



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 26th July 2023
at the Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Kathy Cooper, Cllr Adam Delsignore, Cllr Pat Frankish, Cllr David Garritt, Cllr Karen Gunn, Cllr Joy Kofoed and Cllr Suzanne Stephenson.

Also present: Assistant Clerk, Cheri Morton, Town Clerk, Neil Taylor-Matson and two members of the public (part).

MINUTES

- 2307/01 Apologies for Absence
Apologies were received from Cllr Billy Boyd.
- 2307/02 Declaration of Interests / Dispensations
a. Cllr Frankish declared a pecuniary interest in item 2307/06 (ii). Cllr Fox declared a personal interest in items 2307/06 (ii) and 2307/09 (c). Cllr Cooper declared a personal interest in item 2307/06 (ii).
b. No dispensations were granted.
c. All Councillors noted receipt of the 2022-23 Standards Committee Report from North Lincolnshire Council (NLC) and notification of training sessions on the standards regime, interests and local arrangements.
- 2307/03 Public Participation
A member of the public presented views on PA/2023/1166 and asked that the Council consider them in its response to the planning application. Points included design palette; site levels information; orientation of dwellings planned; urban nature of plan with no soft landscaping; fencing density; lack of renewable energy plans; lack of phasing information; problematic positioning of public open space and maintenance of planned bio-diversity area.
- 2307/04 Minutes
a. The Council considered the minutes of the Full Council Meeting held 28th June 2023.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council received the minutes of the Personnel & Disciplinary Committee Meeting held 26th June 2023.
c. The Council received the minutes of the Promoting Kirton Committee Meeting held 10th July 2023.
d. The Council received the minutes of the General Purposes Committee Meeting held 10th July 2023.
e. Actions arising – the Council considered the recommendation from the Promoting Kirton Committee for the printing of town map leaflets at £143.00 for a run of 1000.
RESOLUTION: That the recommendation is approved. **ACTION: Town Clerk**
- 2307/05 Report from Ward / North Lincolnshire Councillors
Ward Councillor David Garritt provided an update noting initiatives of NLC for enforcement around anti-social drinking and cycling in some town centres; the proposal for a prohibition of open water swimming but this had received little public support; confirmation of the Kirton Regeneration Meeting at 10am on 1st August; the delay to the outside gym equipment planning application due to an administrative error with no case officer assigned; the chasing up park maintenance local agreement (costs) information without response; clearance of weeds across the town as not urgent and a schedule is in place; Ward Officer is chasing outstanding highway issues; the confirmation of the appeal decision regarding Grayingham Road housing application; the response received back regarding enforcement of dog fouling and littering; Neighbourhood Plan funding reopened nationally. In response to Cllr Cooper, Cllr Garritt confirmed the new Local Plan is currently with central government for decision and Cllr Kofoed requested that outstanding issues from the Town Council which remain with NLC to resolve are added to the Regeneration meeting agenda. There was discussion from Councillors that the Town Council should try to progress a Neighbourhood Plan for the town. Cllr Garritt confirmed he would chase up progress with pothole repairs in response to a query from the Town Clerk.
- 2307/06 Planning
a. The Council received an update from the s106 monies working group and agree any actions required.
RESOLUTION: That a plan should be developed for creating a wildflower area at the landfill site on Redbourne Mere. **ACTION: Regeneration Group/s106 Working Group**
b. The Council received notification of a short presentation to take place at the start of the September Full Council from the Extensive Urban Survey team, regarding the Kirton in Lindsey survey and resulting document as requested.
c. The Council considered the following planning applications:
i. Application: PA/2023/1166
Proposal: Application for approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline application PA/2022/588 dated 26/03/2021 for a residential development comprising up to 81 dwellings, open space and associated infrastructure.
Site Location: Land off Ings Road, Kirton in Lindsey, DN21 4BX

Signed:

Dated:

Standing Order 3 e was temporarily suspended to allow a member of the public to address the Council.

RESOLUTION: That the Clerk responds "Object" to this planning application, acknowledging that outline planning permission has been granted for the development at Appeal, but objecting to the reserved matters application on the following points: design layout including mass and urban nature; lack of clarity on maintenance of biodiversity landscaping area; lack of recent nature and wildlife habitat surveys; lack of information for site levels; orientation of proposals; lack of information regarding the protection of historic hedgerows; proposed use of access through Lane End; lack of information on flooding and drainage mitigation; lack of detail on environmental future proofing; lack of phasing information; lack of information on s106 contributions. To note that with these matters addressed, more support could be offered to the application.

ACTION: Town Clerk

ii. Application: PA/2023/1069

Proposal: Planning application to erect a two-storey extension above existing shop to provide 3 flats, erection of external staircase to side, cycle parking and bin storage.

Site Location: 11 High Steet, Kirton in Lindsey, DN21 4LZ

Cllr Frankish left the room before the discussion started. Cllr Fox and Cllr Cooper did not take part in the vote or discussion.

Cllr Kofoed chaired the debate.

Standing Order 3 e was temporarily suspended to allow a member of the public to address the Council.

RESOLUTION: That the Clerk responds "Object" to this planning application on the following matters: high level of impact and harm on the grounds of heritage; no provision for additional parking; impact on Town Hall (Design and Access statement), materials out of character; design including height and balconies; impact on public right of way; method of construction - engineering and archaeological investigations required; Christmas lighting infrastructure.

ACTION: Town Clerk

For information only:

Application: PA/2023/1040

Proposal: Planning permission to erect outdoor gym equipment and a steel bench

Site Location: KLASSIC Field, Ings Road, Kirton in Lindsey, DN21 4BX

d. The Council received the following decision notification from North Lincolnshire Council:

- i. PA/2023/668 – FULL PLANNING PERMISSION – to install a motor control centre (MCC) kiosk at Sewage Works, Moat House Road, Kirton in Lindsey, DN21 4DD.

2307/07

Mayor & Delegates Reports

The Council received reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council, which included a written report from the Mayor:

i. Mayor's Report on Civic Events attended – Cllr Hazel Fox:

- West Lindsey District Council - Lincolnshire Show – 21st June. Comment was noted from the Mayor of Market Rasen regarding a wish to renew relationships between Town Councils.
- Primary School Trim Trail opening – 30th June
- Lincoln Waites – 30th June
- Kirton in Lindsey Gala – 8th July
- 1st Kirton in Lindsey Scouts AGM – 12th July

ii. Councillor and Officer Reports:

- Allotments Advisory Committee briefing – 10th July – Cllr Frankish noted hedge cutting quotes are in progress, the initial inspections are notified to tenants and will be carried out alongside the National Allotment Society; action will need to be taken on tenants found not to be maintaining plots.
- NLC Youth Justice/Youth Engagement meeting - 10th July – The Town Clerk reported a meeting held at KLASSIC along with the Assistant Clerk to develop some multi sports activities for secondary age children weekly during the summer holidays, following on from Youth Justice referrals.
- NLC RAF Assets meeting – 12th July – Cllr Stephenson reported attending with Cllr Kofoed and the Town Clerk, along with an officer from NLC and the local NHS Primary Care Trust, with discussion about an opportunity to have the listed Ops Room put to a useful purpose, but currently a matter of confidentiality.
- Allotments Advisory Committee site visit – 13th July – Cllr Frankish noted this was covered by the earlier reporting.
- ERNLLCA District Committee Meeting – 13th July – The Town Clerk noted attending and apologies were given for Cllr Frankish. This was the annual meeting seeing the re-election of members.
- Flower beds discussion meeting – 20th July – Cllr Garritt provided an update noting attendance including Cllr Fox, Cllr Frankish, Cllr Cooper and the Town Clerk with discussion around the future of town planting taking into account potential reinvigoration of the In Bloom group with enthusiastic new members.

2307/08

Finance

i. Income and Expenditure

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

(July 2023)

Signed:

Dated:

b. The Council considered the renewal of SLCC membership for the Town Clerk at £279.00.

RESOLUTION: That the renewal is approved.

ACTION: Town Clerk

c. The Council received information about the Coronation Living Heritage Fund.

RESOLUTION: That the North Lincolnshire Woodland Trust are made aware of this scheme.

ACTION: Town Clerk

d. The Council approved accounts for payment.

ACTION: Town Clerk

e. The Council received updates around the UK Shared Prosperity Fund, noting the invoice for the installation of the CCTV was now received for payment and the first mandatory progress report was completed and returned.

f. The Council received updates regarding funding from NLC for outside gym equipment, noting the administrative error delaying the consultation period until August 10th. Cllr Garritt did not vote on this matter.

RESOLUTION: That NLC are written to, acknowledging their apology but noting extreme disappointment, requesting the definitive date for decision and requesting that any costs incurred due to the continued delays are reimbursed through funding. Ward Cllrs to be copied in.

ACTION: Town Clerk

ii. Internal Control

a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (June 2023)

b. The Council received the 1st Quarter Budget Monitoring Report and thanks were given to the Town Clerk for the preparation and presentation of the information.

2307/09

North Lincolnshire Council Highways

a. The Council considered the NLC reply to the traffic order consultation response.

RESOLUTION: That a new proposal is put to NLC for highways to look into traffic mitigation such as a chicane or other traffic calming measures for all entry points into the town.

ACTION: Town Clerk

Cllr Kofoed requested a recorded vote: For: Cllr Cooper; Cllr Delsignore; Cllr Frankish; Cllr Garritt; Cllr Gunn; Against: Cllr Stephenson; Abstained: Cllr Kofoed.

b. The Council discussed the response received from NLC regarding the current condition of roads and footpaths in the town with reference to weed growth and overall maintenance.

RESOLUTION: That consideration of extending the highway verge cutting on Station Road be deferred to the September meeting to provide time for costings to be provided by the contractor.

ACTION: Town Clerk

c. The Council discussed concerns raised by a resident about the volume of lorries using Spa Hill and the noise nuisance this creates. Cllr Fox did not vote on this matter. Cllr Gunn declared an interest and did not vote on this matter. Cllr Kofoed chaired the debate.

RESOLUTION: That NLC are requested to put Spa Hill on their resurfacing scheme.

ACTION: Town Clerk

d. The Council received the decision information from NLC regarding the permanence of the One-Way system for the Market Place, High Street and George Street.

2307/10

Policies and Procedures

a. The Council reviewed the Town Council Action Plan.

RESOLUTION: That items that are completed are removed, and annual work and ongoing work is separated out.

ACTION: Town Clerk

b. The Council resolved the Rescission Notice submitted by Cllr Stephenson re minute number 2306/11 (e) (Full Council Meeting June 2023) "With the addition of a requirement for candidates to attend two meetings of the Council prior to co-option, the policy is approved."

RESOLUTION: The Rescission Notice was resolved as valid.

ACTION: Town Clerk

c. The Council approved the adoption of the draft Co-Option Policy.

ACTION: Town Clerk

d. The Council reviewed Policy 09: Grievance Policy last approved July 2022.

RESOLUTION: That with amendment of a minor typo this policy is approved.

ACTION: Town Clerk

e. The Council reviewed Policy 26: Complaints Policy last approved July 2022.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

f. The Council reviewed Policy 30: Bio-Diversity Policy last approved July 2022.

RESOLUTION: That with amendment of minor typos this policy is approved.

ACTION: Town Clerk

g. The Council to receive quotations sought by the Deputy Mayor for a replacement ribbon a chain for the Deputy Mayor's pendant. The Clerk reported that there had not been time to collate the quotes together. The Mayor offered to try to clean and repair the current ribbon until the quotes have been put together.

RESOLUTION: Item deferred to September to allow for time to collate quotations received.

2307/11

Open Spaces

a. The Council received the visual and monthly play park inspection reports for signature, and received any updates regarding the play area. The Council noted thanks to the Town Clerk for perseverance with Caloo regarding aerial runway repairs and costs. There was no update on costings and inclusion of equipment in the local agreement for maintenance and inspection with NLC.

Signed:

Dated:

RESOLUTION: *That following a complaint from a member of the public. a blacksmith is approached for costs for the replacement of seagull flaps to one litter bin on the Green.*

ACTION: Town Clerk

RESOLUTION: *If blacksmiths are unable to replace the seagull flaps, new bin costings are sought.*

ACTION: Town Clerk

RESOLUTION: *That following a complaint from a member of the public signage is looked into for the aerial runway, initially through Caloo.*

ACTION: Town Clerk

RESOLUTION: *That reports required for the equipment warranties are prepared.*

ACTION: Cllr Fox

b. The Council received an update regarding the public rights of way network.

RESOLUTION: *That the Town Clerk contacts Councillors when reviews along the network are required to ask for assistance in carrying these out.*

ACTION: Town Clerk

c. The Council received the update from NLC regarding the Northern Forest trees project and agreed no further actions were required.

d. The Council received the update from NLC regarding littering monitoring and enforcement.

RESOLUTION: *That a request to put through to Community Payback as part of their Autumn Clean programme for graffiti and litter picking works.*

ACTION: Town Clerk

2307/12

Car Parking Provision

The Council received updates on matters around car parking provision. The Town Clerk noted that all the documents and details requested were now with MPP Group with further information and updates expected at the end of August in time for the September Full Council meeting.

2307/13

Allotments

The Council received an update from the Allotments Advisory Committee and Cllr Frankish noted this was covered by the earlier reporting.

2307/14

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 and Discussion

a. The Council noted any correspondence received after the Agenda was published. The Town Clerk noted receipt of updated ERNLLCA Conference information; PA/2022/1408 decision notice; SLCC Climate Action guidance; PA/2023/1265; PA/2023/1303 and the latest play area inspection from Cllr Frankish.

b. The Council was reminded of annual leave period of Town Clerk 14th-25th August. Office closes end of working day Friday 11th August and reopens Tuesday 29th August.

c. The Clerk noted the report on actions from previous meetings for Cllrs to review – no comments received.

d. Matters with North Lincolnshire Council were noted as updated by Ward Cllr Garritt earlier in the meeting.

e. ERNLLCA Newsletter - June – noted for information

f. NALC Newsletters – noted for information

g. Holly Mumby-Croft MP – Update and Mortgage support update – noted for information

h. ERNLLCA - Training Guide – noted for information

i. Alliance Volunteer Hub – June Newsletter – noted for information

j. Visit North Lincolnshire Partnership update – noted for information

k. Library and Youth Centre building – update on property maintenance (*fwd 04/07/2023*) - Cllr Frankish noted that library services had looked into the raised concerns and these were escalated higher within NLC for action.

l. Outside Gym Equipment planning application – update – noted for information

m. Destination Lincolnshire Destination Management Plan Workshops – noted for information

n. Million Hours Fund information – noted for information

o. Holly Mumby-Croft MP – Update re proposed closure railway ticket office, Scunthorpe – noted for information

p. Resident query – Voluntary Car Service scheme query - The Town Clerk reported a query from a resident about access to this scheme previously believed to be run by the Town Council. It appeared this was confusion with the Humber & Wolds Rural Action scheme.

q. Police & Crime Commissioner – Police and Crime Survey – Cllr Fox noted completion of this along with Cllr Frankish and Cllr Cooper.

2307/15

Agenda for next and future meetings

Cllr Fox – Neighbourhood Plan. (General Purposes)

Cllr Kofoed – Assistant Clerk's use of hours in attending Full Council meetings. (P&D Committee)

2307/16

Date of next Meeting and Agenda Deadline

The Council confirmed the date and time of the next monthly Town Council Meeting (subject to any change in circumstances)

as:

Wednesday 27th September 2023 at 7pm at the Town Hall

NOTE: AGENDA ITEMS BEFORE MON 18th September

The meeting closed at 9:10pm

Signed:

Dated: