



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 23rd April 2025
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Pat Frankish, Cllr David Garritt, Cllr Karen Gunn, Cllr Barry Starkie and Cllr Suzanne Stephenson (part).

Members not present: Cllr Kathy Cooper, Cllr Tony Kitchen and Cllr Joy Kofoed.

Also present: 1 member of the public (part), Sarah Jackson – Humber and Wolds Rural Action, Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

MINUTES

2504/01 Apologies for Absence

Apologies were received from Cllr Cooper and Cllr Kitchen.

2504/02 By-Election Result

The Council noted the result of the By-Election held 27th March 2025 and welcomed Barry Starkie as Town Councillor who had previously met with the Clerk and signed his Declaration of Office.

2504/03 Declaration of Interests / Dispensations

- No declarations were made.
- No dispensations were granted.

2504/04 Public Participation

A member of the public noted queries from members of the public regarding the lack of progress on projects including the nature reserve off Redbourne Mere, land at Wormwood Hill, car parking provision and the Council's oversight of KLASSIC. Cllr Fox suggested that members of the public who have queries should attend meetings to better understand the work of the Council.

2504/05 Minutes

- The Council approved the minutes of the Full Council Meeting held 26th March 2025.

RESOLUTION: That the minutes were duly approved and signed.

- The Council received the draft minutes of the Promoting Kirton Committee Meeting held 14/04/2025.
- The Council received the draft minutes of the General Purposes Committee Meeting held 14/04/2025.

2504/06 Report from North Lincolnshire Council / Ward Councillors

a. Ward Cllr David Garritt provided a brief update to say that he had received a response from Gareth Denovan regarding the December on site meeting about parking in the town to request details about funding for a feasibility study. The electrical goods for pensioners, including air fryers, which had attracted a great deal of interest, were now all delivered with assistance from Cllr Cooper. Cllr Garritt had attended an emergency meeting regarding the steel works. An update was received about the works required to the allotments entrance, to be discussed later in the meeting. Work was now completed to resolve the water leak issues near Mortal Ash Hill with Anglian Water Authority continuing investigations.

b. Ongoing issues raised by the Town Council were discussed. The 'Churches' sign at the Spa Hill/Church Street junction, damaged in icy weather in January and lack of progress with replacing the damaged section of railing at Steep Hill were discussed. The Town Clerk again noted concern that March Street was not on the works list for highway repairs. An update was requested about any progress with safety issues at the B1398 Grayingham crossroads. Cllr Fox noted any update from the MP or Lincolnshire County Council would be reported back to the Council. The Town Clerk noted that following concerns raised about the lack of signage at the play areas at Barnard Meadows, Fusilier Way and The Maltings, North Lincolnshire Council (NLC) have confirmed signage is to be renewed/placed at all their play areas this financial year.

RESOLUTION: That NLC are asked to consider the placement of a replacement sign at Spa Hill/Church Street junction as there are no longer 'Churches' (plural) and that 'St Andrew's Historic Church' is put forward.

ACTION: Town Clerk

RESOLUTION: That an update is requested from NLC regarding the handrail works at Steep Hill and Ward Cllr Garritt is copied into the communications.

ACTION: Town Clerk

RESOLUTION: That Cllr Garritt raises March Street for consideration of works by NLC.

ACTION: Cllr Garritt

c. The Council received concerns raised by residents to Cllr Kitchen regarding St Andrew's Street and Church Street. It was felt that yellow lines in this area would not be appropriate.

RESOLUTION: That consideration for St Andrew's Street to be made a one-way street from March Street is put forward to NLC by Cllr Garritt.

ACTION: Cllr Garritt

d. The Council considered the 'Share the Road' signage previously installed at Ings Road by North Lincolnshire Council. Only one of these signs remains and is damaged and lost within vegetation/planting.

RESOLUTION: That NLC are asked to replace the missing sign and ensure that both signs are prominently displayed.

ACTION: Town Clerk

2504/07 Mayor & Delegates Reports

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

Signed:

Dated:

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

- Brigg Town Council – Civic Dinner – 5th April
- Kirton in Lindsey Town Council – Annual Town Meeting – 9th April. Cllr Fox noted that the meeting was well attended and a good event including the cheque presentations, with thanks to the Assistant Clerk for organisation. Cllr Fox recommended a table is provided in future for the Ward Councillor report, if the Ward Councillor is to remain seated.
- Broughton Town Council – Civic Dinner – 12th April. Cllr Fox noted the appointment of a Town Crier by Broughton which was discussed at the last Promoting Kirton Committee meeting and that Broughton no longer wear chains of office at meetings.
- City of Lincoln – Civic Service – 13th April. Cllr Fox noted this was poorly attended by the public.

Councillors and Officers reports

- Kirton Knit Knacks AGM – 3rd April. The Town Clerk attended to give thanks for the 'yarn bombing' at Christmas and noted the Easter displays.
- Electric Blanket testing for residents arranged with NLC – 3rd April. The Town Clerk reported this had proved successful and will hopefully return in Sept/Oct due to the interest shown.

2504/08 Humber and Wolds Rural Action (HWRA) – Rural Housing Project

Sarah Jackson (HWRA) provided an update and printed draft report following the recent Humber and Wolds Rural Action Rural Housing Project survey. Feedback is sought on the report from the Town Council along with any further steps which it would like HWRA to take. The report confirms there is a need for social housing in the town. Next steps are likely to be sourcing of land for a small, 6-10 social housing/social rent homes, development – likely to be with Ongo. The site can be a rural exception site due to the provision of social housing. Sarah was thanked by the Mayor on behalf of the Town Council.

2504/09 Police & Crime Commissioner funding – CCTV

The Clerk noted submission of the funding claim and a series of complications which had arisen and sought to be resolved with the project, including scheduling of the works with the CCTV provider and electrician. The required electrician's works quotation was explained.

RESOLUTION: That the electrician's costs of £362.91 plus VAT were approved.

ACTION: Town Clerk

2504/10 Financei. Income and Expenditure

- The Council received notification of accounts paid by the Town Clerk under devolved authority. (April 2025)
- The Council received the annual ERNLLCA renewal subscription for 2025-2026 at £990.10. The Town Clerk noted the additional provision of free training, especially for Councillors, as part of the subscription offer.

RESOLUTION: That the renewal subscription is paid.

ACTION: Town Clerk

- The Council received the annual ICCM renewal subscription for 2025-2026 at £105.00.

RESOLUTION: That the renewal subscription is paid.

ACTION: Town Clerk

- The Council received an update regarding potential future funding for the Community Co-Ordinator role. It was noted some feedback was awaited from HWRA on revision to the previous application prior to resubmission.

- The Council received costings for updated laptop and mobile phone for the Town Clerk. The business mobile phone remains in contract until November, and costings will be reviewed at that time. Five laptop options and quotations were presented for consideration.

RESOLUTION: The third option, for a HP Pavilion x360 laptop at £599.00, was approved however it was noted that prices are changeable in the current financial environment.

ACTION: Town Clerk

- The Council received an update on works required to noticeboards. The Town Clerk noted some options for siting noticeboards but that residents input would be important. The quotation for repairs to the Perspex on the tourism noticeboard in the Market Place was explained due to the unusual design.

RESOLUTION: That notices are placed in noticeboards seeking suggestions for retention/locations.

ACTION: Town Clerk

RESOLUTION: That the quotation of £200 for the replacement Perspex/seal on the tourism noticeboard was approved.

ACTION: Town Clerk

- The Council approved accounts for payment.

ii. Internal Control

- The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (March 2025)

- The Council received the 4th Quarter Budget Monitoring Report to 31st March 2025 noting no actions required.

- The Council discussed and agreed the 2025-26 Reserves Statement.

RESOLUTION: That recommendations of the General Purposes Committee were agreed, to increase the General Reserves to £48,000 and to increase the IT/Website earmarked reserves to £1,772.71. Total Earmarked and General Reserves: £78,542.96.

ACTION: Town Clerk

iii. External Control

- The Council received the 2024-25 Internal Auditors Report. It was noted that the auditor had found no issues and therefore had made no recommendations. The Town Clerk was congratulated and thanked for the work involved in achieving this result.

- b. The Council completed, approved and signed the 2024-25 Annual Governance Statement
- c. The Council completed, approved and signed the 2024-25 Accounting Statements
- d. The Council confirmed the appointment of Public Sector Audit as the Internal Auditor for 2025-26.

2504/11 Planning

a. The Council considered the following planning applications:

i. PA/2025/408

Proposal: Planning permission for single storey side and rear extensions

Location: 10B Station Road, Kirton in Lindsey, DN21 4BB

RESOLUTION: *That the Clerk responds with 'no comment' to this planning application.*

ACTION: Town Clerk

ii. PA/2025/399

Proposal: Planning permission to vary the plans condition added by PA/2024/1365 namely to add orangeries to plots 80, 82, 83 and 85, to change the house types for plots 88 and 100 and to amend the layout, add an orangery, separate the garage from the dwelling and to reposition the house on plot 101.

Location: Windmill Plantation, Kirton in Lindsey, DN21 4FF

RESOLUTION: *That the Clerk responds with 'no comment' to this planning application.*

ACTION: Town Clerk

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

- i. PA/2025/173 – HOUSEHOLDER PLANNING PERMISSION – to erect a single-storey rear extension – 25 Park Hill, Kirton in Lindsey, DN21 4NL.
- ii. PA/2025/207 – CONSENT UNDER TREE PRESERVATION ORDERS - Application to fell a common Ash tree, identified at To14 subject to and within Tree Preservation (Old Vicarage Grounds, Kirton in Lindsey) Order 1971 – 51 Beechcroft Drive, Kirton in Lindsey.

2504/12 Car Parking Provision

The Council considered car parking provision for the town and noted the update from Cllr Garritt that funding for a feasibility study was to be looked into with NLC. Cllr Fox also noted proposed dates to meet with representatives from the Tighe family and that this is likely to take place before the next monthly meeting.

2504/13 Policies and Procedures

a. The Council noted the National Association of Local Council's (NALC) updates to the Model Standing Orders for local Councils to comply with new procurement legislation and ensure consistency with Financial Regulations. Amendments to the section on Code of Conduct Complaints was also discussed.

RESOLUTION: *That the updates to Section 18 (Financial Controls and procurement) are approved and Standing Orders are updated for approval at the Annual Meeting of the Council in May.*

ACTION: Town Clerk

RESOLUTION: *That the wording changes for Section 14 (Code of Conduct complaints) are queried as they appear contrary to advice on dealing with such matters.*

ACTION: Town Clerk

b. The Council reviewed Policy 08: Member Development Policy last approved April 2024.

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

ACTION: Town Clerk

c. The Council discussed the General Purposes Committee meetings remit. Members of the General Purposes Committee noted concerns about the current remit and restrictions it imposed on the Committee. Options were to give the Committee authority to make decisions or to move the Committee meetings to a more 'ad-hoc' arrangement if a meeting was needed for specific urgent planning or urgent/in-depth financial matters.

RESOLUTION: *That only when required, following liaison between the Chair of the Committee and the Town Clerk, General Purposes Committee meetings will held on the same date as Promoting Kirton Committee meetings and will follow on from Promoting Kirton Committee meetings.*

ACTION: Town Clerk

d. The Council considered how Councillors respond to queries from residents. Discussion involved the role of Councillors to signpost residents to the correct organisation to deal with queries but also that judgement is required to be used in regard to the individual need presented.

2504/14 Open Spaces

a. The Council received the weekly visual and monthly operational play park inspection reports for signature. Weed growth around the play surfaces was noted and the Town Clerk noted that the contractors were currently dealing with this. Cllr Gunn offered to deliver printed forms to Cllr Kitchen to help him carry out inspections.

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council. No issues were noted at this time.

c. The Council received an update regarding the suggestion from a resident about Widgit Communication Boards for the park. A more competitive quotation was received from a local company.

RESOLUTION: *That the quotation from Allen Signs at £251.80 plus VAT, with additional costs for delivery and fitting is approved.*

ACTION: Town Clerk

d. The Council noted no weekly inspection reports for the outside gym equipment were received. Cllr Starkie offered to take on the weekly inspections and Cllr Fox provided information on the process for the weekly inspections.

e. The Council received information about maintenance of the Peace Garden at the War Memorial including revised costings

for the current contractor to carry out reduced works, and the input from town volunteers. Two volunteers had come forward to carry out maintenance and general weeding on an ad-hoc basis. This reduced the costs for contractor maintenance (deadheading, pruning, feeding, spraying and watering if required) from £1,520 to £940 per annum. Current three yearly sponsorship donations total £750 for the three beds. Cllr Gunn expressed concerns about the costs and the appearance of the rose beds and proposed that roses are relocated in other existing flower beds in the town and the number of beds at the Peace Garden reduced. Cllr Gunn was asked to provide more information about existing flower beds which the roses could be relocated to at a future meeting.

RESOLUTION: That roses are relocated to other existing flower beds in the town and to the rose bed nearest the boundary of the Peace Garden area, the two empty rose beds then to be grassed over.

Cllr Garritt requested a recorded vote. For: Cllr Gunn (Proposer); Cllr Stephenson (Seconder); Cllr Fox. Against: Cllr Garritt, Cllr Frankish, Cllr Starkie. Tied voted. Deciding vote, Cllr Fox – For.

f. The Council received an update about Community Payback works at the War Memorial. The team had completed cleaning down the railings in January and had offered to paint the railings to tidy them up further. They provide the labour and the Council would need to provide the materials (paint), estimated at circa £231.00.

RESOLUTION: That Community Payback are asked to carry out the painting works, with £231.00 approved to cover paint costs.

ACTION: Town Clerk

2504/15 Grove Street Cemetery

a. The Council received an update regarding work around land registration. The Town Clerk had circulated the valuation from Paul Fox which was also with the solicitors. A meeting is scheduled next week with the solicitors to go through evidence gathering for the registration works.

b. The Council received an update regarding requirements for memorial testing works and notification of memorial inspection training availability (September, £155 + VAT). The three unsafe memorials in the cemetery have received no action to date from the owners, and steps will be taken in May to lay these down again if no action has taken place.

RESOLUTION: That Town Clerk is approved to attend the memorial inspection training.

ACTION: Town Clerk

2504/16 Allotments

a. The Council received relevant updates. Cllr Frankish noted the completion of the April inspections with good results other than one oversized fruit cage which needs to be reduced in height. The Town Clerk noted the confirmation from NLC after an unreasonable period of seven months that planning permission is required for works to the entrance to the allotments. Concern was expressed at the timeframe and the position this leaves the tenants in whilst planning permission and works are sorted. Questions were raised about the transfer of land to the Town Council as allotment land as this would impact on the additional requirements for retrospective planning permissions also noted as required. It was further noted that NLC offer assistance to construct and formalise the entrance to the allotments in order to conform with requirement when retrospective planning is approved.

RESOLUTION: That an Extraordinary Meeting is called once information is gathered together about the transfer of the land to the Town Council.

ACTION: Town Clerk

RESOLUTION: That quotations are sought for planning drawings to proceed with the planning application and brought back to the Full Council for consideration.

ACTION: Town Clerk

Cllr Stephenson left the meeting during the above discussion.

b. To consider current allotment charges and consider any actions required. This matter was not discussed.

2504/17 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 the following correspondence received after the Agenda was published: Rural Services Network weekly bulletin; Connexions information; Standards & Code of Conduct free training via NLC (request for response from everyone which would be collated and reported back); ERNLLCA/WorkNest Health & Safety webinar details; NLC News Direct including Barton upon Humber Neighbourhood Plan public consultation and PA/2024/997 (Appeal).

b. NLC – By-Election update

c. PC Peter Smith (Leicestershire Police) – Honouring PCSO's campaign

d. NLC – Tourism Partnership March update

e. NLC – News Direct update

f. Resident – update re verge parking, South Cliff Road

g. Rural Services Network – Rural Bulletin

h. ERNLLCA – March Newsletter

i. Community Vision – Monthly Update (April)

j. Rural Services Network – Rural Funding Digest – April

k. ERNLLCA – WorkNest update – Statutory employment rates and HSE alerts

l. Groundwork – Newsletter

m. ERNLLCA – Councillor training information – it was noted Cllr Starkie is booked to attend.

n. NLC – Occasional Market Consent consultation confirmation – Summer Gala

o. NLC – Visit North Lincolnshire Annual Visitor Survey invitation

p. Resident – concerns re antisocial behaviour, March Lane via Cllr Fox

q. ERNLLCA – Practitioners Guide email addresses information

r. ERNLLCA – Employment Law free webinar information

- s. ERNLLCA – District Committee notification (24th April)
- t. Burton upon Stather Parish Council – costings comparison queries for cemetery and allotments
- u. NLC – Community Grants In Bloom 2025-25 Scheme notification
- v. ERNLLCA – Notification of Memorial Inspection training course September
- w. CPRE – Northern Lincolnshire Branch Newsletter
- x. 1st Kirton in Lindsey Brownies – Grant award 2024/2025 report
- y. Humber and Wolds Rural Action – April Newsletter
- z. Rural Services Network – Weekly News
- aa. Connect to Support Lincolnshire website – notification of approval for Kirton in Lindsey Town Council listing

2504/18 Date of next Meeting and Agenda Deadline

- a. The Council confirmed the date and time of the Annual Town Council Meeting (subject to any change in circumstances) as: **Wednesday 7th May 2025 at 7pm at the Diamond Jubilee Town Hall.**
NOTE: Agenda items to be submitted before Friday 25th April in line with Standing Orders.

- b. The Council confirmed the date and time of the next monthly Town Council Meeting (subject to any change in circumstances) as: **Wednesday 28th May 2025 at 7pm at the Diamond Jubilee Town Hall.**
NOTE: Agenda items to be submitted before Friday 16th May in line with Standing Orders

2504/19 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 & press be excluded, and the Assistant Clerk be invited to remain.

2504/20 Personnel

- a) The Council considered staff annual leave request.

RESOLUTION: That annual leave was approved.

ACTION: Town Clerk

- b) The Council considered development of a compassionate leave policy. It was noted that the National Association of Local Councils (NALC) model contract of employment used by the Council does not make provision for compassionate leave and recommendations were that a local policy should be adopted for this purpose.

RESOLUTION: That a policy be put into place for compassionate leave on a sliding scale (2-5 days with the potential for further, unpaid leave, by arrangement) depending on the specific situation and the employee's relationship to the person involved.

ACTION: Town Clerk

- c) The Council considered the receipt of weekly Information Reports from the Town Clerk.

RESOLUTION: That the Council decided these are not required to continue.

- d) The Council noted the hours of work for the KLASSIC Venue Manager. The Town Clerk noted that four hours was no longer adequate for the Venue Manager, employed by the Town Council, to complete the work now asked of her and noted the requirement for this to be reviewed.

RESOLUTION: That additional work carried out under the requirements of the Town Council are paid and that additional work carried out under the requirements of KLASSIC are taken to a KLASSIC meeting for consideration.

ACTION: Town Clerk/Assistant Clerk

2504/21 Policies and Procedures

The Council considered training courses and non-attendance - as deferred from the previous Full Council meeting. It was discussed that processes followed by other Councils are looked into.

RESOLUTION: That if a training course is booked at a cost to the public and is not attended, the person booked on the course is reminded of the cost of the course and asked if they would like to repay the cost.

ACTION: Town Clerk

The meeting closed at 21:40.