



Kirton in Lindsey Town Council

Contact the Council: Town Clerk phone 01652 648978; e-mail enquiries@kirtoninlindseytowncouncil.gov.uk or visit the Town Council website at www.kirtoninlindseytowncouncil.gov.uk

Town Councillors are hereby summoned to attend the monthly meeting of
Kirton in Lindsey Town Council on

Wednesday 23rd September at 7pm

Proceedings will be held at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey
The agenda is set out below. Members of the public and press are welcome to attend.

Neil Taylor-Matson, Town Clerk, 17th September 2026

It is recommended that residents wishing to speak at the meeting under public participation notify the Town Council to ease meeting management.

AGENDA

2609/01 Apologies for Absence

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

2609/02 Declaration of Interests / Dispensations

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

NOTE: COUNCILLORS MUST DECLARE ANY AMENDMENT TO PECUNIARY INTERESTS WITHIN 28 DAYS

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

2609/03 Public Participation

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

2609/04 Minutes of the Previous Meeting

- To approve the minutes of the Full Council Meeting held on 22nd July 2026 (*fwd 27/07/2026*)
- To receive the minutes of the KLASSIC Charity Committee Meeting held 5th August 2026 (*fwd 26/08/26*)
- To receive the draft minutes of the KLASSIC Charity Committee Meeting held 2nd September 2026 (*fwd 09/09/26*)
- To receive the draft minutes of the Personnel & Disciplinary Committee Meeting held 8th September 2026 (*fwd 17/09/2026*)
- To receive the draft minutes of the Promoting Kirton Committee held 14th September 2026 (*fwd 17/09/2026*)

2609/05 Mayor & Delegates Reports

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

Mayor's Reports

- Kirton in Lindsey Civic Service 6th September
- Mayor / Sheriff of Lincoln Summer Garden Party 12th September
- Gainsborough Civic Service 20th September

Councillor/Officer Reports

- Breakthrough Communications – 2027 Elections training 11th September – Town Clerk
- ERNLLCA/Wilkin, Chapman, Rollits – HR Employment Law update 15th September – Cllr Kofoed/TC
- Town and Parish Liaison 17th September - Cllr Frankish.
- ERNLLCA/Wilkin, Chapman, Rollits - Charities Training 21st September – Cllr Frankish/Kofoed/TC

2609/06 Report from North Lincolnshire Council / Ward Councillors

- a. To receive the Ward Councillors' Report and to consider any actions arising from the report
- b. To note outstanding matters raised with North Lincolnshire Council and agree any actions required including weed clearance, road maintenance works, Redbourne Mere nature reserve works; street resurfacing at Cornwall Street, boundary and turning vehicles signage for Redbourne Mere, highway drainage problem – flooding of horse stabling, Ings Road and bus shelter works and agree any actions required including any escalation of outstanding issues
- c. To consider escalation and request for review of process regarding weed clearance/management and agree any actions required
- d. To receive an update regarding the signage for the public conveniences in the Market Place and agree any actions required
- e. To receive an update on parking enforcement in the town from the Parking and Community Wardens Team Leader, North Lincolnshire Council
- f. To receive an update on parking issues highlighted at Kirton in Lindsey library
- g. To receive an update on the Article 4 Direction request and agree any actions required (*fwd 14/09/2026*)

2609/07 Community Speedwatch

To receive an update on the Community Speedwatch scheme and agree any actions required

2609/08 Speed Indicator Devices

To receive an update on progress with seeking funding for speed indicator devices for the town including costings and requirements for transfer of responsibility for three posts from North Lincolnshire Council and agree any actions required

2609/09 Whipping Post

To receive updates to note the completion of the planned grant funded works following the collapse of the Whipping Post last November and agree any actions required including details of rearranged photocall

2609/10 Allotments

To receive any relevant updates including regarding the entrance works planning application agreeing actions required

2609/11 Grove Street Cemetery

To receive any relevant updates regarding the cemetery including memorial testing works, Land Registry works, pest control, tree works, footpath maintenance and grounds maintenance works and agree any actions required

2609/12 Open Spaces

- a. To receive the annual operational (RoSPA) and weekly visual play park inspection reports for signature plus updates about the new slide and consider any actions required
- b. To receive the weekly inspection reports for the outside gym equipment and agree any actions required
- c. To receive an update on the Parish Paths Partnership and agree any actions required
- d. To receive an update on works to the directional fingerposts and historic street signs
- e. To consider works to town benches and agree any actions required
- f. To consider any works required to the trees at The Green and agree any actions required
- g. To receive the results of the Best Kept Village Competition and agree any actions required including consideration of planters for town entrances (Cllr Fox)

2609/13 Finance

i. Income and Expenditure

- a. To receive notification of accounts paid by the Town Clerk under devolved authority. (*Aug/Sep 2026, fwd 17/09/2026*)
- b. To note purchase of three wreathes for the annual Remembrance Service at £94.50 (including VAT)

- c. To note business mobile phones back in two year contracts for best value billing
- d. To consider section 106 funding due from the development off Ings Road and consider any actions required (Cllr Fox)
- e. To receive notification of the Local Government Services Pay Agreement for 2026-27 (*fwd 25/08/2026*)
- f. To receive notice of the consultation on a New Proper Practices Framework for Smaller Authorities and agree any actions required (*email fwd 10/09/2026*)
- g. To consider the hire costs for the Diamond Jubilee Town Hall for the Christmas Festival event (*deferred from Promoting Kirton Committee meeting*)
- h. To receive quotations for two reusable bespoke cheque presentation boards and agree any actions required
- i. To approve accounts for payment (*fwd 17/09/2026*)

ii. Internal Control

- a. To receive the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook (*July/August 2026, fwd 17/09/2026*)
- b. To receive the External Auditor Report for 2025-26 (*fwd 20/07/2026*)
- c. To receive notification of initial Internal Auditor visits booked for 1st - 2nd October 2026

2609/14 Policies and Procedures

- a. To review Policy 33: Dignity at Work Policy last approved September 2025
- b. To consider the data protection complaints process and agree any actions required
- c. To receive an update regarding the Call for Motions for the ERNLLCA Annual General Meeting
- d. To consider website accessibility requirements and agree any actions required
- e. To discuss the disclaimer text at the end of Town Council emails and to consider that the disclaimer is made into a link which displays on the Town Council website and agree any actions required (Cllr Kofoed)
- f. To receive the draft KLASIC Charity Committee remit and agree any actions required (Cllr Fox)
- g. To discuss P&D Committee membership and consider the appointment of a Deputy Chair (Cllr Pollitt/Cllr Kofoed)
- h. To discuss the current P&D Committee remit and agree actions required. (Cllr Howard)
- i. Motion: To add the following point to the current P&D Remit: "5. All expenditure must be presented to Full Council and approved in advance of any spend except the training budget as noted in item 3 above." (Cllr Howard)
- j. To discuss internal communications and agree any actions required (P&D Committee)
- k. To consider the title of the P&D Committee and agree any actions required (Cllr Fox)

2609/15 Planning

a. To note the following planning applications, received outside the meeting schedule:

- i. To note: PA/2026/826 (*fwd 23/07/2026*)

Proposal: Planning permission to erect ground and first floor extensions with external alterations

Location: 35 Queen Street, Kirton in Lindsey, DN21 4NX

- ii. To note: PA/2026/859 (*fwd 29/07/2026*)

Proposal: Planning permission to erect extension to side of dwelling

Location: Homestead, 36 Queen Street, Kirton in Lindsey, DN21 4NX

b. To receive the following decision notifications from North Lincolnshire Council:

- i. PA/2026/624 – HOUSEHOLDER PLANNING PERMISSION – to demolish conservatory and erect a single-storey kitchen extension at 36 South Cliff Road, Kirton in Lindsey, DN21 4DX
- ii. PA/2026/627 – CONSENT TREE PRESERVATION ORDERS - removal epicormic growth on two Lime trees, removal of low-hanging branch on the Sycamore tree along the main road, which is overhanging the public footpath, trim back epicormic growth on two Beech trees, trim back branches of Sycamore in

rear corner of property that overhang neighbouring dwelling. All trees are in Kirton in Lindsey Conservation Area – 35 South Cliff Road, Kirton in Lindsey, DN21 4NR

iii. PA/2026/743 – HOUSEHOLDER PLANNING PERMISSION – to install a pedestrian entrance and a separate vehicle entrance with a sliding gate at 8 Endell Drive, Kirton in Lindsey, DN21 4GB

iv. PA/2026/401 – REFUSAL – request to modify the section 106 agreement attached to PA/2023/823 to revise the timing for the viability review mechanism at former RAF Kirton in Lindsey, DN21 4HZ

2609/16 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. To discuss distribution of correspondence and agree any actions required

Doncaster Sheffield Airport – Airspace Change Consultation (fwd 21/07/2026)

NLC – Opportunity to Host a Bear Cub Trail in Your Community (fwd 22/07/2026)

b. To note any correspondence received after the Agenda was published.

c. PCC – Notification of opening of speed indicator funding applications (fwd to Cllr Fox 23/07/2026)

d. Spam Email Warning – sharing of spam email warning to all Councillors and Staff (23/07/2026)

e. NLC – Standards update and annual report (fwd 23/07/2026)

f. NLC – Planning application PA/2026/826 for meeting consideration (fwd 23/07/2026)

g. Mablethorpe & Sutton – Civic invitation to Mayor's Family Fun & Games event (August)

h. NLC – update to concerns regarding enforcement action, Newett Homes off Ings Road (fwd 27/07/2026)

i. KOMPAN – confirmation works to rope anchors for new slide completed (fwd 27/07/2026)

j. Broughton Town Council – notification of changes to civic events (January/April)

k. Lifestyle – request from team for permissions for holding a treasure hunt

l. MP Nic Dakin – phone call about the public conveniences issues in the town

m. Resident – concerns about hedge cutting work at land off Ings Road and request to contact NLC Planning to ask for reassurance checks/contact to me made. (fwd to NLC Planning/Ward Cllrs 28/07/2026)

n. Cumbria Clock Company – phone request to confirm access for annual service with nominated churchwarden

o. PCC – Notification of opening of Road Safety Measures Grant Scheme (fwd 28/07/2026)

p. CPRE – Best Kept Village 2026 results (fwd 29/07/2026)

q. Insurance – advice received on memorial testing responsibilities (fwd 30/07/2026)

r. ERNLLCA – Notification that AGM will now take place in person (fwd 30/07/2026)

s. NLC – Visit North Lincolnshire July update (fwd 03/08/2026)

t. Resident – phone query on contact details for Diamond Jubilee Town Hall fundraising officer contact details referred to Diamond Jubilee Town Hall

u. Civic – Gainsborough Civic Service invitation (fwd 03/08/2026)

v. NLC – News Direct updates (fwd 03/08; 07/08; 14/08; 24/08; 28/08; 04/09; 11/09/2026)

w. Doncaster Sheffield Airport Airspace Change Team – reminder of consultation period (fwd 03/08/2026)

x. ERNLLCA – NALC Neighbourhood Plan Survey (fwd 03/08/2026)

y. ERNLLCA – Training update Councils as Charity Trustees and Conference (fwd 03/08/2026)

z. NLC – update on allotments entrance works proposals from Planning/Highways (fwd 04/08/2026)

aa. Nic Dakin MP – correspondence from Primary Academy about school ahead signage (fwd 04/08/2026)

bb. NLC – Local Plan August 2026 update (fwd 04/08/2026)

cc. Tighes representative – update on planning work for site / car parking provision (fwd 04/08/2026)

dd. RAF Blyton Aviation Heritage Group – introduction and request for presentation (fwd 06/08/2026)

ee. NLC – update on photocall for grant funding (fwd 06/08/2026)

ff. Resident/NLC – updates on concerns re development off Ings Road (fwd 06/08/2026)

gg. ERNLLCA – August Newsletter & NALC updates (fwd 06/08/2026)

- hh. CPRE – Rutland and Lincolnshire update August 2026 (fwd 07/08/2026)
- ii. NLC – Town and Parish Liaison date information (fwd 10/08/2026)
- jj. Resident – FOI requests x3 about Town Council finances (Facebook messenger) (fwd 10/08/2026)
- kk. Resident – phone query about works required following failure of memorial stone
- ll. Resident – request for information on highways responsibility between Kirton and Mablethorpe (Facebook messenger)
- mm. ILOS – update to note postponing of community event planned in October (fwd 10/08/2026)
- nn. ERNLLCA – free Employment Law training update information (fwd 11/08/2026)
- oo. Cllr Kofoed – Normanby Park Riding School Fire - donations link (fwd 11/08/2026)
- pp. Louth Town Council – Civic Service invitation (September)
- qq. Resident – highway responsibilities between Kirton and Mablethorpe query (Facebook messenger) (fwd 11/08/2026)
- rr. Resident – handwritten note – highways issues Cornwall Street and Moat House Road (fwd 11/08/2026)
- ss. NLC – update following Planning meeting with Newett Homes regarding finished floor levels (fwd 11/08/2026)
- tt. Ward Cllr Foster – update on position following update on Newett Homes (fwd 13/08/2026)
- uu. Charity Commission – response to Serious Incident Report (submitted March) (fwd 13/08/2026)
- vv. Burton & Dyson – notification that Land Registry have completed of first registration of land at Grove Street Cemetery (fwd 13/08/2026)
- ww. Visit North Lincolnshire/Visit Lincolnshire – Tour of Britain information (fwd 13/08/2026)
- xx. Smaller Authorities' Audit Appointments (SAAA) – Small Authority Portal account access details
- yy. PCC – Community Safety Fund Round 9 launch notification (fwd 13/08/2026)
- zz. Resident – messages in reply to Freedom of Information response (fwd 14/08/2026)
- aaa. British Telecom – notification of change of business name from British Telecommunications Plc to British Telecommunications Limited
- bbb. NLC – details of slurry seal works scheduled for November at Cornwall St & Moat House Rd (fwd 14/08/2026)
- ccc. NLC – Neighbourhood Action Team (NAT) notes from June (fwd 14/08/2026)
- ddd. Hedon Town Council – Civic Sunday invitation (October)
- eee. Humber and Wolds Rural Action – August newsletter (fwd 24/08/2026)
- fff. Resident – concerns raised following NLC meeting with Newett Homes 11th August (fwd 24/08/2026)
- ggg. NLC – notification that PA/2026/401 (request to modify section 106 agreement at former RAF Kirton in Lindsey) will be considered by the Planning Committee 26/08/2026 (fwd 24/08/2026)
- hhh. NLC – notification of a complaint regarding bramble bushes along FP247 (fwd 24/08/2026)
- iii. NLC – update response to further concerns of resident regarding development off Ings Road (fwd 24/08/2026)
- jjj. NLC – update from Assistant Director Resilience, Environment & Operations regarding outstanding matters raised by KLTC to NLC for escalation (fwd 24/08/2026)
- kkk. CPRE – Newsletter (fwd 24/08/2026)
- lll. NLC – World Suicide Prevention Day (10th September) events information (fwd 24/08/2026)
- mmm. NLC – Mayor of North Lincolnshire Charity Fundraising Events details (November and February)
- nnn. Gainsborough Town Council – details of Mayor's Civic Christmas Dinner event (November)
- ooo. St Andrew's United Church – 2026 Christmas Tree Festival information (fwd 24/08/2026)
- ppp. City of Lincoln Council – Mayor and Sheriff of Lincoln's Summer Garden Party invitation (September)
- qqq. ERNLLCA – notification of Local Government Association 2026 pay award (fwd 25/08/2026)
- rrr. Resident – notification of damage to zipline (fwd 25/08/2026)
- sss. Brigg Town Council – Civic Service invitation (October)
- ttt. Broughton/Elsham – phone queries about cable theft/vehicle theft information
- uuu. Humberside Police Rural Task Force – query about booking KLASIC – fwd to Venue Manager
- vvv. Visit North Lincolnshire – August update (fwd 28/08/2026)
- www. Allotments – resident request for update on waiting list position
- xxx. Allotments – resident request for information on waiting list and application form
- yyy. B & B Campion (Cumbria) – request re town clock time keeping and overnight striking (fwd 01/09/2026)
- zzz. Charity Commission – update to information request – Serious Incident Report (fwd 01/09/2026)
- aaaa. Streetscape – update on delay for works required to outdoor gym equipment (fwd 03/09/2026)

bbbb. Allotments – resident request about number of people on waiting list and application process

cccc. NLC – update from ‘Friends of Barnard Meadows’ group to share with contractors (fwd 03/09/2026)

dddd. NLC – update on escalated issues regarding public toilets and public rights of way (fwd 03/09/2026)

eeee. NATridge – information about the PCC Community Safety Fund (fwd 03/09/2026)

ffff. Independent Brigg Line Rail Group – Northern Railway Ticket offer information (fwd 03/09/2026)

gggg. Allotments – two completed application forms to add to waiting list

hhhh. Doncaster Sheffield Airport Airspace Change Team – public consultation reminder (fwd 03/09/2026)

iiii. Barton upon Humber – Civic Service invitation (October)

jjjj. Allotments – one completed application form to add to waiting list

kkkk. Resident – complaint about noise of building works off Ings Road (fwd 04/09/2026)

llll. Caloo – quotation for zipwire repair works (fwd 04/09/2026)

mmmm. NLC – World Suicide Prevention Day Candle-lit Vigil and British Steel Railway Tour (fwd 07/09/2026)

nnnn. ERNLLCA – upcoming free training courses information (fwd 07/09/2026)

oooo. Association for Public Service Excellence – invitation to online Allotments Seminar (fwd 08/09/2026)

pppp. ERNLLCA – Local Government Reorganisation (LGR) paused by government (fwd 08/09/2026)

qqqq. Residents – concerns about speeding vehicles including HGVs along Station Road (office)

rrrr. Duke of Edinburgh Bronze Award – request for litter picking volunteering information (fwd 08/09/2026)

ssss. Hibaldstow resident – enquiry copied to KLTC and Humberside Police Speedwatch Co-ordinator re community Speedwatch in Hibaldstow (fwd 10/09/2026)

tttt. Resident – concerns about trees at Primary Academy & responses (via Cllr Fox – fwd 10/09/2026)

uuuu. Immingham – Civic Service invitation (November)

vvvv. Gainsborough – Mayor’s Civic Christmas Dinner invitation (November)

www. ERNLLCA – Confident Communication training information (fwd 11/09/2026)

xxxx. Civic Award nominations – received from residents following initial promotion

yyyy. NLC – Update from Spatial/Place Planning re requests for Article 4 Direction (fwd 14/09/2026)

zzzz. Resident – phone enquiry about land ownership of field adjacent to Ings Road development

aaaaa. Resident – Highway drainage problem – flooding of horse stabling, Ings Road (fwd 14/09/2026)

bbbbb. PCC – reminder about Road Safety Measures Grant Scheme Round 2 (fwd 14/09/2026)

ccccc. Royal British Legion – query about having a stall outside the Town Hall (signposted to DJTH)

ddddd. NLC – Town and Parish Liaison Meeting agenda for Thursday 17th (fwd 16/09/2026)

eeeee. NLC – revised date for grant funding (Whipping Post) photocall (fwd 16/09/2026)

fffff. Anglian Water – re water supply issues and restoration of supply works (fwd 17/09/2026)

ggggg. Nic Dakin MP – re water supply issues and restoration of supply works (fwd 17/09/2026)

hhhhh. Resident – numerous messages regarding previous FOI requests (Facebook messenger) (fwd 17/09/2026)

2609/17 Date of next Meeting and Agenda Deadline

To confirm, subject to any change in circumstances, the date and time of the next monthly Town Council Meeting as **28th October 2026 at 7pm at the Diamond Jubilee Town Hall.**

NOTE: Agenda items to be submitted in writing prior to Friday 16th October in line with Standing Orders.

2609/18 Exclusion of the Public & Press

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

2609/19 Adult Safeguarding matter

To consider an adult safeguarding matter in relation to the Town Council Office and agree any actions required.