



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 25th March 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 (part), Cllr Tony Pollitt and Cllr Barry Starkie.

Members not present: Cllr Karen Gunn and Cllr Suzanne Stephenson

Also present: 3 members of the public (2 part), Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.



MINUTES

2603/01 Apologies for Absence

Apologies were received from Cllr Karen Gunn and Cllr Suzanne Stephenson.

2603/02 Declaration of Interests / Dispensations

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

2603/03 Public Participation

A member of the public from Kirton Shed introduced himself and the aims of the organisation. He requested that an item is added to the next KLASSIC Charity Committee meeting to discuss a proposal for use of KLASSIC land.

Cllr Kofoed arrived.

A member of the public queried Town Council items of correspondence; relating to Public Right of Way BW251 and train services on 16th May. He also noted that Public Right of Way FP328 March Lane still required clearance of leaves. Ward Cllr David Garritt offered to follow this up. He noted kerbed graves in the Cemetery which may be in breach of cemetery regulations and queried the process for declarations of interest at Council meetings. The Town Clerk confirmed communication with plot owners in the cemetery and Cllr Fox noted she would monitor declarations of interest at meetings more closely.

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

2603/04 Minutes

- The Council approved the minutes of the Full Council Meeting held 25th February 2026.

RESOLUTION: That the minutes were duly approved and signed.

- The Council received the minutes of the KLASSIC Charity Committee Meeting held 4th March 2026.
- The Council received draft minutes of the Promoting Kirton Committee Meeting held 9th March 2026.
- The Council received the draft minutes of the Personnel & Disciplinary Committee Meeting held 9th March 2026.

2603/05 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 Civic Dinner – 14th March. The Mayor reported an enjoyable evening and noted her thanks to Cleatham Hall for their organisation of the event.
- Hessle Civic Service - 22nd March. The Mayor noted that she had sent apologies for this event.

Councillors and Officers reports

- Finance training – Introduction to VAT - 26th February – Cllr Pollitt reported a useful course and that he was awaiting documentation from the course to circulate to all Councillors.
- The Mayor of North Lincolnshire's Civic Dinner- 6th March - Cllr Kofoed reported a really good evening which was well attended with over £1000 raised for the Mayors Charity.
- How Council Behaviour Shapes Culture and Community Trust - 18th March – the Town Clerk reported on a useful session launching the new academy of training from Becky Walsh.
- Town and Parish Liaison Meeting for Clerks - 19th March – the Town Clerk had circulated a written report following this meeting, highlighted the main topics discussed and noted the devolution deal was on the agenda at 2603/06.

2603/06 Report from North Lincolnshire Council / Ward Councillors

a. Ward Councillor David Garritt provided an update and noted fielding enquiries about potholes, the new household waste recycling system and that the water leak on Traingate was now resolved. Cllr Garritt continues to chase up North Lincolnshire Council (NLC) ownership signage for the public convenience and better facilities to keep them clean. Cllr Garritt and Cllr Frankish attending the rescheduled meeting about the potential nature reserve off Redbourne Mere, which had proved very useful with a possible way forward to now be costed and surveys carried out to ensure safety for use as a community orchard or wildlife meadow. Regarding outstanding actions, the path on Cornwall Street is expected to be resurfaced in the school

Signed:

Dated:

holidays and patching works on March Street expected in May. NLC have confirmed they have no records related to the path between Wray Street and Traingate and this will now not progress further. As signage for Redbourne Mere was due to be delivered and installed this continues to be chased up along with maintenance works to bus shelters. Cllr Fox queried works to Spa Hill which continues to deteriorate. Cllr Garritt advised this was scheduled for this year and design work was done. He would chase the scheduled date for works to commence. Cllr Kofoed queried the signage for Redbourne Mere and Cllr Garritt clarified that this was the replacement boundary sign and a 'turning vehicles' sign for near to Cliff Farm. Cllr Kofoed asked for the wording for the turning vehicles signs to be confirmed. Cllr Pollitt advised the leak at the bottom of Traingate was ongoing with a sign saying Anglian Water were aware. Cllr Garritt will seek a further update on this.

b. The Council noted outstanding matters raised with NLC and noted that the Ward Councillor report had covered these matters.

c. The Council received an update regarding the maintenance and signage for the public conveniences in the Market Place and noted that that the Ward Councillor report had covered these matters.

d. The Council received quotations related to the 2026 Devolution Deal Discussion (weed spraying). The Town Clerk provided an update on information delivered at the Town and Parish Liaison Meeting for Clerks and the quotations received for the weed spraying works. The Council noted concerns about the devolution offer from NLC which would not cover the required costs, would require less cuts of the grass and parish paths, would require increased staff time to monitor, would involve responsibilities for chemicals and despite wanting to take on this work for the benefit of the town it was unviable given the conditions of the deal. Not taking on the weed spraying option removes the 3.8% uplift in costs and the grant from NLC would remain at the same level as previous years.

RESOLUTION: That the Town Council continues with Grass Cutting and the Parish Paths Partnership devolution but does not take on the weed spraying option. **ACTION: Town Clerk**

e. The Council received an update on the Community Speedwatch scheme from Cllr Pollitt. Recent sessions had seen 120 vehicles monitored on South Cliff Road with 19 of these above the speed limit; the maximum speed monitored was 47 mph in the 30 mph zone. Residents comments, both good and bad, have been taken on board and there are now sixteen approved sites across Kirton in Lindsey monitored. Between Church Street and Station Road, a 30 mph zone, the maximum speed monitored was 52 mph. The group would like to install Community Speedwatch notices on the town boundary signs with six needed at £5 each. The Town Clerk has contacted NLC to check permission to install these would be granted before a decision is made on purchase.

2603/07 Whipping Post

The Town Clerk provided an update to note a further quotation received for the works and that the application for a NLC Community Pot grant was now submitted for consideration.

2603/08 Speed Indicator Devices

Cllr Fox provided an update noting that after receipt of approval from NLC, the Police and Crime Commissioner fund has no further funding, but Kirton in Lindsey is on a waiting list for when the next round is launched later this year.

2603/09 KLASSIC

There were no updates from the Working Group or CIO to report.

2603/10 Allotments

The Town Clerk updated the Council noting receipt of two quotations for the entrance works. One contractor had advised that the measurements on the approved drawing didn't match the on-site conditions and provided a recommended solution. Cllr Kofoed suggested the contractor who completed the car park works be approached for a quotation for the entrance works. The Council considered the income and expenditure figures for the allotments with reference to adding a clause into tenancy agreements about water costs. The Council discussed April inspections of plots and annual rent reminders.

RESOLUTION: That the architect for the entrance works planning application is requested to clarify the buildability and any need for variation of planning approval. **ACTION: Town Clerk**

RESOLUTION: That no change is made to the tenancy agreements at this time.

RESOLUTION: That the April inspections are carried out on Wednesday 29th April at 11am.

ACTION: Town Clerk

2603/11 Grove Street Cemetery

a. The Council received an update regarding installing a "Letters to Heaven" post box in the cemetery. The Town Clerk noted the delivery of the letter box and the need to purchase the signage. The Town Clerk asked that Councillors visit the cemetery and provide their thoughts on the best location to install the letter box.

b. The Council noted progress to date regarding required memorial safety testing works. The Town Clerk advised when the public notice display period ends with confirmation to be sent to the Diocese and then further instructions to be awaited.

c. The Council noted maintenance requirements within the cemetery. The Town Clerk advised on ivy growth, the requirement for path repair works and sunken graves. Quotations to be obtained for all three issues.

d. The Council noted the return of the Annual Duty of Care and Terms & Conditions for the Commercial Waste Collections to NLC.

2603/12 Open Spaces

a. The Council received the weekly visual (dated 03/03, 12/03 & 20/03) play park inspection report for signature. Cllr Starkie was thanked for carrying out the visual inspections. Cllr Starkie noted that the repairs to the swing array were completed. The Town Clerk noted that KOMPAN had advised works to repair the Galaxy unit were scheduled for 16th April. The Town Clerk advised in relation to the quotations from KOMPAN for a replacement toddler embankment slide and provision of a larger

statement slide, NLC had confirmed the availability of s106 monies which could be used. Cllr Pollitt suggested continuing the application to Singleton Birch for the larger statement slide. The Town Clerk raised concerns about the level of the sand in the sand pit, but noted no concerns raised by RoSPA and Cllr Starkie agreed no urgent action was required.

RESOLUTION: That S106 monies are requested from NLC for the preferred embankment slide option quotation at £12,188.76 (+ VAT).

ACTION: Town Clerk

RESOLUTION: That the funding application is continued with Singleton Birch for the KOMPAN free standing slide quotation at £21,319.83 (+ VAT).

ACTION: Cllr Pollitt

b. The Council received the weekly inspection reports (03/03, 12/03 & 20/03) for the outside gym equipment. Cllr Starkie was thanked for carrying out these inspections and he noted that the equipment is popular and well used.

c. The Council received a brief update regarding ongoing Land Registry works for The Green and War Memorial areas with the Town Clerk noting the solicitors had now provided the Transfer of Part which required signatures and which was completed at two relevant Charity committee meetings held earlier that evening.

2603/13 Policies and Procedures

a. The Council reviewed Policy 37: Recruitment Policy last approved March 2025. The adjustment of the scoring system on the appraisal form, to remove '0' from each scale was noted.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

b. The Council reviewed the Cemetery Risk Assessment last approved March 2025.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

c. The Council reviewed the Play Area Risk Assessment last approved March 2025.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

d. The Council reviewed the additional clause added to the Learning and Development/Member Development Policies as discussed at the February meeting.

RESOLUTION: That clause 2. j. is amended from 'require 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;' to read 'require sufficient detail is given regarding courses/training requirements at the point of request/approval including anticipated hours for any coursework to be agreed by the Personnel & Disciplinary Committee;'

ACTION: Town Clerk

RESOLUTION: That the sentences 'If training is arranged and paid for by the Council and a

Councillor/employee does not attend without good reason, the cost will be recovered from the

Councillor/employee. The final decision if and when this arises will be made by the Personnel &

Disciplinary Committee' added in January 2025 is removed.

ACTION: Town Clerk

RESOLUTION: That 'publish on the website' is added to clause 2. k.

ACTION: Town Clerk

RESOLUTION: That the sentence 'Anyone attending training is required to report back to the Council either verbally or in writing, informing others of the value of the training and how appropriate it was to the particular issues concerned.' is added to the policy.

ACTION: Town Clerk

e. The Council considered business continuity / contingency planning measures and updates to the Risk Management Policy last reviewed in May 2025.

RESOLUTION: That as the Sickness Absence Policy is due to be updated in April, that consideration of this is deferred until the next meeting.

ACTION: Town Clerk

f. The Council noted the resignation of Cllr Kofoed as the Chair of the Personnel & Disciplinary Committee on 10/03/2026 and received nominations to fill this vacancy.

RESOLUTION: That Cllr Pollitt is elected Chair of the Personnel & Disciplinary Committee.

ACTION: Town Clerk

2603/14 Finance

i. Income and Expenditure

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

c. The Council received a Community Pot application from Town Hall Live for £300.

RESOLUTION: That the application is approved.

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 noted the annual increases for business mobile phone contracts at 3.8% Retail Price Index rate of inflation plus an additional 3.9%.

c. The Council received the annual renewal fee for ERNLLCA at £1,003.88 (including the NALC affiliation fee of £229.88) for payment.

d. The Council discussed authorisation for transfer of funds from the CCLA Public Sector Deposit Fund due to the expected delay in Precept payment from North Lincolnshire Council.

RESOLUTION: That the transfer of £12,000 from the CCLA Public Sector Deposit Fund was approved. The CCLA Fund will be topped back up following the first 2026/27 Precept payment to maximise interest payments.

ACTION: Town Clerk

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

2603/15 Planning

a. The Council considered the following planning applications:

i. PA/2026/283

Proposal: Planning permission to vary the plans condition of planning application PA/1999/0920 granted on 31/03/2000 which were added by non-material amendment PA/2024/1365 granted on 12/12/2024 namely to amend house types and layout for plots 81, 96, 97 to 100, 102 and 109

Location: Windmill Plantation, Kirton in Lindsey, DN21 4FF

RESOLUTION: *That the Clerk responds with 'Neither' to this planning application, noting support of the comment from the Lead Local Flood Authority that if the building plans are amended the drainage scheme needs to be similarly amended.*

ACTION: Town Clerk

ii. PA/2026/306

Proposal: Planning permission for conversion of existing outbuilding for short-term holiday let accommodation

Location: 14 East Cross Street, Kirton in Lindsey, DN21 4EA

RESOLUTION: *That the Clerk responds with 'Neither' to this planning application, noting the submission of the noise management plan and requesting the planning authority gives this careful consideration.*

ACTION: Town Clerk

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

PA/2026/38 – HOUSEHOLDER PLANNING PERMISSION – for 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) at The White House, Cleatham Road, Kirton in Lindsey, Gainsborough, DN21 4JR.

c. The Council received notification regarding the H₂East Pipeline consultation. Councillors were reminded that they could submit responses personally if they wished do so.

2603/16 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: NLC News Direct update; Resident – Light pollution concerns (B1400 area); Civic invitation to Normanby Hall Tour (April); Kirton Shed – request for KCLASSIC agenda item; NLC Grass Cutting Devolution update with response deadline of 10th April; Civic – Louth Civic Service reminder (April); Workers Day Memorial information (April); PKF Littlejohn External Audit arrangements information; NALC 'Engaging Parliament Toolkit'; Ings Road development concerns updates; Rural Services Network Newsletter; NLC – Remembrance event planning update.

b. Resident – anonymous request for action regarding St George's flags flying from lampposts along the B1400 (via Community website)

c. Resident – note of thanks for information provided re finding out about activities at the Diamond Jubilee Town Hall

d. North Lincolnshire Council – News Direct weekly updates

e. H₂East – notification of first phase consultation for H₂East Pipeline

f. MP Nic Dakin – note of thanks to the Council for raising concerns regarding Ings Road to the NAT Ridge meeting

g. Combined Cadet Force – follow up query on current ownership of former Officers Mess as lost details previously provided

h. Resident – query about who to contact regarding none collection of household waste bins

i. North Lincolnshire Council – February Tourism updates

j. Bloom – query about insurance for town planters

k. North Lincolnshire Council – forthcoming meetings March notice for display

l. Resident – query about public bridleway 251 and Tighes land

m. Nic Dakin MP – query about matters to raise at meeting with the new Rural Police Inspector

n. Epworth Town Council – query about Local Council's Award Scheme

o. KCLASSIC CIO – secondment agreement letter update

p. Civic – Beverley Civic Service invitation (May)

q. KCLASSIC – update from Independent Examiner on timeframe for completion of works required

r. Resident – query on identifying the history of their home

s. Independent Brigg Rail Line Group – notification of increased services on 16th May 2026

t. Planning Inspectorate – update information re H₂East pipeline consultation

u. Trent Cliff Gazette – copy deadline for April edition

v. KCLASSIC CIO – update following their receipt of draft short form lease

w. Civic – Louth Civic Service invitation (April)

x. Civic – Message of thanks from the Mayor of North Lincolnshire following her Civic Dinner

y. ERNLLCA – How Council Behaviour Shapes Culture and Community Trust webinar and other links

z. Independent Brigg Rail Line Group – Wobbly Runner YouTube video re Brigg Line

aa. Rural Services Network – Weekly newsletter

bb. ERNLLCA – Training Plan 2026-27

cc. Community Vision – Monthly Newsletter

- dd. Community Vision – North Lincolnshire Digital Together event information. **The Town Clerk noted that the Community Co-ordinator had expressed interest and was attending this free event to seek information and network.**
- ee. Bloom – confirmation of categories for CPRE Best Kept Village competition to submit entry form/fee
- ff. Civic – Gainsborough Civic Dinner (April)
- gg. Resident – Concerns about proposals for Ings Road development (copied correspondence to NLC)
- hh. Lincolnshire Wildlife Trust – Free family event information for information and promotion
- ii. NLC – Playing Pitch Strategy Survey Reminder
- jj. Humber and Wolds Rural Action – March Newsletter
- kk. NLC – Town and Parish Liaison meeting agenda information (19 March)
- ll. Resident – request for area outside home not to be cut by grass cutting contractors
- mm. Resident – request about cemetery plots
- nn. CPRE – Feb/Mar Newsletter
- oo. ERNLLCA – Council Culture Academy training reminder information
- pp. CloudyIT – AI training days information
- qq. Resident – request for contact details for Councillors regarding spring water leaks on Traingate
- rr. Resident – Update on concerns about proposals for Ings Road development (copied correspondence to NLC)
- ss. Resident – request for advice on closing down a group within the town and distributing remaining funds
- tt. Police and Crime Commissioner – Community Safety Fund Round 8 launch information
- uu. Independent Brigg Rail Line Group – receipt of posters to display promoting 16th May train opportunities

2603/17 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 22nd April 2026 at 7pm at the Diamond Jubilee Town Hall.**

NOTE: Agenda items to be submitted before Monday 13th April in line with Standing Orders

2603/18 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.

2603/19 Personnel

The Council considered postponed Annual Leave for the Town Clerk. The revised dates for an annual leave period were agreed.

The meeting closed at 20:50.