



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 22nd January 2025
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 David Garritt, Cllr Joy Kofoed and Cllr Suzanne Stephenson.

Members not present: Cllr Karen Gunn

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

MINUTES



- 2501/01 Apologies for Absence
No apologies were received.
- 2501/02 Resignation of Councillor Delsignore
The Council noted the resignation of Councillor Delsignore, received by the Mayor 09/01/2025.
- 2501/03 Declaration of Interests / Dispensations
a. No declaration were made.
b. No dispensations were granted.
- 2501/04 Public Participation
No matters were raised.
- 2501/05 Minutes
a. The Council approved the minutes of the Full Council Meeting held 18th December 2024.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 13/01/2025.
c. The Council received the draft minutes of the General Purposes Committee Meeting held 13/01/2025.
- 2501/06 Report from North Lincolnshire Council / Ward Councillors
a. Ward Cllr David Garritt noted that Ward Cllr Trevor Foster was seeking information about the handyman arrangements for Messingham Parish Council. An inspection of the trees in St Andrew's Churchyard has now taken place and works are scheduled for 17th February and 20th July. It was confirmed that the 'weed warriors' are the North Lincolnshire Council (NLC) green spaces maintenance team, the term created by the NLC Communications Team. Ward Cllrs have arranged a meeting with Mick Johnson to discuss the schedule of works outlined in November and to discuss the work required at the allotments entrance. Salt bins are in the process of getting restocked. Next steps regarding car parking provision for the town requested from Gareth Denovan following the site meeting in the town centre in early December, the matter was also raised with the Leader of NLC, Rob Waltham. The dual-purpose litter and dog bin at Church Street is now confirmed to be on the NLC servicing schedule, however the additional bin placed there by a member of the public cannot be emptied or moved by the NLC teams as it does not belong to them. The application to extend the quarry at Hibladstow was deferred by the planning committee and Cllr Garritt made representations to the speed reviews for North Cliff Road and Mortal Ash Hill. Cllr Garritt confirmed that the issues at the Holme Lane junction near Mortal Ash Hill are due to a natural spring and work with the landowner continues as it is not land owned by NLC. The Clerk asked if a copy of the tree inspection report could be provided. Cllr Garritt was thanked for his report.
b. The Council noted outstanding matters raised with North Lincolnshire Council which were covered by the Ward Councillors report.
c. The Council received an update regarding maintenance works to highway fingerposts and replacement Perspex for the tourism/places of interest noticeboard in the Market Place. Work to the highway fingerposts is likely to take place in the spring and quotations are in progress for the replacement plastic.
- 2501/07 Mayor & Delegates Reports
The Council received reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council:
- Hornsea Civic Service – 5th January – apologies were sent for this event.
 - NLC Photocalls – Diamond Jubilee Town Hall and Kirton in Lindsey Society – 14th January – funding success for LED lighting and the Digital Heritage Trail celebrated.
- Councillors and Officers reports
- Police & Crime Commissioner funding – CCTV – meeting with VideCom Security - 23rd December – the Clerk met with the company to finalise details for the positioning of the proposed CCTV provision.

2501/08 Police & Crime Commissioner funding – CCTV

The Council received 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. Following the meeting with VideoCom and liaison with the planning department and heritage officer at NLC, a hybrid planning application for listed building consent and planning permission was developed, checked and submitted. The costs paid were noted to be £19.50 plus VAT for the location and block plans and £146.50 for submission of the planning application.

RESOLUTION: Approval of the Town Clerk's actions.

2501/09 Financei. Income and Expenditure

- a. The Council received notification of accounts paid by the Town Clerk under devolved authority (January 2025).
- b. The Council received information from the Royal British Legion regarding local spending. The RBL noted 'We use these funds to help local veterans in their hours of need. For instance, we helped an army veteran when his relationship ended and we found him living in his car with his dog. We paid for an hotel and food for him and kennels for the dog while we helped him go through the process of gaining accommodation for him and his pet. We got him a flat and set him up on the road to recovery. He is now working and living life as he should be. We are only able to help others when donations are given to us by groups, individuals and organisations like yourselves'.
- c. The Council received any updates regarding potential future funding for the Community Co-Ordinator role. There was no update to report at this time.
- d. The Council approved accounts for payment.

ii. Internal Control

- a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (December 2024)
- b. The Council received the 3rd Quarter Budget Checks, noting no matters to raise or action required.
- c. The Council noted the next visit of the Internal Auditor as 13th February 2025.

2501/10 Planninga. The Council considered the following planning applicationsi. PA/2024/1480

Proposal: Application to thin, crown lift and remove overhanging branches of 2 sycamore trees, identified as T3 and T4, subject to and within Tree Preservation (Kirton in Lindsey) Order 1972.

Location: 8A, Station Road, Kirton in Lindsey, DN21 4BB.

The number of different planning applications submitted regarding the trees at 8A Station Road was noted.

RESOLUTION: That the Clerk responds "No Comment" to this planning application.

ACTION: Town Clerk

ii. PA/2024/1455

Proposal: Planning permission for extensions and alterations including replacement roof to create first floor.

Location: Weardale, 21 March Street, Kirton in Lindsey, DN21 4PL.

RESOLUTION: That the Clerk responds "No Comment" to this planning application.

ACTION: Town Clerk

iii. PA/2024/1454

Proposal: Planning permission to vary the plans condition of PA/2024/1365 namely to amend the house type for plot 82, to amend the house designs and reposition plots 83-85.

Location: Plots 82, 83, 84 and 85, Selby Close, Kirton in Lindsey, DN21 4FF.

RESOLUTION: That the Clerk responds that the Council neither support nor object to this planning application, however note that applications by the developer resulting in the reduction in green landscaping for this development are causing local concerns.

ACTION: Town Clerk

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

- i. PA/2023/1166 – REFUSAL TO APPROVE RESERVED MATTERS – for (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 – land off Ings Road, Kirton in Lindsey, DN21 4BX.
- ii. PA/2024/1070 – HOUSEHOLDER PLANNING PERMISSION – to demolish existing outbuilding and erect an annexe – 1 Cornwall Street, Kirton in Lindsey, DN21 4PP.

2501/11 Car Parking Provision

Discussion was deferred as no updates had been received following the meeting with NLC Highways on 03/12/24.

2501/12 Halifax Bomber Memorial

The Council received the recommendation from the Promoting Kirton Committee that the Town Council resolution from February 2024 is put into place following receipt of a formal request from the resident when all works are confirmed completed and further to respond to the following:

- Who is responsible for the maintenance of the small flower garden? Could the Mini Bloomers be asked to adopt this?
- Who is responsible for any future repairs to the structure?
- What is the protocol for removing flowers/wreaths placed there?
- Can another small plaque be added on to the side of the memorial?

The Clerk noted meeting with the resident, with a letter, to request him to confirm that the works are now fully completed. The resident felt that writing formally was unnecessary and that his conversations with the Mayor and the Clerk were more than enough as formal request and confirmation of completion. The Council members discussed that something in writing was a requirement.

RESOLUTION: That written confirmation is prepared with the resident with assistance of Cllr Garritt.

ACTION: Cllr Garritt

RESOLUTION: That a quotation is sought for maintenance of the small flower garden from the current Town Council contractor.

ACTION: Town Clerk

RESOLUTION: That once gifted, the Town Council will become responsible for future repairs to the structure.

RESOLUTION: That the protocol for removing flowers/wreaths will be at the discretion of the Town Council.

2501/13 Policies and Procedures

a. The Council reviewed Policy 24: Press & Media Policy last approved January 2024.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

b. The Council reviewed Policy 28: Learning and Development Policy last approved January 2024.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

c. The Council received notice of the government's current consultation regarding improving the standards and conduct framework.

RESOLUTION: That all Councillors respond to this consultation individually.

ACTION: Town Councillors

d. The Council received notice of the government's current consultation regarding overhaul of the local audit system in England.

RESOLUTION: That the Town Clerk is to respond to this consultation on behalf of the Town Council.

ACTION: Town Clerk

e. The Council considered actions required around the Casual Vacancies on the Council, including confirmation of the ongoing procedure. The Clerk confirmed that an election had been called for by at least ten electors and that the process for this was mandated with information and notices going out according to a specified schedule. Polling cards would be issued over the next few weeks. North Lincolnshire Council cover the costs for the election from their election budget. The second casual vacancy is notified as mandated with confirmation due in early February whether this will be filled by co-option. The Council discussed the option to hold a hustings for the three candidates nominated for election, to give residents the chance to find out more about the candidates and their interest in becoming members of the Town Council. It was resolved not to do this.

f. The Council received an update about the Local Councils Award Scheme. Kirton in Lindsey Town Council has achieved recognition under the Silver Award with the Local Council Award Scheme and is the first Council to achieve this since the revision of the scheme and the new categories. The recognition is in place for four years. The Clerk noted disappointment with some comments noted against the award criteria. It was agreed this should be fed back to assist with future assessments of other applications. A note of thanks was asked to be recorded to the Clerk, Assistant Clerk and Councillors as joint effort achieved.

2501/14 Open Spaces

a. The Council received the visual and operational play park inspection reports for signature. The resignation of Cllr Delsignore had left Cllr Fox as the only person carrying out inspections. It was agreed that until the casual vacancies are filled on the Council Cllr Fox will temporarily continue to carry out weekly play area inspections.

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

Communications have improved. Inspections are now up to date. A replacement part is required for the roundabout and NLC are sourcing this. The annual RoSPA operational inspection has taken place and the data is awaited.

c. The Council received inspection reports for the outside gym equipment. The resignation of Cllr Delsignore had left no one carrying out inspections. It was agreed that until the casual vacancies are filled on the Council Cllr Cooper will temporarily carry out weekly inspections of the gym equipment, guided by Cllr Fox.

d. The Council considered the placement of a brass plaque on the play area fencing – 'Opened by Cllr John Brigg's Mayor of NLC and Cllr Joy Kofoed on 5th November 2022 with monies donated by North Lincolnshire Council, SSE Renewables, The National Lottery, British Steel, Kirton Quizzers and Kirton in Lindsey Town Council' as requested by Cllr Joy Kofoed. It was discussed that the funders information was already displayed on the play area sign.

RESOLUTION: That costings for a brass plaque to be attached to the play area fencing to read 'Opened by Cllr John Brigg's Mayor of NLC and Cllr Joy Kofoed on 5th November 2022' are sought and brought back to the next meeting for approval.

ACTION: Cllr Kofoed

Cllr Kofoed requested a recorded vote.

For: Cllr Kofoed (Proposer), Cllr Fox (Secunder), Cllr Frankish, Cllr Garritt.

Against: Cllr Cooper, Cllr Stephenson.

e. The Council considered the placement of a brass plaque on a bench at KLASSIC Park – ‘Dedicated to Cllr Billy Boyd (Mayor of Kirton in Lindsey 2009-2013) with monies raised from Cllr Joy Kofoed (Mayor of Kirton in Lindsey 2022-23) and Kirton in Lindsey Old Timers Football Club’ as requested by Cllr Joy Kofoed. Cllr Kofoed also noted the donation of a plaque from Melanie Boyd noting Billy Boyd’s Regiment details. It was clarified that the monies raised by Cllr Kofoed did not purchase the benches at KLASSIC. It was advised that the company who the benches at KLASSIC were purchased from may be able to quote for plaque costings.

RESOLUTION: That costings are sought for a plaque to read “Dedicated to the Memory of Billy Boyd, Mayor of Kirton in Lindsey 2009-2013” and brought back to the next meeting for approval.

ACTION: Town Clerk

RESOLUTION: That the placement of both plaques on a bench at KLASSIC is approved in principle and referred to the next meeting of the KLASSIC Trustee.

ACTION: Town Clerk

f. The Council received updated costs for 2025 from the highway verges contractors. It was noted that the contractors have unfortunately had to review pricing for the 2025 season after various price increases seen over the last year and also those due to come in to force this year.

RESOLUTION: That under the specific circumstances given the revised quotation for £14,713.60 plus VAT is accepted.

ACTION: Town Clerk

2501/15 Grove Street Cemetery

a. The Council received an update regarding work around land registration. Burton & Dyson have had an update from NLC to confirm that they do not have a copy of the deed. The process is now for an application supported by a statutory declaration. Costs are estimated to be £1,265.00 plus VAT. This doesn’t include the land registry fee which is dependent on value. A valuation will therefore also be required.

RESOLUTION: That the Clerk is instructs Burton & Dyson under these terms. ACTION: Town Clerk
RESOLUTION: That a valuation is sought and processes are followed (three quotes) as required dependent on the value of the work required. ACTION: Town Clerk

b. The Council received an update regarding the request for a memorial bench and pest control activity. The memorial bench is now completed and a plaque ready to be installed. Once completed the final balance, including cost of the plaque will be paid by the residents. Mole activity continues in the lower part of the cemetery as the current weather is ideal for mole activity. Moles are removed when discovered, however other moles then discover the tunnels and the process repeats. Suggestions for rolling the area to collapse the tunnels were not recommended due to the great disturbance of the cemetery area this may cause.

The Council considered an application for a memorial stone in aurora red and declined the request noting that it would not be appropriate and in keeping within the town cemetery.

c. The Council receive a complaint/query about the flower bed outside the cemetery.

RESOLUTION: That the resident is thanked for their interest and for contacting the Council, however advised that the flower bed is outside the control of the Town Council and is maintained by Mini Bloomers. It is felt that the encouragement of young people taking an interest in the environment can only be positive.

2501/16 Allotments

The Council received any relevant updates. It was noted that further information will be available following the meeting with the Ward Cllrs and NLC officers. Cllr Frankish raised concern that the advisory group only had two members, as raised at the December meeting. It was agreed that this should be reviewed when the casual vacancies are filled.

2501/17 A Team

The Council consider the retirement of the town A Team charity volunteers. A meeting of The Green and The Market Place Charity had taken place in early January. The recommendation of the Town Council for a bench to be placed on the Green was approved, the Town Clerk is tasked with confirming the location and bringing costs back to a future meeting.

2501/18 Dog Fouling

The Council discussed dog fouling in the town, the Resident’s concerns, and agreed on any actions to be taken by the Town Council as requested by Cllr Hazel Fox.

RESOLUTION: That NLC are approached about the provision of dog warden patrols and this is boosted with the display of posters and online information to residents.

ACTION: Cllr Fox/Town Clerk

2501/19 Humber and Wolds Rural Action - - Rural Housing Project

The Council received an update on the Humber and Wolds Rural Action Rural Housing Project. The Town Clerk noted proposed dates to start the survey as Friday 17th January through until Sunday 9th February. A presence at a Community Café is booked. Support requested to publicise details and provide information about events which could be attended has been responded to.

2501/20 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 Clerk noted correspondence received after the Agenda was published as: invitation to NLC Civic Dinner (March); NLC Tourism Partnership February Meeting details; Brigg Line Rail Group press release on replacement buses; NLC News Direct update; query from KLAGs regarding grant funding; NLC request for annual report on parish paths partnership and highway grass cutting devolution funding; confirmation of Local Council's Award Scheme result; PA/2025/68&69 (CCTV) confirmations; Statement of Persons Nominated for Election; PA/2024/1310 (High Street) decision notice; Rural Bulletin; Humber & Wolds Circular Economy Strategy workshops information; ERNLLCA/Live Well webinar and Humberside Police – Community Speedwatch event 17th February at Melton.

Cllr Kofoed noted that the messages of condolence for Billy Boyd were collated into a Book of Remembrance.

- b. Resident – complaint/query about flower bed outside Cemetery
- c. NLC – News Direct
- d. Visit North Lincolnshire Partnership - December update
- e. Planning – PA/2024/1395
- f. Police and Crime Commissioner – confirmation of funding for CCTV project
- g. Kirton in Lindsey Royal British Legion – information regarding local funding
- h. ERNLLCA – National Planning Framework training information
- i. HWRA – Year End Newsletter
- j. ERNLLCA – December Newsletter
- k. NLC – Strengthening the Standards and Conduct Framework for Local Authorities consultation
- l. NLC – revised UKSPF project completion letter (Community Co-Ordinator)
- m. Planning – PA/2024/1402
- n. Broughton Town Council – condolences (Billy Boyd)
- o. NLC – Notice of the call for an election to fill the casual vacancy
- p. Civic Award – notification of thanks and confirmation of attending Civic Dinner
- q. Independent Brigg Line Rail Group – receipt of copies of leaflets for display
- r. Resident – query about ownership of footpath and wall between St Andrew's Street and Wesley Street
- s. Energy4All – North Lincolnshire Community Energy 2nd community share offer launch invitation
- t. Resident – request for stamping of declaration attestation signed by Cllr Gunn
- u. NLC – George Street update – pot holes – NLC confirm that road was completely resurfaced in 2023/2024 – query returned to NLC as to why the road surface as deteriorated so significantly in such as short space of time.
- v. Brigg Town Council – invitation to Civic Dinner (February)
- w. CPRE – January Newsletter
- x. Louth Town Council – funeral details for former Mayor, Cllr Julia Simmons
- y. HWRA – Confirmation of details of housing needs survey planning work
- z. NALC – Open Letter to Parish and Town Councils from Chair of NALC
- aa. Rural Services Network – Rural Bulletin
- bb. ERNLLCA – reminder re government and NALC sector standards survey
- cc. Resident – reports of issues on Public Rights of Way FP253 and FP254
- dd. Contractors – Highway Verge costs – quotation for revision
- ee. Community Vision – Fundraising update
- ff. Howden Town Council – condolences (Billy Boyd)
- gg. Nic Dakin, MP – condolences (Billy Boyd)
- hh. NATRidge – January Newsletter
- ii. Rural Services Network – Rural Funding Digest January
- jj. City of Lincoln Council – announcement of passing of Cllr Sue Burke
- kk. RPM Bike Trials Display – detail of entertainment offer for events
- ll. NLC – receipt of equipment inspection sheets for December via Cllr Fox
- mm. Snaithe & Cowick Town Council – condolences (Billy Boyd)
- nn. Police and Crime Commissioner – Police Funding Survey 2025/26
- oo. Beverley Town Council – condolences (Billy Boyd)
- pp. NLC – Tourism Partnership February marketing workshops
- qq. Hessle Town Council – invitation to Civic Service (February)
- rr. Community Vision – Community Cohesion funding details
- ss. Banking – notification of reduction of interest rates
- tt. NLC – Tourism Partnership - Purple Pound
- uu. Mayor of Doncaster – invitation to Civic Ball

2501/21 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 26th February 2025 at 7pm at the Diamond Jubilee Town Hall.**

NOTE: Agenda items to be submitted before Monday 17th February in line with Standing Orders.

The meeting closed at 20:37.



**Minutes of the Meeting of Kirton in Lindsey Town Council
Promoting Kirton Committee held on Monday 10th February 2025
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 6.30pm**

Members Present: Cllr David Garritt (Chair), Cllr Kathy Cooper, Cllr Pat Frankish, Alison Birkett and Martin Hollingsworth.

Members not present: Cllr Suzanne Stephenson, Cllr Hazel Fox, Cllr Karen Gunn, Victoria Rumary and Tanya Salvador.

Also present: One member of the public, Assistant Clerk: Cheri Morton and Town Clerk: Neil Taylor-Matson.

In the absence of the Chair, Cllr Suzanne Stephenson, Cllr Garritt was nominated to Chair this meeting.

MINUTES

PK2502/01 Apologies

Apologies were received from Cllr Karen Gunn, Cllr Hazel Fox, Cllr Stephenson and Victoria Rumary.

PK2502/02 Declaration of Interests / Dispensations

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

PK2502/03 Public Participation

No matters were raised.

PK2502/04 Minutes of the Previous Meeting

The Committee considered the minutes of the PK Committee Meeting held on 13th January 2025.

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

PK2502/05 Community Co-Ordinator report

a. The Community Co-Ordinator had provided a written report which noted 884 visits to the website in the last 30 days. This follows continued promotion via Facebook links. Work is ongoing with Humber & Wolds Rural Action on proposals around Men in Sheds. An information session is now planned for Thursday 13th March at the Community Café. This is to be followed by a public meeting. Support was noted for developing information around this project. An event diary for 2025 is now planned for the website. The Warm Spaces do not seem to have brought any new people to those locations, a review on Warm Spaces will be prepared for the next meeting. Discussion was invited about reaching those who prefer to have information in a leaflet/brochure format, business advertising on the website and engaging the younger people of the town on their wants and needs.

It was discussed that a leaflet in Kirton First is unlikely to engage those not already engaged through articles in Kirton First.

It was considered that the potential of school councils at both the Primary and Academy along with those attending the Youth Club could be a starting point for engaging with younger people. It was noted that those attending the Academy are not predominantly from Kirton in Lindsey. Engaging with the younger people of the town could be considered to be a 2025/2026 Town Council project.

The limited hours which the Community Co-Ordinator is employed for (2 hours per week) do not allow for additional workload other than updating and promoting the website.

It was noted that Positive Activities North Lincolnshire are now looking to hand the Box-It sessions over from their initial trials. There is a lack of take up, but this is seen across North Lincolnshire, not just Kirton in Lindsey.

b. The Committee considered the future of the Community Co-Ordinator role, with Cllr Frankish noting there was still no update to report on the application to the National Lottery for funding. There is a period of 13 weeks for decisions.

PK2502/06 Town Events

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

- Civic Dinner (1st March) – the Assistant Clerk noted that invitations had been sent out and replies were now coming in. There were 20 Civic and 11 other responses received so far. Tickets costs were confirmed at £36.50 each, covering the cost of catering.
RESOLUTION: That ticket costs are £36.50 each.
- SportsZone – the Assistant Clerk noted that Wright Way Sports costs remain the same as last year. The launch of the new season and costings were discussed.
RESOLUTION: That sessions start on 7th April with no charge for children to attend.
ACTION: Assistant Clerk
- Annual Town Meeting (9th April) – the Town Clerk confirmed that refreshments costs last year were £57.25. Ideas to be decided on the presentation of website content at the event, the introduction of ‘who is in the room’ so that

Signed:

Dated:

networking is encouraged, provision of leaflet information. It was agreed that cheque presentations of budgeted grants should take place, with photos to be taken.

RESOLUTION: That refreshments are provided on a similar cost basis to last year.

RESOLUTION: That budgeted grant cheque presentations take place at the event.

- 80th Anniversary of VE Day (8th May) – the Assistant Clerk noted that the North Lincolnshire Council grant application is now awaiting confirmation. The deposit payment of 50% of total invoice is requested by Little Enchantments. The Manor Court House residents have generously agreed to provide assistance with electric power for the entertainment. Analysing the information provided by North Lincolnshire Council (NLC) a Temporary Event Notice (TEN) will not be required for this event. Cllr Garritt has spoken with Teasdales and the Bistro who are supportive but would like to encourage pre-orders by residents. Other eateries to be contacted. It was noted that nationally, the 5th May is now receiving promotion as a date to join together for picnics.

RESOLUTION: That the deposit for Little Enchantments of £110.00 is paid.

ACTION: Town Clerk

RESOLUTION: That on the information provided from NLC a TEN will not be required.

RESOLUTION: That Cllr Garritt makes further contact with other town eateries to provide information and potential promotions with the VE Day anniversary theme.

ACTION: Cllr Garritt

RESOLUTION: That events remain focused on 8th May with residents invited to picnic on the Green at 8pm and the beacon to be lit at 9:30pm.

ACTION: Assistant Clerk

- Summer Gala and Scarecrow Trail (July) – the Assistant Clerk noted that an Events Working Group (EWG) meeting is planned for 19th February, with everyone invited to attend with ideas to develop. The timing for the scarecrow trail was discussed. The selection of potential winners at Gala events for switching on the Christmas lights was also taken into consideration. EWG to consider options. The options of special medals / trophies for race winners was discussed, with further ideas to be put forward at the EWG meeting.

RESOLUTION: That the scarecrow trail launches two weeks prior to the Gala, with the closing date for votes Friday 11th July.

ACTION: Assistant Clerk

- Baton of Hope (15th September) – the Town Clerk reported notification from NLC of requests for nominations to take part in this event of unity and hope for those affected by suicide. Baton Bearers are sought who have lost someone to suicide, are survivors of a suicide attempt or are from organisations supporting mental health, suicide prevention, mental health advocates, local celebrities including sporting figures, public figures, elected members and emergency services. It was noted that it would be worthwhile putting nominations from Kirton in Lindsey forward and encouraging residents to nominate via online information and Kirton First publicity.

RESOLUTION: That local nominations are made and residents are encouraged to put forward nominations via online promotion and Kirton First publicity.

ACTION: Town Clerk

- Christmas Festival – the Town Clerk provided a report noting contact with 29 local Town and Parish Councils. Horncastle have a living ‘Tree of Light’ which is the responsibility of the Horncastle and District Lions. The tree is now extremely large. No other Councils in this area responded to say that they have a permanent planted real Christmas tree.

Alison Birkett provided a further update from contact with the Lincolnshire Co-Op regarding their community champion scheme for an application of support for the Christmas Festival. An application to Community Champions could be made but wouldn’t release funds in time for this year’s event. An option for a fundraising event in store was offered. EWG to discuss.

Information about the date of the event has been published and has received a couple of comments about food vendors. It was noted that the decision not to have food vendors last year was also based on a couple of comments. Provision for children of all ages at the event was discussed. Funding for the Christmas Tree and presents from Santa was further discussed.

A Christmas Festival Poster Competition was discussed, an idea put forward by Kirton Lindsey Primary School, which is an option for a competition winner to switch on the Christmas Lights.

RESOLUTION: That EWG discuss options for fundraising for presents from Santa. **ACTION: EWG**

RESOLUTION: That EWG discuss quantifying what the majority of residents would like to see at the event, including provision for children of all ages and food vendors **ACTION: EWG**

RESOLUTION: That EWG consider options around sponsorship of the Town Tree and Christmas Lights. **ACTION: EWG**

RESOLUTION: That following EWG considerations, a town survey is considered to seek residents views. **ACTION: Assistant Clerk**

RESOLUTION: That contact is kept in place with the Primary School for arrangements around a Christmas Festival poster competition. **ACTION: Assistant Clerk**

PK2502/07 Open Spaces

- There was no update to discuss regarding Open Spaces / In Bloom. Details of the Keep Britain Tidy Great British Spring Clean (21 Mar – 6 Apr) were noted, as was the invitation from The Countryside Charity (CPRE) for the Best Kept Village (BKV) Competition 2025.

RESOLUTION: That it is recommended to Full Council that the BKV Competition is entered.

ACTION: Town Clerk

Signed:

Dated:

Kirton in Lindsey Town Council - Promoting Kirton Committee Minutes

b. Lincolnshire Co-Operative Community Co-Ordinator – The Committee received and considered a request for any details of green space projects from the Lincolnshire Co-Operative Community Co-Ordinator. The land off Redbourne Mere and lack of any updates from NLC was discussed. Work at the Churchyard was discussed with wild flower planting and owl boxes, it was noted this would be down to the Church to arrange and seek relevant permissions.

RESOLUTION: *That Cllr Garritt investigates and chases up information on land off Redbourne Mere.*
ACTION: Cllr Garritt

PK2502/08 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next Promoting Kirton Committee meeting as 10th March 2025 at 6:30pm, with agenda items to be submitted in writing prior to Friday 28th February January in line with Standing Orders.

The meeting closed at 7:28 pm.

DRAFT

Signed:

Dated:



**Minutes of the meeting of Kirton in Lindsey Town Council
General Purposes Committee, held on Monday 10th February 2025
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7:30pm**

Members Present: Cllr David Garritt (Chair), Cllr Kathy Cooper, Cllr Pat Frankish, and Cllr Joy Kofoed.

Members not present: Cllr Hazel Fox and Cllr Suzanne Stephenson.

Also present: One member of the public, Town Clerk: Neil Taylor-Matson and Assistant Town Clerk: Cheri Morton (voluntarily).

MINUTES

GP2502/01 Apologies

Apologies were received from Cllr Hazel Fox and Cllr Suzanne Stephenson.

GP2502/02 Declaration of Interests / Dispensations

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

GP2502/03 Public Participation

No matters were raised.

GP2502/04 Minutes of the Previous Meeting

The Committee considered the minutes of the General Purposes Committee Meeting held on 13th January 2025.

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

GP2502/05 Planning

The Committee considered the following planning applications:

i. PA/2025/36

Proposal: Planning permission to erect side and rear extension and replacement garage.

Site Location: 1 Church Street, Kirton in Lindsey, DN21 4BT.

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

ACTION: Town Clerk

ii. PA/2025/110

Proposal: Notice of intention to fell an acer tree to ground level and reduce and cut back three ligustrum trees by 40% within Kirton in Lindsey's conservation area.

Site Location: 6 Wesley Street, Kirton in Lindsey, DN21 4PB.

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

ACTION: Town Clerk

GP2502/06 Asset Register

The Committee received an update from the Town Clerk regarding items on the current Asset Register which are not used or no longer working. This also included the deterioration of the noticeboard at Church Street and a note on the age the laptop (purchased in 2015) and mobile phone (purchased in March 2018) for the use by the Town Clerk.

RESOLUTION: That the Town Clerk is given authority to dispose of any assets which are no longer working and are unrepairable and to put on sale and unused items in working order.

ACTION: Town Clerk

RESOLUTION: That the Town Clerk brings costings for laptop and mobile phone replacements to the next meeting.

ACTION: Town Clerk

GP2502/07 Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next General Purposes Committee meeting as 10th March 2025 at 7:30pm, with agenda items to be submitted in writing prior to Friday 28th February in line with Standing Orders.

The meeting closed at 7:40 pm.

Town Clerk report February 2025

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 play area inspections - Uneven ground inspection and inspection of sand pit remain outstanding and to be confirmed once handover completed between NLC staff.

February 2025: Now that the operational inspection routine by NLC has stabilised, these enquiries were put to the NLC team and an update is awaited.

Updates from September Full Council Meeting:

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 7th October. Reply awaited. October 2024: Meeting now arranged for Wed 13th Nov. Meeting on Wed 13th Nov was cancelled by Gareth Denovan that day, alternative dates requested and response awaited. **December 2024: Meeting took place 5th December 2024 with updates and recommendation to come from Gareth Denovan following on from this.**

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.**

2410/14 – 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.

November Full Council Meeting items:

2411/15 – Open Spaces - That research is carried out into who NLC and other Town Council's use for dealing with anti-social behaviour, vandalism and dangerous situations at town and village greens. (Cllr Garritt) January 2025: Cllr Garritt liaising with Ward Cllr Foster re information regarding Messingham Parish Council's use of a handyman. **February 2025: Update received from Ward Cllr Foster - The Handyman at Messingham Parish Council is a self-employed contractor. It may depend on the contractor, but it seems to work well. I have attached the information that was supplied to the contractor when he commenced in 2019.**

2411/15 – Open Spaces – Noticeboard, Cornwall Street. That the quotation of £150 to repair rot and carry out general maintenance is approved. November 2024: Contractor informed. **January 2025: Current weather hampering progress.**

December Full Council Meeting items:

2412/04 – North Lincolnshire Council reports - maintenance works to highway fingerposts and replacement Perspex for the tourism/places of interest noticeboard. That the Town Council approve these works to be carried out. **January 2025: Enquiries regarding the replacement Perspex are ongoing, works for painting of highway fingers to be progressed in the Spring.**

2412/10 – Halifax Bomber Memorial - That it is the understanding of the Town Council that, although support in principle was offered throughout the process including in terms of the required planning permission (and application) and securing funding, by individuals of the Town Council, the project was that of a resident. The Town Council extends thanks to the resident for their work and success of the project but understand that the monument is theirs. December 2024: Letter to resident drafted and delivered. **January 2025: Cllr Garritt to work with resident to provide something in writing for the Town Council.**

2412/13 – Allotments – Entrance works - That strong requests are made to the Ward Cllrs on the urgency of this matter. **January 2025: Further request made to Ward Cllrs for updates.**

2412/14 – A Team – formal recognition of work of the volunteers - That the placement of a bench is supported in principle and taken to a meeting of the Green and Market Place Charity for consideration as soon as possible and that the Clerk carries out research into costs for recycled plastic bench and installation works. **January 2025: Meeting of the Charity approves the placement of a bench, location to be clarified and confirmed and costings sought.**

January Full Council Meeting items:

2501/10 Planning - PA/2024/1480 - That the Clerk responds “No Comment” to this planning application. **January 2025 - Response submitted and logged.**

2501/10 Planning - PA/2024/1455 - That the Clerk responds “No Comment” to this planning application. **January 2025 - Response submitted and logged.**

2501/10 Planning - PA/2024/1454 - That the Clerk responds that the Council neither support nor object to this planning application, however note that applications by the developer resulting in the reduction in green landscaping for this development are causing local concerns. **January 2025 - Response submitted and logged.**

2501/12 – Halifax Bomber Memorial - That written confirmation is prepared with the resident with assistance of Cllr Garritt, That a quotation is sought for maintenance of the small flower garden from the current Town Council contractor, That once gifted, the Town Council will become responsible for future repairs to the structure and That the protocol for removing flowers/wreaths will be at the discretion of the Town Council.

2501/13 – Policies and Procedures - Policy 24: Press & Media Policy - That this policy is approved without amendment. **January 2025: Policy content, version and review date updated and published.**

2501/13 – Policies and Procedures - Policy 28: Learning and Development Policy - That this policy is approved without amendment. **January 2025: Policy content, version and review date updated and published.**

2501/13 – Policies and Procedures - Government’s current consultation regarding improving the standards and conduct framework - That all Councillors respond to this consultation individually.

2501/13 - Policies and Procedures - Government’s current consultation regarding overhaul of the local audit system in England. - That the Town Clerk is to respond to this consultation on behalf of the Town Council. . **January 2025: Response completed 27/01/2025**

2501/14 – Open Spaces - That costings for a brass plaque to be attached to the play area fencing to read ‘Opened by Cllr John Brigg’s Mayor of NLC and Cllr Joy Kofoed on 5th November 2022’ are sought and brought back to the next meeting for approval (Cllr Kofoed). **January 2025: Costings collated ahead of February meeting.**

2501/14 – Open Spaces - That costings are sought for a plaque to read “Dedicated to the Memory of Billy Boyd, Mayor of Kirton in Lindsey 2009-2013’ and brought back to the next meeting for approval and that the placement of both plaques on a bench at KLASSIC is approved in principle and referred to the next meeting of the KLASSIC Trustee. **January 2025: Taken to Trustee meeting for consideration and costings collated ahead of February meeting.**

2501/14 – Open Spaces - updated costs for 2025 from the highway verges contractors - That under the specific circumstances given the revised quotation for £14,713.60 plus VAT is accepted. **January 2025: Update provided 23/01/2025**

2501/15 - Grove Street Cemetery - work around land registration - That the Clerk instructs Burton & Dyson under these terms and that a valuation is sought and processes are followed (three quotes) as required dependent on the value of the work required. **January 2025: Instructed 23/01/2025 and advised CC letter etc to be sent along with ID requirements. ID requirements duly completed. Land valuation via Paul Fox requested via phone/email 23/01/2025, chased up 28/01/2025 and confirmed ongoing at 14/02/2025 at cost of £100 + VAT.**

2501/15 - Grove Street Cemetery - complaint/query about the flower bed outside the cemetery - That the resident is thanked for their interest and for contacting the Council, however advised that the flower bed is outside the control of the Town Council and is maintained by Mini Bloomers. It is felt that the encouragement of young people taking an interest in the environment can only be positive. **January 2025: Resident contacted 27/01/2025.**

2501/18 – Dog Fouling - That NLC are approached about the provision of dog warden patrols and this is boosted with the display of posters and online information to residents. **January 2025: Online information posted and weekly re-posts.**

February Committee meeting updates:

Promoting Kirton

2502/06 – Town Events – Annual Town Meeting. Refreshments are to be provide on a similar cost basis to last year and the budgeted grant cheque presentations will take place at the event. **February 2025:** The Assistant Clerk will be promoting this event soon.

2502/06 – Town Events – 80th Anniversary of VE Day - The deposit for Little Enchantments is paid. Cllr Garritt is to make further contact with town eateries to provide information and potential promotions with the VE Day anniversary theme. Events will remain focused on 8th May with residents invited to picnic on the Green at 8pm and the beacon will be lit at 9:30pm.

February 2025: The Assistant Clerk will be promoting this event soon.

2502/06 – Town Events – Summer Gala/Scarecrow trail – The scarecrow trail will launch two weeks prior to the Gala, with the closing date for votes Friday 11th July. **February 2025:** Promotion for these events will now be developed.

2502/06 – Town Events – Baton of Hope (15th September) – Local nominations are to be made and residents are encouraged to put forward nominations via online promotion and Kirton First publicity. **February 2025:** Promotion currently ongoing.

2502/06 – Town Events – Christmas Festival – Events Working Group to discuss options for fundraising for presents from Santa, to quantifying what the majority of residents would like to see at the event, including provision for children of all ages and food vendors, consider options around sponsorship of the Town Tree and Christmas Lights and that following considerations, a town survey is considered to seek residents views. That contact is kept in place with the Primary School for arrangements around a Christmas Festival poster competition. **February 2025:** Updates to follow the Events Working Group meeting.

2502/07 – Open Spaces – Best Kept Village Competition - That it is recommended to Full Council that the BKV Competition is entered. **February 2025:** Added to Full Council agenda.

2502/07 – Open Spaces – Green spaces projects - That Cllr Garritt investigates and chases up information on land off Redbourne Mere. **February 2025:** Ongoing with updates to come from Cllr Garritt.

General Purposes

2502/05 – Planning – PA/2025/36 - That the Clerk responds with ‘No Comment’ to this planning application. **February 2025 - Response submitted and logged.**

2502/05 – Planning – PA/2025/110 - That the Clerk responds with ‘No Comment’ to this planning application. **February 2025 - Response submitted and logged.**

2502/06 Asset Register - That the Town Clerk is given authority to dispose of any assets which are no longer working and are unrepairable and to put on sale and unused items in working order and that the Town Clerk brings costings for laptop and mobile phone replacements to the next meeting. **February 2025: Ongoing**

February Agenda items

2502/06 - NLC / Ward Cllrs update

Following the update from Cllr Garritt in November, updates requested to be continued to be provided on the completion of the outstanding works which are agreed to be scheduled, the matters which required further investigation and other outstanding matters which included: update following car parking site meeting December, allotment entrance requirements, sewerage leak, Station Approach and other road maintenance works (South Cliff Road, North Cliff Road, Redbourne Mere, March Street/Wesley Street).

Update from Highways – *provision of traffic data report as requested, and noted that there has been an objection to the proposed buffer zone along North Cliff Road, so NLC will need a formal decision on whether this will be implemented.*

‘Nothing to report as yet on the parking. Cllr Garritt has chased me so I will speak to him next week about how we progress.’

Update received from Ward Cllr Foster regarding Messingham Parish Council handyman arrangements – *“The Handyman at Messingham Parish Council is a self-employed contractor. It may depend on the contractor, but it seems to work well. I have attached the information that was supplied to the contractor when he commenced in 2019.”* The Town Clerk is aware that Brigg Town Council also have a similar arrangement in place.

Enquiries regarding the replacement Perspex for the noticeboard are ongoing (site meeting planned for 24th Feb), works for painting of highway fingerposts to be progressed in the Spring.

Other updates:

NLC Dog bins – issue with overflowing bins chased up with the following response:

13/02/2025: Some bins are emptied more frequently than others based on frequency of use at that time of year. I have just discussed these bins with our operative. He has been emptying them fortnightly based on past usage but will now start emptying them weekly. If increased frequency of collection does not improve the situation we will look at an increase in bin capacity in the areas concerned.

NLC Steep Hill works, street nameplates and direction sign for Market Place toilets.

13/02/2025: Due to competing priorities the works to the path to the bench and the handrail at Steep Hill did get delayed.

The good news however is that a team are there as we speak fitting the new handrail and creating a new path to the bench, the same team will follow on with the street nameplates for the various locations around the town along with the new finger sign directing people to the toilets and as such hopefully resolving the outstanding works.

New issues reported:

- Churches sign, Church St/Spa Hill junction – damaged during icy weather, update required (January 2025)
- Hedge obstruction at Mill Lane/South Cliff Road (January 2025)
- Street nameplate repair required – Torksey Street (initially reported October 2024)
- Pot holes – George Street (initially reported March 2023, advised road was resurfaced, query at quick deterioration of those works January 2025)
- Pot holes – Wesley St/March St/Wray St junction area (January 2025)
- Pot holes / road surface – March Street between junctions with Wesley St. & St. Andrew’s St (initially reported January 2024)
- Street nameplate repair required – Church Street (St Andrew’s junction) (January 2025)
- Road surface deterioration – Dunstan Hill/Dunstan Villas junction (February 2025)
- Street light permanently on – Wesley Street (February 2025)

2502/07 – Mayor & Delegates Reports

Town Clerk virtual meeting with **Breakthrough Communications** 17/02/2025 to discuss three month no obligation free trial of 'Council Hive'. This provides resources, training and advice for Kirton in Lindsey Town Council through to May 2025 at no cost.

Town Clerk site meeting with **NLC Highways** regarding street nameplates 26/02/2025 this was to discuss placement and positioning as this work moves forward.

2502/08 - Police & Crime Commissioner funding – CCTV. NLC consultation for planning permission and listed building consent closed on 13th February. Update now awaited.

2502/09 – Finance

Turn the Page and Read

I am currently fundraising for local schools/nurseries in our area.

I wasn't sure if you would be able to help me with the council helping with a donation at all?

Here is my go fund me information - <https://gofund.me/1a0362de>

I am aiming to help a minimum for 45 schools/nurseries with mental health and wellbeing resources.

I would like to raise a minimum of £1200 this shall allow me to support the allocation of books (as seen on my go fund me), provide a £288 cash donation to be given to one school/nursery or shared accordingly. In addition, I will be able to provide an additional £600 of free books for other reading purposes to local schools.

I am not earning any commission from this fundraising and donating my time.

I have contacted Humberside news and hoping to also contact other news/media to show what we are doing for schools in our community. I have also contacted local businesses in Kirton to see if they can help donate funds to support this worthy cause.

I am happy to present at a council meeting if needed?

Could the council please help me with this mission?

Diamond Jubilee Town Hall – Heritage Room Hire annual review

I am writing to discuss the payment towards the cost of the Assistant Clerk, Cheri, using the Heritage Room every Tuesday for 6 hours. As you recall, we accepted a reduced offer from the Town Council to pay £80 per month back in October 2022, but stressed that this would be subject to an annual review and the price was increased to £90 per month from April 2024.

From April 2025 we will be increasing all lettings charges for the Town Hall due to the increase in costs that we are facing ourselves. From April 2025, the charge for the Heritage Room for 6 hours every Tuesday will be £100 per month. With the community rate for the room being £10 per hour, this still represents a very generous discount of 58% and only now brings us up to the price that we originally requested in 2023.

Going forward we will continue to review our charges on an annual basis and will write to you in January to give advance warning of any changes that will be effective from the start of April.

2502/11 – Car Parking Provision

Following the site meeting with Officers from North Lincolnshire Council in early December, Ward Cllr Garritt is providing further information to the officers and is a point of contact for further information and recommendations from the Officers.

2502/12 – Halifax Bomber Memorial

Costings to add the Halifax Bomber Memorial to the annual town council planting schedule with the current contractor.

- *Summer and winter bedding in the beds*
- *Beds watered during the summer*
- *Added to weeding schedule (Every three weeks)*

With keeping all maintenance the same as other beds the extra cost for this bed would be £240.

2502/13 – Policies and Procedures

It is recommended that the schedule for the review of the Allotment Risk Assessment, Information and Data Protection Policy and Privacy Notice are revised to that annual meeting each May. These are standard policies and moving them to May will reduce the annual February review of policies to be for two policies instead of five.

Widening the Civic Award remit

Winterton/Brigg Town Council information:

Winterton Awards

We have 4 categories

Adult Volunteer – Burgon Award – Outstanding contribution to the Town

Young Person Award – Johnson Award – Outstanding contribution to the town (Under 18)

Winterton Business Award – Fran Fletcher Award – Business that goes “above and beyond” for the town

Outstanding Sporting Achievement – Winterton TC – Any singular or team sporting achievement.

We don't have a Civic Dinner (last 3 years) so we invite the town to nominate for these awards.

We only advertise this on Facebook and nominations come in by email.

All nominees are invited along with friends and family to an awards evening. We do it straight

after the Annual Town Meeting (Captive audience!!). All nominees receive a certificate (printed by me on cardboard) and then the winners get a trophy to keep. They are nice ones engraved on heavy glass/crystal, but the costs are not great.

We then do a buffet – Councillors and me – again keeping costs down with a beer/glass of wine or soft drink.

It is a really popular event.

FYI – Brigg are trialling this year instead of the JJ Magrath award.

2502/14 – Open Spaces

Play Area plaque

Plaque 12” x 2” Rectangular solid brass engraved nameplate with drilled fixing holes and screws supplied £30.95 plus £2.95 P&P. (Engraving Studios Store, Amazon) correct at 28/01/2025

Aluminium sign for railings example – Sign Maker £74.00 plus P&P

Wrought Iron railings bar example – Sign Maker £19.90 plus P&P

KLASSIC plaque

It was mentioned at the meeting that the supplier of the bench for KLASSIC provides plaques and could also be a potential for purchasing a plaque.

I obtained the details of the bench company from Cheri and have made enquiries for advice and costs.

The suppliers of the bench advise that brass plaques which are installed outdoors require regular cleaning and care, and recommended instead either stainless steel which lasts longest in outdoor conditions or, if a brass or gold colour is the preference they also offer a metal gold acrylic, which is also more weather-proof than brass.

Wording across three lines:

'Dedicated to the memory of
Billy Boyd
(Town Mayor 2009-2013)'

For their 150mm x 50mm size plaque in a standard Ariel font (for best readability), the prices would be as follows:

Brass: £47.58 (+ £8 P+P)

Stainless steel £43.87 (+ £8 P+P)

Metal gold acrylic £35.22 (+ £8 P+P)

For comparison, the top Amazon search result from Cllr Kofoed is for a brass plaque 152mm x 101mm at £38.99 plus P&P The second is brass 101mm x 51mm £13.95 (+ £2.95 P&P) and the third is brass 152mm x 76mm £23.95 (+ £2.95 P&P)

FP 253 cutting schedule

Request from NLC to increase schedule to include additional 92m and 46m strimmer/brushcutter - 3 cuts pa.

Contractors contacted to request feasibility and costings in order to respond back to NLC.

2502/18 – Humber and Wolds Rural Action update

Rural Housing Project

I have extended the dates though and it will be open until the 2nd March, which gives us a month to get the word out there.

Over the next 2 weeks I'm going to walk Kirton and deliver a leaflet through every door!

Printed posters to put up in shops etc. We will also have a stack of paper copies in the Co-op (the Lincolnshire one!) and they will take the returned forms too.

Attended the Community Café on Thursday 23rd January.

Hope to attend the March Town Council meeting.

The North Lincolnshire Borough Council
(Various Streets) (Prohibition and Restriction of Waiting and Street
Parking Places) (Civil Enforcement and Consolidation) Order 2019
(Various Roads and Streets, Ulceby, Scunthorpe, Kirton-in-Lindsey and Eastoft)
(Amendment) Order 2025

Notice is hereby given that North Lincolnshire Council proposes to make an Order under Sections 1, 2, 4, 5, 32, 35, 124 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 the effect of which will be to amend the Order specified in the Schedule to the extent described in that Schedule. A copy of the draft Order showing the amendments together with a statement of reasons and plan showing the sides and lengths of road affected are on display at the Council Offices, Church Square House, DN15 6NL. Objections to the proposal specifying the grounds on which they are made should be sent in writing to either the Traffic Safety Team, Billet Lane, Normanby Enterprise Park, Scunthorpe DN15 9YH or traffic@northlincs.gov.uk not later than 6th March 2025.

To amend the North Lincolnshire Borough Council (Various Streets) (Prohibition and Restriction of Waiting and Street Parking Places) (Civil Enforcement and Consolidation) Order 2019 as follows in so far as it relates to Ulceby, Scunthorpe, Kirton-in-Lindsey & Eastoft.

A - on the western side of Abbey Rd, Ulceby - a restriction of No Waiting at Any Time, as shown on drawing YHN5006/23/11/01 Rev B.

B - around the junction of Abbey Rd & Spruce Lane, Ulceby - a restriction of No Loading 5pm to 11pm, as well as No Waiting at Any Time, as shown on drawing YHN5006/23/11/01 Rev B.

C – on the northern side of Spruce Lane, Ulceby - a restriction of No Waiting at Any Time, as shown on drawing YHN5006/23/11/01 Rev B.

D - opposite 56/58 Bushfield Rd, outside St Hugh's School, Scunthorpe – a restriction of No Stopping on Entrance Markings Mon to Fri 8am to 4pm, as shown on drawing YHN5006/24/10/01.

E - near 34-38 Chatterton Crescent, Scunthorpe - a restriction of No Waiting Mon to Fri 8am to 9am & 2.45pm to 3.45pm, as shown on drawing YHN5006/24/13/01.

F - on the eastern and western side of Devonshire Rd, near the junction with Priory Lane, Scunthorpe - a restriction of No Waiting at Any Time, as shown on drawing YHN5006/24/12/01.

G - on the northern side of the Market Place, Kirton-in-Lindsey outside 11 High St - a restriction to designate a disabled parking place for use by general disabled badge holders only, as shown on drawing number YHN5006/24/05/01.

H - around the junction of Yorkshireside and High St (opposite St Bartholomew's Church), Eastoft - a restriction of No Waiting at Any Time, as shown on drawing YHN5006/24/07/01.

Dated this 13th day of February 2025

Church Square House,
30-40 High Street, Scunthorpe

C Emerson – Head of Legal & Information
Governance – Governance & Communities

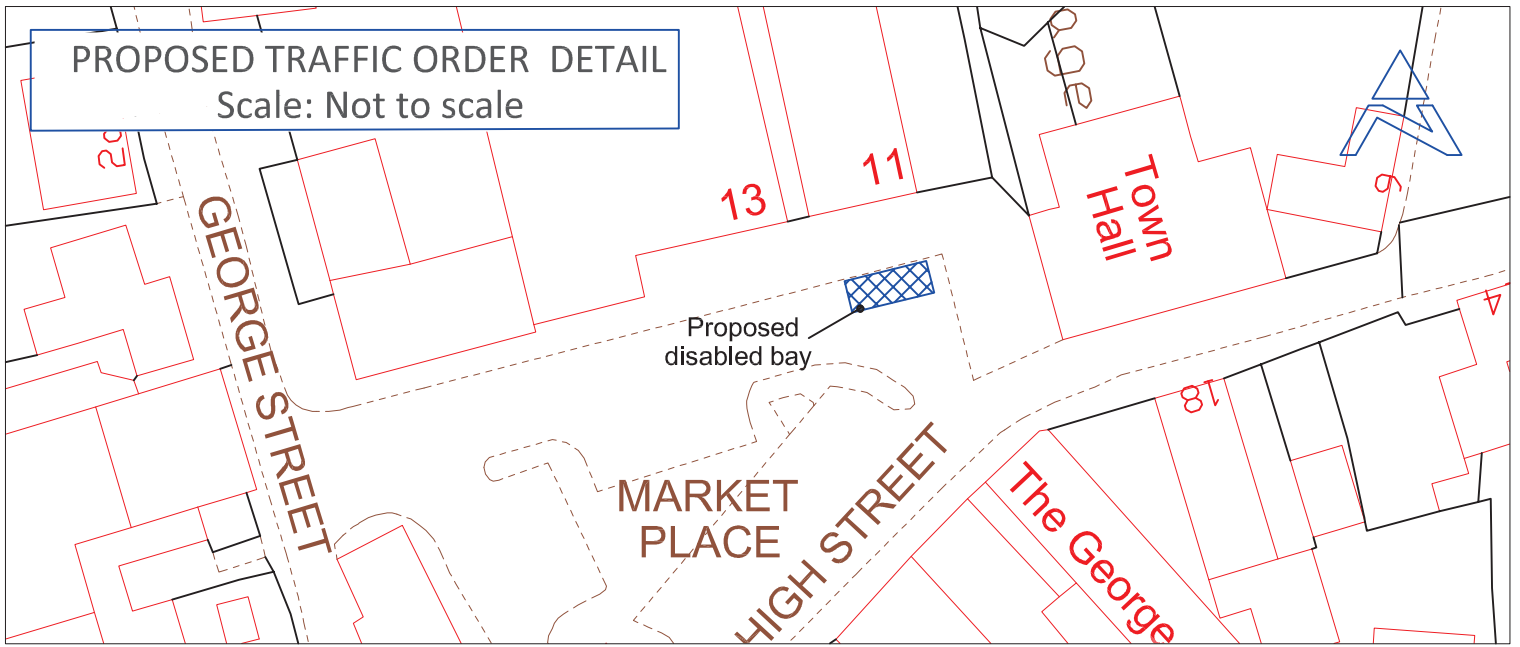
Statement of reasons

G: Kirton in Lindsey

Following requests from Kirton in Lindsey Town Council about suitable parking allocation it is proposed to create a disabled parking bay

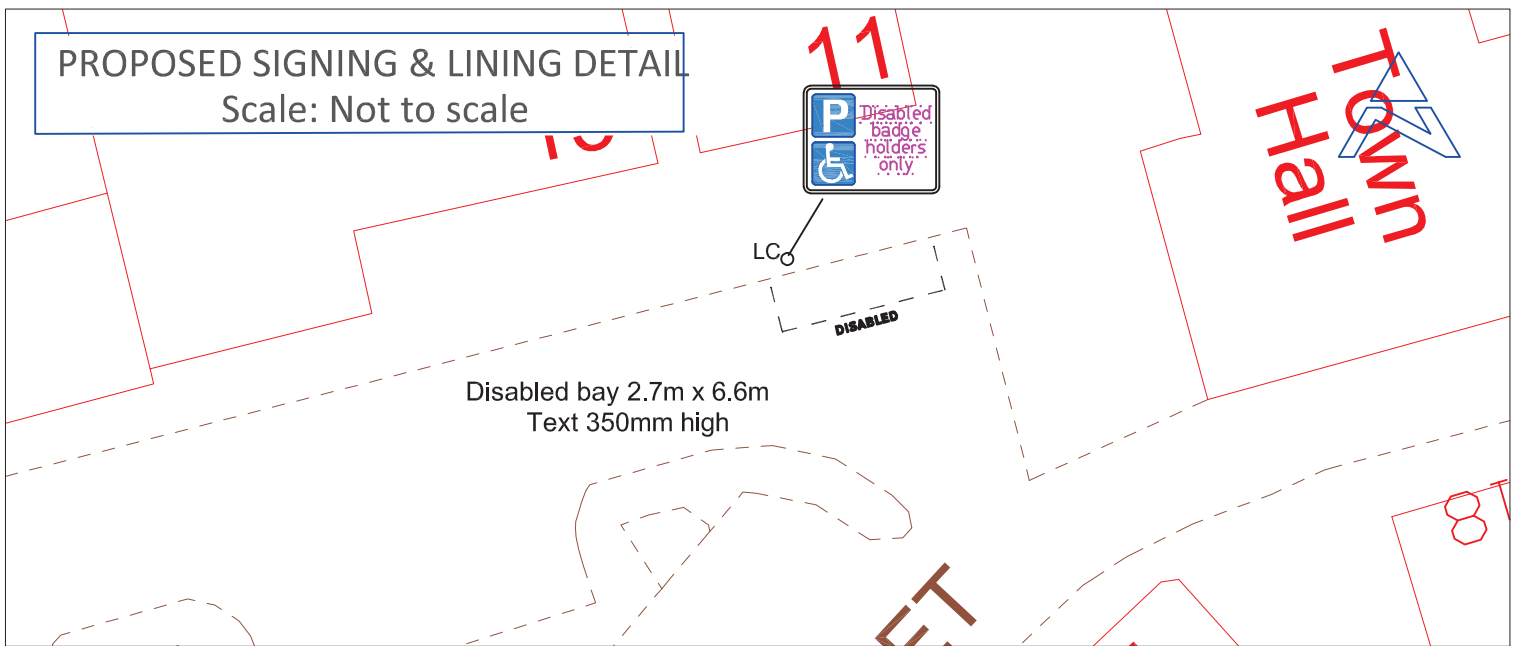
PROPOSED TRAFFIC ORDER DETAIL

Scale: Not to scale



PROPOSED SIGNING & LINING DETAIL

Scale: Not to scale



SIGN DETAILS



Scheme Ref.	Decrim	Parking	Signing	
Sign Ref.	661A	-	DP26	x-height 20.0
Letter colour	BLACK			SIGN FACE
Background	WHITE			Width 320mm
Border	BLACK			Height 255mm
Material	Micropismatic			Area 0.08sq.m

KEY

Proposed restrictions



Disabled badge holders only

REV	DETAILS	APPROVED BY	DATE APPROVED
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North Lincolnshire Council

Director
Communities
Lesley Potts

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NORTH LINCOLNSHIRE COUNCIL 2018 0100023560

DRAWING TITLE

Proposed restrictions: Market Place, Kirton in Lindsey

DRAWN BY ICJ	SCALE A4 - See Drg	CHECKED BY <i>S. Wilcock</i>	DATE CHECKED 03/02/2025	APPROVED BY <i>G. Jensen</i>	DATE APPROVED 4/2/25
PROJECT TITLE Traffic Regulation Order			DRAWING NUMBER YHN5006/24/05/01		REV

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The
countryside
charity



001344
087493

Kirton In Lindsey Town Council
c/o Neil Taylor-Matson
Town Council Office
Town Hall
Kirton in Lindsey
North Lincolnshire
DN21 4LZ

1344/CA-A

January 2025

Membership No: **087493**
Our Ref: L12EMIKDD-CAA



Registered Office
15-21 Provost Street
London N1 7NH

Tel: 020 7981 2870
Email: supporter@cpre.org.uk

Royal Patron
His Majesty The King

President
Mary-Ann Ochota

Chief Executive
Roger Mortlock

Dear Member

Thank you for being part of a movement committed to protecting our beautiful countryside for everyone. I've popped your membership card in with this letter.

I hope your organisation is proud to be a member of CPRE, the countryside charity – together we've achieved many important successes over the past 12 months. Here are just some of the campaign wins we've achieved together recently:

- We've secured key gains in the Levelling Up and Regeneration Act, including stronger controls over short term lets, greater powers for local authorities, and measures to consult the public on all new national development planning policies.
- Our campaigning for Rural Affordable Housing has seen over 8,000 people take action, calling on all political parties to fix the broken housing system for rural communities and commit to delivering more genuinely affordable and social homes.
- Together with our local CPRE network, we've submitted our response to the consultation on changes to the National Planning Policy Framework. Our response addresses key issues, including the need for a mix of genuinely affordable housing tenures, opposing the reclassification of Green Belt as 'grey belt', and supporting renewable energy on our roofs.

This real progress is thanks to organisations like yours, but there is, as always, still much to do and your continuing membership is crucial.

As you renew your membership, please would you also consider increasing your contribution? We are

Please turn over...

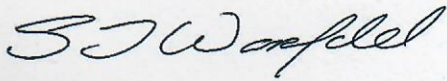
very grateful for the generosity of so many of members like you who have already agreed to pay more. We have made some suggestions for you on the 'Your Membership' section on the following page. We know that times are tough, and that not everyone will be able to make a change, so whatever you decide, thank you for your support.

I understand that the renewal of your CPRE membership needs to be approved by your organisation, and that this approvals process can take up to two months. That's why we're sending your renewal notice now, and we look forward to you renewing your CPRE membership.

Only because of our loyal members are we able to carry on our vital work. I hope we can count on you to help protect our countryside from urgent threats including irresponsible planning decisions, loss of rural thriving communities and pollution.

Should you have any questions or queries please contact the Supporter Care team on 0207 981 2870 or email supportercare@cpre.org.uk

Best wishes

A handwritten signature in black ink, appearing to read 'S Worsfold', written in a cursive style.

Sandra Worsfold
Supporter Care and Development Manager



001344
087493

Your Membership

O87493/L12EMIKDD-CAA

Your annual Parish Council Membership needs to be renewed so that you can continue to be part of a movement dedicated to helping to protect your local countryside.

A little more could make a big difference – by topping up your membership payment, you can do even more to promote, enhance and protect your local countryside.

An extra £12.00 each year could help your local CPRE Northern Lincolnshire group protect green spaces near you from development

An extra £24.00 could help train volunteers in tree and hedgerow surveying, laying and planting

An extra £30.00 could help maintain footpaths and signposts, making it easier for everyone to access the countryside

To renew your membership, and if you can, to increase the amount of your payment, please complete the form below and return it in the enclosed FREEPOST envelope or call our Supporter Care Helpline on 020 7981 2870.

Thank you.

Step 1: Renewal

O87493/L12EMIKDD-CAA

Yes, I want to renew my Parish Council Membership, and

I would like to increase my payment of £36.00 to the new rate of £60.00

I would prefer to continue at £36.00 or Other amount £_____

Payment Method

by making a one-off payment with a cheque to CPRE for £_____ and enclosing it along with this completed form in the enclosed Freepost envelope.

Annual Direct Debit

£36.00 £60.00 other amount £_____

Please complete the direct debit mandate below, and return it in the FREEPOST envelope enclosed



Name and full postal address of your Bank/Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Name(s) of account holder(s)

Branch Sort Code

Bank/Building Society account number

Service User Number

7 2 4 2 4 5

Instructions to your Bank or Building Society

Please pay CPRE Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction will remain with CPRE and, if so, my details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and building societies may not accept Direct Debit instructions for some types of account.

Please turn over...



The countryside charity
Northern Lincolnshire

2 Grange Cottages
Horkstow
Barton on Humber
DN18 6BL

jenny.haynes@btinternet.com

Registered Charity No. 1079303

01652 618744
8 February 2025

Dear Parish/Town Clerk,

CPRE Best Kept Village 2025

I am writing to invite you to take part in this year's CPRE Best Kept Village competition. This is an opportunity to involve the whole of your community in improving the local environment.

The entry fee will be the same as last year:

Small villages (under 500 population) the fee is £30 with a £5 discount for CPRE members;

Medium villages (500 to 2000 population) the fee is £40 with a £10 discount for CPRE members;

Large Village (2000 to 4000 population) the fee is £45 with a £10 discount for CPRE members;

Small Town (over 4000 population) the fee is £50 with a £10 discount for CPRE members.

Please do try to state the correct population (or as close as you can) and include it on the Entry Form.

Individual categories this year are: **Best Kept Pub; Best Kept Churchyard; Best Kept Cemetery; Best Kept Playground; Best Kept War Memorial and Best Community Planting in each group.** If you are entering the Best Kept Pub category, please do discuss this with the pub's landlord/landlady.

We are also looking for projects or activities for our **Environment Award** scheme. This can be anything that improves the local environment and can be undertaken by an individual, group or organisation. Please let me know who you would like to nominate and why.

Judging will take place between the last two weeks in July and the first week in August and will be on a range of issues, with the emphasis on community involvement. The aim is to reward those who show inclusivity and community effort. The presentation venue has yet to be decided and I'll let you know in due course.

Entries should be returned as soon as possible and no later than 27th June. Please contact me for more information.

Yours faithfully,

Jenny Haynes

Jenny Haynes
BKV Organiser
CPRE Northern Lincolnshire

CPRE NORTHERN LINCOLNSHIRE BEST KEPT VILLAGE COMPETITION 2025 Entry Form

Please complete in block capitals

Town/Village..... Population.....

Name of contact.....

email.....Phone

Please give details below of any of the additional categories you wish to enter and give the **address/location** of each facility. If entering more than one churchyard, cemetery or playground please say so and give the address for each. **Please provide a map**, preferably not a Google map, showing the location of the features below you want to enter.

BEST KEPT CHURCHYARD Address/location.....

BEST KEPT CEMETERY. Address/location.....

BEST KEPT PLAYGROUND Address/location.....

BEST KEPT WAR MEMORIAL Address/location.....

BEST COMMUNITY PLANTING Locations.....

BEST KEPT PUB Address/location.....

If you've not entered before, or have not entered in the last FIVE years (since 2019) you can enter for free. Please indicate: YES/NO.

ENTRY FEE Please indicate

CPRE member

Small Village (less than 500 population)	£30 <input type="checkbox"/>	£25 <input type="checkbox"/>
Medium Village (500 to 2000 population)	£40 <input type="checkbox"/>	£30 <input type="checkbox"/>
Large Village (2000 to 4000 population)	£45 <input type="checkbox"/>	£35 <input type="checkbox"/>
Small Town (Over 4000 population)	£50 <input type="checkbox"/>	£40 <input type="checkbox"/>

How are you paying? Cheque/BACS

Cheques payable to CPRE Northern Lincolnshire. BACS: Account name: CPRE Northern Lincolnshire; sort code 20-76-14, account no. 70292338

Please return completed form by 27 June 2025 to :

Jenny Haynes
2 Grange Cottages
Horkstow
Barton on Humber
DN18 6BL

Or email jenny.haynes@btinternet.com

Tel: 01652 618744



Kirton in Lindsey Town Council
Policy 18: Community Pot Grant Scheme

2023/24 (v.20231)
Application Form

Name of group:	KIRTON IN LINDSEY AMATEUR GARDENER SOCIETY (KLAGS)
Main group contact: (full name and title)	PAUL BOTTOMLEY
Position in group:	TREASURER
Address:	[REDACTED]
Telephone:	[REDACTED]
E-mail:	[REDACTED]
Date form completed:	26 TH JANUARY 2025
Provide a detailed description of the project and who will benefit from it:	NEW BANNERS AND ADVERTISING MATERIALS FOR THE DAFFODIL SHOW HELD IN APRIL EACH YEAR TO HELP GENERATE INTEREST IN GARDENING IN THE COMMUNITY AND RAISE FUNDS FOR MURIE CURK
Say how you know there is a need for your project:	IT IS A WELL ESTABLISHED EVENT IN THE TOWN AND IS WELL SUPPORTED
What are the full costs of the project (including VAT if applicable):	WE ARE YET TO COST OUT THE PROJECT AS THE SPENDING IS DEPENDENT ON THE GRANT BEING AVAILABLE
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them):	Funder KLAGS... OWN... FUNDS... £1K Funder £..... Funder £.....
Please tell us the stage of	

Please tell us the stage at which your other applications are at, i.e just applied, awaiting outcome of application or funding confirmed:	NONE
What contribution to these costs would you like from the Town Council?:	£ 100.00
Is this contribution for a specific element of the project?:	BANNERS + ADVERTISING
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 GARDENERS

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](tel:01652648978) / [07518 284173](tel:07518284173)

Kirton in Lindsey Town Council Finance Report January 2025

Receipts and Payments made during January 2025, reconciling the cashbook with the bank statements as at 31/01/2025**Cashbook balance brought forward:**

Balance carried forward April 1st 2024:	£91,040.87
Receipts to December 31st 2024:	£162,709.56
Payments to December 31st 2024:	£152,816.43
Balance carried forward January 1st 2025:	£100,934.00

<u>Ref</u>	<u>Date</u>	<u>Payer</u>	<u>Details</u>	<u>Receipts</u>
Balance C/F 01/01/2025				£100,934.00
R126	03/01/2025	Public Sector Deposit Fund	Interest	£322.84
R127	23/01/2025	Broughton Town Council	Civic Dinner tickets x2	£73.00
R128	28/01/2025	Abbey Memorials	Cemetery fees - Memorial REDDIN	£195.00
R129	28/01/2025	Retford Memorials	Cemetery fees - Memorial MILTON/CHARLTON	£180.00
R130	29/01/2025	Beverley Town Council	Civic Dinner tickets x2	£73.00
R131	31/01/2025	M&J Eynon	Civic Dinner tickets x2	£73.00
R132	31/01/2025	City of Doncaster	Civic Ball tickets x2 Refund	£90.00
R133	27/01/2025	HSBC	Gross Interest	£27.37
Receipts, January 2025				£1,034.21

<u>Ref</u>	<u>Date</u>	<u>To Whom Paid</u>	<u>Details</u>	<u>Payments</u>
P246	02/01/2025	O2	Business mobile contracts	£28.70
P247	02/01/2025	S Barrett	Grounds maintenance contract (planting)	£565.00
P248	06/01/2025	Diamond Jubilee Town Hall	Office Rent & Room Hire	£440.00
P249	06/01/2025	Terraquest Solutions	Planning application costs - location/block plans	£23.40
P250	09/01/2025	P Bryan Electrical	Christmas Festival - floodlights install/take down	£360.00
P251	13/01/2025	Diamond Jubilee Town Hall	Meeting room hire	£28.00
P252	14/01/2025	KLASSIC	Staff costs Jan 2025	
P253	16/01/2025	HSBC	Business banking fees	£10.12
P254	16/01/2025	Barton Town Council	Civic Dinner tickets x2	£80.00
P255	17/01/2025	Priority Prizes	Annual Civic Award	£67.85
P256	17/01/2025	W & AC Rose Farms (Fillingshams)	Christmas - Town tree inc. install and removal	£720.00
P257	20/01/2025	idVerde	Grounds maintenance contract (grass cutting)	£1,248.62
P258	20/01/2025	North Lincolnshire Council	Planning application costs - application fee	£146.50
P259	21/01/2025	Nest	Pension Contributions Jan 2025	
P260	21/01/2025	Anglian Water	Allotments - water billing	£18.71
P261	21/01/2025	City of Doncaster	Civic Ball tickets x2	£90.00
P262	22/01/2025	Town Clerk	Salary	
P263	22/01/2025	Assistant Clerk	Salary	
P264	22/01/2025	Community Co-Ordinator	Salary	
P265	23/01/2025	HMRC	NI/Tax/Student Loan	
P266	25/01/2025	BT Business	Telephone Oct-Jan	£143.82
P267	27/01/2025	Diamond Jubilee Town Hall	Christmas Festival - Town Hall electricity costs	£45.49
P268	31/01/2025	O2	Business mobile contracts	£28.70
P269	31/01/2025	Blachere Illuminations	Christmas lighting contract final payment	£1,702.57
Total Payments January 2025				£10,193.55

Cashbook carried forward

Balance carried forward April 1st 2024:	£91,040.87
Receipts to January 31st 2025:	£163,743.77
Payments to January 31st 2025:	£163,009.98
Cashbook total at January 31st 2025:	£91,774.66

Reconciliation to Bank Statements

Current Account 41305484	£1,163.00
Savings Account 01109553	£10,611.66
Public Sector Deposit Fund	£80,000.00
Total in bank as at January 31st 2025:	£91,774.66

Agreed to cashbook and bank statements:**Dated:**



Kirton in Lindsey Town Council

Policy 10: Disciplinary Policy

Reviewed and Adopted February 2024 (v.20241) [FC2402/10]

Next Review February 2025

1. Purpose and Scope

- 1.1 This document is designed to help and encourage all employees to achieve and maintain the standards of conduct expected by the Council, its partners and the people that it works with. Any breach in standards of conduct will be addressed in a fair, objective and effective manner. It is not intended that this procedure will be used purely as a punitive measure. As an aid towards good performance and a clear understanding, on the employee's part, of Council standards and objectives, the Council should have in place a number of other procedures to develop good working relationships between employees and the Council. Central to this relationship are regular supervisory meetings to discuss and resolve work related issues. Other mechanisms, such as the annual appraisal, exist to help ensure that problems are raised openly and resolved to mutual satisfaction. The purpose of this document is to set down a mechanism to enable the Council to resolve issues of discipline
- 1.2 Wherever possible disciplinary issues should be dealt with at the source of the problem. Good leadership, proper job design, training, effective performance management, supervision and counselling will all combine to lessen the need for punitive action. The Employment Act 2008 introduced a Code of Practice designed by the Advisory, Conciliation and Arbitration Service (ACaS) to resolve disputes at as early a stage as possible. The Department for Business, Enterprise and Regulatory Reform (BERR) and the Chartered Institute of Personnel and Development (CIPD) jointly published guidance with ACaS on appropriate standards to achieve early resolution to problems. Central to this guidance is the long accepted practice within the 1st Tier of local government that despite any desired intention to resolve any issues informally, the Council recognises that, from time to time, difficulties may arise in working relationships between employees that may be difficult to resolve without recourse to a third party. Effective investigation of any case against an employee is key to the matter being resolved. Additionally training for the employer, i.e. the Council, in employment matters should also be a fundamental part of any preventative measures that the Council wishes to take.
- 1.3 The Code of Practice takes no account of the status of the Town Council as the employer and the fact that no single Councillor may act as the employer. It is critical therefore that whilst the Council will wish to engage with the principles of the Code, in terms of early resolution of conflict, a sound and accountable structure must be in place to satisfy the legislative governance standards expected of Parish and Town Councils. The appointment of a committee of three members to handle disciplinary issues is key to the success of this policy as is the principle that an external third party may have to be appointed as investigator. The procedure sets out the formal process and timescales, it is expected that at all stages of the process the person or committee investigating the disciplinary issue will want to meet all involved parties and to discuss with them the issues involved as quickly as possible.

- 1.4 It is the Council's policy to promote regular structured supervisory sessions which will identify and address any minor breaches of conduct as and when they occur, and will possibly result in informal steps, such as training, counselling and increased supervision to halt and correct inappropriate behaviour.
- 1.5 The formal disciplinary procedure will normally be initiated where such informal approaches have failed to secure an acceptable and sustained improvement or where the nature of the incident or alleged behaviour makes an informal approach inappropriate.
- 1.6 This procedure should not be used when poor performance has been identified. Poor performance should be dealt with in accordance with the Capability Policy.

2.0 Principles

This procedure is based upon the following core principles:

- 2.1 No disciplinary action will be taken against an employee until the case has been fully investigated unless there is no dispute between the parties as to the facts of the case.
- 2.2 The employee will be advised of the nature of the complaint against her/him and, at every stage of the procedure, will be given the opportunity to state her/his case before any decision is made.
- 2.3 The employee has a statutory right to be accompanied to disciplinary hearings and appeals by a trade union representative or work colleague. The Council will consider other appropriate persons if the employee is the sole employee; where it would be inappropriate for another employee to act in the capacity or where the employee is not a member of a trade union. In such circumstances the Council will take advice from ERNLLCA.
- 2.4 No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty shall be summary dismissal (i.e. dismissal without contractual notice or payment in lieu of notice).
- 2.5 An employee has the right of appeal against any disciplinary penalty imposed.
- 2.6 The procedure may be commenced at any stage if the employee's alleged misconduct warrants such action.
- 2.7 Where it is determined that there has been a breach of conduct resulting in an oral or written warning, advice will be given as to what action the employee must take to avoid further disciplinary action. Future action may involve counselling or mentoring to assist the employee.

3.0 The Procedure

- 3.1 Investigation: No disciplinary action will be taken until the case has been fully investigated. A thorough investigation must be undertaken to determine whether there is a case to answer. The investigation will normally be conducted by the Personnel and Disciplinary Committee or by an external investigating officer appointed by the Council. Where there is no dispute between parties about the facts, it may not necessarily be appropriate to carry out an investigation.

- 3.2 Suspension: In some instances it may be necessary to suspend the employee concerned whilst the investigation is conducted. Authority to suspend rests with the Personnel and Disciplinary Committee. Suspension should not be regarded as a form of punishment or a finding of guilt. It is intended to enable a thorough investigation to take place, particularly where the allegation/incident is serious and the continued presence of the employee is deemed to be inappropriate until the matter can be resolved.

Suspension will always be with contractual pay, and written confirmation of the reason for suspension and its likely duration will be provided to the employee as soon as is reasonably practicable. Such notification will be sent by the Personnel and Disciplinary Committee and will indicate any additional restrictions on access to any premises, and/or contact with any specific employees, Councillors, members of the public, officers in other authorities, customers, clients, partners or volunteers for the period of the suspension. The restrictions must be justifiable in the circumstances of the case.

As an alternative to suspension, the Council may choose to transfer, temporarily, the employee under investigation.

- 3.3 The Hearing: The employee shall be advised of the nature of the complaint against her/him in writing prior to the hearing and will be given the opportunity to state her/his case before any decision is made. If following an investigation it has been decided that there is a case to answer, the employee will be notified in writing of:
- the date, time and venue of the hearing
 - details of the allegations being made
 - copies of any documents that will be used as evidence during the course of the hearing
 - the details of any witnesses/witness statements that will be used as evidence during the course of the hearing
 - their right to be accompanied

Notification will be sent by the Personnel and Disciplinary Committee and will give the employee reasonable notice. Where necessary, an alternative date may be agreed by both parties.

The employee may make written submissions to the hearing and may request the appearance of witnesses, details of which must be received by the Disciplinary Committee in reasonable time to be made available to other parties prior to the hearing.

Where no disciplinary action is taken following a hearing, all papers shall be destroyed immediately.

Members of the Personnel and Disciplinary Committee will not be involved in any subsequent appeal.

If an employee fails to attend a hearing without a legitimate reason, the hearing may proceed in her/his absence and will advise the employee of the outcome in writing within 48 hours of the meeting or as soon as is reasonably practicable.

3.4 The Personnel and Disciplinary Committee will consist of at least three members of the Council.

3.5 Hearing Format: Guidance on the format of a disciplinary hearing will be provided upon request.

4.0 Stages of Disciplinary Action

4.1 Oral Warning

- If there is a breach in conduct, the employee will be given a formal oral warning. She/he will be advised of the reason for the warning, that it is the first stage of the disciplinary procedure,
- A further breach in conduct may result in further disciplinary proceedings being initiated (and of her/his right of appeal.) A brief note of the warning will be placed on the personnel file and will remain active for a period of up to six months when it will be removed from the records.

4.2 First Written Warning

If the offence is serious enough in itself, or is a repetition of a matter on which an oral warning has been given in the previous three months, a written warning will be given. This will give details of the complaint, the improvement required and the timescale. It will warn that further action will be considered if there is no satisfactory improvement or if there is a further breach in conduct and will advise of the right of appeal. The warning will remain active for a period of six months after which time it will be removed from the records.

4.3 Final Written Warning

If there is further misconduct or continuing failure to improve performance to an acceptable level within the six months since a first written warning was issued, or if the misconduct or performance is serious enough to warrant one written warning only a final written warning will be given. This will give details of the complaint, will warn that dismissal will result if there is no satisfactory improvement or a further breach in conduct and will advise of the right of appeal. The warning will remain active for a period of twelve months after which time it will be removed from the records.

4.4 Dismissal

If the employee has failed to reach the prescribed standards during the twelve months since a final written warning was issued, dismissal will normally result. Only the appointed committee can take a decision to dismiss. The employee will be provided with written reasons for dismissal as soon as is reasonably practicable, the date on which employment will terminate and their right of appeal. As an alternative to dismissal, an employee may be demoted or transferred to another post with any consequent loss of pay and benefits.

4.5 In all cases of warnings, written confirmation of the decision and the findings of the panel will be confirmed in writing to the employee as soon as is reasonably practicable.

5.0 Right to be accompanied

- 5.1 Disciplinary proceedings will not be initiated against an employee who is also a recognised trade union representative until the matter has been discussed with a full-time officer of the appropriate union.
- 5.2 As stated in 2.3 above, the employee has a statutory right to be accompanied to disciplinary hearings and appeals by a trade union representative or work colleague. The Council will consider other appropriate persons if the employee is the sole employee, or where it would be inappropriate for another employee to act in the capacity or where the employee is not a member of a trade union. In such circumstances the Council will take advice from ERNLLCA.

6.0 Criminal Offences

- 6.1 Where an employee has been charged with or convicted of a criminal offence that occurred outside of their employment, the disciplinary procedure will only be initiated if there are direct implications with regard to work conduct or performance.
- 6.2 If it is thought that disciplinary action may be warranted, then the normal procedure will be followed wherever this is practicable.
- 6.3 It is not necessary to await the outcome of any external investigation or prosecution before deciding on fair and reasonable action. The police will not normally be asked to conduct any investigation on behalf of the Council where it is possible to use the investigatory services of another body e.g. the Audit Commission.

7.0 Appeals

- 7.1 The Council will appoint an Appeals Panel (however refer to 3.3 '*Members of the Personnel and Disciplinary Committee will not be involved in any subsequent appeal*')
- 7.2 An employee has the right to appeal against any disciplinary penalty imposed.
- 7.3 Appeals against disciplinary warnings are not intended to simply be a rehearing of the case. The aim of an appeal is to review the original decision in light of:
- The emergence of new evidence that was not available at the time of the original hearing
 - A claim that the disciplinary procedure was not correctly followed
 - The employee's belief that the level of disciplinary sanction was unfair/unreasonable in the circumstances
- 7.4 Appeals must be made in writing to the Chairman of the Council within ten working days of the employee receiving written confirmation of the outcome of the hearing.

- 7.5 The employee and the Chair of the Personnel and Disciplinary Committee panel may make written submissions, including witness statements, to the hearing. All such documents/evidence to be submitted for consideration at the appeal shall be sent to the Chairman of the Council no later than five working days before the hearing and shall be copied to other parties concerned.
- 7.6 Appeals against various stages of disciplinary action shall be heard by a meeting of the Council, minus the Members who have been part of the appointed committee or who have been witnesses at an earlier part of the process.
- 7.7 In considering whether an appeal should be allowed, the Appeals Panel shall take into account the following:
- The extent to which the appeal is based on a reiteration of the detail of the hearing
 - The materiality of any new evidence that may be available
 - The materiality of any alleged defects in the implementation of the procedure
 - Whether the decision that had been made was fair and reasonable in the light of the evidence available
 - The extent to which due weight has been given to evidence
 - The extent to which full opportunity for proper questioning of those present including witnesses was allowed
 - Whether the employee has been formally represented and whether they have been able to present their case appropriately
 - The overall conduct of the hearing

8.0 Standards of Conduct and Performance

- 8.1 This section is not intended to provide an exhaustive list of rules, but is rather a source of guidance on the sort of breaches in conduct that may result in disciplinary action.
- persistent poor timekeeping/attendance
 - unauthorised absence
 - smoking in non-smoking areas
 - being under influence/misuse of alcohol/drugs/other substances whilst on duty
 - harassment/bullying
 - contravention of equality policy
 - use of organisation's time/resources/property for personal business activities
 - failure to follow a reasonable instruction/insubordination
 - failure to follow policies/procedures
 - failure to comply with reasonable instruction
 - making defamatory remarks about the Council
- 8.2 The following examples will normally be classed as gross misconduct (i.e. acts which fundamentally breach the employment contract) and may therefore result in summary dismissal:
- theft/fraud/deliberate falsification of records or making false claims
 - wilful damage to organisation's property
 - physical assault on another person
 - incapacity for work due to being under the influence of alcohol, drugs or other substances

- gross insubordination
- serious negligence which results in unacceptable loss, damage or injury
- serious breach of legislation or provisions of the organisation’s policies
- making serious defamatory remarks about the Council.

8.3 No set of disciplinary rules can cover all circumstances that may arise: moreover the rules required will vary according to particular circumstances such as the type of work, working conditions and so on. The Council will formulate a series of standards that will specify clearly and concisely those rules necessary for the efficient and safe performance of work. Such standards should be explained to new employees as part of the induction process. The breach of any such rules may result in disciplinary action.

8.4 All employees should be made aware of the likely consequences of breaking rules and in particular they should be given a clear indication of the type of conduct that may warrant summary dismissal.

9.0 Miscellaneous

9.1 At all meetings a record will be made and a copy sent to the employee.

9.2 This procedure will be reviewed annually to ensure that it continues to meet organisational objectives, reflects statutory requirements, best practice and our quality standards.

Signed:..... (Kirton in Lindsey Town Mayor)

Date:.....

Signed:..... (Kirton in Lindsey Town Clerk)

Date:.....



Kirton in Lindsey Town Council

Policy 25: Social Media Policy

Reviewed and Adopted February 2024 (v.20241) [FC2402/10]

1.0 Introduction

1.1 Social media is a generic term for the electronic sharing of opinions, discussions, stories, video, pictures, information and even gossip. It can be categorised into six types: blogs; wikis; social networks; forums; podcasts; and content communities. The key feature of such systems is that they can be accessed in different ways – via computers, tablets and phones. Examples of popular social media tools include: Twitter, Facebook, Wikipedia, You Tube, Pinterest, Snip.It, Linked In and Google Plus. Groupings of interest are a natural feature of the development of such systems with people with similar interests being attracted to share information.

1.2 Social media has the following characteristics:

- Covers a wide variety of formats, including text, video, photographs, audio
- Allows messages to flow between many different types of device; PCs, phones and tablets (e.g. iPad)
- Involves different levels of engagement by participants who can create, comment or just view information
- Speeds and broadens the flow of information
- Provides one-to-one, one-to-many and many-to-many communications
- Lets communication take place in real time or intermittently

1.3 Whilst these tools are very useful to enable the sharing of information quickly with other people, there are downsides:

- The information in most cases is shared in the public domain and can be viewed by anyone in the world. In many cases registration to view the content may not be necessary. Registering may only be required should participation and posting to a site be allowed.
- Groups on specific themes can be set up easily and posts then edited by the owners of that group to reflect their single interest, ensuring theirs is the only voice heard. There is no guarantee of truth and ill-informed comment and gossip is as likely to be found there as useful information.
- The nature of these tools is that information is shared immediately and it is all too easy to respond without thinking and potentially inflaming a situation. Information can then be shared with other sites and be spread far beyond the intended audience.
- It is also very easy to spend a lot of time viewing and responding to messages that would outweigh the value gained in the first place.

2.0 Aims and Objectives of the use of Social Media

2.1 Social media can be used by the Council as an effective and measurable way to provide information, achieve resident engagement and attract publicity.

2.2 As with all forms of communication, a strategy is helpful to ensure fair use, promote willing compliance and ensure corporate responsibility. The aims of a Social Media strategy should ensure:

- Engagement with individuals and communities and the successful promotion of Council-based services through the use of social media;
- A consistent approach is adopted and maintained;
- That Council information remains secure and is not compromised through such use;
- That users operate within existing policies, guidelines and relevant legislation; and
- That the Council's reputation is not damaged or adversely affected.

2.3 Social media activity isn't something that stands alone, to be effective it needs to integrate as part of the general communications mix. Any planned campaigns, promotions and activities can be plugged in to social media platforms to increase reach and exposure.

3.0 Policy Statement

3.1 It is acknowledged that there is significant potential in social media and that this can bring great advantages. The responsible, corporate use, of social media is growing and the following can be applied equally to Officers and Members.

3.2 A policy provides a structured approach to using social media to ensure that it is effective, lawful and does not compromise Council information or computer systems/networks.

3.3 Council users must use social media sensibly and responsibly, and ensure that its use will not adversely affect the Council or its business, nor be damaging to its reputation and credibility or otherwise conflict with any internal policies.

3.4 The following guidelines should be applied to online participation and sets out the standards of behaviour expected as a representative of Kirton in Lindsey Town Council:

- Be aware of and recognise your responsibilities identified in the Social Media Policy;
- Remember that you are responsible for the content you publish on any form of social media;
- Never give out personal details such as home address and telephone numbers. Ensure that you handle any personal or sensitive information in line with Council policy and the Data Protection Act.
- Individual Councillors using social media for the purposes of their role should use a disclaimer. In such circumstances Councillors must not imply they are speaking for their Council. They should avoid use of a Council e-mail address, logos or other Council identification and make it clear that what they say is representative of their personal views only. Where possible, they should include a standard disclaimer, such as: "Statements and opinions here are my own and do not necessarily represent the Council's policies or opinions".
- Everyone must be conscious of their obligations and should comply with other relevant Council policies when using social media. For example, they should be careful not to breach Council confidentiality and proprietary information policies. For Councillors this could be a Code of Conduct issue, for employees it could be a disciplinary matter.
- Respect must be shown to all. Council users should be respectful of the authority, its members and its employees. Derogatory comments are always wrong and can have repercussions.

4.0 Responsibilities

4.1 Initially a Council will usually establish a preferred medium in order to quickly disseminate information and/or create interest. The Clerk will be the designated Council owner of any feed or other Social Media channel. It must be acknowledged that new activities of any kind have resource implications and badly engaging with social media will not be helpful.

4.2 Individual Councillors are at liberty to set up their own accounts and they should ensure they comply with the Council's Policy statement.

5.0 Guidance for Councillors - *social media and meetings*

5.1 Councillors should keep residents informed of local issues and the use of social media can help with this. It has been known for Councillors to use social media during meetings. Councillors will wish to bear in mind the purpose of Council meetings and the expectations of the public in terms of their representatives attentively listening to and participating in debates and decision-making. Councillors will therefore be conscious of the possible public perception created by the use of social media during meetings. That having been said, effective and timely communication following a meeting will be of great interest to those who follow Council business.

5.2 Below are some extra guidelines for Councillors to consider for the use of social media during meetings:

- Standing Orders may allow the use of handheld devices and laptops during meetings however the use of such devices should have the intention of improving communication, not of interrupting or distracting anyone taking part. If the Council's Standing Orders prohibit the use of electronic devices during a meeting, that must be respected;
- Any tweets/blogs which are allowed during Council meetings should refer to the discussions which are taking place at the meeting - tweeting/blogging about other subjects will serve only to show the public and other attendees that there is a lack of engagement with Council business;
- Councillors have a responsibility to take Council business seriously and it is not appropriate for members to use social media to tease or insult other members. The public attending meetings expect debate and to be informed about Council business, not to witness petty arguments; and
- If a Councillor breaks the law whilst using social media (for example by posting something (defamatory)), he or she will be personally responsible.

6.0 Measuring the success of engaging using social media

6.1 A Council will be interested in measures of engagement. This can be determined by the number of followers, subscribers, re-posts and likes, e.g. Facebook and Twitter can provide these statistics. There are sustainability factors to consider. The potential environmental and sustainability implications of social media have to be considered. It might be recognised that the regulated use of social media has the potential to make a positive impact on communities and social wellbeing. By establishing greater links with members of the public, community groups, partners and stakeholders, through social networking, there is potential scope for more open communication, increased ability to share information and even improved service delivery.

6.2 The cost-effectiveness of this form of media may be difficult to quantify over time. Certainly, at the outset, it may be a cost-consumer. Usage in the form of followers etc may therefore be a key measurement of success.

Facebook Strategy

6.3 Facebook offers a platform allowing the Council to share content, including images and videos. Example activity:

- Share articles / blog posts / expertise
- Start discussions and ask questions to encourage interaction
- Product-centric posts with engaging and interesting content
- Create surveys to encourage participation from visitors
- Share positive product reviews / client testimonials
- Upload product images and videos
- Competitions
- Generic news – what’s happening in the area

6.4 One of the hallmarks of online networks is the ability to “friend” others – creating a group of others that share interests and personal news. Care should be exercised when accepting invitations to “friend” others within personal social networking sites. Friends will gain access to the Council’s network of contacts on the site.

6.5 There is nothing to stop Councillors setting up their own Facebook pages, but in doing so they will have to accept sole responsibility for the maintenance of those pages and will be personally responsible for ensuring that it complies with legislation and they should follow any specific local guidance issued by the Council.

6.6 Listed in this section are some good practice guidelines for a Council follow, which any Councillor using Facebook should also follow:

- A Council has a professional and public image to uphold and how it communicates electronically impacts this image;
- It must be remembered that people classified as “friends” have the ability to download and share your information with others;
- The only information that should be posted is that which the Council or Councillor wants the world to see. It is not like posting something to a web site or a blog and then realizing that it should be changed or removed. On a social networking site, once something is posted, it may continue to be available, even after it is removed from the site;
- Confidential matters cannot be disclosed and individuals should not be criticised;
- Profile security and privacy settings should be set carefully. As a minimum, all privacy settings should be set to “only friends”. “Friends of friends” and “Networks and Friends” open the content to a large group of unknown people;
- Do not post images that include young people without parental permission;
- Pay close attention to the site’s security settings and allow only approved personnel full access to the site;
- Only add “official” Council statements after they have been issued using your Council’s agreed policy;
- Acknowledge queries posted to the Council on the Facebook site publicly but respond privately in message form;
- Do not use commentary deemed to be defamatory, obscene, proprietary, or libellous. Exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations;

- Weigh whether a particular posting puts your effectiveness as a Council or a Councillor at risk;
- To reduce security risks, do not install any external applications that work with the social networking site. Examples of these sites are calendar programs and games;
- Maintain updated anti-virus and malware protection to avoid infections of spyware and adware that social networking sites might place on your computer;
- Be careful not to fall for phishing scams that arrive via email or on your wall which provide a link for you to click, leading to a fake login page;
- If you find information, on the social networking site that falls under the mandatory reporting guidelines then you must report it, as required by law; and
- Be informed and cautious in the use of all new networking technologies.

Twitter Strategy

6.7 Twitter is a 'microblogging' platform which allows users to post short messages and converse with other users. Unlike email or text messaging, these conversations take place in the open and engage audiences in discussions about services, products and issues– connecting a vast amount of like-minded people in an often targeted and purposeful way.

Example activity:

- Share relevant articles / blog posts / expertise;
- Start discussions and ask questions to encourage interaction;
- Link to Facebook content / surveys / pictures / videos;
- Follow and participate in discussions with other related tweeters;
- Comment on tweets and re-tweet other posts to build community; and
- Offer relevant Q&A sessions

6.8 People following the Council could expect tweets covering some or all of the following:

- Updates on Council activities;
- Announcements about matters of importance to residents and to those who may be visiting or moving to the town;
- Requests for information and assistance including invitations to tender for Council services; and
- News about our online facilities.

6.9 Most Councils are unable to monitor Twitter around the clock. However it should endeavour to answer all sensible tweeted questions within an agreed timescale.

6.10 Councillors are at liberty to set up their own accounts and the following key questions may be of assistance:

- What do the readers really want to know?
- When do they need to know it?
- Why is the information you're sharing relevant?

6.11 Content should be valuable. Negative comments should only be responded to with factual information and on-line arguments must always be avoided.

7.0 Blog Strategy:

7.1 Blogs form the backbone to most social content. They provide the perfect opportunity to share relevant content. Example activity:

- Deliver a weekly blog post – a mix of advice, Council news and guides;
- Include imagery
- Encourage comments – ask the reader questions or for their opinion on the subject.

7.2 Given the amount of time required to populate and maintain a blog, many Councils may struggle with this approach. Councillors are at liberty to create their own personal blog sites however they should be made aware that the software platform used for the web site, Wordpress, can be used to blog and therefore could be used to allow comments to be made about certain articles that appear on the web site. The default should always be to switch off comments.

8.0 Council Use of Social Media

8.1 A Council can make use of these tools to quickly disseminate information but should carefully control their use in order to minimise the risks as stated above. Many councils opt only to use one medium with its use limited to providing information on Council activities.

8.2 Councillors are at liberty to set up their own accounts using any of the tools available but should ensure they are clearly identified as personal and they should not in any way imply that they reflect the Council's view.

8.3 Councillors should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or libellous nature should not be made and care should be taken to avoid guesswork, exaggeration and colourful language.

8.4 Councillors should not use their own social media accounts when posting or commenting on posts with regard to Council business or anything that may be construed as such.

8.5 Councillors using their own social media accounts or any other form of communication for community or other purposes do so as private individuals and should not use any privileged material gained from their position as a Town Councillor.

8.6 The following statutes have a bearing on, or impinge on the rationale of, Social Media as far as the Council is concerned:

- Data Protection Act 1998
- Freedom of Information Act 2000
- Human Rights Act 1998

9.0 Moderator

9.1 The Clerk will be the nominated person to act as moderator. The Clerk will be responsible for monitoring of the content on Council pages, ensuring it complies with the Social Media Policy. The Clerk will have authority to instruct Councillors or officers to immediately, without notice or comment, remove any posts from the Council's social media pages if they are deemed to be inflammatory or of a defamatory or libellous nature. Such posts may also be reported to the Hosts (i.e. Meta) and also the Council for its records.

SCHEDULE 2
Risk Assessment
Kirton in Lindsey Town Council
ALLOTMENT HEALTH & SAFETY DOCUMENT
ALLOTMENT RISK ASSESSMENT

Introduction

Under civil law anyone involved in allotment management has a common duty of care to ensure that their allotment sites are run in as safe and appropriate manner as possible. This duty of care is extended towards all people accessing the allotment site and its boundaries, including allotment holders and tenants, Town Council representatives performing duties, members of the public, *bona fide* visitors, and volunteers. There are also environmental laws to be observed. To make sure that the Health and Safety document is being adhered to, risk assessments shall be conducted on the site. The details about these risk assessments are found in this document.

An emergency action plan is also included within this document.

Responsibilities

Allotment tenants have a duty of care and are responsible for their own health and safety and for the safety of others whilst on the allotment garden. Allotment tenants have a duty of care to anyone on their allotment, regardless of whether they have given permission for them to be there.

Kirton in Lindsey Town Council will inform allotment tenants of issues that are directly relevant to them. It is beyond the scope of this document to give advice about individual gardening activities.

Risk assessments shall be used as a framework for the identification of risks, assessing their relative severity and development of a strategy for dealing with them.

Risk Assessments

The objective of the risk assessment is to remove the risk completely or to reduce the risk to an acceptable level. Reduction levels are defined by the grading system in the risk assessment. Risk assessments shall be conducted at least once per year, and will look at risks such as ground hazards, e.g., broken glass on derelict plots, may be hidden by summer weed and grass growth.

Risk assessments apply to the general site which includes plots, thus ensuring that allotment holders are complying with the document, which is part of their tenancy agreement.

Where possible, Allotment tenants shall be informed in advance of the date of the risk assessment and level of access required on each plot. Every effort will be made to undertake the assessment on a day that is not busy, to minimise intrusion on plot holders' privacy.

Risk Assessment Execution

Risk assessment shall be conducted by a member of the Town Council or appointed representative. The assessment shall include the full site and be undertaken in a methodical manner. For example, walking around the external boundary, entering through the front gate, and working way around the internal boundary, the communal areas, and each allotment garden.

From the assessment, the degree of risk shall be calculated, and the recommended remedial action required to remove or minimise the risk at the time of identification. Notes shall be taken in such a way that they can be reported back to the Town Council.

While undertaking the assessment the privacy of allotment tenants will be always respected, ensuring, for example, that the assessors remain on paths and limit walking on allotment gardens.

Risk Assessment Completion

Once the risk assessment has been completed it shall be taken to the Town Council, who shall then decide how to deal with the identified risks. Records of risk assessments undertaken (along with remedial action notices) will be kept by Kirton in Lindsey Town Council.

Remedial Action

Kirton in Lindsey Town Council shall determine who is responsible for conducting remedial action for each identified risk. Responsibility may lie with Kirton in Lindsey Town Council or the Allotment Tenant, depending on the nature of the issue.

If remedial action is the responsibility of any person or organisation other than Kirton in Lindsey Town Council itself, written notification shall be sent immediately.

A collective 'notice to remedy' shall be posted at the allotment site detailing all hazards found on plots, correction required and deadline for completion. Allotment tenants shall be reminded of their duty of care in the notice.

If hazards have not been rectified by the due date for rectification, an individual 'notice to remedy' shall be given to the Allotment Tenant concerned. If subsequent notices are ignored a 'notice to quit' shall be served in accordance with the tenancy agreement.

Emergency Action Plan

In case of fire or serious accident, phone 999 on a mobile phone if available.

In the case of fire, allotment tenants and visitors should leave the allotment site immediately and gather at the main gate. A member of Kirton in Lindsey Town Council should be informed as soon as practicable. Allotment tenants should ensure that all people working on their allotment garden are accounted for. Allotment tenants are encouraged to look out for other gardeners or visitors on adjoining allotment gardens to ensure their safety.

In the case of fire or serious accident the allotment tenant must inform the Kirton in Lindsey Town Council immediately.

Document Implementation

Kirton in Lindsey Town Council will oversee Health and Safety issues.

Enforcement

Enforcement of the document will be by Risk Assessments and remedial action notices, and in extreme circumstances a 'Notice to Quit' may be issued.

RISK ASSESSMENT REPORT

Kirton in Lindsey Town Council – Allotments at land off the B1400			Date of Assessment	
RISK ASSESSMENT				
People at Risk				
Allotment Holder/Tenants	Volunteers	Town Council Representatives	Visitors	Workers
Common Hazards				
Common Hazards	Standard Control Measures	Further Action / Comments	Action Level (High / Medium / Low)	Action Date
Slips trips and falls	Maintain paths / mow / keep clear of debris	Take extra care after snowfall, as any objects left on pathways will be hidden.		
Cuts	Take care with sharp tools remove any broken glass from site. Remove or make safe glass edges on planters.			
Broken glass / glass bottles / broken plant pots	Remove from site each allotment tenant will take equal responsibility			
Plastic, metal, material, and wooden debris	Remove from site as part of general debris clearance			
Site specific hazards				
Site specific hazards	What is the danger?	Additional local control measures	Further Action / Comments	Action Level and Date
Bonfires	Risk of burning or damage to property / risk to health / risk to wildlife	Bonfires are not to be lit.	Tenants must ensure they have a means to extinguish a fire.	
Emergency contact details	Plot tenants need to know who to contact in emergencies	Emergency contact details stored with the Town Council. These should be given in case of weekend or evening work being done.	Recommend that a permanent notice is placed on main gate	

			identifying emergency contacts and procedures	
Communal pathways	Danger of slips and trips	To be kept unobstructed and clear of debris		
Compost bins / manure storage	Risk of splinters Flies spreading diseases	Compost bins should be checked and made safe, and manure should be covered. Individual compost bins should be secure		
Fuel storage	Explosion, fires	Not to be kept on site		
Gates / hedging / fencing	Scratches, bruises, and other injuries	Check for loose hinges, awkward locks, unsafe structure, ease of use. To be kept clear and well maintained, fencing / hedging to be well maintained		
Glass and metal	Cuts and Tetanus	All allotment tenants have a responsibility to remove broken glass, immediately		
Animals	Bites / Stings / Disease	No animals to be kept on site without Kirton in Lindsey Town Council permission.		
Water troughs	Drowning / sickness from drinking dirty water / contamination	Water troughs to be kept free of litter and not contaminated by chemicals or debris. Children must not be left unattended. Troughs should not be used to dispose of pesticides or other forms of contaminates.		
Refuse	Slips / trips /disease	To be removed from site by each allotment holder		
Signs	Splinters / cuts	Check for rough edges, exposed nails		
Structures / sheds / polytunnels	Collapse, splinters	Inspection – to be well maintained by allotment tenants		
Vermin	Diseases / bites	All allotment tenants to monitor continuously and report any significant sightings to the Town Council. Transmittable diseases should be reported to the local Health Protection Team (HPT)		
Water storage	Collapse, trips	Rainwater to be stored in specially designed water butts		

Wood (used)	Danger of tetanus	Check for rusty nails		
Pesticides (weedkillers, fungicides, rodenticides, soil treatments, wood preservers)	Poison and contamination of water supplies / environment	Always use pesticides as a last resort. Identify the pest correctly. Determine if pesticides are required. Advise other allotment holders if you are intending on using pesticides.		
Stakes, canes, and poles	Eye injury or cuts	Allotment tenants should cover protruding ends with caps.		
COMMENTS / ADDITIONAL INFORMATION				
<ul style="list-style-type: none"> ● Each allotment holder responsible for their actions and use of allotment gardens ● Each allotment holder is responsible for their health and safety and the health and safety of others ● All children must be always supervised by parents / guardian and / or carers ● Continued misuse of allotment gardens or careless actions towards others may result in eviction from the site if deemed necessary by Kirton in Lindsey Town Council 				
N.B: The focus of undertaking risk assessments is to identify areas where there is a significant risk, with the requirement to identify and implement controls which will reduce the level of risk to the lowest acceptable level.				
As Assessors we have considered the current and additional controls and consider this activity to have been reduced to a level that is acceptable or as low as is reasonably practicable.				

Produced by A Kofoed NEBOSH Certified

Date: 13/08/2022

Cross Checked by Cllr Jared Priestley

Date: 19/08/2022

Date Approved by Kirton in Lindsey Town Council: 18/03/2024



Kirton in Lindsey Town Council

Policy 35: Information & Data Protection Policy

Adopted February 2024 (v.20241) [FC2402/10]

Introduction

In order to conduct its business, services and duties, Kirton in Lindsey Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are under development.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Kirton in Lindsey Town Council follows processes in order to manage responsibly, all data which it handles and respects the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office. In order to achieve this the Town Council will retain registration with the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with the public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local Councils.

Protecting Confidential or Sensitive Information

Kirton in Lindsey Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) became law in May 2018 and like the Data Protection Act 1998, seeks to strike a balance between the rights of individuals and the sometimes, competing interests of organisations such as the Town Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.

- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed. That may be an employee, prospective employee, associate or prospective associate of the Town Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our partners, or persons transacting or contracting with one of our partners when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data - regardless of the technology used.

Kirton in Lindsey Town Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment,

safeguarding the employee and maintaining information required by law.

- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating any business premises, including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person.

Diversity Monitoring

Kirton in Lindsey Town Council may monitor the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It may undertake similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring may be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, Councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Kirton in Lindsey Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up to date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information are:

- General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)
- Processing is with consent of the data subject, or
- Processing is necessary for compliance with a legal obligation.
- Processing is necessary for the legitimate interests of the Council.

Who is responsible for protecting a person's personal data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: enquiries@kirtoninlindseytowncouncil.gov.uk
- Phone: 01652 648978
- Correspondence: The Town Clerk, Kirton in Lindsey Town Council, Town Council Office, Diamond Jubilee Town Hall, High Street, Kirton in Lindsey, North Lincolnshire, DN21 4LZ

Information Security

The Town Council ensures the protection and security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant, appropriate procedures. We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express consent of the guardian of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting the Town Clerk.

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. They can do this by contacting the Town Clerk.

Information Deletion: If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk.

The Town Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk (see contact details on page 4) or the Information Commissioners Office via email to casework@ico.org.uk or telephoning: 0303 123 1113.

The Council will always give guidance on personnel data to employees upon request through the Personnel & Disciplinary Committee.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request through awareness of this policy.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The Scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish, with the aim to make it easier for people to access it.

All formal meetings of Council and its Committees are subject to statutory notice being given on the Council notice board and the website. The Council publishes an annual programme of meetings in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public

participation and has a dedicated public participation session on each Council and Committee meeting agenda. Details can be seen in the Council's Standing Orders, which are available on the website and at the office.

Occasionally, Council or Committees may need to consider matters in private. Examples of this are matters involving personal details about staffing, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chair, such as responding to emergencies in advance of Council. In other words, decisions which would have been made by Council or Committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of Council and Committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information.

Data Transparency

The Council acts in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council's decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability

Open: the provision of public data will be integral to the Council's engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for Parish Councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These Councils, since April 2017, are exempt from the requirement to have an external audit. Kirton in Lindsey Town Council exceeds this turnover but will nevertheless ensure the following information is published on its website for transparency and ease of access:

- All transactions above £100
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and Committees within one month
- Agendas and associated papers no later than three clear days before the meeting.



Kirton in Lindsey Town Council

Policy 36: Privacy Notice

Adopted February 2024 (v.20241) [FC2402/10]

Next Review February 2025

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Kirton in Lindsey Town Council, which is the data controller for your data.

Other data controllers the Council works with:

- North Lincolnshire Council and other local authorities
- Community groups
- Charities
- Other not for profit organisations
- Contractors
- Internal/External Auditors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the Council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the Council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the Council processes and for what purposes is set out in this Privacy Notice.

The Council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by the Council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities provided by the Council, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;

- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs and trade union affiliation.

How we use sensitive personal data

We may process sensitive personal data including, as appropriate:

- information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.

These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The Council will comply with Data Protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you

- request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media;
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the Council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, Councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you.
- These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the Council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of any facilities, or the acceptance of an allotment tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the Council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading “*Other data controllers the Council works with*”;
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute information on our behalf, or to maintain database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will inform you that you will need to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will display a new Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under review and we will place any updates on our website.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at: Kirton in Lindsey Town Council, Town Council Office, Diamond Jubilee Town Hall, High Street, Kirton in Lindsey, North Lincolnshire, DN21 4LZ.

Email: enquiries@kirtoninlindseytowncouncil.gov.uk

Telephone: 01652 648978