



**Minutes of the Meeting of Kirton in Lindsey Town Council held on  
Wednesday 27<sup>th</sup> November 2019  
at the Town Hall, High Street, Kirton in Lindsey at 7:00pm.**

Members present: Cllr Pat Frankish (Chair), Cllr Kathy Cooper, Cllr Geoff Cossey,  
Cllr David Garritt, Cllr Hazel Fox, Cllr Tony Kitchen & Cllr Jack Startin.  
Also present: 2 members of the public (part), Ward Cllr Trevor Foster (part)  
and Town Clerk: Neil Taylor-Matson.

Prior to the meeting prayers were led by Cllr Frankish.

**Public Participation:**

- A resident asked for clarification on whether to speak at the start of the meeting or wait for the time when the Agenda item was to be discussed by the Council during the meeting. The resident was advised that the public participation section of the meeting is the opportunity for addressing the Council and that discussion cannot be entered into during the meeting itself, unless there is call from the Chair for the meeting to be suspended. The resident asked if all Councillors had had sight of his documents regarding the Traingate Project, and expressed disappointment when the Clerk explained that the documents had not been circulated due to the time constraints of the Clerk over the previous month. The Clerk reassured the resident that the information he had provided would be presented to the Council as part of the meeting and that there was sufficient information and time to answer the previous requirements the Council had requested. The Clerk asked the resident to clarify the size of the structure due to struggling to determine that detail from the information provided, and the resident highlighted information detailed in the documents.

**MINUTES**

- 1911/01 Apologies for Absence  
Apologies for absence were received from Cllr Boyd and Cllr Gunn (work)
- 1911/02 Declaration of Interests / Dispensations  
a. Declarations of non-pecuniary personal interests were made by Cllr Garritt and Cllr Startin for Neighbourhood Planning matters, by Cllr Cooper for In Bloom matters and a personal interest was declared by Cllr Garritt for Agenda item 1911/06.  
b. Dispensations were granted to Cllr Frankish to enable her to take part in discussions relating to In Bloom and Neighbourhood Plan without having to declare an interest as a member of the In Bloom and Neighbourhood Plan groups. This decision was made as without the dispensations the number of persons prohibited from participating in any particular business could be so great a proportion of the body transacting the business as to impede the transaction of the business. These dispensations shall expire on the date of Town Council elections in May, 2023.
- 1911/03 Minutes  
a. The Council considered the minutes of the Full Council Meeting held on 23/10/2019.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 11/11/2019.  
c. The Council received the draft minutes of the General Purpose Committee Meeting held 11/11/2019.  
d. The Council received an update from the Clerk regarding tasks and actions, noting 14 out of the 39 actions raised at the October meeting remained outstanding along with 24 further actions from previous meetings. Cllr Cooper requested that appreciation be recorded for the Clerk's work on actions and also for the Christmas Festival event.
- 1911/04 Report from Ward / North Lincs. Councillors  
Standing orders were suspended to allow Cllr Foster to address the Council.  
Apologies for Ward Cllr John England and Ward Cllr Neil Poole were noted.  
Cllr Foster apologised for the lack of notification for the cancellation of the NATS meeting which was due to be held earlier that day.  
NLC's 5 year housing supply document is expected to be published in January.  
There is currently a council tax scam and a request was made for residents to be made aware of this.  
British Steel is noted as sold with the sale expected to complete in the new year.  
Tomorrow evening is the annual NLC Community Champions Awards Ceremony.  
Standing orders were reinstated.

Signed:

Dated:

1911/05

Mayor's & Delegate's Report

The Council received reports from the Mayor, Councillors and Proper Officer attending meetings on behalf of the Council:

- **Chair's Report/Civic Events – Cllr Pat Frankish**

- Brigg Amateur Operatic Civic Night 12/11/2019 – fantastic performance of “Annie”
- Winterton Town Council Civic Service 17/11/2019 – a very pleasant, well attended event with a more informal format than others attended
- Christmas Festival 24/11/2019 – successful event.

- **Councillor and Proper Officer Reports including;**

- Meeting with Royal British Legion – VE Day 75 – 1/11/2019 Cllr Fox, Cllr Cooper  
Details were discussed on activities for Friday 1<sup>st</sup> May, with a short service at the War Memorial in the afternoon as part of a national programme and the plans for a garden party on the Green prior to this. Funding was sought for holding the garden party.

**RESOLUTION: *That a joint meeting with the Royal British Legion, Town Hall, WI and Town Council is arranged prior to the budget setting meeting to develop an outline plan to understanding the funding sought.*** **ACTION: Cllr Fox / Cllr Cooper**

- West Lindsey Area Group – NN&LCRP meeting 1/11/2019 - Cllr Startin

The group had discussed a number of matters regarding the railway, including the need for a North Lincs area group to focus on North Lincs issues. Gainsborough station now has an hourly service to Sheffield, a visit to Kirton station confirmed that some maintenance work is required which may be carried out in the spring. The issue of the growth of Kirton with the housing developments was raised, and it was noted that people can travel to London from Kirton via Retford, but could only return the week after due to the ‘Saturday only’ timetable.

- SLCC EY & NL Training Event 7/11/2019 – Clerk

The Clerk reported a useful training session covering management, employment law and HR, staff resources vs time juggling, Unison and information required to be published on websites in line with the transparency code.

- ERNLLCA Conference 15/11/2019 – Cllr Startin, Clerk

Cllr Startin reported on the input regarding Good Co-Option Procedure and Devolved Services. The Clerk noted other useful information on topics including Risk, Land Registration, Good Internal Audit, Local Councils as Trustee, the Local Council's Award Scheme and a question time session with leaders from the three district authorities. Cllr Startin noted that the CPRE will assist local councils in responses to planning applications.

- Grounds Maintenance 18/11/2019 – Cllr Frankish, Cllr Cooper, Clerk

Cllr Frankish noted continued gradual progress in ironing out concerns with the standard of works with consideration still to be given to potentially separating grass cutting and planting contracts in the future.

**RESOLUTION: *That the matter of separating grass cutting and planting contracts in the future is taken to the Promoting Kirton Committee for in depth conversation.*** **ACTION: Town Clerk**

- Regeneration Group 18/11/2019 – Cllr Frankish, Cllr Garritt, Cllr Cooper, Clerk

Separate item on the Agenda – 1911/08.

- NATS 27/11/2019 – Cllr Startin

Cllr Startin reiterated that the meeting had been cancelled without notice. The Clerk noted a message received earlier in the day from the Neighbourhood Watch Co-ordinators at Barnard Meadows requesting an update from the NATS meeting in June regarding parking on the verge at the entrance to Barnard Meadows and regarding a request for a traffic mirror to be installed on the lamp post on North Cliff Road opposite the Barnard Meadows entrance. The group were advised at the June NATS meeting that mirror request was a Town Council matter. The Clerk will seek updates and clarification from NLC on these matters.

Cllr Frankish noted the information regarding the changes to PSCO personnel within the town (*see 1911/12*).

1911/06

Financei. Income and Expenditure

- a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA 1972.
- b. The Council approved accounts for payment. (November 2019) **ACTION: Town Clerk**
- c. The Council noted the reminder regarding the budget meeting scheduled for 11<sup>th</sup> December at 7pm, Town Hall.

ii. Internal Control

- a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (*October 2019*)

1911/07

Planning

The Council received the following decision notifications from North Lincolnshire Council:

- i. **PA/2019/1599 – APPROVAL** – consent to cut down or carry out works on trees protected by a tree preservation order – undertake a crown lift on a horse chestnut within G1 at 33 Train Gate, Kirton in Lindsey, DN21 4PQ.
- ii. **PA/2019/1601 – APPROVAL** – for works to trees in a conservation area, to fell a holly tree and crown lift an oak tree at GP Surgery, 35 Train Gate, Kirton in Lindsey, DN21 4PQ

Signed:

Dated:

1911/08

Kirton Regeneration Group

The Council received an update on, and agree next steps regarding, actions from Regeneration Group meetings:

## a. Car parking provision

Receipt of finalised quotations from JHG Planning Consultancy for full planning permission reports to be conducted.

**RESOLUTION: *That the works are commissioned.***

**ACTION: Town Clerk**

## b. Vincent Hall

Urgent meeting with NLC arranged following discussion at the Regeneration Meeting. NLC will carry out valuation process and liaise with MOD. NLC Officers have requested that the Town Council consider renewing the Asset of Community Value application and that Huntcliff Academy are approached to determine potential usage of future sports facility provision. The Clerk noted plans for developing the Regeneration Meetings into two defined sections, with a second section to focus on Vincent Hall project work.

**RESOLUTION: *That the ACV Application is renewed should it become necessary.***

**ACTION: Town Clerk**

**RESOLUTION: *That Huntcliff Academy are asked about their interest in potential usage of future sports facility provision.***

**ACTION: Cllr Frankish**

## c. Library Car Park update.

Update received from Colin Brabazon following complaints from members of the public. A formal works request now submitted to the Council's Maintenance Services department to create one additional disabled parking space plus two 'for use by library customers only during library opening hours' spaces. He will aim to keep the Town Council informed of developments.

## d. Town Hall Passage update.

Ongo and North Lincolnshire Council are working together in terms of land ownership with Ongo offering to facilitate the connection of a streetlight to the Acacia Court lighting infrastructure to assist.

## e. Traingate Project

Costings received for the project detail a project cost of £12,657.94, which includes applying for planning permission but not the requirement for any subsequent surveys etc. The Council discussed options to tie the work in other works on that land, the potential need for public consultation and additional funding should planning require surveys to be undertaken.

**RESOLUTION: *That the Town Council continue to support the project in principle but require further information to proceed.***

**RESOLUTION: *That the item is placed on the Promoting Kirton Committee Agenda for discussion to decide how to proceed and develop a project plan, with the involvement of In Bloom and Kirton in Lindsey Society.***

**ACTION: Town Clerk**

## f. Gainsborough Rd 30mph speed limit review

**RESOLUTION: *That the recommendation from the Regeneration Group are accepted and NLC are requested to carry out a review with a view to moving the 30mph limit further down Gainsborough Road.***

**ACTION: Town Clerk**

g. Verge parking – to consider Traffic Regulation Orders to manage issues of on-verge parking around the town and locations to be included.

**RESOLUTION: *That application is made to NLC for traffic regulation orders to be imposed to prevent parking on all verges in the town.***

**ACTION: Town Clerk**

**RESOLUTION: *That the community are informed of the traffic regulation order decision.***

**ACTION: Town Clerk**

1911/09

Policies and Procedures

a. The Council reviewed the Health and Safety Policy, last approved November 2018

**RESOLUTION: *That this Policy requires no amendments.***

**ACTION: Town Clerk**

b. The Council reviewed the Social Media Policy, last approved January 2019

**RESOLUTION: *That this Policy requires no amendments.***

**ACTION: Town Clerk**

c. The Council considered the recommendation from General Purpose Committee to agree the development of an Environmental Policy.

**RESOLUTION: *That an Environmental Policy is developed.***

**ACTION: Cllr Startin**

d. The Council discussed the Local Councils Award Scheme application.

**RESOLUTION: *The Council approved the Action Plan and Learning and Development Policy.***

**ACTION: Town Clerk**

**RESOLUTION: *The Council confirmed that the information required to apply for the Foundation level award is published online and that it also has the additional required documentation listed within the Award Scheme guidance.***

**ACTION: Town Clerk**

e. The Council reviewed the delegated powers of the Town Clerk, deciding no further powers were to be delegated at this time.

Signed:

Dated:

1911/10

Open Spaces

a. The Council received the monthly play park inspection report from Cllr Kitchen for signature.

**RESOLUTION: That remedial works are carried out by Councillors when the weather improves.**

**ACTION: Cllrs**

b. The Council received quotations for surface works at the play area and agreed next actions.

**RESOLUTION: That works required at the play area are considered as part of the five year plan by the working group, and the refresh is added to the Agenda of the next Regeneration Meeting.**

**ACTION: Town Clerk**

c. The Council discussed funding opportunities for pocket parks and the play area.

**RESOLUTION: That applications are made to the Ministry of Housing, Communities and Local Government pocket parks scheme and the HAGS Community Support Grant.**

**ACTION: Town Clerk**

d. The Council received an update on grounds maintenance contracts and agree any actions required, noting the meeting previously discussed and the ongoing close monitoring of the contracted works.

e. The Council discussed the No Parking sign at the Green and agree any actions required.

**RESOLUTION: That the Mayor writes to the resident who amended the signage, noting complaints and concerns raised about it becoming a potential trip hazard and asking him to raise the sign to remove this risk.**

**ACTION: Cllr Frankish**

f. The Council discussed the placement of benches along the Green & Garden of Edward Elmhirst Duckering boundary.

**RESOLUTION: That placement of the benches within the design of the future peace garden is considered the best way forward.**

g. The Council discussed the Woodland Trust 'free trees for communities' scheme and noted with thanks the work of the In Bloom volunteers planting the hedging in the cemetery.

h. Streetsports – the Council discussed the cancellation of Streetsports provision and agreed actions required.

**RESOLUTION: That a letter is sent to NLC, copying in the Leader, to express the disappointment at this cut with Kirton in Lindsey youngsters penalised and the occurrence of more ball games now moving into the Market Place with potential for damage to property.**

**ACTION: Town Clerk**

i. Ongo – East Dale Drive update. The Clerk updated the Council that the works to install a path from East Dale Drive to the back of Station Rd Co-Op were now under a new Ongo officer who was progressing the plans. The Clerk also noted In Bloom representatives had made an approach to request the Clerk obtain information regarding utilities under East Dale Drive in locations for the potential planting of trees. This is in progress.

j. Land Registry – the Council considered liaison with Land Registry to confirm records match.

**RESOLUTION: That joint working with Land Registry is started to confirm Town Council land is registered appropriately.**

**ACTION: Town Clerk**

1911/11

Allotments

The Council received updates on progress at the allotment site and agreed any actions required at this time. No further updates at this time. The ground cultivation is due to take place in Feb/March. A resident has confirmed additional interest in helping with the Working Group.

**RESOLUTION: That cultivation of the land is progressed in Feb/March 2020.**

**ACTION: Allotments Working Group to provide access.**

1911/12

Town Clerk's Report / Correspondence for Information and Discussion

The Council received the Town Clerk's report including correspondence for information and discussion.

Correspondence for Information

a. Noted in Friday Digest reports sent to all Councillors weekly. *See Appendix A, available on request.*

b. The Council noted correspondence received after the Agenda was published – the Clerk noted six items of correspondence received – 1) Scotton Neighbourhood Plan – consultation period, deferred to Full Council December 2019; 2) KLASSIC – information returned from solicitors - deferred to General Purpose Committee; 3) Resident request re dropped kerb at Lincolnshire Co-op – deferred to Full Council December 2019; 4) PCSO – information regarding changes of personnel - PSCO Kev Horsfall moving to Brigg & Wolds and PC Stewart Pearson taking up duties in Ridge alongside PC Philip O'Neill; 5) PA/2019/1605 – approval of planning permission for solar array – deferred to General Purpose Committee; 6) Parish Paths Partnership – update from Colin Wilkinson.

Correspondence for Discussion

c. Noticeboards – costing for sign writing. Quotation received for £75 per noticeboard to highlight the lettering on the three noticeboards on the front of the Town Hall.

**RESOLUTION: That a volunteer is sought to provide a quotation for the painting work required.**

**ACTION: Cllr Frankish**

The Council noted the improvement seen with the new designs of noticeboards and improved display space.

d. Street Signs – High Street and King Edward Street cast iron signs.

**RESOLUTION: That the resident is thanked for saving the signs and the Council offer to store them whilst liaising with NLC Heritage and Highways as well as Kirton in Lindsey Society for making use of them.**

**ACTION: Town Clerk**

e. Humber and Wolds Rural Action AGM 3<sup>rd</sup> December, Barton, 10am

**RESOLUTION: That apologies are sent for this meeting.**

**ACTION: Town Clerk**

Signed:

Dated:

f. NLC – Resident’s Panel – request for publicity and support of this new initiative by NLC.

**RESOLUTION: *Scheme noted. Social media promotion already carried out, if leaflets arrive these will be displayed.*** **ACTION: Town Clerk**

g. NLC - risk assessment training for event organisers

**RESOLUTION: *That the Clerk attends.*** **ACTION: Town Clerk**

h. EY & NLC SLCC Branch – Clerk training December 2019

**RESOLUTION: *That the Clerk attends.*** **ACTION: Town Clerk**

i. Reminder - Clerk’s Annual Leave – 2<sup>nd</sup>-6<sup>th</sup> December 2019 – noted.

**RESOLUTION: *Notice to be given to community and signage displayed.*** **ACTION: Town Clerk**

1911/13

Agenda for next and future meetings

Christmas Lights Competition – winners to be decided

1911/14

Date of next Meeting and Agenda Deadline

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

**Wednesday 11<sup>th</sup> December 2019 at 7pm – Budget meeting**

**Wednesday 18<sup>th</sup> December 2019 at 7pm – Full Council meeting**

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

**NOTE: AGENDA ITEMS BEFORE MON 9<sup>th</sup> DECEMBER**

The meeting closed at 8:30pm

<u>Present:</u>	Cllr Pat Frankish Cllr David Garritt Cllr Kathy Cooper Cllr Geoff Cossey Cllr Hazel Fox Cllr Tony Kitchen Cllr Jack Startin
<u>Apologies:</u>	Cllr Billy Boyd Cllr Karen Gunn

Signed:

Dated: