



**Minutes of the Meeting of Kirton in Lindsey Town Council held on
Wednesday 25th September 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 Karen Gunn, Cllr Hazel Fox & Cllr Jack Startin.
Also present: 2 members of the public, Wayne Goodwin - Community Speedwatch
and Town Clerk: Neil Taylor-Matson.

Prior to the meeting prayers were led by Cllr Frankish.

Public Participation:

A resident explained reasoning and presented suggestions for item 1909/06 on the Agenda regarding speed limits which was placed at his request. The Council thanked him for raising the matter and noted that the item would be discussed by the Council later in the meeting.

Wayne Goodwin, the Community Speedwatch Co-ordinator for North Lincolnshire gave an overview of the scheme, options for the implementation within the town and answered questions to put to him. The Council thanked him for attending and noted that the scheme would be discussed by the Council later in the meeting at 1909/13.

MINUTES

- 1909/01 Apologies for Absence
Apologies for absence were received from Cllr Boyd (health), Ward Cllr John England, Ward Cllr Trevor Foster and Ward Cllr Neil Poole (other engagements).
- 1909/02 Declaration of Interests / Dispensations
a. Declarations of non-pecuniary personal interests were made by Cllr Cossey and Cllr Cooper for In Bloom matters, and Cllr Garritt and Cllr Startin for Neighbourhood Planning matters.
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.
- 1909/03 Minutes
a. The Council considered the minutes of the Full Council Meeting held on 24/07/2019.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council considered the minutes of the Extraordinary Full Council Meeting held on 12/08/2019.
RESOLUTION: That the minutes were duly approved and signed.
c. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 09/09/2019.
d. The Council received the draft minutes of the General Purpose Committee Meeting held 09/09/2019.
e. The Council received an update from the Clerk regarding tasks and actions, noting 6 out of the 26 actions raised at the July meeting remained outstanding along with 19 further actions from previous meetings.
- 1909/04 Report from Ward / North Lincs. Councillors
No Ward Councillors were present and no report was received, however the Clerk noted Ward Cllr Neil Poole had provided an update on an item to be discussed at 1909/07 on the Agenda.
- 1909/05 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 Town Council Charity Coffee Morning 14/09/2019 – noted.
 - Barton upon Humber Civic Service 15/09/2019 – noted for the Wesley knitted figures exhibition.
 - Gainsborough Town Council Civic Service 22/09/2019 - noted for the opportunity to share information between Councils with similar duties in particular with reference to grounds maintenance works.
 - **Councillor and Proper Officer Reports:**
 - West Lindsey District Council Civic Service 22/09/2019 - Cllr Garritt noted for networking between a Wing Commander from Scampton and an Army Major.
 - ERNLLCA District Committee Meeting 25/07/2019 – The Clerk reported on attending with Cllr Startin and made reference to the recommendation from the Meeting that member Councils should be applying for the *Local Council Awards Scheme*.

RESOLUTION: That 'Foundation Level' in the Local Councils Awards Scheme is applied for.

ACTION: Town Clerk

Signed:

Dated:

- Grounds Maintenance meeting 29/08/2019 – The Clerk reported on a meeting with the contract manager and steps agreed to improve service received.

RESOLUTION: *That a further meeting is held in three months to review the service improvements.*

ACTION: Town Clerk

- Neighbourhood Plan meeting 12/09/2019 – Cllr Garritt reported on progress within the group and actions now required to place on the next Full Council Agenda in October. Cllr Cooper requested a vote of thanks to the group members who have moved the project forward.
- Regeneration Group meeting 17/09/2019 – The Clerk reported on the 11th Regeneration Group meeting. Cllr Startin requested the actions list date format is made clearer and queried further detail on a couple of items including public rights of way and proposed food festival.

ACTION: Town Clerk

ACTION: Town Clerk

- Footpaths Group meeting 17/09/2019 – The Clerk reported on the latest meeting with residents and the sharing of the latest information from NLC regarding the remit of the Parish Paths Partnership. A recommendation from the group that the Town Council seeks formal recognition of paths between (1) Moat House Road and Cornwall Street; (2) Wesley Street and Traingate; (3) Duck Lane between the Market Place and South Cliff Road and (4) footpaths through St Andrew's Churchyard as public rights of way was presented.

RESOLUTION: *That the process for registration of the four routes described is sought from NLC.*

ACTION: Town Clerk

- Town Hall AGM 17/09/2019 – Cllr Frankish reported on the approval of the committee going forward and confirmed Cllr Cooper remains the Town Council representative. Cllr Startin queried the voting rights of members of the public attending the meeting.
- ERNLLCA AGM 19/09/2019 – The Clerk noted the points of action and discussion at the meeting attended with Cllr Startin in Barton.
- Forward notice: NATs meeting: Wed 27th November, 2pm – noted.
- Forward notice: Town & Parish Liaison update – The Clerk noted that no meetings were as yet arranged and the process was notified as undergoing a refresh with Town and Parish Councils to be consulted on ways forward.

1909/06

Speed Limit Request

From resident – “For the Council to consider – a mandatory 50mph speed limit on the B1205 between the A15 and the beginning of the 30mph limit currently in place at the Council tip/Huntcliff School/Fusilier Way. Also, that the Council consider a mandatory 40mph limit on the B1398 (North Cliff Road) beginning North of the Windmill at the start of the domestic properties on the west side of the B1398”.

RESOLUTION: *That the Council approach NLC requesting that the 30mph limits on both Redbourne Mere and North Cliff Road are moved further out of the town boundary to the start of residential properties on both roads.*

ACTION: Town Clerk

1909/07

Kirton Regeneration Group

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

a. Car parking provision – quotations received from surveyors were considered with the overall cost of the required surveys coming in at £11,000. Further quotations were yet to be received at which point agreement could be sought on next steps. Cllr Cossey raised concerns on the land becoming available to the Town Council should planning permission be sought prior to purchase.

RESOLUTION: *That a formal update is provided to the land owners on progress, seeking assurances for securing the land should planning be approved.*

ACTION: Town Clerk

RESOLUTION: *That Cllr Frankish, Cllr Garritt and the Clerk meet informally to go through all quotations to present as a report to the next meeting of the Council.*

ACTION: Cllr Frankish/Cllr Garritt/Town Clerk

b. Vincent Hall – the Council received notification of the intention by the owners to sell Vincent Hall, registered as an Asset of Community Value in 2014.

RESOLUTION: *That the Council submits a written request to be treated as a potential bidder for the property, in line with Asset of Community Value procedures.*

ACTION: Town Clerk

c. Japanese Knotweed – the Council received the update, chased up by Ward Cllr Foster, confirming that NLC were continuing to monitor and treat the Japanese knotweed explaining that generally it requires a five year project of treatment.

d. To receive correspondence from NLC regarding land on Redbourne Mere and agree actions required – The Clerk informed the Council of confusion around the ownership of the land behind the refuse site adjacent to Fusilier Way off Redbourne Mere. A resident complained in June to NLC about a lack of maintenance to the area and in September NLC advised the resident that the land was leased to Kirton in Lindsey Town Council. The Clerk has looked into the matter and confirmed the land was leased from NLC between 2004 and 2013 however Town Council Minutes from January 2013 (Minute 12/139) record the relinquishing of the lease. At the request of the Clerk, Ward Cllr Poole had brought the matter to the attention of the Group Asset Manager on the 19th September and had advised that he hoped there would be a response early next week.

e. Tony Bartlett Traingate Project – Representatives from the Regeneration Group updated the Council on discussions around support and funding for the project suggested by NLC. The Town Council are requested to

Signed:

Dated:

consider taking on the planning application requirements for the project and funding application to NLC's Community Pot with a view to adopting the completed monument as a Town Council asset.

RESOLUTION: That detailed information, with design drawings and full costings including labour, is provided to the Town Council in order that the required support to complete the applications can be fully considered.

ACTION: Town Clerk

1909/08

Policies and Procedures

a. The Council considered adoption of the latest version of the NALC Model Financial Regulations issued August 2019.

RESOLUTION: That the latest version is adopted, with previously agreed sums (May 2019) retained throughout the document and regulation 8.3 (regarding duplicate copies of banking statements) removed.

ACTION: Town Clerk

b. The Council discussed Council events and the support required. From P&D Resolution: "That Town Council events, including Civic, Gala and Christmas are considered by the Council in terms of the support needed to run them".

RESOLUTION: That the Clerk's hours are reviewed at the P&D Committee Meeting in October.

ACTION: Town Clerk

RESOLUTION: That the item is placed on the Promoting Kirton Committee Agenda for full discussion and for recommendations coming out of that discussion, to include details of a promotional push for increased community support to help, are provided at the Full Council Meeting in October.

ACTION: Town Clerk

RESOLUTION: That Cllr Cooper produces an article for the next edition of Kirton First to request public support.

ACTION: Town Clerk

1909/09

Open Spaces

a. The Council was unable to receive the monthly play park inspection report from Cllr Kitchen for signature and action as he was absent from the meeting.

b. The Council received the annual play park inspection report from ROSPA and agreed actions required. The continued deterioration of the play park equipment was noted within the report.

RESOLUTION: That a five year plan to replace and improve the equipment provision, to include funding opportunities, is developed by a working group formed by the General Purpose Committee.

ACTION: Town Clerk

RESOLUTION: That costings for the replacement of the grass matting are brought back to the Council.

ACTION: Town Clerk

c. The Council received the quotation for replacement parts to the 'Multiplay Junior' equipment.

RESOLUTION: That the quotation is accepted and the replacement parts ordered.

ACTION: Town Clerk

d. The Council received the quotation for three replacement 'lily pads' and agreed action required

RESOLUTION: That the quotation is accepted and the work is commissioned.

ACTION: Town Clerk

e. The Council discussed litter bin provision on the Green and agreed any actions required.

The Council noted since the removal of the open top bin within the play area in July, the litter situation on the Green had not worsened, therefore no further action was required at this time.

f. The Council noted the repairs to the chain link fencing at the front of the Green over the summer period.

RESOLUTION: That the Mayor sends thanks to Mick Holmes for his repair and maintenance works.

ACTION: Cllr Frankish

g. The Council received an update on grounds maintenance contracts, including a letter from the In Bloom Group, and agreed any actions required.

The Clerk reported response from the contract manager that a key was required for one of the litter bins on the Green, following enquiry from the Clerk about they emptying of it.

RESOLUTION: That the costs of £14.53 are approved and two keys are purchased for this bin, one to supply to the contractors and one to retain in the Town Council Office.

ACTION: Town Clerk

RESOLUTION: That the request from the In Bloom group for the Grounds Maintenance contractors to take on the maintenance of seven flower beds along North Cliff and South Cliff Road and the In Bloom Group to take on the maintenance of the planters in the Market Place is agreed and implemented.

ACTION: Town Clerk

h. The Council discussed the monitoring of grounds maintenance, parish path partnership and highway verge works and agreed actions required.

RESOLUTION: That the residents of the town provide the monitoring of these areas which is required.

i. The Council discussed tree surveys for trees on Town Council land and agreed actions required.

RESOLUTION: That NLC and contractors approached for the car parking planning application are asked to provide costings for conducting tree surveys and recommendations on reasonable intervals for continued monitoring.

ACTION: Town Clerk

j. The Council discussed any actions required regarding the commemorative oak tree planted on the Green.

RESOLUTION: That the item is placed on the October Agenda for discussion.

ACTION: Town Clerk

k. The Council considered design options and costings for bollards to be placed along the Green and Garden of

Edward Elmhirst Duckering boundary.

RESOLUTION: That six Ennismore bollards are purchased from Furnitubes International at £80 each. ACTION: Town Clerk

RESOLUTION: That the local contractor's quotation of £600 is approved for the removal of the old concrete bollards and the installation of the six new bollards to include the laying of two concrete plinths for the installation of the benches previously removed from beside the War Memorial. ACTION: Town Clerk

l. The Council discussed the Woodland Trust 'free trees for communities' scheme.

RESOLUTION: That Peter Hawes is invited to the next Full Council Meeting for details of the arrangements already made for tree planting across the town. ACTION: Town Clerk

m. The Council discussed the suggestion of planting wild flowers in highway verges and agreed actions required.
RESOLUTION: That the scheme in progress in the Churchyard is promoted for people to enjoy and monitored for success. ACTION: Town Clerk

1909/10

Allotments

The Council received updates on progress at the allotment site and agreed any actions required including applications to the NLC Community Pot funding.

RESOLUTION: That the Lawn N Order quotation for cultivating the land is reviewed by the Working Group with the potential for going ahead. ACTION: Allotments Working Group

1909/11

Grove Street Cemetery

a. The Council discussed the upkeep of the cemetery and agreed actions required, noting;

- Replacement of cemetery tap post;

One post was repaired in August, however the others are in need of replacement.

RESOLUTION: That the quotation of £200 from the local contractor to remove the old posts, install new hard wood posts and install protection from strimmer damage and frost to the water pipes is accepted to be commissioned. ACTION: Town Clerk

- Condition of cemetery paths;

RESOLUTION: That repairs are not factored in at this time due to other priority projects.

ACTION: Town Clerk

- Positioning of 'lacewing hotels' within the cemetery; to include letter from In Bloom Group

RESOLUTION: That the lacewing hotels are to be removed from the Cemetery.

ACTION: Town Clerk

- Mole activity; the Council received updates that pest activity identified over the summer was quickly dealt with by the contractors and that any further activity should be reported to be dealt with quickly.
- Faculty notice for topple testing of memorial stones; the Council received updates that the public consultation period was carried out August-September with notices clearly displayed and that the permission sat with the Diocese to confirm shortly.
- Adherence to the Cemetery Regulations.

RESOLUTION: That cemetery regulations must be abided by and letters distributed to anyone found not to be abiding by the regulations. ACTION: Town Clerk

b. The Council considered the government review – revaluing Cemeteries for 2021 ratings list and agreed actions required.

RESOLUTION: That Cllr Startin works with the Clerk to complete the required information.

ACTION: Cllr Startin/Town Clerk

1909/12

Town Events

a. The Council noted the Civic Service will take place on Sunday 20th October.

b. The Council discussed Remembrance Services and the 2019 Poppy Appeal including 2019 wreaths.

RESOLUTION: That the Town Council donates £300 to the 2019 Poppy Appeal to include the purchase of two wreaths, one for Kirton in Lindsey War Memorial and one for Manton War Memorial. ACTION: Town Clerk

1909/13

Town Clerk's Report / Correspondence for Information and Discussion

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

- Office of the Police & Crime Commissioner Newsletter – August 2019, noted as available for distribution
- Nic Dakin Newsletter – August 2019 - noted as available for distribution
- ERNLLCA Newsletter – August 2019 - noted as available for distribution
- NLC Local Plan Consultation Event – noted as currently postponed (originally 02/10/2019)
- Lifestyle 2019 and Youth Club projects updates – community activities over the summer noted
- Remembrance Service road closures update – noted that all Remembrance Service road closures are to be controlled and managed by NLC and the 15 minute closure at Kirton in Lindsey is confirmed for 10/11/2019.
- Missing bin – outside Huntcliff Academy – noted as now replaced by NLC
- Community Cohesion Officer for North Lincolnshire – availability, remit and contact details noted
- Lindsey Lodge letter – letter of thanks noted
- Completion of PAT testing 2019 – noted for annual office requirements and approved
- To note any correspondence received after the Agenda was published – the Clerk noted four items of

Signed:

Dated:

correspondence received – i) Planning Application PA/2019/1599 deferred to General Purpose Committee October; 2) Letter from the Royal British Legion re VE Day 75 (May 2020) deferred to Promoting Kirton Committee October; 3) Letter from Neighbourhood Plan Group deferred to Full Council October and 4) Planning Application PA/2019/1356 deferred to General Purpose Committee October.

Correspondence for Discussion

- i. Parish Paths Partnership update – the Council discussed the update received from Colin Wilkinson in July and noted the need for continued communication and the careful consideration of the continuation of the partnership in the future. **ACTION: Town Clerk**
RESOLUTION: That research is conducting into registering public footpath FP256 as the shortest known public right of way in the UK. **ACTION: Town Clerk**
- m. Asset of Community Value Expiry – MOD land – to consider the recommendation from the General Purpose Committee not to renew the applications. **ACTION: Town Clerk**
RESOLUTION: Recommendation approved.
- n. Community Speedwatch and road safety update including flashing signs
RESOLUTION: Not to purchase flashing speed signs at this time due to continued development of the town and commitment to request changes to the speed boundaries. **ACTION: Town Clerk**
RESOLUTION: To seek appetite from the Community for the uptake of Community Speedwatch with an article for Kirton First. **ACTION: Cllr Cossey**
RESOLUTION: To contact Safer Roads Humber to request clarification on current enforcement on Station Road and Redbourne Mere. **ACTION: Town Clerk**
- o. Correspondence from Tony Kidder re request to write to Huntcliff Academy
RESOLUTION: That the Council stands by its decision.
- p. NLC Industrial Strategy
RESOLUTION: Defer to Promoting Kirton Committee October. **ACTION: Town Clerk**
- q. Local Government Audit review
RESOLUTION: That the Clerk responds to the review as appropriate. **ACTION: Town Clerk**
- r. NALC Local Elections Survey (reminder)
RESOLUTION: That Councillors submit responses if they can. **ACTION: Councillors**
- s. North Lincs Conservation area response – Costcutter – response from NLC noted.
- t. Street naming enquiry for development off Station Road.
RESOLUTION: That the Clerk responds recommending The Maltings in place of Railway Avenue or Mallard Drive. **ACTION: Town Clerk**
RESOLUTION: That the Promoting Kirton Committee carry out a piece of work on potential future street names. **ACTION: Town Clerk**
- u. Burton & Dyson – Wormwood Hill Lease and KLASSIC Trusteeship work – noted that work is ongoing.

The Council Resolved to suspend Standing Order 3(x) so that the meeting could continue beyond 2.5 hours

- v. CPRE Best Kept Village results and East Midlands In Bloom results 2019 – Highly Commended result from the CPRE and Silver with Judges Award from East Midlands In Bloom for Street Pride and Adopt-A-Spot initiatives started by the In Bloom volunteers were noted.
- w. North Lincs Community Safety Partnership Fund - noted
- x. Fitzpatrick Woolmer Heritage Trail details
RESOLUTION: Defer to Promoting Kirton Committee October. **ACTION: Town Clerk**
- y. ERNLLCA Conference -Friday 15th November, Hull
RESOLUTION: That Cllr Startin and the Clerk attend. **ACTION: Town Clerk**
- z. NLC - Review of its polling districts and polling places - noted
- aa. LEADER invite Wednesday 2nd October
RESOLUTION: That the Clerk forwards full details to Cllr Cooper. **ACTION: Town Clerk**
- bb. HWRCC membership renewal
RESOLUTION: That membership is renewed. **ACTION: Town Clerk**
- cc. Carnegie Trust – Talk of the Town project – noted.
- dd. Lincolnshire County Council Notice of Adoption of Statement of Community Involvement
RESOLUTION: That Lincolnshire County Council are thanked. **ACTION: Town Clerk**

1909/14

Planning

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

- i. PA/2019/1111 WITHDRAWN - Planning permission to site a single-storey annex as a separate unit of living accommodation at 8 Endell Drive, Kirton in Lindsey, DN21 4GB
- ii. PA/2019/1112 – WITHDRAWN - Application for a Lawful Development Certificate for use of the land for the siting of a mobile home for use ancillary to the main dwelling at 8 Endell Drive, Kirton in Lindsey, DN21 4GB
- iii. PA/2019/1170 - FULL PLANNING PERMISSION - to erect a garage and workshop with storage above (including demolition of existing portal-framed workshop and storage building) at Rose Cottage, Gainsborough Road, Kirton in Lindsey, DN21 4EN

Signed:

Dated:

- 1909/15 Finance
 i. Income and Expenditure
 a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972 (September 2019)
 b. The Council approved accounts for payment.
RESOLUTION: *That the accounts be duly paid.* **ACTION: Town Clerk**
 ii. Internal Control
 The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook for July and August.
 iii. External Control
 a. The Council received the external audit report and noted the findings regarding the value of Council assets.
 b. The Council noted the interim internal audit will be undertaken 10-11th October.

- 1909/16 Agenda for next and future meetings
 Cllr Garritt: Neighbourhood Plan group requests.

- 1909/17 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 23rd October 2019 at 7pm

at the Town Hall, High Street, Kirton in Lindsey
NOTE: AGENDA ITEMS BEFORE MON 14th October

The meeting closed at 10pm

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