

EPWORTH TOWN COUNCIL

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



EPWORTH TOWN COUNCIL FULL COUNCIL MEETING

5 October 2021 – 7.00pm

MINUTES

Present:

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

Clerk : Clare Boyall

Members of the public: 3

Meeting commenced at 7.00pm

Public Participation

2 members of the public spoke on the subject of Dementia friendly training.

01/10/21 To record the names of members present

Noted.

02/10/21 To receive apologies of absence

Cllr R Whittaker.

03/10/21 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 D Woods Item 19/10/21

04/10/21 To note dispensations given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*).

None received.

05/10/21 To receive the Chairman's Announcements

The Chair reminded Councillors of the importance of not disclosing any information from the confidential section of the Town Council's meetings and that breaching this confidentiality breaks several sections of the Code of Conduct.

The hanging baskets have been very good this year but have now been removed. The Chair thanked Cllr R Whittaker for her hard work.

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The new Groundsperson has started today.

The poppies will be placed around the town on 31 October 2021. Volunteers are needed.

The Chair outlined information regarding the process of complaints to the Standard's Board and what happens with the outcome of any complaint they receive.

06/10/21 To receive reports from Ward Councillors

Cllr J Whittaker advised that no information has been received by the Town Council regarding consultations that N Lincs Council are running and felt that the Town Council should be notified of these.

Cllr Stewart proposed to note the report, seconded by Cllr Finch. All in favour.

It was **resolved** to note Ward Cllr Mitchell's report.

07/10/21 To receive the Clerk's Report

- The Riparian questionnaire has been completed and submitted. The Flood Risk Officer has thanked the council for completing the questionnaire.
- Instruction has been sent to the contractor to accept their quotation to repair the church wall. No date is available for the start of this work as yet.
- A new rope has been ordered for the vandalised piece of play equipment.
- The Clerk has arranged for ROSPA to complete an annual inspection from 2022 onwards. The inspection will take place in August 2022. NLC have been contacted and they have acknowledged the agreement will terminate in December. They are scheduled to complete 1 more inspection this year.
- The cleaner will complete 1 extra hour per month to clean the Chapel of Rest.
- A letter has been sent to a resident acknowledging their letter and the Clerk is in the process of requesting quotations for the trees to be pruned.
- A site visit will take place by NLC with regard to the re-siting of the dog bin near to Cemetery Lodge.
- The letter to Turbary residents has been completed and will be delivered as soon as possible.

Cllr Stewart proposed to note the Clerk's report, seconded by Cllr Harm. All in favour.

It was **resolved** to note the Clerk's report.

08/10/21 To resolve the Draft Minutes of the Full Council Meeting held on 7 September 2021

Cllr Brumby proposed that the draft minutes of the Full Council Meeting held on 7 September 2021 be accepted as a true record, seconded by Cllr Woods. All in favour.

It was **resolved** that the draft minutes of the Full Council meeting held on 7 September 2021 be accepted as a true record.

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09/10/21 To resolve the Draft Minutes of the Extraordinary Full Council Meeting held on 20 September 2021

Cllr Finch proposed that the draft minutes of the Extraordinary Full Council Meeting held on 20 September 2021 be accepted as a true record, seconded by Cllr Brumby. All in favour.

It was **resolved** that the draft minutes of the Extraordinary Full Council Meeting held on 20 September 2021 be accepted as a true record.

10/10/21 To resolve the Draft Minutes of the Combined Environment and Cemetery Committee held on 28 September 2021

The Clerk advised that although Cllr R Whittaker had submitted her apologies for this meeting these had been omitted from the minutes of that meeting. Cllr Finch proposed that the draft minutes of the Combined Environment and Cemetery Committee held on 28 September 2021 be accepted as a true record following the above amendment, seconded by Cllr Woods. All in favour.

It was **resolved** that the draft minutes of the Combined Environment and Cemetery Committee held on 28 September 2021 be accepted as a true record following the amendment.

11/10/21 To resolve the Draft Minutes of the Finance Committee held on 28 September 2021

Cllr Finch proposed that the draft minutes of the Finance Committee Meeting held on 28 September 2021 be accepted as a true record, seconded by Cllr Brumby. All in favour.

It was **resolved** that the draft minutes of the Finance meeting held on 28 September 2021 be accepted as a true record.

12/10/21 To receive the Financial Reports and Bank Reconciliation

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

It was **resolved** to approve the financial reports and bank reconciliation.

13/10/21 To receive the Schedule of Payments

Cheque Payments

No	Payee	Reason	VAT	Gross Amount
1	Payroll	Month 6	0	£1948.41
2	MKS Groundcare	Grass Cutting	£40.00	£240.00
3	MWQA Ltd	H&S Support June	0	£50.00

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4	Voluntary Action N Lincs	Membership 1/4/21-31/3/22	0	£20.00
5	Torne Valley	Supplies	£1.54	£9.24
6	Pete Barker	Mileage	0	£8.50
7	J Playdale	Equipment Repair	£29.16	£174.96
8	Complete Business Solutions Ltd	Stationery	£2.34	£14.04
11	Malwarebytes	Subscription	0	£95.17
12	PKF Littlejohn	External Audit	£60.00	£360.00

Direct Debit Payments

1	N Lincs Council	Rates August	£71.00
2	N Lincs Council	Waste Disposal August	£61.23
3	N Lincs Council	Rates September	£71.00
4	N Lincs Council	Waste Disposal September	£61.23
5	Scottish Power	Utility	£11.00
6	Scottish Power	Utility	£11.00
7	EDF	Utility	£23.00
8	EDF	Utility	£112.00
9	EDF	Utility	£48.00
10	HSBC	Charges	£21.80
11	Vodafone	Mobile	£23.31
12	Plusnet	Landline and Broadband April	£39.60
13	Unity Bank	Transfer from HSBC Acct	£50,000.00

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

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

14/10/21 To receive and review the Occupational Health and Safety Policy

This was discussed. Cllr Stewart proposed to ask other councils to look at their policies, seconded by Cllr Harm. All in favour.

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It was **resolved** to ask other councils to look at their policies.

15/10/21 To receive and review the Member and Officer Protocol

Cllr Harm proposed to approve the policy following 2 corrections, seconded by Cllr Finch. All in favour.

It was **resolved** to approve the policy following 2 corrections.

16/10/21 To receive further information for the Data Protection Policy

Cllr J Whittaker proposed to defer this item until further information is available, seconded by Cllr Finch. All in favour.

It was **resolved** to defer this item until further information is available.

17/10/21 Planning Permission Refused

Cllr Harm proposed to note the refused planning applications, seconded by Cllr Finch. All in favour.

It was **resolved** to note the refused planning applications.

18/10/21 Planning Permission Granted

Cllr Harm proposed to note the granted planning applications, seconded by Cllr Stewart. All in favour.

It was **resolved** to note the granted planning applications.

Cllr Woods left the meeting room.

19/10/21 To receive further information regarding a Grant Application Local Government Act s137

Cllr Stewart proposed to approve the grant application for £150 to the Royal British Legion, seconded by Cllr Harm. All in favour.

It was **resolved** to approve the grant application for £150 to the Royal British Legion.

Cllr Woods re-entered the meeting room.

20/10/21 To receive information on the potential creation of a South of the Isle Youth Council

Cllr J Whittaker advised that he attended a meeting of Belton Parish Council recently where the creation of a Youth Council was discussed. Cllr J Whittaker had suggested to them that the creation 2 Youth Councils may work better one of which being a South of the Isle Youth Council. However, Ward Cllr Mitchell has advised that work has already been undertaken on a single Isle Youth Council.

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Cllr Cooper entered the meeting.

Cllr Harm proposed to monitor N Lincs Council's actions with regard to the Youth Council and discuss at a future meeting, seconded by Cllr Brumby. All in favour.

It was **resolved** to monitor N Lincs Council's actions with regard to the Youth Council and discuss at a future meeting.

21/10/21 To discuss a new shop frontage and whether or not it complies to the requirements of the conservation area.

This was discussed at length. Cllr Brumby proposed to contact Planning at N Lincs Council and ask them to look at the shop and ask for a map and criteria of the conservation area, seconded by Cllr Stewart. 5 in favour, 3 against.

It was **resolved** to contact Planning at N Lincs Council and ask them to look at the shop and ask for a map and criteria of the conservation area.

22/10/21 To discuss and resolve any action to be taken over the commencement of planning application PA/2021/997

This was discussed at length.

Meeting suspended at 8.20 pm.
Meeting restarted at 8.23 pm.

Cllr J Whittaker proposed to write to N Lincs Council to advise them of the Town Council's dissatisfaction of the positioning and colour of the equipment and also to ask why the officer has stated that the company did not need prior approval when the legislation clearly states that it does. To also request whether it would be possible to move the mast further back so that it is not so obtrusive and to have a change of colour to the boxes, seconded by Cllr Stewart. 7 in favour, 1 against.

It was **resolved** to write to N Lincs Council with the above comments.

23/10/21 To consider buying additional 20 lamppost poppies to replace those that have been previously damaged.

Cllr Finch proposed to purchase 20 lamppost poppies at a cost of £3 each and that the money be veered from the grants fund, seconded by Cllr Harm. All in favour.

It was **resolved** to purchase 20 lamppost poppies at a cost of £3 each and that the money be veered from the grants fund.

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24/10/21 To receive the External Auditor's report 2020/2021

Cllr Stewart proposed to note the external auditor's report, seconded by Cllr Harm. All in favour.

It was **resolved** to note the external auditor's report.

25/10/21 To receive a recommendation from the Finance Committee to amend the figures on 2021/2022 budget sheet

Cllr Stewart proposed to amend the figures on the 2021/2022 budget, seconded by Cllr Finch. All in favour.

It was **resolved** to amend the figures on the 2021/2022 budget.

26/10/21 To receive and consider an application for the grant of a premises licence

The Clerk advised that notification has just been received that this application has been suspended. Cllr Harm proposed to defer this item until the application is re-opened and to seek clarification on whether the licence is for indoor or outdoor use and for information on whether there is a change of use. Cllr J Whittaker proposed an amendment to this proposal to exclude the clarification, seconded by Cllr Stewart. 7 for, 1 against.

It was **resolved** to defer this item until the application is re-opened.

27/10/21 To receive a recommendation from the Combined Environment and Cemetery Committee to have a land contamination test completed

Cllr Harm proposed to investigate the difference between the 2 different types of contamination tests, seconded by Cllr Cooper. All in favour.

It was **resolved** to investigate the difference between the 2 different types of contamination tests.

28/10/21 To resolve to purchase winter planting for kerbside planters at a cost of approximately £100

Cllr Stewart proposed to purchase winter planting for the kerbside planters, seconded by Cllr Harm. All in favour.

It was **resolved** to purchase winter planting for the kerbside planters.

29/10/21 To resolve to book a singer for the Queens Platinum Jubilee

Cllr Finch proposed to book the singer, seconded by Cllr Stewart. All in favour.

It was **resolved** to book the singer.

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30/10/21 Questions to the Chairman

None.

31/10/21 To note the date and time of the next Full Council Meeting

Tuesday 2 November 2021 at 7 pm.

Noted.

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:

32/10/21 To receive further information on a breach of data from other organisations

The Clerk gave an update. Cllr Cooper proposed to use IT support, seconded by Cllr Harm. All in favour.

It was **resolved** to use IT support.

33/10/21 To receive information and resolve the handover of work to the new Clerk

Cllr Stewart proposed that there be a 3 week handover by the Clerk and the RFO as well as any hours following this that are deemed necessary by the Chairman, seconded by Cllr Brumby. All in favour.

It was **resolved** that there be a 3 week handover by the Clerk and the RFO as well as any hours following this that are deemed necessary by the Chairman.

34/10/21 To resolve expenditure in relation to a subject access request

Cllr Stewart proposed to give an extra 14 hours to the Clerk in order to deal with the Subject Access request, seconded by Cllr Brumby. All in favour.

It was **resolved** to give the Clerk an extra 14 hours in order to deal with the Subject Access request.

Meeting closed at 9.20 pm.