

**Minutes of the Meeting of Kirton in Lindsey Town Council on Wednesday 27<sup>th</sup> July 2016  
held at the Town Hall, High Street, Kirton in Lindsey at 7.00pm**

**Present** – Councillors: K Cooper (Chair), J Thickett, J Startin, G Cossey, P Frankish, M Davies, A Kofoed, B Boyd, T Kidder  
Ward Member Cllr Poole, C Neal (Clerk)

**Public Participation:**

Members of the public thanked the council for their assistance with raising issues regarding the building of 16 houses off Gainsborough Road. The application had been refused. Ward Members were also thanked for their assistance.

P Stamford thanked the Clerk for the FOI information provided. He expressed concern that Civic costs for 2015-16 were double the costs of the previous 3 years. He also expressed confusion at the fact that the cost of flowers and gifts had been taken out of civic funds rather than the Mayoral Allowance and asked if the taxpayer had been charged twice. He also noted that costs of hall hire and the disco had risen. P Stamford also stated that he had already made his feelings known regarding the purchase of the consort chain. He asked for a further explanation of these matters. The Mayor informed P Stamford that his questions would be answered but not at this meeting. P Stamford expressed thanks for the installation of the new zebra crossing.

**Part 1 – Public Session**

- 56) 16/17 To receive apologies and reasons for absence**  
Received from Cllr J Kofoed and Cllr Layzell.
- 57) 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 a personal interest in item 16/17 69. and 16/17 76.  
Cllr Frankish declared a personal interest in item 16/17 69. and a DPI in item 16/17 77d.  
Cllr Startin declared a DPI in 16/17 77d.
- 58) 16/17. To note dispensations given to any member of the council in respect of the agenda items listed below**  
None.
- 59) 16/17 To receive a letter of resignation from the Town Clerk**  
Noted. Cllr Frankish read out a piece in response detailing the Clerk's achievements over the past ten years and thanking the Clerk for her work.
- 60) a) a) To confirm the minutes of the meeting of 22<sup>nd</sup> June 2016 as a true and correct record**  
**Resolved** to approve as a correct record.
- b) To note the minutes of the Finance, General Purpose and Planning Committee, the Promoting Kirton Committee and the CEP Committee**  
Noted.
- 61) 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.
- 62) 16/17. To receive Delegates reports, and reports from Councillors and Clerks on any meetings or events attended**  
Noted.
- 63) 16/17. To receive a Ward Members' Report (resolution to suspend Standing Orders)**  
Cllr Poole reported that the planning application for a recycling facility at the former RAGF Camp had been deferred for further work on noise assessment as the methodology behind the submitted assessment had not been proven. He also reported that the application for 16 affordable houses had been refused but may go to appeal.  
The Conservative Group had written to residents to explore the possibility of timed parking in the Market Place, 33 responses had been received to date, once responses had been collated formal proposals would be put together. The Clerk asked Cllr Poole to chase NLC on the matter of passing places on Ings Lane which had still not been looked at.
- 64) 16/17. To receive any updates on the former RAF Camp**  
No update other than the deferred planning application already reported.

**65) 16/17. To receive a motion to amend Standing Orders, as below:**

**'That this Council approves the amendments, as given in the table below, to the recently adopted Standing Orders'.**

<b>Ref no.</b>	<b>Proposed amendment</b>	<b>Reason</b>
4a	Add the words, 'or advisory committee or working group', after the word 'sub-committee'.	To allow the Council to appoint a working group or an advisory committee (the latter is mentioned in 4c).
4c	Add the words 'working group' after 'advisory committee'.	To provide continuity with above.
4d	Add the words, 'or working groups' after the word 'committees'.	To provide continuity with above.
4d v.	Replace the brackets the number '3'.	So as to have a specified number of days.
9b	Insert between the words 'clear' & 'days' the word 'week'.	To clarify which days apply: week days will give the Clerk the necessary time to add the time to the agenda before it goes out.
15b	In parts i & ii insert between the words 'clear' & 'days' the word 'week'. In part iii insert the word 'week' between the '5' & 'days'.	To clarify which days apply: week days will give the Clerk the necessary time to add the time to the agenda before it goes out.
15b	Add an extra paragraph numbered 'x' to read: 'To convene the first meeting of a newly elected / formed committee, sub-committee, advisory group, or working group, in order to elect a Chair.'	So that there is no doubt as to who calls the first meeting of a newly elected committee, i.e. it is the Clerk.
15b xiv	Add at the end of the paragraph, 'or in a suitable & separate electronic document for which the software, type of document, & place of storage has previously been agreed by the Council'.	To allow planning applications & responses to be stored electronically - this will save paper, expense, time, & filing space.
19h	Change the word 'persons' to 'employees'.	To avoid any misunderstanding as to whom this refers. (note: no councillor, including the Chair of the Personnel & Disciplinary Committee, has line management responsibility for any council employee, including the Clerk)

**Resolved** to approve the alterations.

**66) 16/17. To receive a motion to amend Financial Regulations 2016, as below:**

**'That this Council approves the amendments, as given in the table below, to the recently adopted Financial Regulations'.**

<b>Ref no.</b>	<b>Proposed amendment</b>	<b>Reason</b>
11.1 f	Remove the words 'one member' & replace with '2 members'.	Better protection for the Council against accusation of bias & also continuity with other parts of the financial regulations (e.g.5.7; 6.4; 6.9;

**Resolved** to approve the alterations.

**67) 16/17. To receive an update on applications for the listing of Assets of Community Value**  
The Clerk reported that the application for the playing/sports fields had been approved and the asset had been listed. The outcome of the gymnasium application was awaited.

**68) 16/17 To resolve which Planning Applications should be considered by the FGPP Committee and which should be referred to Full Council**  
**Resolved** that applications are taken to the first available meeting, with the planning committee able to determine which applications must be seen by Full Council, and that a councillors have the right to request that an application be seen by Full Council when the Clerk emails out applications.

- 69) 16/17. **To receive an update on the costs and benefits of renting the Town Council Office against the costs and benefits of renting space at the Town Hall**  
A letter was read out from the trustees. It was **resolved** that in principle the council accepts the trustees offer of a split office at the Town Hall.
- 70) 16/17. **To discuss yellow lines which have been installed on The Green**  
The situation was clarified by the Clerk for the benefit of the council. The road is private and residents are within their rights to prevent others from parking on the road, though the yellow lines would not be enforceable by other agencies.
- 71) 16/17. **To discuss the ongoing installation of the pedestrian crossing and to determine whether to raise any issues with NLC**  
The crossing had now been completed and all was in hand.
- 72) 16/17. **To note that the Power of General Competence, which was to be used to encourage preservation of the Conservation Area, cannot now be confirmed due to the Clerk's resignation**  
Noted.
- 73) 16/17 **To consider having a defibrillator installed in the town, and to discuss suitable locations**  
It was agreed that NLC would be contacted for details of funding available for defibrillators.
- 74) 16/17 **To adopt the revised Community Emergency Plan, as approved by the CEP Committee**  
**Resolved** to adopt.
- 75) 16/17 **To approve a memorial bench agreement with J Bray**  
**Resolved** to approve.
- 76) 16/17 **To consider matters of planning:**  
a) **To receive an update on planning application PA 2015/1520 - Planning permission to erect sixteen 3/2-bedroom houses/bungalows for affordable housing with associated hard and soft landscaping**  
The application had been refused but may go to appeal.
- b) **To consider the following planning applications received for comment:**  
**PA/2016/987**  
**First & Last Public House, 11A Station Road, Kirton in Lindsey, DN21 4BB**  
**Application for a non-material amendment to PA/2016/406 namely to change location of ATM, removal of front section of wall and provision of insulated wall panels to side and rear**
- No objections or comments.
- PA/2016/967**  
**4 March Street, Kirton in Lindsey, DN21 4PH**  
**Planning permission to erect a single-storey detached dwelling along with associated access and landscaping works**
- No objections or comments.
- PA/2016/870**  
**4 Dunstan Hill, Kirton in Lindsey, DN21 4DU**  
**Description Planning permission to erect a four-bedroomed detached dwelling with detached double garage to rear**
- Objections to be made on the grounds of loss of visual amenity, access, noise and disturbance to neighbours and the setting of precedent.
- PA/2016/950**  
**Southview, 35 South Cliff Road, Kirton-in-Lindsey DN21 4NR**  
**Planning permission to erect a detached dwelling and garage**
- Objections to be made on the grounds that the access is near the brow of the hill.
- PA/2016/727**  
**2 North Cliff Road, Kirton In Lindsey, DN21 4NH**  
**Planning permission to erect a single storey extension to the front side and rear installation of two dormer windows to the rear roof slope**

Cllr Frankish declared a personal interest. No objections.

- 77) 16/17 **To approve financial matters:**
- a) **To approve the Internal Audit Report 2015-16, due to a vote not being taken at the May Meeting**  
Resolved to approve.
  - b) **To approve the June Finance Report, as reconciled to the bank statements at 8<sup>th</sup> July 2016, to be signed by the Chair**  
Resolved to approve.
  - c) **To approve the Quarterly Out-turn, quarter 1, 2016-17**  
Resolved to approve.
  - d) **To approve the schedule of accounts for payment, to be signed by two councillors and the Clerk**  
Resolved to approve all accounts for payment.
  - e) **To note bank balances as of 8<sup>th</sup> July 2016, to be signed by the Chair**  

<b>Community Account</b>	<b>£7692.96</b>
<b>Business Notice Account</b>	<b>£91,579.95</b>

 Noted and signed.
- 78) 16/17 **To note any agenda items for future meetings**
- Enforcement of parking on verges
  - Defibrillator acquisition and installation
  - Recruitment of councillors
  - Clerk's job description, contract and person specification
- 79) 16/17 **To confirm the dates of September Meetings**  
**Full Council – Wednesday 28<sup>th</sup> September at 7pm in the Town Hall**  
**Finance, General Purpose and Planning – Monday 12<sup>th</sup> September at 7pm in the Town Council Office**  
**Promoting Kirton – Monday 12<sup>th</sup> September at 7.30pm in the Town Council Office**  
 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.

**Resolved** to exclude the press and public.

- 80) 16.17 **To resolve, as circumstances have changed since the recommendations in the Clerk's Appraisal Report (dated 17.05.2016) from the Chair of P&D (presented to and resolved by, Full Council on 25<sup>th</sup> May 2016) that the Personnel & Disciplinary Committee meet as soon as possible to review the Post of Clerk, the Job Description, Person Specification and Contract in consultation with the current Clerk and with ERNLLCA, and that a written report, which must include recommendations, be presented to the next full Council meeting**  
Resolved to do so.
- 81) 16.17 **To resolve that the Personnel and Disciplinary Committee meet to conduct a proper exit interview with the Clerk before the 18th August, with the interview being the sole agenda item and that the Personnel Committee provides a written report back to the next full council meeting**  
Resolved to do so.
- 82) 16.17 **To approve any further actions required regarding the current Clerk's resignation and the recruiting of a new Clerk**  
A report was received from the Chair of Personnel recommending that a Locum Clerk be appointed in the interim, this was agreed. No further actions were required at this time, however, it was agreed that the council would meet on the 24<sup>th</sup> August to formally approve any further actions.