

# KIRTON IN LINDSEY TOWN COUNCIL MINUTES JANUARY 2018

## Minutes of the Meeting of Kirton in Lindsey Town Council held on Wednesday 24<sup>th</sup> January 2018 at the Church Halls, St Andrew's Street, Kirton in Lindsey at 7.00pm.



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

Also Present: 2 Members of the public  
Town Clerk: Madeleine Goudie, Assistant Clerk: Neil Taylor-Matson

Prior to the meeting, prayers were led by Cllr Billy Boyd.

### **Public Participation:**

Mr Orridge addressed the Council to explain planning application PA/2017/1962 and offered to answer any queries from the Town Council about it.

Mr Darby raised objections to planning application PA/2017/2014.

### **MINUTES**

- 1801/01 Apologies for Absence  
Apologies for absence were received from Cllr Kathy Cooper, Cllr Pat Frankish, Cllr Sam Layzell, Cllr Tony Kidder and Ward Cllr Neil Poole.
- 1801/02 Declaration of Interests / Dispensations  
a. No declarations of interests were made.  
b. No dispensations were sought or granted.
- 1801/03 Minutes  
a. The Council considered the minutes of the Full Council Meeting held on 20<sup>th</sup> December 2017  
**RESOLUTION: That the minutes were duly approved and signed.**
- 1801/04 Report from Ward / North Lincs. Councillors  
No Ward Councillors were present and no report was received.
- 1801/05 Mayor's & Delegate's Report  
The Council received the following update on from the Assistant Clerk on behalf of the Mayor:  
  - The 2018 Civic Dinner is currently in the early stages of planning and is to be held on Friday 13<sup>th</sup> April at the Town Hall.
- 1801/06 North Lincolnshire Council In Bloom Community Grant  
The Council considered the North Lincolnshire Council In Bloom Community Grant claim form.  
**RESOLUTION: That the purchase of three three-tier planters is made to replace those currently in the Market Place.** **ACTION: Assistant Clerk**
- 1801/07 The Green  
a. The Council considered work required to the trees along The Green and actions required.  
**RESOLUTION: That three quotations are obtained for the thinning and lifting of the trees in order to improve ingress and light over the footpath and within the bus shelter below. The quotations are then to be brought back to this Council for further consideration.** **ACTION: Assistant Clerk**  
b. The Council considered the damage to the bollard at The Green and any action required.  
**RESOLUTION: That quotations are obtained for replacing the damaged bollard with a more substantial, metal bollard which can still be removed for access purposes. The quotations are then to be brought back to this Council for further consideration.** **ACTION: Assistant Clerk**

Signed:

Dated:

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c. The Council considered the provision of a further litter bin at the left hand side of the Green.  
**RESOLUTION: That no further bin is to be provided, but that the area where football is played is monitored for accumulation of litter.**

**ACTION: Assistant Clerk**

1801/08

### Parish Paths Partnership

The Council received an update from the Town Clerk and discussed the Parish Paths Partnership.

**RESOLUTION: That Dave Sanderson at North Lincolnshire Council is approached for full details of the work already carried out to bring the Parish Paths up to standard.**

**ACTION: Assistant Clerk**

1801/09

### Social Media Policy

The Council considered the adoption of a Social Media Policy.

**RESOLUTION: That the Social Media Policy is adopted.**

**ACTION: Assistant Clerk**

1801/10

### HGVs and traffic through the Town

The Council discussed HGVs and traffic flow through the town.

**RESOLUTION: That a traffic survey is carried out on Spa Hill to determine the facts over traffic flow in that area of the town.**

**ACTION: Assistant Clerk**

1801/11

### Salt Bin Provision

The Council considered the requirements, costs and siting of the provision of additional salt bins within the town.

**RESOLUTION: That no provisions of salt bins are currently required.**

**ACTION: Assistant Clerk**

1801/12

### Council Events

The Council considered the dates for the 2018 Summer Gala and 2018 Christmas Festival. The Council discussed the traditional timings of the events as 14<sup>th</sup> July 2018 and 25<sup>th</sup> November 2018, however felt that the Christmas Festival would fall early and considered 2<sup>nd</sup> December 2018 as an alternative.

**RESOLUTION: That the Summer Gala is to be held on Saturday 14<sup>th</sup> July 2018 and that Summer Gala's will traditionally be held on the second Saturday of July going forward.**

**ACTION: Assistant Clerk**

**RESOLUTION: That proposals for the date of the Christmas Festival be discussed with Rev Kath Colwell in order that the date is mutually agreeable between the Town Council and the Church.**

**ACTION: Assistant Clerk**

1801/13

### Cemetery

The Council discussed the cemetery in terms of the condition of the paths and concerns around mole activity. The Council received an update from the Town Clerk that preventative measures were currently in place around the mole activity.

**RESOLUTION: That a survey is commissioned as to the condition of the paths and the works required with any immediate remedial action taken. The long term are to be works costed and brought back to this Council for further consideration.**

**ACTION: Assistant Clerk**

**RESOLUTION: That a temporary sign is put in place as soon as practically possible to warn the public that the paths are uneven.**

**ACTION: Assistant Clerk**

1801/14

### Council Meeting Paperwork

The Council discussed Councillors receipt and their dealing with information for Council Meetings.

**RESOLUTION: That the Clerk records and recognises the preferences of individual Councillors and how they require to receive and deal with meeting paperwork.**

**ACTION: Assistant Clerk**

1801/15

### Personnel and Disciplinary Committee Report

Cllr Kelly as Chair of the Personnel and Disciplinary Committee presented a report to the Council which covered matters discussed over two meetings of the Committee, held on January 16<sup>th</sup> and

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January 23<sup>rd</sup> 2018.

**RESOLUTION: That the Council agreed the recommendation from the P&D Committee that the paid employment of the Assistant Clerk is approved.**

**ACTION: Cllr Kelly**

**RESOLUTION: That the Council agreed the recommendation from the P&D Committee that four training courses for the Assistant Clerk were approved.**

**ACTION: Assistant Clerk**

**RESOLUTION: That the Council agreed the recommendation that the P&D Committee be delegated powers to consider training courses. This will be to approve necessary and appropriate training for employees of the Town Council, within the confines of the agreed training budget, with an upper limit of £250.**

**ACTION: Cllr Kelly**

**RESOLUTION: That the Council received the resignation of the Town Clerk. A record of thanks be given for the work undertaken for and on behalf of the Town Council.**

**ACTION: Cllr Kelly**

**RESOLUTION: That the Council reverts to employing a Town Clerk working circa 30 hours per week and that approval is given to advertise the vacancy on the Town Council Noticeboards with a closing date for applications of 1<sup>st</sup> February 2018.**

**ACTION: Cllr Kelly**

1801/16

Written Motion from Cllr Startin

'That this Council, in the interests of openness and transparency, puts it's annual budget spreadsheet on the Council website in order that, amongst other things, public can see where their money is to be or has been spent.'

**RESOLUTION: That the annual budget spreadsheet will be placed on the website, as planned, following approval of the annual budget by Full Council.**

**ACTION: Assistant Clerk**

1801/17

Written Motion from Cllr Startin

'That the Council requests the Personnel & Disciplinary Committee to produce a draft Sickness Absence Policy, using examples from other employers (including Local Authorities) and help from regional and national bodies, and to then bring the draft policy back to Full Council within the next two months for discussion & approval.'

**RESOLUTION: That a draft Sickness Absence Policy is produced and presented to Full Council.**

**ACTION: Cllr Kelly**

1801/18

Planning

The Council considered the following Planning Applications:

- (i) Number: PA/2017/2014  
Proposal: Planning permission to erect a detached dwelling with integral garage  
Site: 35 Southview, South Cliff Road, Kirton in Lindsey, DN21 4NR  
Applicant: Mr & Mrs M Wingate

**RESOLUTION: That the Council submits "No Objection" to this application, however comments that the trees within the conservation area should be protected, consideration should be given to the bus stop and that the Council requests that the NLC take into the account the objections of Mr Darby.**

**ACTION: Assistant Clerk**

- (ii) Number: PA/2017/2135  
Proposal: Notice of intention to fell a Norwegian fir tree within Kirton in Lindsey's conservation area.  
Site: 44 High Street, Kirton in Lindsey, DN21 4LX  
Applicant: Mr Mark Austin

**RESOLUTION: That the Council submits "Objection" to this application, as the tree is within the conservation area of the town.**

**ACTION: Assistant Clerk**

Signed:

Dated:

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- (iii) Number: PA/2018/20  
Proposal: Planning permission to erect double garage to Northern boundary of new dwelling to the rear of 4 Dunstan Hill.  
Site: 4 Dunstan Hill, Kirton in Lindsey, DN21 4DU  
Applicant: Mr & Mrs G Cochrane  
**RESOLUTION: That the Council submits "No Comment" to this application.** **ACTION: Assistant Clerk**
- (iv) Number: PA/2017/1962  
Proposal: Planning permission to retain two roof lights.  
Site: 3 Lane End, Kirton in Lindsey, DN21 4EE.  
Applicant: Mr M Orridge & Miss Craggs  
**RESOLUTION: That the Council submits "No Objections" to this application.** **ACTION: Assistant Clerk**

1801/19

### Finance

- a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972.  
b. The Council approved accounts for payment.  
c. The Council received the Finance Report and Bank Reconciliation.  
c (ii). The Council received the 3<sup>rd</sup> Quarter Bank Reconciliation.  
d. The Council considered and approved the 2018/19 Budget.  
e. The Council considered and approved the 2018/19 Precept/Grant.  
**RESOLUTION: That NLC are informed of the decision of this Council that the Precept for 2018/19 is to remain the same as last year.**

**ACTION: Assistant Clerk**

1801/20

### Agenda for next and future meetings

The Council requested the following items be placed on the Agenda for the next meeting:  
Update/Quotes for trees on the Green.  
Update/Quotes for cemetery paths and information about the cemetery shed.

1801/21

### 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> February 2018 at 7pm  
at the Town Hall, High Street, Kirton in Lindsey.**

Signed:

Dated: