



**Minutes of the Annual Meeting of Kirton in Lindsey Town Council held on  
Thursday 6<sup>th</sup> May 2021 virtually via Zoom at 7pm.**

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

Also present: Ward Cllr Neil Poole (part), 4 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:** Cllr Frankish updated the Council about the approach by North Lincolnshire Council regarding the Renewal Grant and noted that this remained a speculative approach showing interest at this time, and that the approach to her personally appeared to be because she is known to the officer at North Lincolnshire Council through the Regeneration Group work.

## MINUTES

- 2105/01      Election of Chair  
 a. The Council received nominations and elected a Chair for the Town Council for 2021/22. Cllr Garritt nominated Cllr Frankish, seconded by Cllr Cooper. Cllr Fox nominated Cllr Kofoed, seconded by Cllr Gunn. Cllr Startin nominated Cllr Garritt, seconded by Cllr Fox. The Council voted on each nomination.  
**RESOLUTION: That Cllr Pat Frankish is elected Chair of Kirton in Lindsey Town Council for 2021/22.**  
**ACTION: Town Clerk**  
 b. The Clerk noted that Declarations of Acceptance of Office will be signed out of the meeting due to the virtual nature of the meeting and in line with this Council's environmental policy.
- 2105/02      Election of Vice-Chair  
 a. The Council received nominations and elected a Vice-Chair for the Town Council for 2021/22. Cllr Startin nominated Cllr Garritt, seconded by Cllr Cooper. Cllr Fox nominated Cllr Gunn, seconded by Cllr Kofoed. Cllr Gunn nominated Cllr Kofoed, seconded by Cllr Boyd. The Council voted on each nomination.  
**RESOLUTION: That Cllr David Garritt is elected Vice-Chair of Kirton in Lindsey Town Council for 2021/22.**  
**ACTION: Town Clerk**  
 b. The Clerk noted that Declarations of Acceptance of Office will be signed out of the meeting due to the virtual nature of the meeting and in line with this Council's environmental policy.
- 2105/03      Apologies for Absence  
 Apologies were received from Sarah Gillingham, Assistant Clerk.
- 2105/04      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.  
 c. The Council noted the request received from North Lincolnshire Council for the checking of information published on their updated website in respect to Declarations of Interest.
- 2105/05      Minutes  
 The Council considered the minutes of the Extraordinary Full Council Meeting held on 28/04/2021.  
**RESOLUTION: That the minutes were duly approved.**  
 The Clerk noted that the minutes were to be signed out of the meeting due to the virtual nature of the meeting and in line with this Council's environmental policy.
- 2105/06      Committee Remits  
 The Council reviewed the remits for the Town Council Committees and agreed any actions required:  
 a. Personnel and Disciplinary Committee – no amendments required.  
 b. General Purposes Committee – that delegated authority for the consideration of comments for planning applications is included in the remit for this committee, when the timing of the consultation period falls outside of the schedule for Full Council meetings. It was also noted that Standing Orders require amending to note the number of members for this Committee can exceed 5.

Signed:

Dated:

**RESOLUTION: That the Clerk amends the remit in line with these two agreed matters.**

**ACTION: Town Clerk**

c. Promoting Kirton Committee – that the Summer Gala event is added to the remit in the same manner that the Christmas Festival is.

**RESOLUTION: That the Clerk amends the remit in line with this agreed matter.**

**ACTION: Town Clerk**

d. Community Emergency Plan Committee – no amendments required.

e. Other committees not mentioned above – no further Committees to discuss.

Ward Cllr Neil Poole requested to speak and the Council agreed to suspend the meeting. Ward Cllr Poole appealed to the Council that due to the changes in legislation regarding remote meetings a number of Council meetings were scheduled for the evening and his intention was to attend as many as possible and so requested that the Ward Cllrs Report be moved up the agenda. The Council agreed to this.

2105/12

Report from Ward / North Lincolnshire Councillors

Ward Councillor Neil Poole updated the meeting on the current situation with the development on Station Road. He noted that communication is ongoing between North Lincolnshire Council (NLC) and Larkfleet Homes regarding surface water run-off, drainage and the finished floor heights. As soon as the facts/position are clear information will be provided to all concerned including the residents Flooding Action Group. Cllr Startin noted that lessons around this need to be learned by NLC, particularly with regard to the Ings Road development. Cllr Poole noted that a response to the Town Council's request for NLC to move for a judicial review was forthcoming. Cllr Gunn asked Cllr Poole if he considered NLC would support the request, Cllr Poole responded that it was more a question of who would request the judicial review provided the evidence of likely outcome. Cllr Boyd asked Cllr Poole for examples from history of successes, Cllr Poole did not have any information to report. Cllr Cooper noted with disappointment that the weak response from NLC Highways had created the situation currently faced.

Ward Cllr Poole left the meeting.

2105/07

Committee Members

The Council received nominations and elected members to the following Committees:

a. Personnel and Disciplinary Committee

**RESOLUTION: That Cllr Cooper, Cllr Kofoed and Cllr Fox were appointed to the Committee.**

b. General Purposes Committee

**RESOLUTION: That the Committee is re-elected unopposed to comprise Cllr Garritt, Cllr Cooper, Cllr Frankish, Cllr Fox, Cllr Gunn, Cllr Kofoed and Cllr Startin.**

c. Promoting Kirton Committee

Cllr Kofoed requested to stand down from this Committee.

**RESOLUTION: That with the exception of Cllr Kofoed, the Committee is re-elected unopposed to comprise Cllr Cooper, Cllr Frankish, Cllr Fox, Cllr Garritt and Cllr Gunn.**

d. Community Emergency Plan

Cllr Lawrence requested to join the Committee.

**RESOLUTION: With the addition of Cllr Lawrence, the Committee is re-elected unopposed to comprise Cllr Boyd, Cllr Cooper, Cllr Frankish, Cllr Garritt and Cllr Lawrence.**

e. Bank Mandate

**RESOLUTION: That this remains unchanged.**

f. Snow Wardens

**RESOLUTION: That Cllr Gunn, Cllr Kofoed, Cllr Frankish, Cllr Fox and Cllr Lawrence are appointed Snow Wardens for 2021-2022.**

g. Play Area Inspections

**RESOLUTION: That Cllr Hazel Fox will undertake monthly play area inspections.**

h. Other Committees of roles not mentioned above – no further Committees or roles to discuss.

2105/08

Representatives to Serve on Outside Bodies

The Council received nominations and elected members to the following bodies:

a. Town and Parish Council Liaison

**RESOLUTION: That Cllr Startin and Cllr Cooper are elected and Cllr Kofoed and Cllr Gunn are elected as reserve representatives.**

b. Neighbourhood Action Team (NATs)

**RESOLUTION: That Cllr Gunn, Cllr Cooper and Cllr Frankish remain the representatives.**

c. ERNLLCA District Committee

**RESOLUTION: That Cllr Startin and Cllr Fox are elected as representatives.**

d. Diamond Jubilee Town Hall Trustees

**RESOLUTION: That Cllr Gunn is elected as representative and Cllr Cooper is elected as reserve representative.**

e. Kirton in Lindsey In Bloom

**RESOLUTION: That Cllr Cooper is elected as representative, however it is verified with the group whether they still wish to have a Town Council representative elected.**

f. Allotments Working Group

**RESOLUTION: That Cllr Startin, Cllr Kofoed, Cllr Cooper, Cllr Lawrence and Cllr Boyd are elected as representatives**

g. Other outside bodies not mentioned above – no further outside bodies to consider.

2105/09

Policies and Procedures

The Council reviewed and considered the adoption of the following Town Council Policies and Procedures;

a. Standing Orders – the Clerk made recommendations for amendments at 4 d. viii regarding the number of permitted members of the General Purposes Committee and at 24 regarding communicating with Ward Councillors to negate the need to suspend Standing Orders for Ward Councillors to speak at an agenda item to provide a report to a meeting.

**RESOLUTION: That these amendments are put into place and Standing Orders lay on the table until the next meeting of the Council for approval.** **ACTION: Town Clerk**

b. Code of Conduct

c. Financial Regulations

d. Financial Risk Assessment

e. Publication Scheme

f. Sickness Absence Policy

g. Equal Opportunities Policy

h. Grant Awarding Policy

i. Community Pot Application Form

ii. Budgeted Grant Application Form

**RESOLUTION: That items b – h require no changes at this time, and are continued to be reviewed on an ongoing basis throughout the Council year.** **ACTION: Town Clerk**

h. Meeting schedule and publication of Agendas

The Clerk presented the draft meeting schedule for 2021-22 and noted dates which needed consideration.

**RESOLUTION: That the draft Schedule for 2021-22 is approved.** **ACTION: Town Clerk**

i. To consider the cancellation of the Zoom subscription required to hold remote meetings.

**RESOLUTION: That the monthly subscription is cancelled at this time and that it is renewed if legislation is changed to allow for remote meetings to be held.** **ACTION: Town Clerk**

j. The Council noted the policies reviewed between February 2020 and April 2021 with no further action required at this time:

Reserves Policy – December 2020

Member/Officer Protocol – November 2020

Member Development Policy – April 2021

Grievance Policy – October 2020

Disciplinary Policy – February 2021

Health and Safety – November 2020

Child Protection – July 2020

Safeguarding Adults – July 2020

Cemetery Risk Assessment – March 2021

Play Area Risk Assessment – March 2021

Press & Media Policy – December 2020

Social Media Policy – November 2020

Complaints Policy – October 2020

Lone Work Policy – September 2020

Learning and Development Policy – December 2020

Environmental Policy – February 2020

Bio-Diversity Policy – February 2020

l. The Council agreed the receipt of policies by Councillors.

2105/10

Grove Street Cemetery

a. The Council noted the Resolution of the Town Council in February 2021 for approval of the revised Cemetery Regulations (*2102E/13 refers*).

b. The Council received an update from the Clerk on cemetery capacity.

c. The Council reviewed and agreed the adoption of the Cemetery Scale of Charges with no change.

2105/11

Council Insurance and Asset Register

The Council reviewed the current asset register and insurance requirements and agreed any action required. The Clerk noted the insurance renewal due on 1<sup>st</sup> June and the work carried out at the short notice change of meeting schedule to secure quotations and review them. It was noted that BHIB offered the most competitive quotation and would require a change in insurance cover, but with additional benefits of a reduction due to the Local Council Award Status the Council recently achieved, access to Parish Online digital mapping services and a reduction in overall administration as updates would generally not be required to be provided throughout the year.

**RESOLUTION: That the BHIB quotation of £890.75 per annum on Long Term Agreement is approved.** **ACTION: Town Clerk**

Signed:

Dated:

2105/13

Mayor's & Delegates Report

The Council received reports from the Mayor, Councillors and Proper Officer attending meetings on behalf of the Council.

- Cllr Cooper reported meeting with enforcement officers from NLC at the Larkfleet Homes development on Station Road. This was due to concerns from NLC enforcement officers that the developers were working on the site despite requests not to unless it was alleviating the water levels which this work did not appear to be. A significant list of concerns was to be presented to Larkfleet Homes by NLC and Cllr Cooper had provided access from her garden for the enforcement officers as the developers had refused them entry to the site. Cllr Cooper had also sent photographs to the enforcement team showing the levelling the developers had carried out between the land and the road, further increasing the height of the overall site.
- Cllr Kofoed reported contacting the landowners of the Gleadell's Mill site to request clearance of the area and assurances provided that this would be carried out prior to Tuesday 4<sup>th</sup> May with confirmation to be provided to the Town Clerk when completed. As the site has not yet been cleared and no contact made to the Clerk, Cllr Kofoed will again contact the landowners and Cllr Cooper will provide photographs of the current state of the site for this purpose.

**ACTION: Cllr Kofoed/Cllr Cooper**

2105/14

Planning

a. The Council considered the following planning application:

Number: PA/2021/492

Proposal: Outline planning permission to erect a dwelling with all matters reserved for subsequent consideration

Address: Land to the rear of Stoney Ridge, 6 Dunstan Hill, Kirton in Lindsey, DN21 4DU

**RESOLUTION: That the Clerk submits "No Objection" in response to this planning application, however it is noted that due to the different levels between neighbouring properties that the three requirements for reporting requested by the Lead Local Flood Authority are noted.**

**ACTION: Town Clerk**

b. The Council considered the following application for a Premises Licence:

Licensing Act 2003

Proposal: Application for a Premises Licence – Grant

Site: Blue Sales Office, Cleatham Road, Kirton in Lindsey, DN21 4JR

**RESOLUTION: That the Clerk submits an objection to this application on the grounds of the number of existing outlets with premises licences already within the town; the increase in traffic this would cause at the lower end of the town and the likelihood of increased anti-social behaviour opportunities the granting of this licence could cause.**

**ACTION: Town Clerk**

2105/15

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; Decision notices for PA/2021/358 and PA/2021/221. Planning applications: PA/2021/619; PA/2021/783 and PA/2021/841. Initial response from NLC re request for judicial review into Appeal decision for PA/2020/588.

Correspondence for Discussion

b. VANL Extraordinary General Meeting – Cllr Frankish updated the meeting to note that she attended the meeting but was unable to stay until the conclusion due to other meetings and so the outcome of the meeting remains unknown at this point.

c. Town event planning items – it was noted that it was still too early to plan anything definite and that this matter should be placed on the next meeting agenda for further discussion. Scarecrow trail, Kirton Karts and the unveiling of the Traingate Project were noted as events already scheduled for the town to be looking forward to.

2105/16

Agenda for next and future meetings

- Town event planning items.

2105/17

Date of next Meeting and Agenda Deadline

The Council confirmed the date and time of the next Town Council Meeting (subject to any change in circumstances including changes to legislation and public health restrictions) as 23<sup>rd</sup> June 2021 at 7pm at the Town Hall. Agenda items requested prior to 14<sup>th</sup> June. In addition, the Council noted the dates of the next Promoting Kirton and General Purposes Committee Meetings as Monday 12<sup>th</sup> July with agenda items prior to Monday 5<sup>th</sup> July (subject to any change in circumstances including changes to legislation and public health restrictions).

The meeting closed at 8:25pm

Signed:

Dated: