

Council members:

Cllr J Whittaker (Chairman), Cllr D Stewart MBE (Vice Chairman), Cllr Mrs C Finch, Cllr Mrs P Garner, Cllr M Harm, Cllr T Mitchell, Cllr Mrs R Whittaker, Cllr D Woods.

Member of Public: 1

### COVID-19 NOTICE

Government has legislated that as of 4th April 2020, Town Council meetings can now be held remotely via online video technology, to enable self-isolation and health and safety guidance to be adhered to during the COVID-19 pandemic. Epworth Town Council has chosen to use “zoom”.

Minutes of a Meeting of the Full Council held remotely via Zoom on **Tuesday, 5<sup>th</sup> January 2021, at 7.00 pm.**

**Public Participation session:** In normal circumstances members of the public are welcome to address the meeting during public participation at 7pm; whilst Epworth Town Council supports the rights of people to do this, during the current covid-19 crisis, for health and safety reasons, and to ensure physical isolation guidance can be followed, meetings will be held digitally, via on-line technology: None present.

**01.01.21 To record the Names of Members Present.** Cllr. J Whittaker presiding over Cllrs Finch, Harm, R Whittaker & Woods, whilst Mr G Johnson was also in attendance as Cover Clerk.

**02.01.21 To receive Apologies for absence.** Apologies were received from Cllrs. Garner, Mitchell and Stewart.

**03.01.21 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. Finch declared a personal and prejudicial interest in Item 16 - Combined Committee b), whilst Cllr. Woods declared a personal and prejudicial interest in Item 16 - Combined Committee d).

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

**05.01.21 To receive the Chairman’s Announcements** (*for information only*). The Chairman reported that a complaint had been made against him, and if after it had been investigated he was found to have done anything wrong he would apologise. He thanked those who had taken down the Christmas Lights and also Mr Johnson for his help in the absence of a Clerk for the Council.

**06.01.21 To receive reports from Ward councillors** (*for information only*). The Chairman read out the ward councillor’s report in Cllr. Mitchells absence. Planning Application - He had ‘called in’ planning application PA/2020/1928 due to significant public interest. Covid Vaccinations - As a result of a number of residents expressing concerns about cancelled vaccination appointments he had been in touch with North Lincs CCG and told it was because of the delivery of the vaccine being delayed due to circumstances out of their control. In addition, he asked if councillors hear of any resident struggling for transport to get to their vaccination appointment then to get in touch with him. Winter - Gritting operations are underway. and a link was provided about everything you needed to know about routes, snow wardens, FAQs etc. Proposed by Cllr. Harm and seconded by Cllr. Woods - It was **RESOLVED** that the Ward Councillor’s Report be noted.

**07.01.21 To receive the Chairman’s Report** (*in the absence of a Clerk and for information only*).

Each councillor was provided with a list of activities undertaken by the Chairman in the absence of a Clerk. Proposed by Cllr. R Whittaker and seconded by Cllr. Harm - It was **RESOLVED** that the Chairman's Report be noted.

**08.01.21 To resolve Draft Minutes** a) Minutes of a Meeting of the Full Council held on Tuesday, 1<sup>st</sup> December 2020 (via zoom), copies of which have been previously circulated, for approval and signature. Proposed by Cllr. Woods and seconded by Cllr. Harm, it was **RESOLVED** they be approved as an accurate record for signature by the Chairman - subject to the date being included. b) Minutes of an Extraordinary Meeting of the Full Council held on Monday, 14<sup>th</sup> December 2021 (via zoom), copies of which have been previously circulated, for approval and signature. Proposed by Cllr. R Whittaker and seconded by Cllr. Harm - It was **RESOLVED** they be approved an accurate record for signature by the Chairman - subject to the date being included.

**09.01.21 To dispose of any business, if any, remaining from the last meetings.** a) Ordinary Meeting of the Full Council held on Tuesday 1<sup>st</sup> December 2021 - no issues were raised. b) Extraordinary Meeting of the Full Council held on Monday, 14<sup>th</sup> December 2021 - no issues were raised.

**10.01.21 Internal Control: to receive the Account and Budget sheets for November 2020** and copy of bank statements for approval and signature of the Chairman. Proposed by Cllr Harm and seconded by R Whittaker - It was **RESOLVED** an accurate record for approval and signature by the Chairman.

**11.01.21 Precept / Budget: to receive and discuss DRAFT precept figures.** The Chairman discussed the precept for 2021 / 2022, and this had to be submitted to North Lincolnshire Council by Friday, 29<sup>th</sup> January 2021, however there was a need to take a further look at the figures. Proposed by Cllr. Harm and seconded by Cllr. Finch - It was **RESOLVED** there was a need to speak to North Lincolnshire Council to see if the date for submitting the precept figure could be deferred, however if not, then an extraordinary meeting of the Full Council would be called to discuss the precept.

**12.01.21 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 herewith*) for approval and signature. **NOTE: banking dates are approximate and may vary from those listed.**

	Receipts		Net	Vat	Total
					£0.00
		<b>Total Income</b>			<b>£0.00</b>
	Cheques Paid		Net	Vat	Total
09.11.20	104591	R Wilkinson ( Windows Cemetery)	£30.00		£30.00
		<b>Total Cheques</b>			<b>£30.00</b>
	Authorised Card Payments				
					£0.00
		<b>Total Payments</b>			<b>£0.00</b>

	Misc. Items/DD's				
					£0.00
		<b>Total DD's</b>			<b>£00.00</b>

The Chairman explained there was not much on the schedule, because the bank statements had not yet been received, therefore some payments would appear on the next schedule to avoid any mistakes being made. Proposed by Cllr. R Whittaker and seconded by Cllr Harm - It was **RESOLVED** that this be noted.

**13.01.21 Internal Control: To resolve January cheques for payment** as presented on the following schedule (*Local Government Act 1972 as amended*) for approval and signature.

			Net	VAT	Total
104601	MQWA Ltd	Monthly H&S Fee	£50.00		£50.00
104602	JT Building & Joinery	Cleaning of Play Surfaces	£380.00		£380.00
		<b>Total cheques for payment</b>			<b>£430.00</b>

Proposed by Cllr R Whittaker and seconded by Cllr. Woods - It was **RESOLVED** the cheques for payment be approved as presented, and the Chairman to sign the schedule.

**14.01.21 Planning: Town & Country Planning Act 1990 (as amended):**

**a) To resolve PA/2020/2006** Planning permission to erect a two storey rear extension and replace the front elevation ground floor windows with bay windows. Site - 18 Garth Cottage, Hollingsworth Lane, Epworth, DN9 1EX. Proposed by Cllr. R Whittaker and seconded by Cllr. Finch - It was **RESOLVED** that the Council should make no objections.

**b) To resolve PA/2020/2009** Planning permission to raise the roof line to erect a first floor with roof dormers and alter elevations. Site - 41 Holmefield, Rectory Street, Epworth, DN9 1HB. Proposed by Cllr. R Whittaker and seconded by Cllr. Finch - It was **RESOLVED** that the Council should make no objections.

**15.01.21 To receive information on a notification from the Land Registry for alterations to land borders North of Station Road, Epworth:** Each councillor was provided with correspondence from the Land Registry about three applications to change land borders North of Station Road, Epworth. The correspondence had been left for the Clerk to open, however the Clerk did not return, therefore it was opened by the Chairman when he was putting the paperwork together for the Full Council meeting. He saw that the deadline for responses was before the meeting, therefore he rang up the Land Registry and asked for an extension. He was told no, however if the Council was likely to object - which was a possibility which could not be ruled out, then he was advised to email objections to each application with a caveat that it had to be discussed by the Full Council and the objections may change or be withdrawn. The Chairman sent the emails, but he later found out they were returned undelivered, meaning the Land Registry had not received them. Proposed by Cllr. R Whittaker and seconded by Cllr. Harm - It was **RESOLVED** that the information be noted.

**16.01.21 Combined Committee:**

**a) To resolve DRAFT minutes** of a Combined Committee meeting held on Thursday, 10<sup>th</sup> December 2020, (via zoom) copies of which have been previously circulated, for approval and signature. Proposed by Cllr. Finch and seconded by Cllr. Woods - It was **RESOLVED** they be approved as an accurate record for signature by the Chairman.

**b) To receive and resolve quotes for work to be carried out to the cemetery paths.** Cllr. Finch had earlier declared a personal and prejudicial interest in this item, so if it were discussed she would have to leave the meeting making it inquorate. Proposed by Cllr. Harm and seconded by Cllr. R Whittaker - It was **RESOLVED** that the item be deferred to the February meeting of the Full Council.

c) **To receive and resolve the recommendation from the Combined Committee to accept a quote for works to be carried out to the 2<sup>nd</sup> floor of Cemetery Lodge.** The Council had only received one quote for the work, which included room clearance, wall paper removal and removing of all debris. It was **RESOLVED** JT Building & Joinery Services Ltd should be asked to carry out the work at a cost of £380.

d) **To resolve the cost of the hanging baskets to local businesses.** Cllr. Woods had earlier declared a personal and prejudicial interest in this item, so if it were discussed he would have to leave the meeting making it inquorate. Proposed by Cllr. Harm and seconded by Cllr. R Whittaker - It was **RESOLVED** that the item be deferred to the February meeting of the Full Council.

e) **To receive information on the cleaning of the playing surface at the Queen Elizabeth II Play Area.**

At the last meeting of the Full Council it was agreed that JT Building & Joinery Services should carry out pressure washing of the soft surfaces. The Chairman informed the Council that the contractor had tried to do this, but was concerned that if he continued to do it then it would damage the surface. Playdale recommended the use of weedkiller to kill off any moss and not jet-washing it. Mr Thorpe offered to do it free of charge if the Council provided the weedkiller. Proposed by Cllr. Harm and seconded by Cllr. Finch - It was **RESOLVED** that the Council should take Mr. Thorpe up on his kind offer to do the work free of charge.

**17.01.21 Epworth Town Council 'Social Media & Electronic Communication Policy' - to receive copies of the amended policy for adoption.** Proposed by Cllr. J Whittaker and seconded by Cllr. Harm - It was **RESOLVED** the Council adopt the amended Social Media & Electronic Communication Policy subject to deleting 'Monday to Friday' on page two of the document.

**18.01.21 To Co-opt a new councillor to fill the current vacancy on Epworth Town Council.** The Council had received three expressions of interest in the vacancy, and each councillor had been provided with a copy of the letters submitted by each individual. A vote was then held, where the Chairman read out the surname of each candidate alphabetically, and the raising of arms by councillors to register their vote. **It was RESOLVED that Mrs Stephanie Brumby should be co-opted onto the Council.**

**19.01.21 Trinity Town Planning and Design Ltd: To receive a letter from the organisation regarding a response to initial plans for a holiday village to be located on the site of an old quarry situated on the road between Epworth and Owston Ferry.** Email from Mr Mark Simmonds of Mark Simmonds Planning Services Ltd on behalf of the owner of the old clay quarry on the road between Epworth and Owston Ferry. Whilst there is still some clay / mineral in the site, they believe there may be significant advantages to not extracting all of the remaining mineral, but instead having a development of high quality lodges, fishing lakes and nature ponds, with a permissive footpath around the site to all local people to enjoy walks into and around the site. It is claimed it would reduce the HGV traffic long term and provide leisure and tourism and bio-diversity enhancements. They would appreciate initial feedback and wondered whether a meeting would be useful. The Chairman pointed out that if the Council were to comment on the proposal it may prejudice anything it said later, such as if a planning application was submitted. Proposed by Cllr. Harm and seconded by Cllr Woods - It was **RESOLVED** that the information be noted.

**20.01.21 Going Digital: To receive quotes for electronic equipment required to prepare for going digital at the end of April 2021.** Each councillor was provided with some quotes for electronic tablets. Proposed by Cllr. R Whittaker and seconded by Cllr. Finch - It was **RESOLVED** that the Council should spend up to £1,200 (not including VAT) to purchase nine electronic tablets.

**21.01.21 Section 137 Grant application: To receive a grant application for £4,500.00 from Epworth & District Agricultural Society.** The Council had received a grant application from Epworth & District Agricultural Society who were seeking financial assistance towards the cost of the up-keep and maintenance of the showground. Each councillor was provided with a copy of the grant application, certificate of incorporation, annual report and a set of accounts. Proposed by Cllr. Finch and seconded by Cllr. R Whittaker - It was **RESOLVED** that the Council should make a S137 grant of £4,500 to Epworth & District

Agricultural Society if allowed to do so by the viring of some funds, but if not then a S137 grant of £1,995 be made for the current financial year followed by a S137 grant of £2,505 for the next financial year.  
Cllr. Harm abstained.

**22.01.21 To discuss reporting of crime and anti-social incidents (Cllr. Mitchell).** There had been a case where it had been queried if an incident involving anti-social behaviour / council property should have been reported to the Police. It was pointed out that the Police only attend if there is a call for their service. By not reporting an incident / crime then the police will not attend, and if they do not attend it may be assumed there is no need for them, and then there is a danger that the number of police in the area will reduce. Proposed by Cllr. Harm and seconded by Cllr. Finch - It was **RESOLVED** that the Council should report incidents involving anti-social behaviour and Council property to the Police.

**23.01.21 To discuss the timings of meetings.** The timings of meetings had been queried, but meetings depend on the availability of members to attend them. Proposed by Cllr. Harm and seconded by Cllr. Finch - It was **RESOLVED** that meetings should be arranged to suit the majority of the members of the Committee or Full Council.

**24.01.21 Correspondence:** to note list. There was no list available other than that in the Chairman's Report given earlier. It was **RESOLVED** that this be noted.

**25.01.21 To receive and resolve:** A response to a letter received from a member of the public dated 21/12/20 reference a footpath to the North of the Queen Elizabeth II Field. A letter from a local resident who was concerned about the current state of the track / footpath that links the Church and King's Head Croft area with the Garden Centre. They claimed it was extremely muddy and almost impassible in some parts partly due to the excessive rainfall but also as a result of vehicles using the track. They queried if vehicles were using it as a shortcut from the A161 through to Beltoft or to attend the Church, and wondered if it would be possible for a gate / barrier to be erected either near the Church or Garden Centre to prevent this happening. On a different subject, they wanted to know if the Council was going to be involved in the national tree planting scheme, they were personally interested in getting involved and carrying out some tree planting. Proposed by Cllr. Harm and seconded by Cllr. Woods - It was **RESOLVED** that the footpath problem should be referred to North Lincolnshire Council and the resident be informed that the Council intended to get involved in the national tree planting scheme.

**26.01.21 To list:** items for facebook. Thanks to all those who had helped with litter picking around the town.

**27.01.21 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.

**28.01.21 To confirm the date and time of the next monthly meeting as** (*Tuesday 2<sup>nd</sup> February 2021*).

**29.01.21 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.** Proposed by Cllr. Harm and seconded by Cllr. R Whittaker.

The following items were then discussed:-

- a) **To authorise payments of salaries and related payments** to the value of £959.47, and schedule for signature by Chairman. Proposed by Cllr. Harm and seconded by Cllr. Woods - It was **RESOLVED** cheques for salaries and related payments be authorised, and Chairman to sign the schedule.
- b) **To receive and resolve a response to a letter received by the Council with reference to a cemetery matter.** The Council had received a letter to do with the erection of a headstone, however more information was needed. It was **RESOLVED** that there was a need to investigate the matter further.

**To record the closure of the meeting at 9.11 pm.**

GJ 24.01.21.