

Minutes of the Annual Meeting of Kirton in Lindsey Town Council on Wednesday 28th May 2014 held at the Town Hall, Kirton in Lindsey at 7.00pm.

Present - Cllrs Stamford (Chair), Startin, Kitchen, Bunker, Layzell, J Kofoed, Davies, Boyd, A Kofoed
Ward Member Cllr T Foster, C Neal (Clerk), E Knowles

Public Participation:

Copies of a letter the church had previously circulated were handed round; the council were asked to reconsider the date for the Christmas Festival as it clashes with the advent procession. Councillors asked various questions and made various suggestions, the matter was on the agenda for discussion.

14/01 To elect the Chair/Mayor for the Council Year 2014/15

Cllr Stamford was proposed as Mayor, further nominations were requested and Cllr J Kofoed was also proposed. A secret ballot was requested, **resolved** to conduct the vote by secret ballot. The results of the secret ballot were that it was **resolved** that Cllr Stamford be elected Mayor for 2014-15.

01.1 Signing of the Mayor's Declaration of Acceptance of Office

Cllr Stamford signed the acceptance of office.

14/02 To elect the Deputy Chair for the Council Year 2014/15

Three nominations were received for Cllr J Kofoed, Cllr Startin and Cllr Bunker. A secret ballot was requested, **resolved** to conduct the vote by secret ballot. The results of the secret ballot were that it was **resolved** that Cllr Startin be elected as Deputy Mayor for 2014-15.

14/03 To confirm that notice of business has been given in accordance with the Local Government Act 1972

It was confirmed that notices had been circulated as appropriate.

14/04 To receive apologies and reasons for absence

Cllr Bray and Cllr Tyzack, Ward Members Cllr J England and Cllr N Poole.

**14/05 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**

None.

14/06 To note dispensations given to any member of the council in respect of the agenda items listed below

Cllr A Kofoed has dispensations in all matters relating to the Town Hall.

14/07 To approve the co-option of Maggie Davies onto the council

Resolved to co-opt Maggie Davies onto the council, Cllr Davies signed her declaration of acceptance of office.

14/08 To confirm the minutes of the meeting of 23rd April 2014 as a true and correct record

Resolved to approve the minutes as a true and correct record.

14/09 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

None.

14/10 To note the minutes and discuss matters relating to the following committees

10.1 Promoting Kirton Committee minutes for noting

Noted.

10.1a To consider the response to a letter from the church regarding the Christmas Festival, as previously considered by the PK Committee

Resolved that a letter should be written explaining the reasons why the event was moved to Sunday and suggesting a compromise by altering timings so both events could go ahead, along with as much assistance as was required by the church to man their stall and pack away so that volunteers could get to the service on time.

10.1b To discuss RBL arrangements for the commemoration of the beginning of WWI

Cllr Stamford had spoken to the RBL regarding the commemoration. The official commemoration date is the 4th August. On the 2nd August tents will be erected in the Market Place with memorabilia etc, The RBL will organise all road closures, necessary permissions etc. There will also be a sunset ceremony on 3rd August and a buffet for invited guests. The Clerk to ask RBL to order a wreath on their behalf which the council will pay for.

10.2 Finance and General Purposes Committee minutes for noting

Noted.

14/11 To receive the following reports:

11.1 Local Policing report

Kirton in Lindsey

Recorded crimes in April 2014

2 x Assault causing actual bodily harm

1 x	Burglary in a dwelling	(damage only to door handle)
2 x	Burglary not in dwelling	(window damaged, food items stolen)
1 x	Theft from the person	(mobile phone)
1 x	Theft of a motor vehicle	(mini moto)
2 x	Theft (other)	(garden cat scarer and pot plants)
1 x	Fraud by false representation	
2 x	Criminal damage (to property)	(door glass and door)

30 other matters were addressed across a wide range of concerns. Ten of these involved domestic disputes. Seven were traffic-related. Three callers reported concern for the safety of individuals.

APPEAL FOR INFORMATION

Burglary in Sylvester Street

Between 5pm on Friday 25th and 9am on Monday 28th April 2014, person(s) have approached a building on Sylvester Street, Kirton Lindsey, and there damaged a window gaining entry. The detail of any property stolen is to be verified.

Anyone with any information regarding this incident, or could help identify the person(s) responsible for committing this offence(s) is asked to contact Humberside Police using the Non Emergency telephone number 101 or report anonymously via Crimestoppers 0800 555 111.

Please quote crime number BN/ 2041277 /2014.

11.2 North Lincolnshire Council Ward Member's report

Cllr Foster thanked the Mayor and Clerk for attending the Mayor Making. He reported that free car parking was now available in all North Lincolnshire car parks for 2 hours, and on Saturday all day. With regards to the RAF camp, NLC are still working on their bid and are in talks with MOD. It was noted that the Messingham show committee had been made aware that the police no longer provide a coning off facility for events. With regards to the state of the grass cutting, the cabinet have the matter under review, and a operating systems will be looked at.

11.3 Kirton Klipper Report

Received at the FGP Committee meeting.

11.4 DJTH Trustees Report

None received.

11.5 Play Area Report

All in hand. The Clerk was to look into plaques for the play area to recognise funders.

11.6 KLASSIC Report

It was reported that the archery club was to holds its first meeting on Sunday at 2pm.

11.7 Mayoral Report on Civic Events Attended

Cllr Stamford reported that he had attended Cllr Foster's Mayor Making, the WI unveiling of the bench on Steep Hill and the WI baton relay.

11.8 Reports from Councillors and Clerk on meetings attended

None.

14/12 To review the terms of reference of committees

Resolved to reconfirm the terms of reference for committees.

14/13 To receive nominations for election to the following Committees:

13.1 Promoting Kirton Committee

Resolved to elect Cllrs Bunker, Layzell, Davies, and Kitchen, with one space to be filled.

13.2 Finance, Planning and General Purpose Committee

Resolved to elect Cllrs Bunker, Kitchen, Layzell, and Davies, with one space to be filled.

13.3 Community Emergency Plan Committee

Resolved to elect Cllrs A Kofoed, Layzell, Davies, J Kofoed, Kitchen.

13.4 Personnel and Disciplinary Committee

Resolved to elect Cllrs J Kofoed, Startin and Kitchen.

13.5 Charities Committee

Resolved to elect Cllrs A Kofoed, Bunker and Layzell with two spaces to be filled.

14/14 To receive nominations for the election of representatives to the following external bodies:

14.1 Kirton in Lindsey Actively Supporting Sport in the Community (KLASSIC)

Resolved to elect Cllr Kitchen with one space to be filled.

14.2 Diamond Jubilee Town Hall Trustees(DJTH)

Resolved to elect Cllrs Davies and Layzell, with one vacancy to be filled.

14.3 Torksey Charity

It was agreed that the responsibility for the Torksey Charity could be absorbed into the Charities Committee.

14.4 Play Area Weekly Inspectors

Resolved that Cllr Davies and Kitchen carry out inspections.

14.5 NATS

Resolved to elect Cllrs Kitchen, Layzell and Davies.

14.6 Allotments Society

Resolved to elect Cllrs Startin, A Kofoed and J Kofoed.

14.7 Voting delegates for ERNLLCA district Committee

Resolved to elect Cllr Startin and Cllr Stamford.

- 14/15 To reconfirm Standing Orders**
Resolved to reconfirm Standing Orders with no changes.
- 14/16 To adopt new financial regulations, as circulated, in light of new legislation regarding electronic payments**
Resolved to adopt the new financial regulations.
- 14/17 To delegate responsibility to the Finance, Planning and General Purpose Committee to review the following policies and procedures for 2014/15:**
- a) Insurance cover
 - b) Complaints procedure
 - c) Publication scheme
 - d) Media Policy
 - e) E-policy
 - f) Asset Register
 - g) Risk Assessments
 - h) Disciplinary Procedure
 - i) Grievance Procedure
 - j) Stall Hire fees for the Christmas Market
- Resolved** to delegate responsibility for review to the FGP Committee.
- 14/18 To receive an update on obtaining land for allotments at the former RAF Kirton in Lindsey site and to approve any actions**
 Cllr Startin updated the council on his meeting with MOD and letters that had been written since then, he also briefed the council on Community Asset Transfer and Community Right to bid.
- 14/19 To note a revised draft of the LDF Housing and Land Allocations submission and agree on any comments for submission**
 Comments to be submitted regarding flooding risk, sewage drainage, and the 'skewed' centre of the town.
- 14/20 Planning Matters:**
- 14/20.1 To consider the following planning applications:**
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| <u>PA/2014/0475</u> | Burton Hall, 15 Queen Street,
Kirton In Lindsey, DN21 4NS | Planning permission to erect a 1st floor side extension on top of existing ground floor, single split-level extension to rear to upper garden |
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- No objections.
- 14/20.2 To note applications granted and refused**
 None.
- 14/20.3 To note the appeal decision for the planning application for leisure lodges on land at Redbourne Mere**
 Noted.
- 14/21 Financial matters:**
- 21.1 Income and Expenditure**
- 21.1a To approve the April cashbook, as reconciled to the bank statements at 8th May 2014, to be signed by the Chair**
Resolved to approve the April cashbook.
- 21.1b To approve the schedule of accounts for payment, to be signed by the Chair**
Resolved to approve the schedule of accounts for payment.
- 21.2 Internal Control**
- 21.2a To note bank balances as of 8th May 2014, to be signed by the Chair**
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|--------------------------------|-------------------|
| Community Account | £12,363.30 |
| Business Notice Account | £56,123.79 |
- Noted.
- 21.3 To receive and action the internal auditor's report for the financial year 2013/14**
 The report had been circulated and seen by all councillors. Noted
- 21.4 To approve the Annual Accounts and Annual Return to the Audit Commission for 2013/14**
Resolved to approve the Annual Accounts and Annual Return for 2013-14.
- 14/22 To confirm the dates of all meetings for the Council Year 2014/15 and set dates for Civic Functions**
 Noted. The Clerk would circulate a calendar of council meetings and arrange Civic Dates directly with the Mayor.