



Kirton in Lindsey Town Council

Contact the Council: Town Clerk phone 01652 648978; e-mail enquiries@kirtoninlindseytowncouncil.gov.uk or visit the Town Council website at www.kirtoninlindseytowncouncil.gov.uk

Full Council Meeting Minutes June 2026

24 June 2026, Diamond Jubilee Town Hall, Kirton in Lindsey at 7pm

Present Councillors:

Councillor Hazel Fox (Chair), Councillor Pat Frankish, Councillor Karen Gunn, Councillor Chris Howard and Councillor Barry Starkie

Councillors Not Present:

Councillor David Garritt, Councillor Joy Kofoed, Councillor Tony Politt and Councillor Suzanne Stephenson

Also Present:

Town Clerk, Neil Taylor-Matson (in attendance), Assistant Clerk, Cheri Morton (voluntarily)

2606/01 Apologies for Absence

Apologies were received from Councillor David Garritt, Councillor Tony Pollitt and Councillor Suzanne Stephenson.

2606/02 Declaration of Interests / Dispensations

- a. No Declarations were made.
- b. No Dispensations were granted.

2606/03 Public Participation

No matters were raised.

2606/04 Minutes

- a. The Council approved the minutes of the Full Council Meeting held 27th May 2026.
- The Town Clerk noted the addition of the resolution made for the purchase of Community Speedwatch signage to the minutes.

RESOLUTION: *That the minutes were duly approved and signed.*

- b. The Council received the minutes of the KLASSIC Charity Committee Meeting held 20/04/2026.
- c. The Council received the minutes of the KLASSIC Charity Committee Meeting held 11/05/2026.
- d. The Council received the draft minutes of the KLASSIC Charity Committee Meeting held 03/06/2026.
- e. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 08/06/2026.
- f. The Council received the draft minutes of the Finance and Planning Committee Meeting held 08/06/2026.

2606/05 Mayor & Delegates Reports

The Council received reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council:

Councillor Reports

Bloom – Official opening of memorial planter to Liz Hayward – 30th May - Cllr Frankish noted this was a moving little ceremony with a good turnout acknowledging how well liked and respected Liz was.

Section 12 Martyn's Law Guidance – 3rd June – Cllr Kofoed. Cllr Kofoed was not present to provide an update.

2606/06 Report from North Lincolnshire Council / Ward Officers

- a. No Ward Councillors were present and no written report was received.
- b. The Town Clerk noted the number of outstanding matters previously raised with North Lincolnshire Council (NLC) which the Ward Councillors were escalating on behalf of the Town Council. The oldest of these dated back to April 2025. The Town Clerk recommended that escalation of these matters 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 is made using the dedicated Communities email address discussed last month.

RESOLUTION: *That outstanding matters are escalated using the dedicated Communities email address.*

ACTION: Town Clerk

c. The Council noted the outstanding matter raised with NLC regarding signage for the public conveniences in the Market Place. The Town Clerk noted the recent two-week closure of these and that when this occurred previously a formal complaint was made to NLC which was never responded to and recommended escalation of the signage and closure issues when other matters are escalated.

RESOLUTION: *That the issues regarding signage and closure of the public conveniences is escalated using the dedicated Communities email address.*

ACTION: Town Clerk

2606/07 Community Speedwatch

Cllr Starkie provided an update, noting the recent addition of more sites for the team to monitor. On 15th July a Community Speedwatch Day will see multiple teams in multiple locations monitoring at the same time. Humberside Police have confirmed there is a decrease in the percentage of vehicles reported to them for speeding, representing that the work of the team is successful. Cllr Fox noted thanks to Cllr Starkie for his report and work as part of the team.

2606/08 Speed Indicator Devices

Cllr Fox updated the meeting to report that she had spoken with Cllr Waltham at the Lincolnshire Show and he had confirmed that the Police and Crime Commissioner Fund will soon be reopening for applications. The Town Clerk noted that in reply to queries directly to the PCC they confirmed that they do not take applications outside of the advertised period and they would inform the Town Council when the next round opens.

2606/09 Whipping Post

The Town Clerk noted that works are expected to be completed in mid-August. NLC had requested availability for a photo call to take place in mid-August. The Town Clerk will send a reminder about the date nearer the time.

RESOLUTION: *That Cllr Fox, Cllr Frankish and Cllr Starkie are available for the photo call.*

ACTION: Town Clerk

2606/10 Allotments

The Town Clerk noted the replies so far from NLC regarding the allotment entrance works, noting that Planning had sent enquires to Highways and the response period for queries is usually around one month. The Town Clerk noted the works to the car park edging were completed and a new combination padlock had needed to be purchased.

RESOLUTION: *That the cost of £22.99 was approved for the purchase of the replacement padlock.*

2606/11 Grove Street Cemetery

The Town Clerk updated the Council noting that the contractor appointed to carry out the memorial safety testing works is still to schedule a date for the works. The Town Clerk reported concerns from a neighbouring property about tree branches and was seeking quotations for these works. Quotation options were received for repairs/replacement of the damaged section of path to the right of the entrance. Grounds works to level ten grave plots was completed with further works still required to be completed for safety.

RESOLUTION: *That the quotation from Hemswell Surfacing to remove the damaged section of path and replace with topsoil and seed for grass at £1,732.00 + VAT was approved.*

ACTION: Town Clerk

2606/12 Royal Mail Post Boxes

The Town Clerk updated the Council on the response from Royal Mail to the escalated complaint about non-replacement of Dunstan Villas post box. Royal Mail are not looking to replace this post box and no further action was considered required. In terms of the Grove Street post box this was noted as still not yet back in service and a reminder to Royal Mail about this was discussed.

2606/13 Open Spaces

- a. The Council received the weekly visual play park inspection report (dated 14/06) for signature. Cllr Starkie noted no issues to report and queried any progress with ordering the additional sand. The Town Clerk noted waiting for a quotation back from a local firm before placing an order and that an update would be circulated when known. Cllr Starkie was thanked for carrying out the inspection.
- b. The Council received the weekly inspection report (dated 14/06) for the outside gym equipment. No issues or concerns were reported. Thanks were noted to Cllr Starkie for carrying out the inspection.
- c. The Town Clerk provided an update on the Parish Paths Partnership, noting new issues with landowners along FP254 and escalation of these to NLC. The other paths need to be checked and any issues reported to be looked into.
- d. The Town Clerk provided an update on works to the directional fingerposts and historic street signs. Works were progressing with the fingerposts, but the directional sign at Grayingham Road was rotten and the wood needed replacement – painting would not be sufficient. A quote was awaited for the cost to do this. The Town Clerk has hand delivered letters to property owners about the historic street signs and there are six outstanding to continue to chase up. NLC have agreed the three positioned on street signposts can be maintained.
- e. The Council considered works to town benches.

RESOLUTION: *That Kirton Academy, Youth Club and Scouts are approached to ask if this could be a project younger members of the community would be able to take on.*

ACTION: Town Clerk

- f. The Council reviewed the current grounds maintenance schedules of work ahead of contract renewal works. The Town Clerk noted amendment recommendations to each schedule in turn, to bring the schedules up to date, allow for seasonal flexibility and make some areas of work clearer. The Council discussed concerns about the lack of attention by NLC to weed growth across the town.

RESOLUTION: *That the recommendations of the Town Clerk were agreed for both schedules.*

ACTION: Town Clerk

RESOLUTION: *That weed clearance works are escalated to NLC.*

ACTION: Town Clerk

2606/14 Finance

i. Income and Expenditure

- a. The Council received notification of accounts paid by the Town Clerk under devolved authority.
- b. The Council considered quotations received for replacement of public noticeboard at Cornwall Street.

RESOLUTION: *That the quotation from R Emerson Construction is approved at £710.00.*

ACTION: Town Clerk

ii. Internal Control

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

2606/15 Policies and Procedures

- a. The Council reviewed Policy 09: Grievance Policy last approved June 2025.

RESOLUTION: *That this policy is approved without amendment.*

ACTION: Town Clerk

- b. The Council reviewed Policy 26: Complaints Policy last approved June 2025.

RESOLUTION: *That this policy is approved without amendment.*

ACTION: Town Clerk

- c. The Council discussed the Finance and Planning Committee membership, noting issues of quorum experienced at the last meeting. It was discussed that this matter could be discussed again at a future meeting due to the low number of members present tonight.

RESOLUTION: *That Cllr Gunn becomes a member of the Finance and Planning Committee.*

ACTION: Town Clerk

- d. The Council discussed the KLASSIC Charity Committee.

Standing Orders were suspended to allow the Assistant Clerk (KLASSIC Venue Manager) to address the meeting. The Council considered the formation of a remit for the committee. Standing Orders were reinstated.

RESOLUTION: That Committee membership is opened up to representatives from regular user groups of KLASSIC who may join as non-voting members.

RESOLUTION: That Committee membership is Cllr Fox, Cllr Howard, Cllr Frankish and Cllr Starkie but membership remains open to all Councillors.

RESOLUTION: That the Committee puts forward ideas for the formation of a remit and brings this back to the Council for approval.

e. The Council discussed the issue with the proposed date for the Annual Town Meeting, as deferred at the last meeting.

RESOLUTION: That the date is updated to Monday 15th March, 7pm at the Diamond Jubilee Town Hall.

ACTION: Town Clerk

f. The Council discussed requirements for responses to Data Protection Subject Access and Freedom of Information requests. The Town Clerk noted considerations required by the Council following the recent receipt of two Data Protection Subject Access requests and two Freedom of Information requests. These included having provision of appropriate means to respond to all future requests received; following an initial response to any request, it can be challenged and an internal review requested. The Council needs to consider and put in place procedures for this process. In terms of recorded material, either audio or video, means (appropriate offline software) for editing audio or video and the skills required to do so are required. The time required to fulfil requests also needs to be considered, as this work takes staff away from day-to-day activities and work. This is likely to impact budgets, along with access to necessary support.

RESOLUTION: That the Town Council will not carry out any digital recording of any part of any meetings.

RESOLUTION: That the Clerk carries out research into processes in place at other Town and Parish Councils for review processes.

ACTION: Town Clerk

2606/16 Planning

a. The Council received, for information only, application received 29/05/2026 with consultation deadline of 19/06/2026:

PA/2026/627

Proposal: Notification of removal epicormic growth on two Lime trees, removal of low-hanging branch on the Sycamore tree along the main road, which is overhanging the public footpath, trim back epicormic growth on two Beech trees, trim back branches of Sycamore in rear corner of property that overhang neighbouring dwelling. All trees are in Kirton in Lindsey Conservation Area

Location: 35 South Cliff Road, Kirton in Lindsey, DN21 4NR.

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

i. PA/2026/283 - REMOVAL/VARIATION OF CONDITIONS - 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 - Windmill Plantation, Kirton in Lindsey, DN21 4FF.

ii. PA/2025/1621 - FULL PLANNING PERMISSION - for the siting of stables, a manège and stores - Land off North Cliff Road, Kirton in Lindsey, DN21 4LD.

iii. PA/2026/567 - NO FORMAL COMMENTS TO MAKE - application under the Overhead Lines (Exemption) (England & Wales) Regulations 2009 for 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 at OS Grid Reference SE9308000511, Land surrounding junction of Cleatham Road and Scotter Road in the Kirton Lindsey Area.

c. The Council received the North Lincolnshire Council Retail and Leisure Study consultation. The nine questions were discussed and responses agreed to be returned.

RESOLUTION: That the responses to the nine questions agreed are submitted. ACTION: Town Clerk

d. The Council received the Lincolnshire County Council Minerals and Waste Local Plan consultation. No action was considered necessary.

e. The Council received information from ILOS New Energy UK Ltd regarding a solar proposal on land northeast of Hibaldstow. No action was considered necessary.

2606/17 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 Council noted correspondence received after the Agenda was published as: Civic Service Invitation - Lord Mayor of Hull (June); NLC News Direct update; NLC Article 4 Direction update; Resident: Article 4 Direction update with additional requests; NLC Standards Training reminder for 30th June and 16th July; NLC PA/2026/420 decision notice; Resident: Vicarage Lane overgrowth concerns; NLC Article 4 Direction further update; NLC 'Friends of' Barnard Meadows group information; Lifestyle Challenge query – Family Treasure Hunt; Wilder Lincolnshire Network newsletter; NLC - Whipping Post restoration information request; Rural Services Network Newsletter.

The Council discussed the receipt of information and ways to improve the volume of information shared.

RESOLUTION: *That the Rural Services Network and Community Vision Newsletters are unsubscribed from.*

ACTION: Town Clerk

- b. Cllr Chris Reeve – Grayingham Road crossroads update (recirculated)
- c. Rural Services Network – Weekly newsletter
- d. NLC – PA/2026/624 – South Cliff Road - added to Finance and Planning Committee (June)
- e. Resident – Zipline safety concerns (via Facebook community page only)
- f. Resident – answer phone messages for information about Summer Gala stall hire
- g. LIVES – Forever In Bloom May Newsletter
- h. Resident – enquiries in person about allotments, street maps and public toilets
- i. Visit North Lincolnshire – May Tourism Partnership updates
- j. NLC – News Direct updates
- k. Winterton Town Council – Civic Service invitation (July)
- l. NLC – Forthcoming Meetings notice for display
- m. Royal Mail's Escalated Customer Resolution Team – complaint resolution re post boxes
- n. Allotments – notification of further issue with padlock – replacement to be put into place
- o. Public Sector Audit – confirmation of receipt of letter of appointment for internal audit 2026/2027
- p. Allotments – query about availability (resident of Hibaldstow)
- q. Allotments – query from tenant about list of persons per lot update
- r. ERNLLCA – conference update with new session announced
- s. Louth Town Council – Funeral details for Pauline Watson
- t. Visit North Lincolnshire – further Tourism Partnership updates
- u. Gainsborough Life – copy deadline notice for July edition
- v. Wilder Lincolnshire Network – June newsletter
- w. NLC – Update on redaction of home addresses following recently enacted legislation
- x. Worlaby Parish Council – copied into enquiry to NLC re the publication of home addresses of staff
- y. Resident – request for works to trees overhanging property from Grove Street Cemetery
- z. Barton upon Humber Town Council – Civic Service 'Save the Date' (October)
- aa. Epworth Town Council – NLC new reporting portal views of Clerks sought
- bb. ERNLLCA – June Newsletter
- cc. ERNLLCA – Training availability update
- dd. Residents - Allotments availability enquiry
- ee. National Allotment Society – June Newsletter
- ff. CCLA – Notification of Client Information update form completion requirement
- gg. Goole Town Council – invitation to Yorkshire Day Civic Celebration (August)

hh. NLC – Request to share Men’s Health Week information with community
 ii. NLC – NAT Ridge and Messingham notification (sent Fri 05/06 for meeting Wed 10/06)
 jj. Resident – query about progress with Whipping Post
 kk. Community Vision – June newsletter
 ll. NLC – update request on s106 funding project – play area slide
 mm. ERNLLCA – Scam awareness information
 nn. Louth Town Council – Civic Service ‘Save the Date’ (September)
 oo. Trent Cliff Gazette – copy deadline notice for July/August edition
 pp. CPRE – June North Lincolnshire Branch Newsletter
 qq. Humber and Wolds Rural Action – June Newsletter
 rr. NLC – Free tour of parish planning review portal offer
 ss. Independent Brigg Line Rail Group – Armed Forces Day Saturday 27th June additional train services
 tt. NLC – Notification of upcoming surface dressing programme for Kirton Road (July)
 uu. Playsafety – Notification of booking for annual RoSPA play area inspection
 vv. CPRE – Parish and Activity Update June
 ww. ERNLLCA – HR Training opportunities
 xx. Newett Homes - phone query on updates about postal addresses decisions by Royal Mail
 yy. North Lincolnshire Council – confirmation of receipt of road closure forms for Remembrance Service (revised forms requested and returned completed in March)
 zz. Ilos New Energy UK Ltd – details of solar proposal on land northeast of Hibaldstow
 aaa. Cllr Stephenson – response to complaint to Royal Mail regarding Dunstan Villas post box
 bbb. North Lincolnshire Council – update via phone regarding Ward Officer and request for photos for each issue reported

2606/18 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 July 2026 at 7pm at the Diamond Jubilee Town Hall. NOTE: Agenda items to be submitted before Friday 10th July in line with Standing Orders.

The meeting closed: 8:20