

Minutes of the Annual Meeting of the Council held in the small room of the Imperial Hall Epworth on **Tuesday May 2nd 2017 at 7pm.**

Cllr Baker welcomed everyone to the meeting noting that the council was low on numbers and that there were still three vacancies for council members. Fire evacuation procedures were explained and the fire forms signed.

The following paragraph was read out:

**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).**

**Mr Fish** spoke with an update on the Isle of Axholme & Hatfield Chase Landscape Partnership and the planned “geo-phys” survey for Kings Head Croft and Vinegarth to try and establish the extent of the Mowbray Manor. An archaeologist visits next week before the tendering process for the “geo-phys”. Inspection pits are planned for various sites around Epworth, on land behind the High Street. Metal detectors will be used looking for medieval artefacts, this has not been explored before. Before any digging is done the Council will be consulted.

**Kim Williams & Lesley Henderson** spoke as business people from Epworth, and complained that the behaviour of the traffic wardens was affecting their businesses. Shops were shutting, premises were up for sale as fewer people were coming into Epworth as there was no-where to park. People have been receiving tickets for minor offences and parking over lines, if shops shut it will be a dead town.

**Cllr Baker** replied that the issue was being tackled, that the Town Council can make recommendations to North Lincolnshire Council but that recommendations for changes on Albion Hill had not yet been acted upon. Epworth Town Council is aware of the concerns. An e-mail on this issue had been misinterpreted by some people and Epworth Town Council had still to decide on the recommendation to North Lincolnshire Council, the Town Council does not have the authority to stop the wardens and to date they have not been stopped. The Town Council will have to write to North Lincolnshire Council asking for action. Cllr Baker suggested that the business people contact the ward councillors, Cllrs Redfern and Robinson and that the item was an agenda item for discussion later on the agenda that evening.

**Ms Williams** continued by asking how much longer were the businesses to put up with this behaviour from the wardens, there were concern for their businesses and their ability to keep going.

**Amanda Benson** also a business person from Epworth said that an e-mail had been received and had been interpreted as saying that the traffic wardens were no longer coming to Epworth,

**Cllr Baker** replied that the e-mail just outlines a proposal that had been sent with the best intentions but that there had not been a suspension of parking enforcement.

**Ms Benson** suggested that efforts be made to raise the profile of Epworth, an Epworth facebook page, to try and attract more people to Epworth and that Epworth as a town needed more events, food festivals and markets.

**Cllr Baker** said that he understood that the Food Fairs, organised by North Lincolnshire Council were scheduled to start again.

**Ms Benson** continued that Epworth needed to relate to the local area, with holiday makers from “7 Lakes” Epworth can provide shopping, tea rooms and restaurants. Epworth needed to be advertised as its existence was unknown, she asked what the Council could do to attract visitors to Epworth.

**Cllr Baker** replied that the issues were not being ignored, positive suggestions would be looked at and Cllr Mitchell had mentioned business support. Cllr Baker thanked the business people for attending and for their contributions.

The following statement was taken as read.

**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.**

**01.05.17 To elect a Chairman of the Council.** Cllr Whittaker proposed Cllr Baker for Chairman seconded by Cllr Pattison, Cllr Baker accepted the nomination **.RESOLVED.**

**02.05.17 To receive the Chairman’s declaration of acceptance of office.** Cllr Baker signed the acceptance of office form as Chairman.

**03.05.17 To elect a Vice Chairman of the Council.** Cllr Pattison nominated Cllr Mitchell seconded by Cllr Wilson and **RESOLVED.**

**04.05.17 To receive the Vice Chairman’s declaration of acceptance of office.** Cllr Mitchell not being present the clerk would ask him to sign the declaration of acceptance of office prior to the next meeting.

**05.05.17 To record the Names of Members Present.** Cllr Baker presiding; Cllrs Harm, Miemczyk, Pattison, Pearce, Whittaker and Wilson.

**06.05.17 Apologies for absence** were received from Cllrs Johnson, Mitchell, Robinson, Stewart and Truelove.

**07.05.17 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 prejudicial interest item 27.

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

**09.05.17 To receive the Chairman’s Announcements (for information only).** The Chairman thanked councillors for their continued support.

**10.05.17 To receive reports from Ward councillors** (*for information only*). Not present.

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

**Purchase Order** sent off for Pro forma invoice for 8 cans of spray paint.

**ERNLLCA "Being a Good Councillor"** course; (information in the ERNLLCA news-letter) new councillors may find this course useful, if interested please notify the clerk.

**North Lincolnshire Council: Governance Review:** copy representations received and circulated.

**Epworth & District Agricultural Society:** grant application documents received: Finance Committee meeting required for this and 1 other application – clerk to liaise with Committee members for meeting date/time.

**Epworth Old Rectory:** letter of thanks received following issue of grant cheque: additional items re Country Fayre added to "facebook" page.

**Apologies sent re:** Workers Memorial Day, Lincs. Lotto Good Cause Launch, Samuel Wesley Information Board.

**Annual Audit:** all paperwork completed; signed accounts section to be added then all information will be lodged with Glover & Co for internal audit.

**Pension provision:** to the clerks' knowledge, all forms have been completed and submitted to the East Riding Pension Fund, however, having expected to make contributions from the beginning of the new financial year and none having been requested; clearly further administration is required. The clerk will liaise with personnel committee members to ensure contributions are made as required.

**Free summer sports provision;** a booking confirmation has been received for the sports provision at Epworth Leisure Centre.

**Kings Head Croft (vandalism):** following instructions, the clerk contacted the police on 101 and obtained a crime number for the damage at Kings Head Croft; the crime number was passed to the CCTV operators who will liaise with the Police as the only agency with the powers to look at CCTV footage.

**Summer watering contract:** having had the DRAFT contract approved (by ERNLLCA & members of the Personnel Committee) the contract together with copies of the Risk Assessment will be sent out this week to Melanie Turner.

**Local Development Framework submission:** following the Planning Committee meeting held on April 12<sup>th</sup>, the Town Council submission was sent to North Lincolnshire Council on April 13<sup>th</sup>.

**Winter Services Review:** note that due to the General Election; the date for this "workshop" has changed to June 21<sup>st</sup>; Cllr Pattison had been confirmed as the Epworth TC representative but needs to re-confirm her availability.

**Cemetery Lodge:** plastering works are scheduled for the office week beginning May 15<sup>th</sup>; to facilitate these works the clerk will take a weeks' annual leave; the office will be closed, computer equipment removed from the office and furniture moved around to provide access to the walls.

Other items as "Work in progress" remain as reported to the April meeting.

**RESOLVED** clerks report noted.

**12.05.17 To resolve Draft Minutes** of a Meeting of the Council held on Tuesday April 4th 2017 copies of which have been previously circulated, for approval and signature. Proposed by Cllr Whittaker seconded by Cllr Wilson **RESOLVED** a true record and signed by the Chairman.

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

Page 115 item 17, a highways and planning issue to be discussed by the Planning Committee.

Page 116, picnic table at KHC, public objection to location of table. Concerns understood re anti-social behaviour. No complaints received via NATS. Environment Committee to look at location in relation to CCTV range. Concrete base laid, bench still to be fitted.

Page 117 Note call charges but device plan cost not listed.

Item 18.04.17 e-mail re Spring Clean still to be done.

Annual Assembly – thanks to those who attended.

**14.05.17 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 and RESOLVE who to co-opt as new members and to receive signed Acceptance of Office forms from those co-opted.

No applications received.

**15.05.17 To appoint/re-appoint Committee and Working Group members:**

**Finance Committee:** Cllrs Baker & Wilson

**Planning Committee:** Cllrs Baker Whittaker & Wilson.

**Personnel Committee:** Cllrs Harm & Miemczyk.

**Cemetery Committee:** Cllrs Baker, Pearce, Whittaker & Wilson.

**Environment Committee:** Cllrs Pattison (preferential meeting time Tuesdays at 7pm)

**Community Emergency Plan Working Group** (*Strategy for extreme emergencies under the Civil Contingencies Act.*) Cllrs Pattison & Miemczyk

Further noted that councillors can substitute if not available for a meeting.

**16.05.17 To appoint members to outside bodies:**

**Epworth Imperial Hall Users Committee:** Cllr Mitchell nominated in absence.

**Epworth Charities:** Cllr Wilson and Cllr Truelove nominated in absence.

**The Heritage Forum:** Cllr Whittaker

**Neighbourhood Action Team:** Cllr Baker (Cllr Robinson as Ward councillor)

**Two voting delegates to attend ERNLLCA district committee meetings.** Cllr Baker.

Clerk to contact councillors not present for their committee membership preferences.

**17.05.17 Epworth Town Council Policies:** To receive copies of Council Policies for discussion amendment and adoption (*NOTE: policies may be re-adopted and scheduled for further discussion at a future meeting or by a Committee*).

(a) **Capability Policy** (minor amendments – Personnel Committee)

(b) **Child Protection Statement** (Personnel Committee)

(c) **Complaints Policy including Code of Conduct (adopted April 2017)**

(d) **Data protection Policy (adopted April 2017)**

(e) **Disciplinary Policy**

(f) **Equality Policy** (now out of date – Personnel Committee)

(g) **Financial Regulations (to be reviewed by the Finance Committee)**

(h) **Grant Funding application, criteria & guidance notes re Section 137**

(i) **Grant Funding application, criteria & guidance notes (general grants)**

(j) **Grievance Policy**

(k) **Media policy**

(l) **Member Officer Protocol**

- (m) Memorial Safety Policy & Cemetery Scale of Fees
- (n) Occupational Health & Safety Policy statement
- (o) Publication Scheme
- (p) Recording of Council Meetings
- (q) Risk Assessment documents
- (r) Rules & Regulations for Funeral Directors
- (s) Social Media Policy (to be reviewed by the Personnel Committee)
- (t) Standing Orders
- (u) Travelling Expenses Policy
- (v) Vexatious Complainants Policy (adopted April 2017)

*NOTE Standing Orders (including Committee terms of reference) will continue to be presented for discussion and amendment as a New Policy at subsequent meeting, in the meantime the existing policy applies.*

Proposed to adopt policies as presented with amendments scheduled; proposed Cllr Harm seconded Cllr Pattison **RESOLVED**.

**18.05.17 HSBC Bank Mandate:** To confirm signatories for the HSBC bank mandate for the new Council year. Proposed to continue with Cllrs Baker, Harm, Mitchell, Stewart and Whittaker as councillor signatories (of cheques) and clerk as administration. Cllr Ludbrook (resigned), name to be removed **RESOLVED**.

**19.05.17 Internal control:** to receive a copy of the March 2017 monthly account statement (financial year end) for approval and signature by the Chairman. Proposed by Cllr Wilson seconded by Cllr Harm, **RESOLVED** and signed by the Chairman.

**20.05.17 Internal Control:** to receive a copy of the budget sheet April 2016/March 2017 (financial year end) for approval and signature by the Chairman and note additional budget heading overspends. Proposed by Cllr Wilson seconded by Cllr Whittaker **RESOLVED** and signed by the Chairman.

**21.05.17 Internal Control:** to receive a copy of the Financial Year end (un-audited) March 2017 Receipts & Payments sheet for approval and signature by the Chairman. Proposed, seconded **RESOLVED** and signed by the Chairman.

**22.05.17 Annual Return:** to receive and RESOLVE a copy of Section 2 Accounting statements 2016/17 for approval and signature by the Chairman. Noted correction to line 9 (Assets for insurance). With the correction, proposed by Cllr Wilson seconded by Cllr Harm, **RESOLVED** and signed by the Chairman.

**23.05.17 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.

Receipt			
25.04.17	NLC Precept	precept grant	£3,324.00

		precept 1st payment	£25,782.76
Cheques			
103888	Paul Haywood	KHC fence	£600.00
103889	SLCC	Annual membership fee	£139.00
DD	North Lincolnshire Council	Cemetery rates (April)	£54.06
DD		Cemetery rates (May)	£53.00
DD	North Lincolnshire Council	Trade waste agreement re Cemetery (May)	£17.90
DD	BT	Telephone & internet (May payment)	£70.18
DD	O2	call charges	£20.93
DD	O2	device plan	£7.00
cheque	United Carlton	Photocopies	£124.55

Proposed seconded and **RESOLVED** financial information noted. Schedule signed by the Chairman.

**24.05.17 Internal Control: To resolve that the council will continue to pay the following Direct Debit payments:**

- (a) North Lincolnshire Council Cemetery rates;
- (b) North Lincolnshire Council waste collection payments re Cemetery;
- (c) Yorkshire Water quarterly payments re Cemetery;
- (d) Scottish Power & EDF Energy electricity payments (5 meters in total)
- (e) Photocopier Lease payments PEAC & Siemens;
- (f) HSBC Bank charges;
- (g) O2 handset & call charges payments;
- (h) BT telephone & internet monthly payments

Proposed by Cllr Miemczyk seconded by Cllr Pattison and **RESOLVED** to continue to pay the listed Direct Debit payments as presented.

**25.05.17 To resolve May cheques for payment as presented on the following schedule (*Local Government Act 1972 as amended*).**

103890	Epworth Imperial Hall	Room hire 4th & 18th April	£30.00
103891	A Fotherby	petrol for mowers	£25.00
103892	J R Cockin electrical	Fit diffusers to office lights	£64.80
103893	Zurich Municipal	Annual insurance premium	£1,673.65
103894	AMG sport-play Ltd	KHC safety surface repairs	£900.00
103895	United Carlton	Photocopies	£124.55
		<b>Total cheques for payment</b>	<b>£2,818.00</b>

Proposed by Cllr Harm seconded by Cllr Miemczyk and **RESOLVED** cheques for payment as presented. Schedule signed by the Chairman.

**26.05.17 To consider** submission to North Lincolnshire Council on business rates and the roles of traffic (Community) wardens in Epworth. The following points were noted:

Previously, businesses had asked for restrictions to on-street parking. Previous proposal (from businesses) to use land behind High Street for parking had been dismissed. Community Wardens had been introduced to enforce parking when parking had changed from Police enforcement to civil enforcement. Community Wardens allegedly attending Epworth twice per week. Wardens “over zealous”, there are alternatives to a ticket. Noted issue of particular business parking numerous vehicles in Manor Court car park. Suggestion that area of KHC car park reserved for businesses. Parking availability at the garden centre discussed previously. Discussion on size of designated parking bays. Some parking of vehicles behind High Street premises with need to cross pavement to park. Suggestion of charges at KHC. Suggestion to encourage local people to walk into Epworth. **RESOLVED:** clerk to write to Mrs Fennell that business rates not an issue as most “zero” rated. Discussion document from Cllr Mitchell, momentum to be continued. Further agenda item June. Proposed by Cllr Baker seconded by Cllr Harm and **RESOLVED** to write to North Lincolnshire Council following complaints from members of the business community asking that over zealous parking enforcement be moderated.

*Having declared a prejudicial interest Cllr Wilson left the meeting.*

**27.05.17 Epworth Show:** to consider taking a stand at the 2017 Epworth Show on August 28th. Noted that Cllrs Johnson and Mitchell who had previously expressed an interest in manning the stand, were not present. **RESOLVED** to discuss June agenda.

*Cllr Wilson returned to the meeting.*

**28.05.17 To discuss** a proposal from North Lincolnshire Council to provide a key coded bollard outside the HSBC to facilitate occasional parking. NLC officer had suggested folding key coded bollard could be placed close to High Street to enable e.g. Fishmonger to park. Costs, highways permission and design to be discussed. Proposed by Cllr Harm seconded by Cllr Whittaker and **RESOLVED** clerk to write to Highways officer to pursue the suggestion.

**29.05.17 ERNLLCA:** to consider membership renewal for 2017/18 at a cost of £905.72 Proposed by Cllr Whittaker seconded by Cllr Pearce and **RESOLVED** to continue membership of ERNLLCA with the renewal fee at £905.72.

**30.05.17 ERNLCA:** to receive correspondence on “restricting precept increases”, call for Evidence. Proposed by Cllr Baker seconded by Cllr Whittaker and **RESOLVED** clerk to complete form and respond as follows:

Yes, increase over 2%

Reasons increased employment costs due to new pension requirements and loss of council tax support grant.

**31.05.17 To discuss:** the fence at the Youth Centre, Epworth. Proposed by Cllr Whittaker seconded by Cllr Harm and **RESOLVED** clerk to write to NLC asking for a new fence appropriate to a grade II listed building in a conservation area.

**32.05.17 To discuss:** the Kings Head Croft boundary. After brief discussion and the suggestion that all councillors familiarise themselves with the area, it was proposed, seconded and **RESOLVED** that the item would be placed on the June agenda for further discussion.

**33.05.17 To note Correspondence** (*copies for information purposes only pages 122 & 123*) Proposed seconded and **RESOLVED** correspondence list noted.

**34.05.17 To list:** items for facebook. Public notice re parking: Items/photographs of Epworth. NLC jobs link.

**35.05.17 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.

**36.05.17 To confirm the date and time of the next monthly meeting** as Tuesday June 6th 2017 at 7pm.

**37.05.17** *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 per the confidential schedule.

Proposed by Cllr Pearce seconded by Cllr Miemczyk and **RESOLVED** that cheques for salaries and related payments totalling £1603.84 would be authorised. Schedule signed by the Chairman.

**38.05.17 To record the closure of the meeting** at 9.07pm.

cm09.05.17.