



**Minutes of the Meeting of Kirton in Lindsey Town Council held on  
Wednesday 23<sup>rd</sup> October 2019  
at the Town Hall, High Street, Kirton in Lindsey at 7:00pm.**

Members present: Cllr Pat Frankish (Chair), Cllr Kathy Cooper, Cllr David Garritt, Cllr Hazel Fox, Cllr Tony Kitchen & Cllr Jack Startin.  
Also present: 6 members of the public, Nikki Byrne – NLC Town Centres Manager and Town Clerk: Neil Taylor-Matson.

Prior to the meeting prayers were led by Cllr Frankish.

**Public Participation:**

- A resident requested that work arranged by the Town Council with NLC around lowering kerbs in the town prioritises Traingate. The Council thanked him for raising the matter and noted that Traingate was on the list of priorities already provided by the Town Council to NLC and that requests from concerned residents to NLC may assist with the process.
- Nikki Byrne, Town Centres Manager at NLC introduced her concept for Food Festivals at each town in North Lincolnshire to encourage visitors. The Council thanked her for attending and noted that the item would be discussed by the Council and moved up the Agenda to enable Councillors to address any further enquiries to Nikki.

**MINUTES**

- 1910/01 Apologies for Absence  
Apologies for absence were received from Cllr Cossey (holiday), Cllr Boyd, Ward Cllr John England (transport), and Ward Cllr Neil Poole (other engagements).
- 1910/02 Declaration of Interests / Dispensations  
a. Declarations of non-pecuniary personal interests were made by Cllr Garritt and Cllr Startin for Neighbourhood Planning matters.  
b. Dispensations were granted to Cllr Frankish to enable her to take part in discussions relating to In Bloom and Neighbourhood Plan without having to declare an interest as a member of the In Bloom and Neighbourhood Plan groups. This decision was made as without the dispensations the number of persons prohibited from participating in any particular business could be so great a proportion of the body transacting the business as to impede the transaction of the business. These dispensations shall expire on the date of Town Council elections in May, 2023.
- 1910/03 Minutes  
a. The Council considered the minutes of the Full Council Meeting held on 25/09/2019.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 14/10/2019.  
c. The Council received the draft minutes of the General Purpose Committee Meeting held 14/10/2019.  
d. The Council received an update from the Clerk regarding tasks and actions, noting 7 out of the 54 actions raised at the September meeting remained outstanding along with 21 further actions from previous meetings. Cllr Cooper raised concerns that 54 actions were raised from one meeting of the Council.

Cllr Frankish proposed moving Agenda item 1910/10 (f) to the next item to enable Councillors to address any further enquiries to Nikki Byrne. The Council agreed to move the Agenda item.

- 1910/10 Kirton Regeneration Group  
f. North Lincs Foodfest – the Council discussed interest in the North Lincs FoodFest event visiting Kirton in Lindsey in May 2020. Standing orders were suspended to allow Nikki Byrne to address the Council.  
**RESOLUTION: That joint plans between the Town Council and Nikki Byrne are made to bring the event to the Green, Kirton in Lindsey on Friday 1<sup>st</sup> May 2020.** **ACTION: Town Clerk**

Standing orders were reinstated.

- 1910/04 Report from Ward / North Lincs. Councillors  
No Ward Councillors were present and no report was received.
- 1910/05 Mayor's & Delegate's Report  
The Council received reports from the Mayor, Councillors and Proper Officer attending meetings on behalf of the Council:  
• **Chair's Report/Civic Events – Cllr Pat Frankish**  
• Broughton Town Council Civic Service 06/10/2019  
• Mayor of North Lincolnshire Civic Service 13/10/2019  
• Mayor of North Lincolnshire All Star Brass Band Gala Concert 19/10/2019  
• Kirton in Lindsey Civic Service "Resilience" 20/10/2019 – the Clerk noted £272 was raised in donations to be split between the Mayor's Charity and St Andrew's United Church as donation for the use of the church.

Signed:

Dated:

• **Councillor and Proper Officer Reports**

- Mayor of North Lincolnshire's Autumn Lunch 30/09/2019 – Cllr Garritt
- Neighbourhood Plan Group 10/11/2019 – Cllr Garritt (also Agenda Item 1910/08) – a planning consultant has been sourced who has good experience with neighbourhood plans and has provided a helpful information pack, the next step would be to instruct him to carry out the works required.
- NLC 'Enhancing Our Environment' Launch 11/10/2019 – the Clerk reporting attending the launch and provided details of the five key areas of funding available to community groups, organisations and local councils and the application processes; – rainwater harvesting; community orchards and tree planting; clean energy for community buildings; community composting and sustainable travel planning for communities.
- Community Emergency Plan Committee 21/10/2019 – Cllr Frankish reported on the meeting with the Humber Emergency Planning Services representative and the table top exercise to test the plan with positive feedback on the processes, knowledge and known community support available.
- ERNLLCA District Committee Meeting 22/10/2019 – Cllr Startin attended the previous evening. A useful discussion was held around the desktop advisory service, planned further government devolution to local councils and support from NALC in ensuring the services will be appropriate and local councils will be able to carry them out, discussion between ERNLLCA and NLC on the continuation of Town and Parish Council liaison meetings with the suspension reported to be down to restructuring at NLC, and '*tilted balance*' approach to planning precedent due to ruling that a district council's planning policies were five years out of date.

1910/06

Finance

i. Income and Expenditure

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

b. The Council approved accounts for payment. (October 2019)

**ACTION: Town Clerk**

ii. Internal Control

a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (*September 2019*)

b. The Council received the 2<sup>nd</sup> Quarter Budget Monitoring Report and noted no actions required at this time. The Clerk was thanked for producing the documentation.

c. The Council received the October 2019 Interim Internal Audit report and noted the ongoing actions required. The Council noted the work involved in achieving the result and comments received from the auditor with thanks.

d. The Council agreed to meet to discuss 2020-2021 budget setting and precept requirements on Wednesday 11<sup>th</sup> December at 7pm.

**ACTION: Town Clerk**

1910/07

Planning

a. The Council considered the following planning applications:

- i. Number: PA/2019/1605  
 Proposal: Planning permission to relocate a solar photo voltaic array including associated works  
 Site: Whitehoe Farm 1, Gainsborough Road, Kirton In Lindsey, DN21 4EN  
 Applicant: Mr Rob Day, E & R Day

**RESOLUTION: That the Clerk submit 'No Objection' in response to this planning application.**

**ACTION: Town Clerk**

- ii. Number: PA/2019/1609  
 Proposal: Outline planning permission to erect up to 12 dwellings with all matters reserved for subsequent approval  
 Site: land south west of 7a Grayingham Road, Kirton In Lindsey, DN21 4EL  
 Applicant: Mr Barnard

**RESOLUTION: That the Clerk submit 'Objection' in response to this planning application noting flooding concerns, that the land is outside the development boundary and is not an exception site, and that access and egress are of continuing concern as previously raised by the Town Council. If approved, planning are asked to take notice of the concerns raised around potential flooding, the location of the site outside the development boundary, access and egress, overdevelopment with the level of development already approved for Kirton in Lindsey within the town without the development of more housing on the edge of the town away from infrastructure and services.**

**ACTION: Town Clerk**

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

**PA/2019/1485:** Decision Environment Act 1995, Hedgerow Regulations 1997 – the Council has considered your Hedgerow Removal Notice and has determined that the hedgerow is not "important" in the terms defined in the regulations. This means that the proposed removed may proceed at Bell Farm, Gainsborough Road, Kirton in Lindsey, DN21 4EN. The Council noted disappointment with the decision seeming to go against the biodiversity policies of North Lincolnshire Council.

1910/08

Neighbourhood Plan

The Council considered requests from the Neighbourhood Plan Group:

a. Website space

**RESOLUTION: That the requests from the Neighbourhood Plan Group are approved; web content**

Signed:

Dated:

*to be submitted to the Clerk for the creation of a Neighbourhood Plan page and content input.*

**ACTION:** NP Group/Town Clerk

b. Survey Monkey account set up costs

**RESOLUTION:** *That a Community Pot application is submitted by the Group for Survey Monkey funding.*

**ACTION:** NP Group/Town Clerk

c. Working group to complete funding application.

**RESOLUTION:** *That the Group submit the Neighbourhood Plan funding application to the Clerk for completion and submission.*

**ACTION:** NP Group/Town Clerk

The Clerk was asked to ensure any time worked for the Neighbourhood Plan Group is logged and recorded separately.

1910/09

Policies and Procedures

a. The Council considered adoption of the latest version of the NLC Code of Conduct.

**RESOLUTION:** *That the latest version is adopted.*

**ACTION:** Town Clerk

The Council noted the availability of training input from NLC on the Code of Conduct and Standards.

**ACTION:** Councillors

b. The Council reviewed the Member/Officer Protocol, last approved October 2018

**RESOLUTION:** *That this Policy requires no amendments.*

c. The Council reviewed the Complaints Policy, last approved October 2018

**RESOLUTION:** *That this Policy requires no amendments.*

d. The Council reported back on the discussion held during the PK Committee Meeting on support for Town Council events as noted in the draft PK Committee minutes received at 1910/03 (b).

**RESOLUTION:** *That Cadets are kept informed of dates of the events as they have expressed interest in helping if they are available.*

**ACTION:** Town Clerk

**RESOLUTION:** *That the piece Cllr Cooper prepares for Kirton First is also displayed on the Town Council website.*

**ACTION:** Town Clerk

e. The Council discussed delegated authority for Chair of Personnel & Disciplinary Committee. Cllr Cooper noted that the Clerk has reported that the average weekly hours worked are two hours in excess of those contracted.

**RESOLUTION:** *That it is formally noted that staff welfare and wellbeing matters are dealt with by the Chair of the P&D Committee and issues that require Council decisions result in the calling of P&D Committee Meetings.*

f. Traingate Community Gardens Community Pot application. The Clerk reported receipt of a partial application with queries to the Council on how the application can be completed. The Council agreed to suspend Standing Orders to enable the matter to be discussed. The Council noted that 'a group' constitutes three or more people, has a name and terms of reference it works to. The Council confirmed that it cannot provide grants to individuals. The bank details of the group or organisation need to be provided in order for the funds to be transferred.

Standing orders were reinstated.

1910/10

Kirton Regeneration Group

The Council received an update on, and agreed next steps regarding, actions from Regeneration Group meetings.

a. Car parking provision – quotations received from surveyors were considered.

**RESOLUTION:** *That the quotation from JHG Consultants was accepted with the provision that additional quotations required by JHG for the detailed survey meet with the budget requirements of the Council.*

**ACTION:** Town Clerk/Cllr Garritt

b. Vincent Hall. The Council received updates from the MOD on next steps with regard to bidding for the building.

**RESOLUTION:** *That the Council seeks an independent valuation from Clark Weightman.*

**ACTION:** Town Clerk

**RESOLUTION:** *That the Council seeks a valuation from the NLC Valuation Officer.*

**ACTION:** Town Clerk

**RESOLUTION:** *That the Council agrees to a further joint valuation with the MOD.*

**ACTION:** Town Clerk

**RESOLUTION:** *That the Council keeps Ward Cllrs informed on approach and progress.*

**ACTION:** Town Clerk

c. Library car park concerns. The Council received complaints about the parking provision for the library.

**RESOLUTION:** *That the concerns are passed to NLC with requests for previous concerns raised by the Town Council to be actioned to help resolve the concerns of residents.*

**ACTION:** Town Clerk

d. To receive correspondence from NLC regarding land on Redbourne Mere. – The Clerk reported information from NLC confirming their responsibilities for maintaining the land and their liaison with the residents to access and clear the land.

e. Traingate Project – The Council still requires the information requested at the September meeting in order to consider a decision on the required support for the project.

**RESOLUTION from FC1909/09:** *That detailed information, with design drawings and full costings including labour, is provided to the Town Council in order that the required support to complete the application for NLC Community Pot can be fully considered.*

1910/11

Open Spaces

a. The Council discussed the Green and Cemetery with reference to complaint from member of the public.

**RESOLUTION: That the Clerk writes to the resident outlining the decision that the bollard provision is sufficient, that a site visit of Cllrs is required to review the signage and that the issues in the cemetery remain under review and will be taken into full consideration when the contract is renewed.** ACTION: Town Clerk

b. The Council received the monthly play park inspection report from Cllr Kitchen for signature and agreed any actions required.

**RESOLUTION: That the required action for trip hazards and deteriorating posts are provided in detail so that the appropriate actions can be taken on a priority basis.** ACTION: Cllr Kitchen

**RESOLUTION: That the working group of Cllr Kitchen, Cllr Cooper and Cllr Garritt meet to consider the future maintenance and improvements at the play area.** ACTION: Working Group

**RESOLUTION: That the Clerk researches future dates for play inspection training courses for Cllr Kitchen to attend.** ACTION: Town Clerk

c. The Council considered the invitation to Play Safety Conference, Birmingham, 5<sup>th</sup> December.

**RESOLUTION: No one is available to attend.**

d. The Council discussed the grounds maintenance contract and agreed any actions required at this time. The Clerk noted the response from the contractors that they would be unable to accommodate any request regarding collection of grass cuttings and the planned meeting with them for 18<sup>th</sup> November.

e. The Council discussed tree surveys for trees on Town Council land and agreed actions required.

**RESOLUTION That the quotation from Tree Generation is accepted and the work commissioned.** ACTION: Town Clerk

f. The Council discussed any actions required regarding the commemorative oak tree planted on the Green.

**RESOLUTION: No actions required.**

1910/12

Allotments

The Council received updates on progress at the allotment site and agreed any actions required at this time. Once the land is cultivated the next steps will be to buy wood for making path edges and surface the paths with the wood chippings on site.

**RESOLUTION: That the Lawn N Order quotation for cultivating the land was accepted and the contractors informed.** ACTION: Allotments Working Group to provide access.

1910/13

Town Clerk's Report / Correspondence for Information and Discussion

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

Correspondence for Information

a. Noted in Friday Digest reports sent to all Councillors weekly. See Appendix A

b. The Council noted correspondence received after the Agenda was published – the Clerk noted eight items of correspondence received – 1) Winter service – provision of salt stock – deferred to General Purpose Committee; 2) Cancellation of town's StreetSports provision – deferred to General Purpose Committee; 3) Report of damage to a picnic bench on the Green and action taken by resident to resolve; 4) Letter from the Royal British Legion re VE Day 75 (May 2020) - request to be sent to all Cllrs for availability; 5) BT phone bill July-Oct; 6) Report from resident regarding the moving of lacewing hotels to the cemetery gates and resulting damage – details forward to all Cllrs; 7) NLC update regarding bus stop information deferred to Promoting Kirton Committee and 8) NLC response regarding speed limits to be received in full for November Full Council meeting. Cllr Garritt noted contact with the North Lindsey College and their interest in supporting the Christmas Festival.

Correspondence for Discussion

c. Safer Roads Humber update

**RESOLUTION: That the Clerk contacts NLC to support the request from Safer Roads Humber that the area on Redbourne Mere is cleared as soon as practicably possible.** ACTION: Town Clerk

**RESOLUTION: That the Clerk contacts Tighes to request that Safer Roads Humber can use the area of their property.** ACTION: Town Clerk

**RESOLUTION: That the Clerk contacts Safer Roads Humber to support the enforcement along Station Road.** ACTION: Town Clerk

d. Gainsborough Road - concerns from resident following road traffic accident.

**RESOLUTION: That the Clerk writes to NLC requesting that a survey is undertaken in the area with recommendations brought forward from a subsequent report for making the area safer particularly in view of the new access point created for the new development.**

ACTION: Town Clerk

e. Complaint from resident regarding parking at Sunny Hill and Town Hall Passage.

**RESOLUTION: That the Clerk passes the complaint to NLC for survey and enforcement of the highway code.** ACTION: Town Clerk

f. Gainsborough Road development – request for street name suggestions for new development.

**RESOLUTION: That Maple Close is put forward as a suggestion.** ACTION: Town Clerk

g. Parish Paths Partnership updates, including process for modifications to the definitive map – noted.

Signed:

Dated:

h. Community Champion's Awards – distribution of tickets –

**RESOLUTION: Cllr Cooper happy to attend to represent the Town Council.** ACTION: Cllr Cooper  
i. Burton & Dyson – Wormwood Hill Lease and KLASSIC Trusteeship work – noted that NLC Ward Cllrs informed of issues solicitor has encountered with responses and paperwork to authorise work on KLASSIC Trusteeship work signed and returned. No further progress has occurred to date.

j. Community Emergency Response Team – details of the groups aims and proposals

**RESOLUTION: Invite representative to the January Full Council Meeting.** ACTION: Town Clerk  
k. Power for People – request for the Council to approve a motion in line with their organisations aims

**RESOLUTION: That the Clerk responds that the request should sit at District Council level.**

ACTION: Town Clerk

l. Kirton Lindsey Primary School – Governors' Impact Statement request

**RESOLUTION: That the Council are happy for a statement of support to be included in the Impact Statement and published on the Primary School website.** ACTION: Town Clerk

1910/14

Agenda for next and future meetings

Cllr Frankish: Review of Clerk's delegated powers.

1910/15

Date of next Meeting and Agenda Deadline

The Council confirmed the date and time of the next Full Council Meeting as (subject to any change in circumstances):

**Wednesday 27<sup>th</sup> November 2019 at 7pm**

**at the Town Hall, High Street, Kirton in Lindsey**

**NOTE: AGENDA ITEMS BEFORE MON 18<sup>th</sup> November**

The meeting closed at 9pm

|                   |                    |
|-------------------|--------------------|
| <u>Present:</u>   | Cllr Pat Frankish  |
|                   | Cllr Kathy Cooper  |
|                   | Cllr Hazel Fox     |
|                   | Cllr David Garritt |
|                   | Cllr Tony Kitchen  |
|                   | Cllr Jack Startin  |
| <u>Apologies:</u> | Cllr Billy Boyd    |
|                   | Cllr Geoff Cossey  |
| <u>Absent:</u>    | Cllr Karen Gunn    |

Signed:

Dated:

## Appendix A – Kirton in Lindsey Town Council October Full Council Meeting 2019

*Friday Digest summaries***Urgent**

- **Enhancing Our Environment Funding Launch**, Friday 11 October 2019 from 10am to 12am at Normanby Hall Golf Club - 01/10/2019
- **Royal British Legion** – informal meeting request - 24/09/2019

**For Promoting Kirton****Christmas Festival**

- Fillingham Trees (from 20/09/2019)
- Posters for the Christmas Festival (20/09/2019)
- Update from 119 (Scunthorpe) Sqn ATC Commanding Officer (Received 23/09/2019)
- Christmas Festival – banner overlays (24/09/2019)
- Christmas Lighting – communications current Christmas lights contractor on options for 2020 onwards - (Continuing to 24/09/2019)
- Response from Community Champions (Received 26/09/2019)
- Shower Singers requirements (Received 26/09/2019)
- Trent Cliff Gazette – 30/09/2019
- LIVES – 01/10/2019
- Enquiries for stalls – 9
- Morrisons and Asda, Scunthorpe – 01/10/2019 and 04/10/2019
- ESAG – confirmation received - 04/10/2019
- Contact from Festive Lighting - 07/10/2019
- Permission received from NLC to display the Christmas Festival promotional banners - 07/10/2019
- Seasonal Decorations - approval for displays received back from NLC - 07/10/2019
- Primary School – continued planning with the school - 08/10/2019
- Cadet bands – confirmation from both 119 and Wing that neither can attend - 08/10/2019
- Tuckers Funfair – voicemail left 09/10/2019 regarding fair at Christmas Festival - 10/10/2019
- Roadworx Meeting – discussion of continued planning for road closures - 10/10/2019
- Bookings – update from Cllr Garritt on bookings sought for crepes and entertainment -10/10/2019
- Publicity – reports to Gainsborough Life, NewsDirect, Scunthorpe Telegraph and Trent Cliff Gazette to promote event - 11/10/2019
- Notification that the crepe company are unavailable to attend the event. 14/10/2019

**Other**

- Remembrance Service – liaison with road closure teams for initial preparations (24/09/2019 / 25/09/2019 / 26/09/2019)
- Tree planting across the town – 01/10/2019
- Fitzpatrick Woolmer Design & Publishing – costings and details for Heritage Trail concept for consideration in budget planning for 2020-2021. 09/10/2019

**For General Purpose**

- Planning – PA/2019/1356 (Received 25/09/2019)
- Planning Decision – PA/2019/1463 - 01/10/2019
- Planning – PA/2019/1601 - 03/10/2019
- 2<sup>nd</sup> Quarter Budget reports - 01/10/2019
- NLC Update – Heather Barratt will personally chase up Hornsby's for passenger figures - 10/10/2019
- Hornsby's passenger figures May- September received from Hornsby's - 11/10/2019

**For Full Council**

- Ongo – update from Richard Clark (Received 23/09/2019)
- Planning – PA/2019/1599 - (Received 23/09/2019)

Signed:

Dated:

- The Effective Trustee and Good Governance for the Trustee Board – (Received 23/09/2019)
- Civic Service – liaison for arrangements (Continuing to 24/09/2019)
- Cemetery – report (Grounds Maintenance team) 20/09/2019 (Received 25/09/2019)
- Safer Roads Humber - 30/09/2019
- Vincent Hall - 26/09/2019
- Query from resident (Scotter) (Community Speedwatch) – 01/10/2019
- Complaint from resident (Green & Cemetery) – 01/10/2019
- Grounds maintenance and highway verges devolution contracts – 02/10/2019
- Grounds maintenance contract – revised contract sent to contractors - 03/10/2019
- Query from resident (Garden competitions) - 02/10/2019
- North Lincolnshire Council – Code of Conduct changes - 03/10/2019
- Report from resident (Gainsborough Rd) – 03/10/2019
- Complaint from Cllr Cooper (Grounds Maintenance) – 03/10/2019 - 04/10/2019
- FoodFest - 02/10/2019 - 04/10/2019
- Complaint from resident (Sunny Hill/Town Hall Passage)– 07/10/2019
- Report from resident (The Green) - 08/10/2019
- ERNLLCA District Committee - 08/10/2019
- Cllr Kitchen – Play Area checks for August and September provided - 08/10/2019
- Ongoing query from resident (Redbourne Mere area) – 09/10/2019
- Emergency Plans and Community Emergency Response Team – 09/10/2019.
- ROSPA Play Inspections - 10/10/2019
- Neighbourhood Plan – 10/10/2019
- Land behind household waste recycling site off Redbourne Mere – 10/10/2019
- Planning Application PA/2019/1605 - 10/10/2019
- FoodFest - 10/10/2019
- Planning Application PA/2019/1609 - 10/10/2019
- Civic Service – meeting with Cllr Frankish to make arrangements - 10/10/2019
- Ongo Homes - Gainsborough Road request for ideas for street name - 10/10/2019
- JHG Planning – Fee proposal for planning permission works - 11/10/2019
- Complaint from resident (Library car park) - 11/10/2019
- NLC Enhancing our Environment Funding Launch Event – 11/10/2019
- Update from Burton & Dyson solicitors – the solicitor has no progress to report as is not receiving any responses from NLC - 14/10/2019
- Street names – suggestions (Cllr) - 14/10/2019
- Street names – suggestions (Society) - 14/10/2019
- Community Champions Awards – 14/10/2019
- Interim Internal Audit – report received - 14/10/2019
- Reply from MOD re Vincent Hall – 15/10/2019
- Diocese of Lincoln – Notification of approval of faculty - 15/10/2019
- Tree Generation – quotation for tree surveys received - 15/10/2019
- Burton & Dyson – acknowledgement / confirmation to proceed document - 15/10/2019
- Cllr John England – response re Vincent Hall - 17/10/2019
- Cllr John England – response re Wormwood Hill Amenity land - 17/10/2019
- Power for People – request that the Town Council passes a motion - 17/10/2019
- Safer Roads Humber – update on research by the team into enforcement - 17/10/2019
- Decision notice – PA/2019/1485 – 17/10/2019
- Kirton Lindsey Primary School – request for quote from the Town Council - 17/10/2019
- Safer Roads Humber – Clarification from the organisation on the assistance requested from the Town Council to move forward - 17/10/2019
- Burley's – update from Grounds Maintenance contractor following concerns raised over the past few weeks. 17/10/2019

*All other information received after 17<sup>th</sup> October but prior to Full Council Meeting placed on Agenda as information received after publication and not for discussion.*

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

- Nic Dakin September Newsletter (Received 19/09/2019)
- Civic Service – initial draft of Order of Service for proof reading (Received 25/09/2019)
- Election survey - 26/09/2019
- Attempted phishing / spoofing of Town Council email account – 26/09/2019
- Ivy Designs - 26/09/2019
- Winter in Bloom Presentation – 26/09/2019
- Torksey Charity – annual rents - 30/09/2019
- Torksey Charity – Annual Return completed - 01/10/2019
- Allotments works – invoice paid - 03/10/2019
- Bloom Group – 01/10/2019
- Rough Sleeper Count 2019 - 03/10/2019
- Cemetery rateable value review - 01/10/2019
- ERNLLCA September Newsletter - 27/09/2019
- Bank mandate – 03/10/2019
- Grounds Maintenance / The Green – 04/10/2019
- Pensions Regulator – 04/10/2019
- Quotation received for infilling the lettering on the Town Hall noticeboards in gold – seeking additional quotations to take to the meeting in October. 04/10/2019
- Reports submitted to NLC: streetlight inspection cover missing, lamp post 5 on B1400, large branch on verge following high winds, South Cliff Road, request for litter bin along B1400.
- Civic Events – invites for the Town Mayor received – 10
- Civic Service – 7 responses for collation (19/09/2019-26/09/2019)
- Community Pot Grant application handed by resident for proof reading – 04/10/2019
- Civic Service – catering details confirmed following deadline - 07/10/2019
- Response from Larkfleet Homes to the proposal for The Maltings street name - 07/10/2019
- Details for tree surveys - 07/10/2019
- Neighbourhood Planning Newsletter 7, October 2019 - 07/10/2019
- Possible Circus Visit – arrangements to meet with organiser - 08/10/2019
- Community Emergency Plan pre-meeting – 08/10/2019
- Noticeboards – meeting with sign writer - 08/10/2019
- Noticeboards – report from local resident with concerns - 08/10/2019
- Budgeted Grants – information sent to all organisations - 08/10/2019
- NLC Response to request for dog waste bin Redbourne Mere - 10/10/2019
- Keep Britain Tidy – Dark nights – dog fouling increases – sales of glow-in-the-dark “We’re Watching You’ signage to encourage dog owners to pick up after their dogs - 10/10/2019
- Interim Internal Audit - 10/10/2019 and 11/10/2019
- Insurance clarification – on value of the Council’s fidelity guarantee - 11/10/2019
- North Notts & Lincs Community Rail Partnership – change of date - 11/10/2019
- Parish Paths Partnership – response from Colin Wilkinson to some outstanding queries raised since July. 11/10/2019
- Notification from In Bloom - clearing of the ditch along Station Road - 14/10/2019
- Civic Service – notification from Scouts, Beavers and Cubs - 14/10/2019
- Annual Review documentation received for signing from Cllr Cooper - 14/10/2019
- Nic Dakin – October Newsletter 14/10/2019
- CPRE – National Parks campaign information 14/10/2019
- NLC – Offer to Town Council to bid for redundant pedestrian sweepers - 15/10/2019
- Site meeting – James Town Circus for potential Circus visit to the Green 2020 - 15/10/2019
- Resident update and request – Traingate project - 15/10/2019

Signed:

Dated:



- Rural Services Network – Newsletter - 15/10/2019
- Civic Service – email to cancel two places - 15/10/2019
- Charity Commission – news update and current information - 17/10/2019
- Register Office Near Me – request for link to be placed on website - 17/10/2019
- Cadets – query ree grant funding application - 17/10/2019
- Query from resident – for funding from the Town Council for a charity project - 17/10/2019
- Brake – details for Road Safety Week 2019 - 17/10/2019
- Tree Charter Day – taking place Saturday 30<sup>th</sup> November - 17/10/2019
- NLC Winter Service – replenishment of salt stocks - 17/10/2019
- Call from British Legion – re: wreaths - 17/10/2019
- Furnitubes delivery – delivery of bollards for boundary of lands in Trust - 17/10/2019
- Helping Dog Paws – query on grant funding application - 17/10/2019
- Noticeboards – notification of adjustment carried out - 17/10/2019
- Civic Service – call from Terrace to go through finalisation of the catering -17/10/2019
- Civic Service – call to cancel two places - 17/10/2019
- Civic Service – email to cancel one place - 17/10/2019
- Woodland Trust – confirmation of the November delivery of hedge packs ordered in March - 17/10/2019
- Domain Check – update on services from .gov.uk domain provider - 17/10/2019
- Humber Emergency Planning – confirmation of information ahead of Community Emergency Plan meeting on Monday 21<sup>st</sup>. 17/10/2019

*All other information received after 17<sup>th</sup> October but prior to Full Council Meeting placed on Agenda as information received after publication and not for discussion.*