



**Minutes of the Meeting of Kirton in Lindsey Town Council held on Wednesday
22nd May 2019 at the Town Hall, High Street, Kirton in Lindsey at 7.00pm.**

Members present: Cllr Pat Frankish (Chair), Cllr Billy Boyd, Cllr Geoff Cossey,
Cllr David Garritt, Cllr Karen Gunn, Cllr Tony Kitchen,
Cllr Jack Startin and Cllr Peter Yallop.
Also Present: Joy Kofoed (part), 2 members of the public (part);
Town Clerk: Neil Taylor-Matson

Prior to the meeting, prayers were led by Cllr Pat Frankish

Public Participation:

Tony Bartlett presented an image of a proposed sculpture for his community initiative at Traingate. A speech prepared by Mr Bartlett was read out on his behalf by the Clerk, explaining the theory behind the concept and seeking consideration by the Town Council for support. It was noted that the item was on the Agenda for discussion by the Council during the meeting.

Martin Eccles put forward the suggestion to the Town Council that the benches to be moved from beside the War Memorial could be placed at the boundary of the Green and the Garden of Edward Elmhurst Duckering to provide the designation of the distinct areas effectively. It was noted that the item was on the Agenda for discussion by the Council during the meeting.

Joy Kofoed opened the meeting as Chair.

MINUTES

- 1905/01 Election of Chair
a. The Council received nominations and elected a Chair for the Town Council for 2019/20.
RESOLUTION: That Cllr Pat Frankish is elected Chair of Kirton in Lindsey Town Council for 2019/20.
b. Cllr Pat Frankish signed the Chair's Declaration of Acceptance of Office.

Cllr Boyd gave thanks to Joy Kofoed for all that she has done and achieved in 10 years of service to the Town Council. Joy Kofoed left the meeting and Cllr Pat Frankish took the Chair.

- 1905/02 Election of Vice-Chair
a. The Council received nominations and elected a Vice-Chair for the Town Council for 2019/20.
RESOLUTION: That Cllr David Garritt is elected Vice-Chair of Kirton in Lindsey Town Council for 2019/20.
b. Cllr David Garritt signed the Vice-Chair's Declaration of Acceptance of Office.

- 1905/03 Apologies for Absence
Apologies for absence were received from Cllr Kathy Cooper (holiday) and Ward Cllrs Trevor Foster, John England and Neil Poole.

- 1905/04 Declaration of Interests / Dispensations
a. No declarations of interests were received.
b. No dispensations were sought or granted.

- 1905/05 Minutes of Previous Meetings
a. The Council considered the minutes of the Full Council Meeting held on 24th April 2019.
RESOLUTION: A spelling amendment was requested at 1904/08 (b). It was agreed that the Resolution recorded at 1904/11 was not correct and should have included the following reference to the discussion at the meeting regarding the offer by the Royal British Legion to store benches for the Town Council;

"The Town Council did not feel it was appropriate for the Royal British Legion to store the benches currently at the War Memorial and so ask that any movement waits until the decision is made on the relocation of those benches, costings are agreed by the Town Council

and the installation of them is able to go ahead in conjunction with the rest of the works to be undertaken.

Site visits are to be undertaken by the Town Council before the next meeting to decide on locations and enable costings to be sought - an item to enable the decision on the placement of the benches to be formalised will be on the agenda for the May meeting of the Town Council."

Following the spelling amendment and agreement on the correct record of the discussion, the minutes were duly approved and signed.

b. The Council received draft minutes of the Personnel and Disciplinary Committee Meeting held on 15th April 2019.

c. The Council received an update from the Clerk regarding tasks and actions which included outstanding issues raised with North Lincolnshire Council.

RESOLUTION: That outstanding issues raised with North Lincolnshire Council are to be addressed at the next Regeneration Meeting. ACTION: Town Clerk

1905/06

Committee Remits

The Council reviewed the remits for the Town Council Committees and agreed and actions required;

a. Personnel and Disciplinary Committee

RESOLUTION: That wording is amended to read "to deal with all matters concerning current employees including progress reviews, contracts and grievances".

ACTION: Town Clerk

RESOLUTION: That wording is amended to read "to ensure that the annual appraisal of the Clerk and any other staff member is carried out".

ACTION: Town Clerk

RESOLUTION: That the Resolution of the Town Council, 1801/15 "That the Council agreed the recommendation that the P&D Committee be delegated powers to consider training courses. This will be to approve necessary and appropriate training for employees of the Town Council, within the confines of the agreed training budget, with an upper limit of £250" be added to the remit.

ACTION: Town Clerk

b. General Purpose Committee

RESOLUTION: That the wording of each of the seven statements starting to "to deal with" are amended to read "to consider and recommend actions to Full Council"

ACTION: Town Clerk

RESOLUTION: That the statement referencing the Kirton Klipper is removed.

ACTION: Town Clerk

c. Promoting Kirton Committee

RESOLUTION: That the Committee should be made up of a maximum of five Cllrs alongside non-voting non-Cllrs.

ACTION: Town Clerk

d. Community Emergency Plan Committee

RESOLUTION: That the Committee should be made up of four Cllrs.

ACTION: Town Clerk

e. Other committees not mentioned above.

No further Committee to discuss.

1905/07

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 and Cllr Jack Startin were appointed to the Committee.

b. General Purpose Committee

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

c. Promoting Kirton Committee

RESOLUTION: That Cllr Kathy Cooper, Cllr David Garritt, Cllr Karen Gunn, Cllr Pat Frankish and Cllr Tony Kitchen were appointed to the Committee.

d. Community Emergency Plan Committee

RESOLUTION: That Cllr Billy Boyd, Cllr David Garritt, Cllr Pat Frankish and Cllr

Kathy Cooper were appointed to the Committee.

e. Bank Mandate

RESOLUTION: That Cllr Billy Boyd, Cllr Kathy Cooper, Cllr Pat Frankish and Cllr Jack Startin are signatories on the bank mandate. ACTION: Town Clerk

f. Snow Wardens

RESOLUTION: That Cllr Billy Boyd, Cllr Pat Frankish and Cllr Karen Gunn were appointed Snow Wardens for 2019-20.

g. Play Area Inspections

RESOLUTION: That Cllr Tony Kitchen will undertake monthly play area inspections.

h. To agree dates for meetings of the three Charities as Trustees

RESOLUTION: That a meeting of the Charities will take place immediately prior to the next Full Council Meeting on 26th June (6:30pm). ACTION: Town Clerk

i. Other committees or roles not mentioned above.

No other committees or roles for the appointment of members.

1905/08

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 was duly appointed.

b. Neighbourhood Action Team (NATs)

RESOLUTION: That Cllr Pat Frankish, Cllr Kathy Cooper and Cllr Karen Gunn were duly appointed.

c. Kirton Regeneration Group

RESOLUTION: That the elected Mayor and Deputy Mayor attend on behalf of Kirton in Lindsey Town Council alongside the founding member Cllr Kathy Cooper.

d. ERNLLCA District Committee – 2 voting delegates

RESOLUTION: That Cllr Jack Startin was duly appointed.

e. KLASSIC

RESOLUTION: That no member is to be appointed at this time.

f. Diamond Jubilee Town Hall Trustees

RESOLUTION: That Cllr Kathy Cooper was duly appointed.

g. Kirton in Lindsey In Bloom

RESOLUTION: That no member is to be appointed at this time.

h. Allotments Working Group

RESOLUTION: That Cllr Jack Startin, Cllr Billy Boyd and Cllr Pat Frankish were duly appointed.

i. Other outside bodies not mentioned above.

No other outside bodies for the appointment of members.

1905/09

Policies and Procedures

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

a. Standing Orders

RESOLUTION: That the Council approves the adoption of the revised Standing Orders and that they remain on the table for formal adoption at the June meeting. ACTION: Town Clerk

b. Code of Conduct

c. Financial Regulations

d. Publication Scheme

e. Grievance Policy

f. Disciplinary Policy

g. Sickness Absence Policy

h. Equal Opportunities Policy

i. Grant Awarding Policy

i. Community Pot Application Form

ii. Budgeted Grant Application Form

RESOLUTION: That the above policies and procedures b. to i. are adopted and that hard copies are kept in the Town Council Office with electronic copies

Signed:

Dated:

published on the website.

ACTION: Town Clerk

j. Meeting schedule and publication of Agendas

RESOLUTION: That the schedule is approved and confirmed with publication on the website.

k. The Council noted the policies reviewed between October 2018 and April 2019:

Member/Officer Protocol – October 2018

Complaints Policy – October 2018

Health and Safety – November 2018

Reserves Policy – December 2018

Social Media Policy – January 2019

Press & Media Policy – February 2019

Member Development Policy – February 2019

Cemetery Risk Assessment – March 2019

Play Area Risk Assessment – March 2019

Financial Risk Assessment – March 2019

Child Protection – April 2019

Safeguarding Adults – April 2019

l. The Council noted that a Lone Worker Policy is the process of preparation and will be brought to a future meeting for consideration.

m. The Council agreed the receipt of policies by Councillors via the website with hard copies stored in the office and available at request.

1905/10

General Power of Competence

a. The Council agreed that the Town Council meets the criteria for eligibility (*two thirds elected members and CiLCA-qualified Clerk*).

b. The Council agreed to adopt the General Power of Competence and review this at the next relevant Annual Meeting of the Council.

ACTION: Town Clerk

1905/11

Grove Street Cemetery

a. The Council noted the resolution of the Town Council in September 2018 for approval of the revised Cemetery Regulations (*1809/12 refers*)

b. The Council received an update from the Clerk on the cemetery capacity with four burials between May 2018 and April 2019.

c. The Council considered issues around the cemetery upkeep and maintenance and agreed actions required.

RESOLUTION: That Councillors will monitor the upkeep of the cemetery and consider changes to the specification if required.

ACTION: Councillors

d. The Council considered their responsibilities around memorial testing and agreed actions required.

RESOLUTION: That the quotation from Serenity Memorials is accepted.

ACTION: Town Clerk

e. The Council considered the review adoption of the Cemetery Scale of Charges.

RESOLUTION: That this is delegated to the June meeting of the General Purpose Committee and Cllrs are asked to bring research to the meeting to enable the review.

ACTION: Councillors/Town Clerk

1905/12

Council Insurance and Asset Register

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

RESOLUTION: That the Town Council insurance policy renewal is accepted at £1,147.37.

ACTION: Town Clerk

1905/13

Report from Ward Councillors

No Ward Councillors were present, the Clerk read out information received.

"Nothing much new for the Ward report apart from today's shock news of British Steel going into liquidation!"

Signed:

Dated:

Steel is a cyclical boom and bust industry. I spent my entire career based at Scunthorpe Works and during that time we had constantly mixed profits and losses year on year. One year we made £400 million profit. A few years later we made a £400 million loss! There is extensive work being applied at all levels to ensure the future of steel making in Scunthorpe and a new buyer is actively being sought. Congratulations to all your successfully elected councillors and we look forward to working closely with you all for the next 4 years. Cllr Trevor Foster."

1905/14

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

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

- Councillor Reports
 1. Neighbourhood Plan meeting (11/04/2019) – Cllr Frankish reported this meeting was postponed and is now planned for 20th June 2019.
 2. Station Road site visit (30/04/2019) – Cllr Cossey updated the meeting on an interesting meeting between Councillors, NLC Highways and residents with concerns over parking and speeding along Station Road near to the Co-Op store. Residents have requested action over the parking on the pavement outside the store and concerns over the volume and speed of traffic along the road. NLC Highways noted that parked vehicles would slow the traffic flow down and removing them would increase speeds on the road. The provision of flashing speed monitoring signs which are available to hire and to purchase was explained.

RESOLUTION: No action required at the present time, but general monitoring of the issues along that stretch of Station Road to be maintained.
ACTION: Councillors

1905/15

Motion: 'Training of Councillors', proposer- Cllr Jack Startin

'That this Council requires all councillors to undertake some basic training relevant to their position on the Council, as supplied by ERNLLCA or North Lincolnshire Council, but, as a minimum, covering the topics of: financial responsibilities, & the Code of Conduct.'

RESOLUTION: That with the words 'requires all councillors to undertake' replaced with 'requests all councillors undertake' the motion is accepted.

RECORDED VOTE: Cllr Startin (P); Cllr Boyd (S). In favour: Cllr Frankish, Cllr Garritt, Cllr Gunn, Cllr Kitchen, Cllr Yallop. Against: Cllr Cossey.

1905/16

Kirton Regeneration Group

The Council received an update from the Kirton Regeneration Group ongoing actions:

- a. Car parking provision updates; - the Clerk reported that pre-planning advice was applied for in April and an acknowledgement received from NLC on 03/05/2019 noting that a written response is normally given within 28 days.
- b. Vincent Hall updates including comments on the circulated management meeting notes. No comments were received from members on the management meeting notes. The Clerk noted the response from Chris Fairbrother (NLC) to the enquiry about assistance with securing the building for the Town – *"If North Lincolnshire Council was to act on behalf of Kirton in Lindsey Town Council, it would effectively be doing so in the capacity as a professional advisor/agent role i.e NLC would conduct negotiations with the owner on behalf of the Town Council. The Town Council would be the purchaser of the building."*

1905/17

Open Spaces

- a. The Council noted the resolution of the Town Council in November 2018 following discussion of the grounds maintenance contract that the contract remains with the current contractors for the next two years. (FC1811/07 refers)
- b. The Council noted the resolution of the Town Council in February 2019 for the approval of the highway verge grass cutting contract. (FC1902/10 refers)
- c. The Council received updates from the Clerk regarding the grounds maintenance and highway verge grass cutting contracts and agreed any actions required.

RESOLUTION: That a letter is written to the Ward Cllrs concerning the problems encountered to date and the impact on the time of the Clerk. ACTION: Town Clerk
RESOLUTION: That monitoring of the maintenance is put onto the June Promoting Kirton Agenda. ACTION: Town Clerk

Signed:

Dated:

d. The Council discussed the Community initiative at Traingate (*FC1904/15 refers*)

RESOLUTION: That the Town Council fully embrace the project and support it as much as it can.

e. The Council discussed the relocation of two benches from beside the War Memorial to allow for the placement of Commemorative benches in that location by the Royal British Legion.

RESOLUTION: That the two benches from beside the War Memorial, once removed from their current positions by the Royal British Legion, are put into storage at the cemetery shed until a decision is made on their relocation.

ACTION: Cllrs Startin/Yallop

RESOLUTION: That the matter of relocation is placed on the Agenda for the June Promoting Kirton Committee for discussion.

ACTION: Town Clerk

f. The Council received the monthly play park inspection report from Maggie Davies for signature and agreed any actions required.

The Council noted concerns raised about the movement of large quantities of sand around the play area.

g. The Council noted the creation of a tracking document for play park actions as recommended by the Internal Audit report.

h. The Council considered a request from a member of the public for improvements to bins on the Green.

RESOLUTION: That the item is placed on the Agenda for the June Promoting Kirton Committee for discussion including size, quantity and frequency of emptying.

ACTION: Town Clerk

i. The Council considered the quotation received for the replacement musical beaters for the music activity panel at the play park.

RESOLUTION: That the quotation is accepted and the equipment purchased and installed.

ACTION: Town Clerk

1905/18

Allotments

The Council received an update from the Allotments Working Group on progress at the allotment site.

Cllr Startin updated the Council. No further meeting of the group has yet taken place, but is to be arranged. The stump grinding is still outstanding for 19 stumps, and the quotations for gates is still to be obtained. A boundary fence has been installed in line with the security fencing around the industrial estate, presumed by the owners of the industrial estate.

The Clerk added that planning permission is required for the installation of any sheds on the site and that the Allotments Working Group are planning to make the required application.

The Clerk also noted confirmation from NLC that £25,000 is still ring-fenced for the development of the Allotment site and is to be claimed via the Community Grants application process which has been provided to the Allotments Working Group.

1905/19

Town Clerk's Report / Correspondence for Information and Discussion

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

Correspondence for Information

a. ERNLLCA – April Newsletter – noted as available for distribution

b. Nic Dakin – April Newsletter - noted as available for distribution

Correspondence for Discussion

c. Letter from KLASSIC requesting meeting

RESOLUTION: To take to the June meeting of the General Purpose Committee for agreement on a date to meet.

ACTION: Town Clerk

d. Request from Trent Valley Gliding Club – grant application support

RESOLUTION: That a letter of support can be provided.

ACTION: Town Clerk

e. Website details – Councillor profiles and photographs

RESOLUTION: That Councillors will all provide the Clerk with a photograph and pen portrait within two weeks.

ACTION: Councillors/Clerk

f. ERNLLCA accredited Being A Good Councillor development course - July-November 2019

RESOLUTION: Councillors will respond to the Clerk with any interest.

ACTION: Councillors/Clerk

g. ERNLLCA accredited Chairmanship development event – July 2019

RESOLUTION: That Cllr Frankish and Cllr Garritt attend on 11th July.

ACTION: Town Clerk

h. ERNLLCA – Invitations for Resolutions to the 2019 Annual General Meeting

RESOLUTION: That this item is placed on the June Full Council Agenda for discussion.

ACTION: Town Clerk

i. ERNLLCA - Town and Parish Councils – VE Day 75

RESOLUTION: That this item is placed on the June Promoting Kirton Agenda for discussion.

ACTION: Town Clerk

RESOLUTION: That Cllr Yallop discusses the matter with the Royal British Legion.

ACTION: Cllr Yallop

j. North Notts and Lincs Community Rail Partnership

RESOLUTION: That Cllr Startin attends to represent the Town Council.

ACTION: Cllr Startin

k. Request from Tony Kidder – Highways - North Cliff Road and South Cliff Road

RESOLUTION: That the Town Council monitor the situation with the roads at this time.

ACTION: Town Clerk

l. Request from Tony Kidder – B1400

RESOLUTION: That the item is taken for discussion at the June Promoting Kirton Committee Meeting and costings are looked at in detail.

ACTION: Town Clerk

m. GDPR and FOI – Town Council email accounts

RESOLUTION: That all Cllrs are strongly urged to set up separate email accounts for Council business to protect against GDPR / FOI requests against their own private email addresses.

ACTION: Councillors

RESOLUTION: That Cllrs inform the Clerk of any changes to their email address for the distribution of Council information.

ACTION: Councillors

n. NLC – Damaged bin, The Green

RESOLUTION: That the response regarding not replacing the bin is noted and the situation regarding litter in the area is monitored.

ACTION: Councillors

o. HSBC - Safeguard Review for Torksey's Charity

RESOLUTION: That Cllr Garritt, Cllr Cossey and Cllr Boyd are added to the Torksey Charity bank mandate and the Clerk responds to the enquiries from the HSBC review team.

ACTION: Cllrs Garritt, Cossey and Boyd/Town Clerk

p. SLCC – Local Training Seminar, Lincoln, 17 July 2019. £80 + travel and VAT

RESOLUTION: That approval is given for the Clerk to attend.

ACTION: Town Clerk

q. KORC/Gainsthorpe Quarry update meeting – Thursday 13th June, 11am

RESOLUTION: That Cllr Startin attends to represent this Council.

ACTION: Cllr Startin

r. NLC - Changes to 94 bus service from 10th June 2019 – noted by the Council.

s. Bell Wright & Co – Proposed Lease of Wormwood Hill Amenity Land

RESOLUTION: To take details of this agreement to the June Promoting Kirton Committee meetings for discussion of the costs for existing contractors to take on the maintenance required.

ACTION: Town Clerk

RESOLUTION: That with a break-clause in place the lease is accepted.

ACTION: Town Clerk

Cllr Gunn requested that it is recorded that she voted against this proposal.

t. Kirton in Lindsey Society – Spring Festival thank you letter – noted with appreciation.

u. Office closure 3rd-14th June inclusive

RESOLUTION: That the office closes for two weeks with automated messages on email, phone lines and a sign on the office door noting the closure and contact details for the Mayor and Deputy Mayor in terms of extreme urgency.

ACTION: Town Clerk

RESOLUTION: That access keys as required are lodged with the Mayor for any urgent matters.

ACTION: Town Clerk

1905/20

Planning

a. The Council considered the following planning applications:

- i. Number: PA/2019/701
 Proposal: Planning permission 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 (re-submission of PA/2018/1733).
 Site: Lautrec, Grayingham Road, Kirton In Lindsey, DN21 4EL
 Applicant: Mr Rod Rowbottom
[Extension for comment agreed by planning officer]

RESOLUTION: That the Clerk responds with "No Comment". ACTION: Town Clerk

ii.

- Number: PA/2019/641
 Proposal: Planning permission to retain amended siting of the dwelling (formerly plot 73) previously approved under PA/1999/0920
 Site: 16 Barley Close, Kirton In Lindsey, DN21 4FF
 Applicant: Miss Rachel Taylor, Truelove Property & Construction Ltd

RESOLUTION: That the Clerk responds with "No Comment". ACTION: Town Clerk

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

(i) **PA/2018/2306** – FULL PLANNING PERMISSION to erect a two-storey extension and alterations to form one dwelling at Cosy Cottage, 2 March Lane, Kirton in Lindsey, DN21 4NY.(ii) **PA/2019/472** – FULL PLANNING PERMISSION to erect a two-storey and single-storey rear extension at 34 Dunstan Villas, Kirton in Lindsey, DN21 4PF.(iii) **PA/2017/440** – WITHDRAWN planning permission for the change of use of land for Airsoft events and Zombie experience at RAF Kirton in Lindsey, B1400 from B1398 to B1205, Kirton in Lindsey, DN21 4HZ.

The Council noted that no notification was received regarding PA/2019/472.

RESOLUTION: That a letter is written to the Ward Councillors expressing concern about not receiving notification of the planning application. ACTION: Town Clerk

1905/21

Financei. Income and Expenditure

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 Clerkii. Internal Control

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

d. The Council approved the 2019-20 Reserves Statement and this was signed.

e. The Council approved the Mayoral Allowance 2019-20 including the process for payment.

RESOLUTION: That the Mayoral Allowance for 2019-20 remains £650 and will be claimed on an 'as-required' basis through receipts. ACTION: Town Clerkiii. External Control

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

b. The Council completed, approved and signed the 2018-19 Annual Governance Statement.

ACTION: Town Clerk

c. The Council completed, approved and signed the 2018-19 Accounting Statements.

ACTION: Town Clerk

d. The Council confirmed the appointment of an internal auditor for 2019-20

RESOLUTION: That Richard Dixon is appointed internal auditor for 2019-20.**ACTION: Town Clerk**

1905/22

Agenda for next and future meetings

The Council noted items Councillors wished to Agenda for the next or future meetings.

Cllr Gunn requested concerns about grass cutting at the Windmill Plantation.

Cllr Startin requested discussion about the Town Council noticeboard at South Cliff Road.

Cllr Boyd requested concerns about the bus stop at Turner Street.

Signed:

Dated:

Cllr Boyd requested clarification on the reporting of complaints by residents.
Cllr Boyd requested clarification on Cllr performance figures/attendance register.

ACTION: Town Clerk

1905/23

Date of next Meeting

a. The Council confirmed the date and time of the next Full Town Council Meeting as (subject to any change in circumstances):

Wednesday 26th June 2018 at 7:00pm

at the Town Hall, High Street, Kirton in Lindsey

and noted that a Trustees meeting would take place immediately prior to this at 6:30pm.
Agenda items were requested before Monday 17th June.

b. The Council noted the date of the next Promoting Kirton and General Purpose Committee Meetings as Monday 24th June with agenda items requested prior to Friday 14th June.

The meeting closed at 9:45pm

Signed:

Dated: