from North Lincolnshire Council, completed, floorplan drawing obtained, forms scanned and returned to NLC August 1st, 2019.

Watering; holiday cover for Mrs Hodson has been arranged for 3 days in August; Mr P Croot will cover as in other years, he has previous experience and will be monitored and mentored by Mrs Oliver

Finance Committee: there are a number of grant applications to be considered which will entail a finance committee meeting in the week before the next full council meeting; the clerk will notify members of alternative dates nearer the time if councillors could notify the clerk of their availability it would help.

Holidays: please note that both clerks are intending to take a week off in August but are available to cover for each other. Office days may not be as advertised for this period.

Cemetery Memorial Inspection: the assistant clerk is sending out batches of letters week by week; notices are being placed on all memorials with the clerk's hand checking each one to ensure a letter is appropriate. In general residents have responded well and are accepting that work is required and must be paid for; the exception is one of the funeral directors who feels that the inspection has been too stringent and highlighted issues un-necessarily. Families referring to this company should be referred to a third-party mason for the repairs. All information on NAMM qualified masons has been included with the letters together with a note of the work required.

Cemetery Lodge roof repairs: several issues have been identified by the previous contractor who will provide a price to refit slipped roof tiles, re-point one of the "valleys" and to clean out possible blocked gutters. Appointment will be made to attend site and price works required.

Insurance claim: a resident has sent in a letter requesting a claim form alleging he has fallen over on Turbary Road and cut his knee. Clerk has contacted Zurich Insurance for a form and advice on procedure. Copy letter sent on email to Zurich claims department.

The clerk included a copy of an email from a resident, circulated at the request of the resident.

Proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** clerk's report noted.

08.08.19 To resolve Draft Minutes of a Meeting of the Council held on Tuesday July 2nd, 2019 copies of which have been previously circulated, for approval and signature. Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** a true record and signed by the Chairman.

09.08.19 To dispose of any business, if any, remaining from the last meetings. Cllr Whittaker asked about carpet cleaning, the clerk replies that none of the companies contacted by Cllr Whittaker (as a resident) had answered emails sent by the clerk as the Town Council.

10.08.19 Finance Committee: to receive DRAFT minutes of a committee meeting held on Thursday July 25th at 7pm for approval and signature. Proposed by Cllr Stewart seconded by Cllr Johnson and with the numbering corrected **RESOLVED** a true record and signed by the Chairman.

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

Having declared a prejudicial interest Cllr Mitchell left the meeting

(b) Section 137 grant request: Epworth & District Agricultural Society Ltd. Committee recommendation to grant fund £1000.00 (one thousand pounds). Proposed by Cllr Stewart seconded by Cllr woods and **RESOLVED** to grant fund £1000.00 (one thousand pounds)

Cllr Mitchell returned to the meeting.

(c) to resolve to employ R A Dixon as internal auditor for 2019/2010 financial year quoted price £700.00 (committee recommendation). Proposed by Cllr Stewart seconded by Cllr Mitchell and **RESOLVED** to employ R C Dixon as internal auditor for the 2019/20 financial year.

11.08.19 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					
31.07.19	North Lincolnshire Council	2nd precept payment	£28,930.86		£28,930.86
01.07.19	HMR&C	to year end March 2019	£608.00		£608.00
22.07.19	From young resident	for damage to KHC fence	£30.00		£30.00
Cheques paid			Net	Vat	Total
104301	Isle of Ax. P.H. Society	Section 137 grant	£250.00		£250.00
Cancelled cheques					
DD payments					
19.07.19	BT	Telephone & internet	£70.41	£14.08	£84.49
22.07.19	HSBC	Activity charges	£27.10		£27.10
26.07.19	O2	mobile phone	£18.58	£3.72	£22.30
25.07.19	Everflow	cemetery waste water new	£17.14		£17.14
05.08.19	Yorkshire Water	cemetery waste water old	£7.99		£7.99

01.08.19	North Lincolnshire Council	Cemetery rates	£53.00		£53.00
01.08.19	North Lincolnshire Council	Cemetery trade waste	£21.60		£21.60

Proposed by Cllr Stewart seconded by Cllr Woods and **RESOLVED** financial information noted, schedule signed by the Chairman.

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

			Net	VAT	Total
104302	Sutcliffe Play	4 new swing seats	£436.80	£87.36	£524.16
104303	ERNLLCA	Cllr planning training	£180.00	£36.00	£216.00
104304	Lincolnshire Tree Services Ltd	Additional tree report	£204.00	£40.80	£244.80
104305	R Whittaker	Travel expenses (incl. passenger)	£25.00		£25.00
104306	MKS Groundcare	Removal & disposal of dead trees at KHC	£55.00	£11.00	£66.00
104307	Epworth Motorists Discount	Battery & charger for water bowser	£80.00	£16.00	£96.00
104308	United Carlton Ltd	Photocopies	£58.23	£11.64	£69.87
104309	Epworth Imperial Hall	room hire July 2nd	£22.50		£22.50
104310	Grice & Hunter	Reinstatement cost assessment	£100.00	£20.00	£120.00
104311	A Fotherby	Petrol for mowers	£25.03		£25.03
104312	C McRoy	Travel expenses	£22.50		£22.50
104313	Container King Ltd	2 x portable toilets	£140.00	£28.00	£168.00
104314	Torne Valley Ltd	Misc. items	£23.51	£4.70	£28.21
104315	C Maguire	Petrol plants stamps & plastic sleeves	£58.01		£58.01
104316	Axholme Landscapes	Cemetery path works	£2,420.00	£484.00	£2,904.00
104317	pro turf	2 x topsoil for cemetery	£100.00	£20.00	£120.00
104318	Cockin electrical contractors	Office PAT testing	£57.60	£11.52	£69.12
104319	Yorkshire EPC & floorplans Ltd	Floorplan Chapel of Rest for planning advice	£50.00		£50.00
104320	Sam Jacob Memorials Ltd	Memorial Inspection	£1,078.70	£215.74	£1,294.44
104321	J Canning	Plants for containers	£27.79		£27.79

		Total cheques for payment			£6,151.43
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Proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** cheques approved for signature as presented, schedule signed by the Chairman.

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

(a) To resolve PA/2019/1019 planning permission for the change of use to a mixed use development (including A1/A2/A3 and C3) and associated works
Site location: Former Mowbray Arms, Mowbray Street, Epworth
Proposed by Cllr Johnson seconded by Cllr Finch and **RESOLVED**: Epworth Town Council would like to express concerns that the change of use would have a negative impact on the parking situation.

(b) To resolve PA/2019/1113 planning permission to erect a single-story extension to the front of the property and associated works
Site location: lark Rise, 16 Rectory Street, Epworth
Proposed by Cllr R Whittaker seconded by Cllr Woods and **RESOLVED** No objections.

14.08.19 West End Road: to receive information on speeding in the area from the Road Safety Team and discuss registration for the “Community Speed-watch scheme”.

Noted: well established scheme; 6 members of the public to be trained, effective tool against speeding, if necessary to work with neighbouring council for numbers, option to purchase speed signs, last speeding check December 2017, Facebook request for volunteers, Echo article, problem with late night “car chases”, proposed by Cllr Mitchell to advertise for interested members of the public to contact the council seconded by Cllr Stewart;

Cllr Johnson proposed an amendment that in addition Epworth Town Council ask for an update of the monitoring on West End, seconded by Cllr Finch. The amendment was carried and became the substantial proposal:

That Epworth Town Council advertise for interested members of the public to contact the council and ask for an update of the 2017 West End speed monitoring figures **RESOLVED**.

15.08.19 Environment Committee: to receive DRAFT minutes from a meeting of Tuesday July 9th, 2019, copies of which have been previously circulated, for approval and signature.

Cllr Whittaker proposed a number of corrections: correction of the spelling of “Whittaker”; to add in that the clerks be asked to write to those businesses that have not paid for hanging baskets; that the clerks write to North Lincolnshire Council about cycle racks; that photographs of the manor court car park border were presented; that Cllr Mitchell was to contact North Lincolnshire Council about the phone box; subject to these amendments the minutes were proposed by Cllr R Whittaker seconded by Cllr Stewart **RESOLVED** a true record and signed by the Chairman.

(a) Committee proposal to send a letter of thanks to David Cooper for weeding the border at Kings Head Croft. Proposed by Cllr Whittaker seconded by Cllr Mitchell and **RESOLVED**.

(b) Committee proposal to purchase a ladder BSEN131 £89.99 to be used at Cemetery Lodge
Proposed by Cllr Stewart seconded by Cllr R Whittaker and **RESOLVED**.

16.08.19 Lincolnshire Tree Services: to receive the additional report commissioned following resident's concerns about specific trees in Church Walk. If accepted to instruct the clerk to add the tree works to the NLC application for works to trees under conservation area status and TPO Epworth 1 1977; noted that the clerk would send a copy of the report to the two residents who had made complaints about the trees.

Report noted and in relation to Sycamore obscuring view of Church when tree works application submitted; proposed by Cllr Johnson seconded by Cllr Stewart to prune back to previous pruning points and not fell **RESOLVED**.

17.08.19 Grice & Hunter: to receive a copy of the commissioned report and reinstatement cost assessment for Cemetery buildings. Proposed by Cllr Mitchell seconded by Cllr Stewart and **RESOLVED** noted that the buildings value had increased and that the clerk should forward the new value to the Insurance Company.

18.08.19 Community Champion Awards: to nominate residents for the various categories Cllr R Whittaker nominated a resident for the Adult Male Volunteer of the Year and would do the "write-up", seconded by Cllr Woods and **RESOLVED**. Clerk to send the link to councillors a second time and add to the agenda again, for September should councillors wish to nominate residents for other categories.

19.08.19 Epworth Imperial Hall: to discuss the Imperial Hall Management Committee. Cllr Mitchell explained that the committee was short of members and that traditionally Epworth Town Council provided two committee members. If the Committee failed then the viability of the hall was in doubt. The committee held monthly meetings, would interested councillors contact Cllr Mitchell. The clerk would also put a request on facebook and the item would be included in the Echo.

20.08.19 Good Councillors Guide: to resolve to purchase hard copies of the guide for each councillor at a cost of £3.35 each plus handling and postal charges. Proposed by Cllr Johnson seconded by Cllr R Whittaker and **RESOLVED** that the clerk obtain 12 copies of the guide.

21.08.19 Waste bins audit: to discuss in relation to ownership and management of waste bins in Epworth and at Kings Head Croft. Proposed seconded and **RESOLVED** Environment Committee to discuss.

22.08.19 Office equipment: to resolve the purchase of a table-top fridge for the office (ASDA £99.00; ARGOS £89.99; Curry's £79.99). Proposed by Cllr Stewart seconded by Cllr Woods and **RESOLVED** to purchase a mini fridge from Currys PC World for £79.99

23.08.19 Correspondence: to note list (*for information only pages 34 & 35 attached*). Proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** correspondence list noted.

24.08.19 To list: items for facebook; Chapel of Rest open when office manned; North Lincolnshire Council Community Champion Awards; Epworth Imperial Hall require committee members; West End Road speed monitoring call for community members to help.

25.08.19 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 were raised.

26.08.19 To confirm the date and time of the next monthly meeting as Tuesday September 3rd, 2019.

27.08.19 *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:*

The member of the press left the meeting

To authorise payments of salaries and related payments per the confidential schedule; proposed by Cllr Stewart seconded by Cllr Woods and **RESOLVED** that cheques for salaries and related payments to the value of £3365.66 were approved for signature. The Chairman signed the schedule.

To record the closure of the meeting at 8.22pm

cm19.08.19.