



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 27th March 2024
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

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

Members not present: Cllr Joy Kofoed.

Also present: One member of the public (part) and Assistant Clerk, Cheri Morton (voluntarily/part) and Town Clerk, Neil Taylor-Matson.

MINUTES

- 2403/01 Apologies for Absence
Apologies were received from Cllr Joy Kofoed.
- 2403/02 Declaration of Interests / Dispensations
a. Cllr Garritt declared an interest in any discussions concerning Ashcourt Lincolnshire Ltd.
b. No dispensations were granted.
- 2403/03 Public Participation
No matters were raised.
- 2403/04 Minutes
a. The Council considered the minutes of the Full Council Meeting held 28th February 2024.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 11th March 2024.
- 2403/05 Report from Ward / North Lincolnshire Councillors
a. Ward Councillor David Garritt provided updates regarding
 - Death of North Lincolnshire Council (NLC) Cllrs Steve Swift and John Briggs (Deputy Mayor);
 - One Land Registry search received reference former RAF Control Tower and more information will be shared when known;
 - Additional 103 bus service journeys to suit 9-5 employment and Fri & Sat evenings;
 - Parking meters across North Lincolnshire updated to no cash/no tickets;
 - Water/drain issues at Equisign; Manton Lane; Station Approach; Spa Hill and Windmill Way;
 - Vincent Hall on market To Let by new owners – NLC will not lease the building;
 - Greater Lincolnshire Devolution confirmed by all three Lincolnshire Councils, low engagement but overall support for this noted as good from North Lincolnshire residents;
 - KCOM broadband installation at KLASSIC Park.

The Clerk asked if NLC would be taking advantage of the government's newly announced funding for weekly food waste collections for those Councils which have yet to fully put a food waste service into place. Cllr Cooper noted that publicity from NLC around the KCOM broadband installation at KLASSIC Park refers to the facility as a community hub, which it is not and the record should be corrected as a community hub has a very specific meaning to NLC. Cllr Garritt to look into two these matters and feedback.

b. The Council discussed concerns raised by residents about increased vehicle parking along Spa Hill. The Council noted the concerns but recognises that it doesn't have any powers over enforcement.
RESOLUTION: That a request is made to NLC for visible spot visits from traffic wardens to be made unannounced at irregular periods to tackle illegal parking across the town.
ACTION: Town Clerk

c. The Council discussed concerns raised by residents about the maintenance required to trees in St Andrew's Churchyard. It was noted that NLC had left a card at the Church asking for tree maintenance to take place, although the closed churchyard is the responsibility of NLC, which they have been reminded.
RESOLUTION: Ward Cllr Garritt to remind the relevant officer at NLC that works to the trees are still needed and remain outstanding.
ACTION: Cllr Garritt

d. It was noted that there was no update regarding the Grayingham crossroads road safety joint review by North Lincolnshire Council and Lincolnshire County Council.
RESOLUTION: That this item is removed from the agenda until there is an update to receive.
ACTION: Town Clerk
- 2403/06 Mayor & Delegates Reports
The Council received reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council:
- Mayor's Report on Civic Events attended – Cllr Hazel Fox noted that she had so far attended 24 Civic events during her term of office and had circulated a report detailing:
- Cleatham Hall Menu Launch – 29th February

Signed:

Dated:

- Brigg Civic Dinner – 2nd March
- North Lincolnshire Council Civic Dinner – 8th March
- Broughton Civic Dinner – 9th March
- Kirton in Lindsey Civic Dinner – 23rd March. Cllr Fox expressed thanks to the Assistant Clerk for the organisation and running of the event which ran seamlessly.

2403/07

Financei. Income and Expenditure

- a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972. (March 2024). The Clerk noted the payment of the LIVES donation following receipt of the necessary details and the renegotiation of the staff mobile phone contracts to reduce the monthly costs.
- b. The Council received the invitation to continue membership of the Rural Services Network Rural Market Town Group following the six-month free trial at £100 plus VAT annually.

RESOLUTION: That the membership is not continued.

- c. The Council approved accounts for payment.

d. The Council received updates on the UK Shared Prosperity Fund projects. The Clerk noted the ongoing discussion around reduction of weekly staffing hours from 20 to 8 and the proposal to redistribute the funding to enable the filling of gaps in activities provision across the town which formed part of the project proposal application. Progress reporting continues and the play area/CCTV survey responses required as part of this continue to be sought. The Clerk attended a meeting of the Brownies to distribute hard copies of the survey which they have completed and returned for manual input. The Youth Club have also taken part. So far 106 responses received.

RESOLUTION: That Cllr Fox approaches the Scouting leaders to request their assistance in a similar way to the Brownies. Town Clerk to provide documentation required to achieve this.

ACTION: Cllr Fox/Town Clerk

- e. The Council received updates on the Police and Crime Commissioner Community Grant funding application. It was discussed that the limited anti-social behaviour experienced in the town will have impacted on the support received for the project from residents.

RESOLUTION: That the Community Co-Ordinator is asked about capacity to take this work on.

ACTION Cllr Delsignore

RESOLUTION: That if the Community Co-Ordinator does not have the capacity for this, the offer a three-month trial is not accepted due to the unrealistic timeframe given to get the project started.

ACTION: Town Clerk

- f. The Council received information from the Police and Crime Commissioner regarding the Speed Indicator Devices Grant Scheme Pilot. As provision is already in place within the town on a rotation basis and due to concerns with match funding and future maintenance, there was no support for applying to this fund.

g. The Council received updates regarding funding from North Lincolnshire Council for outside gym equipment. The Clerk reported that the new consultation deadline is 28th March and the Assistant Clerk is continuing to have open discussion with the Football Foundation about their objections.

ii. Internal Control

The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (February 2024)

2403/08

Planning

- a. The Council considered the following planning applications:

i.

Application: PA/2024/240

Proposal: Application to pollard an acacia tree situated within Kirton in Lindsey conservation area.

Site Location: Wickentree House, 2 Queen Street, Kirton in Lindsey, DN21 4NS.

RESOLUTION: That the Clerk responds 'No Comment' to this planning application.

ACTION: Town Clerk

ii.

Application: PA/2023/1166

Proposal: Application for approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline application PA/2020/588 dated 26/03/2021 for a residential dwelling comprising 90 dwellings, open space and associated infrastructure - AMENDED DOCUMENTS - Updated off site BNG to include neutral grassland, updated BNG Assessment and updated Biodiversity Metric.

Site Location: land off Ings Road, Kirton in Lindsey, DN21 4BX.

RESOLUTION: That the Clerk responds with 'Objection' to this planning application, noting that local and historical knowledge demonstrates that the reporting by the applicant is in error. The historic hedges and scrub land at the application site supports a huge diversity of local wildlife and remains very important for this reason. Strongly disagree that it can therefore be considered of low value in any way. All historic hedges and scrub land must be protected. Due to the errors and the lacking local knowledge demonstrated, these reports do not impact on previous objections made.

ACTION: Town Clerk

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

- i. PA/2024/109 – CONSENT TO CARRY OUT TREE WORKS IN A CONSERVATION AREA – to fell a silver birch tree, identified as 01, within Kirton in Lindsey Conservation Area at 4 Queen Street, Kirton in Lindsey, DN21 4NS.
- ii. PA/2023/1339 – CONSENT TO DISPLAY AN ADVERTISEMENT – for one externally illuminated fascia sign and window vinyls at 9 High Street, Kirton in Lindsey, DN21 4LX.
- iii. PA/2022/1999 – REFUSAL OF PLANNING PERMISSION – to erect a portal frame building for storage of agricultural equipment at land off B1205, south of Kirton in Lindsey.
- iv. PA/2022/2001 – REFUSAL OF PLANNING PERMISSION – to erect a portal frame building for storage of agricultural equipment at Land off B1400, Kirton in Lindsey.
- v. PA/2023/1598 – REMOVAL/VARIATION OF CONDITIONS – to vary condition of 2 PA/2016/352 namely to erect garage to the side of plot 74b at Plot 74, Barley Close, Kirton in Lindsey, DN21 4FF.
- vi. PA/2024/114 – HOUSEHOLDER PLANNING PERMISSION – to erect a two-storey front and single-storey side extension at Landeck, 1 Station Road, Kirton in Lindsey, DN21 4BB.

2403/09

Car Parking Provision

The Council received an update from the working group on matters around proposed car parking provision. The data from the traffic survey has been analysed separately by two members and a draft report prepared which will be circulated to all members of the Council when finalised. This will be required both for funding bids and for the planned public consultation with residents. The current process is to focus on the public consultation.

RESOLUTION: That an Extraordinary Meeting is called to discuss requirements.

ACTION: Car Park Working Group/Town Clerk

2403/10

Halifax Bomber Memorial

The Council received a project update report including advice from North Lincolnshire Council regarding Planning Permission or Certificate of Lawfulness. Cllr Garritt noted that the funding request was completed and sent to NLC and that grounds works had started on site. The funding requires confirmation of planning approval and is not provided for projects which have already started. As the land is not privately owned a Certificate of Lawfulness can not be obtained. Cllr Garritt and Cllr Frankish have spent time making a number of representations to the relevant people at NLC to seek a way forward. Retrospective planning permission is to be sought and an agreement is in place that the funding application is allowed to remain in the system despite the work already having started. Planning permission is expected to cost £250-300 and this is to be raised by donations. Cllr Fox has offered use of her Mayoral Allowance to fund a planned buffet reception at the Town Hall but has made it clear to the resident that this must be an event which is an open invitation to all residents of the town. A scheme of the deadlines required to be met has been drawn up by Cllr Garritt and the resident.

RESOLUTION: That Cllr Garritt and Cllr Frankish assist the resident with the completion of the planning application.

ACTION: Cllr Garritt/Cllr Frankish

2403/11

Allotments

The Council received an update on the allotments. Cllr Frankish noted that the revised document is now with the tenants and the Clerk will report any issues with confirmation of agreement from the tenants to the Management Group. Quotes for works required to the entrance way are in progress, it was clarified that the previous installation of plastic grids had not worked so another solution was required. April inspections are scheduled for Saturday 20th with all tenants notified of this.

2403/12

Open Spaces

a. The Council received the visual and operational play park inspection reports for signature and considered any updates regarding the play area. Caloo have arranged for the agility trail ropes to be replaced on 3rd April following their agreement that the original material was not fit for purpose. A further response is still awaited from Caloo regarding their responsibilities around the embankment slide.

RESOLUTION: Cllr Fox/Cllr Delsignore to have a site meeting with the NLC operative to discuss and better understand the requirements following the quotation received for repair works.

ACTION: Cllr Fox/Cllr Delsignore

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council.

RESOLUTION: Cllr Fox to chase up a response from NLC following her enquiry of 5th March with no reply received back.

ACTION: Cllr Fox

c. The Council received an update on North Lincolnshire Council devolved services. The Clerk has provided the annual information required by NLC regarding use of the funding and has again highlighted the shortfall in Parish Paths Partnership funding compared to the works required to keep the paths clear and accessible. It was discussed that previous offers of further devolved services have not materialised and that street/road sign cleaning and the clearance of paths is noticeably lacking in the town, other than by our resident volunteers.

RESOLUTION: That Ward Cllr Garritt reminds NLC that street and road sign cleaning and the clearance of overgrown paths such as North and South Cliff Roads are not services devolved to the Town Council and should be carried out by NLC.

ACTION: Cllr Garritt

d. The Council received an update on tree survey works. The Clerk noted these works are now booked and hoped to be carried out in early April.

2403/13

Policies and Procedures

- a. The Council reviewed Policy 20: Cemetery Risk Assessment last approved March 2023.
RESOLUTION: That this policy is approved without amendment. **ACTION: Town Clerk**
- b. The Council reviewed Policy 23: Play Area Risk Assessment last approved March 2023.
RESOLUTION: That this policy is approved without amendment. **ACTION: Town Clerk**
- c. The Council considered the recommendations from ERNLLCA regarding the draft Recruitment Policy.
RESOLUTION: That recommendations and policy are approved. **ACTION: Town Clerk**
- d. The Council considered the recommendations from ERNLLCA regarding the P&D Committee Remit.
RESOLUTION: That recommendations are approved. **ACTION: Town Clerk**
- e. The Council discussed handover and take over for Committees for incoming or new members. It was discussed that communication is required between Cllrs and no formal policy is required.
- f. The Council discussed the ongoing Community Governance Review work. The Clerk noted the Frequently Asked Questions document for the current NLC Parish Council's Review states the National Association of Local Councils provides guidance that for 2701-3500 electors 11 Councillors are recommended and for 1401-2000 electors 9 Councillors are recommended. The survey for residents remains open with 105 responses received so far.

2403/14

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 and Discussion

- a. The Council noted correspondence received after the Agenda was published including Property maintenance update regarding the library; UKSPF scope of funding; Hessle Town Council – thank you card for the Mayor; Scunthorpe Theatres What's On Guides; NLC News Direct; Rural Bulletin; Notice of Election – Police & Crime Commissioner; Civic Dinner note of thanks from Barton upon Humber; NALC newsletter; ERNLLCA community energy project funding; Rural Market Towns Group roundup.
- b. Royal British Legion – certificate of appreciation received.
- c. Police and Crime Commissioner – Community Response Fund public vote outcome.
- d. Caloo – response regarding slide.
- e. Resident – concerns about increased parking on the road along Spa Hill.
- f. NLC – annual rate demand notice for Grove Street Cemetery received.
- g. NLC – King Charles III England Coast Path Business Workshop invitation.
- h. Rural Services Network – March 2024 digest.
- i. NLC – Grass cutting devolution – annual request for up-to-date information as part of agreement.
- j. Resident – query about booking of the Town Hall.
- k. Smart Wheelie – speed awareness wheelie bin stickers.
- l. ERNLLCA – February 2024 newsletter.
- m. ERNLLCA – NALC legal updates.
- n. NLC – News Direct.
- o. HWRA - AGM reminder.
- p. The Rural Network – Rural Bulletin.
- q. NALC – Newsletter.
- r. The Rural Network – Rural Funding Digest.
- s. Holly Mumby-Croft MP – Spring Budget 2024 update.
- t. NLC – King Charles III England Coast Path Business Workshop.
- u. Community Vision – Fortnightly update.
- v. Resident – query about ownership of church yard and concern about trees.
- w. Resident of Spa Hill – query about works near Whipping Post and query about planning permission.
- x. Ashcourt Lincolnshire Ltd – request for meeting to discuss future plans at Manton Quarry – the Clerk reminded Cllrs of the meeting scheduled for 1pm on 28th March to meet with the company.
- y. Ward Cllr Foster – update regarding call in request for PA/2022/1997.
- z. Ward Cllr Garritt – update regarding Station Approach sewerage leak issue for resident.
- aa. PCC – Speed indicator Devices Grant Scheme Pilot.
- bb. Ward Cllr Garritt – request to NLC for update on former RAF Control Tower.
- cc. Resident – enquiry about boundary of parishes in Manton area.
- dd. North Lincolnshire Tourism – Heritage for the Future: East Midlands event information.
- ee. Resident – enquiry about roadworks signs left outside of property.
- ff. Resident – complaint about littering at The Green (*via Kirtoninlindsey.com contact form*).
- gg. NLC – details for funeral of Cllr John Briggs – the Clerk noted that Cllr Kofoed had purchased flowers using the Mayoral Allowance for the family of Cllr Briggs, Deputy Mayor of North Lincolnshire on behalf of Kirton in Lindsey Town Council.

2403/15

Date of next Meeting and Agenda Deadline

- a. The Council noted the Annual Town Meeting is to be held Wednesday 10th April 2024 at the Diamond Jubilee Town Hall from 6pm.
- b. The Council confirmed the date and time of the next monthly Town Council Meeting (subject to any change in

Signed:

Dated:

circumstances) as: **Wednesday 24th April 2024 at 7pm at the Diamond Jubilee Town Hall**
NOTE: Agenda items to be submitted before Monday 15th April in line with Standing Orders.

2403/16

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 be excluded.*

The Council requested that the Assistant Clerk join the meeting as an Officer of the Council due to the nature of the matters to be discussed.

2403/17

Officers Annual Leave

The Council approved annual leave dates for Town Council Officers.

RESOLUTION: *That annual leave dates presented are approved for the Assistant Clerk and Town Clerk.*

RESOLUTION: *That the Town Clerk is given authority to approve annual leave requests for other staff members.*

2403/18

Town Council Business Continuity/Emergency Contingency Plans

The Council discussed a business continuity/emergencies contingencies plan in the event of the incapacitation of the Town Clerk or an emergency situation when the Town Clerk cannot be reached. The Clerk corrected the record to confirm Cllr Boyd was not at the P&D Committee Meeting when this matter was originally discussed and apologised to Cllr Boyd for the error.

RESOLUTION: *That a process was agreed including the purchase of a small combination key safe.*

The meeting closed at 21:10