Minutes of the Extraordinary Meeting of Kirton in Lindsey Town Council held on Wednesday 7th September 2022 at 7pm in the Town Hall, High Street, Kirton in Lindsey.

Members present: Cllr Joy Kofoed (Chair), Cllr Billy Boyd, Cllr Kathy Cooper, Cllr Hazel Fox, Cllr Pat Frankish, Cllr David Garritt, Cllr Jared Priestley and Cllr Suzanne Stephenson.
Also present: Town Clerk, Neil Taylor-Matson

Public Participation:
No matters were raised.

MINUTES

2209E/01 Apologies for Absence
Apologies were received from Cllr Karen Gunn.

2209E/02 Declaration of Interests / Dispensations
a. No declarations of interest were made with regard to the meeting agenda.
b. Dispensations were not discussed.

2209E/03 Allotments
The Council considered amendments to the Allotment Tenancy Agreement and in conjunction received and considered the Allotment Risk Assessment document and agreed actions required.
Cllr Kofoed noted thanks to Cllr Priestley for his assistance with the preparation of the Risk Assessment document, noting it was future proofed rather than just an interim measure. Cllr Priestley noted that the Action column of the document needed completion by the working group as they have the required level of knowledge of the site.
RESOLUTION: ***That the amended Allotment Tenancy Agreement was approved.***
ACTION: Allotment Working Group
RESOLUTION: ***That the Allotment Risk Assessment document was approved as a working document.*** **ACTION: Allotment Working Group**
The Council agreed the following other matters regarding the allotments:
RESOLUTION: ***That a further £230 is approved for additional costs required for the digger (previously approved at £70 min ref 2207/09) taking the total approved to £300.***
ACTION: Allotment Working Group
RESOLUTION: ***That an official application form to sit with the approved Allotment Tenancy Agreement is developed for future applications to the waiting list and for the first tenants to complete with their contact details.*** **ACTION: Allotment Working Group**
RESOLUTION: ***That the suggestion from the National Allotment Society to name the allotments The Platinum Jubilee Allotments is approved.*** **ACTION: Allotment Working Group**
RESOLUTION: ***That the National Allotment Society are asked to confirm the regularity required for allotment inspections and risk assessments to take place and insurance documentation is reviewed for the same, information to be reported back to the next relevant Full Council Meeting.***
ACTION: Allotment Working Group/Town Clerk
RESOLUTION: ***That the National Allotment Society are asked for a template document for allotment inspections.*** **ACTION: Town Clerk**
RESOLUTION: ***That the Allotment Risk Assessment is initially reviewed every six months, with the first review due in April 2023.*** **ACTION Town Clerk**
RESOLUTION: ***That the Clerk's recommendation received via the National Allotment Society that the tap at the site requires to be a push button tap is agreed.*** **ACTION: Allotment Working Group**
RESOLUTION: ***That the tenants deposit, as detailed in the Allotment Tenancy Agreement, is agreed to be £30.*** **ACTION: Town Clerk**
RESOLUTION: ***That if further aggregate is required for the car parking area and should funds be available in the Reserves allocated to the Allotments, up to another £400 (making £700 in total with the previously approved £300 min ref 2207/09) is approved for these works.***
ACTION: Allotment Working Group
RESOLUTION: ***That if further hardcore is required for the car parking area in addition to the above, thorough examination of what is needed is carried out and brought to the next relevant Full Council Meeting.*** **ACTION: Allotment Working Group**
Temporary signage for the site was shown to the Council by Cllr Kofoed, noting that a permanent sign would be developed in due course.

2209E/04 Dates of Next and Future Meetings
The Council noted the dates of the next scheduled meetings:

- Promoting Kirton Committee – Monday 12th September 2022 7:15pm

Signed: Dated:

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- General Purpose Committee – Monday 12th September 2022 8:15pm
- Full Council – September 2022 – Wednesday 28th September 2022 7pm

The meeting closed at 7:25pm

Present:	Cllr Joy Kofoed Cllr Billy Boyd Cllr Kathy Cooper Cllr Hazel Fox Cllr Pat Frankish Cllr David Garritt Cllr Jared Priestley Cllr Suzanne Stephenson
Apologies:	Cllr Karen Gunn

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Signed: Dated: