



**Town Councillors are hereby summoned to attend the Monthly Meeting of
Kirton in Lindsey Town Council on
Wednesday 24th September 2025**
Proceedings will be held at the Diamond Jubilee Town Hall, High St commencing at 7pm.
The Agenda is set out below.
Members of the public and press are welcome to attend.
Neil Taylor-Matson Town Clerk, 18th September 2025

AGENDA

2509/01 Apologies for Absence

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

2509/02 Former Town Mayor, Mrs M.P. Brumpton

To receive a tribute.

2509/03 Declaration of Interests / Dispensations

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

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

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

2509/04 Public Participation

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

2509/05 Minutes

- a. To approve the minutes of the Full Council Meeting held 23rd July 2025 (*fwd 28/07/2025*)
- b. To approve the minutes of the Extraordinary Full Council Meeting held 1st August 2025 (*fwd 05/08/2025*)
- c. To approve the minutes of the Extraordinary Full Council Meeting held 21st August 2025 (*fwd 26/08/2025*)
- d. To approve the minutes of the Extraordinary Full Council Meeting held 28th August 2025 (*fwd 01/09/2025*)
- e. To receive the minutes of the KLASSIC Charity Committee Meeting held 16/07/2025 (*fwd 23/07/2025*)
- f. To receive the draft minutes of The Green and The Market Place Charity Committee Meeting held 01/08/2025
(*fwd 05/08/2025*)
- g. To receive the draft minutes of The War Memorial and Garden of Edward Elmhirst Duckering Charity Committee Meeting
held 01/08/2025 (*fwd 05/08/2025*)
- h. To receive the minutes of the KLASSIC Charity Committee Meeting held 13/08/2025 (*fwd 15/08/2025*)
- i. To receive the draft minutes of the Promoting Kirton Committee Meeting held 08/09/2025 (*fwd 18/09/2025*)
- j. To receive the draft minutes of the Finance and Planning Committee Meeting held 08/09/2025 (*fwd 18/09/2025*)
- k. To receive the draft minutes of the KLASSIC Charity Committee Meeting held 10/09/2025 (*fwd 12/09/2025*)

2509/06 Report from North Lincolnshire Council / Ward Councillors

- a. To receive the Ward Councillors' Report and to consider any actions arising from the report.
- b. To note outstanding matters raised with North Lincolnshire Council and agree any actions required including road maintenance works (March Street/Wesley Street), ownership queries raised by resident regarding Wray Street/Traingate path, street signage repairs at Church Street and Grayingham Road and agree any actions required.
- c. To consider requesting replacement boundary sign on Redbourne Mere and agree any actions required.
- d. To discuss concerns about the number of accidents occurring along Redbourne Mere and consider requesting a speed limit review to be undertaken by North Lincolnshire Council (*Cllr Kofoed*).
- e. To discuss concerns raised by residents about the lack of enforcement around the use of the new disabled parking bay in the Market Place and agree any actions required.
- f. To discuss concerns raised by a resident about the recent resurfacing works carried out at Redbourne Mere and agree any actions required.
- g. To note arrangements made for free electric blanket testing in conjunction with North Lincolnshire Council to take place on Thursday 2nd October at the Community Café between 2pm and 4pm.

2509/07 Community Speedwatch

To consider the Community Speedwatch Scheme following a request from residents as notified in July and followed up with further enquiry in September, and agree any actions required.

2509/08 Flagpole

- a. To consider an approach to the Diamond Jubilee Town Hall regarding the installation of a flagpole and agree any actions required (*Cllr Gunn*).
- b. To receive concerns raised by residents regarding intentions of flags attached to lampposts and Councillor endorsements and agree actions required.

2509/09 Mayor & Delegates Reports

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

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

- Royal British Legion - Dinner Night (8th August)
- Royal British Legion - VJ Day / 85th Anniversary of the Battle of Britain (16th August)
- Kirton Academy – Official opening of new facilities (4th September)
- Barton upon Humber - Civic Dinner (20th September)
- Brick Hut – Lego Collection Auction for Brain Cancer Research in memory of Josh Cullen (21st September)
- ERNLLCA - Conflict in Council Culture training (23rd September)

Councillors and Officers reports

- NLC Town and Parish Liaison Meeting (24th July) – Cllr Frankish
- Assertion 10 Audit Training (9th September) – Town Clerk
- NLC Special Town and Parish Liaison Meeting – Local Government Reorganisation (11th September) – Cllr Frankish

2509/10 Allotments

- a. To receive any relevant updates including costings for entrance works and agree any actions required.
- b. To consider inspection scheduling and agree any actions required.
- c. To receive a request from a tenant for additional bark chippings to be provided for communal paths and agree any actions required.

2509/11 KLASSIC

- a. To receive a letter from the CIO, as hand delivered and read out at the Extraordinary Full Council meeting held 28th August. (*fwd 29/08/2025*)
- b. To consider amendments to the Deed including the removal of Standing Orders as per Resolution made at KLASSIC Charity Meeting 12th August 2024 and agree any actions required.
- c. To receive any update regarding Land Registry and Legal Advice and agree any actions required.
- d. To consider the publication of previous KLASSIC Charity meeting minutes on the Town Council website and agree actions required (*Cllr Kofoed*).

2509/12 Car Parking Provision

To consider car parking provision for the town and consider any actions required following updates received from the Landowner representatives at the beginning of July.

2509/13 Financei. Income and Expenditure

- a. To receive notification of accounts paid by the Town Clerk under devolved authority. (*September 2025, fwd 18/09/2025*).
- b. To receive notice of the Local Government Services Pay Agreement for 2025-26. (*fwd 28/07/2025*)
- c. To consider the renewal of SLCC membership for the Assistant Clerk at £110.00.
- d. To receive any updates regarding the appointment of a Community Co-Ordinator and potential future funding for the role and agree any actions required.
- e. To consider equipment provision for the Community Co-Ordinator role and agree any actions required. (*Cllr Stephenson*)
- f. To note the unsuccessful application to the Cultural Futures Project for the digitisation of Town Council archives to create accessible social history for Kirton in Lindsey and agree any actions required.
- g. To receive a brief update regarding works required to noticeboards within the town and agree any actions required.
- h. To consider plans ahead of the annual Remembrance Service and information received from the Royal British Legion regarding the request from the Vicar to be involved, involvement of the Mayor, donation and maintenance works and agree actions required.
- i. To receive notification of the successful application to the Cadent Centre for Warmth Project for grant funding for training and advice to provide community support and information and agree any actions required.
- j. To receive a request from The War Memorial and Garden of Edward Elmhirst Ducking Charity to cover the costs associated with land registration works and agree any actions required.
- k. To receive a request from Royal British Legion of Kirton in Lindsey for financial support in purchasing two new Union Flags to fly over the town War Memorial at £65 for two flags and agree any actions required.
- l. To approve accounts for payment. (*fwd 18/09/2025*)

ii. Internal Control

- a. To receive the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook.
(*July/August 2025, fwd 18/09/2025*)
- b. To consider receipt of bank statements if a charge is introduced by the bank to do so and agree any actions required.

iii. External Control

- a. To receive the External Auditor Report for 2024-25.
- b. To receive notification of initial internal auditor visits booked for 2nd–3rd October 2025.

2509/14 Planninga. To consider the following planning applications:

- i. PA/2025/1065 <https://apps.northlincs.gov.uk/application/pa-2025-1065> (fwd 12/09/2025)
Proposal: Planning permission to erect a single storey rear extension and garage.
Location: Northcliffe House, 4 North Cliff Road, Kirton in Lindsey, DN21 4NH.
- ii. PA/2025/1079 <https://apps.northlincs.gov.uk/application/pa-2025-1079> (fwd 11/09/2025)
Proposal: Planning permission to replace existing timber external doors, windows and conservatory with new uPVC external doors, windows and conservatory.
Location: 4A Spa Hill, Kirton in Lindsey, DN21 4NE.

b. To receive the following planning applications for information only (outside of schedule of meetings):

- i. PA/2025/814
Proposal: Outline planning permission to erect a detached self-built dwelling including access, all other matters reserved for subsequent consideration.
Location: Land adjacent to 3 York Road, Kirton in Lindsey, DN21 4PS (fwd 21/07/2025)
 - ii. PA/2025/931
Proposal: Planning permission to vary the planning condition of planning application PA/1999/0920 granted on 31/03/2000 which were added by non-material amendment PA/2024/1365 granted on 12/12/2024 namely to amend the house type for plots 104 and 105, to remove road 3 and replace with open space area.
Location: Windmill Plantation, Kirton in Lindsey, DN21 4FF (fwd 01/08/2025)
 - iii. PA/2025/937
Proposal: Planning permission to vary condition 2 of PA/2022/1574 for new dwelling design.
Location: Ashlyn, Grayingham Road, Kirton in Lindsey, DN21 4EL (fwd 31/07/2025)
- c. To receive the following decision notifications from North Lincolnshire Council:
- i. PA/2025/762 – CONSENT UNDER TREE PRESERVATION ORDER for proposed work to two horse chestnut trees within Kirton in Lindsey's conservation area at 9 South Cliff Road, Kirton in Lindsey, DN21 4NP.
 - ii. PA/2025/796 – CONSENT UNDER TREE PRESERVATION ORDER for proposed work to a plum tree, a cherry tree and two conifers within Kirton in Lindsey's Conservation Area at 23 South Cliff Road, Kirton in Lindsey, DN21 4NP.
 - iii. PA/2025/798 – CONSENT UNDER TREE PRESERVATION ORDER for proposed work to fell a beech tree within Kirton in Lindsey's conservation area at 16 South Cliff Road, Kirton in Lindsey, DN21 4NP.
 - iv. PA/2025/931 – REMOVAL/VARIATIONS OF CONDITIONS for planning permission to vary the plans condition of planning application PA/1999/0920 granted on 31/03/2000 which were added by non-material amendment PA/2024/1365 granted on 12/12/2024 namely to amend the house type for plots 104 and 105, to remove road 3 and replace with open space area at Windmill Plantation, Kirton in Lindsey, DN21 4FF.
 - v. PA/2023/1166 – PLANNING INSPECTORATE APPEAL DECISION APPEAL ALLOWED – for approval of reserved matters, namely appearance, landscaping, layout and scale pursuant to condition 1 of outline planning permission PA/2020/588 granted on appeal dated 26 March 2021 for a residential development comprising 74 dwellings, open space and associated infrastructure at Land off Ings Road, Kirton in Lindsey, DN21 4BJ.

2509/15 Open Spaces

- a. To receive the weekly visual and monthly operational play park inspection reports for signature as well as the annual operational inspection and consider any updates regarding the play area agreeing any actions required.
- b. To discuss the play area inspections service level agreement with North Lincolnshire Council and agree any actions required.
- c. To receive the weekly inspection reports for the outside gym equipment and agree any actions required.
- d. To receive the notes from the grounds maintenance (planting) meeting held in June meeting and an update from the Town Clerk following discussion with the contractor and agree any actions required.
- e. To consider maintenance of the heritage street name signs in the town which were put into place by this Council and agree any actions required.
- f. To consider alternative means for securing access to and across the Green and agree any actions required ahead of taking any recommendations to the Green and the Market Place Charity for consideration.

2509/16 Policies and Procedures

- a. To review Policy 33: Dignity at Work last approved September 2024.
- b. To consider the resolution made at the Annual Council Meeting in May to develop a Strategic plan and agree actions required.

2509/17 Councillor Co-Option

To consider seven applications for Co-Option to fill one vacancy on Kirton in Lindsey Town Council, the seven candidates being:

- Kathryn Allsopp
- Christopher Howard
- Susanne Law
- Ellen Lumgair
- Antony Pollitt
- Victoria Rumary
- Gianni Vercetti

2509/18 Town Clerk's Report / Correspondence for Information and Discussion

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

Correspondence for Information and Discussion

- a. To note any correspondence received after the Agenda was published.
- b. ERNLLCA – Local Government Reorganisation Survey (*fwd 22/07/2025*)
- c. ERNLLCA – Local Government pay offer agreement (*fwd 24/07/2025*)
- d. The George – update following reply to concerns about ball games in the Market Place
- e. Independent Brigg Line Rail Group – Trans Pennine Express via Brigg (*fwd 28/07/2025*)
- f. NLC – News Direct updates (*fwd 28/07; 01/08; 08/08; 15/08; 26/08; 29/08; 05/09; 15/09/2025*)
- g. Visit North Lincolnshire – July Tourism Partnership update (*fwd 28/07/2025*)
- h. NLC Cultural Futures Community Grants decision letter – unsuccessful
- i. Civic – Kirton Academy invitation to official opening of new facilities (September)
- j. Civic – Barton upon Humber – confirmation of Civic Dinner details (September)
- k. ERNLLCA – Finance Courses and Good Councillors Guide to Finance (*fwd 29/07/2025*)
- l. Rural Services Network – Weekly Newsletters (*fwd 31/07; 07/08; 14/08; 26/08; 28/08; 04/09; 11/09; 18/09/2025*)
- m. Independent Brigg Line Rail Group – Trans Pennine Express via Brigg update (*fwd 31/07/2025*)
- n. LIVES – Flying High This July & The Big Give Launch (*fwd 31/07/2025*)
- o. Resident – query about contact for local Department of Work and Pensions
- p. NLC Fuelled – information for promoting the summer Fuelled activities and campaigns
- q. ERNLLCA – WorkNest webinar and resources (*fwd 01/08/2025*)
- r. NLC – forward notice of upcoming carriageway resurfacing works (*fwd 04/08/2025*)
- s. National Allotment Society – August 2025 mailing
- t. Diamond Jubilee Town Hall – Chair of Town Hall Trustees re The George complaint re ball games (*fwd 05/08/2025*)
- u. Trent Valley Gliding Club – responses to letters of support
- v. Resident – query about current status of Kirton in Lindsey In Bloom
- w. The George – update information regarding ball games (*fwd 05/08/2025*)
- x. Resident – Request for Able Community Care home security stickers for vulnerable residents
- y. NLC – Town and Parish Liaison Special Meeting on Local Government Reorganisation (September) (*fwd 07/08/2025*)
- z. KLASSIC CIO – letter to KLTC and KLASSIC Trustee members regarding preferred route of KLTC to lease
- aa. Civic – NLC Civic Service invitation (October)
- bb. Police & Crime Commissioner – Annual Policing Survey (*fwd 07/08/2025*)
- cc. Resident – information about damage to Share The Road sign, Ings Road
- dd. KLASSIC Corporate Trustee – request for scanning of documentation
- ee. Resident – query about clearance and cleaning of One Way signage, Church Street
- ff. Resident – report of visibility impact from conker street, Spa Hill/Church Street junction
- gg. Civic – Gainsborough Civic Service Save The Date (October)
- hh. National Allotment Society – virtual Allotment Officers Forum information (September) (*fwd 08/08/2025*)
- ii. Resident – request to be added to Allotments waiting list
- jj. Cumbria Clock Co – request for organisation of annual Town Clock service
- kk. Trent Valley Gliding Club – update on club position following letter of support (*fwd 12/08/2025*)
- ll. ERNLLCA – notification of change to date for AGM (*fwd 14/08/2025*)
- mm. GC3 Vulnerability Management Team – check on vulnerabilities and actions taken
- nn. Resident – enquiry about whether KLTC will be meeting to discuss PA/2025/881 – Grayingham Road
- oo. Resident – report of catenary wiring issue Christmas Lighting
- pp. Resident – formal complaint received and referred to Chair of P&D Committee
- qq. Civic – North East Lincolnshire Charity Race Night (September)
- rr. ERNLLCA – Preventing Workplace Harassment training information (*fwd 15/08/2025*)
- ss. Cleatham Manton Parish Meeting – concerns regarding quarry leased to Ashcourt
- tt. NLC – notification of September forthcoming meetings for display
- uu. Resident – complaint regarding Share the Road signs Ings Road
- vv. HSBC – Notification of reduction in interest rates from 21 October
- ww. Baton of Hope – delivery of t-shirts and chasing up of missing part of one order
- xx. St Andrew's Church – copied into arrangements for servicing of the church clock
- yy. Cadent Centre for Warmth – update on application process and identity checks required
- zz. Resident – enquiry about the Diamond Jubilee Town Hall toilets/public conveniences
- aaa. BRAMM – Burial Authorities Newsletter
- bbb. Greater Lincolnshire for All – reminder of virtual meeting schedule
- ccc. ERNLLCA – Assertion 10 webinar information (*fwd 26/08/2025*)
- ddd. ERNLLCA – Safety Management and Fire Safety courses (*fwd 26/08/2025*)

eee. ERNLLCA – AGM information for 24th September (*fwd 26/08/2025*)
 fff. ERNLLCA – NLC Road Safety and NLC Local Government Reform survey information (*fwd 26/08/2025*)
 ggg. ERNLLCA – Information on webinar - The Employment Rights Bill (*fwd 26/08/2025*)
 hhh. Gainsborough Town Council – notice of passing of former Mayor Keith Panter (*fwd 26/08/2025*)
 iii. Dentist Near Me – request for their information to be included on website
 jij. ICCM – Membership Survey 2025 request for completion
 kkk. Gainsborough Life – request for article submissions for next edition of magazine
 ll. Resident – enquiry about existence of any watercolour art group for all levels
 mmm. NALC – Open Letter from Cllr Keith Stevens (Chair) (*fwd 28/08/2025*)
 nnn. Civic – North Lincolnshire Council invitation to Food and Fundraising event (October)
 ooo. KLASSIC CIO – letter regarding joint meeting with Kirton in Lindsey Town Council (*fwd 29/08/2025*)
 ppp. NLC – Town and Parish Liaison Meeting update – Clerks invited / Local Government Reorganisation (*fwd 29/08/2025*)
 qq. NLC – Tourism Partnership update (*fwd 29/08/2025*)
 rrr. ERNLLCA – Training update information (*fwd 29/08/2025*)
 sss. ERNLLCA – August Newsletter (*fwd 29/08/2025*)
 tt. Resident – query about signs indicating a forthcoming road closure on Redbourne Mere (September)
 uu. Cadent Centre for Warmth Fund – confirmation of successful application
 vv. Resident – complaint and concern over the intentions behind attaching flags to lampposts
 www. Resident – complaint and concern over intentions of flags attached to lampposts and Councillor endorsements
 xxx. Resident – complaint about the non-permitted use of the new disabled bay in the Market Place
 yyy. Resident – complaint about abuse of the new disabled parking bay and yellow lines in the Market Place
 zzz. ERNLLCA – Training information for IT training (*fwd 04/09/2025*)
 aaaa. Independent Brigg Line Rail Group – Yellowbellies Day Out report (*fwd 04/09/2025*)
 bbbb. Humber and Wolds Rural Action – September Newsletter (*fwd 04/09/2025*)
 cccc. Royal British Legion – request for information ahead of the 2025 Remembrance Service
 dddd. Resident – enquiry about allotment availability and waiting list
 eeee. Microsoft – notification of price increase for software subscriptions
 ffff. Civic – Mablethorpe and Sutton Town Council Charity Christmas Party invite (December)
 gggg. National Allotment Society – August Newsletter
 hhhh. CPRE – September Newsletter and AGM information (*fwd 05/09/2025*)
 iii. Resident – enquiry about demolition contractor at former RAF site for photography permissions
 jijj. Allotments – query about access issues from tenant
 kkkk. Resident – complaint about recent road resurfacing works carried out at Redbourne Mere (*fwd 11/09/2025*)
 ll. Mobile Greengrocer – enquiry about availability of greengrocer within the town for a business venture
 mmmm. ERNLLCA – General Power of Competence questionnaire for Clerks to complete
 nnn. Civic - North East Lincolnshire Council – Mayor's Coffee Morning invitation (October)
 oooo. Resident – complaint about abuse of the new disabled parking bay in the Market Place
 pppp. Resident – enquiry about planning meeting and response to PA/2025/881
 qq. West Lindsey District Council – notification of passing of former Chair Steve England
 rrrr. Community Vision – monthly updates (*fwd 11/09/2025 and 16/09/2025*)
 ssss. Civic - Broughton Town Council – reminder of date for Civic Dinner (April)
 tt. Local business – enquiry about date for Christmas Festival
 uu. Civic - Brigg Town Council Brigg Amateur Operatic Society (November)
 vv. Civic – Winterton Town Council Civic Service (October)
 www. Resident – Circus booking enquiry
 xxxx. ERNLLCA – HR 101 for Small Employers training details (*fwd 12/09/2025*)
 yyyy. Civic – Barton upon Humber Civic Dinner – change of menu notification
 zzz. NLC Conservative Group Office - query regarding quarry leased to Ashcourt discussed February 2024
 aaaaa. Ward Cllr Foster – query regarding information about Ashcourt Quarry
 bbb. NLC – Town and Parish Liaison Special Meeting Local Government Reorganisation documents (*fwd 15/09/2025*)
 cccc. KLASSIC CIO – confirmation of receipt of previous emails providing updates
 dddd. ERNLLCA – expressions of interest sought for First Aid at Work training (*fwd 16/09/2025*)
 eeee. Diamond Jubilee Town Hall – request to confirm representative Trustee for 2025-2026
 ffff. ERNLLCA - community Resuscitation and Defibrillator training (*fwd 18/09/2025*)

2509/19 Date of next Meeting and Agenda Deadline

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

Wednesday 22nd October 2025 at 7pm at the Diamond Jubilee Town Hall.

NOTE: Agenda items to be submitted before Monday 13th October in line with Standing Orders

2509/20 Exclusion of the Public & Press

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

2509/21 Grove Street Cemetery

To consider any actions required regarding an unauthorised memorial.

2509/22 Personnel Committee update

To receive an update report from the P&D Committee. (*Cllr Kofoed*)

2509/23 Staffing Contingencies

To discuss future staffing contingencies and agree any actions required. (*Cllr Fox*)