



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

Members present: Cllr Joy Kofoed (Chair), Cllr Billy Boyd; Cllr Kathy Cooper, Cllr Geoff Cossey, Cllr Hazel Fox, Cllr Pat Frankish, Cllr David Garritt and Cllr Tony Kitchen.
Also Present: Ward Cllrs John England and Trevor Foster.
3 members of the public and Town Clerk: Neil Taylor-Matson.

Prior to the meeting prayers were led by Cllr Frankish.

Public Participation:

Tony Bartlett addressed the Council to ask when grass cutting would be taking place around the town and when the In Bloom group would be coming out of hibernation. The Clerk explained that the contract for grass cutting in some areas of the town was devolved from NLC to Kirton in Lindsey Town Council and that the contract has a start date of 01/04/2019; the contractors have already been informed that the Town Council request a cut in the first week of April which is the earliest opportunity. Cllr Frankish explained that the categories for the In Bloom competition were published in the latest edition of Kirton First and that the programme of activities such as litter picking were ongoing by the In Bloom group. Winter bedding is still tended and summer bedding planting is expected to take place in May.

MINUTES

Cllr Joy Kofoed opened the meeting reminding Councillors about the pre-election period of purdah.

- 1903/01 Apologies for Absence
a. Apologies for absence were received from Cllr Jack Startin, Cllr Maggie Davies and Cllr Karen Gunn.
b. The Council received the resignation of Cllr Andrew Kofoed.
RESOLUTION: That a letter of thanks is written to Mr Kofoed thanking him for his hard work and effort whilst a member of the Council. **ACTION: Town Clerk**
- 1903/02 Declaration of Interests / Dispensations
a. No declarations of interest were made.
b. No dispensations were sought or granted.
- 1903/03 Minutes
The Council considered the minutes of the Full Council Meeting held on 27/02/2019.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 11/03/2019.
c. The Council received the draft minutes of the General Purpose Committee Meeting held 11/03/2019.
d. The Council received an update from the Clerk regarding tasks and actions.
- 1903/04 Report from Ward / North Lincs. Councillors
Cllr Trevor Foster reported on
- election forms protocol;
 - road and path works within the town;
 - the need to report pot holes;
 - the availability of the community pot for funding;
 - the street lighting works programme to be completed by the end of April;
 - a positive meeting with the Doctors Surgery Practice Manager around the availability of NHS funding to enhance the current facilities;
 - the closure of the Civic Centre and move of NLC officers between offices at Hewston House in Brigg and Church Square House in Scunthorpe;
 - the Imagination Library;
- Cllr John England reported on
- the opening of St John's Market, Scunthorpe;
 - the processing of the Community Pot application for the library railings;

Signed:

Dated:

- the success of KLASSIC for the Kirton community.
Cllr Boyd thanked the Ward Councillors for the road resurfacing which has taken place and Cllr Joy Kofoed invited the Ward Councillors to attend the Annual Town Meeting to hear of the work of other groups and organisations within the town.

- 1903/05 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 Joy Kofoed reported attending the Mayor of North Lincolnshire's Civic Dinner on 08/03/2019 and that further Civic Events were coming up over the next month including Broughton and Brigg.
 - Cllr Joy Kofoed also noted attendance at Kirton Regeneration Group Meeting with Cllr Cooper, Cllr Frankish and the Clerk on 05/03/2019 with the updates to be covered at 1903/06.
 - Cllr Frankish reported on the Neighbourhood Plan Steering Group with preparations for the drop in event at the Town Hall taking place tomorrow between 1 and 8pm. The Clerk noted that notification of the designation of the Neighbourhood Plan, covering the entire Parish area, was sent to consultees by NLC on 07/03/2019 which assisted with the timing of the drop-in event.
- 1903/06 Kirton Regeneration Group
The Council received an update on, and agreed next steps regarding, actions from the meeting of the Regeneration Group on 05/03/2019 including;
- a. Streetlight – Town Hall Passage
The Ward Cllrs are looking at the feasibility for installation of a lamp on the land outside the Town Hall near to Town Hall Passage and will report back once they have assessed this.
- b. Car parking provision updates
Tighes have provided the valuation for the land and a letter of support for the Town Council in applying for outline planning permission for car parking on the land.
RESOLUTION: That outline planning permission is prepared and applied for.
ACTION: Town Clerk / Cllr Garritt
- c. Vincent Hall updates
Updates from the MOD and NLC were noted.
RESOLUTION: That the Clerk responds to NLC confirming the preferred route for assistance with acquiring the building and requests clarification around ownership if that route is successful.
ACTION: Town Clerk
- d. Ings Road safety measures
Highways did not agree 20 is plenty signs and the accompanied horses and ponies sign would be feasible and noted that the "Share the Road" scheme, an initiative of the Road Safety Partnership would be introduced along Ings Road as well as at the entrances to the town.
- e. North Cliff Road improvements
The additional measures to increase the size of the 30mph signs and install dragons teeth markings on the road were completed at North Cliff Road and Redbourne Mere on 22/03/2019.
- f. Other actions
It was noted that there is currently no date for the next meeting of the group, this will be arranged following the May elections.
- 1903/07 Policies
- a. The Council reviewed the Finance Risk Assessment, last approved May 2018.
RESOLUTION: That this Policy requires no amendments.
ACTION: Town Clerk
- b. The Council reviewed the Cemetery Risk Assessment, last approved May 2018.
RESOLUTION: That this Policy requires no amendments.
ACTION: Town Clerk
- c. The Council reviewed the Play Area Risk Assessment, last approved March 2018.
RESOLUTION: That this Policy requires no amendments.
ACTION: Town Clerk
- 1903/08 Open Spaces
- a. The Council received the monthly play park inspection report from Cllr Davies for signature.
- b. The Council considered match funding options for play area maintenance.

RESOLUTION: That the competition for match funding is entered and an application is made to the North Lincolnshire Council Community Pot for ongoing maintenance of the play area.

ACTION: Town Clerk

c. The Council agreed payment of the costs for repairs to the swings at the play park.

RESOLUTION: That payment is made, cheque signed by two signatores.

ACTION: Town Clerk

d. The Council received the costings for a replacement metal bollard at The Green and agreed actions required.

RESOLUTION: That the option for placing additional mini black and white bollards along the entrance to the Green area is approved.

ACTION: Town Clerk

1903/09

Allotments

a. The Council received updates on progress at the allotment site.

The Clerk reported the area was now marked out following a site meeting and agreement with the surveyor, Cllr Startin and the Clerk on 26/03/2019. A further seven trees are now required to be felled and a costing for this will be obtained when the contractors return to site later this week to clear the remaining stumps and logs. The transfer of the land was also now completed with an indication of the costs from the solicitors but that an invoice is still outstanding in order to make the payment.

The Clerk reported that due to low numbers on the Allotment Working Group, the Working Group had requested details of those on the Allotments waiting list to ask if they would like to be members of the Group. Due to data protection legislation, the Clerk has contacted those on the waiting list to ask explicit permission to share their details with the Working Group, and the details of those who provided the permission have been passed to the Group.

The Clerk sought clarification on the Council's position on the use of monies in earmarked reserves for the allotments by the Allotments Working Group as noted in the motion 1902/11 (b) carried last month.

RESOLUTION: That the Working Group confirms the tasks to be completed using the earmarked reserves with Full Council, and that monies for the clearance of the site and the fencing works currently required are made available for the works to be completed.

ACTION: Town Clerk/Allotments Working Group

RESOLUTION: That the indicated costs from the solicitors are approved for payment on receipt of the invoice.

ACTION: Town Clerk

The Clerk reported the request from Acorn Recyclers for the installation of 'security mesh fencing as per the industrial site' around the allotment site.

RESOLUTION: That the Clerk responds to this request noting that the Council feel this is an unreasonable request in terms of costs and aesthetics for an allotment site and that the security of the industrial site is not the responsibility of the Town Council.

ACTION: Town Clerk

1903/10

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. Office of the Police & Crime Commissioner Newsletter Feb 2019 – noted as available for distribution

b. ERNLLCA Feb Newsletter - noted as available for distribution

c. Bell Wright & Co – Wormwood Hill Amenity Land 14/03/2019 – the documentation is now with the solicitors for consideration

d. Tree outside Grove Street Cemetery 14/03/2019 – the tree was reported by two residents as dangerous during the high winds, this was reported to NLC who attended and felled the tree

e. Community emergency plan meeting 12/03/2019 – Clerk met with Humberside Emergency Planning, useful meeting confirming the current plan is of a good standard and the willingness to support the Town Council run an exercise to test the plan which is in the form of a table-top game – suggest plan for late May/early June. Other loose ends chased up including meeting with the Doctor's Surgery Practice Manager 26/03/2019

f. St Andrew's Church – town clock – notification of repairs required to the town clock, the clock company were due to assess the work required 22/03/2019

- g. Public transport – the GP Committee were updated on passenger figures from Hornsby’s and the Clerk is still trying to confirm availability of monthly reports. Cllr Cossey’s FOI request re NLC Subsidised Routes was also presented to the Committee
- h. Youth club – dog fouling response – the members are happy to produce posters around the issue of dog fouling and will submit designs to Kirton First for consideration once completed
- i. Metal box King Edward St - NLC are looking for documentation and will get back to the Town Council
- j. Pepperells Cadent gas lease at Grove Street – the Clerk is pushing for Cadent to complete discussions by the end of this financial year but unfortunately out of time for the budget for next year now
- k. Insurance renewal information- following a review of the assets in line with audit recommendations, details from the Insurers about the increase in the premium received, with the final figure to be confirmed nearer the renewal date of 1st June 2019 due to potential further increases due to index linking. An overview was provided of the figures

Correspondence for Discussion

l. Councillors area on website – the Councillors were asked if accessing documents on a designated area of the website would be useful before the Clerk commits time to preparing the area.

RESOLUTION: *That there is a preference for receiving documents via email rather than needing to log into the website with a password.*

m. Annual Town Meeting – the Council were reminded of the meeting taking place on Wednesday 10th April at 6pm and noted the requirement for the information about the Civic Award winner and the preparation of cheques for the grant awards.

ACTION: Town Clerk

n. ERNLLCA membership renewal information – the Council received the renewal information.

RESOLUTION: *That the membership renewal is paid.* **ACTION: Town Clerk**

1903/11

Planning

a. The Council considered the following planning applications:

i.

Number: PA/2019/424

Proposal: Planning permission to erect single storey side and rear extension.

Site: 16 Torksey Street, Kirton In Lindsey, DN21 4DA

Applicant: Mr Ken Bryan

[Extension for comment agreed by planning officer]

RESOLUTION: *That the Clerk submits “No Comment” in response to this planning application.*

ACTION: Town Clerk

ii.

Number: PA/2018/2306

Proposal: Planning permission to erect a two-storey extension and alterations to form one dwelling.

Site: Cosy Cottage, 2 March Lane, Kirton In Lindsey, DN21 4NY

Applicant: Mrs Sarah Houlden & Mr Graham Watts

RESOLUTION: *That the Clerk submits “Support” in response to this planning application.*

ACTION: Town Clerk

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

PA/2019/220 – APPROVAL OF RESERVED MATTERS namely the layout, scale and appearance, means access to and landscaping – pursuant to outline planning application PA/2017/1410 for the erection of two dwellings with associated parking and amenity space at 9a Darwin Street, Kirton in Lindsey, DN21 4BZ.

PA/2018/2381 – FULL PLANNING PERMISSION WITH CONDITIONS for a two-storey side extension at 5 Lane End, Kirton in Lindsey, DN21 4BZ.

PA/2018/2472 – FULL PLANNING PERMISSION for a two-storey side extension to dwelling at 26 Richdale Avenue, Kirton in Lindsey, DN21 4BL.

- 1903/12 Finance
 i. Income and Expenditure
 a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972.
 b. The Council approved accounts for payment.
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.
- 1903/13 Agenda for next and future meetings
 Items requested:
 Request from Royal British Legion (April 2019)
 Pen portraits of Councillors for website (May 2019)
- 1903/14 Date of next Meeting and Agenda Deadline
 a. The Council confirmed the date and time of the next Town Council Meeting as (subject to any change in circumstances):
Wednesday 24th April 2019 at 7pm
at the Town Hall, High Street, Kirton in Lindsey
 with a request for Agenda items before Monday 15th April.
 b. The Council noted that the Annual Town Meeting is to be held on Wednesday 10th April 2019 from 6pm, at the Town Hall.

The meeting closed at 8:20pm

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