



## Minutes of the Extraordinary Meeting of Kirton in Lindsey Town Council held on Wednesday 24<sup>th</sup> February 2021 virtually via PowWowNow 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 and Cllr Jack Startin. Also present: Ward Cllr Neil Poole, Richard Boulton, Ian Lawrence, Suzanne Stephenson, 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.

### MINUTES

2102E/01 Apologies for Absence  
No apologies were received.

2102E/02 Declaration of Interests / Dispensations  
a. No declarations of interest were made with regard to the meeting agenda.  
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.

2102E/03 Minutes  
a. The Council considered the minutes of the Extraordinary Full Council Meeting held on 25/01/2021  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council considered the minutes of the Extraordinary Full Council Meeting held on 27/01/2021  
A clarification was requested regarding item 2101E/11, Grove Street Cemetery. The record was agreed.  
**RESOLUTION: That the minutes were duly approved and signed.**  
c. The Council received the draft minutes of the P&D Committee Meeting held on 04/02/2021  
d. The Council received the draft minutes of the PK Committee Meeting held on 08/02/2021  
e. The Council received the draft minutes of the GP Committee Meeting held on 08/02/2021  
f. The Council received an update from the Clerk regarding tasks and actions.  
The Council received an update from the Clerk regarding tasks and actions, noting 26 actions raised at the previous meeting, 7 outstanding and ongoing with a further 18 outstanding and ongoing from previous meetings.

2102E/04 Report from Ward / North Lincolnshire Councillors  
Ward Cllr Neil Poole updated the Council on work ongoing following the concerns raised by residents about flooding due to the development at Station Road by Allison Homes under Larkfleet. Cllr Poole noted that the formation and communication from the newly formed Flood Action Group was welcomed and noted the receipt of their formal letter with extensive questions sent to the Chief Executive at North Lincolnshire Council. Actions are currently ongoing to respond in detail to the questions and a timescale for the response provided to the group. Cllr Poole noted attending the Beechcroft development with the drainage team to undertake recording and assessment of levels and investigation into the direction and flow of the dyke and piping network. Responses to the Flood Action Group will be copied to the Town Council. Cllr Poole stressed that answers and solutions will be forthcoming but it will take time to achieve and that the Town Council should keep its eye on future planning applications as nothing further should be added to the network at this point. A moratorium has been requested on all development within the town at this time. It was recommended that the Town Council write to North Lincolnshire Council asking that under the exceptional circumstances they contact the inspectorate considering the appeal for the Ings Road development with information about the events of 6<sup>th</sup> February.

2102E/05 Local Infrastructure  
The Council considered the information received from residents and the report from Ward Cllr Neil Poole with regard to the development at Station Road by Allison Homes and the impact on existing residents.  
**RESOLUTION: That the Town Council write formally to North Lincolnshire Council and the MP for the area asking for action regarding the flooding and noting that the underground reservoir built for the existing Ings Dale Estate will be overwhelmed and not fit for purpose should further development at Ings Road go ahead.** ACTION: Town Clerk  
**RESOLUTION: That a letter is written to the Flood Action Group confirming support from the Town Council, to thank them for the work put into this matter and to invite a representative from**

Signed:

Dated:

*the Group to attend Town Council meetings to provide updates.*

**ACTION: Town Clerk**

2102E/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

Vincent Hall Meetings - Cllr Frankish noted that work continued to progress with NLC and the MOD and that the project was now to be referred to as Kirton in Lindsey Community Sports Centre.

Beverley Town Council – Head and Heart Digital Cabaret 12/02/2021 – Cllr Frankish noted this as a strange Civic event held via Zoom and noted that she will continue to attend Civic events to represent Kirton in Lindsey.

Planned Civic Event – Cllr Frankish noted preparation for a virtual online quiz to raise funds for the Mayors Charities to be held on 9<sup>th</sup> April.

2102E/07

Casual Vacancy – Councillor Co-Option

The Council considered the applications received to fill one vacancy on Kirton in Lindsey Town Council by Suzanne Stephenson, Ian Lawrence and Richard Boulton. Each applicant was invited to address the meeting about their interests in joining the Town Council.

**RESOLUTION: That Ian Lawrence was co-opted onto the Council.**

**ACTION: Town Clerk**

2102E/08

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.

b. The Council received notification of the opening of the Public Sector Deposit Fund account with CCLA, and considered agreement to transfer the required value from the Town Council Bank Account to ensure the protection of the Financial Services Compensation Scheme.

**RESOLUTION: That £60,000 is transferred to the Public Sector Deposit Fund** **ACTION: Town Clerk**

c. The Council considered agreement that the value held within the Public Sector Deposit Fund account with the CCLA is recorded on the monthly Financial Report received by Full Council.

**RESOLUTION: That information about the holdings within Public Sector Deposit Fund account is included on the monthly Financial Report** **ACTION: Town Clerk**

d. The Council considered agreement that fund transfers between the Town Council Bank Account and the Public Sector Deposit Fund are carried out to maintain the protection of the Financial Services Compensation Scheme and that all transfers are reported to Full Council as part of the established monthly reporting process.

**RESOLUTION: That transfers are carried out to maintain the protection of the FSC Scheme and that all transfers are reported to Full Council as part of the monthly financial reporting.**

**ACTION: Town Clerk**

2102E/09

Planning

a. The Council considered looking into the need for a revised formal housing need assessment with North Lincolnshire Council and agreed any actions required.

**RESOLUTION: That representation is made to North Lincolnshire Council to ask for this to be looked at and that the Neighbourhood Plan group also look into this as part of the development of the plan.**

b. The Council considered the following planning applications:

i. Number: PA/2021/151

Proposal: Planning permission to erect single storey front and rear extensions.

Address: Kenilworth, 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/2021/266

Proposal: Notice of intention to prune a cherry plum, two conifers and a cherry within Kirton in Lindsey's conservation area

Address: 23 South Cliff Road, Kirton in Lindsey, DN21 4NP

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

**ACTION: Town Clerk**

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

i. PA/2020/1684 – FULL PLANNING PERMISSION WITH CONDITIONS for Planning permission to erect two-storey home office and recreational facility at 21 Moat House Road, Kirton in Lindsey, DN21 4DD

ii. PA/2020/1821 – FULL PLANNING PERMISSION WITH CONDITIONS for Planning permission for alterations to existing outbuilding to provide additional accommodation at 6 Spa Hill, Kirton in Lindsey, DN21 4NE

Signed:

Dated:

- iii. PA/2020/1844 - - FULL PLANNING PERMISSION WITH CONDITIONS for Planning application to vary condition 5 of PA/2003/0878 to allow the business to operate 7:30am to 6pm Monday to Saturday at 13 Grove Street, Kirton in Lindsey, DN21 4BY

2102E/10

Kirton Regeneration Group

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

**RESOLUTION: That the Clerk writes to request the meetings resume between Kirton in Lindsey Town Council and North Lincolnshire Council to continue to discuss wider regeneration matters.**

**ACTION: Town Clerk**

a. Town Car Parking Provision

• The Council received an update on current progress on surveys and quotations noting that the utilities search was completed and this data passed to the contractor carrying out the drainage survey work. Receipt of information on quotations was still ongoing.

b. Vincent Hall (Kirton in Lindsey Community Sports Centre)

• The Council were updated that work continues with the discussions between NLC and the MOD at this time. A survey for residents is under development and the footpath/cycleway consultation is still live. Discussions with Huntcliff Academy to continue around their intentions for use.

c. Resident survey

• The Council received updates that the development of the survey was well underway with the online version almost ready and a paper version to be finalised to be distributed to all homes. Cllr Gunn offered assistance with delivering the paper version of the survey to homes.

Cllr Cooper left the meeting

2102E/11

Policies and Procedures

a. The Council discussed any additional review of the current virtual meeting platform. Councillors expressed interest in changing the platform and using Zoom going forward. The Clerk noted that a rescission notice would be required to move forward with this as a resolution to continue using PowWowNow was made at the December 2020 Full Council Meeting. It was agreed that a rescission notice would be circulated to all members with a view to holding an Extraordinary Meeting for a decision on Monday 8<sup>th</sup> March, prior to the Promoting Kirton Committee meeting.

b. The Council considered amendments to Policy 10: Disciplinary Policy (last approved May 2019) proposed by Cllr Startin.

**RESOLUTION: That the amendments marked in red on the proposal are accepted and that the queries in blue are not actioned.**

**ACTION: Town Clerk**

2102E/12

Open Spaces

a. The Council received the monthly play park inspection report from Cllr Fox for signature, noting that the works to the boat were ongoing but expected to be carried out this week. Cllr Fox also proposed amending the play inspection report sheets for clarity.

**RESOLUTION: That Cllr Fox amends the play area inspection report sheets by adding in an 'Observation' column.**

**ACTION: Cllr Fox**

b. The Council discussed the licencing of the lawn mower owned by the KLASSIC Charity.

**RESOLUTION: That this matter is kept in mind for the end of the current contractual period for grounds maintenance works and also by the Kirton in Lindsey Community Sports Centre CIO.**

**ACTION: Cllrs**

c. The Council received updates regarding the costings for benches to be placed at Park Hill and Dunstan Hill and agreed any actions required.

**RESOLUTION: That the discussion is deferred to the closed section of the meeting.**

**ACTION: Town Clerk**

2102E/13

Grove Street Cemetery

a. The Council considered recommendations received from Cllr Startin regarding the Regulations related to Grove Street Cemetery.

**RESOLUTION: That the Regulations are amended as circulated, with a stated planting area of 12" by 24" across for Garden Borders and the removal of the word "trees" from within the Maintenance and Upkeep section.**

**ACTION: Town Clerk**

b. The Council considered quotations for the repair to the central cemetery path.

**RESOLUTION: The offer of a granite plaque to display at the entrance of the cemetery stating "No unauthorised vehicles beyond this point." is accepted.**

**ACTION: Town Clerk**

**RESOLUTION: That the discussion of quotations is deferred to the closed section of the meeting.**

**ACTION: Town Clerk**

2102E/14

Allotments

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

Cllr Startin reported his identification of suitable environmental consulting companies for the production of a contaminated land survey, quotations were sought by the Clerk. Cllr Startin is seeking quotations for other onsite requirements including weed suppressant membrane.

2102E/15

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. No other correspondence was noted as received after the Agenda was published other than correspondence from the Flood Action Group and Play area inspection report which were previously discussed within the meeting.

Correspondence for Discussion

b. Training courses – the Clerk noted training courses in Cyber Security (£49) and Cemetery Management and Compliance (2 days - £75) and requested approval to attend.

**RESOLUTION: That the Clerk is approved to attend the two training courses.**

**ACTION: Town Clerk**

c. NLC Town & Parish Liaison Meeting 25/02/2021

It was noted that Cllr Startin and the Clerk would be attending this virtual meeting and the topics included devolved services and planning enforcement.

d. Cllr Frankish raised the matter of sending a request to Lincolnshire County Council Highways for a speed limit on the B1398 from the A631 to the Kirton in Lindsey boundary. Councillors did not want to pursue this matter.

e. Census 2021 – Sunday March 21<sup>st</sup>. Cllr Startin noted that local community groups and charities were encouraged to help and encourage people to take part in the Census.

**RESOLUTION: That the Town Council will encourage residents to take part.**

f. Climate and Ecological Emergency Bill information from CEE Bill Alliance.

**RESOLUTION: That the Council support this in principle and if the Bill is passed will adhere to it.**

g. Notification of publication of The Good Councillor's Guide to Community Business.

**RESOLUTION: That costings are sought, and a copy is purchased for the Town Council.**

**ACTION: Town Clerk**

2102E/16

Agenda for next and future meetings

- No items requested at this time.

2102E/17

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 24<sup>th</sup> March 2021 at 7pm. Agenda items to be submitted prior to Monday 15<sup>th</sup> March.

2102E/18

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.**

2102E/19

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.

2102E/20

Open Spaces – Bench installation works

The Council discussed quotations received for bench installations and agreed on actions required.

**RESOLUTION: That Hemsell Surfacing are appointed to carry out the installations for the two concrete bench bases at a sum of £655.00 (excluding VAT).**

**ACTION: Town Clerk**

**RESOLUTION: That costings for the fixing of the benches to the concrete bases are brought back to the Council for consideration if they exceed the Clerk's authorised spending authority.**

**ACTION: Town Clerk**

2102E/21

Grove Street Cemetery – Path repair works

The Council discussed quotations received for cemetery path works and agreed on actions required.

**RESOLUTION: That Matte Black Surfacing (Overhall) are appointed to carry out the cemetery path works at a sum of £9,595.64 (excluding VAT).**

**ACTION: Town Clerk**

The meeting closed at 9:22pm

Present:

Cllr Pat Frankish  
Cllr Billy Boyd  
Cllr Kathy Cooper  
Cllr Hazel Fox  
Cllr David Garritt  
Cllr Karen Gunn  
Cllr Joy Kofoed  
Cllr Jack Startin

Signed:

Dated: