

Council members:

Cllr Baker (Chairman) Cllr Mitchell (Vice Chairman)

Cllr Harm, Cllr Dent, Cllr Johnson, Cllr Janney (nee Miemczyk), Cllr Pattison, Cllr Pearce, Cllr Robinson, Cllr Stewart MBE Cllr Truelove, Cllr Whittaker, Cllr Wilson.

Minutes of a Meeting of the Council held in the small room of the Imperial Hall Epworth on **Tuesday July 4th 2017 at 7pm.**

The Chairman introduced the meeting, the fire evacuation procedure was explained and the clerk signed the forms.

**To receive PC Jane Proud** in connection with recent anti-social behaviour incidents at Kings Head Croft. Not present.

**To receive Kim Oakley** to provide additional information and answer questions on the Street Beat grant application.

Mrs Oakley explained that Street Beat had just celebrated its 10th Anniversary, the company was divided into two, the business side and the voluntary side with two separate accounts. They had received funding from The Arts Council and North Lincolnshire Council. They looked for gifted and talented children and received international training accreditation. Due to her maternity leave the company was looking for an alternative teacher. North Lincolnshire Council has promised match funding of £4285.00 if the other £500.00 could be sourced. Mrs Oakley confirmed that there was both a business Dance School and the “social enterprise” company. Only 4 children were currently on the programme. Performances had been given at the Epworth Lights switch-on, at The Old Rectory and at The Epworth Show. A previous grant had been received from Belton parish Council for a production.

Mrs Oakley left the meeting.

**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).**

Bob Fish spoke about the Landscape Partnership explaining that 77 people had attended the “Castles & Manors” open day. In the playground area of the “Ivy Andrew Hall” a medieval wall has been found. Mr Fish presenting a map of the proposed “Geophysics” survey, explained that areas were to be surveyed in August with a report in September. On July 29<sup>th</sup> there will be a Geophysics taster day at The Old Rectory. No exploratory digging will occur until 2018. Other site under investigation was Crowle Moors. Two walks planned for Saturday 16<sup>th</sup> September were a walk from the Church at Owston Ferry to the Melwood Carthusian Monastery site and, a walk around Epworth. Mr Fish finally announced that his book on the History of Epworth would be published on July 5th.

Mr Fish left the meeting.

There being no press or public in attendance 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.**

**01.07.17 To record the Names of Members Present.** Cllr Baker presiding  
Cllrs: Dent, Harm, Janney, Johnson, Mitchell, Pearce, Stewart, Truelove and Wilson.  
The clerk, C Maguire was in attendance.

**02.07.17 Apologies for absence** were received from Cllrs Pattison, Robinson and Whittaker.

**03.07.17 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*). None declared.

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

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

The Chairman began by welcoming Cllr Dent to her first meeting and congratulating Cllr Janney on her recent marriage and name change.

The Chairman and his wife had attended the Isle of Axholme Community Choir performance at the Thurlow the previous Friday. Noting the enthusiasm on the group of all abilities was "good to see" on their first visit to Epworth.

The Chairman had been unavailable for Epworth Music Day, but, had received feedback from residents that it was an excellent event enjoyed by all who he had spoken to. The Chairman and Cllr Mitchell will be meeting the organisers about traffic management.

Both events had received grant support from Epworth Town Council.

The Chairman reminded councillors about their Register of Interests, following a recent reminder from North Lincolnshire Council, reminding him whether or not he had declared an interest in a charity he belonged to. He reminded all councillors that it is their responsibility to keep notification of their interests "up to date", including work, paid or voluntary; and any clubs or groups including charities that councillors may belong to. Councillors must also consider interests of partners/spouses and advised councillors to check with the clerk if unsure.

Regarding Standing Orders, the Chairman noted that the council has been reviewing them for nearly a year; asking councillors to bring their copies to the August meeting with a view to completing the process, continuing by saying that if we can't do so then it is likely that a meeting of Committee Chairman (with other interested councillors) will have to complete the process and make recommendations to full council.

The Chairman finished by saying that he had asked the clerk to contact ERNLLCA with a view to setting up some training for councillors including a "refresher" session, at a local venue.

**06.07.17 To receive the Ward Councillor's Report** (*for information only*) not present.

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

**Best Kept Village competition:** posters on notice boards and on web-site. Judging from July 24th to August 12th.

**Chapel of Rest:** painter scheduled to start work on Monday July 10th, the clerk is requesting help to move some items to enable the painter to use a scaffolding tower to paint the ceiling.

**Cllr Katie Dent:** has signed her acceptance of office form and will take her seat for the first time tonight.

**Epworth & District Agricultural Society Ltd:** a trade stand space has been reserved for the Council at the Show; the Society sent a letter of thanks for the £1000 (one thousand pounds) grant.

**Speeding vehicles:** the clerk received a number of e-mails concerning speeding vehicles and traffic issues which were all passed directly to North Lincolnshire Council.

**Declarations of Interests:** Councillors will have received a copy of the e-mail from North Lincolnshire Council Democratic Services; each councillor has the responsibility to ensure that the information provided is correct and up-dated where appropriate. Forms can be obtained from the clerk if required.

**Humber & Wolds Rural Community Council:** letter and application for membership – agenda item August.

**Winter Service Review:** re-scheduled for Wednesday July 26th 1 – 4pm. A volunteer delegate is required.

**Freedom of Information request:** the clerk forwarded copies of the information requested by Friends of the Earth; no acknowledgement has been received.

**Annual Audit:** the audit paperwork was completed and sent off by the due date, we await the return of the documentation. The Notice of public rights period runs until July 14th. Notification is on council notice boards and on the web-site.

**Time Trial Project Proposal:** a letter of support was sent on June 15th, any further information will be circulated upon receipt.

**Kings Head Croft: soft surface repairs:** purchase order sent to AMG sport-play Ltd – clerk liaising with them for repairs to be carried out. Scheduled Wednesday July 5th.

**Path repairs:** clerk liaising with Pugh Lewis for a quote for the required path works repairs.

**RoSPA report:** additional item identified as wear on cradle swings; clerk to monitor weekly: Rota-bounce also being monitored weekly.

**Chapel of Rest:** the clerk has met with 2 carpet representatives, noted that “Hessian” is very expensive; quotations will be submitted for Cemetery Committee/full council to consider.

**Foster Barnes Benches:** clerk is liaising with Brian Wren who with a team of helpers can collect and repair the benches; he has a contact company on the Belton Business Estate who will shot blast and re-paint the benches. An estimate for these works is £500 to £600. Committee/ full council to discuss and resolve.

**Fire damage Kings Head Croft:** the clerk has applied to Zurich Insurance for a set of claim forms for the fire damage; the council will require one complete picnic bench and one replacement top. There will be an insurance excess payment of £100 (to be confirmed). A full quotation for replacements has been requested from NBB. Further quotations may be required.

**Easement Kings Head Croft:** the clerk has attempted to contact the solicitor who was last dealing with the easement over Kings Head Croft/Epworth Field Reeves, the solicitor is on holiday until week beginning July 17th when a further attempt to make contact will be made.

**Town & parish Council Liaison meetings:** reminder that the next liaison meeting is scheduled for Thursday July 27th.

**VAT:** claim form for year end 31.03 2017 sent off

Proposed seconded and **RESOLVED** clerk’s report noted.

**08.07.17 To resolve Draft Minutes** of a Meeting of the Council held on Tuesday June 6th 2017

copies of which have been previously circulated, for approval and signature, proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** a true record and signed by the Chairman.

**09.07.17 To dispose of any business**, if any, remaining from the last meetings. Noted that the stand at the Epworth Show was to be provided at no additional cost.

**10.07.17 Co-option to fill casual vacancy (2):** (Representation of the People Act 1985 s21 and Local Government Act 1972 s87 (1)): to receive information from interested parties for co-option as a new member to the council. No applications had been received.

**11.07.17 Local Government Act 1972 section 137 grant applications:**

**Street Beat** £500.00 (five hundred pounds) Following further discussion, Cllr Mitchell proposed a grant of £200.00 (two hundred pounds) seconded by Cllr Truelove; amended to £250.00 (two hundred and fifty pounds) by Cllr Wilson seconded by Cllr Dent. On a vote, the amendment was defeated. Council voted on the original proposal and **RESOLVED** to grant fund £200.00 (two hundred pounds).

**12.07.17 Business Support Working Group:** to receive a proposal that Epworth Town Council form a Business Support Working Group (Cllr Mitchell)  
Cllr Mitchell outlined proposals for a working group: proposed by Cllr Harm seconded by Cllr Stewart and **RESOLVED** that the council agreed in principle to the formation of a business support working group.

**13.07.17 Internal Control:** to receive a copy of the May 2017 monthly account statement for approval and signature by the Chairman: proposed by Cllr Stewart seconded by Cllr Janney **RESOLVED** an accurate record and signed by the Chairman.

**14.07.17 Internal Control:** to receive a copy of the budget sheet to date, April 2017 to March 2018 for approval and signature by the Chairman noting budget heading overspends: proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** an accurate record and signed by the Chairman.

**15.07.17 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.

July 1st	Cemetery rates	North Lincolnshire Council	£53.00
July 1st	Cemetery trade waste	North Lincolnshire Council	£17.90
29th	Sharp photocopier lease	Siemens Financial Services Ltd	£219.10
1st	Electricity Cemetery Lodge	Scottish Power	£1.00
26th	Mobile charges	O2	£21.18
26th	Device plan	O2	£7.00
June 23rd	Bank charges	HSBC	£39.00

3rd	Telephone & internet	BT	£78.76
4th July	Hanging baskets	George Tune & Sons min ref 20.03.17	£2,164.80
	6 planters	purchase order 209	£137.01
13th June			
103915	CPRE	Annual membership fee	£40.00
103916	Ep & District Ag Society	Section 137 grant	£1,000.00
103917	Fields in Trust	Annual membership fee	£50.00
103918	Playdale Playgrounds	Replacement safety link	£26.75

Proposed by Cllr Johnson seconded by Cllr Truelove **RESOLVED** financial information noted and signed by the Chairman.

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

103919	Epworth Imperial Hall	Room hire 2nd May & 6th June 2017	£37.50
103920	Glover & Co	Professional fees audit 2017 and payroll	£936.00
103921	C Maguire	Postage annual return paperwork	£6.45
103922	A Fotherby	Petrol for mowers	£26.00
103923	J Gallagher	Roofing repairs to Chapel of Rest	£900.00
103924	George Tune & sons	Hanging baskets & planters	£2,301.81
		<b>Total cheques for payment</b>	<b>£4,207.76</b>

Proposed by Cllr Johnson seconded by Cllr Stewart **RESOLVED** cheques for signature as presented, schedule signed by the Chairman.

**17.07.17 North Lincolnshire Council Licensing policy:** to discuss and resolve a response to the Business Compliance & Support Policy; the Taxi Licensing policy and the Animal Welfare Charter Review – any points for discussion should be submitted to the clerk before the meeting. Proposed by Cllr Baker, seconded and **RESOLVED** noted with no further comment.

**18.07.17 Seafarers UK:** to receive information on the cost of a Red Ensign flag for Merchant Navy Day and to resolve whether or not to purchase – flag can be flown at the Mechanics Institute. Total cost on pro forma invoice £39.59, proposed by Cllr Truelove seconded by Cllr Harm and **RESOLVED** to purchase the Red Ensign flag.

**19.07.17 To receive** and discuss a proposal that the Isle of Axholme should have its own flag Proposed by Cllr Baker seconded by Cllr Stewart and **RESOLVED** to send a letter of support.

**20.07.17 Turbary Road:** to receive and approve the purchase of additional stone for the road:

Proposed by Cllr Baker seconded by Cllr Stewart and **RESOLVED** to approve the purchase of additional stone for Turbary Road.

Further proposed by Cllr Baker seconded by Cllr Stewart and **RESOLVED** that the clerk contact North Lincolnshire Council (Tim Allen) for confirmation of continuation of the agreement on the same basis as the previous year.

**21.07.17 Environment Committee:** to receive and approve committee minutes from a meeting of Tuesday June 20th 2017: proposed by Cllr Mitchell seconded by Cllr Stewart and **RESOLVED** an accurate record.

**Hedge cutting & scrub clearance Kings Head Croft:** to receive quotations and resolve a contractor to carry out these works. Three quotations received:

Paul Haywood £250.00

BAK Hedge-laying £360.00

Viking trees & gardens £520.00

Proposed by Cllr Stewart seconded by Cllr Wilson and **RESOLVED** to contract Paul Haywood to carry out the works for £250.00 (two hundred and fifty pounds) as quoted.

**22.07.17 Cemetery Committee:** to receive and approve Committee minutes from a meeting held on Tuesday June 27th 2017: Proposed by Cllr Pearce seconded by Cllr Truelove and **RESOLVED** an accurate record.

**Cemetery Lodge:** to receive an estimate for additional plastering to the first floor cupboard space with a committee recommendation that the quotation be accepted: proposed by Cllr Stewart seconded by Cllr Pearce and **RESOLVED** to contract Wayne King to carry out the works for £430.00 (four hundred and thirty pounds) as quoted.

**Epworth Cemetery Scale of Fees:** to receive an amended copy of the Cemetery Scale of fees for discussion and adoption: **RESOLVED** that an amendment be made to include a maximum width of headstone of 61cm (2 ft.). Further **RESOLVED** to amend the sentence re “embellishments” to include solar lights.

(Cemetery Committee to look at plinth sizes)

(Fees re child burials to be “checked” – August meeting)

**DRAFT Cemetery Risk Assessment** to receive draft documentation for discussion/amendment and adoption: Proposed by Cllr Stewart seconded by Cllr Pearce and **RESOLVED** to adopt the document acknowledging amendments required. (Add line re vermin)

**23.07.17 Policy Documents:** to receive DRAFT policy documents “Disciplinary” and “Document Retention & Preservation” guidelines – associated with Data protection for discussion with the personnel committee recommendation for adoption:

Cllr Janney provided an update on policy preparations: **Disciplinary Policy** with minor grammatical corrections the policy was proposed by Cllr Harm seconded by Cllr Mitchell and **RESOLVED** adopted.

**Retention & preservation guidelines:** proposed by Cllr Stewart seconded by Cllr Johnson and **RESOLVED** adopted.

**24.07.17 Town Walks:** to arrange dates and times for the Annual Town Walks. **RESOLVED** that councillors would meet at Scawcett Lane at 6.30pm on Tuesday July 11th for the first Town Walk.

**25.07.17 North Lincolnshire Tour of Britain Cycle Race:** to discuss all matters associated with the event and approve any expenditure. Proposed by Cllr Stewart seconded by Cllr Mitchell and **RESOLVED** to approve expenditure on bike decorating re Cllr Whittaker.

Siting of bikes August Agenda.

Additional proposal by Cllr Stewart seconded by Cllr Harm to ask North Lincolnshire Council to re-route the Tour up from the traffic lights, through the High Street up Albion Hill, Mowbray Street, Blow Row and back onto the A161 **RESOLVED**.

**26.07.17 Community Champions Awards:** to discuss nominations, councillors asked to bring ideas to the August meeting.

**27.07.17 Free mixed sports for children:** to discuss advertising the event scheduled for August 2017. Notification of the event to be placed on notice boards, the web-site and facebook; clerk to photocopy posters as “fliers” **RESOLVED**.

**28.07.17 Correspondence:** to receive the correspondence list pages 20-21 (*for information only*): **RESOLVED** noted.

**29.07.17 To nominate Items for facebook.** No additional items were raised.

**30.07.17 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 items of urgency were raised.

**31.07.17 To confirm the date and time of the August Meeting and of the Council** as Tuesday August 1st 2017 at 7pm.

**32.07.17** *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 Baker seconded and **RESOLVED** that salary cheques and associated payments of £3164.70 would be approved and signed, schedule signed by the Chairman.

**33.07 17 To record the closure of the meeting** at 8.45pm.

cm11.07.17