



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 28th May 2025
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Kathy Cooper, Cllr Pat Frankish, Cllr David Garritt, Cllr Tony Kitchen, Cllr Joy Kofoed, Cllr Barry Starkie and Cllr Suzanne Stephenson.

Members not present: Cllr Karen Gunn

Also present: 6 members of the public, Chris Allsopp (part), Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

LOCAL COUNCIL
AWARD SCHEME
SILVER

MINUTES

Cllr Fox opened the meeting and welcomed members of the public attending.

2505/01 Apologies for Absence

No apologies were received.

2505/02 Declaration of Interests / Dispensations

a. Cllr Frankish declared personal interest in items 2505/15 (g); 2505/18 and 2505/19 (x). Cllr Kathy Cooper declared a personal interest in item 2505/18.

b. No dispensations were granted.

2505/03 Artificial Intelligence (AI) Presentation

Chris Allsopp gave a brief presentation on Artificial Intelligence (AI). He noted that the current technology is generally an assistive tool to provide benefit in summarising, understanding and time saving, ideal for creation of templates and analysis of data. Chris answered queries from Councillors and was thanked for providing the information to the Council.

2505/04 Public Participation

No matters were raised.

2505/05 Minutes

a. The Council approved the minutes of the Annual Council Meeting held 7th May 2025.

RESOLUTION: That the minutes were duly approved and signed.

b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 12/05/2025.

2505/06 Report from North Lincolnshire Council / Ward Councillors

a. Ward Cllr David Garritt provided a brief update to note the submission of a planning committee report regarding the Ings Road planning application which was subsequently approved. Appeal consultation response submitted regarding Morrisons Daily in conjunction with the Town Clerk. A new section for the railings on Steep Hill is on order which will be in keeping with the existing heritage style. A meeting is arranged for 13th June with Highways to discuss matters including March Street resurfacing, St Andrew's Street one way recommendation, the joint safety review at the B1398 Grayingham crossroads and discussions around potential options for parking provision on Sylvester Street. Community help will be sought to identify pothole locations for new schedules of work. Cllr Garritt continues to seek updates regarding the nature reserve work at Redbourne Mere and has discussed the new 'Neighbourhood Priorities Statement' and Neighbourhood Plan development work with the relevant officer. The first stage would be to find a keen group of residents to become involved and revisit the objective stage previously developed. It was recommended that Councillors look at the design code which forms part of the current Barton Neighbourhood Plan consultation to help understand the requirements which would be needed. The resident query over the ownership of the footpath between Traingate and Wray Street which is in need of repair is ongoing within North Lincolnshire Council (NLC) who now identify it as unadopted.

b. Ongoing issues raised by the Town Council were discussed. New signs are now on order to replace the 'Churches' sign at the Spa Hill/Church Street and Church Street/Ings Road junctions, these will read 'Church'. NLC have provided 'Share the Road' signs for Ings Road but no longer fit them due to lack of resources. The Town Clerk has arranged for them to be installed along Ings Road by a volunteer. Updates are awaiting regarding 'Not Messing' fly tipping/litter signs. The Town Clerk offered to send details of potholes reported but not resolved to Cllr Garritt as part of the location identification works.

c. The Council received an update from the Town Clerk regarding the maintenance of the areas around the NLC Library railings and kerb areas around the town. NLC carried out weed spraying works around the town over the last week.

d. The Council received an update from the Town Clerk regarding S106 matters. Following on from discussion at the previous meeting, up to date figures for S106 monies were shared with all Councillors. Previously NLC have asked for the Town Council to put forward recommendations around the use of these monies for the benefit of the town. Discussion included provision for biodiversity, public open space and affordable housing.

RESOLUTION: Cllr Garritt to seek internal updates from NLC regarding the nature reserve work off Redbourne Mere and arrange a meeting to establish the work required and how this could be shared between NLC and the Town Council.

ACTION: Cllr Garritt

RESOLUTION: That further discussion be deferred to the next Full Council meeting. ACTION: Town Clerk

2505/07 Police update

The Town Clerk noted there now appears to be increased communication with the local policing team; the team continue to try

Signed:

Dated:

to attend once a month at the weekly Community Café on Thursdays. Recent proactive responses to anti-social behaviour reports have been encouraging and an outdoor surgery at the Co-Op/Post Office to provide information and advice around scams has taken place. Hopefully this level of engagement can continue and grow further.

2505/08 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:

- Workers Day Memorial – Connect Church, Scunthorpe 28th April – Cllr Fox noted laying a wreath on behalf of the town.
- Tighes family – re Car Parking provision 2nd May – Cllr Garritt and Cllr Fox reported a productive meeting with representatives with the Town Clerk.

Councillors and Officers reports

- ERNLLCA District Committee Meeting – 24th April - Cllr Pat Frankish reported the meeting included an update from Livewell including the good work of the Kirton in Lindsey Community website and that meetings may be moving to Wednesday evenings in the future which would require an alternative representative attending.
- Humber Forest – Criteria and identifying viable sites suitable for hedge/tree planting 15th May – the Town Clerk reported attending a virtual meeting to discuss the options and the offer for a presentation to take place for the Council.

RESOLUTION: That Cllr Garritt approaches NLC about the potential for tree planting along South Cliff Road.

ACTION: Cllr Garritt

- NLC Standards and Code of Conduct training session 1 – 16th May. The Town Clerk and Councillors noted the disappointing organisation and technical issues encountered at this hybrid session. The Town Clerk noted that under the Code of Conduct to which the Town Council is signed up, attendance of Standards and Code of Conduct training is mandatory and therefore will be recorded in the minutes under Policies and Procedures.

2505/09 Humber and Wolds Rural Action (HWRA) – Rural Housing Project

The Town Clerk noted the distribution of the draft report and request for feedback and decision on next steps from HWRA.

RESOLUTION: That the draft report is approved to be finalised and the next steps work with HWRA taken up, informing them of the availability of \$106 monies for affordable housing.

ACTION: Town Clerk

2505/10 Police & Crime Commissioner funding – CCTV

The Clerk noted the completion of the installation works. Signage is required to notify the public of CCTV usage. The maintenance costs going forward will need to be budgeted for in future years. The Town Clerk confirmed that the footage from the cameras can only be viewed on submission of a policing request, related to a crime number.

RESOLUTION: That A4 sized signage is recommended to be placed on standard (not decorative) lighting columns around the Market Place by Videcom.

ACTION: Town Clerk

2505/11 Finance

i. Income and Expenditure

- a. The Council received notification of accounts paid by the Town Clerk under devolved authority (May 2025).
- b. The Council received an update regarding potential future funding for the Community Co-Ordinator role. It was noted some feedback was awaited from HWRA on revision to the previous National Lottery application prior to resubmission. The Promoting Kirton Committee recommended the Town Council consider use of reserves to fund the post temporarily.

RESOLUTION: That reserves are used to fund the post for four hours per week for up to six months temporarily pending any grant funding being forthcoming. Advert and job description work to commence.

ACTION: P&D Committee

- c. The Council received an update on works required to noticeboards. The Town Clerk noted public consultation is in progress to provide feedback and input on retention and locations.
- d. The Council approved accounts for payment.

ii. Internal Control

The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (April 2025)

2505/12 Planning

- a. The Council considered the following planning applications:

i. PA/2025/448

Proposal: Planning permission to replace external masonry skin and render; fenestration alterations to rear elevation and replace kitchen window with bi-folding doors.

Location: 28 South Cliff Road, Kirton in Lindsey, DN21 4NR

RESOLUTION: That the Clerk responds with 'no comment' to this planning application.

ACTION: Town Clerk

ii. PA/2025/570

Proposal: Planning permission to erect front, side and rear extension including a loft conversion.

Location: 43 North Cliff Road, Kirton in Lindsey, DN21 4NJ.

RESOLUTION: That the Clerk responds with 'no comment' to this planning application.

ACTION: Town Clerk

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

- i. PA/2024/365 – APPROVAL OF RESERVED MATTERS – 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 development comprising 79 dwellings, open space and associated infrastructure at land off Ings Road, Kirton in Lindsey, DN21 4BX.
- ii. PA/2025/399 – CONSENT UNDER TREE PRESERVATION ORDERS - Planning permission to vary the plans condition added by PA/2024/1365 namely to add orangeries to plots 80, 82, 83 and 85, to change the house types for plots 88 and 100 and to amend the layout, add an orangery, separate the garage from the dwelling and to reposition the house on plot 101 at Windmill Plantation, Kirton in Lindsey, DN21 4FF.

2505/13 Car Parking Provision

The Council noted there were no updates to consider at this time following the meetings held with NLC and Tighes.

2505/14 Policies and Procedures

a. The Council noted responses and attendance at Standards and Code of Conduct training provided by North Lincolnshire Council, which is mandatory for all members as per Section 3.10 of the Code of Conduct. Attended May 16th Session: Cllr Pat Frankish, Cllr Kathy Cooper, Cllr Joy Kofoed, Assistant Clerk and Town Clerk. Awaiting distribution of recorded session: Cllr Suzanne Stephenson. Received directly internally from NLC: Cllr David Garritt. Previously attended: Cllr Fox. Not responded: Cllr Gunn, Cllr Kitchen and Cllr Starkie.

b. The Council considered the Action Plan last approved October 2024. It was discussed that this would form a basis for the strategic plan when the working group meet.

c. The Council reviewed Policy 12: Health and Safety Policy last approved May 2024.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

d. The Council reviewed Policy 29: Environmental Policy last approved May 2024.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

e. The Council considered Artificial Intelligence (AI) and any policy requirements needed around this.

RESOLUTION: That no action is required at this time.

f. The Council received information about cyber insurance and agreed any actions required regarding cyber and IT security.

RESOLUTION: That no action is required at this time but these matters are kept under review.

g. The Council discussed adherence to the Social Media Policy, in particular the behaviour expected from individual Councillors. Cllr Fox expressed concerns over some Councillors recent posts on social media which may be considered to represent the view of the Town Council and reminded all Councillors to be careful and to include a note that comments were their own personal opinions and not that of the Town Council in any matters which relate to the work of the Town Council. Cllr Fox noted that the Town Clerk remains the delegated spokesperson for the Town Council and should be enabled and supporting in doing this. Cllr Cooper noted examples of this situation were given in detail at the recent Standards and Code of Conduct training.

h. Recovery of training costs for course booked but not attended. The Town Clerk noted research conducted amongst Clerks from North Lincolnshire and East Riding Town and Parish Councils and that only Elsham Parish Council include the reimbursement of training costs for courses booked for Councillors but not attended within their Financial Risk Assessment. All other responses noted that they had never experienced a situation where a Councillor had been booked on a training course at their request at a cost to the Council and not attended the course.

2505/15 Open Spaces

a. The Council received the weekly visual (27/04; 06/05; 15/05; 23/05) and monthly operational (06/05) play park inspection reports for signature. Cllr Kitchen noted concerns with dog fouling on The Green and the rubber buffer on the gate into the toddler play area. Costs for the recommended replacement of the cradle swing were awaited from NLC.

RESOLUTION: That Cllr Kitchen makes a repair to the rubber buffer on the gate into the toddler play area.

ACTION: Cllr Kitchen

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council. Concern was expressed on the identification of the cradle seat and a query to be sent regarding their opinion on the safety of the gate into the toddler play area.

c. The Council received an update regarding the suggestion from a resident about a communication board for the park. The works were progressing and agreement was sought on the location to place the board at The Green.

RESOLUTION: That the position at the front of the toddler play area was approved. ACTION: Town Clerk

c. The Council received the weekly inspection reports for the outside gym equipment (25/04; 09/05; 10/05; 19/05; 26/05) from Cllr Starkie noting all in good order with no actions required.

d. The Council received an update on grounds maintenance works and contracts from the Town Clerk. It was noted that the grass cutting contractors had advised a likelihood of a 20% increase on the value of the contract at renewal. The Clerk advised an awareness of this for quotations and future budget setting. The Council noted no issues with the work of the contractors and compliments rather than complaints received.

e. The Council discussed undertaking a full review of all flower beds in the Town, to include those maintained by Kirton in Lindsey Town Council and In Bloom. Cllr Fox put forward concerns about the continuation of In Bloom and other volunteer planting across the town and the need to designate budgets to what is possible to achieve well for the town. The balance of annuals and perennials was discussed. Strong concerns were expressed about the planting up of the Market Place.

RESOLUTION: That clarification is sought from In Bloom regarding the schedule for the planting up of the

Market Place and if no reply is received or no schedule is in place that £500 max is approved from reserve funds to purchase plants and planting to be arranged with volunteers. ACTION: Town Clerk/Cllr Frankish
RESOLUTION: That a whole town planting scheme working group is set up, with Cllrs Fox, Frankish, Garritt, Cooper and Starkie and meetings are arranged to include the planting contractor and interested members of the public.

RESOLUTION: That clarification is sought from In Bloom around sponsorship monies allocations.

ACTION: Working Group

f. The Council considered information received about maintenance of the Peace Garden at the War Memorial including costings for the current contractor to carry out works, sponsorship, input from town volunteers, community response and requirement to consult with the Charity who hold the land in trust. A generous offer was received from Amara Care for annual sponsorship to cover required maintenance. The Town Clerk noted that community volunteers must be kept informed. The Council considered that a rescission notice regarding the April meeting Resolution could be considered at the next meeting.

RESOLUTION: That the generous offer from Amara Care is accepted for the annual sponsorship of the required maintenance to look after the three Peace Garden rose beds properly.

ACTION: Town Clerk

RESOLUTION: That the planting contractor is updated to confirm that the works quoted for proper maintenance and care of the Peace Garden rose beds is now funded and can be agreed.

ACTION: Town Clerk

g. The Council discussed the entry into the Best Kept Village competition 2025 to agree the community planting areas to enter into the competition, as required as part of the application.

RESOLUTION: That entry into the competition is not pursued this year.

h. The Council considered the invitation from Humber Forest around opportunities for tree or hedge planting in the town. This was discussed earlier in the meeting at 2505/08.

2505/16 Grove Street Cemetery

a. The Council received an update regarding work around land registration from the Town Clerk. Burton and Dyson have sent through the engrossed documentation which now needs to be signed and witnessed by another firm of solicitors. Expected costs are £23 due to the number of evidence exhibits.

RESOLUTION: That the Clerk is authorised to sign the engrossed documentation at another firm of solicitors with the expected costs to be £23.

ACTION: Town Clerk

b. The Council received an update regarding unsafe memorial works. The Clerk noted that costings were awaited and a further update will come to the next meeting.

c. The Council received a request for the installation of a wooden bench and removal of tree branches within the cemetery.
RESOLUTION: That these works are not approved as they are not in line with previous decision making and Kirton in Lindsey Town Council retains all control of the cemetery.

2505/17 Allotments

a. The Council received relevant updates. The Town Clerk noted that the oversized fruit cage had been reduced in size. Tenants had made contact to inform the Council of the growth of the conifers planted around the perimeter boundary of the allotments by the neighbouring landowner. Planning drawings for the works required at the allotment entrance are awaited.

RESOLUTION: That the neighbouring landowners are given written notice of the intent to trim the conifer trees of branches which encroach on the allotments boundary unless they carry out the works themselves. Six weeks notice to be given for response.

ACTION: Town Clerk

b. The Council considered current allotment charges. Cllr Cooper had conducted research into costs of other local allotments with the most expensive at Scunthorpe (£40 per year).

RESOLUTION: That costs are not looked to be increased at this time and are reviewed again in early 2026.

ACTION: Town Clerk

2505/18 KLASSIC

The Council discussed the Transfer of Assets and Undertakings from the KLASSIC corporate trust (1115978) to the KLASSIC CIO (1212125). Standing Order 3(f) was suspended to allow the Assistant Clerk and a member of the public to address the Council and provide information and opinion. Standing Order 3(f) were reinstated.

RESOLUTION: That Cllr Stephenson contacts the Law Society for recommendations of solicitors in the local area specialising in Trust work who can check over the transfer paperwork and then obtains quotes.

ACTION: Cllr Suzanne Stephenson

Following this Resolution, queries arose over how many quotations would be needed and the timeframe this would take. The Council felt that the matter was of an urgent nature and shouldn't be caused undue delay and that the solicitor used recently for Trust work could be approached initially.

A vote was taken and the majority of the Councillors present in the room voted to rescind the preceding resolution.

RESOLUTION: That the preceding resolution be rescinded.

RESOLUTION: That Hetts Solicitors are contacted to request them to carry out a review of the transfer paperwork.

ACTION: Town Clerk

2505/19 Town Clerk's Report / Correspondence for Information and Discussion

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

Standing order 3(x) was suspended for the meeting to continue.

Correspondence for Information and Discussion

a. The Clerk noted the following correspondence received after the Agenda was published: Land Registration engrossed statutory declaration and each exhibit for taking to an independent solicitor; Public rights of Way invoice for payment;

Resident objection re Peace Garden decision (1); Resident objection re Peace Garden decision (2); NLC Local Plan Consultation notification; Resident objection re Peace Garden decision (3); Planning Decision – 10B Station Road; Bricks at the Park further information re request; Rural Services Network update; Brigg Independent Rail Group signage update; Resident objection re Peace Garden decision (4); NLC Tourism update; Brigg Line Rail Group request for information; ERNLLCA Newsletter May; CCTV footage enquiry; Men in Sheds enquiry; NLC Portal help request; Declarations of Interest update reminder from NLC; Resident objection re Peace Garden decision (5).

- b. ERNLLCA – Model Standing Orders advice
- c. ERNLLCA – NALC Surveys – Planning & Age Friendly Communities
- d. Resident – enquiry about who to contact about tree preservation orders
- e. Waddingham resident – request to be added to allotments waiting list
- f. Visit North Lincolnshire Partnership –update
- g. NLC – notification PA/2024/365 to be considered by Planning Committee on 07/05/2025
- h. NLC – News Direct updates
- i. ERNLLCA – WorkNest free webinar – Employment - Family-Friendly Rights and Leave
- j. Resident – request for details to join Allotments waiting list
- k. HWRA – Housing Needs Survey draft report and next steps
- l. Rural Services Network – Weekly News
- m. Resident – enquiry about words ‘Proposal’ and ‘Motion’ in NALC model Standing Orders
- n. Brick Hut – request for use of the Green 20th July 2025
- o. ERNLLCA – April Newsletter
- p. Community Vision – May Monthly Update
- q. Resident – enquiry about pre planning advice prior to purchase of a new home
- r. Humber Forest – offer to provide further information on work
- s. Evergreens – report on usage of Budgeted Grant funding
- t. North Lincolnshire Libraries – request to hold ‘Booknic’ on the Green in August
- u. Resident – complaint about land behind Morrisons Local and Town Hall Passage condition
- v. Women’s Institute – request for contact to update information on Community website
- w. Resident – complaint about banners on library railings
- x. Amara Care – letter regarding sponsorship of Peace Garden flower beds
- y. Independent Brigg Line Rail Group – latest train timetables received for display
- z. Allotments – notice from tenant that conifers from neighbouring land owner now above fence height
- aa. Kirton in Lindsey Society – invitation for Mayor to officially open new Digital Heritage Trail
- bb. ERNLLCA – details of HR training availability
- cc. ERNLLCA – details of Employment Law Essentials for Small Employers training
- dd. ERNLLCA – Allotment training opportunities
- ee. Resident - report of child falling from zipline and offer of voluntary maintenance works at the Peace Garden flower beds
- ff. Resident – objection to grassing over Peace Garden rose beds
- gg. Kirton in Lindsey Royal British Legion – objection to grassing over Peace Garden rose beds
- hh. Annual Leave – reminder to Councillors.

2505/18 Date of next Meeting and Agenda Deadline

The Council confirmed the date and time of the Annual Town Council Meeting (subject to any change in circumstances) as: **Wednesday 25th June 2025 at 7pm at the Diamond Jubilee Town Hall.**

NOTE: Agenda items to be submitted before Friday 16th June in line with Standing Orders.

The meeting closed at 21:50.



**Minutes of the Meeting of Kirton in Lindsey Town Council
Promoting Kirton Committee held on Monday 9th June 2025
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 6.30pm**

Members Present: Cllr Hazel Fox (Chair), Cllr Suzanne Stephenson, Cllr Barrie Starkie,
Cllr Pat Frankish and Martin Hollingsworth.
Also present: Victoria Rumary and Assistant Clerk: Cheri Morton (part).

Cllr Fox welcomed everyone to the meeting and requested a volunteer to take the minutes. As no volunteer came forward, Cllr Fox Chaired & took the meeting minutes.

MINUTES

PK2506/01 Election of Members

Cllr Frankish nominated Victoria Rumary, seconded by Cllr Stephenson, as a non-voting member of the Committee.

RESOLUTION: That Victoria Rumary is elected as a non-voting member of the Committee. ACTION: Town Clerk

PK2506/02 Apologies

Apologies were received from Cllr Kathy Cooper, Cllr David Garritt, Cllr Karen Gunn, Town Clerk: Neil Taylor-Matson and Alison Birkett.

PK2506/03 Declaration of Interests / Dispensations

- a. Cllr Stephenson declared an interest at PK2506/07 (Christmas Festival – Indoor of Town Hall).
- b. No dispensations were granted.

PK2506/04 Public Participation

No members of the public present.

PK2506/05 Minutes of the Previous Meeting

The Committee considered the minutes of the PK Committee Meeting held on 12th May 2025.

RESOLUTION: That the minutes be signed as a true and accurate record.

PK2506/06 Community Co-Ordinator updates

The Town Clerk had provided a written report prior to the meeting which outlined the continuing work to caretake the website and a full review required to check information is relevant and current. There were no further updates on funding, however the Town Council had agreed at the meeting held on 28th May to allocate four hours per week for up to six months from reserve funds. No update has been received from the P&D Committee on the advertisement and job description required.

The Assistant Clerk joined the meeting.

PK2506/07 Town Events

The Committee discussed information and actions required at this time regarding Town Events:

- **Sport Zone.** Attendees were as follows: 6 @ 7th April, 4 @ 14th April, 12 @ 28th April, 6 @ 12th May, 5 @ 19th May & 10 @ 2nd June. Three further enquiries had been made and leaflets issued. Councillors were encouraged by the increase in numbers on 2nd June and agreed this is a worthwhile event to continue for the benefit of the children, and those attending appear to be enjoying the facility.
- **Summer Gala & Scarecrows (July 2025).** The Assistant Clerk advised 6 entries have now been received for the Scarecrow Festival and promotion continues. Two voting boxes will be placed in both Co-ops with their approval. Cllr Stephenson suggested The Old Butchers Bistro could be approached to request they display a box, should either Co-op not be willing.

A total of 8 stall bookings have been received for the Summer Gala and the Assistant Clerk continues to chase up others. Brewbelles, Field of Dreams and Tai Chai have advised they will not be attending, and research is ongoing for alternatives. A reply is awaited from Kirton Academy. Cllr Frankish suggested the WI could be approached to supply drinks subject to sourcing a generator. A quotation of £300 has been received for the PA system and £125 for the First Aid. Councillors suggested the Mayor should judge the Fancy Dress competition and the Assistant Clerk requested 3pm as the timing.

RESOLUTION: The £300 for the PA System and £125 for the First Aid is approved. The Mayor will judge the Fancy Dress at 3pm. ACTION: Assistant Clerk/Cllr Fox

- **Bricks at the Park & Booknic Events (July/August 2025).** The Assistant Clerk has a meeting planned with the Brick Hut on Tuesday 10th June to discuss their request. It was not clear if a letter had been written to clarify risk assessment, first aid provision, public liability insurance and event notice/market consent requirements. The Booknic event run by North Lincolnshire Council was discussed, and it was agreed by those present this event should be supported and would be a useful opportunity. Donations were discussed, and it was agreed, the suggestion should differentiate between the two events.

RESOLUTION: The Booknic Event is suggested to offer a donation, whereas the Bricks At The Park should be requested to make a donation. An Agenda item is requested for the next Full Council meeting to discuss this Committee recommendation. ACTION: Town Clerk



- **Baton of Hope (15th September 2025).** Fundraising packs and direct contact details for the organisers of the event are now with the nominees. Martin Hollingworth and Victoria Rumary outlined to those present who required clarification of the event.
- **Christmas Festival (30th November 2025).** The Assistant Clerk noted 14 bookings have been received to date. Food stalls will be limited to Sylvester Street. Koala Kitchen (Asian) are confirmed, and two/three more possibilities are being explored. An enquiry to the North Lincolnshire Council Communities Fund had been made regarding potential funding for Santa Gifts/Christmas Tree costs. The reply was favourable, and support is a possibility. The Assistant Clerk will prepare a funding bid. Blanchere have been advised, the cost to rectify the external cabling works by the Diamond Jubilee Town Hall will be £60 and have accepted this cost, however, have advised they will accept no responsibility for this work. Research is ongoing regarding the Town Christmas Tree. Enquiries have been made, and replies are expected.
ACTION: Town Clerk/Assistant Clerk

• **Town Crier/permanent beacon.** The Council had approached Bruce McKenzie to offer him the official role of Town Crier. Mr McKenzie was delighted to accept and was honoured to be considered. The Committee agreed, this should be a voluntary role and discussed potential uniform. A suggestion was made of a sash containing the Town Crest and this should be recommended to Full Council. The post should be registered/recorded with the Guild of Town Criers and policy should be prepared. A suggestion of a board in the Town Hall recording all Town Criers could be considered at a later date.

RESOLUTION: The recommendation is made to Full Council, a sash should be purchased in consultation with Mr McKenzie, the Role should be registered and a policy prepared. A letter of thanks should be sent.

ACTION: Town Clerk

- The Assistant Clerk had researched potential gas fired beacons, however options were limited and maximum 2 metres in height. The Committee discussed possible future events when a beacon may be required, and if a beacon should be a permanent fixture. It was suggested that not every event should require a beacon lighting and health and safety concerns should be considered.

RESOLUTION: The recommendation is made to Full Council that the current beacon is disposed of, and a permanent beacon is not considered at this time.

ACTION: Town Clerk

PK2506/08 Open Spaces

An update had been received from In Bloom. Due to the lack of volunteers, In Bloom will shortly disband and the Town Council will be requested to take over the flower beds and planters they are responsible for. Clarification on sponsorship monies is required. Summer bedding has been completed by the Town Council's planting contractor and volunteers have planted the Market Place, The Library and the entrance on Redbourne Mere. The Committee thanked the volunteers for their hard work. A Working Group Meeting has been held with Cllr Frankish, Cllr Garritt, Cllr Cooper, Cllr Fox and the Town Council planting contractor to discuss a review of flower beds in the Town. A report has been compiled by Cllr Frankish which was outlined to those present and will be presented to the next Full Council Meeting for consideration.

ACTION: Town Clerk/Cllr Frankish

PK2506/09 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next Promoting Kirton Committee meeting as 14th July 2025 at 6:30pm, with agenda items to be submitted in writing prior to Friday 4th July in line with Standing Orders.

The meeting closed at 19.15 pm.

Town Clerk report June 2025

Updates from November Meeting:

2411/15 – Open Spaces – Noticeboard, Cornwall Street. That the quotation of £150 to repair rot and carry out general maintenance is approved. November 2024: Contractor informed. January 2025: Current weather hampering progress. March 2025: Works completed late February, with report that the noticeboard likely has around a year of serviceable use left due to the deterioration on the rear wooden panels. Church Street noticeboard also noted as end of life. Research ongoing for costs and locations. **June 2025: Town Clerk met with Primary School regarding Cornwall Street noticeboard. They would like to see this retained, they do use it for advertisement of vacancies and may have materials and labour for repairs. Wider consultation ongoing with residents about use and locations of other noticeboards.**

Updates from December Meeting:

2412/04 – North Lincolnshire Council reports - maintenance works to highway fingerposts and replacement Perspex for the tourism/places of interest noticeboard. That the Town Council approve these works to be carried out. January 2025: Enquiries regarding the replacement Perspex are ongoing, works for painting of highway fingers to be progressed in the Spring. March 2025: Perspex now inspected and solution to be costed. April 2025: Costing provided. May 2025: Works completed. **June 2025: Works for painting of highway fingers still to be progressed.**

2412/13 – Allotments – Entrance works - That strong requests are made to the Ward Cllrs on the urgency of this matter. January 2025: Further request made to Ward Cllrs for updates. February 2025: Meeting with Mick Johnson, NLC full details provided and recommendations on way forward now chased up/awaited. April 2025: Confirmation of planning permission requirement. **May 2025: Scheme of works for planning permission sought.**

Updates from January Meeting:

2501/15 - Grove Street Cemetery - work around land registration - That the Clerk instructs Burton & Dyson under these terms and that a valuation is sought and processes are followed (three quotes) as required dependent on the value of the work required. January 2025: Instructed 23/01/2025 and advised CC letter etc to be sent along with ID requirements. ID requirements duly completed. Land valuation via Paul Fox requested via phone/email 23/01/2025, chased up 28/01/2025 and confirmed ongoing at 14/02/2025 at cost of £100 + VAT. March 2025: Paul Fox advises on likely valuation and advises finalised report will follow shortly. April 2025: Valuation report received 15th April and solicitor informed. May 2025: Meeting with Solicitor and Statutory Declaration drafted. Notified this will need to be taken to a separate solicitor for declaration. **June 2025: Appointments made with solicitors for signing and progression.**

Updates from March Meeting:

2503/10 – Finance – Asset maintenance (noticeboards) - That the Clerk researches costings and potential locations for noticeboards and reports back to the Full Council. April 2025: Research ongoing. **May 2025: Research ongoing, notices put into boards.**

2503/12 – Car Parking Provision - That the landowners are approached about setting up a meeting to include Cllr Fox, Cllr Garritt and potentially the Town Clerk. April 2025:

Arrangements in terms of availability ongoing. **May 2025: Meeting held with landowner representatives. June 2025: Update from landowner received: *At the moment we're not at a point of wanting to let the land go for nothing. We do appreciate the need for the town to have some additional parking but don't think giving the land for free is the answer from our side. At the moment our focus is on dealing with the old office site but the family and business has provided a lot of support to Kirton over the years and can try to do so again in the future.***

2503/15 – Open Spaces - Widgeot Communication Board for play area - That the Clerk researches costs as poles and installation are not included with the product. April 2025: Information received to update Councillors at April meeting; local company can do these works at cost savings. May 2025: Local company quotation confirmed and works ordered. **May 2025: Installation completed and community information provided.**

2503/16 – Grove Street Cemetery - That the unsafe memorial stones are laid flat as previously. March 2025: Adequate notice period to expire prior to commissioning of works. May 2025: Request for costings from memorial company. **June 2025: Continued chasing of costs from memorial company.**

Updates from April Meeting:

2504/06 – NLC Report - That NLC are asked to consider the placement of a replacement sign at Spa Hill/Church Street junction as there are no longer 'Churches' (plural) and that 'St Andrew's Historic Church' is put forward. April/May 2025: Follow up enquiry sent to report submitted January 2025 (24th April) and email to Traffic email address sent 12th May. No update **received** to date. **June 2025: New 'Church' signage now installed.**

2504/06 – NLC Report - That an update is requested from NLC regarding the handrail works at Steep Hill and Ward Cllr Garritt is copied into the communications. April/May 2025: Following on site meeting on 26th February follow up enquiries sent (with Ward Cllrs copied in) 29th April and 15th May. Response 15th May: *After much deliberation and concerns over product quality of the replacement rails and posts we originally purchased, it was decided instead of replacement we would look to refurbish the existing rails and posts as they are much nicer and in keeping. Our contractor was due on site yesterday to evaluate the missing section, and we are just waiting for a manufacture price from them to allow the project to be completed, hopefully this will be forthcoming in the next few days. Once manufactured we will install without further delay.* **June 2025: Replacement installed, presume awaiting painting.**



2504/06 – NLC Report - That Cllr Garritt raises March Street for consideration of works by NLC. **May 2025: Cllr Garritt updated the Council that he would be meeting with relevant officers in June to raise this.**

2504/06 – NLC Report - That consideration for St Andrew's Street to be made a one-way street from March Street is put forward to NLC by Cllr Garritt. **May 2025: Cllr Garritt updated the Council that he would be meeting with relevant officers in June to raise this.**

2504/14 – Open Spaces – War Memorial works - That Community Payback are asked to carry out the painting works, with £231.00 approved to cover paint costs. April 2025: Confirmation of approval given to Community Payback and scheduling work requested.

June 2025: Scheduling of works chased up.

2504/15 – Grove Street Cemetery - That Town Clerk is approved to attend the memorial inspection training. **April 2025: Training booked, however same course at lower price identified for July. Initial booking cancelled and July training booked at better value.**

2504/16 – Allotments - That quotations are sought for planning drawings to proceed with the planning application and brought back to the Full Council for consideration. **April 2025: Initial request for quotation sent and information awaited. June 2025: Quotation received and further quotations to be requested to seek best value.**

2504/20 – Personnel – Compassionate Leave - That a policy be put into place for compassionate leave on a sliding scale (2-5 days with the potential for further, unpaid leave, by arrangement) depending on the specific situation and the employee's relationship to the person involved. **April 2025: Work ongoing.**

Updates from May Meeting:

2505/06 – NLC / Ward Cllrs update – S106 matters - Cllr Garritt to seek internal updates from NLC regarding the nature reserve work off Redbourne Mere and arrange a meeting to establish the work required and how this could be shared between NLC and the Town Council and that further discussion be deferred to the next Full Council meeting. **June 2025: Included on June agenda for discussion.**

2505/08 – Mayor & Delegates Reports – Humber Forest - That Cllr Garritt approaches NLC about the potential for tree planting along South Cliff Road.

2505/09 – Humber and Wolds Rural Action – Rural Housing Project - That the draft report is approved to be finalised and the next steps work with HWRA taken up, informing them of the availability of S106 monies for affordable housing. **May 2025: HWRA contacted to confirm the draft and notify re S106 monies.**

2505/10 – Police & Crime Commissioner funding – CCTV - That A4 sized signage is recommended to be placed on standard (not decorative) lighting columns around the Market Place by Videcom. **May 2025: Works notified and completed.**

2505/11 – Finance – Community Co-Ordinator role - That reserves are used to fund the post for four hours per week for up to six months temporarily pending any grant funding being forthcoming. Advert and job description work to commence.

2505/12 – Planning - Planning PA/2025/448 - That the Clerk responds with ‘no comment’ to this planning application. **May 2025: Response agreed submitted and logged.**

2505/12 – Planning - Planning PA/2025/570 - That the Clerk responds with ‘no comment’ to this planning application. **May 2025: Response agreed submitted and logged.**

2505/14 – Policies and Procedures – Health and Safety Policy - That this policy is approved without amendment. **June 2025: Policy version and review date updated, log updated and next review date noted on log.**

2505/14 – Policies and Procedures – Environmental Policy - That this policy is approved without amendment. **June 2025: Policy version and review date updated, log updated and next review date noted on log.**

2505/15 – Open Spaces – Play area inspections - That Cllr Kitchen makes a repair to the rubber buffer on the gate into the toddler play area.

2505/15 – Open Spaces – Communication board - That the position at the front of the toddler play area was approved. **May 2025: Installation completed and community information provided.**

2505/15 – Open Spaces – Town planting - That clarification is sought from In Bloom regarding the schedule for the planting up of the Market Place and if no reply is received or no schedule is in place that £500 max is approved from reserve funds to purchase plants and planting to be arranged with volunteers. (Town Clerk/Cllr Frankish). **May 2025: Planting confirmed as required and completed as organised by Cllr Frankish.**

2505/15 – Open Spaces – Town planting - That a whole town planting scheme working group is set up, with Cllrs Fox, Frankish, Garritt, Cooper and Starkie and meetings are arranged to include the planting contractor and interested members of the public.

2505/15 – Open Spaces – Town planting - That clarification is sought from In Bloom around sponsorship monies allocations. (Working Group)

2505/15 – Open Spaces – Peace Garden - That the generous offer from Amara Care is accepted for the annual sponsorship of the required maintenance to look after the three Peace Garden rose beds properly. **May 2025: Confirmation given to Amara Care and sponsorship monies received.**

2505/15 – Open Spaces – Peace Garden - That the planting contractor is updated to confirm that the works quoted for proper maintenance and care of the Peace Garden rose beds is now funded and can be agreed. **May 2025: Confirmation given to planting contractor with request for this to be noted as a separate item on invoicing.**

2505/16 – Grove Street Cemetery – Land Registry works - That the Clerk is authorised to sign the engrossed documentation at another firm of solicitors with the expected costs to be £23. **June 2025: Appointments made with solicitors for signing and progression.**

2505/17 – Allotments – neighbouring landowners - That the neighbouring landowners are given written notice of the intent to trim the conifer trees of branches which encroach on the allotments boundary unless they carry out the works themselves. Six weeks notice to be given for response. **May 2025: Neighbouring landowners respond: *Please note we do not give permission to reduce the height of the trees, your common law right permits you to trim branches that overhang the boundary, but you must stop at the boundary line. You cannot reduce the height of a hedge without the owner's permission.* They also confirmed that at present they have no plans to confirm around the height the conifers. Allotment group and tenants informed.**

2505/17 – Allotments – Costs - That costs are not looked to be increased at this time and are reviewed again in early 2026. **May 2025: Noted.**

2505/18 – KLASSIC – Transfer of Assets and Undertakings - That Cllr Stephenson contacts the Law Society for recommendations of solicitors in the local area specialising in Trust work who can check over the transfer paperwork and then obtains quotes.

That the preceding resolution be rescinded.

That Hetts Solicitors are contacted to request them to carry out a review of the transfer paperwork. **May 2025: Hetts Solicitors contacted. Further discussion around this chain of decisions to take place at June meeting.**

June Agenda items

2506/07 - NLC / Ward Cllrs update



Disabled Bay progress works – June 2025:

- St Andrew's Street/Church Street – any update from NLC
- March Street/Wesley Street – any update from NLC
- 'Churches' signs – Spa Hill / Church Street and Church Street / Ings Road junctions.
June 2025: New 'Church' signs now installed, works completed.
- NLC Steep Hill works (handrail) and direction sign for Market Place toilets – ongoing works, update received on handrail 15th May: *'After much deliberation and concerns over product quality of the replacement rails and posts we originally purchased, it was decided instead of replacement we would look to refurbish the existing rails and posts as they are much nicer and in keeping. Our contractor was due on site yesterday to evaluate the missing section, and we are just waiting for a manufacture price from them to allow the project to be completed, hopefully this will be forthcoming in the next few days. Once manufactured we will install without further delay.'* **June 2025: Replacement installed, presume awaiting painting. (see previous image above). No update re directional sign for Market Place toilets.**

- Wray Street/Traingate path – Ongo report they understand the path is the responsibility of NLC. NLC state the path is unadopted and are checking with legal. Resident updated.
- 'We're Not Messing Signage' – previously noted that NLC had a specific process for this signage to discourage litter and flytipping. Updated contact following 'Share The Road' signage request, NLC currently checking for stock (last update received 7th May, chased up 15th May). **June 2025: NLC confirm 'we have a few bits at billet which can be collected.'**
- Section 106 matters – updated details requested from NLC in May, received and circulated to all members for discussion ahead of the May meeting.

Issues reported with no progress reported on:

- *Hedge obstruction at Mill Lane/South Cliff Road (January 2025)*
- *Pot holes – George Street (initially reported March 2023, advised road was resurfaced, query at quick deterioration of those works January 2025)*
- *Pot holes – Wesley St/March St/Wray St junction area (January 2025)*
- *Pot holes / road surface – March Street between junctions with Wesley St. & St. Andrew's St (initially reported January 2024)*
- *Street nameplate repair required – Church Street (St Andrew's junction) (January 2025)*
- *Road surface deterioration – Dunstan Hill/Dunstan Villas junction (February 2025)*
- *Street light permanently on – Wesley Street (February 2025)*
- *Pot holes – Steep Hill / Wesley Street (February 2025)*
- *Litter bin overflowing – Wray Street/Wesley Street junction (March 2025)*
- *Public Rights of Way FP250 (North Cliff Road – Hibaldstow) – fingerpost damage reported, update received: The fallen post has been added to the list for replacement. Additionally, bridge near KLASSIC Park (FP254) cleared of vegetation and some new boards have been fitted.*
- *Pot holes along Queen Street (reported April 2025)*

2506/13 – Open Spaces - Lamp Post planters

The planters which attach to the decorative lamp posts in the Market Place were provided by the planting contractors when the Town Council previously maintained the Market Place as part of the annual contract.



Independent Brigg Line Rail Group – signage to Railway Station. 22/05/2025

Enclosed an email below I have received from highways after our initial request for some new blue pedestrian signage.

Apparently there are two signs already now up in Kirton in Lindsey somewhere?

Good Morning,

Apologies for the delay in the response to your enquiry, I can confirm that two pedestrian station signs were installed in agreed locations in Kirton in Lindsey some time ago now. I appreciate that another location has since been requested, however as this was after the original signs were installed and an inspection of appropriate locations completed by our team, we do not feel that any additional signs are required in Kirton in Lindsey.

Unfortunately, I'm aware that this may not have been the response you were hoping for, but we will move this forward when we can.

Kind Regards

*Jonathon Lillicrap
Integrated Transport Project Officer
Highways Traffic Safety
Communities
North Lincolnshire Council*

Found this one next to the bus stop near the junction with Station Road this morning.


Was hoping for one in the main square, near the tourist information boards.

Can the new signage be brought to the attention of the next council meeting?

With local councillors praising the signage but adding when resources are available and extra one would be appreciated.



Classification - Finance - Open

|  | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------------------------------------------------------------|--------------------------------------|----------------------------|----------------------------------------------|--------------------|------------------------------------------------------------------------------|----------------|------------------|--------------------------|----------------|----------------|--------------------------------------|--------------------------|-------------------------|-----------------|--------------------|-----------------------------|---------------------|-----------|---------------------------------------|--------------------------------------------------|----------------|-----------|-----------|--|--|
| | Date | Payee | Description | 101 Administration | 10114 Other Staff Costs Separate to salary, tax, ni, pension & mileage | 10111 Salaries | 10111 Income Tax | 10111 National Insurance | 10111 Pensions | 10113 Mortgage | 10215 General Power of Competence | 10211 Section 137 Grants | 103 Democratic Expenses | 201 Open Spaces | 301 Burial Grounds | 401 13.44 Providing Kirkton | 501 Public Services | 601 Civic | 70111 Trustee Green & Market Place | 70112 Trustee War Memorial & Garden of EED | 801 Allotments | VAT | Total | | |
| PART A | PRE - APPROVED/APPROVED BY COMMITTEE | | | | | | | | | | | | | | | | | | | | | | | | |
| Contractual | 02/06/2025 | O2 | Mobile phone contracts | £25.70 | | | | | | | | | | | | | | | | | | £5.14 | £30.84 | | |
| Contractual | 02/06/2025 | JB Rural Services | Parish Paths Partnership (cut 1) | | | | | | | | | | | £375.00 | | | | | | | | £75.00 | £450.00 | | |
| Contractual | 03/06/2025 | Lawn N Order | Devolved Highways Verge Cutting (3) | | | | | | | | | | | £955.00 | | | | | | | | £191.00 | £1,146.00 | | |
| FC 2504/14 | 10/06/2025 | Allen Signs | Communication board signage for play area | | | | | | | | | | | £411.80 | | | | | | | | £82.36 | £494.16 | | |
| Contractual | 06/06/2025 | HSBC | Business banking fees | £8.00 | | | | | | | | | | | | | | | | | | | £8.00 | | |
| Contractual | 16/06/2025 | S Barrett | Grounds Maintenance contract (planting) | | | | | | | | | | | £581.00 | | | | | | | | | £581.00 | | |
| Contractual | 16/06/2025 | Diamond Jubilee Town Hall | Office Rent and Room Hire | £450.00 | | | | | | | | | | | | | | | | | | | £450.00 | | |
| Contractual | 16/06/2025 | Diamond Jubilee Town Hall | Meeting Room Hire | £73.00 | | | | | | | | | | | | | | | | | | | £73.00 | | |
| Contractual | 16/06/2025 | Lawn N Order | Devolved Highways Verge Cutting (4) | | | | | | | | | | | £922.00 | | | | | | | £184.40 | £1,106.40 | | | |
| Contractual | 16/06/2025 | North Lincolnshire Council | Cemetery - Annual Trade Waste agreement | | | | | | | | | | | | £510.70 | | | | | | | | £510.70 | | |
| FC 2505/15 | 17/06/2025 | P Frankish | Planting - Market Place | £183.00 | | | | | | | | | | | | | | | | | | | £183.00 | | |
| Contractual | 20/06/2025 | idVerde | Grounds Maintenance contract (planting) | | | | | | | | | | | £1,040.52 | | | | | | | £208.10 | £1,248.62 | | | |
| Contractual | 23/06/2025 | Nest | Pension Contributions (June) | | | | | | | | | | | | | | | | | | | | | | |
| Contractual | 25/06/2025 | Town Clerk | Salary | | | | | | | | | | | | | | | | | | | | | | |
| Contractual | 26/06/2025 | Assistant Clerk | Salary | | | | | | | | | | | | | | | | | | | | | | |
| Contractual | 26/06/2025 | HMRC | Tax/NI/Student Loan payments | | | | | | | | | | | | | | | | | | | | | | |
| PART B | FOR APPROVAL | | | | | | | | | | | | | | | | | | | | | | | | |
| | | P Frankish | Planting - Redbourne Mere & Library planters | £90.03 | | | | | | | | | | | | | | | | | | | £90.03 | | |
| | | Subtotal for month | | £829.73 | £0.00 | | | | | £0.00 | £0.00 | £0.00 | £0.00 | £1,285.32 | £510.70 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £746.00 | £1,061.00 | | |

Kirton in Lindsey Town Council - Finance Report May 2025

Receipts and Payments made during May 2025, reconciling the cashbook with the bank statements as at 31/05/2025**Cashbook balance brought forward:**

| | |
|----------------------------------------------|--------------------|
| Balance carried forward April 1st 2025: | £78,542.96 |
| Receipts to April 30th 2025: | £74,205.74 |
| Payments to April 30th 2025: | £12,617.97 |
| Balance carried forward May 1st 2025: | £140,130.73 |

| Ref | Receipts Date | Payer | Details | Receipts |
|-----|------------------|------------------------------|------------------------------------|--------------------|
| | | | Balance C/F 01/05/2025 | £140,130.73 |
| R30 | 01/05/2025 | Retford Memorials | Cemetery - Memorial fee HAMILTON | £90.00 |
| R31 | 02/05/2025 | Public Sector Deposit Fund | Interest | £250.87 |
| R32 | 09/05/2025 | Love in a Cup Community Café | Summer Gala stall booking | £15.00 |
| R33 | 09/05/2025 | Kirton Knit Knacks | Summer Gala stall booking | £15.00 |
| R34 | 11/05/2025 | FS Machin | Cemetery - ERoB and Interment fees | £510.00 |
| R35 | 20/05/2025 | KLAGs | Summer Gala stall booking | £15.00 |
| R36 | 27/05/2025 | Diamond Jubilee Town Hall | Summer Gala stall booking | £15.00 |
| R37 | 27/05/2025 | HSBC | Gross Interest | £56.15 |

Receipts, May 2025**£967.02**

| Ref | Payments Date | To Whom Paid | Details | Payments |
|-----|------------------|--------------------------------|-------------------------------------------------|-----------|
| P24 | 01/05/2025 | O2 | Mobile phone contracts | £30.84 |
| P25 | 02/05/2025 | Town Clerk | Expenses - travel to Scunthorpe for purchase | £8.32 |
| P26 | 02/05/2025 | Town Clerk | Expenses - travel to Gainsborough solicitors | £11.44 |
| P27 | 02/05/2025 | ERNLLCA | Membership renewal 2025-26 | £990.10 |
| P28 | 02/05/2025 | ICCM | Membership renewal 2025-26 | £105.00 |
| P29 | 02/05/2025 | Glasdon UK Limited | Supply of bench - A Team | £1,461.01 |
| P30 | 02/05/2025 | St Andrew's United Church | Nutshell budgeted grant | £400.00 |
| P31 | 03/05/2025 | 1st Kirton in Lindsey Scouts | Budgeted grant | £600.00 |
| P32 | 03/05/2025 | Mini Bloom | Budgeted grant | £500.00 |
| P33 | 03/05/2025 | In Bloom | Budgeted grant | £1,500.00 |
| P34 | 06/05/2025 | Diamond Jubilee Town Hall | Budgeted grant (payment 1/2) | £3,000.00 |
| P35 | 07/05/2025 | Diamond Jubilee Town Hall | Budgeted grant (payment 2/2) | £870.00 |
| P36 | 07/05/2025 | 1st Kirton in Lindsey Brownies | Budgeted grant | £500.00 |
| P37 | 07/05/2025 | Evergreens | Budgeted grant | £800.00 |
| P38 | 07/05/2025 | S Barrett | Grounds maintenance contract (planting) | £585.80 |
| P39 | 08/05/2025 | Kirton First | Budgeted Grant | £2,000.00 |
| P40 | 09/05/2025 | Blachere Illuminations | Christmas lighting contract payment 1 (1/2) | £3,000.00 |
| P41 | 10/05/2025 | Blachere Illuminations | Christmas lighting contract payment 1 (2/2) | £1,761.50 |
| P42 | 10/05/2025 | Wright Way Sports & Education | Sportszone professional coaching fees | £83.40 |
| P43 | 12/05/2025 | Lawn N Order | Devolved highway verge cutting (1) | £1,271.04 |
| P44 | 12/05/2025 | E Gladding | VE Day 80 Event - Little Enchantments balance | £110.00 |
| P45 | 12/05/2025 | Paul Fox | Cemetery - Land Registration valuation fee | £120.00 |
| P46 | 13/05/2025 | KLASSIC | Budgeted grant (payment 1/2) | £3,000.00 |
| P47 | 14/05/2025 | KLASSIC | Budgeted grant (payment 2/2) | £1,000.00 |
| P48 | 15/05/2025 | Diamond Jubilee Town Hall | Town Hall Live Community pot grant | £300.00 |
| P49 | 15/05/2025 | Freethought Internet | Domain renewal 2025-2027 | £120.00 |
| P50 | 15/05/2025 | Videcom Security | CCTV equipment costs (payment 2/2) | £789.91 |
| P51 | 15/05/2025 | D Saxby | Bench installation works & noticeboard repair | £810.00 |
| P52 | 16/05/2025 | Lawn N Order | Devolved highway verge cutting (2) | £1,217.04 |
| P53 | 16/05/2025 | Diamond Jubilee Town Hall | Office Rent and Room Hire | £450.00 |
| P54 | 16/05/2025 | Diamond Jubilee Town Hall | Meeting Room Hire | £163.00 |
| P55 | 17/05/2025 | HSBC | Business banking fees | £11.76 |
| P56 | 19/05/2025 | PGN Electrical Ltd | CCTV equipment electrical works | £435.49 |
| P57 | 19/05/2025 | KLASSIC | Staff costs - April | |
| P58 | 19/05/2025 | KLASSIC | Staff costs - May | |
| P59 | 20/05/2025 | Freethought Internet | Bronze level web/email hosting 2025-2027 | £73.50 |
| P60 | 27/05/2025 | Nest | Pension Contributions (April) | |
| P61 | 23/05/2025 | idVerde | Grounds Maintenance contract (planting) | £1,248.62 |
| P62 | 27/05/2025 | Wright Way Sports & Education | Sportzone professional coaching fees | £55.60 |
| P63 | 27/05/2025 | Town Clerk | Salary | |
| P64 | 28/05/2025 | Assistant Clerk | Salary | |
| P65 | 28/05/2025 | HMRC | Tax/NI/Student Loan payments | |
| P66 | 29/05/2025 | Town Clerk | Expenses - training (Standards/Code of Conduct) | £10.40 |
| P67 | 29/05/2025 | Screwfix Dir Ltd | Cable ties supplies | £15.99 |
| P68 | 30/05/2025 | Clear Insurance | Insurance renewal 2025-26 | £1,698.53 |

Total Payments May 2025**£35,540.77****Cashbook carried forward**

| | |
|-----------------------------------------|--------------------|
| Balance carried forward April 1st 2025: | £78,542.96 |
| Receipts to May 31st 2025: | £75,172.76 |
| Payments to May 31st 2025: | £48,158.74 |
| Cashbook total at May 31st 2025: | £105,556.98 |

Reconciliation to Bank Statements

| | |
|-------------------------------------------|--------------------|
| Current Account 41305484 | £4,391.80 |
| Savings Account 01109553 | £21,165.18 |
| Public Sector Deposit Fund | £80,000.00 |
| Total in bank as at May 31st 2025: | £105,556.98 |

Agreed to cashbook and bank statements:**Dated:**



Policy 09: Grievance Policy

Reviewed and Adopted June 2024 (v.20241) [FC2406/15]

Next Review June 2025

1.0 Purpose and scope

- 1.1 The Council should have in place a number of procedures to develop good working relationships between employees and the Council. Central to this relationship are regular supervisory meetings to discuss and resolve work related issues. Other mechanisms, such as the annual appraisal, exist to help ensure that problems are raised openly and resolved to mutual satisfaction. The purpose of this document is to provide a mechanism to enable employees to seek a resolution to an issue of concern or grievance which cannot otherwise be resolved.
- 1.2 Wherever possible grievances should be resolved by discussion with the member of staff concerned. The resolution of grievances at this stage may recognise that the best recourse could be to make use of more effective management, conciliation, mediation or counselling skills. Additionally the Employment Act 2008 introduced a Code of Practice designed by the Advisory, Conciliation, and Arbitration Service (ACaS) to help resolve disputes at as early a stage as possible. The Department for Business, Enterprise and Regulatory Reform (BERR) and the Chartered Institute of Personnel and Development (CIPD) jointly published guidance with ACaS on appropriate standards to achieve early resolution to problems. Central to this guidance is the long-accepted practice within the 1st Tier of local government that, despite any desired intention to resolve any issues informally, the Council recognises that, from time to time, difficulties may arise in working relationships between employees that may be difficult to resolve without recourse to a third party. Mediation and/or conciliation should always be considered as a mechanism to help resolve disputes. Additionally training for the employer, i.e. the council, in employment matters should also be a fundamental part of any preventative measures that the council wishes to take.
- 1.3 The ACaS Code of Practice takes no account of the status of the parish council as the employer and the fact that no single councillor may act as the employer. It is critical therefore that, whilst the council will wish to engage with the principles of the Code, in terms of early resolution of conflict, a sound and accountable structure must be in place to satisfy the legislative governance standards expected of parish and town councils. The appointment of a committee of three members to handle grievance issues is key to the success of this policy as is the principle that an external third party may have to be appointed as investigator. The attached procedure (Appendix 1) sets out the Hearing process and timescales, it is expected that at in all stages of the process the person or committee investigating the grievance will want to meet all parties to the grievance and to discuss with them the issues involved as quickly as possible.
- 1.4 The procedure is open to all employees and on matters relating to all issues, except appeals against disciplinary action and redundancy.
- 1.5 The ACaS Code of Practice defines grievances as “concerns, problems or complaints that employees raise with their employers”.
- 1.6 Guidance on the format of a hearing is given in a separate model document.

2.0 Pre formal stages

- 2.1 Every effort should be made to resolve the grievance through discussion, explanation, conciliation or mediation.

3.0 First formal stage – the Clerk

- 3.1 Where the grievance is held by a member of staff, the first stage is for the matter to be raised in writing to the Clerk. If the matter requires some further investigation the Clerk must advise the employee and give an undertaking to complete investigations within seven days.
- 3.2 Where the grievance is about or from the Clerk, the procedure should commence at the second formal stage
- 3.3 The Clerk should consider the grievance and set out in writing the reasons for any decision.
- 3.4 If the employee is unhappy about the outcome or, if the matter is not resolved within a reasonable time or if there are further investigations to be carried out, the employee has the right to move to the Appeal stage.

4.0 Second formal stage - The Grievance Committee

- 4.1 Where the matter cannot be resolved by the Clerk or the grievance is about or from the Clerk, (and cannot be resolved as in 3.0 above) the matter should be dealt with by an appointed committee. The second formal stage is a complaint to the committee in writing setting out the reasons for the complaint. The committee must set out in writing the reasons for any decision. If the matter requires some further investigation the appointed committee must advise the employee and give an undertaking to complete investigations within seven days.
- 4.2 The mechanism for the hearing is available on request.

5.0 Third formal stage – Appeal to the Council

- 5.1 The Council will appoint an Appeal Panel which may hear an appeal if:
- the length of time that the appointed committee has taken to arrive at a decision is unreasonable
 - there has been a failure to consider new evidence or evidence of witnesses
 - there has been a fundamental flaw in the procedure
 - the decision cannot be regarded as fair and reasonable in the light of the evidence available
 - there was not a proper investigation of the facts
- 5.2 The Council will be provided with all the papers concerning the complaint and will notify the employee of whether the appeal will be heard, the likely timescale for considering the appeal and will make a decision about the complaint within a reasonable timescale. The outcome of an appeal to the Council shall be final.

6.0 Putting the case

- 6.1 An employee should provide as much information as possible at the initial stage of a grievance, and set out clearly the details of the events, times, other persons involved and the reasons for the complaint. A failure to provide full information at the outset is likely to lead to the need for further investigations and a less speedy resolution to a grievance which is not in anyone's best interests.

7.0 Right to be accompanied

- 7.1 Employees shall have the right to be accompanied at any Hearing by a colleague or union representative of their choice. The council will consider other appropriate persons if the employee is the sole employee; where it would be inappropriate for another employee to act in the capacity or where the employee is not a member of a trade union. In such circumstances the council will take advice from ERNLLCA.
- 7.2 The person who accompanies the member of staff may address the hearing and put, and sum up, the employee's case; respond on behalf of the employee and confer with the employee at any time during the hearing. The companion does not have the right to answer questions on the employee's behalf; address the hearing if the employee does not wish it or prevent the council from explaining their case.

8.0 Advice and guidance

- 8.1 Employees seeking advice and guidance on the scope and use of the Grievance Procedure should contact the Clerk.

9.0 Miscellaneous

- 9.1 This procedure should not be used by employees whose grievance is related to an issue that falls within the remit of one of the regulatory bodies (e.g. Audit Commission, Standards Board for England).
- 9.2 This procedure will be reviewed annually to ensure that it continues to meet organisational objectives, reflects statutory requirements, best practice and our quality standards.
- 9.3 At all meetings a record will be made and a copy sent to the employee.

Signed..... (Kirton in Lindsey Town Mayor)

Date.....

Signed..... (Kirton in Lindsey Town Clerk)

Date.....



Kirton in Lindsey Town Council

Policy 26: Code of Practice for Handling Complaints

Reviewed and Adopted June 2024 (v.20241) [FC2406/15]

Next Review June 2025

This recommended Code of Practice is based on guidance issued by the National Association of Local Councils in November 2008.

Preface

The Local Government Ombudsman (LGO) has no jurisdiction over Parish and Town Councils in England.

Is a complaints procedure appropriate?

It will not be appropriate to deal with all complaints from members of the public under a complaints procedure. Councils should consider engaging other procedures/bodies in respect of the following types of complaint:

| Type of conduct | Refer to |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial irregularity | It is a local elector's statutory right to object to the Council's audit of accounts pursuant to s.16 Audit Commission Act 1998. On other matters, councils may need to consult their auditor / Audit Commission. |
| Criminal activity | The Police |
| Member conduct | In England a complaint relating to a member's failure to comply with the Code of Conduct must be submitted to the standards committee of the relevant principal authority. |
| Employee conduct | Internal disciplinary procedure |

Complaints Procedure

The first task is to determine exactly what the complaint is. Sometimes the word 'complaint' is used by members of the public but sometimes it is not. The Local Government Ombudsman offers the following definition of a complaint:

"A complaint is an expression of dissatisfaction by one or more members of the public about the council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council."

A good complaints system is:

- well publicised and easy to use;
- helpful and receptive;
- not adversarial;
- fair and objective;
- based on clear procedures and defined responsibilities;
- quick, thorough, rigorous and consistent;

- decisive and capable of putting things right where necessary;
- sensitive to the special needs and circumstances of the complainant;
- adequately resourced;
- fully supported by councillors and officers; and
- regularly analysed to spot patterns of complaint and lessons for service improvement.

Confidentiality

The Local Government Ombudsman advises that the identity of a complainant should only be made known to those who need to consider a complaint. It would be most appropriate to deal with complaints within the remit of the Personnel and Disciplinary Committee, however the Town Council should take care to maintain confidentiality where circumstances demand (e.g. where matters concern financial or sensitive information or where third parties are concerned).

Time targets

It is good practice to set deadlines for complaint handling which should not be open-ended. Clearly, some flexibility is required to deal with lengthier and more complex complaints and this could be reflected clearly in a complaints procedure.

Remedies

The purpose of a complaints procedure is to put things right if things go wrong. Section 92 of the Local Government Act 2000 gives councils the power to make payment 'in cases of maladministration.' (Section 92 applies to local councils and the use of the word 'maladministration' is not linked to the use of the word by the ombudsman in this context). The full text of section 92 is as follows:

'92.— (1) Where a relevant authority consider—

- a) that action taken by or on behalf of the authority in the exercise of their functions amounts to, or may amount to, maladministration, and*
- b) that a person has been, or may have been, adversely affected by that action,*

the authority may, if they think appropriate, make a payment to, or provide some other benefit for, that person.'

It is to be noted that parish councils have the power (i) to make a payment or (ii) to provide some other benefit where action amounts to or may amount to maladministration. 'Maladministration' is a broad concept. It has been described as including 'bias, neglect, inattention, delay, incompetence, ineptitude, perversity, turpitude and so on'.

The Complaints Procedure

Amongst the complaints which members of the public make about Parish and Town Councils are those about administration of procedures. The quantity of these complaints is noticeably increasing. It is in the particular interest of the council concerned to settle a complaint because, even if it is unjustified, it will, in the absence of any settlement be raised again. This is bad for the council since it wastes time and affects its good reputation. It is also of general concern to all councils that complaints against any of them should be settled as soon as possible.

Experience suggests that in many cases a complaint will not be pursued if the complainant sees that it has been properly handled. As councils are not subject to the jurisdiction of the Local Ombudsman there is no independent body to which the complainant can turn for independent formal assessment. Therefore every duly-made complaint **should be dealt with according to an agreed Code** however trivial it may seem at first sight.

For the benefit of good local administration it is suggested that local councils should adopt a standard and formal procedure for considering complaints either made by complainants direct or referred back to the council from other bodies to whom they have been made. The Code set out below is recommended as a way of ensuring that complainants can feel satisfied that at the least their grievance has been properly and fully considered.

Councils are urged to do their utmost to settle complaints and satisfy complainants in the interests of the good reputation of the council. If a complaint is not settled by the council it cannot refer the complaint to any other body for settlement but a complainant may well try to enlist the services of other bodies and provoke considerable expenditure of the time and resources of the council and others in responding to further pressures.

Councils are advised to adopt the Code before any complaints have been notified.

CODE OF PRACTICE

Before the Meeting

1. If a complaint about procedures or administration is notified orally to a Councillor or the Clerk and they cannot satisfy the complainant fully, the complainant shall be asked to put the complaint in writing to the Clerk and be assured that it will be dealt with promptly after receipt.
2. If a complainant prefers not to put the complaint to the Clerk he or she shall be advised to put it to the Chairman of the Council.
3. The Clerk, or Chairman, as appropriate shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the Council or by the Personnel and Disciplinary Committee, whichever is deemed most appropriate for the complaint. The complainant should also be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way (if, for example, the complaint is to be heard by the Council or Committee).
- 4(a) On receipt of a written complaint the Clerk or Chairman, as appropriate, shall (except where the complaint is about the Clerk), try to settle the complaint directly with the complainant but shall not do so in respect of a complaint about the behaviour of the Clerk or a Councillor. Complaints about the Clerk will be dealt with under the Council's employment policies and procedures. Where a member of the public wishes to complain about an individual Councillor, they shall be referred to the local Standards Committee at North Lincolnshire Council.
- (b) Where the Chairman receives a written complaint about their own actions, they shall refer the complainant to the local Standards Committee at North Lincolnshire Council. Where the Clerk receives complaint about their behaviour they shall refer it to the Chairman or Personnel and Disciplinary Committee.
5. The Clerk or Chairman shall report to the next meeting of the Council any written complaint disposed of by direct action with the complainant.
6. The Clerk or Chairman shall bring any written complaint which has not been settled to the next meeting of the Council and the Clerk shall notify the complainant of the date on which the complaint will be considered, and the complainant shall be offered an opportunity to explain the complaint orally.
7. Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence relied on. The Council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting.

At the Meeting

8. The Council shall consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the public and press but any decision on a complaint shall be announced at the council meeting in public.

9. The Chairman should introduce everyone and explain the procedure.
10. The complainant (or representative) should outline the grounds for complaint and, thereafter, questions may be asked by (i) the Clerk or other nominated officer and then (ii), members.
11. The Clerk or other nominated officer will have an opportunity to explain the Council's position and questions may be asked by (i) the complainant and (ii), members.
12. The Clerk or other nominated officer and then the complainant should be offered the opportunity to summarise their position.
13. The Clerk or other nominated officer and the complainant should be asked to leave the room while members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, *both* parties shall be invited back.
14. The Clerk or other nominated officer and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them. The Council shall defer dealing with any written complaint **only** if it is of the opinion that issues of law or practice arise on which advice is necessary from the Association. This complaint shall be dealt with at the next meeting after the advice has been received.

After the Meeting

15. The decision should be confirmed in writing within seven working days together with details of any action to be taken.

Approved by Kirton in Lindsey Town Council

Signed (Kirton in Lindsey Town Mayor)

Date

Signed (Kirton in Lindsey Town Clerk)

Date

Visual Play Area Inspection

Site: KIRTON IN LINDSEY TOWN COUNCIL PLAY AREA, TOWN GREEN

Site address: KING EDWARD STREET, KIRTON IN LINDSEY, GAINSBOROUGH, DN21 4NQ

Name of Inspector: Tony Kitchen

Inspector Qualifications:

Conducted on: 9 June 2025

Document Number: FIV1

Weather conditions: Sunny

Is the site free from litter, dog fouling, broken glass, or other dangerous objects?

- ☒ Pass
☐ Fail
☐ Ongoing issue/Council aware

Comments:

Is the site free of any obvious signs of damage to any equipment?

- ☐ Pass
☐ Fail
☒ Ongoing issue/Council aware

Comments:

ON GOING PROBLEM WITH GATE
ROUND RUBBER.

Is the signage intact and readable?

- ☒ Pass
☐ Fail
☐ Ongoing issue/Council aware

Comments:

Have all the bins been emptied?

- ☒ Pass
☐ Fail
☐ Ongoing issue/Council aware

Comments:

Has the grass been cut? (N.B. Grass cutting schedule is: Weekly first week of April to last week of September. Fortnightly from first week of October. One cut mid-November and one cut mid-March)

- ☒ Pass
☐ Fail
☐ Ongoing issue/Council aware

Comments:

Is the site free of any fallen branches or any other grounds maintenance issues?

- ☒ Pass
☐ Fail
☐ Ongoing issue/Council aware

Comments:

General comments. Is there anything you would like to flag for the attention of the Town Clerk?

Klassic Visual Gym Equipment Inspection

Complete

| | | | | | |
|--------------------------------------------------------------------------------------------------------|--------------|-----------------------|---|----------------|---|
| Score | 5 / 5 (100%) | Flagged items | 0 | Actions | 0 |
| Name of Inspector | | Barrie Starkie | | | |
| Inspector Qualifications | | Councillor | | | |
| Conducted on | | 14 Jun 2025 21:24 UTC | | | |
| Document Number | | 14062025 | | | |
| Weather conditions. | | Good dry | | | |
| | | 1 / 1 (100%) | | | |
| Is the site free from litter, dog fouling, broken glass, or other dangerous objects? | | Pass | | | |
| Is the site free of any obvious signs of damage to any equipment? | | Pass | | | |
| Is the signage intact and readable? | | Pass | | | |
| Has the grass been cut? | | Pass | | | |
| Is the site free of any fallen branches or any other grounds maintenance issues? | | Pass | | | |
| General comments. Is there anything you would like to flag for the attention of the Town Clerk? | | | | | |