



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 28th January 2026
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

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

Members not present: Cllr Karen Gunn.

Also present: 3 members of the public (1 part), Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.



MINUTES

2601/01 Apologies for Absence

Apologies were received from Cllr Karen Gunn.

2601/02 Declaration of Interests / Dispensations

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

2601/03 Public Participation

No matters were raised.

2601/04 Minutes

- The Town Clerk gave a reminder that under Schedule 12 of the Local Government Act 1972 the draft minutes of a Council meeting must be formally approved by the next suitable meeting.
- The Council approved the minutes of the Full Council Meeting held 26th November 2025.
RESOLUTION: That the minutes were duly approved and signed.
- The Council approved the minutes of the Full Council Meeting held 17th December 2025.
RESOLUTION: That the minutes were duly approved and signed.
- The Council received the minutes of the KLASSIC Charity Committee Meeting held 3rd December 2025.
- The Council received the draft minutes of the Personnel & Disciplinary Committee Meeting held 18th December 2025.
- The Council received the draft minutes of the Promoting Kirton Committee Meeting held 12th January 2026.
- The Council received the draft minutes of the Finance and Planning Committee Meeting held 12th January 2026.

2601/05 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:

- West Lindsey - Civic Carol Service – (18th December)
- Crowle & Ealand - Civic Service – (18th January)

Councillors and Officers reports

- Christmas Lights contracts – meeting with Lytec (16th December – Town Clerk/Assistant Clerk)
- North Lincolnshire Council - Town and Parish Liaison – Grass Cutting Devolution (8th January) – no attendance
- Nic Dakin Office – Current case work update (12th January – Town Clerk). Case work on Ings Road speeding and dog fouling issues, car parking in the town centre and train services were discussed.
- Grounds Maintenance – grass cutting contractor meeting (20th January – Town Clerk)
- National Allotment Society (East Midlands) – Annual General Meeting (24th January)
- Christmas Lights contracts – meeting with contractor Blachere Illumination (27th January – Town Clerk/Assistant Clerk)

2601/06 Report from North Lincolnshire Council / Ward Councillors

a. Ward Cllr David Garritt reported:

- Updates to reported highways issues on Cornwall Street, March Street, Redbourne Mere, March Lane and Traingate.
- Additional directional signage for the public toilets in the Market Place now in place.
- New online 'MyAccount' reporting issues.
- Deterioration of land adjacent to Town Hall Passage.
- Sylvester Street parking and anti-social behaviour concerns.
- Barnard Meadows play area now back open.
- Station Approach sewage leak now appears to be resolved.
- Land off Redbourne Mere and suitability for a nature reserve - meeting with relevant officers taking place on 16th February. Cllr Frankish to attend with Cllr Garritt as the In Bloom representative.
- Bus shelters maintenance works, serious leak on Traingate and funding opportunities for replacement/improved slide at the Green still to be looked into.

Cllr Fox provided an update with information from a Willoughton Parish Council meeting that a joint authority meeting had

Signed:

Dated:

taken place regarding the crossroads near Grayingham on the B1398 and a report is expected to follow shortly.

b. The Council noted the updates from Cllr Garritt on the outstanding matters raised with North Lincolnshire Council (NLC).

c. Cllr Garritt noted that in terms of signage for the public conveniences in the Market Place related to NLC responsibility and ownership, he had the contact details to progress this with the right department. There was no update on the concerns raised about the condition of the facilities.

RESOLUTION: For Cllr Garritt to progress NLC responsibility and ownership signage for the public conveniences with the right department at NLC.

ACTION: Cllr Garritt

d. The Council received the Town and Parish Liaison Meeting update regarding 2026 Devolution Deal Discussion (grass cutting, parish paths and weed spraying). The Council noted the financial cost to residents without the addition of weed spraying at no additional remuneration from NLC, but the need for the weed spraying to be done which NLC are not achieving. The agreed grass cutting and public right of way contracts were discussed, with the Town Clerk to provide further information on the contracts at the next meeting. The Town Clerk noted a Town and Parish Liaison meeting, which Clerks are allowed to attend, scheduled for 19th March.

RESOLUTION: That the Town Council write to NLC highlighting their concerns and the financial deficit.

ACTION: Town Clerk

e. Cllr Pollitt provided an update on the Community Speedwatch scheme, noting the cancellation of the session planned for this week due to poor weather, and that the locations for the scheme match with the locations for the proposed Speed Indicator Devices. The session is now planned to take place next week.

2601/07 Whipping Post

The Council received a letter from the Kirton in Lindsey Society requesting an update on progress. The Council discussed the requirement for quotations for works and an application to the NLC Community Pot for the costs. Cllr Frankish offered assistance to the Town Clerk with the work involved to move this forward.

RESOLUTION: That work is scoped and quotations sought for a NLC Community Pot Application to be submitted.

ACTION: Town Clerk

2601/08 Speed Indicator Devices

a. Cllr Fox provided an update noting the Town Clerk's work to complete the consultation with residents near the proposed locations. Thirty-three consultation letters were hand delivered with eight returned (24%) – there were no objections to the proposals.

RESOLUTION: That the application to the Police and Crime Commissioner is completed.

ACTION: Cllr Fox/Town Clerk

b. The Town Clerk noted the Police and Crime Commissioner funding offer for AutoSpeedWatch ANPR Cameras and that this was an 'either or option' and the Council were already committed to Speed Indicator Devices.

2601/09 KLASSIC

a. The Council received an update from the working group. At the joint meeting with the Town Council and CIO the CIO members had queried it being possible for the Town Council as sole trustee to lease and Hetts have advised that provided legislation is followed the sole trustee can lease. The working group has discussed and put forward proposed head of terms to Hetts to enable the drafting of a lease. The issue of the transfer of charitable funds is likely to require consideration as a consequence of leasing, and the working group requested clarification on if the Town Council wanted the working group to continue to progress this area of work. The Town Clerk recommended that the Town Council provide an update to the CIO on progress, particularly around their query on it being possible to lease.

RESOLUTION: That the Working Group are approved to seek advice from the solicitors regarding the transfer of charitable funds.

ACTION: Working Group

RESOLUTION: That the Working Group draft a letter of update to the CIO and provide this to the Town Clerk to forward on to the CIO.

ACTION: Working Group/Town Clerk

2601/10 Allotments

The Town Clerk updated the Council to note that work is progressing and the desk top study report is now with the planning department. Despite the upgrade of the water meter to a smart meter, an overestimated reading in October led to a current credit on the billing. Due to this the Town Clerk has resumed monthly physical readings.

2601/11 Grove Street Cemetery

a. The Council discussed installing a "Letters to Heaven" post box in the cemetery at a suggestion of Cllr Fox.

RESOLUTION: That further information and costings are brought back to the next meeting.

ACTION: Town Clerk

b. The Council noted recent pest activity and contractor actions, with the Town Clerk noting matters were in hand due to the usual activity at this time of year.

c. The Council noted progress to date regarding required memorial safety testing works with the Town Clerk reminding the Council that the Diocese meeting is taking place this week regarding the request for a Faculty.

2601/12 Open Spaces

a. The Council received the weekly visual play park inspection reports by Cllr Starkie (dated 23/12; 02/01; 19/01 and 28/01) for signature. The Town Clerk gave an update on the works completed by Caloo and Cllr Starkie was thanked for his work.

b. The Council discussed the play area inspections service level agreement with NLC. It was agreed a play area inspection course continue to be sought for Cllr Starkie. The Town Clerk as noted that no quotation had yet come through from

KOMPAN for options to replace the embankment slide.

c. The Council received the weekly inspection reports by Cllr Starkie (dated 23/12; 02/01; 19/01 and 28/01) for the outside gym equipment at KLASSIC Park.

d. The Town Clerk provided an update on grounds maintenance works noting that the only outstanding works are currently the new planting to go into the Richdale Avenue junction flowerbeds at the appropriate time.

e. The Council received information from the CPRE regarding the 'Centenary Best Kept Village 2026' event. Cllr Frankish as In Bloom representative advised In Bloom would be keen for this to go ahead but referred to the need for the weed spraying requirements for efforts to be worthwhile. The Town Clerk offered to share the competition information with In Bloom.

RESOLUTION: That entry into the CPRE Best Kept Village 2026 at £35 is approved. ACTION: Town Clerk

2601/13 Policies and Procedures

a. The Council reviewed Policy 24: Press and Media Policy last approved January 2025.

RESOLUTION: That this policy is amended at 5.4 to replace the word 'taping' with 'recording' and with this amendment the policy is approved. ACTION: Town Clerk

b. The Council reviewed Policy 28: Learning and Development Policy last approved January 2025. The Clerk noted the possible duplication between this policy and the Member Development Policy and recommended a review of both with possible amalgamation.

RESOLUTION: That these two policies are reviewed and compared with recommendations to be brought back to the next meeting. ACTION: Town Clerk

c. The Council discussed the Planning Reforms training opportunity, interest in attendance and sharing of training information for benefit of the whole Council.

RESOLUTION: That if spaces remain available, approval is given for Cllr Fox, Cllr Frankish and Cllr Pollitt to attend the course at £30 each (ex. VAT). ACTION: Town Clerk

d. The Council noted the update of the NALC model Disciplinary Policy.

RESOLUTION: That the updated NALC model is adopted to replace the current Disciplinary Policy. ACTION: Town Clerk

e. The Council considered vacancies on Council Committees, Working Groups and representatives to serve on outside bodies as requested by Cllr Pollitt.

RESOLUTION: P&D Committee member – Cllr Pollitt

RESOLUTION: Promoting Kirton Committee member – Cllr Pollitt confirmed as a voting member.

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

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

RESOLUTION: NLC Town and Parish Liaison representative – Cllr Pollitt

RESOLUTION: Neighbourhood Action Team representative - Cllr Pollitt to replace Cllr Frankish

RESOLUTION: Community Emergency Plan Committee member – Cllr Pollitt.

2601/14 Finance

i. Income and Expenditure

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

b. The Council received the quotation for maintenance for Solaris rechargeable lights at £225.75 (plus VAT).

RESOLUTION: That the quotation for maintenance is accepted. ACTION: Town Clerk

c. The Council received a brief update regarding works required to noticeboards within the town. The Town Clerk reported that the Primary Academy had confirmed they were unable to assist.

RESOLUTION: That quotations are sought to replace the noticeboard at the Primary Academy. ACTION: Town Clerk

ii. Internal Control

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

b. The Council received the 3rd Quarter Budget Checks with no comments made.

c. The Council noted the next visit of the Internal Auditor as 12th February 2026.

iii. Precept 2026-2027 – Budget Planning

The Council received and considered the revised budget planning documentation for 2026-2027. In line with the recommendation of the Finance and Planning Committee, it was agreed that the Band D equivalent value is increased by the current inflation rate of 3.4%.

RESOLUTION: That the required budget for 2026/2027 is £124,459.00. ACTION: Town Clerk

RESOLUTION: That the required precept for 2026/2027 is £124,459.00. ACTION: Town Clerk

2601/15 Planning

a. The Council considered the following planning application:

PA/2026/38

Proposal: Planning permission to erect a two-storey rear extension and a single-storey side extension, cladding to external walls to property, new facing brickwork and insulation to cavity (including demolition of three existing out-buildings)

Location: The White House, Cleatham Road, Kirton in Lindsey, DN21 4JR.

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

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

PA/2025/814 – OUTLINE PLANNING PERMISSION WITH SOME MATTERS RESERVED – to erect a detached self-built dwelling including access, all other matters reserved for subsequent consideration at land adjacent to 3 York Road, Kirton in Lindsey, DN21 4PS.

PA/2025/1159 – FULL PLANNING PERMISSION – to erect a self-built five-bedroomed dwellinghouse at land rear of The White House, Cleatham Road, Kirton in Lindsey, DN21 4JR.

b. The Council considered street names to put forward to Newett Homes for consideration for the housing development off Ings Road.

RESOLUTION: That ‘Ings Paddock Way’ and ‘Ings Meadow’ are put forward, with a note that in the view of the Town Council the inclusion of ‘Ings’ in street names for this area is an important factor.

ACTION: Town Clerk

2601/16 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 Clerk noted the following correspondence received after the Agenda was published; NLC – Devolution update on options and deadline; NLC – PA/2026/66 (Manton Quarry – not directly notified); Resident request about Allotments waiting list; NLC – News Direct update; Resident Dunstan Hill closure query; National Allotment Society – East Midlands Area Officer Forum invitation; NLC – Traffic enforcement update; Bonby Parish Council – NLC Devolution arrangements response; Brigg Line Rail Group – Brigg Town Council agenda item; ERNLLCA – proposal for Clerks cemetery workshop for sharing best practice and approaches; Gainsborough Town Council – Civic invite (April); South Ferriby Parish Council - NLC Devolution arrangements response; Resident query on ‘Newell’ & ‘Newett’ Homes agenda wording; Gainsborough Life – copy deadline information; Rural Services Network – Weekly newsletter.

b. Police & Crime Commissioner – Road Safety Measures Grant Scheme information

c. Nightsearcher – Quotation for maintenance to Solaris Lite floodlights

d. North Lincolnshire Council – December Tourism updates

e. ERNLLCA – WorkNest Sickness Absence 101 webinar training information

f. Ward Cllr Trevor Foster – note of thanks to Clerk for bus shelter information re NLC maintenance offer

g. Humber and Wolds Rural Action – Latest news

h. ERNLLCA - link to neurodiversity webinar and information of other training

i. Newell Homes – query on process for application for postal addresses for new development

j. Diamond Jubilee Town Hall – forward notice of potential electrical works required in the new year

k. ERNLLCA – Age friendly guide / Planning and webinars

l. Paul Fox – receipt of valuation report for The Green as required by Burton & Dyson Solicitors

m. Hetts – clarification received on information required

n. North Lincolnshire Council – News Direct weekly updates

o. ERNLLCA – Update of NALC model disciplinary policy

p. ERNLLCA – Local Government Reorganisation update

q. Humber and Wolds Rural Action – Charity Commission Operational Guidance (OG56)

r. North Lincolnshire Council – Speed Indicator Devices update for consultation works (via Cllr Fox)

s. Blachere Illuminations – confirmation of derigging information for Christmas lighting installations

t. Resident – request for information on bulky collections through NLC

u. Scotton events team – query on date of summer events to try to avoid any planning clash

v. North Lincolnshire Council – forthcoming meetings information for display

w. North Lincolnshire Council – Tourism and Hospitality survey information

x. Independent Brigg Line Rail Group – information on engineering works and replacement buses

y. Gainsborough Life - notification of copy deadline for February

z. Caloo – confirmation of date for engineer visit to carry out approved repairs to play equipment

aa. NALC – Open letter to Parish and Town Councils

bb. HSBC – notification of reduction in interest rates (1.33% to 1.21% [AER])

cc. CPRE – January newsletter

dd. NLC – costings for play area/outside gym inspection works and clarification on type of inspections

ee. North Lincolnshire Council – Workers Memorial Day invitation to all members (April)

ff. Resident – enquiry about location of plot within cemetery

gg. Resident – enquiry about collection of foil tablet packages within the community

hh. Police and Crime Commissioner – Precept and Priorities Survey information

ii. Resident – enquiry about history of Elsie Stamp Memorial Field

jj. Lincolnshire Wildlife Trust – invitation to the River Ancholme Catchment Conference (February)

kk. Rural Services Network – Weekly Newsletters

ll. ERNLLCA – Planning policy changes training information (February)

mm. ERNLLCA – Employment and Health and Safety training information from WorkNest (February)

nn. Civic – invitation to the Showing of Hedon Silver (February)

oo. Lamp Light of Peace – information for Remembrance 2026 (November)

pp. North Lincolnshire Council – Safer Neighbourhoods leaflet

- qq. North Lincolnshire Council – Visit North Lincolnshire Tourism Partnership update
- rr. Trent Cliff Gazette – copy deadline information for February
- ss. Civic – Hessle Civic Service (March)
- tt. ERNLLCA - HR Webinar & ‘Winter Weather & Workplace’ FAQs information
- uu. Civic – Hornsea Mayors Civic Afternoon Tea (February)
- vv. Independent Brigg Line Rail Group – information and invitation to Fish Fry-Day event (February)
- ww. Entwine Medical and Security – offer to quote for medical/security cover for forthcoming events
- xx. Resident – enquiry about allotment plot availability
- yy. Ethos Communities – invitation to join Ethos Universitas Partner Communities
- zz. ERNLLCA – Centre for Ageing Better guide launch webinar information
- aaa. ERNLLCA – Details of forthcoming training courses
- bbb. CPRE – Details and offer to add name to their ‘Letter to England’
- ccc. Safer Neighbourhoods – reminder about PCC grant funding scheme for road safety measures
- ddd. ICCM – request for confirmation of details held for membership
- eee. North Lincolnshire Council – Town and Parish Liaison meeting documentation
- fff. Society for the Protection of Ancient Buildings – web message regarding concerns about Mount Pleasant Windmill
- RESOLUTION: That the Society are advised that the Town Council have no powers of action and a communication directly from them might be a more appropriate cause of action. ACTION: Town Clerk**
- ggg. Community Vision – Monthly update
- hhh. Civic – Gainsborough Civic Service updated information for February
- iii. RPM Bike Trials Display Show – speculative information about booking information
- jjj. Community Vision – details of New Year New Me event at Scunthorpe Central Library with request for sharing poster
- kkk. Resident – enquiry about closure of Dunstan Hill to traffic and the number 94 bus service
- lll. Civic – Mayor of North Lincolnshire Mumbai Lounge fundraising event information (February)
- mmm. Keystone Architecture – confirmation of receipt of Desktop Study report & sending on to NLC Planning Department
- nnn. ERNLLCA – January Newsletter
- ooo. North Lincolnshire Council – Precept requirement deadline reminder
- ppp. ERNLLCA – Royal Garden Party nominations request
- RESOLUTION: That Cllr Fox is nominated to attend. ACTION: Town Clerk**
- qqq. Crowle & Ealand Town Council – clarification on communications regarding Civic Service invitations
- rrr. Kirton in Lindsey Society – Whipping Post communication
- sss. North Lincolnshire Council – Clerk’s Town and Parish Liaison meeting information (March)
- ttt. Community Vision – request to promote upcoming Poverty Truth Commission meeting at Scunthorpe
- uuu. ERNLLCA – Finance training opportunities details
- vvv. Green Council Biodiversity Solutions – introductory information
- www. Summerfield Rest House, Sutton on Sea – request for old photos for resident
- xxx. Independent Brigg Line Rail Group – information on rail replacement bus services - request to share
- yyy. Newett Homes – request for ideas to put forward for street names for land off Ings Road
- zzz. North Lincolnshire Council – further information for clarification on weed clearance devolution
- aaaa. North Lincolnshire Council – update regarding boundary sign Redbourne Mere – not being replaced
- bbbb. Institute of Cemetery and Crematorium Management – Inter-Faith ‘Faith Card’ resource for information/guidance
- cccc. Civic – North Lincolnshire Council Mayor’s Charity ‘A Bite to Eat’ event (February)
- dddd. CPRE – Centenary Best Kept Village 2026 information
- eeee. North Lincolnshire Council – Premises Licence annual fee reminder (Market Place – due February)
- ffff. Police and Crime Commissioner – launch of new Commendation Scheme

2601/17 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 25th February 2026 at 7pm at the Diamond Jubilee Town Hall.**

NOTE: Agenda items to be submitted before Monday 16th February in line with Standing Orders

The meeting closed at 20:50.