

**Minutes of the Annual Meeting of Kirton in Lindsey Town Council on
Wednesday 25th May 2016 Proceedings held at the Town Hall, Kirton in Lindsey at 7.00pm.**

Present – Councillors: K Cooper (Mayor), J Startin, P Frankish, G Cossey, J Thickett, M Davies, S Layzell, B Boyd, T Kidder
A Tate (NLC), W Hill (NLC), C Neal (Clerk)

Public Participation

Residents spoke regarding the planning application for affordable housing off Gainsborough Road. One had sent in a letter to NLC raising concerns regarding drainage, as there is a large amount of run off, there were also concerns about the swale and its maintenance. Questions were asked regarding the application being considered at committee level, the town council would ask for the application to be called in given that there had been a large amount of objections.

A Tate and W Hill from NLC spoke regarding maintenance issues. Ward Officers had been introduced as a direct point of contact. NLC had inspected the town and apologised for the state of the grass cutting which was mainly due to the grass being given its first cut too late in the season. Efforts would be made to rectify this. Maps had been provided to the Town Council which could be used for plotting bins etc. A further map would be provided showing who was responsible for each area of the town, along with a cutting schedule. Community payback schemes were being trialled, the council could report areas they would like to be attended to.

Part 1 – Public Session

- 1) 16/17. **To elect the Chair/Mayor for the Council Year 2016/17**
Resolved to elect Cllr Cooper.
- 2) 16/17. **To elect the Deputy Chair for the Council Year 2016/17**
Resolved to elect Cllr Frankish.
- 3) 16/17. **To approve the co-option of Tony Kidder onto the council**
Resolved to co-opt Tony Kidder onto the council.
- 4) 16/17. **To receive apologies and reasons for absence**
Received from Cllr A Kofoed and Cllr J Kofoed.
- 5) 16/17. **To record declarations of interest by any member of the council in respect of the agenda items listed below .Members declaring interests should identify the agenda item and type of interest being declared**
Cllr Thickett declared an interest in items 18 and 21, Cllr Frankish declared an interest in item 18, Cllr Startin declared an interest in item 25.
- 6) 16/17. **To note dispensations given to any member of the council in respect of the agenda items listed below**
None.
- 7) 16/17. **a) To confirm the minutes of the meeting of 27th April 2015 as a true and correct record**
Resolved to approve as a correct record, with the personal information on the Clerk's pension being redacted in the published minutes.

b) To note the minutes of the Finance, General Purpose and Planning Committee the Promoting Kirton Committee and the Personnel and Disciplinary Committee
Noted.
- 8) 16/17. **To note the Clerk's report on on-going issues. Updates are for noting and discussion only and any updates requiring further resolutions will be placed on subsequent Full Council or Committee agendas**
Noted.
- 9) 16/17. **To receive Delegates reports, and reports from Councillors and Clerks on any meetings or events attended**
Cllr Cooper had attended Brigg and Winterton's Civic functions. Councillors had also attended the Advanced Charing Course. Cllr Cossey and Cllr Frankish had met with the NLC area managers. Cllr Cooper and Cllr Frankish met with the grounds maintenance contractors.
- 10) 16/17. **To receive a Ward Members' Report (resolution to suspend Standing Orders)**
Resolved to suspend Standing Orders. Cllr Poole reported that there had been meetings aimed at improving delivery of the grass cutting programme. The Call Connect service is being well used. The RAF camp application was not on the planning committee for next week and was still being worked upon, further information was awaited. There is a household waste review in progress to change how the waste collection teams work. Cllr Poole would check up on the plans for the implementation of parking restrictions in the Market Place. Questions were asked on the land marked for amenity, it is privately owned so negotiations would have to take place with the landowner. Ornamental verge parking had been raised, traffic regulation orders could be used and a report was awaited to see how this could be implemented. Consultation and pilot

schemes on this would be carried out. Cllr Poole would chase up the zebra crossing installation.

- 11) 16/17. **To receive any updates on the former RAF Camp**
The planning application for the three hangars had been refused. The other application was ongoing.
- 12) 16/17. **To review the terms of reference of committees**
Resolved to reconfirm terms of reference.
- 13) 16/17. **To receive nominations for election to the following Committees:**
- a) **Promoting Kirton Committee**
Resolved to elect Cllrs Davies, Cossey, Frankish, Cooper and Kidder.
 - b) **Finance, Planning and General Purpose Committee**
Resolved to elect Cllrs Frankish, Layzell, Cossey, Davies and Kidder.
 - c) **Community Emergency Plan Committee**
Resolved to elect Cllrs Cooper, Boyd, Frankish, Layzell, Kidder.
 - d) **Personnel and Disciplinary Committee**
Resolved to elect Cllrs Layzell, Frankish and Davies.
 - e) **Charities Committee**
Resolved to elect Cllrs Cooper, Frankish, Layzell, Boyd and Thickett.
- 14) 16/17. **To receive nominations for the election of representatives to the following external bodies:**
- a) **Kirton in Lindsey Actively Supporting Sport in the Community (KLASSIC)**
Resolved to elect Cllr Cooper and Cllr Layzell.
 - b) **Diamond Jubilee Town Hall Trustees(DJTH)**
Resolved to elect Cllr Davies.
 - c) **Torksey Charity**
Resolved to elect Cllr Frankish.
 - d) **Play Area Weekly Inspectors**
Resolved to elect Cllr Davies and Cllr Frankish.
 - e) **NATS**
Resolved to elect Cllr Frankish and Cllr Layzell.
 - f) **Allotments Society**
Resolved to elect Cllr Startin and one space to be elected next month.
 - g) **Voting delegates for ERNLLCA district Committee**
Resolved to elect Cllr Startin and Cllr Cooper.
- 15) 16/17. **To approve revised Standing Orders, as circulated**
Resolved that Standing Orders are approved and tabled to be formally confirmed at the next meeting.
- 16) 16/17. **To approve Financial Regulations 2016, as circulated**
Resolved that Financial Regulations are reviewed by the Finance and General Purpose Committee and brought back to the next meeting.
- 17) 16/17. **To note applications made to NLC for the listing of Assets of Community Value**
Noted.
- 18) 16/17. **To compare the costs of running the Town Council Office against the costs of renting space at the Town Hall**
Resolved to write a letter to the trustees requesting that a letter exclusive use.

As the time was now 8.30pm it was **Resolved** to continue past 9pm if required.
- 19) 16/17. **To agree on a course of action to lobby NLC to improve grass cutting standards**
This matter had already been discussed during public session and a satisfactory way forward had been reached.
- 20) 16/17. **To consider a request from the Kirton in Lindsey Branch RBL to install flagpoles at the War Memorial**

Resolved to allow permanent footings to be put in place for the temporary erection of flagpoles. The Clerk would prepare a written agreement to be signed by the RBL covering issues such as maintenance, safety, times of display etc.

- 21) 16/17. **To consider the following planning applications received for comment:**
PA/2015/1520
Land Adjacent Maple Lea, Gainsborough Road, Kirton In Lindsey,
Description
Planning permission to erect sixteen 3/2 bed houses/bungalows for affordable housing with associated hard and soft landscaping. (AMENDED PROPOSAL: SUBMISSION OF FLOOD RISK ASSESSMENT AND DRAINAGE STRATEGY, PLAN OF DRAINAGE LAYOUT AND AMENDED HIGHWAY PLAN))
Resolved to comment that the highways, drainage and flood risk has not been adequately addressed. The Clerk would also confirm that the application would be called in to the planning committee.
- PA/2016/666**
4 March Street, Kirton In Lindsey, DN21 4PH
Description
Application for approval of reserved matters pursuant to outline application (Ref: PA/2016/0007 dated 21/03/2016) for the erection of a single storey dwelling
 No comments.
- PA/2016/691**
A Torn Construction Ltd, Station Road, Kirton in Lindsey, DN21 4BD
Description
Application for a non-material amendment to PA/2010/0683 namely to start the cladding at finish floor level
 No comments.
- 22) 16/17 **To approve financial matters:**
- a) **To approve the April Finance Report, as reconciled to the bank statements at 8th May 2016, to be signed by the Chair**
Resolved to approve the finance report.
- b) **To approve the schedule of accounts for payment, to be signed by two councillors and the Clerk**
Resolved to approve all accounts for payment.
- c) **To note bank balances as of 8th May 2016, to be signed by the Chair**
- | | |
|--------------------------------|--------------------|
| Community Account | £18,363.47 |
| Business Notice Account | £106,566.31 |
- Noted.
- 23) 16/17 **To approve the Year End Accounts**
- a) **To approve the Annual Accounts for Year End 2015-16**
Resolved to approve the annual accounts.
- b) **To approve the reserves report for 2015-16**
Resolved to approve the reserves report.
- c) **To approve the Internal Audit report 2015-16, and to agree actions on any matters arising**
Resolved to approve the report and action matters arising.
- d) **To review the system of internal control and approve the Annual Governance Statement section of the Annual Return**
 Systems were reviewed and it was **resolved** to sign the Annual Governance statement.
- e) **To approve the Accounting Statements section of the Annual Return**
Resolved to approve the accounting statements section of the Annual Return.
- 24) 16/17. **To consider costs for additional Grounds' Maintenance Works**
Resolved to defer to Finance and General Purpose Committee.
- 25) 16/17. **To approve the use of the marquee and loud hailer by KLAC subject to suitable written Agreement**
Resolved to approve.
- 26) 16/17. **To confirm the dates of all meetings for the Council Year 2016/17**
 Noted.

PART 2: Private Session**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, in that it is of a sensitive nature.

27) 16/17. To note a rescission notice relating to agenda item 16/252b
Noted.

28) 16/17 To receive a report on the Clerk's appraisal
Resolved to approve the report.

29) 16/17. To carry out the three month review of the revised working pattern for the Clerk, as agreed
Resolved to approve.

30) 16/17 To discuss the impact of the Clerk's personal circumstances on working arrangements
Noted.

31) 16/17 To discuss employer's pension contribution rates for the Clerk
No consensus could be reached on contribution rates, therefore it was **resolved** to refer the matter back to the Personnel and Disciplinary Committee to work with the Clerk to resolve the issue, and that independent financial advice should be sought before bringing a proposal to the next Full Council meeting.