

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.



EPWORTH TOWN COUNCIL

**Thursday July 2nd, 2020**

### 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" join zoom meeting:

<https://zoom.us/j/99209248215?pwd=dDhtMVNseW1Eb1ZwYm95Y0V4L3Vqdz09>

Meeting ID: 992 0924 8215

Password: 609967

Burnham Road  
Epworth  
Doncaster  
North Lincolnshire  
DN9 1BY

Tel: (01427) 872086

Dear Councillor,

**You are hereby summoned** to a meeting of Epworth Town Council to be held remotely via "zoom" on Tuesday July 7th, 2020 at 7pm

Signed C Maguire *C Maguire* Clerk to the Council

**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: join zoom meeting

### AGENDA

- 1. To record the Names of Members, Present.**
- 2. To receive Apologies for absence.**
- 3. 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*).
- 4. To note dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*).
- 5. To receive the Chairman's Announcements** (*for information only*).
- 6. To receive reports from Ward councillors** (*for information only*).
- 7. To receive the Clerk's Report** (*for information only*).
- 8. To resolve Draft Minutes** of a Meeting of the Council held on Tuesday June 2nd, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature (*copy attached*).
- 9. To dispose of any business**, if any, remaining from the last meetings.
- 10. Finance Committee: to resolve Draft Minutes** of a Finance Committee meeting held on Tuesday June 30th, 2020 (zoom meeting), copies of which have been previously circulated, for approval and signature (*copy attached*).
- 11. Internal control:** to receive the Account and budget sheets for May 2020 and copy bank statements for approval and signature of the Chairman (*copies attached*).
- 12. Office mobile phone:** to receive and resolve a committee recommendation for the provision of a new mobile phone contract.
- 13. Grant application section 137:** to receive a grant request from the Epworth & Isle of Axholme Rotary Club for the provision of purple crocus (*copy attached*).
- 14. 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 attached*). **NOTE: banking dates are approximate and may vary from those listed**  
Clerk: **Caroline Maguire 01427 872086 answer phone**  
Mobile: **077343 86628 9-5 Monday – Friday**  
E-mail: **epworth.council@btconnect.com**



	Receipts		Net	Vat	Total
15.06.20	Hattys	2 hanging baskets	£40.00		£40.00
22.06.20	S J Memorials	Memorial Coggan	£50.00		£50.00
					£0.00
		<b>Total income</b>			<b>£90.00</b>
	Cheques paid		Net	Vat	Total
104513	Eva Jane	refund one HB	£20.00		£20.00
104514	A Fotherby	replace lost cheque	£373.62		£373.62
					£0.00
		<b>Total cheques</b>			<b>£393.62</b>
	Authorised Card Payments				
					£0.00
09.06.20	Tool station	3 packs threaded studs	£8.12	£1.63	£9.75
16.06.20	Co-operative	Hand towels & bin liners	£7.50		£7.50
					£0.00
		<b>Total payments</b>			<b>£17.25</b>
	Misc. Items/DD's				
22.06.20	HSBC	Bank charges	£29.40		£29.40
26.06.20	Everflow water	Cemetery water	£8.87		£8.87
01.07.20	NLC	Cemetery rates	£62.00		£62.00
03.07.20	BT	Telephone & internet	£67.84	£13.56	£81.40
25.07.20	MKS Groundcare	Grass cutting	£432.00	£86.40	£518.40
26.07.20	O2	Mobile phone	£19.08	£3.82	£22.90

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

			Net	VAT	Total
104515	A Fotherby	Petrol for mowers	£19.16	£3.83	£22.99
104516	R Whittaker	Plants for containers	£23.27	£4.65	£27.92
104517	D Pearce	Supply/fit water heater	£515.00		£515.00
104518	Misterton Electricals	PAT testing & kitchen electrical works	£175.00		£175.00
104519	G M Brown	Joinery to Cemetery Lodge stairs	£190.00		£190.00
104520	Torne Valley Ltd	Battery for bowser	£79.17	£15.83	£95.00
104528	George Tune & Son	Hanging baskets	£1,512.50	£302.50	£1,815.00
		<b>Total cheques for payment</b>			<b>£2,840.91</b>

**16. Planning** (Town & Country Planning Act 1990 as amended)

- **Planning Committee:** to resolve Draft minutes of a planning committee meeting held on Monday June 15th, 2020 (zoom meeting), copies of which have been previously circulated, for approval and signature.

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- **To resolve PA/2020/841** Planning permission to erect a single-storey rear extension  
Site location: 8 The willows, Carrside, Epworth  
(*link to planning documents circulated*)
- 17. Kings Head Croft play equipment and play area;** to discuss requirement for additional measures and guidance for re-opening the play areas (*information attached*).
- 18. Tree Works Kings Head Croft, Closed Churchyard and Cemetery:** to receive tenders for the tree works and resolve a contractor
- 19. Combined Committee Environment/Cemetery:**
  - **To resolve Draft minutes** of a committee meeting held on Monday June 8th, 2020 at 7pm (zoom meeting), copies of which have been Previously circulated, for approval and signature (*copy attached*).
  - **To resolve Draft minutes** of a committee meeting held on Tuesday June 23rd, 2020 at 7pm (zoom meeting) copies of which have been previously circulated for approval and signature (*copy attached*).
  - **To resolve** the sale of hanging baskets (*Financial Regulations 14.2*)
  - **To resolve a contractor** to carry out the “installation condition report” For Cemetery Lodge (*required by law every 5 years*)
  - **To resolve a contractor** to install CCTV at Cemetery Lodge
  - **To confirm the date of a Town Walk** as Friday July 24th, 2020 at 1.30pm and instruct the clerk to invite the Town Centre Manager and Ward Councillors.
- 20. Fields in Trust:** to resolve to renew annual membership (*information attached*) cost £65.00
- 21. Epworth Town Council Member Officer Protocol:** to receive and resolve a proposed amendment (Cllr Harm) (*copy attached*).
- 22. Risk Assessments:** to receive professional costs for discussion and resolution (*copy attached*).
- 23. To discuss** the positioning of the shed on the concrete base at Cemetery Lodge (Cllr R. Whittaker)
- 24. Correspondence:** to note list (*for information only pages 134 to 136*), (*copies attached*).
- 25. To list:** items for facebook.
- 26. Questions to the Chairman:** (*Items of immediate urgency that must be acknowledged before the next meeting and have not been included on the Agenda*).
- 27. To confirm the date and time of the next monthly meeting as** (*Tuesday August 4th, 2020*).
- 28. 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 items:**
  - (a) **To discuss** the possibility of using an external HR company (Cllr Harm)
  - (b) **To authorise** payments of salaries and related payments to the value of £3134.42, schedule for signature by Chairman.
  - (c) **Personnel Committee: To resolve Draft minutes** of a meeting held on Monday June 1st, 2020 at 7pm (zoom meeting) copies of which have been previously circulated for approval and signature (*copy attached*)
  - (d) **To resolve** whether to employ an assistant clerk
  - (e) **To receive** an update on the complaint

**To record the closure of the meeting.**

cm02.07.20.

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