



**Minutes of the Meeting of Kirton in Lindsey Town Council held on Wednesday 28<sup>th</sup> February 2018 at the Town Hall, High Street, Kirton in Lindsey at 7.00pm.**

Members present: Cllr Joy Kofoed (Chair), Cllr Billy Boyd, Cllr Geoff Cossey, Cllr Maggie Davies, Cllr Pat Frankish, Cllr David Garritt, Cllr Karen Gunn, Cllr Paul Kelly, Cllr Andrew Kofoed and Cllr Jack Startin

Also Present: 1 member of the public and Assistant Clerk: Neil Taylor-Matson

Prior to the meeting, prayers were led by Cllr Pat Frankish

**Public Participation:**  
**No matters were raised.**

**MINUTES**

- 1802/01 Apologies for Absence  
Apologies for absence were received from Cllr Kathy Cooper, Cllr Sam Layzell, Cllr Tony Kidder and Ward Cllr Neil Poole.
- 1802/02 Declaration of Interests / Dispensations  
a. Cllr Frankish declared a prejudicial interest in 1802/18(f) and a personal interest in 1802/10(a); Cllr Cossey and Cllr Davies declared personal interests in 1802/10(a) and 1802/18(f); Cllr Startin declared a personal interest in 1802/18(g).  
b. No dispensations were sought or granted.
- 1802/03 Minutes of Previous Meetings  
a. The Council considered the minutes of the Full Council Meeting held on 24<sup>th</sup> January 2018  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the minutes of the Personnel and Disciplinary Committee Meeting held 16/01/2018  
c. The Council received the minutes of the Personnel and Disciplinary Committee Meeting held 23/01/2018  
d. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 12/02/2018  
e. The Council received the draft minutes of the Finance, General Purpose and Planning Committee Meeting held 12/02/2018  
f. The Council received the draft minutes of the Personnel and Disciplinary Committee Meeting held 20/02/2018
- 1802/04 Report from Ward / North Lincs. Councillors  
No Ward Councillors were present and no report was received.
- 1802/05 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 to include:
  - Chair's Report/Civic Events – Cllr Joy Kofoed reported that the Mayor Cllr Kathy Cooper had attended the Civic Dinner of the Mayor of North Lincolnshire and the Bottesford Town Council Civic Service.
  - Cllr Joy Kofoed and Consort Cllr Andrew Kofoed had attended the Burns Night Civic Dinner at Market Rasen Town Council.
  - Cllr Jack Startin had attended the Town and Parish Council Liaison Meeting.
  - Cllr Kathy Cooper, Cllr Joy Kofoed and Cllr Pat Frankish attended the second Kirton Regeneration Meeting and an update was provided at 1802/06.
- 1802/06 Kirton Regeneration Group  
The Council received an update from the Kirton Regeneration Group Meeting held 07/02/2018 and considered actions raised at the meeting or required;
  - a. To consider the awareness of residents about the group.  
**RESOLUTION: That Council members attending the meetings work with the**

Signed:

Dated:

**Assistant Clerk on information to be provided to residents about the group and action points raised.**

**ACTION: Cllr Cooper, Cllr J Kofoed, Cllr Frankish, Assistant Clerk**  
b. To consider the following Actions from the Kirton Regeneration Group Meeting;

i). Trustees of the Green to consider the granting and the practicality of use of the edge of the Green to increase car parking provision for the town between each of the lime trees. The proposal is to use herringbone style spaces along the edge of King Edward Street. Consideration should be given around the potential displacement of HGVs and loading for the shops in the Market Place and solutions around this.

**RESOLUTION: Action to be taken to a meeting of The Green and The Market Place Trustees.**

**ACTION: Assistant Clerk**

ii). Consultation to be carried out over proposals for a one way system through the High Street, No loss of car parking as a positive of this proposed option. Ian Jickells (NLC) to draw up the proposal in more detail and provide plans to KLTC who should take the lead on consultation to review and revise and provide feedback to Mr Jickells.

**RESOLUTION: That the proposals were taken to public consultation in the next edition of Kirton First with information also to be displayed on noticeboards and online with a deadline for responses set as the end of June 2018.**

**ACTION: Assistant Clerk**

**RESOLUTION: That the responses are collated for the Regeneration Group in order for NLC to carry out their statutory consultation.**

**ACTION: Assistant Clerk**

iii). KLTC to consider the offer of assistance from Dave Lofts for the development of a Neighbourhood Plan which remains following his attendance at a Town Council Meeting in June 2017.

**RESOLUTION: That the Council will accept the offer of assistance and form a small working group of Councillors to work alongside Dave Lofts to commence initial work.**

**ACTION: Assistant Clerk**

iv). To place a formally worded notice in the next available edition of Kirton First about safe and considerate driving along Ings Road due to the increase in seasonal use and highlight concerns over potential accidents.

**RESOLUTION: That a formally worded notice will be drafted for the next edition of Kirton First.**

**ACTION: Assistant Clerk with Cllr Cossey**

c. To consider the parking on grass verges within the town.

**RESOLUTION: That a request is submitted to NLC for a trial enforcement of a blanket ban of parking on grass verges throughout the town.**

**ACTION: Assistant Clerk**

d. To consider the cemetery capacity for the town and agree any actions required.

**RESOLUTION: That the Clerk researches figures for burial numbers in the previous five years in order to provide a full picture of the requirements around capacity.**

**ACTION: Assistant Clerk**

e. The Council received an update from NLC regarding land ownership at Ashwell.

1802/07

The Green and the Market Place

a. The Council received the quotations for the works under consideration to the trees along The Green and agreed actions required.

**RESOLUTION: That the quotation from Lawn N Order is accepted on the condition that they provide details of their methodology for safety management during the works and past examples of their work is provided prior to works starting. That the Trustees of the The Green and the Market Place complete a notification of proposed works to trees in a conservation area and submit the same to NLC.**

RECORDED VOTE:

For – Cllr Billy Boyd, Cllr Maggie Davies, Cllr Paul Kelly, Cllr Andrew Kofoed, Cllr Karen Gunn.  
Against – Cllr Geoff Cossey, Cllr Pat Frankish, Cllr David Garritt, Cllr Jack Startin.

**ACTION: Assistant Clerk**

b. The Council received the quotation for the works to the chain link fencing at The Green and agreed actions required.

**RESOLUTION: Quotation to be taken to a meeting of The Green and The Market Place Trustees.**

ACTION: Assistant Clerk

c. The Council considered the offer of the provision and installation of a metal bollard at The Green.

**RESOLUTION: That details be taken to a meeting of The Green and The Market Place Trustees.**

ACTION: Assistant Clerk

1802/08

Grove Street Cemetery

a. The Council received the quotations for the works under consideration to the paths at the cemetery and agreed any action required.

**RESOLUTION: That the quotation from Hemswell Surfacing is accepted for the works to the path at the entrance to the cemetery and reserve funds are used if required to cover the cost of the works.**

ACTION: Assistant Clerk

b. The Council received the quotations for the replacement for the shed at the cemetery and agreed action required.

**RESOLUTION: That the quotation from Kirton Sectional Buildings is accepted and works for a concrete base are also confirmed. That reserve funds are used if required to cover the cost of the works.**

ACTION: Assistant Clerk

c. The Council considered the review the Rules and Regulations for Kirton Cemetery and agreed any actions required.

**RESOLUTION: That Cllr Jack Startin works with the Assistant Clerk on revisions required.**

ACTION: Cllr Startin with Assistant Clerk

1802/09

The Centenary of the End of the First World War

a. The Council considered actions required around the resolution to plant an oak tree at The Green and agreed actions required.

**RESOLUTION: That this be discussed at a meeting of The Green and The Market Place Trustees.**

ACTION: Assistant Clerk

b. The Council considered the purchase of Flanders Poppy Plants and Wildflower Seeds.

**RESOLUTION: That seeds are not purchased.**

1802/10

In Bloom

a. The Council considered the transfer of funds to the In Bloom group bank account.

**RESOLUTION: That the In Bloom Group's funds are transferred to their bank account.**

ACTION: Assistant Clerk

b. The Council agreed actions for the collection, preparation and siting of additional planters from NLC.

**RESOLUTION: That Cllr Joy Kofoed, Cllr Karen Gunn, Cllr Billy Boyd and Cllr David Garritt arrange to collect the planter from NLC at Brigg and then assess the work required and decide on placement.**

ACTION: Cllr J Kofoed, Cllr Gunn, Cllr Boyd, Cllr Garritt

c. The Council received an update on the In Bloom Grant Funding from North Lincolnshire Council.

1802/11

Grounds Maintenance Contract 2018/2019

The Council discussed the grounds maintenance contract and any amendments required prior to circulation for tenders.

**RESOLUTION: That amendments from Cllr Kathy Cooper, Cllr Pat Frankish, and Cllr Jack Startin are considered and then the contract circulated for tenders.**

ACTION: Assistant Clerk to collate amendments from Cllr Cooper and Cllr

Frankish and to meet with Cllr Startin prior to circulating the contract for tenders.

1802/12

Kirton in Lindsey Town Council Civic Award 2018

The Council agreed actions required for obtaining nominations for the 2018 award.

**RESOLUTION: That nominations as sought online and through noticeboards with nominations required prior to the next Full Council Meeting on Wednesday 28<sup>th</sup> March.**

ACTION: Assistant Clerk

1802/13

Path between Station Road Co-Op to East Dale Drive

The Council discussed the access path between East Dale Drive and Station Road Co-Op and agreed actions required.

Signed:

Dated:

***RESOLUTION: That a letter is written to both Ongo and Station Road Co-op asking them to resolve issues around the state of the path in winter months.***

**ACTION: Assistant Clerk**

1802/14

Personnel and Disciplinary Committee Report

The Council received an update from the Personnel and Disciplinary Committee on the appointment of Neil Taylor-Matson as the Town Clerk from 09/03/2018, with Assistant Clerk interim hours increased from 10 hours per week to 16 hours per week. Working days will be Mondays, Tuesdays, Thursdays and Fridays with public opening hours on Tuesdays and Thursdays with information to be published shortly.

1802/15

Assistant Clerk's Report / Correspondence

The Council received the Assistant Clerk's report including correspondence for information on the following;

- a. Response from NLC to complaint in relation to Community Governance Review
- b. Letter from Nic Dakin MP re Ministry of Defence consideration of sale of land
- c. Letter from Nic Dakin MP re Closure of Brigg Branch of NatWest Bank
- d. Letter from Nic Dakin MP re condition of roads on MOD land within the town
- e. Confirmation from NLC that they will address St Andrews Street for surface dressing in the next financial year
- f. Complaints from residents about the roadworks and temporary traffic lights in the town
- g. Enquiry from resident about any planning conditions imposed on One Stop over deliveries
- h. Enquiry from resident about placement of skip
- i. Enquiry from resident about condition of Grove Street and Ings Road
- j. Enquiry from potential future resident about facilities at KLASSIC
- k. Response from NLC re traffic monitoring at Spa Hill
- l. Correspondence with Burleys regarding recompense agreed in October 2017
- m. No 1 Air Control Centre parade – May 2018
- n. North Notts and Lincs Community Rail Partnership
- o. HSBC Ring-Fencing of Business Banking Accounts
- p. NLC – Brake – Road Safety Week 19-25th November 2018
- q. CPRE Newsletter – February 2018 including Best Kept Village and East Midlands in Bloom
- r. Request to confirm current contact details of all Councillors

1802/16

Training opportunities

The Council received notification of the ERNLLCA Councillor's Financial Responsibilities course.

***RESOLUTION: That a bespoke course for the Town Council is pursued.***

**ACTION: Assistant Clerk**

1802/17

Planning

The Council considered the following Planning Applications:

- (i) Number: PA/2018/151  
 Proposal: Listing building consent to remove internal walls  
 Site: The Long Room, Cornwall Street, Kirton in Lindsey, DN21 4PP  
 Applicant: Mr Paul White

***RESOLUTION: That no comment is submitted.***

- (ii) Number: PA/2018/176  
 Proposal: Planning permission for change of use from B1 (business) and B8 (storage or distribution) to B1, B2 (manufacturing & assembly of modular housing) and B8

Site: Unit 4, Hurricane Industrial Estate, Kirton in Lindsey, DN21 4HZ  
 Applicant: Mr S Williams, Manufacturing Industries Ltd

***RESOLUTION: That the Clerk submits support for this application with the condition that a survey is undertaken as to the impact of the development, including noise, with assurances that it will not cause any observable adverse effect in line with the National Planning Policy Framework. The Town Council also requests that any approval to the change of use to B2 is conditional and limited only to the use applied for, rather than general B2.***

**ACTION: Assistant Clerk**

- (iii) Number: PA/2018/374  
 Proposal: Planning permission to erect a 2 storey side extension and single storey rear extension  
 Site: 16 Cranwell Close, Kirton in Lindsey, DN21 4PY  
 Applicant: Mr & Mrs Richard Storey  
**RESOLUTION: That the Clerk submits "No Objection" to this application.** **ACTION: Assistant Clerk**

1802/18

Finance

- a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972  
 b. The Council approved accounts for payment but queried the BT phone bill.  
 c. The Council received the Finance Report and Bank Reconciliation.  
 d. The Council considered the 2018/19 Grant from NLC with the required conditions

**RESOLUTION: That the Council applies for the 2018/19 Grant****ACTION: Assistant Clerk**

- e. The Council considered amendments to the Town Council Insurance Policy following guidance from the internal auditor.

**RESOLUTION: That the Fraud and Dishonesty cover is raised by £50,000 to £200,000 at the cost of £78.40.****ACTION: Assistant Clerk**

- f. The Council considered the Grant funding application received from In Bloom

**RESOLUTION: That the application is queried as to whether it was intended as a Community Pot or a Budgeted Grant Application.****ACTION: Assistant Clerk**

- g. The Council considered the Grant funding application received from KCLASSIC

**RESOLUTION: That Grant funding of £4,635.00 for 2018/19 was approved.****ACTION: Assistant Clerk**

- h. To consider the costs of the Town Hall Lease agreement.

**RESOLUTION: That the Town Council do not contribute to the costs.**

- i. The Council agreed amendments required to the bank mandate.

**RESOLUTION: That Councillor signatories on the mandate remain the same.****RESOLUTION: That Neil Taylor-Matson is added to the mandate at the Proper Officer.****RESOLUTION: That the mandate continues to require two signatories for all cheques, all items of safe keeping, any other transaction with the bank, to enter into any agreements and to delegate the operation relating to the electronic and/or telephone banking services of any kind whatsoever.****RESOLUTION: That the Town Clerk and RFO is authorised to supply the Bank as and when necessary with lists of persons authorised to sign, give receipts and act on behalf of the Council.****RESOLUTION: That the Town Clerk becomes the primary user of the internet and telephone banking services.****RESOLUTION: That the required mandates are signed in accordance with these resolutions.****ACTION: Assistant Clerk**

- j. The Council discussed the Clerk's mobile and agreed actions required.

**RESOLUTION: That the previous contract is ceased and a business mobile contract is started with a requirement to robustly explore retaining the same number.****ACTION: Assistant Clerk**

1802/19

Agenda for next and future meetings

- a. The Council made note of the following items to Agenda for the next meeting:

- Town and Parish Liaison
- Discuss the appointment of members of the WI to the Promoting Kirton Committee
- Snow Warden duties
- Remembrance Event, November 2018 – consideration of a committee in liaison with the Royal British Legion to establish an event and funds available.
- Councillor attendance at meetings.

**ACTION: Assistant Clerk**

- b. The Council agreed the date and time for a meeting of The Green and The Market Place Charity Trustees as Wednesday 28<sup>th</sup> March at 6pm.

**ACTION: Assistant Clerk**

Signed:

Dated:

c. To Council agreed the date and time for a meeting of the Poors Close Charity Trustees as Wednesday 28<sup>th</sup> March at 6:30pm.

**ACTION: Assistant Clerk**

d. The Council agreed the date and time for a meeting of the Emergency Planning Committee as Monday 19<sup>th</sup> March at 6:30pm .

**ACTION: Assistant Clerk**

1802/20

Date of next Meeting

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

**Wednesday 28<sup>th</sup> March 2018 at 7pm**

**in the Town Hall, High Street, Kirton in Lindsey**