



Minutes of the Extraordinary Meeting of Kirton in Lindsey Town Council held on Wednesday 24th April 2021 virtually via Zoom at 7pm.

Members present: Cllr Pat Frankish (Chair), Cllr Kathy Cooper, Cllr Hazel Fox, Cllr David Garritt, Cllr Karen Gunn (part), Cllr Joy Kofoed and Cllr Jack Startin.
Also present: Ward Cllr Trevor Foster, 4 members of the public and Town Clerk, Neil Taylor-Matson.

This meeting was held virtually in line with the temporary powers enabled by Section 78 of the Coronavirus Act 2020, enacted 25th March 2020. Members of the public were provided with details of how to join the meeting via the published Agenda and online.

Prior to the meeting prayers were led by Cllr Frankish.

Public Participation: No matters were raised.

MINUTES

- 2104E/01 Apologies for Absence
Apologies were received from Cllr Billy Boyd, Cllr Ian Lawrence, Ward Cllr John England and Ward Cllr Neil Poole.
- 2104E/02 Declaration of Interests / Dispensations
a. No declarations of interest were made with regard to the meeting agenda.
b. Dispensations were granted to Cllr Frankish to enable her to take part in discussions relating to In Bloom and Neighbourhood Plan without having to declare an interest as a member of the In Bloom and Neighbourhood Plan groups. This decision was made as without the dispensations the number of persons prohibited from participating in any particular business could be so great a proportion of the body transacting the business as to impede the transaction of the business. These dispensations shall expire on the date of Town Council elections in May, 2023.
c. The Council noted the request received from North Lincolnshire Council for the checking of information published on their updated website in respect to Declarations of Interest.
- 2104E/03 Minutes
a. The Council considered the minutes of the Extraordinary Full Council Meeting held on 24/03/2021. The Clerk noted minor amendments to wording for 2103E/10 and 2103E/14 raised by Cllr Fox.
RESOLUTION: That with the minor amendments, the minutes were duly approved and signed.
b. The Council received the draft minutes of the PK Committee Meeting held on 12/04/2021.
c. The Council received the draft minutes of the GP Committee Meeting held on 12/04/2021.
d. The Council received the draft minutes of the P&D Committee Meeting held on 20/04/2021.
e. The Council received an update from the Clerk regarding tasks and actions.
The Clerk noted 23 actions raised at the previous meeting, 1 outstanding and ongoing with a further 33 outstanding and ongoing from previous meetings. Specific updates were provided to the meeting about the payment of grants to local groups and organisations, broadband connectivity, and the P&D review of the Clerk's workload acknowledging that the current situation of an average of 25-30 actions per month given to the Clerk through meetings was unachievable. A meeting will be held between the Clerk & Chair of P&D Committee next week to review the outstanding tasks and actions list in detail. The Clerk noted the recommendation, within the minutes received at (b) above, from the PK Committee for the Council to try to sell the legacy Christmas lighting frames and requested ratification of this recommendation.
RESOLUTION: That the Council look to selling the lighting frames as the cost for refurbishment and display would be high.
ACTION: Town Clerk
- 2104E/04 Report from Ward / North Lincolnshire Councillors
Ward Cllr Trevor Foster provided an update to the Council and gave apologies for Ward Cllr John England and Ward Cllr Neil Poole. It was noted that the situation at North Lincolnshire Council (NLC) remained the same in responding to the pandemic however saw some positivity in the roadmap out of restrictions with hope that there will be no 'third wave' and services can begin to return to normal. Cllr Foster reported that NLC had requested that Larkfleet Homes stop all work at the Station Road development with the exception of managing the surface water issue and that all data on the levels at the site, prior to works and following works already started, are provided to the authority. Cllr Cooper noted activity on the site earlier this week and the attendance of enforcement officers from NLC. Cllr Foster noted how difficult and distressing this situation continued to be for residents and that NLC were working hard on the issues. The bid from NLC for the Vincent Hall was with the MOD awaiting a response at this time. In terms of the lighting for Town Hall Passage Cllr Foster noted that Cllr Poole has suggested a solar lighting solution for this. It was confirmed that NLC had applied for 'Welcome Back Funding' from central government for North Lincolnshire but details on how local areas could bid for funding was to be confirmed. Cllr Frankish noted contact from NLC about this and an update later on the agenda. Cllr Startin asked Cllr Foster about how NLC would approach meetings going forward with the removal of remote meeting legislation, it was hoped that the government would put something in place for these to continue.

Signed:

Dated:

2104E/05

Mayor & Delegates reports –

The Council received reports from the Mayor, Councillors and Officers attending meetings on behalf of the Council.

- Chair's Report/Civic Events – Cllr Pat Frankish

Kirton in Lindsey Community Sports Centre meetings - Cllr Frankish noted there had been no meetings of the group to report, however a further meeting was planned for 14th May.

Mayor's Charity Civic Event – Virtual Quiz - 23rd April – Cllr Frankish noted that the event had gone well and that those attending had enjoyed an opportunity to have some fun and a laugh, she thanked those that attended for their generous donations. Cllr Garritt and Cllr Fox noted their enjoyment of the evening and gave thanks to the Clerk for keeping track of the scoring and to Cllr Frankish and Tilly Brock for hosting the event well.

- Councillor and Proper Officer Reports

ERNLLCA District Committee Meeting – 15th April – Cllr Startin noted, with thanks, the detailed report of the meeting provided by the Clerk and covered highlights of the meeting including discussing concerns about the ending of remote meeting legislation and the forthcoming training to be offered.

Kirton Lindsey Landfill – 30th March – The Clerk noted that Ward Cllr Poole had arranged contact with the manager of the site, John Stones and reminded Cllrs that he was keen to meet with representatives from the Council for a site meeting.

RESOLUTION: That a site visit is arranged in due course.

ACTION: Town Clerk

National Webinar – Crisis Communications – 31st March – The Clerk noted the interesting content of this learning session around emergency planning and responding to negative press and communications in a way that turns them into positive legacies.

North Notts & Lincs Community Rail Partnership Stakeholders Meeting – 20th April – Cllr Startin reported that the partnership covers a wide area through to Worksop and had reported on a healthy financial position. Chair of the Partnership, Barry Coward had also attended the Annual Town Meeting earlier in the week, and it was noted the success in achieving funding for NLC to carry out a report into opening up the usage of the South Humber link through to Barton with the aim for weekday services. Cllr Garritt noted the useful link through to Sheffield for commuting if this was to be achieved for weekdays. The Clerk noted the appointment of a Community Rail Development Officer (Kate Myers) who would be visiting representatives from the areas covered by the Partnership next week.

NLC – Broadband and Connectivity Discussion – 19th April – The Clerk noted a discussion with Naomi Nutting, IT, Information and Digital Services, NLC who had provided an interesting presentation at the NLC Town & Parish Liaison Meeting (reported at the March 24rd meeting). This was following concerns from residents about broadband and internet connectivity within the town. Following the KLASSIC Charity meeting Cllr Kofoed had also had discussions with Naomi with regards to the best ways forward to provide connectivity for the KLASSIC site. The information provided by IT, Information and Digital Services at NLC would be of benefit to this Council and a presentation to a Council meeting was offered for better understanding of the supplier-led scheme of vouchers to improve connectivity and the promotional requirements around this.

RESOLUTION: That a presentation from the Digital Place Transformation Programme Manager is requested for a future Council meeting.

ACTION: Town Clerk

2104E/06

Financei. Income and Expenditure

a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972.

b. The Council consider accounts for payment.

RESOLUTION: That the accounts are approved for payment with the exception of VANL Membership Renewal, pending the outcome of the Extraordinary General Meeting of Members and the outcome of the Proposal to Dissolve the Charity Organisation.

ACTION: Town Clerk

c. The Council received notification of receipt of the VAT refund for 2020-2021 from HMRC applied for by the Clerk. The Clerk noted the value of the refund to be £9,570.72.

d. The Council agreed the process and timing for the payment of agreed grant funding allocation for 2021-2022. It was discussed that the Council had more recently moved to presenting grant funding at the Annual Town Meeting but due to the public health crisis this wasn't currently viable. Last year funding was provided to groups and organisations via BACs transfer and it was recommended that this was to be the process again this year, after receipt of the first part of the precept payment from NLC.

RESOLUTION: That approved grant funding to groups and organisations is made via BACs transfer, after receipt of the first part of the precept payment from North Lincolnshire Council.

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 received the 4th Quarter Budget Monitoring Report to 31st March 2021.

c. The Council received the 4th Quarter Account report for KLASSIC Park.

d. The Council discussed and agreed the 2021-22 Reserves Statement.

iii. External Control

a. The Council received the Internal Auditors Report and recommendation. The Council noted that the report was extremely positive and appreciated that the report notes the exceptional work of the Clerk. The one recommendation around the detailed recording of receipts and payments in respect of the Mayor's chosen charity(s) was noted and the Clerk reported this was not in response to a failing this year (as Civic Events were not

Signed:

Dated:

held between April 2020 and March 2021), but for future reference to carry on the detailed recording of previous years.

- b. The Council completed, approved and signed the 2020-21 Annual Governance Statement.
- c. The Council completed, approved and signed the 2020-21 Accounting Statement.
- d. The Council confirmed the appointment of Richard Dixon as the internal auditor for 2021-22.

Cllr Gunn joined the meeting

2104E/07

Planning

a. The Council considered the following planning application:

- i. Number: PA/2021/248
Proposal: Planning permission to erect a pair of semi-detached dwellings.
Address: land between 12-14 Mill Lane, Kirton in Lindsey.

RESOLUTION: That the Clerk submits "No Objection" in response to this planning application.

ACTION: Town Clerk

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

- i. PA/2020/266 – WORKS TO TREES IN A CONSERVATION AREA – DECISION NOT TO MAKE A TREE PRESERVATION ORDER for notice of intention to prune a cherry plum, two conifers and a cherry within Kirton in Lindsey's conservation area at 23 South Cliff Road, Kirton in Lindsey, DN21 4NP
Noted.

- ii. PA 2020/588 – APPEAL DECISION – APPEAL ALLOWED for planning permission to be granted for outline planning application for residential development, open space and associated infrastructure (all matters reserved except for means of access) at Land at Ings Road, Kirton in Lindsey

The Council discussed the response required to this decision. Cllr Gunn had supplied a request from a resident which Cllr Garritt read to the meeting. The Council requested that this be recorded within the minutes in full:

"I strongly ask KLTC make immediate representations to NLC re Ings Road situation.

I contend the Inspector has made errors in his decision.

1 ... Primary school is full and now Kirton has Plan'g Permission for almost 500 homes plus Windmill further builds to come.

2... Same issue with Surgery and Medical Services. Bursting at the seams.

3... sewage system already overloaded as is Wastewater disposal.

4... River Trent Authority in 2017 said no more drainage water please. Inspector seemingly has ignored.

5... This development will impact upon lower Richdale estate as will slow waste water disposal from Tudor Reach. This will create even more flooding on Richdale.

6... Traffic... Road is very narrow. Not correct to say that an HGV and car can pass. Down to 9ft wide and mostly only 12 ft wide.

7... Inspectors Report says NLC failed to comment on the Traffic and road suitability this assumed NLC felt no issue. IT IS an issue. A big issue.

To seek a Judicial Review rests on the Inspector having made an error in Law. I doubt he has. However there is an opening if it can be clearly shown evidenced used to make the decision is incorrect. The above comments show several important errors.

Why are NLC being reluctant to challenge when they know this decision is serious bad news for water management in lower part of Kirton. Bad news when will almost certain to add to the disaster of Tudor Reach. Is it because NLC will have to admit to ignoring advice re Tudor Reach?? No excuse not to go for a Judicial Review. KLTC must press NLC to take this course of action."

It was noted that when the application is received for full planning permission for the site conditions can be recommended to assist with mitigation around the impact of the development on the points made.

The Council agreed to suspend Standing Orders for Ward Cllr Foster to address the meeting. Cllr Foster noted that the references to the lack of a five-year housing plan had almost by default brought about a period of outrageous speculative applications by developers on pockets of land throughout North Lincolnshire. Most appeals around refusals of planning were not approved, however it was incredible that the most unsuitable location for a development was approved via appeal. Cllr Foster noted disappointment at the Highways Department response to the planning application and noted that the Ward Cllrs would support the town and do everything that they can to overturn this very incomprehensible decision. Cllr Startin requested that North Lincolnshire Council conduct a topographical survey of the land and noted the frustrating situation that the five-year supply issue stems from a fundamental flaw in the planning system that nationally all planning authorities cannot force approved housing to be built, with examples of the Truelove Property Windmill Plantation development ongoing for twenty years and the lack of development at the former MOD site. Cllr Gunn expressed thanks to Cllr Foster and hoped that North Lincolnshire Council could give the push on the matter which Kirton in Lindsey needs.

RESOLUTION: That representation is made to North Lincolnshire Council that a judicial review is sought outlining all the points outlined above.

ACTION: Town Clerk

- iii. PA/2021/60 DETERMINATION OF THE REQUIREMENT FOR PRIOR APPROVAL – PRIOR APPROVAL IS NOT REQUIRED for a proposed change of use of an agricultural building to a dwellinghouse (Class 3) at Holly Barn, Nebraska Farm, Ings Road, Kirton in Lindsey, DN21 4BX.
Noted.

2104E/08

Kirton Regeneration Group

The Council received updates from previous Regeneration Group meeting actions.

Town Car Parking Provision

- The Clerk noted percolation testing had taken place but the reporting was not yet received and that only the concrete base testing was now left to take place, but a date for this was not yet confirmed.

b. Kirton in Lindsey Community Sports Centre

- The Council noted the update from Ward Cllr Foster that the NLC bid was in place and awaiting response from the MOD. The initial results of the residents survey were discussed, and Cllr Startin noted the interest from residents for a swimming pool. It was discussed that the cost of developing a swimming pool and the associated running costs were perhaps not fully understood by residents, however Kirton in Lindsey is the only remaining market town in North Lincolnshire which doesn't have one and that representation to North Lincolnshire Council could be made to explore the provision of a swimming pool for this town funded by North Lincolnshire Council as at Winterton and Crowle.

c. Resident survey

- The Council received updates on the development of the survey and noted thanks to Cllr Garritt and Cllr Cooper for their work on this. The written format is to be aligned with the digital version and printing costs and local distribution to be researched by Cllr Cooper.

RESOLUTION: That the survey is approved for publication via online means with the paper copy to follow, distributed to all homes.

ACTION: Town Clerk/Cllr Cooper

d. Next Meeting Agenda

- To Council discussed items to put forward for inclusion on the next Regeneration Group meeting agenda planned for 21st May 2021.

RESOLUTION: That items include swimming pool, devolved powers around management of the churchyard, a traffic warden, dog warden, PCSO (with funding in place to manage these); town centre management and improvement; water management both uphill and downhill, car parking.

ACTION: Town Clerk

2104E/09

Policies and Procedures

a. The Council considered actions required around the activation of the Emergency Plan and the Covid-19 Community Response Team in March 2020. It was considered that the Response Team becomes a Town Response Committee to be retained to assist people within the town.

RESOLUTION: That a review is carried out in mid-May, the next stage of the roadmap out of the national restrictions and volunteers are asked their views on the reclassification of the group and if they are happy to continue volunteering.

ACTION: Cllr Cooper

b. The Council reviewed the Town Council Action Plan.

RESOLUTION: That the Action Plan is approved without amendment.

ACTION: Town Clerk

c. The Council reviewed Policy 08: Member Development Policy, last approved January 2020.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

d. The Council received information on the latest position regarding remote Council meetings and agreed any actions in relation to any required scheme of delegation to permit decisions to be enacted and the continuation of Council work/business.

The Clerk referred to the report provided on the position that the government were not looking to extend the regulations currently in place to allow local authorities to hold meetings remotely. The legal challenge by Lawyers in Local Government, Association of Democratic Officers and Hertfordshire County Council heard in the High Court was dismissed at 4pm this afternoon. This means that currently from midnight on May 6th remote meetings for local councils become illegal. Guidance on meeting in physical spaces after May 17th remains in draft and without detail, however is likely to be limited in numbers able to meet indoors, will require social distancing, the wearing of face coverings and staggered arrival and leaving times. The Annual Meeting of the Council is required to be held in May. Members of the public are entitled and welcome to attend meetings of the Council which makes the numbers potentially attending meetings uncertain. It was noted that the availability of meeting spaces large enough was limited, and the meeting schedule could struggle to keep to specified dates and times for meetings. The Clerk recommended that the Annual Meeting of the Council is brought forward to May 6th and held remotely, the earliest a meeting can now be legally called with required three clear days' notice (taking into account the May Day Bank Holiday) and the last day that a meeting can be legally held remotely. The Clerk further recommended that the next (physical) Full Council meeting following this is scheduled for June 23rd and that Committee meetings are suspended until July, or held late in June. The Clerk finished by suggesting the Council consider a scheme of delegation similar to that adopted in March 2020 to enable urgent decision making to continue around matters such as planning and finance and to prevent interruption to the continuation of Council work/business.

RESOLUTION: That the Annual Council Meeting is held remotely on May 6th.

ACTION: Town Clerk

RESOLUTION: That Committee meetings are suspended until the second Monday in July.

ACTION: Town Clerk

RESOLUTION: That the Devolved Powers agreed in March 2020 (2003E2/04 refers) are put into place to deal with urgent matters and other business is deferred to June 23rd.

ACTION: Town Clerk

Recorded Vote: For: Cllrs Frankish; Cooper; Garritt; Gunn; Kofoed and Startin. Against: Cllr Fox.

2104E/10

Open Spaces

- a. The Council received the monthly play park inspection report from Cllr Fox for signature, noting concerns over the amount of litter when the inspection was carried out including near to the litter bins and that the bins were not even half full. Works noted on the inspection as required were confirmed as carried out. The Council thanked Cllr Fox for her report and organising the repair works required.
- b. The Council received updates regarding grounds maintenance works and open spaces. The Clerk reported on the improved focus and reporting from the two teams following the splitting of the planting and grass cutting schedules, examples given were reports of damage to bins at the play area, edging around the War Memorial railings and planting beds at Woodpecker Way. The Clerk also noted the request from the Devolved Highway Verges contractors for details of specific areas where clearance of overgrowth is required and appealed to Councillors for information on any areas they are aware of.

RESOLUTION: That the contractors are made aware of North Cliff Road, South Cliff Road, King Edward Street and Station Road as areas which need clearance of overgrowth.

ACTION: Town Clerk

2104E/11

Grove Street Cemetery

The Council received an update on the works to the central path at the cemetery noting a 24hr delay on the reopening of the cemetery due to machinery failures on the first day and complexities around the clearance of the original concrete edging outside of the contractors control. The majority of residents were understanding about these issues faced. The Clerk noted thanks to Cllr Cooper for the reinstatement of the pebble areas at the foot of the cemetery tap stands to protect them from grass trimmers. Cllr Cooper noted the compliments received from residents visiting the cemetery to tend graves on the good state of upkeep at the cemetery. Concerns were expressed by Cllr Frankish and Cllr Startin about weed killer applications and the dumping of garden waste along the north side of the cemetery edge.

RESOLUTION: That compliments received are passed on to the contractors. ACTION: Town Clerk
RESOLUTION: That the contractors are asked to spring rake the sand at the edge of the newly laid central footpath to encourage the grass to grow back more quickly. ACTION: Town Clerk

2104E/12

Allotments

The Council received an update on progress at the allotment site from Cllr Startin. Cllr Startin confirmed he continues to seek quotations for weed suppressant membrane.

2104E/13

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

a. The Clerk noted correspondence received after the Agenda was published; PA/2020/492; Decision notice for PA/2021/151; Decision notice for PA/2021/222 and PA/2021/774. PA/2020/492 to be included on the Agenda for May 6th and PA/2021/774 is an application under permitted development and is therefore for information only.

Correspondence for Discussion

b. Community Renewal Fund – Kirton in Lindsey Library and Youth Centre – Cllr Frankish reported that NLC had asked her if an application would be made to the Fund which is government funding for community renewal following the pandemic, and NLC suggested they were keen to see the Town Council take on the responsibilities for the library/youth centre building. Cllr Frankish requested support from the Council for the concept of a Kirton Community Collective to take over the building but also include within a collective the town sports facilities, Town Hall, Church Hall, Fire Station (ref the meeting space) under a Community Leader and Development Worker in paid positions funded by this application. This would enable the Council to provide for the youth of the town and the younger families within this growing community with a community site and services which the town need. It would be clear in any application that this would only be viable for the Town Council if enough money was available to pay the staff to run it. Cllr Garritt noted this was in line with post-Covid concepts of reducing unnecessary travelling and self-sufficiency as well as the opportunity to keep these facilities which are important and needed within the town. Cllr Startin noted that it would be important to have sight of the running and maintenance costs for the library/youth centre building over the previous five years due to the age of the building and that the Outer School building at the Primary School should also be included in the proposed scheme. The Council agreed that this scheme could only be viable if it did not bring more work to the Town Clerk.

RESOLUTION: That the Council supports the concept of the scheme. ACTION: Cllr Frankish

c. Dropped kerbs – Cllr Fox noted complaints about parking across dropped kerbs and that she was in touch with Harry Metcalfe at NLC who was keen to discuss the issues around parking enforcement. The Council discussed patrols and the painting of lines on the road or of the kerb stones and the placing of signage to highlight to and educate drivers on this matter. Enforcement could then follow from a period of education. Cllr Garritt noted that it was further evidence that more parking spaces in the town are required.

The Council suspended Standing Orders to allow Cllr Foster to join the discussion. Cllr Foster noted the problem was the same across North Lincolnshire and that any enforcement would need to be ongoing and not a brief period. He noted that there are white lines painted at dropped kerbs in Messingham as reminders to drivers to leave dropped kerbs clear.

d. Flooding Action Group – receipt of responses to group from NLC were noted as received.

e. Gleadells Mill clearance request - the Clerk noted the request from a resident that the Town Council clear the site

Signed:

Dated:

of fly tipping as no one else was dealing with it. The Council considered the clearance and responsibilities around the clearance of the fly tipping. It was noted that clearance of private land could be considered intrusion and that it remains the responsibility of the landowner. Identification of the landowner was discussed.

RESOLUTION: That a Land Registry search is carried out to identify the owner of the land.

ACTION: Cllr Kofoed

f. Housing Needs Assessment response - NLC – the Clerk reported the response “The council were going undertake an updated housing needs survey last years however this has been delayed due Covid. As part of the Local Plan preparation the council are drafting a revised affordable housing policy that will consider rural exception sites with local connection criteria.” The Council noted this was only a review of affordable housing and so would not provide full coverage. The Council discussed keeping track of this work by NLC.

g. Litter bin and dog waste bin provisions - NLC update – the Clerk reported the information from NLC that there were delays in the review of provisions and noted that a number of requests remained outstanding for Kirton in Lindsey but that they awaited movement from NLC to resolve.

h. Independent Brigg Line Rail Group – request to NLC for railway station signage – the Clerk noted the request the group had submitted to NLC for signage along Station Road. The Council noted support of this request.

i. Lowland Search and Rescue – donation request – The Council noted the receipt of the request.

RESOLUTION: That the requested donation of the £10 is provided to Lincolnshire Lowland Search and Rescue.

ACTION: Town Clerk

Recorded Vote: For: Cllrs Frankish; Cooper; Garritt; Gunn; Kofoed and Startin. Against: Cllr Fox.

j. South Cliff Road – overhanging trees and uneven footpath concerns – Cllr Gunn – The Council noted the response received from NLC on the reporting of these concerns by the Town Clerk.

k. ERNLLCA – Training Programme – The Clerk noted the dates released for some of the training programme and requested to attend training for social media, building a two-way conversation with your community (at £30 + VAT each) and Communications Strategy (free). Councillors to respond to the Clerk with their interests in any of the available training sessions.

RESOLUTION: That the Clerk is approved to attend the requested training sessions.

ACTION: Town Clerk

Recorded Vote: For: Cllrs Frankish; Cooper; Fox; Garritt; Kofoed and Startin. Against: Cllr Gunn.

l. VANL – Invitation to Extraordinary General Meeting 5th May via Microsoft Teams

RESOLUTION: That Cllr Frankish attends to represent Kirton in Lindsey Town Council.

ACTION: Town Clerk/Cllr Frankish

m. Clerk’s Annual Leave – notification and procedure requirements.

The Clerk noted annual leave dates in May and suggested that the previously used process is adopted with a contact number left on ‘out of office’ emails and answer phones for emergencies while the Clerk is on leave.

RESOLUTION: That contact details for Cllr Frankish are provided in cases of urgent matters for members of the public.

ACTION: Town Clerk

2104E/14 Agenda for next and future meetings

- No items requested at this time.

2104E/15 Date of next Meeting and Agenda Deadline

The Council confirmed the date and time of the Annual Town Council Meeting to be, subject to any changes in circumstances, Thursday 6th May 2021. Agenda to be published tomorrow, 29th April. Cllr Gunn to confirm, as soon as possible, availability for 6:30pm or 7pm to allow the Agenda to be published.

The meeting closed at 9:15pm

<u>Present:</u>	Cllr Pat Frankish Cllr Kathy Cooper Cllr Hazel Fox Cllr David Garritt Cllr Karen Gunn Cllr Joy Kofoed Cllr Jack Startin
<u>Apologies:</u>	Cllr Billy Boyd Cllr Ian Lawrence

Signed:

Dated: