

## **Tasks and Actions Updates – February 2020**

### **January Meeting (6 out of 25 actions remain outstanding)**

FC 2001/03 Cemetery - That in respect of FC 1907/10 and clearance of the rear area of the cemetery, a programme of works re-levelling graves across the cemetery commences with the quotation received from Kyle Holliday.

FC 2001/05 – Street sports – working with NLC to return a sports provision to Kirton in Lindsey following their removal of the Street Sports provision.

*I have now spoken to both the providers and only one has the necessary paperwork to meet the minimum operating standards. I am therefore in a position to pass on the details of Clixby Active Pro Sport.*

*I meet with the owner of the business Sean Clixby yesterday to give him the background to us making a request for providers and some brief information about how the session was run under Street Sport and ideas we have discussed for starting it again.*

*Sean is interested in pursuing the discussions with yourselves and is happy for me to pass on his contact information.*

*At the meeting yesterday he did confirm that his hourly rate is £25 per hour plus VAT. He can provide sports equipment but doesn't have any portable floodlights so can only deliver during daylight hours.*

*For information, copies all of the minimum operating standard documents are under the key documents section of his website.*

*I have informed Sean to expect the town council to get in touch directly with him to start discussions about the possibility of contracting him to deliver a session in Kirton. If you arrange a meeting with Sean and wish me to be present at the meeting then please let me know.*

*I will also check with Kathy what the process is for drawing down money from the Positive Activities Grant to kick start this session.*

*Going forwards we are happy to offer our continued support and realise this may include looking for alternative sources of external funding to keep the session running.*

FC 2001/09 – Welcome packs or letters - That support of this concept was noted and that the matter is passed to the Promoting Kirton Committee to develop.

FC 2001/09 - Committee Membership - That Standing Orders should be amended to increase the number of Cllr members of Committees allowed to seven.

FC 2001/10 – Parish Path Partnership – BW251 - That it is requested the bridleway is downgraded to a footpath.

### **Regarding BW251:**

31/01/2020

*Thank you for your last email. On the understanding that the town council would like North Lincolnshire Council to give consideration to whether the equestrian rights pertaining to BW251 could be stopped up (which would extinguish the right of way for cyclists too), I shall shortly carry out informal consultation with those parties upon whom North Lincolnshire Council should statutorily need to serve notice in due course anyway in the event of an order being made. What I would be trying to establish is whether extinguishment is expedient on*

*the grounds that the equestrian rights are no longer needed by the public, this being the necessary legal test if ultimately we choose to proceed.*

*I shall aim to carry out informal consultation before the end of February and I shall then confer with you again at its completion.*

Regarding Parish Paths Partnership generally:

10/02/2020

*The seasonal vegetation clearance programme should include all instances of impeding growth, and therefore that found around structures too. This then is the responsibility of whoever is conducting clearance in any given season, whether North Lincolnshire Council, or the local council on North Lincolnshire Council's behalf. The programme should thus be amended to include these structures if they have been hitherto omitted.*

11/02/2020

*I am also awaiting news of how the partnership will proceed in 2020/21 (I realise time is running short). I hope, too, this will include more precise details of what the partnership entails. Personally, I should have thought it sensible if the responsible party in a given parish were to keep cut back all impeding growth wherever it might appear across the path network. The growth around for instance bridges shouldn't take long to deal with for a contractor already in situ.*

FC 2001/12 – Spa Hill / Sunny Hill - That the original complaint is resent to Humberside Police and is also placed on the Regeneration Meeting Agenda.

*Apologies for the lack of response. There seems to be some miscommunication between PC O'Neill & PCSO Horsfall who did not respond to the query.*

*I have discussed the issues raised in the letter with them who advise me that the overriding issue is one of volume of vehicles. There are no restrictions in respect of parking at the location, implemented by North Lincolnshire Council for them to enforce. The police retain prosecuting lead for obstruction offences only and this would be by way of a Traffic Offence Report. Should an officer witness a deliberate obstruction they will deal with it accordingly.*

*If there is either minimal parking at these locations or insufficient parking to cope with the demand, the design of the road comes into question. The design is likely to be have been suitable at the time of implementation and it is probably not anymore. NLC would have to decide if they wished to re design the road in order to cater for the amount of vehicles parking there. Volume of traffic is an issue in all villages as the road network was not designed for the modern 2, 3, 4 car family.*

*Part of the responsibility lies with the road user to park safely and not cause an obstruction. We receive many reports in many areas about vehicles causing obstructions and a proportion of these is due to a homeowner not wanting a road user to park a car in front of their house. As long as driveways are not deliberately obstructed a road user can park on the public highway, even if it is outside someone else's house.*

*If there is a deliberate obstruction this should be reported to Humberside Police on 101 so an officer can attend to assess, resources permitting.*

*If there is sufficient concern over this issue can I suggest it is discussed at the NATS to decide if it warrants being a priority. This will then trigger a discussion over a multi-agency strategy to evaluate it and identify potential options and who should be the lead for it.*

Regards,

Ps 89 Graham

**Ongoing (18 total; 11 from Full Council, 0 from CEP, 6 from PK, 1 from GP, 0 from P&D)**

FC 1905/19 – Wormwood Hill Amenity Land - That with a break-clause in place the NLC lease is accepted.

Solicitors response received 20/02/2020:

“I attach the Lease, together with my email to the Council below, having at long last received an electronic version of the same. I have added in a break clause which I could see was the thing which had been outstanding. I have left in the landlord break clause which allows them to bring your Lease to an end if they get planning for the site, but have added in a tenant break clause that you could exercise after three years on giving not less than 3 months’ notice at any time. I am not sure if that would be what they would go for, they made it pretty clear in correspondence that they would not allow any breaks for the first 5 years, but if you could let me know where your red line is, then I can look at negotiating that on your behalf when I hear back from them.”

FC 1905/11 (d ) Memorial testing - that the quotation from Serenity Memorials is accepted.

PK 1906/08 – Wormwood Hill lease - That the grounds maintenance and highway verges contractors are both asked for quotations for the cutting of this area and the quotations brought back for decision.

FC 1906/08 - Open Spaces – Play Park - That Cllr Kitchen installs non-slip paint onto the wooden flooring of the play boat.

FC 1907/10 – Cemetery -Cllr Startin to liaise with contractor to arrange for the clearance of the majority of the area.

**GP 1909/05 – Bio-diversity policy - That further development of the policy is undertaken to make references to governance practices of the Town Council generally as well as in dealing with planning matters.**

FC 1909/09 – Open Spaces - That a five year plan to replace and improve the equipment provision, to include funding opportunities, is developed by a working group formed by the General Purpose Committee.

FC 1910/08 – Neighbourhood Plan - That the requests from the Neighbourhood Plan Group are approved; web content to be submitted to the Clerk for the creation of a Neighbourhood Plan page and content input.

FC 1910/08 – Neighbourhood Plan – That the Group submit the Neighbourhood Plan funding application to the Clerk for completion and submission.

PK 1911/06 – Assets - That the Clerk reviews the costs of the litter bin models discussed and the quantities of each recommended for replacement and brings those figures to the Councils Precept meeting for full consideration.

FC 1911/09 - Policies - LCAS application submission

PK 1912/05 – Grounds Maintenance - That In Bloom work on a split specification for the Grounds Maintenance contract to further develop and publicise locally for tenders in time for when the current contract is due for renewal.

FC 1912/10 - Open Spaces – Land Registry - That the required forms are completed, and assistance from Councillors is requested from the Clerk as appropriate.

FC 1912/11 – Allotments - That the funding application is progressed (Cllr Startin)

FC 1912/12 – Clerk’s Report – Barnard Meadows - That Cllr Garritt researches costs of traffic mirror prior to sending a request to NLC.

PK 2002/04 – Christmas Festival - That discussions are raised with Lite Ltd to reach best value from a further three year contract looking at potential to vary the lighting on the wall brackets throughout the contract but within the set budget limitations

PK 2002/04 – Annual Town Meeting - That Cllr Gunn seeks costings from a contact to seek better value than the quotations already considered.

PK 2002/04 – Events Capacity - That details are provided at the next Full Council Meeting.

Market Policy Engagement Event – 24/01/2020 – St John's Market, Scunthorpe

North Lincolnshire Council have recently reviewed the current Markets Policy and after holding an engagement event two weeks ago, we would like to share the final version of this with you so that you can have a read through the documents before the policy comes into place on the 1 April 2020.

Some of the main changes that we have made to the Policy include:

- We have removed the 6 & 2/3 mile rule.
- There is a new online application form which will be live on the 1 April.
  - All applications will now need to be submitted electronically.
  - The application form will automatically work out the charge for your consent and then direct you to the payment options.
- The code of practice has been updated.
  - A Market Consent will be revoked if cohesive or aggressive behaviour is used by a Market Operator
  - Both the Market Operator and North Lincolnshire Council must sign the Code of Practice as this will form a legal agreement.
- The Guidance Notes have been updated.
  - Details are now given regarding each individual step of the Market Consent Process to guide you through the process.
  - The Guidance Notes will also show you what documents you will be required to submit as part of the process.
- The Grievance Process has been updated.
  - The Grievance Process is now fair for all parties involved.
- The Fees and Charges have been updated.
  - The Fees and Charges have been reviewed to ensure that all markets are charged in relation to their size and frequency.
  - A £10 admin charge has now been introduced to each market consent, whether it is for charity or not.
- A new market consent document has been introduced to form part of the legal agreement between the Market Operator and North Lincolnshire Council.

Please note that any applications received for Markets that take place after **1<sup>st</sup> May**, will not be processed until **1<sup>st</sup> April**.

## Minutes of the Meeting of VE75 DAY

Thursday 30<sup>th</sup> January 2020

held at the Heritage Room, Town Hall, High Street, Kirton in Lindsey at 6.00pm

Present: Cllr Kathy Cooper, Cllr Hazel Fox, (representing Kirton Town Council) Mary Hollingsworth (Chair of Town Hall Trustees), Olive Ovington, Anita Bottomley, Beryl Britton (representing Kirton WI), Mark Lloyd, Peter Yallop (representing Kirton Royal British Legion Branch) & Michael Puczyl

- Town Hall Event

Mary Hollingsworth informed the meeting of the current position of the proposed 40's evening event at the Town Hall. This will be a "DIY" 40's night. Mr John Haycock has agreed to play 40's music on an electronic keyboard. A sound deck will be also in operation with downloaded music to be played. A large projector screen will display words of the songs playing so that those attending can join in by singing along. Refreshments will be served. A poster has been produced which will be displayed detailing the event and also encouraging those with "party pieces" (talents) to come along and join in. The theme of the event is as the name "DIY" suggests, to ask those coming to make their own entertainment, as would have happened in the 40's. Guests will be encouraged to come in period dress. Tickets will be priced to cover cost of food only.

- British Legion Event

Kathy Cooper advised the meeting, the Town Council had agreed in principle to the sum of £800 to be applied for by the British Legion to assist with the costs of the planned afternoon event on The Green. Peter Yallop informed the meeting, he found the process of applying for the funds as onerous and does not have access to the accounts required to complete the application. Kathy will check with the Town Clerk if process can be simplified, or if there are other avenues for release of the funds. Kathy advised Peter and Mark Lloyd that event is primarily a British Legion event with assistance from others. Mark will approach "A-Team" for donation. British Legion will donate any funds they have available. NLC grant should be applied for by Mark Lloyd. Neil Taylor-Matson (Town Clerk) awaiting details to pass onto British Legion on process/eligibility. Preliminary details advise £250 can be applied for each event. Closing date for applications now 28<sup>th</sup> February. Town Hall will not apply as not required (event is self funding).

Mark Lloyd confirmed the following arrangements:

Event will take place between 12.30pm and 15.30pm (Insurance needs to be checked – does Town Council insurance cover event?)

Between 12.30pm and 14.30 pm, the Tea Party on The Green will take place:  
1940's singer has been booked @ a cost of £200.00. 2 stints will be performed approximately 30/40 minutes each. Music will be played in between via sound deck.

Dance School have agreed to perform and will teach lessons on dance moves.

Classic stalls including 1940's sweets & "hook a duck" booked.

Bouncy castle – may have insurance cost to pay of £75

Waiting to hear on "Test your Strength" stall & Ice Cream Van (Kathy Cooper will pass possible alternative phone number to Mark Lloyd).

Various 40's vehicles:

Fire Engine from Scunthorpe Musuem

Vehicle used in D-Day Landings (possible)  
German Half-Track vehicle (possible) – maybe in full uniform  
British Despatch Bike  
Russian Motorcycle/Sidecar & American Jeep (Mick Holmes)  
Tanks (enquired). Mary Hollingsworth advised tanks may damage The Green and care needs to be taken. Advised Mark Lloyd to enquire with trustees by letter for permission to use The Green.

The George has agreed to man licenced bar  
The George has agreed to prepare the food for minimal cost of £1 per head (based on 500). Total cost £500.00. Will put food on trays and bring over to the Green. WI will provide napkins & RBL will provide union jack paper bags. WI (with volunteers) will bag up the food and arrange on trays. Town Hall will provide some tables. TA will provide some benches (Mark Lloyd to arrange). RAF/TA will provide some tables/chairs (Mark Lloyd to arrange).  
Olive Ovington suggested checking with Martin Eccles/UMC if any chairs could be provided  
Tables, marquee & bar will be decorated with union flags/bunting  
Bar staff will wear costume

3pm Cenotaph Service:  
Bugler had been booked to play “The Last Post”  
Piper has been booked to play “Battle’s O’er”  
Vicar has been booked  
Readings will take place & roll of honour recited

In addition:

Banner has been ordered to put on trees on the green @ cost of £78  
Polycarbonate backed banners will be put on Town gateways (Mark Lloyd checking with NCL if this is permitted. 2 out of the 3 contacts have given permission. Awaiting reply from 3<sup>rd</sup>.)

WI: Town Council will make available Hot Water & Generator (as supplied during Summer Gala).  
Olive Ovington advised cannot confirm 100% will be able to provide tea/coffees until next WI meeting (OGM in 2 weeks time), but is reasonably confident this will not be a problem. Has a large number of volunteers who are likely to make themselves available.

The George will have a pipe/drum band performing in the evening for patrons.

Wet weather – as an alternative should the weather be inclement, Town Hall may make kitchen/large hall available.

Outside toilets will be available for use.

Olive Ovington enquired about VJ Day (25<sup>th</sup> August) as there are a number of Japanese residents in Kirton-In-Lindsey. Mark Lloyd advised British Legion do not have any plans at present as would like to complete VE75 arrangements first. However would like to commemorate this day in some way.

Next meeting planned: Thursday 26<sup>th</sup> March @ 6pm

**Kirton in Lindsey Town Council Finance Report January 2020**  
**RECEIPTS AND PAYMENTS MADE DURING JANUARY 2020, RECONCILING THE**  
**CASHBOOK WITH THE BANK STATEMENTS AS AT 31/01/2020**

<b>Cash book information:</b>	Balance carried forward April 1st 2019:	£112,931.40
	Receipts to December 31st 2019:	£127,628.04
	Payments to December 31st 2019:	£107,765.17
	<b>Balance carried forward January 1st 2020:</b>	<b>£132,794.27</b>

<u>REF</u>	<u>DATE</u>	<u>PAYER</u>	<u>DETAILS</u>	<u>RECEIPTS</u>
			<b>Balance C/F 01/01/2020</b>	<b>£132,794.27</b>
R75	07/01/2020	North Lincolnshire Council	Civic Dinner tickets x2	£55.00
R76	07/01/2020	Brigg Town Council	Civic Dinner tickets x2	£55.00
R77	10/01/2020	M&J Eynon	Civic Dinner ticket x1	£27.50
R78	13/01/2020	EJ Nix	Civic Dinner tickets x 2	£55.00
R79	13/01/2020	City of Lincoln Council	Civic Dinner tickets x 2	£55.00
R80	13/01/2020	Kirton in Lindsey Archery Club	Civic Dinner tickets x 2	£55.00
R81	15/01/2020	Machins	Interment fee - LOWES	£125.00
R82	21/01/2020	Kirton in Lindsey WI	Civic Dinner tickets x2	£55.00
R83	22/01/2020	R & KD Cooper	Civic Dinner tickets x2	£55.00
R84	23/01/2020	M Rands	Civic Dinner tickets x2	£55.00
R85	24/01/2020	LIVES	Civic Dinner ticket x1	£27.50
R86	24/01/2020	Gainsborough Town Council	Civic Dinner ticket x1	£27.50
R87	27/01/2020	D & S Carter	Civic Dinner tickets x2	£55.00
R88	27/01/2020	P Frankish	Civic Dinner tickets x4	£110.00
R89	27/01/2020	B Tyzack	Civic Dinner donation	£10.00
R90	27/01/2020	HSBC	Gross interest	£20.82
R91	31/01/2020	J Cripps	Civic Dinner ticket x1	£27.50
			<b>RECEIPTS, January 2020</b>	<b>£870.82</b>
			<b>RECEIPTS, 2019/20 year to date</b>	<b>£133,665.09</b>

**PAYMENTS**

<u>REF</u>	<u>DATE</u>	<u>TO WHOM PAID</u>	<u>DETAILS</u>	<u>PAYMENTS</u>
P221	02/01/2020	O2	Business Mobile Contract	£33.20
P222	06/01/2020	P Bryan Electrical	Christmas Floodlight works	£288.00
P223	10/01/2020	Diamond Jubilee Town Hall	Office Rent Jan 2020 & Room Hire Dec 2019	£344.00
P224	13/01/2020	Brigg Town Council	Civic Dinner Event	£22.50
P225	16/01/2020	W & AC Rose Farms	Town Christmas Tree	£570.00
P226	21/01/2020	Nest	Pension contributions January 2020	
P227	23/01/2020	Town Clerk	Christmas Lights Competition Expenses	£20.00
P228	23/01/2020	Town Clerk	Salary	
P229	23/01/2020	HMRC	Tax/NI/Student Loan	
P230	23/01/2020	Axis Surveys Ltd	Topographic survey	£756.00
P231	23/01/2020	Zebra Electronics	Email hosting plan	£24.00
P232	24/01/2020	Axholme Pest Control	Cemetery pest control contract payment 1	£312.00
P233	24/01/2020	Origin Design Studio	Planning research & design	£960.00
P234	27/01/2020	BT Business	Telephone bill Oct-Jan	£118.02
P235	27/01/2020	Lite	Christmas lighting	£1,941.60
P236	31/01/2020	O2	Business Mobile Contract	£33.20
P237	31/01/2020	Burleys	Grounds Maintenance (January)	£1,444.85
P238	31/01/2020	North Lincolnshire Council	Premises Licence - Market Place	£70.00
			<b>Total Payments January 2019</b>	<b>£9,398.17</b>
			<b>Payments 2019/20 year to date</b>	<b>£117,163.34</b>
			<b>Total receipts vs Payments to date</b>	<b>£124,266.92</b>

**RECONCILIATION TO BANK STATEMENTS**

Current Account 41305484	£3,000.00
Savings Account 01109553	£121,266.92
<b>TOTAL IN BANK AS AT 31/01/2020</b>	<b>£124,266.92</b>

**RECONCILIATION TO CASH BOOK**

Balance carried forward April 1st 2019:	£112,931.40
Receipts to January 31st 2020:	£128,498.86
Payments to January 31st 2020:	£117,163.34
<b>Cash book total at January 31st 2020:</b>	<b>£124,266.92</b>



**Kirton in Lindsey Town Council - Schedule of Payments - February 2020**

	Date	Payee	Description	Means	101 Administration	101a Salary	101 Other Staff Costs	102 Grants and Donations	102 s.137	103 Democratic Expenses	201 Open Spaces	301 Burial Grounds	401 S144 Providing Kirton	501 Public Services	601 Civic	Trustee The Green	Trustee War Memorial	VAT	Total
<b>PART A</b>	<b>PRE - APPROVED/APPROVED BY COMMITTEE</b>																		
Contractual	31/01/20	O2	Business mobile		£27.67													£5.53	£33.20
Civic budget	04/02/20	Barton Town Council	Civic Dinner Tickets x2												£60.00				£60.00
GP2002/09	04/02/20	Colbourne Trophies	Civic Award 2020												£49.50			£9.90	£59.40
FC1912/05	06/02/20	Royal British Legion	VE Day 75 grant funding				£800.00												£800.00
Contractual	06/02/20	Origin Design Studio	Site location plan acquisition		£48.50													£9.70	£58.20
Civic budget	07/02/20	Willingham Hall Hire	Civic Dinner tables and cloth hire												£145.00			£29.00	£174.00
GP2002/09	11/02/20	Town Clerk	Postage stamps		£7.86														£7.86
GP2002/09	11/02/20	Town Clerk	Travel NLC Consultation Markets		£8.10														£8.10
GP2002/09	11/02/20	Town Clerk	Travel and parking, VANL course		£11.60														£11.60
GP2002/09	11/02/20	Town Clerk	Civic Ceremonial book		£26.59														£26.59
Contractual	11/02/20	Diamond Jubilee Town Hall	Office Rent Feb / Room Hire Jan		£353.00														£353.00
Contractual	11/02/20	Diamond Jubilee Town Hall	Christmas Festival - electricity									£35.52							£35.52
Contractual	13/02/20	Origin Design Studio	Architectural Design (remaining 50%)		£500.00													£100.00	£600.00
Civic budget	17/02/20	The George	Civic Dinner catering												£1,020.83			£204.17	£1,225.00
Contractual	18/02/20	Lytce Ltd	Securing of Christmas Lighting cabling									£195.00						£39.00	£234.00
Contractual	23/01/20	Town Clerk	Salary																
Contractual	23/01/20	HMRC	Tax/NI/Student Loan																
Contractual	23/01/20	Nest pensions	Pension contributions Feb 2020																
Contractual	31/01/20	Burley's	Grounds Maintenance Feb 2020								£1,174.67							£234.93	£1,409.60
<b>PART B</b>	<b>FOR APPROVAL</b>																		
	27/02/20	Town Clerk	Travel & Bridge Tolls - ERNLLCA		£26.40														£26.40
	27/02/20	Town Clerk	Civic Dinner - self sealing envelopes												£1.50				£1.50
			<b>Subtotal for month</b>		<b>£1,009.72</b>	<b>£2,460.80</b>	<b>£0.00</b>	<b>£800.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,174.67</b>	<b>£0.00</b>	<b>£230.52</b>	<b>£0.00</b>	<b>£1,276.83</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£632.23</b>	<b>£7,584.77</b>

North Lincolnshire Council is preparing a new single **Local Plan** for its area. It will establish the vision and objectives for the area, allocate sites for housing, employment, retail, leisure and other forms of development and will include development management policies up to 2036. As well as setting out where new development will go, the Plan will also include policies which seek to protect and preserve open space, green infrastructure, the historic environment and environmental assets. Once adopted, it will update and replace the existing planning policy framework for the area.

### **Preferred Options Consultation**

A Preferred Options document has been prepared setting out the council's preferred approach as to how the new Local Plan could address the important issues that face North Lincolnshire, now and in the coming years. It can be viewed on the council's bespoke Local Plan website:

[www.localplan.northlincs.gov.uk/localplan](http://www.localplan.northlincs.gov.uk/localplan).

The Issues & Options consultation exercise was undertaken between late January and mid-March 2018 in order to get the views of local communities and others about the issues that should be covered in the plan and how these issues might be addressed. This, together with available evidence and policy, has helped to inform this Preferred Options stage.

The easiest and most efficient way to provide comments is via the council's website:

[www.localplan.northlincs.gov.uk/localplan](http://www.localplan.northlincs.gov.uk/localplan). Through this approach you can provide comments on the policies, sites and designations online.

The consultation runs from Friday 14<sup>th</sup> February to Friday 27<sup>th</sup> March 2020. All comments should be submitted online, emailed ([localplan@northlincs.gov.uk](mailto:localplan@northlincs.gov.uk)) or sent to the Place Planning & Housing team by 5pm on Friday 27<sup>th</sup> March 2020.

A number of roadshows are to be held across North Lincolnshire to allow local people and others to come along to give us their views about the future growth and development of the area as well as the issues the plan should cover. Dates and times can be found on our website:

[www.localplan.northlincs.gov.uk/localplan](http://www.localplan.northlincs.gov.uk/localplan).

The Preferred Options document can be viewed electronically at [Local Link offices](#) & [Libraries](#) across North Lincolnshire using the public access computer network. A paper version will be available for inspection at [Scunthorpe Central, Scunthorpe](#).

### **Call for Sites**

As part of this consultation, the council is also seeking to identify land that may be suitable for development or protection within the new Local Plan. More information about the Call for Sites process can be found on our website: [www.localplan.northlincs.gov.uk/localplan](http://www.localplan.northlincs.gov.uk/localplan)

### **More Information**

**If you wish to know more about the North Lincolnshire Local Plan (2017 to 2036) or get involved in the process, please contact the Place Planning & Housing team for more information.**

**Email:** [localplan@northlincs.gov.uk](mailto:localplan@northlincs.gov.uk)

**Tel:** 01724 297573

**Post:** Place Planning & Housing, Economy & Growth, Business Development, North Lincolnshire Council, Church Square House, 30-40 High Street, Scunthorpe, North Lincolnshire, DN15 6NL.

Firstly a big thank you for the opportunity to talk to the council about the Blue Lights Brigade project (as you could tell I'm very passionate about it and what its potential is) and I am so please that the council can also see this potential for your area.

We have just completed the initial training of a new group of 13 volunteers within North East Lincolnshire, this now gives us a trained volunteer pool of around 60 members of the community who are willing to support their neighbours and communities, as well as the emergency services in times of need, a great start to 2020, our aim is to have at least 100 active volunteers by the end of this year, in North East Lincolnshire alone. If we include the potential for the communities in North Lincolnshire then the sky is the limit for a volunteer pool.

So to answer your questions.

1. As mentioned above we have created a large volunteer pool (60 volunteers in around 12 months) that service the whole of North East Lincolnshire, to help support a community it is best that the volunteers come from and represent their own communities, so in respect of the Kirton in Lindsay area the best volunteers will come from that area, this is for many reasons, but the three main ones that spring to mind are:
  - a. They know the people in the communities
  - b. They know the most vulnerable people within the communities
  - c. They know the area and the potential issues that could arise, that may adversely affect the area.

I normally recommend that for a C.E.R.T team should be made up of around 12 individuals (can be done with as little as 10) or more. As incidents can happen with very little notice then having more than the basic 12 members is best as you can't always expect that small group of 12 to come out all the time and having a bank of volunteers allows for the inability for everyone to come out when needed. The team will always work in pairs (using a buddy system). The more people you have the more directable teams of two you will have to enact the actions as given by the strategic control level as mentioned in the local emergency plan.

So your assistance in promoting and seeking volunteers from your own communities would be the best course of action to create the best team possible as you know your communities, you have the connections and links plus you may already know people who would like to be part of this community focused resilience project.

2. When we first created this project we had secured funding from central government via NESTA (we were 1 of 4 community projects out of 1500 that received the larger funding amount), this funding has now come to an end, so we are now a self-funding project. We have completed this CERT team creation in Immingham (we are now part of their emergency plan). The costs to set up a team are as follows:

- a. Uniform for individual members £60 per person  
for a team of 12 = £720.00
- b. PPE equipment (bag, hard hat, decals for hard hat, high viz vest, face mask, first aid kit, CPR face shield, safety glasses, safety gloves) £100 per set Need at least 12 sets = £1200.00
- c. Initial Training 9 hours to include final exam, certificate and ID card (on successful completion) @ £50 per hour £50  
X 9 = £600.00
- d. 12 X first aid certificates and training books  
12 X £12 = £144.00
- e. Large First Aid grab bag plus contents  
1 X £336 = £336.00

Total cost for all of the above

**£3000.00**

*\*\* Please note, the cost will rise dependent on numbers of volunteers you have, the only cost that wont really increase is the individual kit cost as not everyone can come out to each request for assistance, so you only need a set amount of kit which will be issued as and when required\*\**

We have other training such as Triage which forms training that supports the initial training (above) and links directly to the first aid training. This training takes between 2 to 3 hours and other than some travel costs, there would be no further charge to you as this again is part of my (match funding) give back to the volunteers and in turn forms part of their individual personal development and volunteering journey.

In respect of Community Shelters and the relevant training for this and the supply of a call out pack (that would be stored with the individuals PPE kit bags) will be £1500.00

There is obviously a give back to you in respect of matched funding, in this case my time. Each volunteer will receive a free 6 hour emergency first aid at work course (normally £50 per person) which last 6 hours (total cost give back as match funding = £600)

3. As I mentioned at the council meeting we were in the progress of seeking funding from North Lincolnshire Council to help towards the above costs for all of the parish councils that wanted this project developing in their area, however the confusion came up that our type of resilience project was already in place within the local parish or town councils, as I mentioned this is not the case and other than having the named individuals who form the strategic level group who direct an response to any identified issue within the emergency plan, and maybe a few local individual from the community who are very community minded and willing to 'pitch in' there is **NO** actual band of trained volunteers who form a cohesive group to respond to issues and action the directions as given by the strategic group. This can cause issues by using untrained and potentially **uninsured** members of the community to carry out certain tasks could lead to issues down the road. Due to the information from the council I had stopped that funding bid in order to seek clarification from parish level councils , which tend to say exactly what your council had said.

So support from you in ways of funding your group and potentially spreading the word within other parish / town councils to show what has been achieved in Kirton In Lindsey would assist to help fund and develop this program throughout North Lincolnshire and all its communities. I am all about forming relationships and selling this incredible program about at some point without funding the program can not continue and grow into other areas, as we are hoping it will.

4. In respect of the Little Life Savers, in time this is something that can be trained to your potential future CERT team volunteers, then they can then attend your local schools and youth clubs delivering the training to the children and young people of YOUR community, the group can then charge a fee for this service, thus bringing funding into your own CERT group. Until that time the cost would be dependent on numbers, in North East Lincolnshire, as there are no real travel costs involved I charge £1 per young person (this allows leaflets and certificates to be printed and add to the projects longevity). Conducting this training in your area would have a travel and cost implication, the best ways to deliver this is at schools or community events. In the short term until we have developed your CERT team I would charge £83 for the first hour (as this includes mileage at £33) every hour after would be £50.

*\*\*Please not that £30 per hour of this fee goes straight into the Blue Lights Brigade account to be used for the benefit of the project and communities. As that funding would come from your community it would be ring fenced to support your CERT team and other training opportunities in Kirton In Lindsey\*\**

I hope these comments go to help explain the offer and what we would need to start delivering this project. Imagine being the first parish council in North Lincs to have this kind of project specifically for your communities, good for the Blue Lights Brigade and excellent for Kirton In Lindsey.

If you have any further questions or comments then please do not hesitate to contact me. Please check out our web site to see exactly what we do in North East Lincolnshire – [www.bluelightsbrigade.co.uk](http://www.bluelightsbrigade.co.uk)

## **Town Clerk Report – Full Council Meeting February 2020.**

### **Town Clerk's Report / Correspondence for Information and Discussion Correspondence for Information**

- a. Refer to Appendix A, information provided by Friday Digest
- b. **To note any correspondence received after the Agenda was published.**

### **Correspondence for Discussion**

#### c. KLASSIC Trusteeship

Update from KLASSIC on progress of the transfer of Trusteeship to the Town Council.

**Required: Decision from Council on any actions to be taken.**

#### d. Cllr Gunn – Dunstan House trees (Received 09/02/2020)

Town Clerk and Councillors

I note this is the 2nd tree from the garden of this property that has been damaged causing very large branches to fall.

2019 or 2018 the same happened that time the extremely large branch fell across the road onto the grass and touched the garden wall of the house opposite.

I appreciate this is awkward but is it possible that the town council could write to the property owner and suggest they cut back their trees that are rotten or give them a very good prune before we have a casualty.

I understand the trees may have a preservation order on them but they can apply to North Lincs for permission to remove the dead trees/branches and to prune the other trees as I see these trees are desperate for attention.

As a matter of safety to the public.

Regards Cllr K Gunn

**Required: Decision from Council on any actions to be taken.**

#### e. ERNLLCA Financial Responsibilities Course, Thursday 19<sup>th</sup> March, Bishop Burton College (Received 06/02/2020)

We have secured the services of the Steve Parkinson Partnership to deliver a training day for Councillors and Clerks on financial responsibilities.

Steve is the former Town Clerk to Alton Town Council in Hampshire who now specialises in providing financial support and training for parish and town councils.

This training day will cover the main elements of financial management; presentation of financial information; VAT; and audit responsibilities.

The event qualifies for three CPD points. Reception will open at 9.15am with the seminar starting at 9.45am and closing by 4.00pm.

The fee will be £90+VAT per delegate however ERNLLCA is pleased to confirm that for member councils with an electorate of 2000 and under the charge will be £45+VAT.

**Required: Decision on Council attendance.**

f. ERNLLCA Social Media - Engaging Your Community Course - Wednesday 25<sup>th</sup> March, Barton upon Humber (Received 13/02/2020)

The United Kingdom was home to 45 million active social media users in 2019, around 67 percent of the population. Traditional means of communication and engagement within communities are changing and it is important for any local council which wants to understand its community, and respond to its needs, to consider having an active presence on digital and social media.

This short workshop will be delivered by Jonathan Boddy of Positive Impact Communications & Training Ltd and will orientate you to the social media environment, provide a useful toolbox of strategies you can use and, through practical sessions, give you the skills and confidence you need to reach out to your local community.

The event qualifies for one CPD point, Reception will open at 9.30am with the seminar starting at 9.45am and closing by 12.15pm.

Fee: Councils with an electorate of 2000 and under - £18.75+VAT per person

Councils with an electorate of 2000 and over - £37.50+VAT per person.

**Required: Decision on Council attendance and response to Clerk's request to attend.**

g. Lowland Search and Rescue (Received 09/02/2020)

I would like to introduce you to Lincolnshire Lowland Search and Rescue. We are a Registered Charity, committed to two objectives: Assisting in the search, location, welfare and rescue of missing children and vulnerable missing adults, utilising professionally trained volunteers; Whilst actively supporting the emergency services during any high-risk incident and all natural disasters.

As we support the emergency services throughout the entire counties of Lincolnshire and Humberside, this includes your parish area. We are run by a team of professional volunteers and provide our services entirely free of charge. We receive no government funding and so rely entirely on donations in order to deliver our charitable purpose.

**I am writing to you to ask if there are any ways in which you are able to support Lincolnshire Lowland Search and Rescue?** Most parishes have newsletters that are distributed within their local area, please advise whether it would be possible to include details of our most recent fundraising campaign, supporting the Lincoln Lottery. This is a Lincoln based initiative where charities receive donations, whilst the supporter also has the opportunity to win prizes.

Furthermore, if your parish would like to support us personally, we would be hugely appreciative. It costs approximately £200 to provide each of our volunteers with the Personal Protective Equipment they require in order to be an effective Search Technician. If you were able to support us, we ask for

cheques to be made payable to Lincolnshire Lowland Search and Rescue and our correspondence address is Wellingtonia House, Gainsborough Rd, Middle Rasen, Market Rasen, Lincolnshire LN8 3JU.

Thank you for taking the time to read about our charity. More information is available at our website, [www.lincslsar.org](http://www.lincslsar.org).

**Required: Decision from Council on any actions to be taken.**

h. Fusilier Way – fencing ownership query (Received 18/02/2020)

Concern raised by resident following contact with North Lincolnshire Council regarding collapsed fencing at Fusilier Way following the recent storms. Response from North Lincolnshire Council was that the fencing was the responsibility of the residents and not North Lincolnshire Council. Request from resident for further approach to North Lincolnshire Council to determine ownership. Additional response from North Lincolnshire Council states that the timber fence is not the responsibility of North Lincolnshire Council and that once the Fusilier Way estate was completed the fencing would have transferred to the property deeds of the houses which abut the area or it would sit with a property management company which the resident would pay an up-keep fee towards. Resident advised accordingly.

**Required: For information and for any decision from Council on any further actions to be taken.**

i. North Lincolnshire Council s106 monies update (Received 30/01/2020 and 06/02/2020)

The Larkfleet home application is slightly different to the Beechcroft application as they are providing an open space and local area of play on site and having an estate management company to manage the area so we will not receive any open space money from this development.

Relating to PA/2016/1704 (Beechcroft) there has been 15 completions on site and so therefore the contribution is not required yet, with the first trigger point being 35 occupations.

We will not expect a contribution for quite a while but once they have hit the completion of the 35<sup>th</sup> dwelling I will be in contact, we will then have 10 years to spend the recreation money when it has been received.

**Required: For information and for any decision from Council on any further actions to be taken.**

j. Clerk's Annual Leave = 5<sup>th</sup> and 6<sup>th</sup> March 2020

**Required: For information for all Councillors and for public information.**