



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council  
held on Wednesday 23<sup>rd</sup> October 2024  
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Kathy Cooper, Cllr Pat Frankish, Cllr Joy Kofoed and Cllr Suzanne Stephenson.  
Members not present: Cllr Billy Boyd Cllr Adam Delsignore, Cllr David Garritt and Cllr Karen Gunn.  
Also present: Five members of the public, Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

**MINUTES**

The Mayor, Cllr Hazel Fox, opened the meeting and welcomed members of the public.

- 2410/01 Apologies for Absence  
Apologies were received from Cllr Billy Boyd, Cllr Adam Delsignore and Cllr David Garritt.
- 2410/02 Declaration of Interests / Dispensations  
a. No declaration were made.  
b. No dispensations were granted.
- 2410/03 Public Participation  
A member of the public spoke regarding planning application PA/2023/1166 – land off Ings Road. The revisions to the application were generally welcomed, with a reduction to the total number of houses and a better mix of house types, and clearly the concerns expressed previously around gardens and road design and layout were addressed. Concerns remain around boundaries and landscaping - with a lack of boundary treatments and planting. An unofficial cut through onto Lane End is also still considered a possibility. The changes in land levels still the biggest concern, with privacy of existing properties potentially compromised by the new development. More screening to mitigate this would be welcomed. The Council thanked the member of the public for these comments.

The Mayor moved that item 2410/15 (ss.) – Correspondence – Duke of Edinburgh volunteering request is brought forward for discussion, this was supported unanimously.

- 2410/15 Correspondence  
ss. Resident – Duke of Edinburgh volunteering request.  
The Council considered the offer from a resident working towards the Gold Duke of Edinburgh Award to volunteer with the Town Council for the equivalent of one hour a week for twelve months. This was supported unanimously.

The Mayor moved that Standing Order 3 (e) be observed so that the resident could put forward thoughts on the type of activities to be done and to query insurance and administration matters, this was supported unanimously.

**RESOLUTION: That the offer is readily accepted and the volunteer is encouraged to join the Events Working Group as part of this volunteering work.** **ACTION: Town Clerk**

The Mayor moved that item 2410/08 (a. iii.) – Planning – Application PA/2023/1166 is brought forward for discussion, this was supported unanimously.

- 2410/08 Planning  
a. To consider the following planning application  
iii. Application: PA/2023/1166  
Proposal: Application for approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline planning permission PA/2020/588 dated 26/03/2021 for a residential development comprising 74 dwellings, open space and associated infrastructure – Amended layout for 74 dwellings with amendments to house types, amended landscaping, BNG metric, Biodiversity Impact Assessment report, play area layout, cross sections, and street scene elevations.  
Site Location: land off Ings Road, Kirton in Lindsey, DN21 4BX  
The Clerk provided part of the written report provided by Ward Councillor David Garritt relevant to this agenda item as part of the discussion.  
**RESOLUTION: That the Clerk responds with 'Objection' to this planning application noting the welcome changes made to the proposals, however with concerns remaining relating to building levels, details on SuDS and drainage, compromise of privacy of existing dwellings, the remaining potential for trespass hazards, western boundary treatment, biodiversity concerns and flood prevention information.**

- 2410/04 Minutes  
a. The Council approved the minutes of the Full Council Meeting held 25<sup>th</sup> September 2024.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 14<sup>th</sup> October 2024.

a. The Council receive the PK Committee action - request from In Bloom for the Full Council to join together in a town clean up session.

**RESOLUTION: That this is supported in principle, however it must be taken into account that not all Councillors are able to carry out some tasks and those wishing and able will be happy to take part.**

**ACTION: Town Clerk**

**RESOLUTION: That Saturday 16<sup>th</sup> November is put forward to In Bloom as a potential date.**

**ACTION: Town Clerk**

**RESOLUTION: That it is suggested to In Bloom that they extend the invitation to the Co-Op who have previously supported town clean up sessions in order that a bigger team is created.**

**ACTION: Town Clerk**

c. The Council received the draft minutes of the General Purposes Committee Meeting held 14<sup>th</sup> October 2024.

2410/05

Report from North Lincolnshire Ward Councillors

a. Ward Councillor David Garritt had provided a written report due to unavailability to attend the meeting. The Clerk read out the remainder of the report with the planning section given earlier. Work continues regarding flooding and road drainage remedial works at Corner Cottage, a meeting was held on 30<sup>th</sup> September with the Town Clerk and both Ward Cllrs to go through the full list of outstanding issues. Some are now resolved; however a large list of outstanding matters remain. The Clerk has made a visual check on a number of issues raised, as updates when works are completed are not always received from North Lincolnshire Council (NLC). Ward Cllrs to meet with Highways on 25<sup>th</sup> October to go through the list and determine what can be done and when, and which ones are not practicable or likely. Grants will be available from NLC towards 80<sup>th</sup> VE and VJ Day celebrations next year. The North Lincolnshire Local Plan that was submitted for review and adoption has been withdrawn – to allow an immediate review due to the changes in planning and local plan adoption proposed by the new government.

b. The Council discussed the outstanding issues reported by the Town Council to NLC and the Clerk noted the separation of tasks for the Clerk and Ward Cllrs to now look into. Cllr Frankish wished thanks to NLC be recorded for works carried out to clear leaves from outside the Chemist and Town Hall Passage following reporting of these. Cllr Fox noted concern that NLC indicated they may levy a charge for the required King Edward Street signs and that this should not be required.

The Council thanked the Town Clerk for continued persistence to resolve the outstanding issues.

2410/06

Mayor & Delegates Reports

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

Mayor's Report on Civic Events attended – Cllr Hazel Fox:

- Barton upon Humber Civic Service – 29<sup>th</sup> September.
- Broughton Civic Service – 6<sup>th</sup> October.
- Winterton Civic Service – 13<sup>th</sup> October.
- North Lincolnshire Civic Service – 20<sup>th</sup> October – apologies were sent due to illness and no other availability.

2410/07

Finance

i.

Income and Expenditure

a. The Council received notification of accounts paid by the Town Clerk under devolved authority (October 2024).

b. The Council considered a donation to the 2024 Poppy Appeal. There was some discussion about where the money donated goes and how it can be ensured that the donation goes to local residents. Cllr Kofoed explained that she understood that if the donation was made prior to the annual Remembrance Service, the donation would be kept within the town to help local residents. Cllr Stephenson suggested that the value of the donation should be increased.

**RESOLUTION: That a donation of £310.00 is approved and confirmation is sought from the Royal British Legion Kirton in Lindsey Branch on how the donation goes to help local residents.**

**ACTION: Town Clerk**

c. The Council received a Community Pot application from Mini Bloomers.

**RESOLUTION: That the funding application for £300 is approved.**

**ACTION: Town Clerk**

d. The Council discussed potential storage opportunities at the Diamond Jubilee Town Hall to reduce the requirement to move large equipment for annual events long distances.

**RESOLUTION: That the availability of storage space is checked and costed for up to £60 per annum.**

**ACTION: Town Clerk/Assistant Clerk**

e. The Council considered the Motion: That this Council resumes the recharging of the Assistant Clerk's hours spent administering KLASSIC to that charity. To include all charges (i.e. hourly rate of pay, pension payments and employer NI, etc).

**RESOLUTION: That monthly recharging resumes and contracted hours for the period April-Oct are also recharged.**

**ACTION: Town Clerk**

f. The Council approved accounts for payment.

**ACTION: Town Clerk**

ii.

Internal Control

a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (September 2024)

b. The Council received the 2<sup>nd</sup> Quarter Budget Checks Monitoring Report. The Town Clerk was thanked for the

report and it was agreed the recommendations regarding Maintenance, Parish Paths Partnership, Bins, Play Area Maintenance and town events were taken into consideration for the ongoing budget planning for 2025-26.  
 c. The Council received the Internal Auditor’s interim report for 2024-25 and agreed the recommendation made. The Council wished the excellent audit report be noted with thanks expressed to the Town Clerk.

Recommendation	Brief Comment	Action
If a cheque needs to be cancelled, it should be crossed through and left in the cheque book attached to the stub as evidence and the reason for cancellation. (Moderate)	Two cheques were cancelled and crossed through in the financial year, one was destroyed and the other was left attached to the stub.	Going forward if a cheque needs to be cancelled, it will be crossed through and left in the cheque book attached to the stub.

d. The Council received and considered the initial budget planning information for 2025-2026. The Clerk advised that, without additions agreed to from the Budget Report recommendations, there was a current projection of a 2.78% increase in the precept on this year. The Council noted thanks for the work of the Town Clerk in this preparation.

2410/08

Planning

a. The Council considered the following planning applications:

i. Application: PA/2024/1151

Proposal: Application to remove lower limbs/branches of a mature grey poplar tree identified as contained within Area 1 of County of Lincoln, Parts of Lindsey Tree Preservation (Kirton in Lindsey) Order 1972 – A1 (Area 1) Listing.  
Site Location: Land to rear of 33 Beechcroft Drive, Kirton in Lindsey

**RESOLUTION: That the Clerk responds “No Comment” to this planning application.**

**ACTION: Town Clerk**

ii. Application: PA/2024/1169

Proposal: Planning permission to install an air source heat pump.

Site Location: 12 Fairfields, Kirton in Lindsey, DN21 4GA

**RESOLUTION: That the Clerk responds “No Comment” to this planning application, noting that any potential noise nuisance needs to be taken into consideration.**

**ACTION: Town Clerk**

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

i. PA/2024/716 – FULL PLANNING PERMISSION – replacement of fences and gates to most of the north boundary of the property at Kirton Academy, Redbourne Mere, Kirton in Lindsey, DN21 4NN.

ii. PA/2024/936 – CONSENT UNDER TREE PRESERVATION ORDERS – to prune overhanging branches to a sycamore tree identified as T3 in and subject to Tree Preservation (Kirton in Lindsey) Order 1972 at 8A Station Road, Kirton in Lindsey, DN21 4BB.

2410/09

Car Parking Provision

The Council received an update regarding arrangements for a meeting with NLC to discuss car parking provision options for the town. The Town Clerk reported requesting arrangements for a meeting with officers from NLC and having received no response back to date. It was suggested that the request is chased up, and if there is still no response near to the date of the next Full Council Meeting that Ward Cllrs are requested to escalate.

2410/10

Allotments

The Council received relevant updates regarding the allotments. Cllr Frankish reported that the autumn inspections were due and notice had been given to the tenants regarding this. Cllr Frankish and Cllr Cooper to carry these out. The Clerk noted the Ward Cllrs were taking the pre-planning advice for the works to the entrance back to NLC Officers for discussion as it was felt NLC support should be given on a matter such as this.

2410/11

Grove Street Cemetery

a. The Clerk provided an update regarding land registration and provided details of the legal advice provided and costings sought on the steps required.

**RESOLUTION: That Burton & Dyson are instructed to carry out voluntary first registration of the freehold title.**

**ACTION: Town Clerk**

b. The Clerk provided updates regarding the progress on the memorial bench works, with the foundry now having carried out remedial works to the casts. There is currently pest activity in the cemetery which is under control and monitoring by the pest control contractors.

2410/12

A Team

The Clerk reported meeting with Norma Hamilton and explaining that many people in the town wished to see the A Team honoured in some way. Although Norma did take some convincing and really didn’t want a fuss, she did say that a bench on the Green with a dedication could be a compromise due to the good memories of involvement with the carnivals and galas over the years.

**RESOLUTION: That approval is given for a bench and an afternoon tea celebration, further details to be clarified on the location on the Green for a bench.**

**ACTION: Town Clerk**

2410/13

Policies and Procedures

a. The Council reviewed Policy 13: Child Protection policy last approved October 2023.

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

**ACTION: Town Clerk**

b. The Council reviewed Policy 14: Safeguarding Adults policy last approved October 2023.

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

**ACTION: Town Clerk**

c. The Council considered the draft Sexual Harassment Policy and Procedure as circulated by ERNLLCA to comply with new legislation. The Council expressed disappointment that this was considered necessary.

**RESOLUTION: That the draft policy is approved without amendment.**

**ACTION: Town Clerk**

d. The Council received an update regarding work towards the Local Councils Award Scheme including consideration of the draft Action Plan and a resolution confirming that the Council meets the requirements. The Clerk reported attending a virtual National Association of Local Councils (NALC) briefing on 17<sup>th</sup> October regarding the recent review of the scheme and criteria and noted that the Town Council do still meet the requirements under the rebranded Bronze (previously Foundation) and Silver (previously Quality) with the requirement that the Action Plan will require review dates to be added in.

**RESOLUTION: That the Action Plan was approved, with review dates to be added in.**

**ACTION: Town Clerk**

**RESOLUTION: The Council confirmed that all the required documents, information and conditions are in place for the Bronze and Silver Award, and that they are published on the Council's website, where appropriate.**

**ACTION: Town Clerk**

2410/14

Open Spaces

a. The Council received the visual play park inspection reports for signature. It was noted that operational inspection reports had not been received from NLC since August. There was no update from NLC regarding the RoSPA annual inspection as part of the service level agreement.

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council.

**RESOLUTION: That Cllr Fox attempts to make contact with the play inspection operatives to chase the monthly and annual reporting information.**

**ACTION: Cllr Fox**

c. The Council received inspection reports for the outside gym equipment with no issues identified.

d. The Council received notification of the I Dig Trees scheme – free trees for community spaces.

**RESOLUTION: That Wildlife Booster and Pollinators packs are ordered for planting within community spaces – In Bloom to be made aware.**

**ACTION: Town Clerk**

e. The Council discussed the planting of Town Council flower beds around the town. The Council discussed perennial verses annual bedding planting, preferences and cost implications.

**RESOLUTION: That Cllr Cooper works with the Clerk and Contractor to continue a more sustainable planting approach and also review sponsorships to raise additional funds.**

**ACTION: Cllr Cooper/Town Clerk**

f. The Clerk provided updates from NLC regarding the Public Rights of Way network. The stile on Moat House Road (FP254) had been removed as it was unstable, the Town Clerk has sought clarification if there are any plans to replace the stile with a more accessible method or if the landowner is happy for this section to remain open without a gate or stile going forward. Reply from NLC awaited. NLC had also confirmed that the steps and snicket on FP252 have been cleared of vegetation.

**RESOLUTION: Cllr Kofoed offered to follow up with the officer at NLC for updates.**

**ACTION: Cllr Kofoed**

2410/15

Town Clerk's Report / Correspondence for Information and Discussion

The Council received the Town Clerk's report including correspondence for information and discussion.

Correspondence for Information and Discussion

a. The Council noted correspondence received after the Agenda was published. The Clerk noted the following items were received after the agenda was published: NLC – News Direct update; Decision notice for PA/2024/997 (refused); Decision notice for PA/2024/948 (approved); ERNLLCA details of finance training opportunities; Rural Bulletin and update from NLC to confirm the three defibrillators which remain their assets (Town Hall, KLASSIC & Jack's Patch) are due a service following the most recent one in April.

b. ERNLLCA – Councillor training opportunities information

c. Civic – West Lindsey Civic Service invitation (October)

d. Redbourne Mere – copied into communication from Cllr Fox to members and resident following update from NLC – Cllr Fox clarified that this remains with NLC who are looking at funding and options.

e. NLC – Tourism Partnership September News

f. Community Vision – monthly newsletter

g. NLC – News Direct updates

h. ERNLLCA – September Newsletter

i. Allotments tenant – report of accident involving allotment gate

j. Kirton Academy – request for details of organisers of Remembrance Service to offer facilities – details were provided and it was noted that this was followed up by Kirton Academy on 17<sup>th</sup> October as no response had been received from the Royal British Legion to their enquiry. Cllr Frankish declared an interest.

k. ERNLLCA – New employment legislation – Sexual Harassment Policy / Procedure draft

l. Civic – North East Lincolnshire Mayoral Charity Coffee Morning (December)

m. Royal British Legion – note of thanks re Community Pot grant decision and information - The Royal British



- Legion to consider any annual commemoration at the Halifax Bomber Memorial, initial meeting 2/10/2024 and that and update will be given to the Clerk via email once discussions have been completed.
- n. Cemetery – query about dedication of a bench within Grove Street Cemetery
  - o. Civic – Barton upon Humber Civic Service note of thanks
  - p. NLC – confirmation of completion of CCTV Provision project (CCTV for The Green UKSPF)
  - q. Allotments – notice of October inspection date to share with tenants
  - r. Rural Services Network – Rural Bulletin
  - s. NALC - Newsletter
  - t. NLC – confirmation of completion of ‘Supernova’ project (equipment for The Green UKSPF). The issue with low responses to public consultations and surveys in securing future funding was noted by the Clerk.
  - u. In Bloom – East Midlands In Bloom results
  - v. Rural Services Network – Rural Funding Digest
  - w. ERNLLCA – District Committee information
  - x. NLC – NAT Safer Neighbourhoods October Newsletter
  - y. NLC – Notice of withdrawal of the North Lincolnshire Local Plan 2020-2038
  - z. Caistor Town Parking Working Group – query about one way system
  - aa. Resident – query about contact details for conservation officer
  - bb. NLC – Review of Statement of Principles for Gambling
  - cc. NLC – completion of annual KLTC office electrical Portable Appliance Testing (PAT)
  - dd. HSBC – notification of reduction of savings account interest rates in line with Bank of England base rate
  - ee. HWRA – request for help with recruitment of volunteer drivers for car scheme (via Cllr Fox)
  - ff. NLC – query from street cleansing team about location of old litter bin poles for removal
  - gg. NLC – notification of Town & Parish Liaison Meeting 24<sup>th</sup> October 7pm
  - hh. Hemswell Cliff Parish Council – play equipment enquiries
  - ii. Resident – Allotment availability enquiry
  - jj. Resident – letter regarding Council’s decision around grant funding application from RBL – Cllr Fox clarified that it appeared the resident had been given incorrect information and detailed the timeline of events to ensure there were no further inaccuracies.
- RESOLUTION: That a letter is sent to the resident to confirm that the Town Council are not withholding funding, the KLASSIC Trustee asked the Town Council to put the grant payment on hold.** **ACTION: Town Clerk**
- kk. NLC – NAT minutes August and date for next meeting 20<sup>th</sup> November
  - ll. ERNLLCA/HWRA – Local Housing for Local People – Rural Housing project – it was noted by Cllr Fox that this is for communities with populations of less than 3,000.
  - mm. NLC – update re highway road markings for resurfaced roads
  - nn. Parish Path Partnership – update from NLC re removal of stile at FP254 and clearance work at FP252
  - oo. ERNLLCA/LGA – Handling Online Abuse and Intimidation training event
  - pp. In Bloom – enquiry about placement of additional planters at entrances to the town
  - qq. Able Community Care – offer of door safety stickers and information to promote them
  - rr. Civic - Gainsborough Town Council Civic Service (March)
  - ss. Resident – Duke of Edinburgh volunteering request (*considered earlier during the meeting*)
  - tt. Resident – enquiry about Town Council consideration of PA/2023/1166
  - uu. ICCM – Press release statement related to recent press articles
  - vv. Kirton Academy – update that organisers of Remembrance Service have not responded
  - ww. ERNLLCA – details of VE Day and VJ Day 80 grant funding opportunities from NLC

2410/16

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 27<sup>th</sup> November 2024 at 7pm at the Diamond Jubilee Town Hall.**

**NOTE: Agenda items to be submitted before Monday 18<sup>th</sup> November in line with Standing Orders.**

The meeting closed at 20:25



**Minutes of the Meeting of Kirton in Lindsey Town Council  
Promoting Kirton Committee held on Monday 11<sup>th</sup> November 2024  
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 6.30pm**

Members Present: Cllr Suzanne Stephenson (Chair), Cllr Hazel Fox, Cllr Pat Frankish, Cllr David Garritt, Alison Birkett and Martin Hollingsworth.

Members not present: Cllr Kathy Cooper, Tanya Salvador and Victoria Rumary and Cllr Karen Gunn.

Also present: Assistant Clerk: Cheri Morton, Community Co-Ordinator Denise Sayles (part), one member of the public and Town Clerk: Neil Taylor-Matson.

**MINUTES**

PK2411/01 Apologies

Apologies were received from Cllr Kathy Cooper, Tanya Salvador and Victoria Rumary.

PK2411/02 Declaration of Interests / Dispensations

- a. No declarations of interests were declared.
- b. No dispensations were granted.

PK2411/03 Public Participation

No matters were raised.

PK2411/04 Minutes of the Previous Meeting

The Committee considered the minutes of the PK Committee Meeting held on 14<sup>th</sup> October 2024.

**RESOLUTION: That the minutes be signed as a true and accurate record.**

PK2411/05 Community Co-Ordinator report

a. The Community Co-Ordinator had provided a written report noting preparation for the launch of Warm Spaces, meeting with Community Café, Brick Hut and Cllr Frankish as well as Facebook publicity including the Humber & Wolds Volunteer Driver Scheme. At the meeting further updates were provided to note that Warm Spaces is now live and website update work ongoing. There is a lot to do in not much time and contracted hours are exceeded every week generally threefold, although Denise is trying hard to manage her time efficiently. Thanks were given for the comprehensive and informative reporting.

b. The Committee considered the future of the Community Co-Ordinator role, including the remit and consideration of grant funding opportunities including the National Lottery. The Committee noted that the role is bigger than simply keeping a website updated and a community presence is maybe needed to help link different groups in the town together better.

**RESOLUTION: That a funding application to the National Lottery Grant scheme is proposed to Full Council, to secure and expand the Community Co-Ordinator role for circa six hours per week.**

**ACTION: Town Clerk**

PK2411/06 Town Events

The Committee discussed information and actions required at this time regarding Town Events.

- Best Kept Town Centre Frontage Competition – Cllr Stephenson noted the limited responses received in votes but had collated them which gave a Commercial Winner and Highly Commended and a Residential Winner. The Residential Highly Commended came down to a draw which the Committee took votes on. The four properties to be notified prior to publication. Prize mugs and certificates to be prepared and collated by the Town Clerk to pass to Cllr Fox for distribution.

**RESOLUTION: That the Mayor generously offered to distribute the prizes.**

**ACTION: Town Clerk/Cllr Fox**

- Christmas Festival – the Assistant Clerk provided an update on stall bookings and interests expressed in providing entertainment. Cllr Garritt provided an update on stall lighting works and sourcing of selection boxes for Santa. It was noted that more advance planning was required in future years. Members offered to contribute financially to purchase selection boxes if necessary.

Standing Orders were suspended to allow a member of the public to address the Committee.

The member of the public wished to also contribute financially towards the purchase of selection boxes should it be necessary. The Committee thanked the member of the public for this offer.

Standing Orders were reinstated.

Cllr Stephenson offered to donate copies of her book to add to the gifts from Santa. The Assistant Clerk noted that publicity was now in hand and arrangements for the installation of the tree, decorations and lights were confirmed.

**RESOLUTION: That local stores are urgently chased up to understand the quantity of selection boxes confirmed and help is also sought from other local shops and larger supermarkets. Updates to be provided to the Assistant Clerk on progress.**

**ACTION: Cllr Garritt/Cllr Fox/Alison Birkett**

**RESOLUTION:** *If required, an informal working group will be arranged to establish the shortfall and required financial donations ahead of the Christmas Festival on Sunday 24<sup>th</sup> November.*

**ACTION:** Assistant Clerk

Christmas Window competition – posters to go up and online event to be created and promoted. Assistant Clerk has met with the school to encourage participation with the view to developing a trail map as suggested by the Events Working Group. Additional prizes were suggested.

**RESOLUTION:** *That a child specific prize is obtained to encourage take up.*

**ACTION:** Assistant Clerk

- 80<sup>th</sup> Anniversary of VE Day – 8<sup>th</sup> May 2025. Confirmation was received of grant funding to be made available from North Lincolnshire Council and the Events Working Group is to meet to generate ideas to bring back to the Committee prior to the application deadline in late January.

PK2411/07 Open Spaces

a. There was no representative from In Bloom at the meeting, however the Clerk had been asked to update the Committee that the Market Place lamp post planters were not all end of life, only one was damaged and the others could be re-purposed. Further updates were hoped for at the next meeting.

b. The Clerk reported receipt of a plaque and £50 garden centre voucher as prizes for winning the Best Kept War Memorial category in the CPRE Best Kept Village competition.

**RESOLUTION:** *That a request is made to the Diamond Jubilee Town Hall to display the plaque.*

**ACTION:** Town Clerk

**RESOLUTION:** *That the £50 garden centre voucher is donated to In Bloom.* **ACTION:** Town Clerk

PK2411/08 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next Promoting Kirton Committee meeting as 9<sup>th</sup> December 2024 at 6:30pm, with agenda items to be submitted in writing prior to Friday 29<sup>th</sup> November in line with Standing Orders.

The meeting closed at 7:18pm.



**Minutes of the meeting of Kirton in Lindsey Town Council  
General Purposes Committee, held on Monday 11<sup>th</sup> November 2024  
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7:30pm**

Members Present: Cllr David Garritt (Chair), Cllr Hazel Fox, Cllr Pat Frankish, Cllr Joy Kofoed and Cllr Suzanne Stephenson.

Members not present: Cllr Kathy Cooper.

Also present: Town Clerk: Neil Taylor-Matson  
and Assistant Town Clerk: Cheri Morton (voluntarily).

**MINUTES**

GP2411/01 Apologies

Apologies were received from Cllr Kathy Cooper.

GP2411/02 Declaration of Interests / Dispensations

- a. No declarations of interests were declared.
- b. No dispensations were granted.

GP2411/03 Public Participation

No matters were raised.

GP2411/04 Minutes of the Previous Meeting

The Committee considered the minutes of the General Purposes Committee Meeting held on 14<sup>th</sup> October 2024.

**RESOLUTION: That the minutes be signed as a true and accurate record.**

GP2411/05 Winter Planning

Cllr Garritt informed the meeting that North Lincolnshire Council had confirmed they would be checking the salt bins. Cllr Kofoed queried if this would include those owned by the Town Council. It was suggested that the nominated Town Council snow wardens carry out their own checks.

**RESOLUTION: Salt bins are checked by nominated Snow Wardens, Cllr Fox to circulate the list.**

**ACTION: Snow Wardens**

GP2411/06 Planning

The Committee considered the following planning applications:

i. PA/2024/1270

**Proposal:** Application to thin, crown lift and remove overhanging branches of a sycamore tree, identified as T4, subject to and within Tree Preservation (Kirton in Lindsey) Order 1972.

**Site Location:** 8a Station Road, Kirton in Lindsey, DN21 4BB

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

**ACTION: Town Clerk**

GP2411/07 Finance

a. The Committee received the renewal information for the National Allotment Society.

**RESOLUTION: That annual membership is renewed at £55 plus VAT.**

**ACTION: Town Clerk**

b. The Committee discussed initial proposals for 2025-2026 Precept planning to enable further discussion at the next Full Council Meeting.

**RESOLUTION: The Committee thanked the Clerk for the presenting the information which was available at this time.**

c. The Committee received notice of the Government's Consultation regarding 'enabling remote attendance and proxy voting at local authority meetings' for potential future financial impact. The Clerk noted the potential financial implications in terms of equipment which may be required, but that it would not impact the next financial year and that further information will be required to determine to actual costs for the residents through future precepts.

GP2411/08 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next General Purposes Committee meeting as 9<sup>th</sup> December 2024 at 7:30pm, with agenda items to be submitted in writing prior to Friday 29<sup>th</sup> November in line with Standing Orders.

The meeting closed at 7:56pm.



Town Clerk report November 2024

**Updates from May Meeting:**

2405/14 – Updates now received from NLC regarding requirement for planning permission for improvements to entrance to site and circulated to all Cllrs. June. Pre-planning advice sought from NLC and supporting information requested from Contractors. Notification received that pre-planning advice timeframe is 28 days. **September 2024** – pre-planning advice reported at General Purposes Committee meeting and meeting to be arranged between Town Clerk and Ward Cllr Garritt to discuss requirements. **Ward Councillors to take this to back to NLC for clarification and request Highways assistance.**

**Updates from June Meeting:**

2406/14 – NLC asked to add the outside gym equipment to their monthly operational inspection schedule, details provided but no confirmation received. Also responses to requested for updates about inspection of uneven ground identified by Cllr Delsignore and Cllr Fox and inspection of sand pit remain outstanding. July. NLC to carry out monthly operational checks, uneven ground inspection and inspection of sand pit remain outstanding. September reshuffle of personnel at NLC advised and new officer to be assigned. Report for play area and KLASSIC received for August. Uneven ground inspection and inspection of sand pit remain outstanding and to be confirmed once handover completed between NLC staff. **October 2024: Further chasing up of NLC by the Clerk and Cllr Fox, including urgent request to Ward Cllrs to assist with the breakdown of communication between NLC and KLTC.**

**Updates from July Meeting:**

2407/06 – Outstanding matters with NLC - Meeting to take place between Clerk and Ward Cllrs September and Clerk to attend next NATs meeting along with Cllr representation. Planning agenda for a NLC Regeneration meeting deferred to September meeting. NATs attended, Regeneration meeting on Agenda. September 2024: Meeting between Clerk and Ward Councillors held, tasks split with meeting to be arranged with Ward Cllrs and relevant officers at NLC. Clerk to verify if any tasks split completed as updates not received. Ward Cllrs keen to query works to the allotments entrance with NLC officers and seek Highways support. **October 2024: Ward Cllrs have met with Officers and will report back.**

2407/11 – Information sought by the Town Clerk and Cllr Cooper ahead of formal response/recognition to the A Team by the Town Council. Town Clerk has carried out research and public appeal made for further information to put together. September 2024. Information published online and within Kirton First (September). Residents known to have specific support from the A Team contacted following online responses. Cllr Gunn received update from one resident approached by the Town Clerk. **October 2024: Town Clerk has met with Norma Hamilton and discussed her preferences and views. Compromise would be consideration of a bench with dedication to the A Team on the Green.**

2407/15 – Quality status requirements researched for progressing evidence base. September 2024 – update included on agenda. **October 2024** – application form received and evidence collated. Action plan update draft prepared for consideration by Town Council. **Following approval of Council, application now submitted for verification and comment.**

**Updates from September Full Council Meeting:**

2409/06 – Halifax Bomber Memorial - To add to next agenda to consider future arrangements for commemoration. **October 2024:** Information requested of Royal British Legion, advised they were due to have a meeting in early October and once discussions were completed would advise back. **Update from Cllr Kofoed and Cllr Fox following conversations and meetings with representatives. Wreaths will be laid prior to Remembrance each year.** *Update from Cllr Fox - I attended the RBL meeting in the George on Wednesday night. The members have agreed, David Swannack can be involved in next years' service. I have spoken to David, and he would very much like to be a part the service in our Town. Unfortunately, it is too late for this year as plans are already in place. This agreement is on the understanding, only David is invited.*

2409/07 – Finance - Kirton in Lindsey Royal British Legion Community Pot Application - That the funding application for £300 is approved. **October 2024:** Chair of Kirton in Lindsey Royal British Legion informed and asked for any information relevant to pass to the traffic management team for Remembrance Service and any views from the Kirton in Lindsey Royal British Legion on annual commemorations at the Halifax Bomber Memorial. A thank you received from the Chair for the funding approval, information for the Traffic Management company and note that the Branch are having a meeting 2/10/2024 and that the Memorial will be discussed - an update to be emailed by the Chair when discussions have been completed. Bank details provided for processing the funding prior to the annual Service. **Payment processed on 1<sup>st</sup> November.**

2409/07 – Finance - Community Co-Ordinator role - consideration of the role and potential future funding for the role is brought back to the November Full Council Meeting for consideration. **October 2024 – discussed at Promoting Kirton Committee meeting and further information to follow on from meetings with Community Co-Ordinator. Noted to add to November FC agenda.**

2409/09 – Car Parking Provision - a meeting is arranged with officers from NLC to discuss possible available options to maximise parking within the town. - Queried with Ward Cllr David Garritt on best approach for arranging this meeting; email sent to Gareth Denovan, NLC 7<sup>th</sup> October. Reply awaited. **October 2024:** Meeting now arranged for Wed 13<sup>th</sup> Nov. **Meeting on Wed 13<sup>th</sup> Nov was cancelled by Gareth Denovan that day, alternative dates requested and response awaited.**

2409/11 – A Team - an informal discussion is had with Norma Hamilton about the wishes of the town to honour the work of the A Team over the years. – **as above (2407/11)**

2409/17 – Grove Street Cemetery - That the Clerk is approved to seek legal advice on the steps required and report back to Council - Conveyancing solicitors contacted in order to determine potential costs. **October 2024: As approved by Council, solicitors now appointed.**

**October Full Council Meeting items:**

2410/15 – Correspondence – Duke of Edinburgh volunteering request. The Council considered the offer from a resident working towards the Gold Duke of Edinburgh Award to volunteer with the Town Council for the equivalent of one hour a week for twelve months. This was supported unanimously. **October 2024 - Details requested for getting started – paperwork, areas of interest and availability.**

2410/08 – Planning - PA/2023/1166 - That the Clerk responds with ‘Objection’ to this planning application noting the welcome changes made to the proposals, however with concerns remaining relating to building levels, details on SuDS and drainage, compromise of privacy of existing dwellings, the remaining potential for trespass hazards, western boundary treatment, biodiversity concerns and flood prevention information. **November 2024: Objection submitted online and planning log updated.**

2410/04 – Minutes - The Council receive the PK Committee action - request from In Bloom for the Full Council to join together in a town clean up session. That this is supported in principle, however it must be taken into account that not all Councillors are able to carry out some tasks and those wishing and able will be happy to take part. That Saturday 16th November is put forward to In Bloom as a potential date. That it is suggested to In Bloom that they extend the invitation to the Co-Op who have previously supported town clean up sessions in order that a bigger team is created. **November 2024: Information all passed to In Bloom for consideration and update. Due to lack of engagement, this event was cancelled.**

2410/07 - Finance - The Council considered a donation to the 2024 Poppy Appeal. There was some discussion about where the money donated goes and how it can be ensured that the donation goes to local residents. Cllr Kofoed explained that she understood that if the donation was made prior to the annual Remembrance Service, the donation would be kept within the town to help local residents. Cllr Stephenson suggested that the value of the donation should be increased. That a donation of £310.00 is approved and confirmation is sought from the Royal British Legion Kirton in Lindsey Branch on how the donation goes to help local residents. **October 2024: Update confirming grant funding and query sent to Chair of Royal British Legion. Payment processed ahead of the cut off date for local use.**

2410/07 - Finance - The Council received a Community Pot application from Mini Bloomers. That the funding application for £300 is approved. **November 2024: Update provided and payment processed.**

2410/07 - Finance - The Council discussed potential storage opportunities at the Diamond Jubilee Town Hall to reduce the requirement to move large equipment for annual events long distances. That the availability of storage space is checked and costed for up to £60 per annum. **October 2024: Enquiry made and response received that no space is available.**

2410/07 - Finance - The Council considered the Motion: That this Council resumes the recharging of the Assistant Clerk’s hours spent administering KLASSIC to that charity. To include all charges (i.e. hourly rate of pay, pension payments and employer NI, etc). That monthly recharging resumes and contracted hours for the period April-Oct are also recharged. **October 2024: Invoice to KLASSIC processed.**

2410/08 - Planning - Application: PA/2024/1151 - That the Clerk responds “No Comment” to this planning application. **October 2024: Response submitted online and planning log updated.**

2410/08 - Planning - Application: PA/2024/1169 - That the Clerk responds “No Comment” to this planning application, noting that any potential noise nuisance needs to be taken into consideration. **October 2024: Response submitted online and planning log updated.**

2410/11 - Grove Street Cemetery - That Burton & Dyson are instructed to carry out voluntary first registration of the freehold title. **October 2024: Solicitors instructed.**

2410/12 - A Team That approval is given for a bench and an afternoon tea celebration, further details to be clarified on the location on the Green for a bench. **November 2024: Ongoing.**

2410/13 - Policies and Procedures - Child Protection policy - That this policy is approved without amendment. **November 2024: Policy version and review date updated and published with copy printed for signatures.**

2410/13 - Policies and Procedures - Safeguarding Adults policy - That this policy is approved without amendment. **November 2024: Policy version and review date updated and published with copy printed for signatures.**

2410/13 - Policies and Procedures - draft Sexual Harassment Policy and Procedure - That the draft policy is approved without amendment. **November 2024: Policy formatted, version and review date updated and published with copy printed for signatures.**

2410/13 - Policies and Procedures - That the Action Plan was approved, with review dates to be added in and The Council confirmed that all the required documents, information and conditions are in place for the Bronze and Silver Award, and that they are published on the Council's website, where appropriate. **November 2024: Application submitted.**

2410/14 – Open Spaces - Play area inspections service level agreement with North Lincolnshire Council. - That Cllr Fox attempts to make contact with the play inspection operatives to chase the monthly and annual reporting information. **October 2024: Cllr Fox made contact to chase up matters and is promised action by operative.**

2410/14 – Open Spaces - The Council received notification of the I Dig Trees scheme - That Wildlife Booster and Pollinators packs are ordered for planting within community spaces – In Bloom to be made aware. **October 2024: Order placed and In Bloom informed. Assisted planting with In Bloom on Sat 16<sup>th</sup> November.**

2410/14 – Open Spaces - Planting of Town Council flower beds around the town. - That Cllr Cooper works with the Clerk and Contractor to continue a more sustainable planting approach and also review sponsorships to raise additional funds.

2410/14 – Open Spaces - Cllr Kofoed offered to follow up with the officer at NLC for updates. **October 2024: Update received from Cllr Kofoed and documentation received from NLC Officer. Information shared with all Cllrs.**

2410/15 Resident – letter regarding Council's decision around grant funding application from RBL – That a letter is sent to the resident to confirm that the Town Council are not withholding funding, the KLASSIC Trustee asked the Town Council to put the grant payment on hold. **October 2024: Letter sent as agreed.**

#### **November Committee meeting updates:**

##### **Promoting Kirton**

2411/05 - Community Co-Ordinator report. That a funding application to the National Lottery Grant scheme is proposed to Full Council, to secure and expand the Community Co-Ordinator role for circa six hours per week. **November 2024: Added to Full Council meeting agenda.**

2411/06 – Town Events – Best Kept Town Centre Frontage Competition - That the Mayor generously offered to distribute the prizes. **November 2024: Cllr Fox distributed the prizes.**

2411/06 – Town Events - Christmas Festival - That local stores are urgently chased up to understand the quantity of selection boxes confirmed and help is also sought from other local shops and larger supermarkets. Updates to be provided to the Assistant Clerk on progress and If required, an informal working group will be arranged to establish the shortfall and required financial donations ahead of the Christmas Festival on Sunday 24<sup>th</sup> November. **November 2024: Local stores and larger supermarkets chased up by Cllr Garritt, Cllr Fox and Alison Birkett. Updates provided when information known. Local stores confirmed unable to assist. Prices research carried out for purchases.**

2411/07 – Open Spaces – Best Kept War Memorial prize - That a request is made to the Diamond Jubilee Town Hall to display the plaque and That the £50 garden centre voucher is donated to In Bloom. **November 2024: Request sent to DJTH and In Bloom informed for voucher to be passed on in due course.**

### **General Purposes**

2411/05 – Winter Planning - Salt bins are checked by nominated Snow Wardens, Cllr Fox to circulate the list. **November 2024 – Cllr Fox circulated the list with responses back from Cllr Frankish and Cllr Kofoed. Bin identified that needs attention reported via Ward Cllr Snow Wardens.**

2411/06 – Planning – PA/2024/1270 - That the Clerk responds with ‘No Comment’ to this planning application. **November 2024 - Response submitted and logged.**

2411/07 – Finance – Allotment Society - That annual membership is renewed at £55 plus VAT. **November 2024 – invoice payment processed.**

### **November Agenda items**

#### **2411/05 – Humber and Wolds Rural Action – Rural Housing Project**

See attached information, previously circulated.

#### **2411/06 – NLC Ward Cllrs update**

Meeting 30<sup>th</sup> September with Town Clerk and Ward Councillors. Outstanding actions split into matters Ward Councillors looking into or to chase up with a meeting to be arranged with Officers of North Lincolnshire Council and for the Town Clerk to physically check on around the town as updates are not sent out by North Lincolnshire Council when works are completed. Ward Cllrs also keen to query allotment access works required and seek the assistance of Highways with this. Meeting with Officers now held, and update requested including issues at play area (inspections), Station Approach and Mortal Ash/Holme junction.

#### **2410/07 – Mayor and Delegates reports**

Remembrance – Halifax Bomber arrangements updated via Cllr Kofoed and Cllr Fox, also request sent regarding information on local funding vs Poppy Appeal fund, response awaited.



### **2411/08 - Finance**

Christmas Festival – Selection boxes update. At the November PK Committee meeting it became clear there was an issue with the usual system of donation of selection boxes from local stores for giving out during the Christmas Festival. Further approaches to local stores and larger supermarkets confirmed that community champion budgets were significantly cut and donations were not possible from most stores. Only Asda in Scunthorpe could provide a donation and this was for five selection boxes. Cllr Fox contacted the Town Clerk and asked that under Financial Regulations purchases were made to fill the gap under the known urgency for the event. The Clerk advised that this would then be taken to the next Full Council meeting for ratification and decision around the budget allocation for the cost. The total cost of purchases was £226.05, a reduced cost due to the diligence of the Assistant Clerk in researching the best deals currently available.

Community Pot application – Kirton in Lindsey Society - You are aware that we are struggling to get the permission in place to do the restoration of the lamppost. We are getting towards the final hurdle and now need to apply for a faculty from the Diocese to allow the work to take place. This will incur an unexpected extra cost which The Society can ill afford so we have applied for help from the Council's Community Pot.

Budgeted Grants – Scouts - Thanks for the opportunity to bid to the Town Council for funding again. It's a really important source of funding for us in the Scout group at a time when other sources of funding can be insecure, and when we know lots of our parents are struggling.

Last year we asked for funding for an event tent, but in the light of the number of our young people who wanted to go to District camp, and the state of our existing tents, we made the decision to buy 4 smaller (but still quite spacious!) sleeping tents. I hope this is ok!

This year, we are struggling for leader capacity, so this is reflected in our bid.

Sarah (on behalf of First Kirton in Lindsey Scout Group)

**2411/10 – Car Parking Provision** – the meeting with Highways was cancelled the morning of the planned meeting on Wednesday 13<sup>th</sup> November, further options requested from Gareth Denovan and response awaited.

**2411/11 – Allotments** – inspections were completed, further requests for structures approved and updates awaited from Ward Councillors regarding entrance works requirements. Tenant has also turned the mains water off to protect the tap over the winter period.

**2411/12 – A Team** – no further update currently available.

**2411/13 – Relief in Need Charity Trustee.** See request received and update from from Cllr Frankish.

### **2411/14 – Policies and Procedures**

Local Councils Award Scheme – application submitted for initial checking.

Land Registry Works – The Green / Grove Street. Progress ongoing re The Green. Paperwork is now due as the volunteer has received confirmation that they accept title as produced.

Progress also ongoing re Grove Street.

**2411/15 - Open Spaces – Play inspections** – further responses awaited from NLC following chasing up carried by Cllr Fox and Town Clerk.

Memorial bench – progress ongoing. Concrete supports in place and the cast mouldings received. Construction / painting / varnish to complete along with purchase and install of plaque. This is ongoing around supply of material and the weather conditions.

Tree Safety works – works were scheduled for w/c 18th November.

Public Rights of Way – Moat House Road and Clay Lane information from Cllr Kofoed as circulated – any actions required to be discussed.

Email of 28/10/2024

Further to Joy's email below, here is the link in question to the relevant page on the North Lincolnshire Council website: [Definitive Map - North Lincolnshire Council](#).

Clay Lane has not appeared previously on the definitive map (the statutory record of public rights of way). That, however, does not in itself, of course, preclude the possibility that Clay Lane should not be recorded there, if on balance cogent evidence shows its absence is an omission when weighed against any evidence presented to the contrary.

Evidence accompanying an application is essentially the case for why, in the applicant's opinion, the subject route is a bona fide public right of way, to be recorded accordingly. But please note that land at Kirton including Clay Lane appeared in an owner declaration made in January 2020 that henceforth no public rights of way were to be dedicated by him or his successors in title over it. Any claimed rights alleged to be arising from use during that period will invariably therefore have to be discounted. Claims must also state the status of path or way contended (e.g. footpath, bridleway, etc).

Please do ask should you have any queries.

Colin Wilkinson, Principal Access and Commons Officer, North Lincolnshire Council

Clarification on responsibilities related to The Green – Kirton in Lindsey Town Council doesn't have a call out system as it is not a 24/7 organisation with emergency call out. When these things happen, and they are generally rare so far, it's a case of whoever knows about and is available and willing to get the job done. Cleaning the park of litter, and worse, is not in the Town Clerk, Assistant Town Clerk or Community Co-Ordinator's job roles – however we all chip in when we know there is a problem. It is also not in a Cllrs remit, however we have some Cllrs who are also able and willing to chip in when they can do. Unfortunately, I was elsewhere when this happened and although I did see it all 'blow up' on Facebook, I was unable to respond. In terms of the 'Free Speech' Facebook page, the "Town Council" is not able to comment due to the settings the admins have in place. In terms of 'Protocol', officially, I would either deal with the matter myself on my next return to working hours or assistance would be requested from NLC and the relevant bill paid. This is because it is land in Trust and not a public area under the control of NLC. They have advised previously that they could send someone, when they are available (so it may take a week or so) and it would be invoiced back. A simple example to help with understanding is that if you smash a glass bottle in your back garden, NLC will not come out to clear it, it's on your land. The Green is land the Town Council, under Trust, is responsible for. The Town Council is required to act as soon as it is made aware of a hazardous problem. Other than missed calls to my work mobile from Cllr Garritt, an email from Cllr Stephenson and

the comments on the “Free Speech” Facebook page, no reports came through directly to the Town Council.

Some recognition should be given to Tanya and Lyndsey who went out and cleaned up the mess these people left after their party elsewhere in the town. I think in most communities that is usually what happens in these unusual situations – residents, who are able to, club together and clean up (other examples are following on from the recent city riots – although authorities were involved, the public jumped in and mucked in). It’s what communities do.

A larger problem arises with mis information given out in the public domain, and it is imperative that only factual information is given to represent the Town Council’s response. If you are unsure, check before posting any information however everyone will be aware that information should be given out only under Council approved policies for this reason.

Noticeboard repairs – quotation for £150 to deal with rot and general repairs for Cornwall Street noticeboard. Board at Church Street to be considered and works to benches around the town also needs to be reviewed.

### **2411/16 – Correspondence**

Town Hall – storage solutions – space not available for this.

Community Safety case studies – recommended reading.

NLC – Burial Law workshops – free training and updating of information for Burial Clerks – permission sought for Clerk to attend.

NLC – Rural Brown Signs – information queried about applications and suitability for Historic Market Towns signs to update Council about.

NLC – Library car park works – to confirm works to line marking and railings now completed following matters raised March and June 2023.

NLC – Trade Watch update – replacement signage with new branding and information now in place.

## **Town and Parish Council liaison meeting 24 October 2024**

Attendance was higher than usual and councillor Neil Poole justified the exclusion of clerks, which was designed to increase the attendance of councillors, by commenting on the increased attendance.


The following issues were discussed or reported on:-

1. Winter preparedness. Lesley Potts reported that there are no changes in the plans from last year
2. Helen Manderson gave a brief report on last year's spending on bloom events and told us that there will be money available hopefully this year but it will again have a very short timescale from announcement to payment as it has to wait for the budget planning.
3. VE/VJ day grants. These happen in May and August and both events will be eligible for £250 grant each, which must be applied for by 20 January.
4. Foster carers. Tom Hewis spoke about the value of foster carers and reminded us that they need more. They can organise drop-in sessions for us to appeal to our local community.
5. Lesley Potts related information on the mobile library, which continues to be effective on a three week rota, including some schools. There are no plans to change it from the present service level.
6. General questions. There were a number of queries about whether the information will be sent to clerks. Complaints about the exclusion of clerks, but councillor Poole had indicated at the beginning and repeated that he felt it had been effective in increasing the number of councillors attending. There were questions about the Governance Review and how it might affect Parish Councils and the response was evasive.

Notes taken by Pat Frankish

## Kirton in Lindsey Town Council: Schedule of Payments November 2024

Classification - Finance - Open

																							
	Date	Payee	Description	00 Administration	0010 Other Staff Costs (separate to salary, tax, NI, pension & mileage)	10011 Salaries	10011 Income Tax	10011 National Insurance	10011 Pensions	10011 Mortgage	10015 General Power of Competence	10021 Section 137 Grants	100 Democratic Expenses	200 Open Spaces	300 Burial Grounds	400 S144 Promoting Kirton	500 Public Services	600 Cw/c	70011 Trustee Green & Market Place	70012 Trustee War Memorial & Garden of EED	800 Alotments	VAT	Total
<b>PART A PRE - APPROVED/APPROVED BY COMMITTEE</b>																							
Clerk FR	01/11/2024	Brige Office Supplies	Stationery - paper, ink, year planner	£378.10																		£75.64	£453.83
FC2407/14	01/11/2024	CH Blacksmith	Litter bins - replacement seagull flaps											£100.00									£100.00
FC2409/12	01/11/2024	NALC	Local Council Award Scheme application fee	£50.00																		£10.00	£60.00
PK2409/06	01/11/2024	Stockins Bazaar	Best Kept Frontage - purchase of prize mugs													£30.00							£30.00
FC2409/07	01/11/2024	Royal British Legion	Community Pot Grant application							£300.00													£300.00
FC2410/07	01/11/2024	Mini Bloomers	Community Pot Grant application							£300.00													£300.00
Clerk FR	01/11/2024	Morrisons Scunthorpe	Stationery - tape	£1.67																			£0.33
Contractual	04/11/2024	S Barrett	Grounds maintenance contracts (planting)											£565.00									£565.00
Clerk FR	04/11/2024	Musgrave Tools	Cemetery tools - mallet												£5.95								£5.95
PK2407/07	08/11/2024	E Gladding	Christmas Festival - Little Enchantments deposit													£128.00							£128.00
PD2402/09	08/11/2024	ERNLCA	Training - Events/Health and Safety	£70.00																		£14.00	£84.00
Contractual	08/11/2024	Lawn N Order	Devoled Highways Verge Cutting (12)											£1,000.00								£200.00	£1,200.00
Contractual	11/11/2024	Diamond Jubilee Town Hall	Office Rent and room hire	£440.00																			£440.00
Contractual	11/11/2024	Diamond Jubilee Town Hall	Meeting room hire (Pul/Council Audit, Events/WG)	£104.00																			£104.00
Clerk FR	13/11/2024	Lincolnshire Co-Op	Stationery - AA batteries for keyboard/mouse	£1.12																			£0.23
Clerk FR	15/11/2024	Post Office	Postage - recorded delivery cemetery ERoB	£1.70																			£1.70
Contractual	16/11/2024	HSBC	Business banking fees	£10.00																			£10.00
Clerk FR	20/11/2024	Tesco Stores Scunthorpe	Christmas Festival - Selection boxes x 150	£172.50																			£172.50
Clerk FR	20/11/2024	B&M Lakeside	Christmas Festival - Selection boxes x 20	£29.75																			£29.75
Clerk FR	20/11/2024	B&M Gunness	Christmas Festival - Selection boxes x 25	£23.80																			£23.80
FC2407/14	22/11/2024	Lawn N Order	Tree safety works																				£2,616.00
Contractual	25/11/2024	siVerde	Grounds maintenance contracts (grass cutting)											£1,040.52	£1,490.00				£690.00				£436.00
GP2309/08	25/11/2023	National Allotment Society	Membership renewal 2024/2025	£55.00																			£298.10
Contractual	20/11/2023	Nest	Pension contributions																				£11.00
Contractual	27/11/2024	Town Clerk	Salary																				
Contractual	27/11/2024	Assistant Clerk	Salary																				
Contractual	28/11/2024	Community Coordinator	Salary																				
Contractual	28/11/2024	HMRC	Tax/NI/Student Loan payments																				
<b>PART B FOR APPROVAL</b>																							
<b>Subtotal for month</b>				<b>£1,267.73</b>	<b>£70.00</b>					<b>£0.00</b>	<b>£600.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£2,705.52</b>	<b>£1,495.95</b>	<b>£158.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£690.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£955.30</b>	<b>£13,972.13</b>



**Kirton in Lindsey Town Council Finance Report October 2024**  
**Receipts and Payments made during October 2024, reconciling the cashbook with the bank statements as at 31/10/2024**

<b>Cashbook balance brought forward:</b>	Balance carried forward April 1st 2024:	£91,040.87
	Receipts to September 30th 2024:	£157,724.72
	Payments to September 30th 2024:	£113,071.95
	<b>Balance carried forward October 1st 2024:</b>	<b>£135,693.64</b>

<b>Receipts</b>				<b>Receipts</b>
<u>Ref</u>	<u>Date</u>	<u>Payer</u>	<u>Details</u>	
			<b>Balance C/F 01/10/2024</b>	<b>£135,693.64</b>
R78	02/10/2024	Public Sector Deposit Fund	Interest	£328.45
R79	02/10/2024	FS Machin	Cemetery - Grundy interment	£150.00
R80	08/10/2024	S Harris	Christmas Festival - Stall booking	£20.00
R81	10/10/2024	Helping Dog Paws	Christmas Festival - Stall booking	£15.00
R82	11/10/2024	M Rhoades	Christmas Festival - Stall booking & cheque fee	£27.00
R83	11/10/2024	H Piscioneri	Christmas Festival - Stall booking	£25.00
R84	14/10/2024	Kirton Knit Knacks	Christmas Festival - Stall booking	£15.00
R85	14/10/2024	Love In A Cup Community Café	Christmas Festival - Stall booking	£15.00
R86	14/10/2024	Retford Memorials	Cemetery - Wood memorial	£195.00
R87	17/10/2024	P Guest	Christmas Festival - Stall booking	£20.00
R88	21/10/2024	FS Machin	Cemetery - Charlton interment	£150.00
R89	21/10/2024	A Armstrong	Christmas Festival - Stall booking	£25.00
R90	21/10/2024	K Gouldthorp	Christmas Festival - Stall booking	£20.00
R91	23/10/2024	J Dazell	Christmas Festival - Stall booking	£25.00
R92	25/10/2024	A J Robertson	Cemetery - Douce memorial	£390.00
R93	27/10/2024	HSBC	Gross Interest	£81.00
R94	30/10/2024	FS Machin	Cemetery - Milton interment	£150.00
R95	31/10/2024	R Smith	Christmas Festival - Stall booking	£25.00

**Receipts, October 2024** **£1,676.45**

<b>Payments</b>				<b>Payments</b>
<u>Ref</u>	<u>Date</u>	<u>To Whom Paid</u>	<u>Details</u>	
P162	01/10/2024	S Barrett	Grounds Maintenance contact (planting)	£565.00
P163	01/10/2024	C Laroque	Civic Service - Rock Choir fee	£50.00
P164	01/10/2024	The Terrace	Civic Service - Catering services	£669.00
P165	02/10/2024	O2	Business mobile contracts	£28.70
P166	07/10/2024	Microsoft	Microsoft Office software annual fee	£79.99
P167	08/10/2024	Wright Way Sports	SportsZone - professional coaching fee	£100.00
P168	08/10/2024	R Dixon	Interim Internal Audit	£712.80
P169	08/10/2024	JB Rural Services	Parish Paths Partnership	£420.00
P170	11/10/2024	PA Christian-Cooper	Civic Service - Organist fee	£90.00
P171	11/10/2024	St Andrew's Church	Civic Service - Venue hire	£40.00
P172	14/10/2024	Lawn N Order	Highway verges devolved services (11)	£1,106.40
P173	17/10/2024	HSBC	Business banking account charges	£8.00
P174	17/10/2024	Diamond Jubilee Town Hall	Office Rent and Heritage Room hire	£440.00
P175	17/10/2024	Diamond Jubilee Town Hall	Meeting room hire	£28.00
P176	17/10/2024	Diamond Jubilee Town Hall	Events Working Group - meeting room hire	£9.50
P177	18/10/2024	Anglian Water	Allotments - Water billing	£55.03
P178	22/10/2024	Nest	Pension Contributions (Oct)	[REDACTED]
P179	22/10/2024	idVerde	Grounds Maintenance contract (grass cutting)	£1,248.62
P180	23/10/2024	Assistant Clerk	Salary	[REDACTED]
P181	23/10/2024	Town Clerk	Salary	[REDACTED]
P182	24/10/2024	Community Co-Ordinator	Salary	[REDACTED]
P183	24/10/2024	HMRC	Tax/NI/Student Loan	[REDACTED]
P184	24/10/2024	BT Business	Telephone Jul-Oct	£107.88
P185	24/10/2024	KLASSIC Park	Staff Costs Apr-Oct 2024	[REDACTED]
P186	24/10/2024	Royal British Legion KL	Poppy Appeal 2024 local donation	£310.00
P187	28/10/2024	Royal Mail	Unpaid postage charge (release of letter received)	£2.50
P188	31/10/2024	O2	Business mobile contracts	£28.70

**Total Payments October 2024** **£8,994.04**

**Cashbook carried forward**

Balance carried forward April 1st 2024:	£91,040.87
Receipts to October 31st 2024:	£159,401.17
Payments to October 31st 2024:	£122,065.99
<b>Cashbook total at October 31st 2024:</b>	<b>£128,376.05</b>

**Reconciliation to Bank Statements**

Current Account 41305484	£1,025.00
Savings Account 01109553	£47,351.05
Public Sector Deposit Fund	£80,000.00
<b>Total in bank as at October 31st 2024:</b>	<b>£128,376.05</b>

**Agreed to cashbook and bank statements:**

**Signed:**



**Kirton in Lindsey Town Council**  
**Policy 18: Budgeted Grant Scheme**

2024/25 (v.20231)

Application Form

Name of group:	<b>KLASSIC – Kirton in Lindsey Actively Supporting Sport In the Community</b>
Main group contact: (full name and title)	<b>Mrs Cherilyn Morton</b>
Position in group:	Venue Manager
Address:	Ings Road, Kirton in Lindsey, DN21 4BX
Telephone:	07936 936961
E-mail:	klassicinfo@aol.com
Provide a detailed description of the project and who will benefit from it:	Organised groups/clubs fund their own use of the facilities but general use by the public is not paid for. The KLASSIC Trustee would like to request ongoing maintenance costs towards the field & carpark, for public use of KLASSIC.
Say how you know there is a need for your project:	The facility celebrated its 10 <sup>th</sup> anniversary since opening in August 2023 and has always been popular with local children, families and dog walkers. Visits from the public have increased annually and are expected to continue to do so.
What are the full costs of the project (including VAT if applicable):	<p>£150 towards hedge cutting.          £720 towards waste disposal as the vast majority of our waste is from public use of the bins on the field.          £2,308.50 towards grass cutting, including diesel.          £1,716 towards the Caretakers time to open and close the gates allowing the public access to the car park.          We ask for this to support KLASSIC in being able to be kept open to the public, for casual recreational and leisure use, in the interest of social welfare and improving the conditions of life (both physical &amp; mental) as per the KLASSIC charitable purposes.          Total = £4,894.50</p>
Where is other funding from the project to come from? (Tell us the funder	Funder ..... £.....

and the amount you expect from them):	Funder ..... £.....
Please tell us the stage at which your other applications are at, i.e just applied, awaiting outcome of application or funding confirmed:	N/A
What contribution to these costs would you like from the Town Council?:	£ .....3,500.....
Is this contribution for a specific element of the project?:	Ongoing external maintenance.
What is the structure of your organisation?:	Informal group <input type="checkbox"/> Registered charity <input checked="" type="checkbox"/> Other <input type="checkbox"/> Please give details below  .....

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	Previously provided
Copy of the most recent/audited accounts	X
Evidence of planning permission (if necessary)	N/A
Quotes for capital items and works over £500	N/A
Three most recent bank account statements	X
Twelve month forward plan: activities and finance (applications £5,000 and under)	N/A
Business plan for the next three years (applications over £5,000)	N/A

**Please note:**

- **Budgeted Grants must be for a maximum of £9000**
- **The deadline for applications is the 3<sup>rd</sup> Wednesday of November each year.**

Please return to:

**Town Clerk, Town Council Office, Diamond Jubilee Town Hall,  
High Street, Kirton in Lindsey, North Lincolnshire, DN21 4LZ**

Email – enquiries@kirtoninlindseytowncouncil.gov.uk

Telephone: 01652 648978 / 07518 284173

**Deadline for Applications: Wednesday 15th November 2023**



**Kirton in Lindsey Town Council**  
**Policy 18: Community Pot Grant Scheme**  
 2023/24 (v.20231)  
 Application Form

Name of group:	The Kirton in Lindsey Society Registered Charity 702378						
Main group contact: (full name and title)	Mary Hollingsworth						
Position in group:	Chair of Trustees						
Address:							
Telephone:							
E-mail:							
Provide a detailed description of the project and who will benefit from it:	This is a project to restore the last gaslamp which is still in situ and include it as a Point of Interest for our developing Digital Heritage Trail. How we will do this has already been established and we have a heritage professional waiting to do the work once permissions are in place. The post stands on the boundary of the closed churchyard so permission to do the work needs to be obtained via a Faculty issued by the Diocesan Advisory Committee.						
Say how you know there is a need for your project:	The Heritage Trail has been asked for via a number of local consultations about what is important about the town. There is a desire to know more about the history of Kirton and the restoration of the gaslamp will preserve a piece of that history and improve the look of the public realm in that area. the Town Council is already aware of our desire to do this.						
What are the full costs of the project (including VAT if applicable):	The costs of the restoration (c £1000) have already been agreed by The Society but at the start of the project we did not know we would need permission from the church and there was no mention of a cost to do this until much later in the process. To apply for the Faculty will cost £327.40 so we are asking for help with this unexpected extra cost.						
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them):	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Funder The Kirton in Lindsey Society.....</td> <td style="text-align: right; width: 20%;">£.1027.40</td> </tr> <tr> <td>Funder .....</td> <td style="text-align: right;">£.....</td> </tr> <tr> <td>Funder .....</td> <td style="text-align: right;">£.....</td> </tr> </table>	Funder The Kirton in Lindsey Society.....	£.1027.40	Funder .....	£.....	Funder .....	£.....
Funder The Kirton in Lindsey Society.....	£.1027.40						
Funder .....	£.....						
Funder .....	£.....						



Please tell us the stage at which your other applications are at, i.e just applied, awaiting outcome of application or funding confirmed:	All other known costs are agreed. This fee will raise the Faculty (the DAC are happy with the project) and, once agreed, will provide formal permission for the work to be done.
What contribution to these costs would you like from the Town Council?:	£ 300.....
Is this contribution for a specific element of the project?:	Towards the cost of applying for the Faculty
What is the structure of your organisation?:	Informal group <input type="checkbox"/> Registered charity <input checked="" type="checkbox"/> Other <input type="checkbox"/> Please give details below  .....

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	✓
Copy of the most recent/audited accounts	✓
Three most recent bank account statements	✓

Please note:

- Community Pot Grants must be a for a maximum of £300

Please return to:

**Town Clerk**  
**Town Council Office, Diamond Jubilee Town Hall, High Street, Kirton in Lindsey,**  
**North Lincolnshire, DN21 4LZ**

Email – enquiries@kirtoninlindseytowncouncil.gov.uk

Telephone: 01652 648978 / 07518 284173