Town Clerk report September 2025

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/July 2025: Works for painting of highway fingerposts still to be progressed. September 2025: Volunteer has begun highway fingerposts cleaning and painting works.

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. June 2025: Documentation signed and solicitors now dealing with Land Registry.

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-July 2025: Research ongoing, notices put into boards and information into Kirton First and online. September 2025: Continued work with Primary School but little opportunity given to proceed with further research.

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. July 2025: Further meeting with landowner representatives and update received following their discussions with NLC planning officers, update shared with Cllr Fox and Cllr Garritt for discussion.

Updates from April Meeting:

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

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, Clerk requested update from Cllr Garritt (new NLC officer in post).

2505/08 – Mayor & Delegates Reports – Humber Forest - That Cllr Garritt approaches NLC about the potential for tree planting along South Cliff Road. **June 2025: Humber Forest to also make approach.**

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. **July 2025: No further update received.**

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 – 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. June 2025: Site meeting held. September 2025: Notes from meeting reported back to Promoting Kirton Committee. Town Clerk tasked to seek costings for agreed works. Meeting with contractor held and update provided to this meeting.

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

Updates from June Meeting:

2506/06 – Matters Arising - That the Clerk makes contact with the four solicitors whose details Cllr Stephenson had researched to seek costings for them to review the Transfer of Assets and Undertakings as well as the cost for advice on drawing up a lease to the CIO. Hetts to also to be asked for a cost for advice on drawing up a lease to the CIO. June 2025: Solicitors contacted and costings requested, those received to be taken to FC. July 2025: Matters put on hold.

August 2025: NLC Legal update requested to be made by Town Clerk following contact by Town Councillors with Leader of NLC. Requests made linking in with Ward Cllr.

2506/06 - Matters Arising - That all the solicitors contacted are also asked the cost for advice on a member of the team losing part of their role due to the transfer from the corporate trust to the CIO. June 2025: Solicitors contacted and costings requested, those received to be taken to FC. **July 2025: Matters put on hold.**

2506/07 - S106 matters (deferred from May) - That the Clerk seeks information from Ward Councillor Garritt re new NLC officer in the role responsible for the oversight of the potential development of a nature reserve at Redbourne Mere. **July 2025: Query sent to Clir Garritt.**

2506/07 - S106 matters (deferred from May) - That Cllr Frankish researches a proposal for potential options for the Wormwood Hill area and brings a proposal to the next meeting.

2506/09 – Finance – Community Co-Ordinator - That all options for funding are explored including National Lottery, UKSPF and Cultural Futures. July 2025: Ongoing. P&D Meeting held 11th July. Recruitment process and advertising were agreed. Funding applications are ongoing work to be started. **September 2025: National Lottery Community Fund application was submitted and acknowledged on 4th August with a 12-week decision time stated (end of October). Staff member appointed 1st September.**

2506/12 – Policies and Procedures – List of Contacts - That Councillors provide any local knowledge and information they have to the Town Clerk to assist in updating the list.

2506/13 – Open Spaces – Play area - That an independent annual inspection is taken up with RoSPA. June 2025: Booking confirmed. **September 2025: Report received.**

2506/13 – Open Spaces – Planters – That the lamp post planters are disposed of.

Updates from July Meeting:

2507/12 – Planning – PA/2023/1166 Appeal - Objection to be on grounds of issues within the appeal statement with comparisons made between the refused and approved schemes noted as very selective; that the approved scheme is of higher quality better reflecting concerns raised by the community, and in terms of house types, vistas, mitigation of trespass and protection offered to existing dwellings the preferred option is the approved scheme.

July 2025: Response agreed submitted and logged.

2507/05 – Report from NLC – Trent Valley Gliding Club - That the Town Council write letters of support to TVGC and NLC on these matters, noting an unanimous vote in favour to do so. **July 2025: Letters drafted and sent with acknowledgement and thanks from TVGC. No acknowledgement from NLC.**

2507/06 – Speed Indicator Device - That Cllr Fox submits application to the PCC Grant Fund for three solar powered speed indicator devices and makes contact with NLC for collaboration and potential funding as well.

2507/07 – Mayor & Delegates Reports – Tighes - That the Town Council support in principle the proposal for space to be provided for a car park and recreational area and continue to negotiate with the Tighes family on this. **July 2025: Family representatives informed and update received back following their provisional conversations with NLC planning.**

2507/08 – Allotments - That on receipt of a positive reference for contractor one from Winterton Town Council this is accepted. On a negative reference the quotation from contractor two is accepted for the planning application works. August 2025: Planning contractor instructed following positive reference. On site meeting held 29th August. Preparatory work ongoing in consultation with NLC planning officers.

2507/09 – KLASSIC - That a leasing route is preferred and a meeting is arranged for Town Councillors, CIO members and the Venue Manager to meet to enable the Town Council to put this route forward and to discuss preferences of all parties around the Venue Manager role. July/August/September 2025: Correspondence received from CIO and meetings held by Town Council and KLASSIC Charity. Requests put to solicitors and NLC Legal in order to progress meeting. Solicitors respond but NLC do not. Linked in with Ward Cllr.

2507/10 – Policies and Procedures – Member/Officer Protocol - That at section 8.4 'Every attempt will be made to issue correspondence with a meeting Agenda. This may be waived in exceptional circumstances at the discretion of the Proper Officer.' is deleted and with this amendment the policy is approved. July 2025: Policy amended, version and review date updated, published, log updated and next review date noted on log.

2507/10 – Policies and Procedures – IT Policies - That this policy is approved without amendment. **July 2025: Policy published, log updated and next review date noted on log.**

2507/10 – Policies and Procedures – Co-Option - That advertising of the casual vacancy starts as soon as possible with a view to co-opting at the September Full Council meeting.

July/August/September 2025: Advertising across social media, noticeboards and community magazines. Item added to this agenda.

2507/11 – Finance – SLCC Membership (Town Clerk) - That the payment of the membership renewal is approved. **August 2025: Membership paid.**

2507/11 – Finance – Cultural Futures Funding - That an application to the Cultural Futures Project is approved. Update July/August 2025: Application submitted, but unsuccessful on this occasion. Feedback meeting (virtual) attended Thursday 14 August outline the unexpected success and volume of applications and subsequent reduction in rounds (round 2 will now be in Jan/Feb instead of Nov). The project was supported to be resubmitted, but with greater and more ambitious evidence of partnership working; perhaps with Kirton in Lindsey Society, Diamond Jubilee Town Hall, schools and North Lincolnshire Museum.

2507/11 – Finance – Remembrance - That three wreaths are required to be placed, and two are to be purchased, one a traditional poppy wreath and the second in RAF colours. **July 2025:** Wreaths ordered and received.

2507/11 – Finance – Cadent Centre for Warmth - That Councillor Starkie and the Community Co-Ordinator (when in place) are put forward on an application to this grant funding project. **July/August 2025: Application completed and successful.**

2507/11 – Finance – Green and Market Place - That the land registry and postage fees of £220.29 are approved for payment. **July 2025: Payment made.**

2507/14 – Open Spaces – Play Area - That the Clerk is authorised up to a limit of £5000.00 for the necessary repairs to the zipline. **July/August 2025: Order placed and repairs completed.**

2507/14 – Open Spaces – Play Area - That the quotation for £195.00 to replace the cradle seat is approved. **July 2025: NLC informed, awaiting further update.**

2507/14 – Open Spaces – Access for events - That the Council authorise the Town Clerk to remove the bollards in working hours to leave access open as required. **September 2025:**Bollards removed with difficulty due to seizing up of padlocks and bollards difficult to lift out.

2507/14 – Open Spaces – The Green/access - That the Town Clerk is to look into costings for consideration by the Town Council to replace the bollards with a gate/barrier in the long-term future. **September 2025: Initial research carried out and included with agenda.**

2507/16 – Correspondence – Ball Games - That a reply is sent to note that the concerns and recommendations have been forwarded to the Diamond Jubilee Town Hall. **July 2025: Reply sent.**

2507/16 – Correspondence – Flood Resilience - That responses noted at the meeting are submitted by the Town Clerk. **July 2025: Responses submitted.**

2507/16 – Correspondence – Conflict in Council Culture training - That approval is given for Cllr Fox, Cllr Frankish and the Town Clerk to attend at £30 per person. **July 2025: Bookings made.**

Updates from August 1st Extraordinary Meeting:

2508E/04 – P&D Committee Membership - That ERNLLCA are asked to recommend an external specialist from a P&D Committee of another Council with suitable experience. **August 2025: Recommendation received and meeting held to brief specialist on 28th August. Work progressing.**

2508E/04 – P&D Committee Membership - That if no suitable member of another Council can be found, that further advice around a suitable specialist be sought from ERNLLCA. **August 2025: N/A.**

Updates from August 21st Extraordinary Meeting:

2508E3/01 – Staffing contingencies - The Community Co-ordinator is contacted by Cllr Kofoed to offer 4 hours per week at the same rate of pay and conditions of employment, to cover the Venue Manager role pending acceptable references until further notice. Cllr Kofoed will hand over to the Community Co-ordinator the Venue Manager equipment required to manage the role. **August 2025: Completed.**

Updates from August 28th Extraordinary Meeting:

2508E2/04 – KLASSIC - That the solicitor is contacted for information about the progress on the work to update the address on the Land Registry Title. **August 2025: Query sent and response received and circulated.**

2508E2/04 – KLASSIC - That NLC Legal are asked if they would deal with the question of advice on proceeding with the leasing route, if this would be done on a paid-for basis and how much they would charge. August/September 2025: Query sent. No response received assistance of Ward Cllr Garritt sought to expediate.

2508E2/04 – KLASSIC - That a meeting between Kirton in Lindsey Town Council and KLASSIC CIO representatives is called when information is available from the solicitors and NLC Legal to discuss next steps. **September 2025: Awaiting response from NLC. CIO kept updated.**

2508E2/04 – KLASSIC - That the KLASSIC CIO are updated on matters, the decisions made and thanked for their correspondence. **August/September 2025: CIO kept updated.**

Updates from Promoting Kirton Committee September

PK2509/07 – Town Events - That gazebo covers are looked into and costs brought back to consider the replacement/renewal of these. **September 2025: Ongoing**

PK2509/07 – Town Events - That cash and carry membership is sought for the Town Council. **September 2025: Ongoing**

PK2509/07 – Town Events - That enquiries are made into the Anne Wild Cup as a potential annual prize (Alison Birkett) **September 2025: Ongoing**

PK2509/07 – Town Events - That promotional branding in introduced for future trails to improve identification and visibility. **September 2025: Ongoing**

PK2509/07 – Town Events - That hampers become the winning prizes for both summer and Christmas competitions, with businesses initially contacted to seek donations towards the creation of these. **September 2025: Ongoing**

PK2509/07 – Town Events - That the Christmas Lights timer is adjusted to 3.30pm on a trial for this year and the business is informed. **September 2025: noted and business informed.**

PK2509/07 – Town Events - That preparations are made for a Christmas Character competition with a Christmas themed hamper as the prize. **September 2025: Ongoing**

PK2509/08 – Open Spaces - That a letter is sent to the In Bloom lead to thank them for all that they achieved in the town and requesting an update on their future intentions and plans, including a request for the return of the grant funding so that the money can be made available/earmarked for similar use as intended. **September 2025: Ongoing**

PK2509/08 – Open Spaces - That KLOTS are thanked for their request and informed that due to a current need to review all planting around the town this is something that can be considered again in the future. **September 2025: KLOTS reply drafted and sent.**

September Agenda items

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

Pauline Brumpton joined the Town Council in July 1983 and became Mayor in 1993, serving two terms of Office, leaving the Town Council in 1999. Pauline was heavily involved in many aspects of the community including through 1st Kirton in Lindsey Scouts, Town Council, WI, Churches and the Royal British Legion - including organising the sale of poppies in Kirton for over 50 years. During her time on the Town Council, the West Glanford Plan and Glanford Borough Council Rural Development programme were completed, there was dispute over Humberside and campaigns for the return to Lincolnshire, the development of a playing field for the town along with a BMX track and development of the A15 to M180 South link road along with the introduction of Sunday trading legislation. Pauline passed away on 11th September to be reunited with her beloved husband Cecil.

2509/06 - NLC / Ward Cllrs update

Clerks notes:

Items a and b.

- March Street/Wesley Street update requested, no update from NLC
- <u>Direction sign for Market Place toilets</u> **no update received.**
- <u>Wray Street/Traingate path</u> Ongo report they understand the path is the responsibility of NLC. NLC state the path is unadopted and are checking with legal. Resident updated. No further update received.

Issues reported with no progress reported on:

- Street nameplate repair required Church Street (St Andrew's junction) (January 2025)
- Street nameplate repair required Grayingham Road (June 2024)
- Road surface deterioration Dunstan Hill/Dunstan Villas junction (February 2025)
- Pot holes Steep Hill / Wesley Street (February 2025)
- Public Rights of Way FP250 (North Cliff Road Hibaldstow) fingerpost damage reported (April 2025)
- Pot holes along Queen Street (reported April 2025)
- Spa Hill/Church Street Conker tree blocking visibility / road sign (reported August 2025)
- Church Street 'one way' and 'no entry' signage obscured (reported August 2025)
- York Road litter bin off pole (reported August 2025)
- B1400 40mph sign obscured (reported August 2025)
- Spa Hill water leak (reported September 2025 and advised passed to Anglian Water)
- Church Street damage to road surface due to flash flooding (reported September '25)

Item c. The town boundary sign on Redbourne Mere is heavily damaged - the metal signed has been attacked and torn.



Item e. The Town Clerk has received a stream of complaints about the lack enforcement put into place by NLC for the new disabled parking space outside Morrisons Daily and the abuse it receives from people who do not display disabled badges and delivery drivers for Morrisons Daily. Residents have raised their concerns with some drivers, including delivery drivers and due to some abuse received from delivery drivers have lodged complaints with their companies. When parking down the side of the building, near the parcel collection lockers, vehicles end up blocking lowered kerb access for those with disabilities. Residents have also raised concerns with staff at Morrisons Daily who have also spoken with delivery drivers about the need to be aware of the needs of everyone using the area. Residents have requested that the Town Clerk bring these matters to the attention of the Town Council and seek support from NLC to introduce some enforcement for parking in and around the Market Place.

<u>Item f.</u> A resident has raised a complaint with the Ward Councillor regarding the recent resurfacing of Redbourne Mere arranged by the Highway Authority and the response received back from NLC when making a complaint directly to them.

"Hi, I received this response from Highways. I understand the matter is not yet closed but thought the council would appreciate sight of their response to my complaint about the road surface.

In my opinion, and many others, who have commented on KL Facebook page the surface remains substandard.

I would welcome comments from our council on this. For info David G has been in the loop."

Copy of NLC Highways response to resident:

Good Afternoon,

Thank you for your recent enquiry in relation to the works recently carried out by EC Surfacing Ltd on Redbourne Mere and North Cliff Road, Kirton in Lindsey.

To confirm, the contractor experienced mechanical issues with the paver when the final surface course was laid, which resulted in the undulations in the road surface. The issues were quickly identified by the contractor who notified North Lincolnshire Council and confirmed the need to

undertake further works to remedy the issues. Remedial works were carried out on Tuesday 2nd September.

I can confirm a full review of the works completed to date is currently ongoing.

I am aware of your posts on social media and the associated comments. NLC are currently undertaking checks to ensure the works are within the required specification and ascertain whether any further remedial works are needed.

I would like to assure you, EC Surfacing have been a framework partner of North Lincolnshire Council for many years and this is the first time an instance such as this has occurred. EC Surfacing have delivered many successful projects to a great standard of work, on behalf of North Lincolnshire Council. Both the contractor and the Council are disappointed the project did not run as smoothly as anticipated.

If you require any further information or wish to discuss the above in more detail, please do not hesitate to contact me.

Kind Regards, Senior Highway Project Officer

Item g. Following the success of the sessions in April, working with North Lincolnshire Council and the Community Café, the Town Clerk has secured a further free electric blanket testing session for residents. This will again take place as part of the Community Café in the Church Halls on Thursday 2nd October between 2 and 4pm, allowing residents to check their electric blankets are safe ahead of the colder months.

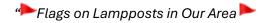
2509/07 - Community Speedwatch

The Town Council received a request from residents in July for a Community Speedwatch scheme to be looked into again and this was followed up by the residents in September.

2509/08 - Flagpole

<u>Item b</u>. Residents contacted the Town Council in September with concerns about intentions of flags attached to lampposts and Councillor endorsements. The Town Clerk relayed the messages received to the Mayor and it was agreed this should be an agenda item to enable a Town Council response to be sent to the residents in reply. Residents were invited to attend the meeting, however one did note prior arrangements taking their child to Rugby practice at the same time the meeting is taking place.

At 18:13 on 1st September, I received the following message from a member of the public.



Flags have recently been attached to lampposts locally. While it's great to celebrate our community and culture, it's important to know that lampposts are council-owned highway assets and anything fixed to them needs official permission from North Lincolnshire Council.

XWithout permission, flags and fixings can:

Cause safety hazards (if ropes, fittings or flags come loose)

Cause injury to those that obviously don't have the right equipment, otherwise they would not

be hung half mast!

Interfere with lighting maintenance or upgrades

Lead to removal by the council

If anyone would like to see flags displayed, the proper way is to work with the council or parish/town council on approved flagpoles or community sites. Like we already have throughout the town.

Let's keep our community safe and make sure flags are flown in the right way."

My automatic response replied as I was off duty, noting I would be back in the office in the morning. On seeing the message, I simply thanked the member of the public for their message as it didn't request any action or reply as such.

I then received the following message back:

"My concern is it'll spread with more flags and painting on road surfaces. I'm surprised the crossing has not been vandalised. Especially when town councillors like the actions, which some may view as appropriate endorsement. Which according to rules is not appropriate or acceptable.

The free speech page has been taken over by loads on people not from Kirton and over 200 comments, with some nasty statements and personal attacks.

Being an armed forces town, we should display flags and our respect appropriately like we already do."

I replied again, asking if the resident was happy for me to share the messages with the Mayor for the subject to potentially be addressed at the next schedule Town Council meeting on September 24^{th} .

The following message was sent in reply.

"Hi, yes, of course. I just expect a little more discretion from our elected councillors. Thank you."

I then received another message from another resident – message exchange copied below:

"Hi, I'm sure you will have seen the post on the Facebook message board about the flags put up on south cliff road. I'm not going to start an online argument but I would like to know how we plan to respond to this as a community. No one should be ashamed to fly a flag but we all know that the people who are putting them on street lamps aren't acting out of civic duty but in order to intimidate.

This area is proud of it's military history and we recently celebrated VJ day, which ought to represent the anniversary of the defeat of fascism... instead, patriotism is being co opted by a

home grown movement which has very similar aims.

How do we protect the people in our community who are going to be feeling targeted by this?

Thanks."

"The issue I am concerned with is that if anyone asks for the flags to be taken down, these far right activists will say that they "can't even flag our flag any more". I'm keen not to feed them ammunition to garner support."

For further consideration about the Town Council having a discussion in line with the current community interest.

2509/09 - Councillors and Officers reports

<u>NLC</u> – Town and Parish Liaison Meeting (24th July) and Special Town and Parish Liaison Meeting (11th September) – Cllr Pat Frankish.

Local government reorganisation

I have attended 2 events on your behalf to consider the possible reconfiguration of the councils in Lincolnshire

The first event was online and was hosted by East Lindsey. They seem to be quite clear that the likely reconfiguration for the northern part of the county would be a combination of North Lincolnshire, NE Lincolnshire, W Lindsey and Lincoln. This was based on the assumption that that would arrive at a population of 500,000, which is the target that the government were asking for. I think I was the only person there from North Lincolnshire and it did seem to be more about the Southern councils that were involved.

I attended the liaison meeting with North Lincolnshire where the issue was discussed Councillor Rob Waltham was there. He explained that the 500,000 population no longer seemed to be the government target He was quite clear that he considers N Lincolnshire to be extremely successful in its own right and should continue. He was concerned that combining with Northeast Lincolnshire would involve huge areas of deprivation. He was concerned that joining with West Lindsey would have a similar impact. He did not seem to be considering the configuration described above.

It does seem to be all up in the air. And not resolved at any level. North Lincolnshire put out a survey which you will have all had an opportunity to respond to. It does seem very similar to my memories of the formation of Humberside and the ending of Humberside. Whichever way it goes there will be significant disruption.

There was no discussion at all about the impact on town and parish councils.

Cllr Pat Frankish

In addition, following the meeting held on Thursday 11th September, the Director Transformation & Outcomes provided a link to the Your Services, Your Say, Your Future Survey (<u>Project: Your Services, Your Say, Your Future | North Lincolnshire Council</u>) and noted that the deadline for the public survey is Thursday 18th September 2025 however, as a key stakeholder

the Town Council's voice is important to us therefore we would be grateful if you could forward your feedback to by Friday 10th October 2025 to allow for information to be cumulated.

Assertion 10 Audit Training (9th September) - Town Clerk

The main take away from this was that at present, we are meeting requirements for the new Assertion 10 which will come into effect with the next annual audit, however strong recommendations are that Councillors have dedicated .gov.uk email addresses for Council business. This is considered best practice and provides solutions for authenticity, confidentiality, GDPR, FOI and so on.

2509/10 - Allotments.

<u>Item a</u>. Keystone Architecture planning contractors instructed following positive reference from Winterton Town Council. Quotation: £750.00 with detailed assumptions and omissions to be considered. On site meeting held 29th August. Preparatory work now ongoing in consultation with NLC planning officers.

<u>Item b</u>. October inspection scheduling required, for notification to tenants.

<u>Item c</u>. Request from tenant for additional bark chippings to be provided for communal paths, some lost due to flash flooding events over the summer.

2509/12 - Car Parking Provision

Following on from the meeting with the landowner representatives, and initial works by both parties, contact was again made in late July noting some reservations on further consideration of their proposals and the realities of putting them into place. The representatives were to seek further advice but asked for any advice from the Town Council in addition to be put forward as well. **These matters are currently commercially sensitive**.

2509/13 - Finance.

Item i. f. The application to NLC Cultural Futures for funding for work to digitise the Town Council archives and add to an accessible social history of Kirton in Lindsey was not successful and a feedback meeting was held following communication of this result. The fund was hugely oversubscribed, and a lot of difficult decisions had to be made on the different applications. The second round of funding has been cancelled due to the volume of applications received, and the next round will now be in January instead of November. The main reason for the proposal not getting approval at this stage was a lack of identified partnership working, with a more ambitious collaboration project supported for resubmission. The ideas include to demonstrate collaboration with the Kirton in Lindsey Society, Diamond Jubilee Town Hall, schools and North Lincolnshire Museum. This seems achievable and the Diamond Jubilee Town Hall are already in touch with Cultural Futures with the beginnings of an idea for the January round of applications. It is intended to discuss this with the Diamond Jubilee Town Hall to see how the projects could potentially link together as one application.

Item i. k. Royal British Legion request.

Could you please ask the council if they could help us the Royal British Legion of Kirton in Lindsey in purchasing two new Union flags to fly over our town's memorial?

The cost of the two flags is £66.

Pete Yallop deals with purchasing our flags, the last two he bought from the supplier have lasted two years.

I look forward to your reply.

<u>Item iii. a.</u> External Audit. External audit report returned with no actions or matters to be drawn to the attention of the authority. The report is now published in line with requirements of the regulations.

2509/15 - Open Spaces.

<u>Item b</u>. **NLC service level agreement**. On receipt of the most recent inspection report from NLC (11th September), I queried the progress for the replacement of the cradle swing and also the booking of the annual operational inspection which was last year carried out by Zurich. I am awaiting a response back, however on checking the cradle seat the work is clearly completed.



Chain link fencing and the zip line issues previously identified were both repaired over the summer.

<u>Item d</u>. Grounds maintenance (planting) – update following meeting with planting contractor to discuss the proposals from the meeting in early June.

There was general discussion about the flower beds throughout the town with mixed views about what should or could happen to them. The following recommendations will be shared with the next council meeting.

- 1. Remove the middle bed on N Cliff Rd
- 2. Remove the bed at the top of Dunston hill that's under the Yew Tree
- 3. Consider placing a new bed at the triangle on South Cliff Rd instead of the two beds there which are too low to be visible.
- 4. Reduce winter bedding, putting in more shrubs and perennials gradually over the next few years. Winter bedding for Market Place only.
- 5. Try to establish a new volunteer group and PF2 process
- 6. Seek more sponsorship and HF to process
- 7. Suzy to look after the rosebeds and to consider adding bark
- 8. Seek to remove the flower bed to the right of the cemetery gates when appropriate
- 9. Continue to plant the marketplace and other key areas, if necessary passing them all to Suzy if a new volunteer group is not available.

I was asked to seek costings for the works discussed at the site meeting held with Councillors and the contractor in early June. The works we discussed included:

- · removing the middle flowerbed on the North Cliff Road approach to the town
- removing the flowerbed at the top of Dunstan Hill that is under the yew tree
- removing the two flowerbeds on the South Cliff Road approach to the town near to Park Farm / Kirton in Lindsey sign
- reduction of winter bedding going forward, putting in more shrubs and perennials gradually over the next few years, with winter bedding only in the Market Place.
- consideration of adding bark to the rose beds
- removing the flowerbed on the Moat House Road corner outside of the cemetery
- Other works discussed, such as establishing a new flowerbed at the triangle on South Cliff Road and potential increased planting of the Market Place and other flower beds if a volunteer group isn't formed will need to be further considered with more information and time to look into these areas.

The contractor has advised that they can remove the planting from the flowerbeds which are to be removed, however they are not a landscape gardener and so cannot provide the soil needed to level the removed flowerbeds and provide the grass seeding or turf solution to complete the works.

There was some confusion around the description of the flowerbed outside the Cemetery, and if this was the In Bloom bed or Moat House Road flower bed. At the onsite meeting it appeared to be the In Bloom bed under discussion. Since the tree opposite the Moat House Road flowerbed was felled, the contractor considers that this flowerbed is now much more likely to thrive with much more sunlight reaching any planting there and would not therefore recommend removal.

In terms of the triangle on South Cliff Road, this also caused some confusion, with uncertainty around the area which houses the RAF Memorial stone and the area in front of the Kirton in Lindsey town sign. The area which houses the RAF Memorial stone is marked up with blue pegs which indicate potential changes to the junction as part of the current redevelopment of the area as a large housing estate. Planting in this area creates uncertainty and would need to be raised up in some form to be effective. Planting at the town boundary sign would also need to be raised up in some form to be effective, and there is now awareness of a trough planter purchased with funding through KLOTs which is intended to be placed here. There is currently not enough information to know what this will look like, however it may negate the need to dig a new flowerbed.

In terms of the middle bed on North Cliff Road, the contractor was unsure if this was the planted bed with the bushes or the rockery. They cannot remove the stone from the flowerbed. The rockery is made up of a lot of large stone blocks, and a lot of broken stone due to the break down of the stone over the years. This would need to be removed by those capable of doing so, and a decision made on what to do with the stone. The contractor can remove any planting however, again, cannot provide the soil needed to level the removed flowerbeds and provide the grass seeding or turf solution to complete the works. If the middle bed with the bushes is to be removed, this is the most established perennial planting on North Cliff Road.

When discussing the adding of bark to the peace garden flowerbeds, the contractor would not recommend this. It will require annual topping up which will be expensive, there is a large area to cover, birds will move it around, flicking it out of the boundaries of the beds and in weeding the flowerbeds bark will naturally be lost. To reduce costs, this doesn't seem to be a solution.

Winter bedding planting. The requirements were not made clear at the meeting, with the notes recording 'reduce winter bedding, putting in more shrubs and perennials gradually over the next few years. Winter bedding for Market Place only.' This needs clarification and clear instruction, however with winter bedding contracted to be planted by October, the order for the plants needed to be put in by mid-September. Due to uncertainty, the agreement was that the usual amount of winter bedding would be ordered for this year, and a decision was needed from the Town Council on how this would be distributed, either across all existing flowerbeds for this year or across the flowerbeds not identified for removal (with extra to use the planting not put into the ones identified for removal). Concern was raised that if work is not to be beginning imminently on the removal of the flowerbeds identified, the planting across the town will look strange and could result in complaints.

Market Place. There was no clear direction provided on maintenance and planting of the Market Place. Does this include the two round planters outside the Town Hall doors and does this also include the library car park planters? Watering would need to be via volunteers as the contractor does not have capacity for additional water carrying beyond that already in the contract.

The contractor also asked for clarification on who looks after the flowerbed near the bench at Steep Hill. It appears to have had no planting attention this year, but the planting contract includes mowing the grass around the flowerbed and watering only. Concern was expressed that the flowerbed appears neglected and not looked after.

Summary points

- Clarification required on which flowerbeds are to be removed & when this work is to start.
- Clarification required about the cemetery flowerbed (taking into account the recent removal of the tree near the cemetery) and South Cliff Road flowerbed (including a solution about raising the planting up for visibility).
- Landscaping required if flowerbeds are to be removed
- Removal of the rockery on North Cliff Road to be considered and tasked appropriately with clarification on the flowerbed intended for removal
- Consideration of bark for the peace garden flowerbeds following advice received
- Winter bedding requirements to be clarified
- Market Place area to be clarified
- Clarification over responsibilities at Steep Hill needed

2509/18 - Town Clerk's Report - Correspondence for information and discussion.

<u>Item ddd. ERNLLCA</u> – Safety Management and Fire Safety courses – Cllr Kofoed booked on days course at Barton upon Humber - IOSH Safety for Executives and Directors, 18/11/2025 (£155) and WorkNest HR 101 for Small Employers (Virtual/Free).

<u>Item eeeee. Diamond Jubilee Town Hall</u> – request to confirm Representative Trustee for 2025-2026. Confirmed that the current nominated Representative Trustee is Cllr Starkie, and noted that the next Annual Meeting of the Town Council is scheduled for May.



Minutes of the Monthly Meeting of Kirton in Lindsey Town Council held on Wednesday 23rd July 2025 at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.

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

Also present: 5 members of the public (with two dependents) (3 part), Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

MINUTES

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

2507/01 Apologies for Absence

No apologies were received.

2507/02 Declaration of Interests / Dispensations

- a. Cllr Frankish declared a personal interest in item 2507/09.
- b. No dispensations were granted.

2507/03 Public Participation

A member of the public spoke to raise objections to the planning Appeal PA/2023/1166 for land off Ings Road and noted the differences between this first reserved matters application which was refused and the second reserved matters application which was approved for the same area of land. The better solutions for the community built into the second, approved, application and the impact on existing dwellings and the rural aspect of Ings Road were highlighted. The resident hoped that the Town Council would reiterate the points it previously made in objection to the application as part of the appeal response. Another member of the public queried the Town Council's decision at the last meeting to look into leasing KLASSIC to a CIO rather than transferring, as had previously been progressed and queried what had prompted the new line of thinking. Cllr Kofoed clarified that this was due to advice she had received from a higher-level authority at North Lincolnshire Council (NLC) about retention of assets. The member of the public queried if the potential new Charity was incorporated or unincorporated. Cllr Frankish clarified that the potential new charity was a CIO, Charitable Incorporated Organisation, which the Diamond Jubilee Town Hall currently is.

The Mayor moved that item 2507/12 (a. i.) – Planning – Application Appeal PA/2023/1166 is brought forward for discussion, this was supported unanimously.

2507/12 Planning

a. The Council considered the following planning application:

i. APPEAL

PA/2023/1166

<u>Proposal:</u> Application for approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline planning application PA/2020/588 dated 26/03/2021 for a residential development comprising 74 dwellings, open space and associated infrastructure.

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

RESOLUTION: Objection to be on grounds of issues within the appeal statement with comparisons made between the refused and approved schemes noted as very selective; that the approved scheme is of higher quality better reflecting concerns raised by the community, and in terms of house types, vistas, mitigation of trespass and protection offered to existing dwellings the preferred option is the approved scheme.

ACTION: Town Clerk

2507/04 Minutes

a. The Council approved the minutes of the Full Council Meeting held 25^{th} June 2025.

RESOLUTION: That the minutes were duly approved and signed.

- b. The Council received the draft minutes of the Personnel & Disciplinary Committee Meeting held 11/07/2025.
- c. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 14/07/2025.
- d. The Council received the draft minutes of The Green & The Market Place Charity Committee Meeting held 14/07/2025.
- e. The Council received the draft minutes of the War Memorial and Garden of Edward Elmhirst Duckering Charity Committee Meeting held 14/07/2025.

The Town Clerk noted a meeting of both the Charity Committees will need to be arranged and availability will be sought soon.

2507/05 Report from North Lincolnshire Council / Ward Councillors

a. Ward Cllr David Garritt noting a meeting with Highways who confirmed March Street is somewhere on their schedule of works and they are checking whereabouts on the schedule it is. The suggestion for the one-way scheme along St Andrew's Street to be extended is not considered viable. A request for a weight limit on Spa Hill is also not viable as the road is a registered B road which is suitable for HGV vehicles. Resurfacing works on Spa Hill are now programmed in and the works will be of a standard to last 20-30 years. Regarding Grayingham crossroads, NLC are still making efforts to meet with

Lincolnshire County Council (LCC) who hold the highway responsibility for that junction. NLC continue to encourage residents to report potholes and now have improved methods of repair. The 40mph buffer is now in place at North Cliff Road, matching that in place at South Cliff Road. The 30mph proposal for Gainsthorpe Road is getting chased up, the speed on the road is of particular concern during the summer when Bouncy Land is at its busiest. Cllr Garritt has made every effort to chase up information regarding the proposed nature reserve off Redbourne Mere. The Head of Community Assets has been contacted without response, and this will be escalated to Lesley Potts if no response continues to be forthcoming. Cllr Kofoed asked for clarification on when the resurfacing works will take place on Redbourne Mere, Cllr Garritt confirmed they were programmed in for this financial year and currently planning is ongoing for the works. Cllr Fox asked for clarification on when the resurfacing works will take place on Spa Hill, Cllr Garritt confirmed these are programmed in for the next financial year.

Cllr Stephenson asked for clarification on progress to review the Grayingham Road crossroads and Cllr Garritt confirmed that these fall under LCC.

b. The Council noted outstanding matters raised with NLC. There was no update on the ownership of the Wray Street/Traingate path which remains with NLC legal to determine ownership. The Town Clerk also noted the outstanding street sign repairs at Church Street and Grayingham Road and noted that banners were no longer permitted to be displayed on the library car park railings. The street cleaning team had advised that a new team is now emptying the litter/dog waste bins around the town and ask for patience while they get familiar with the routes and demands.

c. The Council discussed the future of a) Trent Valley Gliding Club and b) the historic Control Tower, led by updates from Ward Councillors, North Lincolnshire Council and stakeholders (*Cllr Garritt*). Cllr Garritt noted the landowners notice for the Trent Valley Gliding Club (TVGC) to vacate the airfield and continued concern about the Control Tower heritage asset. Cllr Garritt asked for the Town Council to consider writing letters of support to TVGC and NLC on these matters with a recorded vote to determine the level of support.

Recorded Vote: For: Cllr Garritt, Cllr Frankish, Cllr Fox, Cllr Kitchen, Cllr Kofoed, Cllr Gunn, Cllr Starkie and Cllr Stephenson.

RESOLUTION: That the Town Council write letters of support to TVGC and NLC on these matters, noting an unanimous vote in favour to do so. ACTION: Town Clerk

c. The Council discussed the junction of the B1398 and the B1205 following a further accident at these crossroads and considered requesting any update from NLC on investigation and review work carried out in conjunction with LCC. (*Cllr Stephenson*). Cllr Fox noted that Willoughton Parish Council had contacted their area MP, Edward Leigh and communication between the MP, Ward Cllr and LCC had occurred, with LCC confirming that they are now carrying out a full review of the junction. Cllr Garritt noted that NLC are keen to engage and work with LCC where appropriate.

2507/06 Speed Indicator Device

The Council discussed investigation and consideration of purchasing a solar powered speed indicator device and/or applying to the Police and Crime Commissioner (PCC) Grant fund scheme (*Cllr Fox*). Cllr Fox noted that Willoughton Parish Council had recently installed a solar powered speed indicator device and noted the PCC funding scheme and recent work of NLC to provide a speed indicator device for Burton upon Stather Parish Council.

RESOLUTION: That Cllr Fox submits application to the PCC Grant Fund for three solar powered speed indicator devices and makes contact with NLC for collaboration and potential funding as well.

ACTION: Cllr Fox

2507/07 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:

Meeting with Tighes representatives (3rd July).

RESOLUTION: That the Town Council support in principle the proposal for space to be provided for a car park and recreational area and continue to negotiate with the Tighes family on this. ACTION: Town Clerk

Cllr Gunn requested a recorded vote: For: Cllr Frankish, Cllr Fox, Cllr Garritt, Cllr Kitchen, Cllr Kofoed, Cllr Starkie and Cllr Stephenson. Against: Cllr Gunn

- Equisign Tack and Feed Open Day (5th July)
- Kirton in Lindsey Summer Gala (12th July)
- Brigg Civic Service (13th July)

Councillors and Officers reports

- Breakthrough Communications Community Engagement workshop (19th June) Town Clerk
- <u>Local Government Association</u> Disinformation workshop (20th June) Town Clerk
- ICCM/ERNLLCA Cemetery Memorial Management workshop (23rd June) Town Clerk
- ERNLLCA Being A Good Councillor training (3rd & 11th July) Cllr Starkie
- ERNLLCA Drones in Public Places (11th July) Cllr Kofoed noted she had been unable to attend this.
- ERNLLCA District Committee Meeting (16th July) Town Clerk

2507/08 Allotments

The Council received relevant updates including quotations for planning drawings to proceed with the planning application required for the entrance works. The Town Clerk noted advice from the local community policing team about locks and CCTV which will be shared with the allotment tenants. Cllr Frankish noted that one of the tenants had tidied around the signage and thanks were noted for this.

RESOLUTION: That on receipt of a positive reference for contractor one from Winterton Town Council this is accepted. On a negative reference the quotation from contractor two is accepted for the planning application works.

ACTION: Town Clerk

2507/09 KLASSIC

The Council received legal costings regarding the Transfer of Assets and Undertakings from the KLASSIC corporate trust (1115978) to the KLASSIC CIO (1212125).

RESOLUTION: That a leasing route is preferred and a meeting is arranged for Town Councillors, CIO members and the Venue Manager to meet to enable the Town Council to put this route forward and to discuss preferences of all parties around the Venue Manager role.

ACTION: Town Clerk

2507/10 Policies and Procedures

a. The Council reviewed Policy 07: Member/Officer Protocol last approved September 2024.

RESOLUTION: That at section 8.4 'Every attempt will be made to issue correspondence with a meeting Agenda. This may be waived in exceptional circumstances at the discretion of the Proper Officer.' is deleted and with this amendment the policy is approved.

ACTION: Town Clerk

b. The Council considered the draft IT Policy as recommended by NALC to meet Assertion 10 in the Practitioners Guide. **RESOLUTION:** That this policy is approved without amendment.

ACTION: Town Clerk

RESOLUTION: *That this policy is approved without amendment.*c. The Council received the notification from NLC that the current casual vacancy can be filled by co-option.

RESOLUTION: That advertising of the casual vacancy starts as soon as possible with a view to co-opting at the September Full Council meeting.

ACTION: Town Clerk

2507/11 Finance

i. <u>Income and Expenditure</u>

a. The Council received notification of accounts paid by the Town Clerk under devolved authority (July 2025).

b. The Council considered the renewal of SLCC membership for the Town Clerk at £300.00.

RESOLUTION: That the payment of the membership renewal is approved. ACTION: Town Clerk

c. The Council received updates regarding potential future funding for the Community Co-Ordinator role.

The Town Clerk noted that the criteria does not meeting the Cultural Futures grant, and that there is no update from NLC on future UKSPF funding. National Lottery funding application ongoing.

d. The Council considered an application to the Cultural Futures Project for the digitisation of Town Council archives to create accessible social history for Kirton in Lindsey.

RESOLUTION: *That an application to the Cultural Futures Project is approved.*ACTION: Town Clerk
e. The Council received a brief update regarding works required to noticeboards within the town. The Town Clerk reported no feedback had been received from the community. Costings to be looked into for replacement of end-of-life noticeboards.
f. The Council considered plans ahead of the annual Remembrance Service and agreed the purchase of wreaths.

RESOLUTION: That three wreaths are required to be placed, and two are to be purchased, one a traditional poppy wreath and the second in RAF colours.

ACTION: Town Clerk

g. The Council considered an application to the Cadent Centre for Warmth Project for grant funding for training and advice to provide community support and information.

RESOLUTION: That Councillor Starkie and the Community Co-Ordinator (when in place) are put forward on an application to this grant funding project.

ACTION: Town Clerk

h. The Council received a request from The Green and Market Place Charity to cover the costs associated with the completed stage of the land registration works.

RESOLUTION: That the land registry and postage fees of £220.29 are approved for payment. ACTION: Town Clerk

i. The Council approved accounts for payment (July 2025).

ii. <u>Internal</u> Control

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

b. The Council received the 1st Quarter Budget Monitoring Report.

2507/12 Planning

Received for information only:

i. <u>PA/2025/762</u>

Proposal: Notice of proposed work to two horse chestnut trees within Kirton in Lindsey's conservation area.

Location: 9 South Cliff Road, Kirton in Lindsey, DN21 4NP.

ii. PA/2025/796

<u>Proposal</u>: Notification of proposed work to a plum tree, a cherry tree and two conifers within Kirton in Lindsey's conversation area.

Location: 23 South Cliff Road, Kirton in Lindsey, DN21 4NP.

iii. PA/2025/798

<u>Proposal</u>: Notification of proposed work to fell a beech tree within Kirton in Lindsey's conservation area. Location: 16 South Cliff Road, Kirton in Lindsey, DN21 4NP.

- b. The Council received the following decision notifications from North Lincolnshire Council:
- i. <u>PA/2025/570</u> REFUSAL OF HOUSEHOLDER PLANNING PERMISSION to erect front, side and rear extension including a loft conversion at 43 North Cliff Road, Kirton in Lindsey, DN21 4NJ.
- ii. <u>PA/2025/550</u> NO OBJECTION TO PROPOSED WORKS public call box removal outside 4 George Street, Kirton in Lindsey, DN21 4NA.

2507/13 Car Parking Provision

The Council considered car parking provision for the town following the meeting with landowner representatives at the beginning of July. It was noted that this was discussed and actioned at 2507/07.

2507/14 Open Spaces

a. The Council received the weekly visual play park inspection reports for signature and considered any updates regarding the play area. Cllr Kitchen noted works to the gate was still ongoing. The Town Clerk reported that following notification from Cllr Kitchen of an issue with the zipline, the Town Clerk contacted NLC to attend and advise and they removed the seat and advised contacting the manufacturer for repair works to the spring. The Town Clerk has made initial contact with Caloo and is awaiting costings. The NLC quotation for replacing the cradle seat was received. Works are in hand to repair damage to the chain link fencing at the boundary with King Edward Street.

RESOLUTION: That the Clerk is authorised up to a limit of £5000.00 for the necessary repairs to the zipline.

ACTION: Town Clerk

RESOLUTION: That the quotation for £195.00 to replace the cradle seat is approved. ACTION: Town Clerk b. The Council discussed the play area inspections service level agreement with NLC. The Town Clerk reported having to chase up the July operational inspection, and this was still yet to be received.

- c. The Council received the weekly inspection reports for the outside gym equipment. Cllr Starkie noted the deep hole identified next the equipment was resolved the same day through the Town Clerk, KLASSIC Venue Manager and KLASSIC groundsman and that Cllr Starkie continues to check for reoccurrences.
- d. The Council discussed matters relating to the Parish Paths. Reports were received about access issues to paths by contractors and residents. Access for contractors escalated to NLC, residents concerns resolved as not part of the public rights of way network.
- e. The Council noted that the contract renewals for the Parish Paths Partnership and Devolved Highways grass cutting are due ahead of April and confirmation was required from NLC on continuation and costings. There is a related agenda item on the NLC Town and Parish Liaison meeting scheduled for tomorrow evening and if continuing, local contractors are to be sought. f. The Council discussed access to The Green for events including a potential humane circus visit.

RESOLUTION: That the Council authorise the Town Clerk to remove the bollards in working hours to leave access open as required.

ACTION: Town Clerk

RESOLUTION: That the Town Clerk is to look into costings for consideration by the Town Council to replace the bollards with a gate/barrier in the long-term future.

ACTION: Town Clerk

2507/15 Grove Street Cemetery

The Council received an update regarding the cemetery including unsafe memorial works. The Town Clerk noted that Retford Memorials had quoted £10 per memorial to lay down three unsafe memorials. Cllr Gunn asked that the Council considered carrying out works to restore the memorial for Alderman W. Hunt. Cllr Frankish to ask the Kirton in Lindsey Society to consider this.

RESOLUTION: That the Town Clerk's action in instructing Retford Memorials at a cost of £30 was approved. ACTION: Town Clerk

2507/16 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. The Council noted correspondence received after the Agenda was published: Resident enquiry about NLC Highways contacts for RAF memorial planning; Planning Portal updates on data availability; Scam emails and warnings to all Cllrs and staff; NLC Town & Parish Liaison meeting confirmed for 25th July; NLC News Direct update; Epworth TC concerns about new format of NLC Town & Parish Liaison meetings and the exclusion of Clerks from attending; Royal British Legion Kirton in Lindsey Civic invitations for the Mayor; Resident enquiry about places emails can be printed in the town; PA/2025/814 (York Road) notification; Resident enquiry about Nutshell magazine subscription payments; NLC Annual Standards report and Standards Training information; Thornton Curtis PC concerns about new format of NLC Town & Parish Liaison meetings; Haxey PC concerns about new format of NLC Town & Parish Liaison meetings; ERNLLCA Local Government Reorganisation survey and information; Resident concerns about weed growth on neighbouring land and Grayingham Rd cross roads; FOI request – Digital Legal Research Platform subscriptions; Rural Services Network weekly news; Community Vision July update; PKF Littlejohn – conclusion of audit; NLC request for Remembrance Sunday event details and road closure applications (road closure applications were submitted in March).

- b. NLC Notification of Asset of Community Value nomination for Trent Valley Gliding Club premises
- c. ERNLLCA HR training reminder
- d. Resident contact re cemetery gates not closing (due to hot weather)
- e. Resident complaint about condition of Public Right of Way 255
- f. Allotments update tenant to tidy foliage around sign
- g. Independent Brigg Line Rail Group update following reply to request to support additional signage
- h. Visit North Lincolnshire June Tourism Partnership update
- i. Civic Invitation to Mayor of North Lincolnshire Charity Event at Bite to Eat (August)
- j. NLC News Direct updates
- k. Diamond Jubilee Town Hall Trustees acknowledgment re notification of change of Representative Trustee
- l. <u>The George</u> request for support regarding issue of ball games in the Market Place.

RESOLUTION: That a reply is sent to note that the concerns and recommendations have been forwarded to the Diamond Jubilee Town Hall. **ACTION: Town Clerk**

- m. Resident complaint of theft referred to Humberside Police
- n. <u>Humberside Police</u> Community Speedwatch information for the community
 o. <u>Humberside Police</u> Launch of Operation Lifestyle 2025 information for the community
- p. <u>ERNLLCA</u> NALC and ACRE survey flood resilience.

RESOLUTION: That responses noted at the meeting are submitted by the Town Clerk. ACTION: Town Clerk

- q. Rural Services Network Weekly News updates
- r. Resident copied into communication to Cllr Rob Waltham, Leader of NLC regarding Spa Hill road condition
- s. ERNLLCA District Committee Meeting notification (9th July)
- t. Pensions Regulator forward notice of re-enrolment and re-declaration duties
- u. <u>Kirton Academy</u> parental request for Ward Cllr details
- v. Resident request for contact details for NLC re replacement household refuse bins
- w. Baton of Hope updates for nominated Baton Bearers for circulation
- x. Residents interest expressed in Community Speedwatch scheme
- y. Residents notification of issue with FP250 towards Hibaldstow
- z. Civic Immingham Civic Service invitation (September)
- aa. Resident query about safeguarding and neighbourhood support for residents
- bb. CPRE Northern Branch July Newsletter
- cc. Plantscape phone call reminder of services and products available
- dd. Kirton First copies of posters with request to display in locked noticeboards
- ee. Booknic copies of posters with request to display in noticeboards
- ff. MyCommunityAlert Mini Police Challenge information for sharing
- gg. ERNLLCA Annual Conference information (October 2025). The Council noted the approval for the Town Clerk to attend given at the P&D Committee meeting.
- hh, ERNLLCA Annual General Meeting and Annual Conference information (Sept/Oct 2025). The Council noted there were no motions to put forward.
- ii. NLC Diversion of Public Footpath 248, certified diversion order
- jj. ERNLLCA Newsletter
- kk. NLC Co-Option Confirmation
- ll. BBC Radio Humberside call re interest in featuring Summer Gala event on their Saturday round up show
- mm. Greater Lincolnshire for All Local Government Reorganisation in Greater Lincolnshire. Cllr Fox noted that she was attending in a different capacity, and Cllr Frankish expressed interest in attending. **ACTION: Town Clerk**
- nn. Civic note of thanks received from Equsign Tack and Feed for attendance of Mayor at Open Day Event
- oo. FP253 issue reported via Cllr Kofoed to NLC Public Rights of Way
- pp. Resident request to borrow Town Council Marquee on 2nd August 2025. Cllr Kofoed declared an interest. The Council agreed to this on condition that the marquee is replaced if damaged. **ACTION: Town Clerk**
- qq. Resident complaint about quality of works with installation of new pedestrian crossing columns, South Cliff Road
- rr. <u>ERNLLCA</u> New HR Training information
- ss. ERNLLCA New training Conflict in Council Culture information.

RESOLUTION: That approval is given for Cllr Fox, Cllr Frankish and the Town Clerk to attend at £30 per person. **ACTION: Town Clerk**

2507/17 Date of next Meeting and Agenda Deadline

The Council confirmed the date and time of the next monthly Town Council Meeting (subject to any change in circumstances) as: Wednesday 24th September 2025 at 7pm at the Diamond Jubilee Town Hall.

NOTE: Agenda items to be submitted before Monday 15th September in line with Standing Orders

The meeting closed at 21:00.



Minutes of the Extraordinary Meeting of Kirton in Lindsey Town Council held on Friday 1st August 2025 at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 6:40 pm.

Members present: Cllr Hazel Fox (Chair), Cllr Pat Frankish, Cllr Karen Gunn, Cllr Tony Kitchen, Cllr Joy Kofoed and Cllr Barry Starkie.

Not present: Cllr David Garritt and Cllr Suzanne Stephenson.

Also present: 1 member of the public, Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

MINUTES

2508E/01 Apologies for Absence

Apologies were received from Cllr David Garritt and Cllr Suzanne Stephenson.

2508E/02 <u>Declaration of Interests / Dispensations</u>

a. No interests were declared.b. No dispensations were granted.

2508E/03 Public Participation

No matters were raised.

2508E/04 Personnel & Disciplinary Committee Membership

The Council sought nominations to elect a member of the Personnel & Disciplinary (P&D) Committee.

Cllr Kofoed explained that due to an ongoing piece of work, East Riding and Northern Lincolnshire Local Council's Association (ERNLLCA) advice was that a fifth committee member was required in order to move forward. This could be another Councillor, a suitably qualified Councillor from another Council or a specific specialist. The requirement was clarified as a specific HR qualified person.

The current membership of the P&D Committee was confirmed to be Cllr Joy Kofoed (Chair), Cllr Karen Gunn, Cllr Tony Kitchen and Cllr Suzanne Stephenson. Cllr Kofoed explained that it was not felt that the current members were suitably qualified for the ongoing piece of work and that two members, Cllr Tony Kitchen and Cllr Suzanne Stephenson were involved with the completion of a report which they now could not be party to voting on a decision about.

The Town Clerk noted that more than two members of the whole Council were already involved in the work considering the time frame, and asked members to consider their involvement so far in terms of any potential future conflict of interest.

Cllr Frankish noted her experience in running businesses and in HR matters which she was able to offer. Cllr Fox noted that Cllr Frankish likely had a conflict of interest.

Cllr Kofoed asked Cllr Starkie if he would consider becoming a member of the P&D Committee and he declined noting he was unaware of the situation and felt unqualified in the circumstances.

RESOLUTION: That ERNLLCA are asked to recommend an external specialist from a P&D Committee of another Council with suitable experience.

RESOLUTION: That if no suitable member of another Council can be found, that further advice around a suitable specialist be sought from ERNLLCA.

ACTION: Town Clerk

The meeting closed at 6:53 pm



Minutes of the Extraordinary Meeting of Kirton in Lindsey Town Council held on Thursday 21st August 2025 at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7.00pm

Members Present: Cllr Hazel Fox (Chair), Cllr Pat Frankish, Cllr Tony Kitchen, Cllr Joy Kofoed, Cllr Barrie Starkie and Cllr Suzanne Stephenson.

Not present: Cllr David Garritt and Cllr Karen Gunn.

Cllr Fox welcomed everyone to the meeting and thanked the Cllrs for attending at short notice.

MINUTES

2508E3/01 Apologies

Town Clerk: Neil Taylor-Matson (Authorised leave).

2508E3/02 Declaration of Interests / Dispensations

a. No declarations declared.

b. No dispensations were granted.

2508E3/03 Public Participation

No members of the public present.

2508E3/04 Exclusion of the Public & Press

Resolution: The Public & Press be excluded.

2508E3/05 Staffing contingencies

Cllr Fox outlined the reason for the meeting to those present and requested contingency measures be discussed and agreed. Resolution: The Community Co-ordinator is contacted by Cllr Kofoed to offer 4 hours per week at the same rate of pay and conditions of employment, to cover the Venue Manager role pending acceptable references until further notice. Cllr Kofoed will hand over to the Community Co-ordinator the Venue Manager equipment required to manage the role.

The Chair will request an agenda item for the next available Full Council meeting to discuss and agree future contingency measures required by the Town Council.

The meeting closed at 19.30 pm.

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Signed:	Dated:	



Minutes of the Extraordinary Meeting of Kirton in Lindsey Town Council held on Thursday 28th August 2025 at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7:00 pm.

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

Also present: 9 members of the public and Town Clerk, Neil Taylor-Matson.

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

MINUTES

2508E2/01 Apologies for Absence

No Apologies were received.

2508E2/02 Declaration of Interests / Dispensations

a. Cllr Frankish declared a personal interest as a member of both the Corporate Trust and CIO.

b. No dispensations were granted.

2508E2/03 Public Participation

A member of the public, representing the KLASSIC CIO, spoke to explain that following the previous KLASSIC Trustee meeting the CIO had written a further letter to the Town Council and Corporate Trustee but had missed the deadline for this evenings meeting agenda to have the letter received by the Town Council. The resident read the letter out and handed a copy of the letter to the Clerk via the Chair at the end of the meeting. The letter noted that the CIO felt it would be advantageous for both parties to get together for a meeting to agree a way forward that works for both and most importantly the community. It also noted that the Leader of North Lincolnshire Council (NLC) was willing to broker a meeting between the parties and ask the NLC Head of Legal to help which the CIO considered to be a way forward for all. The CIO noted 15th September as their next meeting date and a good opportunity for a joint meeting.

Cllr Garritt thanked the CIO representatives for writing and bringing this correspondence to the meeting.

A member of the public noted concerns about the ownership and future of the Vincent Hall and asked if any representation had been made to the owners about it's Asset of Community Value (ACV) listing with NLC. The resident also noted his uncertainty around the extent of the ownership of the different parts of the former Ministry of Defence site assets. Cllr Garritt provided an update to say he had contacted the relevant person at NLC and provided a reminder about the ACV. Cllr Garritt added that he saw the value in a further informal chat with the relevant person at NLC and so would ensure he did this.

The member of the public asked who the current owner of KLASSIC Park Pavillion was as this was important to establish in progressing any change whatever route was taken. Cllr Stephenson noted that the Official Custodian for Charities holds the Title on behalf of the current KLASSIC Charity. Solicitors were tasked with updating the address details which was thought to be a simple process. Cllr Fox said she would look into this and update the member of the public in writing.

The member of the public then noted that he had considered the position of leasing rather than transferring KLASSIC to the KLASSIC CIO and had concluded that it would be best to lease in order to protect it from anything from happening to it. Cllr Fox assured the member of the public that KLASSIC could not be sold due to a Football Foundation charge.

A member of the public noted concern about the time period which has elapsed since the Town Council agreed in principle to transfer the Charity to the CIO. She noted that the facilities were well used and needed to be well managed and that the costs of delays and uncertainty, including potential legal charges, felt unnecessary for the residents of the town to have levied on them.

2508E2/04 KLASSIC

The Council received correspondence from the KLASSIC CIO regarding the Town Council's preferred leasing route. Cllr Fox noted that the original correspondence received from the KLASSIC CIO was to outline that they were not willing to proceed with the transfer if it is to be under a lease but were willing to meet to discuss the transfer of assets and undertaking, which was now outdated by the new correspondence read out at the start of the meeting.

Cllr Garritt proposed a) setting up a formal meeting of Kirton in Lindsey Town Council, KLASSIC CIO representatives and NLC, b) an Extraordinary Meeting of Kirton in Lindsey Town Council to receive the new correspondence from the KLASSIC CIO and c) to gather and provide the pertinent information to NLC. This was not seconded.

Cllr Stephenson proposed that any issue about the Title needs to be resolved and that the solicitor is contacted for information about the progress on this work. This was seconded by Cllr Kofoed and agreed.

Kirton in Lindsey Town Council Extraordinary Meeting Minutes August 2025 (2)

Cllr Stephenson proposed that NLC Legal are asked if they would deal with the question of advice on proceeding with the leasing route, if this would be done on a paid-for basis and how much NLC Legal would charge. This was seconded by Cllr Kitchen and agreed.

Cllr Garritt proposed that a meeting is called between Kirton in Lindsey Town Council and KLASSIC CIO Representatives when the information from the solicitors and NLC Legal is available to discuss next steps. This was seconded and agreed.

Cllr Garritt proposed that the KLASSIC CIO are updated on matters, the decisions made and thanked for their correspondence. This was seconded and agreed.

RESOLUTION: That the solicitor is contacted for information about the progress on the work to update the address on the Land Registry Title.

ACTION: Town Clerk

RESOLUTION: That NLC Legal are asked if they would deal with the question of advice on proceeding with the leasing route, if this would be done on a paid-for basis and how much they would charge.

ACTION: Town Clerk

RESOLUTION: That a meeting between Kirton in Lindsey Town Council and KLASSIC CIO representatives is called when information is available from the solicitors and NLC Legal to discuss next steps.

ACTION: Town Clerk

RESOLUTION: That the KLASSIC CIO are updated on matters, the decisions made and thanked for their correspondence.

ACTION: Town Clerk

The meeting closed at 7:35 pm



Minutes of the Meeting of the Trustee of KLASSIC Charity on Monday 16th July 2025

Town Hall, Kirton in Lindsey at 6.30pm.

Trustee Members Present: Hazel Fox (Chair), Pat Frankish, David Garritt, Joy Kofoed & Suzanne Stephenson.

Trustee Members not present: Tony Kitchen.

Also Present: Venue Manager (Cherilyn Morton), Jane Owen (HWRA) and 8 members of the public.

Minutes

2507E/01 Apologies for Absence

No apologies were received.

2507E/02 Minute

The Trustee Members considered the Minutes of Meetings held on

12th May 2025

RESOLUTION: That the above minutes were duly approved and signed.

2507E/03 <u>Public Participation</u>

No matters raised.

2507E/04 Finances

a) The Trustee Members discussed amending procedures and presentation of accounts to Trustee Members.

RESOLUTION: To receive a copy of the payment and receipts record and bank statement monthly.

ACTION: Venue Manager

RESOLUTION: To ascertain who is on the bank mandate to see if any update is required, and bring the information back to the next meeting.

ACTION: Venue Manager

b) The Trustee Members discussed the repair of the grass cutting deck.

RESOLUTION: That authorisation is given to spend up to £3,500 to resolve the issue, whether by repair or replacement.

ACTION: Venue Manager

c) The Trustee Members discussed purchase of a new fridge for the kitchen.

RESOLUTION: That a Fridgemaster fridge can be purchased at a cost of £116

ACTION: Venue Manager

d) The Trustee Members discussed the need to replace the tractor container. The Venue Manager gave an update on the condition of the container and that funding may be available from the Football Foundation. Questions were asked with regards to what kind of container it was, what materials it was made from and the cost of a replacement container.

RESOLUTION: That costings of a new container are sought, including removal costs for the old container.

ACTION: Venue Manager.

RESOLUTION: That the Football Foundation funding is looked in to.

ACTION: Pat Frankish.

2507E/05 <u>Staff</u>

a) The Venue Manager updated the Trustee Members about the employment of a Caretaker by the KLASSIC CIO.

RESOLUTION: That the insurance and CIO employee proforma contract are sent to all Trustee Members before the next meeting is convened.

ACTION: Venue Manager.

b) The Venue Manager couldn't give an update on hours worked as more information was needed.

RESOLUTION: That the information is brought back to the next meeting.

ACTION: Venue Manager.

2507E/06 <u>KLASSIC CIO</u>

The Venue Manager read out the open letter to the community received from the CIO Trustees.

2507E/07 <u>Date of next Trustee Meeting</u>

It was agreed the next meeting will be called as and when it is needed.

Meeting ended at 6.56pm

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Minutes of the Meeting of the Trustee of The Green and The Market Place Charity held at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey on Friday 1st August 2025 at 6:30pm.

Present: Hazel Fox, Pat Frankish, Karen Gunn, Tony Kitchen and Joy Kofoed.

Members not present: David Garritt and Suzanne Stephenson.

Also present: Two members of the public and Town Clerk: Neil Taylor-Matson

Prior to the meeting starting, Hazel Fox was nominated as Chair in the absence of David Garritt.

MINUTES

2508/01 Apologies for Absence

Apologies were received from David Garritt and Suzanne Stephenson.

2508/02 <u>Public Participation</u>

No matters were raised.

2508/03 <u>Minutes</u>

The Trustee Members approved the minutes of the meeting held 14th July 2025.

RESOLUTION: That the minutes were duly approved and signed.

2508/04 Update on Deeds and Land Registration work

The Town Clerk provided a brief update confirming meeting with Burton & Dyson Solicitors who required the signed minutes of the previous meeting held 14 th July 2025 in order to confirm the gifting of the land to the War Memorial and Garden and Edward Elmhirst Duckering Charity. They have also provided a quotation for the works required to register this land to the War Memorial and Garden and Edward Elmhirst Duckering Charity, which is to be taken to the War Memorial and Garden and Edward Elmhirst

Duckering Charity for consideration.

Minutes of the Meeting of the Trustee of The War Memorial and Garden of Edward Elmhirst Duckering Charity held at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey on Friday 1st August 2025 at 6:35pm.

Present: Hazel Fox, Pat Frankish, Karen Gunn, Tony Kitchen and Joy Kofoed.

Members not present: David Garritt and Suzanne Stephenson.

Also present: Two members of the public and Town Clerk: Neil Taylor-Matson

Prior to the meeting starting, Hazel Fox was nominated as Chair in the absence of David Garritt.

MINUTES

2508/01 Apologies for Absence

Apologies were received from David Garritt and Suzanne Stephenson.

2508/02 <u>Public Participation</u>

No matters were raised.

2508/03 Minutes

The Trustee Members approved the minutes of the meeting held 14th July 2025.

RESOLUTION: That the minutes were duly approved and signed.

2508/04 <u>Maintenance</u>

The Trustee members received an update from the Town Council on matters regarding Maintenance of the War Memorial area, noting that the Town Council had engaged Community Payback to clean down the railings earlier in the year, and that Community Payback had returned last Friday (25th July) to refresh the paintwork on the railings. This had received a very good reception from town residents.

2508/05 Land Registration work

The Town Clerk provided a brief update confirming meeting with Burton & Dyson Solicitors who required the signed minutes of the previous meeting held 14^{th} July 2025 in order to confirm the accepting of the gifting of the land from The Green and The Market Place Charity.

Burton & Dyson have also provided an invoice for the estimated costs of the work to carry out the land registration works. They have confirmed that the plan from 1920 is acceptable for the works, as the previous plans of The Green were acceptable for that land registration work.

The Clerk noted that a land valuation may be required, and recommended the Charity could request this work to be completed by Paul Fox who the Town Council used recently for a valuation of Grove Street Cemetery for land registration works.

RESOLUTION: That the quotation from Burton & Dyson for £999.80 inclusive of VAT, expenses and land registry fee is accepted and approved. The quotation to be taken to the Town Council to request approval and covering of the costs required.

ACTION: Town Clerk

RESOLUTION: That if a land valuation is required, Paul Fox is requested to complete this work.

ACTION: Town Clerk



Minutes of the Meeting of the Trustee of KLASSIC Charity on Wednesday 13th August 2025 KLASSIC, Kirton in Lindsey at 6.30pm.

Trustee Members Present: Hazel Fox (HF) (Chair), Pat Frankish (PF), Joy Kofoed (JK) & Suzanne Stephenson (SS).

Trustee Members not present: David Garritt & Tony Kitchen.

Also Present: Venue Manager (VM) (Cherilyn Morton) and 5 members of the public.

Minutes

2508E/01 Apologies for Absence

Apologies were received from David Garritt.

2508E/02 Minutes

The Trustee Members considered the Minutes of Meetings held on

16th July 2025

RESOLUTION: That the above minutes were duly approved and signed.

2508E/03 <u>Public Participation</u>

A member of the public spoke to ask who the higher authority member was that advised Kirton in Lindsey Town Council (KLTC) not to transfer KLASSIC to the CIO. A Trustee Member replied that it was the Leader of North Lincs Council. Another member of the public enquired how the Corporate Trust leasing KLASSIC to the CIO was in the best interest of the charity. A Trustee Member invited the public to the next KLTC meeting to hear the discussion of the Town Councillors on the matter. A third member of the public requested information on the difference between the governance processes of the Town Council and Corporate Trust, what the responsibilities of each are and the process of how decisions concerning KLASSIC are made, and asked for this to be explained at the next KLTC meeting before discussion of the lease. A Trustee Member said that they would speak to the Town Clerk and possibly have this discussed at the next Town Council meeting.

2508E/04 Finances

a) The Trustee Members received a copy of the KLASSIC accounts and bank statements. SS raised questions about information on the bank mandate that was requested at the last meeting and why there are two entries for payments to HMRC when the Corporate KLASSIC only has one employee. VM updated the Trustee Members on who was on the bank mandate, and that the second HMRC payment is for the CIO employees that the Corporate Trust agreed to pay (2503/06) due to the CIO not having any income.

RESOLUTION: That HF is added to the bank mandate and past names are removed.

ACTION: Venue Manager

b) The Trustee Members received the insurance renewal information. Two Trustee Members asked questions around cover of the Trustee Members, tractor container security, and seconded employees cover.

RESOLUTION: That the insurance renewal of £1357.04 is paid.

ACTION: Venue Manager.

RESOLUTION: That the insurance company is spoken to with regards to the security of the tractor container and a quote for extra cover is requested if needed.

ACTION: Venue Manager.

RESOLUTION: That the insurance company is spoken to with regards to cover of seconded CIO employees and a quote for extra cover is requested if needed..

ACTION: Venue Manager.

Signed:	Dated:
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KLASSIC EXTRAORDINARY MINUTES AUGUST 2025

2508E/05 Staff

a) The Trustee Members received a copy of the draft secondment agreement for the CIO employees. A discussion was had around the plausibility of the Corporate Trust seconding the CIO employees if the CIO had refused the offer of taking KLASSIC on a lease.

The Mayor requested a vote to suspend standing orders to allow a member of the public to speak but this was voted against so standing orders remained in place.

RESOLUTION: To check with the CIO and Town Clerk what is in place for pension payments etc.

ACTION: Venue Manager.

b) The Trustee Members discussed the workload and hours of the Venue Manager. The Chair proposed that the Trustee Members look at employing a Finance Officer to take that side of the job off the Venue Manager.

RESOLUTION: The Trustee Members agreed in principle to look at the employment of a Finance Officer.

2508E/06 <u>KLASSIC CIO</u>

The Trustee Members discussed the letter received from the CIO.

RESOLUTION: That a reply is sent to the CIO Trustees to thank them for their letter, saying they are disappointed the CIO have turned down the offer to meet and the Trustee Members would still like to talk further.

The meeting was closed at 7.25pm.

2508E/07 <u>Date of next Trustee Meeting</u>

This item was not discussed.

Dated

Kirton in Lindsey Town Council - Promoting Kirton Committee Minutes



Minutes of the Meeting of Kirton in Lindsey Town Council Promoting Kirton Committee held on Monday 8th September 2025 at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 6.30pm

Members Present: Cllr Hazel Fox (Chair), Cllr Pat Frankish, Cllr David Garritt (part), Cllr Suzanne Stephenson, Alison Birkett and Martin Hollingsworth.

Members not present: Cllr Karen Gunn, Cllr Barry Starkie and Victoria Rumary.

Also present: Two members of the public (part) and Town Clerk: Neil Taylor-Matson.

Cllr Fox welcomed everyone to the meeting.

MINUTES

Pk2509/01 <u>Election of Members</u>

No nominations were received to join the Committee.

PK2509/02 Apologies

Apologies were received from Cllr Barry Starkie, Assistant Clerk, Community Co-Ordinator and Cllr Garritt who had advised he would arrive after the start of the meeting.

PK2509/03 <u>Declaration of Interests / Dispensations</u>

a. Cllr Stephenson declared a personal interest at PK2509/07 (Christmas Festival – Indoor of Town Hall).

b. No dispensations were granted.

PK2509/04 Public Participation

No matters were raised.

PK2509/05 Minutes of the Previous Meeting

The Committee considered the minutes of the PK Committee Meeting held on 14th July 2025.

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

PK2509/06 Community Co-Ordinator update

The Town Clerk had provided a brief written update noting the National Lottery Community Fund application was submitted and acknowledged on 4th August with a 12-week decision time stated (end of October). Mandy Coote started the role on 1st September is currently carrying out behind the scenes works to update the website, with contact planned to all groups and organisations featured. A training session is also arranged for Cadent Centre for Warmth project next week, which funding was applied for and confirmed as successful on 28th August. A further progress report will be provided at the October Committee meeting.

PK2509/07 Town Events

The Committee discussed information and actions required along with updates at this time regarding Town Events.

• Summer Gala and Scarecrow Trail - review. The Committee discussed the Summer Gala event including potential for greater community collaboration rather than the splitting events happening at different times and need for improved visibility of promotional material. The difficultly of permissions for displaying banners was noted. The need for a greater family/children focus was discussed. Thanks were noted to the Victoria Rumary for raising £10.28 by running a craft stall throughout the event and to the WI for raising £125 selling brick a brac which they have donated towards the Christmas tree fund.

Cllr Garritt joined the meeting

Refreshment/food vendors were discussed and the issues around generators for power was explained.

RESOLUTION: That gazebo covers are looked into and costs brought back to consider the replacement/renewal of these.

ACTION: Town Clerk

RESOLUTION: That cash and carry membership is sought for the Town Council.

ACTION: Town Clerk

The Committee discussed the scarecrow trail and the limited entries. It was considered that promotion of an exciting prize might improve entries. A branding for the trail was also discussed so that it is clear the scarecrows are part of a trail organised by the Town Council.

RESOLUTION: That enquiries are made into the Anne Wild Cup as a potential annual prize.

ACTION: Alison Birkett RESOLUTION: That promotional branding in introduced for future trails to improve identification and visibility.

ACTION: Alison Birkett ACTION: Town Clerk

RESOLUTION: That hampers become the winning prizes for both summer and Christmas competitions, with businesses initially contacted to seek donations towards the creation of these.

ACTION: Town Clerk

Kirton in Lindsey Town Council - Promoting Kirton Committee Minutes



- <u>SportsZone</u>: The Town Clerk noted that these sessions will end for this year at the end of this month and a review is then recommended for the forthcoming year with feedback from users and providers.
- <u>'Bricks at the Park' and 'Booknic' events</u>: The Clerk provided an overview of these successful and popular town events. Bricks at the Park was carefully child and family orientated with a fun vibe. The Booknic proved to be very popular and has increased take up at the library. The organisers remain concerned about the approach to request a donation from library services to hold the event and this led to limited publicity outside of the town and a reluctance to build on the event. The Town Clerk recommended that work is carried out to improve relations.
- <u>James Town Circus</u> The Town Clerk reported that the Circus have confirmed they are able to proceed with the space available and have begun promotion. The Town Clerk noted concern about the time involved for one person to remove the bollards for access and the weathering of the locks.
- <u>Baton of Hope</u> (15th September) the Town Clerk noted communication has continued with the Town Council as a link between the nominees and the organisers. The majority of the nominees will be carrying the Baton around Central Park, however there is also part of the route near British Steel covered by a representative from Kirton in Lindsey. T-shirts were ordered and have arrived and were passed to the nominees. It is hoped increased promotion will be seen to promote this event and the involvement of four representatives for Kirton in Lindsey.
- <u>Civic Service</u> (5th October) Cllr Fox and the Town Clerk provided an update to confirm matters were in hand with numbers to be confirmed with the catering company once responses were received back. Venues, including the organist, are booked and Cllr Fox is working with Rev Swannack & Pat Frankish to finalise the order of service. A representative from Kirton Academy is planned to be part of the service.
- <u>Christmas Festival</u> (30th November) The Town Clerk noted a request from a business in the Market Place if the Christmas Lights could go on earlier each evening after the main switch on event and noted that the time was only recently moved back to 4pm due to electricity costs and the lack of darkness between 3pm and 4pm. The Co-Op Community Champions funding was not successful, but was up against stiff competition with Kirton First and the Scouts also in the same round for voting. There are more cabling issues with cable ties breaking and local firm Lytec have been contacted to assist with re-tying cables as cherry pickers will be required to do this. During this process, Lytec have expressed interest in becoming involved in the lighting contract again. This is the last year of the current lighting contract, and so it will be a good opportunity to weigh up options around hiring and buying lighting and working with local installation teams.

The Committee discussed a Christmas themed town competition, with the idea of 'a Christmas character' as the theme with a Christmas themed hamper to be the prize.

RESOLUTION: That the Christmas Lights timer is adjusted to 3.30pm on a trial for this year and the business is informed.

ACTION: Town Clerk

RESOLUTION: That the Town Clerks action in instructing Lytec to deal with the cabling issues at £95.00 is approved.

RESOLUTION: That preparations are made for a Christmas Character competition with a Christmas themed hamper as the prize.

ACTION: Town Clerk

PK2509/08

Open Spaces

a. No update was received from In Bloom and the situation with the group remains uncertain. Concerns were raised about the grant funding provided to the group by the Town Council and others. Cllr Frankish offered to speak to other residents to see if there is interest in forming a new group. The notes from the meeting on 4th June with Councillors and the Town Council planting contractor were discussed, with the ideas put forward at the meeting to be costed. Litter picking was discussed with the query about insurance researched and the best option available appearing to be Keep Britian Tidy. The information about this has been passed to Janet Caughley who is leading litter picking. The Town Clerk noted that issues with dog fouling were likely to increase as the dark nights draw in, and it was suggested that information may be worth discussing with both schools for children to be involved in an educational piece on the dangers of dog fouling ahead of winter.

RESOLUTION: That a letter is sent to the In Bloom lead to thank them for all that they achieved in the town and requesting an update on their future intentions and plans, including a request for the return of the grant funding so that the money can be made available/earmarked for similar use as intended.

ACTION: Town Clerk

b. The Committee received a request from KLOTS to take on a trough planter, to be sited at the town boundary on South Cliff Road, plant up and maintain with funding to be provided. The Committee discussed that due to the current uncertainty and need to review all planting around the town, this is something that could not be considered until a future point.

RESOLUTION: That KLOTS are thanked for their request and informed that due to a current need to review all planting around the town this is something that can be considered again in the future.

ACTION: Town Clerk

PK2509/09 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next Promoting Kirton Committee meeting as 13th October 2025 at 6:30pm, with agenda items to be submitted in writing prior to Friday 3rd October in line with Standing Orders.

The meeting closed at 7:37 pm.

Kirton in Lindsey Town Council - Finance and Planning Committee Minutes



Minutes of the meeting of Kirton in Lindsey Town Council Finance and Planning Committee, held on Monday 8th September 2025 at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7:39pm

Members Present: Cllr David Garritt (Chair), Cllr Hazel Fox, Cllr Pat Frankish and Cllr Suzanne Stephenson

Members not present: Cllr Starkie, Cllr Kitchen and Cllr Joy Kofoed.

Also present: One member of the public and Town Clerk: Neil Taylor-Matson.

MINUTES

FP2509/01 Apologies

Apologies were received from Cllr Starkie and Cllr Kofoed.

FP2509/02 Declaration of Interests / Dispensations

a. No declarations of interests were declared.

b. No dispensations were granted.

FP2509/03 Public Participation

No matters were raised.

FP2509/04 Minutes of the Previous Meeting

The Committee considered the minutes of the previous meeting of this Committee, known previously as the General

Purposes Committee, held on 14th April 2025.

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

FP2509/05 Planning

The Committee considered the following planning applications:

i. PA/2025/881

<u>Proposal</u>: Planning permission to erect two dwellings with integral garages.

Location: 7A Grayingham Road, Kirton in Lindsey, DN21 4EL

RESOLUTION: That the Town Clerk responds with 'Objection' to this planning application, noting the proposal sits outside the development boundary for the town, and the current use is grade three agricultural land. The proposal will increase the density of the housing in this area to an inappropriate level and will impact on light and privacy for existing dwellings due to the line of sight. Representation has been made to the Town Council regarding concerns over the ownership of the land and the presence of asbestos which could create a serious environmental issue unless carefully dealt with to prevent contamination of nearby watercourses and the natural surrounding wildlife environment. The destruction of this current established wildlife area is of concern.

ii. PA/2025/1006

<u>Proposal</u>: Planning permission for the demolition and construction of a new entrance wall and re-location of vehicular gates.

Location: Acacia House, 5 South Cliff Road, Kirton in Lindsey, DN21 4NP.

RESOLUTION: That the Town Clerk responds with a comment to this planning application that the advice of the Conservation Officer is required as the proposal is located in the town conservation area.

ACTION: Town Clerk

iii. PA2025/981

<u>Proposal</u>: Planning permission to vary condition 2 of PA/2025/408 namely to make minor changes to materials and replace the bay window with two new windows.

Location: 10B Station Road, Kirton in Lindsey, DN21 4BB.

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

ACTION: Town Clerk

FP2509/06 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next Finance and Planning Committee meeting, if required, as 13th October 2025 at 7:30pm, with agenda items to be submitted in writing prior to Friday 3rd October in line with Standing Orders.

The meeting closed at 7:45 pm.

ACTION: Town Clerk



Minutes of the Extraordinary Meeting of the Trustee of KLASSIC Charity on Wednesday 10th September 2025

Diamond Jubilee Town Hall, Kirton in Lindsey at 7.00pm.

Trustee Members Present: Hazel Fox (HF) (Chair), Pat Frankish (PF), Joy Kofoed (JK) Suzanne Stephenson (SS) & David Garritt (DG) part.

Trustee Members not present: Tony Kitchen.

Also Present : Temporary Venue Manager (TVM) (Mandy Coote), Town Clerk (TC) Neil Taylor-Matson and 7 members of the public.

Minutes

2509E/01 Town Clerk Support

Proposed: PF Seconded: DG All: In Favour

RESOLUTION: Agreed support from the Town Clerk to attend KLASSIC Trustee meetings until

deemed necessary. Remuneration if required will be paid

2509E/02 Apologies for Absence

Apologies were received from Barry Starkie.

2509E/03 <u>Declaration of Interests / Dispensations</u>

None received

2509E/04 <u>Public Participation</u>

A member of the CIO requested a document detailing the proposed lease and who would be accountable for what. A trustee member stated they were waiting for legal discussions before anything could be considered but were looking at a long term lease 99-125 years. Another trustee member of the CIO felt that all the uncertainty was having an impact on the Community Groups who regularly use the facilities, for example applying for grants and funding. A Trustee Member stated there was no cause for concern and that the Trusteeship would adhere to and perform their duties as if not fulfilled it would be a breach of trust. Once discussions with legal representation have taken place further information would be forthcoming. It was suggested by Trustee Members that a letter is sent to all user groups to allay fears, however this was not voted on/assigned

2509E/05 Minutes

The Trustee Members considered the Minutes of Meetings held on

• 13th August 2025

Proposed: SS Seconded: PF All: In Favour

RESOLUTION: That the above minutes were duly approved and signed.

2509E/06 KLASSIC CIO

The Trustee members discussed a letter received from the CIO proposing a joint meeting on 15th September to discuss the handover of KLASSIC. Agreed that a letter should be written back to CIO to advise them that due to delays hearing back from North Lincolnshire Council, it will not be possible to meet on the 15th September 2025.

2509E/07 <u>Bookings Update</u>

New regular booking has been forthcoming, Manor Park FC will train and use KLASSIC for their home

league matches

Signed:	Dated

KLASSIC EXTRAORDINARY MINUTES SEPTEMBER 2025

2509E/08 Controlled Access Door and Gate Entry System

Various systems available on the market were discussed.

RESOLUTION: Agreed that the TVM would liaise with JK to investigate further which systems would be most suitable in order to begin research quotations

2509E/09 Exclusion of the Public and Press

RESOLUTION: The Public and Press be excluded. DG apologised having to leave

2509E/10 <u>Insurance</u>

Contact with the insurance company was attempted by VM and TVM, but no responses received in time to bring an update to the meeting. VM/TVM to continue trying to contact insurance company in order to clarify and discuss requirements, advise CIO of outcome.

Proposed: SS Seconded: JK All: In Favour

RESOLUTION: Necessary cover to be put in place and authorised cost under health and safety spending power.

2509E/11 Staffing

- a) TVM is in place and to continue the role while needed. Remuneration for extra hours worked to be paid at the agreed rate
- b) It was discussed at length to record that the previous agreement in principle would not impact the 4 hours and salary of the current VM and that further discussion is deferred until consultation can take place with the current VM.
- c) It was discussed that information was to be provided to the CIO about the complaint regarding late arrival of caretaker, meaning cancellation of a booking.

 SS declared an interest and did not enter into discussions regarding resolution

 RESOLUTION: That the client not be charged and given an additional free week

The meeting was closed at 8.20pm.



North Lincolnshire council liaison meeting 24th September 2025

There were about 20 people present at the meeting. All the topics covered were as follows

- 1. Blood pressure project. There is a campaign to check blood pressures across the county. Apparently screening does save lives. In three wards there is a high incidence of high blood pressure. Looking to train ambassadors and will be looking for somebody from Kirton Lindsey to volunteer for the training.
- 2. Planning enforcement was the next thing. This was talking about what happens when there's been a breach which is a civil offence. If enforcement is used it is a criminal offence not to comply, although you can appeal. There are going to be detailed presentations on enforcement twice a year if people are keen to know more.
- 3. Article 4 on HMO's as committed development was raised. It does seem to be quite a complicated situation about deciding when an HMO is an HMO and when it's legal.
- 4. Next issue was community grants where they just gave us information about what community grants there are but we know that already.
- 5. They went on to talk about the reorganisation of greater Lincolnshire and said there will be a special meeting soon which will lead to full consultation. It could change everything about the way council is run. Full consultation out soon.
- 6. Then spoke about public rights of way and that they are legal at all times and it's criminal to obstruct them. Changes require full consultation which can take up to three years.
- 7. The last item was the local plan which is the heart of the planning process and it looks like the allocation of the number of new homes is going to be about 650 instead of 500. They encouraged us to still work on a neighbourhood plan and said that Barton is having there plan processed at the moment
- 8. The issue of clerks attendance was raised and Neil Poole was adamant that its for Councillors

Pat Frankish

NLC updates:

- Join us to help reduce the risk of Cardiovascular disease across North Lincolnshire. Please contact Harry Palmer to arrange a training session available from 25 August onwards: harry.palmer@northlincs.gov.uk
- Report a suspected breach of planning control North Lincolnshire Council

Local government reorganisation

I have attended 2 events on your behalf to consider the possible reconfiguration of the councils in Lincolnshire

The first event was online and was hosted by East Lindsey. They seem to be quite clear that the likely reconfiguration for the northern part of the county would be a combination of North Lincolnshire, NE Lincolnshire, W Lindsey and Lincoln. This was based on the assumption that that would arrive at a population of 500,000, which is the target that the government were asking for. I think I was the only person there from North Lincolnshire and it did seem to be more about the Southern councils that were involved.

I attended the liaison meeting with North Lincolnshire where the issue was discussed Councillor Rob Waltham was there. He explained that the 500,000 population no longer seemed to be the government target He was quite clear that he considers N Lincolnshire to be extremely successful in its own right and should continue. He was concerned that combining with Northeast Lincolnshire would involve huge areas of deprivation. He was concerned that joining with West Lindsey would have a similar impact. He did not seem to be considering the configuration described above.

It does seem to be all up in the air. And not resolved at any level. North Lincolnshire put out a survey which you will have all had an opportunity to respond to. It does seem very similar to my memories of the formation of Humberside and the ending of Humberside. Whichever way it goes there will be significant disruption.

There was no discussion at all about the impact on town and parish councils.

Cllr Pat Frankish

			Kirton in Lindsey	Town C	ounc	il: Sch	edule	of Pay	ments	Aug	ust 2	2025	;					Clas	sifica	ation	- Fina	ance - (Open
	Date	Fayec	Description	10. Administration	101.14 Other Staff Costs (separate to sdary, tax, ni, pension & mileage)	101.11 Sa la ries	10111 Income Tax	10111 National Insurance	10111 Pensions	10113 Mileage	10215 General Power of Competence	10211 Section 137 Grants	103 Democratic Expenses	201 Open Spaces	301 Burial Grounds	401 S144 Promoting Kirton	501 Public Services	601 CIVIC	70111 Trustee Green & Market Place	70112 Trustee War Memorial & Garden of EED	801 Allotments	WAT	Total
PART A	PRE - APPI	ROVED/APPROVED BY O	COMMITTEE																				
FC2501/15	01/09/2025	Burton & Dyson	Cemetery - Solicitors fees - land registry works												£1,271,00							£045.00	£1,516,00
Contractual		Axholme Pest Control	Cemetery - Pest control contract (1)												£288.00								£345.60
FC2507/15		Retford Memorials	Cemetery - rest control contract (1)												£30.00								£36.00
Contractual		PKF Littleiohn LLP	Annual external auditor fee	£420.00											2,30.00								£504.00
Contractual		Lawn N Order	Devolved Highways Verge Cutting (7)	2420.00			1							£1.100.00									£1,320.00
Civic		Macmillan Cancer Support	Mayor's Charity donations 2024-2025				1							21,100.00				£444.84				2220.00	£444.84
PK2504/06	04/08/2025		Baton of Hope T-shirt (IS)				1									£16.67		2444.04				£a aa	£20.00
PK2504/06	04/08/2025		Baton of Hope T-shirt (IS) Baton of Hope T-shirts (CH & CM)				1									£33,34							£40.00
PK2504/06	04/08/2025		Baton of Hope T-shirts (CIT & CSF)				1									£16.67							£20.00
Contractual		KLASSIC Park	Room Hire - P&D Meeting	£17.25			1									210.07							£17.25
Contractual		Anglian Water	Allotments - water billing	21/.25																	£36.87		£36.87
Contractual	07/08/2025		Grounds Maintenance (planting) & Peace Garden				1							£706.00							2,10.07		£706.00
Contractual		Diamond Jubilee Town Hall	Office Rent and room hire	£450.00			1							2700.00									£450.00
Contractual		Diamond Jubilee Town Hall	Meeting room hire	£59.00																			£59.00
Contractual		JB Rural Services	Parish Paths Partnership (Cut 2)	239.00										£375.00								£75.00	£450.00
Contractual	16/08/2025		Business banking account charges	£10.65										2,77,1.00								27,1.00	£10.65
Contractual	20/08/2025		Pension Contributions (August)	210.0,1																			210.0,1
Contractual		Lawn N Order	Devolved Highways Verge Cutting (8)											£928.40								£185.68	£1.114.08
FC2507/14	26/08/2025		The Green - maintenance chain link fencing																£65.00				£65.00
Civic		Barton upon Humber TC	Civic Dinner tickets x2															£80.00	-0,,,				£80.00
FC2507/14	26/08/2025		Play area - Aerial runway repairs											£770.00								£154.00	£924.00
Contractual	27/08/2025		Salary											// 0.00								-54.00	()
Contractual		Assistant Clerk	Salary																				
Contractual	28/08/2025		Grounds Maintenance contracts (grass cutting)			•								£1,040,52								£208.10	£1,248.62
Contractual	29/08/2025	HMRC	Tax/NI/Student Loan payments						İ					,,									
FC2507/11	30/08/2025		Membership renewal 2025-2026 Town Clerk	£300.00																			£300.00
PART B	FOR APPR	OVAL																					
1.111.12	CRAITE																						
		Subtotal for month												1	1		1					1	£16,219.0

	Kirton in Lindsey Town Council: Schedule of Payments September 2025											Cla	Classification - Finance - Open									
	Date	Description	101 Administration	101.14 Other Staff Costs Separate to salary, tax, ni, pension & mileage)	10111 Salaries	10111 Income Tax	10111 Nationa Insurance	10111 Pensions	10113 Mileage	10215 General Power of Competence	10211 Section 137 Grants	103 Democratic Expenses	201 Open Spaces	301 Burial Grounds	101 S144 Promoting Kirton	501 Public Services	501 Civic	70111 Trustee Green & Market Place	70112 Trustee War Memorial & Garden of EED	301 Allotments	ΑΤ	rotal
PART A	PRE - APPROVED/APPROVED BY CO	MMITTEE																				•
																						£0.00
Contractual	01/09/2025 Cumbria Clock Co	Town Clock annual service														£195.00					£39.00	
Contractual	01/09/2025 Lawn N Order	Devolved Highways Verge Cutting (10)											£1,100.00								£220.00	
Contractual	02/09/2025 02	Business mobile contracts	£25.70																		£5.14	
Contractual	04/09/2025 S Barratt	Grounds Maintenance (planting) & Peace Garden											£706.00									£706.00
Contractual	04/09/2025 Diamond Jubilee Town Hall	Office Rent & Room Hire	£450.00																			£450.00
Contractual	05/09/2025 Diamond Jubilee Town Hall	Meeting Room Hire	£81.00																			£81.00
Contractual	08/09/2025 Wright Way Sports	Sportszone - Professional coaching fees (Aug)	£83.40																			£83.40
FC2506/13	08/09/2025 Playsafety Limited	Play Area Annual Operational Inspection											£132.00								£26.40	£158.40
Contractual	11/09/2025 Wright Way Sports	Sportszone - Professional coaching fees (Jul)	£111.20																			£111.20
FC2507/08	12/09/2025 Keystone Architectual	Allotments - planning application works																		£1,129.00	£150.00	
Clerk FR	15/09/2025 Brigg Office Supplies	Stationery - paper, laminating pouches, 2026 planner	£50.79																		£10.16	£60.95
Clerk FR	17/09/2025 Lidl Scunthorpe	Stationery - 2026 diary	£1.66																		£0.33	£1.99
Contractual	22/09/2025 Nest	Pension Contributions																				
Contractual	24/09/2025 Town Clerk	Salary																				
Contractual	24/09/2025 Assistant Clerk	Salary																				
Contractual	25/09/2025 Community Coordinator	Salary									1										-	
Contractual	25/09/2025 HMRC	Tax/NI/Student Loan Payments																				
Contractual	29/09/2025 Lawn N Order	Devolved Highways Verge Cutting (10)											£1,014.20								£202.84	£1,217.04
Contractual	30/09/2025 idVerde	Grounds Maintenance contracts (grass cutting)											£1,040.52								£208.10	£1,248.62
																						£0.00
PART B	FOR APPROVAL																					
	30/09/2024 SLCC Membership	Membership 2024-25 (Assistant Clerk)	£112.00																			£112.00
	Subtotal for month		£915.75	£0.00					£0.00	£0.00	£0.00	£0.00	£3,992.72	£0.00	£0.00	£195.00	£0.00	£0.00	£0.00	£1,129.00	£861.97	£12,371.74

£78,542.96

£77,411.78 £59,547.59

Classification - Open - Finance Kirton in Lindsey Town Council Finance Report July 2025

Balance carried forward April 1st 2025:

Receipts to June 30th 2025: Payments to June 30th 2025:

Receipts and Payments made during July 2025, reconciling the cashbook with the bank statements as at 31/07/2025

			Tayments to same sour 2025:	137,347.37
			Balance carried forward July 1st 2025:	£96,407.15
	Receipts			
Ref	<u>Date</u>	Payer	<u>Details</u>	Receipts
			Balance C/F 01/07/2025	£96,407.15
R45	02/07/2025	Public Sector Deposit Fund	Interest	£9.38
R46	02/07/2025	Public Sector Deposit Fund	Interest	£271.78
R47 R48	02/07/2025 03/07/2025	Mac In A Box Retford Memorials	Christmas Festival stall booking	£25.00 £195.00
R49	04/07/2025	PPC for Humberside	Cemetery - Memorial application fee (THOMPSON) Grant funding payment - CCTV	£2,745.55
R50	04/07/2025	Trent Valley Gliding Club	Summer Gala stall booking	£15.00
R51	05/07/2025	Women's Institute	Christmas Festival stall booking	£15.00
R52	08/07/2025	L Shelley	Summer Gala stall booking	£15.00
R53	10/07/2025	B Murray	Christmas Festival stall booking	£20.00
R54	15/07/2025	North Lincolnshire Council	Highway Verges / Parish Paths funding (1)	£8,955.00
R55	15/07/2025	V Rumary - Gala	Summer Gala - craft stall donations	£10.28
R56	16/07/2025	Co-Op Funeral Services	Cemetery - Exclusive Right of Burial & cheque fee	£302.00
R57	25/07/2025	North Lincolnshire Council	Precept (payment 2)	£58,612.28
R58	25/07/2025	S Adlard	Christmas Festival stall booking	£15.00
R59	27/07/2025	HSBC	Gross Interest	£23.60
R60	28/07/2025	E Hayward	Christmas Festival stall booking	£15.00
	D		Receipts, July 2025	£71,244.87
<u>Ref</u>	<u>Payments</u> <u>Date</u>	To Whom Paid	Details	<u>Payments</u>
P95	01/07/2025	Lawn N Order	Devolved highway verge cutting (5)	£1,106.40
P96	01/07/2025	ERNLLCA	Training - Management of Memorials	£150.00
P97	02/07/2025	O2	Mobile phone contracts	£30.84
P98	03/07/2025	S Barrett	Grounds Maintenance (planting)	£706.00
P99	07/07/2025	Diamond Jubilee Town Hall	Office Rent & Room Hire	£450.00
P100	07/07/2025	Diamond Jubilee Town Hall	Meeting room hire	£29.00
P101	10/07/2025	Wright Way Sports & Education	Sportszone professional coaching fees	£139.00
	14/07/2025	Co-Op Kirton in Lindsey	Summer Gala expenses - cleaning cloths	£2.00
	16/07/2025	No. 12 Chocolatier	Summer Gala expenses - Scarecrow Trail prizes	£15.00
	17/07/2025	HSBC	Business banking account charges	£8.00
	17/07/2025	NALC	Training - Beyond the Precept	£42.00
	17/07/2025	G Morgan	Summer Gala expenses - PA	£300.00
	18/07/2025 21/07/2025	B&Q Scunthorpe Lawn N Order	Community Payback expenses - brushes Devolved highway verge cutting (6)	£11.00 £1,320.00
	21/07/2025	B&Q Online	Community Payback expenses - paint	£137.88
	22/07/2025	Nest	Pension Contributions	1137.00
	22/07/2025	KLASSIC	Staff costs - July	
P112	22/07/2025	Flower Theatre	Civic - Workers Day Memorial wreath	£48.00
P113	23/07/2025	Town Clerk	Salary	
P114	24/07/2025	Assistant Clerk	Salary	
P115	24/07/2025	HMRC	Tax/NI/Student Loan	
	24/07/2025	L Porter	Charities - Land Registration works costs	£220.29
	24/07/2025	BT Business	Telephone bill - Jul-Sep	£154.66
	25/07/2025	idVerde	Grounds Maintenance (grass cutting)	£1,248.62
	30/07/2025 31/07/2025	RBL Poppy Appeal O2	Remembrance Service - 2 x wreaths	£62.00 £30.84
FIZU	31/0//2023	02	Mobile phone contracts	130.64
			Total Payments, July 2025	£10,650.43
		Cashbook carried forward		
			Balance carried forward April 1st 2025:	£78,542.96
			Receipts to July 31st 2025:	£148,656.65
			Payments to July 31st 2025: Cashbook total at July 31st 2025:	£70,198.02 £157,001.59
			Cashbook total at July 3 13t 2023.	107,001.37
		Reconciliation to Bank State		CEOO 00
			Current Account 41305484	£500.00
			Savings Account 01109553 Public Sector Deposit Fund	£76,501.59 £80,000.00
			Total in bank as at July 31st 2025:	£157,001.59
			Total III balik as at July 5 15t 2025.	-107,001.37

Agreed to cashbook and bank statements: Dated:

Classification - Open - Finance Kirton in Lindsey Town Council Finance Report August 2025 Receipts and Payments made during August 2025, reconciling the cashbook with the bank statements as at 31/08/2025

	<u>Cashbo</u>	ook balance brought forward:	Balance carried forward April 1st 2025: Receipts to July 31st 2025: Payments to July 31st 2025:	£78,542.96 £148,656.65 £70,198.02
			Balance carried forward August 1st 2025:	£157,001.59
	<u>Receipts</u>			
<u>Ref</u>	<u>Date</u>	<u>Payer</u>	<u>Details</u>	<u>Receipts</u>
			Balance C/F 01/08/2025	£157,001.59
R61	04/08/2025	Public Sector Deposit Fund	Interest	£287.24
R62	05/08/2025	HE Collin Love in A Cup Community Café	Christmas Festival - Stall booking Christmas Festival - Stall booking	£15.00 £15.00
R63 R64	13/08/2025 13/08/2025	Kirton Knit Knacks	Christmas Festival - Stall booking Christmas Festival - Stall booking	£15.00
R65	22/08/2025	Silabon-Pott	Christmas Festival - Stall booking	£20.00
R66	23/08/2025	Women's Institute	Christmas Tree donation	£125.00
R67	27/08/2025	L James	Christmas Festival - Stall booking	£25.00
R68	27/08/2025	H & HJ Huteson Funeral Directors	Cemetery - Interment fee PARSONS	£302.00
R69	27/08/2025	HSBC	Gross Interest	£85.96
			Receipts, August 2025	£890.20
	<u>Payments</u>			_
Ref	Date	To Whom Paid	Details Construct California (and back as in a second as in a sec	Payments
P121 P122	01/08/2025 01/08/2025	Burton & Dyson Axholme Pest Control	Cemetery - Solicitors fees - land registry works Cemetery - Pest control contract (1)	£1,516.00 £345.60
P123	01/08/2025	Retford Memorials	Cemetery - Unsafe memorials works x3	£36.00
P124	02/08/2025	PKF Littlejohn LLP	Annual external auditer fee	£504.00
P125	02/08/2025	Lawn N Order	Devolved Highways Verge Cutting (7)	£1,320.00
P126	04/08/2025	Macmillan Cancer Support	Mayor's Charity donations 2024-2025	£444.84
P127	04/08/2025	Wildthang (Baton of Hope)	Baton of Hope T-shirt (IS)	£20.00
P128	04/08/2025	Wildthang (Baton of Hope)	Baton of Hope T-shirts (CH&CM)	£40.00
P129 P130	04/08/2025 05/08/2025	Wildthang (Baton of Hope) KLASSIC Park	Bation of Hope T-shirt (VR) Room Hire - P&D Meeting	£20.00 £17.25
P131	05/08/2025	Anglian Water	Allotments - water billing	£36.87
P132	07/08/2025	S Barrett	Grounds Maintenance contracts (planting)	£706.00
P133	12/08/2025	Diamond Jubilee Town Hall	Office Rent and room hire	£450.00
P134	14/08/2025	Diamond Jubilee Town Hall	Meeting room hire	£59.00
P135	15/08/2025	KLASSIC Park	Staff costs Aug 25	6450.00
P136 P137	15/08/2025 16/08/2025	JB Rural Services HSBC	Parish Paths Partnership (2) Business banking account charges	£450.00 £10.65
P138	20/08/2025	Nest	Pension Contributions	110.63
P139	26/08/2025	Lawn N Order	Devolved Highways Verge Cutting (8)	£1,114.08
P140	26/08/2025	D Saxby	The Green - maintenance - chain link fencing	£65.00
P141	26/08/2025	Barton Town Council	Civic - Civic Dinner tickets x2	£80.00
P142	26/08/2025	Caloo Ltd	Play Area repairs - zipline	£924.00
P143	27/08/2025	Town Clerk	Salary	
P144 P145	28/08/2025 28/08/2025	Assistant Clerk idVerde	Salary Grounds Maintenance contracts (grass cutting)	£1,248.62
P146	29/08/2025	HMRC	Tax/NI/Student Loan	11,240.02
P147	30/08/2025	SLCC	Membership 2025-2026 Town Clerk	£300.00
			Total Payments, August 2025	£14,897.41
			=	
		Cashbook carried forward	Balance carried forward April 1st 2025:	£78,542.96
			Receipts to August 31st 2025:	£149,546.85
			Payments to August 31st 2025:	£85,095.43
			Cashbook total at August 31st 2025:	£142,994.38
		Reconciliation to Bank State	ements	
			Current Account 41305484	£500.00
			Savings Account 01109553	£62,494.38
			Public Sector Despoit Fund	£80,000.00
			Total in bank as at August 31st 2025:	£142,994.38

Agreed to cashbook and bank statements: Dated:

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - · are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

- 1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
- 2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - Sections 1 and 2 must be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
- 3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025.**
- 4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025.** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited:
- Section 1 Annual Governance Statement 2024/25, approved and signed, page 4
- Section 2 Accounting Statements 2024/25, approved and signed, page 5

Not later than 30 September 2025 authorities must publish:

- · Notice of conclusion of audit
- Section 3 External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not fully explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority must publish on the authority website/webpage the information required by Regulation 15 (2),
 Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and
 address of the external auditor before 1 July 2025.

Completion checkl	ist – 'No' answers mean you may not have met requirements	Yes	No			
All sections	Have all highlighted boxes have been completed?					
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?					
Internal Audit Report	Have all high lighted boxes been completed by the internal auditor and explanations provided?					
Section 1	For any statement to which the response is 'no', has an explanation been published?					
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?					
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?					
	Has an explanation of significant variations been published where required?					
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?					
	Has an explanation of any difference between Box 7 and Box 8 been provided?					
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.					

*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

Kirton in Lindsey Town Council

ENTER PU www.kirtoninlindseytowncouncil.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	/		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	1		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	1		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	1		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NOP
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	1		
H. Asset and investments registers were complete and accurate and properly maintained.	V		
Periodic bank account reconciliations were properly carried out during the year.	-		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	1		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			1
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	1		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	1		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	/		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	1		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

Date

Date

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Kirton in Lindsey Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agr	eed			
	Yes	No*	'Yes' means that this authority:		
We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.		
We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.		
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	/		has only done what it has the legal power to do and has complied with Proper Practices in doing so.		
We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	/		during the year gave all persons interested the opportunity inspect and ask questions about this authority's accounts.		
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.		
We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	/		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.		
 We took appropriate action on all matters raised in reports from internal and external audit. 			responded to matters brought to its attention by internal and external audit.		
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.		
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.		

^{*}Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:	Signed by the Chair and Clerk of the meeting where approval was given:
23/04/2025	
and recorded as minute reference:	Chair
2504 11 1111 (6)	Clerk
ENTER PU www.kirtoninlind	seytowncouncil.gov.uk ADDRESS

Section 2 - Accounting Statements 2024/25 for

Kirton in Lindsey Town Council

	Year e	ending	Notes and guidance				
	31 March 2024 £	31 March 2025 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.				
Balances brought forward	106,513	91,041	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	103,875	112,226	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	62,120	56,680	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	49,289	55,646	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.				
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any)				
6. (-) All other payments	132,178	125,758	Total expenditure or payments as recorded in the cash- book less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	91,041	78,543	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).				
8. Total value of cash and short term investments	91,041	78,543	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	256,343	281,558	The value of all the property the authority owns – it is mad up of all its fixed assets and long term investments as at 31 March.				
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	V			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	V			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

23/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

2025

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

Kirton-in-Lindsey Town Council - HU0144

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website - https://www.nao.org.uk/code-auditpractice/quidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25	
On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the informat Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for relevant legislation and regulatory requirements have not been met.	tion in concern that
Other matters not affecting our opinion which we draw to the attention of the authority:	
None	
3 External auditor certificate 2024/25	:1:45.7

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External	Auditor	Name
----------	---------	------

External Auditor Name			
	PKF LITTLEJOHN LLP		
External Auditor Signature	PAF littlejoh LL	Date	21/07/2025

Visual Play Area Inspection

[] Ongoing issue/Council aware

Comments:

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

Site address: KING EDWARD STREET, KIRTON IN LINDSEY, GAINSBOROUGH, DN21 4NQ CHE RITCHEN Name of Inspector: **Inspector Qualifications:** 28/7/25 Conducted on: Document Number: Number: SUNSHINE & WINDY Weather conditions: Is the site free from litter, dog fouling, broken glass, or other dangerous objects? [1/] 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: GATE REVES REAR
ZIL LIND OUR OF SERVICE Is the signage intact and readable? [1/] Pass []Fail

riave at the bills been emptied?		
[]Pass		
[\right] Fail		
[] Ongoing issue/Council aware		
		Action & Both
Comments: ALL WASTE BIN	I REQUIRS 2	July, SE
Has the grass been cut? (N.B. Gras September. Fortnightly from first w	s cutting schedule is: Weekly fii eek of October. One cut mid-No	rst week of April to last week of ovember and one cut mid-March
[√] Pass		
[]Fail		
[] Ongoing issue/Council aware		
Comments:		
Is the site free of any fallen branch	es or any other grounds mainte	nance issues?
[V Pass		
[]Fail		
[] Ongoing issue/Council aware		
Comments:		
General comments. Is there anythi	ng you would like to flag for the	attention of the Town Clerk?

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 TONY KITCHEN Name of Inspector: Inspector Qualifications: 14 August 2525 Conducted on: Document Number: SUNCHINS Weather conditions: Is the site free from litter, dog fouling, broken glass, or other dangerous objects? [V] 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: CATE Zil LINS Is the signage intact and readable? [Pass [] Fail [] Ongoing issue/Council aware Comments:

Have all the bins been emptied?	
[J Pass	
[]Fail	
[] Ongoing issue/Council aware	
Comments:	
Has the grass been cut? (N.B. Grass cutting schedule September. Fortnightly from first week of October. Or [] Pass [] Fail	
[] Ongoing issue/Council aware	
Comments:	
Is the site free of any fallen branches or any other group	unds maintenance issues?
Pass	
[]Fail	
[] Ongoing issue/Council aware	
Comments:	
General comments. Is there anything you would like t	o flag for the attention of the Town Clerk?
3 , P- 0 \ M.	IN ARTA.

NORTH LINCOLNSHIRE COUNCIL

INSPECTION OF PLAYGROUNDS AND EQUIPMENT

LOCATION OF PLAYGROUND

Kirton Playing Field

MENT Aug 25

QUARTERLY INDEPTH INSPECTION

Equipment	1	2	3	4	5	6	/	8	9	10	11	12	13	14	72	10	1/	19	19	20	21	22	23	24	25	20	27	28	29	30	-
Zip Line															X																
Tower Slide Unit															/	141															
Basket Ball Post															1																
Galaxy Unit															1						-/										
Yellow Zig Zag Spinner															/						1/1										
Roundabout															1																Γ
Timber Trim Trail															/					M											Г
2 Flat 1 Basket Swing																				7											Г
Pyramid Rope Climbing Net															/																Г
2 Cradle 1 me to you swing															/																
Seesaw															1				7												
Embankment Slide unit															/																
Toddler Trim Trail															1																
Toddler Twin Tower Slide unit				1											1																
Toddler Vinci slide unit															/																
2 Play boards														,	/																
Safety Surfacing															/																
Grass Matting								Ne							/																
Gate \ Fencing							1								/																-
Bins														1	/																-
Bike Stand Posts															/																
Teen Shelter															/					7											
seat \ Picnic Tables														1	-										-						
Signage														,	-											<	1				
Defects report Overleaf												1	nspe	ctor		ame	S	J	250	\$		5	Signa	ature	2		3	3			

NORTH LINCOLNSHIRE COUNCIL DEFECTS REPORT

DATE	EQUIPMENT	DEFECT	ADVISORY	ACTION REQUIRED	REPORTED TO
15-8-25	ZIP-LINE	BROKEN SPRING		REPLACE SPRING	KIRTON
					P.C.
104					
			REMARKS HAVE TO BE THE REST		

NORTH LINCOLNSHIRE COUNCIL

INSPECTION OF PLAYGROUNDS AND EQUIPMENT

LOCATION OF PLAYGROUND

Kirton Lindsay Klassic Park

MONTH A49 25

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Pod Fit 3 Unit															/																
Air Walker															/																
Double Air Skier															/																
Tia Chi Spinner															/																
Reclined Fitness Bicycle															/																
Arm Trainer															1																
Steel Seat															1																
							1												7.1												
							1																								
							1																								
						1	1	1	+																						
						+	+										-														
						-	1		-			-																			
					-	+	-	-	-		-						-	-				1	-		-	7					
	+				-	+	+	+	+		-						+	-							-	-	1			-	
Defects Reports Overleaf	X							ector				~	1		-								0: 1				4	*			

Visual Play Area Inspection

Comments:

Site: KIRTON IN LINDSEY TOWN COUNCIL PLAY AREA, TOWN GREEN Site address: KING EDWARD STREET, KIRTON IN LINDSEY, GAINSBOROUGH, DN21 4NQ TONY KTICHEN Name of Inspector: Inspector Qualifications: 21/8/25 Conducted on: ELEVEN **Document Number:** Weather conditions: 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 STILL RED'S REPAIRS Comments: Is the signage intact and readable? [] Pass [] Fail [] Ongoing issue/Council aware

Visual Play Area Inspection

Have all the bins been emptied?	
[VPass	
[]Fail	
[] Ongoing issue/Council aware	
Comments:	
	eather conditions;
Has the grass been cut? (N.B. Grass cutting sched	dule is: Weekly first week of April to last week of
September. Fortingnity from first week of Octobe	r. 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	r grounds maintenance issue?
	g and - a
[J] Pass	
[]Fail	
[] Ongoing issue/Council aware	
Comments:	
0	
General comments. Is there anything you would li	ike to flag for the attention of the Town Clerk?
2 2 1 12 8 8 1420	



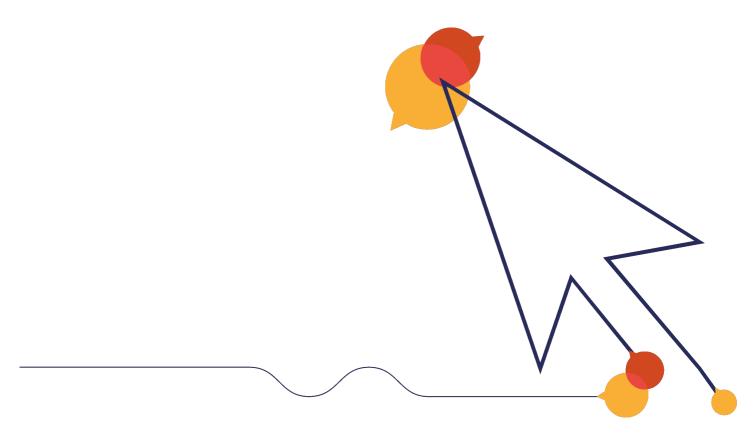
Safety Inspection Report

Annual Inspection

The Green Play Area



04 September 2025







Safety Inspection Report

Annual Inspection

Site name: The Green Play Area
Date of inspection: 04 September 2025

Inspector: Craig Owen







Gates		Innate risk score:
Description	Tasks	Risk score
Worn ground areas.	Consider installing grass mats to help with wear.	8
There is a crushing or shearing point on the side of the gate. Where the gaps reduce to less than 12 mm these have been known to cause serious, permanent injury to children, especially on the hinge side where the leverage forces are significant.	-	6
The gate's closing mechanism does not work correctly.	Adjust to remove the hazard.	4
Youth Shelter		Innate risk score: 4
Description	Tasks	Risk score
Additional comments are noted below.	Read the notes for further action.	8
Cycle Racks		Innate risk score:
Description	Tasks	Risk score
No Findings		
Fencing		Innate risk score:
Description	Tasks	Risk score
No Findings		
Seating		Innate risk score:
Description	Tasks	Risk score
No Findings		
Seating - Picnic Table		Innate risk score:
Description	Tasks	Risk score
No Findings		

 Signage
 Innate risk score:

 Description
 Tasks
 Risk score

 No Findings
 Innate risk score:
 2

 Litter Bins
 Innate risk score:
 2

 Description
 Tasks
 Risk score

No Findings

Basketball Post		Innate risk score: 8
Description	Tasks	Risk score
No Findings		
Musical Activity Panel - Bo	Innate risk score: 3	
Description	Tasks	Risk score
Surface needs repair.	Repair.	7
Multiplay - Slide Climber		Innate risk score: 6
Description	Tasks	Risk score
Surface needs repair.	Repair.	7
Climber - Kompan - Galax	у	Innate risk score: 6
Description	Tasks	Risk score
In the inspector's opinion the protective surface may not meet the head injury criteria requirements from the height required.	Refer to manufacturer for comment.	7
Minor repairs are needed.	Repair.	5
Rocker - Seesaw		Innate risk score: 6
Description	Tasks	Risk score
No Findings		
Slide - Embankment - Wit	h Access Ramp	Innate risk score:
Description	Tasks	Risk score
Item is cut.	Read the notes for further action.	6
The slide is dented and should be monitored for significant deterioration, such as cracking or corrosion.	Monitor for significant deterioration and replace or repairs as necessary.	3

No Findings

Agility - Balance Trail		Innate risk score: 6
Description	Tasks	Risk score
No Findings		
Multiplay - Slide Climber (Fenced Area)	Innate risk score: 6
Description	Tasks	Risk score
Vandalised (arson).	Repair.	4
Multiplay - Toddler - Sand		Innate risk score: 6
Description	Tasks	Risk score
Fixtures loose or missing.	Tighten.	5
Cap missing.	Replace.	3
Swing - Junior - 2 Bay 2 Se	at	Innate risk score: 6
Description	Tasks	Risk score
No Findings		
Space Net		Innate risk score: 5
Description	Tasks	Risk score
The spatial network requires re-tensioning.	Refer to manufacturer's guidance.	6
Carousel - Supernova		Innate risk score: 6
Description	Tasks	Risk score
No Findings		
Carousel - Rotator - Spica		Innate risk score: 6
Description	Tasks	Risk score

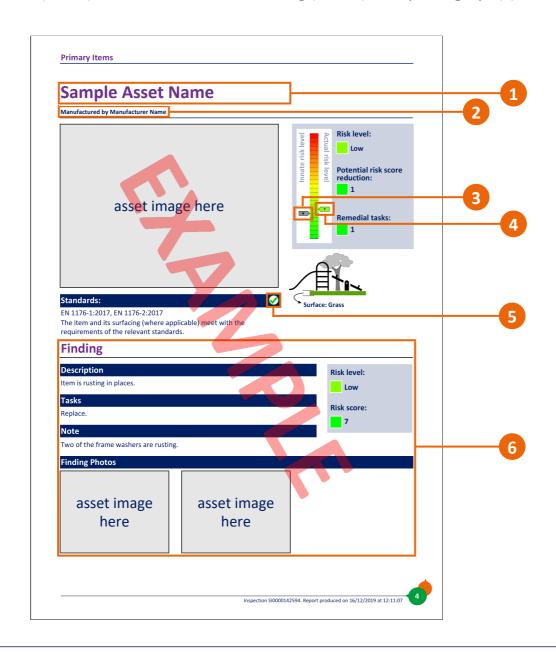
Carousel		Innate risk score: 6
Description	Tasks	Risk score
No Findings		
Climber - Frame & Net		Innate risk score: 6
Description	Tasks	Risk score
Fixtures loose or missing.	Tighten.	5
Swing - Toddler - 2 Bay 3 S	eat	Innate risk score: 5
Description	Tasks	Risk score
No Findings		
Cableway		Innate risk score: 5
Description	Tasks	Risk score
Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time, but can happen anywhere on the cable. It is	manufacturer's instructions, and at least annually. The trolley mechanism	5
Chain covers prevent a thorough inspection of all chain links.	Remove chain covers to inspect according to manufacturer's instructions.	4
Play Panel - Pairs Shaped		Innate risk score: 3
Description	Tasks	Risk score

No Findings

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

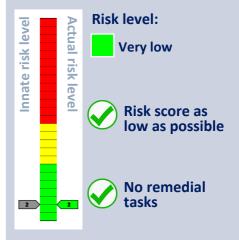
Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.



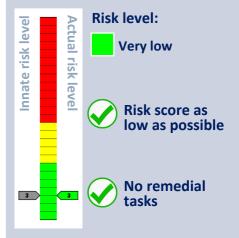
Signage





Cycle Racks





Gates





Maintenance Finding

Description

Worn ground areas.

Tasks

Consider installing grass mats to help with wear.

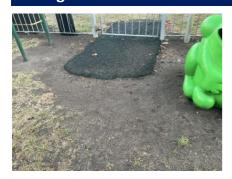
Risk level:



Risk score:

8

Finding Photos





Maintenance Finding

Description

There is a crushing or shearing point on the side of the gate. Where the gaps reduce to less than 12 mm these have been known to cause serious, permanent injury to children, especially on the hinge side where the leverage forces are significant.

Risk level: Low Risk score: 6

Risk level:

Low

Risk score:

4

Tasks

Adjust gate / posts / fit new rubber buffer to ensure a spacing of at least 12 mm throughout the range of the gate to remove the entrapment. The 12 mm gap also should apply on the hinge side of the gate.

Note

Hinge side.

Finding Photos



Maintenance Finding

Description

The gate's closing mechanism does not work correctly.

Tasks

Adjust to remove the hazard.

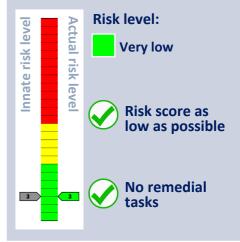
Note

Finding Photos

Adjust to close no quicker than 5 seconds.

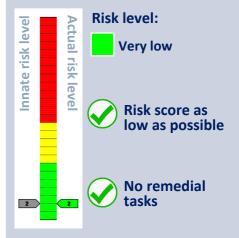
Fencing





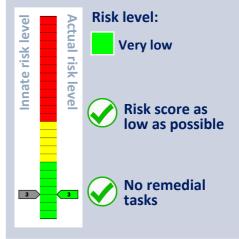
Litter Bins





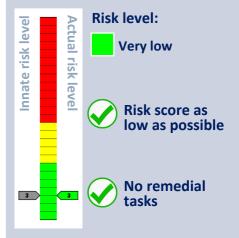
Seating



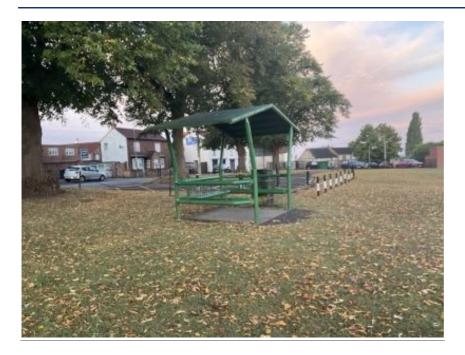


Seating - Picnic Table





Youth Shelter





Maintenance Finding

Description

Additional comments are noted below.

Tasks

Read the notes for further action.

Note

Roof access is possible. Monitor.

Finding Photos



Risk level:

Medium

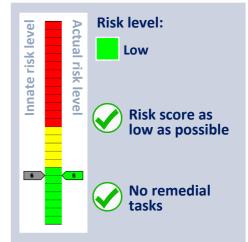
Risk score:

8

Rocker - Seesaw

Manufactured by Vinci Play







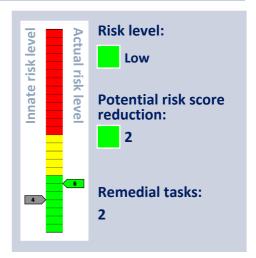
Standards:

EN 1176-1:2017+A1:2023, EN 1176-6:2017

Slide - Embankment - With Access Ramp

Manufactured by Kompan Ltd







Standards:

EN 1176-1:2017+A1:2023, EN 1176-3:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Item is cut.

Tasks

Read the notes for further action.

Note

Slides sides are cut in various places. Smooth off sharp edges.

Finding Photos





Low

Risk score:

Maintenance Finding

Description

The slide is dented and should be monitored for significant deterioration, such as cracking or corrosion.

Tasks

Monitor for significant deterioration and replace or repairs as necessary.

Note

There are dents to the slide bed. Monitor for sharp edges and repair.

Finding Photos



Risk level:

Very low

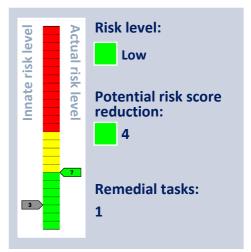
Risk score:

3

Musical Activity Panel - Bongo Drums

Manufactured by Kompan Ltd







Standards:

EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Note

Damaged foundation. Repair.

Risk level:

Low

Risk score:

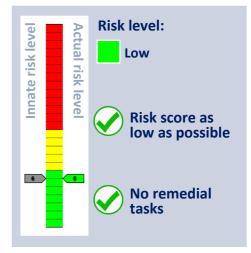




Agility - Balance Trail

Manufactured by Vinci Play







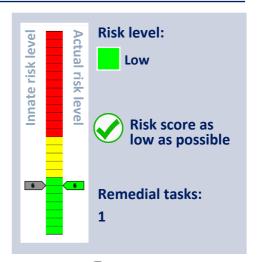
Standards:

EN 1176-1:2017+A1:2023

Multiplay - Slide Climber (Fenced Area)

Manufactured by Vinci Play







Standards:

EN 1176-1:2017+A1:2023, EN 1176-3:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Vandalised (arson).

Tasks

Repair.

Note

There is still arson damage to the shelf's frame (under platform) and steel support. Monitor.

Risk level:

Low

Risk score:

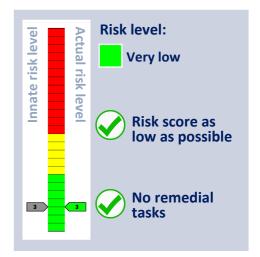




Play Panel - Pairs Shaped

Manufactured by Kompan Ltd







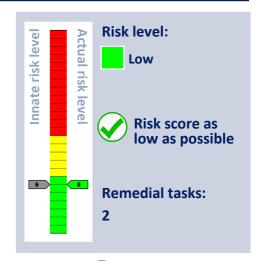
Standards:

EN 1176-1:2017+A1:2023

Multiplay - Toddler - Sand

Manufactured by Vinci Play







Standards:

EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten.

Note

Flag is loose to mast. Repair.

Risk level:



Risk score:





Maintenance Finding

Description

Cap missing.

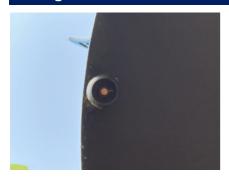
Tasks

Replace.

Note

Some caps are missing from the underside of platforms. Replace.

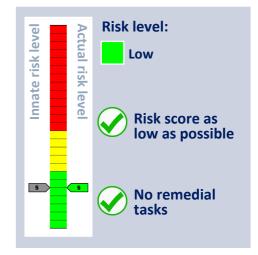
Risk level: Very low Risk score:



Swing - Toddler - 2 Bay 3 Seat

Manufactured by Vinci Play







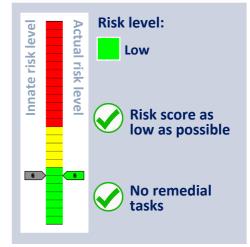
Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017

Swing - Junior - 2 Bay 2 Seat

Manufactured by Vinci Play







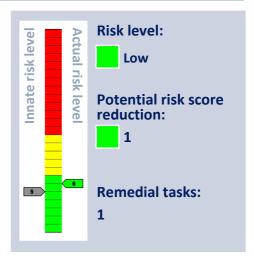
Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017

Space Net

Manufactured by Vinci Play







Standards:

EN 1176-11:2014, EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

The spatial network requires re-tensioning.

Tasks

Refer to manufacturer's guidance.

Note

Rope is a little slack. Tighten.

Photo not possible



Risk level:

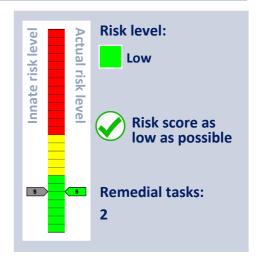
Low

Risk score:

Cableway

Manufactured by Vinci Play







Standards:

EN 1176-1:2017+A1:2023, EN 1176-4:2017

Maintenance Finding

Description

Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time, but can happen anywhere on the cable. It is important to inspect any hidden parts at least annually. Damaged cables require replacement. This cannot be determined during an annual inspection, and is excluded from our inspection. This can lead to a high risk if no action is taken. Refer to the manufacturer's instructions to ensure the correct check is carried out.

Risk level: Low Risk score:

Tasks

Conduct an appropriate dismantling inspection according to the manufacturer's instructions, and at least annually. The trolley mechanism can be checked at the same time.

Finding Photos





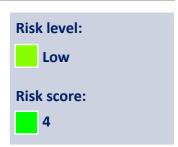
Maintenance Finding

Description

Chain covers prevent a thorough inspection of all chain links.

Tasks

Remove chain covers to inspect according to manufacturer's instructions.

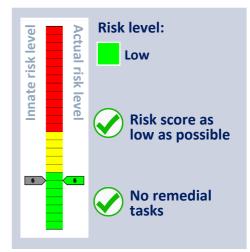




Carousel - Supernova

Manufactured by Kompan Ltd







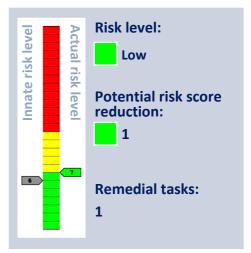
Standards:

EN 1176-1:2017+A1:2023, EN 1176-5:2019

Multiplay - Slide Climber

Manufactured by Vinci Play







Standards:

EN 1176-1:2017+A1:2023, EN 1176-3:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Note

Matting is lifting in front of rope access. Repair.

Risk level:

Low

Risk score:



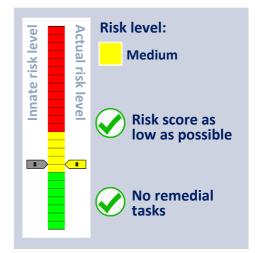




Basketball Post

Manufactured by Caloo Ltd







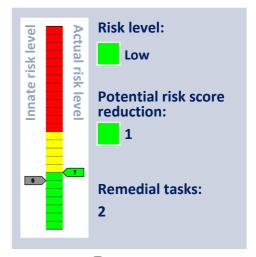
Standards:

EN 1270:2005, EN 15312:2007+A1:2010

Climber - Kompan - Galaxy

Manufactured by Kompan Ltd







Standards:

EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

In the inspector's opinion the protective surface may not meet the head injury criteria requirements from the height required.

Tasks

Refer to manufacturer for comment.

Note

There are falls of up to 2.4 m on to silted and compact grass mats.

Finding Photos





Risk level:

Low

Risk score:

7

Maintenance Finding

Description

Minor repairs are needed.

Tasks

Repair.

Note

Ropes rubber paddings is damaged. Repair.

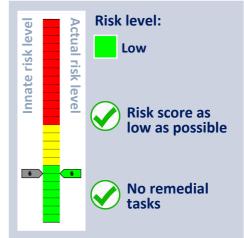
Risk level: Low Risk score: 5



Carousel - Rotator - Spica

Manufactured by Vinci Play







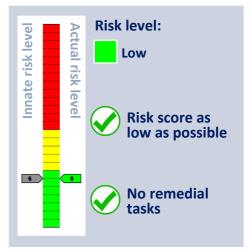
Standards:

EN 1176-1:2017+A1:2023, EN 1176-5:2019

Carousel

Manufactured by Vinci Play







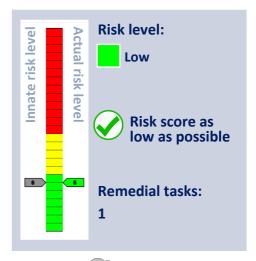
Standards:

EN 1176-1:2017+A1:2023, EN 1176-5:2019

Climber - Frame & Net

Manufactured by Vinci Play







Standards:

EN 1176-1:2017+A1:2023

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten.

Note

Some rope fixtures are loose. Tighten.

Risk level:

Risk score:





General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

- 1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
- 2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic
- 3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
- 4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
- 5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
- 6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5 = low risk$. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5 = low risk$. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

			Sever	ity		
		1	2	3	4	5
L		Insignifi-	Minor	Moderate	Major	Catastro-
i		cant				phic
k	1 = Rare	1	2	3	4	5
е		LOW	LOW	LOW	LOW	LOW
I	2 = Unlikely	2	4	6	8	10
i		LOW	LOW	LOW	MEDIUM	MEDIUM
h	3 = Moderate	3	6	9	12	15
0		LOW	LOW	MEDIUM	MEDIUM	HIGH
0	4 = Likely	4	8	12	16	20
d		LOW	MEDIUM	MEDIUM	HIGH	HIGH
	5 = Certain	5	10	15	20	25
		LOW	MEDIUM	HIGH	HIGH	HIGH

Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.

What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

Exposure to Risk

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.

How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an "Annual Main Inspection", the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

Table 1

Inspection Recommendations of relevant standards	Included in
These form the Annual Main Inspection	RoSPA
	Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	√ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	√ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	√ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	√ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	√ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	√ [4]
6.1 d) Excavation or dismantling/additional measures	×
6.2.1 Assessment of glass reinforced plastics (see note 5)	√ [5]
6.2.1 Inspection of one post equipment (see note 1)	√ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	√ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	×
N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as details in the relevant standard.	
Notes [1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay. [2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees. [3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment [4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance [5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.	

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INIURIES IN THE FREE SPACE

- * No obstacles in the minimum space (other than structures to assist or safeguard the user)
- * Traffic flows should not go through the minimum space

PROTECTION AGAINST INJURIES IN THE FALLING SPACE

* Free height of fall should not exceed 3m * No obstacles in the falling space * Platforms with fall heights of more than 1m between them require surfacing

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

* No unexpected obstacles

SURFACING SAFETY REQUIREMENTS

* Surfacing should have no sharp edges or protrusions * Loose fills should be 100mm more than the depth required to meet the HIC reading (usually total 300mm up to 2m, and 400mm up to 3m) * Hard surfaces should only be used outside where children fall * Testable Impact absorbing surfaces if falls over 600mm are possible. Good turf may be used up to 1.5m

DESIGN AND MANUFACTURE

- * The equipment must be suitable for the user and risks should be identifiable by the child * Accessibility: adults must be able to gain access to help children * Grip requirements: permitted diameter 16 45mm (e.g. overhead bars) * Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)
- * Requirements for easily accessible equipment

FINISHING

- * Timber species and synthetics should be splinter resistant * No protrusions or sharp-edged components * Bolts should not protrude by more than 8mm * Corners, edges or projecting parts over 8mm should have a 3mm radius. * No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) * No crushing or shearing points
- * Connections should not come loose by themselves and should resist removal. * Timber connections should not rely solely on screws or nails. * Leaking lubricants should not stain or impair the safety of the equipment

FIBRE ROPES

- * Conform to EN 701 or 919 or have a material and load certificate
- * Ropes used by hands shall have a soft, non-slip covering

WIRE ROPES

* Non-rotating and corrosion resistant with no splayed wires outside the ferrule * Wire connector clip threads should protrude less than 8mm * Turnbuckles should be enclosed, have a loop at each end and be secured

CHAINS

- * Maximum opening of individual links: 8.6mm in any one direction.
- * Connecting links between chains must be less than 8.6mm or over 12mm

SWINGING SUSPENDED ROPES

* Not combined with swings in the same bay * Less than 2m long: over 600mm from static parts; over 900mm from swinging parts * 2m - 4m long: over 1000mm from anything * Diameter: 25 - 45mm

CLIMBING ROPES

- * Anchored at both ends and movement less than 20% of rope length
- * Single climbing rope diameter: 18 45mm (nets comply with Grip requirements)

ENTRAPMENTS

* Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

BRIDGES

* The space between the flexible bridge and rigid sides should be not less than 230mm

ENTRAPMENT OF FEET AND LEGS

- * Inclined planes (not suspension bridges) less than 38° should have no gaps over 30mm
- * There are no requirements for suspension bridge gaps other than the main entrapment requirements

FINGER ENTRAPMENTS

These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps

- * Tube ends should be securely enclosed and removable only with tools
- * Moving gaps should not close to less than 12mm

BARRIERS AND GUARD-RAILS

* Handrail: a rail to help the child balance * Guard-rail: a rail to prevent children falling * Barrier: a guard-rail with non-climbable in-fill HAND-RAILS

* Where required they should be between 600 and 850mm above the standing surface

EASILY ACCESSIBLE EQUIPMENT

* Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

NOT EASILY ACCESSIBLE EQUIPMENT

* Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over * Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing * Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing * No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

MEANS OF ACCESS

All means of access should have no entrapments; be securely fixed; be level to $\pm 3^{\circ}$ (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

EN 1176 Notes – Summary of Requirements

SWINGS

REQUIREMENTS

* No all-rigid suspension members (i.e. solid bar top to bottom) * Design should be principally for use by seated children (RoSPA interpretation) * Two seats per bay maximum. * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single points swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism * Group seats must have their own bay.

DIMENSIONS

* Minimum ground clearance at rest: 350mm (400mm for group seats) * No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats * Distance between seat and frame: 20% of swing suspension + 200mm * Distance between seats: 20% of the swing suspension + 300mm * Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length (+30% for group and Type 4 seats)

SITING

* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

SURFACING REQUIREMENTS

Forward and Back

- * Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m + 0.5m of obstacle-clear space 2. loose-fill: 0.867 x length of suspension member + 2.25m Side width
- * Seat width no greater than 500mm: 1.75m minimum (i.e. .875mm each way from seat centre)
- * Areas for two seats in one bay may overlap providing the distance between seats is correct Single point swings
- * Circular area with a radius equal to the Forward and Backward figure for other swings

SLIDES

SAFETY REQUIREMENTS

* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. * Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it * If the starting section is over 400mm long, platform requirements apply * From a platform, the gap to the slide is the same width as the slide * Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point * Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

- * Maximum angle: 60° at any one point and an average of 40° * The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm * Spiral or curved slides should have a width less than 700mm
- * Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: type 1 = 10°, type 2 = 5° (both downwards) * Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm * Users should come to a stop on the run-out section (type 2 only) * Chutes should have a side height related to the fall height: 1.2m: 100mm minimum: 1.2m 2.5m: 150mm minimum: Over 2.5m:
- * Maximum side angle from slide bed: 30° * Tops of sides should be rounded or radiused to at least 3mm * Tunnel slides should be a minimum 750mm high and 750mm wide * Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: * type 1: 1m each side and 2m beyond (or just 1.5m beyond for short slides) * type 2: 1m each side and 1m beyond

CABLE RUNWAYS

SAFETY REQUIREMENTS

- * Stop at end should progressively slow down the traveller * Traveller should not be removable except with tools * No access to internal mechanism * Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle * Where children hang by the hands, the grip should not be enclosed (i.e. a loop)
- * Climbing should be discouraged onto the grip * Children should be able to get off the seat at any time (i.e. no loops or straps) * Maximum loaded (69.5kg) speed is 7m per second * If two cables are placed parallel the min. distance between them is 2m IMPACT ARFAS
- * 2m either side of main cable

ROTATING ITEMS

NOTE: Rotating items under 500mm diameter are excluded from these requirements SAFETY REQUIREMENTS

* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) * Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested * Hand grips should be between 16 - 45mm

SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are: Platform roundabouts:

* Platforms should be circular and enclosed * All parts should revolve in the same direction * No super-structure over the edge of the platform * Mechanism should be enclosed * Height between underside and ground 60 – 110mm for 300mm inwards

EN 1176 Notes – Summary of Requirements

Giant revolving discs

* Clearance of underside at lowest point: 300mm in loose-fill, 400 mm for synthetic * Max. platform height: 1m * Free space: 3m * Upper surface should be continuous, smooth and with no handles or grips * Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

MINIMUM SPACE

* Free space: Horizontal: 2m all round * Vertical head clearance from platform: sitting 1.5m; standing 1.8m * Small rotating items under 500mm diameter are excluded,

SURFACING REQUIREMENTS

* There are no special extra requirements for surfacing areas * Surfaces should be continuous underneath and level

ROCKING ITEMS

DEFINITIONS

- * Rocking equipment which can be moved by the user and is supported from below
- * Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

SAFETY REQUIREMENTS

- * Throughout the range of movement gaps in all accessible joints should be under 12mm * Progressive restraint at extremity of movement is required * Foot rests should be provided where the ground clearance is less than 230mm * Hand grips should be provided for each seat or standing position
- * Foot rests and hand grips should be firmly fixed and non-rotating * Hand grip diameter: 16 45mm (for toddler items: 30mm maximum) * Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

* Minimum 1000 mm for springers, except if standing is allowed in which case 1500 mm * 1500 mm minimum for type 1.

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

SAFETY

- * Appropriate safety systems must be established by the operator * No access should be allowed to unsafe equipment or areas * Records should be kept by the playground operator * Effectiveness of safety measures should be assessed annually * Signs should be provided giving owner details and emergency service contact points * Entrances for emergency services should be freely accessible
- * Information on accidents should be kept
 * Staff and users should be safe during maintenance operations

INSPECTION

* Manufacturers will recommend the inspection frequency although some sites may need a daily check Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1-3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

- * An inspection schedule should be prepared for each playground, listing components and methods
- * Appropriate action should be taken if defects are noted

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

* This covers remedial work and repairs as required * Alterations should only be carried out after consultation & agreement with the supplier or a competent person



Playsafety Ltd 78 Shrivenham Hundred Business Park Watchfield SWINDON SN6 8TY +44 (0)1793 317470

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NORTH LINCOLNSHIRE COUNCIL

INSPECTION OF PLAYGROUNDS AND EQUIPMENT

LOCATION OF PLAYGROUND

Kirton Playing Field

IONTH...Dept

QUARTERLY INDEPTH INSPECTION

Equipment	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Zip Line																															
Tower Slide Unit																															
Basket Ball Post										/																					
Galaxy Unit										/																					
Yellow Zig Zag Spinner													,																		
Roundabout																															
Timber Trim Trail								\neg					1																		
2 Flat 1 Basket Swing	 												\neg																		
Pyramid Rope Climbing Net																															
2 Cradle 1 me to you swing										./																					
Seesaw				—			\Box				\neg																				
Embankment Slide unit																															
Toddler Trim Trail																													Ш		
Toddler Twin Tower Slide unit										V																				\square	
Toddler Vinci slide unit																													\square		
2 Play boards										1/																					
Safety Surfacing													,																		
Grass Matting										/																					
Gate \ Fencing										./						,															
Bins																													ш		
Bike Stand Posts																							$oxed{oxed}$		_		L		Ш		_
Teen Shelter										-			1																Ш		
Seat \ Picnic Tables																															
Supernova																															
Sandpit										~	П																				
Signage					\Box					~	\neg			\neg																	
Defects report Overleaf													Insp	ecto	rs N	lam	e	5.	134	ich	ce,	30	Sigr	natu	re:	11		-			

NORTH LINCOLNSHIRE COUNCIL

INSPECTION OF PLAYGROUNDS AND EQUIPMENT

LOCATION OF PLAYGROUND

Kirton Lindsay Klassic Park

MONTH. Se Com...

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	3
Pod Fit 3 Unit										/																					
Air Walker						\Box																									
Double Air Skier	Т					\Box		\Box																							
Tia Chi Spinner						\Box																									
Reclined Fitness Bicycle						\Box																									
Arm Trainer																															
Steel Seat	Г																														
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Defects Reports Overleaf

Inspectors Name..

3. Bucheley

Signature

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 Rite wan Inspector Qualifications: 13 th SatistuB 30 2025 Conducted on: Document Number: TW 2 12 DRY LIN ! Weather conditions: 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: Gará BACE RATE Is the signage intact and readable? [V Pass [] Fail [] Ongoing issue/Council aware Comments:

Visual Play Area Inspection

Have all the bins been emptied?	
[J Pass	
[]Fail	
[] Ongoing issue/Council aware	
Comments:	
	Land, page 1
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 c	ut 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 ground	s maintenance issues?
[√] Pass	
[]Fail	
[] Ongoing issue/Council aware	
Comments:	
General comments is there anything you would like to fi	ag for the attention of the Town Clark?



Score	4 / 5 (80%)	Flagged items	0	Actions	0
Name of Inspector					Barrie Starkie
Inspector Qual	ifications				Councillor
Conducted on				24 J	ul 2025 23:00 UTC
Document Nun	nber				25072025
Weather condi	tions.				Sunny dry
					1 / 1 (100%)
Is the site free other dangero		ງ fouling, broken glass, o	r		Pass
Is the site free equipment?	of any obvious	signs of damage to any			Pass
					Pass Pass
equipment?	intact and read				
equipment? Is the signage i Has the grass b	intact and read been cut? of any fallen br		unds		Pass



Score	5 / 5 (100%)	Flagged items	0	Actions	0
Name of Inspector					Barrie Starkie
Inspector Qua	lifications				Councillor
Conducted on					4 Aug 2025 23:00 UTC
Document Nur	nber				05082025
Weather condi	tions.				Good dry
					1 / 1 (100%)
Is the site free other dangero		fouling, broken glass, or			Pass
Is the site free equipment?	of any obvious	signs of damage to any			Pass
Is the signage	intact and read	able?			Pass
Has the grass l	been cut?				Pass
Is the site free maintenance i		anches or any other ground	ds		Pass
	ents. Is there a on of the Town	nything you would like to fl Clerk?	ag	Previo	us ground repair intact.



Score	5 / 5 (100%)	Flagged items	0	Actions	0
Name of Insp	ector				Barrie Starkie
Inspector Qu	alifications				Councillor
Conducted or	ı			10 A	ug 2025 10:25 UTC
Document No	umber				10082025
Weather con	ditions.				Good dry
					1 / 1 (100%)
Is the site fre other danger		ງ fouling, broken glass, or			Pass
Is the site fre equipment?	e of any obvious	signs of damage to any			Pass
Is the signage	e intact and read	able?			Pass
Has the grass	been cut?				Pass
Is the site fre maintenance		anches or any other ground	ls		Pass
	ments. Is there a tion of the Town	nything you would like to fla Clerk?	ag	whilst still ok , it that with furthe	eviousley reported 's now established r small holes these g made by rabbits.



Score	5 / 5 (100%)	Flagged items	0	Actions	0
Name of Inspector					Barrie Starkie
Inspector Qual	ifications				Councillor
Conducted on				24 Au	g 2025 14:52 UTC
Document Nun	nber				24092025
Weather condit	tions.				Fair , dry
					1 / 1 (100%)
Is the site free other dangerou		fouling, broken glass, or			Pass
Is the site free equipment?	of any obvious	signs of damage to any			Pass
Is the signage i	ntact and read	able?			Pass
Has the grass b	een cut?				Pass
Is the site free maintenance is		anches or any other ground	ls		Pass
General commo		nything you would like to fla Clerk?	ag	No further incurs	ion from rabbits.

Flower bed review

4th of June 2025

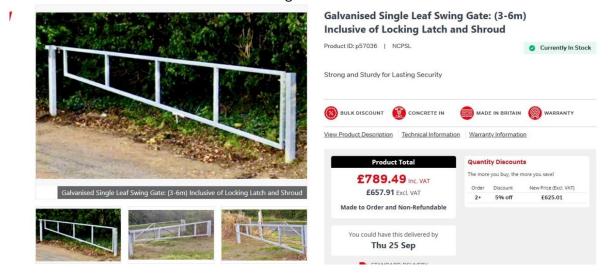
Present: David Kathy Hazel Suzy Pat

There was general discussion about the flower beds throughout the town with mixed views about what should or could happen to them. The following recommendations will be shared with the next council meeting.

- 1. Remove the middle bed on N Cliff Rd
- 2. Remove the bed at the top of Dunston hill that's under the Yew Tree
- 3. Consider placing a new bed at the triangle on South Cliff Rd instead of the two beds there which are too low to be visible.
- 4. Reduce winter bedding, putting in more shrubs and perennials gradually over the next few years. Winter bedding for Market Place only.
- 5. Try to establish a new volunteer group and PF2 process
- 6. Seek more sponsorship and HF to process
- 7. Suzy to look after the rosebeds and to consider adding bark
- 8. Seek to remove the flower bed to the right of the cemetery gates when appropriate
- 9. Continue to plant the marketplace and other key areas, if necessary passing them all to Suzy if a new volunteer group is not available.

Notes taken by PF

Research into alternative solutions for securing access to and across the Green



Costing details:

6 metre - galvanised & powder coated £1,247.77 excluding VAT Colour coating: Green RAL 6005 Fixing type - concrete in

1 x additional latch post - concrete in £178.77 excluding VAT 50mm combination padlock - Brass £21.34 excluding VAT

Total: £1447.88 excluding VAT.

Home / Barriers and Guard Rail / Manual Swing Barrier Gate | Single Leaf Access Gate





Costing details:

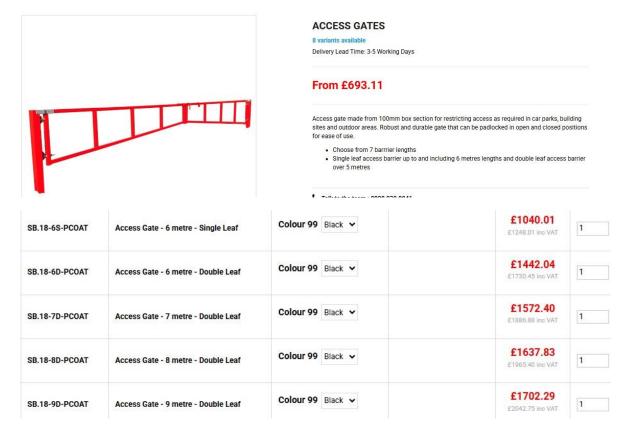
6 metre – galvanised & powder coated £1,292.00 excluding VAT Colour coating: Green

Fixing type – concrete in

1 x additional latch post - concrete in £185.00 excluding VAT

Total: £1477.00 excluding VAT.

Research into alternative solutions for securing access to and across the Green



Costing details:

7 metre – powder coated Colour coating: Yellow, Red or Black

Fixing type - concrete in

Total: £1572.40 excluding VAT.

Notes:

Installation works will be at additional cost and will include works to restore surfacing from the bollard

in stall at ions.

A further alternative may be to replace the large metal tube bollard with a bollard similar to the current three. This will need to include installation work and adjustment of the anchor for the large metal tube bollard. The style previously purchased is no longer available, however a removal bollard in a similar style is currently £597 to purchase only.







Page 2 of 2





Kirton in Lindsey Town Council

Policy No 33: Dignity At Work Policy

Reviewed and Adopted: September 2024 (v.20241) [FC2409/12]

Next Review September 2025

Kirton in Lindsey Council believes that civility and respect are important in the working environment, and expect all Councillors, Officers and the public to be polite and courteous when working for, and with the Council.

Purpose

Kirton in Lindsey Council is committed to creating a working environment where all Council employees, Councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Kirton in Lindsey Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available NALC & SLCC

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by Officers and all employees engaged to work at Kirton in Lindsey Town Council. Should staff, volunteers or contractors have a complaint connected to their engagement with Kirton in Lindsey Town Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the Chair of the Council the complaint should be raised to the Council's Personnel & Disciplinary Committee.

Agency staff, or contractors are equally expected to treat Council colleagues, and other representatives and stakeholders with dignity and respect, and the Council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the Council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, Councillor), however, the Council will take appropriate action if any of its

employees are bullied or harassed by employees, Councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and Council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Kirton in Lindsey Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the Council to treat each other with respect and uphold the values of the Code of Conduct, Civility and Respect pledge, Equality policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the Council's disciplinary procedure.

Harassment

- •Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- •Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

•Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work

- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the Council's Equality Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the Council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the Clerk/or a Councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a Councillor: If you are being bullied or harassed by a Councillor, please raise this with the Clerk/Chief Officer or the Chair of the Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The Council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the Clerk/Chief Officer or a Councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the Council's policy and must stop. Alternatively, you may wish to ask the Clerk/Chief Officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the Chair of the Council. (If your concern relates to the Chair, you should raise it with the Chair of the personnel/staffing committee). The Chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the Council staff
- such behaviour is contrary to our policy

 for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The Chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the Council's grievance procedure. You should raise your complaint to the Clerk/Chief Officer or the Chair of the Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Clerk/Chief Officer or the Chair of the Council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The Council will consider any adjustments to support you in your work and to manage the relationship with the Councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your compliant (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a Council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptions may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with Council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a Council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Council's that have not signed up to this are requested to consider making this pledge which is based on basic

behaviours and expectations of all Council representatives to create workplaces that allow people to maintain their dignity at all times. If your Council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A Council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their age, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- Pregnancy/Maternity harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant persons stomach.
- Harassment based on race could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- Gender harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another.
 Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.

- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust
 a dress code to accommodate religious dress could be examples of harassment based on
 religion/belief.
- Excluding same sex partners from social events could be both sexual orientation and marriage/civil partnership discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the Council enables employees with different backgrounds and beliefs to share ideas and shape how the Council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The Council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The Council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the Council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the Council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and Councillors jointly determine the working culture, Councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how Councillors behave with each other in Council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All Council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the Council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the Council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that Councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the Clerk/Chief Officer, another employee of the Council, or a Councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for Council employees this may be the Clerk/Chief Officer, and for the Clerk/Chief Officer this could be the Chair/deputy Chair, or possibly Chair of a staffing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the Council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders — Councillors, Clerks, Chief Officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a Councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small Council it is likely that it will be clear that the accused will know where the accusation has come from. The Council representative (Clerk/Chief Officer/Councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a Council to consider an anonymous complaint, however if the concerns are significant and compromise the Council in their duty of care to employees, then consideration of how the deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the Council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a Councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the Council has made the complaint, that the Council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the Council as a whole due to lack of support related to Councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the Council, or require exploration of the Councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any Councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the Council and can therefore be dealt with by the Council's grievance procedure or against a Councillor and can only be dealt with by the Monitoring Officer.

Signed	Town Mayor
Date	
Signed	Town Clerk
Date	