



**Minutes of the Meeting of Kirton in Lindsey Town Council held on
Wednesday 22nd January 2020
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 Hazel Fox & Cllr Jack Startin.
Also present: Steve Jones, Community Emergency Response Team and 3 members of the public (part) and Town Clerk: Neil Taylor-Matson.

Prior to the meeting prayers were led by Cllr Frankish.

Public Participation:

- Steve Jones from Blue Lights Brigade provided the Council with information about the Community Emergency Response Team which has had success in North East Lincolnshire and has plans to extend into North Lincolnshire. Steve explained that the idea was to form a group within the community who could immediately respond in times of crisis. Training and the provision of equipment was proposed for volunteers as well as potential for training younger people as Little Life Savers. The Council thanked Steve for the information and asked him to send through further details of the financial requirements of the proposals.
- A resident updated the Council on progress with the Traingate project and the creation of a mock-up footprint of the proposal to enable accurate siting information to be provided for a planning application. This will amend the previous submitted measurement to one aspect of the design.

MINUTES

- 2001/01 Apologies for Absence
Apologies were received from Cllr Garritt (work), Cllr Gunn (work), Cllr Kitchen (illness) and Ward Cllrs England Foster and Poole.
- 2001/02 Declaration of Interests / Dispensations
a. No declarations of interest were received.
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.
- 2001/03 Minutes
a. The Council considered the minutes of the Full Council Meeting held on 18/12/2019.
RESOLUTION: That the minutes were duly approved and signed.
The Clerk noted that no draft minutes for the January Promoting Kirton or General Purposes Committee meetings were presented for receipt as the meetings were cancelled due to the unavailability of members to attend.
b. The Council received the draft minutes of the Personnel & Disciplinary Committee Meeting held 30/12/2019.
c. The Council received an update from the Clerk regarding tasks and actions, noting 4 out of the 40 actions raised at the December meeting remained outstanding along with 17 further actions from previous meetings.
RESOLUTION: That in respect of FC 1907/10 and clearance of the rear area of the cemetery, a programme of works re-levelling graves across the cemetery commences with the quotation received from Kyle Holliday. ACTION: Town Clerk
RESOLUTION: That the General Purposes Committee is tasked to develop guidance for grave diggers and memorial masons working within Grove Street Cemetery. ACTION: Town Clerk
- 2001/04 Report from Ward / North Lincs. Councillors
The Clerk reported apologies from all three Ward Cllrs received at 15:00, with a ward report detailing a current council tax scam and the Country Living magazine survey declaring North Lincolnshire as the best place in the country to bring up children.
- 2001/05 Mayor's & Delegate's Report
The Council received reports from the Mayor, Councillors and Proper Officer attending meetings on behalf of the Council:
• **Councillor and Proper Officer Reports including;**
• NLC Meeting re StreetSports provision 13/01/2020 – Cllr Startin updated the Council on the potential for companies working in North Lincolnshire to provide alternative provision following a positive meeting accepting the loss of StreetSports but recognising the need for some provision for the young people of Kirton.
• Traingate project meeting 13/01/2020 – Cllr Frankish noted the site meeting and discussion of the overall project at Wormwood Hill, and noted that the project will be able to move forward when all the necessary information has been gathered for the planning and conservation applications.

Signed:

Dated:

- Neighbourhood Plan meeting 16/01/2020 – Cllr Frankish noted this was postponed until 23/01/2020.
- VE Day 75 08/05/2020 – Cllr Cooper updated the Council that the Royal British Legion would be seeking funding from KLTC, NLC and the Royal British Legion for their event. The next meeting about the event is planned for 30/01/2020.
- Civic Dinner 2020 15/02/2020 – Cllr Frankish noted that the speaker will be Robert Horner and asked Councillors for responses to invitations.
- Forward notice – NATS meeting 29/01/2020 – Cllr Cooper to attend.

2001/06

Financei. 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. (January 2020)

ACTION: Town Clerkii. Internal Control

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

b. The Council received the 3rd Quarter Budget Monitoring Report to 31 December 2019 agreeing no actions were required.iii. Budget and Precept 2020-2021

a. The Council reviewed the budget proposal for 2020-2021 following adjustments made at the Full Council Meeting held 18/12/2019.

RESOLUTION: That under Administration (Grants and Donations) - S137 Grants is reduced from £500 to £300.**ACTION: Town Clerk****RESOLUTION: That under Administration (Grants and Donations) - General Power of Competence is reduced from £8,000 to £7,775.****ACTION: Town Clerk****RESOLUTION: That under Promoting Kirton - Maintenance is reduced from £1,000 to £800.****ACTION: Town Clerk**

b. The Council considered the proposal from the P&D Committee Meeting held 30/12/2019

RESOLUTION: That the three recommendations from P&D Committee are approved;

1. that an additional member of staff is employed by Kirton in Lindsey Town Council for a core contract of six hours per week with an additional maximum of two hundred hours per year to be used on a flexible basis during the peak times of event planning and running. The responsibilities of this member of staff will predominately be the Town Council events but will also include administration and accounts for KLASSIC and the administration of the allotments. The role should have scope to also carry out administration and accounts for Vincent Hall.

That this role will require and additional £10,000 increase for the 2020-2021 precept which will incorporate salary plus 30% for the associated costs of employment including HMRC, equipment (IT/phone), training and travel expenses.

2. That the Clerk progresses on the incremental pay scale from SCP24 to SCP25 (Apr 2020).

3. That the pay scale for the Clerk is further reviewed to ensure that it is sufficient in meeting the requirements of managing staff.

ACTION: Town Clerk

c. The Council considered and agreed the 2020/21 Budget.

RESOLUTION: That the required budget for 2020/2021 is £103,488.00.

d. The Council considered and agreed the 2020/21 Precept/Grant.

RESOLUTION: That a Precept of £102,739.00 is requested and the conditions of the CT Grant are agreed, confirming acceptance of the £749.00 CT Grant.

2001/07

Planning

a. The Council considered the following planning application:

Number: PA/2019/2097

Proposal: Notice of intention to fell a cherry tree, situated within Kirton Lindsey conservation area

Site: 1a St Andrews Street, Kirton in Lindsey, DN21 4PJ

Applicant: Mrs Amy Fillingham

RESOLUTION: That the Clerk submit 'No Comment' in response to this planning application.**ACTION: Town Clerk**

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

i. **PA/2019/1356** - FULL PLANNING PERMISSION - to vary condition 2 of PA/2017/389 namely to amend house types on plots 83, 84, 90 & 91, amend boundary treatments and update elevations on land off Station Road, Kirton in Lindsey.

ii. **PA/2019/1609** – REFUSAL OF PLANNING PERMISSION – Outline planning permission to erect up to 12 dwellings with all matters reserved for subsequent approval at land south west of 7a Grayingham Road, Kirton in Lindsey, DN21 4EL.

2001/08

Kirton Regeneration Group

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

a. Car parking provision

The Clerk reported the completion of the topographical survey, contact from the Heritage assessment team

Signed:

Dated:

requesting details of the local history society which were provided to them, the quotation received from Origin Designs for appointment as Principal Designer along with their invoice for research and drawing up initial plans and confirmation that the arboricultural survey was due to be undertaken next week.

RESOLUTION: That the invoice from Origin Designs is paid.

ACTION: Town Clerk

RESOLUTION: That the quotation for the appointment of Origin Designs as Principle Designer is accepted.

ACTION: Town Clerk

b. Vincent Hall

The Clerk noted that a site visit for Huntcliff Academy is arranged for tomorrow, 23/01/2019.

c. Traingate Project

Cllr Gunn, in submission of her apologies for the meeting, had requested that her support for the project be noted. Cllr Frankish noted that details required about the siting of the sculpture would be provided in order to confirm a grid reference for the submission of a planning application.

d. Other matters

The Clerk updated the Council on progress reported by NLC on lighting provision for Town Hall Passage in conjunction with Ongo.

2001/09

Policies and Procedures

a. The Council discussed the Community Emergency Response team presentation, deciding any actions required.

RESOLUTION: That financial requirements of the proposals are confirmed to allow further discussion within General Purposes Committee meetings.

ACTION: Town Clerk

b. The Council reviewed the Member Development Policy, last approved February 2019

RESOLUTION: That this Policy requires no amendments.

ACTION: Town Clerk

c. The Council reviewed the Financial Risk Assessment, last approved February 2019

RESOLUTION: That this Policy should be amended to note annual implementation dates.

ACTION: Town Clerk

d. The Council considered welcome letter / packs for new residents and similar for publication in Kirton First,

RESOLUTION: That support of this concept was noted and that the matter is passed to the Promoting Kirton Committee to develop.

ACTION: Town Clerk

e. The Council discussed Committee membership and the appointment of reserve members to Committees.

RESOLUTION: That Standing Orders should be amended to increase the number of Cllr members of Committees allowed to seven.

ACTION: Town Clerk

2001/10

Open Spaces

a. The Council was unable to receive the monthly play park inspection report from Cllr Kitchen for signature who was not well enough to attend the meeting.

The Clerk noted the invitation from Team Sport & Play for a meeting to discuss samples of new wood effect equipment and a training seminar from ERNLLCA and Streetscape in April regarding play equipment.

RESOLUTION: That the information is provided to Cllr Kitchen who is invited to attend these meetings.

ACTION: Town Clerk

b. The Council received an update the Parish Paths Partnership agreement, specifically Bridleway 251

The Principle Access and Commons Officer had offered ways forward regarding BW251.

RESOLUTION: That it is requested the bridleway is downgraded to a footpath.

ACTION: Town Clerk

2001/11

Allotments

Cllr Startin updated the Council that a planning application to allow the positioning of sheds is ongoing and that the land was expected to be cultivated in Feb/March. After that the central path would need to be put into place.

2001/12

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 five items of correspondence received – 1. Cyber Security Training Day to be considered at P&D meeting 23/01/2020; 2.

Resident complaint to NLC regarding conditions on Gainsborough Road for information at this time; 3. Resident enquiry regarding attendance of newly elected MP at KLTC Meetings for information at this time; 4. Quotation for litter bin costings to be considered at next PK meeting 10/02/2020; 5. Response from NLC to resident re Gainsborough Road for information at this time.

Correspondence for Discussion

c. Resident complaint – dealing with local youths in the Market Place

RESOLUTION: That this complaint should be raised at the next NATS meeting.

ACTION: Cllr Cooper

d. Request re the display of obituaries/death notices

RESOLUTION: That this was not suitable business for this Council.

e. KLASSIC Trusteeship

RESOLUTION: That the Town Council are happy for KLASSIC Trustees to proceed as they outline,

Signed:

Dated:

and amend their governing document to allow KCLASSIC to be run by one trustee and that trustee to be named as Kirton in Lindsey Town Council.

ACTION: Town Clerk

f. NLC Markets Policy changes drop-in sessions 24th January 10-4pm

RESOLUTION: *That the Clerk attends the drop-in and reports back to the PK Committee.*

ACTION: Town Clerk

g. Resident request – Sunny Hill/Spa Hill

RESOLUTION: *That the original complaint is resent to Humberside Police and is also placed on the Regeneration Meeting Agenda.*

ACTION: Town Clerk

2001/13 Agenda for next and future meetings
No items were requested at this time.

2001/14 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 26th February 2020 at 7pm
at the Town Hall, High Street, Kirton in Lindsey
NOTE: AGENDA ITEMS BEFORE MON 17th FEBRUARY**

2001/15 Exclusion of the Public & Press
The Council considered the exclusion of the public and press under the provisions of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the matters to be discussed.
RESOLUTION: *That the public and press be excluded.*

2001/16 2020 Civic Award
The Council considered nominations for the 2020 Civic Award, the nominees being:

- Brian & Pam Chudley
- Jane & Michael Sheard
- Sharron Harris

RESOLUTION: *The recipient of the 2020 Civic Award was chosen and will be duly notified and invited to the Civic Dinner for presentation of the Award.*

ACTION: Town Clerk

The meeting closed at 9pm

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