



**Town Councillors are hereby summoned to attend the Monthly Meeting of  
Kirton in Lindsey Town Council on  
Wednesday 22<sup>nd</sup> October 2025**

**Proceedings will be held at the Diamond Jubilee Town Hall, High St commencing at 7pm.  
The Agenda is set out below.  
Members of the public and press are welcome to attend.**

*Neil Taylor-Matson* Town Clerk, 16<sup>th</sup> October 2025

## AGENDA

### 2510/01 Apologies for Absence

To receive apologies for absence notified to the Clerk prior to the meeting.

### 2510/02 Declaration of Interests / Dispensations

a. Declarations of Interests, in respect to Agenda items, to be made and recorded in the minutes even if an interest has been declared in the register. **Members declaring interests should identify the Agenda item and the type of interest being declared.**

COUNCILLORS MUST DECLARE ANY AMENDMENT TO PECUNIARY INTERESTS WITHIN 28 DAYS.

b. For the Council to note any dispensations presented to the Clerk prior to the Meeting and their resolution.

### 2510/03 Public Participation

Members of the public may raise subjects, which they wish to bring to the attention of the Town Council. The time will be restricted to 15 minutes maximum unless the Council decides otherwise. Members of the public should note that decisions cannot be made at this meeting on items not on the agenda and that no discussion can be entered into once the meeting has commenced, unless the meeting is suspended by the Chair.

### 2510/04 Minutes

a. To approve the minutes of the Full Council Meeting held 24<sup>th</sup> September 2025 (*fwd 30/09/2025*)

b. To receive the draft minutes of the Promoting Kirton Committee Meeting held 13/10/2025 (*fwd 16/10/2025*)

c. To receive the draft minutes of the Finance and Planning Committee Meeting held 13/10/2025 (*fwd 16/10/2025*)

### 2510/05 Mayor & Delegates Reports

To receive reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council, to include the following events/meetings which the Clerk was notified of:

#### Mayor's Report on Civic Events attended – Cllr Hazel Fox:

- Immingham - Civic Service (28<sup>th</sup> September)
- Kirton in Lindsey - Civic Service (5<sup>th</sup> October)
- North Lincolnshire Council – Civic Service (12<sup>th</sup> October)
- Winterton – Civic Service (19<sup>th</sup> October)

#### Councillors and Officers reports

- WorkNest – HR 101 for Small Employers – Virtual (25<sup>th</sup> September) – Cllr Kofoed/Town Clerk
- Ridge/Messingham Neighbourhood Action Team (NAT) – Messingham Community Hub (1<sup>st</sup> October) – Cllr Kitchen
- Planting contractor meeting – Diamond Jubilee Town Hall (10<sup>th</sup> October) – Cllr Fox/Frankish/Garritt/Town Clerk
- ERNLLCA North Lincolnshire District Committee – Virtual (15<sup>th</sup> October) - Cllr Fox/Town Clerk
- NLC – Town and Parish Liaison Meeting – Church Square House (16<sup>th</sup> October) – Cllr Frankish
- KLASSIC CIO – Bowls Club Pavilion (20<sup>th</sup> October) – Cllr Fox/Howard
- ERNLLCA – Annual Conference (21<sup>st</sup> October) – Town Clerk

### 2510/06 Report from North Lincolnshire Council / Ward Councillors

a. To receive the Ward Councillors' Report and to consider any actions arising from the report.

b. To note outstanding matters raised with North Lincolnshire Council and agree any actions required including Spa Hill major water leak/pot hole, road maintenance works (March Street/Wesley Street), ownership queries raised by resident regarding Wray Street/Traingate path, street signage repairs at Church Street and Grayingham Road, boundary sign, additional signage and resurfacing on Redbourne Mere, parking enforcement, Community Speedwatch Scheme, library railings removal and agree any actions required.

c. To receive an update from the free electric blanket testing arranged in conjunction with North Lincolnshire Council on Thursday 2<sup>nd</sup> October at the Community Café.

d. To receive a request from residents via Cllr Kitchen for upgrade of pedestrian crossing on South Cliff Road and agree any actions required (*Cllr Kitchen*).

### 2510/07 KLASSIC

To receive correspondence from North Lincolnshire Council regarding a meeting to discuss the offer of legal advice and agree any actions required.

### 2510/08 Allotments

To receive any relevant updates and agree any actions required.

2510/09 Financei. Income and Expenditure

- a. To receive notification of accounts paid by the Town Clerk under devolved authority. (October 2025, *fwd 16/10/2025*).
- b. To consider the offer, from a member of the public, to pay the renewal of SLCC membership for the Assistant Clerk at £110.00.
- c. To receive any updates regarding the potential future funding for the Community Co-Ordinator role and agree any actions required.
- d. To consider funding warm spaces within the town over the winter utilising the Cadent Centre for Warmth Project grant funding and agree any actions required.
- e. To confirm the need for financial support in purchasing two new Union Flags to fly over the town War Memorial at £65 for two flags for the Royal British Legion Kirton in Lindsey.
- f. To confirm the purchase of paint and brushes for maintenance of the bollards near to the War Memorial at a cost of £39 for the Royal British Legion Kirton in Lindsey who are carrying out the painting works.
- g. To receive confirmation of annual electrical testing of office equipment completed 13/10/2025
- h. To consider equipment updating for Town Clerk – work issue mobile phone – and agree any actions required.
- i. To approve accounts for payment. (*fwd 16/10/2025*)

ii. Internal Control

- a. To receive the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (September 2025, *fwd 16/10/2025*)
- b. To receive the 2<sup>nd</sup> Quarter Budget Checks Monitoring Report and agree any actions required.
- c. To receive and consider the initial budget planning information for 2026-2027 and agree actions required.

iii. External Control

- a. To receive the Interim Internal Auditor Report for 2025-26 and consider the recommendations made and agree any actions required. (*fwd 06/10/2025*)
- b. To ratify the Resolution of minute FC2504/20 to confirm that the additional working hours approved for payment were 16 as advised by the Internal Auditor.

2510/10 Planninga. To consider the following planning applications:

- i. PA/2025/1159 <https://apps.northlincs.gov.uk/application/pa-2025-1159> (*fwd 30/09/2025*)  
Proposal: Planning permission to erect a self-build five-bedroomed dwellinghouse  
Location: land rear of White House, Cleatham Road, Kirton in Lindsey, DN21 4JR
- ii. PA/2025/1234 <https://apps.northlincs.gov.uk/application/pa-2025-1234> (*fwd 13/10/2025*)  
Proposal: Application to vary the plans condition of planning application PA/1999/0920 granted on 31/03/2000 which were added to by non-material amendment PA/2024/1365 granted on 12/12/2024, namely to alter plot 86 and plots 88 to 94 to allow for amended house positions and garages.  
Location: Windmill Plantation, Kirton in Lindsey, DN21 4FF
- b. To receive notification of the following planning application for information only  
PA/2025/1123 <https://apps.northlincs.gov.uk/application/pa-2025-1123> (*fwd 30/09/2025*)  
Proposal: Planning permission for the change of use of land to allotments and to update existing access to tarmac  
Location: Land West off B1400, Kirton in Lindsey
- c. To receive the following decision notifications from North Lincolnshire Council:
  - i. PA/2024/997 – APPEAL DECISION OF PLANNING INSPECTORATE – APPEAL DISMISSED for first floor extension above existing shop to provide two flats, two storey side extension, vehicle parking, cycle parking and bin storage at 11 High Street, Kirton in Lindsey, DN21 4LZ.
  - ii. PA/2025/937 – REMOVAL/VARIATIONS OF CONDITIONS to vary condition 2 of PA/2022/1574 for new dwelling design at Ashlyn, Grayingham Road, Kirton in Lindsey, DN21 4EL.
  - iii. PA/2025/981 – REMOVAL/VARIATION OF CONDITIONS to vary condition 2 of PA/2025/408 namely to make minor changes to materials and replace the bay window with two new winders at 10B Station Road, Kirton in Lindsey, DN21 4BB

2510/11 Open Spaces

- a. To receive the weekly visual and monthly operational play park inspection reports for signature as well as the annual operational inspection and consider any updates regarding the play area agreeing any actions required.
- b. To discuss the play area inspections service level agreement with North Lincolnshire Council and agree any actions required.
- c. To receive the weekly inspection reports for the outside gym equipment and agree any actions required.
- d. To receive notification of change of company name of current highways contractor.
- e. To consider tenders for highway verges and Parish Path Partnership contractors and agree any actions required.
- f. To receive an update from a grounds maintenance (planting) meeting held on 10<sup>th</sup> October and agree any actions required including costings additional works.
- g. To receive an update on Community Payback projects and agree any actions required.

2510/12 Policies and Procedures

- a. To review Policy 13: Safeguarding Children Policy last approved October 2024 and revised in line with NLC advice.
- b. To review Policy 14: Safeguarding Adults Policy last approved October 2024.
- c. To consider vacancies on Council Committees and Working Groups and agree any actions required. (Cllr Howard)

2510/13 Town Clerk's Report / Correspondence for Information and Discussion

To receive the Town Clerk's report including correspondence for information and discussion.

Correspondence for Information and Discussion

- a. To note any correspondence received after the Agenda was published.
- b. Resident – offer to pay professional membership fees for the Assistant Clerk (fwd 25/09/2025)
- c. NLC – Network Management – confirmation of Remembrance road closures
- d. Resident – enquiry about road surfacing work schedule for South Cliff Road
- e. NELC – Civic Mayoral Charity Race Night cancellation reminder
- f. Resident – request for assistance with replacement bin destroyed by NLC collection lorry
- g. Resident – query about plot location within Cemetery
- h. NLC – September Tourism Partnership update (fwd 29/09/2025)
- i. ERNLLCA – September Newsletter (fwd 29/09/2025)
- j. NLC – News Direct (fwd 29/09/2025; 03/10/2025; 10/10/2025)
- k. Resident – request for planning application information not be published on social media
- l. Resident – request for approach to Community Payback for assistance with community painting
- m. ERNLLCA – HR related courses information (fwd 30/09/2025)
- n. Library – concern raised about removal of railings from car park and damage caused to vehicles
- o. ERNLLCA – H&S related courses reminder information (fwd 30/09/2025)
- p. Independent Brigg Line Rail Group – Northern Railways flash sale information (fwd 02/10/2025)
- q. Rural Services Network – Weekly Newsletters (fwd 02/10/2025; 09/10/2025; 16/10/2025)
- r. ERNLLCA – NALC Devolution Case Study information entry request (fwd 02/10/2025)
- s. Resident – query about hedge maintenance and wooden bridge condition FP255
- t. Community Vision – Monthly update (fwd 03/10/2025)
- u. ERNLLCA – Martyn's Law webinar invitation (fwd 03/10/2025)
- v. ERNLLCA – Fire Safety Service and webinar information (fwd 03/10/2025)
- w. Audit – receipt of Interim Internal Audit report (fwd 06/10/2025)
- x. NLC/Ward Cllr Garritt – update on offer of meeting time with NLC/NLC Legal re KLASSIC (fwd 07/10/2025)
- y. NLC/Ward Cllr Foster – update from NLC re B1205 / B1398 junction (fwd 07/10/2025)
- z. Banking – reminder of reduction in interest rates
- aa. KLASSIC CIO – update communication and invitation to attend their next meeting (fwd 07/10/2025)
- bb. Civic - North East Lincolnshire Council – Mayor's Coffee Morning change of date (October)
- cc. Civic – Brigg Town Council – notification of cancellation of amateur operatics performance of My Fair Lady
- dd. ERNLLCA – upcoming finance courses information (fwd 09/10/2025)
- ee. NLC Ward Cllr – update on further resurfacing works for Redbourne Mere
- ff. ERNLLCA – upcoming IT training information (fwd 09/10/2025)
- gg. Civic – Mablethorpe & Sutton Mayor's Quiz and Pig Racing Night invitation (November)
- hh. ERNLLCA – Eden Project information following AGM (fwd 10/10/2025)
- ii. Gainsborough Town Council – funeral details for former Mayor and Councillor
- jj. NLC – September Tourism networking meeting update (fwd 10/10/2025)
- kk. ERNLLCA – YLCA/Breakthrough Communications CCTV and Data Protection training information (fwd 10/10/2025)
- ll. NLC – Public Rights of Way officer – updates on FP250 and FP255 issues
- mm. NLC – Traffic enforcement (Market Place) response (fwd 10/10/2025)
- nn. Residents – request via Cllr Kitchen to upgrade pedestrian crossing, South Cliff Road
- oo. NLC – update to ongoing requests for update on replacement signage for Church St/Grayingham Rd
- pp. NLC – Notification of Town and Parish Liaison meeting (16<sup>th</sup> October) (fwd 13/10/2025)
- qq. Kirton Knit Knacks – request for permission to decorate War Memorial with knitted poppies & servicemen (fwd 13/10/25)
- rr. ERNLLCA – District Committee report for meeting (fwd 13/10/2025)
- ss. ERNLLCA – Details of First Aid at Work training offer (fwd 13/10/2025)
- tt. Civic - City of Lincoln – Mayor's Charity Events Dec/Jan

2510/14 Date of next Meeting and Agenda Deadline

To confirm the date and time of the next monthly Town Council Meeting (subject to any change in circumstances) as:

**Wednesday 26<sup>th</sup> November 2025 at 7pm at the Diamond Jubilee Town Hall.**

**NOTE: Agenda items to be submitted before Monday 17<sup>th</sup> November in line with Standing Orders**

2510/15 Exclusion of the Public & Press

To consider the exclusion of the public and press under the provisions of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the matters to be discussed.

2510/16 Car Parking Provision

To receive a business in confidential update on the current position regarding car parking provision from the landowners approached by the Town Council and agree any actions required.