



**Minutes of the Meeting of Kirton in Lindsey Town Council held on  
Wednesday 26<sup>th</sup> February 2020  
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 Hazel Fox, Cllr Garritt, Cllr Gunn & Cllr Jack Startin.  
Also present: Michael Orridge, Origin Design Studios and 1 member of the public (part) and Town Clerk: Neil Taylor-Matson.

Prior to the meeting prayers were led by Cllr Frankish.

**Public Participation:**

- A resident updated the Council on progress with the Traingate project, providing hard copies of planning application forms received from North Lincolnshire Council and design concepts for the wider Wormwood Hill projects. The resident noted that an article had been written by the In Bloom Group to appear in the March edition of Kirton First to inform residents of the plans.

**MINUTES**

- 2002/01 Apologies for Absence  
a. Apologies were received from Cllr Geoff Cossey and Ward Cllrs England, Foster and Poole.  
b. The Clerk reported the resignation from the Town Council of Cllr Kitchen on health grounds.  
**RESOLUTION: That a letter of thanks for his service on the Town Council is sent to Cllr Kitchen.**  
**ACTION: Town Clerk**
- 2002/02 Declaration of Interests / Dispensations  
a. Cllr Cooper declared an interest in In Bloom matters.  
b. Dispensations were granted to Cllr Frankish to enable her to take part in discussions relating to In Bloom and Neighbourhood Plan without having to declare an interest as a member of the In Bloom and Neighbourhood Plan groups. This decision was made as without the dispensations the number of persons prohibited from participating in any particular business could be so great a proportion of the body transacting the business as to impede the transaction of the business. These dispensations shall expire on the date of Town Council elections in May, 2023.
- 2002/03 Minutes  
a. The Council considered the minutes of the Full Council Meeting held on 22/01/2020.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 10/02/2020.  
c. The Council received the draft minutes of the General Purposes Committee Meeting held 10/02/2020.  
d. The Council received an update from the Clerk regarding tasks and actions, noting 6 out of the 25 actions raised at the January meeting remained outstanding along with 18 further actions from previous meetings.
- 2002/04 Report from Ward / North Lincs. Councillors  
The Clerk reported apologies from all three Ward Cllrs received at 16:16, with a ward report detailing the completion of "the gruelling NLC budget meeting. There will be a 1.9% general increase plus 2% social care, the same as last year."
- 2002/05 Town Car Parking Provision  
The Council considered temporarily suspending the meeting to receive an update from Origin Design Studio on architectural design plans and to agree and discuss information required for Origin Design Studio to progress their work on the project.  
**RESOLUTION: That the meeting be suspended.**  
Michael Orridge provided an overview of the initial design plan and called for questions and discussion to progress matters and resolve current uncertainties. The density, width of parking bays, access and egress, visibility, signage and provision of car parking spaces for the disabled were all discussed.  
**RESOLUTION: Matters discussed to be taken back by Origin Design Studio and the design plans developed in line with the Town Council's vision.**  
**ACTION: Town Clerk**  
**RESOLUTION: That the meeting was resumed.**
- 2002/06 Mayor's & Delegate's Report  
The Council received reports from the Mayor, Councillors and Proper Officer attending meetings on behalf of the Council:  
  - Chair's Report/Civic Events – Cllr Pat Frankish reported attendance at the following Civic Events:
  - Barton Town Council Civic Dinner 01/02/2020
  - Hessle Town Council Civic Service 02/02/2020
  - Kirton in Lindsey Town Council Civic Dinner 15/02/2020
  - Immingham Town Council Civic Service 23/02/2020

Signed:

Dated:

- Councillor and Proper Officer Reports including;
  - Neighbourhood Plan meeting 23/01/2020 & 06/02/2020 – Cllr Garritt reported that with the NLC Local Plan consultation now in progress the Neighbourhood Plan can also now start to move forward and will be present at the Local Plan Consultation to be held at the Town Hall on 12<sup>th</sup> March to discuss the Neighbourhood Plan with residents. A planning consultant is now on board, SurveyMonkey online surveys are ready and the full questionnaire will be included as part of an article for the March edition of Kirton First.
  - NLC Markets Policy Consultation 24/01/2020 – the Clerk updated the Council on revisions and changes to the policy which will impact on the Council's events.
  - Play area meeting 28/01/2020 – The Clerk reported an interesting meeting with Team Sport & Play with solutions to equipment issues at the play area.
- RESOLUTION: That this is taken to the General Purposes Committee for full discussion and consideration.** **ACTION: Town Clerk**
- NATS 29/01/2020 – Cllr Cooper updated the Council on the matters discussed which included the revision of the Community Speedwatch scheme, concerns at Barnard Meadows, the reporting procedure for verge parking, increase in reporting of incidents as anti-social behaviour which the police classify as nuisance rather than anti-social behaviour and problem parking within the town which residents are urged to report on each occasion they occur for action to be taken. It was noted that flooding will become a new issue for the NATS team given recent problems with continued heavy rainfall, the promotion of the Walking to Health Scheme and the review of the 30mph speed limit boundaries at Gainsborough Road were discussed.
  - Regeneration Meeting / Vincent Hall Meeting 30/01/2020 & 13/02/2020 – to be updated at FC2002/08.
  - VE Day 75 08/05/2020 meeting 30/01/2020 – Cllr Fox and Cllr Cooper reported a positive meeting of the various parties and noted the next meeting towards the end of March.
  - Cyber Security VANL Training 30/01/2020 – the Clerk noted a useful session on the risks companies continue to face and the procedures and policies to be in place to protect digital assets.
  - Grounds Maintenance handover meeting 10/02/2020 – Cllr Frankish and Cllr Cooper reported a positive meeting with the new point of contact following the buyout of the company. The Clerk has requested a form of check sheet to continue in the interim whilst a digital version of live updates / emails is under development.
  - Being A Good Employer ERNLLCA Training 14/02/2020 – the Clerk noted the current relevance of the training and the provision of booklets for members of the P&D Committee, with further copies potentially available if other Cllrs would like them.
- RESOLUTION: Cllrs to inform the Clerk if they wish to have a copy of the Being A Good Employer guide.** **ACTION: Cllrs**

2002/07

Financei. 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. (February 2020)

**ACTION: Town Clerk**ii. Internal Control

The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (January 2020)

2002/08

Kirton Regeneration Group

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

a. Car parking provision

The Clerk noted drainage and heritage reports were the final reports to be arranged by JHG Planning and confirmed that an acoustic report would be submitted by S&D Garritt Ltd. The Clerk to continue to liaise with JHG Planning and Origin Design Studio to progress the work.

b. Vincent Hall

The Clerk noted that a draft business plan had been expected from North Lincolnshire Council following two meetings of a workshop group to move forward the bid to the MOD for the building. The report had been chased up with the officers and Ward Cllrs on a number of occasions, but due to not receiving it the matter could not be further discussed or progressed this evening.

**RESOLUTION: Cllr Cooper offered to contact the NLC Leader for an update.** **ACTION: Cllr Cooper**

The Clerk noted that Huntcliff Academy, with a view to making use of the building for sports provision should it be secured by the Town Council, have requested that a cycleway linking Huntcliff Academy to Vincent Hall is created. This request is currently with a dedicated team at NLC working on the creation of new cycle-ways and public rights of way.

c. Traingate Project

The Clerk updated the Council, reporting that NLC had advised that the Sustainable Development Fund should be applied to for the funding rather than the Community Pot. This requires the planning permission to be applied for and the provision of evidence of community engagement and support along with a variety of other evidence based information which requires to be collated together – the application has a deadline of 20<sup>th</sup> March 2020. Planning permissions costs cannot therefore now be applied for as part of the funding application.

**RESOLUTION: That planning permission is applied for with costings to do so approved.**

**ACTION: Town Clerk**

**RESOLUTION: That the funding application form is taken to the Promoting Kirton Meeting for**

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**full discussion and completion.****ACTION: Town Clerk**

2002/09

Policies and Procedures

a. The Council reviewed Standing Orders which had laid on the table from the last meeting.

**RESOLUTION: The Council confirmed that Standing Orders should be amended to increase the number of Cllr members of Committees allowed to seven.****ACTION: Town Clerk****RESOLUTION: That Cllr Fox is added to the membership of the Promoting Kirton Committee.****ACTION: Town Clerk****RESOLUTION: That Cllr Fox is added to the membership of the General Purposes Committee.****ACTION: Town Clerk****RESOLUTION: That Cllr Cossey is approached to ask if he wishes to join the General Purposes Committee.****ACTION: Town Clerk**

b. The Council reviewed the Play Area Risk Assessment, last approved March 2019

**RESOLUTION: That this Policy requires no amendments.****ACTION: Town Clerk**

c. The Council reviewed the Cemetery Risk Assessment, last approved March 2019

**RESOLUTION: That this Policy requires no amendments.****ACTION: Town Clerk**

d. The Council considered the draft Environmental and Bio-Diversity policies prepared by the General Purposes Committee for approval and adoption.

**RESOLUTION: That these Policies are approved and adopted.****ACTION: Town Clerk**

e. The Council received an update from the Blue Lights Brigade and decided any actions required.

**RESOLUTION: That support in principle will be provided for any funding applications the group apply for in this area, however the direct funding of the group is not considered to be in the interests of this Town Council due to the existing goodwill nature of the town community demonstrated in previous emergency situations.****ACTION: Town Clerk**

f. The Council received an update and considered any action required regarding events capacity.

The Clerk detailed current and immediate workload to the Council and requested they advise on which tasks and actions be dropped in order that the workload becomes manageable for one member of staff.

**RESOLUTION: That Cllr Frankish and Cllr Fox offer support to the Clerk for preparation work required for the Summer Gala and that Cllr Frankish and Cllr Garritt offer support to the Clerk with the Traingate and car park planning applications.****ACTION: Cllrs Frankish, Fox & Garritt**

2002/10

Open Spaces

The Council received the December monthly play park inspection report from Cllr Kitchen for signature.

**RESOLUTION: That Cllr Fox takes over completion of the monthly inspections.****ACTION: Cllr Fox****RESOLUTION: That the Clerk provides Cllr Fox with details on outstanding tasks and overview of the play area inspection sheets.****ACTION: Town Clerk**

2002/11

Allotments

Cllr Startin updated the Council there was no current progress to report at this time and the Clerk noted that contact details for arranging the cultivation of the land had been passed to the Working Group.

2002/12

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 Informationa. Noted in Friday Digest reports sent to all Councillors weekly. *See Appendix A, available on request.*b. The Council noted correspondence received after the Agenda was published – the Clerk noted three items of correspondence received – 1. ERNLLCA District Committee Meeting Date 16/04/2020; 2. Tree Survey on Town Council land work to commence next week, weather permitting; 3. SLCC Branch Training website accessibility legislation – to be taken to GP Committee for approval.Correspondence for Discussion

c. KLASIC Trusteeship – no update to report at this time.

d. Cllr Gunn – Dunstan House trees

**RESOLUTION: That information is sent to NLC noting the Town Councils' safety concerns around the trees at this property which adjoin South Cliff Road following trees falling in recent storms.****ACTION: Town Clerk**

e. ERNLLCA Financial Responsibilities Course

**RESOLUTION: Cllr Fox to check availability to attend.****ACTION: Town Clerk****RESOLUTION: Other Cllrs to inform the Clerk if they wish to attend.****ACTION: Town Clerk**

f. ERNLLCA Social Media Course

**RESOLUTION: Clerk authorised to attend.****ACTION: Town Clerk**

g. Lowland Search and Rescue funding request – noted received

h. Fusilier Way – fencing ownership query – noted received

i. North Lincolnshire Council s106 monies update – noted received

j. Clerk's Annual Leave 5<sup>th</sup> and 6<sup>th</sup> March**RESOLUTION: Clerk's leave authorised.****ACTION: Town Clerk**

Signed:

Dated:

2002/13 Agenda for next and future meetings  
Cllr Gunn: York Road maintenance issues.

2002/14 Date of next Meeting and Agenda Deadline  
The Council confirmed the date and time of the next Full Council Meeting as (subject to any change in circumstances):

**Wednesday 25<sup>th</sup> March 2020 at 7pm**  
**at the Town Hall, High Street, Kirton in Lindsey**  
**NOTE: AGENDA ITEMS BEFORE MON 16<sup>th</sup> MARCH**

The meeting closed at 8:38pm

|                  |                                                                                                                                           |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Present:</u>  | Cllr Pat Frankish<br>Cllr Billy Boyd<br>Cllr Kathy Cooper<br>Cllr Hazel Fox<br>Cllr David Garritt<br>Cllr Karen Gunn<br>Cllr Jack Startin |
| <u>Apologies</u> | Cllr Geoff Cossey                                                                                                                         |

Signed:

Dated: