

Council members:

Cllr Mitchell (Chairman) Cllr Janney (Vice chairman), Cllr Astle, Cllr Baker, Cllr Dent, Cllr Harm, Cllr Johnson, Cllr Pearce, Cllr Robinson, Cllr Stewart MBE Cllr Truelove, Cllr Whittaker, Cllr Wilson & Cllr Woods.

Minutes of a Meeting of the Council held in the small room of the Imperial Hall Epworth on **Tuesday February 5th 2019 at 7pm.**

Fire evacuation procedures were explained and the forms signed.

The following paragraph was read out:

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.

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).**

To receive Mr Keith Hunter Police & Crime Commissioner for an update on his role and to take questions from councillors on issues pertinent to his role:

Mr Hunter thanked the council for inviting him for a return visit. He described the force as sustainable and on a journey of improvement. The recruitment target of 1900 officers has been met. There will be more capacity as more new officers emerge from training. H M Inspector of Constabulary has noticed the force improvements and a good report is anticipated. The police Minister has congratulated the force on its improvements. Mr Hunter has re-introduced “Community Policing”, now well established; 101 improvements have been made, additional finance has enabled new officers. There is a response capacity in Epworth (and other areas), to broaden areas covered, limited by financial availability and need to develop further.

National responsibility for “partnership policing”, cornerstone of policing, trialling guidelines. 101 Humber Police now best system in the country, hopefully, a better service. Now only 3 or 4% unanswered calls. New technology as effective as possible in current buildings.

Mr Hunter has been driving the finances to enable the force to increase to 1900 officers, the Police & Crime panel are to increase the Police portion of the local precept by 32-36 pence per week for properties in band A – C and by 50 pence per week for a band “D” property; about £24 per year. Pensions are supported by separate government funding. Precept portion increased to make up for reduced government funding. Financial plans are sustainable in the current political climate but efficiency still needs to improve.

Q: There have been 6 burglaries in Epworth during daylight on same day a few weeks ago; and more on the Isle, the criminals are aware that there is no Police presence.

An: There has not been a response team here, Isle is a low crime area; more officers would not prevent burglaries. Visible Police presence can prevent anti-social-behaviour, large area but sparse coverage. Current financial situation means officers are spread out, the force has to be matched with demand. There are vulnerabilities and economic factors, a complex analysis of demands. The force is now an example of understanding demands; more work required on how officers are used. Burglaries are on the list, high on the Police agenda. Residents are asked to ring in if anything suspicious is seen, to keep a light on if away and inform neighbours.

Q: A councillor had tried to contact the Epworth Police station but it had been closed on two visits.

An: Not able to open with current funding, has choice of officers or civilians manning the police stations. Funding has been used to sustain officer numbers. More finance is required as they are still 300 officers, and police staff down.

Mark Draper and Claire Hutchinson are the local officers.

Q: Anti-social-behaviour is a problem, the suggestion is that we call 101?

An: Everyone wants more Police, a national issue with demand everywhere. Practice within the youth justice system not to prosecute; but to use a common agency approach. As a primary issue it should be raised with NATS where it should be made a priority. There may be an opportunity to involve officers to examine the longer term solution. You have a voice through NATS. Claire Welford is the local conduit for communication and it is an evolutionary process.

Q: the problem has been raised with the local NATS.

An: Ask them (NATS) to tell you what has been done.

Q: Understanding that Humberside Police is better than South Yorkshire in responding however, recent CCTV evidence identified a person who had committed an offence but the CCTV was not viewed in time by the Police.

An: Not the responsibility of the Police Commissioner, Humberside Police would have a policy but insufficient resources. This effects communities. "County Lines", dealers are moving into rural areas. Organised crime is a massive problem. Recruiting children via their mobile phones. The question can be put directly to the Chief Constable. We are trying to map organised crime but need more resources. Young people are vulnerable, blatant use, numbers are required to deal with it.

Q: (Chairman of local NATS) Contribution by Claire Welford acknowledged, noted police pensions are generous; is the choice pensions or front line funding?

An: Requirement from government to fund pensions, contributions made are refunded. Pensions are not as beneficial now. Pensions are based on government calculations.

Q: Question of "joint-working", do you work with education and the youth service?

An: A good point but undermined by the "Academy" structure with no overall policy. A statutory partnership. Agree the importance. Trying to get Police back into schools. Youths Service, not criminals, on agenda for the next focus.

Q: In the past the local police attended meetings, this has stopped.

An: Ask them to attend. Claire Welford the enabler through NATS but you can deal directly.

Q: There seems to be a process failure; there is an anti-social-behaviour hot spot at Kings Head Croft, an Epworth Town Council asset; which has been a problem for some time, damage was discovered which was reported to 101, CCTV availability was pointed out. There was a negative response. As the offence was outside a 4 hour window the CCTV was not looked at, the CCTV is managed by North Lincolnshire Council.

An: This will be policy, the police have no time to look at CCTV, NLC would need to look at the CCTV to identify the incident. A minor offence, not major crime, in reality resources are used appropriately, harsh but a reality. NLC must spend the time looking at the CCTV. Access may be obtained through Tracy Coyne of Safer neighbourhoods. Cannot comment on specific issues, if not satisfied then make a complaint.

The force is still improving but there will be mistakes we are aiming for better response times.

The Chairman thanked Keith Hunter and Claire Welford for attending the meeting, they then left.

01.02.19 To record the Names of Members Present. Cllr Mitchell presiding;

Cllrs: Astle, Baker, Harm, Janney, Johnson, Robinson, Stewart, Truelove, Whittaker, Wilson and Woods. The clerk C Maguire was in attendance.

02.02.19 Apologies for absence were received from Cllr Pearce; Cllr Dent was not present.

03.02.19 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 Robinson personal interest items 18, 19 & 24.

Cllr Mitchell personal interest item 15, NS Groundcare.

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

05.02.19 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 for co-option as a new member to the council. No information received.

06.02.19 To receive the Chairman's Announcements (*for information only*). As everyone is aware there is going to be a reduction in councillor numbers from 15 to 9, all committees will receive a copy of the discussion document before it becomes an agenda item for full council. There may be a need for an extra-ordinary meeting for items such as the Wesley Statue or the Heritage Project.

07.02.19 To receive the Ward Councillor's Report (*for information only*) Discussions on the annual budget will take place on February 28th; precepts will be ratified. Cllr Robinson has a particular interest in "homelessness provision" matter under review and support expected to broaden, help is available: Cllr Robinson can be contacted if help is required.

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

Clerks training: the clerk will be out of the office Wednesday February 6th for a full day training session with ERNLLCA on "Roles and Responsibilities of the Financial Officer"

Kings Head Croft – closed churchyard wall: forms sent to builders, one declined work, second met on site, third yet to reply. No quotations received to date.

Kings Head Croft fenced area gate repair: clerk has ordered and received new "spring" from Playdale for gate to enable automatic closing. No fitting instructions. Person required to fit (can ring Playdale engineer for fitting instructions)!

Internal Audit: clerk has written to 3 firms for quotations for the end of year internal audit March 2019. Two of the three firms contacted have replied that they are not "registered" to carry out audit work. The clerk has contacted the third company to discuss the work involved and timescales and asked for quotation for February meeting of the council. Clerk has now contacted and met second option Internal Auditor, experienced, sector-specific and competitively priced; Information to Finance Committee/Full Council ASAP for decision to enable start of audit work.

Committee meetings: Environment Committee has requested a meeting and other meetings are required to further items from the January agenda with other committee issues; the clerk requests that committee chairman contact her to arrange the meetings. Cemetery Committee provisional date Tuesday February 12th

Asset List: the clerk is in the process of updating the list as part of the internal audit/ annual return procedure; an amended list will be presented to committee/full council for approval.

Council Structure Discussion Paper: will be presented to all committees for discussion before being discussed by full council.

Ivy Andrew Hall Site Valuation: valuation letter now received from Grice & Hunter (with invoice) agenda item ASAP. (provisional date 19th February, 7pm Imperial Hall)

WIP update: purchase order sent to Prestige Safety for 6 High viz waistcoats printed with Epworth Town Council.

Groundsman's equipment has been serviced at Torne Valley – invoice to follow
Road closure Burnham Road Epworth: information from NLC circulated; traffic lights will be in place 18th to 22nd February; added to facebook

ERNLLCA news-letter circulated via email and hard copies;

Election May 2nd 2019: Election packs are available from the clerk at the office.

Arrow Article: on page 13 of February issue also on facebook, notice boards and web-site

Town & Council Liaison meeting held on January 24th, copy presentations and links available from the clerk (via email)

NALC open letter to councillors – hard copy all councillors

HWRCC North & North East Lincolnshire Energy Initiative information on facebook, link via email on request

Items on hold: installation of new pic-nic benches at Kings Head Croft: CCTV tree works: Cemetery path works:

Code of Conduct review: hard copy of report available on request from the clerk

Clerks report noted.

09.02.19 To resolve Draft Minutes of Meetings of the Council held on Wednesday January 9th and Tuesday January 15th 2019 copies of which have been previously circulated, for approval and signature. Minutes January 9th – proposed by Cllr Truelove, seconded by Cllr Astle, **RESOLVED** a true record and signed by the Chairman (3 abstentions)
 Minutes January 15th – proposed by Cllr Harm seconded by Cllr Wilson **RESOLVED** a true record and signed by the Chairman (1 abstention)

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

Noted re page 86 – meeting with the Parochial Church Council – no issues were raised.

Page 89 item 34.01.19 the information on grass cutting had been received at the last minute, management of the scheme was deemed difficult with the expected reduction in the number of councillors.

11.02.19 Finance Committee: To resolve draft minutes from Finance Committee meeting of Tuesday January 29th 2019 copies of which have been previously circulated for approval and signature. Proposed by Cllr Stewart seconded by Cllr Wilson **RESOLVED** a true record and signed by the Chairman.

12.02.19 Internal Control: to receive a copy of the bank statements and balanced December account sheet for approval and signature of the Chairman. Proposed by Cllr Robinson seconded by Cllr Stewart **RESOLVED** an accurate account and signed by the Chairman.

13.02.19 Internal Control: to receive a copy of the budget sheet to date, April 2018 to March 2019 for approval and signature by the Chairman noting budget heading overspends and resolving to “vire” funds from reserves if required. Proposed by Cllr Robinson seconded by Cllr Stewart **RESOLVED** an accurate account and signed by the Chairman.

14.02.19 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.

NOTE: banking dates are approximate and may vary from those listed

NOTE: Cllr Johnson personal interest cheque 100028 from Samuel Jacob Memorials

	Receipts		
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14.01.19	Samuel Jacob Memorials	Memorial S Johnson Ch100028 Rec 1012	£50.00
14.01.19	Samuel Jacob Memorials	Add lettering I Hulme Ch. 100028 Rec 1013	£25.00
14.01.19	Samuel Jacob Memorials	Memorial D Moore Ch. 100028 Rec 1014	£50.00
14.01.19	Samuel Jacob Memorials	Memorial R Trangmar Ch. 100028 Rec 1015	£50.00
17.01.19	R Wallace & Son Ltd	Purchase/burial J Cockram Ch100788 Rec 1016	£475.00
21.01.19	R Wallace & Son Ltd	Purchase/burial J Wilson Ch100792 Rec 1017	£275.00
	Cheques paid		
15.01.19	104209	Playdale replacement spring for metal gate	£68.41
15.01.19	104210	Epworth Music Day section 137 grant	£1,235.00
15.01.19	104211	ERNLLCA clerks financial training day Feb 6th	£60.00
	Cancelled cheques		
	DD payments		
01.02.19	North Lincolnshire Council	Trade waste Cemetery - last payment	£21.54
26.01.19	O2	Mobile phone charges	£21.76
28.02.19	AVG	Computer security	£34.99
	cheque approved:		
	United Carlton	Photocopies	£76.20
	Grice & Hunter	Valuation report re Ivy Andrew Hall site	£240.00

Proposed by Cllr Robinson seconded by Cllr Wilson **RESOLVED** information noted; schedule signed by the Chairman.

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

104212	Epworth Imperial Hall	Room hire 9th & 15th January	£45.00
104213	M Addlesee	Cleaning materials	£2.00
104214	N S Groundcare	trim hedge & preservative to wooden fence KHC	£225.00
104215	C Maguire	Stamps £16.08 Travel. exp Barton 6th Jan £22.50	£38.58
104216	Lincolnshire Tree Services	Tree survey & report	£600.00
104217	Amberol Ltd	10 hanging baskets, 10 brackets matting & wicks	£574.62
104218	United Carlton	Photocopies	£76.20
104219	Grice & Hunter	Valuation report re Ivy Andrew Hall site	£240.00
		Total cheques for payment	£1,801.40

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

16.02.19 Committee membership:

(a) to propose that Cllr Whittaker is approved as a new member to the Finance Committee. Proposed by Cllr Astle seconded by Cllr Robinson and **RESOLVED**.

(b) to propose that Cllr Truelove is approved as a new member of the Personnel Committee. Proposed by Cllr Robinson seconded by Cllr Janney and **RESOLVED**.

(c) to propose that Cllr Janney is approved as a new member of the Cemetery Committee. Proposed by Cllr Astle seconded by Cllr Harm and **RESOLVED**.

17.02.19 Hanging baskets: to receive a copy of the quotation from George Tune & Sons resolve to accept quotation, confirm order and mandate Environment Committee to implement hanging basket project. Proposed by Cllr Astle, seconded by Cllr Truelove and **RESOLVED**.

18.02.19 Heritage Project Committee; to mandate that Cllrs Mitchell and Dent represent the town council to meet with the Leader of North Lincolnshire Council to discuss issues relating to the heritage project. Cllr Mitchell explained that the meeting would be to update the Leader of the Council as part of the “scoping” process and that no decisions would be taken. After long and at times acrimonious discussion (councillors felt that the procedure to arrange the meeting was incorrect; that other councillors should be attending; that the venue was inappropriate) the proposal was not seconded and was withdrawn. Cllr Mitchell then proposed to write to the Leader of the Council to ask for a meeting where all councillors could be present; meeting to be re-arranged and held at a suitable venue, seconded by Cllr Truelove and **RESOLVED**.

19.02.19 Local Government (Miscellaneous Provisions) Act 1982 Sex Establishment Policy: to note the policy as statutory consultees and resolve a response (link circulated – hard copy document available from the clerk). In the absence of any such establishments in Epworth, proposed by Cllr Mitchell seconded by Cllr Stewart and **RESOLVED** information noted.

20.02.19 Lincolnshire Tree Services Arboricultural Safety Report: to receive a copy of the report and instruct the clerk to draw up a schedule of works to put out for quotations for the Cemetery, Kings Head Croft & Closed churchyard. Points noted:

- Clerk to check number of tree 340 Not 240
- If damage caused by laying area of stone at St Andrew’s Church then PCC should bear some responsibility
- Tree works previously carried out not to BS standards, effect on insurance questioned.
- Clerk to “Flag up on computer” date of requirement for re-examination in 2 1/2 years

Proposed by Cllr Baker seconded by Cllr Stewart to instruct the clerk to draw up a schedule of works to put out for quotation **RESOLVED**.

21.02.19 Work experience placement: To resolve in principle to offer a work experience placement to a North Lindsey College student resident in the parish of Epworth and, for the arrangements relating to such placement to be mandated to the Personnel Committee. **NOTE:** this would not be implemented until an assistant clerk was established;

- 30 hours of placement in total;
- requirement for confidentiality;
- NLC time could be available (day with democratic Services)
- Supervision requirement
- New council to make decision
- Planned system of work
- Benefits of youth engagement and enhanced council reputation

Proposed by Cllr Johnson seconded by Cllr Truelove and **RESOLVED** to defer the item for 6 months

22.02.19 Annual Assembly of the Town Meeting: to resolve the date of the Town Meeting 2019. Proposed by Cllr Stewart seconded by Cllr Truelove and **RESOLVED** to call the meeting for Tuesday April 16th at 7pm in the small room of the Imperial Hall. (clerk to check with ERNLLCA that the meeting would not be restricted by any of the pre-election Purdah stipulations)

Cllr Robinson declared an interest.

23.02.19 Litter Picking contract Kings Head Croft: to receive quotations for the annual litter picking contract at Kings Head Croft. Councillors were presented with quotations from two companies; proposed by Cllr Johnson seconded by Cllr Stewart and **RESOLVED** to accept the quotation from North Lincolnshire Council for £4039.68 to litter pick for the 2019/2020 season at Kings Head Croft.

24.02.19 Correspondence: to receive the correspondence list pages 92 - 94 (*for information only*) Query on ERNLLCA Garden Party letter; letter arrived too late for January meeting with response requested within 5 days – Chairman and Vice Chairman informed only. Clerk to make agenda item next year in January ahead of receipt of the Annual letter. Query CCTV meeting Cllrs Whittaker & Baker have attended previous meetings, clerk to re-arrange. Proposed by Cllr Stewart seconded by Cllr Robinson **RESOLVED** correspondence list noted.

25.02.19 News-letter: Proposal from Cllr Whittaker to place copies of the news-letter on the Co-op notice board and the Leisure Centre. Proposed by Cllr Whittaker seconded by Cllr Truelove **RESOLVED** Cllr Whittaker to put up the notices.

26.02.19 To nominate items for facebook. Annual Town Meeting; Article re Mr Hunter

27.02.19 Questions to the Chairman: (*Items of immediate urgency that must be acknowledged before the next meeting and have not been included on the Agenda*). Cllr Whittaker asked if additional information on the elections could be placed on notice boards and facebook. Answer yes.

28.02.19 To confirm the date and time of the March Meeting of the Council as Tuesday March 5th 2019 at 7pm in the Imperial Hall, Epworth.

29.02.19 *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 Astle seconded by Cllr Janney and **RESOLVED** that salaries and related payment to the value of £1929.01 would be signed. The Chairman signed the schedule.

(b) **To advise** councillors that the personnel committee is dealing with a complaint in accordance with the Council's policies and procedures. Cllr Janney advised that Council Policy requires that the Council must be advised that the personnel committee is dealing with a complaint.

30.02.19 To record the closure of the meeting at 9.05pm
cm 12.02.19