



**Minutes of the Meeting of Kirton in Lindsey Town Council held on  
Wednesday 24<sup>th</sup> July 2019  
at the Town Hall, High Street, Kirton in Lindsey at 7:00pm.**

Members present: Cllr Pat Frankish (Chair), Cllr Billy Boyd, Cllr Kathy Cooper, Cllr Geoff Cossey, Cllr Karen Gunn, Cllr Tony Kitchen and Cllr Jack Startin.  
Also present: 2 members of the public  
Ward Cllr Trevor Foster, Ward Cllr John England and Town Clerk: Neil Taylor-Matson.

Prior to the meeting prayers were led by Cllr Frankish.

**Public Participation:**

No matters were raised.

**MINUTES**

- 1907/01 Apologies for Absence  
Apologies for absence were received from Cllr Garritt (work).
- 1907/02 Declaration of Interests / Dispensations  
a. No Declarations of Interest were made  
b. No dispensations were reported.
- 1907/03 Minutes  
a. The Council considered the minutes of the Full Council Meeting held on 26/06/2019.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the minutes of the Promoting Kirton Committee Meeting held 24/06/2019  
c. The Council received the minutes of the General Purpose Committee Meeting held 24/06/2019  
d. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 08/07/2019  
e. The Council received the draft minutes of the General Purpose Committee Meeting held 08/07/2019  
f. The Council received the draft minutes of the Personnel & Disciplinary Committee Meeting held 16/07/2019  
g. The Council received an update from the Clerk regarding tasks and actions, noting 10 out of the 37 actions raised at the June meeting remained outstanding along with 24 further actions from previous meetings.
- 1907/04 Report from Ward / North Lincs. Councillors  
a. Cllr Foster reported on:  
Joint meeting of NLC at the end of June regarding options to raise the profile of the steelworks  
July – Pride month with a few events across North Lincolnshire to support diversity  
Approval of Scunthorpe Football Club's new 11,000 seat stadium  
NLC Community Lottery – raised £89,000 for good causes across North Lincolnshire last year  
Request for Tony Bartlett Traingate Project to be on the agenda for the next Regeneration Group Meeting in September.  
Cllr England requested an update on the library railings community pot funding.  
b. The Council considered any actions arising from the report.  
Cllr Foster was asked to clarify the confusion with the Traingate Project and check with Highways as the Town Council had advised Mr Bartlett to seek NLC guidance and permission on the placement to ensure it would be safe and that it would not cause issues to any services.  
Cllr England was updated that the works to the library railings had been completed and the funding received from NLC. It was noted that as soon as the repairs had been completed a NLC Adoption Services banner had been placed over the newly repaired section.
- 1907/05 Casual Vacancy - Councillor Co-option  
The Council considered the application for co-option to fill a vacancy on Kirton in Lindsey Town Council by Hazel Fox.  
**RESOLUTION: That Hazel Fox was co-opted onto the Council. ACTION: Town Clerk**

Signed:

Dated:

1907/06

Policies and Procedures

The Council reviewed and considered the adoption of the Lone Working Policy as recommended by the Personnel and Disciplinary Committee meeting 16/07/2019.

**RESOLUTION: *That the policy is adopted.***

**ACTION: Town Clerk**

1907/07

Mayor's & Delegate's Report (for information only unless specified)

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

Chair's Report/Civic Events – Cllr Pat Frankish

- Summer Gala 13/07/2019 – Cllr Frankish noted the hard work of Councillors who attended the event and noted the success of the scarecrow competition, the neighbourhood planning presence, the children's races and the tug of war. Messages of thanks were read from the WI and Lifestyle Group. The price of the bouncy castle and hook a duck were mentioned to be considered high and a formal working party was noted as needed next year for setting the event up and for the take down at the end of the day.
- Brigg Civic Service 14/07/2019 – Cllr Frankish noted this was a well-attended and useful networking event.

Councillor Reports including;

- Training – Understanding Planning 04/07/2019 - Cllr Cooper noted that the training event was useful and informative offering clarification and additional information including the weight of public transport provision for new developments.
- Meeting between Clerk & NLC 05/07/2019 – The Clerk reported the meeting arranged by Cllr Poole to help progress issues raised with NLC that hadn't progressed, including graffiti removal, replacement of litter bins, removal of out of date notices, highway verge devolution and the Parish Paths Partnership works. The Clerk noted no timeframes were agreed but that the litter bin reported as needing replacing in 2017 had been installed but on a residents private land so was under query again with NLC. Updates on highway verges and Parish Paths were to come later in the meeting.
- Training – Chairmanship 11/07/2019 - Cllr Frankish reported a useful and interesting full day course with was also attended by Cllr Garritt.
- Training – SLCC Branch Meeting 15/07/2019 – The Clerk noted the training focused on finances, audit, budgets and cemeteries and that it was confirmation of processes and a reminder that there is always more that can be done under best practice.
- Meeting between Town Council and KLASSIC Trustees 15/07/2019 - Cllr Frankish noted the meeting and deferred the report to Agenda item 1907/11.
- Neighbourhood Plan meeting 22/07/2019 – Cllr Frankish reported the group had reviewed the comments left during the Gala, and were currently researching consultants in order to move to the next stage and apply for funding.
- Clerk's One to One -24/07/2019 – Cllr Cooper noted she had conducted the Clerk's One-to-One as Chair of Personnel and Disciplinary and would be contacting all Councillors for comment before completing the process with a further meeting with the Clerk.

To note:

- ERNLLCA District Committee Meeting 25/07/2019 - Cllr Startin – noted as tomorrow evening.
- In Bloom Community Grant Presentation 26/07/2019 - Cllr Cooper noted that she was no longer able to attend and sought representation from the In Bloom members.

**ACTION: Cllr Cossey to circulate the details to In Bloom members.**

1907/08

Kirton Regeneration Group

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

The next meeting of the group was noted as arranged for September.

a. Car parking provision – The Clerk noted meeting with Cllr Garritt immediately prior to the General Purpose Committee Meeting and that finalisation of available contacts was still to be completed in order to progress the planning application.

b. Vincent Hall. - Cllr Frankish reported on the draft Management Plan previously circulated.

**RESOLUTION: *To take to the Regeneration Group: That should the Vincent Hall become available the Town Council would seek to form a Body Corporate Trust to manage the asset.***

**ACTION: Town Clerk**

Signed:

Dated:

c. Redbourne Mere Nature Reserve Request - Cllr Frankish noted discussions at the Brigg Civic Service with NLC Leader Rob Waltham on the potential for planting further trees on the site. Councillors noted continued concern with the Japanese knotweed growing at the site.

**RESOLUTION: *That the Clerk contacts Kath Jickells at NLC to follow up the report made last year.***

**ACTION: Town Clerk**

d. The Council noted the request from Ward Cllr Trevor Foster for discussion at the next meeting of the Tony Bartlett Traingate Project.

It was noted that this was discussed earlier and actioned to Cllr Foster to resolve through NLC Highways.

1907/09

Open Spaces

a. The Council received the monthly play park inspection report from Cllr Kitchen for signature and agreed any actions required, including consideration of more regular professional inspections. Councillor Kitchen raised concerns about the sandpit and called for a site visit to take place. Cllr Kitchen has adjusted the self-closing gates and is in the process of repairing timbers on the Multiplay Junior.

**RESOLUTION: *That the receipt of the annual ROSPA inspection report will inform on areas of concern which need to be actioned.***

Councillor Kitchen reported that he has now repaired the leaking tap at the cemetery and the Clerk noted the costs for repayment – to be actioned at item 1907/14.

b. The Council discussed the removal of the open top bin from the play area and any observations noted.

**RESOLUTION: *Observations to continue.***

**ACTION: Cllrs**

c. The Council received an update from North Lincolnshire Council regarding highway verges devolution.

The Clerk reported receipt of communication from NLC advising that they did not have time to resolve the issues this financial year and so would cut the outstanding areas which were missed from the drawing and schedules for the remainder of the year. The Clerk noted a request was with NLC to confirm their areas of responsibility and the frequency of cuts.

The Clerk reported of no response to date to queries sent to the Grounds Maintenance team re planting and general maintenance.

d. The Council discussed the resolution regarding the placement of benches along the boundary of the Green and the Garden of Edward Elmhirst Duckering.

**RESOLUTION: *That the costs for the removal of the current posts and the purchase and installation of new posts are looked into.***

**ACTION: Town Clerk**

**RESOLUTION: *That the decision on the benches is pended until the boundary is marked with new posts.***

**ACTION: Town Clerk**

e. The Council discussed the recommendation from the Promoting Kirton Committee for the purchase of a finger post for the Market Place.

**RESOLUTION: *That, due to the cost, the finger post is not purchased.***

f. The Council discussed the suggestion of planting wild flowers in the highway verges and agreed any actions.

It was noted that this was an item requested by Cllr Garritt who was not at the meeting. Councillors did not feel there was enough information presented in the Agenda item to allow discussion.

g. Request from In Bloom for a wildlife area in the Churchyard.

Cllr Frankish explained the request to NLC for an area to be set aside in the Churchyard for wildlife. NLC had agreed to this and the planting would last for a three year period. It was noted that the Outer School children had installed bug boxes in the Churchyard and Cemetery ahead of the East Midlands In Bloom judging. There was a further plan to install owl boxes in some of the trees.

1907/10

Allotments

The Council received updates on progress at the allotment site and agreed any actions required. The Clerk noted that the tree stump removal work was now complete and that the Community Grants team had chased up the application to access the ring-fenced funds. Cllr Startin noted a quotation had been agreed for the gates which would take six weeks to be installed. The next jobs are getting water to the site, ploughing the land and then looking at putting paths in. Cllr Startin wished for his thanks to Gayna Hobbs to be noted for assisting him with the project so far.

1907/11

KLASSIC Park

The Council discussed the request from the KLASSIC Trustees and agreed actions required to progress the position of the Town Council. Cllr Frankish updated the Council on the meeting held between the KLASSIC Trustees and the Town Council on 15/07/2019 and subsequent contact with Burton and Dyson Solicitors for costings to seek legal advice. The costs were reported as expected to come in at around £500 to be covered 50/50 between the Town Council and KLASSIC Trustees.

**RESOLUTION: That legal advice with Burton & Dyson is agreed to at the costs quoted and that advice sought is to be in terms of the hybrid model discussed at the meeting with the KLASSIC Trustees.**  
**ACTION: Cllr Frankish**

1907/12

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. Bench at North Cliff Road and treatment of the wood – noted that the resident has now painted the bench at the request of the In Bloom Group.
- b. NLC Declarations of Interests forms – noted that all forms are now completed following Cllr Gunn amending her form prior to the start of this meeting.
- c. HSBC – Torksey Bank Mandate - confirmed updated.
- d. North Lincolnshire Council – promotion of Community Champions Award – noted that NLC have placed a banner at the Household Waste Recycling Centre on Redbourne Mere.
- e. Nic Dakin Newsletter – July 2019 – noted as available for distribution.
- f. Charity Commission – Newsletter July 2019 – noted as available for distribution.
- g. Cumbria Clock Company – notice of annual service to Church Clock – noted.
- h. To note any correspondence received after the Agenda was published:  
The Clerk noted the following received correspondence for information only -
  - Communication from Colin Wilkinson, NLC re Parish Paths Partnership (rec'd 23/07/19) – in response to a request for improved signage along one of the public rights of way, the response received was that no improvements can legally be made the public rights of way, only maintenance. The Clerk noted this response has been queried in line with the agreement signed between the Town Council and NLC.
  - ERNLLCA information re Desktop Advisory Service (rec'd 24/07/19) – communication about the constraints and availability of the DAS, forwarded as requested to the Chair but also available for all Councillors.
  - PA/2019/1111 (rec'd 24/07/19) – Planning Application at Endell Drive comments by 14/08/2019
  - Communication from Andy Tate re grass cutting at Station Road/Victoria Terrace (rec'd 24/07/19) - the area is the responsibility of NLC but is cut on a less frequent basis than within the 30mph limit.
  - PA/2019/950 – Planning Application at Church View Farm, Grayingham Road: decision notice (rec'd 24/07/19) – Full Planning Permission granted.

Correspondence for Discussion

i. Noticeboard – South Cliff Road

**RESOLUTION: The old Cemetery Noticeboard to be stored pending any decision reached on placing additional noticeboards around the town following the completion of housing developments.**

j. Community Emergency Plan – meeting and exercise date

**RESOLUTION: That Cllrs Boyd, Cooper, Frankish and Garritt agree a date in September to meet.**

**ACTION: Cllrs Boyd, Cooper, Frankish and Garritt**

k. NLC Community Speedwatch Scheme

**RESOLUTION: That the Clerk registers interest in the scheme with Humberside Police.**

**ACTION: Town Clerk**

l. Letter from Bell Wright & Co re Wormwood Hill Amenity Land

**RESOLUTION: That the legal work is moved to Burton & Dyson Solicitors.**

**ACTION: Town Clerk**

m. Response from NLC – Conservation in Kirton in Lindsey Market Place

NLC responded that following a site visit no changes to the promotional material in the Market Place was evident in comparison to the image shown on Google Streetview from eight years ago.

**RESOLUTION: That the Clerk challenges this response and requests a further site visit.**

**ACTION: Town Clerk**

n. Response from NLC – Public Rights of Way at Cleatham Road and Clay Lane

NLC responded to ask the reasons for Bridleway 251 to made accessible (by the removal of the stile) and for evidence that Clay Lane was ever a public right of way.

**RESOLUTION: That NLC are asked for the process required to change the Bridleway to**

Signed:

Dated:

***a Footpath designation and provided with details that residents recall walking Clay Lane as a public right of way.***

**ACTION: Town Clerk**

o. Update from Kirton in Lindsey Fire Station

***RESOLUTION: That the Fire Station are asked if they will be publishing their update more widely for residents.***

**ACTION: Town Clerk**

p. Monthly crime and anti-social behaviour update from Humberside Police

***RESOLUTION: That the monthly update is sent through to Kirton First for publication.***

**ACTION: Town Clerk**

q. Request from resident re Huntcliff Academy

***RESOLUTION: That the Council does not feel it appropriate to write a letter to Huntcliff as suggested by the resident and that the resident is informed of this decision.***

**ACTION: Town Clerk**

***RESOLUTION: That the Lifestyle team who carried out their own litter pick are commended for their achievements.***

**ACTION: Town Clerk**

r. ERNLLCA – Availability of “Good Councillor” Guides for purchase

***RESOLUTION: That a copy of the guide is purchased for Cllr Startin.***

**ACTION: Town Clerk**

s. Delegation of responsibilities to the Clerk for August – Planning and any other matters

***RESOLUTION: That if any ordinary matters require a response this will be dealt with appropriately by the Clerk in conjunction with the Chair. If there are controversial or major items that need a Council decision a meeting will be called.***

**ACTION: Clerk/Cllr Frankish**

The Council also noted the full closure of the office for Annual Leave between Monday August 19<sup>th</sup> and Friday August 23<sup>rd</sup>.

1907/13

Planning

a. The Council considered the following planning application:

Number: PA/2019/1170

Proposal: Planning permission to erect a garage and workshop with storage above (including demolition of existing portal-framed workshop and storage building)

Site: Rose Cottage, Gainsborough Road, Kirton in Lindsey, DN21 4EN

Applicant: Mr Richard Goodall

***RESOLUTION: That the Clerk responds with ‘No Comment’ to this planning application.***

**ACTION: Town Clerk**

b. The Council received the following decision notification from North Lincolnshire Council:

***PA/2019/806 - FULL PLANNING PERMISSION - to erect a single-storey rear extension at 5 Station Road, Kirton in Lindsey, DN21 4BB***

1907/14

Finance

i. Income and Expenditure

a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972 (July/August).

b. The Council approved accounts for payment (July/August). *This included cemetery tap repair costs.*

***RESOLUTION: That the accounts be duly paid.***

**ACTION: Town Clerk**

ii. Internal Control

a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook.

b. The Council received the 1<sup>st</sup> Quarter Budget Monitoring Report and agreed no actions were required.

1907/15

Agenda for next and future meetings

Cllr Startin: Lacewing hotels in the cemetery.

1907/16

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 25<sup>th</sup> September 2019 at 7pm**

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

**NOTE: AGENDA ITEMS BEFORE MON 16<sup>th</sup> SEPTEMBER**

The meeting closed at 8:55pm

Signed:

Dated:

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

Signed:

Dated: