

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Full Council held on Tuesday, 4th October 2022, at 7.00 pm, in the Small Room of the Imperial Hall, Chapel Street, Epworth

Public Participation

Several members of the public expressed a wish to address the Council about PA/2022/1536 to do with Epworth Fields Holiday Park.

The first member of the public spoke about there being no pavement no lighting and lots of potholes on Newlands Lane, and believed it would not work having all those extra vehicles down there - more traffic, more chaos. It is countryside, a pleasant place for people to go.

A second member of the public objected to it, because the lane was too small to accommodate the traffic and there was speeding - not above the national speed limit but driving too fast for the lane.

A third member of the public spoke about the traffic which used the lane, even lorries used it, but they had nowhere to back up / in. They also said it was a flood area and there were issues with sewerage which they had reported. They also noticed lots of trees had been taken down and were concerned about too much traffic, and it wouldn't attract tourists but workers.

A fourth member of the public said they were the owner of the Park and bought it in October and were looking to renovate and redevelop it. They were putting new driveways in and purchased the access road leading up to the park and plan to tarmac it, widen the road, put in passing places and speed limit signs. Since taking over the park they had taken off all the old statics and put luxury lodges on. Going to replace the old pond with a new pond with a habitat area. The entrance would be made wider, so you could turn and did not need to reverse. They had been busy with tourers but had to honour the bookings of the previous owner.

Another member of the public commented that the hanging baskets in the centre of the town had looked fabulous and in addition they were pleased that the town council had objected to PA/2022/1206, which was in line with North Lincolnshire Council officers. They also spoke about the strip farming that goes on in Ellers Field and a need to protect history.

01/10/22 **Record of Members Present**

The following councillors were present: Councillors Finch (Chairwoman), Brumby, Cooper, Fleet, Garner Stewart, J Whittaker and R Whittaker.

02/10/22 **Apologies and Reasons for Absence**

There were apologies from Councillor Woods - ill.

03/10/22 **Declarations of Interest & Dispensations**

- (i) Councillor J Whittaker declared a disclosable pecuniary interest in Item 13 - Finance.
- (ii) No dispensations had been granted.

The Chairwoman suggested that Item 12 - Planning should be brought forward on the agenda given there were some residents present who were interested in this item and this was agreed.

12/10/22 **PA/2022/1536** Proposal: Planning permission for change of use of land for additional touring pitches, additional and reconfigured static / lodge pitches, new reception block, new parking bays and new pond (including filling in existing pond)
Location: Epworth Fields Holiday Park, Access road to farm off Blackdyke Road, Epworth, DN9 1JA
Applicant: Mr Lee, Adwick Caravans

Proposed by Councillor J Whittaker and seconded by Councillor Brumby - **It was resolved that the Council should object to the planning application, because of a lack of information and concerns over access from the junction of Rectory Street and Newlands Lane to the site.**

PA/2022/1594 Proposal: Planning permission for proposed outbuilding to create Gym / Office
Location: Adem House, West End Road, Epworth, DN9 1LA
Applicant: Mr Simon Bradwell

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

PA/2022/1716 Proposal: Notice of intention to remove 20 x leylandii trees growing as a hedge within Epworth Conservation Area
Location: Rear of 74 High Street, Epworth, DN9 1EP
Applicant: Bishop

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

04/10/22 **Turbary Road**

At the last meeting of the Full Council held on Tuesday, 6th September 2022, the Clerk was asked to do four things:-

- (i) He had sought a quote for resurfacing the full width and length of Turbary Road to a surface level akin to Scawcett Lane, and been told by the Highway Operations Manager at North Lincolnshire Council that it would cost in the range of £17-£20 per square metre for recycle treatment depending on the existing material.
- (ii) He had sought a quote from North Lincolnshire Council for a service level agreement for the maintenance of that stretch of road and was awaiting a reply.
- (iii) He had given information to the barrister to provide a quote for legal advice.
- (iv) He had emailed the Highways Officer at North Lincolnshire Council regarding the money given to Haxey Parish Council for grass cutting and sought clarification if it indeed could be used for maintenance of Turbary Road.

In addition he had received a reply from the Principal Access and Commons Officer at North Lincolnshire Council about the type of surface they were prepared to accept on Turbary Road, who said definite to slurry sealing and maybe to tarmac - which was not really a definitive answer to the type of surface they were prepared to accept on Turbary Road.

Proposed by Councillor Stewart and seconded by Councillor Cooper

- It was resolved that the information be noted.

05/10/22

Chairwoman's Report

The Chairwoman attended the awards presentation evening for the Best Kept Village Competition on Monday, 3rd October 2022, at Broughton Village Hall. She received a plaque and a voucher on behalf of the town council who had come second in the small town category, and also an award for litter picking on behalf of Epworth Ecoists. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved the report be noted.**

06/10/22

Ward Councillors' Report

The Clerk had received no ward councillors' report, only an email about the dog waste bin on Eastfield Road and he made councillors aware of it. Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that this be noted.**

07/10/22

Minutes of the Last Meeting

The minutes of a meeting of the Full Council held on Tuesday, 6th September 2022, had been circulated prior to the meeting. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that they be approved as a correct record.**

08/10/22

Clerk's Report

Minute 09/09/22 Correspondence (ii) a) ERNLLCA - Training Courses. Councillor R Whittaker had attended the 'Roles of Clerk & Councillor' training course held on Wednesday, 7th September 2022.

Minute 09/09/22 Correspondence (ii) c) Miss J Jay - Double Yellow Lines Outside Co-op. The Clerk had contacted North Lincolnshire Council and asked for their views on double yellow lines outside the Co-op.

Minute 09/09/22 Correspondence (ii) d) CPRE Northern Lincolnshire - Best Kept Village Competition 2022. The Chairwoman had attended the awards ceremony held on Monday, 3rd October 2022, at 7.30 pm.

Minute 09/09/22 Correspondence (ii) e) ERPF - Online Services. The Clerk had registered for ERPF Online Services.

Minute 09/09/22 Correspondence (ii) h) North Lincs Council - Gazebos. The Clerk had accepted three gazebos from North Lincolnshire Council and they could be kept at the Show Ground.

Minute 09/09/22 Correspondence (ii) i) North Lincs Council / Councillor T Mitchell - Community Awards 2022. The community awards had been promoted on the Council's facebook page and notice board.

Minute 09/09/22 Correspondence (ii) j) RoSPA Play Safety Ltd - Survey. The Clerk had completed the survey.

Minute 13/09/22 Epworth Business Forum - The Clerk informed councillors that he had received the correct paperwork and the grant was one of the payments on the schedule of accounts for payment.

Minute 14/09/22 Equal Opportunities Policy - The Clerk had amended the Equal Opportunities Policy.

Minute 15/09/22 Dog Waste Bin - The Clerk had asked North Lincolnshire Council to reinstate the bin at the beginning of the footpath on Eastfield Road.

Minute 17/09/22 Outdoor Gym Equipment - The Clerk had informed Broxap Limited where the Outdoor Gym Equipment should be installed on the Queen Elizabeth II Playing Field at Kings Head Croft.

Minute 19/09/22 Cemetery Lodge Repairs i) Light Fitting - The Clerk had asked J R Cockin Electrical Contractors Ltd to safely wire a light fitting above the stairway at a cost of £120 + VAT, and this had been done.

Minute 19/09/22 Cemetery Lodge Repairs ii) Roof Repair - The Clerk had asked Dave Jaques Building Services Ltd to repair the roof above the reception door at a cost of £174, and this had been done.

Minute 20/09/22 Hedging - The Clerk had asked Axholme Landscapes to provide twenty 4ft high plants at a cost of £80 + VAT to fill the gap in the hedging at the Cemetery.

Minute 21/09/22 Grassed Circle at Cemetery Lodge - The Clerk had purchased two 'keep off the grass' signs from Amazon at a cost of £19.99 + VAT, but not yet sought quotes for alternative signs.

Minute 22/09/22 Poppies - The Clerk had purchased twenty poppies from the Royal British Legion, however they cost £5 each rather than £3 each due to a price increase.

Minute 23/09/22 Mole Control - The Clerk had asked Axholme Pest Control to deal with the Mole Problem at a cost of £60 + VAT.

Minute 24/09/22 Domain Name - The Clerk had renewed the Council's domain name with Wix.com at a cost of £33.15 + VAT for 2 years.

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

09/10/22

Correspondence

- (i) a) The Pensions Regulator - Automatic Enrolment
- b) Millea Group Limited - Minutes
- c) Kirton in Lindsey Town Council - Civic Service
- d) North Lincs Council - Information & Connections
- e) Ms J Owen - Permitted Development
- f) Worknest - Short Guide to Long Covid
- g) North Lincs Council - Civic Service
- h) HWRA - Bulk Oil Buying Scheme
- i) SLCC - Important Update on the Advisory Service
- j) NALC - Star Council Awards Online Ceremony
- k) Ms C Pike - Flooring of Play Park

- l) ERNLLCA / Lindsey Age UK - Volunteers
- m) ERNLLCA - NACO Notes on Marking the Death of a Senior National Figure
- n) ERNLLCA - Survey & Community Safety Fund
- o) North Lincs Council - Traffic Idle Bank
- p) NALC - Issues Related to the Death of the Queen
- q) SLCC - Condolences on the Passing of the Queen & Operation London Bridge
- r) North Lincs Council - Proclamation Event
- s) Immingham Town Council - Mayor's Coffee Morning
- t) ERNLLCA - Council Meetings & Notice Periods during National Mourning
- u) Bright HR - Understanding Employee Parental Rights Seminar
- v) SLCC - Extension to Nominations for Election of Board of Directors
- w) ERNLLCA - National Period of Mourning and the Queen's State Funeral
- x) VANL - Best Start For All Project
- y) Mr B Clarke - Trees Situated on Western Boundary of Jubilee Gardens
- z) Mr B Pendrey / Ms K Morton / Mr A Sayers - Signage on High Street, Epworth
- aa) Winterton Town Council - Civic Service
- bb) North Lincs Council - Private Fostering Week
- cc) ERNLLCA - Events, Webinars & Surveys
- dd) Vodafone - Switching Off 3G
- ee) Scribe - Subscription Fee for 2023 & Beyond
- ff) Forestry England - Conservation Volunteering Sessions
- gg) North Lincs Council - Timetable for Service Bus 57
- hh) HWRA - Retirement of Chief Executive

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

(ii) a) Government Events - Successful Influence & Persuasion at Work Course. Details of an online course due to be held on Tuesday, 17th January 2023. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that the information be noted.**

b) ERNLLCA - Play Inspection Training. Details of a training course due to be held on Thursday, 10th November 2022, at Worlaby Village Hall. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Clerk & Groundsperson be allowed to attend the Play Inspection Training course at a cost of £15 per person.**

c) PKF Littlejohn LLP - Annual Governance & Accountability Return. Each councillor had been provided with a copy of the return and contained within it was the External Auditor's Report, which stated that the figures in Section 2, Boxes 4 & 6 for the prior year should read £25,898 and £46,942 respectively. The Clerk informed the Council that he had put it on display on the Council's noticeboard and website along with the Notice of Conclusion of Audit by 30th September 2022. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Annual Governance and Accountability Return for the year ended 31st March 2022 should be noted.**

d) Mr P Cooper - Metal Detecting. A request for the Council to grant permission to allow metal detecting on council owned land. Given the land owned by the Council consisted mainly of a playing field and cemetery it was deemed inappropriate. Proposed by Councillor J Whittaker and seconded by Councillor Fleet - **It was resolved that the Council should decline the request to allow metal detecting on council owned land.**

e) NALC Events - Local Councils & Community Outreach. Details of an event due to be held on Wednesday, 14th December 2022, from 12.00 pm to 1.15 pm. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the information be noted.**

f) Fields In Trust - UK's Favourite Parks 2022 Survey. A request to complete a survey to do with Field in Trust's UK's Favourite Parks Award. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the information be noted.**

g) North Lincs Council - Grant Finder. Information about FCC Communities Action Fund, which is able to provide grants for certain organisations who are within ten miles of an eligible waste facility in England. The deadline for applications is 5 pm on Wednesday, 7th December 2022. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the information be noted.**

10/10/22

Publications

The following publications had been received:-

Alliance Volunteer Hub - Newsletter	September 2022
Public Sector Network - Newsletter	September 2022
Rural Services Network - Rural Funding Digest	September 2022
SLCC - The Clerk Magazine	September 2022
ERPF - Employer Bulletin	
Fields In Trust - Trust News	
ICCM - Member Newsletter	
NALC - Chief Executive's Bulletin	
NALC - Newsletter	
North Lincs Council - News Direct	
North Lincs Council - Weekly Roadworks	
Public Sector Executive - Online Newsletter	
Rural Services Network - Rural Bulletin	
SLCC - News Bulletin	
Unity Trust Bank - Newsletter	
VANL - Newsletter	

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

11/10/22

Committee / Working Group Reports

i) Planning Committee - The minutes of a meeting of the Planning Committee held on Tuesday, 27th September 2022, were circulated prior to the meeting. Proposed by Councillor Brumby and seconded by Councillor R Whittaker - **It was resolved that they be approved as a correct record.**

12/10/22

Planning

This item had already been dealt with earlier in the meeting.

13/10/22

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

07.09.22	Equals	Amazon	Keep Off Grass Signs	23.99
08.09.22	Equals	Pickerings	Keys	11.00
11.09.22	Equals	Wix.com	Domain Renewal	39.78
15.09.22	Equals	Epworth Post Office	Stamps	13.60
20.09.22	DD	EDF Energy	Electricity	9.00
	DD	EDF Energy	Electricity	35.00
	DD	EDF Energy	Electricity	65.00
22.09.22	Equals	Microsoft	Online Services	135.36
	DD	EDF Energy	Electricity	34.00
27.09.22	DD	Everflow Water	Water Rates	18.53
	DD	Plusnet	Telephone & Broadband Charges	34.92
	BP	FairFX Plc T/A Equals	Transfer of Funds	624.00
	Equals	Argos	Projector	349.99
28.09.22	DD	Vodafone	Mobile Phone Charges	25.22
30.09.22		Unity Trust Bank	Bank Charges	18.00
	BP	Wages / Tax & NI / Pension	Month 6	3,342.64
01.10.22	DD	Scottish Power	Electricity	1.00
	DD	North Lincs Council	Business Rates	71.00

The Clerk informed councillors that the direct debits paid to Scottish Power and North Lincolnshire Council did not go out on 01.10.22, but instead on 03.10.22.

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

Note: Councillor J Whittaker had earlier declared an interest in the next part of this item and therefore left the meeting whilst it was discussed, and Councillor R Whittaker also declared a personal interest.

Payments submitted at this meeting:-

04.10.22	BP	ERNLLCA	Training - Role of Clerk & Councillor	36.00
	BP	ERNLLCA	Training - Cemetery Management	90.00
	BP	D Jaques	Roof Repair	174.00
	BP	Prestige Safety Ltd	Training - Emergency First Aid at Work	204.00
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	50.00
	BP	Torne Valley Ltd	Line	11.40
	BP	Axholme Pest Control	Mole Control	72.00
	BP	Mr P Haywood	Hanging Baskets & Planters	315.00
	BP	Epworth Business Forum	S145 Grant	800.00
	BP	PKF Littlejohn LLP	External Audit	360.00
	BP	Mr S Quantrill	Expenses - Mileage	8.10

The Clerk informed councillors that the correct amount for MWQA Ltd was £60 not £50, because the company had become VAT registered,

Proposed by Councillor Stewart and seconded by Councillor Garner - **It was resolved that these accounts be paid - subject to the amendment.**

- 14/10/22** **Complaints Policy & Procedure**
 Each councillor was provided with a copy of the Council's Complaints Policy to review. The timescales for responding to complaints was queried and the Clerk is to seek advice from ERNLLCA on this matter, and in addition it was felt the use of Chair / Chairman / he should be replaced by Chairperson / they. Proposed by Councillor Stewart and seconded by Councillor J Whittaker - **It was resolved that the item be deferred until the next meeting of the Full Council.**
- 15/10/22** **Hedge**
 The Clerk had obtained a quote to cut one side and the top of the hedge which runs along the lane at the Cemetery, because the Groundsperson was unable to do it. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the Clerk should ask Mr Paul Hayward to cut the hedge at the Cemetery at a cost of £90.**
- 16/10/22** **Chapel of Rest**
 The Clerk had obtained a quote to replace an emergency light fitting at the Chapel of Rest, which had stopped working. Proposed by Councillor Stewart and seconded by Councillor Cooper - **It was resolved that Clerk should ask J R Cockin Electrical Contractors Ltd to replace the emergency light fitting at the Chapel of Rest at a cost of £68 + VAT.**
- 17/10/22** **PAT Testing**
 The Clerk had obtained several quotes for PAT Testing and these were considered by councillors. Proposed by Councillor R Whittaker and seconded by Councillor Stewart - **It was resolved that the Clerk should ask J R Cockin Electrical Contractors Ltd to carry out the PAT Testing at a cost of £118.75 + VAT.**
- 18/10/22** **Mobile Phone**
 (i) At a meeting of the Full Council held on Tuesday, 2nd August 2022, It resolved that the Clerk should take out a 24 month contract with Tesco at a cost of £10 per month, however it meant him having to disclose personal details and also subject to a credit check. Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker - **It was resolved that the Council should rescind an earlier decision about a mobile phone supplier and the Clerk had received a request from five councillors to this effect.**

 (ii) The Clerk informed councillors that the current provider Vodafone was prepared to offer several new deals including unlimited minutes & texts with 5GB of data for £12.50 per month + VAT. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the Clerk should take out a new contract with Vodafone at a cost of £12.50 + VAT per month for 24 months.**
- 19/10/22** **Electricity**
 The Clerk had been told that due to the volatility of the energy market, that currently no deals were being offered by suppliers. Proposed by Councillor J Whittaker and seconded by Councillor Stewart - **It was resolved that the item be deferred to the next meeting of the Full Council.**
- 20/10/22** **Social Media**
 In its Social Media Policy the Council agreed as well as the Clerk & Chairwoman a nominated councillor could also moderate social media.

Proposed by Councillor Finch and seconded by Councillor Stewart - **It was resolved that Councillor J Whittaker be nominated to be able to moderate the social media on behalf of the Council.**

21/10/22

Epworth Charities

The Council needed to nominate a new representative for Epworth Charities. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that Councillor Brumby be nominated as the new council representative for Epworth Charities.**

22/10/22

Youth Council

Councillor J Whittaker informed councillors that the School Council was being elected this week and its first meeting would be held the week commencing Monday, 17th October 2022, and councillors were invited to attend, however it would be held in the daytime. Proposed by Councillor Stewart and seconded by Councillor Finch - **It was resolved that the information be noted.**

Councillor Stewart left the meeting at 8.50 pm.

23/10/22

Items Raised by Councillors

(i) **Dementia Friendly Council** - Councillor Brumby said she was keen to become a dementia friendly council and town and Mrs Helen Wright was prepared to do a short presentation to Council to say what it involved. Proposed by Councillor Finch and seconded by Councillor J Whittaker - **It was resolved that the Clerk invite Mrs Helen Wright to the next meeting of the Full Council to give a presentation on becoming a dementia friendly council and town.**

24/10/22

Personnel

Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that due to the confidential nature of the item to be discussed that both the press and public should be excluded.**

The Groundsman's one year fixed term contract was about to come to an end and the Council need to decide what it wanted to do next. Proposed by Councillor Finch and seconded by Councillor Cooper - **It was resolved that the Groundsperson be offered a permanent contract of employment.**

25/10/22

Questions to the Chairwoman

Councillor R Whittaker made the Chairwoman aware that on Sunday, 30th October 2022, 70 poppies would be put up at 9.00 am and therefore any help from councillors would be most welcome.

26/10/22

Date, Time & Place of Next Meeting

The next meeting of the Full Council will be held on Tuesday, 1st November 2022, at 7.00 pm, in the Small Hall of the Imperial Hall, Chapel Street, Epworth. In addition there is also a meeting of the Combined Cemetery & Environment Committee due to be held on Monday, 10th October 2022, at 7.00 pm, followed by a meeting of the Personnel Committee on Tuesday, 11th October 2022, at 7.00 pm, then a meeting of the Planning Committee on Wednesday, 12th October 2022, at 7.00 pm, and finally a meeting of the Finance Committee on Monday, 17th October 2022, at 7.00 pm. All committee meetings are in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor Cooper and seconded by Councillor Finch - **It was resolved the information be noted.**

27/10/22

Closure of Meeting

The Chairwoman declared the meeting closed at 9.08 pm.