



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council held on
Wednesday 27th April 2022
at the Town Hall, High Street, Kirton in Lindsey at 7:15pm.**

Members present: Cllr Pat Frankish (Chair), Cllr Billy Boyd, Cllr Kathy Cooper, Cllr Hazel Fox, Cllr David Garritt, Cllr Karen Gunn, Cllr Joy Kofoed, Cllr Jared Priestley and Cllr Suzanne Stephenson.

Also present: 1 member of the public, Ward Cllrs Trevor Foster & John England and Town Clerk, Neil Taylor-Matson.

Prior to the meeting prayers were led by Cllr Frankish.

Public Participation:

No matters were raised.

MINUTES

2204/01 Apologies for Absence
No apologies were received.

2204/02 Declaration of Interests / Dispensations
a. Cllr Trevor Foster declared personal interests related to membership of groups and a prejudicial interest in item 2204/11 (h)
b. No dispensations were granted.

2204/03 Minutes
a. The Council considered the minutes of the Full Council Meeting held on 23rd March 2022.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council received the draft minutes of the Personnel & Disciplinary Committee held 18th March 2022
c. The Council received the draft minutes of the Promoting Kirton Committee held 11th April 2022
d. The Council received the draft minutes of the General Purposes Committee held 11th April 2022.
e. The Council noted the tasks and actions log update provided by the Clerk ahead of the meeting. Cllr Kofoed questioned the inclusion of submission of responses to planning applications on the log.

Standing Orders were suspended.

2204/04 Report from Ward / North Lincolnshire Councillors
Ward Cllr Trevor Foster provided an update to the meeting, requesting that when the Clerk contacts the Northern Forest lead at North Lincolnshire Council (NLC) to follow up the planting of trees along North Cliff Road, Ward Cllrs are copied in. Cllr Foster noted the continuing delays from the MOD in progressing the purchase of the Vincent Hall for the town and noted PA/2021/1788 would be heard by the NLC Planning Committee on 4th May due to the site being outside of the development boundary – Ward Cllr Neil Poole is expected to address the Committee. The report concluded with an update around the current Covid-19 rates in the area and the reversal of the return to offices by NLC staff to reinstate working from home. The high rates of infection are reported to be now trending down again. Cllrs requested further information about PA/2021/1788, planning enforcement around the completion of the Windmill Plantation development and offered thanks for the improvements to road markings.

Standing Orders were reinstated.

2204/05 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 Civic Dinner – 2nd April – Cllr Frankish reported a very good event with similar concerns raised about the pressures from the reduction of Town Councillors following the Community Governance Review.
- Winterton Civic Dinner – 23rd April – Cllr Frankish reported the event included the presentation of a number of Civic Awards including for young people which was inspiring.
- City of Lincoln Civic Service – 24th April - Cllr Frankish reported the wellbeing facilities provided in the heart of Lincoln as inspiring in terms of what communities which work together can achieve.
- Councillor and Proper Officer Reports
- NLC Standards Training – 29th March – Cllr Frankish and Cllr Fox reported attending and finding the training a useful refresher on this important topic.
- NLC Community Grants presentation – 1st April – Cllr Frankish, Cllr Fox, Cllr Garritt and Cllr Kofoed attended this presentation with Ward Cllr Foster & Holly Mumby-Croft MP attending for recent grant funding received.
- Ukraine Support Hub Meeting(s) – Cllr Gunn reported on the very well organised support group to tackle matters which are not straightforward and their activities including meetings and the fundraising band night to be held on May 7th.
- ERNLLCA District Committee Meeting – 12th April – Cllr Frankish, Cllr Fox and the Clerk attended the remote meeting with the Community Governance and Boundary reviews raised as items for discussion. Issues arising

Signed:

Dated:

from the Community Governance Review will be discussed by the Executive Committee. Cemetery memorial testing and the use of personal email accounts by Councillors were also matters for discussion.

- Neighbourhood Action Team (NAT) – 20th April – Cllr Frankish and Cllr Gunn attended this meeting at Scawby Village Hall, anti-social behaviour was noted as an issue but considered to be reducing, passing attention will be paid in Kirton in Lindsey.
- Gainsborough Charity Concert – 22nd April – Cllr Garritt reported on the different and humbling experience of attending this event, with disadvantaged young people performing the concert with a nervous start but a developed confidence in the second part, they clearly gained a huge amount from the positive experience.

2204/06

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.

ACTION: Town Clerk

ii. Internal Control

a. The Council received the Finance Report and Bank Reconciliations for March to balance with the bank statements and cashbook.

b. The Council received the latest reporting from the Connecting Kirton Project including a Financial Report. Cllr Boyd queried the value of the payments made, Cllr Frankish explained the funding received from NLC.

c. The Council received the 4th Quarter Budget Monitoring Report to 31st March 2022. Cllr Cooper highlighted the two recommendations made by the Clerk and noted thanks for the clear presentation of the information.

d. The Council received the 4th Quarter report for KLASSIC Park.

e. The Council discussed and agreed the 2022-23 Reserves Statement.

RESOLUTION: That £2,000 is earmarked for Trust funds expenditure in line with the Resolution 1901/08 (d) made in January 2019.

ACTION: Town Clerk.

RESOLUTION: That the remaining unallocated funds are split between the four major ongoing projects – play area development, car parking provision, allotments and acquisition of Vincent Hall via NLC.

ACTION: Town Clerk

iii. External Control

a. The Council received the Internal Auditors Report and noted action required regarding recommendations. The Clerk highlighted the recommended update to Standing Orders and the concerns raised about the time taken to action issues raised within play area inspections.

b. The Council completed, approved and signed the 2021-22 Annual Governance Statement.

c. The Council completed, approved and signed the 2021-22 Accounting Statements.

d. The Council confirmed the appointment of Richard Dixon (Public Sector Audit) as internal auditor for 2022-23.

2204/07

Projects

a. The Council received updates on progress at the allotment site and agreed any actions required. The Clerk confirmed receipt of £1,469.16 in NLC Grant Funding covering 36% of the costings to bring water to the site, with this work now completed. Cllr Cooper provided updates including confirmation in writing from NLC Planning about constructing sheds on the site, and frustrations with Weltons becoming unresponsive on the provision of ballast for a car parking area. Costing for sheds is likely to be around £4,000. Contact with those on the waiting list is now ongoing to offer plots on a first-come-first-served basis and also to help the working group move forward. Cllr Cooper noted the wish to step aside from the working group and sought a Councillor to take up her place, no one was in a position to do so. Cllr Kofoed and Cllr Frankish remain keen to stay on the working group and Cllr Cooper will complete the current tasking commenced.

b. The Council received updates on progress with the car park project and agreed any actions required. Cllr Frankish noted that despite promises Chris Peam, the officer at NLC had not provided the information requested in time for the meeting. Ward Cllr Foster was asked to chase this up again on behalf of the Town Council.

c. The Council received updates on progress with the Vincent Hall project and agreed any actions required. Cllr Frankish noted that information was now awaited from National Power Grid to move forward, however NLC have agreed to cover the required fee demanded and NLC and National Power Grid are now in discussions. Cllr Garritt noted interest from the local martial arts group to lease space within the hall when it becomes available and asked for permission to confirm on behalf of the Council that this is supported.

RESOLUTION: That Cllr Garritt can confirm with the local martial arts group that leasing the space within the Vincent Hall will be supported.

ACTION: Cllr Garritt

d. The Council received and considered the recommendation from the Promoting Kirton Committee to offer support for a Halifax Bomber Memorial. A discussion took place about this project.

RESOLUTION: That the full involvement of the Town Council needs to be deferred until ownership of the land is resolved, however the Full Council offer moral support for the memorial at this time.

ACTION: PK Committee

The Council received and considered the recommendation from the General Purposes Committee for tree works at the cemetery.

RESOLUTION: That the required works are approved with the costings outlined for the three areas of the cemetery.

ACTION: Town Clerk

Signed:

Dated:

2204/08

Planning

a. The Council considered the following planning applications:

i. PA/2022/575

Planning permission to erect single-storey extensions and associated alterations.
Address: 16 East Cross Street, Kirton in Lindsey, DN21 4EA.

RESOLUTION: That the Clerk responds to this planning application with “Support”, with the condition that the Public Right of Way is not be disadvantaged by the development or the access required for the development. **ACTION: Town Clerk**

ii. PA/2022/292

Planning permission to erect a single storey rear extension.
Address: 5 Millennium Cottages, Ings Road, Kirton in Lindsey, DN21 4GU.

RESOLUTION: That the Clerk responds to this planning application with “No Comment”. **ACTION: Town Clerk**

iii. PA/2022/581

Planning permission to erect single-storey extensions to the side and rear, comprising a utility room with a shower and sink and a sunroom with a balcony above.
Address: Holly Barn, Nebraska Farm, Ings Road, Kirton in Lindsey, DN21 4BX.

RESOLUTION: That the Clerk responds to this planning application with “No Comment”. **ACTION: Town Clerk**

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

i. PA/2022/347 – FULL PLANNING PERMISSION – to erect a single-storey rear extension at George Hotel, Flat 20, High Street. Kirton in Lindsey, DN21 4LX.

ii. PA/2022/355 – LISTED BUILDING CONSENT – to install a multi-fuel log burner in living room and twin-wall external flue at Lime House, 4 Queen Street, Kirton in Lindsey, DN21 4NS.

2204/09

Policies and Procedures

a. The Council reviewed and considered amendments to Policy 07 Member/Officer Protocol. Cllr Cooper noted recommendations from the Personnel & Disciplinary Committee and circulated them at the end of the meeting for consideration, recommending the review is deferred until the May meeting. Cllr Cooper thanked Cllr Fox for the work undertaken on the document. Cllr Stephenson requested consideration of clarifications within the document.
RESOLUTION: That the policy is brought back to the May meeting for review.

ACTION: Town Clerk

b. The Council reviewed and considered amendments required to Standing Orders. The Clerk noted the amendments to the document as recommended by the Internal Auditor, and noted that the updated Code of Conduct previously approved by the Council would also need to be included within the update.

RESOLUTION: That the amendments are approved and Standing Orders lay on the table until the May meeting for sign off. **ACTION: Town Clerk**

c. The Council reviewed Policy 08 – Member Development Policy last approved April 2021.

RESOLUTION: That this policy requires no amendments.

d. The Council reviewed Policy 11 – Sickness Absence Policy last approved May 2021.

RESOLUTION: That this policy requires no amendments.

e. Greener Future Scheme – the Council received updates for consideration regarding a review of the Town Council’s carbon footprint in line with this North Lincolnshire Council scheme. Cllr Fox noted development carried out but the need to still liaise with Cllr Priestley. Kirton in Lindsey has a higher level of Co2 emissions than the national average and other local towns due to heavy vehicle usage and the lack of public transport. It was discussed that the finalised details should be passed to NLC, highlighting again the importance of public transport provision for the town.

f. The Council received and considered the recommendation from the Promoting Kirton Committee for the formation of a working group to deal with all town events. A discussion took place on this matter. Cllr Frankish recommended waiting until the Connecting Kirton report was finalised when the project ends in June, and noted that any working group needs to be a joint venture with the Town Council in order to have the relevant powers required. Cllr Kofoed recommended that the Assistant Clerk should lead any working group formed for preparations for Christmas 2022.

2204/10

Open Spaces

a. Cllr Fox presented the monthly inspection report for April, noting continued concerns about the amount of litter on site, and eggs thrown at equipment. Further damage also reported to the benches. Criminal damage reports submitted to the police. No new issues to report.

b. The Council considered information about play area inspection training opportunities and agreed actions required. Cllr Fox and Cllr Priestley expressed interest in attending the two-day training.

RESOLUTION: That Cllr Fox and Cllr Priestley carry out further work to see if other Town and Parish Council representatives would also take part to reduce costs for all.

ACTION: Cllr Fox & Cllr Priestley

c. The Council considered the maintenance works required to the chain link fencing at the Green and the bollards and War Memorial fencing and agreed actions required.

Signed:

Dated:

RESOLUTION: That local organisations are approached for help, Glanford & Lindsey Lions, Cadets and youth organisations Youth Club, Cubs & Scouts, Brownies & Guides and the Huntcliff Duke of Edinburgh Award lead. **ACTION: Town Clerk**

d. The Council deferred the updates from the Five-Year Development Working Group for the proposed improvements to the play area to the confidential part of the meeting so that costings could be discussed.

e. The Council received an update from the Public Rights of Way Officer at NLC relating to the Parish Paths Partnership. The Clerk noted the responses received to reports for required works.

2204/11

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. The Council noted correspondence received after the Agenda was published. The Clerk noted receipt of notification that PA/2021/1788 is to be taken to NLC Planning Committee on 4th May; receipt of PA/2022/554 to be included on the General Purposes Committee agenda, ERNLLCA Clerk training day initial programme information; update from solicitor on the Wormwood Hill Amenity Land still not progressed by Land Registry, Guide Dogs request for assistance promoting the need for volunteer sighted guides, the chasing up of eleven outstanding items with NLC with Leader of the Council; update from Humberside Police that police statistics are not currently available due to a change in IT systems.

b. MP – Spring Local Update – available for distribution.

c. ERNLLCA newsletter – available for distribution.

Correspondence for Discussion

d. NALC – Request for information on 'issues of relevance'.

RESOLUTION: Noted, with the Clerk to send a response to be sent that usually the issues circulated by NALC require complex and specialist knowledge. **ACTION: Town Clerk**

Cllr Kofoed left the meeting.

e. Request for consideration of Changing Places facilities – Cllr Frankish noted plans for a facility to be included at Vincent Hall.

RESOLUTION: That the Assistant Clerk looks into options for a provision at KLASSIC Park.

ACTION: Assistant Clerk

f. Highways – Spa Hill and Redbourne Mere updates – works programmed in by NLC for May (Redbourne Mere verge reinstatements) and June (Spa Hill road markings) noted.

RESOLUTION: That an agenda item for Highways is included on the next agenda.

ACTION: Town Clerk

Cllr Kofoed rejoined the meeting.

g. Catastrophic bleed kits donated for defibrillator cabinets. The Clerk noted that the Town Council do not have ownership of the cabinets, and that signage and communications would need to be considered for public awareness. Cllr Fox had been in touch with Ian Lawrence who confirmed he would get in touch with the Clerk to discuss.

Cllr Frankish left the meeting.

h. Premises Licence – One Stop. The Council discussed concerns about this application.

RESOLUTION: That the Clerk submits a representation on this licencing application noting concerns about the quiet, isolated nature of the Market Place located in a small rural town; no CCTV (except for that at the shop itself) covering the wider area, no policing presence, this would become the only facility offering the sale of alcohol, it would encourage anti-social behaviour through consumption of alcohol in an abusive fashion; the location will encourage driving to the premises for the purchase of alcohol and may result in increased risk of drink driving; the Market Place in Kirton in Lindsey is vastly declining as a commercial centre and becoming a predominately residential area increasing likelihood of nuisance; there is no infrastructure in place to manage this change due to the lack of police presence and timeframe for police response; no public toilets will be available during the proposed extended opening hours.

ACTION: Town Clerk

Cllr Frankish rejoined the meeting.

i. NNLCRP – request for assistance with distribution of revised travel guides.

RESOLUTION: That NNLCRP are advised to contact Kirton First editorial to discuss distribution.

ACTION: Town Clerk

j. Fly tipping – request for consideration of submission of an impact statement.

RESOLUTION: That Cllr Priestley and the Clerk work together to draft an impact statement to be submitted by the Clerk. **ACTION: Cllr Priestley/Town Clerk**

k. Connecting Kirton 'Breakfast Business Networking Event' - 17 May – noted, available Councillors will attend.

l. KCOM Acquisition Sales Lead updates – the Clerk provided updated information from Kate Reed at KCOM.

RESOLUTION: That Cllr Boyd is put forward to KCOM as a Community Champion for Kirton in Lindsey. **ACTION: Town Clerk/Cllr Boyd**

m. BBC Radio Humberside – Community Champions request.

RESOLUTION: That Cllr Cooper provides the Clerk with a form of words for the nomination of Wayne Eynon and Cllr Gunn provides the Clerk with a form of words for the nomination of Ian Lawrence. **ACTION: Cllr Cooper/Cllr Gunn/Town Clerk**

n. NALC – Fighting Climate Change online event – 25 May – Cllr Priestley expressed interest – further information

to be provided by the Clerk.

RESOLUTION: Costings to attend approved if Cllr Priestley is available. ACTION: Town Clerk
o. ERNLLCA – NALC Funding Task and Finish Group snapshot survey – deadline 17th May

RESOLUTION: That the Clerk is to complete and submit the survey on behalf of the Council.

ACTION: Town Clerk

2204/12 Agenda for next and future meetings

- Cllr Boyd requested an item on street signage.
 - Cllr Stephenson requested an item on highways.
 - Cllr Kofoed requested an item on pavements.
 - Cllr Priestley requested that the land off Redbourne Mere is brought up for further discussion at the next General Purposes Committee meeting.
- ACTION: Town Clerk**

2204/13 Date of next Meeting and Agenda Deadline

The Council confirmed the date and time of the Annual Council Meeting (subject to any change in circumstances) as: Wednesday 25th May 2022 at 7pm at the Town Hall with agenda items required prior to Monday 16th May.

2204/14 Exclusion of the Public & Press

The Council considered 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.

RESOLUTION: That the public and press are excluded.

2204/15 Personnel

The Council received and considered the recommendations for pay scale reviews for the Assistant Clerk and Town Clerk from the P&D Committee.

RESOLUTION: That the recommendations are approved to increase the Assistant Clerk's pay scale to SCP 4 and the Town Clerk's pay scale to SCP 27 back dated to 01 April 2022.

ACTION: Town Clerk

2204/16 Open Spaces

The Council received and considered costings information research for the play area development from the Five-Year Development working group. The grant funding offer from NLC was signed as approved.

RESOLUTION: That information is provided by the group for the Clerk to input onto the contractor finder website in order for the project to be put out to tender, with a closing date prior to the end of May in time for the next Full Council Meeting.

ACTION: Five-Year Development Working Group

RESOLUTION: That a confidential item is included on the next Full Council Meeting agenda to discuss the received tenders.

ACTION: Town Clerk

RESOLUTION: That the information agreed at the next Full Council Meeting is then published in the public domain.

ACTION: Five-Year Development Working Group

The meeting closed at 9:45pm

<u>Present:</u>	Cllr Frankish
	Cllr Boyd
	Cllr Cooper
	Cllr Fox
	Cllr Garritt
	Cllr Gunn
	Cllr Kofoed
	Cllr Priestley
	Cllr Stephenson