



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 25th June 2025
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Pat Frankish, Cllr Tony Kitchen, Cllr Joy Kofoed, Cllr Karen Gunn (part), Cllr Barry Starkie and Cllr Suzanne Stephenson.

Members not present: Cllr David Garritt

Also present: 4 members of the public (2 part), Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

LOCAL COUNCIL
AWARD SCHEME
SILVER

MINUTES

Cllr Fox opened the meeting and welcomed members of the public attending. Cllr Fox took the time to remind all Councillors about the need for respectful behaviour in meetings including the respect for the democratic decisions made at meetings. Cllr Fox reminded Councillors that Standing Orders are to be followed at all times and inappropriate behaviour will be dealt with as outlined in Standing Orders.

2506/01 Apologies for Absence

Apologies were received from Cllr David Garritt.

2506/02 Resignation of Councillor Cooper

The Council noted the resignation of Councillor Cooper, received by the Mayor 18/06/2025. Cllr Fox noted thanks to Cllr Cooper for her years of service to the community.

2506/03 Declaration of Interests / Dispensations

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

2506/04 Public Participation

A member of the public spoke to clarify their employment history prior to retirement to explain their position in relation to declarations of interest at Council meetings.
Another member of the public spoke to outline to the Council the limited opportunities to respond to the North Lincolnshire Council (NLC) Local Plan Consultation stages, and the confusing documentation provided by NLC around this. The member of the public also noted reading a press report that Trent Valley Gliding Club had received notice to vacate from their landlord.

2506/05 Minutes

- The Council approved the minutes of the Full Council Meeting held 28th May 2025.

RESOLUTION: That the minutes were duly approved and signed.

- The Council received the draft minutes of the Promoting Kirton Committee Meeting held 12/05/2025 and considered the recommendations to Full Council from the meeting.

- PK2506/07: Events at The Green. The Booknic Event is suggested to offer a donation, whereas the Bricks At The Park should be requested to make a donation.

RESOLUTION: That this recommendation is accepted and approved.

ACTION: Assistant Clerk

- PK2506/07: Town Crier. A sash should be purchased in consultation with Mr McKenzie, the Role should be registered and a policy prepared. A letter of thanks should be sent.

RESOLUTION: That this recommendation is accepted and approved.

ACTION: Town Clerk

- PK2506/07: Beacon. That the current beacon is disposed of, and a permanent beacon is not considered at this time.

RESOLUTION: That this recommendation is accepted and approved.

ACTION: Assistant Clerk

2506/06 Matters Arising

The Council discussed matters arising from, and received any updates following the May Full Council meeting.

- KLASSIC Park** – progress around the Transfer of Assets and Undertakings

Cllr Fox advised that both resolutions at 2505/18 stand and that the rescission did not; the two resolutions made did not conflict.

Cllr Gunn joined the meeting.

RESOLUTION: That the Clerk makes contact with the four solicitors whose details Cllr Stephenson had researched to seek costings for them to review the Transfer of Assets and Undertakings as well as the cost for advice on drawing up a lease to the CIO. Hetts to also to be asked for a cost for advice on drawing up a lease to the CIO.

ACTION: Town Clerk

RESOLUTION: That all the solicitors contacted are also asked the cost for advice on a member of the team losing part of their role due to the transfer from the corporate trust to the CIO.

ACTION: Town Clerk

- Open Spaces** – Market Place and town planting. Thanks were expressed to Cllr Frankish for organisation of planting of the Market Place as well as Redbourne Mere and the library car park following receipt of an update from In Bloom. A volunteer watering team was now formed and volunteers remain keen to help maintaining the three peace garden beds. Working group meeting notes to be circulated to all Councillors. Vehicle damage to library railings reported to NLC.
- Humber & Wolds Rural Action** – Rural Housing Survey. Informed of approval of draft and S106 monies.
- Police & Crime Commissioner funding** – CCTV. Approval of grant claim received and signage now in place on lampposts.

Signed:

Dated:

- Communication Board for play area. Now in place with a very positive community response.
- Humber Forest – offer of tree planting update. Areas identified by the Council too small for this scheme. Recommended to apply for Woodland Trust free tree packs. Humber Forest will also enquire to NLC about viability for trees at South Cliff Road.
- Grove Street Cemetery – land registration documents signed off at solicitors, unsafe memorials work costings awaited, Clerk attended Management of Memorials training 23rd June.

2506/07 Report from North Lincolnshire Council / Ward Councillors

a. & b. Ward Cllr David Garritt had sent his apologies and noted the preference to provide a verbal report.

The Town Clerk noted the following:

- 'Church' signs now in place at Spa Hill/Church Street and Church Street/Ings Road;
- Steep Hill handrail missing section replaced with scaffolding pole, appears to be awaiting painting;
- 40mph buffer zone campaigned for by residents now in place between national speed limit and 30mph zone, North Cliff Road;
- Disabled bay in Market Place (front of Morrisons Daily) now in place;
- 'Not Messing' – litter and dog fouling signs collected by the Clerk from NLC Depot, to be put up in relevant hot spots;
- c. The Council received notification of the new North Lincolnshire Local Plan Consultation.

RESOLUTION: That no more development should be permitted at the bottom of the town and the Ron and Elsie Stamp Field (former Cricket Field/current Football Field) be made available for development with the condition that s106 funding is provided for town car parking.

ACTION: Town Clerk

d. The Council received information and request around additional signage for the railway station from the Independent Brigg Line Rail Group.

RESOLUTION: That thanks are given for their work in obtaining the signs and support will be considered for further signage if the disappointing number of train services increases.

ACTION: Town Clerk

e. The Council discussed S106 matters (deferred from May).

RESOLUTION: That the Clerk seeks information from Ward Councillor Garritt re new NLC officer in the role responsible for the oversight of the potential development of a nature reserve at Redbourne Mere.

ACTION: Town Clerk

RESOLUTION: That Cllr Frankish researches a proposal for potential options for the Wormwood Hill area and brings a proposal to the next meeting.

ACTION: Cllr Frankish

2506/08 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:

- Kirton in Lindsey Society – Digital Heritage Trail launch 2nd June

Councillors and Officers reports

- Kirton Lindsey Primary School (meeting re noticeboard) – 16th June – Town Clerk
- NAT Ridge meeting – the Council noted the postponement of the June meeting.

2506/09 Finance

i. Income and Expenditure

a. The Council received notification of accounts paid by the Town Clerk under devolved authority (June 2025).

b. The Council received an update regarding potential future funding for the Community Co-Ordinator role.

RESOLUTION: That all options for funding are explored including National Lottery, UKSPF and Cultural Futures.

ACTION: Town Clerk

c. The Council approved accounts for payment, including planting at Redbourne Mere and the library car park. Cllr Frankish noted her interest in this matter.

ACTION: Town Clerk

ii. Internal Control

The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook (May 2025). The Town Clerk noted that HSBC were scrapping the £8 small business banking fee from the July charging cycle.

2506/10 Planning

a. The Council considered the following planning application:

i. PA/2025/634

Proposal: Application for approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline planning application PA/2022/1408 dated 10/07/2023 for a residential development of 28 dwellings.

Location: Southdown House, Grayingham Road, Kirton in Lindsey, DN21 4EL

RESOLUTION: That the Clerk responds with 'Objection' to this planning application, noting recognition of the outline planning approval, but requesting that serious consideration is given to the management of water, access and affordable housing provision.

ACTION: Town Clerk

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

- i. PA/2025/408 – HOUSEHOLDER PLANNING PERMISSION – for single storey side and rear extensions at 10B Station Road, Kirton in Lindsey, DN21 4BB.
- ii. PA/2025/448 – HOUSEHOLDER PLANNING PERMISSION – to replace external masonry skin and render, fenestration alterations to rear extension and replace kitchen window with bi-folding doors at 28 South Cliff Road, Kirton in Lindsey, DN21 4NR.

2506/11 Car Parking Provision

Cllr Fox noted that following an initial response from Tighes that they were unable at this time to come to an agreement, a further meeting is now offered with another of the four representatives of the family.

RESOLUTION: That Cllr Fox, Cllr Garritt and the Town Clerk meet with the representative as soon as practicable.

ACTION: Town Clerk

2506/12 Policies and Procedures

a. The Council noted updated 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 16th 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. Attended 5th June: Cllr Starkie. Not responded: Cllr Gunn and Cllr Kitchen.

b. The Council reviewed Policy 09: Grievance Policy last approved June 2024.

RESOLUTION: That this policy is amended to include information about the means for Councillors to raise complaints and with this amendment is approved.

ACTION: Town Clerk

c. The Council reviewed Policy 26: Complaints Policy last approved June 2024.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

d. The Council discussed a review of the List of Contacts from previous Community Emergency Plans and NLC Snow Warden advice (raised by Cllr Kofoed).

RESOLUTION: That Councillors provide any local knowledge and information they have to the Town Clerk to assist in updating the list.

ACTION: Town Councillors

e. The Council considered any actions required to fill internal and external vacancies following the resignation of Cllr Cooper.

RESOLUTION: P&D Committee member – Cllr Tony Kitchen

RESOLUTION: P&D Committee Chair – Cllr Joy Kofoed

RESOLUTION: Finance and Planning Committee – Cllr Barry Starkie

RESOLUTION: Promoting Kirton Committee – no change

RESOLUTION: Bank mandate – no change other than the removal of Cllr Cooper.

ACTION: Town Clerk

RESOLUTION: KLASSIC Charity Committee – no change

RESOLUTION: Green & The Market Place Charity Committee – Cllr Karen Gunn and Cllr Joy Kofoed

RESOLUTION: War Memorial & Garden of Edward Elmhirst Duckering Charity Committee – Cllr Karen Gunn and Cllr Joy Kofoed

RESOLUTION: NLC Town and Parish Liaison meetings – no change

RESOLUTION: NLC NATs meetings – Cllr Tony Kitchen

RESOLUTION: Diamond Jubilee Town Hall representative – Cllr Barry Starkie

RESOLUTION: Allotments group – no change.

2506/13 Open Spaces

a. The Council received the weekly visual (Cllr Kitchen: 09/06; 26/06) and monthly operational (NLC: 20/06) play park inspection reports for signature.

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council. The Town Clerk had had to chase up the monthly operational inspection report for June. Costs for the recommended replacement of the cradle swing were also still awaited from NLC.

RESOLUTION: That an independent annual inspection is taken up with RoSPA.

ACTION: Town Clerk

c. The Council received the weekly inspection reports for the outside gym equipment (Cllr Starkie: 14/06; 23/06).

d. The Council considered disposal of lamp post planters previously used in the Market Place gifted by Burleys. (raised by Cllr Frankish)

RESOLUTION: That the lamp post planters are disposed of.

ACTION: Cllr Frankish

e. The Council received a request to install two solar lights to Grandad's Plough at Traingate.

RESOLUTION: That thanks and approval are given for installation of two solar lights.

ACTION: Town Clerk

2506/14 Allotments

The Council received relevant updates. The Town Clerk noted a smart water meter was now installed by Anglian Water. The neighbouring land owners had confirmed approval to trim the branches that overhang the boundary but not to reduce the height. They had also requested tenants are not to hang anything on the boundary fencing. A recent break in at the site had resulted in the theft of a water butt and sack trolley. Quotation requests ongoing for planning drawings for the works required at the allotment entrance. Allotment tenants to be asked if they would trim the hedge around the signage.

RESOLUTION: That the purchase of replacement padlock for gate is reimbursed to allotment tenant.

ACTION: Town Clerk

2506/15 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 the following correspondence received after the Agenda was published:

- Civic – North Lincolnshire Council Masquerade Ball info;
- ERNLLCA – finance course info;
- Resident – request if have plan to demonstrate if NLC owns land around Barnard Meadows park & fence that separates it from parking for houses;
- My Community Alert – QR scams;
- ERNLLCA – 38 degrees petition for community led neighbourhood plans;
- NLC – for notification only – PA/2025/762 ; Notice of proposed work to two horse chestnut trees within Kirton in Lindsey's conservation area;
- LIVES Co-Ordinator Wayne Eynon – note of formal thanks to Cllr David Garritt and Mr Jack Skipworth following RTC near Kirton Academy Tuesday 17th June;

The Mayor updated the Council regarding this correspondence, noting that Cllr Garritt and Mr Skipworth were two of the first people at the scene and had given first aid and reassurance until LIVES and the ambulance and police teams arrived. A reply was sent to Mr Eynon on behalf of the Mayor and Town Council with the formal thanks forwarded on to NLC and Humberside Fire & Rescue congratulating Cllr Garritt and Mr Skipworth.

- The Green & Market Place Charity – land registration documentation returned by volunteer;
- NLC – News Direct update;
- Allotments break in reports;
- Baton of Hope update distributed to bearers;
- Resident – complaint about smell from litter/dog fouling bins at Church Street bus stop in hot weather;
- Civic - Crowle & Ealand Civic Service Save the Date;
- Breakthrough Communications - Community Engagement workshop (19th June);
- Local Government Association – Disinformation Workshop (20th June);
- ERNLLCA – NLC Cultural Futures Project grants information;
- Rural Services Network weekly news;
- Civic – Hedon Civic Service notification;
- Civic – North East Lincolnshire Civic dates;
- Civic – Mablethorpe and Sutton Civic Service notification;
- Civic – Equisign Tack and Seed Open Day invitation (July);
- NLC – Notification of next Town and Parish Liaison Meeting 24th July, 7pm at Church Square House;
- NLC – June play area inspection and update re cradle seat;
- ERNLLCA – IT Policy template as provided by NALC to meet Assertion 10 in the Practitioners Guide re IT Policy.
- b. Brigg Town Council – Brigg Civic Service invitation
- c. Resident – note of thanks re installation of communication board at the park following their suggestion
- d. Brigg Town Council – Brigg Town Mayor's Charity Golf Day open invite
- e. Resident – enquiry about dealing with noise nuisance
- f. GC3 Security - GC3 website vulnerability reported
- g. Rural Services Network – Weekly News
- h. NLC – Play area checks update report
- i. Eau Valley Singers – request to promote summer concert in Scotton
- j. Resident – query about planning permission for parcel lock box outside Morrisons Daily
- k. NLC – Tourism Partnership News
- l. NLC - News Direct
- m. Humberside Police Ridge – note of thanks for appreciation expressed to Ridge team
- n. ERNLLCA – Notification of Sustainable Communities Workshop
- o. St Andrew's Church – information about request for additional bench at churchyard
- p. ERNLLCA – Addressing Workplace Conflict and Grievances Workshop details
- q. Acorn Recyclers – update regarding allotment site boundary conifers and fence
- r. LiveWell North Lincolnshire – request for assurance review update for link to kirtoninlindsey.com website
- s. Community Vision – Third Sector Trends information
- t. ERNLLCA – Institute of Occupational Safety and Health training notification
- u. ERNLLCA – Drones in public places training notification. The Clerk noted Cllr Kofoed is booked to attend.
- v. Resident – enquiry about grave spaces at Cemetery
- w. Resident – enquiry about grave spaces at Cemetery (separate resident enquiry)
- x. Baton of Hope – Meet and Greet information event details shared with nominees
- y. Resident – enquiry about ownership/responsibility for conker tree at Spa Hill / Church Street junction
- z. Wil-Lec – enquiry about community magazines for advertising
- aa. Resident – request for highway verge contractors not to cut area of grass in front of property
- bb. ERNLLCA – reminders about H&S and HR related webinars

Signed:

Dated:

- cc. Cllr Stephenson – copy of communications with Trent Valley Gliding Club
- dd. ERNLLCA – reminder about HR related webinars
- ee. NAT Ridge – reminder and details for meeting on 18th June
- ff. ERNLLCA - June Newsletter
- gg. Town Hall – copy of communications with Town Hall and NLC regarding car blocking access to public toilets
- hh. NAT Ridge – notification of postponement of June meeting
- ii. Resident – request for review of CCTV footage
- jj. HWRA – Notice of AGM and 50th Anniversary Celebrations
- kk. Baton of Hope – Meet and Greet and other information for baton bearers
- ll. Community Vision – Cadent Centre for Warmth Project introduction and request for meeting. The Clerk reported meeting with Lud Ahmed regarding this scheme and the requirement for a search for volunteers to promote carbon monoxide alarms, the priority services register and slow cooker availability for all residents.
- mm. NLC – local Plan Initial Engagement, Call for Sites Addendum and Draft Statement of Community Involvement
- nn. Resident – request for advice on solar lighting for Grandad's Plough

2506/16 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 23rd July 2025 at 7pm at the Diamond Jubilee Town Hall.**

NOTE: Agenda items to be submitted before Monday 14th July in line with Standing Orders.

The meeting closed at 20:45.