



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 25th October 2023
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

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

Also present: Ward Officer Cllr Trevor Foster, 3 members of the public (part).
Town Clerk, Neil Taylor-Matson and Assistant Clerk, Cheri Morton (voluntarily).

MINUTES

- 2310/01 Apologies for Absence
Apologies were received from Cllr Suzanne Stephenson.
- 2310/02 Declaration of Interests / Dispensations
a. Cllr Delsignore declared an interest in 2310/15.
b. No dispensations were granted.
- 2310/03 Public Participation
A member of the public updated the Council on the current position for the community magazine Kirton First and the Town Council support and usage. Rising costs and increased distribution were noted along with increased content from the Town Council within editions of the magazine to reach residents with information. It was requested that the forthcoming grant application from Kirton First be considered with these points in mind. The Council thanked the member of the public for attending with the information.
- 2310/04 Minutes
a. The Council considered the minutes of the Full Council Meeting held 27th September 2023.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council received the minutes of the Personnel & Disciplinary Committee meeting held 28th September 2023.
c. The Council received the minutes of the Promoting Kirton Committee Meeting held 9th October 2023.
d. The Council received the minutes of the General Purposes Committee Meeting held 9th October 2023.
- 2310/05 Report from Ward / North Lincolnshire Councillors
a. Ward Councillor David Garritt provided an update. Works to develop the area behind the household refuse site on Redbourne Mere as a nature reserve had now started. An issue with the drains on Windmill Way were under investigation and although a civil matter, as the roads remain unadopted, efforts will be made to ask the developers to resolve issues residents have reported. In the recent Storm Babet 42 trees came down across North Lincolnshire and 10 incidents of flooding were reported with no significant issues identified for Kirton in Lindsey apart from standing water. North Lincolnshire Council (NLC) salt reserves for the winter weather are now ready. Proposed hospital reforms to move services from Scunthorpe to Grimsby are a concern and an online survey was highlighted for people to complete. Recent police investigations into racist criminal behaviour in the town has resulted in the identification of a suspect with thanks expressed to the Town Clerk for the reporting around this and working closely with the police on the matter. A planning appeal related to additional modular housing units at Hibaldstow Airfield was thrown out. Residents concerns about trees at Turner Street and Traingate continue to be looked into. Outstanding highways matters were referred on but with no further developments, a report on these will follow at the next meeting. Cllr Garritt confirmed he is seeking information for Neighbourhood Plan work from Dave Lofts. Just Go bus services will end in March due in part to booking issues faced by residents, from April onwards a new 'on demand' offering will be provided. NLC are considering the devolving of bus shelters to Town and Parish Councils. Cllr Kofoed requested clarification on the approved list of farmers from NLC for assisting during adverse weather. Cllr Boyd requested an update on the making safe of the bus stop on Cornwall Street, reported by a number of residents and made more dangerous following Storm Babet. Cllr Delsignore queried the checking of the town salt bins, it was confirmed that the current snow warden representatives had this in hand. Cllr Cooper noted recent publicity about electronic timetable displays at bus stops in Scunthorpe and asked if basic bus timetable provision could be provided for Kirton in Lindsey. The Clerk requested information about household bin schedules and if these would be purely electronic going forward or if each householder would still receive a printed copy.
b. An update on outstanding highways matters will be provided at the next meeting.
c. It was noted that further updates about the Grayingham crossroads road safety joint review by North Lincolnshire Council and Lincolnshire County Council would follow when official information is known.
d. The Clerk provided an update about the litter bin provision in the Grayingham Road area, noting that one litter bin is still to be moved to the public right of way area.
- 2310/06 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 provided a written report regarding:
• Immingham Coffee Morning – 16th September

Signed:

Dated:

- Kirton in Lindsey Civic Service – 24th September
- Hedon Civic Service – 1st October
- Broughton Civic Service – 8th October
- Winterton Civic Service – 15th October

and noted attending Barton upon Humber Civic Service on 22nd October after the report was published. Cllr Fox noted that the Deputy Mayor would be attending the North East Lincolnshire Council Charity Race Night event at Grimsby on 3rd November on her behalf. Cllr Cooper asked about any common themes coming out from networking with local Civic representatives, Cllr Fox noted discussions around the community governance review and developers avoidance of s106 monies.

ii. Councillor and Officer Reports:

- North Lincolnshire Council Town & Parish Liaison Meeting – 28th September. The Clerk reported attending this first in person meeting of the Liaison since 2019, which was poorly attended and covered Emergency Planning, Devolved Services and Winter Service preparations.
- CPRE In Bloom 2023 Presentation – 2nd October. Cllr Frankish noted this was well attended and Kirton in Lindsey received awards for Best Kept War Memorial and Highly Commended in the Large Village Group.

RESOLUTION: Thanks are given to the planting contractor for the War Memorial achievement.

- UKSPF site meeting – 16th October. The Clerk reported attending this meeting to confirm the installation of the Supernova and to confirm next steps for the claim and reporting process including the needs for a town survey.

2310/07

Finance

i. Income and Expenditure

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

(October 2023)

- b. The Council considered a donation to the 2024 Poppy Appeal. There was some discussion about the lack of clarity about the distribution of the collected funds within the town.

RESOLUTION: That a donation of £300 is made to the 2024 Poppy Appeal. ACTION: Town Clerk

- c. The Council received updates regarding funding from North Lincolnshire Council for outside gym equipment. The Clerk noted that further evidence in terms of layout of pitches was submitted by the Assistant Clerk and that NLC had confirmed Sport England had reiterated their requirement for a ball strike assessment to be carried out. The Clerk also advised that Streetscape had requested 25% of the costs for the outside gym equipment to be paid.

Standing Orders were suspended to ask the Assistant Clerk for information.

Standing Orders were reinstated.

RESOLUTION: That a ball strike assessment is commissioned following the quotation received for £2,500, with funding to come from Reserves. ACTION: Assistant Clerk

RESOLUTION: That the invoice for 25% costs is paid to Streetscape for the equipment.

ACTION: Town Clerk

ACTION: Town Clerk

- d. The Council approved accounts for payment.

ii. Internal Control

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

- b. The Council received the 2nd Quarter Budget Checks Monitoring Report. Cllr Cooper asked that a note of appreciated for the Assistant Clerks achievements around event income is recorded.

Cllr Gunn entered the meeting.

- c. The Council received the Internal Auditor's interim report for 2023-24, and agreed the recommendations made. Cllr Delsignore requested that a note of appreciation for the Clerks work is recorded.

Recommendation	Brief comment	Action
1. All discussions and decisions in respect of the Council's Risk Assessments should be recorded in the minutes for audit and transparency purposes. (Moderate)	Although the risk assessment for the Kings Coronation event was prepared, discussed and provided to the relevant outside bodies, it was not noted in the minutes as approved in the minutes of a PK meeting.	All discussions and decisions in respect of the Council's Risk Assessments will be recorded in the minutes of relevant meetings.
2. The Council's minutes should record the agreed figure for Allotment rents for audit and transparency purposes. (Moderate)	The tenancy agreement for the allotments was reviewed in April 2023 however the figure for allotment rents was not specifically minuted.	When the allotments tenancy agreement is reviewed going forward, the agreed figure for Allotment rents/deposits will be recorded in the meeting minutes.
3. The wire fencing at the cemetery and the new piece of play equipment should be added to the register. (Moderate)	The replacement wire fencing to be added to the asset register, and the Supernova to be added once the invoice payment is received by the supplier.	Asset register to be updated as required.
4. As the Council is now a holder of long-term investments in the CCLA Public Sector Deposit Fund, the cost of these investments should be added to the asset register at the cost price. (Moderate)	As the Public Sector Deposit Fund is now a long-term investment, this needs added to the asset register.	Current and future holdings with the Public Sector Deposit Fund to be added to an additional long-term investments section on the asset register.

Signed:

Dated:

d. The Council received and considered the initial budget planning information for 2024-2025. It was noted that Cllr Stephenson had requested costings for flashing speed indicator signs to be included in the budget and ratification of this would be sought at the next General Purposes Committee meeting. Further information would be collated over the coming months to better inform the budget planning for 2024-25.

2310/08

Allotments

Cllr Frankish reported meeting with the Community Payback team for hedge cutting works and discussion about works to repair the entrance to the site. A meeting of the Advisory Committee had taken place with recommendations for amendments to the tenancy agreement. These to be deferred until continuing work is carried out around the formation of an Allotments Society.

2310/09

Planning

a. It was noted that further information was required prior to the organisation of an initial relaunch meeting for the Neighbourhood Plan.

RESOLUTION: That Cllr Frankish and Cllr Garritt continue to progress this.

ACTION: Cllr Frankish/Cllr Garritt

b. The Council considered the following planning applications:

i. PA/2023/1679

Proposal: Planning permission for new office and warehouse including demolition of existing storage building.

Site Location: TPM Plumbing and Heating Ltd, Station Approach, Kirton in Lindsey, DN21 4BD

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

ACTION: Town Clerk

ii. PA/2023/1598

Proposal: Planning permission to vary condition 2 of PA/2016/352 namely to erect garage to the side of plot 74b.

Site Location: Plot 74, Barley Close, Kirton in Lindsey, DN21 4FF

RESOLUTION: That the Clerk responds "Object" to this planning application, noting there is no location or site plan. This is required to demonstrate that there will be no material harm on the public right of way that runs alongside the plot.

ACTION: Town Clerk

iii. PA/2023/823

Proposal: - ADDITIONAL INFORMATION - Viability Review. Hybrid application consisting of outline planning application of up to 220 dwellings, a building for Commercial and/or Community use with all matters reserved for subsequent approval, and full planning permission of 130 dwellings, 2 points of access, part of the spine road, provision of a pumping station and substation, engineering and ancillary works, demolition of existing building (with the exception of a listed building) and creation of development platforms throughout the whole site.

Site Location: RAF Kirton in Lindsey, B1400 from B1398 to B1205, Kirton in Lindsey, DN21 4HZ

RESOLUTION: That the Clerk responds "Object" to this planning application, noting the recommendation within the new Viability Documentation that a third party is instructed to undertake a review of abnormal costs so that an updated feasibility assessment can be prepared, including s106 contributions and provision of affordable housing.

ACTION: Town Clerk

iv. PA/2022/2001

Proposal: – ADDRESS CORRECTION – Planning permission to erect a portal frame building for storage of agricultural equipment.

Site Location: Land off B1400, Kirton in Lindsey

RESOLUTION: That the Clerk responds "Object" to this planning application, noting the concerns on noise raised by Environmental Health and the risk to heritage assets highlighted in the Archaeology report. The actual location for the building remains unclear from the information provided. The lack of a considered response by Highways is of concern.

ACTION: Town Clerk

c. For information only:

i. PA/2023/1069

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

Site Location: 11 High Street, Kirton in Lindsey, DN21 4LZ - *Noted withdrawn by applicant.*

ii. PA/2023/1673

Proposal: Application for a non-material amendment of PA/2021/1251 namely to replace French doors with bi-folding doors and remove window for kitchen/diner area.

Location: 7 Barley Close, Kirton in Lindsey, DN21 4FF - *Noted non-material amendment application.*

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

i. PA/2023/1003 – FULL PLANNING PERMISSION – to erect a grain drying silo at Park Farm, 86 South Cliff Road, Kirton in Lindsey, DN21 4HU.ii. PA/2023/1112 – HOUSEHOLDER PLANNING PERMISSION GRANTED – to erect replacement extension to front and side of dwelling at 56 Lincoln Crescent, Kirton in Lindsey, DN21 4PZ.

Signed:

Dated:

2310/10

Policies and Procedures

a. The Council considered a Councillor email address policy.

RESOLUTION: That the current situation is to remain unchanged which allows Councillors to use any email address they choose for Town Council email communications.

Recorded Vote: For: Cllr Cooper, Cllr Frankish, Cllr Garritt and Cllr Gunn. Against: Cllr Fox.

Abstentions: Cllr Boyd, Cllr Delsignore and Cllr Kofoed.

b. The Council reviewed Policy 13: Child Protection Policy last approved February 2023.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

c. The Council reviewed Policy 14: Safeguarding Adults Policy last approved February 2023.

RESOLUTION: That with amendment of minor typos this policy is approved. **ACTION: Town Clerk**

d. The Council received a proposal on revision of the policy and procedure review schedule.

RESOLUTION: That the schedule is amended by bringing forward the review of two policies in the coming months so that the review of policies is more evenly spread throughout the Council year.

ACTION: Town Clerk

e. The Council received an update regarding the work to develop North Lincolnshire Council Community Governance review information for residents. The Clerk clarified the response previously received from Bottesford Town Council.

f. The Council discussed representation of the Town Council as Town Hall trustees.

Cllr Frankish, Cllr Cooper and Cllr Fox declared interests in this item and did not take part in the vote.

RESOLUTION: That the Town Council continues to nominate a representative Trustee each May. Members of the Council who are not Town Hall Trustees were reminded of their duty to make decisions on behalf of the Town Council and residents of the town.

ACTION: Town Clerk

2310/11

Open Spaces

a. The Council received updates on anti-social and criminal behaviour in the town. The police investigation and subsequent identification of a suspect for racist criminal behaviour was noted along with the current provision of CCTV within the Market Place. Residents concerns about anti-social behaviour by school children on the route between Station Road and Huntcliff Academy was noted. Cllr Frankish declared an interest and did not vote.

RESOLUTION: That a letter is sent to Acting Head Adam Edwards to ask that the concerns raised are brought to the attention of the school.

ACTION: Town Clerk

b. The Council received the visual and operational play park inspection reports for signature. Cllr Fox noted concern that rope had quite suddenly started to fray on equipment. It was noted that NLC inspection reports are likely to take months to be sent through. The Clerk thanked Cllr Fox, Cllr Garritt and Cllr Cooper for their assistance with the development of a town survey related to the UKSPF funding for the CCTV and Supernova provision. Cllr Delsignore offered to assist with play area inspections.

RESOLUTION: Cllr Delsignore to take over visual play area inspections from Cllr Frankish.

ACTION: Cllr Fox/Cllr Delsignore

c. The Council discussed the fitting of replacement seagull flaps to litter bins in the play area. It was noted that the chain link fencing poles were all now back in place and re-levelled.

RESOLUTION: That the fittings costs of £35 for the seagull flaps is approved. **ACTION: Town Clerk**

d. The Council received the recommendation from the Promoting Kirton Committee for revisions to the grounds maintenance contracts and considered the tenders received for the planting and grass cutting contracts. Cllr Frankish declared an interest in the planting contract tender and did not take part in that vote.

RESOLUTION: That the recommended revisions to the grounds maintenance contracts are approved.

ACTION: Town Clerk

RESOLUTION: That the planting contract is awarded to contractor E at £6,800 in Year 1 with percentage increases no more than one per cent below the prevailing rate of inflation in March of Year 2 and Year 3.

ACTION: Town Clerk

RESOLUTION: That the grass cutting contract is awarded to contractor A for both the Cemetery for £5,067.68 in Year 1 rising to £5,587.12 in Year 3 and Green/boundary signs for £8,075.78 in Year 1 rising to £8,903.55 in Year 3.

ACTION: Town Clerk

e. The Council received an update about the proposed Halifax Bomber Memorial for the town. Cllr Gunn asked that it be recorded that she fully supports the resident. A consultation with residents was recommended.

RESOLUTION: That Cllr Fox discusses next step requirements with the resident. **ACTION: Cllr Fox**

2310/12

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 Information and Discussion

a. The Clerk noted correspondence received after the Agenda was published including: Caloo operational play area inspection report; Planning decision notice PA/2023/1136; ERNLLCA Councillor training/networking reminder; NLC News Direct; Scribe planning training; CPRE AGM information; Rural Bulletin and NALC Newsletter.

b. Holly Mumby-Croft MP – Updates

c. NLC News Direct updates

d. Visit North Lincolnshire Partnership visitor economy update – September newsletter

e. Alliance Volunteer Hub September 2023 Newsletter

f. ERNLLCA Newsletter – September

g. Cost of Living Resilience Fund

Signed:

Dated:

- h. Lincs & Notts Air Ambulance newsletter. Cllr Delsignore noted information could potentially be displayed on town noticeboards to promote this cause.
- i. NALC – Star Council Awards 2023 Finalists information
- j. NALC Newsletters
- k. Visit North Lincolnshire Tourism Partnership Networking invitation
- l. Humberside Police Crime Commissioner Community Safety Fund Round 4 info
- m. Zero Hour – request for support of Climate and Ecology Bill
- n. Resident – anonymous letter received. It was confirmed this was related to the racist criminal behaviour and had been handed to the police as part of their investigations.
- o. Community VISION newsletter
- p. The Rural Bulletin
- q. Support to Churches update
- r. NALC Committee elections

- 2310/13 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 22nd November 2023 at 7pm at the Diamond Jubilee Town Hall**
NOTE: Agenda items to be submitted before Monday 13th November in line with Standing Orders.
- 2310/14 Exclusion of the Public & Press
The Council considered the exclusion of the public and press under the provisions of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the matters to be discussed.
RESOLUTION: That the public and press be excluded.
- 2310/15 UK Shared Prosperity Fund – Community Coordinator:
The Council received updates on the UK Shared Prosperity Fund Community Coordinator post. Cllr Delsignore declared an interest and left the room.
RESOLUTION: That a recruitment policy is developed.
RESOLUTION: That following successful interview and references, Cath Delsignore is offered the role, that finance and administration sits with the Town Clerk, Cllr Frankish to work with the Community Coordinator on the periphery and that the Community Coordinator reports to monthly Promoting Kirton Committee meetings.
RESOLUTION: That salary is NJC SCP 4, 20 hours per week. ACTION: Town Clerk
RESOLUTION: That the contract of employment is sent to P&D Committee members. ACTION: Town Clerk
RESOLUTION: That the starting date is as soon as possible for a one-year contract. ACTION: Town Clerk
- Cllr Delsignore rejoined the meeting.
- 2310/16 Personnel update
The Council discuss the recommendations made at the P&D Committee meeting held 28th September regarding staff contracts.
The Council agreed to suspend Standing Order 3 (x) to allow the meeting to continue.
RESOLUTION: That the Assistant Clerk can sit in Council meetings in an unpaid voluntary capacity if she chooses to do so.
RESOLUTION: That recommendations for increases in contractual hours are deferred to the next meeting when details of the costs involved will be available.
RESOLUTION: That Cllr Fox circulates costings to for the Council to consider. ACTION: Cllr Fox

The meeting closed at 21:44