



**Minutes of the Meeting of Kirton in Lindsey Town Council held on Wednesday 27<sup>th</sup> June 2018 at the Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Joy Kofoed (Chair), Cllr Kathy Cooper, Cllr Geoff Cossey, Cllr Maggie Davies, Cllr Pat Frankish, Cllr David Garritt, Cllr Tony Kidder and Cllr Jack Startin

Also Present: 1 members of the public (part); Town Clerk: Neil Taylor-Matson

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

**Public Participation:**

No matters were raised.

**MINUTES**

- 1806/01 Apologies for Absence  
Apologies for absence were received from Cllr Billy Boyd, Cllr Paul Kelly, Cllr Andrew Kofoed, Cllr Karen Gunn and Ward Councillor Trevor Foster.
- 1806/02 Declaration of Interests / Dispensations  
a. No declarations of interests were made.  
b. No dispensations were sought or granted.  
c. Councillors confirmed completion of the annual review of their declarations of interest.
- 1806/03 Minutes of Previous Meetings  
a. The Council considered the minutes of the Full Council Meeting held on 23<sup>rd</sup> May 2018. It was noted that wording amendments raised by Cllr Startin at 1805/21 (f) and 1805/21 (j) had been included in the final draft for approval.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received draft minutes of the Meeting of the Trustees of the Green and the Market Place Charity held on 23<sup>rd</sup> May 2018.  
c. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 25<sup>th</sup> June 2018.  
d. The Council received the draft minutes of the General Purpose Committee Meeting held 25<sup>th</sup> June 2018.
- 1806/04 Report from Ward / North Lincs. Councillors  
No Ward Councillors were present and no report was received.
- 1806/05 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:
- Chair's Report/Civic Events – Cllr Joy Kofoed reported attendance at the Flying The Flag for Armed Forces event on 18/06/2018, the Armed Forces Day on 24/06/2018 and the West Lindsey District Council event at the Lincolnshire Show on 20/06/2018. It was proposed that the Clerk attends next year's Lincolnshire Show as an educational and networking exercise to make contact with local Lincolnshire companies.  
**RESOLUTION: That the Council covers the cost of a ticket to the Lincolnshire Show for the Clerk in 2019.**
  - Cllr Frankish reported attending the North Lincolnshire Town and Parish Council Meeting arranged by the Police and Crime Commissioner on 26/06/2018 and will submit a written report to Council shortly.
  - The Clerk noted the invitation to all members of the Town Council from Manton Parish to the unveiling ceremony of the memorial plaque from the Airfields of Britain Conservation Trust on 22/07/2018.
- 1806/06 Kirton Regeneration Group  
The Council received an update from the Kirton Regeneration Group and considered the following matters;

Signed:

Dated:

a. Residents meetings or questionnaires. The Clerk noted the suggestion that residents meetings or questionnaires are arranged between Regeneration Meetings in order to further involve residents in the issues and items discussed.

**RESOLUTION: That information and updates are already adequately provided via Kirton First and that Councillors are representatives of the residents and their attendance at Regeneration meetings is sufficient. It was also agreed that the Neighbourhood Plan meetings could also provide additional input from residents which can be fed through to the Regeneration Group.**

b. Library car park. The Clerk noted the concerns raised by the library staff about the capacity in the car park following the formal marking out of the parking bays. It was discussed that the solution to the concerns by North Lincolnshire Council (NLC) was not to install the planned Free Car Park signs.

**RESOLUTION: That it is fed back to the Regeneration Group that it is felt that signage is required to (a.) replace the current out of date signage and (b.) request that during library opening times priority is given to library users.**

**ACTION: Town Clerk**

c. Crossing to the Green and installation of barrier at Town Hall Passage. It was discussed that NLC consider it is not feasible to put a crossing in this location to the Green, but feel that once the mini roundabout is in place a more obvious crossing will be available nearer to the Queens Head. The path at the end of Town Hall Passage is to be looked at to check width and suitability for a barrier to be placed to discourage children running directly out into the road. Councillors raised concerns about how dark Town Hall Passage gets in the winter months.

**RESOLUTION: That it is fed back to the Regeneration Group that a solution for lighting down Town Hall Passage is required.**

**ACTION: Town Clerk**

d. One Way System. It was discussed that the feedback from residents received by the Town Council had been provided at the last Regeneration Group Meeting and that NLC had advised that they would provide the Town Council with responses received by them. The Clerk noted no details had been received from NLC. The Regeneration Group had provided an action that a resolution by the Town Council was required for the one way system to go ahead.

**RESOLUTION: That the one way system through the Market Place is put in place with the request that double yellow lines are placed at the narrow point outside the Lincolnshire Co-Op store.**

**ACTION: Town Clerk**

e. Town Gateway signs and Historic Market Town Sign. Councillors were updated that the new gateway signs were on order and NLC hoped to have them in place for the In Bloom judging in early July. The Historic Market Town sign for the A15 was still awaiting discussion and decision at the next Regeneration Meeting.

f. Quiet Lane. The Clerk provided information from both CPRE (Campaign to Protect Rural England) and East Riding of Yorkshire Council on Quiet Lanes to the Regeneration Group for NLC to consider, this will be looked at and discussed further at the next meeting.

g. Car Parking/MUGA land. NLC are still in discussions with Tighes about the land at Squatters. Cllr Kofoed has asked the Clerk to contact NLC about the areas noted from the Local Plan consultations for Kirton in Lindsey in order to assist with the Neighbourhood Plan work.

h. Grass maintenance. NLC have proposed that the Town Council take on the maintenance of all grassed areas in the town.

**RESOLUTION: That this idea is explored by obtaining full details and information of contractors from NLC, as well as contacting and visiting town and parish councils already taking on this work.**

**ACTION: Town Clerk**

i. Parish Paths Partnership. Dave Sanderson met with Cllr Frankish to report that the survey results of the public rights of way need discussion with the sub group as soon as possible, that a cut is urgently needed across the public rights of way and that the cost of this will be met by NLC. The Clerk has requested costings from the recognised contractors and is awaiting responses to be able to proceed. It was noted that NLC will produce a leaflet promoting the Kirton in Lindsey public rights of way.

**RESOLUTION: A meeting of the sub group will be arranged early next week when the members are available.**

**ACTION: Town Clerk**

j. Public transport. NLC agreed to provide copies of promotional material for the new 94 service which have been received and are on display in local businesses.

k. Cemetery capacity. The Clerk was asked to research the records for the previous five years in order to establish demand. With Cllr Startin it was established that with the current population there is roughly 36 years capacity at the cemetery, and with an increase in 50% of population

the capacity would reduce to roughly 18 years.

**RESOLUTION: *That going forward the capacity at the cemetery is reviewed annually as part of the Annual Meeting of the Council.*** ACTION: Town Clerk

1806/07

Neighbourhood Plan

Cllr Frankish provided an update that following the piece in the latest edition of Kirton First seven or eight volunteers had come forward and there are to be two Councillors within the group. Cllr Frankish suggested she would attend but not as a Councillor and that administration support would be provided by Dave Lofts and the NLC team. It was also discussed that NLC will have a stand at the Summer Gala to encourage further interest.

**RESOLUTION: *That Cllr David Garritt and Cllr Jack Startin represent the Town Council within the Neighbourhood Plan group.*** ACTION: Cllrs Garritt/Startin

1806/08

Deputy Mayor's Pendant

The Council considered quotations received for replacing the ribbon with a chain.

**RESOLUTION: *That further competitive quotations are sought.***

ACTION: Town Clerk

1806/09

Grounds Maintenance Contract

The Council received an update on the meeting with contractors 31/05/2018. The contractors had agreed to meet with Councillors on 27/06/2018 to discuss the current planting in the flowerbeds and agree actions required. The work was concentrated at the War Memorial garden and Richdale Avenue flowerbeds, with an agreement to meeting again in September to discuss the perennials. The Councillors asked the contractors if they would prefer the required planting density to be specified in the contract however they said they would prefer to discuss.

**RESOLUTION: *That a meeting is confirmed with the contractors in September.***

ACTION: Town Clerk

**RESOLUTION: *That the litter bin offered by the contractors is accepted.***

ACTION: Town Clerk

1806/10

The Green

a. The Council discussed the play area inspections. Cllr Davies reported back from the play park inspection for June and noted some areas of concern for action.

**RESOLUTION: *That contractors are asked to return to resolve issues with the grass matting.***

ACTION: Town Clerk

**RESOLUTION: *That contractors are sought for general maintenance issues in the play park.***

ACTION: Town Clerk

**RESOLUTION: *That Cllr Davies carries out weekly play park inspections and these are reported back to Full Council as a standing item on the agenda.***

ACTION: Cllr Davies/Town Clerk

b. The Council noted the recent damaged caused at the play area and the Green.

**RESOLUTION: *That the damaged No Parking sign is not replaced and the associated post is removed with the remaining sign left in position.***

ACTION: Town Clerk

1806/11

The Centenary of the End of the First World War

The Council received updates about plans for centenary events in November. It was noted that Cllr A Kofoed is linking in with the Royal British Legion and the Clerk is meeting with Rev Kath Darby on 29/06/2018.

**RESOLUTION: *That grant funding for 'There But Not There' silhouettes is not sought.***

**RESOLUTION: *That WWI Centenary Celebration Grant from NLC Community Grants is sought for contribution to the costs of the purchase and installation of the oak tree and tree guard on the Green.***

ACTION: Town Clerk

1806/12

Standing Orders

The Council received the updates from ERNLLCA regarding Standing Orders queries. The Clerk noted that further information is still required and awaited due to annual leave at ERNLLCA.

**RESOLUTION: *Clerk to provide further updates when they are available.***

ACTION: Town Clerk

- 1806/13 Sickness Absence Policy  
The Council received and considered the adoption of the Sickness Absence Policy drafted by the Chair of the Personnel and Disciplinary Committee. In his absence, the Council wished to thank Cllr Kelly for his work in producing an excellent policy document.  
**RESOLUTION: *That the Sickness Absence Policy is approved and adopted.***  
**ACTION: Town Clerk**
- 1806/14 Town Clerk  
The Council discussed the workload and hours of the Town Clerk. The Clerk gave a brief overview of hours worked.  
**RESOLUTION: *That the Clerk discusses workload issues and any potential need for the provision of flexible additional hours on a temporary basis with the Chair of the Personnel and Disciplinary Committee and at the next meeting of that Committee.***  
**ACTION: Town Clerk**
- 1806/15 NALC CIL Survey  
The Council discussed the Community Infrastructure Levy survey created by Pannal and Burn Bridge Parish Council and forwarded by the National Association of Local Councils.  
**RESOLUTION: *That the responses provided for the 10 questions be submitted prior to the deadline of 29/06/2018 on behalf of the Town Council.***  
**ACTION: Town Clerk**
- 1806/16 Town Clerk's Report / Correspondence for Information and Discussion  
The Council received an update from the Town Clerk.  
Correspondence for Information  
a. ERNLLCA Newsletter May 2018 – noted.  
b. Nic Dakin e-newsletter June 2018 – noted.  
c. In Bloom Form of Indemnity for painting the library car park railings – noted.  
d. Your favourite cycling route competition – Yorkshire and Humber Region – noted.  
e. ROSPA – Play Area Inspection – noted as planned for August 2018.  
f. Defibrillators update – noted that both Fairgardens and KLASSIC had expressed interest in the installation of defibrillators on site and that NLC had been approached, awaiting response.  
g. Correspondence from KLASSIC – Confirming that attendance by Councillors at KLASSIC meetings is not a requirement but that they are welcome to attend. KLASSIC gave thanks for the provision of their budgeted grant at the Annual Town Meeting.  
h. Letter of thanks – Kirton First – thanks for the provision of the budgeted grant noted.  
i. Letter of thanks – In Bloom – thanks for the provision of the budgeted grant noted.  
j. ERNLLCA – Ledbury Judgement – legal judgement noted  
**RESOLUTION: *Distribute to all Councillors.*** **ACTION: Town Clerk**  
k. Church clock repairs notification – noted.  
l. Poors Close and Torksey charity letter to HSBC – noted and signed by Cllr Frankish and the Clerk.  
Correspondence for Discussion  
m. Allotments land and s106 agreement with regard to PA/2017/1199  
The Council discussed the provision of allotment land as part of the s106 agreement relating to PA/2017/1199.  
**RESOLUTION: *That the provision of the land is graciously accepted.***  
**ACTION: Town Clerk**  
n. “kirtonclerk@btinternet” email address  
The Council discussed the recent correspondence sent to the old Town Council email address and the delays in communication this has caused. It remains unclear how this has occurred.  
**RESOLUTION: *That a circular is sent out alerting contacts that this email address is no longer in use.***  
**ACTION: Town Clerk**

## o. Update of honours board

The Council confirmed the costs for updating the honours board displayed in the Town Hall's small hall.

**RESOLUTION: *That the honours board displayed in the Town Hall's small hall should be the only board that is now updated.*** ACTION: Town Clerk

## p. Station Road Co-Op – NLC and Humberside Police information

The Clerk updated the Council on the correspondence from NLC and Humberside Police in response to continuing complaints about on road parking outside the store.

**RESOLUTION: *That NLC are requested to scope resolutions to the issue.***

ACTION: Town Clerk

## q. Skipton Building Society grants for local groups

**RESOLUTION: *That In Bloom apply for the grass roots grant and other local groups are made aware of this funding opportunity.*** ACTION: Town Clerk

## r. Lease of Ash Well

The Clerk read out a letter to Councillors from Georgia Leighton at NLC requesting whether a solicitor has been instructed for correspondence. The Clerk then read out a letter to Councillors from Cllr Gunn about her concerns over the Town Council adopting the land at Ashwell. Cllr Frankish clarified that NLC were seeking to adopt this currently unadopted land which they were then willing to lease to the Town Council for a peppercorn rent. The land would remain in the ownership of NLC and the water in the ownership of Anglican Water. The purpose of the lease is for the Town Council to be able to maintain the area to a good standard and to install an information board about the historical interest of this area of the town.

**RESOLUTION: *That the Town Council appoint Bell Wright & Co Solicitors to act on their behalf.***

ACTION: Town Clerk

## s. Traingate flowerbed

The Council considered the complaint from Traingate residents about the approach of Councillors and other residents in response to the flowerbed on Traingate which was discussed and agreed at the previous meeting of this Council.

**RESOLUTION: *That the planting of the flowerbed should continue to be maintained by the resident and that the Council are impressed with the work undertaken and the presentation of the flowerbed.***

## t. Keep Britain Tidy - #LitterHeroes Ambassadors sought

**RESOLUTION: *That Cllr Frankish is nominated.***

ACTION: Town Clerk

## u. NAT – One Way enforcement / inconsiderate parking

Complaints from residents about non-observance of one way orders within the town and inconsiderate parking across access points including people's driveways was discussed.

**RESOLUTION: *That the Town Council representatives take these issues to the next NATS meeting (11/07/2018) as emerging issues within the town.***

ACTION: Cllrs Cooper/Frankish

## v. Cemetery waste collections

It was discussed that the Clerk has been requested by NLC to monitor the quantity of waste at the cemetery during July with a view to the collections reducing to fortnightly. If the current capacity is unlikely to be enough for fortnightly collections, a larger capacity bin will be provided by NLC. Both solutions will offer a reduction in annual fees to the Town Council.

**RESOLUTION: *That monitoring is carried out throughout July with the findings further discussed with NLC.***

ACTION: Town Clerk

1806/17

Finance

a. The Council considered the purchase of marquee pole and canopy bags to protect the large council marquee; 4 pole bags (£7.99 each/£31.96) and 4 canopy bags (£9.99 each/£39.96).

**RESOLUTION: *That the bags are purchased.***

ACTION: Town Clerk

Signed:

Dated:

b. The Council considered the purchase of a Grant of Exclusive Right of Burial book at £98.23.

**RESOLUTION: *That the Exclusive Rights of Burial book is purchased.***

**ACTION: Town Clerk**

c. The Council receive notification of suspension of the premises licence for the Market Place and considered the payment of the £70 renewal.

**RESOLUTION: *That the renewal is paid.***

**ACTION: Town Clerk**

d. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA 1972.

e. The Council approved accounts for payment.

**RESOLUTION: *That the accounts be duly paid with the exception of the works quoted by Ivy Designs for £150.***

**ACTION: Town Clerk**

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

g. The Council received notification of completion by the Clerk of VAT returns for January to March 2016 for £1,714.11 and for April 2016-March 2017 for £7,561.71 and it was noted the April 2016-March 2017 VAT refund had been received.

1806/18

Agenda for next and future meetings

The Council considered any items to be added to the Agenda for next or future meetings.

**RESOLUTION: *No items requested at this time.***

1806/19

Date of next Meeting

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

**Wednesday 25<sup>th</sup> July 2018 at 7pm  
in the Town Hall, High Street, Kirton in Lindsey**

The meeting closed at 8:45pm.

Signed:

Dated: