



## Minutes of the Extraordinary Meeting of Kirton in Lindsey Town Council held on Wednesday 24<sup>th</sup> March 2021 virtually via Zoom at 7pm.

Members present: Cllr Pat Frankish (Chair), Cllr Billy Boyd, Cllr Kathy Cooper, Cllr Hazel Fox, Cllr David Garritt, Cllr Karen Gunn, Cllr Joy Kofoed, Cllr Ian Lawrence and Cllr Jack Startin.

Also present: Ward Cllr Trevor Foster (part), Ward Cllr Neil Poole (part), Wayne Eynon (part), 6 members of the public 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 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 prayers were led by Cllr Frankish.

**Public Participation:** No matters were raised, however it was noted that Wayne Eynon, representing the Resident Flooding Group would try to attend during the meeting to provide an update and that the meeting could be suspended to hear him when he did so.

### MINUTES

2103E/01

Apologies for Absence

No apologies were received.

2103E/02

Declaration of Interests / Dispensations

a. Cllr Kofoed declared an interest in item 2103E/08 (a) (iii).

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.

2103E/03

Minutes

a. The Council considered the minutes of the Extraordinary Full Council Meeting held on 24/02/2021. The Clerk noted minor amendments to wording for 2102E/11 and 2102E/17 raised by Cllr Fox.

**RESOLUTION: That with the minor amendments, the minutes were duly approved and signed.**

b. The Council considered the minutes of the Extraordinary Full Council Meeting held on 08/03/2021.

**RESOLUTION: That the minutes were duly approved and signed.**

c. The Council received the draft minutes of the PK Committee Meeting held on 15/03/2021

d. The Council received an update from the Clerk regarding tasks and actions.

The Clerk noted 26 actions raised at the previous meeting, 3 outstanding and ongoing with a further 20 outstanding and ongoing from previous meetings. Specific updates were provided to the meeting about local infrastructure, finance, housing needs assessment, Regeneration Group, policies and procedures and cemetery regulations.

2103E/04

Report from Ward / North Lincolnshire Councillors

Ward Cllr Trevor Foster provided a financial update following the publication of the North Lincolnshire Council budget and noted the overall 3.4% increase in Council Tax for North Lincolnshire was one of the lowest in the country. Cllr Foster noted the continued success of the Imagination Library providing free books for children under five. The scheme has an impressive take up of over 90% of eligible children signed up and is considered an important link to reading in the current tech-centric world. A reminder was also given that the Community Grant Pot remains available as a further commitment from North Lincolnshire Council to local communities. Cllr Foster also noted the benefit of North Lincolnshire's achievement of freeport status giving preferential trading terms and gave thanks to Cllr Fox for acting as the focal point for town residents to report issues related to dog fouling and the development of the poster campaign with the towns children. Due to this work, he confirmed that the enforcement officer visits are now in place to further tackle the issues of dog fouling.

Ward Cllr Neil Poole updated the Council on North Lincolnshire Council's litter picking initiatives and the offer of pickers, bags and collections of waste to communities carry out litter picking. Cllr Poole also noted the successful virtual Standards Training and Town & Parish Liaison sessions with high attendance rates for both. Following the pandemic thought will be put into options for hybrid meetings where people can attend both physically and virtually as a positive outcome for access to meetings from the pandemic experience. It was also noted that the Community Grant Pot is accessible to all community organisations and groups as well as Town and Parish Councils. Cllr Kofoed noted two pending planning applications for the Ings Road area and asked the Ward Cllrs to clarify the position regarding the moratorium. Cllr Poole explained a moratorium was requested, but the evidence base was still to be collated and provided for the application to put this in place.

The Clerk asked for any updates on any application by North Lincolnshire Council for the government's Welcome

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Back Fund and how Kirton in Lindsey could benefit from the fund. Cllr Poole advised he was looking into this with appropriate officers at North Lincolnshire Council.

Cllr Fox expressed thanks to Ward Cllr Foster for his assistance with the enforcement officer and Ward Cllr Poole for his assistance with gathering information for potentially lighting the tree at the junction of Church Street and Station Road for future Christmas periods.

2103E/05

Local Council Award Scheme

The Council received a presentation from the Chairman of ERNLLCA, Cllr David Knowles, for the Local Council Award Scheme Foundation Award. Cllr Knowles noted that the Local Council Award Scheme replaced the previous Power of Wellbeing and that consideration of applications may move centrally to NALC however ERNLLCA wish for it to remain a local responsibility to assess applications. Kirton in Lindsey Town Council was congratulated on its achievement of the Foundation Award, providing assurance to the Council that it is up-to-date and progressive by the standards set within the sector. Receiving this award gives the local community and other local partners the confidence that the Council is delivering to a national professional standard. Cllr Knowles noted that of the 232 Town and Parish Council's within the ERNLLCA area, 5 Councils have now achieved Local Council Award Scheme status, including Kirton in Lindsey Town Council. Cllr Startin and Cllr Frankish noted the hard work of the Clerk to achieve the award and Cllr Garritt remarked on the strong community within the town which is a credit to all residents.

2103E/06

Mayor & Delegates reports –

The Council received reports from the Mayor attending meetings on behalf of the Council.

• Chair's Report/Civic Events – Cllr Pat Frankish

NLC Town and Parish Liaison Meeting 25<sup>th</sup> February - Cllr Frankish noted the attendance of Cllr Startin, the Clerk and herself at this virtual meeting and referred to the report prepared by the Clerk.

NLC Standards Training 4<sup>th</sup> March - Cllr Frankish noted the attendance of Cllr Fox, the Clerk and herself at this virtual meeting and referred to the report prepared by the Clerk.

Brigg Town Council – Virtual Quiz 5<sup>th</sup> March – Cllr Frankish noted attending this quiz and inspiring her to hold a virtual Kirton in Lindsey Quiz in aid of her chosen charity on 9<sup>th</sup> April.

Kirton in Lindsey Community Sports Centre meetings - Cllr Frankish noted that Cllr Garritt and herself continue to attend regular meetings and work continues to progress with NLC and the MOD.

• Councillor and Proper Officer Reports

The Clerk noted the visit from the Internal Auditor within a Covid-19 safe environment on 22<sup>nd</sup> March and drew the attention of all Councillors to the Planned Civic Event of a virtual online quiz to be held on 9<sup>th</sup> April and the Annual Town Meeting on 26<sup>th</sup> April.

2103E/07

Finance

i. Income and Expenditure

a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972. The Clerk noted the reporting required around internal transfers to the CCLA Public Sector Deposit Fund and how this is presented on the financial reporting to the Council.

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.

b. The Council considered a debit card for Town Council payments. The Clerk noted from Financial Regulations that personal credit or debit cards of members of staff shall not be used under any circumstances and that some companies require debit card or PayPal payments only which can cause conflicts with the Regulations.

**RESOLUTION: That the Clerk researches obtaining a debit card with the appropriate spending protections in place for making Town Council payments where BACs or cheque payments are not possible.**

**ACTION: Town Clerk**

2103E/08

Planning

a. The Council considered the following planning applications:

i. Number: PA/2021/222

Proposal: Planning permission to provide tarmac hard standing to the front of the property.

Address: 28 Cornwall Street, Kirton in Lindsey, DN21 4EH

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

**ACTION: Town Clerk**

ii. Number: PA/2021/358

Proposal: Planning permission to erect a single-storey rear extension and to make alterations to provide additional accommodation.

Address: 21 Mill Lane, Kirton in Lindsey, DN21 4DY

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

**ACTION: Town Clerk**

- iii. Number: PA/2021/221  
 Proposal: Planning permission to install a dropped kerb.  
 Address: 1 Lowfield Close, Kirton in Lindsey, DN21 4RD

Cllr Kofoed declared an interest.

**RESOLUTION: That the Clerk submits “No Objection” in response to this planning application.**  
**ACTION: Town Clerk**

- iv. Number: PA/2021/255  
 Proposal: Planning permission to erect a detached dormer bungalow with single storey side extensions and attached covered open bay garage.  
 Address: Land adjoining and rear of 12 Mill Lane, Kirton in Lindsey, DN21 4DY

**RESOLUTION: That the Clerk submits “No Objection” in response to this planning application.**  
**ACTION: Town Clerk**

- v. Number: PA/2021/307  
 Proposal: Planning permission to replace four windows and door to front elevation  
 Address: 1 George Street, Kirton in Lindsey, DN21 4NA

**RESOLUTION: That the Clerk submits “No comment” in response to this planning application.**  
**ACTION: Town Clerk**

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

- i. PA/2020/1684 – FULL PLANNING PERMISSION for Planning permission for change of use and associated works for the conversion of the first floor and ground floor entrances of 13 High Street from retail (E(a)) to residential (C3) to provide six one-bedroom flats at 13 High Street, Kirton in Lindsey, DN21 4LZ

It was noted with disappointment that the Town Council’s comments regarding parking were not taken on board in the decision made for this application.

2103E/09

Kirton Regeneration Group

The Council considered updates and agreed any next steps from Regeneration Group meeting actions. Cllr Frankish reminded Councillors of the Clerks update that North Lincolnshire Council members were currently considering the request from the Town Council to restart these meetings and that the update on this was awaited.

Town Car Parking Provision

- The Clerk noted no updates to report at this point in the meeting and confirmed that the report on the concrete bases at the site was awaited.
- b. Kirton in Lindsey Community Sports Centre
  - The Council were updated by Cllr Garritt on his development of the survey for residents, holding sites for social media and research into websites as well as potential changes to the original proposal for the CIO set up. It is hoped that the survey can be launched as soon as possible. Cllr Boyd queried the background work so that the group is ready to move when the site is obtained. Cllr Frankish responded that background work is ongoing, the survey forms part of this and significant discussions with Huntcliff Academy also continue to inform this. It was noted that there were no detailed questions within the wider resident’s survey about the sports centre but that this survey could sit as an appendix or Part B to the main survey to reach as many residents as possible.
- c. Resident survey
  - The Council received updates on the development of the survey and discussion continued around the inclusion of information about potential costs to residents for the proposed car parking provision.

**RESOLUTION: That wording is reviewed to make it clearer about the possible costs to residents for the construction of the car park and that a clear option to agree or disagree with the proposal is given.**

**ACTION: Cllr Garritt**

**RESOLUTION: That costings for the Christmas and Summer events are also given within the survey for the benefit of residents responding to the survey questions.**

**ACTION: Cllr Garritt**

Public Participation – Resident Flooding Group

The meeting was suspended to receive an update from Wayne Eynon. Mr Eynon apologised for his late arrival to the meeting and reported on the work to date cumulating in the preparation of an official letter to North Lincolnshire Council (NLC) and the local MP with 51 questions from residents. Last Friday a constructive virtual meeting was held with the local MP, Ward Cllr Poole, the Leader of NLC and officers from NLC. NLC have again committed to responding to all the questions submitted by the end of this month and are aware that those answers are likely to result in further questions as the information gathering continues. NLC were very supportive and gave thanks to the residents for raising awareness of the problems. The developers, Larkfleet Homes, were noted as not immediately delivering on promises made about resolving the problems residents are facing.

Ward Cllr Poole had summed up the issues at the site as firstly the outfall from the site to the River Eau, secondly the water entering the site from other areas of the town and thirdly the proposed finished levels of the new estate. Concerns were raised with the local MP about the central government stance and pressure for development and from Railtrack about their concerns raised during the planning processing going unheard. Concerns that the railway line could be undermined due to the proximity of the sustainable drainage systems (SuDS) were noted as a potential major problem in the future. The implication of any engineering solutions to be presented by the developers will need to be fully looked into. Cllr Boyd noted the importance that all information was documented with dates and Cllr Kofoed expressed thanks to Mr Eynon and the Flooding Group and Ward Cllr Poole for their work as it was greatly appreciated for the benefit of the residents.

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- 2103E/10 Policies and Procedures  
 a. The Council considered amendments to Policy 31: Virtual Meeting Procedure approved July 2020.  
**RESOLUTION: That amendments are made to note the use of Zoom and to clarify that questions by members are asked after discussions by either the raising of the hand physically or via the reactions buttons available through the Zoom platform.** ACTION: Town Clerk  
 b. The Council considered amendments to the Cemetery Risk Assessment last approved January 2020  
**RESOLUTION: That this risk assessment is approved without amendment.** ACTION: Town Clerk  
 c. The Council considered amendments to the Play Area Risk Assessment last approved January 2020  
**RESOLUTION: That this risk assessment is approved without amendment.** ACTION: Town Clerk  
 d. The Council considered the development of a Co-Option procedure.  
**RESOLUTION: That this matter is placed on the General Purposes Committee agenda and that the development of the procedure is cross referenced with Standing Orders.** ACTION: Town Clerk
- 2103E/11 Open Spaces  
 a. The Council received the monthly play park inspection report from Cllr Fox for signature, noting that the current process of dealing with minor works is working well and major concerns continue to be brought back to the Council for cost considerations. The Clerk noted the trigger point for s106 monies from the Beechcroft Drive development and that clarification over the use of the monies was ongoing but was hoped that it could benefit the five year plan for development of the equipment at the play area. Cllr Cooper noted that she was still working on summaries of the public survey responses and visits to other nearby play areas can take place as lockdown restrictions ease.  
 b. The Council discussed the damage to the tree surround on the Green and decided actions required.  
**RESOLUTION: That a local iron worker is contacted about making a stronger replacement tree guard.** ACTION: Cllr Frankish  
 c. The Council considered the results from the dog fouling campaign poster competition. Cllr Fox noted disappointment at only receiving two entries to the competition but noted that both posters could now be displayed and prizes awarded to the children who designed them. Councillors expressed their thanks to Cllr Fox for her work on this project and hoped a difference would be seen around the town.
- 2103E/12 Grove Street Cemetery  
 a. The Council received an update about the planned works to the central path at the cemetery and that a one week closure would be effective from 12<sup>th</sup> to 19<sup>th</sup> April which was currently publicised.  
 b. The Council considered the clearance of the area to the right of the entrance to the Cemetery. A quotation of £75 was received for the clearance of the area and disposal of the waste, which was offered to be covered by the In Bloom group.  
**RESOLUTION: That quotation is accepted, and costs covered by the In Bloom Group.** ACTION: Town Clerk
- 2103E/13 Allotments  
 The Council received an update on progress at the allotment site from Cllr Startin.  
 Cllr Startin confirmed he continues to seek quotations for weed suppressant membrane.
- 2103E/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. The Clerk noted correspondence received after the Agenda was published; Play area inspection report, Resident's survey draft, planning application PA/2021/60 Decision Notice, a resident query about the government's Welcome Back Fund, a resident query about Gainsthorpe Quarry, s106 update for Beechcroft Drive and confirmation of the date for the ERNLLCA District Committee Meeting as Thursday 15<sup>th</sup> April.
- Correspondence for Discussion  
 b. Connectivity and town centre improvements requests/suggestion from resident – the Clerk noted the detailed correspondence from a resident and asked the Council for their decision on any actions to be taken.  
**RESOLUTION: That the North Lincolnshire Council Town Centres Manager is asked for assistance with this.** ACTION: Cllr Garritt  
**RESOLUTION: That the information is referred to the Promoting Kirton Committee for development of ways to improve the Market Place and retain it as a commercial centre.** ACTION: Town Clerk  
 c. Residents Flooding Group update – the Clerk noted correspondence received prior to the meeting and the Council noted the update from Mr Eynon during the meeting.  
 d. North Lincolnshire Council Freight Strategy Survey – the Clerk emphasised the importance of a Town Council response to this opportunity to comment on heavy goods traffic through the town.  
**RESOLUTION: That Cllr Frankish completes a response but other Cllrs should feed in their comments for inclusion prior to the deadline of 2<sup>nd</sup> April.** ACTION: Cllr Frankish/Cllrs  
 e. Kirton First article – 'Rewilding or Dewilding'. The Clerk noted the opportunity for the Town Council to provide further information on the removal of the tree from edge of the Cemetery in the next issue of Kirton First.  
**RESOLUTION: That information is included in the Town Council report in the next edition of Kirton First.** ACTION: Town Clerk

- 2103E/15 Agenda for next and future meetings  
 • No items requested at this time.
- 2103E/16 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 28<sup>th</sup> April 2021 at 7pm. Agenda items to be submitted prior to Monday 19<sup>th</sup> April.
- 2103E/17 Exclusion of the Public & Press  
 The Council considered the exclusion of the public and press under the provisions of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the matters to be discussed.  
**RESOLUTION: That the meeting be closed and the public and press excluded.**
- 2103E/18 Closed meeting procedure  
 Due to the nature of virtual meetings and to reflect that the meeting is not held within a closed meeting room, all members made declaration that they had put into place necessary measures to ensure that the meeting had excluded anyone who was not authorised to be present.
- 2103E/19 Car Parking Provision – design costing discussion.  
 The Council discussed the quotations received for the preferred design costings.  
**RESOLUTION: That an item is placed on the agenda for the General Purposes Committee for the setting up of a working group and the remit and membership of that working group.**  
**ACTION: Town Clerk**
- 2103E/20 Allotments – contaminated land survey discussion  
 The Council discussed quotations and proposals received for contaminated land surveys.  
**RESOLUTION: That North Lincolnshire Council are again approached, outlining the costs obtained for the surveys and the surprise from the professionals contacted for quotations at the limited help provided to the Town Council by North Lincolnshire Council, and asking if North Lincolnshire Council have access to appropriate skills or local companies with the necessary skills to carry out the works.**  
**RESOLUTION: To request North Lincolnshire Council fund the surveys.**  
**RESOLUTION: To work with TJC in line with their quotation as the preferred option.**  
**ACTION: Town Clerk**  
**ACTION: Town Clerk**  
**ACTION: Town Clerk**

The meeting closed at 9:40pm

Present:	Cllr Pat Frankish Cllr Billy Boyd Cllr Kathy Cooper Cllr Hazel Fox Cllr David Garritt Cllr Karen Gunn Cllr Joy Kofoed Cllr Ian Lawrence Cllr Jack Startin
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Signed:

Dated: