

## **Appendix A Friday Digest Summary**

*Summary of Items of note 18<sup>th</sup> October to 21<sup>th</sup> November 2019 – sent to Councillors in weekly digests.*

The date noted at the end of each item is the date the information was received.

### **Contents**

1. Attendance requests
2. For Promoting Kirton
3. For General Purpose
4. For Full Council
5. For Information at this time (Cllrs to request for Agenda)

### **Attendance requests**

**Royal British Legion** – to informally discuss ideas for VE Day 75 in May 2020 prior to their AGM on 1<sup>st</sup> November at the Queens Head, 7pm. If you are interested and available please let me know as soon as possible (prior to Tuesday) so that I can respond. 21/10/2019

**Barton upon Humber Town Council** have invited the Mayor to attend the Barton Christmas Festival Lights Switch-On to be held on Saturday 30<sup>th</sup> November. The Mayor is unavailable and has asked that I send the invitation out to all Cllrs to see if anyone else would like to attend. If you are interested and available please let me know as soon as possible so that I can respond. 23/10/2019

**Request from Full Council Meeting** – Site visit to view No Parking sign at King Edward Street near teen shelter, please attend to view ahead of the next Full Council meeting on 27<sup>th</sup> November.

**Benches for boundary of Green and Garden of Edward Elmhirst Ducking** – please take a look at the area for decision making on placement of benches now that the new bollards are in situ. Discussion will be on the November agenda.

Following enquiries in the **Funding for Pocket Parks** information received 05/11, **invitation from Voluntary Centre Services West Lindsey to attend their West Lindsey Green Spaces forum**, an open meeting for any groups in and around West Lindsey to get together to discuss aims, objectives and opportunities to work in partnership – **Guildhall, Gainsborough on Monday 11<sup>th</sup> November 12:30-1:45pm**. I am unable to attend, but if anyone would like to represent the Town Council and share ideas and discover opportunities it sounds worthwhile. 08/11/2019

**Civic Invitations to the Mayor** – 4 (*involves sending the details to the Mayor, collating response, if necessary sending the details to Deputy Mayor/other Cllrs, creating diary entry for the event, recording date received and passed for response, submitting reply by completing form, scanning and emailing, making any payments required*)

### **For Promoting Kirton**

#### **Christmas Festival**

- **Stall enquiries** – 8
- **Fire Station** – confirmation of plans for the fire engine to attend the event 18/10/2019
- **Lincolnshire's Lancaster Association** – response that invitation to attend the event has been passed along the membership to the person who is in charge of the sales trailer. 18/10/2019

- **Road closures** – confirmation from contractors that cones will be put in place along the closure routes the night prior to the event to attempt to reduce on street parking causing issues for the emergency services priority routes. 21/10/2019
- **Cllr Garritt** – update on Christmas Festival entertainment contacts – North Lindsey College 24/10/2019
- **Lincolnshire's Lancaster Association** – response that they are unable to attend due to a prior booking on the same date. 24/10/2019
- **Primary School** – request from parents for staging or something to indicate where the choir end and the audience starts for their performance 28/10/2019
- **LITE** – confirmation from contractors that Christmas lights installations are planned for early w/c 18<sup>th</sup> November and taken down w/c 13<sup>th</sup> January. 28/10/2019
- **North Lindsey College** – following enquiries by Cllr Garritt, confirmation of availability of performers and singers for the event with requests around staging and microphones. 28/10/2019
- **Primary School** – baubles handed to staff for decoration by the school children 29/10/2019
- **Station Road Co-Op** – collection of selection boxes donations 29/10/2019
- **Response from Market Rasen band** – to enquire sent 15/10/2019 for availability – checking with members at their meeting on 30/10/2019 for availability and then getting back to me. 29/10/2019
- Update from **LincsLightning Cheerleaders** on planning for the event 29/10/2019
- **PA provision** – confirmation on number of microphones which will be available for the school/college to use 29/10/2019
- **Selection boxes** – collection of 90 selection boxes from Station Rd Co-Op. 29/10/2019
- **North Lindsey College** – arrangement to meet regarding potential for staging for the performances at the Christmas Festival 31/10/2019
- **Selection boxes** – Asda confirm 20 selection boxes ready for collection as soon as possible 31/10/2019
- **Market Rasen Band** – confirmation that around 15 players are available to play anytime between 3:30 and 5pm on the afternoon of the Christmas Festival 04/11/2019
- **Shower Singers** – confirmation of receipt of reasoning that Town Council cannot meet the terms required for the group to appear at the Christmas Festival 04/11/2019
- **Selection boxes** – majority handed to Cllr Cooper for wrapping reading for event 04/11/2019
- **Church** – contact with Church to try to arrange suitable times for install of floodlights for Christmas period 04/11/2019
- **Pop Top Kitchen** – confirmation won't attend due to number of food stalls booked and lack of viability for them at a small event 04/11/2019
- **North Lindsey College** – meeting in Market Place to discuss space and arrangements for performances 05/11/2019
- **Church Floodlights** – electricians arranged for 20<sup>th</sup> November to install floodlights for festive displays 05/11/2019
- **Draft schedule** to performers for consideration and any necessary changes 05/11/2019
- **Roadworx** – request for quotation for Car Parking signs 05/11/2019
- **Roadworx** – request for confirmation of requirement of advance notice signs 05/11/2019
- **Selection boxes** – further 21 selection boxes donated from Station Rd Co-Op along with 31p remaining from the £100 donation 07/11/2019
- **Roadworx** – Quotation received for meeting for all requests regarding road closures 07/11/2019

- **Cllr Garritt** – progress update on light switch on device and lighting of Santa queue area 08/11/2019
- **North Lindsey College** – request for space to warm up / store belongings on the evening of the event 08/11/2019
- **Christmas Plus** – quotations for Lighting provision, 3 year contract 2020 onwards 08/11/2019
- **Lights Switch On** – message left for parent of Fancy Dress Winner re switch on date and time 11/11/2019
- **Santa's Grotto** – plans made to meet with the volunteer elves on the night to introduce to Santa prior to arrival in Market Place 11/11/2019

### **Other**

- **Cllr Fox** - report on meeting with Royal British Legion 1<sup>st</sup> November 04/11/2019
- **Funding for Pocket Parks in England** – Government one-off fund to support new pocket parks as well as to restore and renovate existing parks that benefit local communities 05/11/2019
- **Litter bins** – request to re-send design options to members of Promoting Kirton Committee for litter bins for street scene asset review 08/11/2019
- **Litter bins** – research into prices of designs suggested by Promoting Kirton members, at six individual companies to try to gather all required information in time for Monday evening. 08/11/2019
- **Litter bins** – enquiries back to **Langley Design** for costs of carriage 08/11/2019
- **Litter bins** – enquiries from **All Urban** regarding base/no base, powdered coating or stainless steel and if ashtrays are required installing in the bins 08/11/2019
- **Litter bins** – info from **Marshalls** received 08/11/2019
- **Litter bins** – info from **ESE** received 08/11/2019

### **For General Purpose**

- **NLC** – Response regarding bus stop timetables – the colleague who deals with the timetables is currently on leave but request passed to them to respond on their return on Wednesday. 21/10/2019
- **NLC – PA/2019/1784** – Planning permission to change use of dwelling to day nurse at 39 North Cliff Road, Kirton in Lindsey 28/10/2019
- **Hornsby's** – request for October figures, 94 bus service (out of office until 6<sup>th</sup> notification received) 05/11/2019
- **Hornsby's** – October figures, 94 bus service received 07/11/2019

### **For Full Council**

- **Burley's** – update from Grounds Maintenance contractor following concerns raised over the past few weeks. 17/10/2019
- **NLC Winter Service** – replenishment of salt stocks. Notification of availability to provide 1 tonne sacks of salt. 18/10/2019
- **Streetsports** – Notification seen on social media that Streetsports will not be returning to Kirton in Lindsey due to 'calls to our service in other areas' 18/10/2019

- **Cllr Fox** – update from meeting with resident in the cemetery with photos of areas of concern including memorial stones and taps. Update collated with response to all Cllrs and also a further report to the contract manager. 18/10/2019
- **Resident reports** damage to the picnic bench on the Green via carving with a knife and notes that he has carried out remedial repairs to protect the damaged wood prior to more thorough repairs planned when the weather improves. 20/10/2019
- **NLC** – Notification of NLC Standards Training sessions to be held on Thurs 28<sup>th</sup> Nov at 12-2pm and Wed 4<sup>th</sup> December at 5:30-7:30pm at Church Square House. 21/10/2019
- **LIVES** – Budgeted grant application form received for November FC meeting 29/10/2019
- **Clark Weightman** – response with details of work they can undertake and the fee for valuation advice on the Vincent Hall 31/10/2019
- **Resident information** – contact from resident to say he has cast iron High Street and King Edward Street road signs saved from when they were to be skipped and would like to see them used. 31/10/2019
- **NLC – PA/2019/1601** – decision notice - approval for works to trees in a conservation area at GP Surgery, 35 Traingate, Kirton in Lindsey DN21 4PQ - 05/11/2019 (after publication of GP Agenda)
- **Budgeted Grant Application** – received from Kirton in Lindsey Guides 08/11/2019
- **West Lindsey Area Group** - North Notts and Lincs Community Rail Partnership Meeting Minutes 1<sup>st</sup> Nov 08/11/2019
- **NLC – PA/2019/1599** - decision notice – consent to cut down or carry out works on trees protected by a tree preservation order at 33 Traingate, Kirton in Lindsey, DN21 4PQ
- **THG Planning** – response with quotations following Council decision to proceed dependant on further quotation details 11/11/2019
- **Humber and Wolds Rural Action AGM** – invitation to attend on 3<sup>rd</sup> December at 10am 11/11/2019
- **NLC** – Emergency Planning Communications team details of yellow warning for heavy rain 13/11/2019 (*fwd to all Cllrs as requested*)
- **Kirton Call** - Budgeted Grant application 14/11/2019
- **Kirton in Lindsey In Bloom** – Budgeted Grant application 14/11/2019
- **Eibe play** – quotation for surface works options at the play area 14/11/2019
- **Helping Dog Paws** – budgeted grant application 14/11/2019

### **For information at this time (Cllrs to request for Agenda)**

- **BT** – telephone bill for July-October received 17/10/2019
- **Cllr Cooper** – report that flower beds on South Cliff Rd have not been cleared of summer bedding and winter bedding not planted 17/10/2019
- **NLC** – News Direct mailing with information updates including winter service 18/10/2019
- **Diocese of Lincoln** – receipt of sealed faculty to proceed with memorial stone testing – Serenity memorials notified of this to discuss process. 18/10/2019
- **Kompan** – confirmation of replacement part order, awaiting further details for delivery date. 18/10/2019
- **ERNLLCA** – notice of reduced office next week 18/10/2019
- **NALC** – Chief Executive's Bulletin 18/10/2019
- **Meeting with Parish Paths contractor** – to walk through various parts of the paths and look at concerns and issues along the routes. 18/10/2019

- **NLC** – Weekly road works and traffic lights lists 18/10/2019
- **In Bloom** – report from In Bloom that on attending the cemetery for the collection of the lacewing hotels, they were found gathered together on the ground at the entrance gate which has caused damage to them requiring work and repair. Email sent to Cllrs to see if anyone knows any details to assist. 18/10/2019
- **Civic Service** – cancellation from Baroness Redfern left on answering machine, Saturday 19/10/2019
- **Civic Service** – set up of Town Hall by Clerk / Town Hall caretaker 9:30-11am; support by Clerk 13:50-17:30 for the service and clear up. 20/10/2019
- **Report re noticeboard at School** – latch on the door is sticking and difficult to open – (reported to joiner on Monday) 20/10/2019
- **Reports to NLC** – directional signpost along South Cliff Road (Market Place/WC) knocked from lamp post and in need of reinstating 21/10/2019
- **Notification from contractor** – replacement lily pads installed at play area with invoice received. 21/10/2019
- **Response from Royal British Legion** – no dates or times suggested by the Town Council suit the branch, and they request attendance instead at their meeting on 1<sup>st</sup> November, in the Queen's Head at 7pm 21/10/2019
- **HWRA** – Membership Renewal approved at September's Council meeting reduced to £10 due to late notification (notification was due in March). 21/10/2019
- **Civic Service** – donation collection collected from the Church 21/10/2019
- **Cemetery** – Memorial inscription application & payment received; form referenced against burial, plot confirmed, application checked against schedule of charges, letter composed to application confirming approval, cheque paid into bank, payment paperwork completed for file, cemetery paperwork completed for file. 21/10/2019
- **Planning Application PA/2019/1609** – applicant Mr Barnard called in to the office to ask when the application will be discussed by the Town Council. Advised Wednesday 23<sup>rd</sup> at 7pm and he confirmed interest in attending the meeting. 21/10/2019
- **Kirton First** – update for November edition sent through 21/10/2019
- **Community Emergency Plan** – confirmation of attendance by Humber Emergency Planning services at the meeting on Monday evening. 21/10/2019
- **Civic Service** – apologies from Caistor Town Council 21/10/2019
- **Civic Service** – apologies from Cllr Fox 21/10/2019
- **Highway grass cutting** – confirmation from contractors that they hope to attend this week to tidy up Richdale Avenue area, weather dependant. Remaining two cuts of contract to be carried over into the spring. 21/10/2019
- **Parish Paths Partnership** – information provided to Colin Wilkinson following meeting with contractors on 18/10/2019, requiring information or action in order to proceed. 21/10/2019
- **Parish Paths Partnership** – automatic reply from Colin Wilkinson noting that he is focusing almost exclusively on the preparation of an order for submission to The Planning Inspectorate. This should be until the end of 25 October 2019 at the latest. 21/10/2019
- **Cllr Gunn** – email regarding the cemetery and unmaintained / maintained grave areas and the collection of grass cuttings. 21/10/2019
- **NLC** – North Lincolnshire Music and Drama Festival information 21/10/2019
- **NLC** – update from Paul Harling, Area Supervisor of Street Cleansing regarding the area behind the Household Waste Recycling Site – “I have visited the above site yesterday and met with the resident. I have arranged to send a team in next week to tidy up this area. I

have sought permission from the resident to access the area via the doors in his back garden and contacted him today to confirm a mutually agreeable date. Thanks for your help.”

22/10/2019

- **Rural Services Network** – Rural Bulletin 22 October – The Rural Bulletin is published by the Rural Services Network and brings you a round-up of existing publications in one place. Get the latest rural news, read our current rural commentary and focus in on our weekly Spotlight special feature. 22/10/2019
- **Humber Emergency Planning Service** – a note of thanks and reassurance from the Emergency Plan meeting noting *“I thought it went really well; you guys certainly seem well prepared and went about everything in the right way. I hope you also found it useful, as I said last night don't hesitate to get in touch if you need anything.”* 22/10/2019
- **Area behind the Household Waste Recycling Site** – Note of thanks from resident for assisting resolve the issue for him and neighbours. 22/10/2019
- **Kompan** – confirmation of order for replacement part to the multiplay junior equipment on the Green 22/10/2019
- **Allotments** – confirmation from Cllr Startin to go ahead with the booking of the contractor for cultivation of the site. 22/10/2019
- **Rough Sleeper Count** – forms for completion sent through for the night of 24<sup>th</sup> October 22/10/2019
- **Grounds maintenance Contractors** – check lists from Burleys for weeks commencing Sept 16-21<sup>st</sup>, Sept 23-28<sup>th</sup>, Sept 30<sup>th</sup>-Oct 4<sup>th</sup>, Oct 7<sup>th</sup>-11<sup>th</sup> and Oct 14<sup>th</sup>-18<sup>th</sup> received at the office. 22/10/2019
- **Bollards for Green/Garden of EED boundary** – collected by contractors for install with site meeting to discuss placement 22/10/2019
- **Cllr Kitchen** – note of concerns with condition of wooden post to bongo drums play equipment in the park and collection of set of forms for Helping Dog Daws charity grant application 22/10/2019
- **Civic Service** – return of the remaining platters to the Terrace 22/10/2019
- **Grounds maintenance contracts meeting** – Notification that contract manager available to meet in November, request for suitable dates and times sent to Cllr Frankish and Cllr Cooper. If other Cllrs are interested in attending the meeting please let me know. 23/10/2019
- **Civic Service** – apologies from resident received due to ill health. 23/10/2019
- **Cllr Fox** – details of visit to Barton upon Humber Cemetery 23/10/2019
- **Allotments** – confirmation from contractor that they are able to attend to spray off the allotment land prior to cultivation, pending a date to be confirmed for access arrangements with the allotments working group. 23/10/2019
- **Domain Check** – notification of new bank details for making future payments 23/10/2019
- **Parish Paths Partnership** – confirmation that the outstanding balance remaining for the Parish Paths works for this second trial year will be transferred from NLC to the Town Council account by the end of next week. 23/10/2019
- **Civic Dinner** – contact with the George to make initial preparations for the February event so that invitations can be prepared ahead of the Festival rush in December. 23/10/2019
- **Resident enquiry** – time of Full Council meeting this evening to attend to hear information about the planning application at Grayingham Rd 23/10/2019

- **Humber & Wolds network meeting** – notification of Parish Councils/Village Halls networking event to be held 29<sup>th</sup> October in Immingham. Passed to Town Hall venue manager as Town Hall were previously represented. 23/10/2019
- **NALC** – Registration fee for Local Councils Award Scheme received for payment 23/10/2019
- **Brake news** – Issue 5 – the Road Safety Charity update on community fundraising 23/10/2019
- **SLCC East Riding & Northern Lincolnshire Branch** – training event booking form for Management, Employment Law & Staff Resources vs Time Juggling input 7<sup>th</sup> November 2019 in Woodmansey. 23/10/2019
- **Community Emergency Plan** – details of land owners with emergency supplies from Cllr Frankish for adding into the emergency plan resources sections 23/10/2019
- **Travel to Brigg** – to collect replacement plaque for bench in Market Place 24/10/2019
- **Payment of accounts** – approved at Full Council meeting 24/10/2019
- **Complaint from resident** – library was closed without notice on Saturday 24/10/2019
- **Enquiry from Nic Dakin's Office** – in order to respond to complaint from resident about the library closure which was also copied into MP Nic Dakin amongst others 24/10/2019
- **Enquiry from resident** – regarding the naming of a new species of flower to include Kirton in the name 24/10/2019
- **Contractors** – update on the work and the complications overcome with the work at the cemetery and Green/Garden of EED boundary along with the invoices 24/10/2019
- **Banking** – 'return' of six cheques from the bank which relate to another bank account and bank user in error due to a mix up – time taken to contact bank and try to resolve to get the cheques back to the rightful owner 24/10/2019
- **Email** – email host migrates accounts to new system and email system goes down 24/10/2019
- **Minutes FC October 2019** – draft prepared 24/10/2019
- **NLC** – response from the Member Support Assistant at NLC for arrangements to be looked at to make the Winter in Bloom presentation happen 24/10/2019
- Collection of **Remembrance Wreaths** from Royal British Legion ahead of Remembrance Service on 10<sup>th</sup> November 24/10/2019
- Collection of **lily pad** from joiners for spare 24/10/2019
- Call into **Library** to discuss enquiry about closure last Saturday in order to respond to complaint 25/10/2019
- Email to Nic Dakin's office in response to **complaint about library** closure last Saturday. 25/10/2019
- **NLC** – Confirmation of bids for the pedestrian sweepers previously notified and bid by Brigg Town Council was the highest and accepted. 25/10/2019
- **SLCC** – News bulletin 25/10/2019
- **Bench in Market Place** – replacement plaque fitted 25/10/2019
- **Blue Lights Brigade** – confirmation of availability to attend Full Council meeting on 22<sup>nd</sup> January. 28/10/2019
- **Woodland Trust** – guidance on caring for new trees ahead of the delivery of the hedging pack for the cemetery 28/10/2019
- **NALC** – Chief executive's bulletin 28/10/2019
- **NLC** – Weekly roadworks and temporary traffic lights list 28/10/2019
- **NLC** – Rough Sleeper Count reminder 28/10/2019
- **Reply to complaint** – reply sent to resident re library closure last Saturday 28/10/2019

- **Overton UK Ltd** – details of street cleansing and ground maintenance equipment including vacuum litter collectors, leaf loaders, weed ripping machines and battery powered commercial lawn mowers. 28/10/2019
- **Cllr Fox** – response to Friday Digest that she is able to attend the Barton Christmas Lights event, Royal British Legion AGM and NLC Standards Training events. 28/10/2019
- **Cllr Garritt** – response to Friday Digest with availability to attend e Barton Christmas Lights event. 28/10/2019
- **NLC** – response to NLC that Cllr Fox will be attending Standards Training on 4<sup>th</sup> December 28/10/2019
- **Barton Town Council** – response that Cllr Fox and Cllr Garritt will be attending their Christmas Lights switch on 30<sup>th</sup> November 28/10/2019
- **Ongo Homes** – response regarding proposal of Maple Close for the development off Gainsborough Road, they thank the Council for the suggestion and will forward the name for checking with the Royal Mail 28/10/2019
- **Came & Company** – insurer's newsletter Council Matters Autumn 2019. 28/10/2019
- **MOD** – update that there is nothing further to update the Council with at this time, however they are starting the closure process with a site visit on 19<sup>th</sup> November so the process will begin soon after that. 28/10/2019
- **JHG Planning** – confirmation of receipt of provisional acceptance of fee quotation and note of awaiting further discussion with Cllr Garritt prior to any further arrangements to be made. 28/10/2019
- **Cllr Garritt** – update on materials for Christmas festival and also steps for Neighbourhood Plan funding discussion 28/10/2019
- **Update** of Noticeboard and website 28/10/2019
- **Letter to Tighes** re Safer Roads Humber composed and sent 28/10/2019
- **Enquiry to Safer Roads Humber** sent re land outside substation along Redbourne Mere. (Out of office notification received – to 04/11/2019) 28/10/2019
- **Utility Warehouse** – sales call for competitive energy supply quotations 28/10/2019
- **Environment Agency** – *What the Flood?* Campaign details and request for assistance in getting information to local residents 28/10/2019
- Update send to **Tighes** re land for car parking and consultant progress 28/10/2019
- **NLC** – Forthcoming Meetings post for display 28/10/2019
- **Minutes FC October 2019** – proof read and distributed 28/10/2019
- **Cllr Garritt** – update re car parking planning permission 28/10/2019
- **Tighes** – reply from Tighes with thanks for keeping them updated and that they are happy to await news of further developments as the work progresses from this side. 28/10/2019
- **Cllr Frankish** – update from enquiries with local land owners re inclusion of their contact details in the Community Emergency Plan. Concerns raised over coverage by insurance and the potential need to be covered by the Town Council insurance should they be called out during Emergency Plan activations. 28/10/2019
- **Humber Emergency Planning Service** – query sent regarding insurance cover for land owners should their contact details be included in the town Emergency Plan 28/10/2019
- **Planning Applications** PA/2019/1605 and PA/2019/1609 responded to 28/10/2019
- **Cllr Frankish** – notification of requirement to amend business interests declaration 28/10/2019
- **VANL** – Cyber Security Training Course for Charities and VCS Organisations course notification for 5<sup>th</sup> December 28/10/2019



- **NLC** – remaining payment for devolved highway verges cutting agreement remittance advice received 29/10/2019
- **Cllr Cooper** – notification of availability to attend Royal British Legion Meeting 29/10/2019
- **Code of Conduct** – policy updated following Oct FC Meeting and published on website 29/10/2019
- **Complaints Policy** – policy updated following Oct FC Meeting and published on website 29/10/2019
- **Member/Officer Protocol** – policy updated following Oct FC Meeting and published on website 29/10/2019
- **Play Equipment Inspection log** – updated from reports received at October FC meeting. 29/10/2019
- **Resident enquiry** – apology for unavailability to attend Civic Service, request for update on report submitted re Gainsborough Rd and information for publication regarding NLC Broadband consultation 29/10/2019
- **Rural Services Network** – Rural Bulletin 29 October – The Rural Bulletin is published by the Rural Services Network and brings you a round-up of existing publications in one place. Get the latest rural news, read our current rural commentary and focus in on our weekly Spotlight special feature. 29/10/2019
- **Email** – email host continues work to migrate account to new system and email system and website both go down again 29/10/2019
- **Brake Road Safety** – request for feedback on web content to assist building a new website 29/10/2019
- **NLC** – Rough Sleeper Verification meeting confirmation – meeting to take place on 6<sup>th</sup> November at Anvil House 29/10/2019
- **Royal British Legion** – met with representatives to confirm attendance of Cllr Fox and Cllr Cooper at meeting on Friday at 7pm. 29/10/2019
- **Resident complaint** – state of verge and road at Gainsborough Road development – residents informed to contact NLC Planning & Highways to report. 29/10/2019
- **Town Hall** – confirmation of availability of small hall for Extraordinary (Precept planning) 29/10/2019
- **Letter to resident** re the Green / Cemetery composed and sent 29/10/2019
- **Letter re Gainsborough Rd** to NLC Highways composed and sent 29/10/2019
- **Contact with Clark Weightman** – initial discussion around the valuation process for Vincent Hall 29/10/2019
- **Play area** – chasing up quotations for repairs / replacement to grass matting from installation teams 29/10/2019
- **Burley's** – chase up for response to email of 21<sup>st</sup> October and outstanding check sheet for previous week (21<sup>st</sup>-25<sup>th</sup> Oct) 29/10/2019
- **RoSPA Playsafe** – enquiry sent for details of courses into 2020 for Cllr Kitchen 29/10/2019
- **Domain Check** – confirmation of timing for final domain-name update transfer to new servers. 29/10/2019
- **Mailchimp** – set up of free Mailchimp account for creation of newsletters for residents as part of Quality Council works 29/10/2019
- **Resident** – request for assistance reporting flooding at Ashwell area 30/10/2019
- **Cllr Gunn** – query as to why Full Council Meeting was held on 23<sup>rd</sup> October, voicemail left 30/10/2019

- **Eibe play** – voicemail left as in the area to meeting up regarding surfacing works at the play area. 30/10/2019
- **Jupiter play** – response regarding surfacing works at the play area and suggestions of recommended specialist surfacing contractors. 30/10/2019
- **Creative play** – decline of assistance for surfacing works at the play area 31/10/2019
- **Meeting with Christmas Plus** to discuss future provision of Christmas lighting 31/10/2019
- **Meeting with Eibe play** at the Green to discuss surfacing works at the play area 31/10/2019
- **Public Sector Executive Bulletin** – Inequality in the North 31/10/2019
- **Playdale** – appointment made for 11<sup>th</sup> November to meet on site at the Green to look at surfacing works at the play area. 31/10/2019
- **NLC** – confirmation of payment of £325.00 to cover remaining costs of the Parish Paths Partnership for this year. 31/10/2019
- **Russell play** - decline of assistance for surfacing works at the play area 31/10/2019
- **MOD** – Asbestos register and Site Plan for Vincent Hall received 31/10/2019
- **Pennine Playgrounds** – request for further details, plans and photos of the play area for consideration of repairs to surfacing. 31/10/2019
- **Robert Skep Social Media Strategy** – offer of assistance with social media presence 31/10/2019
- **Larkfleet Homes** – query for update on street naming – intended for NLC but sent in error and so requiring phone call and confirmations that nothing further is required from KLTC 31/10/2019
- **Resident complaint** – offensive and abusive call from resident in response to Council resolution and decision making 31/10/2019
- **NLC** – advice on seeking a valuation for Vincent Hall through the Valuation Office as NLC could not be seen to be impartial in providing a valuation themselves. 31/10/2019
- **MP Nic Dakin** – November newsletter 31/10/2019
- **Primary School** – provision of quotation for Governors Impact Statement 31/10/2019
- **Neighbourhood Alert** – Update on Halloween Q&A by Humberside Police – 31/10/2019
- **Lawn N Order** – response for Cemetery works and allotment works with request to meet up Monday 4<sup>th</sup>. 01/11/2019
- **Football Club** – notification of commendations for community spirit 03/11/2019
- **Finance** – Finance Report, Cash book and Quarter 3 information input 04/11/2019
- **Wicksteed** – information passed to relevant department regarding resurfacing works for play area 04/11/2019
- **Website** – User Membership Request submitted – phishing style attach 04/11/2019
- **Wicksteed** – offer from local rep to attend site on 7<sup>th</sup> November to look at resurfacing work required. This is the day I am in Woodmansey on a training event, so have suggested alternatives. 04/11/2019
- **ERNLLCA** – reminder about booking deadline for the 2019 Conference 04/11/2019
- **NLC** – Adult Information Service Direct newsletter – staying warm, flu vaccine, adoption information events, etc 04/11/2019
- **RoSPA** – update with details of play area safety training courses throughout 2020 – fwd to Cllr Kitchen for identification of suitable locations and dates to attend. 04/11/2019
- **Barton Town Council** – confirmation of receipt of responses Cllr Fox and Cllr Garritt to attend Christmas Festival 04/11/2019
- **Complaint from resident** – condition of Gainsborough Road at the Grayingham Road junction including overloading of storm gullies and extent of debris on the road, the parking

of vehicles and enforcement of the new speed limit - concerns responded to noting the decisions from October Full Council and for resident to also make approaches to NLC  
04/11/2019

- **NLC** – update to NLC following on from letter of 29<sup>th</sup> October to acknowledge continuing complaints from residents about the Gainsborough Rd area 04/11/2019
- **SLCC News Bulletin** – General Election – guidance on the laying of wreaths on Remembrance Sunday and the period of purdah in the run up to the 12/12/2019 General Election 04/11/2019
- **Keep Britain Tidy** – Manifesto for the Environment 04/11/2019
- **NALC** – Chief Executive’s Bulletin 04/11/2019
- **Power for People** – request for decision from meeting 23/10/2019 – responded copying in response previously sent 29<sup>th</sup> October 04/11/2019
- **Eibe play** – response following site meeting that they would not be able to quote for the required repair works but making suggestion to approach a surfacing company to advise and quote. 04/11/2019
- **NLC** – News Direct – Little Libraries, Rural Business Funding, Scunthorpe Holocaust memorial, Safe and legal fireworks, new customer service standards 04/11/2019
- **NLC** – weekly roadworks and temporary traffic lights report 04/11/2019
- **CPRE** – Fracking campaign win 04/11/2019
- **What3Words** – request for support of the scheme in line with activities of other parish councils. 04/11/2019
- **CPRE** – Photo from Best Kept Village presentation 04/11/2019
- **Sutcliffe Play** – could only install surfacing when installing new equipment, not around existing equipment 04/11/2019
- **Eibe play** – if can provide original plans to show the safety zones for current equipment can look again at assisting. Information on safety zones researched and supplied. 04/11/2019
- **Fillinghams** – discussion around delivery timings of the town Christmas tree. 04/11/2019
- **VANL** – training course availability update 04/11/2019
- **Safer Roads Humber** – discussion around current clearance of the site at Redbourne Mere and also confirmation that Station Road is suitable for handheld enforcement and this is likely to commence before the enforcement on Redbourne Mere due to the clearance works still required to be undertaken by NLC. 04/11/2019
- **Regeneration Group** – chasing up of actions in preparation for the 18<sup>th</sup> November meeting. 04/11/2019
- **Ongo/Town Hall Passage** – chasing up on contact from 23<sup>rd</sup> September for any update which can be taken to the Regeneration Meeting on 18<sup>th</sup> November regarding lighting on Town Hall Passage. 04/11/2019
- **Office closure 07/11/2019** – advance notice of office closure due to training course on Thursday notified online 04/11/2019
- **Remembrance 2019** – advance notice of road closures displayed in noticeboards and online 04/11/2019
- **NLC** – reminder re replenishment of salt stocks – response sent with contact details for Michael Rands for date and access 04/11/2019
- **Road Safety Week** – reminder and resources for 18-24<sup>th</sup> November 04/11/2019
- **Town Events** – listing of events at Town Hall, KLASSIC and Church Halls provided to Adult Information Services to help with the promotion of wellbeing events happening in the town, with the help of the various venue leads. 04/11/2019

- **Zumba** – contact with local Zumba trainer with details of planned May FoodFest 04/11/2019
- **Primary School** – contact with Primary School with details of planned May FoodFest for any potential involvement 04/11/2019
- **Music and Dance Journey** – contact with Primary School with details of planned May FoodFest for any potential involvement 04/11/2019
- **Poptop Kitchen** – contact with details of planned May FoodFest for any potential involvement 04/11/2019
- **Brewbells** – contact with details of planned May FoodFest for any potential involvement 04/11/2019
- **NLC** – query to traffic team regarding traffic monitoring, Ings Rd – duration and purpose 04/11/2019
- **Website** – update of Cllr pages with photos and pen portraits, still awaiting returns from Cllr Garritt and Cllr Kitchen 04/11/2019
- **Wicksteed** – information on RoSPA inspection, August provided in order to move forward with potential quotation for repairs to play area. 04/11/2019
- **Resident enquiry** – Lincolnshire Police provide resident with KLTC contact details for dealing with a vehicle blocking a residents access route in Kirton, Boston, after a fairly long conversation realise the geographical mix up and resident (Kirton, Boston) looks to contact Lincolnshire or Boston Borough Council for enforcement assistance. 04/11/2019
- **NLC** – details of residents’ concerns around library car park parking sent as discussed at Full Council Meeting 23/10/2019. 04/11/2019
- **Neighbourhood Alert** – Op Topaz (anti-social behaviour) update 04/11/2019
- **Ordinance Survey** – PSMA News – October 2019 04/11/2019
- **Social Media Strategy** – enquiry relating to contracting social media strategist to assist the Town Council’s social media presence 04/11/2019
- **Rural Services Network** – newsletter 05/11/2019
- **NLC** – chase up for response to Parish Paths queries and approval requests 05/11/2019
- **Burleys** – chase up for response to queries and for outstanding check sheets 05/11/2019
- **NLC** – chase up for response regarding bus shelters 05/11/2019
- **whatCharity** – fundraising tools for charities 05/11/2019
- **Christmas Plus** – request for photos of lamp posts discussed last week – photos taken and emailed across 05/11/2019
- **ERNLLCA** – Purdah advice on how to approach the laying of wreaths at Remembrance Services by local MPs of the dissolved Parliament in the run up to the General Election: “Our most common query so far related to the upcoming elections are around inviting MPs to local wreath laying or other Remembrance Day activities. The National Association of Civic Officers (NACO) has recently put out guidance. The NACO view - and I would emphasise it is their view, not a NALC legal opinion - is summed up as follows:  
*“There is no basis to treat an MP of the dissolved Parliament, who is seeking re-election, differently to any other candidate. In short then, it is advisable to alter your usual composition of the Wreath Laying Party, to exclude Members of Parliament and to give immediate thought on how to communicate and justify that decision”.*” 05/11/2019
- **GL Jones Playgrounds** – request for information in order to pay site visit to look at the play area on the Green – arranged for 12<sup>th</sup> Nov. 05/11/2019
- **Lawn N Order** – arrangements to meet on Friday morning at the cemetery to discuss works required 05/11/2019

- **Cllr Frankish** – amended Declaration of Interests – scanned and submitted to NLC and link updated on KLTC website. 05/11/2019
- **Agendas** – preparation of Promoting Kirton and General Purpose agendas including distribution, posting online and in Town Council noticeboard. 05/11/2019
- **Defibrillator – Town Hall** – reminder to NLC on the difficulties with closing the cabinet door of the Town Hall defibrillator after use following previous reports in September and requesting a solution is found 05/11/2019
- **Community Emergency Plan** – general updates carried out 05/11/2019
- **Burley's** – response received to enquiry 05/11/2019
- **NLC** – Chase up for Cllr England regarding Wormwood Hill lease 05/11/2019
- **Valuations Office** – response to request for valuation at Vincent Hall *“Due to our current commitments to deliver valuations for Central Government we are not in a position to accept new instructions. We do not like turning away clients but due to resourcing issues we simply cannot give any indication as to when the situation will change.”* 05/11/2019
- **NLC** – response from Colin Brabazon Re library car park – *“Thank you for your recent email about the car park at the library in the town. The issue of cars being parked all day in the car park has recently become an issue of concern to the library service as we have received a number of comments and complaints from customers about it. I have submitted a formal works request to the council's Maintenance Services department to create one additional disabled parking space plus two 'for use by library customers only during library opening hours' spaces. I'm hopeful that this will improve matters for users of the library. I'll aim to keep you informed of developments.”* 05/11/2019
- **Request from Resident** – for a copy of the scarecrow trail map 05/11/2019
- **Power to People** – response to KLTC decision around request suitable at District Council level, and confirmation that the group will approach the District Councils for support. 05/11/2019
- **Cllr Frankish** – call in to prepare and collect wreaths for Sunday 05/11/2019
- **Cllr Cooper** – call to update on meeting with RBL and potential apologies for committee meetings on Monday 05/11/2019
- **NALC Newsletter** – 05/11/2019
- **NLC – Bus stops** - response regarding bus stops *“These timetables have been printed and are waiting to be displayed, I will chase this action up for you.”*– 05/11/2019
- **Teamsportplay** - enquiry sent re resurfacing works within the play area 05/11/2019
- **PlaysmartUK** – enquiry sent re resurfacing works within the play area 05/11/2019
- **NLC – Parish Paths Partnership** – update from Colin Wilkinson and response sent with the continuing outstanding queries 05/11/2019
- **Cllr Kitchen** – apologies for 11<sup>th</sup> Nov Committee Meetings 05/11/2019
- **NLC / Humberside Police** – letter re residents concerns at Sunny Hill / Town Hall Passage sent 05/11/2019
- **Torksey Charity** – application for grant received, cllrs notified for discussion at end of PK or after GP Committee meetings on Monday 05/11/2019
- **Resident** – concern about water levels around Ashwell, advised to contact NLC as previous reported already submitted from previous calling into the office. Returned as leaving office at 5:30pm to ask again for report to be submitted as NLC unhelpful. 05/11/2019
- **Training 07/11/2019** – office closed for training session, Woodmansey; Management, employment law & HR; Governance vs Operational; Staff Resources vs time juggling for Clerks; Management and HR Role Play; Unison, Transparency – Council websites

- **Huntcliff Academy** – call regarding Remembrance Service and cadets attending due to queries re 8 weeks notice required – referred to cadet leaders & Royal British Legion 07/11/2019
- **Wicksteed** – request for post code for Green play area for looking at resurfacing works required 07/11/2019
- **Cemetery** – meeting with contractors arranged for 8:30am, but contractors forgot arrangements and contacted at 8:50am to apologies. To be rearranged when next have time available. 08/11/2019
- **Website** – broken link report – Call Connect pages reporting broken link, checked and working. 08/11/2019
- **Rural Services Network** – Rural Funding Digest 08/11/2019
- **NALC** – New guide to tackle loneliness 08/11/2019
- **ERNLLCA** – forward on of NALC guide to tackle loneliness 08/11/2019
- **Cllr John England** – copied into chaser email regarding Wormwood Hill amenity land 08/11/2019
- **SLCC Community Governance** – information on follow on training from CiLCA 08/11/2019
- **MOD** – further drawings of the former MOD Gym building for records 08/11/2019
- **Charity Commission** – Election special news 08/11/2019
- **PK Committee member** – apologies for meeting, then retracted and confirmation of attendance 08/11/2019
- **Environment Agency** – notice of postponement of Flood Action Week due to rules governing what can and can't be communicated in run-up to elections. 08/11/2019
- **ERNLLCA** – Notification of scam calls regarding Council Tax in the local area 08/11/2019
- **Public Sector Executive** – weekly bulletin 08/11/2019
- **Update of training log** – Clerk 08/11/2019
- **Jack Tighe Limited** – response to confirm they are happy for Safer Roads Humber to position a camera van in their rear gate opening (opposite Huntcliff School). Safer Roads Humber informed. 08/11/2019
- **Nothing But Padlocks** – update confirming that the padlocks enquired about for the bollards on the Green are now back in stock – reply sent padlocks already now sourced from other supplier. 08/11/2019
- **NLC** – Enhancing the Environment Grant Funding Scheme – confirmation of information and application process 08/11/2019
- **SLCC** – News Bulletin 08/11/2019
- **Humber Emergency Planning Service** – response re insurance for those assisting at the Town Council's during the activation of the emergency plan:  
*"Sorry for not getting back to you sooner I wanted to have a chat with my colleagues about this. We have come up with something similar in relation to the use of 'spontaneous volunteers' and whether they would be / should be insured by the council if they were undertaking work on behalf of the council.*  
  
*For us if these volunteers where undertaking activities as directed by the council we were informed by our insurance team that they would be covered by our insurance and our assumption is that this would be the case for the farmers as they are undertaking activities at your request they would be covered by your insurance. However I'm sure this can be checked with your insurance company."* 08/11/2019
- **NALC** – Chief Executives Bulletin 08/11/2019
- **Burleys** – three weeks worth of check sheets 08/11/2019

- **Resident** – called in to enquire if the Town Council are seeking any further model aircraft to display 08/11/2019
- **Safer Roads Humber** – request for scan of the letter from Jack Tighes – scanned and sent 08/11/2019
- **NLC** – 9 reports chased up – Wesley Street/Queen Street Salt bin reported 24/01/2019, West Cross St pot holes reported 01/05/2019, No Cycling sign Town Hall Passage reported 22/05/2019, graffiti Red Lion Passage reported 18/06/2019, Torksey Street/Turner Street salt bin reported 13/08/2019, March St pot holes reported 16/08/2019, Dog waste bin request Redbourne Mere from 29/08/2019; School keep clear markings, Dunstan Villas reported 30/08/2019, Bader Way/Fairfields link clearance reported 30/08/2019.
- **NLC** – Weekly Roadworks/temp traffic lights listings 11/11/2019
- **Playdale** – site meeting at the play area to look at surfacing issues 11/11/2019
- **Team Sport and Play** – query if area is accessible for on site meeting at the play area tomorrow due to disruption around the country 11/11/2019
- **NLC** – Update to query Fairfields/Bader Way unkept area – (reported 27/08/2019) – ‘An inspection will be carried out in the next 5 working days and we will let you know whether any action is required.’ 11/11/2019
- **Cllr Startin** – apologies for General Purpose Committee Meeting and query regarding PA/2019/1608 re ward members 11/11/2019
- **NLC** – Update to query Dunstan Villas Primary School road markings – (reported 27/08/2019) – ‘Will inspect’ 11/11/2019
- **Festive Lighting** – request for site meeting to discuss Christmas Lighting options going forward 11/11/2019
- **PSMA** – Ordnance Survey mapping update 11/11/2019
- **CPRE** – Newsletter 11/11/2019
- **Civic Dinner - The George** – response from Glen confirming happy to provide the menu for the Civic Dinner 11/11/2019
- **Civic Dinner** – query to Cllr Frankish for menu options confirmations and distribution of Save the Date information 11/11/2019
- **NLC** – query to why Christmas Festival road closures are no longer listed on the weekly updates, response received that they are to be reinstated as it is unknown why they have dropped off the listings. 11/11/2019
- **Kompan** – list of safety zones for play area equipment received 11/11/2019
- **Playdale** – provision of RoSPA reporting following on site meeting this morning 11/11/2019
- **Eibe play** – provision of safety areas information for play equipment following previous on site meeting 11/11/2019
- **West Lindsey Area Group – Travel Guide** – update on work to complete and distribute a new Kirton in Lindsey, Brigg, Barnetby and Humberside Airport travel guide 11/11/2019
- **Cllr Gunn** – notice of no information received about committee meetings 12/11/2019
- **Team Sport Play** – site meeting at play area to look at resurfacing required 12/11/2019
- **Scunthorpe Telegraph** – information on Christmas Festival sent across 12/11/2019
- **NLC** – confirmation that there is no issue with the Christmas Festival road closures following enquiry yesterday as to why they were no longer noted on the forth coming road closures listings 12/11/2019
- **Ongo Homes** – Update from Richard Clark on lighting provision down Town Hall Passage – Ongo have no direct ownership or connection with the Passage, only Acacia Court backing onto the area with the potential for connection into the Acacia Court lighting infrastructure

if that would assist. Issue revolves around the Passage not showing as under any ownership holding up the progress at NLC. 12/11/2019

- **Christmas Festival stall holder** – enquiry as to position of stall in town hall 12/11/2019
- **Festive Lighting** – meeting arranged to discuss provision of festive lighting going forward 12/11/2019
- **NLC** – communication to Mike Brown and Wrd Cllrs re updated information from Ongo homes regarding Town Hall Passage 12/11/2019
- **Allotments** – discussion over timing point for cultivation of the area 12/11/2019
- **Cemetery** – discussion over timing point for regulations enforcement 12/11/2019
- **Cllr Cossey/Cllr Cooper** – Kirton First article re town events for website 12/11/2019
- **Humberside Police** – crime stats for October 12/11/2019 (published on website 14/11/2019)
- **Resident** – enquiry about wall on Grove St and reach of the conservation area due to planning permission on plot adjacent 12/11/2019
- **Resident** – update on Traingate project 12/11/2019
- **Christmas Festival** – banners into place around the town (3hrs) 12/11/2019
- **Christmas Festival** – letters to residents and businesses about road closures (printing, folding, writing envelopes, delivering) (1.5 hr) 12/11/2019
- **NLC** – correcting to Community Funding email address previously notified 12/11/2019
- **Kirton Call** – financial details to support Budgeted Grant application 12/11/2019
- **St Andrew's United Church** – cheque to treasurer for Civic Service donations 12/11/2019
- **Rural Bulletin** – Election edition 12/11/2019
- **Old Forge Flowers and Plants** – information sent regarding Christmas lights competition and donation of a prize for one of the winners 12/11/2019
- **Cllr Cossey** – query over organisation of Torksey Trustees meeting to discuss funding request 12/11/2019
- **Christmas Festival** – email to Roadworx to confirm Committee decision and ask if any discount can be offered for taking on the three options presented. 12/11/2019
- **Minutes of Committee meetings** – drafted 12/11/2019
- **Lawn N Order** – re schedule of meeting at cemetery arranged for Thursday morning. 12/11/2019
- **Kompan** – delivery of replacement part for the multiplay junior play equipment 12/11/2019
- **Christmas Festival** – delivery of town tree 13/11/2019
- **Christmas Festival 2020** – request to book stall for next year 13/11/2019
- **NLC** – Yellow Weather Warnings – posted on social media and sent through to all Cllrs 14/11/2019
- **Site meeting at Cemetery** – Lawn N Order 14/11/2019
- **Samuel Jacob Memorials** – call re siting of unapproved memorial stone in cemetery and meeting in office 14/11/2019
- **MOD** – request to send dates which valuation team are available to attend Vincent Hall so that MOD can arrange access 14/11/2019
- **Neighbourhood Alert** – Anti Fraud advice 14/11/2019
- **All Urban** – response to enquiry for costings of litter bins 14/11/2019
- **Cllr Gunn** – suggestion that the yellow warning is posted on local community pages 14/11/2019
- **WhatCharity** – annual review survey results 14/11/2019



- **MyNeighbourhoodPlan** – details of planning advisor details for neighbourhood plan work 14/11/2019
- **Cllr Garritt** – report of spoofing email received in name of Cllr Frankish and request to notify ERNLLCA (monitoring officer at NLC also informed) 14/11/2019
- **NLC** – North Lincolnshire Council Residents' Panel – information about the formation of this new panel for residents to sign up to 14/11/2019
- **Cllr Gunn** – report of spoofing email received in name of Cllr Frankish 14/11/2019
- **Community Emergency Plan** – contact with insurance company to verify cover for 'spontaneous volunteers' 14/11/2019
- **Festive Lighting** – meeting with Dave to discuss options for Christmas Lights 2020 and beyond 14/11/2019
- **ERNLLCA** – notification of office annual leave w/c 25<sup>th</sup> November with potential for delays in responding to enquiries. 14/11/2019
- **Festive Lighting** – current and potential future example images sent as requested following meeting 14/11/2019
- **NLC Traffic** – request for any update on speed limit request submitted 4<sup>th</sup> October 14/11/2019
- **NLC** – chase up for update on reinstatement of damaged directional sign from South Cliff Road reported 21/10/2019
- **HSBC** – receipt of bank statements for both Town Council and Torksey accounts 14/11/2019
- **Christmas Festival** – contact with North Lindsey College and PA provision to discuss microphones and sounds for performances 14/11/2019
- **Foodfest** – update to Nikki at NLC on stores, food providers, stalls and some local groups who may want to get involved in May. 14/11/2019
- **Torksey Charity** – agreed funding distributed 14/11/2019
- **General Purposes Committee** – submission of Planning response 14/11/2019
- **Fitzpatrick Woolmer Design** – query on longevity of interpretation boards and request for examples which have been in situ for a long period of time / guarantees of longevity. 14/11/2019
- **Ongo Homes** – chasing up of Ongo regarding the rear entrance to Station Road Co-Op 14/11/2019
- **Fitzpatrick Woolmer Design** – response re longevity of the interpretation boards, fwd to Kirton in Lindsey Society for information. 14/11/2019
- **Art Form Urban** - response to enquiry for costings of litter bins 14/11/2019
- **Attendance at ERNLLCA Conference** – 15/11/2019
- **Ongo Homes** – update re land at East Dale Drive and requirement for a path to Station Rd Co-op *"I am looking to visit with our contractor earlier next week to discuss and price up. Once I have firmer plans I will get in touch I would still be looking to complete this financial year before the end of March 2020."* 14/11/2019
- **Roadworx** – confirmation of placement of advance notices of road closure for Christmas Festival 15/11/2019
- **LITE** – confirmation that Christmas lights installation teams will arrive at 6pm Monday 18<sup>th</sup> 15/11/2019
- **NLC** – Notices of Election and Persons Nomination for display 15/11/2019
- **NLC** – Chase up of Regeneration Agenda for Monday 18<sup>th</sup> 15/11/2019
- **Regeneration Meeting** – Agenda circulation 15/11/2019
- **Christmas Festival** – request for booked stall to have wall behind 15/11/2019

- **NLC** – News Direct bulletin 15/11/2019
- **NALC** – Chief Executive’s Bulletin 15/11/2019
- **Christmas Festival** – adjustment of banners following winds and distribution of posters to businesses 17/11/2019
- **Christmas Festival** – adjust/synchronise clocks for Christmas lights 18/11/2019
- **Website** – minutes of committees update, draft October taken down and replaced with approved, draft November published 18/11/2019
- **O2** – notification of mobile bill 18/11/2019
- **Christmas Festival** – following a cancellation for another event, Brewbelles drinks enquiry to attend the event on Sunday 18/11/2019
- **Christmas Festival** – confirmation of outdoor stall numbers to NLC 18/11/2019
- **Christmas Festival** – details to North Lindsey College regarding staging and stall positioning 18/11/2019
- **Christmas Festival** – details to Glanford & Lindsey Lions re timings for Santa etc 18/11/2019
- **Burleys** – email from contract manager regarding delays to communications 18/11/2019
- **Tasks and actions** – log updated 18/11/2019
- **Cllr Cooper** – confirmation of timings for meetings and quantities of selection boxes 18/11/2019
- **Witham St Hughes Parish Council** – confirming details re James Town Circus 18/11/2019
- **Christmas Festival** – cancellation notice from Rachel’s Interiors 18/11/2019
- **Regeneration Meeting** – apologies from Member for the meeting later 18/11/2019
- **Cllr Cooper** – delivery of wrapped selection boxes for Sunday 18/11/2019
- **Grounds Maintenance meeting** – with Burley’s, Cllr Frankish and Cllr Cooper 18/11/2019
- **In Bloom** – application form submission for grant (previously missing) 18/11/2019
- **Eibe play** – clarification on quotation for play area works 18/11/2019
- **Regeneration Meeting** – KLASSIC Park 18/11/2019
- **Draft Full Council Agenda** – to Cllr Frankish 18/11/2019
- **NLC** – update on request for Bader Way/Fairfields unkempt area - We are dealing with your enquiry and will provide further updates as soon as we can. 19/11/2019
- **Regeneration Meeting** – Actions written up 18/11/2019
- **Regeneration Meeting** – Actions list to NLC 18/11/2019
- **NLC** – Weekly roadworks listing 18/11/2019
- **Request for meeting between KLTC and NLC** – to discuss way forward regarding purchase of Vincent Hall as discussed at Regeneration Meeting 18/11/2019
- **Notice of Election / Nominations** – placed into Town Council noticeboard 18/11/2019
- **Insurers** – response from insurers regarding cover for volunteers – specifically in relation to Community Emergency Plan assistance *“In relation to anyone working on behalf of the Town Council, notably to clear snow and/or ice, if the Council agrees to accept responsibility for their duties, they will be insured automatically as employees of the Council under the following sections of the policy:*

#### ***Employers’ Liability***

*This cover will protect the Council should they sustain an injury during the course of their duties and can successfully prove that the Council has failed to provide an adequate duty of care towards them.*

*The Council should ensure they are competent to carry out the tasks expected and that they have access to the correct tools as well as suitable clothing/protective equipment.*

### **Personal Accident**

*If aged between 16 and 90, they will be automatically covered under this section. There is a sum payable of £100,000 in the event of an accident causing death, loss or limbs or sight or permanent total disablement. A £500 weekly benefit is payable for a maximum period of 2 years should the accident prevent them from pursuing their usual occupation.*

### **Public Liability**

*This section of the policy will operate should the Council be found legally liable for any work undertaken by a volunteer that leads to loss, injury or damage being sustained by a member of the public.*

*It is recommended all names and addresses of the volunteers are kept on file, ideally along with their written consent agreeing to the activities expected of them.*

*Before any work is to be carried out by any volunteer, a risk assessment should be carried out and kept on file, with any defects or increased risks acted on.*

*I trust this clarifies the insurance position but please let me know if you have any further questions. "*

- **Christmas Festival** – Installation works 6pm-11:30pm 18/11/2019
- **Neighbourhood Alert** – Neighbourhood Watch Supports newsletter 18/11/2019
- **NLC** – update on lighting provision for Town Hall Passage 19/11/2019
- **Resident query** – blocked drains and pot holes – advised to report to NLC 19/11/2019
- **Christmas Festival** – stall booking for Sunday 19/11/2019
- **Christmas Festival** – confirmed access to the church for electricians to install the floodlights tomorrow 19/11/2019
- **Christmas Festival** – confirmed with electricians for tomorrow morning 19/11/2019
- **Christmas Festival** – confirmation of Market Stall set up from 830am 19/11/2019
- **Woodland Trust** – delivery of tree pack – hedging for cemetery 19/11/2019
- **Grounds Maintenance** – update and revisions, priorities to the team following the meeting yesterday 19/11/2019
- **Voluntary Centre Services** – Latest news 19/11/2019
- **Rural Services Network** – Rural Bulletin 19/11/2019
- **Brake** – Road Safety Charity – new website information 19/11/2019
- **HMRC** – Payroll submission for November 19/11/2019
- **KLASSIC** – budgeted grant request 19/11/2019
- **NLC** – update that officers actioned from the Regeneration Meeting have been contacted by the Cabinet Member Support officer and responses will be updated when received 19/11/2019
- **Glanford Lindsey Lions** – confirmation of arrangements for Santa on Sunday 19/11/2019
- **Christmas Festival** – update on arrangements to all stall holders 19/11/2019
- **Resident** – update on Ashwell area 19/11/2019
- **Christmas Festival** – church to work with electrician, installation of floodlights 20/11/2019

- **Resident** – request to come in to discuss utility searches for the potential locations to plant trees within the town 21/11/2019
- **Christmas Festival** – query from stall holder ahead of Sunday 21/11/2019
- **Kirton First** – budgeted grant request 21/11/2019
- **Diamond Jubilee Town Hall** – budgeted grant request 21/11/2019
- **Evergreens** – budgeted grant request 21/11/2019
- **Christmas Festival** – query from stall holder ahead of Sunday 21/11/2019
- **Clerk EY&NL Training Day** – December 2019 – Cyber Crime, Confidence and self-esteem, AGM 21/11/2019
- **Cllr Garritt** – pen portrait and photo for website 21/11/2019
- **Christmas Festival** – query from stall holder ahead of Sunday 21/11/2019
- **Regeneration Group** – actions circulated 21/11/2019
- **Cllr Startin** – confirmed availability for urgent meeting with NLC 21/11/2019
- **Cllr Startin** – confirmed attendance at NATS 27/11/2019 in place of Cllr Cooper 21/11/2019
- **NLC** – confirmed timing for urgent meeting re Vincent Hall 21/11/2019
- **Brigg Office Supplies** – ink delivery 21/11/2019
- **Nest** – Pension payment schedule run 21/11/2019
- **Cllr Garritt** – invoice for switch on box, Christmas festival 21/11/2019
- **Civic Dinner** – menu options from The George 21/11/2019
- **Christmas Festival** – placing of baubles onto tree (2.5 hours) 21/11/2019
- **Resident** – update on Ashwell area 21/11/2019
- **Resident** – return of missed call again to request to come in to discuss utility searches for the potential locations to plant trees within the town 21/11/2019
- **Kirton Guides** – Grant application supporting information delivered 21/11/2019
- **Christmas Festival** – booking form and payment for outdoor stall received 21/11/2019
- **Burton & Dyson solicitors** – information re KLASSIC trusteeship work 21/11/2019
- **Full Council Agenda** – published 21/11/2019

=ends at point of publication of Agenda=