



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 22nd October 2025
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Pat Frankish, Cllr Chris Howard, Cllr Joy Kofoed, Cllr David Garritt and Cllr Barry Starkie.

Members not present: Cllr Karen Gunn and Cllr Suzanne Stephenson.

Also present: 5 members of the public (part), Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.



MINUTES

Cllr Fox opened the meeting and welcomed everyone attending.

2510/01 Apologies for Absence

Apologies were received from Cllr Tony Kitchen, Cllr Karen Gunn and Cllr Suzanne Stephenson.

After the agenda was published Cllr Tony Kitchen tendered his resignation from the Council, received by the Chair, Cllr Hazel Fox, on 20th October 2025.

2510/02 Declaration of Interests / Dispensations

a. No declarations were made.

b. No dispensations were granted.

2510/03 Public Participation

No matters were raised but it was noted a member of the public who did wish to speak was on route to attend.

2510/04 Minutes

a. The Council approved the minutes of the Full Council Meeting held 24th September 2025.

RESOLUTION: That the minutes were duly approved and signed.

b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 13/10/2025.

c. The Council received the draft minutes of the Finance and Planning Committee Meeting held 13/10/2025.

2510/05 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:

- Immingham - Civic Service (28th September) – The Mayor had sent her apologies for this event.
- Kirton in Lindsey - Civic Service (5th October) – The Mayor noted thanks to the Assistant Clerk for organising a seamless event, as well as Cllr Frankish and Cllr Howard for their support at the event which was very well attended.
- North Lincolnshire Council – Civic Service (12th October)
- Winterton – Civic Service (19th October)

Councillors and Officers reports

- WorkNest – HR 101 for Small Employers – Virtual (25th September) – Cllr Kofoed/Town Clerk. The Town Clerk reported finding this training disappointingly irrelevant for the Town and Parish Council sector.
- Ridge/Messingham Neighbourhood Action Team (NAT) – Messingham Community Hub (1st October) – Cllr Kitchen – no reporting received.
- Planting contractor meeting – Diamond Jubilee Town Hall (10th October) – Cllr Fox/Frankish/Garritt/Town Clerk – Cllr Fox noted the reporting from the meeting and asked for the Council to confirm the proposals discussed. It was noted that In Bloom will be maintaining the Market Place, library and Redbourne Mere flowerbeds and planters. The Town Clerk is to seek quotations for the approved works.

RESOLUTION: That the removal of the middle flowerbed on the North Cliff Road approach into the town, the removal of the two verge beds on the South Cliff Road approach into the town, the installation of a planter at the South Cliff Road boundary sign, the reduction of bedding planting for increased perennials, the removal of winter bedding except for the Market Place and for the renewal of the two Richdale Avenue flowerbeds was approved.

- ERNLLCA North Lincolnshire District Committee – Virtual (15th October) - Cllr Fox/Town Clerk. Cllr Fox noted that the Committee will be writing to North Lincolnshire Council (NLC) regarding the attendance of Clerks at Town and Parish Liaison meetings and the need for open communication between Town and Parish Councils and the unitary authority.
- NLC – Town and Parish Liaison Meeting – Church Square House (16th October) – Cllr Frankish noted a useful, relevant meeting focused on winter planning, highways and changes to the domestic recycling provision and schedules. Attendance was noted as low, with a smaller meeting room used.
- KLASSIC CIO – Bows Club Pavilion (20th October) – Cllr Fox/Howard. Cllr Howard noted attending along with Cllr Starkie. Town Council representatives were invited to join the meeting which focused on the concerns and disappointment the

CIO have with the lack of progress on matters from the Town Council.

The Chair moved that Standing Orders be suspended to allow a CIO Trustee to address the meeting. This was agreed. Dave O'Brien read a statement which had been circulated earlier to all Councillors from the CIO, to clarify their position. The statement had come out of the discussions at the meeting on 16th October. The statement detailed the setting up of the CIO in February in response to the agreement in principle for the transfer of the assets, liabilities and undertakings of the charitable trust. If the CIO cannot assume those responsibilities it will need to be closed and this decision is needed prior to December in line with Charity Commission requirements. Concerns were detailed over the proposed lease agreement and acknowledgement of a planned meeting with NLC. Invitation was again extended for Councillors to attend future CIO meetings along with confirmation of the security for the current staff.

Standing Orders were reinstated.

- **ERNLLCA** – Annual Conference (21st October) – Town Clerk. The Town Clerk noted the theme of the conference was biodiversity, but also covered grant funding, investments and budgets and had proved to be very useful.

2510/06 Report from North Lincolnshire Council / Ward Councillors

a. Ward Cllr David Garritt reported on free cooking appliances scheme; street signs, the lack of response from Lincolnshire County Council with regard to approaches for a joint meeting about the crossroads; Maple Close, issues around anti-social behaviour at Barnard Meadows and North Dale Court flooding matters all ongoing; Community Speedwatch had provided an update; Anglian Water repair to leak on Spa Hill. Cllr Garritt has chased up the tractors turning sign, Redbourne Mere boundary sign and the resurfacing of the footpath on Cornwall Street. Cllr Garritt had provided some planning assistance to a member of the public and resident had approached Cllr Garritt to give their opinion that the Town Council is entitled to independent legal advice with regard to KLASSIC Park. Cllr Garritt has secured a meeting with NLC including their legal department to discuss the preferred leasing route. Cllr Garritt noted the resignation of Cllr Kitchen and noted that the public have until 10th November to request an election and that he supported a letter of thanks to be sent to Cllr Kitchen.

RESOLUTION: That a letter of thanks is sent to Cllr Kitchen for his services to the Town Council.

ACTION: Town Clerk

Cllr Kofoed noted a CCTV clip which shows damage done to the Grayingham Road sign and asked Cllr Garritt if it was worth sending through to NLC. Cllr Kofoed also noted concerns that the Cornwall Street footpath was still not resurfaced and the mess left at the bottom of Dunstan Hill following the utilities works. Cllr Garritt advised it was worth sending the clip in, that he was continuing to chase the footpath works and asked for photos of the Dunstan Hill junction.

b. The Town Clerk noted that the Church Street sign at the junction of St Andrew's Street was not yet replaced and concerns that NLC would not be replacing the damaged Grayingham Road street sign, leaving the incoming side of the street without a street sign.

RESOLUTION: That the NLC policy on one sign per street is queried.

ACTION: Town Clerk

The removal of a section of the library car park railings was queried with concern. The Town Clerk noted that library staff had raised concerns that this was theft as on questioning it themselves, there was no record of work to be done at NLC. The Town Clerk had requested this matter be raised at the NAT meeting on 1st October but it was unclear if a representative had attended or if the matter was raised.

RESOLUTION: That an update is sought from NLC/NAT on this matter of concern.

ACTION: Town Clerk

Following the request for parking enforcement in the Market Place area, NLC had requested what time was best to carry out monitoring.

RESOLUTION: That it is requested that NLC monitor the area between 2 and 6pm.

ACTION: Town Clerk

c. The Council received an update on the free electric blanket testing arranged in conjunction with NLC on Thursday 2nd October at the Community Café. Four blankets were tested, a similar event at Scunthorpe had no take up. It is unlikely that the event will return due to lack of interest. The Community Café to be thanked for their support with this.

d. The Council received a request from residents via Cllr Kitchen for upgrade of pedestrian crossing on South Cliff Road. No further information was available, and it was recommended that the residents contact NLC directly with their concerns.

2509/07 KLASSIC Park

The Council received correspondence from NLC regarding a meeting to discuss the offer of legal advice. Cllr Garritt outlined that as requested by the Council he had approached NLC and now needed to know who would be attending, if the date and time proposed was suitable and the object of the meeting to ensure NLC are able to provide what is wanted. It was agreed to seek independent legal advice but retain the date of the NLC meeting at this time as a potential further validation exercise if required.

RESOLUTION: That a working group of Councillors is formed to liaise and meet with Hetts Solicitors to formulate the lease agreement for KLASSIC Park. This to be brought back to a meeting of the Full Council for ratification prior to presenting it to the CIO.

RESOLUTION: That the working group is initially Cllr Kofoed, Cllr Howard and Cllr Starkie. Working group membership is not set and other Councillors can join.

RESOLUTION: That Hetts Solicitors are contacted to arrange for the working group to meet with them.

ACTION: Town Clerk

2510/08 Allotments

The Council received relevant updates. Cllr Frankish noted the October inspection was scheduled for Friday 24th. The planning application for entrance works is live and the consultation period has ceased. The company which previously provided wood chippings has been approached about providing more.

RESOLUTION: That a post is put on Facebook asking for wood chippings for the allotment site.

ACTION: Town Clerk

2510/09 Finance

i. Income and Expenditure

- a. The Council received notification of accounts paid by the Town Clerk under devolved authority. (October 2025)
b. The Council considered the offer, from a member of the public, to pay the renewal of SLCC membership for the Assistant Clerk at £110.00. It was discussed that the offer from the member of the public could not be accepted.

RESOLUTION: That the Assistant Clerk is requested to write to the Council providing a case for membership and requesting the decision at the September meeting (FC2509/13 refers) be reconsidered.

ACTION: Assistant Clerk

- c. The Council received updates regarding the potential future funding for the Community Co-Ordinator role. The application to the National Lottery Community Fund was successful with £7921 awarded. Cllr Fox noted thanks to Cllr Frankish, Jane Owen of HWRA and the Town Clerk for their work to achieve this funding.
d. The Council considered funding warm spaces within the town over the winter utilising the Cadent Centre for Warmth Project grant funding. Cllr Fox declared an interest in the Diamond Jubilee Town Hall and asked Cllr Kofoed to Chair this item. Cllr Frankish declared an interest in the Diamond Jubilee Town Hall and Church Halls.

RESOLUTION: That the funding is split equally between the three venues (Diamond Jubilee Town Hall, Church Halls and KLASSIC Park) in the town who offer warm spaces for organisations and groups over the winter period.

ACTION: Town Clerk

- e. The Council confirmed the need for financial support in purchasing two new Union Flags to fly over the town War Memorial at £65 for two flags for the Royal British Legion Kirton in Lindsey.
f. The Council confirmed the purchase of paint and brushes for maintenance of the bollards near to the War Memorial at a cost of £39 for the Royal British Legion Kirton in Lindsey who are carrying out the painting works. Thanks were noted to the Royal British Legion for these works.

g. The Council received confirmation of annual electrical testing of office equipment completed 13/10/2025

h. The Council considered equipment updating for Town Clerk – work issue mobile phone.

RESOLUTION: That option 2 is approved, for a 36-month business contract at £22.00 + VAT per month with £39 + VAT upfront cost including all texts, calls, handset and line rental.

ACTION: Town Clerk

- i. The Council approved accounts for payment.

ii. Internal Control

- a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (September 2025)
b. The Council received the 2nd Quarter Budget Checks Monitoring Report with no comments made.
c. The Council noted the initial budget planning information for 2026-2027 with no recommendations put forward.

iii. External Control

- a. The Council received the Interim Internal Auditor Report for 2025-26 and considered the recommendations made.

Recommendation	Brief Comment	Action
For clarity and transparency purposes when the Christmas Festival charges for stalls are next reviewed by the Promoting Kirton Committee, a formal Scale of Charges should be prepared, in a similar format to the Cemetery Charges, which can then be updated each time changes are made in the future. (Moderate)	The charges for stalls were approved at Promoting Kirton Committee meetings and then included on all booking information. A Scale of Charges document was prepared and taken to the October Promoting Kirton Committee meeting and approved. This can be updated as required for future approval going forward.	A formal Scale of Charges document was prepared and taken to the October Promoting Kirton Committee meeting and approved.
The Cemetery should be added to the Asset Register using the recent valuation figure. (Moderate)	The valuation figure needed to be added to the Asset Register.	The valuation figure is now included on the Asset Register.
The future annual appointment of the Council's Internal Auditor should be confirmed by a signed letter from the Council (Moderate)	The appointment of the internal auditor was always approved through Full Council Meetings and appointments then confirmed via email correspondence. A formal letter was written to confirm the appointment.	Following up on email correspondence, a formal letter was written to confirm the appointment.
The Council should note the requirements of the newly added assertion 10 on the Annual Governance Statement. The detailed requirements in respect of this assertion are contained in sections 1.47 to 1.54 and sections 5.117 to 5.128 of the Smaller Authorities Proper Practices Panel's Practitioner' Guide 2025. (Moderate)	The Council has discussed the new requirements for Assertion 10 at Full Council and has the relevant requirements in place at this current time.	None required.

The number of additional hours being authorised for overtime need to be included in the minutes. (<i>not prioritised</i>)	Although overtime payments were discussed and approved at relevant meetings, the figure for those additional hours was not included in minutes. Agenda items will be included for the relevant meetings to confirm the figures.	Agenda items will be included for the relevant meetings to confirm the figures.
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- b. The Council resolved to ratify the Resolution of minute FC2504/20 to confirm that the additional working hours approved for payment were 16 as advised by the Internal Auditor.
ACTION: Town Clerk

2510/10 Planning

- a. The Council considered the following planning applications:

i. PA/2025/1159

Proposal: Planning permission to erect a self-build five-bedroomed dwellinghouse

Location: land rear of White House, Cleatham Road, Kirton in Lindsey, DN21 4JR

RESOLUTION: That the Clerk responds with 'no comment' to this planning application noting that there is no objection in principle but that the Council note and support the concerns raised by other statutory bodies.
ACTION: Town Clerk

ii. PA/2025/1234

Proposal: Application to vary the plans condition of planning application PA/1999/0920 granted on 31/03/2000 which were added to by non-material amendment PA/2024/1365 granted on 12/12/2024, namely to alter plot 86 and plots 88 to 94 to allow for amended house positions and garages.

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 notification of the following planning application for information only:

PA/2025/1123

Proposal: Planning permission for the change of use of land to allotments and to update existing access to tarmac

Location: Land West off B1400, Kirton in Lindsey

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

- i. PA/2024/997 – APPEAL DECISION OF PLANNING INSPECTORATE – APPEAL DISMISSED for first floor extension above existing shop to provide two flats, two storey side extension, vehicle parking, cycle parking and bin storage at 11 High Street, Kirton in Lindsey, DN21 4LZ.
- ii. PA/2025/937 – REMOVAL/VARIATIONS OF CONDITIONS to vary condition 2 of PA/2022/1574 for new dwelling design at Ashlyn, Grayingham Road, Kirton in Lindsey, DN21 4EL.
- iii. PA/2025/981 – REMOVAL/VARIATION OF CONDITIONS to vary condition 2 of PA/2025/408 namely to make minor changes to materials and replace the bay window with two new winders at 10B Station Road, Kirton in Lindsey, DN21 4BB

2510/11 Open Spaces

- a. The Council received the weekly visual and monthly operational play park inspection reports for signature. Cllr Starkie offered to take over from Cllr Kitchen in carrying out the weekly visual inspections and was thanked by the Council.

- b. The Council discussed the play area inspections service level agreement with NLC. The Town Clerk noted the correspondence from NLC noting they could not carry out the repairs identified by RoSPA and that the October inspection carried out by NLC highlighted no concerns.

RESOLUTION: That the service level agreement terms are queried with NLC.

ACTION: Town Clerk

- c. The Council received the weekly inspection reports for the outside gym equipment.

- d. The Council received notification of change of company name of current highways contractor from Lawn N Order to Pitch Lincs.

- e. The Council considered quotations for highway verges and Parish Path Partnership contractors. This item was deferred to the closed part of the meeting.

- f. The Council received an update from a grounds maintenance (planting) meeting held on 10th October. It was noted that this was discussed earlier in the meeting and costings were to be sought.

- g. The Council received an update on Community Payback projects. The team can carry out maintenance of the wooden benches (sanding down and re-staining) and will just need the provision of materials.

RESOLUTION: That wood stain and materials including sandpaper and brushes are purchased for the Community Payback works to maintain and protect wooden benches around the town.

ACTION: Town Clerk

2510/12 Policies and Procedures

- a. The Council reviewed Policy 13: Safeguarding Children Policy last approved October 2024 and revised in line with NLC advice.

RESOLUTION: That this policy is approved in line with NLC advice.

ACTION: Town Clerk

- b. To review Policy 14: Safeguarding Adults Policy last approved October 2024.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

c. The Council considered vacancies on Council Committees and Working Groups as requested by Cllr Howard.

RESOLUTION: P&D Committee members – Cllr Howard and Cllr Frankish

RESOLUTION: Finance & Planning Committee member – Cllr Howard

RESOLUTION: KLASSIC Charity Committee member – Cllr Howard

RESOLUTION: Green & The Market Place Charity Committee member – Cllr Howard

RESOLUTION: War Memorial & Garden of Edward Elmhirst Duckering Charity Committee member – Cllr Howard

RESOLUTION: Neighbourhood Action Team member - Cllr Frankish.

2510/13 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 Town Clerk noted correspondence received after the Agenda was published as Planning decision notice PA/2025/1006; NLC Play inspection repairs update; Community Co-Ordinator National Lottery grant funding update; NLC News Direct update; KLASSIC Budgeted Grant update letter 2025-26; Resignation of Cllr Kitchen; Occasional Market Consent application confirmation (Christmas Festival); NLC Roadworks notification for Redbourne Mere, King Edward Street and Barnard Meadows; Humberside Police – 'No PO No Pay' policy implementation; PCC Community Safety Fund deadline reminder (3rd Nov); Visit North Lincs Tourism Networking update; Martyns Law training notes; Rural Services Network weekly news/Digital Switchover support information, KLASSIC CIO statement and HWRA Rural Housing Survey.

b. Resident – offer to pay professional membership fees for the Assistant Clerk

c. NLC – Network Management – confirmation of Remembrance road closures

d. Resident – enquiry about road surfacing work schedule for South Cliff Road

e. NELC – Civic Mayoral Charity Race Night cancellation reminder

f. Resident – request for assistance with replacement bin destroyed by NLC collection lorry

g. Resident – query about plot location within Cemetery

h. NLC – September Tourism Partnership update

i. ERNLLCA – September Newsletter

j. NLC – News Direct updates

k. Resident – request for planning application information not be published on social media

l. Resident – request for approach to Community Payback for assistance with community painting

m. ERNLLCA – HR related courses information

n. Library – concern raised about removal of railings from car park and damage caused to vehicles

o. ERNLLCA – H&S related courses reminder information

p. Independent Brigg Line Rail Group – Northern Railways flash sale information

q. Rural Services Network – Weekly Newsletters

r. ERNLLCA – NALC Devolution Case Study information entry request - the Town Clerk recommended providing information about the Parish Paths Partnership and Highway verges devolution as a case study report.

RESOLUTION: That a case study report is submitted.

ACTION: Town Clerk

s. Resident – query about hedge maintenance and wooden bridge condition FP255

t. Community Vision – Monthly updates

u. ERNLLCA – Martyn's Law webinar invitation

v. ERNLLCA – Fire Safety Service and webinar information

w. Audit – receipt of Interim Internal Audit report

x. NLC/Ward Cllr Garritt – update on offer of meeting time with NLC/NLC Legal re KLASSIC

y. NLC/Ward Cllr Foster – update from NLC re B1205 / B1398 junction

z. Banking – reminder of reduction in interest rates

aa. KLASSIC CIO – update communication and invitation to attend their next meeting

bb. Civic – North East Lincolnshire Council – Mayor's Coffee Morning change of date (October)

cc. Civic – Brigg Town Council – notification of cancellation of amateur operatics performance of My Fair Lady

dd. ERNLLCA – upcoming finance courses information

ee. NLC Ward Cllr – update on further resurfacing works for Redbourne Mere

ff. ERNLLCA – upcoming IT training information

gg. Civic – Mablethorpe & Sutton Mayor's Quiz and Pig Racing Night invitation (November)

hh. ERNLLCA – Eden Project information following AGM

ii. Gainsborough Town Council – funeral details for former Mayor and Councillor

jj. NLC – September Tourism networking meeting update

kk. ERNLLCA – YLCA/Breakthrough Communications CCTV and Data Protection training information

ll. NLC – Public Rights of Way officer – updates on FP250 and FP255 issues

mm. NLC – Traffic enforcement (Market Place) response

nn. Residents – request via Cllr Kitchen to upgrade pedestrian crossing, South Cliff Road

oo. NLC – update to ongoing requests for update on replacement signage for Church St/Grayingham Rd

pp. NLC – Notification of Town and Parish Liaison meeting (16th October)

qq. Kirton Knit Knacks – request for permission to decorate War Memorial with knitted poppies & servicemen

rr. ERNLLCA – District Committee report for meeting

ss. ERNLLCA – Details of First Aid at Work training offer

tt. Civic – City of Lincoln – Mayor's Charity Events Dec/Jan

2510/14 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 26th November 2025 at 7pm at the Diamond Jubilee Town Hall.**

NOTE: Agenda items to be submitted before Monday 17th November in line with Standing Orders

2510/15 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 and press be excluded.*

2510/11 Open Spaces

e. Deferred from earlier, the Council considered quotations for highway verges and Parish Path Partnership contractors.

RESOLUTION: *Highway verges: That the quotation from Company 2 is approved at £17,553.36 based on 14 cuts and additional works for 5 of the cuts (not including VAT).*

ACTION: Town Clerk

RESOLUTION: *Parish Paths Partnership: That the quotation from Company 4 is approved at £1,200.00 based on 3 cuts (not including VAT).*

ACTION: Town Clerk

2510/16 Car Parking Provision

The Council received a business in confidential update on the current position regarding car parking provision from the landowners approached by the Town Council.

RESOLUTION: *That the Clerk makes contact with the landowners for any relevant update.*

ACTION: Town Clerk