



Minutes of the Extraordinary Meeting of Kirton in Lindsey Town Council held on Wednesday 23rd September 2020 virtually via PowWowNow at 7pm.

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

Also present: Michael Orridge, Origin Design Studio; Chris Howard, Quantity Surveyor; Suzanne Stephenson, Joy Kofoed, Ward Cllr Neil Poole and Town Clerk, Neil Taylor-Matson.

This meeting was held virtually in line with the temporary powers enabled by Section 78 of the Coronavirus Act 2020, enacted 25th 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 prayers were led by Cllr Frankish.

Public Participation: Michael Orridge from Origin Design Studio requested clarification if he should address the Council prior to the 2009E/06 or if he would be requested to respond during the discussion at that point. Cllr Frankish requested Cllrs make their preferences known and it was decided Standing Orders would be suspended for item 2009E/06.

MINUTES

- 2009E/01 Apologies for Absence
Apologies were received from Cllr Cooper (holiday).
- 2009E/02 Declaration of Interests / Dispensations
a. 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.
- 2009E/03 Minutes
a. The Council considered the minutes of the Full Council Meeting held on 22/07/2020
RESOLUTION: That the minutes were duly approved and signed.
b. The Council received the minutes of the P&D Committee Meeting held on 17/07/2020
c. The Council received the draft minutes of the P&D Committee Meeting held on 28/08/2020
d. The Council received the draft minutes of the Promoting Kirton Meeting held on 14/09/2020
e. The Council received the draft minutes of the General Purposes Meeting held on 14/09/2020
f. The Council received an update from the Clerk regarding tasks and actions, noting 11 outstanding actions from previous Full Council meetings.
- 2009E/04 Report from Ward / North Lincolnshire Councillors
The Council agreed to suspend Standing Orders to receive the report.
Ward Cllr Neil Poole provided updates to the Council on
- the new Just Go bus service recently launched by North Lincolnshire Council and noted that users of public transport are urged to download the app;
 - the address by Holly Mumby-Croft MP on 21st September to Jeremy Quin, the Minister of State, Ministry of Defence in Parliament regarding the plan to repurpose the Vincent Hall as a community sports facility;
 - Traffic Meetings held with the aims to develop travel and transport plans due to concerns around the current trend for the industrialisation of rural areas in order to protect towns and villages from excessive heavy traffic movements;
 - to ask that Cllr Frankish continues to attend these traffic meetings;
 - and to note that the Kirton in Lindsey Regeneration Meetings are hoped to restart again soon as there is plenty on the agenda for Kirton in Lindsey.

Standing Orders were reinstated.

Signed:

Dated:

2009E/05

Casual Vacancy - Councillor Co-option

The Council considered the applications for co-option to fill one vacancy on Kirton in Lindsey Town Council by Joy Kofoed and Suzanne Stephenson.

The Council agreed suspend Standing Orders so that the applicants could address the Council about their interests in joining the Town Council. Cllr Frankish asked for any questions to be put to the applicants and then asked if the applicants were happy to leave the meeting while a discussion took place to form a decision. Both applicants agreed that they were happy to leave the meeting and to await to hear from the Clerk in the morning of the result.

Standing Orders were reinstated.

RESOLUTION: *That Joy Kofoed was co-opted onto the Council.*

ACTION: Town Clerk

2009E/06

Town Car Parking Provision

The Council agreed to suspend Standing Orders so that the Council could discuss the Quantity Surveyor's (QS) report on Origin Design Studio's (ODS) architectural design plans for the Car Parking Provision project involving both the QS and ODS within the discussion. The Council agreed with the points raised within the QS report and decided that a meeting was required for a thorough discussion of the way forward, to include both the QS and ODS. The Clerk reminded the Council of the current guidance regarding public meetings for Town and Parish Councils.

Standing Orders were reinstated.

RESOLUTION: *That a virtual Extraordinary Meeting is arranged as soon as possible to decide on the next steps with the project.*

ACTION: Town Clerk

2009E/07

Mayor & Delegates reports –

The Council received a report from the Mayor 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
07/09/2020 and 15/09/2020 – Traffic Meetings with NLC – a written report was provided on the meetings with North Lincolnshire Council and as noted by Ward Cllr Poole in the NLC Ward Report.

- Councillor and Proper Officer Reports including;

Devolved Authority

- Decisions made

The Clerk reported on the decisions made in late July and early August under devolved authority:

- KLASSIC Park insurance renewal;
- Update sent to all COVID-19 Response Team volunteers;
- Cllr Garritt meeting with The George to discuss anti-social behaviour concerns;
- To place consideration of locations for the planting of trees on the next Agenda;
- To request consideration by the Town Hall Trustees for the installation of CCTV;
- To request consideration by the Town Hall Trustees for an intercom system for the offices;
- Cllr Frankish meeting with KLASSIC Park Treasurer for handover documents;
- Virtual Meeting Platforms regarding best value and accessibility;
- To publish a VJ Day 75 Message from The Mayor;
- To resume Committee Meetings in a virtual format from September;
- For the Christmas Festival event to be considered in detail at the September PK Committee meeting.

- Cessation of Devolved Authority

The Council considered the cessation of the requirement for Devolved Authority given the return to monthly meetings for decision making.

RESOLUTION: *That Devolved Authority put into place on 21/03/2020 ceases.*

- Town Hall trustees request – nomination of Cllr Cooper

The Clerk reminded the Council that at the Annual Meeting of Kirton in Lindsey Town Council each year representatives are elected to outside bodies and groups and that this meeting has not yet taken place due to the pandemic and is postponed since May. The Town Hall Trustees required the nomination of a representative for their Annual General Meeting and Cllr Cooper had agreed continuation of the role until the holding of the Annual Meeting of Kirton in Lindsey Town Council when nominations can be heard and decided.

2009E/08

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. (August/September 2020)

ACTION: Town Clerk

c. The Clerk updated the Council on the hours worked by the Assistant Clerk, noting that an increase in working hours (above contracted hours) was recorded over the past three weeks due to the work required around the continually changing COVID-19 requirements for KLASSIC Park, but noted that usually at this time of the year additional hours would be worked in preparation for the Christmas Festival. A record is kept by the Clerk of all hours worked.

ii. Internal Control

The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (July and August 2020)

Signed:

Dated:

iii. External Control

The Clerk noted receipt of the report from the External Auditors with no matters raised and confirmation that the information received is in accordance with the Proper Practices. The Council thanked the Clerk for the work put in to achieve this audit report.

2009E/09

Planning

a. Traffic impact of Planning Applications

The Council considered writing to NLC asking that Kirton in Lindsey Town Council are always informed if any planning application has implications for traffic flow/impact through Kirton in Lindsey.

RESOLVED: *Unanimously agreed.*

ACTION: Town Clerk

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

- i. **PA/2020/444** FULL PLANNING PERMISSION – to change use of storage rooms to nursery, erect porch and convert house to ancillary rooms at 39 North Cliff Road, Kirton in Lindsey, DN21 4NJ. *(Noted that this decision was not provided by North Lincolnshire Council as usual and it was required for the Clerk to request it).*
- ii. **PA/2020/798** – CERTIFICATE OF LAWFULNESS (EXISTING USE OR DEVELOPMENT) GRANTED – for an existing use as dwelling without complying with agricultural occupancy condition of 7/441/86 at Westfield, Gainsborough Road, Kirton in Lindsey, DN21 4EN. *(Noted that this decision was not provided by North Lincolnshire Council as usual and it was required for the Clerk to request it).*
- iii. **PA/2020/1000** – TPO CONSENT GRANTED to undertake pruning works on an Ash, identified as T1 within and protected by Tree Preservation (Kirton in Lindsey) Order 1972 at 18 Station Road, Kirton in Lindsey, DN21 4BB.
- iv. **PA/2020/1245** – HOUSEHOLDER PRIOR APPROVAL NOT REQUIRED - for determination of the requirement for prior approval of a household extension at 20 Grayingham Road, Kirton in Lindsey, DN21 4EL.
- v. **PA/2020/588** – REFUSAL OF OUTLINE PERMISSION for residential development, open space and associated infrastructure (appearance, landscaping, layout and scale reserved for subsequent consideration) [Amendments: Revised indicative layout, Hedgerow Impact Plan, Ings Road hedgerows, Ecology Assessment of Ings Road Hedgerows, Phase 1 Habitat Survey 2018 and Noise Assessment with Appendix B reformatted] at Land north of Ings Road, Kirton in Lindsey.
- vi. **PA/2020/108** – CONSENT TO CARRY OUT WORKS – TREES IN CONS. AREA – intention to undertake pruning of a tree, situated within the Kirton in Lindsey Conservation Area at 15 March Street, Kirton in Lindsey, DN21 4PL. *(Noted that no consultation period for this application was provided by North Lincolnshire Council due to staff shortages)*

c. The Council considered the following planning application:

Number: PA/2020/1332

Proposal: Listed building consent to repair and replace windows

Site Address: 3 Yew Tree Cottage, East Cross Street, Kirton in Lindsey, DN21 4DT

RESOLUTION: *That the Clerk submits "Support" for this application, noting the applicants should be commended for the effort and thought they have put into the sympathetic replacement and repair with proper timber windows.*

d. Locality – Governments Proposed Changes to Planning Legislation

The Council discussed and considered any response from Kirton in Lindsey Town Council to the government's consultation ending on Thursday 29th October 2020

RESOLUTION: *That a response from Kirton in Lindsey Town Council should be submitted.*

RESOLUTION: *That Councillors consider their responses and email them individually to the Clerk for collation prior to the monthly October meeting so that a final response can be agreed for submission.*

ACTION: Councillors/Clerk

2009E/10

Kirton Regeneration Group

The Council considered updates from Regeneration Group meetings.

a. Car parking provision – this was discussed at 2009E/06

b. One Way system – this was reported at the Traffic Meetings with NLC as imminent

c. Vincent Hall – an update was provided by Ward Cllr Neil Poole at 2009E/04

d. Traingate Project – the Clerk pointed out the shortfall for the project as noted in the draft minutes of the Promoting Kirton Committee meeting received at this meeting. Concern that the project may run out of funding earlier than November when the Kirton First article was agreed for was noted.

RESOLUTION: That some funding could be made available from In Bloom

ACTION: Cllr Frankish

RESOLUTION: That the appeal is published on the Kirton in Lindsey Community Noticeboard Facebook page.

ACTION: Town Clerk

2009E/11

Policies and Procedures

a. The Council received the draft proposed amendments and clarifications to the management of KLASSIC from the Assistant Clerk

RESOLUTION: That the proposed amendments are adopted.

ACTION: Assistant Clerk

b. The Council reviewed Policy 27: Lone Worker Policy last approved July 2019

RESOLUTION: That the policy is approved with grammatical amendments as noted by Cllr Fox.

ACTION: Town Clerk

2009E/12

Open Spaces

a. The Council received the monthly play park inspection reports from Cllr Fox for signature and agreed any actions required.

Cllr Fox reported continuing concerns regarding wear and tear, specifically with the wear to the protective matting around pieces of equipment making them become trip hazards.

b. The Council received the annual play park inspection report from RoSPA and agreed any actions required.

Cllr Garritt noted that arrangements were ongoing for a meeting of the working group.

RESOLUTION: That the Play Area Five Year Plan working group meet up as soon as possible to look at the matters raised by the inspections carried out by Cllr Fox and RoSPA.

ACTION: Cllr Garritt

c. Grounds maintenance update and discussion of contract and tender for March 2021

The Clerk updated the Council on decisions made at the September Promoting Kirton Committee meeting and noted a meeting arranged with the current Grounds Maintenance contractor for the beginning of October.

d. Trees survey update and consideration of tree planting location suggestions.

The Clerk updated the Council on progress with the works required following the tree survey and noted the request for ideas for locations for the planting of new trees around the town.

RESOLUTION: That locations for the planting of trees around the town remains a standing item on the Agenda.

ACTION: Town Clerk

2009E/13

Allotments

The Council received an update on progress at the allotment site from Cllr Startin. A meeting with an underground installer was held to arrange for a quotation to install water piping and a tap within the allotments site in addition to the works required to bring water to the site by Anglian Water. Quotations for wood to line the wood chipping pathways, weed suppressant membrane, the provision of sheds and the provision of concrete bases for sheds were also underway. These quotations together would form the funding application required to be submitted to North Lincolnshire Council within the month.

RESOLUTION: To continue to obtain quotations to enable the funding application to be submitted.

ACTION: Cllr Startin/Town Clerk

2009E/14

Town Clerk's Report / Correspondence for Information and Discussion

To receive the Town Clerk's report including correspondence for information and discussion.

Correspondence for Information

a. Friday digests (*Appendix A, available on request*)

b. To note any correspondence received after the Agenda was published:

- QS Car Park Report
- PA/2020/1323 Decision from NLC
- Parish Paths and Highway Verges Devolution update from NLC
- Royal British Legion and NLC Network Management (Road Closures) updates re Remembrance Service
- PA/2020/1149 Decision from NLC

Correspondence for Discussion

c. Remembrance Sunday – 2020 Poppy Appeal and 2020 wreaths – Noted.

d. Complaint about the lost view from the High Street / Steep Hill

RESOLUTION: That a letter is written to NLC requesting maintenance of the trees is carried out for safety, to let light into the surrounding properties and to preserve the view of the landscape.

ACTION: Town Clerk

e. Unmetered supply – unpaid costs to nPower 2016-2018

RESOLUTION: That the Clerk's actions were approved.

f. 94 Bus Service – notified on social media as withdrawn from 28/08/2020 – Noted.

g. Town Hall – request re CCTV installation

RESOLUTION: That the matter is considered, researched and decided against any further action.

h. Spa Hill / Sunny Hill concerns – Noted.

i. Cemetery – report from grave owner of theft of pots and plants from grave within cemetery.

RESOLUTION: That grave owners should report thefts to the police.

2009E/15

Agenda for next and future meetings

Cllr Gunn - concerns over dangerous parking along South Cliff Road.

2009E/16

Date of next Meeting and Agenda Deadline

a. The Council confirmed that the format of the next Council meeting should be an Extraordinary meeting.

b. The Council confirmed the date and time of the next monthly Town Council Meeting to be, subject to any changes in circumstances, Wednesday 28th October at 7pm. Agenda items to be submitted prior to Monday 19th October.

The meeting closed at 8:50pm

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