



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 27th September 2023
at the Diamond Jubilee 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 (part) and Cllr Suzanne Stephenson.

Also present: Nicola Grayson, Lincolnshire County Council; Joe Blissett and Wayne Eynon, LIVES. Assistant Clerk, Cheri Morton; Town Clerk, Neil Taylor-Matson and five members of the public (part).

Prior to the meeting short presentations took place about the Extensive Urban Survey of Kirton in Lindsey and from LIVES representatives about a grant funding request.

MINUTES

- 2309/01 Apologies for Absence
Apologies were received from Cllr Billy Boyd and Cllr Joy Kofoed.
- 2309/02 Former Town Mayor, Dennis Hiles
The Council received a tribute to former Councillor and Mayor, Dennis Hile read by the Town Clerk. *On 6th August 2023, peacefully in his sleep, at Orchard Court Care Home, Brigg, Dennis aged 96 years of Kirton in Lindsey. Beloved husband of the late Dorothy, loving dad of Richard, Stephen and the late Jackie, a dear grandad and great grandad. Dennis followed his father Charles into the work of the Council and in his time saw it transition from Parish Council to Town Council under the local government reforms of the 1970s. Dennis joined the Council in 1960 and left in 1983. He was Mayor of Kirton in Lindsey between 1978 and 1980.*
- 2309/03 Declaration of Interests / Dispensations
a. No declarations were made.
b. No dispensations were granted.
- 2309/04 Public Participation
No matters were raised.
- 2309/05 Minutes
a. The Council considered the minutes of the Full Council Meeting held 26th July 2023.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council received the minutes of the Promoting Kirton Committee Meeting held 11th September 2023.
c. The Council received the minutes of the General Purposes Committee Meeting held 11th September 2023.
- 2309/06 Report from Ward / North Lincolnshire Councillors
Ward Councillor David Garritt provided an update on previous queries noting that the local plan hearing is expected in January and that North Lincolnshire Council (NLC) have now confirmed that they now have a 6.5 year housing development plan in place. The planning white paper is currently moving through government. PA/2023/1069 for Morrisons Local was notified as withdrawn by the applicant. Highways, Regeneration and NATs meetings have taken place with updates included on the agenda. Dropped kerb works across the town have completed. Developers are to be chased up about clearance of drains on the Windmill Plantation development which remain their responsibilities. Gainsthorpe Road speed limit is to be reduced from 40mph to 30mph. A joint review by NLC and Lincolnshire County Council is to take place of the Grayingham Road crossroads following the further recent fatal accident. Gulleys across the town are currently undergoing cleaning schedules and SuDS solutions also to be checked. Requests for new salt bins are open. Household bin collections are to be made more efficient to prevent missed collections. Funding for vehicle charging points and solar panels for public buildings remain available. Cllr Cooper asked Cllr Garritt to seek clarification why tactile paving was not installed as part of the dropped kerbs works. This will be queried.
- 2309/07 Mayor & Delegates Reports
The Council received reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council.
- i. Mayor's Report on Civic Events attended – Cllr Hazel Fox:
- Immingham Mayor's Coffee Morning - 16th September
 - Kirton in Lindsey Civic Service – 24th September. Cllr Fox thanked Cllr Frankish, Cllr Garritt and Cllr Cooper for supporting the event which was very successfully organised by the Assistant Clerk. The Assistant Clerk and Town Clerk were also thanked by Cllr Fox for their support and assistance. Cllr Cooper noted the heavy presence of Civic guests from the circuit and noted thanks to Cllr Fox for raising the profile of Kirton in Lindsey.
- ii. Councillor and Officer Reports:
- North Lincolnshire Council Regeneration Group meeting – 1st August. Cllr Garritt and Cllr Fox reported that good progress was made at this catch-up meeting with a further meeting planned for September. Cllr Cooper asked that NLC are pressed for highway improvements on Spa Hill and Redbourne Mere.

Signed:

Dated:

- Community Payback – site meeting 9th August. The Clerk reported this meeting was around feasibility of litter clearance and graffiti clearance works.
- UKSPF – Inception meetings – 10th August. The Clerk reported that this meeting was about the agreements and conditions for the Supernova and Community Coordinator funding applications.
- Highways site meeting (Regeneration Group) – 15th August. Cllr Fox and Cllr Garritt reported it was useful and productive to have site meetings to discuss matters which have been outstanding with NLC for some time.
- Community Payback - Allotments site meeting 17th August. Cllr Frankish noted this was a positive meeting with the team keen to get started on communal areas of the allotment including the hedging.
- Allotments Inspection with National Allotment Society – 22nd August. Cllr Frankish noted the inspections and the good progress of most of the tenants. Two had failed the inspections and given the option of reduction to half plots or vacating. The Clerk noted one tenant had responded but the other had not. More information is required around the recommendation for a noticeboard on the site and to improve communication with the tenants through agreed contact means.

RESOLUTION: That Cllr Cooper follows up the inspection result notifications.

ACTION: Cllr Cooper

- NLC UKSPF site meeting (CCTV) – 4th September. The Clerk noted that this was a meeting about the completion of the CCTV funding project and the requirement for a survey to tie in with the Supernova project.

RESOLUTION: That the Play Area Working Group meet to discuss survey development.

ACTION: Working Group

- MPP Group (Car Park) meeting – 5th September. The Clerk reported this online meeting was to discuss the budget document in detail and the offer from the company for representatives to visit them at their HQ.
- NATS – 6th September. Cllr Cooper reported that information was reported on the reduction of the speed limit on Gainsthorpe Road, that there was little appetite from the police and a lack of resources for police statistic reporting to return. Police surgery promotional assistance was requested with good practice shared from Scawby with the team visiting coffee mornings and community groups. Salt bin checks were requested and quarries remain under observation due to concerns over access. Burglaries and thefts were reported to have reduced, however shop theft had increased. Vehicle theft was also noted to be increasing.
- Humberside Emergency Planning – 15th September. The Clerk and Cllr Garritt reported on this productive meeting to provide information on new streamlined Emergency Plan formats, praise was received for the current Kirton in Lindsey plan and the interest from the Council in keeping it up to date.

Cllr Gunn entered the meeting.

- NLC Agreement - Play Area Inspections – 18th September. Cllr Fox reported that NLC had confirmed two inspections would be carried out a month at no charge until April. From then the charge will be £32 per inspection and the annual inspection would be added to their Zurich portfolio at no charge. Inspections will include minor repair works, if parts are required the Clerk will be informed and permissions agreed based on cost. Weekly visual checks by Councillors will continue.

RESOLUTION: That the proposal from NLC is accepted with bi-monthly inspections/maintenance visits until April and then monthly inspections/maintenance visits thereafter at £32 each.

ACTION: Town Clerk

RESOLUTION: That the proposal from NLC to add the annual inspection to their Zurich portfolio at no charge is accepted.

ACTION: Town Clerk

2309/08

Finance

i. Income and Expenditure

a. The Council considered the request from LIVES representatives for funding for a new volunteer responder training and equipment. It was noted that the Town Council can only fund matters of benefit to the town.

RESOLUTION: That a grant of £1,458 is made from Reserves.

ACTION: Town Clerk

RESOLUTION: That a recommendation is made that LIVES could apply for the remaining monies from North Lincolnshire Council's Community Grant scheme.

ACTION: Town Clerk

b. The Council received the renewal for the Diamond Jubilee Town Hall Office Tenancy Agreement. Cllr Frankish, Cllr Fox and Cllr Cooper declared interests and did not take part in the discussion or voting on this matter.

RESOLUTION: That following agreement of the rental charges in November 2022, arrangements are now made to sign the renewal agreement.

ACTION: Town Clerk

c. The Council considered the renewal of SLCC membership for the Assistant Clerk at £187.00.

d. RESOLUTION: That the renewal is approved.

ACTION: Town Clerk

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

(Aug/Sept 2023)

e. The Council approved accounts for payment.

ACTION: Town Clerk

f. The Council received updates on the UK Shared Prosperity Fund applications.

RESOLUTION: That delegated signatories are not required.

ACTION: Town Clerk

RESOLUTION: That Cllr Frankish and Cllr Cooper are to work on the development of documentation required for the Community Coordinator role noting the short time scale for this to now be completed.

ACTION: Cllr Frankish/Cllr Cooper

g. The Council received the outcome on the Police & Crime Commissioner funding application which was noted with disappointment.

h. The Council received updates regarding funding from North Lincolnshire Council for outside gym equipment.

The Clerk noted no further update was received since the General Purposes Committee meeting despite chasing up.

ii. Internal Control

- a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (July/Aug 2023)
- b. The Council received notification about initial visits from the Internal Auditor for 2023/24 on Oct 13th & Oct 16th.

2309/09

Planning

- a. The Council considered the presentation on the Extensive Urban Survey for Kirton in Lindsey and noted its usefulness for planning matters and Neighbourhood Planning work.

RESOLUTION: That the Clerk sends a note of thanks to Nicola Grayson for her presentation.

ACTION: Town Clerk

- b. The Council discussed updates from the s106 monies working group.

RESOLUTION: That the working group arrange to meet to discuss the development of a plan for creating a wildflower area at the landfill site on Redbourne Mere.

ACTION: s106 Working Group

- c. The Council received an update regarding Assets of Community Value from North Lincolnshire Council.

RESOLUTION: That applications are made to put the Assets of Community Value back in place for the library and youth centre, Vincent Hall, former MOD sports field and Officers Mess.

ACTION: Town Clerk

- d. The Council considered the appetite amongst the Council for developing a Neighbourhood Plan.

RESOLUTION: That Cllr Frankish and Cllr Garritt arrange an initial public meeting to gauge interest from residents.

ACTION: Cllr Frankish/Cllr Garritt

- e. The Council considered the following planning applications:

i. PA/2023/1136

Proposal: Listed building consent to install tactile paving along platform edge.

Site Location: Kirton in Lindsey Rail Station, Station Approach, Kirton in Lindsey, DN21 4BD

RESOLUTION: That the Clerk responds "Support" to this planning application.

ACTION: Town Clerk

ii. PA/2023/1392

Proposal: Planning permission to erect a summer house.

Site Location: 13 York Road, Kirton in Lindsey, DN21 4PS.

RESOLUTION: That the Clerk responds "Support" to this planning application.

ACTION: Town Clerk

For information only:

i. PA/2023/1273

Proposal: Application for a non-material amendment following a grant of planning permission under PA/2021/1251 to add a garage to plot 74b and thus alter the boundaries and locations of plots 74a and 74b.

Site Location: Plots 74a and 74b, Barley Close, Kirton in Lindsey, DN21 4FF

(Withdrawn - identified as not a non-material amendment.)

- f. The Council received the following decision notifications from North Lincolnshire Council:

- i. PA/2023/1103 – HOUSEHOLDER PLANNING PERMISSION GRANTED – to demolish a wall and create off-road parking space to serve existing dwelling at 29 Queen Street, Kirton in Lindsey, DN21 4NX.

- ii. PA/2023/1110 – HOUSEHOLDER PLANNING PERMISSION GRANTED – to erect a rear conservatory at 17 Millers Close, Kirton in Lindsey, DN21 4FG.

- iii. PA/2023/1004 – REFUSAL OF CONSENT TO CUT DOWN OR CARRY OUT WORK ON TREES PROTECTED BY A TREE PRESERVATION ORDER – to undertake pruning on two sycamore trees at 8A Station Road, Kirton in Lindsey, DN21 4BB.

- iv. PA/2023/579 – PERMISSION TO VARY CONDITIONS 2 AND 4 OF PA/2020/1362 namely to allow partial dig techniques in place of no-dig foundations in association with the conversion of an outbuilding to form an annex at 4 George Street, Kirton in Lindsey, DN21 4NA

- v. PA/2023/1265 – PRIOR APPROVAL NOT REQUIRED for a proposed larger home extension at 28 Mill Lane, Kirton in Lindsey, DN21 4DY.

- vi. PA/2023/1303 - HOUSEHOLDER PLANNING PERMISSION GRANTED – to erect a single-storey extension to the rear. Extend the front bay and add dormer windows to the rear at 2 North Cliff Road, Kirton in Lindsey, DN21 4NH.

2309/10

North Lincolnshire Council Highways

- a. The Council received updates from North Lincolnshire Council on previously reported or requested highways matters following the meeting with representatives in August. Cllr Fox was thanked for the summary document. It was agreed that NLC are pressed for highway improvements on Spa Hill and Redbourne Mere.

RESOLUTION: That NLC are pressed for highway improvements on Spa Hill and Redbourne

Signed:

Dated:

Mere.

ACTION: Town Clerk

b. The Council received the quotation to extend the cutting of the highway verges on Station Road to Victoria Terrace at £30 excluding VAT per cut.

RESOLUTION: That the quotation is approved.

ACTION: Town Clerk

c. The Council discussed Grayingham crossroads road safety concerns including the joint response of North Lincolnshire Council and Lincolnshire County Council.

RESOLUTION: That Ward Cllrs are to keep the Town Council updated on progress of the review.

ACTION: Cllr Garritt

RESOLUTION: That this matter is included on the next Full Council Meeting agenda to receive updates.

ACTION: Town Clerk

2309/11

Policies and Procedures

a. The Council reviewed Policy 07: Member/Officer Protocol last approved September 2022.

RESOLUTION: That with inclusion of clarification around email communications this policy is approved.

ACTION: Town Clerk

b. The Council reviewed Policy 27: Lone Worker Policy last approved September 2022.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

c. The Council reviewed Policy 33: Dignity at Work Policy and Pledge approved September 2022.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

d. The Council discussed the 2017 North Lincolnshire Council Community Governance review and the reduction of Kirton in Lindsey Town Councillors from 14 to 9.

RESOLUTION: That the proposal from Cllr Cooper is unanimously approved to move forward with communication to residents.

ACTION: Cllr Cooper/Town Clerk

e. The Council received updates regarding the Deputy Mayor's pendant, including consideration of a thank you to Cllr Fox for repairing and making good the Deputy Mayor's ribbon (proposed by Cllr Kofoed).

RESOLUTION: That the ribbon is sufficient and should remain the same colour.

RESOLUTION: Cllr Fox was thanked for repairing and making good the ribbon.

2309/12

Open Spaces

a. The Council received the visual, monthly and annual play park inspection reports for signature. The works coming out of the RoSPA report to be carried out by Caloo were noted with the Clerk thanked for swift organisation of this. NLC are to look at the gates to improve their movement as part of the maintenance agreement now in place. Advice from NLC was noted regarding the pointless nature of displaying signage on the aerial runway.

RESOLUTION: The action of the Clerk to approve £37 excluding VAT each for two replacement swing shackle bolts was approved.

RESOLUTION: That no signage is displayed on the aerial runway.

b. The Council considered the current grounds maintenance contracts and actions required around their renewal. Cllr Frankish asked that street weed control is considered to be factored in due to the lack of attention from NLC.

RESOLUTION: That Cllr Cooper reviews the documentation with the Clerk.

ACTION: Cllr Cooper/Town Clerk

RESOLUTION: That the payment corrections from ID Verde from Apr-Aug 2023 are approved for payment.

ACTION: Town Clerk

RESOLUTION: That JB Rural are invited to continue their Parish Paths Partnership contract for a further two years following the first successful years works.

ACTION: Town Clerk

RESOLUTION: That the Axholme Pest Control quotation for the removal of dead animals at £60 excluding VAT within 48 hours was accepted.

ACTION: Town Clerk

2309/13

Car Parking Provision

The Council received an update on matters around car parking provision including the budget report from MPP.

RESOLUTION: That the Car Park Working Group meet to discuss the budget documentation, future maintenance and the approach to NLC and other organisations for funding support.

ACTION: Working Group

2309/14

Allotments

The Council received an update about the allotments. The work to develop an Allotment Society continues and approval was given for the placement of a polytunnel on Plot 1.

2309/15

Grove Street Cemetery

The Council receive updates about the cemetery noting the action around mole activity and the watering of the tree saplings during recent hot weather.

2309/16

Town Clerk's Report / Correspondence for Information and Discussion

To receive the Town Clerk's report including correspondence for information and discussion.

Correspondence for Information and Discussion

a. The Clerk noted correspondence received after the Agenda was published – PA/2023/1003 Decision notice; MP Autumn Update; Jo Cox Civility Commission; Civic Service note of thanks – Brownies; Community Alert – Damage to property; NALC Local Councils Committees; NLC Planning Portal Consultation dates update; NLC Grayingham Road litter bins update; PA/2023/1069 withdrawn by applicant; PA/2023/1112 Decision notice.

Signed:

Dated:

The Council asked that a note of thanks be recorded for the perseverance of the Clerk on the matter of planning application consultation dates and Grayingham Road litter bin issues due to the time taken for these matters to be resolved by NLC.

- b. Report on actions from previous meetings. The Clerk highlighted the list of actions circulated.
- c. Matters with North Lincolnshire Council. The Clerk highlighted the list of outstanding matters.

The Council agreed to suspend Standing Order 3 (x) to allow the meeting to continue.

- d. Society of Local Council Clerks – Climate Action guidance
- e. Neighbourhood Planning Support Programme – details of reopening of scheme
- f. NALC Newsletters
- g. Visit North Lincolnshire Tourism Partnership visitor economy update July
- h. ERNLLCA Newsletters July & August
- i. Alliance Volunteer Hub Newsletter – July
- j. Voluntary Action North Lincs – Update
- k. Diamond Jubilee Town Hall – AGM notification (17/10/2023) and nomination of representative request
Notification sent of representative appointed at Annual Meeting in May, invitation to AGM circulated to all Cllrs
- l. UK Shard Prosperity Fund – New Grants Launched

RESOLUTION: That Cllr Frankish prepares a further application for extension of the Community Co-ordinator role. **ACTION: Cllr Frankish**

- m. Independent Brigg Line Rail Group – Proposal for improved services
- n. ERNLLCA – Events Calendar Update
- o. NLC – News Direct updates
- p. Visit North Lincolnshire Tourism Partnership August Newsletter
- q. Resident – complaints about grass cutting works at Mill Lane and Traingate, 16th August
The Clerk noted complaints were resolved through contacting two residents and contractors to discuss the different issues raised around grass cutting near to cars and cutting of areas residents had previously requested to be left for them to deal with themselves.
- r. ERNLLCA – AGM information
- s. Rural Market Town Group – Rural Services Network.
The Clerk highlighted the offer of six months free membership.

RESOLUTION: That the offer of six months free membership is accepted. **ACTION: Town Clerk**

- t. NALC, LGA and RBL Open Letter regarding Remembrance events
 - u. Resident – enquiry about reporting of overgrown hedges
The Clerk Advised that North Lincolnshire Council Highways are responsible for these matters and a report would need to be logged with them.
 - v. Alliance Volunteer Hub – newsletter - August
 - w. CPRE – Northern Lincolnshire Branch Newsletter September 2023
 - x. NALC/LGRC – Data collection on May 2023 local (town and parish) elections
- RESOLUTION: That this survey is completed on behalf of the Town Council.** **ACTION: Town Clerk**
- y. NALC – Request to contact MP re Energy Bill Report Stage Debate
 - z. Resident – enquiry about flooding issues Windmill Way
 - aa. Resident – enquiry about surfacing works South Cliff Road
 - bb. NLC – UK Shared Prosperity Fund: 5 Grants Open for Applications
 - cc. Parish Paths Partnership – notification from NLC of complaint FP254
The Clerk noted the request from NLC to deal with a complaint, however during the investigation it was found not to be the area of responsibility of the Town Council contractors.
- RESOLUTION: That NLC are asked to carry out initial investigations to establish the location of any cause for complaint prior to requesting any action from the Town Council.**

ACTION: Town Clerk

- dd. NLC – Town and Parish Liaison Meeting notification - Emergency Planning, Devolution & Winter.
The Clerk noted plans to attend this meeting in the absence of the representative, Cllr Pat Frankish, as no other representative was put forward.

RESOLUTION: That Cllr Cooper is nominated as the future reserve member for these meetings.

ACTION: Town Clerk

- 2309/17 Agenda for next and future meetings
Cllr Fox – Councillor email addresses
Cllr Delsignore – Criminal and anti-social behaviour update

- 2309/18 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 25th October 2023 at 7pm at the Diamond Jubilee Town Hall
NOTE: AGENDA ITEMS BEFORE MON 16th October

The meeting closed at 9:45pm

Signed:

Dated: