



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 25th February 2026
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 Tony Pollitt, Cllr Barry Starkie and Cllr Suzanne Stephenson.
Members not present: Cllr David Garritt and Cllr Karen Gunn.
Also present: 5 members of the public (part) and Town Clerk, Neil Taylor-Matson.



MINUTES

2602/01 Apologies for Absence

Apologies were received from Cllr David Garritt and Cllr Karen Gunn.

2602/02 Declaration of Interests / Dispensations

- No declarations were made. Cllr Frankish gave clarification around her decision-making regarding declarations of interest in relation to KLASSIC agenda items and Cllr Fox clarified the process for raising any concerns in relation to declarations of interest at meetings.
- No dispensations were granted.

2602/03 Public Participation

A member of the public provided an update from the KLASSIC CIO, noting work to provide information on bank reconciliations and transfers of payments made to the CIO bank account in error. The representative from the CIO has met with one of these groups in person already to clarify the issue, and is to meet a second group tomorrow. Next week the CIO have a meeting to further discuss the secondment agreement related to their two staff members and will then be able to provide a further update.

Another member of the public spoke of works carried out and required for 'Grandad's Plough' on Traingate. The solar lamps installed didn't work well, and so he is reconsidering this. The resident reminded the Council that the sculpture requires oiling and noted that he was aware this would be carried out in warmer weather. One of the information plaques has fallen off and the resident requested permission to refix this with four screws into the brickwork. There are also holes forming on the top section of stones, allowing water egress, the resident requested permission to make repairs to the concrete to re-seal the top and ensure the structure is waterproof. Cllr Fox advised this could be discussed later under Correspondence Received. The resident also thanked the Council for the letter regarding memorials in the cemetery and the policy decisions which had to be taken around laying unsafe memorials down. He expressed his concern that the situation would only get worse and a solution should be sought for funding to re-instate the unsafe memorials. The Town Clerk and Cllr Fox gave information on the advice received and Cllr Fox noted she was looking into funding available.

Members of the public were thanked for their participation and attending the meeting.

2602/04 Minutes

- The Town Clerk gave a reminder that 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 28th January 2026.
RESOLUTION: That the minutes were duly approved and signed.
- The Council received the minutes of the KLASSIC Charity Committee Meeting held 14th January 2026.
- The Council received the draft minutes of the KLASSIC Charity Committee Meeting held 4th February 2026.
- The Council received the draft minutes of the Promoting Kirton Committee Meeting held 9th February 2026.
- The Council received the draft minutes of the Finance and Planning Committee Meeting held 9th February 2026.
- The Council received the draft minutes of the Personnel & Disciplinary Committee Meeting held 16th February 2026.

2602/05 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:

- Gainsborough Civic Service – (8th February)
- Beverley Civic Dinner (20th February) – apologies were sent.

Councillors and Officers reports

- Age-Friendly Towns and Parishes (29th January). Cllr Pollitt noted passing the information to the Diamond Jubilee Town Hall Trustees for their information and discussion prior to be bringing back to the Council for any actions.
- A Bite to East North Lincolnshire Council MacMillan event (9th February). Cllr Kofoed reported a successful event.
- Finance for Councillors (10th February). Cllr Pollitt noted attending this useful training.
- Festive Lighting (10th February). The Town Clerk reported meeting with a Christmas lighting contractor.
- Internal Auditor (11th February). The Town Clerk noted the change of date and the progress with the audit.

Signed:

Dated:

- KOMPAN Play Area meeting (16th February). The Town Clerk reported meeting to discuss the damage to the play equipment and costings for operational inspections.
- idVerde Contractors (19th February). The Town Clerk reported meeting with the ground maintenance contractors following their identification of hazard concerns.
- NAT Ridge (25th February). Cllr Pollitt reported poor attendance but success in raising concerns about anti-social behaviour on Ings Road, low crime statistics and discussion of HGVs in and around the quarries at Manton.

2602/06 Report from North Lincolnshire Council / Ward Councillors

- No Ward Councillors were present and no report had been received ahead of the meeting.
- Due to no Ward Councillor attending, updates were not available regarding outstanding matters including road maintenance works (March Street/Wesley Street), Redbourne Mere nature reserve works; street resurfacing at Cornwall Street, ownership queries raised by resident regarding Wray Street/Traingate path, turning vehicles signage for Redbourne Mere, parking enforcement, bus shelter works and Grayingham crossroads safety concerns. Cllr Frankish reminded the Council that she would be attending a meeting about the nature reserve proposals off Redbourne Mere with Cllr Garritt. Cllr Stephenson noted the recent Facebook post update by Ward Cllr Reeve (Scotter Rural) regarding Grayingham crossroads safety concerns.
- Due to no Ward Councillor attending, updates were not available regarding signage for the public conveniences in the Market Place relating to North Lincolnshire Council (NLC) responsibility and ownership or on the concerns raised about the condition of the facilities. The Town Clerk noted the recent three-week closure of the facilities and the issues this had caused for residents and visitors.

RESOLUTION: That a complaint is lodged with NLC regarding the three-week closure of the facilities and the impact this had had.

ACTION: Town Clerk

- The Council received a brief update regarding the 2026 Devolution Deal Discussion (grass cutting, parish paths and weed spraying). The Town Clerk noted no reply to the concerns raised by the Town Council and receipt of a generic follow up asking for a provisional decision and reminded the Council of the Town and Parish Liaison Clerks meeting arranged for 19th March.

RESOLUTION: That costings are sought for weed spraying works utilising the information provided by NLC.

ACTION: Town Clerk

- Cllr Pollitt provided an update on the Community Speedwatch scheme, noting successful sessions on South Cliff Road, North Cliff Road and Spa Hill. No speeding was identified on South Cliff Road, however instances were identified on North Cliff Road and Spa Hill. Volunteer members have increased within the scheme and sessions will continue.

2602/07 Whipping Post

The Town Clerk provided an update to note one quotation received for the works and further quotations sought in order to fulfil the requirements for a NLC Community Pot grant application.

2602/08 Speed Indicator Devices

Cllr Fox provided an update noting the completion of the approval request to NLC and the wait for a response before the funding application to the Police and Crime Commissioner can be completed and submitted. NLC will be chased up.

2602/09 KLASSIC

- Prior to the working group providing an update to the Council, Cllr Kofoed proposed that the item be moved to a closed session following advice to her from NLC that the draft Short Form Lease document was Commercial In Confidence until signed.

RESOLUTION: That the item is discussed in a closed session at the end of the meeting.

2602/10 Allotments

The Town Clerk updated the Council noting the approval of planning permission for the entrance works to be completed. Quotations were now sought as the company the Council had agreed the quotation with previously were no longer contactable. A plot vacancy has arisen and the Town Clerk has contacted the next people on the waiting list to secure a potential new tenant. The Town Clerk reminded Councillors that Rent Day is 1st April and sought clarification on the payment of rent for the potential new tenant. The Council considered allotment charges as agreed in May (FC2505/17 refers). The Town Clerk was asked to provide figures for allotment income/expenditure for consideration around inclusion of a clause within tenancy agreements about a chargeback for high usage of water.

RESOLUTION: That the first payment of rent for the potential new tenant for Plot 2 will be 1st April.

ACTION: Town Clerk

RESOLUTION: That allotment charges are not increased at this time to remain in line with other similar provision.

RESOLUTION: That the Town Clerk provides income/expenditure figures to inform consideration for any amendment to tenancy agreements.

ACTION: Town Clerk

2602/11 Grove Street Cemetery

Cllr Fox updated the Council confirming that she had written to the resident regarding decision making around unsafe memorials in the cemetery.

- The Council discussed installing a "Letters to Heaven" post box in the cemetery at a suggestion of Cllr Fox. The Town Clerk provided information about the provision at Winterton and examples of post boxes available to purchase and their costings.

RESOLUTION: That the 'Windsor Rose white and gold post box' is purchased at £184 with the necessary

stand for installation.

RESOLUTION: That the necessary signage is purchased to identify the box use for Letters to Heaven.

ACTION: Town Clerk

ACTION: Town Clerk

RESOLUTION: That costs of up to £200 are approved for required installation works with the location decision delegated to the Town Clerk.

ACTION: Town Clerk

b. The Council received an update on recent pest activity, with the Town Clerk advising this is in hand.

c. The Council received an update regarding memorial safety testing works. The Town Clerk advised on the process required by the Diocese and the need for three petitioners to sign paperwork and for a public notice to be displayed for 28 days.

RESOLUTION: That Cllr Fox, Cllr Frankish and Cllr Starkie are the three petitioners to sign the paperwork.

ACTION: Town Clerk

d. The Council received notification of urgent works undertaken to tap stands. The Town Clerk advised on the works undertaken to protect the tap stands at a cost of £195 asking for retrospective approval of these works.

RESOLUTION: That the Town Clerk's action in having these works undertaken is approved at £195.

ACTION: Town Clerk

2602/12 Open Spaces

a. The Council received the weekly visual (dated 08/02 & 20/02) and an operational (11/02) play park inspection report for signature. Cllr Starkie was thanked for carrying out the visual inspections. The Town Clerk noted the operational inspection report requiring immediate action for the swing array and Galaxy multi-play equipment. The Town Clerk also noted that there is no provision within the Town Council for the labour required to action matters of maintenance and assist with installation of barriers etc. The Council considered the quotations from KOMPAN for a replacement toddler embankment slide and provision of a larger statement slide. The Council also received notification of training provision for operational inspection of play equipment and costings from KOMPAN for a schedule of operational inspections.

RESOLUTION: That the costs for the immediate works required to the swing array (£354) and Galaxy multi-play equipment (£972.85) were approved.

ACTION: Town Clerk

RESOLUTION: That funding applications are prepared for Singleton Birch, the National Lottery and NLC for the KOMPAN slide proposal costings.

ACTION: Cllr Pollitt, Cllr Fox and Town Clerk

RESOLUTION: That the RPII Routine Inspections training for playgrounds course (plus exam) is booked for Cllr Starkie at £260.00 plus VAT.

ACTION: Town Clerk

b. The Council received the weekly inspection reports (08/02 & 20/02) for the outside gym equipment. Cllr Starkie was thanked for carrying out these inspections.

c. The Council received updates from grounds maintenance works including planting area development and contractor hazard reporting. The Town Clerk noted that the completion of the new planting in the Richdale Avenue beds was ongoing and that at the meeting with the contractors growth suppression work is to be trialled in the cemetery and kept under review. The broken path – due to tree routes - to the side in the front-North corner was discussed by the Council with the Town Clerk advising the original design for the cemetery shows paths were planned to run around the perimeter but were not completed.

d. The Council received a brief update regarding ongoing Land Registry works for The Green and War Memorial areas with the Town Clerk noting the slow process for the solicitors to complete the Statutory Declarations. This is to be chased up further to determine if a complaint is required to be lodged.

2602/13 Policies and Procedures

a. The Council reviewed Policy 25: Social Media Policy last approved February 2025.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

b. The Council reviewed the Learning and Development /Member Development Policies with consideration of merging these policies as discussed at the January meeting. In principle, the merging of the policies was agreed.

RESOLUTION: That a clause is drafted around provision of sufficient detail is given regarding courses/training requirements at the point of request/approval and what extra hours may be reasonable to expect for any coursework.

ACTION: Town Clerk

c. The Council noted a query lodged regarding the National Association of Local Councils/WorkNest Disciplinary Policy approved at the January meeting. The Town Clerk advised the query was regarding the second bullet point in section 36 (Appeals) which reads: 'The sub-committee did not support the sub-committee's disciplinary decision'. Clarification is awaited. Cllr Pollitt advised that he had run the policy through Chat GPT artificial intelligence software and it had reported a large number of queries.

d. The Council considered business continuity / contingency planning measures. Cllr Fox had put forward a potential 'events and mitigation' document used by another Council in the Leicestershire and Rutland area for consideration. This was discussed, and amendments and additions including access to IT equipment were put forward.

RESOLUTION: That the Town Clerk makes recommended amendments and additions to the document to fit the Council structure and brings back to a future meeting.

ACTION: Town Clerk

2602/14 Finance

i. Income and Expenditure

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

b. The Council received notification from the Diamond Jubilee Town Hall regarding new charges for Heritage Room hire for staff use rising from £100 per month to £110 per month from April. Cllr Frankish and Cllr Starkie declared interests as Trustees.

c. The Council received a Community Pot application from the Bowls Club for £300.

RESOLUTION: That the application is approved.

ACTION: Town Clerk

e. The Council received a brief update regarding works required to noticeboards within the town.

RESOLUTION: That the Town Clerk seeks quotes for the building of a bespoke replacement noticeboard for Cornwall Street. **ACTION: Town Clerk**

f. The Council considered applying to the Singleton Birch Community Fund as put forward by Cllr Pollitt. This was discussed previously regarding the quotations for slides for the play area.

ii. Internal Control

a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. The Town Clerk noted the bank had notified a reduction of interest rate on the Money Manager account down to 1.20 from 1.32 (Gross).

b. The Council noted the final visit of the Internal Auditor for 2025-2026 as 10th April 2026.

2602/15 Planning

a. The Council received the following decision notification from North Lincolnshire Council:

PA/2025/1123 – FULL PLANNING PERMISSION – for the change of use of land to allotments and to update existing access to tarmac at land west off B1400, Kirton in Lindsey.

b. The Council received the CPRE notification and invitation to respond to the current government consultation on new draft National Planning Policy Framework.

RESOLUTION: That Councillors should respond personally if they have the time to do so. **ACTION: Cllrs**

c. The Council receive notification of consultation for the application of a Premises Licence Grant for sale of alcohol licence by Jacks Patch Garden Centre.

RESOLUTION: That ‘No Comment’ is returned in response to this consultation. **ACTION: Town Clerk**

2602/16 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 Town Clerk noted the correspondence received after the agenda was published as: Resident – notification that the plough handles on Grandad’s Plough require varnishing. Item mm. below also refers. Cllr Fox referred back to the residents requests in Public Participation.

RESOLUTION: That costs for varnish for the handles were approved and that works to fix the plaque with four screws and to repair the top of the structure are approved. **ACTION: Town Clerk**

The Town Clerk noted the remaining correspondence received after the agenda was published: ERNLLCA – free cybersecurity workshop (9th March); NAT Ridge agenda ahead of meeting (25/02); ERNLLCA/LALC play area inspection training offer; NLC News Direct update; ERNLLCA February Newsletter; HSBC interest rate update; Immingham Mayors Coffee Morning (March); ERNLLCA H&S webinar (26/02); Community Vision monthly update; Rural Services Network newsletter; Resident complaint about pot holes on Ings Road; Resident complaint about closure of public conveniences; Resident query about Diamond Jubilee Town Hall activities as can find no information online; Broughton Civic Dinner (April); Gainsborough Life copy deadline notification.

b. North Lincolnshire Council – Planning Application 2025/1621

c. North Lincolnshire Council – Planning Application 2026/104

d. Resident – enquiry about unmarked plot in the cemetery

e. Resident – enquiry about litter picking options

f. Resident – Civic Award nominations and Civic Dinner enquiries

g. Resident – Whipping Post update enquiry

h. North Lincolnshire Council – January Tourism Partnership update

i. Resident – offer of spare materials for allotment tenants

j. Independent Brigg Line Rail Group – information on feature for BBC Sunday Politics Show

k. Green Council Biodiversity Solutions – following up following information communication to query Council interest

l. North Lincolnshire Council – forthcoming meetings notice for display

m. Brigg Locality Meeting – minutes and additional documentation

n. North Lincolnshire Council – News Direct weekly updates

o. National Energy Foundation – ‘Better Housing Better Health’ campaign information

p. ERNLLCA – Handling Complaints pre-recorded webinar and supporting documentation

q. Humberside Police – Rural Task Force information

r. Community Speedwatch - Update via Cllr Pollitt

s. Community Vision – January newsletter

t. North Lincolnshire Council – request to share information about new burgundy bin deliveries

u. North Lincolnshire Council – information about funding for the Fuelled holiday events and programme to share

v. Rural Services Network – Weekly Newsletters

w. ERNLLCA – Reservoir Safety Consultation information – **Councillors to complete individually if they have time.**

x. ERNLLCA – Navigating Redundancies and Restructures in 2026 webinar information

y. ERNLLCA – NALC/Parkinson Partnership Procurement Advice note

z. Civic – Gainsborough Town Council information ahead of Civic Service (February)

- aa. Humber and Wolds Rural Action – February Newsletter
- bb. NHS Humber and North Yorkshire – request to share toolkit messages with community about the right places for help
- cc. Ordnance Survey – ‘Does OS data deliver what your Council needs’ survey for response
- dd. Independent Brigg Line Rail Group – link to BBC News reporting
- ee. Trent Cliff Gazette - notification of copy deadline for March
- ff. ERNLLCA – Local Government Reorganisation consultation for Greater Lincolnshire goes live – **Councillors to complete individually if they have time.**
- gg. West Lindsey bin recycling query – resident of Glenthams asking who to contact via phone
- hh. ERNLLCA – Link to free WorkNest Health & Safety webinar
- ii. Resident – enquiry about public toilets in the Market Place
- jj. WellFit Studio – request for feasibility of financial assistance from the Town Council to assist with training provision. **Cllr Kofoed queried this item and the Town Clerk advised that the owner of the business was provided with information about the restrictions on the Town Councils in terms of grant funding businesses.**
- kk. ERNLLCA – Home Office resources regarding Martyn’s Law
- ll. Severn Trent – request to distribute information about sewage blockages
- mm. Resident – update on Traingate monument update regarding lighting and plaque repair work
- nn. Civic – Mablethorpe and Sutton Civic Service (April)
- oo. Resident – collection of litter picking equipment
- pp. Resident – enquiry about closure of the public toilets in the Market Place
- qq. Diamond Jubilee Town Hall – details of new charges from April 2026
- rr. Combined Cadet Force – query on current ownership of former Officers Mess
- ss. idVerde – Hazard concern reports
- tt. ICCM – advice regarding memorial stones in cemetery
- uu. Resident – request use of Town Hall toilets as public toilets not open
- vv. Resident – concerns about Manton Quarry activities by Ashcourt group – **Cllr Pollitt noted that Ward Cllr Trevor Foster had reported at the NAT Ridge meeting that he was dealing with this matter.**
- ww. Humberstone Police/Hull City Council – pedlars licences information updates
- xx. NLC – Play Area immediate action report from Zurich
- yy. KOMPAN – options for embankment slide replacement
- zz. Resident – enquiry about availability of allotment plots
- aaa. Civic - North East Lincolnshire Council Civic Sunday (March)
- bbb. Resident – enquiry about why public toilets in the Market Place not open
- ccc. Resident – enquiry about chasing up Royal Mail regarding repairs to Grove Street/Dunstan Hill post boxes.
RESOLUTION: That the Town Clerk makes enquiries as the Town Council has concerns about the impact of this on residents.
ACTION: Town Clerk
- ddd. ERNLLCA – correction from Home Office resources regarding Martyn’s Law
- eee. Keep Britain Tidy – information and invitation to join the Great British Spring Clean
- fff. Nic Dakin MP – case matter for information and taking to NAT meeting regarding Ings Road
- ggg. ERNLLCA – details of upcoming Finance courses
- hhh. Epworth Town Council – queries on Civic Award, Community Governance and HR matters
- iii. GoCompare/Future PLC – request to add link to their guide to flood protection for properties to website
- jjj. North Lincolnshire Council – devolution arrangements (weed clearance) update
- kkk. North Lincolnshire Council – Playing Pitch Strategy survey request

2602/17 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 March 2026 at 7pm at the Diamond Jubilee Town Hall.**

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

2602/18 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.

2602/09 KLASSIC

a. The Council received an update from the working group and considered the heads of terms provided by them to Hetts on behalf of the Town Council and agreed any actions required regarding the resulting draft Short Form Lease document.

b. Motion: That Council formally write to the CIO:

i. Including a copy of the draft Short Form Lease document, requesting the CIO’s written approval is given within 14 days of the date of the said letter.

ii. Advise that on the matter of the transfer of charitable funds from the Corporate Trustee to the CIO, Hetts have confirmed £12,000 would seem to be reasonable and justified for Chairty Commission purposes. (*Working Group; fvd 19/02/2026*)

RESOLUTION: That the motion is approved and the letter is headed ‘In Confidence’. **ACTION: Town Clerk**

The meeting closed at 21:20.