



**Minutes of the Meeting of Kirton in Lindsey Town Council
Promoting Kirton Committee on Monday 10th February 2020
held at the Heritage Room, Town Hall, High Street, Kirton in Lindsey at 6.30pm.**

Members Present: Cllr Kathy Cooper (Chair), Cllr Pat Frankish, Cllr David Garritt, Cllr Karen Gunn, Martin Hollingsworth and Alison Birkett.

Also present: Town Clerk: Neil Taylor-Matson

Public Participation: No matters were raised.

MINUTES

- PK2002/01 Apologies
Apologies for absence were received from Cllr Kitchen, Maggie Davies and Olive Ovington.
- PK2002/02 Declaration of Interests / Dispensations
a. No declarations of interest were made.
b. A dispensation was granted to Cllr Pat Frankish to enable her to take part in discussions relating to In Bloom without having to declare a personal interest as a member of the In Bloom Group. This decision was made as without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business. This dispensation shall expire on the date of Town Council elections in May, 2023.
- PK2002/03 Minutes of the Previous Meeting
The Committee considered the Minutes of the PK Committee Meeting held on 9th December 2019
RESOLUTION: That the Minutes be signed as a true and accurate record.
- PK2002/04 Town Events
The Committee discussed actions required at this time regarding Town Events, to include:
- Christmas Festival – The Committee considered contracts for 2020 and beyond. The Clerk updated the Committee on meetings and information from NLC regarding extensions to the Festive Lighting provision. The Committee discussed the quotations received and confirmed the preference for the Lite Ltd 3 year quotation.
RESOLUTION: That discussions are raised with Lite Ltd to reach best value from a further three year contract looking at potential to vary the lighting on the wall brackets throughout the contract but within the set budget limitations. **ACTION: Town Clerk**
- The Clerk noted the damage to the one of the festive church floodlights and noted that a quotation was awaited with two options; for LED replacement of one unit and LED replacement of all units.
- Civic Dinner - The Committee discussed options available for presentation of the Civic Award after discussions with the winners. It was left for a decision to be made at the Civic Dinner event which best suited the winners.
 - Annual Town Meeting – The Committee discussed detailing guidance to those presenting at the meeting to limit speeches to a few minutes and then discussed the purchase of a cheque board for use when presenting grants and donations to groups and organisations in the town.
RESOLUTION: That Cllr Gunn seeks costings from a contact to seek better value than the quotations already considered. **ACTION: Cllr Gunn**
 - NLC Foodfest – The Committee noted the date of the event as 1st May 2020 with no actions required at this time.
 - Circus - The Committee noted the dates of the event as 4th-6th May 2020 with no actions required at this time.
 - VE Day 75 (May 2020) – The Committee received an update confirming the application by the Royal British Legion to the Town Council Community Pot fund for £800 which was approved by Full Council. It was further noted that guidance was provided to the Royal British Legion on the relevant permissions and licences which would need to be applied for to hold the event with the offer of support in completing them from the Town Council, however no reply was received to date. The Clerk advised that protocols for the memorial service are to be confirmed, however a wreath would be available for the Mayor to lay if appropriate. The next joint meeting between the Royal British Legion, Town Council, Town Hall

Signed:

Dated:

and WI was noted as 26th March 2020.

- **Summer Gala and Scarecrow competition** – The Committee received an update on the Markets Policy and revised application information following the drop-in consultation held by NLC. The required information for application was explained in depth. The Committee noted that additional information would need to be requested on the booking forms to cover sizes of gazebos, use of generators and insurance/hygiene certificates.

RESOLUTION: *Timing of the event to remain 12 noon to 4pm.* **ACTION: Town Clerk**

RESOLUTION: *That the donation from the fair provision is declined in favour of lower priced access to their activities for the Gala visitors.* **ACTION: Town Clerk**

The Committee discussed contacting the volunteers who had offered to assist with the scarecrow competition for this year so that information can start to be published on decisions made.

RESOLUTION: *Contact the volunteers* **ACTION: Town Clerk**

- **Event Management** – The Clerk updated the Committee on capacity concerns to meet the deadlines of event organisation as well as other tasking assigned by the Council.

RESOLUTION: *That details are provided at the next Full Council Meeting.*

ACTION: Town Clerk

PK2002/05

In Bloom

The Committee received an update from the In Bloom Group; noting developments in progressing the Traingate Project planning application and confirming that the overall design for the Wormwood Hill area will be a staged project with planning and conservation applications only required for the Traingate monument. Pre-planning advice is currently being sort. Information to be placed in the March issue of Kirton First to inform residents of the plans.

RESOLUTION: *That the statutory planning work continues for the Traingate Project.*

ACTION: In Bloom/Clerk

RESOLUTION: *That a piece is written for the March issue of Kirton First on the wider Wormwood Hill works planned.*

ACTION: In Bloom/Clerk

The Clerk noted a resident had raised both appreciation for the tree planting on South Dale Close but also reservations that the if not maintained the trees could in the future block out the light from the streetlight on the roundabout.

RESOLUTION: *That the resident is reassured that the trees planted were carefully chosen as the right variety not to grow too tall and that they will be maintained by the In Bloom volunteers to prevent them blocking out the light or causing other obstructions.*

ACTION: Town Clerk

The Keep Britain Tidy ‘Great British Spring Clean’ event was noted and it was confirmed that In Bloom were registered and that additional registration as Litter Ambassador would be completed.

ACTION: In Bloom

The Annual In Bloom Competition was confirmed as going ahead and clarifications were addressed around the validity of entries received from residents on West View. The competition classes will remain the same as last year, other than the ‘business’ which will be dropped due to lack of take-up. A planted up cart/wheelbarrow will be an addition this year.

PK2002/06

Assets

The Committee deferred the discussion regarding street furniture and associated assets around the town, including litter bin costings and the proposal for heritage information boards until the next meeting. The Clerk noted interest from a resident in repainting the towns’ wooden fingerposts who was looking into costings and the current state of structural repair of them in order to come back with more information.

PK2002/07

Policy/Procedure

a. The Committee considered the improvement of Civic protocol and provision of information regarding Civic events through the purchase of official guidance.

RESOLUTION: *That the purchase of the reference book ‘Civic Ceremonial’ is approved.*

ACTION: Town Clerk

b. The Committee deferred discussion regarding the development the concept of welcome information / letters for new residents until the next meeting.

PK2002/08

Agenda for next and future meeting

The Committee noted the following items to agenda for the next or future meetings.

RESOLUTION: *Assets and Welcome Information.*

KIRTON IN LINDSEY TOWN COUNCIL - PROMOTING KIRTON COMMITTEE MINUTES

The Committee noted the date for the April 2020 Promoting Kirton Committee Meeting as Monday 6th April.

PK2002/09

Date of next Meeting and Agenda Deadline

The Committee confirmed the date and time of the next Promoting Kirton Committee meeting as 9th March 2020 at 6:30pm, with Agenda items requested prior to Friday 28th February.

The meeting closed at 7:30pm

<u>Present:</u>	Cllr Kathy Cooper
	Cllr Pat Frankish
	Cllr David Garritt
	Cllr Karen Gunn
	Martin Hollingsworth
	Alison Birkett
<u>Apologies:</u>	Cllr Tony Kitchen
	Maggie Davies
	Olive Ovington

Signed:

Dated: