



Minutes of the Extraordinary Meeting of Kirton in Lindsey Town Council held on Wednesday 28th October 2020 virtually via PowWowNow at 7pm.

Members present: Cllr Pat Frankish (Chair), Cllr David Garritt, Cllr Kathy Cooper, Cllr Billy Boyd, Cllr Hazel Fox, Cllr Karen Gunn, Cllr Joy Kofoed and Cllr Jack Startin.
Also present: 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: No matters were raised.

MINUTES

- 2010E/01 Apologies for Absence
Apologies were received from Cllr Geoff Cossey.
- 2010E/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.
- 2010E/03 Minutes
a. The Council considered the minutes of the Extraordinary Full Council Meeting held on 23/09/2020
RESOLUTION: That the minutes were duly approved and signed.
b. The Council considered the minutes of the Extraordinary Full Council Meeting held on 30/09/2020
RESOLUTION: That the minutes were duly approved and signed.
c. The Council received the draft minutes of the Promoting Kirton Meeting held on 12/10/2020
d. The Council received the draft minutes of the General Purposes Meeting held on 12/10/2020
e. The Council received an update from the Clerk regarding tasks and actions, noting 7 outstanding actions from the two September Extraordinary Full Council meetings when at total of 22 actions were raised and 9 remaining actions from previous Full Council meetings.
- 2010E/04 Report from Ward / North Lincolnshire Councillors
No Ward Councillors were present and no report was received.
- 2010E/05 Mayor & Delegates reports –
The Council received reports from the Mayor attending meetings on behalf of the Council.
Chair's Report – Cllr Pat Frankish
06/10/2020 – Grounds maintenance meeting with current contractor manager.
06/10/2020 – laying of the '2020' brick within the Traingate Project plinth on the invitation of Tony Bartlett.
 - **Councillor and Proper Officer Reports including;**
 - ERNLLCA District Committee Meeting 15/10/2020 – attended virtually by Cllr Startin and Town Clerk.
 - SLCC National Conference 12-16th /10/2020 – number of virtual sessions attend by the Town Clerk.
- 2010E/06 Town Car Parking Provision
a. The Council considered the current position with the car parking provision project, discussed and agreed actions required progress this work.
RESOLUTION: That the revised drawing submitted by Origin Design Studios was approved.
ACTION: Town Clerk
RESOLUTION: That the Clerk makes enquiries as to the costs for the planning application, and if the costs are within the reserves set for the project to proceed with the application.
ACTION: Town Clerk
b. The Council discussed dangerous parking along South Cliff Road following a report from a resident.
RESOLUTION: That Cllr Gunn advises the resident to report their concerns through the relevant authorities or to speak with the driver about their concerns.
ACTION: Cllr Gunn

Signed:

Dated:

2010E/07

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. **ACTION: Town Clerk**
- c. The Council received notice of the National Joint Council Pay Award and increase to minimum leave entitlement, September 2020 back dated to April 2020.
- d. The Council noted the launch of the Town Council's funding and grants scheme for 2021-2022 and noted concerns from the Clerk regarding the process required for KLASSIC grant funding going forward.

RESOLUTION: That the Clerk further researches the requirements for funding Charities with the Town Council as sole trustee. **ACTION: Town Clerk**

- e. The Council discussed the 2020 Poppy Appeal.

RESOLUTION: That the Clerk notifies the President of the Royal British Legion Branch that the Town Council wishes to donate £300 to the appeal and asks that this is taken from the £800 grant provided for VE celebrations in May which were cancelled due to the coronavirus pandemic.

ACTION: Town Clerk

ii. Internal Control

The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook.

iii. External Control

- a. The Council received the 2nd Quarter Budget Checks Monitoring Report and discussed any actions required.

RESOLUTION: No actions required.

- b. The Council noted the interim internal audit work scheduled for Mon/Tues 9th-10th November.

2010E/08

Planning

- a. The Council considered the following planning applications:

i. Number: PA/2020/1549

Proposal: Notice of intention to fell a tree, situated within the Kirton Lindsey Conservation Area

Address: 15 Burton Hall, Queen Street, Kirton In Lindsey, DN21 4NS

The Clerk noted that the Environment Officer at North Lincolnshire Council had decided to make a Tree Preservation Order on this tree on 21st October 2020 and had advised the Clerk that no further consultation was open despite the usual timeframes for these applications.

ii. Number: PA/2020/1558

Proposal: Application to undertake pruning on an Ash tree identified as T1 within and subject to Tree Preservation (Kirton in Lindsey) Order 1972

Address: 16 Station Road, Kirton in Lindsey, DN21 4BB

RESOLUTION: That the Clerk submits 'No Objection' in response to this planning application.

ACTION: Town Clerk

iii. Number: PA/2020/1394

Proposal: Notice of intention to fell a conifer and a cherry tree within Kirton in Lindsey's conservation area

Address: 1 Old School Yard, Kirton in Lindsey, DN21 4QD

RESOLUTION: That the Clerk submits 'No Objection' in response to this planning application.

ACTION: Town Clerk

- b. To receive the following decision notifications from North Lincolnshire Council:

i. PA/2020/1047 - REFUSAL OF CONSENT – Application to undertake a crown reduction on a copper beech, identified as T1 in and subject to Tree Preservation (Garden, HSBC Bank, George Street, Kirton in Lindsey) Order 2001 at 4 George Street, Kirton in Lindsey, DN21 4NA

ii. PA/2020/1238 –OUTLINE PLANNING PERMISSION GRANTED - to remove condition 4 of 7/441/86 to allow unrestricted occupation of the dwelling at Westfield, Gainsborough Road, Kirton in Lindsey, DN21 4EN

iii. PA/2020/1217 – SPLIT DECISION – TPO CONSENT (3 Ash) & TPO REFUSAL (5 Sycamores) for applications to fell trees all within A1 and protected by Tree Preservation (Kirton in Lindsey) Order 1972 at Beechcroft Drive, Kirton in Lindsey.

- c. The Council received an update by the Clerk from residents on Station Road regarding the decision notice for PA/2020/1217 and decided on actions required to assist them.

RESOLUTION: That the Town Council considers each planning application received on its own merits and would consider attending a joint meeting with the Environment Officer and Ward Cllrs to visit the site and enable a suitable response for the benefit of the town and with relevant reporting, should any further applications for the sycamore trees be brought to the Town Council's attention.

ACTION: Town Clerk

Signed:

Dated:

- 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 the Clerk utilises the responses from Cllr Kofloed, Cllr Frankish, Cllr Startin and Cllr Garritt along with the comments within the discussion from all Councillors in preparing and sending a response to the Government Consultation including a copy to the local MP. **ACTION: Town Clerk**

2010E/09

Kirton Regeneration Group

The Council considered updates from Regeneration Group meetings.

The Clerk noted the invitation, received at 16:30 today, sent to Cllr Frankish, Cllr Garritt and the Clerk to attend a virtual meeting with North Lincolnshire Council regarding the Vincent Hall and noting the Clerk's unavailability due to a non-working day.

RESOLUTION: That Cllr Frankish and Cllr Garritt look at availability to attend and the Clerk submits apologies. **ACTION: Cllr Frankish, Cllr Garritt, Town Clerk**

2010E/10

Policies and Procedures

a. The Council received a request from Town Hall Trustees to send a letter to all Covid-19 Response Volunteers regarding a volunteers appeal for the Town Hall.

RESOLUTION: That a thank you letter is sent to all the volunteers, noting the current local situation and the need within the town for volunteers for various organisations and asking their interest in remaining part of a Community Team of volunteers. **ACTION: Town Clerk**

b. The Council received information from the Clerk regarding requirements in line with the Website Accessibility Guidelines. A notice about Accessibility is published on the website and work continues to make the website compliant with the guidelines.

c. The Council reviewed Policy 09: Grievance Policy, last approved May 2019.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

d. The Council reviewed Policy 26: Complaints Policy, last approved October 2019.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

e. Training opportunities from ERNLLCA and the Parkinson Partnership – Financial Responsibilities

The Clerk noted the availability of virtual training sessions for both Clerks and Councillors and noted the recommendation that Councillors have an awareness of the financial responsibilities of local councils. The Clerk requested to attend the Budgeting session.

RESOLUTION: That the Clerk is approved to attend the Budgeting training. **ACTION: Town Clerk**

RESOLUTION: That Cllrs contact the Clerk with their interest in attending the courses.

ACTION: Cllrs

2010E/11

Open Spaces

a. The Council received the monthly play park inspection report from Cllr Fox for signature and agreed any actions required. The Clerk thanked Cllr Fox for her work with the monthly reports and noted that recent urgent health and safety repairs were undertaken using a local handyman. Cllr Garritt noted the progress the working group was making looking at the Five Year Plan.

b. The Council receive the recommendation from insurers regarding a weekly frequency for play area checks.

RESOLUTION: That play area checks remain monthly and reports from the public are actioned as necessary. **ACTION: Cllr Fox/Town Clerk**

c. The Council received the grounds maintenance update and discussed the contracts and tender for March 2021.

RESOLUTION: That amendments are made to the separate grass cutting and flower bed contracts and brought to the next Promoting Kirton Committee for sign off **ACTION: Town Clerk**

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

The Clerk noted that works are scheduled to be carried out at the cemetery next week and Cllr Frankish noted the In Bloom Group's plans to plant trees at unadopted land off Dunstan Villas.

e. The Council received confirmation of execution of the Wormwood Hill Amenity Land lease and approved payment of the solicitors costs.

RESOLUTION: That the fees are duly paid.

ACTION: Town Clerk

f. The Council received a request from a resident for a bench to be placed at the top of Park Hill.

RESOLUTION: That the benches removed from beside the War Memorial to accommodate the new benches could be positioned at Park Hill and Dunstan Hill. **ACTION: Town Clerk**

RESOLUTION: That Cllrs consider the areas of preference at Park Hill and Dunstan Hill for the installation of benches. **ACTION: Cllrs**

RESOLUTION: That North Lincolnshire Council are approached for permissions and advice.

ACTION: Town Clerk

2010E/12

Allotments

The Council received an update on progress at the allotment site from Cllr Startin and the Clerk. Grant funding from North Lincolnshire Council submitted by the Clerk for the underground water pipe installation works and the connection work required 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 continue to be sought by Cllr Startin. The Clerk reiterated that North Lincolnshire Council have suggested funding will not be ringfenced for another financial year and applications must therefore be made as soon as possible.

RESOLUTION: To continue the work to enable funding applications to be submitted.

ACTION: Cllr Startin/Town Clerk

2010E/13

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:

The Clerk noted communications from Merryvale Developments regarding the site of Gleadell’s Mill received a day after the Agenda was published

RESOLUTION: That this matter be placed on the next General Purposes Committee Agenda.

ACTION: Town Clerk

Correspondence for Discussion

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

The Clerk noted this item was discussed and agreed at 2010E/07.

d. NLC - Help increase broadband speeds in North Lincolnshire survey

Cllr Kofoed reported on the NLC initiative and Cllrs noted receipt of the information and survey through the post from the local MP.

e. Request for assistance with providing a defibrillator at York Road area

The Clerk noted request from residents and advice provided that a defibrillator requires installation in a publicly accessible location with a power supply. If the Vincent Hall project is successful, this location could then be considered as an option to assist.

f. Dog fouling

Cllr Fox reported on an initiative from 2018 by Newbald Parish Council, and the Clerk reported on the information received from the Clerk to the Parish Council on the success of the scheme to discourage the problem and their plans to repeat this again this year. Councillors were positive about this idea.

RESOLUTION: That the idea is taken to the next Promoting Kirton Committee meeting for full discussion and further development.

ACTION: Town Clerk

g. KLASSIC booking form

The Clerk noted a finalised version of this was received after the agenda was published and would include the matter on the next Promoting Kirton Committee Agenda.

ACTION: Town Clerk

h. Youth Club provision concerns

The Clerk noted the concerns raised by the Youth Club leaders about the continued closure of the Youth Centre building even though the library building was now back in use following closure during the coronavirus lockdown.

RESOLUTION: That the Ward Cllrs are asked to assist with getting access to the equipment for the Youth Club members.

ACTION: Town Clerk

2010E/14

Agenda for next and future meetings

Cllr Boyd - concerns over dumping of waste materials at the Gleadell’s Mill site.

2010E/15

Date of next Meeting and Agenda Deadline

The Council confirmed the date and time of the next monthly Town Council Meeting to be, subject to any changes in circumstances, Wednesday 25th November at 7pm. Agenda items to be submitted prior to Monday 16th November.

The meeting closed at 9:10pm

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