



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 26th November 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 Suzanne Stephenson.

Members not present: Cllr Barry Starkie and Cllr Karen Gunn.

Also present: 7 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.

2511/01 Apologies for Absence

Apologies were received from Cllr Barry Starkie and Cllr Karen Gunn.

2511/02 Declaration of Interests / Dispensations

- Cllr Pat Frankish declared an interest in 2511/14 iii (grant applications).
- No dispensations were granted.

2511/03 Public Participation

A member of the public queried the Town Council's objections to his planning application PA/2025/881 as he considered the reasons given in the objection to be untrue. Cllr Fox offered to include the item for discussion on the next Finance & Planning Committee Meeting to be held on 8th December.

A member of the public spoke on the requirement for accounts and financial records for those applying for grants from the Town Council and suggested the process should allow for some groups to be excluded from having to provide this information. He also noted the cutting down of a silver birch tree and replacement of it with a new sapling on the roundabout at South Dale Close and asked if the Town Council were aware. The resident commented that he observed the atmosphere in Council meetings had improved in recent months.

Two members of the public spoke in support of their grant funding application for Kirton First and noted that they now had the financial paperwork in place should it be needed. They discussed the importance of the paper magazine for parts of the community, the positive feedback they were receiving on the development and current format, the use of the magazine by the Town Council and other not-for-profit community organisations and the efforts made to improve funding flow for the magazine. Cllr Howard asked about any plans for a hybrid model with the magazine also available online, the representatives advised this would need increased funding to achieve.

Cllr Garritt provided a response to the resident regarding the Town Council's response to PA/2025/881 noting that the Town Council has no decision-making powers in regard to planning and had represented the views of the community it had received. If the objection was not within planning law or factually wrong, it would be dismissed by the planning authority. Cllr Garritt also explained the process for reversing Town Council decision making.

A member of the public spoke on the Town Council decision making process for grant applications.

2511/04 Minutes

- The Council approved the minutes of the Full Council Meeting held 22nd October 2025.

RESOLUTION: That the minutes were duly approved and signed.

- The Council received the minutes of the Personnel & Disciplinary Committee Meeting held 25th September 2025.
- The Council received the draft minutes of the KLASSIC Charity Committee Meeting held 23rd October 2025.
- The Council received the draft minutes of the Personnel & Disciplinary Committee Meeting held 28th October 2025.
- The Council received the draft minutes of the Promoting Kirton Committee Meeting held 10th November 2025.
- The Council received the draft minutes of the Finance and Planning Committee Meeting held 10th November 2025.

2511/05 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:

- Kirton in Lindsey Remembrance Service** – (9th November). Cllr Fox noted thanks to the Royal British Legion for organisation of this event.
- Broughton** – Civic Service (23rd November)

Councillors and Officers reports

- IOSH Training – Barton** (18th November) – Cllr Joy Kofoed noted a very good course.
- NLC / NLC Legal meeting re KLASSIC** (20th November) – Cllr Howard noted a good meeting, and that North Lincolnshire Council (NLC) Legal cannot give advice outside their organisation and they were unable to confirm if they had any experience of the specific scenario, confirming they would check and advise. NLC are happy to meet with the CIO to help advise, develop a business plan and step in on the CIO side when a Town Council lease is offered. Cllr Howard noted

Signed:

Dated:

concerns that it was expressed at the meeting that the CIO would not accept a lease agreement and that the Town Council was now incurring costs around this work and if consideration should be given to viability. Cllr Stephenson noted the importance of recognising that any work carried out was for the best of KLASSIC from an empathetic standpoint. Cllr Frankish noted that Rob Waltham had expressed concerns the CIO were not fully represented at the meeting and concern in the negative atmosphere of the current process. Cllr Howard responded that he had no recollection of Rob Waltham raising any concerns that the CIO were not present and clarified that the Working Group had advised Cllr Garritt that no CIO members be present at the NLC meeting to maximise the benefit of the Council progress.

2511/06 Report from North Lincolnshire Council / Ward Councillors

- a. Ward Cllr David Garritt reported that NLC were looking into the removal of the library railings. The Town Clerk provided an update that a good replica of the railings was now installed, and it appeared the company whose van damaged the railings some time ago had arranged for the damaged section to be removed and replicated. The Town Clerk had updated the Neighbourhood Action Team on this situation. Cllr Garritt advised that a traffic management plan is in place for the new development near to Maple Close which prohibits construction traffic using Maple Close; that a NLC site meeting at Barnard Meadows for improvement works had resulted in the closure of the small park on health and safety grounds and he was working for this to be resolved quickly. Lesley Potts at NLC is now looking into the plans for the nature reserve off Redbourne Mere; Richard Hannigan is looking into a residents concern about the lack of ambulance transport to hospitals; the application by Ashcourt for a concrete batching facility is to go to Planning Committee in December; a number of highway issues are outstanding and Cllr Garritt has referred them back to the Ward Officer. NLC held a Combined Authority Meeting to put forward their position for a Devolved Lincolnshire Authority. Cllr Stephenson asked if NLC were dealing with the road near to Manton quarry which was recently closed. Cllr Garritt advised he understood it to be a burst Anglian Water main.
- b. The Council noted outstanding matters raised with NLC including road maintenance works (March Street/Wesley Street), street resurfacing at Cornwall Street, ownership queries raised by resident regarding Wray Street/Traingate path, signage and resurfacing on Redbourne Mere and parking enforcement. Cllr Garritt had advised these matters were referred back to the Ward Officer. Cllr Fox noted concern that this list was again growing with no progress.
- c. The Council received communications about the maintenance and signage for the public conveniences in the Market Place. It was noted that the Diamond Jubilee Town Hall raised concerns about the poor signage for the public conveniences with North Lincolnshire Council in July 2023 and no progress is yet seen. In addition, residents raised concerns about the maintenance of the facilities and it was made clear that the facilities are not suitably decorated – the concrete block walls are not treated with washable paint and there is no access to hot water for the NLC employed cleaner. The relatively recently repaired door is again broken with gaps between the wooden boards. The Town Clerk advised that the last communication about the signage would be looked into. Cllr Stephenson noted that this amounts to an environmental health concern.
RESOLUTION: That the information is shared with Cllr Garritt to raise with the relevant people at NLC, noting that these matters amount to an environmental health concern. ACTION: Town Clerk/Cllr Garritt
- d. The Council received information about the continued unadoption of The Maltings estate by NLC and residents concerns about the abuse and maintenance of the small play provision. The Town Clerk noted that the estate remains the responsibility of Allison Homes and the use of the small play provision for disposal of dog waste and the placement of a dog water bowl were highlighted by residents as serious concerns. Allison Homes have advised (27/11) that they are seeking a company to empty the litter bin and put signage about no dogs into place.
- e. The Council received resident complaints about Ashcourt and their presence at Manton Quarry. The Town Clerk noted that Cllr Garritt had covered most of the points in his report. Cllr Garritt advised that due to the concerns raised about the increased traffic through the town, he would look into if a traffic management plan is in place. The Town Clerk noted an update from Ward Cllr Trevor Foster that Manton/Cleatham Parish Meeting and Messingham and Scawby Parish Councils have all lodged concerns about the activities at the quarry.
- f. The Council received an update on the Community Speedwatch scheme. The Town Clerk noted that enough volunteers are in place for the scheme to start, and in a meeting with the area co-ordinator initial sites for monitoring were identified. These will be developed as the scheme gets going. Training is underway to get the volunteers started and more volunteers are encouraged to get involved.

2511/07 MP Nic Dakin

The Council received an offer of support for ongoing or outstanding issues or concerns within the town as well as a reminder of the wider reach of the MP's constituency to inform residents of help available.

2511/08 Speed Indicator Devices

The Council received an update on progress with research into process for the funding of speed indicator devices for the town. A consultation is required with residents near to the proposed locations, and Cllr Fox will clarify who carries out that consultation.

RESOLUTION: That the recommended sites at South Cliff Road, Redbourne Mere and North Cliff Road are progressed, with Spa Hill/Station Road as a reserve location. ACTION: Cllr Fox
RESOLUTION: That funding is sought for three Elan City devices at £7,019.00 (ex. VAT). ACTION: Cllr Fox

2511/09 Grove Street Cemetery

a. The Council received notification of renewal of pest control contract following approval at the Finance & Planning Committee meeting.

b. The Council received information and quotation for memorial safety testing works. The Town Clerk noted that in addition a Faculty from the Diocese will be required due to the involvement of consecrated ground and this was previously £500.

RESOLUTION: That the quotation from Serenity Memorials of £3325.00 (ex VAT), plus the cost of securing

any unsafe memorials and a Faculty is approved.

ACTION: Town Clerk

2511/10 KLASSIC

The Council received an update from the Working Group following their meeting with Hetts to discuss legal advice. Cllr Howard reported on the meeting on 6th November. A lease can be done and it was recommended there should be no 'giving away' with a lease advised as the 'perfect solution' for the Town Council. In terms of the concerns of the CIO that a lease couldn't allow them to develop the facility as they would like to, a 'loose lease with firm boundaries' was advised to resolve this. Following on from the initial meeting a walk around with the solicitors took place at KLASSIC to help with the drawing up of the lease. In order to progress the drawing up of the draft lease the Working Group now required approval of costs from the solicitors, provision of KLASSIC accounts to Hetts, provision of asset register to Hetts and decision around the title of the outdoor gym equipment. Cllr Frankish declared an interest and did not take part in voting. The Town Clerk expressed concerns in the time required to carry out the requirements put forward by the Working Group in working hours available for the Venue Manager and Town Clerk. The Town Clerk also reminded the Council of previous advice given when solicitors were initially contacted that consultation and discussion with all parties was recommended ahead of decision making which incur spending of public money as incurring costs ahead of understanding what different parties would want or accept is ill-advised. **RESOLUTION: That the estimated costs from Hetts of £1,450-£1,850 + VAT and surveyors report (Option 3) of £400 + VAT (estimated) was approved.**

RESOLUTION: That KLASSIC accounts are sourced and provided as required to Hetts.

ACTION: Town Clerk

RESOLUTION: That an asset register is sourced and the development overseen for the completion in the correct format.

ACTION: Town Clerk

RESOLUTION: That the situation with the outdoor gym equipment remains 'as is' at this time.

RESOLUTION: That an informal meeting is arranged with the Town Council and CIO representatives to provide an update and information.

2511/11 Allotments

The Council received updates including planning application information requirements, wood chipping requirements for communal paths and notification of the annual membership renewal for the National Allotment Society.

RESOLUTION: That the costs for an initial additional Phase 1 Desk Study at £990.00 + VAT are approved.

ACTION: Town Clerk

RESOLUTION: That the annual membership of the National Allotment Society at £70 + VAT is approved.

ACTION: Town Clerk

RESOLUTION: That the Town Clerk's action in sourcing wood chipping for the communal paths at £150.00 (+ VAT) is approved.

2511/12 Open Spaces

a. The Council received the weekly visual play park inspection reports by Cllr Starkie (dated 24/10; 31/10 and 16/11) for signature.

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council. The Town Clerk reported no operational inspection report received and the update received from the current NLC Parks, Playgrounds and Cemeteries supervisor to say that they are unable to carry out additional works beyond their paid Service Level Agreement (SLA) Inspection Service at this time. The Town Clerk noted the concerns raised previously that no formal SLA was put into place beyond email communications. Quotations were sought from the installers of the play equipment, Caloo and KOMPAN with the KOMPAN quotation still awaited. Additional quotations had also been sought for options around the embankment slide which is reaching end of life. These were awaited from various companies.

RESOLUTION: That Caloo and KOMPAN are approached for information on any paid SLA they could offer, if they only do so for their own equipment and different timescales to include monthly and quarterly.

ACTION: Town Clerk

RESOLUTION: That NLC are approached for information on any paid SLA they could offer with different timescales to include monthly and quarterly.

ACTION: Town Clerk

RESOLUTION: That Cllr Starkie is asked about potential training in play area inspections.

RESOLUTION: That the quotation from Caloo for repairs and maintenance to their equipment at £722.50 plus VAT is approved.

ACTION: Town Clerk

c. The Council received the weekly inspection reports by Cllr Starkie (dated 22/10; 31/10 and 18/11) for the outside gym equipment.

d. The Council received an update following the grounds maintenance (planting) meeting held on 10th October with costings for additional works.

RESOLUTION: That the quotation for landscaping works from Pitch Lines at £750 + VAT is approved.

ACTION: Town Clerk

RESOLUTION: That the quotation for replanting the Richdale Avenue flowerbeds by the planting contractor at £360 (no VAT) is approved.

ACTION: Town Clerk

e. The Council received an update from the Town Clerk to report that all current Community Payback projects were completed and the team were keen to continue to support the Town Council with further projects. Councillors were asked to keep this in mind for any potential projects to put forward.

2511/13 Policies and Procedures

a. The Council reviewed Policy 05: Reserves Policy last approved November 2025.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

b. The Council reviewed Policy 30: Bio-Diversity Policy last approved November 2025.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

c. The Council considered a review of the Grant Policy and Application Form.

RESOLUTION: That the new draft policy and application form documents are approved, with confirmation that the maximum grant which can be applied for is £5,000.00.

ACTION: Town Clerk

d. The Council received the new NALC draft IT Policy. It was agreed that work was needed to develop the existing IT Policy and incorporate relevant elements from this new draft. Work to be carried out in due course when time allows.

e. The Council received the notification from North Lincolnshire Council that the current casual vacancy can be filled by co-option, agreeing actions required to follow the Co-Option Policy.

RESOLUTION: That applications are welcomed for consideration at the December Full Council meeting.

ACTION: Town Clerk

2511/14 Financei. Income and Expenditure

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

b. The Council received a Community Pot application from the Royal British Legion Kirton in Lindsey for the annual Remembrance Service buffet for 2026. The Council noted that the Royal British Legion were unable to provide their constitution or finance/accounts documentation as part of the application.

RESOLUTION: That the application for £300 for the 2026 Remembrance Service buffet is approved.

ACTION: Town Clerk

c. The Council received notification of maintenance requirements for Grandad's Plough monument. The Town Clerk reported that the resident who developed the monument has advised that weatherproofing should be carried out on the ploughman sculpture. In 2021 this was £100 and it is recommended that this is done annually going forward.

RESOLUTION: That weatherproofing work is researched and carried out using the relevant earmarked reserves.

ACTION: Town Clerk

d. The Council received notification of maintenance testing requirement for Solaris rechargeable lights.

RESOLUTION: That the lights are returned to the manufacturer for analysis at a cost of £60.00 for courier services.

ACTION: Town Clerk

e. 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. The charge from Microsoft for the use of Co-Pilot was discussed.

iii. Precept 2026-2027

a. The Council received reports from groups and organisations in receipt of grants from the previous financial year but did not discuss them.

Budgeted Grant Funding Applications were considered in the following order:

Cllr Frankish declared an interest and did not vote on any applications.

d. The Council considered the budgeted grant funding application received from KLASSIC for £4,000.

RESOLUTION: That £4,000 is ringfenced to be granted to whoever is running the Charity at the time of drawdown.

ACTION: Town Clerk

e. The Council considered the budgeted grant funding application received from 1st Kirton in Lindsey Brownies for £500.

RESOLUTION: That grant funding of £500 for 2026/27 was approved.

ACTION: Town Clerk

f. The Council considered the budgeted grant funding application received from Kirton First for £3,000.

RESOLUTION: That grant funding of £2,500 for 2026/27 was approved.

ACTION: Town Clerk

c. The Council considered the budgeted grant funding application received from Evergreens for £800.

RESOLUTION: That grant funding of £800 for 2026/27 was approved.

ACTION: Town Clerk

g. The Council considered the budgeted grant funding application received from Diamond Jubilee Town Hall for £900.

RESOLUTION: That grant funding of £900 for 2026/27 was approved.

ACTION: Town Clerk

b. The Council considered the budgeted grant funding application received from 1st Kirton in Lindsey Scouts for £500.

RESOLUTION: That grant funding of £500 for 2026/27 was approved.

ACTION: Town Clerk

h. The Council considered the budgeted grant funding application received from In Bloom for £500 and noted the receipt of £4,200 into the Town Council bank account, transferred by the previous In Bloom lead.

RESOLUTION: That the £4,200 is returned In Bloom when their new bank account is set up.

ACTION: Town Clerk

RESOLUTION: That grant funding of £1,000 for 2026/27 was approved.

ACTION: Town Clerk

Budget Planning

i. The Council received and considered the budget planning documentation for 2026-2027. The Town Clerk advised that tax base information was still awaited from NLC. This is needed to finalise budget and precept planning. It was agreed to retain allotment maintenance costs at £1,000.

RESOLUTION: That the current aim remains to retain the Precept at the 2025-2026 figure of £117,224.56

with additional information including NLC tax base information to be considered for finalisation works.

2511/15 Planning

- a. The Council received the following decision notifications from North Lincolnshire Council:
- i. PA/2025/1006 – HOUSEHOLDER PLANNING PERMISSION – for the demolition and construction of a new entrance wall and re-location of vehicular gates – Acacia House, 5 South Cliff Road, Kirton in Lindsey, DN21 4NP.
- ii. PA/2025/1065 – HOUSEHOLDER PLANNING PERMISSION – to erect a single storey rear extension and garage at Northcliff House, 4 North Cliff Road, Kirton in Lindsey, DN21 4NH.
- iii. PA/2025/1079 – HOUSEHOLDER PLANNING PERMISSION – to replace existing timber external doors, windows and conservatory with new uPVC external doors, windows and conservatory at 4A Spa Hill, Kirton in Lindsey, DN21 4NE.
- iv. PA/2025/1135 – HOUSEHOLDER PLANNING PERMISSION – to erect a single-storey rear extension at 3 Beechcroft Drive, Kirton in Lindsey, DN21 4EF.
- v. PA/2025/1234 – VARIATION/REMOVAL OF CONDITIONS – 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 types, positions and garages at Windmill Plantation, Kirton in Lindsey, DN21 4FF.

2511/16 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: ERNLLCA - HR Disciplinary Process training; Resident – note of thanks for action to have overgrown hedges cleared; Resident – concern at poor police response to reports of anti-social behaviour potentially constituting criminal activity; ERNLLCA – legionella compliance training; ERNLLCA – parliamentary motion supporting local community energy; ERNLLCA – November Newsletter; Hetts updates from Working Group queries; NLC News Direct; ERNLLCA – Health & Safety courses; Cllr Chris Reeve (Scotter Rural Electoral Division) Grayingham Road queries to NLC; NLC – Standards Consultation review update; Resident – council tax receipt query; Lincolnshire County Council via Willoughton Parish Council - Avian Flu notice; Community Speedwatch update; Community Vision update; NAT Ridge December meeting notification; Rural Services Network update.
- b. Remembrance – enquiries from policing teams regarding details for this Royal British Legion event
- c. Sylvia's – information about Halloween event and invitation to attend
- d. Resident – advice on reporting overgrown hedges Moat House Road and Wesley Street via Community Coordinator
- e. Humber and Wolds Rural Action – latest updates
- f. NLC – News Direct weekly updates
- g. Hetts – options for dates to meet with the working group
- h. Civic – City of Lincoln Mayor's Civic Carol Service (December)
- i. Nic Dakin MP – representatives seeking views and needs from Kirton in Lindsey and provide information about MP
- j. Allotment Society – Membership renewal information
- k. Community Vision – Monthly update
- l. Rural Services Network – Weekly Newsletters
- m. Civic – Mayor of Lincoln's Charity Whiskey Tasting event (January)
- n. Remembrance – Traffic Management information and queries for road closures
- o. ERNLLCA – WorkNest webinar – Employment Law Roadmap
- p. ERNLLCA – Allotment training information
- q. ERNLLCA – October Newsletter
- r. NLC - October Tourism Partnership update
- s. Land Registry – update of details for KLASSIC **Cllr Howard queried the term 'trustees' plural on this document rather than 'trustee' singular.**

RESOLUTION: That Hetts solicitors are asked to clarify if this is correct or requires amendment.

ACTION: Town Clerk

- t. Baton of Hope – Tour highlights and feedback
- u. Civic – North East Lincolnshire Mayor's Charity Quiz Night (February)
- v. Resident – concerns about dog waste, a dog bowl and lack of signage at The Maltings play area
- w. North Lincolnshire Council – works to FP255 update (hedges and footbridge)
- x. Resident – suggestion for promotion of Diamond Jubilee Town Hall due to loss of Hemswell Court
- y. National Cyber Security Centre – notification of cease of Mail Check and Web Check services from end of March 2026. **This was queried by Cllr Kofoed along with item rr. And the Town Clerk confirmed the services provided by the NCSC for .gov.uk domains.**
- z. North Lincolnshire Council – Visit North Lincolnshire Tourism Partnership networking information
- aa. Trent Cliff Gazette – forward notice of contribution deadline for Dec/Jan edition
- bb. Independent Brigg Line Rail Group – details of article in Today's Railway Magazine on the Brigg Line
- cc. Pensions Regulator – Reminder for re-enrolment re-declaration deadline of 6th March

- dd. Environment Agency – request to promote free event for farmers on water as a resource (December)
- ee. Resident – concerns raised about transport for pensioners to and from hospital
- ff. North Lincolnshire Council – clarification on play area service level agreement
- gg. Diamond Jubilee Town Hall – letter in response to queries on flag pole and warm space provision. **Cllr Fox noted that the Town Hall were seeking to approach Cllr Starkie to ask if he would be able to assist with warm spaces provision.**
- hh. Residents – concerns about dog waste, a dog bowl and lack of signage at The Maltings play area with no progress
- ii. North Lincolnshire Council – notification that PA/2025/634 to be considered by Planning Committee
- jj. Assistant Clerk – letter of support for SLCC Membership and request to reconsider decision at September meeting. **Cllr Howard proposed that this matter be taken to the next P&D Committee meeting to discuss a solution with the Assistant Clerk and for a recommendation to then come to Full Council from that Committee.**
- kk. Hetts Solicitors – receipt of notes from meeting with Town Council appointed working group held 06/11/2025
- ll. Resident – complaint/concerns about Ashcourt activities at Manton
- mm. ERNLLCA/NALC – new draft IT Policy
- nn. Civic – Hornsea Civic Carol Service (December)
- oo. ezmuve Lincolnshire – request for information about advertising opportunities
- pp. Resident – request for information about arranging for a memorial bench
- qq. Breakthrough Communications – National Town and Parish Council Communications Survey
- rr. National Cyber Security Centre – details of the new Government Digital Service Vulnerability Monitoring Service. **This was queried by Cllr Kofoed along with item y. And the Town Clerk confirmed the services provided by the NCSC for .gov.uk domains.**
- ss. Resident – enquiry about community policing and making direct contact with officers
- tt. Civic – Mayor of North Lincolnshire's Christmas Concert (December)
- uu. North Lincolnshire Council – NATRidge notification of White Ribbon Day ceremony
- vv. Civic – West Lindsey District Council Civic Carol Service (December)

2511/17 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 17th December 2025 at 7pm at the Diamond Jubilee Town Hall.**

NOTE: Agenda items to be submitted before Monday 8th December in line with Standing Orders