

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Full Council held on Tuesday, 1st March 2022, at 7.00 pm, in the Small Room of the Imperial Hall, Chapel Street, Epworth

Public Participation

No members of the public were present.

- 01/03/22** **Record of Members Present**
The following councillors were present: Councillors J Whittaker (Chairman), Brumby, Cooper, Finch & Stewart.
- 02/03/22** **Apologies for Absence**
There were apologies from Councillors Fleet & R Whittaker - ill, Councillors Garner & Woods - other commitments.
- 03/03/22** **Declarations of Interest & Dispensations**
(i) No declarations of interest were made.
(ii) No dispensations had been granted.
- 04/03/22** **Chairman's Report**
The Chairman told councillors they don't talk about things at an international level, but on a personal note he was absolutely appalled about what was happening in the Ukraine, his thoughts were with the people of the Ukraine and he hoped it would be sorted as soon as possible. He had also attended a training event on project management, which was held on Thursday, 24th February 2022. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that the report be noted.**
- 05/03/22** **Ward Councillors' Report**
There was no report available.
- 06/03/22** **Minutes of the Last Meeting**
The minutes of an ordinary meeting of the Full Council held on Tuesday, 1st February 2022, had been circulated prior to the meeting. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that they should be approved as a correct record.**
- 07/03/22** **Clerk's Report**
Minute 04/02/22 Co-option - The Clerk informed councillors that Councillor Fleet had signed his declaration of acceptance of office and also completed a register of interests form.
- Minute 09/02/22 Correspondence (ii) a) ERNLLCA** - Project Management Training. The Clerk had booked both Councillors Whittaker & Woods a place on the training course held on Thursday, 24th February 2022, from 6.30 pm to 8.30 pm, at a cost of £70 + VAT each.
- Minute 09/02/22 Correspondence (ii) b) Mr G Milnes / Miss A Davis** - Turbary Road. The Clerk had emailed Mr Milnes to inform him that the Council was open to try and find a suitable resolution, but at the moment its hands were tied because of the stance taken by North Lincolnshire Council over the surface of the road.

Minute 09/02/22 Correspondence (ii) f) North Lincs Council - Support Grant to Town & Parish Councils. The Clerk had told North Lincolnshire Council that it accepted the support grant of £1,861 and in addition queried how it was calculated for each town and parish council. He had received a reply from them but would seek more information.

Minute 09/02/22 Correspondence (ii) h) North Lincs Council - Spring in Bloom 2022. The Clerk had informed North Lincolnshire Council that the Council accepted the grant and its conditions.

Minute 12/02/22 Planning - The Clerk had submitted the Councils views on the planning applications it had considered at its last meeting.

Minute 14/02/22 Telecommunications Mast - The Clerk had asked the telecommunications company if they could improve the visual impact of the telecommunications mast on Tottermire Lane in Epworth.

Minute 17/02/22 Signs & Notice Boards - The Clerk had asked CWS Signs & Graphics should to repair / replace the lettering on signs and notice boards at a cost of £120 + VAT.

Minute 19/02/22 Blower - The Clerk informed councillors that he had told Torne Valley Ltd to dispose of the blower and removed it from the asset register.

Minute 22/02/22 GDPR - The Clerk informed councillors that the appropriate authorities were waiting for the appropriate paperwork before accessing the data.

Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that the report be noted.**

08/03/22

Correspondence

- (i) a) NALC - Local Council Elections
- b) North Lincs Council - Controlled Waste Transfer Note & Agreement
- c) North Lincs Alliance Volunteer Hub - Volunteer Management Toolkit
- d) North Lincs Council - Civic Dinner
- e) VANL - Easyfundraising
- f) Ordnance Survey - Survey
- g) Mr J Harris - Walking Article
- h) Lincolnshire County Council - Jubilee Newsletter
- i) North Lincs Council - Neighbour Hood Watch Message
- j) Epworth & Isle of Axholme Rotary - Queen's Platinum Jubilee Celebrations
- k) Scribe - New Features
- l) Ms T Hobson - Turbary Road & Freedom of Information Request
- m) NALC - International Women's Day
- n) Barton Upon Humber Town Council - Civic Dinner
- o) Worknest - Employee Disputes / Essential Policies / Training Managers / Tribunal Claims Webinar
- p) ERNLLCA - S137 Amount for 2022 / 2023
- q) Unity Trust Bank Plc - Interest Rates
- r) SLCC - Civility & Respect Project Update
- s) Isle Choral Singers - Music Copies
- t) North Lincs Council - Jubilee Events
- u) Isle Choral Singers - Spring Concert

- v) Northern Powergrid - Storm Updates
- w) North Lincs Council - Fostering & Supported Lodgings Information Event
- x) HSBC UK - Biometrics for Online Card Payments
- y) ERNLLCA - Clerk Training Day Questionnaire
- z) North Lincs Council - Aggressive Doorstep Sellers
- aa) North Lincs Council - The Night Walk

Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the information be noted.**

(ii) a) North Lincs Council - Updated Code of Conduct. Councillors were each provided with an updated copy of the code of conduct to consider for adoption. However it was pointed out that whilst section 3.10 stated 'You must', in reality, it was unenforceable and therefore it should perhaps say 'You should' instead. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the Council should approve the revised code of conduct with the above amendment and appeal to the relevant authorities to make the code of conduct enforceable.**

b) Epworth And District Agricultural Society - Epworth Show Stand. The Clerk had received a form to apply for a trade stand at this year's Epworth Show, which is due to be held on Monday, 29th August 2022. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that the Clerk should book a 12ft by 12ft indoor stand, and also two tables and 3 chairs - if necessary, at a cost of up to £54.**

c) Doncaster MBC - Future Correspondence Planning Policy & Environment Team. The Council had previously received correspondence from Doncaster Metropolitan Borough Council about their Local Plan, and it had been asked if it would like to continue to be kept up-to-date with the work of the Planning, Policy & Environment Team in the future. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that the Clerk let them know the Council was prepared to carry on receiving information from Doncaster Metropolitan Borough Council.**

d) Rural Services Network - Vulnerable Young and Older People Survey. A request for a councillor to become part of the virtual vulnerability panel on young and older people in rural areas by completing a short survey. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the information be noted.**

e) North Lincs Alliance Volunteer Hub - Batonbearer for Commonwealth Games. Information about being a batonbearer for the Commonwealth Games due to be held in Birmingham in July 2022, however the date for nominations had passed. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that the information be noted.**

f) Rural Services Network - Young People in Rural Areas Seminar. Details of a free seminar due to be held on Wednesday, 2nd March 2022, between 11.00 am to 1.00 pm via Zoom. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the information be noted.**

g) **ERNLLCA / NALC** - Working Together to Make Communities Safer. Details of an event due to be held on Wednesday, 30th March 2022, about the role and work of the Police & Crime Commissioners and how they are working with local councils and communities. Proposed by Councillor Cooper and seconded by Councillor Finch - **It was resolved that the information be noted.**

h) **Rural Services Network** - Rural Planning Seminar. Details of a seminar due to be held on Wednesday, 30th March 2022, between 11.00 am and 1.00 pm via Zoom. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the information be noted.**

i) **North Lincs Council** - Queen's Platinum Jubilee Grant. Letter from North Lincolnshire Council confirming that the Council had been awarded a grant of up to £250 towards the Queen's Platinum Jubilee, which it was going to use to plant a tree with a commemorative plaque. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that the Council should accept the terms and conditions of the Queen's Platinum Jubilee Grant.**

j) **Keep Britain Tidy** - Great British Spring Clean. Information about the Great British Spring Clean 2022 asking the Council to take part, however it was pointed out that other local groups would be doing it. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that the information be noted.**

k) **North Lincs Council** - Standards Training. Details of free online training due to take place on Tuesday, 29th March 2022, from 2.00 pm to 4.00 pm, via Teams. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that the information be noted, however other councillors be allowed to attend if they wished to do so and a copy of the recording be obtained to share.**

l) **North Lincs Council** - Grant Presentations. Invitation to attend a presentation due to be held on Tuesday, 12th April 2022, at 1.00 pm in Normanby Hall, to receive a certificate for the Spring in Bloom Grant and the Queen's Platinum Jubilee Grant. Proposed by Councillor Brumby and seconded by Councillor Stewart - **It was resolved that Councillors Finch & R Whittaker be allowed to attend the grant presentations on behalf of the Council.**

m) **NALC** - Events. Details of several events being organised by NALC and due to be held over the next few months. Proposed by Councillor Cooper and seconded by Councillor Stewart - **It was resolved that the information be noted.**

n) **Possible** - Moving M180 Lorries Beyond Diesel. Details of a meeting due to be held on Thursday, 3rd March 2022, 6.45 pm for 7.00 pm, in the Churchill Room, Brigg Heritage Centre The Angel Suite, Market Place, Brigg. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the information be noted.**

o) **Northern Powergrid** - Cutting of Trees & Hedges. A request for permission to cut some of the trees and hedges within the Cemetery to prevent them interfering with the overhead electricity cables. Proposed by Councillor

Cooper and seconded by Councillor Stewart - **It was resolved that the Council should give consent to Northern Powergrid to go ahead and do the work.**

09/03/22

Publications

The following publications had been received:-

ERNLLCA - Newsletter	January 2022
Alliance Volunteer Hub - Newsletter	February 2022
HWRA - Newsletter	February 2022
North Lincs Council - Forthcoming Meetings	February 2022
Public Sector Network - Newsletter	February 2022
Rural / Market Towns Group - Newsletter	February 2022
Rural Services Network - Rural Funding Digest	February 2022
ERPF - Employer Bulletin	
Fields In Trust - Email Bulletin	
NALC - Chief Executive's Bulletin	
NALC - Events	
NALC - Newsletter	
North Lincs Council - Business Focus & Update	
North Lincs Council - News Direct	
North Lincs Council - Weekly Roadworks	
Public Sector Executive - Online Newsletters	
Rural Services Network - Rural Bulletin	
SLCC - News Bulletin	
VANL - Newsletter	

Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the information be noted.**

10/03/22

Committee / Working Group Reports

i) **Planning Committee** - The minutes of a meeting of the Planning Committee held on Wednesday, 9th February 2022, were circulated prior to the meeting, however they were unable to be approved.

ii) **Finance Committee** - The minutes of a meeting of the Finance Committee held on Tuesday, 15th February 2022, were circulated prior to the meeting. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that they be approved as a correct record.**

iii) **Combined Cemetery & Environment Committee** - The minutes of a meeting of the Combined Environment & Cemetery Committee held on Monday, 21st February 2022, were circulated prior to the meeting. Proposed by Councillor Brumby and seconded by Councillor Finch - **It was resolved that they be approved as a correct record.**

11/03/22

Finance

(i) **Financial Report & Bank Reconciliation Statement** - The Clerk had provided each member of the Council with detailed monthly accounts for January 2022 for them to scrutinise. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the Financial Report & Bank Statement for January 2022 should be approved.**

(ii) **Accounts for Payment**

ACCOUNTS FOR PAYMENT - MARCH 2022**Payments made before or since last meeting:-**

06/02/2022	DC	Wix.com LTD	Combo Plan	136.80
15/02/2022	Equals	Epworth Convenience Store	Jubilee Prizes - Sweets	17.50
18/02/2022	Equals	North East Trophies	Jubilee Prizes - Trophies	31.56
21/02/2022	DD	EDF Energy	Electricity	9.00
	DD	EDF Energy	Electricity	35.00
	DD	EDF Energy	Electricity	65.00
22/02/2022	DD	HSBC	Bank Charges	9.00
23/02/2022	DD	Vodafone	Mobile Phone Charges	23.31
28/02/2022	DD	Plusnet	Telephone & Broadband Charges	39.60

Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the action taken be approved.**

Payments submitted at this meeting:-

01/03/2022	DD	Scottish Power	Electricity	11.00
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	BP	Axholme Landscapes	Gravel for Cemetery Path	168.00
	BP	Torne Valley Ltd	Wellies	94.94
	BP	Dave Jacques Building Ltd	Roof Repairs	625.00
	BP	Torne Valley Ltd	Bin Liners / Puncture Repair / Tube	28.32
	BP	Epworth Imperial Hall	Room Hire	22.50
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	50.00
	BP	MKS Groundcare Ltd	Grasscutting	240.00
	BP	Mr P Barker	Expenses - Mileage	8.10
	BP	Mr S Quantrill	Expenses - Mileage & Fuel for Mower	16.56
	BP	Wages / Tax & NI / Pension	Month 11	3,057.25

Proposed by Councillor Cooper and seconded by Councillor Finch - **It was resolved that these accounts be paid.**

12/03/22**Financial Regulations**

At a meeting of the Finance Committee held on Tuesday, 15th February 2022, each member of the Committee was provided with a copy of the financial regulations to review the amount which could be spent in an emergency and the amount before three quotes were required. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that Full Council should agree with the recommendation made by the Finance Committee that the amount spent in an emergency be increased from £800 to £1,000 and the amount before three quotes would be required for an item of expenditure be increased from £100 to £500, and in addition the numbering of the finance regulations amended.**

13/03/22**Scribe**

The Council had to decide whether to renew the accounts and cemetery software for 2022 - 2023. The Clerk had spoken with Scribe and they had agreed to allow the Council to have the cemetery software for a further six months free of charge to give the Council time to try and change over to it.

Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Clerk should renew the Annual Licence for the Accounts Software with Starboard Systems Limited (trading as Scribe Accounts), at a cost of £468 + VAT.**

14/03/22

Electricity

Some of the Council's electricity contracts were due to end on the 30th April 2022, therefore the Clerk had tried to obtain prices to renew these contracts with Scottish Power and review the others which were held with different electricity suppliers, however the current climate had resulted in many of them withdrawing their deals. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the item be deferred for a month.**

15/03/22

Grass Cutting

The Clerk had received the following tenders for the Grass Cutting of the Closed Churchyard, Kings Head Croft and the Cemetery:-

J B Rural Services Ltd	£2,660 + VAT
MKS Groundcare Ltd	£3,840 + VAT

Proposed by Councillor Brumby and seconded by Councillor Finch - **It was resolved that J B Rural Services Ltd should be asked to carry out the Grass Cutting of the Churchyard, Kings Head Croft and the Cemetery at a cost of £2,660 + VAT per year for a period of three years.**

16/03/22

Hanging Baskets

The Clerk had sought three quotes but only received the following:-

George Tune & Son	£30.50 + VAT per hanging basket
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Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that George Tune & Son be asked to fill the hanging baskets at a cost of £30.50 + VAT.**

17/03/22

Cemetery Charges

At a meeting of the Combined Cemetery & Environment Committee held on Monday, 21st February 2022, it reviewed the Cemetery Charges for 2022 - 2023 and thought they should go up in line with inflation and those outside the parish should be charged more. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that Full Council should agree with the recommendation made by the Combined Committee and the charges for the Cemetery for 2022 / 2023 should be:-**

RECOMMENDED CHARGES FOR 2022 / 2023**Cemetery**

	<u>Current</u>	<u>2022 / 2023</u>		<u>Current</u>	<u>2022 / 2023</u>
Interment of Ashes	£75	£81	but if from outside Parish	£75	£162
Burial	£100	£108	but if from outside Parish	£100	£216
Erection of Memorial	£50	£54	but if from outside Parish	£50	£108
Additional Inscription	£25	£27	but if from outside Parish	£25	£54

Purchase of Exclusive Right - Ashes	£200	£216	but if from outside Parish	£400	£432
Purchase of Exclusive Right - Body	£300	£323	but if from outside Parish	£600	£646
Purchase of Exclusive Right (Child under 18 years)	£75	£81	but if from outside Parish	£150	£162
Chapel of Rest - per day	Free	Free	but if from outside Parish	£50	£54
Register Search Fee - Per Hour		£20			

18/03/22

Northern Powergrid

Councillors considered projects which Northern Powergrid could perhaps support within the local community.

(i) Outdoor Gym Equipment - At a meeting of the Combined Cemetery & Environment Committee held on Monday, 21st February 2022, it considered Outdoor Gym Equipment and made a recommendation to Full Council that it should agree to Outside Gym Equipment in principle subject to:- (i) There being a need for such a facility. (ii) Finding a suitable location for such a facility. (iii) Funding for such a facility. An email from Northern Powergrid indicated they were prepared to provide funding for Outdoor Gym Equipment and it was therefore suggested that the Combined Committee look at a suitable location for such equipment. Proposed by Councillor Stewart and seconded by Councillor Brumby - **It was resolved that the Council should:- (i) Agree to the Outdoor Gym Equipment. (ii) Ask the Combined Cemetery & Environment Committee look for a suitable location for it. (iii) Clarify the process with Northern Powergrid.**

(ii) Insulation / Heating - Insulating / heating the Chapel of Rest was another possible project for Northern Powergrid. Proposed by Councillor Stewart and seconded by Councillor Brumby - **It was resolved that the Clerk should seek quotes for insulation and heating, which could then be sent off to Northern Powergrid.**

(iii) Defibrillator - It was suggested that the cost of installing a defibrillator in the telephone box in the Market Place could be another project to seek funding for from Northern Powergrid. Proposed by Councillor Stewart and seconded by Councillor Brumby - **It was resolved that the Council should put forward the cost of refurbishing the telephone box and installing a defibrillator as a potential project to Northern Powergrid.**

19/03/22

Beacon Inspection

It had been suggested that an inspection of the beacon should be carried out prior to it being used in the Queen's Platinum Jubilee Celebrations, therefore the Clerk had obtained a quote to do this. Proposed by Councillor Finch and seconded by Councillor Cooper - **It was resolved that Mr A Savory be asked to carry out an inspection of the Beacon at a total cost of £24.04.**

20/03/22

Mole Problem

The Clerk informed councillors that there was a problem with moles in several locations at the Cemetery, therefore he had obtained a quote for someone to deal with the mole problem. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that Axholme Pest Control should be asked to carry out the work to deal with the mole problem at a cost of up to £100 + VAT.**

- 21/03/22** **Notice Board**
 The Council's notice board had unfortunately been damaged when the Clerk tried to put up a notice on a windy day, therefore he had obtained a quote to repair it. Proposed by Councillor Brumby and seconded by Councillor Stewart - **It was resolved that Steven Smithey be asked to repair the Council's noticeboard at a cost of £80 + VAT**
- 22/03/22** **Play Equipment**
 The Clerk reported that some of the play equipment on the Queen Elizabeth 2 Field at Kings Head Croft was damaged, therefore he had obtained a quote to repair it, however if the installation could be done by the Council rather than the company it would save £465 + VAT. Proposed by Councillor Cooper and seconded by Councillor Finch - **It was resolved that Playdale Playgrounds Ltd should be asked to carry out a repair of the play equipment at a cost of up to £2,284.59 + VAT - depending on whether installation was needed.**
- 23/03/22** **Queen's Platinum Jubilee Celebrations**
 Each councillor was provided with a copy of the advert which would be placed in the Arrow to advertise the Queen's Platinum Jubilee Celebrations. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that the Council approve the content for the advert in the Arrow subject to all punctuation being correct prior to publication.**
- 24/03/22** **Items Raised by Councillors**
 (i) **Mayor** - Councillor Finch said Epworth was the only town in North Lincolnshire without a Mayor and she believed it would raise the profile of the town and coincide with the Queen's Platinum Jubilee Celebrations and help put it on the map, however it was felt that that more councillors should be present to take part in such a decision. Proposed by Councillor Stewart and seconded by Councillor Brumby - **It was resolved that the item be deferred to the next meeting of the Full Council in April.**
 (ii) **Local Council Award Scheme** - Councillor J Whittaker provided an update on the Local Council Award Scheme and provided councillors with a suggested agree Action Plan for 2022-2023. Proposed by Councillor Stewart and seconded by Councillor Brumby - **It was resolved that the Action Plan for 2022-2023 be agreed by Full Council.**
- 25/03/22** **Questions to the Chairman**
 There were no questions of an immediate urgency to the Chairman.
- 26/03/22** **Date, Time & Place of Next Meeting**
 The next meeting of the Full Council will be held on Tuesday, 5th April 2022, at 7.00 pm, in the Small Room of the Imperial Hall, Chapel Street, Epworth. There is also a meeting of the Planning Committee due to take place on Tuesday, 8th March 2022, at 7.00 pm, followed by a meeting of the Finance Committee on Tuesday, 15th March 2022, at 7.00 pm, then a meeting of the Combined Committee on Monday, 21st March 2022, at 7.00 pm - all in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that the information be noted.**
- 27/03/22** **Closure of Meeting**
 The Chairman declared the meeting closed at 9.04 pm.