



**Minutes of the Meeting of Kirton in Lindsey Town Council held on
Wednesday 24th April 2019
at the Town Hall, High Street, Kirton in Lindsey at 7:00pm.**

Members present: Cllr Joy Kofoed (Chair), Cllr Billy Boyd, Cllr Kathy Cooper, Cllr Geoff Cossey, Cllr Maggie Davies, Cllr Hazel Fox, Cllr Pat Frankish, Cllr David Garritt, Cllr Karen Gunn, Cllr Tony Kidder, Cllr Tony Kitchen and Cllr Jack Startin.

Also Present: Ward Cllr Neil Poole.
3 members of the public and Town Clerk: Neil Taylor-Matson.

Prior to the meeting prayers were led by Cllr Frankish.

Public Participation:

Tony Bartlett addressed the Council regarding a conversation he had with Cllr Garritt about a community initiative at the top of Traingate incorporating floral displays and a proposed sculpture. The idea is based around something to get the community and potentially the school involved with and talking positively about, with a consideration of a farming community theme to recognise Kirton's history. The approach was to seek the best way forward, not only for seeking the relevant permissions but also for opening the idea up for public consultation. The discussion is to be taken to the next Promoting Kirton Committee Meeting in June.

Pete Yallop addressed the Council with reference to the letter from the Royal British Legion on the Agenda at item 1904/11 (f). He explained the wishes of the Royal British Legion were for the two benches currently at the War Memorial to be relocated and the commemorative bench to mark the centenary of the armistice purchased through public subscription last year and a further commemorative bench purchased with the fundraising of the Kirton Quizzers group be placed there instead. Costs for the installation would be met by the Royal British Legion.

Cllr Kofoed thanked the members of the public for speaking and attending and acknowledged that the letter from the Royal British Legion would be discussed later on the Agenda.

MINUTES

Cllr Kofoed opened the meeting thanking Councillors for attending and noting this as the final meeting prior to the Council 'retiring' following the upcoming elections.

- 1904/01 Apologies for Absence
a. Apologies for absence were received from Ward Cllrs Trevor Foster and John England.
b. The Council received the attendance register for 2018-19 meetings and noted the publication of this on the website. (FC 1803/14 refers).
- 1904/02 Declaration of Interests / Dispensations
a. Cllr Garritt and Cllr Frankish declared personal interests for 1904/06 (a).
b. No dispensations were sought or granted.
- 1904/03 Minutes
The Council considered the minutes of the Full Council Meeting held on 27/03/2019.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 08/04/2019.
c. The Council received the draft minutes of the General Purpose Committee Meeting held 08/04/2019.
d. The Council received an update from the Clerk regarding tasks and actions.
- 1904/04 Report from Ward / North Lincs. Councillors
Cllr Neil Poole reported on:
- NLC's areas of responsibility re grass cutting;
 - Community Speedwatch scheme – uptake across North Lincs now quite strong;
 - Major roadworks at Berkley Circle, Scunthorpe – avoid if possible;
 - Ongoing roadworks across North Lincolnshire at the moment;
- The Clerk asked for details on the following three points -

Signed:

Dated:

- Dates of the scheduled resurfacing of South Cliff Road and North Cliff Road – this is scheduled for 2020 but due to additional funding allocated by NLC may be brought forward;
- The ring fencing of £25,000 in 2015 by NLC for allotments in Kirton in Lindsey – this will still be available as it was ring fenced, and should be applied for through a Community Grants application;
- The take-up of the Safe & Sound Grant funding provided up until March this year – popularity differed in different areas depending on the publicity it was given, ‘Safer Traders’ stickers are now available and proving popular.

1904/05

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 Kofoed reported attending Broughton and Brigg Civic Dinners which were both well attended, good nights.
- NLC Tourism Partnership (08/03/2019) Cllr Davies reported on the event at Normanby Hall which focused on promoting tourism opportunities in North Lincolnshire and encouraging visitors to stay in the area. It was beneficial to see the Kirton in Lindsey Spring Festival promoted at the event.
- Town & Parish Liaison (27/03/2019) Cllr Startin provided a written report on the meeting noting encouragement for book swapping and recycling stations, the importance of the design of an area in terms of Wellbeing and the importance of feeding this into the Neighbourhood Plan group. The responsibilities of individuals around fly-tipping was also highlighted. Book swapping was noted as already taking place during Saturday Coffee Mornings at the Town Hall (1st Sat of the month) and during the Evergreens meetings on Tuesdays, also at the Town Hall.
- Neighbourhood Plan Drop-In (28/03/2019) Cllr Garritt reported on the successful drop-in event and the growth of the core group to 12. Well over 100 people attended the session with common themes coming out, many of which the group were already working on. The process needs to be evidential based and the feedback and holding of the drop-in support this. The drop-in event was noted by NLC as been one of the biggest held in North Lincolnshire.
- NLC Planning Committee (03/04/2019) Cllr Startin reporting attending with regard to the objection from the Town Council to PA/2019/213 which was discussed at the meeting. NLC granted full planning permission.
- KLAs Daffodil Delight (06/04/2019) Cllr Kofoed reported on the stunning event and it was noted that the event had had its biggest turn out in its history.
- Annual Town Meeting (10/04/2019) Cllr Kofoed noted the good turn out at the Annual Town Meeting and the potential need for a bigger room for next years event. The meeting was regarded as impressive with so many groups sharing information and building potential collaborations.
- P&D meeting (15/04/2019) Cllr Cooper noted that the focus of the meeting was the refreshing of the Clerk’s contract and job specification following the advice sought from ERNLLCA. The Clerk had discussed the progress made and was no longer just firefighting a back log of work.
- ERNLLCA District Meeting (27/03/2019) Cllr Startin reported raising the issue of Standing Orders for discussion and the consensus from other members about amendments and reassurance from this as the working group work to update the Town Council’s policy.
- Market Rasen Civic Dinner (12/04/2019) Cllr Frankish noted attending and that it was a successful event.
- Footpaths Interest Group (16/04/2019) The Clerk reported the regrouping of the meeting following the winter and progress to continue to develop the Parish Paths Partnership with a focus on the signposts, stiles and bridges on the routes.

1904/06

Kirton Regeneration Group

The Council received an update on, and agreed next steps regarding, actions ongoing from Regeneration Group meetings.

a. Car parking provision updates - quotations for progressing outline planning permission were received and it was agreed that feedback and information following the pre-planning advice application submitted by the Clerk should be awaited before deciding anything further at this time. Cllr Gunn requested that it be recorded in the minutes that she objects to any changes to

the conservation area.

b. Vincent Hall updates –Management Plan meeting (16/04/2019). Cllr Startin updated the Council on the meeting held at the Fire Station meeting room. Discussion included the practical and administration factors required and the overall control and management of the site. The notes from the working group are to be circulated to all Councillors to enable them to bring comments back to the May meeting to discuss next steps. **ACTION: Town Clerk**

1904/07

Policies

a. The Council reviewed the Child Protection Policy, last approved May 2018, noting the change from the Local Safeguarding Children Board to the Children’s Multi Agency Resilience and Safeguarding arrangements.

RESOLUTION: That this policy is approved requiring no further amendments.

ACTION: Town Clerk

b. The Council reviewed the Safeguarding Adults Policy, last approved May 2018.

RESOLUTION: That this policy requires no amendments. ACTION: Town Clerk

1904/08

Open Spaces

a. The Council received the monthly play park inspection report from Cllr Davies for signature. It was noted excessive litter was left on the Green after the bank holiday weekend, but that the play equipment currently requires no action. The self-closing gates are being left open and a sign would help as a reminder. Cllr Davies agreed to continue the playpark inspections for the May meeting.

RESOLUTION: That “Please close the gate” signs are purchased and installed.

ACTION: Town Clerk

RESOLUTION: That Cllr Kitchen tightens the spring on the self-closing gate.

ACTION: Cllr Kitchen

b. The Council discussed the re varnishing of benches as noted on reports received.

RESOLUTION: That the In Bloom group re varnish the benches at the Green.

ACTION: Cllr Davies

c. The Council received an update on grounds maintenance contracts and agreed any actions required. The Clerk detailed the responses received following the initial cutting of the highway verges under the devolution from North Lincolnshire Council. Complaints were received from two Cllrs regarding the first cut and from one Cllr regarding the uncut area within a 40mph zone. The Clerk reiterated that the initial cut was problematic due to the unusually warm weather and the receipt of the contract from 1st April. Both contractors returned to carry out additional cuts of the areas within a week of the initial first cut to improve the standard after the grass had dried out. Areas outside of the 30mph zones are not part of the devolved authority and are within a NLC contract which allows for two cuts per year.

One member of the public complained because they had an informal agreement with NLC not to cut the area outside their home and this information was not passed on to the Town Council. The request not to cut this area is now with the contractors.

Further complications had arisen from the many different designated areas of grass within the town on the NLC mapping. The Clerk has received a large number of enquiries from members of the public regarding uncut areas of the town, and this has been exacerbated by advice to residents from NLC Customer Services that the Town Council has responsibility for all grass cutting. In response to fielding the enquiries back to NLC a meeting was held by officers and a request was sent to the Town Council to take on eight further areas within the town. The details have been passed to the contractors for consideration and costing.

RESOLUTION: That the additional areas are taken on by the Town Council should the contractors have the capacity to take them on at a cost that matches the funding from NLC to do so.

ACTION: Town Clerk

RESOLUTION: If the contractors are not able to take on the additional areas, other contractors who can are sought.

ACTION: Town Clerk

1904/09

Allotments

The Council received updates on progress at the allotment site. Cllr Startin updated the Council on the work of the working group. The completion of the tree stump removal is still ongoing, and an issue of brambles growing over the site now requires resolution. It was noted that additional marker posts have appeared on the land from an unknown source. In order to progress further, fences, gates and fixings, wooden edging and pegs to fix this into place are needed to be purchased.

RESOLUTION: That the required equipment is purchased and installation takes place.

ACTION: Allotments Working Group

1904/10

Grove Street Cemetery

a. The Council considered a memorial bench request from a member of the public and agreed actions required.

RESOLUTION: The request was felt to be out of keeping with the current provision of benches within the cemetery and would potentially set a dangerous precedent. The area appears unsuitable for the installation of a bench and the risk for trips and falls would be increased due to the area having no path to it.

ACTION: Town Clerk

b. The Council received costings for a fire safe to store the cemetery registers and agreed actions required.

RESOLUTION: That approval is given to purchase the Phoenix Firechief model, after seeking approval of the Town Hall Trustees.

ACTION: Town Clerk

1904/11

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

a. ERNLLCA March Newsletter – noted as available for distribution

b. To note office closure on May 2nd – it was noted that the office will instead be open on May 1st and this will be publicised at the end of this week and beginning of next.

c. Receipt of Annual Governance and Accountability Return 2018-19 (PKF Littlejohn) from External Auditors and under preparation for the Internal Audit scheduled for Friday, 26th April.

d. Complaint made against a member of Kirton in Lindsey Town Council. To note receipt of a complaint made by a member of the public against a Member of the Town Council and to note that the complaint was directed to Democratic Services at North Lincolnshire Council who have advised the member of the public of the correct procedure to make complaints about Councillors.

e. To note any correspondence received after the Agenda was published:

1. Noticeboard at South Cliff Road – notification of the potential request by the new tenants to either share the noticeboard or to remove it from the site.

2. Complaint made against the Clerk – notification of a complaint made to Democratic Services at NLC about the Clerk not responding to two complaints from members of the public. The complainant was advised by NLC of the correct procedure to make complaints about the Clerk.

3. NLC Trade Waste Invoice for Grove Street Cemetery – received but awaiting adjustment with move to fortnightly collections to be trialed.

4. NLC Planning decision notification – PA/2019/424 – FULL PLANNING PERMISSION to erect single storey side and rear extension at 16 Torksey Street, Kirton in Lindsey, DN21 4DA.

5. NLC Speed Limit Review – notification of proposal to amend the speed limit on Redbourne Mere to 50mph, comments required prior to 16th May 2019.

6. NLC Planning Application – PA/2019/701 - For the demolition of a rear conservatory and side balcony, and to erect a two storey rear extension with a single storey walk in balcony to the side with roof terrace above (resubmission of PA/2018/1733) at Lautrec, Grayingham Road, Kirton in Lindsey, DN21 4EL, comments prior to 15th May.

7. NLC Planning decision notification – PA/2019/2514 – FULL PLANNING PERMISSION for the erection of five dwellings and associated garages at Bowling Green, Station Road, Kirton in Lindsey, DN21 4BB.

Correspondence for Discussion

f. Royal British Legion letter re commemorative benches

RESOLUTION: That approval is given to relocate the two benches currently at the War Memorial and the installation by the Royal British Legion of the commemorative bench to mark the centenary of the armistice purchased through public subscription last year and a further commemorative bench purchased with the fundraising of the Kirton Quizzers. Costs for the installation be met by the Royal British Legion*.

RECORDED VOTE: Cllr Gunn requested a recorded vote. Proposer: Cllr Gunn. Seconder: Cllr

Fox. In Favour: Cllr Boyd, Cllr Cooper, Cllr Cossey, Cllr Davies, Cllr Garritt, Cllr Kidder, Cllr Kitchen, Cllr Kofoed, Cllr Startin. Abstention: Cllr Frankish.

***See minutes, Annual Meeting of Kirton in Lindsey Town Council, May 2019**

g. NALC Audit code of practice survey. The Council considered the responses requested.

RESOLUTION: Q17: Yes; Q18: Yes; Q19: Yes. **ACTION: Town Clerk**

h. VANL membership renewal – approval of payment of the £20 renewal.

ACTION: Town Clerk

i. ICCM membership renewal - approval of payment of the £95 renewal.

ACTION: Town Clerk

j. NLC Rate Demand Notice – Grove Street Cemetery - approval of payment of £458.57.

ACTION: Town Clerk

k. NLC Community Grant application response – confirmation of approval for costs for repairs to the library railings.

ACTION: Town Clerk

l. Request from KLASSIC for release of funds – approval of the drawdown of £3,895 from the ear marked £10,000 funding.

ACTION: Town Clerk

1904/12

Motion Cllr Startin (P)/Cllr Davies (S)

“In line with the commitment of government to make mandatory the requirement that new builds and developments enhance bio-diversity, this council should:

- Adopt a policy to encourage bio-diversity and to adopt the government policy to protect wildlife and the existing environment.
- That these policies are brought to the attention of the Neighbourhood Planning Group and that they are urged to incorporate them into their Plan.”

RESOLUTION: That the motion is agreed. A working group is to be formed from the General Purpose Committee to develop the policy which is to be consulted in response to future planning applications.

ACTION: Town Clerk

RESOLUTION: That Cllr Garritt takes this to the Neighbourhood Planning Group.

ACTION: Cllr Garritt

1904/13

Planning

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

PA/2019/213 – FULL PLANNING PERMISSION WITH CONDITIONS to erect a single-storey rear and first floor side extension at 3 Station Road, Kirton in Lindsey, DN21 4BB.

PA/2019/241 – FULL PLANNING PERMISSION WITH CONDITIONS to construct an equine exercise area at Church View Farm, Grayingham Road, Kirton in Lindsey, DN21 4EP.

1904/14

Finance

i. Income and Expenditure

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

b. The Council approved accounts for payment.

RESOLUTION: That the accounts be duly paid. **ACTION: Town Clerk**

c. The Council noted the total funds raised for the Mayor’s Charities 2018-2019: £2,254.65.

d. The Council received notification of completion of VAT return for 2018-2019 for £8,967.27.

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 4th Quarter Budget Monitoring Report to 31st March 2019 and Year End information.

c. The Council considered the required level of earmarked and general reserves for the Council to retain 2019-2020.

RESOLUTION: That earmarked reserves are noted for Elections, Allotments, Car Park provision; Play area; Skatepark/Other sport facility, Noticeboard maintenance, Street Furniture and Future match funding. **ACTION: Town Clerk**

1904/15

Agenda for next and future meetings

Items requested:

Cllr Garritt: Community initiative at Traingate.

Cllr Gunn: Bollards at the Green – Cllr Gunn was referred to previous Minutes and decisions already made and to direct queries regarding decisions to the Clerk.

Cllr Gunn: Tree stump outside the cemetery – Cllr Gunn was referred to the NLC Customer Services contact number for signposting residents or making contact to report issues. Cllr Gunn was asked to refer complaints from residents to the Clerk.

Cllr Gunn: Cemetery upkeep and maintenance.

Cllr Startin: Memorial testing at the cemetery.

Cllrs were reminded that requests for Agenda items should be accompanied by a written report and their recommended resolution.

Cllr Kofoed thanked the Council for their input and wished those standing success in the coming elections.

1904/16

Date of next Meeting and Agenda Deadline

The Council confirmed the date and time of the Annual Meeting of Kirton in Lindsey Town Council as (subject to any change in circumstances):

Wednesday 22nd May 2019 at 7pm
at the Town Hall, High Street, Kirton in Lindsey
 with a request for Agenda items before Monday 13th May.

The meeting closed at 9pm

<u>Present</u>	Cllr Joy Kofoed	Cllr Hazel Fox
	Cllr Pat Frankish	Cllr David Garritt
	Cllr Billy Boyd	Cllr Karen Gunn
	Cllr Kathy Cooper	Cllr Tony Kidder
	Cllr Geoff Cossey	Cllr Tony Kitchen
	Cllr Maggie Davies	Cllr Jack Startin