

Minutes of a Meeting of the Council held in the small room of the Imperial Hall Epworth on **Tuesday May 1st at 7pm.**

The Chairman welcomed everyone to the May meeting of the council, explained the fire evacuation procedure and the clerk signed the forms;

The following two paragraphs were 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).**

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.

The Chairman then announced the sad death of Mr Peter Davies, whose wife Elaine had died in January, the funeral details were outlined and a minutes silence was held for everyone to think of a true gentleman, Peter Davies.

01.05.18 To elect a Chairman of the Council. Cllr Baker proposed Cllr Mitchell for Chairman, seconded by Cllr Astle; there being no other nominations Cllr Mitchell was **RESOLVED** Chairman of the Council.

02.05.18 To receive the Chairman's declaration of acceptance of office. Cllr Mitchell accepted the office of Chairman and signed the declaration of Acceptance of Office.

03.05.18 To elect a Vice Chairman of the Council. Cllr Mitchell proposed Cllr Janney for Vice Chairman of the Council seconded by Cllr Harm, there being no other nominations, Cllr Janney was **RESOLVED** Vice Chairman of the Council.

04.05.18 To receive the Vice Chairman's declaration of acceptance of office. Cllr Janney accepted the office of Vice Chairman and signed the declaration of Acceptance of Office.

05.05.18 Proposed seconded and **RESOLVED** to bring forward item 18 on the agenda for immediate discussion; meeting suspended to allow Ms Crawley to address the council and answer questions.

Cllr Whittaker declared a personal interest.

Section 137 Local Government Act 1972 Grant Application The Old Rectory: to receive additional information to support the grant application (received March 2018) for £1100 (one thousand one hundred pounds). *Gillian Crawley and Rev Stuart Gunson attending to answer questions on the application.*

Ms Crawley explained that she had submitted her application in January for £1100.00 (one thousand one hundred pounds) for a community event to be held on the Croft at The Old Rectory, 750 people had attended a similar event in 2017. Local groups were giving their time and entertainment for free. No other councils applied to, for this event, and the Shakespeare event had been removed from the application.

Meeting resumed.

Noted that the balance sheet provided had explained the financial position regarding the loss. Proposed by Cllr Johnson seconded by Cllr Janney and **RESOLVED** to grant fund £1100.00 (one thousand one hundred pounds)

Members of the public then left the meeting.

06.05.18 To record the Names of Members Present. Cllr Mitchell presiding;
Cllrs: Astle, Baker, Dent, Harm, Janney, Johnson, Truelove, Whittaker and Wilson.
The clerk C Maguire was in attendance.

07.05.18 Apologies for absence were received from Cllrs; Durning, Pearce, Stewart and Woods. Cllr Robinson was not present.

08.05.18 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 Whittaker personal interest The Old Rectory.

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

10.05.18 To receive the Chairman's Announcements (*for information only*). The Chairman thanked Cllr Baker for his hard work and commitment throughout his time in office as Chairman. A schedule of active resolutions (Work in Progress) is to be attached to Clerks Report at future meetings. The first newsletter to be published in the Epworth version of Arrow, the Clerk has editorial responsibility but Cllrs may suggest items/topics for inclusion. Request for Cllrs to submit photos of Epworth scenes to Grady's Printers for inclusion on pop up banner.

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

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

NOTE: other items are in progress and yet to be finished, this is not an exhaustive list. The clerk is in the process of creating a WIP (work in progress) sheet to detail more clearly items from resolution of the council to completion.

Finance Committee: meeting scheduled for Tuesday May 8th to discuss the Annual Governance assertions form and receive DRAFT year end finance documents.

Planning Committee: meeting scheduled for Wednesday May 9th for current planning applications and consultations on Doncaster Airport and Unauthorised Encampments.

Council Tax query: letter sent 30th April 2018

Severn Trent: circular received informing customers that management of retail water services handed over to “Water Plus”

Information & Data Protection Policy: new version available under GDPR; personnel committee to receive for discussion and amendment.

Kings Head Croft surface condition query: email letter received 11th April; letter to be referred to Environment Committee for further discussion.

Parking Petition: letter of acknowledgement of receipt from NLC; Environment Committee to discuss.

GDPR – group appointment of a Data Protection Officer: a number of Town & Parish councils in the area are holding a meeting to discuss the group employment of a Data Protection Officer, meeting arranged for Wednesday 9th May 2pm at Bottesford, clerk to attend. Any councillors wishing to attend may obtain details from the clerk.

Town & Parish Liaison meeting April 25th 2018; attended by clerk and Cllr Truelove unfortunately the GDPR presentation was poor and inaccurate.

Silent Soldier: WW1 commemoration item deferred for further information.

FOI request; letter of reply approved and sent 1st May 2018.

KHC replacement picnic tables: email sent to James Smith Construction 16th April explaining item on hold until further CCTV discussions.

Albion Hill parking item: contacted NLC 16th April, item on hold pending discussions on parking following receipt of petition.

KHC & Cemetery path-works: revised quotation received from Pugh Lewis; clerk to obtain revised quotations from 2 other providers (James Smith & Axholme Landscapes suggested)

Dog waste bins & KHC dog notices: purchase order sent to NLC Neighbourhood Services April 10th, email query (May 1st) what is the hold up?

Epworth & District Agricultural Society; grant cheque sent April 9th; reply received thanks for cheque show stand table and chairs booked.

Epworth Bowls Club: grant cheque sent letter of thanks received dated 24th March

PA/2018/402 planning application for additional steel framed building, agenda full council March, response “no observations” sent 3rd April 2018; approval granted.

NLC Highways Grass Cutting Pilot: letter minute reference 18.04.18 Epworth TC resolved not to enter into the pilot scheme.

AGE UK Lindsey: grant application; letter requesting completion of application form and further information sent April 9th 2018

Summer Sports: email received 19th April confirming price of 5 multi sports sessions as £550.00 (five hundred and fifty pounds)

HSBC: notification of publication of “privacy notice” under GDPR available as of May 25th 2018

Litter Epworth football ground: item referred from Environment Committee to Epworth Colts 16th April 2018

New road-side planters; planters, compost and plants all handed to Axholme Landscapes who have volunteered to position the planters and provide top soil. Photographs of the NLC approved positions for the planters also provided.

CCTV: contact made with the office of Rob Waltham leader of the Council for an appointment on Monday May 21st with the Chairman and clerk.

Transforming Transport – Call Connect and Subsidised Bus Service – agenda item June

Chapel of Rest: screens finished with thanks to Cllr Pearce

RESOLVED clerk’s report noted.

13.05.18 To resolve Draft Minutes of a Meeting of the Council held on Tuesday April 3rd 2018

copies of which have been previously circulated, for approval and signature (*copy attached*). Spelling corrections required on page 107 minute reference 08.04.18 and 11.04.18, with these corrections the minutes were proposed by Cllr Baker seconded by Cllr Astle **RESOLVED** a true record and signed by the Chairman.

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

Page 106 - Council Tax query, clerk to circulate answer to all councillors; page 110 – Best Kept Village competition, noted that the War Memorial is not the responsibility of the Town Council. Item 22.04.18 – no need to purchase large poppies as some have been obtained.

15.05.18 Internal control: to receive a copy of the March 2018 monthly account statement (financial year end) for approval and signature by the Chairman including copy bank statements to reconcile with Year End figures. Proposed by Cllr Baker, seconded by Cllr Wilson **RESOLVED** a true account and signed by the Chairman.

Note: clerk to write to change form of address on bank statements.

16.05.18 Internal Control: to receive a copy of the budget sheet April 2017/March 2018 (financial year end) for approval and signature by the Chairman and note additional budget heading overspends. Noted projected balance different to actual balance, surplus of £6000.00 (six thousand pounds) underspend on grant funding. Proposed by Cllr Janney seconded by Cllr Wilson **RESOLVED** a true account and signed by the Chairman.

17.05.18 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.

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| | | | |
| 25.04.18 | North Lincolnshire Council | precept £28809.18 & precept grant £3453.00 | £32,262.18 |
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| | | | |
| | Cheques paid | | |
| 104092 | Ep & District Ag Society | section 137 grant (incl stand table & chairs) | £1,000.00 |
| 104093 | St Andrews PCC - Epworth | high pressure cleaning of flagstones | £100.00 |
| 104094 | CPRE | BKV competition (section 137 payment) | £40.00 |
| 104095 | D Janney | replacement cheque petrol expenses | £16.00 |
| | | | |
| | | | |
| | Cancelled cheques | None | |
| | | | |
| | DD payments | | |
| 02.04.18 | BT | telephone & internet | £76.18 |
| 22.04.18 | HSBC | Bank charges | £20.40 |
| 29.04.18 | Siemens | Photocopier Lease | £219.10 |

| | | | |
|----------|----------------------------|----------------|--------|
| 26.04.18 | O2 | call charges | £22.01 |
| 26.04.18 | O2 | device plan | £7.00 |
| 01.05.18 | North Lincolnshire Council | Cemetery Rates | £52.00 |

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| | Additional payments approved | | |
| | None | | |

Proposed by Cllr Baker, seconded by Cllr Baker seconded by Cllr Janney **RESOLVED** information noted and schedule signed by the Chairman.

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

| | | | |
|--------|--------------------------------|---|------------------|
| 104096 | Epworth Imperial Hall | Room hire 3rd & 17th April | £30.00 |
| 104097 | Torne Valley Ltd | Lawn mower repairs (gearbox) | £160.09 |
| 104098 | C Maguire | 24 1st class stamps | £16.08 |
| 104099 | MKS Ground care Ltd | Grass cutting contract 5th & 17th April | £372.00 |
| 104100 | Lincolnshire Tree Services Ltd | Tree works Cemetery grounds | £1,596.00 |
| 104101 | A Fotherby | Petrol for mowers | £21.00 |
| 104102 | United Carlton | Photocopies | £100.74 |
| | | | |
| | | Total cheques for payment | £2,295.91 |

Proposed by Cllr Johnson seconded by Cllr Janney **RESOLVED** cheques for payment as presented and schedule signed by the Chairman.

19.05.18 Parish Paths Partnership: to receive minutes of a meeting between Epworth Town Council and North Lincolnshire Council Public Rights of way officer; copy of DRAFT agreement and paths schedule; for discussion and resolution. Following lengthy discussions proposed by Cllr Harm and seconded by Cllr Whittaker that there is insufficient information on which to make a decision and not to accept the agreement at this stage, on a vote; 4 in favour 4 against; Chairman's casting vote: Chairman asked for the vote to be taken again; 4 in favour and 4 against; Casting vote by Chairman against rejecting the agreement. Motion lost. Further proposal that the clerk obtain more details **RESOLVED**.

Points to consider:-

Implications if ended the agreement

More details on costs (limit on hours claimed by clerk)

Conditions criteria

Confirmation that it is just grass cutting

Information on the additional maintenance bidding pot

Confirmation of maximum payment as 11pence per metre

Inspection for maintenance responsibility of NLC

How clerk's costs paid, what basis, how often?

20.05.18 HSBC Bank Mandate: to nominate and resolve signatories to the HSBC Epworth Town Council bank mandate for the New Council year. Proposed by Cllr Harm seconded by Cllr Baker and **RESOLVED** bank mandate signatories to remain unchanged: T Mitchell, GC Baker, M Harm, R Whittaker, DM Stewart and C Maguire (empowered to act on behalf of council – but does not sign cheques)

21.05.18 Direct Debit payments schedule: to receive and resolve DD payments schedule for the 2018 2019 financial year.

| | | |
|----------------------|----------------------|------------|
| Scottish Power | Electricity | 2 accounts |
| EDF Energy | Electricity | 3 accounts |
| O2 | Device plan | |
| O2 | call charges | |
| Siemens | Photocopier Lease | |
| North Lincs. Council | Cemetery Rates | |
| North Lincs. Council | Cemetery Trade Waste | |
| Yorkshire Water | Cemetery water | |
| BT | Telephone & internet | |
| HSBC | Monthly bank charges | |

Proposed by Cllr Baker seconded by Cllr Whittaker and **RESOLVED** DD payments approved.

22.05.18 To appoint members to Committees, Working Groups and Outside bodies

Council Committees

Finance Committee

Cllrs Mitchell, Stewart, Wilson, Durning (Baker)

Planning Committee

Cllrs Mitchell, Baker, Whittaker, Wilson, Truelove, Dent (Durning)

Personnel Committee

Cllrs Janney, Harm Dent

Cemetery Committee

Cllrs Baker, Whittaker, Wilson, Truelove, (Stewart)

Environment Committee

Cllrs Astle, Truelove, Whittaker, Mitchell, Stewart, Woods

Working groups

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

Cllrs Mitchell, Janney, Whittaker, Truelove

Community Engagement Working Group

Cllrs Mitchell, Janney, Astle, Whittaker, Dent

Outside bodies:

Epworth Imperial Hall Users Committee

Cllr Mitchell

Epworth Charities

Cllrs Wilson & Janney

The Heritage Forum

Cllrs Mitchell, Truelove, Whittaker

Neighbourhood Action Team

Cllr Baker (Lead – Cllr Robinson)

Two voting delegates to attend ERNLLCA district committee meetings.

Cllrs Mitchell & Janney

23.05.18 Epworth Town Council Policies: To receive the schedule of all Council Policies for re-adoption (*NOTE: policies may be scheduled for further discussion at a future meeting or by a Committee*).

Human Resources (General)

Capability Policy

Complaints Policy (including Code of Conduct)

Disciplinary Policy

Equality Policy

Grievance Policy

Occupational Health & Safety Policy & Risk Assessments (*under review*)Recruitment & Selection Policy (*required*).Safeguarding (*child protection & vulnerable adults – under review*)

Vexatious Complainants Policy

Volunteers Policy (*Confidential Agreements under review*)**Human Resources (Councillors)**Member/officer protocol (*to review*)Standing Orders (*re-adopted March 2018*)

Travelling expenses (agenda item May 2018)

FinanceFinancial Regulations (*approved Feb 2018*)Grant funding (General) (*work in progress*)Grant funding (Section 137) (*work in progress*)**Cemetery** (*documents reviewed by Cemetery Committee annually*)

Cemetery Regulations and fees

Memorial Safety Policy & Cemetery fees

Rules & Regulations for Funeral Directors

Information ManagementData protection and Document retention Policy (*need to update re GDPR*)Freedom of Information (*Publication Scheme but no "Policy"*)Social Media Policy (*to review re GDPR*)

Publication Scheme

Recording Council meetings (*to review re GDPR*)

Proposed by Cllr Baker seconded by Cllr Harm and **RESOLVED** amended list of policies re-adopted as presented.

GDPR (General Data Protection Regulations) new policies and procedures for immediate adoption **but subject to review and amendment**

Privacy Notice

Consent to Hold Information

Contact Privacy notice

Subject Access Request Form

Councillor Privacy notice

Privacy Impact Assessment – Cemetery Records

Management of Transferable Data Policy

Proposed by Cllr Baker seconded by Cllr Harm and **RESOLVED** to adopt the Privacy Notice (subject to further amendment); all other GDPR documents referred to the Personnel Committee for revision and amendment.

23.05.18 Section 137 Local Government Act 1972 Grant Application

The Isle Community Choir: grant request £250.00 (two hundred and fifty pounds)

Proposed by Cllr Truelove seconded by Cllr Baker and **RESOLVED** to grant fund £250.00 (two hundred and fifty pounds).

24.05.18 Zurich Municipal Insurance: to resolve to pay the £1709.05 (one thousand seven hundred and five pounds) long term agreement –year 3 of 3. Proposed by Cllr Johnson seconded by Cllr Truelove and **RESOLVED** insurance premium to be paid.

25.05.18 ERNLLCA: to resolve to pay the 2018/2019 subscription fee of £921.14 (nine hundred and twenty one pounds 14 pence) Proposed by Cllr Whittaker seconded by Cllr Harm and **RESOLVED** to pay the annual subscription as presented.

26.05.18 VANL (Voluntary Action North Lincs) to resolve to pay the annual subscription of £20.00 (twenty pounds) Proposed by Cllr Harm seconded by Cllr Janney and **RESOLVED** to pay the subscription as presented.

27.05.18 Environment Committee: to receive DRAFT minutes of a meeting held on Thursday April 12th for approval and signature by the Chairman: Proposed by Cllr Truelove seconded by Cllr Astle **RESOLVED** a true record and signed by the Chairman.

(a) Closed churchyard wall – committee proposal to obtain quotations for re-pointing & re-building buttresses where required. Proposed by Cllr Astle seconded by Cllr Harm and **RESOLVED** clerk to obtain 3 quotations for the repair and repointing of the closed churchyard wall buttresses.

(b) Hanging baskets: to discuss watering for the 2018 season including the alternative of an automatic irrigation system. Business Forum have offered to put up hanging baskets and water them this year. Long term solution – automatic watering system. Devolve power to Environment Committee to organise (including associated costs); proposed by Cllr Mitchell seconded by Cllr Harm and **RESOLVED**.

(c) Kings Head Croft: works to trees within the conservation area: to receive quotations for approved tree works: Quotations opened by Cllr Baker and the clerk before the meeting, decision deferred for clarification of quotations.

28.05.18 Council Policies: traveling expenses claim form: to receive and approve the amended claim form for adoption. With the spelling correction and, subject to future amendment on the mileage limit, proposed by Cllr Harm seconded by Cllr Astle and **RESOLVED** subject to review/amendment by the Finance Committee.

29.05.18 Road-side planters: to resolve authorisation to the clerk to manage (with the volunteers) the purchase and planting (and ancillary costs) of the existing and new road-side planters. Proposed by Cllr Baker seconded by Cllr Astle and **RESOLVED**.

30.05.18 To note Correspondence (*copies for information purposes only pages 112 & 113 attached*). Proposed by Cllr Harm seconded by Cllr Janney and **RESOLVED** noted.

31.05.18 To list: items for facebook. New Chairman/Vice Chairman plus news-letter for the Arrow.

32.05.18 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.

33.05.18 To confirm the date and time of the next monthly meeting as Tuesday June 5th plus an extra-ordinary meeting on Tuesday May 17th to resolve the Governance Statement.

34.05.18. 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) To authorise payments of salaries and related payments per the confidential schedule.

Proposed by Cllr Janney seconded by Cllr Wilson and **RESOLVED** cheques for payment as presented, the Chairman signed the schedule.

The clerk left the meeting for these discussions.

(b) To receive information on the National Salary Award and resolve salaries for staff for 2018/2019). **RESOLVED** referred to the next Personnel Committee meeting for discussion and referral back to full council.

35.05.18 To record the closure of the meeting at 8.50pm.

cm14.05.18