



Minutes of the Meeting of Kirton in Lindsey Town Council held on Wednesday 24th October 2018 at the Town Hall, High Street, Kirton in Lindsey at 7pm.

Members present: Cllr Joy Kofoed (Chair), Cllr Billy Boyd; Cllr Kathy Cooper, Cllr Geoff Cossey (part), Cllr Maggie Davies, Cllr Pat Frankish, Cllr David Garritt, Cllr Paul Kelly and Cllr Andrew Kofoed.
 Also Present: Ward Cllr Neil Poole (part),
 Martin Eccles; Town Clerk: Neil Taylor-Matson

Public Participation:

There was no public participation.

MINUTES

- 1810/01 Apologies for Absence
 Apologies for absence were received from Cllr Jack Startin, Cllr Karen Gunn, Cllr Tony Kidder, Ward Cllr Trevor Foster and Ward Cllr John England.
- 1810/02 Declaration of Interests / Dispensations
 a. Cllr J Kofoed declared an interest in 1810/14(a) and Cllr Cooper declared an interest in 1810/12(e)
 b. No dispensations were sought or granted.
- 1810/03 Minutes of Previous Meetings
 a. The Council considered the minutes of the Full Council Meeting held on 26th September 2018.
RESOLUTION: *That the minutes were duly approved and signed.*
 b. The Council received the minutes of the Personnel & Disciplinary Committee Meeting held 02/07/2018.
 c. The Council received the draft minutes of the Personnel & Disciplinary Committee Meeting held 08/10/2018.
 d. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 08/10/2018.
 e. The Council received the draft minutes of the General Purpose Committee Meeting held 08/10/2018.
 f. The Council received the Clerk's tasks and actions update.
- 1810/04 Report from Ward / North Lincs. Councillors
- Ward Cllr Neil Poole reported a focus on concerns with issues of speeding in the local area raised at the recent NATs meeting, and informed the Council that an additional Town & Parish Council Liaison meeting will be arranged in November. This will include discussion of the Safer Roads Partnership, Community Speedwatch and the Winter Service process. NLC are looking at ways to place pressure on police and enforcement and considering how soon the Community Speedwatch scheme can be implemented for all Town and Parish Councils who wish to subscribe to it.
 - Traffic data for North Cliff and South Cliff Roads entitles the town to the provision of a speed sign showing the speed vehicles are travelling at which are in place for 12 weeks, further signs are available for hire from NLC for roads which do not meet the criteria and again would be displayed for a period of 12 weeks.
 - Cllr Poole highlighted the availability of Standards Training from NLC, which was to be discussed further at 1810/12(f) on the Agenda.
 - The report concluded with a note of how successful the St Andrew's United Church Poppy Cascade has been in demonstrating community spirit and encouraging tourism to Kirton in Lindsey and North Lincolnshire.
- 1810/05 Mayor's & Delegate's Report (for information only unless specified)
 The Council received reports from the Mayor and Councillors attending meetings on behalf of the Council:
- Chair's Report/Civic Events – Cllr Joy Kofoed reported attendance at the St Andrew's

Signed:

Dated:

United Church Poppy Cascade service on 17/10/2018 and the planting of the oak tree on the Green to commemorate the End of World War I with Cllr Startin on 19/10/2018.

- Cllr Frankish reported attending the Gainsborough Civic Service on 21/10/2018.
- Cllr Cooper reported attending the NATS Meeting 03/10/2018 with Cllr Frankish.
- Cllr Davies reported attending the Town & Parish Liaison Meeting 04/10/2018 with Cllr Startin and that the presentation on recycling may be worth organising for the townspeople and that there was also a useful presentation on crime prevention measures.
- One Way Proposal site meeting 15/10/2018– Agenda item 1810/06
- Ground Maintenance contractors meeting 18/10/2018 – Agenda item 1810/08

1810/06

Kirton Regeneration Group

The Council received an update from the Kirton Regeneration Group representatives and discussed matters and actions.

a. Redbourne Mere nature reserve proposal

The Council considered and approved the Proposal from the Promoting Kirton Committee –

RESOLUTION: That a formal application is submitted to NLC to add the area to their portfolio of nature reserves, reminding them of their environmental obligations.

ACTION: Town Clerk/Regeneration Group

b. Ings Road “Quiet Lane” proposal

The Council considered and approved the Proposal from the General Purpose Committee –

RESOLUTION: That a formal request for 20mph repeater signs to be placed along Ings Road is submitted to NLC and that consideration is also given for an ‘Accompanied horses or ponies’ road sign.

ACTION: Town Clerk/Regeneration Group

c. One Way Proposal site meeting

Cllr Frankish and Cllr Cooper reported on the meeting with Gareth Denovan from NLC Highways and outlined the plans for the implementation of the one way system on an 18 month trial basis initially. A review will take place to see how the system is managed and impacts on Queen Street and the High Street.

i. The Council discussed the additional proposal for parking spaces to be created on Sylvester Street.

RESOLUTION: That a request is sent to NLC Highways for a survey to be carried out and for the provision of a proposed design drawing.

ACTION: Town Clerk/Regeneration Group

ii. The Council discussed the additional proposal for the introduction of a time limit for parking in the Market Place. Cllr Frankish declared an interest. The Council expressed concerns over the design and look of such a scheme in the historic Market Place and also issues around the enforcement of it.

RESOLUTION: That a request for a feasibility and management study is sent to NLC Highways for timed parking slots.

ACTION: Town Clerk/Regeneration Group

1810/07

Neighbourhood Plan

The Council received an update from the meeting of the Neighbourhood Plan Group on 11/10/2018 and agreed actions required.

Cllr Frankish reported that a core group had formed which was keen and able but reminded the Council that neighbourhood planning is a slow process. The next meeting in November will be attended by a representative from Appleby Parish Council and Dave Lofts from NLC. Cllr Frankish requested that the Town Council continue to support the group by funding the room hire costs for meetings at the Town Hall.

RESOLUTION: That the Council will continue to support the Neighbourhood Plan Group by funding room hire costs for meetings within the Town Hall.

ACTION: Town Clerk

1810/08

Open Spaces

a. The Council received an update from the meeting with the Grounds Maintenance contractors on 18/10/2018 and decided actions required.

Cllr Frankish, Cllr Cooper and Cllr Startin attending with the Town Clerk and contract manager Chris Holmes. The meeting was felt to be positive and the contract manager was accepting of the constructive feedback presented. A standpipe system is to be introduced to combat watering issues and a check sheet will be introduced to be reported back to the Town Clerk after each visit

by the contractors. It was discussed that the Richdale Avenue which is still accessible following the construction works in the area remains thick with weeds following on from the meeting last week. The actions from the meeting require reporting back and this is to be chased up.

RESOLUTION: That the actions from the meeting are chased up.

ACTION: Town Clerk

b. The Council considered the placement of the bench provided by the contractors.

Item deferred to a future meeting due to a different bench to the specification delivered and no further update received at this time.

c. The Council considered the placement of the bin provided by the contractors.

RESOLUTION: That a bin/street furniture survey is discussed at the next Promoting Kirton Committee Meeting.

ACTION: Town Clerk

d. The Council considered the proposal from the In Bloom group that the Town Council add the additional flowerbed to the contract and the workload of the Grounds Maintenance contractors.

RESOLUTION: That Cllr Davies takes on the maintenance of this flower bed and claims for the cost of plants from the In Bloom Group.

ACTION: Town Clerk

e. The Council considered the placement of the In Bloom prize plaques and the use of the prize.

RESOLUTION: That the placement of the plaques is discussed at the next Promoting Kirton Committee Meeting.

ACTION: Town Clerk

RESOLUTION: That the prize of garden centre gift vouchers is presented to the In Bloom group for use in the purchase of plants for the town.

ACTION: Town Clerk

f. The Council noted the works to the Lime Trees is planned for w/c 5th November with road space booking along King Edward Street applied for with NLC (condition of approval).

g. The Council received the monthly play park inspection report from Cllr Davies and considered updates on actions required.

RESOLUTION: That the quotation from the grounds maintenance contractors for repairs to surfacing is accepted, with the exclusion of the grass matting works, and that the funds are taken from general reserves.

ACTION: Town Clerk

RESOLUTION: That the quotation from TCS is accepted for the cleaning of one plaque on the War Memorial and the play equipment including the seats and benches in the play area on the Green.

ACTION: Town Clerk

RESOLUTION: That the quotation from Kompan for repairs to the boat

equipment is not accepted and further quotations from local joiners are sought.

ACTION: Cllr Cooper/Town Clerk

1810/09

Town Council assets – Noticeboards

The Council considered the quotations received for the repair and maintenance of town noticeboards on the asset register and agreed actions required.

RESOLUTION: That the quotations received from C. Babb are accepted with the options for polycarbonate sheet and engraving selected.

ACTION: Town Clerk

RESOLUTION: That the new occupiers at Richdale Avenue are approached to confirm that they are happy for the noticeboard to remain in place before works begin.

ACTION: Cllr Cooper

1810/10

The Centenary of the End of the First World War

The Council received updates and agreed actions required to mark the Centenary, including:

a. Consideration of a donation to the Royal British Legion for the Poppy Appeal, including a Town Council wreath.

RESOLUTION: That the Town Council make a donation of £300 to the Poppy Appeal.

ACTION: Town Clerk

RESOLUTION: That a plaque is placed at the foot of the oak tree planted on the Green which reads: "This tree was planted as a living monument by Mayor Cllr Joy Kofoed on behalf of the townspeople of Kirton in Lindsey to commemorate the centenary of the end of World War I and to honour the generation of 1914-1918 who were casualties on land, at sea or in the air. 19th October 2018".

ACTION: Town Clerk

b. To resolve the Rescission Notice submitted by Councillor Andrew Kofoed re minute numbers **1807/10(a): Request for funding for benches** and **1809/09(d): To receive a report and recommendations following the Public Subscription funding for bench.**

This item was not discussed as the Rescission Notice was not signed by the required eight Councillors and so was not a legal notice.

1810/11

Policies

a. The Council considered the Proposal from the Personnel & Disciplinary Committee for the adoption of the Complaints Policy.

RESOLUTION: That the Complaints Policy is adopted. ACTION: Town Clerk

b. The Council reviewed the Member/Officer Protocol Policy, approved May 2018

RESOLUTION: That this Policy requires no amendments.

ACTION: Town Clerk

1810/12

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

a. Police Crime & ASB report October 2018 – noted as available for distribution.

b. ERNLLCA September newsletter – noted as available for distribution.

c. NALC Annual Report 2017/2018 – noted as available for distribution.

d. NALC Survey – What is the future of local councils? – noted as available for distribution.

Correspondence for Discussion

e. Request for Town Council support for planning application at Sunny Hill.

RESOLUTION: That although the Town Council expresses sympathy with the situation the applicant finds himself in, it cannot go against the Conservation Area Policy.

ACTION: Town Clerk

f. NLC Standards Training for Clerks, Chairs and Councillors; Tuesday 27 November 2-4pm and Tuesday 4 December 6-8pm

RESOLUTION: That Cllr Frankish and Cllr Davies will attend the training on 04/12/2018.

ACTION: Town Clerk, Cllr Frankish & Cllr Davies

g. Community Champion Awards. The Council noted the receipt of two complimentary tickets to the Awards Ceremony on 22/11/2018.

RESOLUTION: That the complimentary tickets are offered to those nominated within the town for friends and family to attend and if there is more interest than tickets a name is drawn at random to receive the tickets.

ACTION: Town Clerk

h. East Midlands Community-Led Housing briefings – The Council noted the briefing event on 26th November at Grimsby.

RESOLUTION: That Cllr Frankish attends and that the invitation is also sent out to the members of the Neighbourhood Plan Group.

ACTION: Town Clerk

i. Former RAF land – engagement from MOD and MP Nic Dakin

RESOLUTION: That a response is sent thanking both the MOD and MP for their engagement and the MOD are passed the details of Cllr Rob Waltham at NLC.

ACTION: Town Clerk

j. KLASSIC request for financial assistance

RESOLUTION: That a response is sent to the KLASSIC Trustees asking for the Town Council to be informed of the revised tenders and the preferred tender amount before it can commit to any decision.

ACTION: Town Clerk

k. Public Footpath 248 – The Council noted that improved signage works were now completed by NLC.

l. Request to consider nominating Mount Pleasant Windmill as an Asset of Community Value.

RESOLUTION: That an ACV application is submitted as soon as possible.

ACTION: Town Clerk

1810/13

Planning

a. To consider the following planning application:

Application: **PA/2018/1943**

Proposal: Planning permission for a minor material amendment to PA/2016/967 to change approved cladding

Site Location: 4A March Street, Kirton in Lindsey, DN21 4PH

Applicant: Ms Jayne Coote.

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

ACTION: Town Clerk

Ward Cllr Poole leaves the meeting.

Signed:

Dated:

- b. The Council received the following decision notifications from North Lincolnshire Council:
- i. **PA/2018/1366** – FULL PLANNING PERMISSION granted – Planning permission to erect a single-storey extension to the rear at 27 Woodpecker Way, Kirton in Lindsey, DN21 4FD.
 - ii. **PA/2018/1574** – FULL PLANNING PERMISSION with conditions granted – Planning permission to erect a side extension and roof lift to facilitate loft conversion 10a Station Road, Kirton in Lindsey, DN21 4BB.
 - iii. **PA/2018/1519** – CONSENT TO CARRY OUT WORKS – trees in conservation area – Notice of intention to undertake pruning on 12 lime trees within Kirton in Lindsey’s conservation area, The Green, King Edward Street, Kirton in Lindsey, DN21 4NQ.
 - iv. **PA/2018/1752** – FULL PLANNING PERMISSION with conditions granted – Planning permission to erect single storey rear extension (including demolition of existing conservatory) 17 Fairfields, Kirton in Lindsey, DN21 4GA.

1810/14

Finance

- a. The Council discussed the Mayoral Allowance and what expenditure should be included.
RESOLUTION: That members bring back forms of words for discussion and agreement at the next meeting. **ACTION: Councillors**

Cllr Cossey leaves the meeting.

- b. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA 1972.
 c. The Council approved accounts for payment.
RESOLUTION: That the accounts are duly paid. **ACTION: Town Clerk**
 d. The Council received and signed the Finance Report with Bank Reconciliation to balance with the bank statements.
 e. The Council received the 2nd Quarter Budget Monitoring Report to 30th September 2018.

1810/15

Agenda for next and future meetings

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

- **Library building windows**
- **Ergonomics risk assessment for the Town Council Office**
- **Planning for future parking**
- **Mayoral Allowance**

ACTION: Town Clerk

1810/16

Date of next Meeting

- a. The Council noted the Extraordinary Meeting to be held on Monday November 12th at 7:30pm in place of the General Purpose Committee Meeting to discuss precept requirements for 2019-2020.
 b. The Council confirmed the date and time of the next scheduled Town Council Meeting as (subject to any change in circumstances):

**Wednesday 28th November 2018 at 7pm
 in the Town Hall, High Street, Kirton in Lindsey**

The meeting closed at 8:40pm.

Signed:

Dated: