



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

Full Council Meeting Minutes July 2026

Wednesday 22 July 2026, Diamond Jubilee Town Hall, Kirton in Lindsey at 7pm

Present Councillors:

Councillor Hazel Fox (Chair), Councillor Pat Frankish, Councillor David Garritt, Councillor Karen Gunn, Councillor Chris Howard, Councillor Joy Kofoed and Councillor Barry Starkie

Councillors Not Present:

Councillor Tony Pollitt and Councillor Suzanne Stephenson

Also Present:

Ward Councillor Trevor Foster, two members of the public (part), Town Clerk, Neil Taylor-Matson (in attendance) and Assistant Clerk, Cheri Morton (voluntarily, part)

2607/01 Apologies for Absence

Apologies were received from Councillor Tony Pollitt and Councillor Suzanne Stephenson

2607/02 Declaration of Interests / Dispensations

- a. Cllr Frankish declared a prejudicial interest in item 2607/15 a. i. (PA/2026/297)
- b. No Dispensations were granted

2607/03 Public Participation

A member of the public spoke about their concerns about potential enforcement action required in relation to the new housing development work off Ings Road. The concerns raised are differences in the proposed finished floor level (FFL) on some plots to the FFL on the main approval; a conflict with the original permission, levels information and sections drawn to protect privacy of existing dwellings. North Lincolnshire Council (NLC) are aware of the concerns and have contacted the developers Newett Homes (NH) for clarification, also recommending NH to cease works on site until the matter is fully resolved. NH have yet to provide clarification and have not ceased works. The resident requested any assistance from the Town Council and NLC on these concerns. NLC are promised a response from NH by the end of the week. Cllr Garritt will follow this up with the planning department on Friday this week. Cllr Foster noted the high-risk approach of NH continuing the development until the matter resolved.

Another member of the public highlighted information from the Extensive Urban Survey (2021) identifying the area of the Ings Road housing development as medieval. Copies of this report to be circulated for information. Residents were thanked for attending and for the information they had shared.

2607/04 Minutes

- a. The Council approved the minutes of the Full Council Meeting held 24th June 2026

RESOLUTION: That the minutes were duly approved and signed

- b. The Council received the minutes of the KLASSIC Charity Committee Meeting held 01/07/2026
- c. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 13/07/2026

2607/05 Mayor & Delegates Reports

The Council received reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council:

Councillor Reports

Standards Training – NLC – 30th June and 16th July. Cllrs Frankish, Pollitt, Starkie, Fox and Howard had attended. It was felt the training was useful and had clarified some points. Queries to clarify concerns about conflicts of interest had resulted in ambiguous answers

AI for Council Operations in 2026 – 1st July – Cllr Kofoed. Unable to attend due to illness

Play Area Inspection training – 7th July – Cllr Starkie. This had proved very useful and provided lots of new information for how to carry out thorough inspections. This input is now in use for current and future inspections, with more issues identified and look at

Digital AGAR in Action and Proper Practices Update – 13th July. The Town Clerk attended this online training about forthcoming changes to the submission process for the Annual Governance and Accountability Return. Over 600 had booked places and over 360 attended. The system was explained and appears logical. Early adopters who use the new system next year will receive the incentive of having their External Audit fee paid

2607/06 Report from North Lincolnshire Council / Ward Officers

a. Ward Councillor Trevor Foster provided updates. The Local Government Reorganisation decision was that NLC will retain status as a single unitary authority. NLC was recently awarded Council of the Year at The MJ Achievement Awards. Neighbourhood Action Team (NAT) meetings will move to be held six monthly, rather than quarterly, due to patchy attendance and the low crime area. NLC summer recess has now started which means formal meetings will resume in early September.

Cllr Howard asked Cllr Foster for an update on Spa Hill surfacing works after communication received from NLC that this is now not going ahead. Cllr Fox and Cllr Howard noted the three-year wait so far for resurfacing works to be undertaken and the previous assurances that the works were scheduled for this financial year. Cllr Foster and Cllr Garritt were not aware the works were not going ahead as planned, and assured the Town Council they would push for these works to be completed as soon as possible.

Discussion took place about the updates received by the Town Council from Andy Fidell via Communities Exec Support with both Ward Councillors unaware of these updates or the changes they indicated to previously agreed work and schedules. It was requested that the communications received be shared with both Ward Councillors so that matters could be looked into internally.

Ward Cllr David Garritt provided an update on highway works and patching works scheduled and ongoing. Cornwall Street is due for slurry sealing works this month. In terms of bus stop maintenance, a list of the bus stops and the works needed for each is required to be provided.

The bus stop south bound on Station Road near Beechcroft Drive is now reinstalled. The damaged Redbourne Mere town boundary sign has been replaced and Cllr Garritt is pursuing the signage. March Lane and Red Lion Passage have been cleared of weed growth. Updates will be further chased about the potential nature reserve off Redbourne Mere.

Cllr Kofoed requested that it be recorded that the signage for Redbourne Mere is in progress.

b. The Town Clerk discussed the response received from NLC about outstanding matters previously raised which was now brought into question and appeared to be factually incorrect. The Town Clerk felt that residents should be made aware of the works the Town Council is pressing for action on and the responses received back from NLC, however due to queries on the factual accuracy of the information was now concerned about misinformation. It was felt that clarification was needed via NLC and the Ward Councillors before information is shared with the community.

c. The Council noted the outstanding matter raised with NLC regarding signage for the public conveniences in the Market Place and the formal complaint submitted which was never responded to. NLC have advised this was escalated to the relevant manager and a response would be provided once the information was received.

d. Standards Training update. The Council confirmed responses received to the Town Clerk by Cllr Fox; Cllr Kofoed; Cllr Starkie; Cllr Frankish; Cllr Pollitt; Cllr Howard; Assistant Clerk and Community Co-Ordinator. Those attending training this year were Cllr Fox, Cllr Starkie, Cllr Frankish, Cllr Pollitt and Cllr Howard. Cllr Garritt received training provided separately by NLC. The Town Clerk reminded the Council that attendance of Standards Training is mandatory under the Code of Conduct.

e. The Council received information and a request from NLC Library Services about concerns over parked vehicles in the library car park and the impact these have on library users, including requested support for installation of three signs along the lines of 'reserved for library users'.

RESOLUTION: *That support is given for the installation of three signs to request those spaces are reserved for library users during library hours.* ACTION: Town Clerk

2607/07 War Memorial

The Town Clerk noted the Kirton in Lindsey Society had provided to the Town Council the Indenture dated 1920 and the Declaration of Trust dated 1922, as well as various pieces of old correspondence from/to the Charity. This followed the Society's receipt of documentation from the late Brumptons' estate.

2607/08 Community Speedwatch

Cllr Starkie provided an update, National Community Speedwatch Day, 15th July, saw different groups of volunteers active in different areas. This resulted in some vehicles captured speeding through different areas around the same time. The percentage of vehicles speeding is generally declining, however has increased slightly on North Cliff Road (NCR). Most vehicles found to be speeding are not registered in Kirton in Lindsey. The NLC Speed Indicator Device (SID) on NCR is faulty, this appears to be power issue and is getting looked into. A recent complaint about sun glare from a Community Speedwatch volunteer vehicle has been referred to the Co-Ordinator at Humberside Police. Cllr Fox queried the current number of volunteers. Cllr Starkie advised around eight, however more are always welcomed and although some have left other people have also recently joined. The large majority of response from residents is positive. Cllr Kofoed provided an update on Community Support Mounted Unit (CSMU) and the Close Pass Operation educating drivers to stick to 10 mph and remaining 2 metre distance when passing horses, also the provision of information stands on recent changes regarding dogs and sheep worrying. There are now 10 CSMU operatives in our area. The Town Clerk noted that the six new Community Speedwatch signs are in place on each of the town boundary signs. Cllr Fox advised that she is still waiting for confirmation from the Police and Crime Commissioner about when the funding for SID applications reopens.

2607/09 Whipping Post

The Town Clerk noted that works are slightly delayed due to a supplier issue and are now expected to be completed at the beginning of September. NLC are informed with reference to the planned photo call.

2607/10 Allotments

The Town Clerk noted the replies so far from NLC regarding the allotment entrance works, noting that Planning had requested a further measurement for Highways which was quickly provided by the contractor. NLC have not yet replied further - the response period for queries is usually around one month. Cllr Garritt offered to chase a response up. National Allotment Week 10-16th August was noted, tenants are aware and information about what other sites around the country are planning was shared with them.

2607/11 Grove Street Cemetery

The Town Clerk updated the Council noting that the shed requires some maintenance works and costs are to be sought. Receipt of a refund for the missed waste collection in March was received from NLC this month. The memorial testing works are completed. 17 memorials failed, most of which had to be laid down immediately due to the danger they posed. Of these, 13 previously failed the testing works in 2021 and were stood back up without the required works to them to make them safe. The Town Clerk was asked to look into the legal position the Council has in dealing with this worrying situation.

2607/12 Open Spaces

a. The Council received the weekly visual play park inspection reports (dated 01/07; 10/07 and 16/07) for signature. Cllr Starkie noted some minor issues which he had resolved. Additional sand was delivered and the Town Clerk and Cllr Starkie attended to move the three tonnes of sand into the sandpit. Two residents also came across to help and were thanked. Cllr Fox asked that thanks to the residents were noted in the minutes. Cllr Starkie raised concerns that safety chains are not part of the MeToYou swing array. With the RoSPA inspection due next month it was discussed that any action should wait for their recommendations. Cllr Starkie was thanked for carrying out the inspections. The Town Clerk provided an update on the installation of the new slide. This is completed and the relevant reporting sent back to NLC regarding the Section 106 funding. Although this issue was not identified on the post-installation inspection report, both RPII qualified inspectors, Cllr Fox and Cllr Starkie, had raised concerns about the installed rope anchoring

system chain protectors and the potential trip hazard they may cause. KOMPAN have offered to amend this so that the chain protectors are no longer required and instead install anti-pinch connectors to provide additional safety. The Town Clerk also reported discrepancies on the invoice for KOMPAN including skip hire and a hotwash welfare van which there was no evidence of provision or use of. This was ongoing.

RESOLUTION: *That the annual operational RoSPA report is awaited for any action required with the MeToYou swing.*

RESOLUTION: *That KOMPAN are asked to remove the chain protectors and install anti-pinch connectors.*

ACTION: Town Clerk

RESOLUTION: *That the discrepancies on the invoice are chased up for resolution.* ACTION: Town Clerk

b. The Council received the weekly inspection reports (dated 29/06; 10/07 and 16/07) for the outside gym equipment. Issues were reported with two pieces of equipment which Cllr Starkie has put out of action. Streetscape are aware and due to visit and advise further. Thanks were noted to Cllr Starkie for carrying out the inspections.

c. The Town Clerk provided an update on the Parish Paths Partnership, noting the second cut of the season was due. Cllr Kofoed advised FP255 was recently cut but that the hedges needed attention. The Town Clerk advised contact would be chased with the Public Rights of Way Officer at NLC to ask the landowner to action. Cllr Kofoed reported PF254 was cut but not the entire route to Northorpe. The Town Clerk advised the Town Council's contractors only cut to the parish boundary.

d. The Town Clerk provided an update on works to the directional fingerposts and historic street signs. A quotation for works to the rotten directional sign at Grayingham Road was still awaited. The historic street signs work was underway and works to those with permission should be completed at the start of August.

e. The Council considered works to town benches. The Town Clerk reported that Scouts didn't have enough members to take on the work and the Youth Club had expressed interest in members creating designs for benches. Further information was sought on this idea. No response was received from Kirton Academy.

2607/13 Finance

i. Income and Expenditure

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

b. The Council considered the renewal of SLCC membership for the Town Clerk at £316.00.

RESOLUTION: *That the renewal is approved.* ACTION: Town Clerk

c. The Council considered plans ahead of the annual Remembrance Service and the requirement for the purchase of wreaths.

RESOLUTION: *That three wreaths are purchased; two poppy wreaths and one RAF style wreath.* ACTION: Town Clerk

d. The Council approved accounts for payment.

ii. Internal Control

a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook.

b. The Council received the 1st Quarter Budget Monitoring Report with no comments or actions required.

2607/14 Policies and Procedures

a. The Council reviewed Policy 07: Member/Officer Protocol last approved July 2025.

RESOLUTION: *That this policy is approved without amendment.* ACTION: Town Clerk

b. The Council discussed membership of Town Council Committees with the Town Clerk noting quorum concerns at the last three committee meetings held. Cllr Gunn was nominated to join the Promoting Kirton and Personnel & Disciplinary Committees. Cllr Kofoed was nominated to join the KLASSIC Charity Committee.

RESOLUTION: *That Cllr Gunn joins the Promoting Kirton and Personnel & Disciplinary Committees.*

RESOLUTION: *That Cllr Kofoed joins the KLASSIC Charity Committee.*

c. The Council discussed the ERNLLCA Annual General Meeting and their Call for Motions with deadline of 21

September (as discussed initially at May meeting). Cllr Frankish suggested putting forward a motion for clarification around concerns about conflicts of interest. The Town Clerk offered to draft a request and circulate this to check if it met expectations/requirements.

RESOLUTION: *To put forward a motion for the clarification around concerns about conflicts of interest should this meet expectations and requirements after circulation.* ACTION: Town Clerk

c. The Council considered Wirehouse Employer Services offer of professional services – Employment Law & HR Services / Health and Safety Services.

RESOLUTION: *That professional memberships to NALC, ERNLLCA and SLCC provide the advice required at this time.* ACTION: Town Clerk

2607/15 Planning

a. The Council considered the following planning applications:

i. PA/2026/297

Proposal: Application for approval for reserved matters (access, appearance, landscape, layout and scale) pursuant to outline planning permission PA/2022/395 for up to 60 dwellings Amended site layout, house types, landscaping, provision of public open space, pumping station details, boundary treatments, Suds, lighting details, updated design and access and heritage statement, foul and surface water details, impermeable areas, travel plan, highway and site entrance details. PLUS updated drainage strategy.

Location: Jack Tighe Ltd, Redbourne Mere, Kirton in Lindsey, DN21 4NW

Cllr Frankish declared an interest and left the meeting.

RESOLUTION: *That the Clerk responds “that the Council does not find itself qualified to comment on flooding and drainage proposals, but remains broadly supportive of the application; remains aware of privacy protection concerns expressed by residents of existing dwellings. In terms of flooding and drainage, defers to the Lead Local Flood Authorities comments.”* ACTION: Town Clerk

Cllr Frankish returned to the meeting.

ii. PA/2026/743

Proposal: Planning permission to install a pedestrian entrance and a separate vehicle entrance with a sliding gate.

Location: 8 Endell Drive, Kirton in Lindsey, DN21 4GB.

RESOLUTION: *That the Clerk responds with ‘No Comment’ to this application.* ACTION: Town Clerk

iii. PA/2026/796

Proposal: Planning permission to extend roof and erect two-storey rear extension.

Location: 9 Highfield Drive, Kirton in Lindsey, DN21 4EB.

RESOLUTION: *That the Clerk responds with ‘No Comment’ to this application.* ACTION: Town Clerk

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

i. PA/2026/168 – APPROVED – Application for a non-material amendment to reserved matters PA/2023/1166 , granted on appeal (Appeal Ref: APP/Y2003/W/25/3367635) namely to alter plots 3, 5-8, 10, 11, 12, 14, 16, 17, 19, 47, 48, 54, 55, 61, 62, 66, 67, 69, 70 and 72-74 along with the addition of EV charging points on all plots at Land off Ings Road, Kirton in Lindsey, DN21 4BX.

ii. PA/2026/362 – FULL PLANNING PERMISSION – to erect two dwellings - Homestead, 36 Queen Street, Kirton in Lindsey, Gainsborough, DN21 4NX.

iii. PA/2026/420 – CONSENT TREE PRESERVATION ORDERS – to thin, crown lift and reduce overhanging branches to a Sycamore identified as T5 in and subject to Tree Preservation (Kirton in Lindsey) Order 1972 - Glencoe, 6 Station Road, Kirton in Lindsey, DN21 4BB.

iv. PA/2026/554 – HOUSEHOLDER PLANNING PERMISSION – for the creation of a vehicular access at 11 North Cliff Road, Kirton in Lindsey, DN21 4NJ.

v. PA/2026/576 – CONSENT TREE PRESERVATION ORDERS – to reduce lateral branch growth of Sycamore (*Acer pseudoplatanus*) identified as T1 overhanging the roof and northern elevation of the neighbouring property (5 South Cliff Road) by pruning back to suitable growth points in order to remove branch contact with the roof and provide appropriate clearance from the building. The tree is subject to Tree Preservation (The Queens Head, 1 King Edward Street, Kirton in Lindsey) order 1999 - Queens Head, 1 King Edward Street, Kirton in Lindsey, DN21 4NF.

The Council noted: PA/2026/66 – The application for permission to erect an electricity substation at Manton Quarry, B1398, DN21 4JT was withdrawn.

c. The Council considered the response from North Lincolnshire Council to the request to take proactive steps to implement an Article 4 Direction for Kirton in Lindsey and the further requests from the resident agreeing actions required.

Additional requests: if the Town Council could write back to North Lincolnshire Council's Planning Department to request the following proactive measures:

a. Early Warning Monitoring: Request that Kirton in Lindsey be placed on a planning watchlist, so that any future notifications or incremental trends towards high-density housing conversions in our parish are flagged early.

b. Local Plan Protections: Ensure that during any upcoming reviews of North Lincolnshire's Local Plan, strong wording is maintained to protect smaller rural market towns like Kirton in Lindsey from unbalanced housing stock conversions.

RESOLUTION: *That these additional requests are supported and sent through the NLC Planning.* ACTION: Town Clerk

2607/16 Town Clerk's Report / Correspondence for Information and Discussion

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

Correspondence for Information and Discussion

a. The Council discussed distribution of correspondence.

RESOLUTION: *That no changes to correspondence distribution be made at this time.*

b. The Council noted any correspondence received after the Agenda was published as: Ings Road potential enforcement action issues updates; NLC News Direct update; Retford Memorials memorial works information request; Local Government Reorganisation update; External Audit completion notification; Doncaster Sheffield Airport consultation; NLC Bear Cub trail invitation.

c. NLC – Bosom Belles Concert invitation in aid of the Mayor of North Lincolnshire's Charity

d. NLC – Visit North Lincolnshire June Tourism update

e. ERNLLCA – Managing Complex & Tactical Grievances free WorkNest webinar

f. ERNLLCA – Tackling Toxic Employees/RIDDOR free training webinars information

g. CPRE – Best Kept Village competition update

h. NLC – notification of resident complaint about FP255 requiring cutting – update provided

i. Civic – Gainsborough Civic Service (September)

j. Resident – query about scattering ashes in public places – referred to NLC

k. ERNLLCA – Reminder/instructions for Play Area Inspection training (fwd to Cllr Starkie)

l. Wirehouse Employer Services - offer of professional services – Employment Law & HR Services / Health & Safety Services

m. ERNLLCA – Data Protection and Social Media courses

- n. ERNLLCA – Details of Home Officer webinar on Martyn’s Law 20th July
- o. Military vs Cancer – request to help publicise upcoming Charity Summer Ball
- p. Resident – comments on successful reporting of issues to NLC via proper channels
- q. Kirton Lindsey Primary Academy – copy of letter to NLC/MP regarding need for lollipop crossing patrol
- r. NLC – Mayor’s Civic Service invitation (October)
- s. Immingham Town Council – Mayor’s Garden Party invitation (August)
- t. NLC – News Direct updates
- u. Winterton Town Council – cancellation of Civic Service (July)
- v. Crowle & Ealand Town Council – invitation to Civic Service (January)
- w. Cllr Stephenson – response to complaint to Royal Mail regarding Dunstan Villas post box
- x. ERNLLCA – District Committee Meeting notification (22nd July)
- y. Library Services – concern about parking and need for reserved spaces signage
- z. KOMPAN – confirmation of completion of works to embankment slide & inspection
- aa. Broughton Town Council – change of date for Civic Service (January)
- bb. ERNLLCA – Monthly newsletter
- cc. Resident – query about memorial safety testing works & Church Graveyard
- dd. NLC – Brigg Locality Meeting notes
- ee. Resident – notification via phone of change of address for Council Tax purposes – signposted to NLC
- ff. ERNLLCA – NALC updates
- gg. Planting Contractor – update about watering, grass and temporary use ban
- hh. Resident – potential enforcement action notification re land Off Ings Road
- ii. Ward Councillor – response to potential enforcement action re land off Ings Road
- jj. Resident – update on NLC response to scattering ashes in public places
- kk. KOMPAN – handover pack for slide and rope pull installation
- ll. RoSPA Play Safety Team – confirmation of annual operational inspection
- mm. Resident – concern about potential closure of the Scout group
- nn. O’Neill Patient Solicitors LLP – requirement for certificate of compliance for remortgage of property at Henlow Close – signposted to NLC.
- oo. Resident – complaint about parking of vehicle by Community Speedwatch volunteers – fwd to Humberside Police co-ordinator.

2607/17 Date of next Meeting and Agenda Deadline

The Council confirmed, subject to any change in circumstances, the date and time of the next monthly Town Council Meeting as 23rd September 2026 at 7pm at the Diamond Jubilee Town Hall.

NOTE: Agenda items to be submitted in writing prior to Friday 11th September in line with Standing Orders.

The meeting closed: 8:30

Kirton in Lindsey
Actively Supporting Sport
in the Community

KLASSIC

KLASSIC CHARITY COMMITTEE

Minutes of the Meeting of the Trustee of KLASSIC Charity on
Wednesday 5th August 2026
KLASSIC, Kirton in Lindsey at 7pm.

Trustee Members Present : Hazel Fox (HF) (Chair), Pat Frankish (PF), Chris Howard (CH), Joy Kofoed (JK), & Barry Starkie (BS).

Trustee Members not present : David Garritt, Tony Pollitt & Suzanne Stephenson.

Also Present : Venue Manager (VM) (Cherilyn Morton), Town Clerk (TC) (Neil Taylor-Matson) and a representative from Replay.

Before the meeting started the representative from Replay gave a short presentation of the Football Foundation Pitch Power Funding.

Minutes

- 2608/01 Apologies for Absence
Apologies were received from Tony Pollitt and Suzanne Stephenson.
- 2608/02 Declarations of Interest / Dispensations
a) No declarations were made.
b) No dispensations were given.
- 2608/03 Public Participation
No members of the public were present.
- 2608/04 Minutes
The Trustee Members considered the minutes of the KLASSIC Charity Committee meeting held on 1st July 2026. The Trustee asked for thanks to be recorded to the Venue Manager saying the Minutes were written well.
RESOLUTION: That the minutes of the 1st July 2026 meeting are approved.
- 2608/05 Finances
a) The Trustee Members received an update regarding financial oversights from the Town Clerk noting no issues raised.
b) The Trustee Members agreed the accounts, bank statements and bank reconciliations received.
c) The Trustee Members were informed that there was no update to give at this time on the opening of a savings account.
d) The Trustee Members discussed the insurance quotes received. HF raised a few queries with regards to answers on one insurers Statement of Facts.
i. That excluded items included activities involving weaponry and so did this include archery. The Venue Manager update the Trustee Members that the archery club had their own insurance.
ii. That the Charity registration number was missing.
iii. That there wasn't a policy number.
iv. If the solar panels were generating less than 50kw. The Venue Manager did not know the answer to this question.
v. Whether the wall cracks should be mentioned. The Trustee Members discussed this and decided not to inform the insurers until more information about the cracks was known.
vi. That the built date needed changing from 2023 to 2013.
vii. Whether the fire protection was (L1/P1) with remote signalling. The Venue Manager did not know the answer to this question.

Signed:

Dated: 02/09/2026

- viii. Whether the Intruder Alarm was remote signalling – single path. The Venue Manager confirmed that the alarm did have an auto dialler but was unsure if that was the same thing.
- ix. Whether KLASSIC has a written and recorded maintenance plan that includes regular inspections of flat roofs, gutters, downpipes, drains and the general fabric of the building at least once a year as the form showed that 'yes' was ticked. The Venue Manager said that she had ticked yes but had stated on the form that the record was only partly completed.
- x. That it was stated that KLASSIC has fixed electrical inspections undertaken and certified by NICEIC/ECA/NAPIT (full Scope) contractors every 5 years and Portable Appliance Testing undertaken at least once a year. The Venue Manager confirm that all electrical testing was up to date.
- xi. That KLASSIC has a completed Health and Safety policy which sets out the specific responsibilities of those required to implement them as the form showed that 'yes' was ticked. The Venue Manager told the Trustee members that she had ticked 'no' on the form but stated it was in process.

RESOLUTION: That the Ansvar insurance quote from CAS Insurance Services Ltd is accepted subject to the queries being answered.

Action: Venue Manager

RESOLUTION: That Winter and Co are written to and informed that KLASSIC will not be renewing insurance through them.

Action: Venue Manager

- e) The Trustee Members received the proposed hourly hire fees for 2026/27.

RESOLUTION: That the 2025/26 hourly rates are increased by 3%, and rounded up to the nearest 50p, for 2026/27

Action: Venue Manager

- f) The Trustee Members were notified that work has started on the information needed for the Independent Examiner and Charity Commission Report for completion by December.
- g) The Trustee Members received an update that the PCC funding application for the automatic gate system was unsuccessful. It was agreed that further funding options would be looked into when staffing allows. Concern was raised about traveller encampments and knowledge of the lock combination.

RESOLUTION: That the outside tap is switch off during the night time.

Action: Caretaker

2608/06

Kirton Lindsey Shed

CH gave an update to the Trustee Members with regards to the possibility of needing planning permission and the Kirton Lindsey Shed Trustees looking at purchasing a portacabin.

RESOLUTION: The final location of Kirton Lindsey Shed portacabin is to be the land bound by the eastern site boundary, the garage and the bowls club access road.

RESOLUTION: The temporary location of the new Kirton Lindsey Shed portacabin is the south eastern end of the carpark over the designated staff parking bays as close to the site boundary as possible.

RESOLUTION: That a letter is written to Kirton Lindsey Shed to update them on the two above resolutions subject to the portacabin being of a suitable appearance, the understanding that they are fully responsible for any required planning permission and any legal obligations (including insurance), and agreement of terms and fees.

Action: Venue Manager

2608/07

Policies, Procedures and Risk Assessments

- a) The Venue Manager gave an update on the progress of the Fire Risk Assessment (FRA) action plan and that the only things left needing doing are the emergency push bars, the automatic closers on the hall cupboard doors and the policy & procedure document. Work had been done on the emergency lighting and break call point in the stairwell and attic but, as it had not been installed in the way it had been requested, the company were booked in to come back and correct the work.

RESOLUTION: That the quote of £4855 + VAT from Lincoln Security for the supply and fitting of the required push bars is accepted.

- b) The Trustee Members discussed the first draft Remit for the KLASSIC Charity Committee and agreed a number of changes:
 - i. That "Work for the benefit and best interests of KLASSIC Park and it's future" is added at the end.

Signed:

Dated: 02/09/2026

- ii. That "The Charity Committee is set up by Kirton in Lindsey Town Council (KLTC) as sole Trustee to delegate the day to day management of the Charity" is added.
- iii. That "All members of the Council are Trustee Members and are able to be appointed to the committee via nomination at KLTC Full Council meetings" is added.
- iv. That "The Chair of the committee is appointed via nomination by KLTC Full Council" is added.
- v. That Governance and Compliance section is altered to read "Ensuring the charity operates strictly within its governing document and fulfils all statutory duties, *due*, *July* including preparation and submitting annual reports, accounting records and financial statements to the Charity Commission. Ensuring that the Charity Commission are promptly informed of any changes to registered particulars".
- vi. That the word "including" is added to the Conflict Management section.
- vii. That "To agree methods for making decisions by delegation in order to deal with cases of urgency when a meeting is impractical" is added under Delegation and Administration.
- viii. That "Employ and remunerate staff as are necessary for carrying out the work of the Charity" is added under Delegation and Administration.
- ix. That "The committee operates under, and is to fulfil the obligations of, the Trust Deed" is added under Duties.
- x. That "in conjunction with the relevant staff member(s)" is added to "To source and apply for appropriate funding available" under Duties.
- xi. That "To meet the requirements of the support of the Football Association including the standard of pitch maintenance, access and provision" is added under Duties.
- xii. That "including annual fees" is added to "At set intervals, agree rates of hire and regular user group fees" under Duties.

RESOLUTION: That the changes be made and brought back to the next meeting.

Action: Venue Manager

- c) The Trustee Members discussed the draft Conflicts of Interest Policy presented and agreed a number of changes:
 - i. That the wording "governing document" be used to describe the KLASSIC Deed of Trust.
 - ii. That the amounts recorded on the Register of Interests, for gifts and hospitality, is a value of £25 and over.
 - iii. That the Register of Interests will be maintained by the Charity.

RESOLUTION: That the Conflicts of Interest Policy is approved with amendments.

Action: Venue Manager

2608/08

KLASSIC Maintenance & Assets

- a) The Trustee Members received an update on the brick cracking monitoring and that the cracking is now also identified inside the building and is thought to be linked to the historic exterior cracking. The Trustee Members also received a quote for a Chartered Surveyor's Report.

RESOLUTION: That a report is not requested at this time and the cracks continue to be monitored.

HF requested a recorded vote: For – JK, PF & BS: Against – HF & CH

RESOLUTION: That a whole pavilion check is done for other cracks and a brief report is brought back to the next meeting.

Action: Caretaker & Groundskeeper

PF left the meeting

- b) There was no update to receive on the booking system at this time.
- c) The Trustee Members received an update on the application for the tractor container funding.

RESOLUTION: That HF look at the funding available.

Action: Hazel Fox

- d) The Trustee Members discussed the Pitch Power report and Football Foundation Funding available.

RESOLUTION: That a decision to apply for the funding is deferred until a Finance Officer is appointed and can look at the figures.

- e) The Town Clerk gave an update on KLASSIC directional signage in the town and is in communication with North Lincolnshire Council initially. Further information to be brought back to a future meeting.

Signed:

Dated: 02/09/2026

- 2608/09 Correspondence
- a) The Trustee Members did not discuss the correspondence received due to the length of the meeting. JK asked how long it had been resolved for correspondence to be sent to Trustee Members and the Venue Manager clarified there was one month to go before it had been agreed this would be discussed again.
 - b) The Venue Manager updated the Trustee Members on the email received, and forwarded, on 26th June 2026 from Newett Homes about sponsorship or donations. The Trustee Members agreed for the Venue Manager to carry on talking to Newett Homes.

- 2608/10 Date of next Trustee Meeting
The Venue Manager informed the Trustee Members that she will be on annual leave on the date of the next meeting, 21st September 2026. The Trustee Members agreed to change the date.
RESOLUTION: That all Trustee Members are asked for alternative available dates around the 21st September.

Action: Venue Manager

- 2608/11 Exclusion of the Public & Press
The Trustee members considered the exclusion of the public and press under the provisions of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the matters to be discussed.
RESOLUTION: That the public and press be excluded.

- 2608/12 Staffing Matters
- a) The Trustee Members agreed to defer this item to the next meeting due to the length of the meeting and that further information from the working group was also to be provided.

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

- b) The Trustee Members discussed the payment of sick pay to the regular hours member of staff. The Venue Manager raised concerns about the payment of sick pay for staff members without regular hours and this was agreed to be a concern.

RESOLUTION: That sick pay is paid at the member of staff's normal monthly amount.

Action: Venue Manager

- 2608/13 Finances
The Trustee Members agreed to defer discussion of the hire rates for the users that have a yearly invoice, including proposed rates for Kirton Lindsey Shed, to the next Trustee meeting.

The meeting closed at 21.35

Signed:



Dated: 02/09/2026



Minutes of the Meeting of the KLASSIC Charity Committee on

Wednesday 2nd September 2026

KLASSIC, Kirton in Lindsey at 7pm.

Trustee Members Present : Hazel Fox (HF) (Chair), Pat Frankish (PF), Chris Howard (CH), Joy Kofoed (JK), & Barry Starkie (BS).

Trustee Members not present : David Garritt, Tony Pollitt & Suzanne Stephenson.

Also Present : Venue Manager (VM) (Cherilyn Morton), Town Clerk (TC) (Neil Taylor-Matson) and 2 members of the public (part).

Minutes

2609/01 Apologies for Absence
Apologies were received from Tony Pollitt and Suzanne Stephenson.

2609/02 Declarations of Interest / Dispensations
a) No declarations were made.
b) No dispensations were given.

2609/03 Public Participation
No matters were raised.

2609/04 Minutes
a) The Trustee Members considered the minutes of the KLASSIC Charity Committee meeting held on 5th August 2026.
RESOLUTION: That the minutes of the 5th August 2026 meeting are approved with the following amendments –

- **The Committee name is changed from the ‘Trustee of KLASSIC Charity’ to ‘KLASSIC Charity Committee’**
- **In item 2608/06 the extra ‘l’ in the word Resolution is removed.**
- **In item 2608/07, b) v. the word ‘du es’ is corrected to ‘duties’**

b) The Trustee Members reviewed the audio recording of Trustee Meetings as per the premeeting resolution made on 3rd June 2026. The Venue Manager explained that KLASSIC Charity Committee Minutes must contain more information, as per the Charity Commission guidelines, particularly with regard to any potential conflicts of interest.

RESOLUTION: That, as per the Full Council Minutes of the meeting held on 24th June 2026, item 2606/15 f. the Town Council (Sole Trustee of KLASSIC) will not carry out any digital recording of any part of any meeting.

Signed:

Dated:

2609/05

Finances

- a) The Trustee Members received an update regarding financial oversight checks from the Town Clerk noting that the bank statement had not yet arrived this month.
- b) The Trustee Members agreed the accounts, bank statements and bank reconciliations received. CH requested clarification regarding the cash donation received, it was agreed to add 'from a member of the public' to the finance records.
- c) The Venue Manager updated the Trustee Members about the opening of a savings account, in that both the CCLA and the Charity Bank each have 3 possible accounts which need looking in to more.
- d) The Trustee Members received notice that new insurance is in place.
- e) The Trustee Members discussed the possibility of replacing the KLASSIC gate padlock. It was agreed it was not needed at this time and that changing the combination on the existing padlock would be looked into first.
- f) The Trustee Members discussed applying for funding from the PCC round 9 funding for the automatic gate. The Venue Manager was requested to send the completed previous application for round 8 and deadline information for round 9 to all Trustee Members for comment before applying again.
- g) The Trustee Members discussed the donation or chargeback of Groundkeepers time, and/or cost of paint, to mark out the Summer Gala racetrack and agreed not to charge the Town Council but to add it to the Kirton in Lindsey Town Council Budgeted Grant Application when applying in November 2026.
- h) The Trustee Members received correspondence from the Independent Examiner explaining that they will no longer be doing independent examinations after 31st December 2026. She advised that the threshold for needing an independent examination is increasing to £40,000 and so KLASSIC may not need to have one done in the future until it reaches that amount of income. The Trustee Members requested that thanks be sent to the Independent Examiner and agreed that future independent examinations would not be sought until KLASSIC income is ever close to the threshold.

2609/06

KLASSIC Charity

The trustee Members received an update from the Charity Commission, with regards to the Serious Incident Report submitted on 19th March, requiring answers to two questions–

- 1 Has a final decision now been made on whether the assets, liabilities and undertakings will be transferred from the unincorporated charity (1115978) to the CIO (1212125), or whether the land and buildings will instead be leased to the CIO?

RESOLUTION: That a reply of 'The unincorporated charity (1115978) continues to look after KLASSIC' is sent.

- 2 If a final decision has been made, please provide:
 - the date of the decision;
 - the minutes recording the decision;
 - the reasons why the trustee considered this was in the best interests of the charity.

Signed:

Dated:

RESOLUTION: That the following replies are sent –

- The decisions were made by Kirton in Lindsey Town Council at the Full Council meeting held on 27th May 2026
 - The minutes recorded are Item 2605/11 KLASSIC
- The Council discussed correspondence required in reply to the CIO and Hetts solicitors.

RESOLUTION: That thanks are sent to the CIO for their correspondence, noting their statement about the advice they have received, and that without specifics the Council is unable to respond further and consider the matter is now closed.

RESOLUTION: That Hetts solicitors are informed that the aspect of the work related to the drafting of the lease is now closed.

- The CIO could not accept the terms of the lease offered and agreement could not be reached on the way forward.

2609/07

Policies, Procedures and Risk Assessments

- a) The Venue Manager gave an update on the progress of the Fire Risk Assessment (FRA) action plan and that the only things left needing doing are the emergency push bars, the automatic closers on the hall cupboard doors and the policy & procedure document. The Venue Manager informed the Trustee Members that she had been in touch with the company for the push bars and was chasing them up for fitting.
- b) The Trustee Members discussed the draft Remit for the KLASSIC Charity Committee and agreed a number of changes:
 - i. That “This Committee meets on the third Monday of the month” is altered to “This Committee meets monthly”.
 - ii. That the word “any” is removed from the last sentence of the Governance and Compliance section.
 - iii. That “To meet the requirements of the support of the Football Association including the standard of pitch maintenance, access and provision” be removed.

RESOLUTION: That the remit is approved with the changes requested and reviewed in 6 months and is taken to the next KLTC Full Council meeting for approval.

CH requested a recorded vote: For - HF, PF, JK & BS: Against - CH

2609/08

KLASSIC Maintenance & Assets

- a) The Venue Manager informed the Trustee Members that there had been no change in the brick cracking. It was requested that she take photos to record the monitoring in future.
- b) HF gave an update on the application for the tractor container funding and that she was now verified with the Football Foundation but was still attempting to get the Venue Manager verified. It was suggested that North Lincolnshire Council Community Funding could be looked at as an alternative funding source.
- c) The Town Clerk gave the Trustee Members an update on contact with North Lincolnshire Council (NLC) regarding KLASSIC directional signage in the town. NLC have declined the request for brown sports centre signage but agreed to replacement of the existing small direction signs placed around the town, at the

Signed:

Dated:

expense of KLTC or KLASSIC. The Town Clerk is looking into the pricing for signs.

- d) The Venue Manager updated the Trustee Members on field maintenance required as wild rabbits are digging holes within the pitches. These holes have only appeared since the building work on Ings Road started and could cause serious injury to a KLASSIC user.

RESOLUTION: That permission is given for the Venue Manager to spend up to £1,000 on pest control to reduce the number of rabbits around the field.

RESOLUTION: That Newett Homes is approached to request funding towards the cost of pest control.

Action: Venue Manager

- e) The Trustee Members received an update regarding notification from Anglian Water of a water leak at KLASSIC. The Venue Manager had found the leak and switched off water to it before asking the Groundskeeper to see if they could mend it.
- f) The Venue Manager updated the Trustee Members on progress with the booking system and communication with Hallmaster, including booking in to have a demo with Hallmaster and that they advised that KLASSIC will not require its own website at first to use the system. This item will be brought back to the next meeting.

2608/09

KLASSIC User Groups

The Trustee Members received updates on KLASSIC user groups -

- a) Due to the lack of adult helpers the Scouting Groups have had to reduce their hours from 4 to 1.5 but are hoping this will increase again in the future.
- b) Lullababy has ceased meeting due to personal reasons.
- c) Manor Park Football Club have requested to use KLASSIC as it's home ground for the second year running.
- d) Blyton Wonderers men's team have requested to use KLASSIC as their home ground but have not responded to the Venue Managers reply email.

2609/10

Kirton Lindsey Shed

There was no update to give at this meeting.

2609/11

Correspondence

- a) The Trustee Members did not feel a need to discuss any correspondence received.
- b) The Trustee Members requested that only correspondence from Gov.uk / the Charity Commission and any about funding are continued to be forwarded.
- c) The Trustee Members discussed the email received requesting use of the spare tables in the attic for the KLAGs show and agreed the tables could be used free of charge but that the group needed to assist with collection and return.

2609/12

Date of next Trustee Meeting

The Venue Manager informed the Trustee Members that, due to the reduction of user hours, KLASSIC Hall is now available on a Tuesday evening for the foreseeable future. The Trustee Members agreed to meet on the third Tuesday of the month until further notice. Therefore the next meeting will be held on Tuesday 20th October with agenda items to be received in writing by Monday 12th October.

Signed:

Dated:

2609/13

Exclusion of the Public & Press

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

RESOLUTION: That the public and press be excluded.

2609/14

Staffing Matters

The Trustee Members were updated by the staffing working group regarding the job descriptions for the Venue Manager and Finance Officer. The Town Clerk raised concerns around lack of consultation with members of staff as early as possible in the formative stages of the process. Discussion also took place on the most appropriate sources of professional advice required.

RESOLUTION: That the Staffing Working Group submit the draft outline job description for the Venue Manager and Finance Officer, with agreed amendments, staffing matters for Groundskeeper & Caretaker, and staffing matters for Venue Manager, to Hetts Solicitors and seek advice on a way forward.

Action: Staffing Working Group.

The meeting closed at 21.15

Signed:

Dated:



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

Personnel and Disciplinary Committee Meeting Minutes September 2026

8th September 2026, Diamond Jubilee Town Hall, Kirton in Lindsey at 6:30pm

Present:

Councillor Tony Pollitt (Chair), Councillor Pat Frankish, Councillor Chris Howard and Councillor Joy Kofoed.

Not Present:

Councillor Karen Gunn.

Also Present:

Town Clerk, Neil Taylor-Matson in attendance.

PD 2609/01 Apologies for Absence

No apologies were received.

PD 2609/02 Declaration of Interests / Dispensations

- a. No Declarations were made.
- b. No Dispensations were granted.

PD 2609/03 Public Participation

No members of the public were present.

PD 2609/04 Minutes

The Committee approved the minutes of the P&D Committee Meeting held 14th May 2026.

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

PD 2609/05 Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2)

The Committee considered the exclusion of the public and press due to the confidential nature of the items to be discussed.

RESOLUTION: *That the public and press be excluded.*

PD 2609/09 Committee Remit.

At the request of Cllr Howard this item was moved up the agenda. The Committee discussed the current P&D Committee remit including a Motion: To add the following point to the current P&D remit and submit to the next Full Council meeting for approval: 5. All expenditure must be presented to Full Council and approved in advance of any spend." (Cllr Howard). The Town Clerk reminded the Chair of Standing Orders regarding previous decisions and that the Committee Remit was last approved by Full Council in May.

RESOLUTION: *Item to be deferred until six months has passed since the approval of the remit by Full Council.*

PD 2609/06 Staffing hours including annual leave

a. The Committee discussed staffing hours including annual leave. As requested, the Town Clerk formalised an earlier informal request for flexibility with hours of work over the four-day working week to shift working hours w/c 27th July to work Wednesday 29th July and not work Friday 31st July for family reasons. A further request for flexibility was put forward for w/c 14th September, with neither requesting impacting on the total hours to be worked or office public opening hours. The Town Clerk requested clarification if there was general flexibility in the working week as long as total hours to be worked were not impacted or if a formal request at meetings was required on each occasion. It was noted that if the contract of employment allows for this advance notice would be sufficient, with a review at the end of 2026. The Town Clerk provided an update on the cover arrangements for the Assistant Clerk in August, with cover from the Community Co-ordinator as resolved by the P&D Committee in May (coverage for booking and

enquiries). The Community Co-ordinator did not work over her usual four-hour working week due to the preparations in place by the Assistant Clerk prior to her leave and the planned time of year with some groups taking a summer break also easing queries. The Town Clerk requested approval for a period of annual leave.

RESOLUTION: *That both flexible working requests are approved, and that the Town Clerk circulates the relevant paragraph from the contract of employment about working hours to all members of P&D Committee.* **ACTION:** Town Clerk

RESOLUTION: *That the annual leave request is approved, subject to the display of the usual notices.* **ACTION:** Town Clerk

b. The Committee received a request for an eyesight test (Health & Safety Policy refers).

RESOLUTION: *That this is approved.*

PD 2606/07 Staff job descriptions and contracts

a. The Committee discussed the consultation of staff under proposed staffing changes.

RESOLUTION: *That Cllr Pollitt will have a conversation with the Assistant Clerk, offering the opportunity for a documented informal chat on Tuesday 15th September. Other members of the Committee available will be kept informed and invited to attend.*

b. The Committee received notification of the Local Government Services Pay Agreement for 2026-27.

c. The Committee discussed the UK National Living Wage increase in April. Different job roles, responsibilities and pay scales were discussed.

RESOLUTION: *The Committee noted that the planned offer of a documented informal chat resolves issues highlighted for now.*

PD 2607/08 Staff appraisals

The Committee received an update following the completion of all staff appraisals for the year. The report from the Town Clerk was not accepted.

RESOLUTION: *That future reports are to use the 'SMART' format and to include headings with bullet points.* **ACTION:** Town Clerk

PD 2607/10 Staff training

a. The Committee discussed staff training and upcoming opportunities. The Town Clerk provided an update on the ERNLLCA Conference, noting the cancellation of the planned Charities update section. In light of this the Assistant Clerk has decided not to attend as the event no longer offers such good value for her role. ERNLLCA have advised the Town Clerk that East Riding Council offer a Freedom of Information Service Level Agreement for an annual fee. They will be at the conference to speak to and bring more information back to the Council about this opportunity. No other training matters were discussed.

b. The Committee discussed staff omission to communicate their leave of one day or more reminders as requested by Cllr Howard. The Town Clerk advised this was down to human error and the number of things staff had to try to remember to do. This was noted.

c. The Committee discussed the matter of the late procurement of a vicar to officiate the Civic Service as requested by Cllr Howard. Cllr Frankish offered apologies on behalf of the Church for infective communication.

RESOLUTION: *That the person who is organising the Civic Service copies Cllr Fox into all emails related to the Civic Service going forward.*

PD2609/11 Communications

a. The Committee discussed internal communications. The Town Clerk noted the request that any concerns or issues requiring assistance are raised with the Committee. Issues with responses from Councillors to emails needing replies were raised. It was noted that the line 'For information – no response required' on some emails was proving helpful for some Councillors.

RESOLUTION: *That the words 'Reply Required' are included in the subject of emails which require replies and an item is included on a future Full Council meeting agenda to raise this issue with all Councillors.*

ACTION: Town Clerk

b. The Committee discussed the email exchange between the Town Clerk and Cllr Howard dated 10, 11, 13 and 14th August 2026 as requested by Cllr Howard.

The meeting closed: 8:20pm

DRAFT

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

Promoting Kirton Committee Meeting Minutes September 2026

14 September 2026, Diamond Jubilee Town Hall, Kirton in Lindsey at 6:30pm

Present:

Councillor David Garritt (Chair), Councillor Hazel Fox, Councillor Pat Frankish, Alison Birkett, Martin Hollingsworth and Sue Law.

Not Present:

Councillor Karen Gunn, Councillor Tony Politt, Councillor Barry Starkie, Councillor Suzanne Stephenson, Community Co-ordinator - Mandy Coote and Victoria Rumary.

Also Present:

Town Clerk - Neil Taylor-Matson and Assistant Clerk - Cheri Morton both in attendance.

PK 2609/01 Apologies for Absence

Apologies were received from Councillor Karen Gunn, Councillor Barry Starkie, Councillor Suzanne Stephenson, Community Co-ordinator - Mandy Coote and Victoria Rumary.

PK 2609/02 Declaration of Interests / Dispensations

- a. No Declarations were made.
- b. No Dispensations were granted.

PK 2609/03 Public Participation

No members of the public were present.

PK 2609/04 Minutes

The Committee approved the minutes of the PK Committee Meeting held 13th July 2026.

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

PK 2609/05 Community Coordinator update

The Community Co-ordinator had provided written reports and website statistics ahead of the meeting. The limited use of the website by the community and the difficulties getting updates from groups and organisations were noted. The positives of the police surgeries and blood pressure clinics were discussed. The concept of a 'welcome pack' was discussed and a postcard / 2-sided leaflet or fridge magnet was considered.

RESOLUTION: *That the concept of a postcard / 2-sided leaflet or fridge magnet are explored and costed.*

ACTION: Community Co-ordinator.

PK 2609/06 Town Events

SportsZone. The Assistant Clerk noted that Shine Lincolnshire has acquired Wright Way Sports but that this won't impact on the provision of sessions at this time. Two youngsters were attending the session this evening, with an average of 4-5 attendees at sessions over the summer. The season will finish at the end of the month, and funding will be needed to be sourced for next year. Councillor Garritt offered to look at options for funding through North Lincolnshire Council.

Civic Service – 6th September. Councillor Fox reported the event was very well attended, with special mention to the performances by the Primary Academy and Rock Choir. The new Head and Deputy Head of the Primary Academy attended along with a good number of civic leaders. Discussion took place about securing the vicar to officiate with Cllr Fox noting the need for this to be confirmed earlier. The Assistant Clerk explained communications with the church and the churches internal issues contacting and confirming who would officiate. It was noted that in the end it worked out very well and the vicar was commended.

Cllr Fox noted her thanks to the Assistant Clerk for the organisation of the event. A donation to the bell ringers was considered.

RESOLUTION: That £65 is donated to the bell ringers from the Mayoral Allowance. ACTION: Town Clerk
Christmas Festival - Sunday 29 November. 26 stalls and 2 food stall bookings are confirmed so far. Diamond Jubilee Town Hall hire costs were received. Councillor Frankish declared a personal interest as a Trustee of the Town Hall. Stall queries were considered including positioning and request for provision of a gazebo for a food vendor. Requests were noted from commercial premises opening during the event for their shop fronts to be kept clear from stalls. It was noted that communications about this will be needed to explain the potential layout to residents. The risk assessment for the event was presented, along with the revised booking forms. Pricing of stalls was noted as not increased for a number of years and a review of this for next year recommended. Love in a Cup Community Café have offered funding towards the event. The offer of a fundraising BBQ was also received for both Christmas Festival and Summer Gala events. Costings for Little Enchantments, Barton Community Band and Quirky Cirque were received. Costings for the Christmas Tree were also received. It was also discussed that the children's decorations for the Christmas Tree should be considered for renewal next year. It was discussed that donations towards the tree are to be sought from businesses and housing developers. During discussions, Councillor Frankish offered to provide lighting and heater for Father Christmas in the Town Hall Garden area and power for the PA system.

RESOLUTION: That consideration of the costing for hire of the Diamond Jubilee Town Hall for the event was deferred to Full Council due to lack of quoracy.

RESOLUTION: That a stall enquiry is approved with offer initially of an outside pitch.

ACTION: Assistant Clerk

RESOLUTION: That the food vendor's request for provision of a gazebo is approved, however they will need to provide their own lighting solution. ACTION: Assistant Clerk

RESOLUTION: That the Risk Assessment is approved.

RESOLUTION: That the revised booking forms are approved.

RESOLUTION: That the funding from Love in a Cup Community Café is accepted with thanks to fund 180 selection boxes for Father Christmas, they are approached about wrapping these and adding a note about their contribution to help promote the Café. ACTION: Assistant Clerk

RESOLUTION: The contingency for funding 180 selection boxes is to be the Mayoral Allowance.

RESOLUTION: That the offer of a fundraising BBQ is accepted with thanks for the Summer Gala.

ACTION: Assistant Clerk

RESOLUTION: That the cost of £746 for Little Enchantments provision of PA system and characters (Elsa and Spiderman) for four hours is approved. ACTION: Assistant Clerk

RESOLUTION: That the cost of £260 for Quirky Cirque to provide Elf/LED Angel/Ice Queen stilt walker and roaming LED performer throughout the afternoon/evening is approved. ACTION: Assistant Clerk

RESOLUTION: That the costs for the Barton Community Band at £220 were again approved.

ACTION: Assistant Clerk

RESOLUTION: That the cost of £675 for the supply, delivery, hire of base, installation and removal of the Christmas Tree by Fillingham's is approved. ACTION: Assistant Clerk

RESOLUTION: That businesses and housing developers are approached for donations towards the tree.

ACTION: Assistant Clerk

Annual Town Meeting- Monday 15 March. The Town Clerk noted that the previous supplier of the reusable cheque board for grant presentations was no longer operating and quotations from other suppliers will be sought. The approved budget for refreshments was noted as £35.

Summer Gala – July 2027. The offer of a fundraising BBQ (LIVES/Lindsey Lodge) was discussed and the final income and expenditure for the 2026 event was noted; expenditure was £1,600.00; stall income £305.00; donations £478.92 and so total income was £783.92. This brought the cost of the event to £876.08 for noting during budget setting for next year. Ideas put forward from a resident for future years included a golf course, use of the basketball hoop for a game, giant noughts and crosses and hot drinks to be sold by the WI. This also led to seeking anyone who is proficient using the Supernova play equipment to do demonstrations. The Town Clerk also noted the purchase of Thank You cards to express the appreciation recorded in the July

minutes. This provides a stock for appreciation to also be expressed more quickly going forward. Costings for new banners/banners/flags to be sought and brought back to a future meeting.

RESOLUTION: *That the offer of a fundraising BBQ at the event is appreciated and accepted.*

ACTION: Assistant Clerk

James Town Circus – 25-27th September. The Town Clerk reminded the Committee that the Circus are due to arrive at The Green on the evening of Wednesday 23rd September, with performances on Fri 25th to Sun 27th September.

PK 2609/07 Open Spaces

a. Cllr Frankish provided a brief update that Bloom plans for replanting the Market Place are in hand. There are also plans to replace the current planters in the Market Place with self-watering versions. The Town Clerk noted the current planters are town property and so would need to be relocated or offered to residents for sale as they are not end of life. Watering issues were noted at the library car park and Redbourne Mere planters. The problems with the lack of attention by North Lincolnshire Council to the uncontrolled weed growth in public areas was noted. Cllr Garritt noted that contentment rather than apathy of residents as a potential reason for volunteers not coming forward to help.

b. Cllr Fox requested that the Town Council consider taking over the entrance planting at Redbourne Mere and South Cliff Road in particular and put forward the suggestion of raised brick-built planters with Ulceby (winners of the Best Kept Village competition in their category this year) as an example. Councillor Garritt offered to check what could be agreed with North Lincolnshire Council for permanent installation at highway verges. Areas of responsibility could then be looked at with Bloom and what they felt they could and wanted to take on and what could potentially be included in Town Council contracts.

The meeting closed: 7:46pm

Town Clerk report September 2026

Updates from January 2025 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. **August 2026: Update from solicitors/Land Registry received and included on September meeting agenda.**

Updates from April 2025 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. September 2025: No progress reported. March 2026: Temporary patching works seen. Cllr Garritt noted further patching works expected in May. June 2026: Escalated to NLC via agreed route at Clerk's Town & Parish Council meeting – update provided: *“March Street is currently ranked 233rd on the highway resurfacing prioritisation programme. Based on current funding levels and programme pressures, the scheme may be considered during the 2027/28 programme, although at present it is more likely to be delivered during 2028. In the meantime, the route will continue to be monitored through the routine highway safety inspection regime, with any safety defects requiring intervention addressed through reactive maintenance.”* **July 2026: Ward Cllrs to seek clarification and report back.**

Updates from May 2025 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). September 2025: No progress reported. November 2025: Cllr Garritt confirms NLC officer is looking into this with update to follow. March 2026: Cllr Garritt and Cllr Frankish report back on promising meeting with NLC officers. June 2026: Escalated to NLC via agreed route at Clerk's Town & Parish Council meeting – update provided: *“I am aware of the meeting that took place earlier this year regarding the former landfill site and the aspiration to develop the area as a nature reserve. To progress this proposal, we are required to commission soil investigations, a ground contamination risk assessment and remediation/capping recommendations to establish any potential risks associated with the former landfill site.*

Quotations have been sought from specialist consultants, with only two companies responding:

- *Environmental Protection Group – £7,960*
- *Hydrogen – £3,300*

Funding for these investigations has not yet been secured. We are currently considering whether this can be progressed through an external grant opportunity or a future capital funding bid. Unfortunately, until these investigations are completed, the project cannot move forward."

July 2026: Ward Cllrs to seek clarification and report back.

Updates from September 2025 Meeting:

2509/06 – North Lincolnshire Council – South Cliff Road/Cornwall Street - Cllr Garritt advised he would chase these works up. March 2026: Cllr Garritt asked for an update. June 2026:

Escalated to NLC via agreed route at Clerk's Town & Parish Council meeting – update provided: *"South Cliff Road is currently ranked 224th within the resurfacing prioritisation programme and, subject to available funding, could be considered during 2027/28, although it is currently more likely to fall into 2028.*

The Cornwall Street footpath has been included within this year's Slurry Seal Programme, with works programmed to commence during July, subject to weather and contractor availability."

July 2026: Ward Cllrs to seek clarification and report back.

2509/06 – North Lincolnshire Council – South Cliff Road - That NLC are asked to review congestion caused by parking in this area. (Cllr Garritt). **No updates received. Now one year on without update.**

2509/06 – North Lincolnshire Council – Redbourne Mere - That previous signage requests for 'tractors/vehicles turning' signs be chased up. (Cllr Garritt) March 2026: Cllr Garritt asked for an update and will chase up. June 2026: Escalated to NLC via agreed route at Clerk's Town & Parish Council meeting – update provided: *"Following enquiries with the relevant highway teams, no previous approved request for this signage has been identified. In addition, the available collision data does not currently demonstrate a pattern of incidents that would justify the installation of additional warning signs under the Council's assessment criteria."* **July 2026: Ward Cllrs to seek clarification and report back.**

2509/15 - Open Spaces - That the Council support the maintenance of heritage street signs and seek costings for the works. October 2025: Ongoing research. May/June 2026: Local metal worker contacted and keen to carry out the works required. Letters hand delivered to properties which have heritage street signs attached, requesting permission for the works. NLC contacted about three signs attached to wooden street sign boards at street level. Returns ongoing for collation. July 2026: Further hand delivered letters to properties which had returned no response; identified that not all signs will be able to be maintained due to non-response rather than objection. NLC approve works to three signs on sign boards at street level. Works scheduled for July and August on 17 signs which can and need to be maintained. **August 2026: Work completed on 18 signs. Volunteer used PLS for soda blasting and primer paint coating and the company have not charged for this work. Materials sourced for the voluntary works came to £296.80p; letter of thanks for their support sent to PLS.**

Updates from October 2025 Meeting:

2510/06 – North Lincolnshire Council - That the NLC policy on one sign per street is queried. October 2025: Query sent and escalated – no response. December 2025: Request sent again for this to be escalated – no response. January 2026: Updates requested, no response

received. March 2026: Cllr Garritt asked for an update. May 2026: NLC chased for an update. **June 2026: Escalated to NLC via agreed route at Clerk's Town & Parish Council meeting – update provided:** *"The current Street Name Plate policy generally supports retaining two name plates where these are already provided. However, the policy is currently under review to reflect modern navigation methods whilst also reducing unnecessary street clutter and future maintenance liabilities. Following a review of this location, I can confirm that the Grayingham Road street name plate has been identified for replacement and is currently on order."*

Updates from January 2026 meeting

2601/06 - Report from NLC / Ward Councillors - Public conveniences - Cllr Garritt to progress NLC responsibility and ownership signage for the public conveniences with the right department at NLC. March 2026: Cllr Garritt asked for an update and will chase up. June 2026: Escalated to NLC via agreed route at Clerk's Town & Parish Council meeting – update provided: *"The directional highway signage to the public conveniences has previously been installed by the Highways service. The outstanding request relates to signage on the building itself identifying ownership and providing contact details. Responsibility for this sits with the operational service managing the facility, and I have requested an update from the relevant manager regarding both the signage request and the complaint (reference 00083328) concerning cleaning cover arrangements. A separate response will be provided once this information has been received."* July 2026: Ward Cllrs to seek clarification and report back. **August 2026: Executive chased up for updates, Ward Cllrs copied in.**

2601/07 - Whipping Post - that work is scoped and quotations sought for a NLC Community Pot Application to be submitted. January/February 2026: Information and quotation obtained. Clarification from Grants Team sought on quotations required. Awaiting response. March 2026: Quotations sought and grant application submitted to NLC. May 2026: Response to grant request received at May Full Council meeting. June 2026: Works ongoing and currently working towards an August completion. July 2026: Delay due to supplier issues notified and NLC informed re photo call. Works expected to be finished early September with new photocall date to be confirmed. **September 2026: Planned works completed with recommendation for French drain style gravel area to be put in place around the post.**

Updates from February 2026 meeting

2602/06 - Report from NLC / Ward Councillors - Public conveniences - That a complaint is lodged with NLC regarding the three-week closure of the facilities and the impact this had had. February 2026 - Complaint sent – no response received; March 2026 - Cllr Garritt informed. June 2026: Further two-week closure experienced by the town. June 2026: Escalated to NLC via agreed route at Clerk's Town & Parish Council meeting – update provided: *"The directional highway signage to the public conveniences has previously been installed by the Highways service. The outstanding request relates to signage on the building itself identifying ownership and providing contact details. Responsibility for this sits with the operational service managing the facility, and I have requested an update from the relevant manager regarding both the signage request and the complaint (reference 00083328) concerning cleaning cover arrangements. A separate response will be provided once this information has been received."* July 2026: Ward Cllrs to seek clarification and report back. **August 2026: Executive chased up for updates, Ward Cllrs copied in.**

2602/11 – Grove Street Cemetery – Letters from Heaven - That the necessary signage is purchased to identify the box use for Letters to Heaven. March 2026: Ongoing; contractor currently unavailable but will attend to carry out installation when available. **September 2026: Works completed and temporary signage in place; permanent signage on order.**

Updates from March 2026 meeting

2603/12 – Open Spaces - That the funding application is continued with Singleton Birch for the KOMPAN free standing slide quotation at £21,319.83 (+ VAT). **May 2026: Singleton Birch will consider the application if other funders are also confirmed to be contributing.**

Updates from April 2026 meeting

2604/11 – Grove Street Cemetery – Memorial testing works - That the Town Clerk carries out these requirements to display notices and place an advertisement in the Scunthorpe Telegraph to run for two weeks. April 2026: Notices drafted, displayed and advertisement placed. June 2026: Contractor chased up for scheduling this work. **July 2026: Works completed and notices in place for those memorials which failed the testing. Communications ongoing.**

Updates from May 2026 meeting

2605/07 - Cultural Futures Fund - That the Town Clerk makes an application to the National Lottery Fund. May/June 2026: ongoing work. **July 2026: Application can be made from October.**

2605/12 – Allotments – Entrance works - That NLC Planning are contacted to ask if the Town Council can construct the entrance to the suggested drawing supplied by Hemswell Surfacing under the planning decision notice PA/2025/1123 and that the response is brought back to the next meeting. May 2026 – NLC Planning contacted as agreed, response awaited. July 2026: Planning department request further measurements which were provided by the contractor. Response now awaited again. **August 2026: Following assistance from Ward Cllr Foster, response received: “I have just managed to speak to Highways team whilst in CSH. They are happy with the amended design and have no objections but just reiterate the details on the planning permission prior to the work commencing the necessary permissions and licences must be obtained via network.management@northlincs.gov.uk for works to commence within the limits of the highway.”** Circulated to all Cllrs.

Updates from June 2026 meeting

2606/06 - North Lincolnshire Council - That the issues regarding signage and closure of the public conveniences is escalated using the dedicated Communities email address. June 2026: Matters escalated and response circulated. July 2026: Ward Cllrs to seek clarification and report back. **August 2026: Executive chased up for updates, Ward Cllrs copied in.**

2606/09 – Whipping Post - That Cllr Fox, Cllr Frankish and Cllr Starkie are available for the photo call. June 2026: Noted – reminder to be sent in August. **July 2026: Photo call to be rescheduled, information awaited.**

2606/13 – Open Spaces - That Kirton Academy, Youth Club and Scouts are approached to ask if this could be a project younger members of the community would be able to take on. **June 2026: All three groups contacted. No response received from Kirton Academy. Youth Club respond:** *“06/07/2026: Thank you for getting in contact regarding the opportunity. I wonder if we would be able to make this in to a bit of a project where the young people would be able to create a design for a bench?”* – further discussion welcomed but nothing further received to date. **Scouts respond:** *27/06/2026: We might not have enough Scout age members to carry out the works AND we haven't got many weeks of full programme left, but I will pass this out to the group and see if anyone bites. I'll try and get back to you quickly so you know.”* **No further progress. Alternatives to be sought. Updated survey of benches prepared for September meeting.**

2606/13 – Open Spaces - That weed clearance works are escalated to NLC. **June 2026: Escalated to NLC via agreed route at Clerk's Town & Parish Council meeting – update provided:** *“Kirton in Lindsey remains included within this year's borough-wide weed treatment programme. The town is scheduled for treatment as part of the current programme, and we appreciate that weed growth has become more noticeable due to the timing of this year's operations and favourable growing conditions. The Council's decision to offer devolved weed treatment services to town and parish councils does not alter our responsibility to undertake weed control where the service has not been devolved, and the programmed treatment will be completed accordingly.”* **Weed spraying noted as taking place 13/07/2026. Recommend that a review is requested to be conducted by NLC on their service level and responsibility.**

2606/14 – Finance – Noticeboard works - That the quotation from R Emerson Construction is approved at £710.00. July 2026: Works commenced and ongoing due to complete July. **August 2026: Works completed.**

2606/15 – Policies and Procedures – Data Protection/Freedom of Information - That the Clerk carries out research into processes in place at other Town and Parish Councils for review processes. July 2026: Ongoing. **September 2026: Other Policies from Town/Parish Councils researched and example provided.**

Updates from July 2026 meeting

2607/06 – North Lincolnshire Council - That support is given for the installation of three signs to request those spaces are reserved for library users during library hours. **July 2026: Letter of support drafted and sent to librarian.**

2607/12 - Open Spaces - That the annual operational RoSPA report is awaited for any action required with the MeToYou swing. **July 2026: Noted and report awaited.**

2607/12 - Open Spaces - That KOMPAN are asked to remove the chain protectors and install anti-pinch connectors. **July 2026: Works completed and photos circulated to all Councillors.**

2607/12 - Open Spaces - That the discrepancies on the invoice are chased up for resolution.

July / August 2026: Chased up and contact made from contract manager. Credit of £941.43 (+ VAT) received. £200 (+VAT) agreed for waste removal from site. NLC notified of difference due to S106 funding. Invoice to be raised for the difference.

2607/13 – Finances - SLCC membership for the Town Clerk - That the renewal is approved.

August 2026: Renewal processed.

2607/13 – Finances – Remembrance Service - That three wreaths are purchased; two poppy wreaths and one RAF style wreath. **July 2026: Purchase made and wreathes received with costing update for Council on meeting agenda.**

2607/14 – Policies and Procedures - Member/Officer Protocol - That this policy is approved without amendment. **July 2026: Policy version and review date updated, published, log updated and next review date noted on log.**

2607/14 - Policies and Procedures – Committee Memberships - That Cllr Gunn joins the Promoting Kirton and Personnel & Disciplinary Committees and That Cllr Kofoed joins the KLASSIC Charity Committee. **July 2026: Noted.**

2607/14 – Policies and Procedures – ERNLLCA AGM Motion - To put forward a motion for the clarification around concerns about conflicts of interest should this meet expectations and requirements after circulation. **July 2026: Motion drafted and circulated to all Councillors for comment, 1 response received.**

2607/14 - Policies and Procedures – Wirehouse Employer Services - That professional memberships to NALC, ERNLLCA and SLCC provide the advice required at this time. **July 2026: Noted.**

2607/15 – Planning – PA/2026/297 - That the Clerk responds “that the Council does not find itself qualified to comment on flooding and drainage proposals, but remains broadly supportive of the application; remains aware of privacy protection concerns expressed by residents of existing dwellings. In terms of flooding and drainage, defers to the Lead Local Flood Authorities comments.” **July 2026: Agreed comment submitted and logged.**

2607/15 – Planning – PA/2026/743 - That the Clerk responds with ‘No Comment’ to this application. **July 2026: Agreed comment submitted and logged.**

2607/15 – Planning – PA/2026/796 - That the Clerk responds with ‘No Comment’ to this application. **July 2026: Agreed comment submitted and logged.**

2607/15 – Planning – Article 4 Direction - That the additional requests are supported and sent through the NLC Planning. July 2026: Requests sent through to NLC, no response received. **September 2026: Response chased up and received, circulated to all Councillors:** *As stated previously the introduction of an Article 4 Direction is an evidence-led process. National planning guidance requires robust justification demonstrating that the exercise of permitted development rights is resulting in, or is likely to result in, harm to local amenity or the proper planning of the area. At the present time, the Council does not hold sufficient evidence to support the introduction of an Article 4 Direction in relation to Houses in Multiple Occupation (HMOs) in Kirton in Lindsey. As such, the matter cannot be progressed further at this stage....*

...You can keep up to date on these at [Houses in multiple occupation \(HMO\) public register - North Lincolnshire Council](#). In relation to the development of the Local Plan you will be consulted at every stage for input. Therefore any proposed policy wording on this subject you will be consulted for your input as its developed. If you require any further information on HMO please contact housing@northlincs.gov.uk Kind regards Place Planning Team”

2607/16 – Correspondence - That no changes to correspondence distribution be made at this time. **July 2026: Noted.**

September Agenda items

2609/06 – North Lincolnshire Council - Public Conveniences – Market Place update

From: Lisa Swainston

Sent: 02 September 2026 16:17

To: enquiries@kirtoninlindseytowncouncil.gov.uk; CommunitiesExecSupport

Cc: Cllr David Garritt <Cllr.DavidGarritt@northlincs.gov.uk>; Cllr TrevorFoster <Cllr.TrevorFoster@northlincs.gov.uk>

Subject: RE: Kirton in Lindsey - Outstanding Matters for Escalation

Public Conveniences (this is also an enquiry we have received from the MP office*, who have received the same update)

Staff Cover – Unfortunately, despite extensive efforts, we have not yet been able to secure cover for the public conveniences during periods when the regular cleaner is on annual leave. We have explored a number of options, including offering the work to existing employees and recruiting a mobile cleaner to provide cover, but have so far been unsuccessful in filling the role. We will continue our recruitment efforts and remain hopeful that a suitable candidate can be found. Regrettably, this is an ongoing challenge affecting a number of our more remote public convenience sites. In the meantime, the current cleaner has been keeping the Town Council* informed of any planned annual leave.

Interior cleaning – The breeze block surface can be cleaned effectively and is a durable material that is already used successfully in several other public convenience facilities. The cleaning chemicals we use are equally effective in cold water as they are in hot water, meaning hot water is not required to achieve the necessary cleaning standards.

Signage – the signage has been designed and ordered for the public conveniences; this will be complete as soon as the order is received.

**Advised differences between Town Council and Town Hall and MP noted they had not received any updates.*

2609/06 – North Lincolnshire Council - Traffic enforcement – NLC update

From: Christopher Mayall
Sent: 14 August 2026 08:25
To: enquiries@kirtoninlindseytowncouncil.gov.uk
Cc: Parking Services
Subject: Re: Traffic enforcement - Kirton in Lindsey

Good morning,

We continue to monitor and patrol Kirton in Lindsey. So far in 2026 we have made 31 visits but have not yet found any vehicles parked in contravention of the parking regulations..

We do not have access to any CCTV and legislation dictates that the enforcement team have to witness parking offences first hand to enable us to enforce except for certain parking restrictions, such as school keep clear marking.

Kind Regards

Chris Mayall
Team Leader (Parking and Community Wardens)
North Lincolnshire Council

Newett Homes – (Ings Road development) update from NLC 11/08/2026 and 18/08/2026:

From: Tanya Coggon
Sent: 11 August 2026 16:56
To: Cllr Trevor Foster <Cllr.TrevorFoster@northlincs.gov.uk>; Cllr David Garritt <Cllr.DavidGarritt@northlincs.gov.uk>; Michael Orridge
Cc: enquiries@kirtoninlindseytowncouncil.gov.uk; Planning ; planningdutyofficer
Subject: RE: PA/2023/1166 - Ings Road, Kirton

Good afternoon, Everyone

I hope you are all well.

Earlier this afternoon I had a meeting with Newett Homes and their consultant.

Newett Homes have confirmed that the FFL's they are intending to build out to on site are different to those approved under PA/2023/1166 – some plots will be slightly higher, some lower and some plots will remain the same.

As a result of the changes to the approved FFL's Newett Homes will be submitting a S73 application in September 2026, to apply to vary some of the drawing no's stipulated within condition 1 of PA/2023/1166 (reserved matters) to allow the proposed changes to the FFL's to be considered by the LPA.

Following the submission of the S73 application to the LPA, consultations will take place with the public and statutory consultees.

I have also informed Newett Homes again, that if they continue to build out on the site, then this is entirely at their own risk.

I hope you find this update helpful and if you have any queries at this stage, please let me know.

Many thanks
Tanya

Tanya Coggon
Principal Planning Officer | Communities

From: Tanya Coggon
Sent: 18 August 2026 17:13
To: Michael Orridge
Cc: Cllr David Garritt <Cllr.DavidGarritt@northlincs.gov.uk>;
enquiries@kirtoninlindseytowncouncil.gov.uk; Planning ; planningdutyofficer ; Cllr TrevorFoster
<Cllr.TrevorFoster@northlincs.gov.uk>; Rebecca Brown
Subject: RE: PA/2023/1166 - Ings Road, Kirton
Hello Michael
Thank you for your email below.

I have no further information about the 'differences' between the approved and as-constructed information then I have previously stated in my earlier email. This information will be submitted as part of the proposed S73 application.

When the S73 application is submitted to the LPA it will be assessed in accordance with development plan policies and the new NPPF issued yesterday and any other material consideration (ie on its planning merits). All comments from consultees and the public will be taken into consideration before a decision is made on the application.

A S73 application can be used to vary planning conditions. A S73 application is a mechanism which allows developers /applicants etc to apply to for the development of land without complying with conditions subject to which a previous planning permission was granted. The LPA has not needed to take legal advice in this matter at this stage. Only a small part of the approved scheme has commenced on site, and no dwellings have been completed so S73 is the most appropriate application in this case at this point in time.

At my meeting with Newett Homes, last week, as previously stated in my email below, I have informed Newett Homes that if they continue to build out on the site, then this is entirely at their own risk.

I hope you find this email helpful.

Many thanks
Tanya, Tanya Coggon, Principal Planning Officer | Communities

2609/06 – North Lincolnshire Council - Article 4 Direction request update

From: Spatial Planning
Sent: 14 September 2026 09:31
To: enquiries@kirtoninlindseytowncouncil.gov.uk
Subject: Re: Kirton in Lindsey

As stated previously the introduction of an Article 4 Direction is an evidence-led process. National planning guidance requires robust justification demonstrating that the exercise of permitted development rights is resulting in, or is likely to result in, harm to local amenity or the proper planning of the area. At the present time, the Council does not hold sufficient evidence to support the introduction of an Article 4 Direction in relation to Houses in Multiple Occupation (HMOs) in Kirton in Lindsey. As such, the matter cannot be progressed further at this stage.

You can keep up to date on these at [Houses in multiple occupation \(HMO\) public register - North Lincolnshire Council](#)

In relation to the development of the Local Plan you will be consulted at every stage for input. Therefore any proposed policy wording on this subject you will be consulted for your input as its developed.

If you require any further information on HMO please contact housing@northlincs.gov.uk

Kind regards, Place Planning Team

2609/06 – Community Speedwatch

General update: Concern was raised from the Co-ordinator of the group after reading the minutes of the July meeting. He has asked that it be clarified that no members have left the group since it initially started, but that additional members have joined. It was observed on 10th September that the Community Speedwatch sign at the South Cliff Road boundary sign is missing. NLC have not received complaints or removed this.

2609/09 – Whipping Post

The NLC photocall is re-arranged for 10th November and all Councillors are invited to be present. The Heritage Officer at NLC as approved installation of a small area of gravel around the base of the post to protect it from grass cutting/strimming activities.

2609/10 – Allotments

Following assistance from Ward Cllr Foster, response received: *“I have just managed to speak to Highways team whilst in CSH. They are happy with the amended design and have no objections but just reiterate the details on the planning permission prior to the work commencing the necessary permissions and licences must be obtained via network.management@northlincs.gov.uk for works to commence within the limits of the highway.”* Circulated to all Cllrs.

2609/11 – Grove Street Cemetery

Grove Street Cemetery tree works - 08/09/2026:

Please find attached a specification for the proposed remedial tree works to be carried out within the cemetery. I have also attached a quotation, should you wish for us to carry out the work. This should conclude maintenance of the cemetery trees for a number of years, other than work arising from unforeseen circumstances.

It has been noted that this work is estimated to take us two days.

Shed works – repair works to the wood which had slipped on the shed is completed, it is recommended the wood is treated estimated at £125 including materials and labour.

2609/12 – Open Spaces - Play Area update – Cllr Starkie 15/08/2026

From: Barry Starkie

Sent: 15 August 2026 14:40

To: enquiries@kirtoninlindseytowncouncil.gov.uk

Subject: Wooden support beams.

I have read up on the splits and cracks mentioned in previous reports , and RoSPA advice under BS EN 1176 recommends that they not be treated but monitored for splinters and structural stability only. Therefore retract last visible play area report regarding this matter (wood filler).

The **annual RoSPA inspection report** is still awaited. It was scheduled for August, but they did advise at the time that during busy periods the inspection may be undertaken in the following month.

The faulty item of **outside gym equipment at KLASSIC** was taken away for storage by Streetscape until they have receipt of the parts required to fix it; it will then be repaired at their site and refitted at KLASSIC. This is expected to be in around two weeks time.

2609/12 – Open Spaces - Parish Paths Partnership – NLC received a complaint about bramble issues at FP247, this was checked and photographed with no issues identified. The contractors are currently requested to finish the clearance around the fingerpost off Cleatham Road, add dates of works carried out to invoices and schedule in the third cut of this season.

2609/12 – Open Spaces – directional fingerpost and historic street signs works – the **directional fingerpost** at Grayingham Road/Gainsborough Road required repair works to one ‘arm’ as the wood is rotten and repainting is pointless. Others are now repainted in white, with black banding to be applied when weather/time permits. The fingerpost at Cleatham Road is undergoing refurbishment via NLC. Costings for replacement of the one ‘arm’ at Grayingham Road/Gainsborough Road is estimated at £225.

Historic street signs works in completed; materials (including paint material; wood and fixings). Work completed on 18 signs. Volunteer used PLS for soda blasting and primer paint coating and the company have not charged for this work. Materials sourced for the voluntary works came to £296.80p; letter of thanks for their support sent to PLS.

2609/12 – Open Spaces – Town benches

See attached report regarding town benches for consideration.

2609/12 – Open Spaces - The Green - Tree works:

The Green - 09/09/2026:

We had a look over the trees located on the green.

The Oak sapling is quite strong and has survived the recent draughts, however, as you have noted, there is evidence of historic vandalism to the tree. This can be rectified with a few pruning cuts. In its current state, the tree has no dominant central leading branch and regrowth from previous wounds is now making contact and rubbing. I propose to prune away rubbing branches and establish a leading shoot so that the tree can continue to grow vertically in good form for the future. This will take a couple of minutes, and I am happy to carry out this work next time I visit the park with my children.

The Lime trees do have articles of dead wood present within their crowns, however, it is hard to see the full extent of dead wood while the trees are in full leaf. It would be better to inspect again in the winter when a full evaluation can be made. I'd hate to remove visible dead wood only for some unseen pieces to fall out after we have left. Another suggestion is that the trees could be crown lifted to seven meters. It has been done before, and the regrowth will soon be encroaching on the footpath and making further contact with the bus shelter. Clearance around street lights should also be noted.

The fourth tree in the line from the rose beds has been pollarded before. I can only assume this is due to the extensive rot presence in the base of the tree. This tree should not be allowed to get any bigger, given it's rotten base. It is likely that a tree report was carried out before this work was carried out. Recommendations for the future may be present in the document.

2609/12 – Open Spaces – Best Kept Village Competition/planters for town entrances.

Kirton in Lindsey was unplaced in our category this year for the Best Kept Village Competition but received generally positive comments. Please see separate report on planters from Cllr Fox.

2609/13 – Finance - Consultation on a New Proper Practices Framework for Smaller Authorities

The Smaller Authorities Proper Practices Panel (SAPPP) has today launched a consultation on a proposed new framework of proper practices for Category 2 Authorities in England, and the Panel would welcome your views.

This consultation is the second stage of a wider review of the governance, accountability and accounting framework for smaller (Category 2) authorities. The review is being carried out by CIPFA on behalf of SAPPP, with support from Smaller Authorities' Audit Appointments (SAAA).

As the current framework has been in place for more than a decade, the review aims to ensure that guidance remains relevant, practical and fit for purpose. Feedback is being sought on two proposed documents:

- Proper Practices Code for Category 2 Authorities (England)
- Code of Practice for Internal Audit of Category 2 Authorities (England)

The proposed codes are intended to provide a clearer and more consistent approach to governance, financial management, accountability and internal audit across the sector.

SAPPP is particularly interested in views on:

- Changes to the Annual Governance Statement
- The treatment of reserves
- The presentation of accounts
- The proposed new approach to internal audit

The proposals have been shaped by feedback received during the first consultation in autumn 2025 from councillors, clerks, auditors, sector bodies and members of the public. This latest consultation provides an opportunity to help ensure the final framework is clear, practical and supports authorities in meeting their statutory responsibilities.

This is an important opportunity to influence the future framework for smaller authorities; you are encouraged to review the consultation documents and share your views. Please also share with your member councils and encourage them to participate.

 View the consultation and submit your response

 **Closing date: 31 October 2026**

Following the consultation, SAPPP will consider all responses before finalising the framework. Subject to approval, the new documents are expected to be introduced for the 2027/28 financial year.

2609/16 – Correspondence for Information and Discussion

Two items of correspondence carried over from receipt after the July Agenda was published, plus all listed correspondence from late July and Aug/Sept to date for any items to discuss.

2609/19 – Adult Safeguarding matter

See separate confidential report for information at this time.

NORTH LINCOLNSHIRE COUNCIL

ECONOMY & GROWTH

HIGHWAY OPERATIONS

PROPOSED LOCATION OF A POST TO MOUNT A SPEED INDICATION DEVICE

I/We... Kirton in Lindsey Parish
Council.....

Agree to Conditions 1 to 8 inclusive (as shown hereunder) required by
The Maintenance Manager in connection with the erection of 3 steel posts
to be sited...on Redbourne Mere, South Cliff Road and Station Road
Kirton in
Lindsey.....

- 1) *The precise location of the post(s) shall be agreed with The Maintenance Manager before erection.*
- 2) *Any disturbance to the highway must be kept to a minimum and reinstated by the applicant to the satisfaction of The Maintenance Manager.*
- 3) *Approval must be obtained from the Statutory Undertakers where their apparatus may be affected and any procedures/reinstatements carried out in accordance with The New Roads and Streetworks Act 1991*
- 4) *All works undertaken within the Highway are at the risk and expense of the applicant.*
- 5) *The post(s) shall remain the property of the applicant and shall be maintained in a clean condition and kept in a good state of repair by the applicant to the satisfaction of The Maintenance Manager.*
- 6) *The North Lincolnshire Council shall be indemnified by the applicant against all action, proceedings, costs, damages, claims and demands brought against or made upon them in connection with any approval provided.*
- 7) *The post(s) shall be removed or relocated within one month of notification by The North Lincolnshire Council and any damage to the streets or roads and the footways and mains, drains, sewers, pipes, wires, and cables thereunder (if any) incident to the removal made good to the satisfaction of The Maintenance Manager.*
- 8) *The applicant will not use the post(s) in conjunction with any device to contravene any laws or Highway Code guidance.*

SIGNED.....

On behalf of ...Kirton in Lindsey Parish
Council.....

DATE

Ref:

The Operations Maintenance Manager,
Highway Operations,
Economy & Growth,
North Lincolnshire Council,
Normanby Enterprise Park,

Billet Lane,
Scunthorpe.
DN15 9YH



Kirton in Lindsey Town Council

Memorial Management Policy

Any memorial purchased and erected on a grave space is owned by the registered grave owner and it is that person or persons who are ultimately responsible for its upkeep and maintenance.

Historically, there have been several accidents in cemeteries and churchyards around the UK, some of which have resulted in fatalities, due to memorials being unsafe. Whilst the memorials are the responsibility of the registered grave owner, Kirton in Lindsey Town Council have a responsibility for ensuring that Grove Street Cemetery is safe for both for the public to visit and people to work in.

This Policy sets out the actions the Council will take to ensure the site remain safe. The order of works to be carried out will be determined by a site-based risk assessment with higher priority areas being undertaken first.

Memorial fixing

All memorials over 24.5 inches (625 mm) in height must be fixed to, and fully compliant, with the current British Standard (BS8415). This also extends to ANY memorial over 24.5" (625mm) that is being re-fixed following an interment or removal for any other reason.

The key requirements are that memorials must be fixed to an approved and suitable foundation and must be further secured using an approved locking or anchoring system.

Full details of the sizes permitted for memorials are contained in our Cemetery Regulations and Scale of Charges documents available on our website. Further details on the materials and methods used for fixing and re-fixing of memorials can be found at www.bramm-uk.org

Where the Town Council is aware that a memorial is unstable and presents a foreseeable risk of injury, it is required to take reasonable steps to manage that risk.

Note that any refixing or repair works to memorials must be completed by a BRAMM (or other equivalent scheme) registered memorial mason. Temporary works to make memorials safe and remove the risk of danger will be undertaken by independent qualified contractors or trained staff, as required.

Publicity and communication

The Town Council undertakes to keep all interested parties and the public informed of any inspections or works programmed for memorials in Grove Street Cemetery where it has a direct or other responsibility.

The Town Council will make clear in its relevant agreements the primary responsibility of owners of memorials and the terms and conditions it requires to be entered into when granting a right to erect a memorial.

The Town Council has no responsibilities for St Andrew's Churchyard, and only has responsibilities for Grove Street Cemetery.

Before undertaking any memorial inspection programme, the council will:

- Place prominent notices on the site, prior to commencement.
- Place notices in local newspapers.
- Provide further information on the Council website and online places.

Memorial inspections

All memorials in the cemetery will be inspected by independent qualified contractors or trained staff, as required, at least once during a rolling five year period to assess their safety. This will be done through both a visual assessment and a basic hand test to determine if there is movement in the memorial and to what extent.

Only enough pressure should be exerted to assess the point of failure and not to topple the monument if at all avoidable.

Please note, that we also undertake 'dynamic risk assessments' of memorials within proximity of upcoming burials, to ensure the safety of cemetery visitors.

The individual undertaking the assessment will make the decision on the memorial's overall safety based on a risk assessment for which they have been trained.

Memorials will be inspected in accordance with the following categories:

- Memorials up to 18 inches: full visual inspection and hand stress test.
- Memorials 18 to 36 inches: full visual inspection and hand stress test.

Once inspected each memorial will fall into one of three categories, detailed as follows:

Category 1 – Memorial is unsafe and poses a risk and will require immediate attention to make it safe and/or to protect the public.

Category 2 – Memorial is safe but there are minor concerns, and it should be reassessed in 12 months' time to ensure it has not deteriorated further.

Category 3 – Memorial is safe and should be re-inspected in five years as part of the next round of inspections or as part of any other check that may occur, for example when checking memorials around a planned burial ahead of excavation of the grave.

Those undertaking the inspections will record the details of every memorial and an assessment of its safety using the categories above. These details will be recorded into a report detailing the full results of the inspection. The details will include:

- Date of inspection
- Name of inspector
- Grave identification (section and number)
- Category of memorial (1, 2 or 3)
- Details of any actions taken and actions required.

Actions post inspection

Should a memorial be identified as a Category 1 and fail the inspector will need to take immediate action to make that memorial temporarily safe until permanent repairs can be made by the grave owner. These actions will be based on several factors, and the best solution will be administered by the memorial inspection team based on their assessment of the memorial and the surrounding area. These actions may include:

- Laying the **memorial flat** – A warning sign will be placed near the memorial.
- Temporarily staked **and banded** – The memorial will be fastened tight to a wooden post which will act as a temporary support. The banding will also hold a warning notice. The stake and band will need re-inspecting in six months to ensure neither have deteriorated and will be laid flat if repairs have not been suitably undertaken.
- **Removal** – In extreme cases it may be necessary to remove a memorial from the grave and place it into storage if none of the above options are suitable.

All the above are regarded as ‘temporary fixes’ and should not be seen as a permanent solution to deal with an unsafe memorial and are intended to reduce or remove the risk of a memorial causing harm or damage to someone.

Prior to taking any of the actions above the memorial will be photographed and details recorded.

Informing grave owners

Kirton in Lindsey Town Council will endeavour to contact the grave owner where any action has been taken due to a memorial failing a safe inspection.

Correspondence will only be sent providing that the grave owner is not recorded as being in the grave or if it is apparent that the registered address no longer exists. For any memorials over 50 years of age no correspondence will be sent but a notice will be left in the grave space for a period of not less than 12 months.

Grave owners responsibilities

The registered grave owner has a responsibility to ensure the memorial is made safe through being properly re-fixed to the current BS8415 standard and works must be undertaken by a qualified BRAMM (British Register of Accredited Memorial Masons) registered memorial mason. Do it yourself repairs by families will not be permitted.

All costs associated with organising a memorial to be repaired, including the reversal of any works undertaken by inspectors, remain the responsibility of the grave owner.

Should grave owners fail to take any action within a reasonable time then Kirton in Lindsey Town Council will look to apply a semi-permanent solution to the memorial, this could include laying the memorial flat.

Non-compliance process

The actions post inspection are carried out to both ensure safety to inform grave owners of the problem identified and the next steps. Kirton in Lindsey Town Council will always encourage communication and conversation to best remedy any issues.

If memorials are repeatedly made unsafe through owner intervention, the Town Council will adopt a documented enforcement procedure:

1. First failure – temporarily lay down or stake the memorial (where appropriate) and notify the owner where possible. Where contact details are out of date notices will be placed near the memorial.
2. Following the appropriate notice period – lay the memorial flat if no repairs have been completed.
3. If the memorial is re-erected without evidence of compliant repairs – immediately make it safe again and issue a formal warning.
4. Where repeated unauthorised re-erection occurs – consider temporary removal to secure storage until compliant repairs have been undertaken and certified.

Adopting and consistently applying this documented procedure demonstrates that the Town Council has acted reasonably, proportionately and in accordance with its duty of care to manage a known risk, whilst balancing the property rights of grave owners.

Kirton in Lindsey Town Council works for the best interests of the town and has to consider the safety of its public spaces. The Town Council has an open access approach and welcomes conversation and discussion on any matter. Please get in touch with any queries.

Visual Play Area Inspection

Visual Play Area Inspection

Complete

Score	5 / 6 (83.33%)	Flagged items	1	Actions	0
--------------	----------------	----------------------	---	----------------	---

Name of Inspector	Barrie Starkie
Inspector Qualifications	Counillor
Conducted on	7 Aug 2026 12:10 UTC
Document Number	07082026
Weather conditions.	Dry

1 / 1 (100%)

Is the site free from litter, dog fouling, broken glass, or other dangerous objects?	Pass
Is the site free of any obvious signs of damage to any equipment?	Fail
Is the signage intact and readable?	Pass
Have all the bins been emptied?	Pass
Has the grass been cut? (N.B. Grass cutting schedule is: Weekly first week of April to last week of September. Fortnightly from first week of October. One cut mid-November and one cut mid-March)	Pass
Is the site free of any fallen branches or any other grounds maintenance issues?	Pass

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

The rubber safety cover (see pic) loose and free. Temp repair carried out will monitor. Lower part of fencing around inner park has bolt missing , (see pic) could acquire replement and fit myself. Base of pondule on zip wire has large crack at base of plastic cover (see pic) not a safety issue at moment but this will get worse with use , consider repair/replace. There are several large cracks to various equipment on the wooden posts , whilst these are not a safety issue perhaps whilst continued dry weather persists these could receive filler (no moisture in cracks) see pic)



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5

Flagged items

1 flagged

Information

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

Fail

Media summary



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5

Visual Play Area Inspection

Visual Play Area Inspection

Complete

Score	6 / 6 (100%)	Flagged items	0	Actions	0
-------	--------------	---------------	---	---------	---

Name of Inspector

Barrie Starkie

Inspector Qualifications

Counillor

Conducted on

14 Aug 2026 13:16 UTC

Document Number

14082026

Weather conditions.

Very dry

1 / 1 (100%)

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

Pass

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

Ongoing issue/Council aware

Is the signage intact and readable?

Pass

Have all the bins been emptied?

Pass

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

Pass

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

Pass

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

The metal fence has been repaired see pic. At the base of the newly fitted slide the rubber matting is exposed/lifting at its base. This is mainly due to the erosion of very dry sandy soil. It is a very low priority . The cracks and splits in the wooden beams due to the very dry weather may be addressed with malleable fuller whilst the dry spell continues . Could try a simple mastic gun and suitable filler councilor starkie to apply if agreed on. The base plastic cover on the pondule of the zip wire has worsened from use and will require remedy, although at the moment is still a low element.



Photo 1



Photo 2

Media summary



Photo 1



Photo 2

Visual Play Area Inspection

Visual Play Area Inspection

Complete

Score	5 / 6 (83.33%)	Flagged items	0	Actions	0
Name of Inspector		Barrie Starkie			
Inspector Qualifications		Councillor			
Conducted on		28 Jul 2026 15:39 UTC			
Document Number		28072026			
Weather conditions.		Dry			
		1 / 1 (100%)			
Is the site free from litter, dog fouling, broken glass, or other dangerous objects?		Pass			
Is the site free of any obvious signs of damage to any equipment?		Pass			
Is the signage intact and readable?		Pass			
Have all the bins been emptied?		Pass			
Has the grass been cut? (N.B. Grass cutting schedule is: Weekly first week of April to last week of September. Fortnightly from first week of October. One cut mid-November and one cut mid-March)					
Is the site free of any fallen branches or any other grounds maintenance issues?		Pass			
General comments. Is there anything you would like to flag for the attention of the Town Clerk?		Temp remedy to base pondule of zip wire removed by users, but does not affect use or safety of equipment. 3 ton sand delivered and now meets reccomended			

Visual Play Area Inspection

Visual Play Area Inspection

Complete

Score	6 / 6 (100%)	Flagged items	0	Actions	0
Name of Inspector	Barrie Starkie				
Inspector Qualifications	Councillor				
Conducted on	26 Aug 2026 15:50 UTC				
Document Number	26082026				
Weather conditions.	Dry sunny				
					1 / 1 (100%)
Is the site free from litter, dog fouling, broken glass, or other dangerous objects?				Pass	
Is the site free of any obvious signs of damage to any equipment?				Ongoing issue/Council aware	
Is the signage intact and readable?				Pass	
Have all the bins been emptied?				Pass	
Has the grass been cut? (N.B. Grass cutting schedule is: Weekly first week of April to last week of September. Fortnightly from first week of October. One cut mid-November and one cut mid-March)				Pass	
Is the site free of any fallen branches or any other grounds maintenance issues?				Pass	
General comments. Is there anything you would like to flag for the attention of the Town Clerk?				Zip wire subject to previous report. Equipment immobilised.	

Visual Play Area Inspection

Visual Play Area Inspection

Complete

Score	6 / 6 (100%)	Flagged items	0	Actions	0
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Name of Inspector	Barrie Starkie
Inspector Qualifications	Councillor
Conducted on	7 Sep 2026 14:35 UTC
Document Number	07092026
Weather conditions.	Dry

1 / 1 (100%)

Is the site free from litter, dog fouling, broken glass, or other dangerous objects?	Pass
Is the site free of any obvious signs of damage to any equipment?	Ongoing issue/Council aware
Is the signage intact and readable?	Pass
Have all the bins been emptied?	Pass
Has the grass been cut? (N.B. Grass cutting schedule is: Weekly first week of April to last week of September. Fortnightly from first week of October. One cut mid-November and one cut mid-March)	Pass
Is the site free of any fallen branches or any other grounds maintenance issues?	Pass



Photo 1



Photo 2

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

Small are outside fenced are see pic 1 exposed grid matting , dealt with see pic 2.

Media summary

Photo 1



Photo 2

Klassic Visual Gym Equipment Inspection

Klassic Visual Gym Equipment Inspection

Complete

Score	5 / 5 (100%)	Flagged items	0	Actions	0
Name of Inspector		Barrie Starkie			
Inspector Qualifications		Councillor			
Conducted on		14 Aug 2026 13:15 UTC			
Document Number		14082026			
Weather conditions.		Very dry			
		1 / 1 (100%)			
Is the site free from litter, dog fouling, broken glass, or other dangerous objects?		Pass			
Is the site free of any obvious signs of damage to any equipment?		Ongoing issue/Council aware			
Is the signage intact and readable?		Pass			
Has the grass been cut?		Pass			
Is the site free of any fallen branches or any other grounds maintenance issues?		Pass			
General comments. Is there anything you would like to flag for the attention of the Town Clerk?					

Klassic Visual Gym Equipment Inspection

Klassic Visual Gym Equipment Inspection

Complete

Score	5 / 5 (100%)	Flagged items	0	Actions	0
Name of Inspector	Barrie Starkie				
Inspector Qualifications	Councillor				
Conducted on	28 Jul 2026 15:36 UTC				
Document Number	28072026				
Weather conditions.	Dry				
				1 / 1 (100%)	
Is the site free from litter, dog fouling, broken glass, or other dangerous objects?				Pass	
Is the site free of any obvious signs of damage to any equipment?				Ongoing issue/Council aware	
Is the signage intact and readable?				Pass	
Has the grass been cut?				Pass	
Is the site free of any fallen branches or any other grounds maintenance issues?				Pass	
General comments. Is there anything you would like to flag for the attention of the Town Clerk?				Recumbant cycle apparatus repaired no further action required. The static step apparatus awaiting repair has been immobilised twice but users have removed to gain access.	

Klassic Visual Gym Equipment Inspection

Klassic Visual Gym Equipment Inspection

Complete

Score	5 / 5 (100%)	Flagged items	0	Actions	0
Name of Inspector		Barrie Starkie			
Inspector Qualifications		Councillor			
Conducted on		26 Aug 2026 15:49 UTC			
Document Number		26082026			
Weather conditions.		Dry sunny			
		1 / 1 (100%)			
Is the site free from litter, dog fouling, broken glass, or other dangerous objects?		Pass			
Is the site free of any obvious signs of damage to any equipment?		Ongoing issue/Council aware			
Is the signage intact and readable?		Pass			
Has the grass been cut?		Pass			
Is the site free of any fallen branches or any other grounds maintenance issues?		Pass			
General comments. Is there anything you would like to flag for the attention of the Town Clerk?					

Klassic Visual Gym Equipment Inspection

Klassic Visual Gym Equipment Inspection

Complete

Score	5 / 5 (100%)	Flagged items	0	Actions	0
Name of Inspector		Barrie Starkie			
Inspector Qualifications		Councilor			
Conducted on		7 Sep 2026 14:29 UTC			
Document Number		07092026			
Weather conditions.		Dry			
		1 / 1 (100%)			
Is the site free from litter, dog fouling, broken glass, or other dangerous objects?		Pass			
Is the site free of any obvious signs of damage to any equipment?		Ongoing issue/Council aware			
Is the signage intact and readable?		Pass			
Has the grass been cut?		Pass			
Is the site free of any fallen branches or any other grounds maintenance issues?		Pass			
General comments. Is there anything you would like to flag for the attention of the Town Clerk?					

Benches - Town Council responsibility



Cemetery (Barbara Wood / Colin Cox)

This bench appears to be sound but may benefit from a clean.



Cemetery (Martin Browne/Phyllis & Ted Rawson)

This bench is sound with no action required.



Cemetery (Valerie Ann Taylor)

This bench appears to be sound but may benefit from a clean.



Cemetery (Robert Cuttiford)

This bench is sound with no action required, recently re varnished.



Cemetery (Raymond, Joan, Ian & Peter Lacey)

This bench is sound with no action required, recently re varnished.



Cemetery (For Tim)

This bench is sound with no action required, recently repainted.



Cemetery (no plaque - Bray)

This bench is sound with no action required, recently re varnished.



Outside cemetery – Grove Street

This bench is sound with no action required.



Pocket Park, Doctors Surgery, Traingate

These benches are sound with no action required.



Wall of Queen's Head, King Edward Street

This bench is sound but could do with sanding/re-varnishing



North Cliff Road – towards Windmill/Boundary sign

This bench is sound but could do with sanding/re-varnish.



North Cliff Road, opposite War Memorial

This bench is sound but could benefit from sanding/re-varnishing.



WWI Memorial Bench, War Memorial

This bench is sound – no action required.



A Team Commemoration bench, The Green

This bench is sound – no action required.



Picnic bench, The Green

This bench is sound – no action required.



Picnic Bench – The Green

This bench is sound could benefit from sanding/re-varnishing.



Picnic Bench – The Green

This bench is sound – no action required.



Picnic Bench (within toddler play area) – The Green

This bench is sound could benefit from sanding/re-varnishing.



Within toddler play area, The Green

The bench is sound but could benefit from sanding/revarnishing.



Avenue bench, The Green

The bench is sound but could benefit from sanding/revarnishing.



The Green

The bench is sound but could benefit from sanding/revarnishing.



Diamond Jubilee Bench, Market Place

The bench is sound but could benefit from sanding/revarnishing.



Dunstan Hill

The bench is sound but could benefit from sanding/revarnishing.



South Cliff Road

The bench could benefit from replacement.



Park Hill



Park Hill detail

The bench could benefit from sanding/revarnishing and repair to damaged edge.

Other benches across the town



Steep Hill (WI)



Church – St Andrew's Street (St Andrew's United Church)



Ron and Elise Stamp Memorial Bench, North Cliff Road, Opposite War Memorial (Tighes) and Memorial Bench, War Memorial (British Legion/Kirton Quizzers)





Memorial Bench, Peace Garden (British Legion)



KLASSIC



KLASSIC



KLASSIC



Doctors Surgery, Traingate (dedicated to Tim – Doctors)



Co-op High Street (Co-op)



Fusilier Way (NLC)



Barnard Meadows (NLC) (x2)



The Maltings



Windmill Way (Truelove Properties/NLC)



Queen's Head



Co-op Station Road

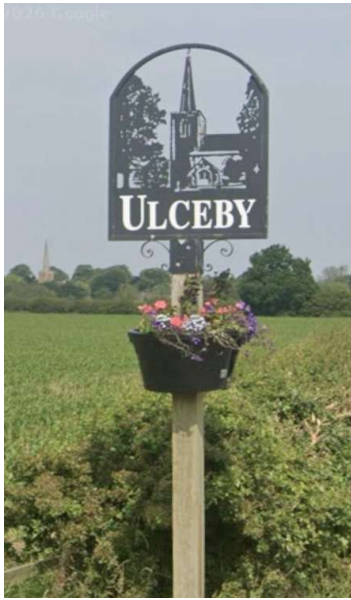
CURRENT KIRTON IN LINDSEY SOUTH CLIFF ROAD



CURRENT KIRTON IN LINDSEY REDBOURNE MERE:



ULCEBY:



ALKBOROUGH:



WALCOT:



OTHER OPTIONS:



Kirton in Lindsey Town Council: Schedule of Payments August 2026

Classification - Open - Finance

[illegible]

Classification - Finance - Open

	Date	Payee	Description	101 Administration	10114 Other Staff Costs <i>(Separate to salary, tax, ni, pension & mileage)</i>	10111 Salaries	10111 Income Tax	10111 National Insurance	10111 Pensions	10113 Mortgage	10215 General Power of Competence	10211 Section 137 Grants	103 Democratic Expenses	201 Open Spaces	301 Burial Grounds	401 S144 Promoting Kilton	501 Public Services	601 Civic	801 Allotments	VAT	Total
PART A	PRE - APPROVED/APPROVED BY COMMITTEE																				
Contractual	03/09/2026	O2	Business mobiles	£33.83																	£0.00
Clerk FR	03/09/2026	Brigg Office Supplies	Stationery - paper	£10.00																£6.77	£40.60
Contractual	03/09/2026	S Barrett	Grounds Maintenance contracts (planting)																	£3.80	£22.80
FC2605/10	04/09/2026	R Lees	Whipping Post restoration works											£706.00							£706.00
Civic	08/09/2026	The Terrace	Civic Service expenses - catering											£880.00							£880.00
Contractual	10/09/2026	Diamond Jubilee Town Hall	Office rent & room hire	£460.00													£1,234.00				£1,234.00
PD2609/06	14/09/2026	Town Clerk	Expenses - H&S - Eye test		£29.95																£29.95
Contractual	16/09/2026	HSBC	Business banking account charges (cheques)	£0.50																	£0.50
Contractual	18/09/2026	idVerde	Grounds Maintenance contracts (grass cutting)											£1,040.52						£208.10	£1,248.62
Contractual	18/09/2026	Pitch Lincs Sports	Devolved Highways Verge Cutting (10)											£1,014.20						£202.84	£1,217.04
Contractual	21/09/2026	Nest	Pension Contributions																		
Contractual	23/09/2026	Town Clerk	Salary																		
Contractual	23/09/2026	Assistant Clerk	Salary																		
Contractual	24/09/2026	Community Co-ordinator	Salary																		
Contractual	24/09/2026	HMRC	Tax/Ni/Student Loan																		
PART B	FOR APPROVAL																				
		Subtotal for month		£513.33	£29.95					£0.00	£0.00	£0.00	£0.00	£3,640.72	£0.00	£0.00	£0.00	£1,234.00	£0.00	£421.51	£11,785.99



Invitation to Comment: Updated Proper Practices for Category 2 Authorities (England)

1 September 2026

Jointly published by the **Smaller Authorities Proper Practices Panel** with:



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Invitation to comment

1. Introduction

1. Smaller Authorities are defined in the [Local Audit and Accountability Act 2014](#) as relevant authorities whose income or expenditure (whichever is highest) does not exceed a specified limit for three consecutive years. This limit was raised from £6.5m to £15m for financial years starting 1 April 2025.
2. Proper practices are the standards of governance and accounting that Category 2 Authorities must follow when preparing their accounting statements and completing the Annual Governance and Accountability Return.
3. The [Smaller Authorities' Proper Practices Panel](#) (SAPPP), formerly known as the Joint Panel on Accountability and Governance (JPAG), is responsible for issuing these standards annually in the form of the [Governance and Accountability for Local Councils: A Practitioners' Guide \(England\)](#) (The Guide).
4. As the current proper practices have been in place for more than ten years, SAPPP unanimously agreed that a full review was necessary. This was a good opportunity to reflect on and update the existing guidance to ensure it meets the needs of the 21st century public sector.
5. SAPPP and [Smaller Authorities' Audit Appointments Ltd](#) (SAAA), the body responsible for appointing external auditors to Smaller Authorities, engaged the Chartered Institute of Public Finance and Accountancy (CIPFA) to carry out this critical review.
6. The government fully supports this review, led by SAPPP, in line with the commitment outlined in its response to the [Local Audit Reform Strategy and Consultation](#) to ensure that audit regimes support transparency and accountability in a proportionate way.
7. During the summer of 2025, CIPFA carried out a detailed evaluation of the Guide and provided SAPPP with a report detailing the issues found. Several areas were identified where improvements could be made, and a consultation was held to enable clerks and other stakeholders to provide their views.
8. We are now seeking views on the updated document titled 'The Proper Practices Code for Category 2 Authorities in England' to determine whether it is fit for purpose.
9. Alongside that document is the Code of Practice for Internal Audit of Category 2 Authorities (England). This document aims to strengthen internal audit in line with the results of the first consultation. We will also be inviting views on this document.
10. Following the consultation, we will produce the Proper Practices Code for Category 2 Authorities (England) Guidance Notes (the Guide). This will be a set of user-friendly guidance notes, model answers and diagrams to support users. References to the Guidance Notes may already appear in the Proper Practices Code, but this consultation will help shape their final content.
11. Additionally, the AGAR is being digitised. The proposed proper practices will be fed into the digital AGAR as appropriate.
12. During the process of updating the documents detailed within this consultation, the [English Devolution and Community Empowerment Act 2026](#) was passed. Section 96(2) states that "In any regulations, guidance or other instrument made or issued

under that [Local Audit and Accountability Act 2014] Act before this section comes into force, any reference to a smaller authority is to be read, in relation to matters arising after this section comes into force, as a reference to a category 2 authority.” Therefore, the reference to Smaller Authorities has been replaced by Category 2 Authorities across all proper practices-related documents.

2. The consultation process

13. This invitation to comment (ITC) sets out issues with the current Guide and potential solutions anticipated for inclusion in the 2027/28 Guide, which will apply to accounting periods commencing 1 April 2027.
14. Specific consultation questions have been included in the ITC. CIPFA/SAPPP also welcomes general comments on the proper practices.
15. Responses to this ITC will be considered part of the public record and may be included in analysis published on any or all of the core bodies’ websites.
16. Once the consultation has closed, CIPFA will analyse the results and present the findings to SAPPP for comment.
17. This review of the proper practices may lead to changes in the limited assurance review process, which could have implications for the associated charging structure.
18. In order for comments to be considered by CIPFA/SAPPP in time to inform possible implementation, responses are required by 31 October 2026.
19. Please submit responses through the online survey which you can access on the [CIPFA website](#).

Section A – Annual governance statement

3. Annual governance statement

20. Category 2 Authorities are required through the Accounts and Audit Regulations 2015 to conduct an annual review of the effectiveness of the system of internal control and prepare an annual governance statement (AGS) in accordance with proper practices in relation to accounts.
21. The purpose of the AGS is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. The AGS consists of a series of questions, known as assertions, that require a **“Yes”** or **“No”** response. Each response must be supported by appropriate evidence.
22. Through the review of the current Guide, it was determined that the assertions remained relevant overall. However, responses to the first consultation identified opportunities to strengthen them.
23. Additional information required to support the assertions will be documented within the Proper Practices Guidance Notes, which will be produced following this consultation.

3.1 Ordering of the assertions

24. As part of the update to the Practitioners' Guide, and with the aim of making it more user friendly, the assertions have been reorganised so that users can work through them in a more logical order. The revised order first confirms that the authority is acting lawfully and securely, then demonstrates that its financial arrangements and public accountability duties are sound, and finally shows that its risk, control and assurance mechanisms are operating effectively.
25. The reordering also makes the document easier to navigate by grouping related matters under broader thematic sections, rather than presenting the assertions as a list that users must cross-reference with different sections of supporting guidance. This has also enabled duplicate requirements to be removed.
26. The revised structure is intended to help users understand the purpose behind each requirement and how the different elements connect. For example, the accounts-related requirements can now be read together as a clearer set of instructions for preparing the AGAR, while governance, risk management and internal control are brought together as closely linked principles. This reduces duplication, improves the flow of the document and makes it easier for users to understand not only what they need to do, but why it matters. The clearer structure should also help authorities identify the evidence or processes they need in place to support a positive response.
27. Specific details of the change in order are analysed below.

Current assertion	Previous assertion	Title
1	3	Compliance with laws, regulations and proper practices
2	10	Information governance and data security

Current assertion	Previous assertion	Title
3	1	Financial management and the preparation of the statement of accounts
4	8	Significant events
5	4	Exercise of public rights
6	7	Governance (previously reports from auditors)
7	5	Risk management
8	2	Internal control
9	6	Internal audit
10	9	Authorities that manage trust funds

Annual governance statement order	
Q1	Do you agree that assertions are now in a more logical order?
Q2	If you answered “no” to Q1, please explain your answer.
Q3	Are there any assertions where you would require further clarification within the document on how to satisfy the requirements?
Q4	If you answered “yes” to Q3, please provide details to support your answer, particularly stating which assertion you would not be able to follow.
Q5	Does the Proper Practices Code provide enough information/detail to enable the user to satisfy the requirements of the assertions?
Q6	If you answered “no” to Q5, please provide details to support your answer, particularly stating which assertions you would like more detail.
Q7	Do you have any other comments on this topic?

3.2 Assertion 3 and the guidance on reserves

28. Feedback provided in the previous consultation highlighted the need for clearer and more practical guidance on reserves, covering the establishment and use of specific reserves, the setting of appropriate levels of general reserves and the role reserves play in supporting effective cashflow management.
29. The new Proper Practices Code highlights clearer requirements for the restricted reserves. This will be supported by detailed guidance for clerks/RFOs in the Proper Practice Guidance Notes.

Reserves strategy	
Q8	Do you support the requirement for authorities to have a reserves strategy?
Q9	Do you support the removal of the general reserve levels as detailed in paragraph 5.34 of the 2026/27 Practitioners' Guide?
Q10	If you answered "no" to Q8 and/or Q9, please provide details to support your answer.

3.3 Changes to the requirement of Assertion 6

30. Assertion 6, now titled 'Governance', replaces 'Reports from auditors'. The assertion requirements remain similar.
31. The changes to Assertion 6 were made in response to feedback from the previous consultation, which highlighted strong overall support for strengthening transparency and oversight through the AGAR process. In the previous consultation, most respondents agreed that both the internal audit report and the external auditor's certificate should be reviewed at a public meeting of the authority.
32. Respondents also widely supported publishing audit reports online to improve accountability and meet transparency expectations.
33. There was strong agreement that authorities should be required to prepare and publish an action plan in response to issues raised by internal or external auditors.
34. Some respondents emphasised that action plans are only effective when they are actively monitored throughout the year, while others noted that simple actions recorded in minutes may be sufficient in low-risk cases.

Assertion 6 Governance	
Q11	Do you agree that the changes made to Assertion 6 will improve transparency and oversight around auditor reports?
Q12	If you answered "no" or "partially" to Q11, please provide details to support your answer.

3.4 Parish meetings

35. Parish meetings are generally smaller and less complex than most Category 2 Authorities. In some cases, legislation does not apply to them in the same way as it does to other authorities. However, they remain subject to key requirements, including the rules on exemption from a limited assurance review where applicable, completion of the Annual Governance and Accountability Return (AGAR) and the requirement to have an internal audit.
36. The first consultation highlighted that parish meetings were not always clear about when they were required to follow the Practitioners' Guide. To support parish meetings, Appendix A summarises the exceptions from proper practices and sets out the alternative legislative requirements that apply specifically to them.
37. All exceptions that apply only to parish meetings have been removed from the Proper Practices Code and summarised in Appendix A. Where proper practices still apply to parish meetings in specific circumstances, those requirements remain in the main document.

Parish meetings	
Q13	Is it clearer where parish meetings are not expected to follow the Proper Practices Code?
Q14	If you answered "no" or "partly" to Q13, please provide reasons for your response.
Q15	Do you have any other comments?

Section B – Code of Practice for Internal Audit of Category 2 Authorities (England)

4. Code of Practice for Internal Audit of Category 2 Authorities (England) (Code of Practice)

38. In the first consultation on issues with the Practitioners' Guide, SAPPP asked whether there was a need to improve internal audit competency. In response, 71% of respondents agreed, and a further 14% partially agreed, that internal audit should be undertaken by individuals who are appropriately competent, ethical and experienced, with a clear understanding of the governance, risk and control environment in which Category 2 Authorities operate.
39. The proposed Code of Practice responds directly to that feedback by bringing together clearer expectations for the quality, consistency and effectiveness of internal audit. It sets out the principles that should support effective internal audit arrangements, including competence, ethics, experience and independence, while recognising the operating environment of Category 2 Authorities.
40. SAPPP considered that publishing the Code of Practice as a standalone document, separate from the main *Proper Practices Code*, would raise the profile of internal audit by making its role, purpose and value more visible. It would also provide authorities with a clearer framework for appointing, supporting and evaluating their internal audit arrangements. This approach is reinforced by the requirement under Assertion 9 for authorities to comply with the Code of Practice, thereby strengthening the connection between the annual governance statement and the authority's responsibility to ensure an effective internal audit function.

4.1 The Code of Practice

41. Assertion 9 has been updated to state "We (the authority) have undertaken an effective internal audit to evaluate the effectiveness of governance, risk management and control, in line with the requirements of the Code of Practice for Internal Audit of Category 2 Authorities (England)" Therefore, authorities that follow the Code of Practice will satisfy the requirements of Assertion 9 Internal Audit.
42. The Code of Practice also supports wider improvements to governance and accountability. It links to the changes under Assertion 6 Governance by making clearer how internal audit reports should be received, considered and acted upon by the authority, which was an agreed outcome from the first consultation.
43. The Code of Practice reinforces that internal audit is not simply an annual compliance exercise, but an important source of assurance over governance, risk management and internal control, especially for smaller Category 2 Authorities that are exempt from a limited assurance review.

Code of Practice for Internal Audit of Category 2 Authorities (England)

Q16	Do you agree that introducing a separate Code of Practice for Internal Audit is an appropriate way to strengthen internal audit arrangements for Category 2 Authorities?
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Q17	If you answered “no” to Q16, please explain why and identify any alternative or additional measures you think should be considered.
Q18	Do you agree that authorities should be expected to consider the Code when appointing, reviewing and supporting their internal audit arrangements?
Q19	If you answered “no” to Q18, please explain why and identify any alternative approach you think should be considered.
Q20	Does the Code of Practice provide enough information/detail to support the authority in applying it?
Q21	If you answered “no” to Q20, what additional information would you require?
Q22	Do you have any other comments on the Code of Practice for Internal Audit?

4.2 Proportionate improvements to the requirements of internal audit

44. Although the first consultation showed support for improving internal audit standards, respondents also raised concerns about affordability, auditor availability, market capacity and the risk of unintentionally excluding experienced practitioners, particularly in smaller authorities. The Code of Practice is written as a proportionate first step. It clarifies expectations without introducing immediate formal qualification requirements or a more prescriptive regulatory model. This allows standards to be strengthened while recognising the wide variation in size, complexity and risk across Category 2 Authorities.
45. SAPPP is interested in whether respondents consider that the proposed approach strikes the right balance. We welcome views on whether the Code goes too far in strengthening expectations for internal audit, or whether it does not go far enough to improve consistency, quality and assurance across Category 2 Authorities.

Proportionate improvements to the requirements of internal audit	
Q23	Do you agree that the Code takes a proportionate approach that recognises the different sizes and levels of complexity of Category 2 Authorities?
Q24	If you answered “no” to Q23, please explain where you consider the Code is not proportionate.
Q25	Are there any parts of the Code that may be difficult to apply in practice because of cost, auditor availability, market capacity or local circumstances?
Q26	If you answered “yes” to Q25, please identify the areas that may be difficult to apply and explain why.

Q27	Should the authority determine the scope of the internal audit, or should this be the responsibility of the internal auditor?
Q28	Should the internal auditor provide a written report setting out their findings, or is completion of the internal audit section of the AGAR sufficient?
Q29	Do you agree that the internal auditor should provide the authority with an audit plan or scoping document?
Q30	If you answered “no” to Q29, please explain how the authority would plan and scope the internal audit work. If you answered “yes” to Q29, what information would you expect the audit plan or scoping document to include? For example, this might include the expected time required, the areas to be reviewed and the type of testing to be undertaken.
Q31	Should the internal auditor be expected to provide evidence of relevant experience and/or references?
Q32	If you answered “no” to Q31, please provide details to support your answer.
Q33	Do you agree that internal audit could be carried out at any point throughout the financial year and not necessarily at year-end?
Q34	If you answered “no” to Q33 please provide details to support your answer.

Section C – The Statement of Accounts

5. The Statement of Accounts

46. The changes to the Statement of Accounts were prompted by feedback received through the first consultation, which highlighted a need for clearer reporting, greater transparency and better alignment between the AGAR and the accounting basis (receipts and payments or income and expenditure) used by each authority. Respondents also identified areas where the existing presentation could be simplified or improved, particularly where information was difficult to interpret or where the current format created unnecessary uncertainty for preparers and users of the accounts.
47. Following responses made in the first consultation and changes made to the proper practices, there is now a separate AGAR for authorities reporting on an income and expenditure basis and those reporting on a receipts and payments basis. The Proper Practices Code also details the accounting treatment under both bases to support completion of the AGAR.

5.1 The new requirements of the Statement of Accounts

48. Sections of the proper practices have been split out into these reporting bases to make it easier to know which parts are applicable for which accounting basis.
49. The following table outlines what the AGAR will now contain, noting that the digital AGAR includes section titles and not lines.
50. As detailed in the table, a new section has been added to the AGAR 'Borrowing' enabling authorities to show separately any income/receipts that have arisen during the year as a result of taking out loans. It is hoped that this additional line will increase transparency and provide better information to the users of the accounts about the sources of income into the authority.
51. SAPPP decided to remove staff costs as a separate total on the AGAR because it was considered to provide limited value, while creating an unnecessary burden for clerks in determining what should be classified as staff costs.
52. This was particularly relevant for smaller authorities with few staff, or only one member of staff, where a separate figure could potentially be linked back to an individual. For these reasons, staff costs have been incorporated into all other expenditure and payments.

Previous AGAR line number	Section title	Notable changes	Other notes
1	Balances brought forward	No changes	
2	Precept	No changes	
N/A	Borrowing	This is a new section previously included in all other payments.	

Previous AGAR line number	Section title	Notable changes	Other notes
3	Total other income/receipts	This has been split to read all other income on the I&E basis AGAR and all other receipts on the R&P basis AGAR.	
4	Staff costs	This has been removed. Staff costs are now reported with all other expenditure/payments.	
5	Loan interest/capital repayments	No changes.	
6	All other expenditure/payments	This has been split to read all other expenditure on the I&E basis AGAR and all other payments on the R&P basis AGAR.	
7	Balances carried forward	No change.	
8	Total value of cash and short-term investments	No change.	
N/A	Debtors and prepayments	This is a new section, not previously included on the AGAR.	I&E basis AGAR only
N/A	Creditors, receipts in advance	This is a new section, not previously included on the AGAR.	I&E basis AGAR only
N/A	Reconciliation of balances carried forward and total value of cash and short-term investments	This is a new section, not previously included on the AGAR.	I&E basis AGAR only
9	Total fixed assets plus long-term investments and other non-current assets	No change.	
10	Total borrowing	No change.	
N/A	Restricted reserves carried forward	This is a new section, not previously included on the AGAR.	
N/A	General reserves carried forward	This is a new section not previously included on the AGAR.	
N/A	Long-term treasury management investments	This is a new section not previously included on the AGAR.	

Previous AGAR line number	Section title	Notable changes	Other notes
N/A	Total reserves carried forward	This is a new section not previously included on the AGAR.	

Statement of Accounts	
Q35	Do you agree that by including new balances already held but not reported, these new requirements will not cause a significant amount of additional work to produce the AGAR or cause burdens disproportionate to an authority's size?
Q36	If you answered "no" to Q36, please detail which requirement would cause significant work to obtain and why.
Q37	Do you agree that the changes proposed will provide greater transparency to members, the community and other stakeholders?
Q38	If you answered "no" to Q37, please provide details.
Q39	Do you agree that showing income/receipts from borrowing on a separate line will lead to greater transparency in the AGAR?
Q40	Do you hold the information to be able to report income/receipt from borrowing on a separate line without causing an extensive burden on the preparers of the accounts?
Q41	If you answered "no" to Q39 or Q40, please provide additional details.
Q42	Do you believe there is a need to report on staff costs separately?
Q43	If you answered "yes" to Q42, please provide reasons.
Q44	Are there any areas within the Statement of Accounts section where you would like, or need, further guidance to help you complete the work?
Q45	If you answered "yes" to Q44, please provide details of the areas where you would like to see further guidance included within the supporting guidance document.

5.2 Reconciliation of balances carried forward (income and expenditure basis only)

53. For those preparing on an income and expenditure basis, accruals balances will now be required. This strengthens the legal requirement for authorities to produce a statement of balances per paragraph 11(2b) of the Accounts and Audit Regulations 2015.
54. The information provided on accruals will be used to reconcile the cash figure back to the balances carried forward, which will provide greater transparency and understanding to the public and other users of the accounts about the relationships between the bank balance and the carried forward balances.
55. This requirement will not be included on the AGAR for those preparing on a receipts and payments basis.

Reconciliation of balances carried forward to cash and short-term investments (I&E basis only)	
Q46	Do you hold the required accruals information?
Q47	Do you hold any short-term investments that are not in the form of high interest or callback accounts?
Q48	Do you believe there is any reason/situation why your cash and short-term investment figure wouldn't reconcile to your balances carried forward figure using the following formula: cash and short-term investment plus debtors and prepayments less creditors and receipts in advance equals your balances carried forward figure?
Q49	If you answered "yes" to Q47 or Q48, please provide further details.

5.3 Reconciliation between reserves and balances carried forward

56. The results of the first consultation showed an appetite for additional transparency without placing a disproportionate burden on the authority.
57. A new requirement to show the levels of reserves split between restricted reserves and general reserves would provide important transparency on the nature of the authority's reserves.
58. As existing requirements are to hold a general reserves policy and review all and purpose of all restricted reserves (from existing proper practices), it is expected that authorities will hold this information and providing it will aid transparency without causing excessive burden on the authority.
59. In splitting out the restricted reserves balances it has raised the question of treasury management activity which impacts cash flow but should not impact the availability of reserves.

60. It is recognised that all relevant items flow through the AGAR and form part of the balances carried forward. A reconciliation is therefore required to explain the difference between the reserves figure and balances carried forward where long-term treasury management investments have reduced balances carried forward but are not allocated to reserves.
61. New lines for long-term treasury management activity and a reconciliation between balances carried forward and reserves have been added.
62. It is expected that this will not cause a burden on smaller authorities who are less likely to hold long-term treasury management investments.
63. For the avoidance of doubt, treasury management investments in this context refers to those investments that arise from the organisation's cash flows or treasury risk management activity and ultimately represent balances that need to be invested until the cash is required for use in the course of business. This is opposed to other long-term investments made for commercial purposes (ie held primarily for financial return and not linked to treasury management activity) or investments held primarily for the provision and purposes of delivering public services.
64. Fixed asset purchases are **not** considered investments for the purposes of this section.

Reserves and reconciliation between reserves and balances carried forward	
Q50	Do you hold long-term treasury management investments?
Q51	Do you hold any long-term investments that are not for treasury management purposes? (eg commercial or service investments)
Q52	If you answered "yes" to Q51, please provide examples of the kinds of long-term investments that are not for treasury management purposes – eg share capital in a subsidiary.
Q53	If you answered "yes" to Q50 or Q51, are you confident in knowing which of your investments would classify as "treasury management activities" for these purposes?
Q54	If you answered "yes" to Q50 or Q51, do you hold a treasury management strategy?
Q55	If you answered "yes" to Q50 or Q51, do you hold an investment strategy?

Q56	Do you believe there is any reason why your reserves wouldn't reconcile to your balances carried forward using the following formula: restricted reserves plus general reserves less your treasury management long-term investments equals balances carried forward?
Q57	If you answered "yes" to Q56, please provide details.
Q58	Do you agree that any additional burdens are unlikely to be disproportionate to an authority's size?
Q59	If you answered "no" to Q58, please provide details that support your answer.
Q60	Do you agree with the approach outlined to avoid treasury management investments from negatively impacting reserves?
Q61	If you answered "no" to Q60, please provide additional details, including any alternative approaches.

Section D – Any other comments

65. Thank you for taking part in this consultation. SAPPP would welcome any other comments that you would like to make on the updated Proper Practices Code or the Code of Practice for Internal Audit.
66. Although comments were welcomed throughout the consultation on areas where you would like to see additional guidance in the Proper Practices Code for Category 2 Authorities (England) Guidance Notes, please take this opportunity to detail any specific areas within the AGAR where you would like more instruction/guidance.

Any other comments	
Q62	Do you have any other comments, concerns or issues that you would like SAPPP to consider before publishing these documents?

Kirton in Lindsey Town Council Finance Report July 2026

Receipts and Payments made during July 2026, reconciling the cashbook with the bank statements as at 31/07/2026

Balance carried forward April 1st 2026:	£83,935.97
Receipts to June 30th 2026:	£100,096.00
Payments to June 30th 2026:	£59,709.06
Balance carried forward July 1st 2026:	£124,322.91

Receipts				Receipts
Ref	Date	Payer	Details	
			Balance C/F 01/07/2026	£124,322.91
R43	01/07/2026	A Muntinga/Bentley	Summer Gala stall booking & cheque admin	£22.00
R44	02/07/2026	Public Sector Deposit Fund	Interest	£251.81
R45	03/07/2026	Scaw-Bee-Honey Ltd	Summer Gala stall booking	£20.00
R46	10/07/2026	Newett Homes Limited	Summer Gala donation & stall booking	£235.00
R47	11/07/2026	J King	Summer Gala stall booking	£10.00
R48	13/07/2026	Waffle On Horsebox	Summer Gala stall booking & cash admin	£22.00
R49	13/07/2026	Joseph Ice Cream	Summer Gala donation	£20.00
R50	13/07/2026	KLAgS	Summer Gala stall booking	£15.00
R51	13/07/2026	P Frankish	Summer Gala entertainment donation	£200.00
R52	14/07/2026	V Rumary - Gala	Summer Gala craft stall donations	£43.92
R53	15/07/2026	North Lincolnshire Council	Cemetery - waste collection refund (March)	£19.20
R54	16/07/2026	St Andrew's United Church	Summer Gala stall booking	£15.00
R55	23/07/2026	Kirton Knit Knacks	Summer Gala/Christmas Festival stall bookings	£30.00
R56	27/07/2026	HSBC	Gross Interest	£34.85
R57	28/07/2026	North Lincolnshire Council	Precept (payment 2)	£62,229.50

Receipts, July 2026**£63,168.28**

Payments				Payments
Ref	Date	To Whom Paid	Details	
P94	01/07/2026	O2	Business mobile contracts	£43.99
P95	01/07/2026	Amazon UK	Office equipment - USB-C to HDMI cable	£15.98
P96	03/07/2026	S Barrett	Grounds Maintenance (planting)	£706.00
P97	06/07/2026	ERNLLCA	Training - AI for Council Operations (JK)	£36.00
P98	07/07/2026	R Emerson	Maintenance - Cornwall St noticeboard deposit	£410.00
P99	07/07/2026	K Holiday	Cemetery maintenance - levelling works	£525.00
P100	07/07/2026	MKM Building Supplies	Play area maintenance - bulk play sand	£360.00
P101	07/07/2026	Amazon UK	Office equipment - Desk stand/laptop riser	£32.99
P102	09/07/2026	B Shaw	Summer Gala expenses - First Aid	£190.00
P103	09/07/2026	ERNLLCA	Training - RoSPA play inspections	£312.00
P104	10/07/2026	Diamond Jubilee Town Hall	Office Rent & Room Hire	£460.00
P105	10/07/2026	Diamond Jubilee Town Hall	Meeting room hire	£65.00
P106	10/07/2026	Lidl GB Brigg	Stationery - highlighters/markers	£3.87
P107	13/07/2026	E Gladding	Summer Gala - Little Enchantments balance	£175.00
P108	13/07/2026	Inf8 Hire and A&S	Summer Gala expenses - inflatables	£585.00
P109	13/07/2026	J Bragg Quirky Cirque	Summer Gala expenses - entertainment	£200.00
P110	14/07/2026	idVerde	Grounds Maintenance (grass cutting)	£1,248.62
P111	14/07/2026	Imprint	Community Speedwatch signs x6	£30.00
P112	15/07/2026	Anglian Water	Allotments - water supply	£99.08
P113	15/07/2026	Blachere Illuminations	Christmas Lighting contract (1)	£2,310.46
P114	16/07/2026	Mountain Ash Tree Care	Cemetery - tree safety works	£600.00
P115	16/07/2026	Hemswell Surfacing	Cemetery - path safety works	£2,078.40
P116	17/07/2026	Serenity Memorials	Cemetery - memorial stones safety works (1)	£3,000.00
P117	18/07/2026	Serenity Memorials	Cemetery - memorial stones safety works (2)	£1,326.00
P118	18/07/2026	Wright Way Sports & Education	SportsZone professional fees	£120.00
P119	18/07/2026	J Bragg (Face painter)	Summer Gala expenses - entertainment	£215.00
P120	20/07/2026	KLASSIC	Staff costs	
P121	20/07/2026	PKF Littlejohn LLP	Annual external auditor fee	£504.00
P122	20/07/2026	Canva London	Stationery - thank you cards x 60	£30.00
P123	21/07/2026	Nest	Pension contributions	
P124	21/07/2026	Brigg Office Supplies	Stationery - printer ink supplies	£114.00
P125	22/07/2026	Town Clerk	Salary	
P126	22/07/2026	Assistant Clerk	Salary	
P127	22/07/2026	Community Co-Ordinator	Salary	
P128	23/07/2026	HMRC	Tax/NI/Student Loan payments	
P129	23/07/2026	Axholme Pest Control	Cemetery pest control contract (payment 2)	£345.60
P130	24/07/2026	BT Business	Telephone & Broadband Jul-Sep	£143.82
P131	24/07/2026	Pitch Lincs Sports	Devolved highways verge cutting (8)	£1,320.00
P132	28/07/2026	Royal British Legion	Remembrance - 3 x poppy wreaths	£94.50
P133	31/07/2026	O2	Business mobile contracts	£37.81

Total Payments, July 2026**£22,478.18****Cashbook carried forward**

Balance carried forward April 1st 2026:	£83,935.97
Receipts to July 31st 2026:	£163,264.28
Payments to July 31st 2026:	£82,187.24
Cashbook total at July 31st 2026:	£165,013.01

Reconciliation to Bank Statements

Current Account 41305484	£462.19
Savings Account 01109553	£84,550.82
Public Sector Deposit Fund	£80,000.00
Total in bank as at July 31st 2026:	£165,013.01

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

Classification - Open - Finance

Kirton in Lindsey Town Council Finance Report August 2026

Receipts and Payments made during August 2026, reconciling the cashbook with the bank statements as at 31/08/2026

Cashbook balance brought forward:

Balance carried forward April 1st 2026:	£83,935.97
Receipts to July 31st 2026:	£163,264.28
Payments to July 31st 2026:	£82,187.24
Balance carried forward August 1st 2026:	£165,013.01

Receipts				Receipts
<u>Ref</u>	<u>Date</u>	<u>Payer</u>	<u>Details</u>	
			Balance C/F 01/08/2026	£165,013.01
R58	04/08/2026	Public Sector Deposit Fund	Interest	£260.34
R59	10/08/2026	Feather & Fetlock	Christmas Festival - Stall booking	£25.00
R60	20/08/2026	Kelly's Beautiful Bowtique	Christmas Festival - Stall booking	£20.00
R61	20/08/2026	O Brown	Christmas Festival - Stall booking	£25.00
R62	24/08/2026	Hesselmann	Christmas Festival - Stall booking	£20.00
R63	25/08/2026	Mason Baggott & Garton	Cemetery - transfer of EROB application	£172.00
R64	27/08/2026	HSBC	Gross Interest	£75.02

Receipts, August 2026

£597.36

Payments				Payments
<u>Ref</u>	<u>Date</u>	<u>To Whom Paid</u>	<u>Details</u>	
P134	03/08/2026	S Barrett	Grounds Maintenance contracts (planting)	£706.00
P135	06/08/2026	Fast Tech Repair	Mobile phone battery replacement (AC)	£45.00
P136	06/08/2026	Cumbria Clock Co	Public Services - Town Clock annual service	£288.00
P137	10/08/2026	Diamond Jubilee Town Hall	Office rent & room hire	£460.00
P138	10/08/2026	Diamond Jubilee Town Hall	Meeting room hire	£51.00
P139	11/08/2026	KOMPAN	Play area - new toddler slide works (1)	£3,000.00
P140	12/08/2026	KOMPAN	Play area - new toddler slide works (2)	£3,000.00
P141	13/08/2026	KOMPAN	Play area - new toddler slide works (3)	£3,000.00
P142	14/08/2026	KOMPAN	Play area - new toddler slide works (4)	£3,000.00
P143	15/08/2026	KOMPAN	Play area - new toddler slide works (5)	£1,496.79
P144	15/08/2026	idVerde	Grounds Maintenance contracts (grass cutting)	£1,248.62
P145	15/08/2026	KOMPAN	Play area - new toddler slide works - waste (1)	£200.00
P146	16/08/2026	HSBC	Business banking account charges (cash/cheques)	£8.01
P147	17/08/2026	D Hind	Historic signs refurbishment - materials costs	£296.80
P148	19/08/2026	Nest	Pension Contributions	
P149	24/08/2026	KOMPAN	Play area - new toddler slide works - waste (VAT) (2)	£40.00
P150	24/08/2026	Pitch Lincs Sports	Devolved Highways Verge Cutting (9)	£1,217.04
P151	24/08/2026	R Emerson	Maintenance - Cornwall St noticeboard balance	£300.00
P152	24/08/2026	Wright Way Sports & Education	SportsZone professional fees	£90.00
P153	26/08/2026	Town Clerk	Salary	
P154	26/08/2026	Assistant Clerk	Salary	
P155	26/08/2026	Community Co-ordinator	Salary	
P156	27/08/2026	HMRC	Tax/NI/Student Loan	
P157	28/08/2026	SLCC	Membership 2026-2027 Town Clerk	£316.00
P158	28/08/2026	KLASSIC	Staff costs	
P159	28/08/2026	City of Lincoln Council	Civic - Mayor & Sheriff of Lincoln Garden Party x2	£30.00
P160	28/08/2026	Lidl GB Brigg	Stationery - 2027 diary	£1.99

Total Payments, August 2026

£23,705.27

Cashbook carried forward

Balance carried forward April 1st 2026:	£83,935.97
Receipts to August 31st 2026:	£163,861.64
Payments to August 31st 2026:	£105,892.51

Cashbook total at August 31st 2026: £141,905.10

Reconciliation to Bank Statements

Current Account 41305484	£468.01
Savings Account 01109553	£61,437.09
Public Sector Despoit Fund	£80,000.00
Total in bank as at August 31st 2026:	£141,905.10

Agreed to cashbook and bank statements:

Dated:



Kirton in Lindsey Town Council

Policy No 33: Dignity At Work Policy

Reviewed and Adopted: September 2025 (v.20251) [FC2509/16]

Next Review September 2026

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 complaint (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 adaptations 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 person's 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 to 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.....



Kirton in Lindsey Town Council

Policy 33b: Civility and Respect Pledge

Adopted September 2022 and Reviewed May 2025 (v.20251) [AC2505/11]

Next Review May 2026

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are 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.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the Local Council sector.

By Kirton in Lindsey Town Council signing up to the civility and respect pledge we are demonstrating that our Council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires Councils to register and agree to the following statements:

Statement	Tick to agree
Our Council has agreed that it will treat all Councillors, Clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with Civility and Respect in their role.	✓
Our Council has committed to training Councillors and staff.	✓
Our Council has signed up to Code of Conduct for Councillors.	✓
Our Council has good governance arrangements in place including, staff contracts, and a Dignity at Work policy.	✓
Our Council will commit to seeking professional help in the early stages should Civility and Respect issues arise.	✓
Our Council will commit to calling out bullying and harassment when it happens.	✓
Our Council will continue to learn from best practice in the sector and aspire to being a role model/champion Council e.g., via the Local Council Award Scheme.	✓
Our Council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	✓

May 2025

KLASSIC Charity Committee

This Committee meets monthly.

The Charity Committee is set up by KLTC as sole trustee to delegate the day to day management of the Charity.

All members of the Council are trustee members and are able to be appointed to the committee via nomination at KLTC Full Council.

The Chair of the Committee is appointed via nomination by KLTC Full Council.

Regular user groups are invited to become non-voting members.

Remit

Governance and Compliance: Ensuring the charity operates strictly within its governing document and fulfils all statutory duties, including preparation and submitting annual reports, accounting records and financial statements to the Charity Commission. Ensuring that the Charity Commission are promptly informed of any changes to registered particulars.

Asset Management: Safeguarding and managing charitable assets (land, buildings, and funds).

Conflict Management: Mitigating conflicts of interest by ensuring decisions are made exclusively for the charity's benefit, including using separate financial records and bank accounts from that of Kirton in Lindsey Town Council. Members must remain aware that conflicts of interest can be both financial and personal.

Delegation and Administration: Overseeing and delegating routine, day-to-day management responsibilities to staff or advisory sub-committees.

To agree methods for making decisions by delegation in order to deal with cases of urgency when a meeting is impractical.

Employ and remunerate staff as are necessary for carrying out the work of the Charity.

Duties

The Committee operates under, and is to fulfil the obligations of the Trust Deed.

The Committee shall prepare budgets and will organise and use the budget provided for the operation of the facility.

Facilitate working in partnership and forming and identifying links with other charities, schools, voluntary organisations, tourism organisations and other relevant bodies.

To source and apply for appropriate funding available.

To develop and agree promotion of events and other fund-raising activities.

At set intervals, agree rates of hire and regular user group fees including annual fees.

Work for the benefit and best interests of the KLASSIC Park and its future.



Kirton in Lindsey Town Council

Remit for Committees 2026-2027

Revised May 2025; Last reviewed and approved May 2026

Promoting Kirton ("PK") Committee *(maximum of seven Cllrs alongside non-voting non-Cllrs)*

1. The role of the Committee is to oversee action by the Town Council to promote the town of Kirton in Lindsey for the benefit of residents and businesses located in the town.
2. The Committee shall also encourage visitors to the town for the benefit of residents and businesses located in the town.
3. The Committee shall keep under review annual events such as the Summer Gala, the Christmas Festival, the Civic Dinner, the Civic Service, Civic Awards and Kirton in Bloom Competitions and shall consider adding events or varying events as appropriate.
4. The Committee shall prepare budgets for consideration by Full Council for annual events such as the Summer Gala, the Christmas Festival, the Civic Dinner, the Civic Service, Civic Awards and Kirton in Bloom Competitions and will organise and use the budget provided for the events.
5. Prepare budgets for consideration by Full Council for other functions held by the Council and to organise and use the budget provided for other functions held by the Town Council.
6. Facilitate working in partnership and forming and identifying links with schools, voluntary organisations, tourism organisations and other relevant bodies.
7. To develop and agree promotion of events and other promotional announcements through press releases and publicity.
8. To source and apply for potential sources of funding available to the Town Council or its charities as required.
9. To report back to Full Council.

Community Emergency Plan ("CEP") Committee *(maximum of five Cllrs)*

1. To prepare a Community Emergency Plan for Kirton in Lindsey.
2. To review and update the plan annually or as required.
3. To maintain contact with appropriate agencies involved in emergency planning.
4. To report back to Full Council.

Finance and Planning (“F&P”) Committee

1. To receive reports on the financial position of the Council, including a quarterly bank reconciliation (though these will also still be received by Full Council).
2. To authorise payment of invoices required to be paid outside of the Full Council meeting schedule.
3. To receive and reply to matters of correspondence which are too urgent to wait until the next Full Council Meeting.
4. Delegated authority for the consideration of comments in response to planning applications when the timing of the consultation period falls outside the schedule of Full Council Meetings.
5. To receive draft recommendations and reports for annual budget and precept planning and participate in the development of the annual budget and precept giving recommendations to Full Council.
6. To report back to Full Council.

Personnel and Disciplinary (“P&D”) Committee *(recommended minimum of four Cllrs)*

1. That members of the Committee are strongly encouraged to take up current relevant training needed to have the understanding to carry out the duties required.
2. To deal with all matters concerning employees including recruitment, staff contracts, appraisals, disciplinary matters and grievances.
3. To review the Council training budget and act in accordance with Financial Regulations regarding training costs.
4. To report back to Full Council with consideration that any updates on confidential staffing matters will require the exclusion of the press and public.