



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council  
held on Wednesday 22<sup>nd</sup> January 2025  
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

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

Members not present: Cllr Karen Gunn

Also present: Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

## MINUTES

- 2501/01 Apologies for Absence  
No apologies were received.
- 2501/02 Resignation of Councillor Delsignore  
The Council noted the resignation of Councillor Delsignore, received by the Mayor 09/01/2025.
- 2501/03 Declaration of Interests / Dispensations  
a. No declaration were made.  
b. No dispensations were granted.
- 2501/04 Public Participation  
No matters were raised.
- 2501/05 Minutes  
a. The Council approved the minutes of the Full Council Meeting held 18<sup>th</sup> December 2024.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 13/01/2025.  
c. The Council received the draft minutes of the General Purposes Committee Meeting held 13/01/2025.
- 2501/06 Report from North Lincolnshire Council / Ward Councillors  
a. Ward Cllr David Garritt noted that Ward Cllr Trevor Foster was seeking information about the handyman arrangements for Messingham Parish Council. An inspection of the trees in St Andrew's Churchyard has now taken place and works are scheduled for 17<sup>th</sup> February and 20<sup>th</sup> July. It was confirmed that the 'weed warriors' are the North Lincolnshire Council (NLC) green spaces maintenance team, the term created by the NLC Communications Team. Ward Cllrs have arranged a meeting with Mick Johnson to discuss the schedule of works outlined in November and to discuss the work required at the allotments entrance. Salt bins are in the process of getting restocked. Next steps regarding car parking provision for the town requested from Gareth Denovan following the site meeting in the town centre in early December, the matter was also raised with the Leader of NLC, Rob Waltham. The dual-purpose litter and dog bin at Church Street is now confirmed to be on the NLC servicing schedule, however the additional bin placed there by a member of the public cannot be emptied or moved by the NLC teams as it does not belong to them. The application to extend the quarry at Hibladstow was deferred by the planning committee and Cllr Garritt made representations to the speed reviews for North Cliff Road and Mortal Ash Hill. Cllr Garritt confirmed that the issues at the Holme Lane junction near Mortal Ash Hill are due to a natural spring and work with the landowner continues as it is not land owned by NLC. The Clerk asked if a copy of the tree inspection report could be provided. Cllr Garritt was thanked for his report.  
b. The Council noted outstanding matters raised with North Lincolnshire Council which were covered by the Ward Councillors report.  
c. The Council received an update regarding maintenance works to highway fingerposts and replacement Perspex for the tourism/places of interest noticeboard in the Market Place. Work to the highway fingerposts is likely to take place in the spring and quotations are in progress for the replacement plastic.
- 2501/07 Mayor & Delegates Reports  
The Council received reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council:
- Hornsea Civic Service – 5<sup>th</sup> January – apologies were sent for this event.
  - NLC Photocalls – Diamond Jubilee Town Hall and Kirton in Lindsey Society – 14<sup>th</sup> January – funding success for LED lighting and the Digital Heritage Trail celebrated.
- Councillors and Officers reports
- Police & Crime Commissioner funding – CCTV – meeting with VideCom Security - 23<sup>rd</sup> December – the Clerk met with the company to finalise details for the positioning of the proposed CCTV provision.

2501/08 Police & Crime Commissioner funding – CCTV

The Council received an update from the Town Clerk on actions required and progress to date following confirmation of the successful application to the Police and Crime Commissioner Community Safety Fund in November 2024. Following the meeting with VideoCom and liaison with the planning department and heritage officer at NLC, a hybrid planning application for listed building consent and planning permission was developed, checked and submitted. The costs paid were noted to be £19.50 plus VAT for the location and block plans and £146.50 for submission of the planning application.

**RESOLUTION: Approval of the Town Clerk's actions.**

2501/09 Financei. Income and Expenditure

- a. The Council received notification of accounts paid by the Town Clerk under devolved authority (January 2025).
- b. The Council received information from the Royal British Legion regarding local spending. The RBL noted 'We use these funds to help local veterans in their hours of need. For instance, we helped an army veteran when his relationship ended and we found him living in his car with his dog. We paid for an hotel and food for him and kennels for the dog while we helped him go through the process of gaining accommodation for him and his pet. We got him a flat and set him up on the road to recovery. He is now working and living life as he should be. We are only able to help others when donations are given to us by groups, individuals and organisations like yourselves'.
- c. The Council received any updates regarding potential future funding for the Community Co-Ordinator role. There was no update to report at this time.
- 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. (December 2024)
- b. The Council received the 3rd Quarter Budget Checks, noting no matters to raise or action required.
- c. The Council noted the next visit of the Internal Auditor as 13<sup>th</sup> February 2025.

2501/10 Planninga. The Council considered the following planning applicationsi. PA/2024/1480

**Proposal:** Application to thin, crown lift and remove overhanging branches of 2 sycamore trees, identified as T3 and T4, subject to and within Tree Preservation (Kirton in Lindsey) Order 1972.

**Location:** 8A, Station Road, Kirton in Lindsey, DN21 4BB.

The number of different planning applications submitted regarding the trees at 8A Station Road was noted.

**RESOLUTION: That the Clerk responds "No Comment" to this planning application.**

**ACTION: Town Clerk**

ii. PA/2024/1455

**Proposal:** Planning permission for extensions and alterations including replacement roof to create first floor.

**Location:** Weardale, 21 March Street, Kirton in Lindsey, DN21 4PL.

**RESOLUTION: That the Clerk responds "No Comment" to this planning application.**

**ACTION: Town Clerk**

iii. PA/2024/1454

**Proposal:** Planning permission to vary the plans condition of PA/2024/1365 namely to amend the house type for plot 82, to amend the house designs and reposition plots 83-85.

**Location:** Plots 82, 83, 84 and 85, Selby Close, Kirton in Lindsey, DN21 4FF.

**RESOLUTION: That the Clerk responds that the Council neither support nor object to this planning application, however note that applications by the developer resulting in the reduction in green landscaping for this development are causing local concerns.**

**ACTION: Town Clerk**

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

- i. PA/2023/1166 – REFUSAL TO APPROVE RESERVED MATTERS – for (appearance, landscaping, layout and scale) pursuant to outline planning permission PA/2020/588 dated 26/03/2021 for a residential development comprising 74 dwellings, open space and associated infrastructure – land off Ings Road, Kirton in Lindsey, DN21 4BX.
- ii. PA/2024/1070 – HOUSEHOLDER PLANNING PERMISSION – to demolish existing outbuilding and erect an annexe – 1 Cornwall Street, Kirton in Lindsey, DN21 4PP.

2501/11 Car Parking Provision

Discussion was deferred as no updates had been received following the meeting with NLC Highways on 03/12/24.

2501/12 Halifax Bomber Memorial

The Council received the recommendation from the Promoting Kirton Committee that the Town Council resolution from February 2024 is put into place following receipt of a formal request from the resident when all works are confirmed completed and further to respond to the following:

- Who is responsible for the maintenance of the small flower garden? Could the Mini Bloomers be asked to adopt this?
- Who is responsible for any future repairs to the structure?
- What is the protocol for removing flowers/wreaths placed there?
- Can another small plaque be added on to the side of the memorial?

The Clerk noted meeting with the resident, with a letter, to request him to confirm that the works are now fully completed. The resident felt that writing formally was unnecessary and that his conversations with the Mayor and the Clerk were more than enough as formal request and confirmation of completion. The Council members discussed that something in writing was a requirement.

**RESOLUTION: That written confirmation is prepared with the resident with assistance of Cllr Garritt.**

**ACTION: Cllr Garritt**

**RESOLUTION: That a quotation is sought for maintenance of the small flower garden from the current Town Council contractor.**

**ACTION: Town Clerk**

**RESOLUTION: That once gifted, the Town Council will become responsible for future repairs to the structure.**

**RESOLUTION: That the protocol for removing flowers/wreaths will be at the discretion of the Town Council.**

#### 2501/13 Policies and Procedures

a. The Council reviewed Policy 24: Press & Media Policy last approved January 2024.

**RESOLUTION: That this policy is approved without amendment.**

**ACTION: Town Clerk**

b. The Council reviewed Policy 28: Learning and Development Policy last approved January 2024.

**RESOLUTION: That this policy is approved without amendment.**

**ACTION: Town Clerk**

c. The Council received notice of the government's current consultation regarding improving the standards and conduct framework.

**RESOLUTION: That all Councillors respond to this consultation individually.**

**ACTION: Town Councillors**

d. The Council received notice of the government's current consultation regarding overhaul of the local audit system in England.

**RESOLUTION: That the Town Clerk is to respond to this consultation on behalf of the Town Council.**

**ACTION: Town Clerk**

e. The Council considered actions required around the Casual Vacancies on the Council, including confirmation of the ongoing procedure. The Clerk confirmed that an election had been called for by at least ten electors and that the process for this was mandated with information and notices going out according to a specified schedule. Polling cards would be issued over the next few weeks. North Lincolnshire Council cover the costs for the election from their election budget. The second casual vacancy is notified as mandated with confirmation due in early February whether this will be filled by co-option. The Council discussed the option to hold a hustings for the three candidates nominated for election, to give residents the chance to find out more about the candidates and their interest in becoming members of the Town Council. It was resolved not to do this.

f. The Council received an update about the Local Councils Award Scheme. Kirton in Lindsey Town Council has achieved recognition under the Silver Award with the Local Council Award Scheme and is the first Council to achieve this since the revision of the scheme and the new categories. The recognition is in place for four years. The Clerk noted disappointment with some comments noted against the award criteria. It was agreed this should be fed back to assist with future assessments of other applications. A note of thanks was asked to be recorded to the Clerk, Assistant Clerk and Councillors as joint effort achieved.

#### 2501/14 Open Spaces

a. The Council received the visual and operational play park inspection reports for signature. The resignation of Cllr Delsignore had left Cllr Fox as the only person carrying out inspections. It was agreed that until the casual vacancies are filled on the Council Cllr Fox will temporarily continue to carry out weekly play area inspections.

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council.

Communications have improved. Inspections are now up to date. A replacement part is required for the roundabout and NLC are sourcing this. The annual RoSPA operational inspection has taken place and the data is awaited.

c. The Council received inspection reports for the outside gym equipment. The resignation of Cllr Delsignore had left no one carrying out inspections. It was agreed that until the casual vacancies are filled on the Council Cllr Cooper will temporarily carry out weekly inspections of the gym equipment, guided by Cllr Fox.

d. The Council considered the placement of a brass plaque on the play area fencing – 'Opened by Cllr John Brigg's Mayor of NLC and Cllr Joy Kofoed on 5th November 2022 with monies donated by North Lincolnshire Council, SSE Renewables, The National Lottery, British Steel, Kirton Quizzers and Kirton in Lindsey Town Council' as requested by Cllr Joy Kofoed. It was discussed that the funders information was already displayed on the play area sign.

**RESOLUTION: That costings for a brass plaque to be attached to the play area fencing to read 'Opened by Cllr John Brigg's Mayor of NLC and Cllr Joy Kofoed on 5th November 2022' are sought and brought back to the next meeting for approval.**

**ACTION: Cllr Kofoed**

Cllr Kofoed requested a recorded vote.

For: Cllr Kofoed (Proposer), Cllr Fox (Secunder), Cllr Frankish, Cllr Garritt.

Against: Cllr Cooper, Cllr Stephenson.

e. The Council considered the placement of a brass plaque on a bench at KLASSIC Park – ‘Dedicated to Cllr Billy Boyd (Mayor of Kirton in Lindsey 2009-2013) with monies raised from Cllr Joy Kofoed (Mayor of Kirton in Lindsey 2022-23) and Kirton in Lindsey Old Timers Football Club’ as requested by Cllr Joy Kofoed. Cllr Kofoed also noted the donation of a plaque from Melanie Boyd noting Billy Boyd’s Regiment details. It was clarified that the monies raised by Cllr Kofoed did not purchase the benches at KLASSIC. It was advised that the company who the benches at KLASSIC were purchased from may be able to quote for plaque costings.

**RESOLUTION: That costings are sought for a plaque to read “Dedicated to the Memory of Billy Boyd, Mayor of Kirton in Lindsey 2009-2013” and brought back to the next meeting for approval.**

**ACTION: Town Clerk**

**RESOLUTION: That the placement of both plaques on a bench at KLASSIC is approved in principle and referred to the next meeting of the KLASSIC Trustee.**

**ACTION: Town Clerk**

f. The Council received updated costs for 2025 from the highway verges contractors. It was noted that the contractors have unfortunately had to review pricing for the 2025 season after various price increases seen over the last year and also those due to come in to force this year.

**RESOLUTION: That under the specific circumstances given the revised quotation for £14,713.60 plus VAT is accepted.**

**ACTION: Town Clerk**

2501/15 Grove Street Cemetery

a. The Council received an update regarding work around land registration. Burton & Dyson have had an update from NLC to confirm that they do not have a copy of the deed. The process is now for an application supported by a statutory declaration. Costs are estimated to be £1,265.00 plus VAT. This doesn’t include the land registry fee which is dependent on value. A valuation will therefore also be required.

**RESOLUTION: That the Clerk instructs Burton & Dyson under these terms. ACTION: Town Clerk**  
**RESOLUTION: That a valuation is sought and processes are followed (three quotes) as required dependent on the value of the work required.**

**ACTION: Town Clerk**

b. The Council received an update regarding the request for a memorial bench and pest control activity. The memorial bench is now completed and a plaque ready to be installed. Once completed the final balance, including cost of the plaque will be paid by the residents. Mole activity continues in the lower part of the cemetery as the current weather is ideal for mole activity. Moles are removed when discovered, however other moles then discover the tunnels and the process repeats. Suggestions for rolling the area to collapse the tunnels were not recommended due to the great disturbance of the cemetery area this may cause.

The Council considered an application for a memorial stone in aurora red and declined the request noting that it would not be appropriate and in keeping within the town cemetery.

c. The Council receive a complaint/query about the flower bed outside the cemetery.

**RESOLUTION: That the resident is thanked for their interest and for contacting the Council, however advised that the flower bed is outside the control of the Town Council and is maintained by Mini Bloomers. It is felt that the encouragement of young people taking an interest in the environment can only be positive.**

2501/16 Allotments

The Council received any relevant updates. It was noted that further information will be available following the meeting with the Ward Cllrs and NLC officers. Cllr Frankish raised concern that the advisory group only had two members, as raised at the December meeting. It was agreed that this should be reviewed when the casual vacancies are filled.

2501/17 A Team

The Council consider the retirement of the town A Team charity volunteers. A meeting of The Green and The Market Place Charity had taken place in early January. The recommendation of the Town Council for a bench to be placed on the Green was approved, the Town Clerk is tasked with confirming the location and bringing costs back to a future meeting.

2501/18 Dog Fouling

The Council discussed dog fouling in the town, the Resident’s concerns, and agreed on any actions to be taken by the Town Council as requested by Cllr Hazel Fox.

**RESOLUTION: That NLC are approached about the provision of dog warden patrols and this is boosted with the display of posters and online information to residents.**

**ACTION: Cllr Fox/Town Clerk**

2501/19 Humber and Wolds Rural Action - - Rural Housing Project

The Council received an update on the Humber and Wolds Rural Action Rural Housing Project. The Town Clerk noted proposed dates to start the survey as Friday 17th January through until Sunday 9th February. A presence at a Community Café is booked. Support requested to publicise details and provide information about events which could be attended has been responded to.

2501/20 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 as: invitation to NLC Civic Dinner (March); NLC Tourism Partnership February Meeting details; Brigg Line Rail Group press release on replacement buses; NLC News Direct update; query from KLAGs regarding grant funding; NLC request for annual report on parish paths partnership and highway grass cutting devolution funding; confirmation of Local Council's Award Scheme result; PA/2025/68&69 (CCTV) confirmations; Statement of Persons Nominated for Election; PA/2024/1310 (High Street) decision notice; Rural Bulletin; Humber & Wolds Circular Economy Strategy workshops information; ERNLLCA/Live Well webinar and Humberside Police – Community Speedwatch event 17<sup>th</sup> February at Melton.

Cllr Kofoed noted that the messages of condolence for Billy Boyd were collated into a Book of Remembrance.

- b. Resident – complaint/query about flower bed outside Cemetery
- c. NLC – News Direct
- d. Visit North Lincolnshire Partnership - December update
- e. Planning – PA/2024/1395
- f. Police and Crime Commissioner – confirmation of funding for CCTV project
- g. Kirton in Lindsey Royal British Legion – information regarding local funding
- h. ERNLLCA – National Planning Framework training information
- i. HWRA – Year End Newsletter
- j. ERNLLCA – December Newsletter
- k. NLC – Strengthening the Standards and Conduct Framework for Local Authorities consultation
- l. NLC – revised UKSPF project completion letter (Community Co-Ordinator)
- m. Planning – PA/2024/1402
- n. Broughton Town Council – condolences (Billy Boyd)
- o. NLC – Notice of the call for an election to fill the casual vacancy
- p. Civic Award – notification of thanks and confirmation of attending Civic Dinner
- q. Independent Brigg Line Rail Group – receipt of copies of leaflets for display
- r. Resident – query about ownership of footpath and wall between St Andrew's Street and Wesley Street
- s. Energy4All – North Lincolnshire Community Energy 2<sup>nd</sup> community share offer launch invitation
- t. Resident – request for stamping of declaration attestation signed by Cllr Gunn
- u. NLC – George Street update – pot holes – NLC confirm that road was completely resurfaced in 2023/2024 – query returned to NLC as to why the road surface as deteriorated so significantly in such as short space of time.
- v. Brigg Town Council – invitation to Civic Dinner (February)
- w. CPRE – January Newsletter
- x. Louth Town Council – funeral details for former Mayor, Cllr Julia Simmons
- y. HWRA – Confirmation of details of housing needs survey planning work
- z. NALC – Open Letter to Parish and Town Councils from Chair of NALC
- aa. Rural Services Network – Rural Bulletin
- bb. ERNLLCA – reminder re government and NALC sector standards survey
- cc. Resident – reports of issues on Public Rights of Way FP253 and FP254
- dd. Contractors – Highway Verge costs – quotation for revision
- ee. Community Vision – Fundraising update
- ff. Howden Town Council – condolences (Billy Boyd)
- gg. Nic Dakin, MP – condolences (Billy Boyd)
- hh. NATRidge – January Newsletter
- ii. Rural Services Network – Rural Funding Digest January
- jj. City of Lincoln Council – announcement of passing of Cllr Sue Burke
- kk. RPM Bike Trials Display – detail of entertainment offer for events
- ll. NLC – receipt of equipment inspection sheets for December via Cllr Fox
- mm. Snaithe & Cowick Town Council – condolences (Billy Boyd)
- nn. Police and Crime Commissioner – Police Funding Survey 2025/26
- oo. Beverley Town Council – condolences (Billy Boyd)
- pp. NLC – Tourism Partnership February marketing workshops
- qq. Hessle Town Council – invitation to Civic Service (February)
- rr. Community Vision – Community Cohesion funding details
- ss. Banking – notification of reduction of interest rates
- tt. NLC – Tourism Partnership - Purple Pound
- uu. Mayor of Doncaster – invitation to Civic Ball

2501/21 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 26<sup>th</sup> February 2025 at 7pm at the Diamond Jubilee Town Hall.**

**NOTE: Agenda items to be submitted before Monday 17<sup>th</sup> February in line with Standing Orders.**

The meeting closed at 20:37.