



Minutes of the Extraordinary Meeting of Kirton in Lindsey Town Council held on Wednesday 16th December 2020 virtually via PowWowNow at 7pm.

Members present: Cllr Pat Frankish (Chair), Cllr David Garritt, Cllr Kathy Cooper, Cllr Geoff Cossey, Cllr Hazel Fox, Cllr Karen Gunn, Cllr Joy Kofeod and Cllr Jack Startin.
Also present: 9 members of the public, Ward Cllr Neil Poole (part) 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: No matters were raised.

MINUTES

- 2012E/01 Apologies for Absence
No apologies were received.
- 2012E/02 Declaration of Interests / Dispensations
a. Cllr Cooper declared an interest in agenda item 2012E/06 Town Hall, In Bloom; Cllr Fox declared an interest in 2012E/06 Town Hall, Cllr Frankish declared an interest in 2012E/06 In Bloom, Town Hall; Cllr Garritt declared an interest in 2012E/06 Primary School; Cllr Gunn declared an interest in 2012E/07 Happy Days Nursery; Cllr Cossey declared a non-pecuniary interest in 2012E/06 Kirton First and In Bloom.
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.
- 2012E/03 Minutes
a. The Council considered the minutes of the Extraordinary Full Council Meeting held on 25/11/2020. The Clerk noted minor typographical amendments required to the draft minutes as presented.
RESOLUTION: That with the amendments noted the minutes were duly approved and signed.
b. The Council received an update from the Clerk regarding tasks and actions, remarking on the number of actions issued during meetings since January and noting 7 outstanding or ongoing actions from the November Extraordinary Full Council meeting when a total of 21 actions were raised and 10 remaining actions from previous Full Council meetings.
- 2012E/04 Report from Ward / North Lincolnshire Councillors
Ward Cllr Neil Poole attempted to connect to the meeting but no report was received.
- 2012E/05 Mayor & Delegates reports –
The Council received reports from the Mayor attending meetings on behalf of the Council.
Chair's Report – Cllr Pat Frankish
 - Vincent Hall Meetings 02/12/2020 and 16/12/2020
The Mayor suggested that this update be provided at agenda item 2012E/08 which was agreed.
Councillor and Proper Officer Reports
 - ERNLLCA AGM 26/11/2020 - Cllr Startin updated the Council to note that the online meeting was brief and focused on the current requirements of working and holding meetings.
 - NLC Town & Parish Liaison 09/12/2020 – Cllr Startin noted the written reporting provided by the Clerk who reiterated the timely, useful and informative nature of this virtual meeting thanking North Lincolnshire Council for organising it. Topics covered included Covid-Secure Meeting Practices; NLC Covid Update; NL Preventative Approach; Financial Support for Residents and Winter Planning/Flu.
- 2012E/06 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. **ACTION: Town Clerk**
ii. Internal Control
a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (November 2020)

Signed:

Dated:

b. The Council considered opening a Public Sector Deposit Fund account with CCLA, as an option from the internal auditor recommendations.

RESOLUTION: That this process is started in line with the recommendations of the internal auditor and the Clerk.

ACTION: Town Clerk

iii. Precept 2021-2022

a. The Council considered the budgeted grant funding application received from KLASSIC

RESOLUTION: That grant funding of £4,935.00 for 2021/22 was approved.

b. The Council considered the budgeted grant funding application received from Kirton Call

RESOLUTION: That grant funding of £1,825.00 for 2021/22 was approved.

c. The Council considered the budgeted grant funding application received from Kirton in Lindsey In Bloom

RESOLUTION: That grant funding of £1,000.00 for 2021/22 was approved.

d. The Council considered the budgeted grant funding application received from Kirton Lindsey Primary School

Cllr Kofoed declared an interest.

RESOLUTION: That grant funding application is declined.

e. The Council considered the budgeted grant funding application received from Diamond Jubilee Town Hall

RESOLUTION: That grant funding of £3,000.00 for 2021/22 was approved.

f. The Council considered the budgeted grant funding application received from Kirton First

RESOLUTION: That grant funding of £1,200.00 for 2021/22 was approved.

g. The Council considered the budgeted grant funding application received from Evergreens

RESOLUTION: That grant funding of £750.00 for 2021/22 was approved.

h. The Council considered the budgeted grant funding application received from Scouts

RESOLUTION: That grant funding of £300.00 for 2021/22 was approved.

Cllrs who had declared interests did not vote on the relevant items above [c-f].

i. The Council considered reviewing the budget proposal for 2021-2022 and agreed actions required.

The Clerk noted that the Council Tax Base and details of the Council Tax Support Grant from NLC was still awaited, usually received in November each year. NLC had advised that the information was imminent, and it was expected by the end of this week. Without that information, adjustment and confirmation of the budget could again be subject to change and so full consideration was recommended to be postponed until the January meeting. The Clerk noted that the budget plan was currently a little higher than the preferred option of retaining the Precept at the same level as 2020-2021, however adjustments could still be made to bring all budget headings in line now that the level of grant funding was agreed and once Grounds Maintenance tenders were submitted by the end of December. In addition, the Clerk noted the auditors recommendation regarding the Assistant Clerk's time spend on KLASSIC duties and for this to be accounted for correctly on the Accounting Statement at year end.

RESOLUTION: That the review is carried out with the budget setting process at the January Full Council meeting.

ACTION: Town Clerk

2012E/07

Planning

a. The Council considered the following planning applications:

PA/2020/1844

i. Proposal: Planning application to vary condition 5 of PA/2003/0878 to allow the business to operate 7am to 6pm Monday to Saturday.

Address: Happy Days Nursery, 13 Grove Street, Kirton in Lindsey, DN21 4BY

RESOLUTION: That the Clerk submits 'Support' in response to this planning application.

ACTION: Town Clerk

Cllr Gunn did not vote on this item after declaring an interest.

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

i. PA/2019/493 – FULL PLANNING PERMISSION for change of use of barn to residential dwelling house at The Elms, 33 Moat House Road, Kirton in Lindsey, DN21 4DD

ii. PA/2020/1649 – CONSENT TO CUT DOWN OR CARRY OUT WORK ON TREES PROTECTED BY A TREE PRESERVATION ORDER – to carry out pruning on a copper beech tree, identified as T1 within and subject to Tree Preservation (Garden, HSBC Bank, George Street, Kirton in Lindsey) Order 2001 at 4 George Street, Kirton in Lindsey, DN21 4NA.

2012E/08

Kirton Regeneration Group

The Council considered updates and agreed any next steps from Regeneration Group meeting actions.

a. Town Car Parking Provision

- The Council discussed and agreed actions required to progress this work, including a proposal from Cllr Frankish and any reporting received.

RESOLUTION:

1. That the Council applies for a Public Works Loan, in anticipation of the arrangements to purchase the land and the cost of making it into a car park. That the Town Council seeks £100k and only draws down what is needed.

2. That the Council enters into negotiations with the landowner to secure the land (designated people to do this. The landowner has the right to confidentiality and this must be managed appropriately, ie, privately, with a small group identified to do this).

3. That the Council secures three indicative quotations for the development of the site. These will be based on the design agreed and considering all the specialist reports secured through the design

Signed:

Dated:

process, making it clear that the Council is aware of the limitations and difficulties.

That these processes are carried out in the order item 3, item 1, item 2.

ACTION: Town Clerk

RESOLUTION: That closed sessions with a requirement to exclude the press and public to discuss any confidential matters are included as part of future agendas.

ACTION: Town Clerk

- The Council noted receipt of a further two FOI requests.

b. Vincent Hall

- The Council discussed and agreed actions required to progress this work, including a proposal from Cllr Frankish and any reporting received.

RESOLUTION:

1. That Cllrs Frankish and Garritt are supported in their role in this process.

2. That Kirton in Lindsey Town Council wishes to support the project and welcomes the availability of the facilities for the town.

ACTION: Town Clerk

c. Resident survey

- The Council considered the development of a town survey for residents.

RESOLUTION: That a small working group is formed to draw up the topics, questions and format for a survey or surveys to launch in the new year.

ACTION: Cllrs

2012E/09

Policies and Procedures

a. The Council discussed any requirements to review the current virtual meeting platform.

RESOLUTION: That the Council continue to use the current platform.

b. The Council reviewed Policy 05: Reserves Policy last approved December 2019.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

c. The Council reviewed Policy 24: Press & Media Policy last approved December 2019.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

d. The Council reviewed Policy 28: Learning & Development Policy last approved November 2019.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

2012E/10

Open Spaces

a. The Council received the monthly play park inspection report from Cllr Fox for signature.

b. The Council received an update regarding the Grounds Maintenance contract and tender for March 2021.

The Clerk noted that the higher costings coming in from contractors compared to the previous contract and no interest, as yet, received regarding the flower beds contract split from the grass contract.

RESOLUTION: Cllr Gunn to contact a local resident who may be interested in the flower beds contract.

ACTION: Cllr Gunn

c. The Council received an update regarding the highway verge devolution contracting.

The Clerk noted the requirement from North Lincolnshire Council for updates on the cost of the works compared to the grant received and how any surplus is intended to be spent. The Clerk suggested that costs for any early cuts in March should be kept in mind as these are weather dependent and that other works could include the clearance of encroaching growth from the verges into footpaths.

RRSOLUTION: That the costings are reported as required and plans for the surplus are noted as additional cuts and clearance of the encroaching growth from the verges into footpaths.

ACTION: Town Clerk

d. The Council received updates regarding a proposal for benches to be placed at Park Hill and Dunstan Hill and agreed any actions required.

RESOLUTION: That the placements are agreed and costings sought for approval.

ACTION: Town Clerk

Cllr Cossey left the meeting

2012E/11

Allotments

a. The Council received an update on progress at the allotment site from Cllr Startin.

Cllr Startin noted contact with the Environmental Health / Pollution Control lead at North Lincolnshire Council for discussion over the pipe work discovered at the site. Cllr Kofoed offered support in obtaining and submitting quotations required for the site to North Lincolnshire Council for grant funding.

RESOLUTION: That Cllr Startin continues to see clarification on this matter and work on the grant funding requirements.

ACTION: Cllr Startin

2012E/12

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. The Council noted the following correspondence received after the Agenda was published:

- PA/2020/1839 – Decision Notice (Overhead Wires)
- On Street Parking request – Sylvester Street
- Car parking – construction response
- Planning courses – ERNLLCA
- PA/2020/1821 – Spa Hill

RESOLUTION: That the Clerk circulates the information about the training provision and planning application so that Councillors can make an informed decision on whether to attend

Signed:

Dated:

training and any additional meeting required to consider planning matters. ACTION: Town Clerk

Correspondence for Discussion

b. Gelders Site incident (Gainsborough Road)

The Clerk noted a complaint received by a resident copied in to all three Ward Councillors and the swift response of Cllr Neil Poole to help resolve the situation reported. The Council noted that residents could contact Ongo as well as Gelder over any further concerns at this building site.

c. KCOM – Full fibre broadband connectivity introduction

RESOLUTION: That the offer from KCOM to attend a meeting of the Council is declined.

ACTION: Town Clerk

d. On street parking issues

The Clerk noted the response from the Integrated Transport Project Officer at North Lincolnshire Council regarding concerns raised at Spa Hill, concerns from residents about increased problems around Station Road and Sylvester Street.

RESOLUTION: That these concerns are included in the planned residents survey and that residents who raise such concerns are signposted to North Lincolnshire Council Highways noting that conversations not involving the relevant agencies who can actually help are not going to make any progress.

ACTION: Councillors & Town Clerk

e. Footpath – East Dale Drive

The Clerk noted residents concerns about the accessibility of the new footpath at the Co-Op side.

RESOLUTION: That a letter is written to Station Road Co-Op asking them to consider making the footpath accessible for all at their boundary.

ACTION: Town Clerk

f. Staff - Annual leave

RESOLUTION: That annual leave for the Town Clerk is approved for 21st December 2020 through to 4th January 2021.

ACTION: Town Clerk

RESOLUTION: That at their next meeting the P&D Committee consider cover arrangements for KLASSIC bookings when the Assistant Clerk is on annual leave.

ACTION: P&D Committee

Cllr Garritt left the meeting

g. Christmas activities

The Council considered the Christmas activities, the take up of the different parts and the nominations for the Christmas lights competition. It was noted that the take up of the Gingerbread Challenge and the Online Quiz was very positive.

RESOLUTION: That the three nominated houses are awarded the generously donated prizes.

ACTION: Assistant Clerk/Town Clerk

2012E/13

Agenda for next and future meetings

No requests were made for items to go on the next Agenda.

2012E/14

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 27th January 2021 at 7pm. Agenda items to be submitted prior to Monday 18th January.

The meeting closed at 9:30pm

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

Signed:

Dated: