



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council  
held on Wednesday 23<sup>rd</sup> July 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 David Garritt, Cllr Karen Gunn, Cllr Barry Starkie and Cllr Suzanne Stephenson.

Also present: 5 members of the public (with two dependents) (3 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.

### 2507/01 Apologies for Absence

No apologies were received.

### 2507/02 Declaration of Interests / Dispensations

- a. Cllr Frankish declared a personal interest in item 2507/09.
- b. No dispensations were granted.

### 2506/03 Public Participation

A member of the public spoke to raise objections to the planning Appeal PA/2023/1166 for land off Ings Road and noted the differences between this first reserved matters application which was refused and the second reserved matters application which was approved for the same area of land. The better solutions for the community built into the second, approved, application and the impact on existing dwellings and the rural aspect of Ings Road were highlighted. The resident hoped that the Town Council would reiterate the points it previously made in objection to the application as part of the appeal response. Another member of the public queried the Town Council's decision at the last meeting to look into leasing KLASSIC to a CIO rather than transferring, as had previously been progressed and queried what had prompted the new line of thinking. Cllr Kofoed clarified that this was due to advice she had received from a higher-level authority at North Lincolnshire Council (NLC) about retention of assets. The member of the public queried if the potential new Charity was incorporated or unincorporated. Cllr Frankish clarified that the potential new charity was a CIO, Charitable Incorporated Organisation, which the Diamond Jubilee Town Hall currently is.

The Mayor moved that item 2507/12 (a. i.) – Planning – Application Appeal PA/2023/1166 is brought forward for discussion, this was supported unanimously.

### 2507/12 Planning

- a. The Council considered the following planning application:

#### i. **APPEAL** **PA/2023/1166**

**Proposal:** Application for approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline planning application PA/2020/588 dated 26/03/2021 for a residential development comprising 74 dwellings, open space and associated infrastructure.

**Location:** Land off Ings Road, Kirton in Lindsey, DN21 4BX.

**RESOLUTION:** *Objection to be on grounds of issues within the appeal statement with comparisons made between the refused and approved schemes noted as very selective; that the approved scheme is of higher quality better reflecting concerns raised by the community, and in terms of house types, vistas, mitigation of trespass and protection offered to existing dwellings the preferred option is the approved scheme.*

**ACTION:** Town Clerk

### 2507/04 Minutes

- a. The Council approved the minutes of the Full Council Meeting held 25<sup>th</sup> June 2025.

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

- b. The Council received the draft minutes of the Personnel & Disciplinary Committee Meeting held 11/07/2025.
- c. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 14/07/2025.
- d. The Council received the draft minutes of The Green & The Market Place Charity Committee Meeting held 14/07/2025.
- e. The Council received the draft minutes of the War Memorial and Garden of Edward Elmhurst Duckering Charity Committee Meeting held 14/07/2025.

The Town Clerk noted a meeting of both the Charity Committees will need to be arranged and availability will be sought soon.

### 2507/05 Report from North Lincolnshire Council / Ward Councillors

- a. Ward Cllr David Garritt noting a meeting with Highways who confirmed March Street is somewhere on their schedule of works and they are checking whereabouts on the schedule it is. The suggestion for the one-way scheme along St Andrew's Street to be extended is not considered viable. A request for a weight limit on Spa Hill is also not viable as the road is a registered B road which is suitable for HGV vehicles. Resurfacing works on Spa Hill are now programmed in and the works will be of a standard to last 20-30 years. Regarding Grayingham crossroads, NLC are still making efforts to meet with

Lincolnshire County Council (LCC) who hold the highway responsibility for that junction. NLC continue to encourage residents to report potholes and now have improved methods of repair. The 40mph buffer is now in place at North Cliff Road, matching that in place at South Cliff Road. The 30mph proposal for Gainsthorpe Road is getting chased up, the speed on the road is of particular concern during the summer when Bouncy Land is at its busiest. Cllr Garritt has made every effort to chase up information regarding the proposed nature reserve off Redbourne Mere. The Head of Community Assets has been contacted without response, and this will be escalated to Lesley Potts if no response continues to be forthcoming.

Cllr Kofoed asked for clarification on when the resurfacing works will take place on Redbourne Mere, Cllr Garritt confirmed they were programmed in for this financial year and currently planning is ongoing for the works.

Cllr Fox asked for clarification on when the resurfacing works will take place on Spa Hill, Cllr Garritt confirmed these are programmed in for the next financial year.

Cllr Stephenson asked for clarification on progress to review the Grayingham Road crossroads and Cllr Garritt confirmed that these fall under LCC.

b. The Council noted outstanding matters raised with NLC. There was no update on the ownership of the Wray Street/Traingate path which remains with NLC legal to determine ownership. The Town Clerk also noted the outstanding street sign repairs at Church Street and Grayingham Road and noted that banners were no longer permitted to be displayed on the library car park railings. The street cleaning team had advised that a new team is now emptying the litter/dog waste bins around the town and ask for patience while they get familiar with the routes and demands.

c. The Council discussed the future of a) Trent Valley Gliding Club and b) the historic Control Tower, led by updates from Ward Councillors, North Lincolnshire Council and stakeholders (Cllr Garritt). Cllr Garritt noted the landowners notice for the Trent Valley Gliding Club (TVGC) to vacate the airfield and continued concern about the Control Tower heritage asset. Cllr Garritt asked for the Town Council to consider writing letters of support to TVGC and NLC on these matters with a recorded vote to determine the level of support.

Recorded Vote: For: Cllr Garritt, Cllr Frankish, Cllr Fox, Cllr Kitchen, Cllr Kofoed, Cllr Gunn, Cllr Starkie and Cllr Stephenson.

**RESOLUTION: That the Town Council write letters of support to TVGC and NLC on these matters, noting an unanimous vote in favour to do so.**

**ACTION: Town Clerk**

c. The Council discussed the junction of the B1398 and the B1205 following a further accident at these crossroads and considered requesting any update from NLC on investigation and review work carried out in conjunction with LCC. (Cllr Stephenson). Cllr Fox noted that Willoughton Parish Council had contacted their area MP, Edward Leigh and communication between the MP, Ward Cllr and LCC had occurred, with LCC confirming that they are now carrying out a full review of the junction. Cllr Garritt noted that NLC are keen to engage and work with LCC where appropriate.

#### 2507/06 Speed Indicator Device

The Council discussed investigation and consideration of purchasing a solar powered speed indicator device and/or applying to the Police and Crime Commissioner (PCC) Grant fund scheme (Cllr Fox). Cllr Fox noted that Willoughton Parish Council had recently installed a solar powered speed indicator device and noted the PCC funding scheme and recent work of NLC to provide a speed indicator device for Burton upon Stather Parish Council.

**RESOLUTION: That Cllr Fox submits application to the PCC Grant Fund for three solar powered speed indicator devices and makes contact with NLC for collaboration and potential funding as well.**

**ACTION: Cllr Fox**

#### 2507/07 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:

- Meeting with Tighes representatives (3<sup>rd</sup> July).

**RESOLUTION: That the Town Council support in principle the proposal for space to be provided for a car park and recreational area and continue to negotiate with the Tighes family on this.** **ACTION: Town Clerk**

Cllr Gunn requested a recorded vote: For: Cllr Frankish, Cllr Fox, Cllr Garritt, Cllr Kitchen, Cllr Kofoed, Cllr Starkie and Cllr Stephenson. Against: Cllr Gunn

- Equisign Tack and Feed Open Day (5<sup>th</sup> July)
- Kirton in Lindsey Summer Gala (12<sup>th</sup> July)
- Brigg – Civic Service (13<sup>th</sup> July)

Councillors and Officers reports

- Breakthrough Communications - Community Engagement workshop (19th June) – Town Clerk
- Local Government Association – Disinformation workshop (20th June) – Town Clerk
- ICCM/ERNLLCA – Cemetery Memorial Management workshop (23<sup>rd</sup> June) – Town Clerk
- ERNLLCA – Being A Good Councillor training (3<sup>rd</sup> & 11<sup>th</sup> July) - Cllr Starkie
- ERNLLCA – Drones in Public Places (11<sup>th</sup> July) – Cllr Kofoed noted she had been unable to attend this.
- ERNLLCA – District Committee Meeting (16<sup>th</sup> July) – Town Clerk

#### 2507/08 Allotments

The Council received relevant updates including quotations for planning drawings to proceed with the planning application required for the entrance works. The Town Clerk noted advice from the local community policing team about locks and CCTV which will be shared with the allotment tenants. Cllr Frankish noted that one of the tenants had tidied around the signage and thanks were noted for this.

**RESOLUTION: That on receipt of a positive reference for contractor one from Winterton Town Council this is accepted. On a negative reference the quotation from contractor two is accepted for the planning application works.**

**ACTION: Town Clerk**

2507/09 KLASSIC

The Council received legal costings regarding the Transfer of Assets and Undertakings from the KLASSIC corporate trust (1115978) to the KLASSIC CIO (1212125).

**RESOLUTION: That a leasing route is preferred and a meeting is arranged for Town Councillors, CIO members and the Venue Manager to meet to enable the Town Council to put this route forward and to discuss preferences of all parties around the Venue Manager role.**

**ACTION: Town Clerk**

2507/10 Policies and Procedures

a. The Council reviewed Policy 07: Member/Officer Protocol last approved September 2024.

**RESOLUTION: That at section 8.4 'Every attempt will be made to issue correspondence with a meeting Agenda. This may be waived in exceptional circumstances at the discretion of the Proper Officer.' is deleted and with this amendment the policy is approved.**

**ACTION: Town Clerk**

b. The Council considered the draft IT Policy as recommended by NALC to meet Assertion 10 in the Practitioners Guide.

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

**ACTION: Town Clerk**

c. The Council received the notification from NLC that the current casual vacancy can be filled by co-option.

**RESOLUTION: That advertising of the casual vacancy starts as soon as possible with a view to co-opting at the September Full Council meeting.**

**ACTION: Town Clerk**

2507/11 Finance

i. Income and Expenditure

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

b. The Council considered the renewal of SLCC membership for the Town Clerk at £300.00.

**RESOLUTION: That the payment of the membership renewal is approved.**

**ACTION: Town Clerk**

c. The Council received updates regarding potential future funding for the Community Co-Ordinator role.

The Town Clerk noted that the criteria does not meeting the Cultural Futures grant, and that there is no update from NLC on future UKSPF funding. National Lottery funding application ongoing.

d. The Council considered an application to the Cultural Futures Project for the digitisation of Town Council archives to create accessible social history for Kirton in Lindsey.

**RESOLUTION: That an application to the Cultural Futures Project is approved.**

**ACTION: Town Clerk**

e. The Council received a brief update regarding works required to noticeboards within the town. The Town Clerk reported no feedback had been received from the community. Costings to be looked into for replacement of end-of-life noticeboards.

f. The Council considered plans ahead of the annual Remembrance Service and agreed the purchase of wreaths.

**RESOLUTION: That three wreaths are required to be placed, and two are to be purchased, one a traditional poppy wreath and the second in RAF colours.**

**ACTION: Town Clerk**

g. The Council considered an application to the Cadent Centre for Warmth Project for grant funding for training and advice to provide community support and information.

**RESOLUTION: That Councillor Starkie and the Community Co-Ordinator (when in place) are put forward on an application to this grant funding project.**

**ACTION: Town Clerk**

h. The Council received a request from The Green and Market Place Charity to cover the costs associated with the completed stage of the land registration works.

**RESOLUTION: That the land registry and postage fees of £220.29 are approved for payment.**

**ACTION: Town Clerk**

i. The Council approved accounts for payment (July 2025).

ii. Internal Control

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

b. The Council received the 1<sup>st</sup> Quarter Budget Monitoring Report.

2507/12 Planning

Received for information only:

i. PA/2025/762

Proposal: Notification of proposed work to two horse chestnut trees within Kirton in Lindsey's conservation area.

Location: 9 South Cliff Road, Kirton in Lindsey, DN21 4NP.

ii. PA/2025/796

Proposal: Notification of proposed work to a plum tree, a cherry tree and two conifers within Kirton in Lindsey's conversation area.

Location: 23 South Cliff Road, Kirton in Lindsey, DN21 4NP.

iii. PA/2025/798

Proposal: Notification of proposed work to fell a beech tree within Kirton in Lindsey's conservation area.

Location: 16 South Cliff Road, Kirton in Lindsey, DN21 4NP.

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

i. PA/2025/570 – REFUSAL OF HOUSEHOLDER PLANNING PERMISSION – to erect front, side and rear extension including a loft conversion at 43 North Cliff Road, Kirton in Lindsey, DN21 4NJ.

ii. PA/2025/550 – NO OBJECTION TO PROPOSED WORKS – public call box removal outside 4 George Street, Kirton in Lindsey, DN21 4NA.

2507/13 Car Parking Provision

The Council considered car parking provision for the town following the meeting with landowner representatives at the beginning of July. It was noted that this was discussed and actioned at 2507/07.

2507/14 Open Spaces

a. The Council received the weekly visual play park inspection reports for signature and considered any updates regarding the play area. Cllr Kitchen noted works to the gate was still ongoing. The Town Clerk reported that following notification from Cllr Kitchen of an issue with the zipline, the Town Clerk contacted NLC to attend and advise and they removed the seat and advised contacting the manufacturer for repair works to the spring. The Town Clerk has made initial contact with Caloo and is awaiting costings. The NLC quotation for replacing the cradle seat was received. Works are in hand to repair damage to the chain link fencing at the boundary with King Edward Street.

**RESOLUTION: That the Clerk is authorised up to a limit of £5000.00 for the necessary repairs to the zipline.**

**ACTION: Town Clerk**

**RESOLUTION: That the quotation for £195.00 to replace the cradle seat is approved.**

**ACTION: Town Clerk**

b. The Council discussed the play area inspections service level agreement with NLC. The Town Clerk reported having to chase up the July operational inspection, and this was still yet to be received.

c. The Council received the weekly inspection reports for the outside gym equipment. Cllr Starkie noted the deep hole identified next to the equipment was resolved the same day through the Town Clerk, KLASSIC Venue Manager and KLASSIC groundsman and that Cllr Starkie continues to check for reoccurrences.

d. The Council discussed matters relating to the Parish Paths. Reports were received about access issues to paths by contractors and residents. Access for contractors escalated to NLC, residents concerns resolved as not part of the public rights of way network.

e. The Council noted that the contract renewals for the Parish Paths Partnership and Devolved Highways grass cutting are due ahead of April and confirmation was required from NLC on continuation and costings. There is a related agenda item on the NLC Town and Parish Liaison meeting scheduled for tomorrow evening and if continuing, local contractors are to be sought.

f. The Council discussed access to The Green for events including a potential humane circus visit.

**RESOLUTION: That the Council authorise the Town Clerk to remove the bollards in working hours to leave access open as required.**

**ACTION: Town Clerk**

**RESOLUTION: That the Town Clerk is to look into costings for consideration by the Town Council to replace the bollards with a gate/barrier in the long-term future.**

**ACTION: Town Clerk**

2507/15 Grove Street Cemetery

The Council received an update regarding the cemetery including unsafe memorial works. The Town Clerk noted that Retford Memorials had quoted £10 per memorial to lay down three unsafe memorials. Cllr Gunn asked that the Council considered carrying out works to restore the memorial for Alderman W. Hunt. Cllr Frankish to ask the Kirton in Lindsey Society to consider this.

**RESOLUTION: That the Town Clerk's action in instructing Retford Memorials at a cost of £30 was approved.**

**ACTION: Town Clerk**

2507/16 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 Council noted correspondence received after the Agenda was published: Resident enquiry about NLC Highways contacts for RAF memorial planning; Planning Portal updates on data availability; Scam emails and warnings to all Cllrs and staff; NLC Town & Parish Liaison meeting confirmed for 25<sup>th</sup> July; NLC News Direct update; Epworth TC concerns about new format of NLC Town & Parish Liaison meetings and the exclusion of Clerks from attending; Royal British Legion Kirton in Lindsey Civic invitations for the Mayor; Resident enquiry about places emails can be printed in the town; PA/2025/814 (York Road) notification; Resident enquiry about Nutshell magazine subscription payments; NLC Annual Standards report and Standards Training information; Thornton Curtis PC concerns about new format of NLC Town & Parish Liaison meetings; Haxey PC concerns about new format of NLC Town & Parish Liaison meetings; ERNLLCA Local Government Reorganisation survey and information; Resident concerns about weed growth on neighbouring land and Grayingham Rd cross roads; FOI request – Digital Legal Research Platform subscriptions; Rural Services Network weekly news; Community Vision July update; PKF Littlejohn – conclusion of audit; NLC request for Remembrance Sunday event details and road closure applications (road closure applications were submitted in March).



- b. NLC – Notification of Asset of Community Value nomination for Trent Valley Gliding Club premises
- c. ERNLLCA – HR training reminder
- d. Resident – contact re cemetery gates not closing (due to hot weather)
- e. Resident – complaint about condition of Public Right of Way 255
- f. Allotments – update tenant to tidy foliage around sign
- g. Independent Brigg Line Rail Group – update following reply to request to support additional signage
- h. Visit North Lincolnshire – June Tourism Partnership update
- i. Civic – Invitation to Mayor of North Lincolnshire Charity Event at Bite to Eat (August)
- j. NLC – News Direct updates
- k. Diamond Jubilee Town Hall Trustees – acknowledgment re notification of change of Representative Trustee
- l. The George – request for support regarding issue of ball games in the Market Place.

**RESOLUTION: That a reply is sent to note that the concerns and recommendations have been forwarded to the Diamond Jubilee Town Hall.** **ACTION: Town Clerk**

- m. Resident – complaint of theft – referred to Humberside Police
- n. Humberside Police – Community Speedwatch information for the community
- o. Humberside Police – Launch of Operation Lifestyle 2025 information for the community
- p. ERNLLCA – NALC and ACRE survey – flood resilience.

**RESOLUTION: That responses noted at the meeting are submitted by the Town Clerk.** **ACTION: Town Clerk**

- q. Rural Services Network – Weekly News updates
- r. Resident – copied into communication to Cllr Rob Waltham, Leader of NLC regarding Spa Hill road condition
- s. ERNLLCA – District Committee Meeting notification (9<sup>th</sup> July)
- t. Pensions Regulator – forward notice of re-enrolment and re-declaration duties
- u. Kirton Academy – parental request for Ward Cllr details
- v. Resident – request for contact details for NLC re replacement household refuse bins
- w. Baton of Hope – updates for nominated Baton Bearers for circulation
- x. Residents – interest expressed in Community Speedwatch scheme
- y. Residents – notification of issue with FP250 towards Hibaldstow
- z. Civic – Immingham Civic Service invitation (September)
- aa. Resident – query about safeguarding and neighbourhood support for residents
- bb. CPRE – Northern Branch July Newsletter
- cc. Plantscape – phone call reminder of services and products available
- dd. Kirton First – copies of posters with request to display in locked noticeboards
- ee. Booknic – copies of posters with request to display in noticeboards
- ff. MyCommunityAlert – Mini Police Challenge information for sharing
- gg. ERNLLCA – Annual Conference information (October 2025). The Council noted the approval for the Town Clerk to attend given at the P&D Committee meeting.
- hh. ERNLLCA – Annual General Meeting and Annual Conference information (Sept/Oct 2025). The Council noted there were no motions to put forward.
- ii. NLC – Diversion of Public Footpath 248, certified diversion order
- jj. ERNLLCA – Newsletter
- kk. NLC – Co-Option Confirmation
- ll. BBC Radio Humberside – call re interest in featuring Summer Gala event on their Saturday round up show
- mm. Greater Lincolnshire for All - Local Government Reorganisation in Greater Lincolnshire. Cllr Fox noted that she was attending in a different capacity, and Cllr Frankish expressed interest in attending. **ACTION: Town Clerk**
- nn. Civic – note of thanks received from Equisign Tack and Feed for attendance of Mayor at Open Day Event
- oo. FP253 issue – reported via Cllr Kofoed to NLC Public Rights of Way
- pp. Resident – request to borrow Town Council Marquee on 2<sup>nd</sup> August 2025. Cllr Kofoed declared an interest. **The Council agreed to this on condition that the marquee is replaced if damaged.** **ACTION: Town Clerk**
- qq. Resident – complaint about quality of works with installation of new pedestrian crossing columns, South Cliff Road
- rr. ERNLLCA – New HR Training information
- ss. ERNLLCA – New training – Conflict in Council Culture information.

**RESOLUTION: That approval is given for Cllr Fox, Cllr Frankish and the Town Clerk to attend at £30 per person.** **ACTION: Town Clerk**

#### 2507/17 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 24<sup>th</sup> September 2025 at 7pm at the Diamond Jubilee Town Hall.**

**NOTE: Agenda items to be submitted before Monday 15<sup>th</sup> September in line with Standing Orders**

The meeting closed at 21:00.