



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council held on  
Wednesday 22<sup>nd</sup> September 2021  
at the Town Hall, High Street, Kirton in Lindsey at 7:00pm.**

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

Also present: One resident and Suzanne Stephenson plus Town Clerk, Neil Taylor-Matson.

Prior to the meeting prayers were led by Cllr Frankish.

**Public Participation:**

A resident addressed the meeting with appreciation for the efforts put into keeping the active Council running throughout the Covid-19 pandemic response.

**MINUTES**

- 2109/01 Apologies for Absence  
Apologies were received from Ward Cllr John England.
- 2109/02 Declaration of Interests / Dispensations  
a. No declarations of interest were made.  
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.
- 2109/03 Minutes  
a. The Council considered the minutes of the Full Council Meeting held on 28<sup>th</sup> July 2021.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council considered the minutes of the Extraordinary Full Council Meeting held 7<sup>th</sup> September 2021.  
**RESOLUTION: That the minutes were duly approved and signed.**  
c. The Council received the draft minutes of the Promoting Kirton Committee held 13<sup>th</sup> September 2021.  
d. The Council received the draft minutes of the General Purposes Committee held 13<sup>th</sup> September 2021. The amendments made at that meeting to the motion to take to the ERNLLCA AGM were noted.  
e. The Council received an update from the Clerk regarding tasks and actions, noting three outstanding actions from the twenty-eight actions raised at the previous meeting, which were on the agenda to be further addressed and resolved. A number of other actions remained with the Assistant Clerk, Councillors and outside bodies to progress.
- 2109/04 Report from Ward / North Lincolnshire Councillors  
No report received.
- 2109/05 Mayor & Delegates reports –  
The Council received reports from the Mayor, Councillors and Proper Officer attending meetings or events on behalf of the Council.
- Chair's Report/Civic Events – Cllr Pat Frankish
  - **FoodFest 3<sup>rd</sup> September.** Cllr Frankish noted the successful and popular event with clear investment from North Lincolnshire Council (NLC) put into the event.
  - **NLC Town & Parish Council Charter Review 9<sup>th</sup> September.** Cllr Frankish noted attending this virtual meeting along with the Clerk. The Clerk noted that the review was billed as a chance to update the collaboration means and expectations between NLC and Town and Parish Councils with a six-monthly review process put into place to confirm that the Charter is working. The reviewed draft will be taken to the Town & Parish Liaison meeting for approval and further updates would come through those meetings.
  - **Homecoming Celebration 19<sup>th</sup> September.** Cllr Frankish reported on the positive event held at KLASSIC Park to celebrate Victoria Rumary's success in the Tokyo 2020 Paralympic Games and noted the presentation of a trophy and chocolate cake to Victoria by the Town Council. The community support for Victoria's success was noted.
  - **Civic Service – fwd notice for 10th October.** Cllr Frankish reminded Councillors of the event and hoped that they would attend to support this.
  - Councillor and Proper Officer Reports
  - **Ridge NAT 22<sup>nd</sup> September –** Cllr Cooper reported attending the meeting at Scawby which was shorter than usual. Ward Cllr Foster attended, however no representatives from NLC drainage/planning, invited to address concerns from towns and villages about drainage and flooding issues, were available to attend. Cllr Cooper noted that she requested that reporting on crime statistics is reinstated for Town and Parish Councils by the PCSOs. The

Signed:

Dated:

quarry, flooding and drainage and HGV movements remain the key priorities. Next meeting 5<sup>th</sup> January.

**RESOLUTION: That the Clerk contacts PCSO Pearson regarding receipt of crime statistics.**

**ACTION: Town Clerk**

**RESOLUTION: That disappointment about no representation from NLC drainage/planning at the meeting is sent to NLC.**

**ACTION: Town Clerk**

- **Queens Head Memorial Bench** – Cllr Kofoed noted that the Queens Head have had a bench installed at the edge of their car park in memorial to residents and asked that the Council publicly thank the owners for this contribution to the community. Further information to be provided for the thank you.

**RESOLUTION: That Cllr Garritt meets with the Queens Head for further information which can then be published.**

**ACTION: Cllr Garritt/Town Clerk**

- **Covid-19 Volunteer list** – Cllr Cooper reported working through the volunteer list to ask if the volunteers are still willing to be general volunteers for the town and community with a very positive response back so far.

2109/06

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 Reports and Bank Reconciliations to balance with the bank statements and cashbook.

b. Bank account – the Council considered new charges and confirmed bank mandate signatories.

**RESOLUTION: That research continues into alternative business bank accounts due to the charges to be imposed from November.**

**ACTION: Town Clerk**

**RESOLUTION: That Cllr Garritt is added to the bank mandate and Cllr Startin is removed.**

**ACTION: Town Clerk**

2109/07

Planning

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

- PA/2021/1158 – NO TREE PRESERVATION ORDER MADE – for intention to undertake a crown reduction on a cherry tree within Kirton in Lindsey's conservation area at 1 Duck Lane, Kirton in Lindsey, DN21 4LX
- PA/2021/636 – FULL PLANNING PERMISSION WITH CONDITIONS – for change of use of shop to ancillary domestic accommodation (including basement from mixed domestic and commercial storage to ancillary domestic storage) at 24 High Street, Kirton in Lindsey, DN21 4LX
- PA/2021/1073 – WITHDRAWN – for the determination of the requirement for prior approval for the installation of a 20m phase 8 monopole, c/w wraparound cabinet at base and associated ancillary works at grass verge, Redbourne Mere, Kirton in Lindsey, DN21 4NW
- PA/2021/826 – CONSENT TO CARRY OUT WORKS – TREES IN A CONSERVATION AREA – to fell a tree within Kirton in Lindsey's conservation area at Wickentree House, 2 Queen Street, Kirton in Lindsey, DN21 4NS
- PA/2021/1156 – CONSENT TO CARRY OUT WORKS – TREES IN A CONSERVATION AREA – to crown reduce a sycamore, situated within Kirton in Lindsey's conservation area at Burton Hall, Queen Street, Kirton in Lindsey, DN21 4NS
- PA/2021/1068 – LISTED BUILDING CONSENT GRANTED – to carry out works including stabilising brick walls, repairs to the dormer window, damp-proofing to the south, east and north walls, carry out repairs to the roof and chimney of the outbuilding, replace windows to the north elevation with like-for-like single glazed timber windows, install new staircase and door with associated alterations at first-floor level, replace front and rear doors and replace wooden garden gates at Lime House, 4 Queen Street, Kirton in Lindsey, DN21 4NS
- PA/2021/1237 – FULL PLANNING PERMISSION WITH CONDITIONS – to erect a single-storey rear extension and a boundary wall at 9 Millstone Close, Kirton in Lindsey, DN21 4FH
- PA/2021/1222 – APPROVE – NON-MATERIAL AMENDMENT – to PA/2015/1079 namely to alter the materials used to Crest Titan grey bricks and install Windsor brown windows at plot 82A Windmill Way, Kirton in Lindsey
- PA/2021/1221 - APPROVE – NON-MATERIAL AMENDMENT – to PA/2015/0333 namely to alter the materials used to Hathway Winerberger bricks and install cream inline windows at plot 79 Barley Close, Kirton in Lindsey
- PA/2021/1007 - APPROVE – NON-MATERIAL AMENDMENT – to PA/2016/352 namely to alter the materials of Plot 74A brick to Hathway Weinerberger and roof tiles to Sandtoft flat Calderdale grey and

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plot 74B bricks to Hathersage Weinerberger and roof tiles to Sandtoft rustic colour at plots 74A and 74B Barley Close, Kirton in Lindsey

b. Larkfleet Homes

- i. The Council received the response from North Lincolnshire Council to its complaint made in relation to handling of Planning Application PA/2017/389 for the Larkfleet Homes development on Station Road.
- ii. The Council discussed matters arising from the Larkfleet Homes development, including the current drainage situation, implications of the latest financial decisions and any other matters to provide residents with the best support possible. The Clerk provided to all Councillors a copy of a letter from a resident regarding the NLC complaint response received earlier that morning.  
**RESOLUTION: That the Council write to NLC requesting that building control attend the site regularly and ask NLC provide reporting back to the Town Council on when visits have taken place confirming that work is in line with the construction design regulations.** ACTION: Town Clerk  
**RESOLUTION: That the Council write to NLC asking them to take on the site maintenance instead of the third-party route planned by Larkfleet Homes.** ACTION: Town Clerk  
**RESOLUTION: That these communications with NLC are copied to Holly Mumby-Croft MP.** ACTION: Town Clerk  
**RESOLUTION: That the Council ask Holly Mumby-Croft MP to speak to the new minister for housing about the continued concerns regarding the development.** ACTION: Town Clerk

2109/08

Kirton Regeneration Group

a-c. The Council received updates and agreed next steps from Regeneration Group meeting actions. Cllr Frankish noted that no meeting of the group had taken place since the last Town Council meeting with the next meeting planned to take place virtually on 12<sup>th</sup> October. The car park planning application remains with NLC, the community sports centre in negotiations with NLC and the MOD. The paper returns from the Residents Survey now need to be collated and Cllrs had bundles distributed to carry out this work ahead of the next Full Council meeting.

**RESOLUTION: That a working group of Cllrs input the paper responses into the digital survey by a private link to it so that all results can be collated together and full analysis carried out.**

ACTION: Cllr Garritt, Cllr Lawrence, Cllr Cooper and Cllr Frankish

d. Connectivity, Infrastructure and Town Centre improvements. Cllr Garritt noted contact with NLC Town Centres Manager and the Leader with their request for ideas and suggestions to be put forward for improvements required. Many options were discussed which fall into the remit of the Kirton Connections (formerly Community Renewal) project work. This will allow for everything to be explored in sufficient detail to move forward with a view to seeking any funding required.

**RESOLUTION: That this work continues in conjunction with the Kirton Connection project to develop scope and concrete ideas to take forward for funding.** ACTION: Assistant Clerk

e. Kirton Connections project update and terms of reference. Cllr Frankish and Cllr Garritt noted the ongoing work carried out by the Assistant Clerk to link community areas and organisations together and work to improve communications and information sharing. The terms of reference were approved.

**RESOLUTION: That the terms of reference of the Kirton Connections project were approved.**

2109/09

Policies and Procedures

a. The Council reviewed Policy 27: Lone Worker Policy last approved September 2020.

**RESOLUTION: That this Policy requires no amendments.**

ACTION: Town Clerk

b. The Council reviewed Policy 07: Member/Officer Protocol last approved November 2020.

**RESOLUTION: That this Policy requires no amendments.**

ACTION: Town Clerk

c. The Council considered the requirements of the Local Council Award Scheme – Quality Status and agreed actions required. The Clerk noted assistance required to develop the documentation required to complete the application and requested a working group is formed.

**RESOLUTION: That this is referred to the General Purposes committee for a working group to be formed.** ACTION: Town Clerk

2109/10

Open Spaces

a. Cllr Fox presented inspection reports for July and September and reported concerns over the issues highlighted in the annual RoSPA inspection carried out in August. Cllr Fox noted that she had organised a meeting with the contractor to consider further repairs needed. The Clerk noted approval required for works following the receipt of costings from the contractor for previous concerns.

**RESOLUTION: That painting of bollards, railings and posts at the Green and War Memorial as requested by the Trustees of the Green and The Market Place and the Trustees of the War Memorial and Garden of Edward Elmhirst Duckering is approved.**

ACTION: Town Clerk

**RESOLUTION: That the Royal British Legion are asked if they are able to assist with the railings at the War Memorial.** ACTION: Town Clerk

**RESOLUTION: That costs to cover works to prune the pollarded lime tree at the Green are approved, as requested by Trustees of the Green and The Market Place.** ACTION: Town Clerk

**RESOLUTION: That works to the benches on the Green, repairs to the climbing frame foothold and cleaning around the bottom of the removal bollards is approved at a cost of £395.00.**

**ACTION: Town Clerk**

**RESOLUTION: That work to replace rotten wooden slats on benches at the Cemetery are approved at a cost of £375.00.**

**ACTION: Town Clerk**

b. The Council received updates regarding the dog fouling campaign. The fixed penalty notices successfully issued following reporting from KLASSIC Park was noted and commended. Cllr Lawrence discussed a potential plastic wrapping solution for future displaying of posters.

c. The Council received an update regarding grounds maintenance works and open spaces. The Clerk reported some progress on outstanding repairs required along the Public Rights of Way network and that the grass cutting contractors had changed their reporting procedures. This has meant no access to the weekly reporting agreed as part of the contract since the end of July. Councillors noted that they were very pleased with the standard of grass cutting and the planting around the town but concerned at the failure in the weekly reporting schedules.

**RESOLUTION: That the Clerk informs the grass cutting contractors of the Council's concern over the breakdown in weekly reporting.**

**ACTION: Town Clerk**

d. The Council noted the damage to the removal bollard at the Green and the decision of the General Purposes Committee. The Clerk noted that research was still required into costings for both the bollard and associated ground works and that costings would be brought to the next available meeting for consideration.

2109/11

Grove Street Cemetery

The Council discussed matters regarding Grove Street Cemetery including actions required following the memorial safety inspection works and the installation of the replacement bench outside the cemetery. The Clerk updated the Council to note that the replacement bench was on order, but delays continued around many manufacturing industries in the UK at this time. The Clerk noted the need for the Council to decide actions required to make memorials safe in the cemetery when owners cannot be traced or are unable or unwilling to carry out the necessary repair work highlighted by the inspection.

**RESOLUTION: That a deadline of six months is published for works to be completed by grave owners with information about the actions required to be taken.**

**ACTION: Town Clerk**

**RESOLUTION: That the Council review the safety requirements to be implemented when the six months have lapsed.**

**ACTION: Town Clerk**

2109/12

Allotments

The Council received an update on progress at the allotment site from Cllr Lawrence. The land survey work is nearing completion which will be followed by the installation of the water connection to the site. Once these works are done the marking out of the plots and other general grounds work is considered to be straightforward for a small team of people to achieve. The Clerk noted the deadline for the water connection application was nearing expiry and if this clashed with the finalisation of the land survey work that further delays could be expected due to the requirement for a new application for water connection.

**RESOLUTION: That installation of the water connection begins as soon as an all clear is received from the land surveys.**

**ACTION: Town Clerk**

2109/13

Town Clerk's Report / Correspondence for Information and Discussion

The Council received 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; Landfill Communities Funding information; VANL AGM request for nominations; Hornsby's return of 94 bus service and request from ERNLLCA for agenda items for the District Committee meeting.

Correspondence for Discussion

b. Filing cabinet requirement and costings

The Clerk noted the requirement for a lockable replacement of the office filing cabinet for data security and provided costing options.

**RESOLUTION: That the Clerk selects the most appropriate cabinet for the need within the costings presented to the Council.**

**ACTION: Town Clerk**

**RESOLUTION: That the old filing cabinet is offered for community bids prior to disposal.**

**ACTION: Town Clerk**

c. Carers Support Service publicity email 27th August

The Council considered the request for publicity assistance and noted that the information was put into the current edition of Kirton First.

d. Pedestrian crossing – South Cliff Road

The Council discussed safety concerns raised around the pedestrian crossing on social media, with particular concerns that traffic is not stopping to allow school children to use the crossing.

**RESOLUTION: That the Council write to the school to ask if highway awareness support/information can be provided to the school children.**

**ACTION: Town Clerk**

**RESOLUTION: That the Council write to NLC to ask them to consider a crossing patrol for school opening and closing times to help.**

**ACTION: Town Clerk**

e. Trade Watch

The Council received information about the Trade Watch scheme and discussed taking up the initiative with support from residents in the town.

**RESOLUTION: *That the scheme is promoted in Kirton First to seek support from residents.***

**ACTION: Town Clerk**

f. Community Payback update

The Clerk updated the Council on the positive responses received from the Community Payback Placement Coordinator and that current transport problems needed to be overcome in order to move the scheme forward but that the projects highlighted to them could be supported through Community Payback.

2109/14

Casual Vacancy - Councillor Co-option

The Council considered the applications for co-option to fill one vacancy on Kirton in Lindsey Town Council by Jared Priestley and Suzanne Stephenson. Suzanne Stephenson addressed the Council about her background, current circumstances and interest in the Town Council and Kirton in Lindsey. The Council then voted to decide on whether to fill the vacancy.

**RESOLUTION: *That Suzanne Stephenson was co-opted onto the Council.***

**ACTION: Town Clerk**

2109/15

Agenda for next and future meetings

Councillor numbers – Cllr Cooper

School buses – Cllr Gunn

2109/16

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 including changes to legislation and public health restrictions, Wednesday 27<sup>th</sup> October 2021 at the Town Hall from 7pm. Agenda items to be submitted to the Clerk prior to Monday 18<sup>th</sup> October.

The meeting closed at 8:50pm

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

Signed:

Dated: