



## Minutes of the Extraordinary Meeting of Kirton in Lindsey Town Council held on Wednesday 22<sup>nd</sup> July 2020 virtually via PowWowNow at 7pm.

Members present: Cllr Pat Frankish (Chair), Cllr David Garritt, Cllr Billy Boyd, Cllr Geoff Cossey, Cllr Hazel Fox and Cllr Jack Startin.

Also present: Michael Orridge, Origin Design Studios; Town Clerk, Neil Taylor-Matson; Assistant Clerk, Sarah Gillingham

Ward Cllr Neil Poole made several attempts to join the meeting.

*This meeting was held virtually in line with the temporary powers enabled by Section 78 of the Coronavirus Act 2020, enacted 25<sup>th</sup> March 2020. Members of the public were provided with details of how to join the meeting via the published Agenda and online.*

Prior to the meeting the Mayor, Cllr Pat Frankish provided an introduction to the virtual meeting along with housekeeping guidance.

**Public Participation:** No members of the public raised any issues.

### MINUTES

- 2007E/01 Apologies for Absence  
 a. Apologies were received from Cllr Cooper.  
 b. The Council noted the Town Council vacancy and opportunity for Co-Option with current promotion in place online, in noticeboards and in the current issue of Kirton First.
- 2007E/02 Declaration of Interests / Dispensations  
 a. All Councillors present confirmed their Declarations of Interest are up to date and it was explained by the Clerk how updates should be made should they be required.  
 b. No declarations of interest were made with regard to the meeting agenda.  
 c. 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.
- 2007E/03 Minutes  
 a. The Council considered the minutes of the Full Council Meeting held on 26/02/2020  
**RESOLUTION: That the minutes were duly approved and signed.**  
 b. The Council considered the minutes of the Extraordinary Full Council Meeting held 04/03/2020  
**RESOLUTION: That the minutes were duly approved and signed.**  
 c. The Council considered the minutes of the Extraordinary Full Council Meeting held 21/03/2020  
**RESOLUTION: That the minutes were duly approved and signed.**  
 d. The Council considered the minutes of the Extraordinary Full Council Meeting held 24/06/2020  
**RESOLUTION: That the minutes were duly approved and signed.**  
 e. The Council received the draft minutes of the Promoting Kirton Meeting held on 09/03/2020  
 f. The Council received the draft minutes of the General Purposes Meeting held on 09/03/2020  
 g. The Council received the draft minutes of the P&D Committee Meeting held on 29/05/2020  
 h. The Council received the draft minutes of the P&D Committee Meeting held on 06/07/2020
- 2007E/04 Report from Ward / North Lincolnshire Councillors  
 Ward Cllr Neil Poole made several attempted to join the meeting, but was unable to connect to provide any update.
- 2007E/05 Town Car Parking Provision  
 The Council temporarily suspended the meeting to receive an update from Origin Design Studio on architectural design plans and to agree and discuss information required for Origin Design Studio to progress their work on the project.  
**RESOLUTION: There were no queries raised about the design, but it was unanimously agreed to accept the offer of voluntary input from a quantity surveyor to review the current design work.**  
**ACTION: Town Clerk**

Michael Orridge from Origin Design Studio also provided a brief update on North Lincolnshire Council's Five Year Housing Supply following information he had received from the planning department. It was confirmed that North Lincolnshire Council are currently working towards their plan of action for a five year supply, but are not there yet. The plan was expected by April but delayed due to the Covid-19 pandemic. Cllr Startin confirmed the last update he had received was that 'Summer 2020' was now the expected date for the plan to be completed.

Signed:

Dated:

2007E/06

Mayor & Delegates reports –

The Council received reports from the Mayor, Councillors and Proper Officer attending meetings on behalf of the Council and regarding devolved authority put into place at the Extraordinary Meeting of 21/03/2020.

- Chair's Report – Cllr Pat Frankish

10/03/2020 - Site meetings with NLC – Traingate and Redbourne Mere

Cllr Frankish reported on a very positive meeting with North Lincolnshire Council with means to manage the water courses at the Traingate site to converge into Ashwell more efficiently, and the proposal of replacing the current trees on the site with more attractive ones. For Redbourne Mere again the meeting was positive, with control of the Japanese knotweed a viability along with the proposal to make the area a nature reserve. As the meeting took place just prior to the national lockdown this work has obviously now stalled, and may now need to be raised again in the Spring.

- Devolved Authority

The Council received and considered approval of matters dealt with under devolved authority.

Emergency Plan activation; Response Team set up, Bronze Command request – Humber Emergency Planning Service; Citizens Advice North Lincs – list of services and community groups within the town and Operational Risk Assessment.

**RESOLUTION: Approval of activation and Response Team set up, approval of providing information for the Humber Emergency Planning Service and Citizens Advice North Lincs.**

**RESOLUTION: Approval of the Operational Risk Assessment.**

Play area – closure in March and re-opening in July; Risk Assessment

**RESOLUTION: Approval of the March closure, the re-opening in July and the Risk Assessment.**

Virtual Meetings - PowWowNow costs

**RESOLUTION: Approval of the system for virtual meetings and the costings involved in set up.**

Support of Town Hall application for Food Aid project funding

**RESOLUTION: Approval of Town Council support for the project funding application.**

Local Plan Consultation response

**RESOLUTION: Approval of the response to the Consultation submitted by the Town Council.**

Planning application responses including 439 and 588 (x2)

**RESOLUTION: Approval of the responses to planning submitted by the Town Council.**

Transport - Community Rail Partnership Support in Principle - Train line initiative – and any other support Council wishes to agree to.

**RESOLUTION: Approval of the support in principle provided by the Town Council.**

Traingate project – to receive notice of approval of planning permission

**RESOLUTION: Notice of approval noted.**

Policies & Procedures – approval of revisions to the Child Protection and Adult Safeguarding policies as required for the Traingate Project funding application

**RESOLUTION: Approval of the revisions to the policies and delay to the consideration of the funding application due to the Covid-19 pandemic noted with the expectation that this will now be considered by the panel in September.**

Insurance – confirmation of renewal in line with asset register holdings

**RESOLUTION: Approval of renewal information for the Town Council insurance policy.**

Charities – KLASSIC Park update

**RESOLUTION: Notice of the approval of the Town Council as the sole trustees of KLASSIC as of 17<sup>th</sup> June 2020 noted.**

**RESOLUTION: The current period of handover as the facility reopened for bookings this month following the easing of lockdown restrictions on sporting and community venues also noted.**

Regeneration Group – Vincent Hall update

**RESOLUTION: Update from meeting 09/06/2020 with NLC noted: Discussion is to be opened up between Ministry of Defence and local MP Holly Mumby-Croft to secure the building for community use, the business plan is under preparation as joint work between KLTC**

**Regeneration Group members and NLC. A formal request for the designation of the playing fields adjacent to Vincent Hall as 'protected playing fields' was included in the Local Plan Consultation response. A brideway link between Huntcliff and Vincent Hall request from the Town Council and Huntcliff Academy is ongoing with a NLC project team.**

Tree Survey – update

**RESOLUTION: Noted that the survey of trees on Town Council land identified two trees requiring urgent works, one outside the Cemetery and one at the Green. Two requiring medium term works; two at the Green, one within the Cemetery and the rest (four at the green and five at the cemetery) requiring ongoing scheduled maintenance. Quotations were sought as soon as the report was received and approval was sought at the same time from NLC for the works to trees in the conservation area to go ahead. Approval from NLC was given, and urgent works approved to go ahead with the contractor however the schedule of the contractor has not allowed for the works to yet take place due to the demands and restrictions in place during the health crisis, and the approvals required to securing the powerline passing through the trees are still to be approved at this time. Work continues to move forward to get these works completed.**

Signed:

Dated:

Town Council staffing – Assistant Clerk

The Clerk welcomed Sarah Gillingham to the Town Council.

**RESOLUTION:** *Noted that following advertising for Assistant Clerk, an applicant was interviewed on 6<sup>th</sup> July and following receipt of references was offered the post on Friday 17<sup>th</sup> July. As previously agreed by the Full Council in January, the Assistant Clerk will primarily focus on the sporting facilities and events which the Town Council runs.*

Events – rescheduling of Circus visit for September, rescheduling of FoodFest for Friday 30<sup>th</sup> April 2021

**RESOLUTION:** *Approval for the rescheduling of these events.*

**ACTION:** Town Clerk

Business mobile contract paid off

**RESOLUTION:** *Noted by the Council for budgeting purposes and financial control.*

Requirement for IT upgrade for Town Council Office

**RESOLUTION:** *Required software upgrades approved for Town Council IT system.*

To note annual leave and office closure 17<sup>th</sup> – 21<sup>st</sup> August 2020.

**RESOLUTION:** *Annual leave and office closure noted.*

**ACTION:** Town Clerk

2007E/07

Policies and Procedures

The Council reviewed and considered the adoption of a Virtual Meeting Procedure.

**RESOLUTION:** *That this Policy is approved with no amendments.*

**ACTION:** Town Clerk

2007E/08

Requests for action from residents

The Clerk provided the Council with details of requests for action from residents regarding various areas of the town:

a. Sunny Hill and Spa Hill

Update on responses from North Lincolnshire Council and Humberside Police regarding concerns reported for vehicles parking on the brow of Spa Hill causing obstruction for vehicles travelling in both directions and also causing visibility issues in exiting Sunny Hill. Humberside Police consider the matter a design issue for North Lincolnshire Council to resolve and North Lincolnshire Council consider this a policing matter. Agreed for raising at NATs meeting, however NATs meetings have not taken place since March. Only one member of the Council to attend a NATs meeting, however reserve members can be in place.

**RESOLUTION:** *Further requests for action to be sent to NLC and Humberside Police.*

**ACTION:** Town Clerk

b. Barnard Meadows

Request for traffic mirror to enable residents and visitors to exit the junction onto North Cliff Safely. Mirror costings were actioned previously to be researched; highway safety and the design of the junction is the responsibility of North Lincolnshire Council, parking on the verges is also a matter for North Lincolnshire Council to respond to following reporting by residents.

**RESOLUTION:** *Noted by the Council; no further action.*

c. Windmill Plantation

Complaints raised to North Lincolnshire Planning Enforcement and the local MP regarding the unreasonable timeframe of this unfinished development, lack of maintenance of the unadopted road and drains by the developer and concerns that due to the unfinished estate and roads the valuations of properties for sale are seeing a 5-15% loss in value. These matters were raised following the attendance by the developers to install foundations in June in order to satisfy a 5 year deadline and retain planning permission, only to cover them over again and confirm they have no current plans to return to the development and it is felt they are exploiting loop holes and not acting the spirit of the planning permission regulations. Any assistance the Town Council can provide is requested.

**RESOLUTION:** *The Town Council supports the residents in their complaint, a further letter to be sent to the developer from the Town Council.*

**ACTION:** Town Clerk

d. Market Place

Request for Town Council to develop plans to be more proactive in getting kids to stop playing ball games and hanging around on push bikes in the Market Place following the damage to the Town Hall July 2020; concerns raised over drug dealing in the Market Place.

**RESOLUTION:** *Drug dealing is a matter for the police; drug dealing and anti-social behaviour concerns in the Market Place to be raised by the Town Council at the next NATs meeting.*

**ACTION:** NATs representatives

**RESOLUTION:** *That the Town Council investigate the possibility of introducing a by-law stipulating No Ball Games In the Market Place. ACTION: The Green & The Market Place Trustees*

e. Public Transport (Hornsby's)

Residents concerns over the slow return of bus services to Kirton in Lindsey following lockdown easing. Hornsby's provided the following update: *We have started our new temporary timetables from 6th July 2020; I am not sure when full service will resume across our network. With reference to the service 94 serving Kirton in Lindsey it will not be for the time being, we have looked at historical passenger stats over our network to help reinstate services today. Kirton in Lindsey during the day has very low passenger stats and some buses come to Kirton in Lindsey and carry no passengers, which is not viable under the current circumstance coming out of a pandemic. All service will be monitored over the coming weeks and when we make the decision to return the 94 to Kirton in Lindsey I will let you know. In the meantime Call Connect is still operating in your area which can be booked by residents on 0345 234 33 44.*

**RESOLUTION:** *The Council noted with concern the apparent move to reduce public transport*

Signed:

Dated:

***provision within the town and hoped that the provision in the future will be improved.***

2007E/09

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. (July 2020) **ACTION: Town Clerk**

ii. Internal Control

- a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (June 2020)  
b. The Council received the 1<sup>st</sup> Quarter Budget Monitoring Report to 30<sup>th</sup> June 2020 agreeing no actions were required.

iii. External Control

The Council noted that the Public Rights and Publication of the Unaudited Annual Governance & Accountability Return for the Year Ended 31<sup>st</sup> March 2020 is current, running this year for the period 29<sup>th</sup> June to 10<sup>th</sup> August.

2007E/10

Assets

The Council considered works required to the Richdale Avenue noticeboard and agree actions required.

**RESOLUTION: That costings are sought for the removal of the noticeboard. ACTION: Town Clerk**

2007E/11

Grove Street Cemetery

- a. The Clerk updated the Council regarding memorial testing scheme.  
b. The Council received a complaint and information from a grave owner.  
c. The Council considered next steps in the enforcement of cemetery regulations.

**RESOLUTION: That the dumping of excess soil at the rear of the cemetery is monitored and reviewed.**

**ACTION: Cllrs & Town Clerk**

**RESOLUTION: That the Town Council is more persistent and forceful around the enforcement of cemetery regulations.**

**ACTION: Cllrs & Town Clerk**

2007E/12

Allotments

The Council received updates on progress at the allotment site from Cllr Startin.

2007E/13

Planning

a. The Council noted the new format for submitting planning applications to North Lincolnshire Council. The Clerk reported Consultees are now provided with a PIN to enter to confirm who they are when submitting a planning application, so that it is recognised separately to comments from the public. The PIN provided to the Town Council isn't currently working and is generating an error, North Lincolnshire Council are looking into this matter and have yet to resolve it.

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

- i. **PA/2019/1295** – DETERMINATION THAT THE REQUIREMENT FOR PRIOR APPROVAL IS **NOT REQUIRED** for a single-storey rear extension at 6 Fairfields, Kirton in Lindsey, DN21 4GA.
- ii. **PA/2019/1784** – WITHDRAWN - Planning permission to change use of dwelling to day nurse at 39 North Cliff Road, Kirton in Lindsey, DN21 4NJ.
- iii. **PA/2020/439** – PRIOR APPROVAL REFUSED – Application for prior notification for a proposed change of use of an agricultural building to dwellinghouse (Use Class C£) at barn in field North of Ings Road, Kirton in Lindsey.
- iv. **PA/2020/442** – FULL PLANNING WITH CONDITIONS for planning permission to erect statue with brick plinth at amenity land off Traingate, Kirton in Lindsey.
- v. **PA/2020/648** – NO TREE PRESERVATION ORDER TO BE MADE - Works to trees in a conservation area – notice of intention to undertake various pruning works on six trees within Kirton in Lindsey's conservation area at The Green, King Edward Street, Kirton in Lindsey.

2007E/14

Open Spaces

a. The Council received the monthly play park inspection report and update on minor repairs carried out from Cllr Fox

**RESOLUTION: The inspection report was signed received.**

b. The Council noted that the annual ROSPA Play area inspection is scheduled for August.

c. The Council received updates from the Clerk regarding the grounds maintenance and highway verge grass cutting contracts and agree any actions required.

- *New completed works reporting system in place – written report with photos now received after each site visit by Grounds Maintenance team (in place since May);*
- *Highways Verges discussion required with contractor in January to confirm if they can commit to the following two years or not due to uncertainty with leaving the EU and also now economic climate due to pandemic;*
- *Grant payment details confirmed by NLC in April and agreement reached with NLC for an increase towards the highways verge costings due to an additional area of responsibility which was not originally mapped;*

Signed:

Dated:

- Complaints from contractors regarding quantity of dog mess having to deal with on verges and impact on the work;
  - In Bloom Group to continue work to split grass/flower beds contract for renewal period 2021/2022;
  - Works by In Bloom Group acknowledged for the clearance of weeds around the town and maintenance/replanting of the Market Place planters;
  - A number of compliments received from residents regarding standard of highway grassing cutting cuts this year;
  - Consideration required around the Street Sports alternatives and next steps.
- d. The Council noted CPRE Best Kept Village competition judging scheduled for end of July.  
 e. The Council considered the Wormwood Hill Amenity Land lease from NLC.

**RESOLUTION: That the lease is agreed and signed by the Mayor and Deputy Mayor.**

**ACTION: Town Clerk/Mayor and Deputy Mayor**

2007E/15

Correspondence for Discussion

a. Covid-19 legacy response

The Clerk explained that a legacy response could be considered by the Town Council following the global pandemic, in terms of recognition of those within the town who provided invaluable assistance to others and the community at large and also in terms of preparation required for any future similar global or local health crisis. The Council noted disappointment in the recent NLC News Direct newsletter in its omission of any mention of the Kirton in Lindsey response, but coverage of the response in other towns across North Lincolnshire.

**RESOLUTION: The Council unanimously agreed this matter needed detailed discussion and careful thought, and that the time to do this would likely be next Spring.** **ACTION: Town Clerk**

b. LIVES – nominations request for Everyday Heroes from the community – closes 26th July

The Clerk explained the LIVES scheme and this years focus on those who stepped up to support Communities during the Covid-19 pandemic, focusing on the shorted deadline for nominations.

**RESOLUTION: That the Covid-19 Response Team Co-ordinators are nominated.**

**ACTION: Town Clerk**

c. Events – Scarecrows 2020 review and consideration of future events for 2020

The Council discussed the Scarecrows 2020 Event, considered it a success and noted that elements of the Christmas event will be subject to the release of government guidance and the consideration of community safety.

2007E/16

Agenda for next and future meetings

Cllr Boyd asked for the Clerk to report concerns with NLC’s cutting of the hedges at Fairfields and for consideration to be given to different platforms for virtual meeting. It was pointed out that these were not items for the next Agenda and that pressings items for agendas should be submitted prior to their publication. This item is for matters to be carried over or deferred to the next meeting.

2007E/17

Date of next Meeting and Agenda Deadline

The Council confirmed the date and time of the next Town Council Meeting to be, subject to any changes in circumstances, Wednesday 23<sup>rd</sup> September at 7pm. Location to be confirmed nearer the time, subject to government guidance and the consideration of community safety. Agenda items to be submitted prior to Monday 14<sup>th</sup> September.

The meeting closed at 8:33pm

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