



**Minutes of the Meeting of Kirton in Lindsey Town Council held on Wednesday 28<sup>th</sup> March 2018 at the Town Hall, High Street, Kirton in Lindsey at 7.00pm.**

Members present: Cllr Kathy Cooper (Chair), Cllr Billy Boyd, Cllr Geoff Cossey, Cllr Maggie Davies, Cllr Pat Frankish, Cllr Paul Kelly, Cllr Tony Kidder, Cllr Sam Layzell (part) and Cllr Jack Startin

Also Present: 11 members of the public and Town Clerk: Neil Taylor-Matson

Prior to the meeting, prayers were led by Cllr Pat Frankish

**Public Participation:**

**Nicolein Lawson addressed the Council with a petition from residents of the Windmill Plantation asking the Town Council to support them with the provision of grit bins on the estate after approaching the builders, Truelove Property and North Lincolnshire Council who have both refused to help. The recent adverse weather had made it practically impossible to get on or off the estate. The petition was signed by 126 people from 109 properties on the estate and 7 further residents of the estate attended in support of the petition.**

**MINUTES**

- 1803/01 Apologies for Absence  
Apologies for absence were received from Cllr David Garritt, Cllr Andrew Kofoed and Cllr Joy Kofoed.
- 1803/02 Declaration of Interests / Dispensations  
a. Cllr Frankish and Cllr Kelly declared personal interests in 1803/04.  
b. No dispensations were sought or granted.
- 1803/03 Minutes of Previous Meetings  
a. The Council considered the minutes of the Full Council Meeting held on 28<sup>th</sup> February 2018  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council considered the minutes of the Extraordinary Full Council Meeting held on 28<sup>th</sup> February 2018  
**RESOLUTION: That the minutes were duly approved and signed.**  
c. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 12/03/2018.  
d. The Council received the draft minutes of the Finance, General Purpose and Planning Committee Meeting held 12/03/2018.  
e. The Council received the draft minutes of the Community Emergency Plan Committee Meeting held 19/03/2018.
- 1803/04 Town Council Office Lease  
a. The Council considered that the meeting be temporarily suspended to conduct the signing of the Town Council Office lease with the Town Hall Trustees.  
**RESOLUTION: The meeting was suspended.**  
Cllr S Layzell enters the meeting.  
**RESOLUTION: The Town Hall Office lease was signed by Mayor, Cllr Kathy Cooper, Mary Hollingsworth, Town Hall Trustee and independently witnessed by Nicolien Lawson.**  
b. The Council considered any actions arising from the signing of the lease.  
**RESOLUTION: It was noted the lease would be sent for sealing with the Town Hall Solicitors and Standing Orders were reinstated.**
- 1803/05 Report from Ward / North Lincs. Councillors  
No Ward Councillors were present and no report was received.
- 1803/06 Mayor's & Delegate's Report (for information only unless specified)  
The Council received reports from the Mayor and Councillors attending meetings on behalf of the Council:

Signed:

Dated:

- Chair's Report/Civic Events – Cllr Kathy Cooper reported that it had been a quiet month for Civic duties, but a busy one for meetings. Cllr Cooper further informed the Council that she had taken the difficult decision to cancel the Civic Dinner planned for Friday 13<sup>th</sup> April due to moving the event from February to April proving to be a mistake and a low appetite for attending due to three other civic events arranged in the area in April. Refunds to those who paid for tickets will be issued as soon as possible.  
**ACTION: Town Clerk**
- Cllr Jack Startin reported that he had attended the Town and Parish Council Liaison Meeting on the 8<sup>th</sup> February and that this had included a presentation by Senior Officers of NLC on their vision and ambition for North Lincolnshire to be a Safe, Well, Prosperous and Well Connected Place to Live. This is to become a 'golden thread' through the work of NLC. This meeting had also included discussion about the support grant and the conditions attached which clearly caused disquiet amongst those Town and Parish Cllrs present, and resulted in clarification of the conditions, softening the original stance, issued on 13<sup>th</sup> February. It was noted that the next Liaison Meeting is on 25/04/2018 which clashes with Kirton in Lindsey Town Council meetings.
- Cllr Startin also attended a Humberside Emergency Planning Meeting where offers of attending meetings and Community Emergency Planning sessions were made, including assistance in running table top exercises. The main points of the meeting were that plans should be fit for purpose, regularly reviewed and ensure that the location can be self-sufficient for 48 hours. The contact details for Vicky Etherington were provided to the Clerk.  
**ACTION: Town Clerk**
- Cllr Startin reported attending a presentation on Transport for the North. This mostly covered east/west traffic and Kirton in Lindsey was on the southern edge of the scope of the work. This related to a consultation first published in January, but the presentation was poorly attended and appeared to have been poorly promoted. A request was made that the south needs to be looked at in the same way the east/west has been. The consultation of the 98 page document ends on 17/04/2018 and is of interest to the Town Council due to concern over issues with freight travelling through the town. It was requested that this be placed as an Agenda item for the FGP&P meeting scheduled for 09/04/2018.  
**ACTION: Town Clerk**
- Cllr Frankish reported that she had attended the NATS meeting and received information about the new 'mycommunityalert' scheme launched by Humberside Police. A poster was provided to the Clerk for display. **ACTION: Town Clerk**
- Cllr Frankish also reported that discussions at the meeting including permission given to quarries along Gainsthorpe Road for expansion and that this would impact on Kirton in Lindsey as the increased traffic is not permitted to travel through Scawby. It was noted that Kirton was not involved in any consultation about this. It was agreed that this issue should be linked into the Transport for the North consultation and that research should be carried out into the restrictions Scawby has put into place. It was also requested that consideration around providing a response to NLC about this is placed on the next meeting Agenda.  
**ACTION: Town Clerk**
- Cllr Frankish noted that the positive news coming out of the NATS meeting was that an extra police inspector and beat officer were in place and offering more coverage for the town and the crime figures for the area are down. NLC wanted to make residents aware that the schedule for bin collections is still under revision to ensure that the routes are most efficient and so changes to collection days may still occur. HGVs within the Market Place were also still under review with NLC.

Cllr Cossey proposed moving Agenda item 1803/15 (s) to the next item to save the members of the public waiting any longer. The Council agreed to move the Agenda item.

- 1803/15 s. Enquiry from residents to present a petition to the Town Council for the provision of salt bins on the Windmill Plantation.  
The Council discussed the request from the residents of the Windmill Plantation and agreed to purchase four grit bins for the estate at around £190 per bin.  
**RESOLUTION: That Truelove Property are contacted to check that they have no objections to the buying and placing the four grit bins.**  
**ACTION: Town Clerk**  
**RESOLUTION: That residents are consulted on the best positions for the bins.**

Signed:

Dated:

**ACTION: Town Clerk****RESOLUTION: That NLC are informed about their placement in order that they are filled as required.****ACTION: Town Clerk**

1803/07

Kirton Regeneration Group

The Council received an update from the Kirton Regeneration Group Meeting held 15/03/2018 and considered actions raised at the meeting or required;

The main points considered at the meeting were noted as;

- Provision of a mini roundabout at the North Cliff/South Cliff/Redbourne Mere/King Edward Street cross roads
- One way system around the Market Place – this will be featured in Kirton First, on the website and in noticeboards for public consultation
- Ings Road as a designated Quiet Lane / 20 is Plenty campaign – also to go in Kirton First  
**ACTION: Cllr Cossey to source pictorial evidence of working Quiet Lanes from examples put in place in the South of the country.**
- Library car park – a Free Car Park sign to be put in place and parking bays marked out by NLC
- One Stop lorry deliveries – NLC still looking into reducing the size of the lorries making deliveries.
- Snow Warden update – NLC to carry out a lessons learned exercise, reissue and promote policy.
- Doctors surgery – consideration around a new surgery building due to lack of space to expand the current provision enough to cope with the potential increased demand.

a. The Council considered reporting protocols between the Town Council and the Kirton Regeneration Group.

**RESOLUTION: That the actions of the meeting are circulated to all Councillors.****ACTION: Town Clerk****RESOLUTION: That the Kirton Regeneration Group remains a standing item for discussion on the Agenda.****ACTION: Town Clerk****RESOLUTION: That the Kirton Regeneration Group is held to account by the Council and that both appointments to the Group and remit of the Group are reviewed at the Annual Meeting of the Town Council.****ACTION: Town Clerk**

b. The Council considered the following Actions from the Kirton Regeneration Group Meeting;

i. Call for the reporting of pot holes

**RESOLUTION: That pot holes are reported to the Clerk and that Cllr Cossey carries out a survey of pot holes throughout the town providing photographs to the Clerk for reporting to NLC.****ACTION: Town Clerk/Cllr Cossey/Cllrs**

ii. Proposal for a mini-roundabout at North Cliff Road / South Cliff Road / Redbourne Mere / King Edward Street - that KLTC consider a public consultation with residents at their next meeting and collate responses for the Regeneration Group in order to feedback to NLC.

**RESOLUTION: That the public should be consulted and that using Kirton First, Noticeboards and the website to do so would be beneficial.****ACTION: Town Clerk**

1803/08

Town Council Committees

a. The Council discussed the appointment of non-Councillors as members the Promoting Kirton Committee and agreed any actions required.

**RESOLUTION: That non-Councillors would be invited to join the Promoting Kirton Committee under Section 4 (b) Standing Orders of this Council.****ACTION: Town Clerk**

b. The Council agreed the members of the Community Emergency Team to be named on the Community Emergency Plan.

**RESOLUTION: That the members named on the Community Emergency Plan remain the same.**

Signed:

Dated:

- 1803/09 Town Council Charities  
The Council considered any actions arising from meetings of the Town Council Charities and agreed any actions required.  
**RESOLUTION: That the funding required from the actions of the meetings of the Town Council Charities be provided to allow works to the chain link fencing and play area on the Green.**  
**ACTION: Town Clerk**
- 1803/10 Town Council Policies  
a. The Council considered the adoption of the Kirton in Lindsey Town Council Reserves Policy.  
**RESOLUTION: That the policy be adopted.** **ACTION: Town Clerk**  
b. The Council considered the Cemetery Risk Assessment  
**RESOLUTION: That the risk assessment be approved and adopted.**  
**ACTION: Town Clerk**  
**RESOLUTION: That the trees on the right hand side outside the cemetery are reported to NLC as dangerous.**  
**ACTION: Town Clerk**  
c. The Council considered the Play Area Risk Assessment  
**RESOLUTION: That the risk assessment be approved and adopted.**  
**ACTION: Town Clerk**  
d. The Council considered the review of policies and procedures prior to the Annual Meeting of the Town Council in May.  
**RESOLUTION: That any amendments requested are provided to the Clerk for inclusion as an Agenda item for the April meeting.**  
**ACTION: Town Councillors**
- 1803/11 Grove Street Cemetery  
The Council received quotations for the cement base works required for the replacement for the shed at the cemetery and agreed any action required.  
**RESOLUTION: That the quotation from S Glover is accepted including the optional steel reinforcement.**  
**ACTION: Town Clerk**
- 1803/12 The Centenary of the End of the First World War  
The Council considered the formation of a committee in liaison with the Royal British Legion to establish an event for 11<sup>th</sup> November 2018 and the funds available to do so.  
**RESOLUTION: That Cllr A Kofoed is asked to liaise with the Royal British Legion and take the proposal forward.**  
**ACTION: Town Clerk to inform Cllr A Kofoed**
- 1803/13 Grounds Maintenance Contract  
a. The Council received the costings for the planting of replacement trees in the cemetery and agreed any actions required.  
**RESOLUTION: That the Burley's quotation for three 100-120cm mountain ash whips is accepted at £48.12**  
**ACTION: Town Clerk**  
**RESOLUTION: That the Clerk sources protection for the whips.**  
**ACTION: Town Clerk**  
b. The Council discussed the tenders received for the 2018/2019 grounds maintenance contract and agreed any actions required.  
**RESOLUTION: That the Clerk explores the current contract with Burleys and liaises with Alexander Hubbard Ltd**  
**ACTION: Town Clerk**  
**RESOLUTION: That weeding around the planters in the Market Place is added to the schedule of works.**  
**ACTION: Town Clerk**
- 1803/14 Written motion proposed by Cllr Startin – Councillor Attendance at Meetings  
“That, in the interests of openness and transparency, this Council publishes as part of the agenda of its Annual Meeting, and then afterwards on it's website, the number of full council

meetings that each councillor (being listed by name) has attended in the previous 12 months, and that this be done every year.”

**RESOLUTION: That a register of attendance is created and presented at the Annual Meeting.**

**ACTION: Town Clerk**

1803/15

Correspondence for Information

The Council received an update from the Town Clerk.

- a. Tasks and Actions matrix – to be forwarded to all Councillors **ACTION: Town Clerk**
- b. Condition and roads of paths within the town
- c. Enquiry from resident about any planning conditions imposed on One Stop over deliveries
- d. Enquiry from resident about condition of Grove Street and Ings Road

**RESOLUTION: To write to Ongo to emphasise the danger and detriment to the town of the collapsed section of wall.**

**ACTION: Town Clerk**

- e. Annual Return for the War Memorial charity completed
- f. VANL March Newsletter

**RESOLUTION: Cllr Cooper and Cllr Startin requested copies.**

**ACTION: Town Clerk**

- g. Reports from residents about damage at the play park on the Green
- h. Enquiry from Winterton Town Council about the Parish Paths Partnership
- i. Notices from npower and Wave regarding the electricity and water balances for South Cliff Rd
- j. Confirmation from Came & Company that insurance cover is increased and no pro rata additional premium is due until the next renewal in June.
- k. Receipt of notice to place in flower beds ‘Purple4Polio’
- l. Notification from HMRC that the Town Council are £2,624.59 in credit with PAYE
- m. Responses from the Public Transport Survey.

**RESOLUTION: To write to Nic Dakin requesting that he continues to campaign to improve bus services for the town.**

**ACTION: Town Clerk**

- It was additionally noted by Cllr Kelly that the enhanced 94 bus service has now been signed off by the Cabinet Member and so this service may begin in the coming months.
- n. Update re Parish Paths Partnership
- o. Correspondence with Burley’s regarding recompense agreed in October 2017.
- p. Cancellation of SLCC courses due to clashes with the Council meetings in April.

Correspondence for Discussion

q. Age UK Lindsey donation request

**RESOLUTION: That the Council politely declines the request and explains that donations are already made to a number of local groups and organisations on an annual basis.**

**ACTION: Town Clerk**

r. Station Road Co-Op – enquiries from residents and responses from Co-Op and Ongo

**RESOLUTION: That the Council awaits further correspondence from Co-Op and Ongo.**

t. Enquiry from resident proposing the setting up of a Community Fridge scheme

**RESOLUTION: That the resident is informed that the Town Council are not currently in a position to support this scheme but suggest that he liaises with other organisations within the town.**

**ACTION: Town Clerk**

u. Ethical Standards Review

**RESOLUTION: That this item is placed on the Full Council Agenda for April as a main Agenda item for discussion.**

**ACTION: Town Clerk**

v. Correspondence from North Lincolnshire Council regarding the Local Authority Support Grant for 2018/19

**RESOLUTION: That a booking is made for Cllr Frankish to attend at 5pm on 09/04/2018, to discuss in particular the transfer of community level services.**

**ACTION: Town Clerk**

w. No 1 Air Control Centre parade – May 2018. It was noted that the date has changed to 25/05/2018 and the potential route is under discussion/approval.

x. To confirm current contact details of all Councillors

**RESOLUTION: That all contact details would be provided as soon as possible.**

1803/16

Planning

a. The Council considered requesting a meeting with the agents of the owners of the former MOD land where outline planning permission has been granted for residential development in order to engage over the plans and discuss the preferred property mix and needs of the town.

**RESOLUTION: That the Council make contact with the Agents to request a dialogue.**

**ACTION: Town Clerk**

b. The Council considered the following Planning Application:

(i) Number: PA/2018/496

Proposal: Application for determination of the requirement for prior approval for a proposed change of use of Agricultural Building to a Dwellinghouse (Class 3)

Site: The Elms, 33 Moat House Road, Kirton in Lindsey, DN21 4DD

Applicant: Mr & Mrs John Marshall

**RESOLUTION: That the Clerk submit 'No Objections' to this planning application.**

**ACTION: Town Clerk**

c. The Council received the following decisions by North Lincolnshire Council:

(i) PA/2017/1962 – Full planning permission to retain two roof lights at 3 Lane End, Kirton in Lindsey

(ii) PA/2018/20 – Full planning permission to retain double garage to northern boundary of new dwelling to the rear of 4 Dunstan Hill at 4 Dunstan Hill Kirton in Lindsey

(iii) PA/2018/151 – Listed building consent to remove internal walls at The Long Room, Cornwall Street, Kirton in Lindsey

d. The Council received notification of the withdrawal of the following planning application:

PA/2017/1242 – Planning permission for a storage lagoon (re submission of PA/2017/727)

– Land to the East of B1400 From B1398 to B1205, Kirton in Lindsey.

1803/17

Finance

a. The Council received an update on the Precept for 2018/19 to explain the reduction in the precept for the next financial year following the Resolution made at the January 2018 Meeting - 1801/19 (e).

b. The Council considered ICO registration at a cost of £35

**RESOLUTION: That the Town Council Register with the ICO at a cost of £35.**

**ACTION: Town Clerk**

c. The Council considered CPRE membership at a cost of £36 and Best Kept Village entry at £25  
**RESOLUTION: That CPRE membership and Best Kept Village entry are purchased at costs of £36 and £25.**

**ACTION: Town Clerk**

d. The Council discussed attendance costs for the ERNLLCA Councillor's Financial Responsibilities Course on 24<sup>th</sup> April 7-9pm at £37.50 per person.

**RESOLUTION: That three places are purchased for Cllr Frankish, Cllr Davies and the Town Clerk at £112.50)**

**ACTION: Town Clerk**

e. The Council received the NLC Rate Demand for Grove Street Cemetery.

**RESOLUTION: The Council noted the rate demand for £407.51 and approved payment.**

**ACTION: Town Clerk**

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

g. The Council approved accounts for payment.

**RESOLUTION: That the accounts be duly paid.**

**ACTION: Town Clerk**

h. The Council received the Finance Report and Bank Reconciliation.

i. The Council considered the Grant funding application received from Kirton In Lindsey In Bloom.

Cllr Frankish, Cllr Cooper, Cllr Davies and Cllr Cossey declared a personal interest. Cllr Startin was nominated to Chair the Agenda item.

**RESOLUTION: That Grant Funding of £2,000 for 2018/19 was approved.**

**ACTION: Town Clerk**

Signed:

Dated:

j. The Council considered the Grant funding application received from Kirton Lindsey Junior Football Club.

**RESOLUTION: That Grant Funding of £2,000 for 2018/19 was approved.**

**ACTION: Town Clerk**

k. The Council discussed the Clerk's mobile and agreed actions required.

**RESOLUTION: That the new mobile contract is agreed at a cost of £27.00 per month and the transfer is initiated with £120.99 to be paid to cease the current contract.**

**ACTION: Town Clerk**

1803/18

Agenda for next and future meetings

The Council noted that cheques and letters needed to be prepared for the Annual Town Meeting.

**ACTION: Town Clerk**

The Council noted that the provision of a Wellbeing Hub for Kirton in Lindsey should be on the Agenda for the next meeting.

**ACTION: Town Clerk**

1803/19

Date of next Meeting

a. The Council confirmed the date and time of the Annual Town Meeting as Wednesday 25<sup>th</sup> April at 6pm.

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

**Wednesday 25<sup>th</sup> April 2018 immediately following the Annual Town Meeting**

**in the Town Hall, High Street, Kirton in Lindsey**

1803/20

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.**

1803/21

2018 Civic Award

The Council considered nominations for the 2018/19 Civic Award, the nominees being:

- Cheryl Morton and David O'Brien
- Samantha and David Windows
- Peter 'Stan' Stamford
- Carol Jacobi
- Cath Delsignore
- Kevin Holt
- Tony Bartlett
- Dave Capell

**RESOLUTION: The recipient of the 2018 Civic Award was chosen and will be duly notified and presented with the Civic Award prize.**