



**Town Councillors are hereby summoned to attend the Monthly Meeting of
Kirton in Lindsey Town Council on
Wednesday 26th February 2025**

**Proceedings will be held at the Diamond Jubilee Town Hall, High St commencing at 7pm.
The Agenda is set out below.**

Members of the public and press are welcome to attend.

Neil Taylor-Matson Town Clerk, 20th February 2025

LOCAL COUNCIL
AWARD SCHEME
SILVER

AGENDA

- 2502/01 Apologies for Absence
To receive apologies for absence notified to the Clerk prior to the meeting.
- 2502/02 By-Election Result
To note the result of the By-Election held 13th February 2025 and welcome Tony Kitchen as Town Councillor.
- 2502/03 Declaration of Interests / Dispensations
a. Declarations of Interests, in respect to Agenda items, to be made and recorded in the minutes even if an interest has been declared in the register. **Members declaring interests should identify the Agenda item and the type of interest being declared.**
COUNCILLORS MUST DECLARE ANY AMENDMENT TO PECUNIARY INTERESTS WITHIN 28 DAYS.
b. For the Council to note any dispensations presented to the Clerk prior to the Meeting and their resolution.
- 2502/04 Public Participation
Members of the public may raise subjects, which they wish to bring to the attention of the Town Council. The time will be restricted to 15 minutes maximum unless the Council decides otherwise. Members of the public should note that decisions cannot be made at this meeting on items not on the agenda and that no discussion can be entered into once the meeting has commenced, unless the meeting is suspended by the Chair.
- 2502/05 Minutes
a. To approve the minutes of the Full Council Meeting held 22nd January 2025 (*fwd 27/01/2025*)
b. To receive the draft minutes of the Promoting Kirton Committee Meeting held 10/02/2025 (*fwd 20/02/2025*)
c. To receive the draft minutes of the General Purposes Committee Meeting held 10/02/2025 (*fwd 20/02/2025*)
- 2502/06 Report from North Lincolnshire Council / Ward Councillors
a. To receive the Ward Councillors' Report and to consider any actions arising from the report.
b. To note outstanding matters raised with North Lincolnshire Council and agree any actions required including litter/dog waste bin at Church Street, road maintenance works (South Cliff Road, North Cliff Road, Redbourne Mere, March Street/Wesley Street).
c. To discuss schedules for litter and dog bin emptying and the potential provision of QR coding for bins to help with the reporting through to North Lincolnshire Council and agree any actions required.
d. To receive notification from North Lincolnshire Council regarding a Traffic Regulation Order – proposal for Disabled Parking Bay for Market Place and agree any actions required. (*fwd 11/02/2025*)
- 2502/07 Mayor & Delegates Reports
To receive reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council, to include the following events/meetings which the Clerk was notified of:
- Mayor's Report on Civic Events attended – Cllr Hazel Fox:
- Crowle & Ealand Civic Service – 26th January
- Councillors and Officers reports
- Breakthrough Communications – Council Hive Platform meeting - 17th February
 - North Lincolnshire Council – Highways site meeting – 26th February
- 2502/08 Police & Crime Commissioner funding – CCTV
To receive an update from the Town Clerk on actions required and progress to date following confirmation of the successful application to the Police and Crime Commissioner Community Safety Fund in November 2024.
- 2502/09 Finance
- i. Income and Expenditure
 - a. To receive notification of accounts paid by the Town Clerk under devolved authority. (*Feb 2025, fwd 20/02/2025*)
 - b. To receive the annual membership renewal from The Countryside Charity (CPRE) at either £36, £60 or another value and agree actions required, noting the recommendation from the Promoting Kirton Committee to enter the Best Kept Village Competition 2025.
 - c. To receive a Community Pot funding application from KLAGs and agree any actions required.
 - d. To consider the request for funding from 'Turn The Page And Read' and agree any actions required.

- e. To receive the notification from Diamond Jubilee Town Hall of the annual review of room charges related to the weekly use of the Heritage Room and agree any actions required.
 - f. To receive any updates regarding potential future funding for the Community Co-Ordinator role and agree any actions required.
 - g. To note urgent works required to the Town Council Noticeboard and agree actions required.
 - h. To approve accounts for payment. (*fvd 20/02/2025*)
- ii. Internal Control
- a. To receive the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (*Jan 2025, fvd 20/02/2025*)
 - b. To note the final visit of the Internal Auditor for 2024-2025 as 10th April 2025.
- 2502/10 Planning
- a. To consider the following planning application
 - i. PA/2025/207 <https://apps.northlincs.gov.uk/application/pa-2025-207> (*fvd 18/02/2025*)
Proposal: Application to fell a common ash tree identified as T014 subject to and within Tree Preservation (Old Vicarage Grounds, Kirton in Lindsey) Order 1971.
Location: 51 Beechcroft Drive, Kirton in Lindsey.
 - b. To receive the following decision notifications from North Lincolnshire Council:
 - i. PA/2024/902 – APPROVED WITH CONDITIONS – to vary condition 2 of PA/2023/1679 namely to alter the external appearance of the building, remove the first floor plan and alter the ground floor internal floor layout at TPM Plumbing and Heating Ltd, Station Approach, Kirton in Lindsey, DN21 4BD
 - ii. PA/2024/1073 – WITHDRAWN – for a new house type for Plot 82, Plots 83 and 84 moved forward and up and no garages only provide them with driveways, and Plot 85 moved forward and up and a detached garage at Plots 82, 83, 84 and 85, Selby Close, Kirton in Lindsey, DN21 4FF.
 - iii. PA/2024/1310 – LISTED BUILDING CONSENT (ALT/EXT) – to affix a digital heritage trail signage to the railings of the property – Kirton in Lindsey Fish Bar, 18 High Street, Kirton in Lindsey, DN21 4LX.
 - iv. PA/2023/1402 – APPROVAL OF RESERVED MATTERS – for (access, appearance, landscaping, layout and scale) pursuant to outline planning permission PA/2021/1763 dated 17/12/2021 for a detached dwelling at 22 York Road, Kirton in Lindsey, DN21 4PS.
- 2502/11 Car Parking Provision
 To consider car parking provision for the town and consider any actions required following the site meeting with representatives from North Lincolnshire Council highways at the beginning of December.
- 2502/12 Halifax Bomber Memorial
- a. To receive any update regarding written request from the resident regarding adoption of the Memorial and agree any actions required.
 - b. To receive notification of costings to add the Halifax Bomber Memorial to the annual town council planting schedule with the current contractor and agree any actions required.
- 2502/13 Policies and Procedures
- a. To review Policy 10: Disciplinary Policy last approved February 2024.
 - b. To review Policy 25: Social Media Policy last approved February 2024.
 - c. To review Policy 32: Allotment Risk Assessment last approved February 2024.
 - d. To review Policy 35: Information and Data Protection last approved February 2024.
 - e. To review Policy 36: Privacy Notice last approved February 2024.
 - f. To consider actions required around the Casual Vacancy on the Council, including confirmation of the ongoing procedure.
 - g. To discuss widening the Civic Awards to include an Environmental Award and agree any actions required (*Cllr Fox*)
 - h. To note training courses booked and non-attendance and agree any actions required. *It is noted in Learning & Development Policy that the final decision on this matter is to be decided by the P&D Committee.*
- 2502/14 Open Spaces
- a. To receive the annual operational, visual and monthly operational play park inspection reports for signature and consider any updates regarding the play area agreeing any actions required.
 - b. To discuss the play area inspections service level agreement with North Lincolnshire Council and agree any actions required.
 - c. To receive inspection reports for the outside gym equipment and agree any actions required.
 - d. To consider further information regarding the placement of a brass plaque on the play area fencing and agree any actions required. (*Cllr Joy Kofoed*)
 - e. To consider further information regarding the placement of a brass plaque on a bench at KLASSIC Park and agree any actions required. (*Cllr Joy Kofoed*)
 - f. To receive request from NLC Principle Neighbourhoods Officer to increase cutting schedule of Public Footpath 253 by 92m and also 46m at different points and agree any actions required.

- g. To receive the invitation from The Countryside Charity (CPRE) for the Best Kept Village Competition 2025 and agree any actions required.
- 2502/15 Grove Street Cemetery
 a. To receive an update regarding work around land registration and agree any actions required.
 b. To receive an update regarding the request for a memorial bench and pest control activity and agree any actions required.
- 2502/16 Allotments
 To receive any relevant updates and agree any actions required.
- 2502/17 A Team
 To consider the retirement of the town A Team charity volunteers and agree any actions required.
- 2502/18 Humber and Wolds Rural Action – Rural Housing Project
 To receive an update on the Humber and Wolds Rural Action Rural Housing Project and agree any actions required.
- 2502/19 Town Clerk’s Report / Correspondence for Information and Discussion
 To receive the Town Clerk’s report including correspondence for information and discussion.

Correspondence for Information and Discussion

- a. To note any correspondence received after the Agenda was published.
- b. Lincolnshire Co-Operative Community Co-Ordinator - query open spaces projects (*fwd 23/01/2025*)
- c. ERNLLCA – Election queries *advice* (*fwd 23/01/2025*)
- d. NLC – Notice that Town and Parish Liaison Meeting (29th Jan) postponed (*fwd 23/01/2025*)
- e. NLC – News Direct (*fwd 27/01/2025; 31/01/2025; 07/02/2025; 11/02/2025; 14/02/2025*)
- f. North East Lincolnshire – invitation to Mayor’s Charity Coffee Morning (April)
- g. North East Lincolnshire – invitation to Mayor’s Quiz Night (March)
- h. Community Vision – January update (*fwd 28/01/2025*)
- i. Rural Services Network – Rural Bulletin (*fwd 28/01/2025; 04/02/2025; 18/02/2025*)
- j. NLC – Heritage Officer confirmations regarding CCTV planning applications
- k. Mayor of Doncaster – cancellation of Civic Ball
- l. NLC – Baton of Hope (15/09/2025) event applications/nominations (*fwd 30/01/2025*)
- m. ERNLLCA – Finance Essentials in person event (31/03/2025) (*fwd 30/01/2025*)
- n. NLC – Tourism / Visit North Lincolnshire update (*fwd 30/01/2025*)
- o. Clear Councils – Risk Management webinar details (*fwd 30/01/2025*)
- p. Turn The Page And Read – query about funding potential (*fwd 30/01/2025*)
- q. NLC – CCTV Planning Permission clarification requests
- r. Resident – copied into query to NLC Planning regarding status of PA/2024/365 (dormant for 6 months)
- s. ERNLLCA – January Newsletter (*fwd 30/01/2025*)
- t. Humber Police – New Neighbourhood Police Officer – Pc Paul Topham
- u. NLC – Tourism Partnership January update (*fwd 31/01/2025*)
- v. Haxey Parish Council – NLC Community Governance Review of Parish Councils
- w. NLC – Annual operational inspection report for play area (*fwd 03/02/2025*)
- x. NLC/Visit North Lincolnshire – Tourism and Visitor Economy workshops (*fwd 03/02/2025; 06/02/2025*)
- y. NLC Planning – PA/2025/110 notification of tree works at Wesley Street (*fwd 03/02 to General Purposes Committee*)
- z. Immingham Town Council – Civic Service invitation (March)
- aa. ERNLLCA – Royal Garden Party 7th May – details of Chairs of Councils
- bb. NAT Ridge – Newsletter (*fwd 06/02/2025*)
- cc. Community Vision – Training opportunities (*fwd 06/02/2025*)
- dd. Resident – query about by-election process
- ee. Dirt Factory – community pump track project with Liss Parish Council (*fwd 06/02/2025*)
- ff. NLC – Commercial Waste Duty of Care/T&Cs 2025/26 Kirton in Lindsey Cemetery
- gg. ERNLLCA – New domain - .gov.uk - in use
- hh. Fully Fused – information about professional firework displays/stage pyrotechnics/indoor special effects
- ii. Keep Britain Tidy – 10th Great British Spring Clean - 21st March – 6th April 2025 (*fwd 07/02/2025*)
- jj. CPRE – Best Kept Village Competition 2025 details (*fwd 10/02/2025*)
- kk. Brigg Town Council – Invitation to Civic Dinner (April)
- ll. NLC – Town and Parish Liaison meeting notification (20th March)
- mm. Rural Services Network – Rural Funding Digest (*fwd 13/02/2025*)
- nn. HWRA – February newsletter (*fwd 13/02/2025*)
- oo. Worker’s Memorial Day information (April)
- pp. Community Vision / ERNLLCA – Cadent Centre for Warmth Project (*fwd 13/02/2025*)
- qq. NLC – Result of 13th February 2025 by-election (*fwd 14/02/2025*)
- rr. North East Lincolnshire – Charity Quiz Night (March)
- ss. ERNLLCA – Training Plan for 2025/26 (*fwd 14/02/2025*)
- tt. Hodsock Parish Council – lengthsman vacancy information (*fwd 14/02/2025*)
- uu. NLC – Notice of the call for an election to fill the casual vacancy (*fwd 20/02/2025*)
- vv. Independent Brigg Line Rail Group – Rail Minister to meet MPs over Brigg Line Service update (*fwd 20/02/2025*)
- ww. Mablethorpe & Sutton Town Council - Civic Service (April)
- xx. Annual Leave - reminder.

- 2502/20 Date of next Meeting and Agenda Deadline
To confirm the date and time of the next monthly Town Council Meeting (subject to any change in circumstances) as: **Wednesday 26th March 2025 at 7pm at the Diamond Jubilee Town Hall.**
NOTE: Agenda items to be submitted before Monday 17th March in line with Standing Orders.
- 2502/21 Exclusion of the Public & Press
To consider the exclusion of the public and press under the provisions of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the matters to be discussed.
- 2502/22 Staff costs – KLASSIC Park
To consider extra hours worked by the KLASSIC Venue Manager, including while needing to open up and close KLASSIC for users due to having no caretaker, and agree any actions required.