



**Minutes of the Extraordinary Meeting of Kirton in Lindsey Town Council  
held on Wednesday 17<sup>th</sup> April 2024  
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 6:30pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Billy Boyd, Cllr Adam Delsignore, Cllr Pat Frankish, Cllr David Garritt, Cllr Karen Gunn, Cllr Joy Kofoed and Cllr Suzanne Stephenson.

Not present: Cllr Kathy Cooper.

Also present: Four members of the public, Town Clerk, Neil Taylor-Matson & Assistant Clerk, Cheri Morton.

**MINUTES**

2404E/01 Apologies for Absence  
No apologies were received.

2404E/02 Declaration of Interests / Dispensations  
a. No interests were declared.  
b. No dispensations were granted.

2404E/03 Public Participation  
A member of the public queried the potential exclusion of the public & press for the meeting and requested that Councillors did not vote to exclude the public and press. Another member of the public offered apologies to the Mayor regarding the manner of speaking with her at the Annual Town Meeting and wished to express that the points were not personal but addressed to her as the Chair of the Town Council. The member of the public also asked that Councillors did not vote to exclude the public & press.

2404E/04 Exclusion of the Public & Press  
The Council considered the exclusion of the public and press under the provisions of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the matters to be discussed.  
**RESOLUTION: That the public and press were not to be excluded.**

The Mayor addressed the Council noting that the discussions at this meeting are not to apportion blame but requested that the meeting be conducted in a constructive manner to agree ways forward.

2404E/05 Code of Conduct  
The Council considered the Code of Conduct, good working relationships, appropriate communication and respect within the Town Council. Reminders were given about internal communications and email etiquette, the importance of working together and the respect of members and officers of the Council. The signing of Declarations of Acceptance of Office and the agreement to observe the Code of Conduct expected of members of the Town Council was reiterated with emphasis on the Nolan Principles which represent the standards expected in public life. Members were reminded that decisions of the Council are made at meetings and democratic decision making has to be respected. Councillors were reminded that discussion of Council business takes place at meetings and not via email. Information for all members is distributed via the Town Clerk.

2404E/06 KLASSIC Park – Transfer of Trust to Kirton in Lindsey Town Council  
a. The Council considered what, if any, further enquiries / legal opinion is required on the subject of validity and other matters such as the Football Foundation legal charge. The Council considered the cost of the legal work required and noted that discussion around revisiting re-charging costs to KLASSIC Park is to be undertaken at the appropriate time in the future.  
**RESOLUTION: That Hetts Solicitors are instructed for written legal opinion on the formal Deed of Appointment and Variation and the execution of the document. This is to include the questions of if there is anything additional required to be done to transfer the title and what the legal implications are of the Football Foundation charge.**  
**RESOLUTION: That Hetts Solicitors are asked to confirm if they can carry out the works required and the costs along with the expected timescale to complete the work.**  
b. The Council considered any actions required with regard to finance, to include but not limited to, options of cessation of any payments to the Venue Manager by Kirton in Lindsey Town Council and cancellation of grant money currently on hold. It was recognised by the Council that enabling the work of the Venue Manager for KLASSIC Park is a direct benefit for the community which is the purpose of the Town Council. When the information from Hetts Solicitors is available, particularly around timeframe, this will be considered by the Town Council at a future meeting. It was noted that the agreement of the grant funding was made by a Town Council resolution and had not received a valid rescission notice.  
**RESOLUTION: That the Venue Manager continues to be paid by Kirton in Lindsey Town Council. Re-charging to KLASSIC Park to cease at this time and discussion of re-charging costs to KLASSIC Park is to be undertaken at the appropriate time in the future.**  
c. The Council considered matters of being separately represented on conveyancing to transfer KLASSIC land to Kirton in Lindsey Town Council as corporate trustee. This matter was resolved at 2404E/06 (a) on the agenda.

d. The Council considered the temporary removal of KLASSIC Park from the Kirton in Lindsey Town Council website.

**RESOLUTION: That KLASSIC Park is not removed from the Kirton in Lindsey Town Council website.**

e. The Council considered the previous resolution FC2001/12 to transfer KLASSIC to Kirton in Lindsey Town Council as corporate trustee as 6 months have now elapsed since that decision. The Council discussed the purpose of protecting the charity in perpetuity as corporate trustee and that there is the option for a committee to be set up with a clear remit of delegation which would allow the involvement of members of the community and user groups.

**RESOLUTION: That the previous resolution is reaffirmed.**

2404E/07

Date of next Full Council Meeting

The Council confirmed the date and time of the next monthly Town Council Meeting (subject to any change in circumstances)

as: **Wednesday 24th April 2024 at 7pm at the Diamond Jubilee Town Hall.**

The meeting closed at 7:44pm



**Minutes of the Extraordinary Meeting of Kirton in Lindsey Town Council  
held on Monday 22<sup>nd</sup> April 2024  
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 6:00pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Billy Boyd (part), Cllr Adam Delsignore, Cllr Pat Frankish, Cllr David Garritt, Cllr Karen Gunn, Cllr Joy Kofoed (part) and Cllr Suzanne Stephenson.  
Not present: Cllr Kathy Cooper.  
Also present: Two members of the public and Town Clerk, Neil Taylor-Matson.

**MINUTES**

- 2404E 2/01 Apologies for Absence  
Apologies were received from Cllr Kathy Cooper.
- 2404E 2/02 Declaration of Interests / Dispensations  
a. No interests were declared.  
b. No dispensations were granted.
- 2404E 2/03 Public Participation  
A member of the public who is also a member of the Car Park Working Group highlighted information from and related to the cost plan prepared by MPP Group (Construction Consultants) in September 2023, questions of funding streams, the timeline of work required and the planning approval/conditions. The Council thanked the member of the public for the information they had provided.
- 2404E 2/04 Car parking provision  
The Council received information and update from the Car Park Working Group. Cllr Garritt provided the update, noting the timeline, the availability of land, potential funding from North Lincolnshire Council, the lack of other funding for this type of project and the current estimated costs of £750,000 (+/- £50,000) for the current approved scheme.
- a. The Council discussed and agreed actions on public consultation.  
The Car Park Working Group put forward three options for decision –
- To go ahead with a public consultation on the current top specification design and associated costs;
  - To revise the application to simplify the design and therefore seek to reduce costs for the project prior to going to public consultation;
  - To shelve the entire project and advise residents that the Town Council have decided not to progress the development of a car park due to the information available to it.
- The Car Park Working Group noted that the overall decision to go ahead or not with the development of a car park is one for the community and not for Kirton in Lindsey Town Council to decide on their behalf.
- Cllr Gunn requested that it be recorded that she is strongly against the development of a car park on terms of cost and that it is a low number of residents who have put forward the need for parking solutions for the town. There are now few businesses left in the town and the town centre is mostly residential.

Cllr Boyd and Cllr Kofoed joined the meeting.

The Council discussed the information provided from the traffic survey and the analysis by the Car Park Working Group. Cllr Boyd requested if he is able to set up an opposition group against the proposal for the development of a car park, the Clerk confirmed advice would be sought and provided to Cllr Boyd.

Cllr Gunn proposed that the Council shelve the entire project completely. This was seconded by Cllr Boyd. When put to the vote, three Councillors voted in favour of the proposal, four voted against the proposal and one Councillor abstained.

**RESOLUTION: Cllr Garritt proposed that the Car Park Working Group work with MPP and look at a reduced scheme in terms of complexity and cost to seek best value as the current scheme is unaffordable for the community. That costs are sought from MPP for this work and brought back to Full Council for consideration. This was seconded by Cllr Frankish. When put to the vote, five voted in favour of the proposal and three voted against the proposal. Cllr Gunn and Cllr Boyd requested a recorded vote: In favour of the proposal: Cllr Garritt, Cllr Frankish, Cllr Delsignore, Cllr Fox and Cllr Stephenson. Against the proposal: Cllr Boyd, Cllr Gunn and Cllr Kofoed.**  
**ACTION: Car Park Working Group**

**RESOLUTION: That clarification is sought from Tighes on the current figure they are looking for**

Signed:

Dated:

*to sell the land to Kirton in Lindsey Town Council.*

**ACTION:** Town Clerk

**RESOLUTION:** *That clarification is sought from Tighes on the release of the information about the figure they are looking for to sell the land to Kirton in Lindsey Town Council.*

**ACTION:** Town Clerk

b. The Council discussed and agreed actions regarding planning permission/application.

The Council agreed this issue is on hold until the Car Park Working Group have a revised scheme.

Standing Orders were suspended so that a member of the public who is also a member of the Car Park Working Group could suggest wording to put the query to MPP.

Standing Orders were reinstated.

2404E 2/05

Date of next Full Council Meeting

The Council confirmed the date and time of the next monthly Town Council Meeting (subject to any change in circumstances) as: **Wednesday 24th April 2024 at 7pm at the Diamond Jubilee Town Hall.**

The meeting closed at 7:00pm

Signed:

Dated:



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council  
held on Wednesday 24<sup>th</sup> April 2024  
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Billy Boyd, Cllr Adam Delsignore, Cllr Pat Frankish, Cllr Joy Kofoed and Cllr Suzanne Stephenson.  
Members not present: Cllr Kathy Cooper, Cllr David Garritt and Cllr Karen Gunn.  
Also present: Ward Cllr Trevor Foster, five members of the public (part),  
Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

**MINUTES**

- 2404/01 Apologies for Absence  
Apologies were received from Cllr Kathy Cooper, Cllr David Garritt and Cllr Karen Gunn.
- 2404/02 Declaration of Interests / Dispensations  
a. No declarations of interest were made.  
b. No dispensations were granted.
- 2404/03 Public Participation  
Three members of the public spoke of their objections to planning applications PA/2023/1166 and PA/2024/365 noting that the amendments to PA/2023/1166 did not resolve previous objections made. There were few fundamental differences noted between the applications. Concern was again raised about the proposal for a public footpath through Lane End which is unadopted, with no approach made to current residents about this. The location of the proposed public open space was also again questioned in terms of suitable access and security. Continued concerns about the adequacy of Ings Road and the narrow roads through Kirton in Lindsey leading to Ings Road were also restated – it was suggested that Highways have looked at the site in isolation and not at Ings Road and the town road network to the site. It was discussed that when Lane End was developed concerns about traffic and the historic hedge were taken seriously as significant issues at that time. Residents were thanked for attending and providing the information they had.
- 2404/04 Minutes  
a. The Council considered the minutes of the Full Council Meeting held 27<sup>th</sup> March 2024.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 8<sup>th</sup> April 2024.  
c. The Council received the draft minutes of the General Purposes Committee Meeting held 8<sup>th</sup> April 2024.
- 2404/05 Report from Ward / North Lincolnshire Councillors  
a. Ward Councillor Trevor Foster noted apologies from Cllr David Garritt and provided updates regarding;  
  - Comments passed back to North Lincolnshire Council (NLC) that KLASSIC isn't actually a "Community Hub";
  - Trees in the Churchyard – Officer is happy to meet on site to discuss works;
  - Blocked drains, outstanding highway issues, grass growing over paths etc reported and response awaited;
  - Corner Cottage verge flooding and standing water issues raised with NLC and awaiting reply;
  - Halifax Bomber Memorial works with resident to complete paperwork - design, access and heritage statement prepared, plans drawn up, application form completed. Planning application now submitted;
  - Station Approach sewage leak ongoing concerns and continuing to assist resident where possible;
  - Planning applications PA/2023/1166 and PA/2024/365 concerns and offer to call the applications into NLC Planning Committee due to objections and level of community interest.
Ward Councillor Foster was thanked for attending the meeting and for the information he had provided.  
b. The Council discussed outstanding matters with NLC. The Clerk had collated 38 outstanding matters, some dating back to 2021, which sat with NLC for resolution for the residents of Kirton in Lindsey. These were sent to both Ward Councillors on 12<sup>th</sup> April but no response was received to date. The Council considered the list of unresolved matters and the time the Clerk is having to spend chasing up resolutions to be unacceptable.  
**RESOLUTION: That information is sent to the local MP, both Ward Councillors and the new Chief Executive of North Lincolnshire Council to request the matters are addressed and for an update to be provided before the next monthly meeting of the Town Council.** **ACTION: Town Clerk**
- 2404/06 Planning  
a. The Council considered the following planning applications:  
i. Application: PA/2023/1166  
Proposal: Application for approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline application PA/2020/588 dated 26/03/2021 for a residential dwelling comprising 90 dwellings, open space and associated infrastructure - AMENDED DOCUMENTS - Position of the proposed pumping station, change of house type to Plot 38 to Allerton house type, updated landscape, boundary treatment and materials plans.  
Site Location: land off Ings Road, Kirton in Lindsey, DN21 4BX.  
Standing Orders were suspended so that a member of the public could clarify the differences between two planning applications for the Council. The member of the public was thanked for their information.

Standing Orders were then reinstated.

**RESOLUTION: That the Clerk responds with 'Objection' to this planning application noting that the amended information provided by the applicant does not address the previous concerns raised and so the Town Council's objections remain the same.** ACTION: Town Clerk

ii. Application: PA/2024/365

Proposal: Application for approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline application PA/2020/588 dated 26/03/2021 for a residential dwelling comprising 81 dwellings, open space and associated infrastructure.

Site Location: land off Ings Road, Kirton in Lindsey, DN21 4BX.

**RESOLUTION: That the Clerk responds with 'Objection' to this planning application noting matters including highways concerns, issues with the biodiversity landscaping, changes in the location (increased wildlife), lack of information about site levels, need to preserve and protect the existing historic hedgerow, access into the unadopted Lane End, hard boundary treatments, urban design, flooding and drainage concerns, lack of environmental future proofing, lack of phasing information and the requirement for securing of s106 monies.** ACTION: Town Clerk

The Council noted, for information only:

i. Application: PA/2023/378

Proposal: Application for a Lawful Development Certificate for the mixed use of residential property and retail sales.

Site Location: Plum Tree Farm, Gainsborough Road, Kirton in Lindsey, DN21 4EN.

b. The Council received the following decision notifications from North Lincolnshire Council:

i. PA/2023/1400 – FULL PLANNING PERMISSION – to erect outdoor gym equipment and a steel bench at KLASIK Park, Ings Road, Kirton in Lindsey, DN21 4BX.

ii. PA/2023/1955 – HOUSEHOLDER PLANNING PERMISSION – to erect a single-storey rear extension and replacement of outbuilding and conservatory at 1 Sylvester Street, Kirton in Lindsey, DN21 4NG.

2404/07

Mayor & Delegates Reports

The Council received reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council.

Mayor's Report on Civic Events attended – Cllr Hazel Fox provided a written report on the following:

- Barton Town Council Civic Dinner – 5<sup>th</sup> April
- Annual Town Meeting – 10<sup>th</sup> April
- Hornsea Town Council Civic Service 13<sup>th</sup> April
- Gainsborough Town Council Civic Service – 14<sup>th</sup> April
- Louth Town Council Charity Auction – 21<sup>st</sup> April

Cllr Kofoed provided a report on the following event attended as Deputy Mayor:

- Mayor of Lincoln Wine Tasting Evening – 12<sup>th</sup> April. This was widely attended by representatives from across the East Riding and Greater Lincolnshire areas.

Councillor and Officer Reports

- Ashcourt Lincolnshire Ltd meeting - 28<sup>th</sup> March – The Town Clerk had provided a written report of this meeting which was an introduction to the company and reassurance of lack of impact on Kirton in Lindsey.
- Ridge and Messingham Neighbourhood Action Team (NAT) meeting – 24<sup>th</sup> April – Cllr Fox reported attending and noted a very interesting meeting with PC Stewart Pearson providing updates. This included thefts of caravans, burglaries and damage to a fence. The five youths involved in damaging the residential fence are now referred to the Youth Justice Partnership. The need to report crime and anti-social behaviour was again noted. Additional patrols are now in place included plain clothed officers.

Standing Orders were suspended so that Ward Cllr Foster could reiterate the requirement for residents to report all crime and anti-social behaviour to the police in order that the required resources are made available to the town. Cllr Foster was thanked for this information.

Standing Orders were then reinstated.

**RESOLUTION: That a reminder is posted online and in Kirton First about the need to report all crime and anti-social behaviour so that the police can understand what issues are impacting an area and so that the required resources can be put in place to protect the community.**

ACTION: Town Clerk

**RESOLUTION: That the police are requested to provide an update at the next Town Council meeting on current activity and reassurance measures for the community.** ACTION: Town Clerk



2404/08

Financei. Income and Expenditure

a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972.

(April 2024)

b. The Council received the membership renewal for ERNLLCA at £954.28.

**RESOLUTION: That the renewal is paid.**

**ACTION: Town Clerk**

c. The Council received the membership renewal for ICCM at £100.00.

**RESOLUTION: That the renewal is paid.**

**ACTION: Town Clerk**

d. The Council approved accounts for payment.

e. The Council received updates on the UK Shared Prosperity Fund projects. The Town Clerk noted that 105 responses to the play area and CCTV survey were received so far. Cllr Fox offered to chase up her request to the Scouts.

f. The Council received updates regarding funding from North Lincolnshire Council for outside gym equipment, noting the planning approval at 2404/06 (b) and the continued work of the Assistant Clerk over the past twelve months to achieve this.

ii. Internal Control

a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (March 2024)

b. The Council received the 4<sup>th</sup> Quarter Budget Monitoring Report to 31<sup>st</sup> March 2023. The Town Clerk was thanked for the analysis and information provided.

c. The Council discussed and agreed the 2024-25 Reserves Statement. The draft prepared by the Town Clerk was approved, with amendments to include car parking, allotments and Halifax Bomber Memorial buffet provisions.

**RESOLUTION: That £500.00 is included in earmarked reserves for the Halifax Bomber Memorial buffet provisions as previously promised to a resident by the Mayor, and that £5,639.42 is earmarked for car parking provision project work and £5,639.42 is earmarked for allotments maintenance and administration works.**

**ACTION: Town Clerk**

iii. External Control

a. The Council received the 2023-24 Internal Auditors Report and formally thanked the Town Clerk for the work carried out to achieve the report. No actions were noted as required from the report.

b. The Council completed, approved and signed the 2023-24 Annual Governance Statement.

c. The Council completed, approved and signed the 2023-24 Accounting Statements.

d. The Council confirmed the appointment of Public Sector Audit as the Internal Auditor for 2024-25.

2404/09

Car Parking Provision

There was no further update to receive following the Extraordinary Full Council Meeting held on 22<sup>nd</sup> April.

2404/10

Halifax Bomber Memorial

a. The Council received a project update. Cllr Fox requested to be taken off the support group for this project. Cllr Frankish asked for it be clarified that she only offered to assist the resident with a funding application and that it was unclear at that point that the funding application would be a NLC Community Pot application which the resident cannot apply for. Due to the location of the project within the conservation area a planning application has now been submitted with the assistance of Cllr Garritt and is with the local planning authority. The NLC grant team have agreed to honour the funding application when planning permission is in place. The Council discussed that fundraising was required for the project and concerns were raised about how this could be achieved.

**RESOLUTION: The Town Council continue to support this project in principle, however due to the laws, regulations and Proper Practices that this Town Council has to follow the current project work presents a difficult position and so the resident will need to seek the support of an organisation in order that the Council can facilitate any financial support.**

**ACTION: Cllr Frankish**  
b. The Council considered funding venue hire and buffet to mark the opening of the memorial. This matter was discussed previously and resolved at FC2404/08 ii (c).

2404/11

Allotments

The Council received an update from Cllr Frankish. Following the recent inspection carried out by Cllr Frankish and Cllr Boyd all tenants had successfully passed. There are issues at the boundary of plots two and three which need to be resolved. Quotations for repair work to the car park entrance were received.

**RESOLUTION: That the quotation for repairs to the allotment entrance from Matte Black Surfacing Ltd for £6,500.00 is approved.**

**ACTION: Cllr Frankish**

Cllr Stephenson requested a recorded vote: For – Cllr Frankish, Cllr Kofoed, Cllr Boyd, Cllr Delsignore and Cllr Fox. Against: Cllr Stephenson.

**RESOLUTION: That the Allotment Management Committee are delegated to communicate information to allotment tenants on behalf of the Town Council.**

**ACTION: Cllr Frankish, Cllr Boyd, Cllr Cooper**

2404/12

Open Spaces

a. The Council received the visual and operational play park inspection reports for signature and considered any updates regarding the play area. Cllr Delsignore noted that the overall standard remained good, with the work by Caloo to upgrade the agility trail completed. Monitoring continues of uneven ground and the flag on the ship.

Signed:

Dated:

Monitoring also to continue of both slides due to anti-social behaviour causing damage.

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council.

Confirmation still required from NLC to confirm monthly operational inspections. Cllr Fox to chase a response from Carl Beacock.

c. The Council discussed the tree safety survey report.

**RESOLUTION: That the Clerk seeks quotations for the recommended works. ACTION: Town Clerk**

c. The Council received a Commemorative Bench request for Kirton in Lindsey Cemetery. The Council discussed the current placement of benches within the cemetery and the available spaces for further benches.

**RESOLUTION: That the residents are offered the option for the placement of a bench between rows 22 and 23, block A to explore further. ACTION: Town Clerk**

2404/13

Humberside Fire & Rescue 50 Years anniversary

The Council considered marking the 50-year anniversary. Cllr Fox reported that Cllr Gunn had approached Kirton in Lindsey Fire Station to ask about a form of commemoration. It was recommended that a plaque be presented by the Town Council for display inside the station.

**RESOLUTION: That this is agreed in principle and design and costing are sourced to bring back to the next meeting for decision. ACTION: Cllr Gunn**

2404/14

Policies and Procedures

a. The Council reviewed Policy 08: Member Development Policy last approved March 2023.

**RESOLUTION: That this policy is approved without amendment. ACTION: Town Clerk**

b. The Council discussed the ongoing Community Governance Review work. The following motion was considered:

That this Town Council write to North Lincolnshire Council with a strong request that consideration is given to increasing Town Councillor numbers to the level recommended within their own recent Community Governance Review documentation (an increase of two). This would be a twofold positive move.

1. We would be in line with our governing Councils and the National Association of Local Council's own recommendations.

2. Two additional Councillors would be of huge benefit to our busy Councils responsibilities.

**RESOLUTION: That this matter is deferred until analysis is presented of the current responses received to the ongoing Town Council public consultation survey. ACTION: Town Clerk**

2404/15

Town Clerk's Report / Correspondence for Information and Discussion

The Council received the Town Clerk's report including correspondence for information and discussion.

Correspondence for Information and Discussion

a. The Council noted correspondence received after the Agenda was published including MP Spring Update, Midlands Net Zero information; Planning Decision PA/2023/1752; NLC News Direct; Civic Award note of thanks; ERNLLCA training information; Rural Services Bulletin.

b. NLC – Tourism Partnership update March 2024

c. Community Vision – Fortnightly update

d. ERNLLCA – March newsletter

e. NLC – News Direct

f. Independent Brigg Line Rail Group – update regarding extra pedestrian signage for railways station

g. Resident – Halifax Bomber Memorial queries

h. Resident – Jazz Band availability information for town events

i. CPRE – April Newsletter

j. 118 Information – annual request to update contact information

k. Rural Services Network – Rural Bulletin

l. NALC – Newsletter

m. NLC – Property maintenance management update regarding library estate

n. Rural Services Network – Rural Funding Digest

o. Caloo – update to response regarding embankment slide

p. ERNLLCA – Allotment training event

q. Caloo – update regarding agility trail replacement parts

r. North Lincolnshire Aviation Heritage Centre – request for information ahead of June open days.

The Clerk noted the information requested and the ownership of the memorial on the former RAF Kirton in Lindsey airfield by Airfields of Britain Conservation Trust and that no formal information is published about the site, in the format of other former RAF sites, other than the heritage information board near to the War Memorial.

s. Rural Market Town group – telephone call requesting information about decline of membership.

The Clerk noted the conversation with the group about the decision by the Town Council to decline membership and the lobbying aims of the group for rural market towns.

t. Resident – telephone call requesting information about booking Town Hall facilities

u. UK Potholes – offering services for highway maintenance works

v. ERNLLCA – notification of District Committee Meeting Thursday 25<sup>th</sup> April 2024 at 7pm via Zoom

w. Resident – enquiry about meeting attendance regarding planning application discussion

x. ERNLLCA – Training courses information



2404/16

Date of next Meeting and Agenda Deadline

- a. Councillors were reminded that the Annual Town Council and Monthly Town Council Meetings for May were resolved to be on different dates.
  - b. The Council confirmed the date and time of the Annual Town Council Meeting (subject to any change in circumstances) as: **Wednesday 8<sup>th</sup> May 2024 at 7pm at the Diamond Jubilee Town Hall.**
  - c. The Council confirmed the date and time of the next monthly Town Council Meeting (subject to any change in circumstances) as: **Wednesday 22<sup>nd</sup> May 2024 at 7pm at the Diamond Jubilee Town Hall.**
- NOTE: Agenda items to be submitted before Monday 13<sup>th</sup> May in line with Standing Orders.**

The meeting closed at 21:00

Signed:

Dated:



# Kirton in Lindsey Town Council

## **Remit for Committees 2023-2024**

Reviewed and Revised March 2024

### **Promoting Kirton ("PK") Committee** *(maximum of seven Cllrs alongside non-voting non-Cllrs)*

1. The role of the Committee is to oversee action by the Town Council to promote the town of Kirton in Lindsey for the benefit of residents and businesses located in the town.
2. The Committee shall also encourage visitors to the town for the benefit of residents and businesses located in the town.
3. The Committee shall keep under review annual events such as the Summer Gala, the Christmas Festival, the Civic Dinner, the Civic Service, Civic Awards and Kirton in Bloom Competitions and shall consider adding events or varying events as appropriate.
4. The Committee shall prepare budgets for consideration by Full Council for annual events such as the Summer Gala, the Christmas Festival, the Civic Dinner, the Civic Service, Civic Awards and Kirton in Bloom Competitions and will organise and use the budget provided for the events.
5. Prepare budgets for consideration by Full Council for other functions held by the Council and to organise and use the budget provided for other functions held by the Town Council.
6. Facilitate working in partnership and forming and identifying links with schools, voluntary organisations, tourism organisations and other relevant bodies.
7. To develop and agree promotion of events and other promotional announcements through press releases and publicity.
8. To source and apply for potential sources of funding available to the Town Council or its charities as required.
9. To report back to Full Council.

### **Community Emergency Plan ("CEP") Committee** *(maximum of five Cllrs)*

1. To prepare a Community Emergency Plan for Kirton in Lindsey
2. To review and update the plan annually or as required
3. To maintain contact with appropriate agencies involved in emergency planning
4. To report back to Full Council

### **General Purposes (“GP”) Committee**

1. To receive reports on the financial position of the Council, including a quarterly bank reconciliation and a monthly finance report (though these will also still be received by Full Council)
2. To review insurance cover annually and make recommendations to Full Council
3. To review risk assessments annually and make recommendations to Full Council
4. To authorise payment of invoices
5. To consider and recommend actions to Full Council with all matters relating to the cemetery
6. To consider and recommend actions to Full Council with all matters relating to the Play Area and Public Areas
7. To consider and recommend actions to Full Council with all matters relating to Town Maintenance
8. To consider quotations and tenders, both for the precept and for ongoing works, and make recommendations to Full Council
9. To be in charge of the caretaking of assets and keep the asset register and insurance cover updated as required
10. To receive and reply to matters of correspondence which are too urgent to wait until the next Full Council Meeting
11. Delegated authority for the consideration of comments in response to planning applications when the timing of the consultation period falls outside the schedule of Full Council Meetings
12. To consider and recommend actions to Full Council with all planning matters including consultation on applications
13. To formulate the Council’s own local development policy to facilitate the determination of applications
14. To consider and recommend actions to Full Council with matters relating to flooding infrastructure
15. To consider and recommend actions to Full Council with all matters relating to highways, footways, drainage and public rights of way
16. To be involved with any update of the Parish Plan or Planning for Real
17. To apply for planning permission as required
18. To report back to Full Council

### **Personnel and Disciplinary (“P&D”) Committee** *(recommended minimum of four Cllrs)*

1. That members of the Committee are strongly encouraged to take up current relevant training needed to have the understanding to carry out the duties required.
2. To deal with all matters concerning employees including recruitment, staff contracts, appraisals, disciplinary matters and grievances.
3. To review the Council training budget and act in accordance with Financial Regulations regarding training costs.
4. To report back to Full Council with consideration that any updates on confidential staffing matters will require the exclusion of the press and public.



## Kirton in Lindsey Town Council

### Civility and Respect Pledge

#### Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By Kirton in Lindsey Town Council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our Council has agreed that it will treat all Councillors, Clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with Civility and Respect in their role.	✓
Our Council has committed to training Councillors and staff.	✓
Our Council has signed up to Code of Conduct for councillors.	✓
Our Council has good governance arrangements in place including, staff contracts, and a Dignity at Work policy.	✓
Our Council will commit to seeking professional help in the early stages should Civility and Respect issues arise.	✓
Our Council will commit to calling out bullying and harassment when it happens.	✓
Our Council will continue to learn from best practice in the sector and aspire to being a role model/champion Council e.g., via the Local Council Award Scheme.	✓
Our Council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	✓

September 2022



## **PROPOSED 2024-2025**

### **Kirton in Lindsey Town Council - Schedule of Meetings**

MONTH	MEETING	DATE	TIME	LOCATION
May-24	Annual Council Meeting	8th May	7pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	Promoting Kirton Committee	13th May	6:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	General Purposes Committee	13th May	7:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	Full Council Meeting	22nd May	7pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
Jun-24	Promoting Kirton Committee	10th June	6:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	General Purposes Committee	10th June	7:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	Full Council Meeting	26th June	7pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
Jul-24	Promoting Kirton Committee	8th July	6:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	General Purposes Committee	8th July	7:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	Full Council Meeting	24th July	7pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
Aug-24	NO COUNCIL MEETINGS			
Sep-24	Promoting Kirton Committee	9th September	6:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	General Purposes Committee	9th September	7:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	Full Council Meeting	25th September	7pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
Oct-24	Promoting Kirton Committee	14th October	6:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	General Purposes Committee	14th October	7:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	Full Council Meeting	25th October	7pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
Nov-24	Promoting Kirton Committee	11th November	6:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	General Purposes Committee	11th November	7:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	Full Council Meeting	27th November	7pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
Dec-24	Promoting Kirton Committee	9th December	6:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	General Purposes Committee	9th December	7:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	Full Council Meeting	18th December	7pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
Jan-25	Promoting Kirton Committee	13th January	6:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	General Purposes Committee	13th January	7:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	Full Council Meeting	22nd January	7pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
Feb-25	Promoting Kirton Committee	10th February	6:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	General Purposes Committee	10th February	7:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	Full Council Meeting	26th February	7pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
Mar-25	Promoting Kirton Committee	10th March	6:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	General Purposes Committee	10th March	7:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	Full Council Meeting	26th March	7pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
Apr-25	ANNUAL TOWN MEETING*	9th April	6pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	Promoting Kirton Committee	14th April	6:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	General Purposes Committee	14th April	7:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	Full Council Meeting	23rd April	7pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
May-25	Promoting Kirton Committee	12th May	6:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	General Purposes Committee	12th May	7:30pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	Annual Council Meeting	14th May	7pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
	Full Council Meeting	28th May	7pm	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey

\* Please note that this is the Annual Meeting of the residents of the town NOT the Council but the Mayor will preside.

If there are any items you would like including on the Agenda, please contact the Town Clerk:

01652 648978 / enquiries@kirtoninlindseytowncouncil.gov.uk

*Personnel, Community Emergency Plan, Trustees & Extraordinary Meetings will be scheduled as required*



# Kirton in Lindsey Town Council

## Reserves Statement April 2024

*Agreed FC2404/08*



<b>Total reserves:</b>	<b>£91,040.87</b>
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### **Earmarked Reserves :**

#### **Ringfenced from 2023-24:**

Traingate Project	£515.45
Streetsports	£1,514.27
Outside Gym Equipment Grant	£20,200.00
Community Pot Grants	£700.00
Mayor's Charity Donations (21-22 Peace Garden)	£222.59
Mayor's Charity Donations (23-24 Brownies/Scouts)	£1,015.46
Elections	£3,125.00
Maintenance - including Christmas Festival	£1,969.26

#### **Earmarked from April 2024:**

Car parking provision	£5,639.42
Allotments maintenance and administration	£5,639.42
Halifax Bomber Memorial buffet	£500.00
Future Match Funding	£10,000.00

<b>Total earmarked reserves:</b>	<b>£51,040.87</b>
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<b>General reserves:</b>	<b>£40,000.00</b>
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<b>Total Reserves:</b>	<b>£91,040.87</b>
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## AGM motion

**From:** Enquiries

**Sent:** Friday, April 19, 2024 5:23 PM

**Subject:** RE: AGM motion

Good afternoon,

At the last ERNLLCA AGM Skidby Parish Council sought support for a motion to be submitted to NALC seeking greater involvement of parishes in decision-making and national and local policies that impacted on them. The AGM agreed to the motion but it needs an evidence base building to send to NALC.

In summary the motion sought to ensure that all future legislation that impacts on parish councils should include a requirement on central or local government (and associated bodies) to at least consult, and ideally work with Parish Councils on impact and implementation. It would have the aim of strengthening parishes' role in local decision-making and developing and supporting their communities.

Particularly in large rural areas, such as the East Riding and Northern Lincolnshire, parishes hold a wealth of local knowledge and experience and are often better able to provide feedback on impacts on local residents or community issues than principal councils or larger organisations.

Please could you let us know if you have:

- Any case studies that would help to illustrate this e.g. where local knowledge would have improved a policy or legislation?
- Examples where improved communication/consultation from the principal council (ERYC, NLC, NELC) would have improved outcomes locally?
- Examples where parishes have put forward issues or concerns about a proposal and not been listened to with detrimental impact on the local area?

If you do please could you also provide details, for example:

- The nature of the issue
- The organisations involved
- Impact on the parish
- How things would have been improved with consultation
- Whether this is a local issue or has wider significance regionally or nationally

Please send any information you have by **Friday 10 May 2024**.

This is the text of the motion agreed by the AGM:

*Parish Councils need to work effectively with a variety of partners to deliver the best services and outcomes for their residents. However, engagement with principal councils is often difficult and time-consuming, due to a lack of knowledge of the roles and functions of Parish Councils and an apparent unwillingness to recognise and value the unique perspective and local knowledge held by them. Skidby Parish Council urges NALC to lobby for a stronger role*

*for Parishes and a requirement on government departments and principal Councils to properly engage with parishes on matters which affect their residents.*

Kind regards,

Tom

**Tom Clay**

**Executive Officer, ERNLLCA**

### **Standards in Public Life survey**

**From:** Ruth Johnson-Ross

**Sent:** Monday, April 29, 2024 12:35 PM

**Subject:** Standards in Public Life survey

Dear colleagues,

ERNLLCA have been asked to share the following consultation with you:

The Committee on Standards in Public Life (COSIPL) have recently issued a consultation on accountability in public bodies and NALC will be responding.

The consultation document can be read here ( [2024-03-21 Accountability within public bodies - open consultation final \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/2024-03-21-Accountability-within-public-bodies-open-consultation-final) ) and the terms of reference for the consultation can be read here ( [2024-03-21 Accountability within public bodies - terms of reference final \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/2024-03-21-Accountability-within-public-bodies-terms-of-reference-final) ).

In order to inform its own response NALC has generated a short snapshot sector survey here ( <https://forms.office.com/e/4LmVzQPvYi> ) can you please complete this by **Friday 17 May** 2024 if you would like to contribute.

Kind regards,

Ruth

**Ruth Johnson-Ross**

**Communications, Finance and Training Officer, ERNLLCA**

Questions:

1. Please confirm what you think are the main reason(s) why local councils might fail to act quickly and decisively at the first sign of a problem within the organisation? (select all that apply).

1. Lack of knowledge
2. Fear of coming forward
3. Lack of support
4. Lack of acknowledgement that there is a problem on the council
5. Lack of resource.

2. Local councils are required to manage a variety of risks to the successful delivery of public services. Does your local council use data to help it understand these risks?

1. Yes, always
2. Yes, sometimes
3. Not often
4. No, not usually
5. No, never

3. Do you feel that your local council has good processes in place for identifying patterns and spotting problems that need addressing?

1. Yes, definitely
2. Yes, slightly
3. Not really
4. No, not much
5. No, not at all

4. What practices and behaviours can local (parish and town) councillors adopt to ensure that they have proper oversight of their local council? (select all that apply).

1. Attendance at Full Council meetings
2. Attendance at Council Committee meetings
3. Read the Council's internal audit report
4. Read the Council's external audit report (if applicable)
5. Sign up as a Council to the Civility and Respect Pledge.
6. Reading the Practitioners' Guide, The Good Councillors' Guide and The Good Councillors Guide to Finance

5. Accountability in public life can sometimes be associated with blame. Do you feel that your local council currently has a culture where people feel safe to speak up about concerns, allowing problems to be addressed early and lessons to be learned?

1. Yes, definitely
2. Yes, slightly
3. Not really
4. No, not much
5. No, not at all

6. Please tell us in more detail about how you think local councils in general can avoid failure (financial, behavioural or both).