



**Town Councillors are hereby summoned to attend the Monthly Meeting of
Kirton in Lindsey Town Council on
Wednesday 23rd April 2025**
Proceedings will be held at the Diamond Jubilee Town Hall, High St commencing at 7pm.
The Agenda is set out below.
Members of the public and press are welcome to attend.
Neil Taylor-Matson Town Clerk, 15th April 2025

AGENDA

2504/01 Apologies for Absence

To receive apologies for absence notified to the Clerk prior to the meeting.

2504/02 By-Election Result

To note the result of the By-Election held 27th March 2025 and welcome Barry Starkie as Town Councillor.

2504/03 Declaration of Interests / Dispensations

a. Declarations of Interests, in respect to Agenda items, to be made and recorded in the minutes even if an interest has been declared in the register. **Members declaring interests should identify the Agenda item and the type of interest being declared.**

COUNCILLORS MUST DECLARE ANY AMENDMENT TO PECUNIARY INTERESTS WITHIN 28 DAYS.

b. For the Council to note any dispensations presented to the Clerk prior to the Meeting and their resolution.

2504/04 Public Participation

Members of the public may raise subjects, which they wish to bring to the attention of the Town Council. The time will be restricted to 15 minutes maximum unless the Council decides otherwise. Members of the public should note that decisions cannot be made at this meeting on items not on the agenda and that no discussion can be entered into once the meeting has commenced, unless the meeting is suspended by the Chair.

2504/05 Minutes

a. To approve the minutes of the Full Council Meeting held 26th March 2025 (*fwd 04/03/2025*)

b. To receive the draft minutes of the Promoting Kirton Committee Meeting held 14/04/2025 (*fwd 15/04/2025*)

c. To receive the draft minutes of the General Purposes Committee Meeting held 14/04/2025 (*fwd 15/04/2025*)

2504/06 Report from North Lincolnshire Council / Ward Councillors

a. To receive the Ward Councillors' Report and to consider any actions arising from the report.

b. To note outstanding matters raised with North Lincolnshire Council and agree any actions required including, 'Churches' signs, road maintenance works (South Cliff Road, North Cliff Road, Redbourne Mere, March Street/Wesley Street).

c. To receive concerns raised by residents to Cllr Kitchen regarding St Andrew's Street and Church Street and agree any actions required.

d. To consider the 'Share the Road' signage previously installed at Ings Road by North Lincolnshire Council and consider any actions required.

2504/07 Mayor & Delegates Reports

To receive reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council, to include the following events/meetings which the Clerk was notified of:

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

- Brigg Town Council – Civic Dinner – 5th April
- Kirton in Lindsey Town Council – Annual Town Meeting – 9th April
- Broughton Town Council – Civic Dinner – 12th April
- City of Lincoln – Civic Service – 13th April

Councillors and Officers reports

- Kirton Knit Knacks AGM – 3rd April (Town Clerk)
- Electric Blanket testing for residents arranged with NLC – 3rd April (Town Clerk)

2504/08 Humber and Wolds Rural Action – Rural Housing Project

To receive an update on the Humber and Wolds Rural Action Rural Housing Project and agree any actions required.

2504/09 Police & Crime Commissioner funding – CCTV

To receive an update from the Town Clerk on actions required and progress to date following confirmation of the successful application to the Police and Crime Commissioner Community Safety Fund in November 2024.

2504/10 Finance

i. Income and Expenditure

a. To receive notification of accounts paid by the Town Clerk under devolved authority. (*Apr 2025, fwd 15/04/2025*)

- b. To receive the annual ERNLLCA renewal subscription for 2025-2026 at £990.10 and agree any actions required.
- c. To receive the annual ICCM renewal subscription for 2025-2026 at £105 and agree any actions required.
- d. To receive any updates regarding potential future funding for the Community Co-Ordinator role and agree any actions required.
- e. To receive costings for updated laptop and mobile phone and agree any actions required.
- f. To receive an update on works required to noticeboards and agree any actions required.
- g. To approve accounts for payment. *(fwd 15/04/2025)*

ii. Internal Control

- a. To receive the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook.
(Mar 2025, fwd 15/04/2025)
- b. To receive the 4th Quarter Budget Monitoring Report to 31st March 2025 and agree any actions required.
(fwd 15/04/2025)
- c. To discuss and agree the 2025-26 Reserves Statement *(draft fwd 15/04/2025)*

iii. External Control

- a. To receive the 2024-25 Internal Auditors Report and note any actions required regarding recommendations
(fwd 15/04/2025)
- b. To complete, approve and sign the 2024-25 Annual Governance Statement
- c. To complete, approve and sign the 2024-25 Accounting Statements
- d. To confirm the appointment of an Internal Auditor for 2025-26.

2504/11 Planning

a. To consider the following planning application:

- i. PA/2025/408 <https://apps.northlincs.gov.uk/application/pa-2025-408> *(fwd 08/04/2025)*
Proposal: Planning permission for single storey side and rear extensions
Location: 10B Station Road, Kirton in Lindsey, DN21 4BB
 - ii. PA/2025/399 <https://apps.northlincs.gov.uk/application/pa-2025-399> *(fwd 10/04/2025)*
Proposal: Planning permission to vary the plans condition added by PA/2024/1365 namely to add orangeries to plots 80, 82, 83 and 85, to change the house types for plots 88 and 100 and to amend the layout, add an orangery, separate the garage from the dwelling and to reposition the house on plot 101.
Location: Windmill Plantation, Kirton in Lindsey, DN21 4FF
- b. To receive the following decision notifications from North Lincolnshire Council:
- i. PA/2025/173 – HOUSEHOLDER PLANNING PERMISSION – to erect a single-storey rear extension – 25 Park Hill, Kirton in Lindsey, DN21 4NL.
 - ii. PA/2025/207 – CONSENT UNDER TREE PRESERVATION ORDERS - Application to fell a common Ash tree, identified at To14 subject to and within Tree Preservation (Old Vicarage Grounds, Kirton in Lindsey) Order 1971 – 51 Beechcroft Drive, Kirton in Lindsey.

2504/12 Car Parking Provision

To consider car parking provision for the town and consider any actions required following the site meeting with representatives from North Lincolnshire Council highways at the beginning of December 2024.

2504/13 Policies and Procedures

- a. To note the National Association of Local Council's (NALC) updates to the model Standing Orders for local Councils to comply with new procurement legislation and ensure consistency with Financial Regulations and agree any actions required.
(fwd 15/04/2025)
- b. To review Policy 08: Member Development Policy last approved April 2024.
- c. To discuss the General Purpose Committee meetings remit and agree any actions required.
- d. To consider how Councillors respond to queries from residents and agree any actions required.

2504/14 Open Spaces

- a. To receive the weekly visual and monthly operational play park inspection reports for signature and consider any updates regarding the play area agreeing any actions required.
- b. To discuss the play area inspections service level agreement with North Lincolnshire Council and agree any actions required.
- c. To receive and update regarding the suggestion from a resident about Widgit Communication Boards for the park and agree any actions required.
- d. To receive the weekly inspection reports for the outside gym equipment and agree any actions required.
- e. To receive information about maintenance of the Peace Garden at the War Memorial including revised costings for the current contractor to carry out reduced works, and the input from town volunteers, and agree any actions required.
- f. To receive an update about Community Payback works at the War Memorial and agree any actions required.

2504/15 Grove Street Cemetery

- a. To receive an update regarding work around land registration and agree any actions required.
- b. To receive an update regarding requirements for memorial testing works, notification of memorial inspection training availability (September, £155 + VAT) and agree any actions required.

2504/16 Allotments

- a. To receive any relevant updates and agree any actions required.
- b. To consider current allotment charges and consider any actions required.

2504/17 Town Clerk's Report / Correspondence for Information and Discussion

To receive the Town Clerk's report including correspondence for information and discussion.

Correspondence for Information and Discussion

- a. To note any correspondence received after the Agenda was published.
- b. NLC – By-Election update (*fwd 31/03/2025*)
- c. PC Peter Smith (Leicestershire Police) – Honouring PCSO's campaign (*fwd 31/03/2025*)
- d. NLC – Tourism Partnership March update (*fwd 31/03/2025*)
- e. NLC – News Direct update (*fwd 31/03/2025; 04/04/2025; 14/04/2025*)
- f. Resident – update re verge parking, South Cliff Road
- g. Rural Services Network – Rural Bulletin (*fwd 01/04/2025*)
- h. ERNLLCA – March Newsletter (*fwd 01/04/2025*)
- i. Community Vision – Monthly Update (April) (*fwd 03/04/2025*)
- j. Rural Services Network – Rural Funding Digest – April (*fwd 03/04/2025*)
- k. ERNLLCA – WorkNest update – Statutory employment rates and HSE alerts (*fwd 03/04/2025*)
- l. Groundwork – Newsletter (*fwd 03/04/2025*)
- m. ERNLLCA – Councillor training information (*fwd 03/04/2025*)
- n. NLC – Occasional Market Consent consultation confirmation – Summer Gala
- o. NLC – Visit North Lincolnshire Annual Visitor Survey invitation
- p. Resident – concerns re antisocial behaviour, March Lane via Cllr Fox
- q. ERNLLCA - Practitioners Guide email addresses information (*fwd 03/04/2025*)
- r. ERNLLCA – Employment Law free webinar information (*fwd 03/04/2025*)
- s. ERNLLCA – District Committee notification (24th April) (*fwd 04/04/2025*)
- t. Burton upon Stather Parish Council – costings comparison queries for cemetery and allotments
- u. NLC – Community Grants In Bloom 2025-25 Scheme notification (*fwd 07/04/2025*)
- v. ERNLLCA – Notification of Memorial Inspection training course September
- w. CPRE – Northern Lincolnshire Branch Newsletter (*fwd 08/04/2025*)
- x. 1st Kirton in Lindsey Brownies – Grant award 2024/2025 report (*fwd 10/04/2025*)
- y. Humber and Wolds Rural Action – April Newsletter (*fwd 10/04/2025*)
- z. Rural Services Network – Weekly News (*fwd 11/04/2025*)
- aa. Connect to Support Lincolnshire website – notification of approval for Kirton in Lindsey Town Council listing

2504/18 Date of next Meeting and Agenda Deadline

- a. To confirm the date and time of the Annual Town Council Meeting (subject to any change in circumstances) as: **Wednesday 7th May 2025 at 7pm at the Diamond Jubilee Town Hall.**
NOTE: Agenda items to be submitted before Friday 25th April in line with Standing Orders.

- b. To confirm the date and time of the next monthly Town Council Meeting (subject to any change in circumstances) as: **Wednesday 28th May 2025 at 7pm at the Diamond Jubilee Town Hall.**
NOTE: Agenda items to be submitted before Friday 16th May in line with Standing Orders

2504/19 Exclusion of the Public & Press

To consider the exclusion of the public and press under the provisions of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the matters to be discussed.

2504/20 Personnel

- a) To consider staff annual leave request and agree any actions required.
- b) To consider development of a compassionate leave policy and agree any actions required.
- c) To consider the receipt of weekly Information Reports from the Town Clerk and agree any actions required.
- d) To note the hours of work for the KLASSIC Venue Manager and agree any actions required.

2504/21 Policies and Procedures

To consider training courses and non-attendance - as deferred from the previous Full Council meeting – and agree any actions required.