

EPWORTH TOWN COUNCIL

Cemetery Lodge Burnham Road Epworth DN9 1BY
Email: clerk@epworthtowncouncil.com Tel: 01427 872086



EPWORTH TOWN COUNCIL FULL COUNCIL MEETING

4 May 2021 – 7.00pm

MINUTES

Present:

Councillors: Cllr. J Whittaker (Chair), Cllr S Brumby, Cllr C Finch, Cllr P Garner, Cllr M Harm, Cllr D Stewart, Cllr R Whittaker and Cllr D Woods.

Clerk : Clare Boyall Clerk

Members of the public: 3.

Meeting commenced at 7.00pm

Public Participation

A member of the public advised the Council that she is wishing to organise a project creating walking trails around the area encompassing local history and landmarks. She asked for the Parish Council's support with this.

A member of the public introduced themselves and expressed an interest in applying for the Councillor vacancy on the Town Council.

01/05/21 To elect a Chairman of the Council

Cllr Stewart proposed Cllr J Whittaker be elected as the Council Chairman, seconded by Cllr Finch. All in favour.

It was **resolved** that Cllr J Whittaker be elected as Chairman.

02/05/21 To receive the Chairman's Declaration of Acceptance of Office

The form will be signed in the presence of the Clerk.

03/05/21 To elect a Vice Chairman of the Council

Cllr Stewart proposed Cllr Finch be elected as the Council Vice Chairman, seconded by Cllr Wood. All in favour.

It was **resolved** that Cllr Finch be elected as Vice Chairman.

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- 04/05/21 To receive the Vice Chairman's Declaration of Acceptance of Office**
The form will be signed in the presence of the Clerk.
- 05/05/21 To record the names of members present**
Noted.
- 06/05/21 To receive apologies of absence**
None.
- 07/05/21 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 R Whittaker Item No 17/5/21
- 08/05/21 To note dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*).

None received.
- 09/05/21 To review Councillors' Declaration of Interest and receive any changes**

No changes necessary.
- 10/05/21 To receive the Chairman's Announcements**

The Chair thanked the Council for re-election and advised that he was looking forward to the coming year.
The hanging baskets will be in place at the beginning of June.
The handyman is now in post and the arrangement is working well.
The Chair advised that an extraordinary meeting will be needed at the end of June to resolve the annual audit documentation.
- 11/05/21 To receive reports from Ward Councillors**

No report available.
- 12/05/21 To receive the Clerk's Report**

The Clerk advised that there is no report this month due to the small amount of time she has been in post. There will be a full report at the next full Council meeting. She also advised that she had spoken to the internal auditor and the audit is almost complete.

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13/05/21 To resolve the Draft Minutes of the Full Council Meeting held on 6 April 2021

Cllr Stewart proposed that the draft minutes of the Full Council meeting held on 6 April 2021 be accepted as a true record, seconded by Cllr Finch. All in favour.

It was **resolved** that the draft minutes of the Full Council meeting held on 6 April 2021 be accepted as a true record.

14/05/21 To resolve the Draft Minutes of the Planning Meeting held on 19 April 2021

Cllr R Whittaker proposed that the draft minutes of the Planning Committee meeting held on 19 April 21 be accepted as a true record, seconded by Cllr Stewart. All in favour.

It was **resolved** that the draft minutes of the Planning Committee meeting held on 19 April 2021 be accepted as a true record.

Cllr Harm joined the meeting.

15/05/21 To resolve the Draft Minutes of the Combined Cemetery and Environment Committee held on 19 April 2021

Cllr Woods proposed that the draft minutes of the combined Environment and Cemetery Committee meeting held on 19 April 2021 be accepted as a true record, seconded by Cllr Finch. All in favour

It was **resolved** that the draft minutes of the combined Environment and Cemetery Committee meeting held on 19 April 2021 be accepted as a true record.

16/05/21 To receive the Financial Reports and Bank Reconciliation

The Chair reported that he had spoken to the RFO and that one of the figures of £9,991.85 in the current account No 2 column was incorrect. However, the closing bank balance figure for the year was correct. This will be corrected by the RFO.

Cllr Stewart proposed to accept the financial reports and bank reconciliation subject to the correction, seconded by Cllr Finch. All in favour.

It was **resolved** to accept the financial reports and bank reconciliation subject to the correction.

17/05/21 To receive the Schedule of Payments

Cheque Payments

No	Payee	Reason	VAT	Gross Amount
1	Payroll	Month 1	0	Confidential

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2	Paul Hayward	Install boxes for planters	0	£140.00
3	Paul Hayward	Cemetery Grounds Maintenance	0	£2500.00
4	Aglico formerly United Carlton	Final Bill	£52.00	£260.00
5	ERNLLCA	Annual Membership	0	£1024.37
6	Torne Valley	Cleaning Materials	£0.49	£2.95
7	MWQA	H&S Support	0	£50.00
8	M Adlesse	Mops	£0.83	£4.99
9	SP Davis Memorials Ltd	Repair to Headstones	£270.00	£1620.00
10	Cllr R Whittaker	Capillary Matting	0	£4.99
11	MKS Groundcare	Grass Cutting	£40.00	£240.00
12	Cowley Fire Protection	Fire Extinguisher Service	£47.29	£240.00
13	Clare Boyall	Stamps	0	£13.02

Direct Debit Payments

1	N Lincs Council	Trade Waste Final Bill	£30.60
2	Everflow Water	April Invoice	£11.83
3	N Lincs Council	Business Rates April	£72.08
4	N Lincs Council	Business Rates May	£71.00
5	N Lincs Council	Trade Waste	£50.04

The Chair advised that line 3 cheque payment is on hold as this was based on a quotation for work. The work is not due to finish until September. Payments will be made in instalments.

The Chair also advised that line 12 cheque payment is to be cancelled as the company has agreed to adjust their invoice following a dispute regarding the work carried out.

Cllr Stewart proposed to approve the schedule of payment, seconded by Cllr Finch. All in favour.

It was **resolved** to approve the schedule of payment.

18/05/21 To Elect members of the Finance Committee

Cllr J Whittaker, Cllr C Finch and Cllr D Stewart.

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19/05/21 To Elect members of the Combined Cemetery and Environment Committee

Cllr R Whittaker, Cllr Finch, Cllr D Woods, Cllr S Brumby and Cllr D Stewart.

20/05/21 To Elect members of the Planning Committee

Cllr R Whittaker, Cllr P Garner and Cllr S Brumby. Cllr D Stewart will act as a reserve.

21/05/21 To receive and review the Council Policies (schedule attached)

Cllr R Whittaker proposed that the Clerk compile a priority list of the policies and that 2 policies will be reviewed by the full Council per month, seconded by Cllr Finch. All in favour.

It was **resolved** that the Clerk compile a policy priority list and that 2 policies will be reviewed per month.

22/05/21 Planning Applications (Town & Country Planning Act 1990 as amended)

22.1 Application No: PA/2021/696

Proposal: Application for determination of the requirement for prior approval of a household extension

Site Location: 14 Blow Row, Epworth, DN9 1HP

Cllr Harm proposed to support this planning application, seconded by Cllr Brumby. All in favour.

It was **resolved** to support this planning application.

22.2 Application No: PA/2021/700

Proposal: Planning permission to erect a two-storey rear extension

Site Location: 10 Eastfield Road, Epworth, DN9 1JF

Cllr Harm proposed to support this planning application, seconded by Cllr Finch. All in favour.

It was **resolved** to support this planning application.

22.3 Application No: PA/2021/766

Proposal: Planning permission to erect a single-storey side and rear extension with a roof terrace over

Site Location: White House, Turbary Road, Epworth Turbary, Epworth, DN9 1DY

At this point Cllr Whittaker declared an interest in this item.

Cllr Stewart proposed to support this planning application, seconded by Cllr Brumby. All those able to vote in favour.

It was **resolved** to support this planning application.

22.4 Application No: PA/2021/755

Proposal: Advertisement consent to display a non-illuminated fascia sign to the front of the building, a non-illuminated fascia sign to the rear of the building and a projecting sign to the side of the building

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Site Location: Mowbray Arms, Mowbray Street, Epworth, DN9 1HR

Cllr Harm proposed to support this planning application, seconded by Cllr Woods. All in favour.

It was **resolved** to support this planning application.

22.5

Application No: PA/2021/339

Proposal: Planning permission for change of use of land adjacent to premises to allow external seating area with permanent decking

Site Location: 25-27 Queen Street, Epworth, DN9 1HG

This planning application was discussed at length. Cllr Stewart proposed to object to this planning application, seconded by Cllr Finch. 6 in favour, 2 against.

It was **resolved** to object to this planning application.

23/05/21

Planning Permission Granted

PA/2021/282

PA/2021/119

Noted.

24/05/21

Planning Appeal Decision

PA/2019/1800 - Dismissed.

Noted.

25/05/21

Cemetery Car Park Bin

Cllr J Whittaker explained that the bin size is inadequate at the moment. Cllr Finch proposed to order a new 1100 litre bin to replace the existing bin, seconded by Cllr Brumby. All in favour.

It was **resolved** to replace the existing bin with a new 1100 litre bin.

26/05/21

Cemetery Lodge Survey

The quotations for the treatment of the wooden timbers were discussed. Cllr Woods proposed to accept the quotation for £780 plus VAT but to remove the mole treatment leaving a cost of £680 plus VAT to the Council, seconded Cllr Stewart. All in favour.

It was **resolved** to accept the quotation at a cost of £680 plus VAT.

27/05/21

Chapel of Rest

Cllr Stewart proposed to accept the quotations for the door mat and light bulbs needed for the Chapel of Rest, seconded by Cllr Woods. All in favour.

It was **resolved** to purchase the door mat and light bulbs for the Chapel of Rest.

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28/05/21 Free Planters A161

Cllr J Whittaker raised concerns regarding the safety of siting the planters on A161 as the Council had previously removed planters from this road. Cllr Harm proposed to send this item back to the combined Environment and Cemetery Committee to address the concerns of Cllr J Whittaker, seconded by Cllr Woods. All in favour.

It was **resolved** that this item be further discussed by the Combined Environment and Cemetery Committee.

29/05/21 Installation of Community Radio Equipment at Council Offices

Cllr Stewart proposed to request further information on the process for termination of the agreement, seconded by Cllr Harm. 7 for and 1 abstention.

It was **resolved** to request further information on the process for termination of the agreement.

30/05/21 Questions to the Chairman

Cllr Harm sought clarification of whether he should be the point of contact for applications for the post of Town Clerk and RFO. Cllr Whittaker proposed that Cllr Harm should be the point of contact for applications for this post, seconded by Cllr Stewart. All in favour.

It was **resolved** that Cllr Harm be the point of contact for the applications.

Cllr Finch requested that the possibility of an additional dog waste bin near the cemetery be added to the next meeting.

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:

31/05/21 Letter from a Resident

Cllr Whittaker proposed to write to the resident, seconded by Cllr Stewart. All in favour.

It was **resolved** to write to the resident.

Meeting closed at 8.41 pm.