



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 22nd April 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 and Cllr Suzanne Stephenson.

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

Also present: 4 members of the public (1 part), Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.



MINUTES

2604/01 Apologies for Absence

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

2604/02 Declaration of Interests / Dispensations

- a. Cllr Frankish declared a pecuniary interest in item 2603/15 a. ii. (PA/2026/297).
- b. No dispensations were granted.

2604/03 Public Participation

A member of the public asked the value of the Mayor attending Civic Dinners and what benefit this gives to residents of the town considering costs are involved in doing so. The Mayor responded that she believed there were three main benefits; that of networking; the presentation of Civic Awards and the celebration of local people this allows and the means to raise money for the Mayor's chosen charity, funding local charities and organisations. Attending Civic Dinners in other parishes supports the local area in the same way. The Deputy Mayor added that attending Civic Dinners gives the opportunity to meet with other Mayors from the local area and to share knowledge and discuss similar issues. Civic Dinners are both formal and informal and encourage local businesses to also network in ways which otherwise are not provided. The Mayor added that a recent Civic Dinner had given her the opportunity to speak with the Leader of North Lincolnshire Council (NLC) on an informal basis with a positive outcome for the town. A resident added that she had attended the Civic Dinner on invitation of the Town Council due to her local business and in doing so had further helped her business achieve even more and encouraged her husband to join the Town Council which she considers to be of great value to both him and the town. Members of the public were thanked for their participation and attending the meeting.

2604/04 Minutes

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

RESOLUTION: That the minutes were duly approved and signed.

- b. The Council received the minutes of the KLASSIC Charity Committee Meeting held 17th March 2026.
- c. The Council received the minutes of the KLASSIC Charity Committee Meeting held 26th March 2026.
- d. The Council received draft minutes of the Promoting Kirton Committee Meeting held 13th April 2026.
- e. The Council discussed the provision of draft minutes to absent Councillors as requested by Cllr Stephenson.

RESOLUTION: That draft minutes are now not only sent initially to those present at meetings for comment, but also copied in to Councillors who were not present.

ACTION: Town Clerk

2604/05 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:

- Brigg Civic Dinner – 28th March. The Mayor noted this was well attended and held at the Angel.

Councillors and Officers reports

- Cyber Resilience update (Gallagher) - 19th March. The Town Clerk noted the useful industry specialist advice and updates.
- Understanding Martyn's Law (Clear Councils) - 24th March. The Town Clerk noted advice in the current interim period.
- Employment Rights Act 2025 training - 16th April. Cllr Pollitt noted his apologies for this training due to technical issues.

2604/06 Report from North Lincolnshire Council / Ward Councillors

a. Ward Councillor David Garritt provided an update noting updates sought and provided to residents over their concerns about the starting of the controversial housing development at land off Ings Road. Cllr Garritt made it clear that anyone aware of works which went against the Countryside Act need to report this to the police as it is a criminal offence. NLC had provided confirmation on the difficulties with the cleaning of the public toilets but that no action can be taken. Encouragement was expressed for applications to the NLC In Bloom grant funding opportunity. Continued issues with new bin deliveries, old bin collections and assisted collections was noted. Cllr Garritt advised he has escalated the leak at the lower end of Traingate for action as it is still running and causing concerns for a household. He also advised that the long running issue of foul sewage running down Station Road was now improved as the leak is redirected into the ditch instead of running down the road. He advised that although this isn't ideal, it is a small improvement and has advised residents to let him know of further concerns such as the smell. The main issue around this is that no one is taking responsibility, however evidence suggests the road is the responsibility of Network Rail/Northern Rail. A request is in place for a bus shelter south bound on Station Road at

Signed:

Dated:

Beechcroft/Richdale Avenue. Cllr Garritt has involved the Senior Public Transport Officer in this matter and is also chasing up maintenance works of existing bus shelters. Highways matters including road maintenance works, street resurfacing works at Cornwall Street and boundary/turning vehicles signage for Redbourne Mere have been chased up with no further update. The application to modify the Section 106 agreement attached to planning application PA/2023/823 at the former RAF Kirton in Lindsey has been called into Planning Committee for decision. Cllr Kofoed noted the continuing deterioration of the Cornwall Street footpath due to the extended period of lack of maintenance. Cllr Garritt advised the information on this was useful to press for escalation. Cllr Fox asked for any update on work towards the proposed nature reserve off Redbourne Mere and Cllr Garritt advised this is with officers carrying out research about the site and seeking funding opportunities. Cllr Pollitt advised the leak at the lower end of Traingate had now stopped. Cllr Garritt noted thanks for this update.

b. The Council noted outstanding matters raised with NLC and noted that the Ward Councillor report had covered these matters with the exception of parking enforcement which Cllr Garritt noted was not going to increase.

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 maintenance and that this would not change, but NLC had not progressed or answered the question about signage. Cllr Garritt will chase this up again.

d. The Council discussed the junction between the B1398 and the B1205 following a further accident at these crossroads and to consider any actions Kirton in Lindsey Town Council can take as requested by Cllr Pollitt.

RESOLUTION: That Cllr Fox seeks permission for information shared with her by Lincolnshire County Council and Cllr Chris Reeve to be shared with the Town Council.

ACTION: Cllr Fox

RESOLUTION: That Cllr Pollitt utilises his contacts with the Lincolnshire and Humberside Police Forces to seek accident statistics around direction of traffic, causation and speed to provide more information to residents and seek potential review of the current ranking of the junction for action to be taken.

ACTION: Cllr Pollitt

e. The Council received an update on the Community Speedwatch scheme from Cllr Pollitt. The group has now carried out 34 sessions, monitored 2,251 vehicles and reported 182 of these. Due to the submission of the reports various matters including no MOT, no insurance, SORN status and fake number plates were then identified by police checks. The highest speed monitored in a 30mph zone is 62mph on South Cliff Road. The highest speed monitored in a 40mph zone is 80mph on Station Road. The average speed of vehicles caught over the limit in 30mph zones is 37mph and in 40mph zones is 57mph. The scheme is run by eight volunteers and more people continue to show interest. There is a greater level of appreciation shown than negative views which come from a small minority. Thanks were noted to the volunteers for their efforts. The Town Clerk noted continuing to seek a response from NLC regarding the installation of Community Speedwatch signs at the town boundaries.

2604/07 Whipping Post

The Town Clerk noted no update from the application submitted to NLC for a Community Pot grant and that this would be chased up. Cllr Garritt advised NLC review these monthly.

2604/08 Car Parking Provision

The Council received a request to share Town Council documentation.

RESOLUTION: That permission is given to the Tighe family to share the Order of Cost Estimate by MPP Construction Consultants in the documents they are sending with pre-application information to NLC Planning.

ACTION: Town Clerk

2604/09 KLASSIC

The Council received an update from the CIO to say that they had had to receive advice from several charity experts and unfortunately, each one has advised them that the lease poses unacceptable financial risks to the CIO and have advised them not to accept it. Cllr Fox noted that a meeting was proposed at the KLASSIC Charity meeting held on Monday to for the current sole trustee to discuss future management and staffing for KLASSIC. Cllr Fox appealed to all Councillors to make every effort to attend.

RESOLUTION: That a meeting is scheduled for Monday 11th May at 7:30pm and as many Councillors making up the sole trustee as possible are requested to prioritise attending.

ACTION: Town Clerk/Assistant Clerk

2604/10 Allotments

The Town Clerk updated the Council noting receipt of all rent payments from tenants but that it had not been possible to make contact with the contractor who completed the car park works to ask for a quotation for the entrance works. Cllr Howard noted the discrepancy in the measurements on the planning permission drawing. Maintenance required to the allotments car park edging was discussed.

RESOLUTION: That the discrepancy in the measurements is again brought to the attention of Keystone Architecture and they are requested to prepare an amended drawing and submit this as a realisation application to the NLC planning department.

ACTION: Town Clerk

RESOLUTION: That the Town Clerk sources repair works to the allotments car park edging.

ACTION: Town Clerk

2604/11 Grove Street Cemetery

a. The Council received notification of works to wind damaged trees carried out due for public safety on Council premises.

RESOLUTION: That the action of the Town Clerk and costings of £1,145.00 (+ VAT) are approved.

ACTION: Town Clerk

b. The Council received suggestions from Councillors for the location to install the "Letters to Heaven" post box in the cemetery.

RESOLUTION: That the most suitable place either next to the first bench as you enter the Cemetery, or next

to the bench in the left area of the cemetery is used for the placement of the letterbox. ACTION: Town Clerk
 c. The Council noted the granting of a Faculty from the Bishop of Lincoln required to carry out memorial safety testing works and noted the requirement for notices to be placed at the cemetery six weeks ahead of the works and an advertisement to be placed in the local newspaper for two weeks.

RESOLUTION: That the Town Clerk carries out these requirements to display notices and place an advertisement in the Scunthorpe Telegraph to run for two weeks. ACTION: Town Clerk

d. The Council noted issues with the emptying of the commercial waste container at Grove Street Cemetery by NLC. The Town Clerk noted that the waste container was emptied after missed collections last Friday but an update was awaited from NLC regarding credit to the account for missed services. This will continue to be chased up.

2604/12 Royal Mail Post Boxes

The Council received an update from Royal Mail regarding works to the post boxes at Grove Street and Dunstan Villas. The Town Clerk noted the repairs needed to the two post boxes following the loss of the keys by a temporary post man in December. Royal Mail are in the process of bringing a replacement post box into service at Grove Street but have said that they no longer install replacement post boxes directly into walls and as they consider that posting facilities currently meet their regulatory requirements it is unlikely that the Dunstan Villas box will be replaced.

RESOLUTION: That an escalated complaint is made to Royal Mail regarding the reduction of posting facilities in a growing community. ACTION: Town Clerk

RESOLUTION: That Peter Levy (BBC Look North) is contacted to publicise this issue.

ACTION: Cllr Frankish

2604/13 Open Spaces

a. The Council received the weekly visual play park inspection report (dated 02/04) for signature. Thanks were noted to Cllr Starkie for carrying out the inspection. The Town Clerk noted that KOMPAN had advised works to repair the Galaxy unit were delayed and now scheduled for w/c 11th May. The Town Clerk advised in relation s106 monies for the replacement embankment slide this is in progress with NLC to release the funding at the end of April and KOMPAN advising of an eight-week installation lead time. The Town Clerk noted that the level of the sand in the sand pit was still to be checked.

b. The Council received the weekly inspection report (dated 02/04) for the outside gym equipment. Thanks were noted to Cllr Starkie for carrying out the inspection.

c. The Council received notification that there will be no increase in RPI rate for the planting contract this financial year due to the reduction in number of flower beds to maintain.

d. The Council received information from Keep Britain Tidy regarding publicity packs to help tackle dog fouling (at £150 + VAT). The Council did not wish to purchase these packs and could use posters designed by children previously instead in any identified problem areas.

e. The Council noted the of availability of In Bloom 2026 Community Grants funding from NLC and discussed applications. Cllr Garritt encourage the Bloom group to make an application.

f. The Council discussed concerns raised by a resident regarding light pollution at the former RAF Kirton in Lindsey site.

RESOLUTION: That a complaint is submitted to NLC Environmental Health department regarding this matter and Cllr Garritt is copied in. ACTION: Town Clerk

2604/14 Finance

i. Income and Expenditure

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

b. The Council receive notification of HMRC VAT refund of £11,335.73 applied for and received for Year Ended 2025-2026.

c. The Council received an update on works required to noticeboards. The Town Clerk noted that further quotations were needed and would be sought due to the value of the initial quotation.

d. The Council received the annual CCTV Maintenance Renewal from VideCom Security at £814.00 (+VAT).

RESOLUTION: That the renewal is accepted and paid. ACTION: Town Clerk

e. The Council received the annual Institute of Cemetery and Crematorium Management (ICCM) renewal subscription at £110 for 2026-2027.

RESOLUTION: That the subscription is renewed.

ACTION: Town Clerk

f. The Council noted the BT contract update for broadband and telephone services with a reduction from £42.96 per month (+VAT) to £39.95 per month (+VAT) for 24 months.

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 4th Quarter Budget Monitoring Report to 31st March 2026.

c. The Council discussed and agreed the 2026-27 Reserves Statement.

RESOLUTION: That the draft prepared by the Town Clerk is approved.

ACTION: Town Clerk

d. The Council received the 2025-26 Internal Auditors Report. Cllr Fox noted that the report contained no recommendations and congratulated the Town Clerk in achieving a report with no actions required.

e. The Council confirmed the appointment of an Internal Auditor for 2026-27.

RESOLUTION: That Public Sector Audit are appointed and a letter of appointment is sent.

ACTION: Town Clerk

2604/15 Planninga. The Council considered the following planning applications:i. PA/2026/285

Proposal: Application to vary conditions 2 and 4 of planning permission PA/2023/1955, namely to accommodate a reduced extension proposal and to enable the extension to commence without providing details of the windows and doors.

Location: 1 Sylvester Street, Kirton in Lindsey, DN21 4NG.

RESOLUTION: That the Clerk responds with 'No Comment' to this planning application.

ACTION: Town Clerk

ii. PA/2026/297

Proposal: Application for approval for reserved matters (access, appearance, landscape, layout and scale) pursuant to outline planning permission PA/2022/395 for up to 60 dwellings.

Location: Jack Tighe Ltd, Redbourne Mere, Kirton in Lindsey, DN21 4NW.

Cllr Frankish left the room during this discussion and vote.

RESOLUTION: That the Clerk responds with 'Support' to this planning application and the general principle of development; however requesting the local authority to ensure the finished dwelling heights do not result in loss of privacy and noting support of the Lead Local Flood Authority report regarding flooding and drainage and support the Conservation report which highlights the lack of reference to the conservation area and the need to respect the character or appearance of the conservation area. In addition to raise concerns regarding overdevelopment due to the proposed housing density.

ACTION: Town Clerk

Cllr Frankish returned to the meeting.

iii. PA/2026/362

Proposal: Planning permission to erect two dwellings.

Location: Homestead, 36 Queen Street, Kirton in Lindsey, DN21 4NX.

RESOLUTION: That the Clerk responds with 'No Comment' to this planning application.

ACTION: Town Clerk

iv. PA/2026/401

Proposal: Request to modify the Section 106 Agreement attached to PA/2023/823 to revise the timing for the viability review mechanism.

Location: Former RAF Kirton in Lindsey, DN21 4HZ.

Cllr Garritt again advised this was already called into NLC Planning Committee for decision.

RESOLUTION: That the Clerk responds with 'Objection' to this planning application, noting that the Town Council accept that this development is unusual and there may be large abnormal costs leaving any profit margin uncertain. The intention of the original Section 106 agreement condition was to ensure that any Section 106 contribution was proportionate and fair. The condition also provided the Town Council and the community with some comfort that reasonable Section 106 contributions would be made if affordable and financially viable. The final sale price cost of the development and therefore profit cannot be accurately determined by anyone at this point in time, and so the Town Council request that this application is refused and the original condition remains so that Section 106 contributions from this important large scale development are decided at the most appropriate stage when the details can be accurately determined, as outlined in the original condition.

ACTION: Town Clerk

v. PA/2026/420

Proposal: Application to thin, crown lift and reduce overhanging branches to a Sycamore identified as T5 in and subject to Tree Preservation (Kirton in Lindsey) Order 1972.

Location: Glencoe, 6 Station Road, Kirton in Lindsey, DN21 4BB.

RESOLUTION: That the Clerk responds with 'No Comment' to this planning application.

ACTION: Town Clerk

b. The Council received the following planning application information for notification only:i. PA/2026/372

Proposal: Application to determine if prior approval is required to erect an agricultural building

Location: Land East of B1398, Kirton in Lindsey

c. The Council received notification of Lincolnshire County Council planning application PL/0101/25 regarding Vida Bio Energy Ltd seeking permission for the construction and operation of a biogas plant and exporting of by-products at land off Cross Lane, Glenthams. Public consultation was due to close on 11/04/2026; a public meeting was held at Bishop Norton Village Hall at 7pm on 20th April 2026. Cllr Pollitt reported attending the public meeting and the increase in HGV traffic this would bring to the A15 – with Kirton in Lindsey the diversion route when the road is closed for any reason. This will bring a major impact to the town in terms of pollution and road infrastructure. A further public meeting is schedule for Thursday 23rd April and the consultation period is extended to 30/04/2026. Cllr Pollitt was thanked for attending the meetings and bringing information to the Town Council which it would not otherwise have received notification of.

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

PA/2026/104 – NO OBJECTIONS – Application under the Overhead Lines (Exemption) (England & Wales) Regulations 2009 to install a new H (double) pole not exceeding 15 metres in height Ings Road, Kirton in Lindsey.

2604/16 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 the correspondence received after the agenda was published as: KLASSIC CIO update; NLC News Direct update; Rural Services Network Newsletter; KLASSIC CIO bank mandate update. In relation to Item q below, Cllr Kofoed noted that the public rights of way had received their first cut and were to a high standard, offering thanks for the completion of this work.

b. Resident – concerns about Ings Road development works

c. Keystone Architecture – update on permission and design work

d. Resident – Ings Road development concerns update

e. ERNLLCA – Employment changes – Probation and Dismissal

f. Cllr Howard – Information request – all correspondence to and from Keystone Architecture May 2025 to present

g. Visit North Lincolnshire – March update

h. Community Vision – Monthly update

i. ERNLLCA – March Newsletter

j. North Lincolnshire Council – News Direct weekly updates

k. Public Sector Audit – update on requirements for Assertion 10 of the Internal/External Audit

l. KOMPAN – notification of delay to works to repair Galaxy play equipment on the Green (to 11/05/2026)

m. Gainsborough Life – copy deadline for May edition

n. Fuelled North Lincs – request to share East programme information poster

o. ERNLLCA – Managing Projects for Town and Parish Councils training information

p. Resident – query about how to order a brown bin for household garden and food waste

q. NLC – updates to queries about additional grass cutting works along the B1398 beyond South Cliff Road

r. Tighes family – update on plans and progress regarding their land

s. Rural Services Network – Weekly newsletter

t. ERNLLCA – Lumiio dementia safeguarding information

u. Lincolnshire Wildlife Trust – information about Wilder Lincolnshire Network

v. Cadets Scunthorpe – concerns about Officers Mess building, former RAF Kirton in Lindsey

w. Resident – enquiry about which bin to put out for collection

x. Resident – queries about waste bin and rubble at the cemetery

y. ERNLLCA – Employment Rights Act webinar information

z. Resident – enquiry about allotments

aa. Resident – enquiry about responsibilities for the access lane off Wesley Street

bb. Tighes – query about sharing of documentation (car park planning)

cc. Royal Mail – Grove Street and Dunstan Villas post boxes update

dd. NLC – In Bloom 2026 Community Grants funding notification

ee. Keep Britian Tidy – Dog fouling pack offer

ff. ERNLLCA – Planning training information

gg. Public Sector Audit – receipt of completed 2025-26 Internal Audit report

hh. H₂East Pipeline – notification of extension of public consultation period to 14th May

ii. Civic – City of Lincoln Civic Evensong invitation (June)

jj. Community Payback – reminder of opportunities for community works

kk. Brigg Locality Meeting – minutes and information from recent meeting

2604/17 Date of next Meetings and Agenda Deadlines

a. The Council confirmed the date and time of the Annual Town Council Meeting (subject to any change in circumstances) as:

Wednesday 6th May 2026 at 7pm at the Diamond Jubilee Town Hall.

NOTE: Agenda items to be submitted before Friday 24th April in line with Standing Orders.

b. The Council confirmed the date and time of the next monthly Town Council Meeting (subject to any change in circumstances) as:

Wednesday 27th May 2026 at 7pm at the Diamond Jubilee Town Hall.

NOTE: Agenda items to be submitted before Friday 15th May in line with Standing Orders.

2604/18 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.

2604/19 Staffing

a. The Council considered the Community Co-ordinator role and the current temporary contract in place.

RESOLUTION: *That the contract is extended by 16 months, in line with the National Lottery funding for 24 months.*

ACTION: Town Clerk

b. The Council noted that from April 1st 2026, UK National Living Wage increased to £12.71 per hour.

RESOLUTION: *That from 1st April 2026 the Community Co-Ordinator is moved to National Joint Council Spinal Column Point 4.*

ACTION: Town Clerk

The meeting closed at 20:50.