



**Minutes of the Meeting of Kirton in Lindsey Town Council held on
Wednesday 26th June 2019
at the Town Hall, High Street, Kirton in Lindsey at 7:00pm.**

Members present: Cllr Pat Frankish (Chair), Cllr Billy Boyd, Cllr Kathy Cooper, Cllr Geoff Cossey, Cllr David Garritt, Cllr Tony Kitchen and Cllr Jack Startin.
Also present: 3 members of the public and Town Clerk: Neil Taylor-Matson.

Prior to the meeting prayers were led by Cllr Frankish.

Public Participation:

A member of the public raised concerns about inconsiderate parking around Cornwall Street and Moat House Road by those visiting the Doctors Surgery. This was raised due to becoming more of a problem and a hazard with the suggestion that yellow lines are requested to be installed. The Council thanked the resident for their comments and suggested that the issue could be raised at the next Regeneration Meeting with North Lincolnshire Council as the no parking markings around the primary school appear to have moved a parking issue closer to the Doctors Surgery. It was also raised that the Highway Code has specific guidance for parking on or near corners of the highway and so people parking in this area may be committing traffic offences. A further recommendation was to utilise some of the wide grass verges along Moat House Road to create parking spaces.

The member of the public also raised concerns about the number and size of the advertising displays outside the new Costcutter shop in the Market Place as it was felt to be out of keeping with the town and against the nature of the conservation area. The Council thanked the resident for raising their concern and noted that the matter had been discussed at the earlier meeting of the Trustees and would be taken forward.

A member of the public explained that they were able to answer any queries the Town Council had regarding 1906/11 (o) – KLASSIC Park trusteeship - to assist with decision making. The Council responded with thanks noting that the meeting would be suspended during the item in order for Councillors to ask any questions relating to the matter.

MINUTES

- 1906/01 Apologies for Absence
a. Apologies for absence were received from Cllr Gunn (work) and Ward Cllr England (holiday).
b. The Council received the resignation of Cllr Peter Yallop and noted the period of 14 days notice issued by North Lincolnshire Council prior to the opportunity to fill the vacancy by co-option.
c. The Council discussed the recording of Councillor attendance at meetings. (*FC1905/22 refers*)
Cllr Boyd raised concerns following the appearance of notices around the town in the election period and the reflection they presented of the attendance of Councillors at Council Meetings. The Council discussed the requirements to record attendance, and considered the concerns of presenting the data from the publication of the attendance register in different formats and the resulting discrediting of Councillors ability to attend meetings due to a wide range of factors influencing apologies.
RESOLUTION: That the data continues to be recorded by the Town Clerk as required, however it is no longer published.
ACTION: Town Clerk
- 1906/02 Declaration of Interests / Dispensations
a. No Declarations of Interest were made
b. No dispensations were reported.
- 1906/03 Minutes
a. The Council considered the minutes of the Full Council Meeting held on 22/05/2019.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council received an update from the Clerk regarding tasks and actions, noting 13 out of the 54 actions raised at the May meeting remained outstanding along with 7 further actions from previous meetings. It was noted that good progress had been made through the May actions considering the two weeks annual leave taken by the Clerk at the beginning of June.
Cllr Boyd queried if trees at the development site off Station Road had tree preservation orders or not as he had noticed some trees had been removed. Cllr Boyd advised to check the planning consent notice or enquire with North Lincolnshire Council.

Signed:

Dated:

1906/04

Policies and Procedures

a. The Council considered the adoption of the revised Standing Orders following the resolution to do so at the Annual Meeting of the Town Council. A minor change to the required membership number for committee meetings was noted and thanks were given to the small working group who worked on updating the Standing Orders document.

RESOLUTION: That the revised Standing Orders were adopted. ACTION: Town Clerk

b. The Council noted that the Lone Worker Policy is still in development and will be taken to the next Personnel & Disciplinary meeting for review prior to recommendations for Full Council.

ACTION: Town Clerk

1906/05

Report from Ward / North Lincs. Councillors

No Ward Councillors were present and no report was received.

1906/06

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 Pat Frankish

Cllr Frankish reported there had been no Civic Events since the last meeting. Cllr Frankish discussed the proposal for the Mayor's Charity 2019-2020 to raise funds for the development of a formal garden at the Garden of Edward Elmhirst Duckering as was originally planned when the land was gifted to the town, to form a wider peace garden adjacent to the War Memorial. Cllr Frankish will seek to commission an artists impression and look to include an article in the September edition of Kirton First to coincide with the Civic Service.

RESOLUTION: That in principle the Town Council support this concept.

- Councillor Reports including;

- KORC/Gainsthorpe Quarry Meeting 13/06/2019

Cllr Startin reported on attending the meeting with environmental health and NLC Highways reporting they are happy with the progress seen since the last meeting. Very few recent complaints have been reported.

- Footpaths Interest Group 18/06/2019

The Town Clerk reported on the latest meeting of the group and asked the Council to consider the monitoring of the contracted works under the Parish Paths Partnership to determine if improvements are on track. Two complaints from residents about the condition of the public rights of way had been reported via NLC and the Clerk had responded that the maintenance is in line with the partnership agreement with NLC of funding for four cuts per year.

- Lincolnshire Show 19/06/2019

Cllr Garritt reported on a useful networking event with West Lindsey District Council's Chair, Cllr Steve England which demonstrated shared issues and common themes across local councils. There has been a large uptake of Neighbourhood Plans in the West Lindsey area and information was shared including the details of a planning consultant who may be able to assist with the Kirton in Lindsey Neighbourhood Plan.

- Neighbourhood Plan 20/06/2019

Cllr Garritt reported on the latest meeting of the group, which was very positive and is a stable group of eleven interested residents. The overall vision and objectives are the current focus to be finalised for the Gala where they will be having a stand to engage with more residents.

- The Clerk noted that the NATs meeting was due to be held this evening and apologies from the Town Council representatives had been sent due to the clash with this Full Council meeting.

1906/07

Kirton Regeneration Group

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

The Clerk updated the Council reporting that the Cabinet Member Support Officer had confirmed that she was still awaiting information from the Leader in order to schedule the next meeting date.

a. Car parking provision.

The Clerk updated the Council on the receipt, yesterday 25/06/2019, of detailed pre-planning advice following the application at the end of April. The advice details around 15 requirements to consider as a basis to progress to a planning application. The Clerk recommended meeting to discuss the response in detail and prepare the next steps.

RESOLUTION: That all documentation received is sent to all Councillors and the item is placed on the next General Purpose Committee Meeting for discussion, and then for recommendations to be submitted to the July Full Council Meeting.

ACTION: Town Clerk

Signed:

Dated:

RESOLUTION: That the Clerk meets with Cllr Garritt to discuss development of the required reports and plans and to discuss contractors who can assist with the required information. ACTION: Town Clerk/Cllr Garritt

b. Vincent Hall.

The Clerk noted that the development of the management plan to provide to North Lincolnshire Council is to be finalised.

RESOLUTION: That Cllr Frankish and Cllr Startin prepare the management plan for submission to NLC within the next two weeks. ACTION: Cllrs Frankish/Startin

1906/08

Open Spaces

a. The Council received the monthly play park inspection report from Cllr Kitchen for signature and agree any actions required.

RESOLUTION: That Cllr Kitchen adjusts the two self-closing gates.

ACTION: Cllr Kitchen

RESOLUTION: That Cllr Kitchen installs the beaters to the xylophone.

ACTION: Cllr Kitchen

RESOLUTION: That the contractors are reminded to trim the grass around the play equipment.

ACTION: Town Clerk

RESOLUTION: That the Clerk researches costings for replacement beaters for the bongo drums.

ACTION: Town Clerk

b. The Council received an update on grounds maintenance contracts and agreed any actions required.

RESOLUTION: That monitoring of the areas should consist of the receipt of feedback from residents.

RESOLUTION: That there is no further action required on the parking of contractors vehicles.

RESOLUTION: That the costs for the collection and disposal of grass cuttings is too high for the Council to accept and take on, with consideration given to the standards of practice in other neighbouring locations.

RESOLUTION: That weed spraying along roads and footpaths is not required as NLC have completed this work and any areas missed will need highlighting to NLC.

RESOLUTION: That weed spaying of the grass verges is not required and the cutting alone is adequate.

RESOLUTION: That Cllr Kitchen installs non-slip paint onto the wooden flooring of the play boat.

ACTION: Cllr Kitchen

c. The Council discussed the remedial action taken regarding the commemorative oak tree planted on the Green and agreed any actions required following the meeting of the Charity Trustees.

Cllr Startin discussed damage caused to the oak tree and its tree guard and the work carried out by Cllr Startin and a resident of the town to restore the position and viability of the tree. Cllr Startin expressed thanks to the resident for their assistance.

RESOLUTION: That the situation continues to be monitored and is raised again by the Town Council at their meetings in the autumn if further action is felt necessary.

1906/09

Allotments

The Council received updates on progress at the allotment site and agreed any actions required.

Cllr Startin noted that quotations were in progress for gates and that a new member had joined the working group and was assisting with progressing the site. Brambles, nettles and elder had now been treated at the site. The Clerk provided the quotation received for the cultivating of the area once the tree stumps were cleared.

RESOLUTION: That the Clerk chases up the removal of the tree stumps with the contractor.

ACTION: Town Clerk

RESOLUTION: That the cultivating of the area is reconsidered after the tree stumps have been removed.

ACTION: Town Clerk

1906/10

Cemetery

The Council received updates from Councillors on the upkeep of the cemetery and agreed any actions required;

- spoil at the rear of the cemetery area

RESOLUTION: Cllr Startin to liaise with contractor to arrange for the clearance of the majority of the area.

ACTION: Cllr Startin

- leaking tap within cemetery

RESOLUTION: Cllr Kitchen aware of the issue and scheduling the required work.

ACTION: Cllr Kitchen

The Clerk reported the tree stump outside the cemetery had now been reduced down by NLC and that the lower branches from the trees at the entrance of the cemetery had been removed for public safety and noted the receipt of a request from a property neighbouring the Cemetery for the removal of further tree branches.

RESOLUTION: Costings to be sought for the removal of dangerous tree branches.

ACTION: Town Clerk

1906/11

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

- Office of the Police & Crime Commissioner Bimonthly Newsletter – May 2019 – available for distribution. **RESOLUTION: Forward copy to Cllr Cooper.** **ACTION: Town Clerk**
- Chains of Office and Mayoral Board updates – noted as *expected 08/07/19 & 27/06/19*
- Ongo – Land at Eastdale Drive to provide path to Station Rd Co-Op update – response from Ongo noted: 19/06/2019: "We are currently in the process of establishing a quotation for the envisaged path requirement. When we are in a position to consider the quoted works, we will advise you accordingly of our intended approach and timeline."
- Enquiry relating to cemetery grave – Clerk to respond to family history queries.
- ROSPA Playground Inspection – August 2019 – noted as booked
- NLC Declarations of Interests forms – noted amendments to be sent to NLC as requested
- NLC notification of removal of trees adjacent to 11 Redbourne Mere – noted as received.
- Grove Street Lease – Cadent update – noted that information has confirmed the land outside the cemetery was acquired by NLC in May 1939 from Kirton Parish Council but it was only registered in 2006 to NLC during the voluntary land registration process.
- Response from Ward Cllr John England re planning application PA/2019/472 – noted that Ward Cllr England sent through the concern to the Chief Planning Officer.
- Any correspondence received after the Agenda was published – the Clerk noted receipt of NATs notification and details from the RAF Benevolent Fund for promotion.

Correspondence for Discussion

- Town (Council) assets – Noticeboards at South Cliff Rd and Doctor's Surgery.
 - Request from new tenant at South Cliff Road for the removal of the noticeboard from the site as it will block their signage for their premises.

RESOLUTION: That the noticeboard is removed from South Cliff Road and installed in the cemetery with the current cemetery noticeboard to be temporarily stored.

ACTION: Town Clerk
 - Point of note from Cllr Startin regarding access to the noticeboard outside the Doctor's Surgery.

RESOLUTION: That the Town Council write to the Practice Manager to seek improved access for residents to display community notices. **ACTION: Town Clerk**
- ERNLLCA annual meeting resolutions

RESOLUTION: No resolutions put forward for the meeting.
- ERNLLCA Planning course

RESOLUTION: That Cllr Cooper and the Clerk attend the course. **ACTION: Town Clerk**
- NLC Community Champions 2019

RESOLUTION: One nomination was put forward for the Awards and any others will be notified to the Clerk. **ACTION: Town Clerk**
- KLASSIC Request re Trusteeship

RESOLUTION: That this Council agrees in principle to the transfer of the trusteeship of KLASSIC Park having investigated income and expenditure, hours of work and other running costs to make an informed choice. **ACTION: Town Clerk**
- Letter from Andy Long and response from Ward Cllr Neil Poole re grass cutting devolution

The Council noted a meeting organised by Ward Cllr Poole to look into issues remaining unresolved submitted by the Online Portal and around devolved grass cutting and the parish paths partnership. Cllr Startin queried the role of the Ward Officers and the Clerk reminded the Council that one of the conditions of the agreement to accept the Precept Grant from NLC was that all reporting is to be carried out via the Online Portal only.

q. NLC Winter in Bloom Grant Presentation 26/07/2019

RESOLUTION: That Cllr Cooper attends the presentation. ACTION: Town Clerk

r. SLCC Branch Training Day – 15th July 2019 (£15 plus travel to Barton)

RESOLUTION: That the Town Clerk attends this training. ACTION: Town Clerk

1906/12

Town Council Performance – Resident complaints

To agree a process for recording and monitoring Town Council performance with reference to complaints received by the Town Council and results in resolving the complaints. (FC1905/22 refers)

RESOLUTION: That no new process is required. Cllrs resolve and assist others. No further reporting is required. Cllrs roles are to signpost residents to help them with questions, queries or complaints and direct them to the right place for resolution. If further assistance is needed the Cllr should seek that assistance to enable them to help the resident.

b. To discuss concerns raised by Cllr Gunn regarding grass cutting at the Windmill Plantation.

RESOLUTION: That it is clarified to Cllr Gunn that this Council is not empowered to do anything regarding the grass cutting at the Windmill Plantation and to note the residents actions taken resolving the issues initially by approaching the land owners directly to request action. That Cllrs will support other Cllrs if they are unsure of actions they can and should be taking. ACTION: Cllrs

RESOLUTION: That the Town Council writes to Truelove Property and Construction to note complaints received and request details of action to be taken to resolve the maintenance issues at the site. ACTION: Town Clerk

c. To discuss concerns raised by Cllr Boyd regarding the bus stop at Turner Street.

RESOLUTION: That Cllr Boyd assists the residents to contact NLC to report the problem. ACTION: Cllr Boyd

1906/13

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

ii. Internal Control

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

Cllr Startin queried pension payments recorded on the Finance Report and the Clerk explained the percentages of pension contributions.

1906/14

Agenda for next and future meetings

Cllr Garritt: Wild flowers in highway verges – trial area

Cllr Startin: monitoring of trees in the cemetery and trees generally on Town Council land

Cllr Frankish: monitoring generally – areas of responsibility.

1906/15

Date of next Meeting and Agenda Deadline

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

**Wednesday 24th July 2019 at 7pm
at the Town Hall, High Street, Kirton in Lindsey
NOTE: AGENDA ITEMS BEFORE MON 15th JULY**

The meeting closed at 9:05pm

<u>Present:</u>	Cllr Pat Frankish
	Cllr David Garritt
	Cllr Billy Boyd
	Cllr Kathy Cooper
	Cllr Geoff Cossey
	Cllr Tony Kitchen
	Cllr Jack Startin
<u>Apologies:</u>	Cllr Karen Gunn

Signed:

Dated: