



**Minutes of the Meeting of Kirton in Lindsey Town Council held on Wednesday 23<sup>rd</sup> May 2018 at the Town Hall, High Street, Kirton in Lindsey at 7.06pm.**

Members present: Cllr Joy Kofoed (Chair), Cllr Billy Boyd, Cllr Geoff Cossey, Cllr Maggie Davies, Cllr Pat Frankish, Cllr David Garritt, Cllr Paul Kelly, Cllr Tony Kidder, Cllr Andrew Kofoed and Cllr Jack Startin

Also Present: 1 member of the public (part); Town Clerk: Neil Taylor-Matson

**Public Participation:**

No issues were raised.

**MINUTES**

- 1805/01 Election of Chair  
a. The Council received nominations and elected a Chair for the Town Council for 2018/19.  
**RESOLUTION: That Cllr Joy Kofoed is elected Chair of Kirton in Lindsey Town Council for 2018/19.**  
b. Cllr Joy Kofoed signed the Chair's Declaration of Acceptance of Office.
- 1805/02 Election of Vice-Chair  
a. The Council received nominations and elected a Vice-Chair for the Town Council for 2018/19.  
**RESOLUTION: That Cllr Pat Frankish is elected Vice-Chair of Kirton in Lindsey Town Council for 2018/19.**  
b. Cllr Pat Frankish signed the Vice-Chair's Declaration of Acceptance of Office.
- 1805/03 Apologies for Absence  
a. Apologies for absence were received from Cllr Kathy Cooper and Cllr Karen Gunn.  
b. The Council received the Register of Attendance for 2017-18.
- 1805/04 Declaration of Interests / Dispensations  
a. No declarations of interests were received.  
b. No dispensations were sought or granted.  
c. Councillors were reminded of their duty to review and, if required, update their Register of Declared Interests on an annual basis.  
**RESOLUTION: That all councillors respond via email to the Clerk to confirm that they have reviewed their Declarations of Interest and to provide an updated version if required.**
- 1805/05 Minutes of Previous Meetings  
a. The Council considered the minutes of the Full Council Meeting held on 25<sup>th</sup> April 2018.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received draft minutes of the Personnel and Disciplinary Committee Meeting held on 14<sup>th</sup> May 2018.  
c. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 14<sup>th</sup> May 2018.  
d. The Council received the draft minutes of the Finance, General Purpose and Planning Committee Meeting held 14<sup>th</sup> May 2018.
- 1805/06 Committee Remits  
The Council reviewed the remits for the Town Council Committees and agreed and actions required;  
a. Personnel and Disciplinary Committee  
**RESOLUTION: No changes to remit.**  
b. Finance, General Purpose and Planning Committee  
**RESOLUTION: The name of the Committee is revised to "General Purpose Committee"**  
**ACTION: Town Clerk**  
c. Promoting Kirton Committee  
**RESOLUTION: That wording is added to each "organise and budget for" statement to read "To organise and use the budget provided for.." and that**

Signed:

Dated:

**additional wording is added “To prepare a budget for consideration by Full Council for...”** ACTION: Town Clerk

d. Community Emergency Plan Committee

**RESOLUTION: No changes to remit.**

e. Kirton Regeneration Group

**RESOLUTION: Not a Council Committee and cannot dictate remit.**

f. Other committees not mentioned above.

**RESOLUTION: That the Charities Committee is disbanded and meetings of Trustees of relevant charities are held as required.** ACTION: Town Clerk

1805/07

Committee Members

The Council received nominations and elected members to the following committees:

a. Personnel and Disciplinary Committee

**RESOLUTION: That Cllr Kathy Cooper, Cllr Pat Frankish, Cllr Maggie Davies and Cllr Paul Kelly were appointed to the Committee.**

**RESOLUTION: That Cllr Paul Kelly was appointed Chair of the Personnel and Disciplinary Committee for 2018-19**

b. Finance, General Purpose and Planning Committee

**RESOLUTION: That Cllr Kathy Cooper, Cllr David Garritt, Cllr Jack Startin, Cllr Pat Frankish and Cllr Geoff Cossey were appointed to the Committee.**

**RESOLUTION: That Cllr David Garritt was appointed Chair of the newly named General Purpose Committee for 2018-19**

c. Promoting Kirton Committee

**RESOLUTION: That Cllr Kathy Cooper, Cllr Maggie Davies, Cllr David Garritt, Cllr Pat Frankish and Cllr Tony Kidder were appointed to the Committee.**

**RESOLUTION: That Cllr Pat Frankish was appointed Chair of the Promoting Kirton Committee for 2018-19**

d. Community Emergency Plan Committee

**RESOLUTION: That Cllr Billy Boyd, Cllr Pat Frankish and Cllr Andrew Kofoed were appointed to the Committee.**

**RESOLUTION: That Cllr Pat Frankish was appointed Chair of the Community Emergency Plan Committee for 2018-19**

e. Snow Wardens

**RESOLUTION: That Cllr Billy Boyd and Cllr Pat Frankish were appointed Snow Wardens for 2018-19**

f. Other committees not mentioned above

No other committees for the appointment of members.

1805/08

Representatives to Serve on Outside Bodies

The Council received nominations and elected members to the following bodies:

a. Parish and Town Council Liaison

**RESOLUTION: That Cllr Jack Startin and Cllr Maggie Davies were duly appointed.**

b. Neighbourhood Action Team (NATs)

**RESOLUTION: That Cllr Kathy Cooper and Cllr Pat Frankish were duly appointed.**

**RESOLUTION: That crime statistics are distributed to all Councillors.**

ACTION: Town Clerk

**RESOLUTION: That NATs representatives attend the Police and Crime Commissioners Town and Parish Council Meeting.**

ACTION: Town Clerk

c. Kirton Regeneration Group

**RESOLUTION: That the elected Mayor and Deputy Mayor attend on behalf of Kirton in Lindsey Town Council.**

d. ERNLLCA District Committee – 2 voting delegates

**RESOLUTION: That Cllr Jack Startin and Cllr Maggie Davies were duly appointed.**

e. KLASSIC

**RESOLUTION: That the Clerk contacts KLASSIC to confirm whether a representative from the Town Council is required.**

ACTION: Town Clerk

Signed:

Dated:

f. Diamond Jubilee Town Hall Trustees

**RESOLUTION: That Cllr Paul Kelly was duly appointed.**

g. Kirton in Lindsey In Bloom

**RESOLUTION: That Cllr Pat Frankish and Cllr Maggie Davies were duly appointed.**

h. Allotments Society

**RESOLUTION: That Cllr Kathy Cooper, Cllr Jack Startin, Cllr Andrew Kofoed, Cllr Billy Boyd and Cllr Maggie Davies were duly appointed.**

i. Kirton in Lindsey Surgery Patient Participation Group

**RESOLUTION: That the Clerk contacts the Patient Participation Group to confirm whether a representative from the Town Council is required.**

**ACTION: Town Clerk**

j. Other outside bodies not mentioned above.

No other outside bodies for the appointment of members.

1805/09

Policies and Procedures

The Council reviewed and considered the adoption of the following Town Council Policies and Procedures;

a. Standing Orders

**RESOLUTION: That the Clerk adds in “each Councillor has only one vote which can be cast to only one candidate” at section 8a – Voting on appointments**

**ACTION: Town Clerk**

**RESOLUTION: That the Clerk clarifies section 9 on Motions and reports findings back to the next full council meeting.**

**ACTION: Town Clerk**

**RESOLUTION: That the Clerk clarifies section 13j Code of Conduct and Dispensations and reports findings back to the next full council meeting.**

**ACTION: Town Clerk**

**RESOLUTION: That Standing Orders are adopted with the amendment noted and for further review once clarifications are brought to the Council.**

**ACTION: Town Clerk**

b. Code of Conduct

c. Financial Regulations

d. Financial Risk Assessment

e. Reserves Policy

f. Publication Scheme

g. Member/Officer Protocol

h. Member Development Policy

i. Grievance Policy

j. Disciplinary Policy

k. Health and Safety Policy

l. Child Protection Policy

m. Safeguarding Adults Policy

n. Equal Opportunities Policy

o. Press and Media Policy

p. Social Media Policy

q. Grant Awarding Policy

i. Community Pot Application Form

ii. Budgeted Grant Application Form

r. Cemetery Scale of Charges

**RESOLUTION: That the above policies and procedures b. to r. are adopted and that hard copies are kept in the Town Council Office with electronic copies published on the website.**

**ACTION: Town Clerk**

s. Meeting schedule and publication of Agendas

**RESOLUTION: That the Finance, General Purpose and Planning Committee name is revised throughout the Schedule to become the “General Purpose Committee”**

**ACTION: Town Clerk**

**RESOLUTION: That the Annual Town Meeting is held on the second Wednesday in April rather than on the fourth Wednesday in April. The Annual Town and Full Council Meetings in April will therefore be on different nights.**

**ACTION: Town Clerk**

Signed:

Dated:

**RESOLUTION: That Agenda's continue to be published on the website and in noticeboards with three clear days' notice of meetings and then replaced with the draft minutes of the meeting when they are available.**

**ACTION: Town Clerk**

1805/10

Council Insurance and Asset Register

The Council considered the Council's insurance requirements and the current asset register agreeing any action required.

**RESOLUTION: That it is clarified if the insurance premium on the three year long term agreement will rise if a claim is made in year one or year two of the agreement.**

**ACTION: Town Clerk**

**RESOLUTION: Pending a satisfactory response to the query above that the Town Council insurance policy remains with Came & Company and that the three year long term agreement is accepted at £969.54.**

**ACTION: Town Clerk**

1805/11

Report from Ward Councillors

No Ward Councillors were present and no report received.

1805/12

Mayor's & Delegate's Report (for information only unless specified)

The Council received reports from the Mayor and Councillors attending meetings on behalf of the Council:

- Chair's Report/Civic Events  
Cllr Joy Kofoed reported attending the Workers Day Memorial at Central Park, Scunthorpe and reported that it was a good event with strong support from the junior school.
- Councillor Reports
  1. Town and Parish Liaison (*next meeting tbc*)  
No meeting since the previous meeting of this Council
  2. Meeting with Iain Cunningham re Call for Sites exercise  
Cllr Startin and the Clerk had met with NLC Planning to confirm the boundaries of the areas of green space the Town Council had identified to be protected as part of the Local Plan response.

1805/13

Kirton Regeneration Group

The Council received an update from the Kirton Regeneration Group and considered any actions required.

The Clerk provided an overview of the April meeting of the Regeneration Group.

**RESOLUTION: That a recommendation is made that a pedestrian safety barrier is placed at King Edward Street at the end of Town Hall Passage to discourage children running straight out into the road.**

**ACTION: Town Clerk**

1805/14

Neighbourhood Plan

The Council received a report from Cllr Frankish on the initial Neighbourhood Plan meeting and decided any actions required.

Cllr Frankish discussed the successes of the previous Planning For Real exercise which was a town group and not a Council group, and in order to go to the next stage the support and funding of the Town Council was required to gauge the energy in the town to progress a Neighbourhood Plan. If a success funding could then be sourced from elsewhere.

**RESOLUTION: That the Town Council will fund the hire of a meeting room for a town Neighbourhood Plan meeting.**

**ACTION: Town Clerk**

1805/15

Grounds Maintenance Contract

The Council received an update on the grounds maintenance contract and agreed any actions required.

The Clerk reported that the next meeting with the contractors is on 31<sup>st</sup> May and that all feedback on improvements and any concerns is needed from Councillors prior to this date. The request for the additional planting and maintenance of the flower bed at the doctor's surgery was with the contractors and a quotation was awaited.

**RESOLUTION: To provide the Clerk with feedback prior to 31<sup>st</sup> May**

**ACTION: All Councillors**

Signed:

Dated:

1805/16

The Centenary of the End of the First World War

a. The Council received an update from Cllr A Kofoed regarding the potential formation of a committee in liaison with the Royal British Legion to establish an event for 11<sup>th</sup> November 2018 and the funds available to do so.

Cllr A Kofoed reported that he would be attending the Royal British Legion meeting on 17<sup>th</sup> July when the plans for November is the primary agenda item. The RBL have welcomed the participation of the Town Council in the preparation and assistance with the order of service and refreshment costs. Cllr A Kofoed hopes to be able to bring further information to the July meeting of the Council.

**RESOLUTION: That the Clerk makes enquiries about potential road closures along King Edward Street and North Cliff Road for two minutes on 11/11/2018.**

**ACTION: Town Clerk**

**RESOLUTION: That the Clerk makes enquiries with the Church about any plans they are progressing for a fly past on 11/11/2018.**

**ACTION: Town Clerk**

b. The Council considered preparations for events related to the centenary and agreed any actions or costings required.

**RESOLUTION: That volunteers are sought from the community and affiliated groups to join with the Town Council to clean the railings at the War Memorial and the gates at the cemetery and repaint them as required in mid-October.**

**ACTION: Town Clerk**

**RESOLUTION: That the Clerk seeks costings for highlighting the lettering on the wooden signs at the entrance to Grove Street Cemetery in white and proceeds if the costing is within the agreed delegated authority.**

**ACTION: Town Clerk**

1805/17

Grove Street Cemetery

The Council discussed the continuing issues of pest control within the cemetery and agreed actions required.

**RESOLUTION: That the current pest control contract is continued and that notifications are continued to be sent when pest activity is identified within the cemetery.**

**ACTION: Town Clerk**

1805/18

The Green and The Market Place Charity

The Council discussed any actions required by the Town Council following the meeting of the Trustees of the Green and The Market Place at 6:50pm 23/05/2018.

No actions required.

1805/19

Town Clerk's Report / Correspondence for Information and Discussion

The Council received the Town Clerk's report including correspondence discussion;

Correspondence for Discussion

a. Section 106 Agreement in respect of PA/2017/1199.

The information about the allotments and associated costs were noted with concerns raised about liability under the Contaminated Land Regime arising in respect of hazardous substances in, on or under the land on or before the date of the agreement.

**RESOLUTION: That the Clerk writes to NLC to request that funding for the surgery and primary school should be prioritised from a community health and education provision point of view, and that funding cannot wait until the 200<sup>th</sup> dwelling is occupied.**

**ACTION: Town Clerk**

**RESOLUTION: That the Clerk responds with concerns about the liability noted.**

**ACTION: Town Clerk**

b. Response from MOD to request for sale of land to the Town Council

**RESOLUTION: That roads and verges should be excluded from any land requested for sale to the Town Council.**

**ACTION: Town Clerk**

c. Requirement for the upkeep of Public Noticeboards.

**RESOLUTION: That the Clerk researches costings for the required repairs to the noticeboards on the Town Council asset register.**

**ACTION: Town Clerk**

d. Brake Road Safety – 19-25<sup>th</sup> November “Bike Smart” theme and Wednesday 13<sup>th</sup> June.

**RESOLUTION: That the Clerk makes enquiries with the schools to determine if any support and publicity is needed from the Town Council for Wednesday 13<sup>th</sup> June.**

**ACTION: Town Clerk**

Signed:

Dated:

e. Meeting with NLC Highways

**RESOLUTION: That Councillors provide the Clerk with any feedback for NLC prior to 22<sup>nd</sup> June.**

**ACTION: All Councillors**

f. Request to clear flowerbed at Traingate

**RESOLUTION: That the resident is informed that he is welcome to plant and maintain the flower bed but is requested to co-ordinate with the In Bloom group.**

**ACTION: Town Clerk**

g. Thank you letter from LIVES

h. Letter from resident

**RESOLUTION: That the Clerk responds thanking the resident for their public spirited concerns.**

**ACTION: Town Clerk**

i. ERNLLCA Consent Form

**RESOLUTION: That the Mayor signed the consent form to be contacted by ERNLLCA to comply with GDPR requirements.**

**ACTION: Town Clerk**

j. NALC Survey – Building and Developer Control – Sustainable Communities Act

**RESOLUTION: That responses to the survey are sent to the Clerk for collation.**

**ACTION: Councillors/Town Clerk**

k. Embrace - Online GP Consultations survey

**RESOLUTION: That the Clerk sends the survey link to Councillors.**

**ACTION: Town Clerk**

l. Hibaldstow Community Emergency Plan

**RESOLUTION: That Councillors details are provided for the plan.**

**ACTION: Town Clerk**

m. Defibrillators for KLASSIC and Fairgardens Garden Centre

**RESOLUTION: That KLASSIC and Fairgardens are approached for their consideration of the installation of defibrillators and a point of contact to provide to NLC.**

**ACTION: Town Clerk**

n. Arrangements required for office closure – June

**RESOLUTION: That the contact numbers for Cllr Frankish are provided as the single point of contact, Cllr Frankish will check the office answerphone for messages and pass any matters relating to Burial Clerk duties to Cllr Startin.**

**ACTION: Town Clerk/Cllr Frankish/Cllr Startin**

1805/20

#### Planning

a. The Council received the following decisions by North Lincolnshire Council:

(i) PA/2018/496 – REFUSAL of approval for a proposed change of use of Agricultural Building to a Dwellinghouse (Class 3) at The Elms, 33 Moat House Road, Kirton in Lindsey, DN21 4DD

(ii) PA/2018/686 – PRIOR APPROVAL NOT REQUIRED – for a proposed agricultural building for the storage of grain and machinery at Cliff Farm, Redbourne Mere, Kirton in Lindsey, DN21 4LE

b. The Council received notification of the response from NLC with reference to PA/2018/606. “The farmers/operators grow a small percentage of feedstock crops around Kirton but no related agricultural traffic goes through the town of Kirton. The proposed variation of condition 23 would not alter the current position; there is no intention of putting any agricultural (AD) traffic through the town.”

1805/21

#### Finance

a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972

b. The Council approved the accounts for payment.

**RESOLUTION: That the accounts are duly paid.**

**ACTION: Town Clerk**

c. The Council received the Finance Report and Bank Reconciliation.

d. The Council approved the 2018-19 Reserves Statement and this was signed.

e. The Council approved the Mayoral Allowance 2018-19

**RESOLUTION: That the Mayoral Allowance for 2018-19 remains £650.**

**ACTION: Town Clerk**

f. The Council approved the year end donations of £2,731.90 to the Mayor’s Charities 2017/18.

**RESOLUTION: That the donations from fundraising are split equally between The Forge Project and the Scunthorpe Samaritans.**

**ACTION: Town Clerk**

Signed:

Dated:

g. The Council completed, approved and signed the 2017-18 Annual Governance Statement.

**ACTION: Town Clerk**

h. The Council completed, approved and signed the 2017-18 Accounting Statements.

**ACTION: Town Clerk**

i. The Council received the Internal Auditors Report and recommendations.

**RESOLUTION: That Cllr Davies resumes playpark inspections.**

**ACTION: Town Clerk/Cllr Davies**

**RESOLUTION: That Richard Dixon is appointed internal auditor for 2018-19**

**ACTION: Town Clerk**

**RESOLUTION: That the internal auditors invoice for £628.70 is duly paid.**

**ACTION: Town Clerk**

j. To receive the annual NLC Trade Waste invoice for the Cemetery - £732.80

**RESOLUTION: That the invoice is duly paid.**

**ACTION: Town Clerk**

1805/22

Agenda for next and future meetings

The Council noted any items Councillors wished to Agenda for the next or future meetings. Cllr Boyd requested that the Clerks workload and Clerks working hours are considered at the next meeting.

**ACTION: Town Clerk**

1805/23

Date of next Meeting

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

**Wednesday 27<sup>th</sup> June 2018 at 7:00pm  
at the Town Hall, High Street, Kirton in Lindsey**

The meeting closed at 9:20pm