



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council held on  
Wednesday 27<sup>th</sup> October 2021  
at the Town Hall, High Street, Kirton in Lindsey at 7:00pm.**

Members present: Cllr Pat Frankish (Chair), Cllr Kathy Cooper, Cllr Hazel Fox,  
Cllr David Garritt, Cllr Karen Gunn, Cllr Joy Kofoed,  
and Cllr Suzanne Stephenson.

Also present: Eleven residents  
plus Town Clerk, Neil Taylor-Matson.

Prior to the meeting prayers were led by Cllr Frankish.

**Public Participation:**

A number of residents gave detailed objections to planning application PA/2021/1788 on the meeting agenda at 2110/07 b (ii). A resident commented on the North Lincolnshire Council draft Local Plan inset map for Kirton in Lindsey, noting some inaccuracies and recommending that the Town Council carry out a parish housing need survey as soon as possible, including the costings of such work in its budget planning for 2022. A resident gave the Town Council an update from residents living adjacent to the Larkfleet housing development off Station Road. Members of the public were thanked for coming to the meeting and for outlining the information that they had. It was proposed by the Council that the agenda item on planning (2110/07) was moved up the agenda to be discussed after 2110/04.

**MINUTES**

- 2110/01 Apologies for Absence  
Apologies were received from Cllr Boyd and Cllr Lawrence.
- 2110/02 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.
- 2110/03 Minutes  
a. The Council considered the minutes of the Full Council Meeting held on 22<sup>nd</sup> September 2021.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the draft minutes of the Promoting Kirton Committee held 11<sup>th</sup> October 2021.  
c. The Council received the draft minutes of the General Purposes Committee held 11<sup>th</sup> October 2021.  
d. The Council received an update from the Clerk regarding tasks and actions, noting two outstanding actions from the thirty actions allocated in September, around the maintenance at the Green and War Memorial for railings and bollards etc and for the Quality Status application work which was included on the agenda for a further update.
- 2110/04 Report from Ward / North Lincolnshire Councillors  
No report received. It was noted that it was disappointing that Ward Cllrs were not in attendance again and that they therefore had missed hearing the representations from the residents around planning concerns in the town.
- 2110/07 Planning  
a. Local Plan  
The Council received notice of the North Lincolnshire Council Local Plan Stage 4 Publication Draft and agreed any actions required. Councillors noted more time was required to thoroughly read the documentation and asked that the matter of response be deferred to the next General Purposes Committee meeting. In the meantime, the Clerk to collate any comments circulated by Councillors for that meeting.
- b. The Council considered the following planning applications:
- i. Number: PA/2021/1343  
Proposal: Planning permission for change of use of coach house to family annex.  
Address: 12 High Street, Kirton in Lindsey, DN21 4LU  
**RESOLUTION: That Clerk submits 'No Comment' in response to this planning application.**  
**ACTION: Town Clerk**
- ii. Number: PA/2021/1788  
Proposal: Outline planning permission to erect up to 28 dwellings & access, with all matters other than means of access reserved.  
Address: land rear of Southdown House, Grayingham Road, Kirton in Lindsey, DN21 4EL

Signed:

Dated:

**RESOLUTION: That Clerk submits 'Objection' in response to this planning application, noting that the proposal sits outside the development boundary for the town in open countryside, and there are more appropriate existing sites with approval for development in the town which are awaiting commencement. Serious concerns that no flood risk assessment is provided with the application noting the LLFA comments including lack of sustainable drainage system (Suds) and being contrary to CS18, CS19 & Policy DS16 of the North Lincolnshire Local Plan. Concerns over highway safety and traffic generation due to proposal for staggered crossroads on unmarked single road. Against current and emerging Local Plan with location, design and access to facilities not in compliance with economic, social or environmental objectives of NPPF. Potential contamination issue due to the approved treatment works of surrounding agricultural land. New developments should now require the installation of energy efficient systems including heat pumps in place of gas boilers and solar panels for sustainability. Request Ward Councillors call this application into the Planning Committee.**

**ACTION: Town Clerk**

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

- i. PA/2021/1230 – FULL PLANNING PERMISSION – permission to convert and existing garage to a residential dwelling including roof lift, infill extensions, highways access, boundary treatments and landscaping at land adjacent to 35 South Cliff Road, Kirton in Lindsey, DN21 4NR
- ii. PA/2021/307 – REFUSAL OF PLANNING PERMISSION – to replace four windows and door to front elevation at 1 George Street, Kirton in Lindsey, DN21 4NA  
The Council noted disappointment at this decision considering the other properties around this location which have uPVC doors and windows installed and the effort taken by the home owner to ensure the design was in keeping with and sensitive to the conservation area. Support would be offered to the resident for appeal should it be sought.
- iii. PA/2201/1489 – FULL PLANNING PERMISSION – to erect single-storey extensions to the side and rear of the dwelling, to erect a new porch to the front, and to erect an extension and make alterations to the existing outbuilding to form a garage at 20 Queen Street, Kirton in Lindsey, DN21 4NX

d. Larkfleet Homes

The Council received updates around this housing development off Station Road and agreed any actions required. The Council noted the disappointing response from North Lincolnshire Council to its request for planning enforcement reporting from the site and its further request for the authority to adopt the development following completion, rather than the appointing of a third party maintenance company. Concerns were raised about the ownership of the hedge between the existing residents fence line and the new fence line installed by the developers.

**RESOLUTION: That the Clerk conducts a Land Registry Search to determine the ownership of the hedge for future reference and provides an update at the next meeting.** **ACTION: Town Clerk**

2110/05

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

- Civic Service 10<sup>th</sup> October – Cllr Frankish reported positive feedback received from the event, including the local catering from The Terrace. Cllr Garritt noted discussion with the local MP, Holly Mumby-Croft, at the event about current projects and her offer of assistance through her funding support officer to apply for required grants.
- ERNLLCA AGM 23<sup>rd</sup> September – Cllr Frankish and Cllr Fox reported on the success of the Council's proposed motion around planning reform which was approved at the meeting to go forward to NALC.
- Brigg Civic Service 26<sup>th</sup> September – Cllr Frankish noted that this event was the first in the series of Civic gatherings in Covid-19 times, and so attendance was lower than previously. The events continue to be very useful for networking and discussion of topics and concerns in common.
- ERNLLCA District Committee Meeting 12<sup>th</sup> October – Cllr Fox noted new processes whereby ERNLLCA will provide reporting to Clerks for non-attendance at booked training, the update of the website to include model documents including a suite of HR documents, the high number of enquiries received by ERNLLCA over the last period and the well put together training options which are to be made available.
- Immingham Civic Service 24<sup>th</sup> October – Cllr Frankish noted this was a sombre event as the Mayor was seriously ill in hospital and the Deputy Mayor took on proceedings. Best wishes were sent to Immingham for the Mayor's speedy recovery following the event.

• Councillor and Proper Officer Reports

- Grounds Maintenance Contract Manager – 30<sup>th</sup> September – the Clerk noted a useful online meeting with the Contract Manager to discuss the difficulties around reporting of works. Improvements were promised but were yet to happen.

**RESOLUTION: That the Clerk contacts the Contract Manager to note further disappointment from the Council due to non-compliance with their contract for the provision of reporting and provide a**

Signed:

Dated:

**deadline for the end of this month for resolution.****ACTION: Town Clerk**

- Play Area Working Group 5<sup>th</sup> October – Cllr Garritt updated the Council on a useful meeting where reports on visits to local play areas were discussed and a plan drawn up of a wish list for new items. The original plan was to replace some equipment and retain others, however reporting suggests most equipment is now end of life. Cllr Fox has completed the Landfill Communities funding application for a replacement Supernova as part of the plan. Next steps are for equipment suppliers to provide design ideas and costings and for a further update to be discussed at the next General Purposes meeting.

**RESOLUTION: That further updates are provided by the group at the next General Purposes meeting.****ACTION: Working Group**

- NLC Strategic Plan Meeting 21<sup>st</sup> October – The Clerk reported this meeting was an initial discussion following on from the work on the Town & Parish Council Charter to develop working practices linking NLC & Town & Parish Councils together better, with shared aims, vision and communications through to residents. Further development to take place towards the end of November, for a draft document to then go to Town & Parish Liaison meetings.
- NLC Town and Parish Council Liaison 21<sup>st</sup> October – The Clerk reported that the updates provided on the Local Plan and Winter Preparedness were very useful and an example of a Town and Parish Liaison meeting which all Councillors would benefit from attending. Unfortunately, no representative Councillors were available to attend. It was noted that NLC will be looking to Town & Parish Councils to take on responsibilities for the filling of the green salt bins around parishes due to capacity concerns from NLC and a survey is due to be circulated to seek views.

**RESOLUTION: The Clerks notes from the meeting to be circulated to Councillors.****ACTION: Town Clerk**

2110/06

Financei. 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**c. The Council noted the Town Council's funding and grants scheme for 2022-2023, with applications due by Wednesday 17<sup>th</sup> November.

d. The Council considered and agreed the annual donation to the Poppy Appeal.

**RESOLUTION: That a donation of £300 is made via S137 to the Poppy Appeal. 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. The Council received the 2<sup>nd</sup> Quarter Budget Checks Monitoring Report and agreed any actions required.

No actions noted as required, however thanks were given to the Clerk for the clear reporting provided to enable the review of the budget.

c. Bank account – the Council received an update on research into Business Banking options.

The Clerk reported research had shown that fee-free business banking was no longer an option and most other local town and parish Councils were already paying fees for business banking. The recommendation was to remain with the current banking provider as little saving would be made in moving the account, however there would be a small impact on future budgets due to this new cost to the Council.

**RESOLUTION: That business banking remains with the current provider.**d. To note the interim internal audit schedule of 15<sup>th</sup>-16<sup>th</sup> November. The Clerk noted the annual visit of the auditor and the focus for the 15-16<sup>th</sup> November on that work with the auditor.

2110/08

Kirton Regeneration Group

a. The Council received an update from the Clerk on the most recent meeting of the Regeneration Group. The notes from the Clerk to be circulated to Councillors. No updates were received from NLC following the meeting which resulted in a number of outstanding matters. The Clerk will continue to chase up required updates.

**RESOLUTION: The Clerks notes from the meeting to be circulated to Councillors.****ACTION: Town Clerk**

b. The Council received an update regarding the Residents Survey and agreed any actions required. Cllr Garritt reported on the completion of the report of the results for residents and thanked Cllrs for their support and positive comments on this piece of work which took a considerable amount of time to put together. The results are encouraging as they demonstrate that the majority of the concerns of the residents are matters which the Town Council are already pursuing and working on. The results of the Sports Survey will be published next, this is currently a work in progress. Some comment about low response level was received, however the average response rate for a survey of this kind was reached and opportunity was provided to all to take part. Cllr Cooper recommended in future a physical copy of a survey should be delivered independently of any other publication.

c. The Council considered the recommendation of the Promoting Kirton Committee for the formation of a working group to take on development around ideas for connectivity, infrastructure and town centre improvements.

**RESOLUTION: That the membership of a working group is agreed at a later date.****ACTION: Cllrs**

2110/09

Policies and Procedures

a. The Council reviewed Policy 12: Health and Safety last approved November 2020.

**RESOLUTION: That this Policy requires no amendments.****ACTION: Town Clerk**

b. The Council reviewed Policy 13: Child Protection last approved November 2020.

**RESOLUTION: That this Policy requires no amendments.****ACTION: Town Clerk**

504

Signed:

Dated:

c. The Council reviewed Policy 14: Safeguarding Adults last approved November 2020.

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

**ACTION: Town Clerk**

d. The Council considered communications within the Council and reach agreement on the discussion of matters outside of meetings. Councillors agreed that they understood the limitations discussions could take via email and that points of view and decisions were to be brought to and made at meetings.

e. The Council discussed the requirements of the Local Council Award Scheme – Quality Status and agreed any actions required. The Clerk noted the response received from NALC regarding the number of elected members and progress on the development of the community engagement policy and action plan which will both be circulated ahead of the next General Purposes meeting. Work outstanding remains the annual report. Councillors agreed that the annual report is made up of the Mayor's reporting which is presented at the Annual Town Meeting, and that this is to be circulated in addition to the minutes of the Annual Town Meeting.

**RESOLUTION: That draft copies of the community engagement policy and action plan development are circulated ahead of the next General Purposes Committee Meeting.**

**ACTION: Town Clerk**

**RESOLUTION: That the Clerk and Cllr Garritt work on the presentation of the Annual Report.**

**ACTION: Town Clerk/Cllr Garritt**

2110/10

Open Spaces

a. Cllr Fox presented the monthly inspection report for October, including a detailed response to the annual reporting from RoSPA. This was noted with great appreciation and considered useful as information for the Five Year Plan Working Group and for the development of funding applications. The Council noted the reports as received.

b. The Council received an update regarding grounds maintenance works and open spaces. The Clerk reported receipt of the second part of the funding for the Parish Paths Partnership and Highways devolved services from NLC and noted continued work of the planting contractor to improve the contracted flower beds around the town.

c. The Council received an update on the Northern Forest project from North Lincolnshire Council, with the Clerk reporting an update from NLC following recommendations submitted in August 2019. Native broadleaves that are least likely to create highway problems in the future are potentially to be planted on the eastern side of North Cliff Road, however Richdale Avenue and Eastdale Drive were considered unsuitable due to the presence of underground services in the grass panels. Cllr Fox noted that the tree officer had reported that the conker tree at the Church Street junction with Station Road was to be removed due to its poor health and suggested that a request is put in for a replacement tree to be planted if the tree is removed.

**RESOLUTION: That the matter around which type of tree most suitable for this location is further discussed at the next Promoting Kirton Committee meeting.**

**ACTION: Town Clerk**

2110/11

Grove Street Cemetery

The Council discussed matters regarding Grove Street Cemetery with the Clerk noting enquiries made about the area around the War Graves. The Ministry of Defence (MOD) has responded that there is no indication of their ownership of any part of the area. It is therefore assumed that a 'local agreement' was previously made but not something the MOD have Title to and therefore there is no land to transfer back to Kirton in Lindsey Town Council. Cllr Gunn reported residents have told her about damage to memorial stones in the cemetery, the Clerk asked that evidence is provided to send on to the contract manager for consideration and relevant action.

2110/12

Allotments

The Council received an update on progress at the allotment site from the Clerk. The land survey work has completed highlighting a small area of contaminated land from a suspected small fuel spillage, the formal reporting to follow shortly. The information provided the go-ahead for the water connection, however the original application had now timed out so a new application was made. These works are expected to begin on site in late November.

2110/13

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; planning applications PA/2021/1763 (York Road) and PA/2021/1799 (St Andrew's Street) – these will be placed on the General Purposes Committee agenda; Decision notice for planning application PA/2021/619, Larkfleet Home – approval by NLC Committee for adjustment to front plots; request for letter of support for the South Humber Rail link project; notice of a special Town & Parish Liaison meeting for Chairs & Clerks regarding devolution services. The Clerk noted that the timing of this meeting may impact on initial budget planning by the Council.

b. The Council noted the response from Charity Commission regarding requested change to the Torksey Charity Objects – that the change was to be part of application information and not the Objects.

c. The Council received notice that the annual office electrical PAT testing was completed in September.

d. The Council received an update regarding police reporting. The Clerk noted that monthly reporting from Humberside Police was now received again and thanked Cllr Cooper for pressing the matter at the Neighbourhood Action Group with the success an example of the joint working which can be achieved by Council representatives attending relevant meetings.

e. The Council received notice of contact from Lincs Live regarding the Strategic Land Group and that information was provided in line with the objections submitted by the Town Council at the planning application stages.

Correspondence for Discussion

f. The Council discussed Licensing Policy under the Licensing Act 2003 and Statement of Principles under the Gambling Act 2005 reviews by NLC.

**RESOLUTION: That the Clerk responds to the review noting strong objection from Kirton in Lindsey Town Council to any changes which would impact on the residents of the town.**

**ACTION: Town Clerk**

g. The Council discussed the Local Government Boundary Commission for England – draft recommendations for the new political map for North Lincolnshire Council.

**RESOLUTION: That the Clerk responds to the consultation noting the difficulties experienced at Town Council level by the decision North Lincolnshire Council made to reduce the numbers of Town Councillor representatives and request that North Lincolnshire Council are asked reconsider Town Council numbers.**

**ACTION: Town Clerk**

h. The Council received notice of the Rough Sleepers Count online meeting information and noted that there is no information to share as part of this piece of work for Kirton in Lindsey.

i. The Council received an update regarding fly tipping at the Gleadell's Mill site off Station Road. A Community Protection Order was issued by North Lincolnshire Council to the landowners, J&S Metals, however the time frame for compliance has now lapsed. NLC advise a formal notice is now to be issued and any breaches of that will result in a Fixed Penalty Notice.

**RESOLUTION: Cllr Cooper to follow up on the application of formal charges against the landowner.**

**ACTION: Cllr Cooper**

j. The Council received information regarding ERNLLCA courses availability. A number of places were already confirmed and booked on training courses, with interest expressed from Cllr Fox and Cllr Garritt for different training on the planning system. Cllr Fox suggested that the Clerk attends training on 'effectively engaging with young people in the community', which was supported by the Council.

**RESOLUTION: That the Clerk books training identified by Cllr Fox and Cllr Garritt.**

**ACTION: Town Clerk**

**RESOLUTION: That the Clerk attends training on 'effectively engaging with young people in the community'.**

**ACTION: Town Clerk**

2110/14

Agenda for next and future meetings

- Councillor numbers – Cllr Cooper
- Live streaming of Council meetings – Cllr Fox

2110/15

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 24<sup>th</sup> November 2021 at the Town Hall from 7pm. Agenda items to be submitted to the Clerk prior to Monday 15<sup>th</sup> November.

The meeting closed at 8:20pm

<u>Present:</u>	Cllr Pat Frankish Cllr Kathy Cooper Cllr Hazel Fox Cllr David Garritt Cllr Karen Gunn Cllr Joy Kofoed Cllr Suzanne Stephenson
<u>Apologies:</u>	Cllr Billy Boyd Cllr Ian Lawrence