

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Full Council held on Tuesday, 1st February 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.

- 01/02/22** **Record of Members Present**
The following councillors were present: Councillors J Whittaker (Chairman), Brumby, Finch, Cooper, R Whittaker & Woods.
- 02/02/22** **Apologies for Absence**
There were apologies from Councillor Garner - other commitments, and Councillor Stewart.
- 03/02/22** **Declarations of Interest & Dispensations**
(i) No declarations of interest were made.
(ii) No dispensations had been granted.
- 04/02/22** **Co-option**
The Clerk informed councillors that he had advertised the vacancy and provided them with a copy of the expressions of interest he had received. Councillors discussed the applicants and then a vote took place to decide whom to co-opt. **It was resolved that Anthony Fleet should be co-opted onto the Council.**
- 05/02/22** **Chairman's Report**
The Chairman informed councillors that he and the Clerk had met with Northern Powergrid to discuss how they could invest in the local community. Outdoor gym equipment and installing insulation / heating at Cemetery Lodge had been suggested as potential ideas, however other ideas could be put forward by the Council. The Chairman stressed the need for councillors to ensure they read all the paperwork sent to them to ensure they gained a full understanding of the issues which were to be discussed, which would then enable them to make good, informed decisions. Proposed by Councillor Finch and seconded by Councillor Cooper - **It was resolved that the report be noted.**
- 06/02/22** **Ward Councillors' Report**
(i) Highways issues - Phase 2 of the A161 refurbishment will take place this year and further utility works along the A161 with the Northern Powergrid infrastructure project commencing very soon. Written to Highways England to express concern about the length of time taken to complete the M180 improvements, but unfortunately the works are not scheduled to be complete until late next month. Road disruptions have been exacerbated by urgent repairs to water mains and as a result of the numerous diversions requested that the route from the Isle through the villages of Beltoft, Derrythorpe, etc. be gritted for the duration of the M180 eastbound J2 closure. **(ii) KCOM Installations** - Poor reinstatements to many stretches of footpaths. The work is being constantly monitored and inspected by NLC and a major programme

of work to refurbish the footpaths will commence over the next 6 months to which KCOM will contribute. **(iii) Turbary Road** - Residents received a letter from NLC outlining the status and maintenance of the road and it included who to contact to report any defects. **(iv) South Axholme Community Well-Being and Integrated Transport Hubs** - Work continues on this project, including discussions with health services on potential partnerships in terms of use of the buildings. **(v) 5G Mast and Cabinets** - Following complaints about the appearance of the cabinets a meeting is being arranged by the Council Leader with a senior manager from Three UK and will request that they take action to improve the appearance of the cabinets. **(vi) Isle of Axholme Flag** - Isle councillors have been working with local historian and author Bob Fish to develop an Isle of Axholme flag and also involved students from the Axholme Academy. All parish and town councils on the Isle will soon be provided with a flag at no cost. The aim of this project is to further strengthen the sense of identity of our Isle communities and to promote the fascinating heritage of the Isle. **(vii) Isle of Axholme and Hatfield Chase Landscape Partnership** - This lottery funded project is finally coming to an end very soon and the town council may wish to consider any grant applications, which support volunteer group opportunities and sustainability. **(viii) Isle Greenway Path - From Belton Visitor Centre to Epworth** - Concerns about its appearance - even at this time of year it is fairly overgrown and unkempt, so asked an officer to speak to Haxey PC who maintain it. The southern extension of the Isle Greenway path (Belton-Epworth-Haxey) is still progressing however has been subject of delays following the formal consultation exercise. Some objections were raised by landowners and these are being addressed. Proposed by Councillor R Whittaker and seconded by Councillor Woods - **It was resolved that the report be noted.**

07/02/22

Minutes of the Last Meeting

The minutes of an ordinary meeting of the Full Council held on Tuesday, 11th January 2022, had been circulated prior to the meeting. Proposed by Councillor R Whittaker and seconded by Councillor Woods - **It was resolved that they should be approved as a correct record.**

08/02/22

Clerk's Report

Minute 20/12/21 SLCC - The Clerk had renewed his membership of SLCC at a cost of £215.

Minute 04/01/22 Chairman's Report - It was noted that Councillor Finch had also attended the presentation given by Northern Powergrid.

Minute 07/01/22 Clerk's Report / Minute 14/12/21 Environmental Permitting Regulations 2016

- The MP had written to the Parliamentary Under Secretary of State at the Department for Environment, Food & Rural Affairs about the Environmental Permitting Regulations, who stated that if a cemetery cannot comply with the exemption conditions, the cemetery operator will need to apply for a permit. With regard to the proposed exemption condition for grave plot size, officials are working with the Environment Agency to review the proposed exemption condition accordingly. The response to the Consultation will be published in the Spring.

Minute 08/01/22 Correspondence (ii) a) Cllr M Harm - Resignation. The Clerk had sent a letter of thanks.

Minute 08/01/22 Correspondence (ii) b) Rural Services Network - The Clerk had on behalf of the Council joined the Rural / Market Town Facebook Page.

Minute 08/01/22 Correspondence (ii) c) Isle of Axholme Community Network Meeting - Meeting Invitation. Councillor Brumby and others had attended the Isle of Axholme Community Network Meeting held on Thursday, 20th January 2022.

Minute 08/01/22 Correspondence (ii) d) ERNLLCA - The Clerk had attended the Microsoft 365 Training Event held on Thursday, 13th January 2022, and found it informative.

Minute 08/01/22 Correspondence (ii) e) Rural Services Network - Older People in Rural Areas Seminar. Councillor Brumby had not been able to attend the Older People in Rural Areas Seminar due to be held on Wednesday, 26th January 2022, because it was full.

Minute 08/01/22 Correspondence (ii) f) North Lincolnshire Community Network - Neighbourliness Meeting. Councillor Brumby had unfortunately not been able to attend the Neighbourliness Meeting due to be held on Wednesday, 12th January 2022, because it clashed with some planning training.

Minute 11/01/22 Planning - The Clerk had submitted the Council's views on the planning applications it had considered at its last meeting.

Minute 16/01/22 Rural / Market Town Group - The Clerk had paid the Council's membership of the Rural / Market Town Group for the rest of the year at a cost of £45,83 + VAT, but also let them know that the Council had no intention of renewing it.

Minute 18/01/22 Parish Precept for 2022 / 2023 - The Clerk had informed North Lincolnshire Council that the Council wanted to set a precept of £73,000 for the financial year 2022 / 2023.

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

09/02/22

Correspondence

- (i) a) ERNLLCA - Planning Training
- b) Northern Powergrid - Thank You
- c) Lindsey Lodge Hospice - Charity Dinner
- d) Broughton Town Council - Cancellation of Civic Service
- e) North Lincs Council - Town & Parish Clerk Check
- f) Worknest - Managing Performance Issues / Grievances & Dismissals Web
- g) Ms Claire Smith - Jubilee Celebrations
- h) ERNLLCA - New Website
- i) Alliance Volunteer Hub - Live Well Flyer
- j) ERNLLCA - Queen's Platinum Jubilee
- k) Brigg Town Council - Charity Civic Dinner
- l) ERNLLCA - Phishing Emails
- m) Groundwork - Charities Urge Green & Resilient Response to Gas Crisis
- n) North Lincs Council - New Funding for Queen's Platinum Jubilee
- o) NALC - New Year Open Letter

- p) ERNLLCA - Important Message from Chairman
- q) Bright HR - Protecting Your Business From the Great Resignation
- r) Unity Trust Bank Plc - Interest Rates
- s) HM Lord Lieutenant of Lincolnshire - Queen's Platinum Jubilee
- t) Ms Gabby Taylor - Local History
- u) Mr R Walker - Storm Drains
- v) Valuation Office Agency - Ownership Details
- w) Humber & Wolds Rural Action - Bulk Oil Buying Scheme
- x) Alliance Volunteer Hub - Trustee for HWRA

Proposed by Councillor Woods and seconded by Councillor R Whittaker - **It was resolved that the information be noted.**

(ii) a) **ERNLLCA** - Project Management Training. Details of a training course due to be held on Thursday, 24th February 2022, from 2.00 pm to 4.00 pm, and from 6.30 pm to 8.30 pm, at a cost of £30-35 + VAT. Proposed by Councillor Cooper and seconded by Councillor Brumby - **It was resolved that Councillors J Whittaker and Woods should be allowed to attend the Project Managing Training at a cost of £70 + VAT.**

b) **ENLLCA / Scribe** - Free Training Webinars. Details of February's training schedule showing various courses available throughout the month free of charge. Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that the Clerk should be allowed to attend any of the free courses, not only now but in the future too.**

c) **NALC** - OFCOM Review of Postal Regulations. A request to answer some Consultation questions to inform NALC's own submission to OFCOM about the Review of Postal Regulation and to do so by Thursday, 17th February 2022. Proposed by Councillor Cooper and seconded by Councillor Finch - **It was resolved that the information should be noted.**

d) **Mr G Milnes / Miss A Davis** - Turbary Road. The Clerk had received an email from Mr Milnes and a photo attachment of a letter from Miss Davis to do with vehicular access on Turbary Road. He provided each councillor with a copy of the correspondence, which was between North Lincolnshire Council and the residents. North Lincolnshire Council suggested that if the owner was willing to dedicate a way for all traffic then the definitive map could then be modified accordingly, without them necessarily having to accept any increased liability for maintenance. This seemed to imply that liability may therefore fall instead on the town council, however it then went on to say that such a move would not change the character of the way from what it is now, so it was felt that what the town council was actually able to do was somewhat limited by the footpath, which ran along the road, meaning in effect North Lincolnshire Council would always have the final word on what is done regarding Turbary Road. Proposed by Councillor Finch and seconded by Councillor Brumby - **It was resolved 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.**

e) **North Lincs Council** - Playground Inspection. Copy of an inspection report of the play equipment at Kings Head Croft carried out on 17th January 2022, by North Lincolnshire Council. Proposed by Councillor Finch and seconded by Councillor Woods - **It was resolved that that the report be noted.**

f) North Lincs Council - Support Grant to Town & Parish Councils. North Lincolnshire Council had made a decision to retain the existing policy and direction with regards to the support grant for 2022 / 2023. A sheet showing the allocation available to each town and parish council was attached, however in accepting the grant a town or parish council was also agreeing to continue to engage with and consider devolution and related initiatives with North Lincolnshire Council. Proposed by Councillor Cooper and seconded by Councillor Brumby - **It was resolved that the Council should accept the support grant of £1,861 from North Lincolnshire Council and also agree to continue to engage with and consider devolution and related initiatives in discussion with North Lincolnshire Council, but in addition query how the support grant was calculated for each town and parish council,**

g) Croner - Returning to Work Safety Seminar. Details of an online seminar due to be held on Friday, 4th February 2020, at 11.00 am. Proposed by Councillor Finch and seconded by Councillor Cooper - **It was resolved that the information should be noted.**

h) North Lincs Council - Spring in Bloom 2022. Letter confirming that the Council had been awarded a Spring in Bloom grant of up to £249 from North Lincolnshire Council, but this was subject to the standard conditions of the grant. Proposed by Councillor Finch and seconded by Councillor Woods - **It was resolved that the Clerk should thank North Lincolnshire Council for the Spring in Bloom grant of up to £249 and the Council should accept the grant and its conditions.**

10/02/22

Publications

The following publications had been received:-

Clerk & Councils Direct - Magazine	January 2022
Rural Services Network - Rural Funding Digest	January 2022
SLCC - The Clerk Magazine	January 2022
Fields In Trust - Trust News	
NALC - Chief Executive's Bulletin	
NALC - Newsletter	
North Lincs Council - Business Focus & Update	
North Lincs Council - News Direct	
North Lincs Council - Weekly Roadworks	
Public Sector Executive - Online Nwsletters pm to	
Rural Services Network - Rural Bulletin	
SLCC - News Bulletin	
VANL - Newsletter	

Proposed by Councillor Woods and seconded by Councillor R Whittaker - **It was resolved that the information be noted.**

11/02/22

Committee / Working Group Reports

i) Combined Cemetery & Environment Committee - The minutes of a meeting of the Combined Environment & Cemetery Committee held on Monday, 17th January 2022, were circulated prior to the meeting. Proposed by Councillor Woods and seconded by Councillor Finch - **It was resolved that they be approved as a correct record.**

ii) **Finance Committee** - The minutes of a meeting of the Finance Committee held on Monday, 24th January 2022, were circulated prior to the meeting. Proposed by Councillor Finch and seconded by Councillor R Whittaker - **It was resolved that they be approved as a correct record.**

12/02/22

Planning

a) The following planning applications were considered:-

PA/2021/2148 Proposal: Planning permission to erect a two storey extension to the rear of the dwelling
Location: 59 Station Road, Epworth, DN9 1JY
Applicant: Mr Steven Crouch

Proposed by Councillor R Whittaker and seconded by Councillor Brumby - **It was resolved that the Council should support the planning application.**

PA/2021/1802 Proposal: Planning permission to install a new shop front, a rear and side extension and floor plan alterations
Location: 78 High Street, Epworth, DN9 1EP
Applicant: Mr R Mills, North Lincs Property Ltd

Proposed by Councillor R Whittaker and seconded by Councillor Woods - **It was resolved that the Council should support the planning application.**

13/02/22

Finance

(i) **Direct Debits** - The Clerk informed the Council there was a need to transfer all of the direct debits from HSBC to Unity Trust Bank. Proposed by Councillor Finch and seconded by Councillor Woods - **It was resolved that the Clerk should be given the authority to transfer all of the direct debits from HSBC to Unity Trust Bank in order to close the accounts.**

(ii) **Financial Report & Bank Reconciliation Statement** - The Clerk had provided each member of the Council with detailed monthly accounts for December 2021 for them to scrutinise. Proposed by Councillor Finch and seconded by Councillor R Whittaker - **It was resolved that the Financial Report & Bank Statement for December 2021 should be approved.**

(iii) **Budget Report** - Councillors had been provided with a copy of the budget report for April to December 2021 and the Clerk had gone through the figures in the report and provided an explanation for any variances between the budgeted and actual figures. Proposed by Councillor Finch and seconded by Councillor R Whittaker - **It was resolved that the information be noted.**

(iv) **Accounts for Payment**

ACCOUNTS FOR PAYMENT - FEBRUARY 2022

Payments made before or since last meeting:-

30/09/2021	Unity Trust	Bank Charges	18.00
23/12/2022	DD ICO	Data Protection Fee	35.00
31/12/2022	Unity Trust	Bank Charges	18.00
	Unity Trust	Bank Charges	18.00

		Unity Trust	Bank Charges	0.80
20/01/2022	DD	EDF Energy	Electricity	9.00
	DD	EDF Energy	Electricity	35.00
	DD	EDF Energy	Electricity	65.00
22/01/2022	DD	HSBC	Bank Charges	10.00
26/01/2022	DD	Vodafone	Mobile Phone Charges	23.31
	DD	Everflow Water	Water Rates	22.51
27/01/2022	DD	Plusnet	Telephone & Broadband Charges	39.60
31/01/2022	BP	SLCC	Annual Membership	215.00
	BP	Rural Services P'ship Ltd	Membership of RMTG	55.00

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

Payments submitted at this meeting:-

01/02/2022	DD	North Lincs Council	Trade Waste Disposal	61.23
	DD	Scottish Power	Electricity	11.00
	DD	Scottish Power	Electricity	11.00
	BP	Torne Valley Ltd	Fork / Rake / WD40	30.30
	BP	Steven Smithey	Repair to Notice Board	78.00
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	50.00
	BP	Torne Valley Ltd	Brick Line & Ear Protectors	27.49
	BP	MKS Groundcare Ltd	Grasscutting	240.00
	BP	ERNLLCA	Training - Councillor Brumby	108.00
	BP	Mr P Barker	Expenses - Mileage	7.20
	BP	Wages / Tax & NI / Pension	Month 10	3060.26

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

14/02/22

Telecommunications Mast

Councillors had previously expressed concerns about the look of the mast on Tottermire Lane and also one of the ward councillor's had asked the Council to write a letter to the telecommunications company. Proposed by Councillor Brumby and seconded by Councillor Finch - **It was resolved that the Clerk should ask the telecommunications company if they could improve the visual impact of the telecommunications mast on Tottermire Lane in Epworth.**

15/02/22

Grass Cutting

The Clerk had provided each councillor with a draft specification for the Grass Cutting of the Closed Churchyard, Kings Head Croft and the Cemetery, which could then be used to invite tenders. Proposed by Councillor Cooper and seconded by Councillor Brumby - **It was resolved that the specification for the Grass Cutting of the Closed Churchyard, Kings Head Croft and the Cemetery be approved by Full Council, and the Clerk invite tenders for a 1 year and 3 year contract.**

16/02/22

Hanging Baskets

The Clerk had provided each councillor with a draft specification for the hanging baskets, which could then be used to obtain quotes. Proposed by Councillor Finch and seconded by Councillor Cooper - **It was resolved that**

the specification for the Hanging Baskets be approved by Full Council, and the Clerk obtain quotes for them.

17/02/22

Signs & Notice boards

A quote had been obtained to repair / replace the lettering on a sign and also the notice boards. Proposed by Councillor Cooper and seconded by Councillor Woods - **It was resolved that CWS Signs & Graphics should be asked to repair / replace the lettering on signs and notice boards at a cost of £120 + VAT.**

18/02/22

Projector

The Clerk informed the Council that the Council's projector did not work, but it was useful for showing on a big screen plans at meetings of the Planning Committee and also financial documents at meetings of the Finance Committee, therefore the projector needed to be repaired / a new one bought. Proposed by Councillor Brumby and seconded by Councillor Cooper - **It was resolved that the Clerk should investigate the cost of repairing / purchasing a projector and screen and be allowed to spend up to the value of £600 + VAT.**

19/02/22

Blower

The Clerk informed the Council that the Council had a few months ago bought a new blower to replace the old blower, because it could not be repaired. The firm who looked at it offered to dispose of it free of charge, otherwise there would be a charge for looking at it to see if it could be repaired. Proposed by Councillor Finch and seconded by Councillor Cooper - **It was resolved that Torne Valley Ltd should be allowed to dispose of the blower and the Clerk remove the obsolete piece of equipment from the asset register.**

20/02/22

Queen's Platinum Jubilee Celebrations

At a meeting of the Combined Cemetery & Environment Committee held on Monday, 17th January 2022, it discussed the Queen's Platinum Jubilee Celebrations, which resulted in recommendations being made to Full Council about the programme of events and costs.

a) Proposed by Councillor Finch and seconded by Councillor Brumby - **It was resolved that the following programme of events be agreed:-**

Thursday, 2 nd June 2022	- Lighting of the Beacon
Friday, 3 rd June 2022	- Barn Dance
Saturday, 4 th June 2022	- Best Dressed Shop Window Competition - Best Themed House / Garden Competition
Sunday, 5 th June 2022	- Food Festival (North Lincs Council) - Children's Sports Activities on QE2 Field - Marina Mae Concert
3 rd / 4 th / 5 th June 2022	- Children's Work on Public Display

Planting of a Tree with a Commemorative Plaque

b) Proposed by Councillor Brumby and seconded by Councillor Finch - **It was resolved that that the following costs be agreed:-**

- i) To advertise the Programme of Events for the Queen's Platinum Jubilee Celebrations in the Arrow at a cost of £90.
- ii) To pay for the hire of a Piper at the Lighting of the Beacon on 2nd June 2022 at a cost of £50.
- iii) To pay for the hire of the Imperial Hall for the Barn Dance on 3rd June 2022 at a cost of £70.
- iv) To pay for the hire of the Thurlow Pavilion for the Marina Mae Concert on 5th June 2022 at a cost of £70.
- v) To pay for the hire of temporary toilets from Bukaloo at a cost of £180 + VAT.
- vi) To obtain quotes for risk assessments for some of the activities.
- vii) To £200 + VAT being set aside for prizes.
- viii) To a charge of £5 per ticket for the Barn Dance and the Marina Mae Concert.
- ix) To up to £200 + VAT being spent on Table Cloths / Bunting / Flags.

21/02/22

Questions to the Chairman

There were no questions of an immediate urgency to the Chairman.

22/02/22

GDPR

Proposed by Councillor Finch and seconded by Councillor Woods - **It was resolved that due to the confidential and sensitive nature of the item to be discussed that the press and public be excluded for this item.** An update on a GDPR issue was given. Proposed by Councillor Brumby and seconded by Councillor Cooper - **It was resolved that the Clerk be allowed to give the appropriate authorities access to certain data.**

23/02/22

Date, Time & Place of Next Meeting

The next meeting of the Full Council will be held on Tuesday, 1st March 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 Wednesday, 9th February 2022, at 7.00 pm, followed by a meeting of the Finance Committee on Tuesday, 15th February 2022, at 7.00 pm, then a meeting of the Combined Committee on Monday, 21st February 2022, at 7.00 pm - all in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth.

24/02/22

Closure of Meeting

The Chairman declared the meeting closed at 9.13 pm.