



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 27th May 2026
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Pat Frankish, Cllr Karen Gunn, Cllr Chris Howard, Cllr Tony Pollitt, Cllr Barry Starkie and Cllr Suzanne Stephenson.

Members not present: Cllr David Garritt and Cllr Joy Kofoed.

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



MINUTES

2605/01 Apologies for Absence

Apologies were received from Cllr David Garritt and Cllr Joy Kofoed.

2605/03 Declaration of Interests / Dispensations

a. Cllr Frankish declared a personal interest in item 2605/16 c (Town Hall) and advised the meeting under item 2605/11 that she was no longer a Trustee of the KLASSIC CIO.

b. No dispensations were granted.

2605/02 Declarations of Acceptance of Office

Carried over from the Annual Meeting of the Council, the Town Clerk reminded all Councillors of their Declarations of Acceptance of Office and in taking the declaration their agreement to observe the Code of Conduct. The Town Clerk recommended that Councillors remind themselves of their responsibilities under that agreement.

2605/04 Public Participation

No matters were raised.

2605/05 Minutes

a. The Council approved the minutes of the Full Council Meeting held 22nd April 2026.

RESOLUTION: That the minutes were duly approved and signed.

b. The Council approved the minutes of the Annual Council Meeting held 6th May 2026.

RESOLUTION: That the minutes were duly approved and signed.

c. The Council received the draft minutes of the KLASSIC Charity Committee Meeting held 20th April 2026.

d. The Council received draft minutes of the Promoting Kirton Committee Meeting held 11th May 2026.

e. The Council received draft minutes of the Personnel & Disciplinary Committee Meeting held 15th May 2026.

2605/06 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:

- Louth Civic Service – 26th April.

Councillors and Officers reports

- Gainsborough Civic Dinner – 24th April - Cllr Kofoed.

- Scribe – Unlock the Power of the Big Yellow Book (6th May). The Town Clerk reported on this useful reminder on the use of 'Arnold Baker on Local Council Administration' with 154 attending.

- Aubergine – Making Council documents accessible (13th May). The Town Clerk reported a useful course in making Microsoft Word documents more accessible to all, with a new format for minutes and agendas to be used when received.

- KOMPAN – Slide project site meeting (19th May). The Town Clerk reported on the site meeting which included discussion on the programme of works and anticipated timescales, access and egress arrangements, site-specific health and safety requirements, welfare provision and facilities, delivery logistics and storage areas, communication protocols and lines of responsibility, any potential risks, constraints or special considerations. The works are scheduled to commence the first week of July.

- WorkNest – 10 HR Challenges (19th May). Cllr Pollitt noted technical issues but that he was able to access most of the content which was very useful. Cllr Frankish noted the useful and excellent content. The Town Clerk noted the 10 categories covered – Recruitment, Contracts, Pay, Pensions, Flexible Working, Sickness/Absence Management, Performance, Disciplinary, Navigating Restructures and Hillsborough Law – New Challenges. Given the limited time of the training session, the Town Clerk noted how well each section was covered and that it was specific to Town & Parish Councils.

2605/07 Report from North Lincolnshire Council / Ward Councillors

a. No Ward Councillors were present and no written report was received. The Town Clerk noted an update received following a resident raising issues of clearance of weeds and overgrowth along March Lane at the last meeting. The Town Clerk had previously reported this issue and the same issues for Red Lion Passage and Town Hall Passage. North Lincolnshire Council (NLC) had responded that work will be carried out in line with operational routes and on 11th May Kirton in Lindsey was approximately eight weeks away on the schedule. A further update was given on 27th May to note the

Signed:

Dated:

opportunity given for the Town Council to undertake its own weed spraying arrangements locally which it had chosen not to pursue. The Town Clerk has provided the Ward Councillors with a copy of this response, reiterating the reasoning of the Town Council for not taking on the weed spraying arrangements as offered by NLC.

b. The Council noted outstanding matters raised with NLC including road maintenance works, Redbourne Mere nature reserve works; street resurfacing at Cornwall Street, boundary and turning vehicles signage for Redbourne Mere, parking enforcement and bus shelter works with no updates received on any matters.

c. The Council noted the outstanding matter raised with NLC regarding signage for the public conveniences in the Market Place with no updates received.

d. The Council discussed the junction between the B1398 and the B1205 and the requests for information submitted to Lincolnshire and Humberside Police forces by Cllr Pollitt. Cllr Pollitt noted no information was received; however he was satisfied with the information shared by Cllr Chris Reeve recently. Cllr Stephenson noted the information recently shared by Cllr Reeve on Facebook advising works arranged to repair a Give Way sign and cut back hedges, however felt the query about why the junction was 130th on a list for action was still outstanding. Cllr Fox advised information was shared to all Councillors via Cllr Reeve regarding this.

RESOLUTION: That the Town Clerk recirculated information previously shared by Cllr Reeve via Cllr Fox to all Councillors.

ACTION: Town Clerk

e. The Council noted advice received following the Clerk's Town and Parish Liaison Meeting in March on escalating outstanding issues with NLC. NLC have now set up a dedicated inbox for Communities, which will record information which comes in and ensure reminders on timescales are sent to relevant people to get responses back out. The Town Clerk advised this can only be used for escalation unique to Communities portfolio areas and any general or wider enquiries need to progress through customer services or complaints as usual. The Town Clerk advised this route would only be used on direction of a Council decision.

f. The Council noted the result of the second application to the North Lincolnshire Council Cultural Futures Fund for the digitisation of Town Council archives to create accessible social history for Kirton in Lindsey. The Town Clerk reported this was unsuccessful and that the recommendation was to apply to the National Lottery Fund.

RESOLUTION: That the Town Clerk makes an application to the National Lottery Fund.

ACTION: Town Clerk

2605/08 Community Speedwatch

Cllr Pollitt provided an update on the scheme. Humberside Police have expressed thanks to the team for their efforts and regular sessions in the town. The Police have provided information related to the vehicles identified as travelling over the speed limit, noting that 80% were from the Scunthorpe, Messingham and Gainsborough areas. Almost 10% were from Lincoln and the number of offenders from within Kirton in Lindsey is barely a handful. The Police have noted this is an unusual trend, with the statistics usually 50/50 in terms of 'local resident' and 'outside' traffic. On 15th July a Community Speedwatch Awareness Day is planned and two further sites are now approved; near the War Memorial and on Grayingham Road. The Town Clerk reported that following the request made in March, NLC have now approved the installation of six semi-permanent Community Speedwatch signs on the town boundary signs. Cllr Fox thanked Cllr Pollitt for his reporting and involvement with this successful scheme.

RESOLUTION: That the purchase of six Community Speedwatch signs for the town boundary signs is approved at £6 per sign.

ACTION: Town Clerk

2605/09 Speed Indicator Devices

The Council received an update on progress with seeking funding for speed indicator devices for the town. Cllr Fox explained Cllr Waltham, Leader of NLC, had assured her applications could still be made to the Police and Crime Commissioner (PCC) for speed indicator devices funding despite the official funding window closing. Cllr Fox has spent time trying to apply again via the website and fed back to Cllr Waltham that this has proved unsuccessful. The Town Clerk offered to try to make contact with the PCC team to officially query the current position.

2605/10 Whipping Post

The Council received the offer from the Community Grant Team from NLC for a maximum of £500 towards the restoration project works. The Town Clerk noted the requirement for two signatures if the Council accepted this and Cllr Fox agreed to countersign as Chair with the Town Clerk as primary contact.

RESOLUTION: That the Community Grant offer of £500 is accepted and the offer letter from NLC is signed by the Town Clerk and Cllr Fox.

ACTION: Town Clerk/Cllr Fox

2605/11 KLASSIC

The Council discussed correspondence required in reply to the CIO and Hetts solicitors.

RESOLUTION: That thanks are sent to the CIO for their correspondence, noting their statement about the advice they have received, and that without specifics the Council is unable to respond further and consider the matter is now closed.

ACTION: Town Clerk

RESOLUTION: That Hetts solicitors are informed that the aspect of the work related to the drafting of the lease is now closed.

ACTION: Town Clerk

2605/12 Allotments

a. The Council received updates regarding the entrance works planning application, inspections and works required to the car park edging. The Town Clerk noted the response from Keystone Architecture that in their view submitting a minor material amendment application for the entrance works is not remotely necessary. Cllr Howard asked for this matter to be moved to a closed session. The Town Clerk provided an update on the April inspections carried out by Cllr Frankish and Cllr Starkie,

noting issues identified with one plot but that detailed mitigating reasons were given for this and the tenant had asked for time to resolve the issues. The Town Clerk noted that a contractor has now visited the allotments site and will carry out repair works to the car parking edging, replacing damaged timbers like for like.

RESOLUTION: That item a) is moved to a closed session.

RESOLUTION: That the mitigating reasons of the tenant are accepted and a six-month period is granted until the next inspection to get the allotment plot in order. **ACTION: Town Clerk**

b. The Council noted the National Allotment Society National Allotment Survey with the Town Clerk noting the completed return for Kirton in Lindsey of this simple survey for a national picture of allotment provision.

2605/13 Grove Street Cemetery

The Town Clerk noted that statutory notices required around the memorial testing works were all in place, including running for two weeks in the Scunthorpe Telegraph at a cost of over £470. A schedule from the contractor is now awaited. In terms of the Letters to Heaven post box this remain a work in progress due to solutions needed for the signage required.

2605/14 Royal Mail Post Boxes

The Council noted no further update received from Royal Mail regarding works to the post boxes at Grove Street and Dunstan Villas following the submission of an escalated complaint. Cllr Stephenson noted she had received an initial 'thank you for your complaint' email from Royal Mail to her personal complaint escalation. Cllr Frankish noted that BBC Look North had initially shown interest, but that it didn't progress further.

2605/15 Open Spaces

a. The Council received the weekly visual play park inspection reports (dated 23/04; 27/04 & 15/05) for signature. Cllr Starkie noted that KOMPAN have now completed the repair the Galaxy unit but that the level of sand is lower than requirements and should be increased to the required depth. Thanks were noted to Cllr Starkie for carrying out the inspections.

RESOLUTION: That two 850kg bag of play sand are ordered at circa £88 each. Those available and able to help with the delivery to let Cllr Starkie know. **ACTION: Town Clerk/Cllr Starkie**

b. The Council received the weekly inspection reports (dated 23/04 & 15/05) for the outside gym equipment. No issues or concerns were reported. Thanks were noted to Cllr Starkie for carrying out the inspection.

c. The Council received an update from the Town Clerk following concerns raised by a resident regarding light pollution at the former RAF Kirton in Lindsey site. Environmental Health at NLC had responded requesting diary logs to be kept by the residents noting the impacts of the light pollution on them. This information was circulated to the resident on receipt.

d. The Council discussed concerns raised by a resident regarding the deterioration of the former Officers Mess at the former RAF Kirton in Lindsey. The information was noted with concern.

e. The Town Clerk noted concerns about the protection of the Green following recent unauthorised encampment a Manor Park field in Scunthorpe. Cllr Fox noted another recent unauthorised encampment in Grimsby.

f. The Council received an update on flower beds around the town and the Town Council planting contact following concerns recently raised about the flower bed at Steep Hill overlooking Queen Street. The Town Clerk noted this was now resolved as the flower bed is maintained by the Women's Institute.

2605/16 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 annual insurance renewal. The Town Clerk noted that the Council are currently within a Fixed Rate Agreement (FRA) until 31/05/2027 and that a level of cyber security cover is provided through the BT contract.

RESOLUTION: That the annual insurance renewal from Clear Councils at £1,666.29 is approved for payment. **ACTION: Town Clerk**

b. The Council received notification from the Diamond Jubilee Town Hall of the monthly charge for office rent from 1st November 2026. Cllr Howard suggested looking into utilising the office space when it is unused and Cllr Pollitt suggested that the Assistant Clerk could use the office on Wednesdays. The Town Clerk advised that the office is sometimes in use on Wednesdays already. It was discussed that consultation with staff would be required on this matter.

RESOLUTION: That the monthly charge for office rent from 1st November 2026 as advised is agreed.

ACTION: Town Clerk

ii. Internal Control

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

2605/17 Policies and Procedures

a. The Council reviewed Policy 12: Health and Safety Policy last approved May 2025.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

b. The Council reviewed Policy 29: Environmental Policy last approved May 2025.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

c. The Council received notification of an issue with the proposed date for the Annual Town Meeting as the Diamond Jubilee Town Hall was unavailable. After some discussion it was agreed to defer this matter until the next meeting.

RESOLUTION: That this matter is deferred to the next meeting.

ACTION: Town Clerk

c. The Council discussed the Town Council town volunteers list. The Town Clerk noted that three further volunteers had come forward following recent information published. More volunteers continue to be sought due to the number of events and organisations needing more assistance.

- e. The Council considered training opportunities including Planning and ERNLLCA Conference. The Town Clerk noted Planning training available on 3rd June 6:30-8pm online. This is the same date/time as the next KLASSIC Charity Committee meeting and so cannot be attended. The Town Clerk also noted approval by the P&D Committee for the Town Clerk and Assistant Clerk to attend the ERNLLCA conference, with places also available for Councillors.
- f. The Council discussed audio recording of closed meeting sessions by Councillors and staff as requested by Cllr Fox.
- RESOLUTION: That no Councillor or staff member is to record closed meeting sessions or public participation parts of any meetings. In order to assist with accurate minute recording the Chair of each meeting is to clarify the summary of each action for the recording of resolutions.**

2605/18 Planninga. The Council considered the following planning applications:i. PA/2026/554

Proposal: Planning permission for dropped crossing from highway to property and lay permeable block paving to driveway.
Location: 11 North Cliff Road, Kirton in Lindsey, DN21 4NJ.

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

ACTION: Town Clerk

ii. PA/2026/567

Proposal: Application under the Overhead Lines (Exemption) (England & Wales) Regulations 2009: Replacement pole to be installed under the existing overhead electricity line and new pole to be installed within 30 metres of the existing overhead electricity line.

Location: OS Grid Reference SE9308000511, Land surrounding junction of Cleatham Road and Scotter Road in the Kirton Lindsey Area.

Cllr Frankish noted a personal interest in this item due to the Relief in Need Charity and did not take part in the discussion or vote.

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:

- i. PA/2025/881 – FULL PLANNING PERMISSION – to erect two dwellings with integral garages at 7A Grayingham Road, Kirton in Lindsey, DN21 4EL.
- ii. PA/2026/285 - REMOVAL/VARIATION OF CONDITIONS - 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 at 1 Sylvester Street, Kirton in Lindsey, DN21 4NG
- iii. PA/2026/306 - FULL PLANNING PERMISSION - for conversion of existing outbuilding for short-term holiday let accommodation at 14 East Cross Street, Kirton in Lindsey, DN21 4EA
- iv. PA/2026/372 – PRIOR APPROVAL NOT REQUIRED – to erect an agricultural building at land East of B1398, Kirton in Lindsey, Kirton in Lindsey.

2605/19 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 Council noted correspondence received after the Agenda was published as Resident – electrician help query; Environment Agency – flooding survey; Phonely – PSTN landline switch off checklist; Freethought – Web/email hosting costs information; Keep Britain Tidy – Get Together Clean Up event information; FOI request – Use of online legal resources – **Cllr Stephenson noted the requirement for means of identification of the requestor to be provided in FOI requests;** Broughton Town Council – Civic Service date info (October); PA/2026/297 – Tighes land; PA/2026/576 – King Edward Street; Rural Services Network newsletter; ERNLLCA - Delegates/motions for AGM; PCC – Police reform survey; Planning decisions – 2026/283 and 2025/1621; Grandad's Plough update – James Sutton works completed; Occasional Markets – consent application for Gala receipt / review; ERNLLCA – Lincolnshire Show information / display request; NLC – Code of Conduct/Standards information (responses noted from Cllr Fox, Cllr Starkie, Cllr Kofoed, Assistant Clerk & Community Coordinator); NLC - News Direct update; ERNLLCA – Project Keystone information; ERNLLCA – training information including planning; ERNLLCA – Utilising AI in Council operations training (Cllr Kofoed to attend); NATRidge – Award for Community Policing info; Northern Powergrid – Relief in Need charity contact information request; Hedon Town Council – notification of Civic Sunday (October); North Lincolnshire Council – notification of Civic Service (October); Brigg Town Council – notification of Civic Service (October) and Mayor of Lincoln – notification of Civic Evensong (June).
- b. Planting contractor – query about Queen Street flower bed
- c. Visit North Lincolnshire – April Tourism update
- d. NLC – News Direct update
- e. idVerde – increase in fuel costs notification letter – **Cllr Fox asked if any action was required. The Town Clerk confirmed no further information was received and this was at the time information rather than notice of an increase.**
- f. Independent Brigg Line Rail Group – timetable for Saturday 16th May for display
- g. Resident – request for Article 4 Direction regarding Houses in Multiple Occupation – **RESOLUTION: That NLC are asked to consider taking proactive steps to implement an Article 4 Direction for Kirton in Lindsey.**
- ACTION: Town Clerk**
- h. National Allotment Society – details and request to complete National Allotment Survey

- i. Keystone Architecture – update on query about planning application for allotment entrance works
- j. ERNLLCA - HR issues for Councils webinar details
- k. ERNLLCA – Unity Trust Banking Forum information
- l. Kirton First – request to contact volunteer list for assistance
- m. Rural Services Network – Weekly newsletter
- n. LIVES – Request for funding consideration for training and recruitment – **RESOLUTION: That LIVES are advised of the correct method to apply for grants from the Town Council.**
ACTION: Town Clerk
- o. LIVES – April Newsletter
- p. PCC – Reminder about the deadline for the Community Safety Fund deadline
- q. ERNLLCA – April Newsletter
- r. Humber & Wolds Rural Action – April Newsletter
- s. Resident – query about discussion of Officers Mess concerns noted under correspondence
- t. Community Vision – Newsletter
- u. GM Training Servies – Pesticides and Weed Spraying training information
- v. Lincolnshire Wildlife Trust – Wider Lincolnshire Network Newsletter
- w. ERNLLCA – Section 12 Martyn’s Law Guidance consultation webinars
- x. Mr J. Lister – Plant Based Treaty endorsement request
- y. NLC – Forthcoming meetings notice for display
- z. Gainsborough Life – copy deadline information for June
- aa. Women’s Institute – update on Steep Hill flower bed
- bb. NLC - Environmental Protection Team update re light pollution at former RAF site
- cc. NLC – Complaint about grass cutting received by NLC notified; relates to area outside KLTC responsibility
- dd. ERNLLCA – 2026 Conference information
- ee. Visit North Lincolnshire – Extra rail services on 16th May
- ff. Trent Cliff Gazette – copy deadline information for June edition
- gg. Humberside Police – MyCommunityAlert – update of local priorities (farming equipment thefts)
- hh. Mr J. Lister – Plant Based Treaty endorsement request (further information provided) – **RESOLUTION: That endorsement of this treaty was considered to be a step too far and this to be communicated back.**
ACTION: Town Clerk
- ii. North Lincolnshire Council – Grass cutting devolution – request for 2025/6 financial information and 2026/7 contractor information as required as part of the agreement in place. £692.08 loss for the last financial year reported.
- jj. NLC – update on weed maintenance clearance responsibilities
- kk. Humberside Police – Police Cadet Volunteers information
- ll. Snowball – Helping Build More Accessible Communities
- mm. Louth Town Council – passing of Cllr Pauline Watson
- nn. Cllr Stephenson – Hetts request for update regarding KLASSIC CIO legal works
- oo. Events organiser – request for information about 2025 Christmas Festival
- pp. Resident – Allotment availability request
- qq. BRAMM - Spring Update
- rr. Council Culture – Thinking differently in council culture course information
- ss. Independent Memorial Inspection – Information about cleaning War Memorials
- tt. Visit North Lincolnshire – notification of next Tourism Networking meeting on 30th June
- uu. SBA Team PKF Littlejohn LLP – notification of receipt of AGAR Form 3
- vv. ERNLLCA – Advice on update of NALC Contracts of Employment
- ww. Cadent – Closure of consultation for H2East Pipeline
- xx. ERNLLCA – Updates (Section 65, English Devolution and Community Empowerment Act 2026, Martyn’s Law and various training opportunities) – **The Town Clerk noted the actions taken on receipt of the information about the change in the law to offer greater privacy around Councillors home addresses. The Town Clerk has removed home address information from the noticeboard and website. Updates are awaited from NLC on what they will be doing.**
- yy. Cllr Howard – Freedom of Information Requests (2) – audio recordings of KLASSIC meetings May 2026 and December 2024-April 2026
- zz. Cllr Howard – Information request – KLASSIC Meeting 11 May 2026
- aaa. Cllr Howard – GDPR Subject Access Requests (2) - audio recordings of KLASSIC meetings May 2026 and all other KLASSIC meetings
- bbb. Bloom – invitation to new planter opening event
- ccc. ERNLLCA – details of HR webinars

2605/20 Date of next Meetings and Agenda Deadlines

The Council confirmed the date and time of the next monthly Town Council Meeting (subject to any change in circumstances) as: **Wednesday 24th June 2026 at 7pm at the Diamond Jubilee Town Hall.**

NOTE: Agenda items to be submitted before Friday 12th June in line with Standing Orders.

2605/21 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.

2605/12 Allotments

a. The Council discussed the entrance works planning application. After a lengthy discussion it was agreed the best course of action was to contact NLC Planning.

RESOLUTION: *That NLC Planning are contacted to ask if the Town Council can construct the entrance to the suggested drawing supplied by Hemswell Surfacing under the planning decision notice PA/2025/1123 and that the response is brought back to the next meeting.*

ACTION: Town Clerk

The meeting closed at 20:40.