



**Minutes of the Annual Meeting of Kirton in Lindsey Town Council
held on Wednesday 7th May 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 Karen Gunn, Cllr Tony Kitchen, Cllr Joy Kofoed, Cllr Barry Starkie and Cllr Suzanne Stephenson.
Also present: 3 members of the public (part), Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

Cllr Fox opened the meeting and welcomed members of the public.

MINUTES

- AC2505/01 Election of Chair
a. The Council received nominations and elected a Chair for the Town Council for 2025/26.
Cllr Gunn nominated Cllr Fox, seconded by Cllr Stephenson. No other nominations were received.
RESOLUTION: That Cllr Hazel Fox is elected Chair of Kirton in Lindsey Town Council for 2025/26. **ACTION: Town Clerk**
b. Cllr Fox signed the Chair's Declaration of Acceptance of Office.
- AC2505/02 Election of Vice-Chair
a. The Council received nominations and elected a Vice-Chair for the Town Council for 2024/25.
Cllr Gunn nominated Cllr Kofoed, seconded by Cllr Stephenson. Cllr Frankish nominated Cllr Cooper, seconded by Cllr Garritt. No other nominations were received and a vote was taken on the two nominations.
RESOLUTION: That Cllr Joy Kofoed is elected Vice-Chair of Kirton in Lindsey Town Council for 2025/26. **ACTION: Town Clerk**
b. Cllr Kofoed signed the Vice-Chair's Declaration of Acceptance of Office.
- AC2505/03 Apologies for Absence
No apologies were received.
- AC2505/04 Declarations of Acceptance of Office
The Clerk reminded Councillors about their previously signed Declarations of Acceptance of Office and their commitment to the community.
- AC2505/05 Declaration of Interests / Dispensations
a. Cllr Fox, Cllr Frankish and Cllr Cooper declared personal interests in items 15 a (i) and 10 d. The Clerk reminded all Councillors that the annual meeting was a good time to review their declarations of interest to ensure that they are up to date which is a legal requirement.
b. No dispensations were granted.
- AC2505/06 Public Participation
A member of the public noted that Mount Pleasant Windmill remains up for sale and asked whether the Town Council had discussed the matter and considered if the site should be registered as an Asset of Community Value.
- AC2505/07 Minutes
The Council approved the minutes of the Full Council Meeting held 23rd April 2025.
RESOLUTION: That the minutes were duly approved and signed.
- AC2505/08 Committee Remits
The Council considered reviewing the Town Council Committee Remits and discussed the General Purposes Committee remit and name. No other Committee Remits were discussed.
RESOLUTION: The General Purposes Committee remit is amended to reflect the current work of the Committee and items removed from the remit which are now dealt with by Full Council. The name of the Committee is changed to 'Finance and Planning Committee' to reflect these changes. **ACTION: Town Clerk**
- AC2505/09 Committee Members and Town Council Roles
The Council received nominations and elected members and reserve members to the following committees and roles:
a. Personnel and Disciplinary Committee
RESOLUTION: That Cllr Cooper (Chair), Cllr Gunn, Cllr Kofoed and Cllr Stephenson, were appointed to the Committee.
b. Finance and Planning Committee
RESOLUTION: That Cllr Garritt (Chair), Cllr Cooper, Cllr Fox, Cllr Frankish, Cllr Kitchen, Cllr Kofoed and Cllr Stephenson were appointed to the Committee.
c. Promoting Kirton Committee
RESOLUTION: That Cllr Fox (Chair), Cllr Cooper, Cllr Frankish, Cllr Garritt, Cllr Gunn, Cllr Starkie and Cllr Stephenson were appointed to the Committee.

Signed:

Dated:

d. Community Emergency Plan Committee

RESOLUTION: That Cllr Frankish (Chair), Cllr Garritt, Cllr Kitchen and Cllr Kofoed were appointed to the Committee.

e. Bank mandate

RESOLUTION: That Cllr Cooper, Cllr Frankish, Cllr Fox and Cllr Garritt remain signatories.

f. Snow Wardens

RESOLUTION: That Cllr Frankish, Cllr Kitchen and Cllr Kofoed are appointed snow wardens.

g. Play area / KLASIC outside gym equipment inspections

RESOLUTION: That Cllr Kitchen and Cllr Starkie continue weekly play area inspections with Cllr Fox in reserve.

h. KLASSIC Park Charity Committee

RESOLUTION: That Cllr Fox (Chair), Cllr Cooper, Cllr Frankish, Cllr Garritt, Cllr Kitchen, Cllr Kofoed and Cllr Stephenson were appointed to the Committee.

i. The Green and The Market Place Charity Committee

RESOLUTION: That Cllr Garritt (Chair), Cllr Cooper, Cllr Fox, Cllr Frankish, Cllr Kitchen and Cllr Stephenson were appointed to the Committee.

j. The War Memorial and Garden of Edward Elmhirst Duckering Charity Committee

RESOLUTION: That Cllr Garritt (Chair), Cllr Cooper, Cllr Fox, Cllr Frankish, Cllr Kitchen and Cllr Stephenson were appointed to the Committee.

AC2505/10

Representatives to Serve on Outside Bodies

The Council received nominations and elected members to the following bodies:

a. North Lincolnshire Council Town and Parish Council Liaison

RESOLUTION: That Cllr Cooper and Cllr Frankish are elected as representatives.

b. Neighbourhood Action Team (NATs)

RESOLUTION: That Cllr Cooper is elected as the representative.

c. ERNLCA District Committee

RESOLUTION: That Cllr Fox and Cllr Frankish are elected as representatives.

d. Diamond Jubilee Town Hall Trustees

RESOLUTION: That Cllr Cooper is elected as representative.

e. Kirton in Lindsey In Bloom

RESOLUTION: That Cllr Frankish is elected as representative.

f. S106 Development Working Group

RESOLUTION: It was decided to disband this working group at this time and discuss S106 matters at a future Full Council meeting to agree if further actions are required. ACTION: Town Clerk

g. Allotments

RESOLUTION: That Cllr Cooper, Cllr Frankish and Cllr Starkie are elected as representatives.

h. Town Events Working Group

RESOLUTION: That Cllr Frankish and Cllr Garritt are elected representatives.

i. Other outside bodies not mentioned above - no further outside bodies to discuss.

AC2505/11

Policies and Procedures

The Council reviewed and considered the adoption of the following Town Council Policies and Procedures;

a. Standing Orders

RESOLUTION: That the National Association of Local Council's (NALC) recommended amendment regarding Code of Conduct matters (bold text) is approved, but that the full version of the relevant advice is also included for clarity. ACTION: Town Clerk

b. Code of Conduct – the Town Clerk reported responses received from Cllr Frankish, Cllr Kofoed, Assistant Clerk, Cllr Cooper, Cllr Fox and Cllr Stephenson to the offer of free Standards and Code of Conduct training by North Lincolnshire Council (NLC). A reminder was circulated earlier in the day to all Councillors again asking that a response is sent to the Town Clerk and Councillors were again asked that everyone provides a response to this. It was agreed that the Code of Conduct policy requires no amendment.

c. Financial Regulations - that this policy requires no amendment.

d. Financial Risk Assessment - that this policy requires no amendment.

e. Publication Scheme - that this policy requires no amendment.

f. Equal Opportunities Policy - that this policy requires no amendment.

g. Sickness Absence Policy - that this policy requires no amendment.

h. Grant Awarding Policy - that this policy requires no amendment.

i. Community Pot Application Form - that this policy requires no amendment.

ii. Budgeted Grant Application Form - that this policy requires no amendment.

i. Civility and Respect Pledge – agreed statements and renewed pledge.

j. Co-Option Policy - that this policy requires no amendment.

k. Sexual and General Harassment Policy - that this policy requires no amendment.

l. Community Engagement/Communication Policy - that this policy requires no amendment.

m. Risk Management - that this policy requires no amendment.

n. Allotment Risk Assessment - that this requires no amendment.

o. Information and Data Protection Policy. Cllr Cooper raised concerns that no policy is in place around Artificial Intelligence (AI).

RESOLUTION: That an agenda item is included for discussion at a future meeting on the subject of AI.

ACTION: Town Clerk

p. **Privacy Notice** - that this requires no amendment.

q. The Council reviewed the draft meeting schedule and publication of Agendas.

RESOLUTION: That the draft Meeting Schedule for 2025-26 is approved and the publication of agendas with three clear days notice is confirmed.

ACTION: Town Clerk

r. The Council discussed the publication of meeting attendance which ceased by resolution in June 2019.

RESOLUTION: That publication of meeting attendance on an annual basis resumes.

ACTION: Town Clerk

s. The Council reviewed the Reserves Statement as agreed at April 2025 Full Council meeting.

RESOLUTION: That the Reserves Statement for 2025-26 is approved.

ACTION: Town Clerk

t. The Council noted the policies reviewed between June 2024 and April 2025:

- Health and Safety Policy – May 2024
- Environmental Policy – May 2024
- Complaints Policy – June 2024
- Grievance Policy – June 2024
- Member/Officer Protocol – September 2024
- Dignity At Work Policy – September 2024
- Child Protection – October 2024
- Safeguarding Adults – October 2024
- Bio-Diversity Policy – November 2024
- Reserves Policy – November 2024
- Lone Worker Policy – December 2024
- Press & Media Policy – January 2025
- Learning and Development Policy – January 2025
- Social Media Policy – February 2025
- Disciplinary Policy – February 2025
- Cemetery Risk Assessment – March 2025
- Play Area Risk Assessment – March 2025
- Recruitment Policy – March 2025
- Member Development Policy – April 2025

u. The Council agreed the receipt of policies by Councillors. Councillors confirmed the publication of policies on the Town Council website in preference to receiving printed copies, in line with the current Environmental Policy.

v. The Council considered the development of a Strategic Plan.

RESOLUTION: That a Strategic Plan should be developed to provide direction and provide the Community with an understanding of what the Town Council is for and what it's doing.

RESOLUTION: That a small working group is formed to develop initial ideas to bring back to Full Council.

RESOLUTION: That the working group members are Cllr Cooper, Cllr Frankish, Cllr Fox and Cllr Garritt.

AC2505/12

Grove Street Cemetery

a. The Council received an update from the Clerk on cemetery capacity. When discussed, capacity figures remain in line with previous years, with no concerns noted.

b. The Council considered a review of the Cemetery Rules and Regulations. Concerns were expressed at non-compliance with the regulations in the use of plastics and other materials and the non-removal of flowers past their best by those who have placed them.

RESOLUTION: That no amendments are required.

c. The Council reviewed and considered the adoption of the Cemetery Scale of Charges.

RESOLUTION: That no amendments are required.

AC2505/13

Allotments

The Council considered current allotment charges.

RESOLUTION: That Cllr Cooper and Cllr Frankish research other local allotment site charges and report back to a future Full Council Meeting.

ACTION: Cllr Cooper/Cllr Frankish

AC2505/14

Council Insurance and Asset Register

The Council reviewed the current asset register and insurance requirements.

RESOLUTION: The asset register and current insurance provision were approved with the renewal quotation from Ecclesiastical through Clear Councils accepted.

ACTION: Town Clerk

RESOLUTION: That Cyber Security insurance costings are researched and brought back to a future Full Council for discussion.

ACTION: Town Clerk

RESOLUTION: That a new three-year fixed rate agreement is entered into with Ecclesiastical Insurance.

ACTION: Town Clerk

AC2505/15

Correspondence

a. North Lincolnshire Council – Planning. The Council considered the following planning applications:

- i. Appeal: PA/2024/997 – Proposal: to erect a first floor extension above existing shop to provide two flats, two storey side extension, vehicle parking, cycle parking and bin storage (amendment to previous refusal Ref: PA/2023/1752)
Location: 11 High Street, Kirton in Lindsey, DN21 4LZ.

RESOLUTION: *That the previous objection is re-stated as part of the appeal.*

ACTION: Town Clerk/Cllr Garritt

- ii. PA/2025/550 – Proposal: Public call box removal.

Location: Outside 4 George Street, Kirton in Lindsey, DN21 4NA.

The Town Clerk noted the information on the consultation that eight calls had been made from the public telephone in the last twelve months, and for the retention of the facility to be viable, British Telecom state over fifty-two calls need to be made over a twelve-month period.

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

ACTION: Town Clerk

b. Kirton in Lindsey Society – Information. The Council noted the delisting of the Long Room, Cornwall Street as a Grade II Listed Building. (February 2024).

AC2505/16

Date of next Meeting and Agenda Deadline

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

Wednesday 28th May 2025 at 7pm at the Diamond Jubilee Town Hall.

NOTE: Agenda items to be submitted before Monday 19th May in line with Standing Orders.

The meeting closed at 7:45pm

Signed:

Dated: