



**Minutes of the Meeting of Kirton in Lindsey Town Council held on
Wednesday 19th December 2018
at the Town Hall, High Street, Kirton in Lindsey at 6:45pm.**

Members present: Cllr Joy Kofoed (Chair), Cllr Billy Boyd; Cllr Kathy Cooper, Cllr Geoff Cossey, Cllr Maggie Davies, Cllr Pat Frankish, Cllr David Garritt, Cllr Andrew Kofoed, Cllr Jack Startin and Cllr Tony Kitchen.

Also Present: Ward Cllr Neil Poole (part), Martin Eccles
Town Clerk: Neil Taylor-Matson

Prior to the meeting prayers were led by Cllr Frankish

Public Participation:

Keith Hunter, the Police and Crime Commissioner (PCC) for Humberside addressed the Council about his local, regional and national role and the role of the Engagement Officer, Claire Welford. It was noted that local level policing is on the agenda with a neighbourhood area focus, and that there are aims in place so that every person will know the route to take to make their concerns known to the relevant areas of the police force. If an area of concern is a priority for the community it is acknowledged that it should be a priority for the police. The PCC was asked if a greater police presence will be seen as the town grows and responded that policing presence is not based upon population figures but instead factors including calls for service and areas of deprivation. Mr Hunter pointed out that every area covered by Humberside Police is growing and no area is shrinking and so the requirement is more resources within the force rather than spreading them further across the area. If people are concerned that they are not seeing a police presence they should link in with the engagement officer to report these concerns. The PCC confirmed that there were no plans to bring a police office back into use and the instead policing teams would be seeking shared facilities within towns and villages for drop-ins and that there is an expectation from the Government for the PCCs to fund policing through council tax contributions, if they do not request funding it will not be made available in future years and policing resources will therefore decline rather than improve. Mr Hunter was thanked for his time and the information provided.

MINUTES

- 1812/01 Apologies for Absence
Apologies for absence were received from Cllr Tony Kidder and Ward Cllrs Cllr John England and Cllr Trevor Foster.
- 1812/02 Declaration of Interests / Dispensations
a. No declarations of interest were made.
b. No dispensations were sought or granted.
- 1812/03 Minutes of Previous Meetings
a. The Council considered the minutes of the Full Council Meeting held on 28th November 2018.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council considered the minutes of the Extraordinary Council Meeting held on 12th November 2018.
RESOLUTION: That the minutes were duly approved and signed.
c. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 10th December 2018
d. The Council received the draft minutes of the General Purpose Meeting held 10th December 2018
e. The Council received the Clerk's tasks and actions update. Cllr Cooper expressed concern at the volume of tasks and actions assigned to the Clerk and it was noted that the tasks and actions will be reviewed at the meeting of the P&D Committee in January 2019
- 1812/04 Report from Ward / North Lincs. Councillors
- Ward Cllr Neil Poole expressed concern that the PCC had not referred to the NATS meetings as a route for the Town Council to address policing issues and concerns.
 - Re-surfacing works on George Street and the Market Place are scheduled for January. North Lincolnshire Council (NLC) now have a schedule for the resurfacing of all roads across North Lincolnshire in conjunction with the Department for Trade and Transport

Signed:

Dated:

and so any queries relating to road repairs can be responded to with reference to this schedule which also includes the pavements.

- Installation of LED lighting to metal lamp posts is almost complete and agreements to works to wooden poles – owned by Yorkshire Electricity Distribution Ltd rather than NLC – are now in place with a schedule for March.
- NLC are currently carrying out research into solar powered lighting with the potential to install in areas where cabling is not viable – this may be a solution for areas such as Town Hall Passage and Ings Road.
- The Kirton Quarry Gainsthorpe Road Liaison Group meeting was positive with the outcome of clarity sought for residents on whether to contact the Environment Agency or NLC to report issues. There will be a second meeting in the New Year which KLTC will be invited to attend.
- Leasing of the land at Wormwood Hill has progressed following the clarifications requested by KLTC in July 2018, this will be discussed at the next available opportunity which will be the Promoting Kirton Committee meeting on 14th January, NLC to be informed of this and kept up to date.
- Cllr Joy Kofoed thanked the Ward Cllrs for the road resurfacing works carried out in the town.

1812/05

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 that there had been no Civic Events however she had attended, along with Cllr Startin, Cllr Boyd and the Clerk the site visit to Vincent Hall arranged with the MOD on 13/12/2018. This was a positive meeting and viewing of the entire building with further information on the details of the release of the building expected from the MOD early in 2019. It was noted that NLC were invited to attend at the same time but declined to.

RESOLUTION: That this is placed on the Agenda for the January Full Council meeting.

ACTION: Town Clerk

- Cllr Startin reported attendance at the Kirton Quarry Gainsthorpe Rd Liaison Group meeting on 12/12/2018 with information provided about reporting concerns regarding Welton Aggregates to the Environment Agency.
- Cllr Frankish reported on the Neighbourhood Planning meeting held on 29/11/2018 which was a lively meeting with more residents attending and reports from both NLC and Appleby Parish Council. The next meeting on 31/01/2019 will work towards a town survey as the next stage.
- Cllr Frankish further reported attendance at the Community Led Housing Seminar in Grimsby on 26/11/2018 with Cllr Startin which was useful to feed into the Neighbourhood Planning meetings. Cllr Frankish also attended NLC Standards Training on 04/12/2018 which was very interesting and useful as an update into the limitations of the new regime.
- There has been no further NATS or Town and Parish Liaison Meetings since the previous Council meeting however representatives are planning to attend the next meetings on 16/01/2019 and 24/01/2019.

1812/06

Councillor Co-Option

The Council considered the application for co-option to fill a vacancy on Kirton in Lindsey Town Council by Tony Kitchen.

RESOLUTION: That Tony Kitchen was co-opted onto the Council and joined the meeting.

ACTION: Town Clerk

1812/07

Matters arising from Public Participation

The Council considered actions required following public participation at the start of this meeting:

- Humberside Police and Crime Commissioner – no actions required
- Kirton in Lindsey Royal British Legion – no representations made, no actions required.

1812/08

Kirton Regeneration Group

The Council received an update from the Kirton Regeneration Group representatives and

Signed:

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discussed matters and actions.

The Clerk reported the response received from NLC Highways following the actions requested at the November meeting and noted that the overall response was that some issues had been raised to the wrong department and other issues would receive updates at the next meeting. The Clerk has responded to this by contacting the Leader and Ward Cllrs requesting that matters are raised with the correct departments and a push for resolution to outstanding issues and queries prior to the next meeting in January, as this was the request of the Leader at the November meeting.

1812/09

Open Spaces

a. The Council received the monthly play park inspection report from Cllr Davies and decided any actions required. It was noted that the works by the grounds maintenance contractors were completed satisfactorily, and the self-closing gate was now working better. One bracket on the larger swings remains of concern and requires further attention/assessment. The base of the boat appeared to be repaired and is not considered dangerous.

RESOLUTION: That the swing bracket on the far right-hand side of the larger swings is assessed and if works are required they are approved to go ahead as soon as possible. ACTION: Town Clerk

b. The Council noted the agreed works to the play area 06/12/2018 and 12/12/2018

RESOLUTION: That the invoices for the works carried out by the grounds maintenance contractors and Mr Holmes are paid. ACTION: Town Clerk

c. The Council noted the damage to the metal bollard at the Green and decided actions required.

RESOLUTION: That this item is placed on the next Promoting Kirton Committee Agenda and a site visit is arranged in order to decide a way forward.

ACTION: Town Clerk

d. The Council discussed options around the pest control contract for Grove Street Cemetery and agreed actions required.

RESOLUTION: Following the death of the current contractor, Cllr A Kofoed will pass details of potential new contractors to the Clerk. ACTION: Town Clerk

RESOLUTION: That the Clerk researches the contractors used by other Town and Parish Councils in the area. ACTION: Town Clerk

1812/10

Policies

The Council reviewed the Town Council Reserves Policy, last approved May 2018

RESOLUTION: That this Policy requires no amendments.

ACTION: Town Clerk

1812/11

Kirton in Lindsey Town Council Civic Award 2019

The Council agreed actions required for obtaining nominations for the 2019 award.

RESOLUTION: That the request is posted on the website and social media explaining that details of the reasons for the nomination are a requirement.

ACTION: Town Clerk

1812/12

Town Defibrillators

The Council considered the best ways to promote and create greater awareness of the availability of defibrillators within the town.

RESOLUTION: That an article is produced for Kirton First with a map and explanation of how to use the equipment. The information could also be provided to local businesses. Kirton First deadline noted as 10/01/2019.

ACTION: Cllr Cossey to produce the article

ACTION: Cllr Davies to distribute to local businesses

1812/13

Town Council Office

The Council received the ergonomic assessment for the Town Council office from Cllr J Kofoed and agreed actions required.

RESOLUTION: That a budget of £230 is approved for the required office equipment following the ergonomic desk assessment.

ACTION: Cllr J Kofoed/Town Clerk

1812/14

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. ERNLLCA November Newsletter – noted as available for distribution
- b. NALC 2019/2020 Pay Award – noted as available for distribution
- c. LSCB changes impacting on the Child Safeguarding Policy – noted for updates required to the Child Safeguarding Policy prior to June 2018.
- d. Update from LIVES re 2019/2020 Grant Funding request – noted that LIVES will not apply for grant funding but are still looking to update the Council on their activities.

Correspondence for Discussione. Christmas Lights competition

The Council discussed the nominations for the Christmas Lights Competition.

RESOLUTION: That the Residential – Traditional category winner is 9 Fairfields who win a voucher from The Terrace for Afternoon Tea for Two.

That the best display in the Modern category is 18A High Street, incorporating the Fish Bar winning a voucher donated by No.12 Chocolatier

That the best Commercial display is No 12. Chocolatier who win recognition for their efforts through the public announcement.

RESOLUTION: That the prizes are collected and handed to Cllr J Kofoed

ACTION: Cllr Garritt and Cllr Cooper

RESOLUTION: That Cllr J Kofoed presents the prizes to the winners and requests permission to print photographs in the next edition of Kirton First and online.

ACTION: Cllr J Kofoed

RESOLUTION: That once the prizes are presented the Clerk publishes the public announcement.

ACTION: Town Clerk

Ward Cllr Neil Poole leaves the meeting

f. Torksey Charity requirements

The Council were notified of information and requests received from the Charity Commission and discussed next steps.

RESOLUTION: That a meeting of the Torksey Charity Trustees is called on

Wednesday 23rd January at 6:30pm to discuss action required in detail. The

Trustees were asked to read the information provided and research options prior to the meeting.

ACTION: Town Clerk

g. New development off Station Road – Bowling Green Gardens

RESOLUTION: That there is no objection to the proposal to name the road Bowling Green Gardens.

ACTION: Town Clerk

h. ERNLLCA Responsible Financial Officer Training – February 2019

RESOLUTION: That the Clerk attends the RFO training day. ACTION: Town Clerk

i. Interim Internal Audit – 13-14th December 2018

The Council received the interim internal audit report and wished to record a vote of thanks to the Clerk for due diligence shown from the auditors findings.

RESOLUTION: That the invoice for the interim audit is paid.

ACTION: Town Clerk

1812/15

Planning

Application:

a. The Council considered the following planning applications:

PA/2018/2345

Proposal:

Application to vary conditions 2 & 15 of PA/2017/511 (for the erection of 16 affordable dwellings) namely to (condition 2) amend site layout for amended access road layout, amended parking bays, new patios, removal of permeable paving, installation of new windows and (condition 15) to increase discharge from the site to 5 litres/second at any time.

Site Location: Land Adjacent Maple Lea, Gainsborough Road, Kirton In Lindsey

Applicant: J Cook, Gelder Ltd

RESOLUTION: That the Clerk submits the following comment in response to this application: “The Town Council has the following concern which requires addressing and requests that NLC seeks reassurance that the discharge of surface water will be managed effectively as the Town Council have had previous experience within Kirton in Lindsey where discharge of surface water has not been effectively managed.”

ACTION: Town Clerk

Application: **PA/2018/2381**
 Proposal: Planning permission for a two-storey side extension
 Site Location: 5 Lane End, Kirton In Lindsey, DN21 4EE
 Applicant: Liam Trevor

RESOLUTION: That the Clerk submits “No Objections” in response to this application. **ACTION: Town Clerk**

Application: **PA/2018/2388**
 Proposal: Notice of intention to undertake a crown reduction on a coniferous tree, situated within the Kirton in Lindsey Conservation Area.
 Site Location: 30 High Street, Kirton In Lindsey, DN21 4LX
 Applicant: Angie’s Sweet Shop

RESOLUTION: That the Clerk submits “Support” for this application noting that although in a conservation area a crown reduction on this tree would be in line with reasonable arboriculture practice due to the size the tree has grown to. **ACTION: Town Clerk**

b. The Council received the following decision notification from North Lincolnshire Council: **PA/2018/2082** – FULL PLANNING PERMISSION – Planning permission to erect a single storey rear extension at 4 Dunstan Hill, Kirton in Lindsey, DN21 4DU.

1812/16

Finance

i. Income and Expenditure

a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972.

b. The Council approved accounts for payment.

RESOLUTION: That the accounts are duly paid. **ACTION: Town Clerk**

ii. Internal Control

a. The Council received the monthly Finance Report with Bank Reconciliations to balance with the bank statements.

iii. Precept 2019-2020

a. The Council considered the grant funding application received from KLASSIC.

RESOLUTION: That Grant Funding of £4,775 for 2019/20 was approved however KLASSIC are asked to provide the documentation requested as part of the application to remain on file. **ACTION: Town Clerk**

1812/17

Agenda for next and future meetings

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

- **Royal British Legion – Rescission notice request, further information will be circulated by Cllr A Kofoed prior to the next meeting.**

ACTION: Cllr A Kofoed / Town Clerk

1812/18

Date of next Meeting

The Council confirmed the date and time of the next scheduled Town Council Meeting as (subject to any change in circumstances):

**Wednesday 23rd January 2019 at 7:30pm
 in the Town Hall, High Street, Kirton in Lindsey**

<u>Present</u>	Cllr Joy Kofoed	Cllr Maggie Davies
	Cllr Pat Frankish	Cllr David Garritt
	Cllr Billy Boyd	Cllr Andrew Kofoed
	Cllr Kathy Cooper	Cllr Tony Kitchen
	Cllr Geoff Cossey	Cllr Jack Startin
<u>Apologies</u>	Cllr Tony Kidder	
<u>Absent</u>	Cllr Karen Gunn	

Signed:

Dated: