



**Minutes of the Meeting of Kirton in Lindsey Town Council held on Wednesday 25<sup>th</sup> April 2018 at the Town Hall, High Street, Kirton in Lindsey at 7.40pm.**

Members present: Cllr Joy Kofoed (Chair), Cllr Billy Boyd, Cllr Geoff Cossey (part), Cllr Maggie Davies (part), Cllr Pat Frankish, Cllr David Garritt (part), Cllr Karen Gunn, Cllr Tony Kidder, Cllr Andrew Kofoed and Cllr Jack Startin

Also Present: 3 members of the public (part); Town Clerk: Neil Taylor-Matson  
Ward Cllr Neil Poole (part).

Prior to the meeting, prayers were led by Cllr Pat Frankish

**Public Participation:**

Mrs Cuthbert addressed the Council to ask the purpose of the one way system proposal for the Market Place and the mini roundabout proposal for the cross roads at the Queens Head.

Mrs Cuthbert also asked the Council why they were proposing to get rid of the old chains of office and wished that they were kept in use.

A resident asked the Council what was being done about parking on pavements and the state of the roads in the town and highlighted that some of the pot holes had been marked up in yellow for repair however the yellow paint was now wearing away. The resident pointed out that the state of the roads was down to an overall lack of maintenance and that North Lincolnshire Council wasted time marking them up and then repairing some of the holes at later dates.

The council were addressed about parking outside Millennium Cottages as it was a condition of the planning permission that parking was provided behind the houses.

Mrs Cuthbert added that she objects to yellow lines being painted around the Market Place as some residents do need to park outside the hairdressers and butchers as the parking spaces provided are taken up all day by the same cars.

**MINUTES**

1804/01

Apologies for Absence

a. Apologies for absence were received from Cllr Kathy Cooper, Cllr Paul Kelly and Ward Councillors Trevor Foster and John England.

b. The Council received the resignation of the Mayor, Councillor Kathy Cooper and noted that Cllr Cooper will remain a Councillor.

**RESOLUTION: That a letter of thanks is written to Cllr Cooper.**

**ACTION: Town Clerk**

c. The Council received the resignation of Councillor Sam Layzell.

**RESOLUTION: That a letter of thanks is written to Cllr Layzell.**

**ACTION: Town Clerk**

1804/02

Declaration of Interests / Dispensations

a. Cllr Frankish and Cllr Kofoed declared personal interest in 1804/18 (a).

b. No dispensations were sought or granted.

1804/03

Minutes of Previous Meetings

a. The Council considered the minutes of the Full Council Meeting held on 28<sup>th</sup> March 2018.

**RESOLUTION: That the minutes were duly approved and signed.**

b. The Council received draft minutes of the Meeting of the Trustees of the Poor's Close Charity held on 28<sup>th</sup> March 2018.

c. The Council received draft minutes of the Meeting of the Trustees of the Green and the Marker Place Charity held on 28<sup>th</sup> March 2018.

d. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 9<sup>th</sup> April 2018.

e. The Council received the draft minutes of the Finance, General Purpose and Planning Committee Meeting held 9<sup>th</sup> April 2018.

1804/04

Election of Deputy Chair

a. The Council received nomination by Cllr Andrew Kofoed for Cllr Billy Boyd to become Deputy Chair for the remaining 2017-18 term of office.

**RESOLUTION: The Council resolved that Cllr Bill Boyd would become Deputy Chair for the remaining term. Cllr Billy Boyd signed the Declaration of**

***Acceptance of Office.***

1804/06

**Mayor's & Delegate's Report** (for information only unless specified)

The Council received reports from the Mayor and Councillors attending meetings on behalf of the Council:

- Chair's Report/Civic Events – Cllr Joy Kofoed noted that the Annual Mayor's Report had just been given at the Annual Town Meeting.
- Cllr Frankish reported attendance at the Broughton Town Council and Barton Town Council Civic Dinners.
- Cllr Frankish reported attendance at the ERNLLCA Councillor's Financial Responsibilities training with Cllr Davies and the Town Clerk, noting that the training was very useful.

1804/07

**Kirton Regeneration Group**

The Council received an update from the Kirton Regeneration Group and considered the following matters;

- a. Regeneration proposals consultation feedback – one way system and mini roundabout. The Clerk reported that some feedback was coming through from residents and that this would be collated and distributed to all Councillors shortly. Councillors discussed the requirement for the mini roundabout and concerns that larger vehicles such as lorries and buses would not be able to navigate around it adequately. Councillors further discussed the potential requirement for a further roundabout at the South Cliff Road (B1398) / B1400 junction in light of the 302 new residential houses which are proposed to be built in that area.
- b. "Quiet Lanes" research. Cllr Cossey was thanked for his research into Quiet Lanes which are in place in other parts of the country, to inform on the proposal for Ings Road. This information is to be shared with North Lincolnshire Council (NLC) and the Regeneration Group at the next meeting on 26/04/2018.

**ACTION: Town Clerk**

- c. Quarries on Gainsthorpe Road and traffic restrictions through Scawby. The Clerk reported discussions with Scawby Parish Council about their approach to successfully managing traffic through Scawby. There is nothing legally binding in place, however the Parish Council have approached hauliers and made agreements on a good will basis, insisting on a traffic management plan. This requires a designated route to be established by the Council, and to insist on a traffic management plan as a condition of planning. This good will gesture does still need policing however, and hauliers informed when the traffic management plan is not adhered to. It was further noted that Scawby Parish Council have tried to enforce a weight limit but without success so far.

Councillors discussed the potential for 100 extra lorries travelling to and from the quarries and potential impact on North Cliff Road, with the hope that the lorries would use Gainsthorpe Road as the most direct route to the A15.

- d. Provision of a Kirton in Lindsey Wellbeing Hub. Councillors noted that the issue was that redundant NLC buildings were used in other towns for the creation of the wellbeing hubs, and there were no such buildings in the town. It was suggested that the possibility that the library/youth club building could also be used as a wellbeing hub be taken to the next Regeneration Group meeting and that such use could also increase usage of the library facilities.

**ACTION: Town Clerk**

- e. Formation of an allotment committee. It was noted that an allotment committee already exists with the membership of Cllr A Kofoed and Cllr Startin and does not sit under the Town Council remit. The location and size of allotment provision under the Section 106 agreement for the development of 302 residential homes at the former RAF base has not yet been identified and this will inform further details such as the requirement for fencing, water and potentially lighting. The register of interest list for allotments held by the Town Council requires revisiting.

**RESOLUTION: That a meeting of the Allotment Committee will take place once required information is provided by NLC.**

**ACTION: Town Clerk/Cllr A Kofoed/Cllr Startin**

**RESOLUTION: That an article in the next edition of Kirton First will seek applications of interest for allotments.**

**ACTION: Town Clerk**

1804/08

Neighbourhood Plan

The Council receive an update following the initial Neighbourhood Plan meeting with Dave Lofts, North Lincolnshire Council and considered actions required.

Cllr Frankish noted that the meeting had been useful with lots of information discussed. Issues around costs and funding were not as bad as initially thought. The work will be broken down into stages, however a lot of work is required prior to Stage One and the work will require a referendum of the whole parish – the consideration is to include the entire parish of Kirton in Lindsey rather than just the town as drawing a boundary for the town itself is problematic. The recommended mix for the Neighbourhood Plan committee is 8 members of the public with 2 Town Councillors.

**RESOLUTION: A paper will be ready for the Full Council Meeting in June.**

**ACTION: Cllr Frankish**

1804/09

Town Bus Services

The Council received an update on the implementation of the number 94 bus service and the future of the Kirton Klipper. The report by Martin Hollingsworth at the Annual Town Meeting was noted. The Kirton Klipper will cease, after 16 years, on June 28<sup>th</sup> and on July 2<sup>nd</sup> a revised Service 94 operated by Hornsby's will replace it. This will be a 5 day a week service, covering almost the same route as the Klipper but with minor changes as it will be a larger single decker bus. Service 94 will run from Brigg, through Scawby, Hibaldstow, Redbourne and then a loop around Kirton in Lindsey before returning along the same route. It was also noted that if the service 94 around Kirton in Lindsey is not used it will cease. Cllr Kidder noted that Gainsthorpe will not be included within the number 94 route.

**RESOLUTION: That coverage for Gainsthorpe is discussed with Martin Hollingsworth.**

**ACTION: Town Clerk/Regeneration**

**RESOLUTION: That the new service is promoted around the town, with the message 'if the service is not used we will lose it'.**

**ACTION: Town Clerk**

1804/10

Ethical Standards: Stakeholder Consultation

The Council discussed the Ethical Standards Consultation and agreed a response.

**RESOLUTION: That the response submitted should be that 'Kirton in Lindsey Town Council find the existing standards adequate for our purposes.'**

**ACTION: Town Clerk**

1804/11

Mayor's Chains of Office and Kirton in Lindsey Town Council Civic Award Shield

a. The Council considered the donation of the old chains of office to the Kirton in Lindsey Society. The Clerk noted contact from Mrs Brumpton who had expressed distress at this Agenda item and requested that the Town Council retain the chains of office and use them.

**RESOLUTION: That both chains of office are retained by Kirton in Lindsey Town Council and a choice is provided to the Mayor in office on how they make use of the chains.**

Ward Cllr Neil Poole enters the meeting.

b. The Council considered the updating of the chains of office.

**RESOLUTION: That the chains of office are updated with the most recent details of terms of office. Receive quotations for a chain for the Deputy Mayor to replace the ribbon. To obtain quotations for the appropriate professional cleaning of the chains.**

**ACTION: Town Clerk**

c. The Council considered the updating of the Civic Awards Shield.

**RESOLUTION: That the Civic Award Shield is updated with the most recent details of winners. That the Mayoral Board is updated with the most recent details of terms of office and that at the same time the dates of the term office of C L Hutton are corrected.**

**ACTION: Town Clerk**

1804/05

Report from Ward / North Lincs. Councillors

a. The Council agreed that the meeting be temporarily suspended to receive the Ward Councillors' Report.

Cllr Neil Poole reported on the Town and Parish Liaison Meeting which had just finished at the Civic Centre. Updates on the GDPR regulations which come into force on May 25<sup>th</sup> had been discussed along with options on support from NLC for Town and Parish councils.

Work of the Regeneration Group was noted, with car parking capacity improvements underway, spaces to be marked out in the library car park to maximise the use of space and wider access to

be provided and the requirement for good signage to be put into place.

Traffic monitoring strips had been put into place to provide up to date data readings and assist informing the one way proposals to improve traffic flow for the Market Place.

Ward Councillors have received a very good response to the mini-roundabout proposals circulated to every household. 99% of responses are in favour of action at the junction – the Town Council will be informed of the feedback once it is correlated.

b. The Council considered any actions arising from the report.

Cllr Poole was asked for an update on the repairs to the pot holes throughout the town which had been reported some time ago. It was noted by Cllr Poole that some of the repairs required are permanent resurfacing. Councillors pressed Cllr Poole for timescales which could be provided to residents. Cllr Poole will chase up the schedule of works and forward it to the Clerk.

**ACTION: Town Clerk**

Cllr Cossey left the meeting.

1804/12

Grounds Maintenance Contract

a. The Council received an update following meeting with contractors 20/04/2018 and agreed actions required.

The Clerk reported on the proposals from the contractors to retain the contract

**RESOLUTION: That appropriate paint is purchased to enable the painting of the replacement ground level planters in the Market Place with a budget of £75.**

**ACTION: Town Clerk/Cllr Frankish/Cllr Davies**

**RESOLUTION: That a notice is placed in the cemetery noticeboard about the ongoing works of maintenance to unkept and uncared for graves.**

**ACTION: Town Clerk**

**RESOLUTION: That the proposal for a further 11 month contract with break clause followed by a two year agreement be agreed with Burley's.**

**ACTION: Town Clerk**

b. The Council considered additions to the Grounds Maintenance schedule.

**RESOLUTION: That a quotation is obtained from the contractors to add in maintenance of the flower bed at the Surgery and the provision of plants for the In Bloom group to plant in the town flower beds which they maintain.**

**ACTION: Town Clerk**

1804/13

The Centenary of the End of the First World War

a. The Council received an update from Cllr A Kofoed regarding the potential formation of a committee in liaison with the Royal British Legion to establish an event for 11<sup>th</sup> November 2018 and the funds available to do so.

**RESOLUTION: That Cllr A Kofoed continues to work with engaging with the Royal British Legion.**

**ACTION: Town Clerk**

b. The Council agreed the date of a site visit to the Green to consider the position for the oak tree.

**RESOLUTION: That Councillors will carry out a site visit on Wednesday 23<sup>rd</sup> May at 18:40.**

**ACTION: All Councillors**

c. The Council agreed the date of a meeting of the Trustees of The Green and the Market Place to confirm decisions.

**RESOLUTION: That the meeting will be on Wednesday 23<sup>rd</sup> May at 18:50.**

**ACTION: Town Clerk**

1804/14

Grove Street Cemetery

a. The Council received an update on the works for the concrete base in the cemetery.

The Council were informed that the works were over budget by £175 due to a degree of confusion over measurements.

**RESOLUTION: That the additional £175 is paid for the works.**

**ACTION: Town Clerk**

b. The Council received an update on the works to the path at the entrance to the cemetery.

The Council were informed the works would commence shortly, following the completion of the works to the concrete base within the cemetery.

c. The Council considered the damaged bench at the entrance to the cemetery.

The Council noted that the bench to be provided by the grounds maintenance contractors could be used to replace the bench in this area.

**RESOLUTION: That the bench to be provided by the grounds maintenance contractors could be used to replace the bench in this area.**

**ACTION: Town Clerk**



d. The Council considered storage options within the shed. Councillors discussed stackable containers and storage shelves to maximise the space. The provision of six stackable containers were considered and shelving made from recycled plastic. The Council were also informed of the need for battery operated lighting within the shed and that the date for the installation was Friday May 4<sup>th</sup>.

**RESOLUTION: That the Clerk is uses devolved authority to purchase required storage solutions to a value of no more than £500.**

**ACTION: Town Clerk**

1804/15

Written motion proposed by Cllr Startin - Assets of Community Value

a. 'That this Council submits, as soon as possible, an application to North Lincs Council for the Library (on King Edward Street) to be listed as an Asset of Community Value.'

**RESOLUTION: That an application is submitted as soon as possible.**

**ACTION: Town Clerk**

b. 'That this Council submits, as soon as possible, an application to North Lincs Council for the Youth Centre (on King Edward Street) to be listed as an Asset of Community Value.'

**RESOLUTION: That an application is submitted as soon as possible.**

**ACTION: Town Clerk**

1804/16

Town Clerk's Report / Correspondence for Information and Discussion

The Council received an update from the Town Clerk.

Correspondence for Information

a. Update from NLC – Ongo repairs to wall at Ings Road/Whitewell Close are complete.

b. ERNLLCA District Committee Meeting was this evening and apologies sent.

c. Royal British Legion newsletter available for distribution to Councillors.

**RESOLUTION: Distribute to Cllr Frankish.**

**ACTION: Town Clerk**

d. WI correspondence; RAF Parade; Community Emergency Plan and Town Parking

**RESOLUTION: Distribute Town Parking letter to all Councillors.**

**ACTION: Town Clerk**

e. Town Hall defibrillator update. Defibrillator casing is now in position and East Midlands Ambulance service are to be contacted by NLC to install the equipment within.

f. Mycommunityalert scheme details. Further details for distribution to Councillors.

**RESOLUTION: Distribute to Cllr Frankish and Cllr Davies with consideration to be given to inclusion in the next edition of Kirton First.**

**ACTION: Town Clerk**

g. Clerk's mobile update. To confirm the new business mobile is active with the same number.

h. Update regarding internal audit / office closure 10/05/2018. To note that the work preparing for the internal audit is ongoing and the auditor will be visiting the office on Thursday 10/05/2018 requiring the closure to members of the public on that day.

**RESOLUTION: That information is provided to the public to make them aware.**

**ACTION: Town Clerk**

Correspondence for Discussion

i. Tasks and Actions matrix. Updated version to be distributed as soon as possible.

**ACTION: Town Clerk**

j. Recommended amendments to Town Council policies and procedures. Recommendations noted and Clerk thanked for diligent review of the policies and procedures.

**RESOLUTION: Amendments be made and that any further amendments be notified to the Clerk as soon as possible prior to the May meeting.**

**ACTION: All Councillors**

k. Response received from Globe Consultants, regarding the planning application for 302 new residential homes at the former MOD base.

**RESOLUTION: That the Town Council write to the Section 106 officer at NLC to request input in the discussions which are understood to be currently ongoing.**

**ACTION: Town Clerk**

l. Response from Nic Dakin following the residents meeting on 10/02/2018.

**RESOLUTION: That the correspondence is distributed to all Councillors.**

**ACTION: Town Clerk**

m. Update re the works to the chain link fencing on the Green. The works were commissioned however due to ill health are unlikely to go ahead until mid-late summer 2018.

**RESOLUTION: That enquiries are made for temporary cosmetic repairs in the interim period but that the original commission is honored.**

**ACTION: Town Clerk**

n. Costs for replacement parts to marquee from Gala Tents. The replacement gable ends can be purchased at a cost of £67.98.

**RESOLUTION: That replacements are purchased at a cost of £67.98.**

**ACTION: Town Clerk**

o. HSBC paying in card application. The application requires two signatories to sign to confirm agreement of a paying in card for the Clerk so that cash can be paid in at the town Post Office instead of the requirement to travel with cash to the bank at Scunthorpe.

**RESOLUTION: That the application was signed for the Town Clerk to submit.**

**ACTION: Town Clerk**

p. Barnetby Silver Band correspondence; Summer Gala/Christmas Festival.

**RESOLUTION: That a donation of £50 is offered for the Christmas Festival performance and a further £50 donation is offered for a performance at the Summer Gala.**

**ACTION: Town Clerk**

q. Finance reporting update. The Clerk reported research into bespoke finance packages to assist with the financial reporting and recording for the Town Council and to develop a more professional and user friendly approach. A free trial of Scribe software was undertaken throughout April and the Clerk recommended taking a subscription of this software with associated support and training at a cost of £347 plus VAT each year.

**RESOLUTION: That the software subscription is purchased.**

**ACTION: Town Clerk**

1804/17

#### Planning

a. The Council considered the following Planning Applications:

- |     |            |  |
|-----|------------|--|
| (i) | Number:    | PA/2018/606  |
|     | Proposal:  | Planning application to vary condition 23 of WD/2012/1336 to increase the processing tonnage from 35,000 tonnes to no more than 48,000 tonnes per annum of non-waste plant material. |
|     | Site:      | Biomass Facility, Hibaldstow Airfield, Redbourne Road, Hibaldstow, DN20 9NN.   |
|     | Applicant: | H Jones, Merlin Renewables Ltd   |

**RESOLUTION: That a copy of the transport management plan is requested along with an extension for comment so that the Council can determine how this will impact on the town before any agreement or further comment can be made.**

**ACTION: Town Clerk**

- |      |            |  |
|------|------------|--|
| (ii) | Number:    | PA/2018/632  |
|      | Proposal:  | Planning permission to create a storage lagoon for liquid food industry waste and digestate. |
|      | Site:      | Land north of B1400 and along track adjacent Cranwell Close, Kirton in Lindsey.              |
|      | Applicant: | Mr Jacques, D R Jacques & Son  |

**RESOLUTION: That the Clerk submits an "Objection" to this application. That the site is totally unsuitable due to the proximity to residential properties with the introduction of both odour and traffic nuisance to a large number of families. That a request is made for a traffic management plan to be provided as part of this application. That the**

***previous objections are reiterated with emphasis on the concern that odours emanating from the site would adversely affect the enjoyment of their properties and outside space by surrounding residents.***

**ACTION: Town Clerk**

b. The Council received the following decisions by North Lincolnshire Council:

- (i) PA/2017/389 – Full planning permission to erect 91 residential dwellings, including associated garages, infrastructure and public open space on land off Station Road, Kirton in Lindsey
- (ii) PA/2017/1520 – Full planning permission for change of use of five (5) no. vacant former MOD buildings to B8 use (excluding open storage), ancillary B1 uses, and agricultural storage at RAF Kirton in Lindsey, B1400 from B1398 to B1205, Kirton in Lindsey, DN21 4HZ
- (iii) PA/2018/176 – Full planning permission for change of use from B1 (business) and B8 (storage or distribution) to B1, B2 (manufacturing & assembly of modular housing) and B8 at Unit 4 Hurricane Industrial Estate, Kirton in Lindsey, DN21 4HZ
- (iv) PA/2018/341 – Full planning permission to erect a single-storey rear extension at Kirton in Lindsey Fire Station, 6 West Cross Street, Kirton in Lindsey, DN21 4DN
- (v) PA/2018/374 – Full planning permission to erect a 2 storey side extension and single storey rear extension at 16 Cranwell Close, Kirton in Lindsey, DN21 4PY

c. The Council received notification of the appeal decision for the following application: PA/2017/511 – Planning permission granted for sixteen three/two-bedroom houses/bungalows for affordable housing with associated hard and soft landscaping at land adjacent to Maple Lea, Gainsborough Road, Kirton in Lindsey

Cllr Davies left the meeting.

Ward Cllr Poole left the meeting.

1804/18

Finance

a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA 1972

b. The Council approved accounts for payment.

**RESOLUTION: *That the accounts be duly paid.***

**ACTION: Town Clerk**

c. The Council received the Finance Report and 4<sup>th</sup> Quarter Budget Monitoring Report and a report from the Clerk on the Year End information for 2017-18.

d. The Council received notification of the receipt of NLC In Bloom funding payment £2000

e. The Council received notification of the receipt of the HMRC PAYE refund of £2,632.12

f. The Council noted the transfer of the remaining mayoral allowance of £100 from Cllr Cooper to Cllr Kofoed

g. The Council received notification of completion of VAT return for 2017/18 for £5802.92 and noted additional VAT returns between December 2015 and March 2017 still to be completed.

**ACTION: Town Clerk**

h. The Council considered ERNLLCA membership renewal at a cost of £785.20

**RESOLUTION: *That the subscription of £785.20 is paid.*** **ACTION: Town Clerk**

i. The Council considered ICCM membership at a cost of £90

**RESOLUTION: *That the subscription of £90 is paid.***

**ACTION: Town Clerk**

j. The Council considered VANL membership at a cost of £20

**RESOLUTION: *That the subscription of £20 is paid.***

**ACTION: Town Clerk**

k. The Council noted the NLC Rate Demand for Grove Street Cemetery.

l. The Council considered the Next Level Event – SLCC training for the Town Clerk at a cost of £75

**RESOLUTION: *That the training is approved.***

**ACTION: Town Clerk**

Cllr Garritt left the meeting.

m. To consider the reserves statement. The Council considered the current reserves statement and any changes required following the Year End information report.

**RESOLUTION: *That adjustments to the reserves statement be made to reflect the following; £15,000 for allotment provision; £15,000 for car parking; £10,000 for KCLASSIC; £5,000 for noticeboard maintenance; that the Kirton Klipper provision is removed.***

**ACTION: Town Clerk**

Signed:

Dated:

1804/19 Agenda for next and future meetings  
The Council considered any items to be added to the Agenda for next or future meetings.  
RESOLUTION: No items requested at this time.

1804/20 Date of next Meeting  
The Council confirmed the date and time of the Annual Town Council Meeting as (subject to any change in circumstances):

**Wednesday 23<sup>rd</sup> May 2018 at 7pm  
in the Town Hall, High Street, Kirton in Lindsey**

The meeting closed at 10pm.

Signed:

Dated: