



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council  
held on Wednesday 28<sup>th</sup> 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 Tony Kitchen, Cllr Joy Kofoed, Cllr Barry Starkie and Cllr Suzanne Stephenson.

Members not present: Cllr Karen Gunn

Also present: 6 members of the public, Chris Allsopp (part), Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.



**MINUTES**

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

**2505/01 Apologies for Absence**

No apologies were received.

**2505/02 Declaration of Interests / Dispensations**

a. Cllr Frankish declared personal interest in items 2505/15 (g); 2505/18 and 2505/19 (x). Cllr Kathy Cooper declared a personal interest in item 2505/18.

b. No dispensations were granted.

**2505/03 Artificial Intelligence (AI) Presentation**

Chris Allsopp gave a brief presentation on Artificial Intelligence (AI). He noted that the current technology is generally an assistive tool to provide benefit in summarising, understanding and time saving, ideal for creation of templates and analysis of data. Chris answered queries from Councillors and was thanked for providing the information to the Council.

**2505/04 Public Participation**

No matters were raised.

**2505/05 Minutes**

a. The Council approved the minutes of the Annual Council Meeting held 7<sup>th</sup> May 2025.

**RESOLUTION: That the minutes were duly approved and signed.**

b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 12/05/2025.

**2505/06 Report from North Lincolnshire Council / Ward Councillors**

a. Ward Cllr David Garritt provided a brief update to note the submission of a planning committee report regarding the Ings Road planning application which was subsequently approved. Appeal consultation response submitted regarding Morrisons Daily in conjunction with the Town Clerk. A new section for the railings on Steep Hill is on order which will be in keeping with the existing heritage style. A meeting is arranged for 13<sup>th</sup> June with Highways to discuss matters including March Street resurfacing, St Andrew's Street one way recommendation, the joint safety review at the B1398 Grayingham crossroads and discussions around potential options for parking provision on Sylvester Street. Community help will be sought to identify pothole locations for new schedules of work. Cllr Garritt continues to seek updates regarding the nature reserve work at Redbourne Mere and has discussed the new 'Neighbourhood Priorities Statement' and Neighbourhood Plan development work with the relevant officer. The first stage would be to find a keen group of residents to become involved and revisit the objective stage previously developed. It was recommended that Councillors look at the design code which forms part of the current Barton Neighbourhood Plan consultation to help understand the requirements which would be needed. The resident query over the ownership of the footpath between Traingate and Wray Street which is in need of repair is ongoing within North Lincolnshire Council (NLC) who now identify it as unadopted.

b. Ongoing issues raised by the Town Council were discussed. New signs are now on order to replace the 'Churches' sign at the Spa Hill/Church Street and Church Street/Ings Road junctions, these will read 'Church'. NLC have provided 'Share the Road' signs for Ings Road but no longer fit them due to lack of resources. The Town Clerk has arranged for them to be installed along Ings Road by a volunteer. Updates are awaiting regarding 'Not Messing' fly tipping/litter signs. The Town Clerk offered to send details of potholes reported but not resolved to Cllr Garritt as part of the location identification works.

c. The Council received an update from the Town Clerk regarding the maintenance of the areas around the NLC Library railings and kerb areas around the town. NLC carried out weed spraying works around the town over the last week.

d. The Council received an update from the Town Clerk regarding S106 matters. Following on from discussion at the previous meeting, up to date figures for S106 monies were shared with all Councillors. Previously NLC have asked for the Town Council to put forward recommendations around the use of these monies for the benefit of the town. Discussion included provision for biodiversity, public open space and affordable housing.

**RESOLUTION: Cllr Garritt to seek internal updates from NLC regarding the nature reserve work off Redbourne Mere and arrange a meeting to establish the work required and how this could be shared between NLC and the Town Council.**

**ACTION: Cllr Garritt**

**RESOLUTION: That further discussion be deferred to the next Full Council meeting. ACTION: Town Clerk**

**2505/07 Police update**

The Town Clerk noted there now appears to be increased communication with the local policing team; the team continue to try

Signed:

Dated:

to attend once a month at the weekly Community Café on Thursdays. Recent proactive responses to anti-social behaviour reports have been encouraging and an outdoor surgery at the Co-Op/Post Office to provide information and advice around scams has taken place. Hopefully this level of engagement can continue and grow further.

#### 2505/08 Mayor & Delegates Reports

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

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

- Workers Day Memorial – Connect Church, Scunthorpe 28<sup>th</sup> April – Cllr Fox noted laying a wreath on behalf of the town.
- Tighes family – re Car Parking provision 2<sup>nd</sup> May – Cllr Garritt and Cllr Fox reported a productive meeting with representatives with the Town Clerk.

##### Councillors and Officers reports

- ERNLLCA District Committee Meeting – 24<sup>th</sup> April - Cllr Pat Frankish reported the meeting included an update from Livewell including the good work of the Kirton in Lindsey Community website and that meetings may be moving to Wednesday evenings in the future which would require an alternative representative attending.
- Humber Forest – Criteria and identifying viable sites suitable for hedge/tree planting 15<sup>th</sup> May – the Town Clerk reported attending a virtual meeting to discuss the options and the offer for a presentation to take place for the Council.

**RESOLUTION: That Cllr Garritt approaches NLC about the potential for tree planting along South Cliff Road.**

**ACTION: Cllr Garritt**

- NLC Standards and Code of Conduct training session 1 – 16<sup>th</sup> May. The Town Clerk and Councillors noted the disappointing organisation and technical issues encountered at this hybrid session. The Town Clerk noted that under the Code of Conduct to which the Town Council is signed up, attendance of Standards and Code of Conduct training is mandatory and therefore will be recorded in the minutes under Policies and Procedures.

#### 2505/09 Humber and Wolds Rural Action (HWRA) – Rural Housing Project

The Town Clerk noted the distribution of the draft report and request for feedback and decision on next steps from HWRA.

**RESOLUTION: That the draft report is approved to be finalised and the next steps work with HWRA taken up, informing them of the availability of \$106 monies for affordable housing.**

**ACTION: Town Clerk**

#### 2505/10 Police & Crime Commissioner funding – CCTV

The Clerk noted the completion of the installation works. Signage is required to notify the public of CCTV usage. The maintenance costs going forward will need to be budgeted for in future years. The Town Clerk confirmed that the footage from the cameras can only be viewed on submission of a policing request, related to a crime number.

**RESOLUTION: That A4 sized signage is recommended to be placed on standard (not decorative) lighting columns around the Market Place by Videcom.**

**ACTION: Town Clerk**

#### 2505/11 Finance

##### i. Income and Expenditure

- a. The Council received notification of accounts paid by the Town Clerk under devolved authority (May 2025).
- b. 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 National Lottery application prior to resubmission. The Promoting Kirton Committee recommended the Town Council consider use of reserves to fund the post temporarily.

**RESOLUTION: That reserves are used to fund the post for four hours per week for up to six months temporarily pending any grant funding being forthcoming. Advert and job description work to commence.**

**ACTION: P&D Committee**

- c. The Council received an update on works required to noticeboards. The Town Clerk noted public consultation is in progress to provide feedback and input on retention and locations.

- d. 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.

(April 2025)

#### 2505/12 Planning

- a. The Council considered the following planning applications:

##### i. PA/2025/448

Proposal: Planning permission to replace external masonry skin and render; fenestration alterations to rear elevation and replace kitchen window with bi-folding doors.

Location: 28 South Cliff Road, Kirton in Lindsey, DN21 4NR

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

**ACTION: Town Clerk**

##### ii. PA/2025/570

Proposal: Planning permission to erect front, side and rear extension including a loft conversion.

Location: 43 North Cliff Road, Kirton in Lindsey, DN21 4NJ.

**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/2024/365 – APPROVAL OF RESERVED MATTERS – Application for approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline application PA/2020/588 dated 26/03/2021 for a residential development comprising 79 dwellings, open space and associated infrastructure at land off Ings Road, Kirton in Lindsey, DN21 4BX.
- ii. PA/2025/399 – CONSENT UNDER TREE PRESERVATION ORDERS - 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 at Windmill Plantation, Kirton in Lindsey, DN21 4FF.

#### 2505/13 Car Parking Provision

The Council noted there were no updates to consider at this time following the meetings held with NLC and Tighes.

#### 2505/14 Policies and Procedures

a. The Council noted responses and attendance at Standards and Code of Conduct training provided by North Lincolnshire Council, which is mandatory for all members as per Section 3.10 of the Code of Conduct. Attended May 16<sup>th</sup> Session: Cllr Pat Frankish, Cllr Kathy Cooper, Cllr Joy Kofoed, Assistant Clerk and Town Clerk. Awaiting distribution of recorded session: Cllr Suzanne Stephenson. Received directly internally from NLC: Cllr David Garritt. Previously attended: Cllr Fox. Not responded: Cllr Gunn, Cllr Kitchen and Cllr Starkie.

b. The Council considered the Action Plan last approved October 2024. It was discussed that this would form a basis for the strategic plan when the working group meet.

c. The Council reviewed Policy 12: Health and Safety Policy last approved May 2024.

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

**ACTION: Town Clerk**

d. The Council reviewed Policy 29: Environmental Policy last approved May 2024.

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

**ACTION: Town Clerk**

e. The Council considered Artificial Intelligence (AI) and any policy requirements needed around this.

**RESOLUTION: That no action is required at this time.**

f. The Council received information about cyber insurance and agreed any actions required regarding cyber and IT security.

**RESOLUTION: That no action is required at this time but these matters are kept under review.**

g. The Council discussed adherence to the Social Media Policy, in particular the behaviour expected from individual Councillors. Cllr Fox expressed concerns over some Councillors recent posts on social media which may be considered to represent the view of the Town Council and reminded all Councillors to be careful and to include a note that comments were their own personal opinions and not that of the Town Council in any matters which relate to the work of the Town Council. Cllr Fox noted that the Town Clerk remains the delegated spokesperson for the Town Council and should be enabled and supporting in doing this. Cllr Cooper noted examples of this situation were given in detail at the recent Standards and Code of Conduct training.

h. Recovery of training costs for course booked but not attended. The Town Clerk noted research conducted amongst Clerks from North Lincolnshire and East Riding Town and Parish Councils and that only Elsham Parish Council include the reimbursement of training costs for courses booked for Councillors but not attended within their Financial Risk Assessment. All other responses noted that they had never experienced a situation where a Councillor had been booked on a training course at their request at a cost to the Council and not attended the course.

#### 2505/15 Open Spaces

a. The Council received the weekly visual (27/04; 06/05; 15/05; 23/05) and monthly operational (06/05) play park inspection reports for signature. Cllr Kitchen noted concerns with dog fouling on The Green and the rubber buffer on the gate into the toddler play area. Costs for the recommended replacement of the cradle swing were awaited from NLC.

**RESOLUTION: That Cllr Kitchen makes a repair to the rubber buffer on the gate into the toddler play area.**

**ACTION: Cllr Kitchen**

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council. Concern was expressed on the identification of the cradle seat and a query to be sent regarding their opinion on the safety of the gate into the toddler play area.

c. The Council received an update regarding the suggestion from a resident about a communication board for the park. The works were progressing and agreement was sought on the location to place the board at The Green.

**RESOLUTION: That the position at the front of the toddler play area was approved. ACTION: Town Clerk**

c. The Council received the weekly inspection reports for the outside gym equipment (25/04; 09/05; 10/05; 19/05; 26/05) from Cllr Starkie noting all in good order with no actions required.

d. The Council received an update on grounds maintenance works and contracts from the Town Clerk. It was noted that the grass cutting contractors had advised a likelihood of a 20% increase on the value of the contract at renewal. The Clerk advised an awareness of this for quotations and future budget setting. The Council noted no issues with the work of the contractors and compliments rather than complaints received.

e. The Council discussed undertaking a full review of all flower beds in the Town, to include those maintained by Kirton in Lindsey Town Council and In Bloom. Cllr Fox put forward concerns about the continuation of In Bloom and other volunteer planting across the town and the need to designate budgets to what is possible to achieve well for the town. The balance of annuals and perennials was discussed. Strong concerns were expressed about the planting up of the Market Place.

**RESOLUTION: That clarification is sought from In Bloom regarding the schedule for the planting up of the**

**Market Place and if no reply is received or no schedule is in place that £500 max is approved from reserve funds to purchase plants and planting to be arranged with volunteers. ACTION: Town Clerk/Cllr Frankish**  
**RESOLUTION: That a whole town planting scheme working group is set up, with Cllrs Fox, Frankish, Garritt, Cooper and Starkie and meetings are arranged to include the planting contractor and interested members of the public.**

**RESOLUTION: That clarification is sought from In Bloom around sponsorship monies allocations.**

**ACTION: Working Group**

f. The Council considered information received about maintenance of the Peace Garden at the War Memorial including costings for the current contractor to carry out works, sponsorship, input from town volunteers, community response and requirement to consult with the Charity who hold the land in trust. A generous offer was received from Amara Care for annual sponsorship to cover required maintenance. The Town Clerk noted that community volunteers must be kept informed. The Council considered that a rescission notice regarding the April meeting Resolution could be considered at the next meeting.

**RESOLUTION: That the generous offer from Amara Care is accepted for the annual sponsorship of the required maintenance to look after the three Peace Garden rose beds properly.** **ACTION: Town Clerk**

**RESOLUTION: That the planting contractor is updated to confirm that the works quoted for proper maintenance and care of the Peace Garden rose beds is now funded and can be agreed.**

**ACTION: Town Clerk**

g. The Council discussed the entry into the Best Kept Village competition 2025 to agree the community planting areas to enter into the competition, as required as part of the application.

**RESOLUTION: That entry into the competition is not pursued this year.**

h. The Council considered the invitation from Humber Forest around opportunities for tree or hedge planting in the town. This was discussed earlier in the meeting at 2505/08.

#### 2505/16 Grove Street Cemetery

a. The Council received an update regarding work around land registration from the Town Clerk. Burton and Dyson have sent through the engrossed documentation which now needs to be signed and witnessed by another firm of solicitors. Expected costs are £23 due to the number of evidence exhibits.

**RESOLUTION: That the Clerk is authorised to sign the engrossed documentation at another firm of solicitors with the expected costs to be £23.** **ACTION: Town Clerk**

b. The Council received an update regarding unsafe memorial works. The Clerk noted that costings were awaited and a further update will come to the next meeting.

c. The Council received a request for the installation of a wooden bench and removal of tree branches within the cemetery.  
**RESOLUTION: That these works are not approved as they are not in line with previous decision making and Kirton in Lindsey Town Council retains all control of the cemetery.**

#### 2505/17 Allotments

a. The Council received relevant updates. The Town Clerk noted that the oversized fruit cage had been reduced in size. Tenants had made contact to inform the Council of the growth of the conifers planted around the perimeter boundary of the allotments by the neighbouring landowner. Planning drawings for the works required at the allotment entrance are awaited.

**RESOLUTION: That the neighbouring landowners are given written notice of the intent to trim the conifer trees of branches which encroach on the allotments boundary unless they carry out the works themselves. Six weeks notice to be given for response.** **ACTION: Town Clerk**

b. The Council considered current allotment charges. Cllr Cooper had conducted research into costs of other local allotments with the most expensive at Scunthorpe (£40 per year).

**RESOLUTION: That costs are not looked to be increased at this time and are reviewed again in early 2026.**

**ACTION: Town Clerk**

#### 2505/18 KLASSIC

The Council discussed the Transfer of Assets and Undertakings from the KLASSIC corporate trust (1115978) to the KLASSIC CIO (1212125). Standing Order 3(f) was suspended to allow the Assistant Clerk and a member of the public to address the Council and provide information and opinion. Standing Order 3(f) were reinstated.

**RESOLUTION: That Cllr Stephenson contacts the Law Society for recommendations of solicitors in the local area specialising in Trust work who can check over the transfer paperwork and then obtains quotes.**

**ACTION: Cllr Suzanne Stephenson**

Following this Resolution, queries arose over how many quotations would be needed and the timeframe this would take. The Council felt that the matter was of an urgent nature and shouldn't be caused undue delay and that the solicitor used recently for Trust work could be approached initially.

A vote was taken and the majority of the Councillors present in the room voted to rescind the preceding resolution.

**RESOLUTION: That the preceding resolution be rescinded.**

**RESOLUTION: That Hetts Solicitors are contacted to request them to carry out a review of the transfer paperwork.** **ACTION: Town Clerk**

#### 2505/19 Town Clerk's Report / Correspondence for Information and Discussion

The Council received the Town Clerk's report including correspondence for information and discussion.

Standing order 3(x) was suspended for the meeting to continue.

##### Correspondence for Information and Discussion

a. The Clerk noted the following correspondence received after the Agenda was published: Land Registration engrossed statutory declaration and each exhibit for taking to an independent solicitor; Public rights of Way invoice for payment;



Resident objection re Peace Garden decision (1); Resident objection re Peace Garden decision (2); NLC Local Plan Consultation notification; Resident objection re Peace Garden decision (3); Planning Decision – 10B Station Road; Bricks at the Park further information re request; Rural Services Network update; Brigg Independent Rail Group signage update; Resident objection re Peace Garden decision (4); NLC Tourism update; Brigg Line Rail Group request for information; ERNLLCA Newsletter May; CCTV footage enquiry; Men in Sheds enquiry; NLC Portal help request; Declarations of Interest update reminder from NLC; Resident objection re Peace Garden decision (5).

- b. ERNLLCA – Model Standing Orders advice
- c. ERNLLCA – NALC Surveys – Planning & Age Friendly Communities
- d. Resident – enquiry about who to contact about tree preservation orders
- e. Waddingham resident – request to be added to allotments waiting list
- f. Visit North Lincolnshire Partnership –update
- g. NLC– notification PA/2024/365 to be considered by Planning Committee on 07/05/2025
- h. NLC – News Direct updates
- i. ERNLLCA – WorkNest free webinar – Employment - Family-Friendly Rights and Leave
- j. Resident – request for details to join Allotments waiting list
- k. HWRA – Housing Needs Survey draft report and next steps
- l. Rural Services Network – Weekly News
- m. Resident – enquiry about words ‘Proposal’ and ‘Motion’ in NALC model Standing Orders
- n. Brick Hut – request for use of the Green 20<sup>th</sup> July 2025
- o. ERNLLCA – April Newsletter
- p. Community Vision – May Monthly Update
- q. Resident – enquiry about pre planning advice prior to purchase of a new home
- r. Humber Forest – offer to provide further information on work
- s. Evergreens – report on usage of Budgeted Grant funding
- t. North Lincolnshire Libraries – request to hold ‘Booknic’ on the Green in August
- u. Resident – complaint about land behind Morrisons Local and Town Hall Passage condition
- v. Women’s Institute – request for contact to update information on Community website
- w. Resident – complaint about banners on library railings
- x. Amara Care – letter regarding sponsorship of Peace Garden flower beds
- y. Independent Brigg Line Rail Group – latest train timetables received for display
- z. Allotments – notice from tenant that conifers from neighbouring land owner now above fence height
- aa. Kirton in Lindsey Society – invitation for Mayor to officially open new Digital Heritage Trail
- bb. ERNLLCA – details of HR training availability
- cc. ERNLLCA – details of Employment Law Essentials for Small Employers training
- dd. ERNLLCA – Allotment training opportunities
- ee. Resident - report of child falling from zipline and offer of voluntary maintenance works at the Peace Garden flower beds
- ff. Resident – objection to grassing over Peace Garden rose beds
- gg. Kirton in Lindsey Royal British Legion – objection to grassing over Peace Garden rose beds
- hh. Annual Leave – reminder to Councillors.

2505/18 Date of next Meeting and Agenda Deadline

The Council confirmed the date and time of the Annual Town Council Meeting (subject to any change in circumstances)

as: **Wednesday 25<sup>th</sup> June 2025 at 7pm at the Diamond Jubilee Town Hall.**

**NOTE: Agenda items to be submitted before Friday 16<sup>th</sup> June in line with Standing Orders.**

The meeting closed at 21:50.