

# EPWORTH TOWN COUNCIL

Cemetery Lodge Burnham Road Epworth DN9 1BY

Email: [clerk@epworthtowncouncil.com](mailto:clerk@epworthtowncouncil.com) Tel: 01427 872086



28 October 2021

Dear Councillors

I hereby give notice of summons to attend a meeting of the Full Council Meeting that will be held on the following:

**Tuesday 2 November 2021 to commence at 7 pm**

For any apologies for attendance, please could you email me on [clerk@epworthtowncouncil.com](mailto:clerk@epworthtowncouncil.com) at your earliest opportunity.

With Regards

Clare Boyall

*Clerk*

Epworth Town Council

**The Councillors of the Epworth Town Council are hereby summoned to attend a Full Town Council Meeting at 7pm on Tuesday 2 November 2021 at The Imperial Hall, Epworth.**

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## AGENDA ITEMS FOR DISCUSSION AND DECISION

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 Council meeting is recorded, and the recording is saved for a period of no less than 12 months.

### Public Participation

Members of the press and public are welcome to attend meetings of the Council under the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A. Questions may be put to the Council during the Public Participation Session. The time allocated to each speaker is 3 minutes on their given subject(s). After this time the press and public must refrain from speaking.

- 01/11/21 To record the names of members present
- 02/11/21 To receive apologies of absence
- 03/11/21 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*).
- 04/11/21 To **note dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*).
- 05/11/21 To receive the **Chairman's Announcements**
- 06/11/21 To receive reports from Ward Councillors
- 07/11/21 To receive the **Clerk's Report**
- 08/11/21 To resolve the **Draft Minutes of the Full Council meeting held on 5 October 2021**
- 09/11/21 To resolve the **Draft Minutes of the Planning Committee meeting held on 19 October 2021**
- 10/11/21 To resolve the **Draft Minutes of the Combined Environment and Cemetery Committee meeting held on 20 October 2021**
- 11/11/21 To resolve the **Draft Minutes of the Finance Committee meeting held on 25 October 2021**
- 12/11/21 To receive the **Financial Reports and Bank Reconciliation**
- 13/11/21 To receive the **Schedule of Payments**

### Cheque Payments

No	Payee	Reason	VAT	Gross Amount
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1	Payroll	Month 7	0	£2187.62
2	Clare Boyall	Stamps and markers	0	£10.67
3	Pete Barker	Mileage	0	£6.30
4	Steve Quantrill	Mileage and DBS Check	0	£31.99
5	MWQA Ltd	H&S Support June	0	£50.00
6	Imperial Hall	Hire of Hall	0	£22.50
7	Imperial Hall	Hire of Hall	0	£22.50
8	ERNLLCA	VAT missed from authorised amount	£38.00	-
9	ERNLLCA	Cemetery Management Course	£15.00	£90.00
10	ERNLLCA	Finance Training	£6.00	£36.00
11	Prestige Safety Services	Safety Equipment Groundsperson	£9.26	£55.56
12	BRS Tech	Cloud based back up fee	£50.00	£300.00
13	N Lincs Council	Playground Inspection	£38.00	£228.00
14	ICO	Data Protection Fee	0	£40.00

## Direct Debit Payments

1	N Lincs Council	Waste Disposal	£61.23
2	Scottish Power	Utility	£11.00
3	Scottish Power	Utility	£11.00
4	EDF	Utility	£23.00
5	EDF	Utility	£112.00
6	EDF	Utility	£48.00
7	HSBC	Charges	£20.90
8	Vodafone	Mobile	£23.31
9	Vodafone	Mobile	£23.31
10	Plusnet	Landline and Broadband	£39.60
11	Everflow	Water Rates	£25.76
12	Everflow	Water Rates	£25.47
13	Microsoft Office	Annual Fee	£135.36

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- 14/11/21 To receive example Occupational Health and Safety Policies and resolve to adopt a new policy
- 15/11/21 To receive and adopt the Subject Access Request Policy and Guidance Notes
- 16/11/21 To receive further information for the Data Protection Policy
- 17/11/21 **Planning Permission Granted**  
To receive information previously circulated.
- 18/11/21 **Planning Applications (Town & Country Planning Act 1990 as amended)**  
18.1 **Application No:** PA/2021/788  
**Proposal:** Planning permission to erect a detached bungalow  
**Site Location:** Land adjacent and to the rear of 104 High Street Epworth, DN9 1JS
- 18.2 **Application No:** PA/2021/1776  
**Proposal:** Notification of intention for the removal of two sycamore trees within the Epworth Conservation Area  
**Site Location:** 37 Wesley Manse, High Street, Epworth, DN9 1EP
- 18.3 **Application No:** PA/2021/1648  
**Proposal:** Planning permission for an extension and alterations associated with the proposed change of use of the Mill to an observatory with café and associated recreational facilities  
**Site Location:** Maws Mill, Belton Road, Epworth
- 18.4 **Application No:** PA/2021/1715  
**Proposal:** Planning permission to erect a single storey extension above the existing garage  
**Site Location:** 5 Haven House, Hollingsworth Lane, Epworth, DN9 1EX
- 19/11/21 To receive and consider a Grant Application Local Government Act s137
- 20/11/21 To resolve to purchase equipment for the groundsman and consider whether to repair or purchase new equipment
- 21/11/21 To receive information on the N Lincolnshire Local Plan 2020-2038 and resolve a response
- 22/11/21 To receive correspondence regarding the train service between Scunthorpe and Doncaster
- 23/11/21 To resolve whether to accept the invitation of a Foodfest for the Queen's Platinum Jubilee Cllr D Woods.
- 24/11/21 To receive information and correspondence regarding Turbary Road
- 25/11/21 To receive information regarding the positioning of a waste bin near Hollingsworth Lane Cllr J Whittaker.
- 26/11/21 To receive information regarding the Hub Consultation and proposed meeting with Community Leaders
- 27/11/21 To receive a recommendation from the Combined Environment and Cemetery Committee to plant up 2 planters at the petrol station on Station Road for the Queen's Platinum Jubilee

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- 28/11/21** To receive a recommendation from the Combined Environment and Cemetery Committee regarding litter on Newlands Lane
- 29/11/21** To consider Community Dementia Friendly Training
- 30/11/21** To receive a recommendation from the Combined Environment and Cemetery Committee to increase the cost to businesses for the hanging baskets 2022
- 31/11/21** To receive information and a recommendation from the Combined Environment and Cemetery Committee to purchase and consider a grant for a defibrillator for the Telephone Box in the Market Place
- 32/11/21** To receive further information on the proposed cemetery orchard
- 33/11/21** To receive a recommendation from the Combined Environment and Cemetery Committee to purchase a clock for the Chapel of Rest at a cost of £25
- 34/11/21** To receive information and consider the relocating of the planters on Tottermire Lane  
Cllr R Whittaker.
- 35/11/21** **Questions to the Chairman**  
Items of immediate urgency that must be acknowledged before the next meeting and have not been included on the agenda.
- 36/11/21** **To note the date and time of the next Full Council Meeting**  
Tuesday 7 December 2021 at 7 pm.

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:

- 37/11/21** To receive further information on a breach of data from other organisations
- 38/11/21** **Standards Board Notification**  
To receive information from the Standards Board.