



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council held on  
Wednesday 23<sup>rd</sup> February 2022  
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 Suzanne Stephenson.

Also present: 1 member of the public (part), Assistant Clerk, Cheri Morton and Town Clerk, Neil Taylor-Matson.

Prior to the meeting prayers were led by Cllr Frankish.

**Public Participation:**

A member of the public expressed frustration and disappointment at the Council and Clerk's responses to the problems faced by the neighbouring residents to the Larkfleet housing development and then left the meeting.

**MINUTES**

- 2202/01 Apologies for Absence  
Apologies were received from Cllr Jared Priestley, Ward Cllr Foster and Ward Cllr Poole.
- 2202/02 Declaration of Interests / Dispensations  
a. Cllr Fox, Cllr Frankish and Cllr Gunn declared an interest in 2202/06 d.  
b. No dispensations were granted.
- 2202/03 Minutes  
a. The Council considered the minutes of the Full Council Meeting held on 26<sup>th</sup> January 2022.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the draft minutes of the Promoting Kirton Committee held 9<sup>th</sup> February 2022  
c. The Council received the draft minutes of the General Purposes Committee held 9<sup>th</sup> February 2022. Cllr Fox noted that the date on the draft minutes was incorrect. **ACTION: Town Clerk**  
d. The Council received an update from the Clerk regarding tasks and actions. The Clerk noted an updated format for increased information sharing and provided an update to the query from Cllr Kofoed raised at the end of the January meeting about the timescales for the 50mph speed limit reduction planned by North Lincolnshire Council (NLC) for Redbourne Mere. NLC had confirmed that the speed limit reduction would not be going ahead due to objections raised during the consultation period.
- 2202/04 Report from Ward / North Lincolnshire Councillors  
No Ward Councillors were present; however Cllr Neil Poole and Cllr Trevor Foster had updated the Clerk earlier in the day to report that the North Lincolnshire Council budget meeting would be held tomorrow (24/02/2022).
- 2202/05 Mayor's & Delegate's Report  
The Council received reports from the Mayor, Councillors and Proper Officer attending meetings on behalf of the Council:
- Chair's Report/Civic Events – Cllr Pat Frankish
  - Regeneration Group meeting – 28<sup>th</sup> January – Cllr Frankish noted attendance alongside Cllr Garritt and that an update would be provided at 2202/08.
  - Stagecoach Meeting – 15<sup>th</sup> February – Cllr Frankish noted attendance alongside Cllr Priestley and that concerns raised by the resident were put to the Commercial Director with the responses sent through to the resident. The Clerk noted that the resident was unhappy with the responses and asked if the Town Council would be supportive of the introduction of speed calming measures in the Church Street and Cornwall Street areas of the town. Councillors discussed this and agreed this would be problematic to achieve.
  - Civic Dinner – 19<sup>th</sup> February – Cllr Frankish noted the success of the event with positive comments from those attending and the presentation of the 2021 Civic Awards to Brian & Pamela Chudley and Tony Bartlett.
  - Councillor and Proper Officer Reports
  - Appraisal webinar – SLCC (Clerk) 3<sup>rd</sup> February – the Clerk noted valuable training from the perspective of both the appraisee and appraiser with focus on the year-long process rather than one off events.
- 2202/06 Finance  
i. Income and Expenditure  
a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972.  
b. The Council received notification of accounts for payment. The Clerk noted an error under salaries and requested that the consideration of approvals be deferred until the confidential section of the meeting at 2202/17. Councillors requested update reports to accompany the financial report to be provided from the Connecting Kirton project at future meetings. **ACTION: Cllr Frankish**

Signed:

Dated:

c. The Council received an update regarding cheque payments and agreed any actions required. The Clerk noted the charge of £2 per cheque and recommended that the Council consider methods to reduce loss of income to the Council on cheque payments. Different methods were discussed and it was agreed the best way forward was information and requests for electronic payments to be made.

**RESOLUTION: That it is outlined to people making payment that it costs the Town Council £2 per cheque received and so electronic payments are encouraged where possible. ACTION: Town Clerk**

d. The Council considered a Community Pot Grant Funding Application from Town Hall Live.

**RESOLUTION: That the application is approved, on the condition of bank account confirmation.**

**ACTION: Town Clerk**

ii. Internal Control

The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. Cllr Fox raised a query about the dates at the top of the Finance Report and the receipts to January 2021 total. The Clerk to reissue the Finance Report at the March meeting for approval.

**RESOLUTION: That the Clerk reissues the January Finance Report at the March meeting for approval.**

**ACTION: Town Clerk**

iii. External Control

The Council noted the interim visit from Internal Auditor on 21<sup>st</sup> February, prior to the annual end of financial year audit. The Clerk provided an update that the final visit for the 2021-22 audit is scheduled for 12<sup>th</sup> April.

2202/07

Planning

a. The Council considered the following planning application:

i. PA/2022/101

Planning permission to erect a single-storey extension, a front porch and raise roof height to accommodate loft conversion.

Address: 9 Church Street, Kirton in Lindsey, DN21 4BT

**RESOLUTION: That the Clerk responds to this planning application with 'no comment'.**

**ACTION: Town Clerk**

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

i. Appeal Dismissed – PA/2021/307 – 1 George Street, Kirton in Lindsey appeal against refusal of planning permission to replace four windows and door to front elevation.

ii. Full Planning Permission – PA/2022/17 – 12 Richdale Avenue, Kirton in Lindsey to erect a single-storey front extension, elevational treatment at interface and forecourt paving.

c. Town Infrastructure

Connection of housing estates within the town

The Council were to consider ways of establishing links between housing estates within the town to help prevent creating separate zones and communities. The Clerk noted that Cllr Priestley had hoped to bring more information about this to the meeting and recommended the deferral of the item until the next meeting. Cllr Boyd suggested the ways to implement changes to achieve this would be via a higher power than the Town Council. Cllr Fox recommended inviting residents from the York Road area of the town to become involved in the Promoting Kirton Committee meetings. Cllr Stephenson noted the issue of low Councillor numbers for a sizable town not supporting the inclusion of voices of different areas of the town. Cllr Cooper noted her ongoing work on the issue of low Councillor numbers following the 2017 Community Governance Review by NLC and the plans to bring the work to a future meeting.

**RESOLUTION: That the matter is deferred to the Agenda for the March meeting.**

**ACTION: Town Clerk**

**RESOLUTION: That an article is prepared for Kirton First to encourage residents from the York Road area to become involved in the Promoting Kirton Committee meetings. ACTION: Cllr Fox**

**RESOLUTION: That the issue of Councillor numbers is placed on a future agenda for further discussion. ACTION: Cllr Cooper/Town Clerk**

2202/08

Regeneration Group

The Council received an update from the Regeneration Group Meetings and considered matters for the group and matters for the Full Council to move forward. This included:

- Play Area development – that this matter is added to the Regeneration Meeting agendas.

**RESOLUTION: That the play area working group feed information to the representatives of the Regeneration Meeting for updates to be provided at meetings ACTION: Play Area Working Group**

- Roundabout at North Cliff Road / South Cliff Road – the Council agreed there was little support for moving this idea forward.

- Tree planting (opportunities across the town) – that Cllr Priestley is best place to provide information to the Council on this matter.

**RESOLUTION: That this matter is retained on the Agenda for the March meeting.**

**ACTION: Town Clerk**

- Wormwood Hill Amenity Land (flooding/existing trees) – that the Tree Officer is planning to visit the site to provide feedback on the existing trees. Cllr Stephenson queried the status of the lease between NLC and the

Town Council for the area. It was noted that the appointed solicitors continue to wait for Land Registry to complete processing.

**RESOLUTION: That the current Wormwood Hill Amenity Land lease is distributed to all Councillors.**

**ACTION: Town Clerk**

2202/09

Policies and Procedures

a. The Council reviewed the revised Code of Conduct provided by North Lincolnshire Council.

**RESOLUTION: That the revised Policy is adopted.**

**ACTION: Town Clerk**

b. The Council considered the review of Policy 25 - Social Media Policy last approved November 2020.

**RESOLUTION: That the recommendations included from Cllr Fox are accepted and the redrafted policy is approved.**

**ACTION: Town Clerk**

c. The Council reviewed Policy 22 – Cemetery Rules & Regulations last approved February 2021.

**RESOLUTION: That the Regulations require minor syntax amendments at points 24 and 27 as raised by Cllr Fox and with these in place the Regulations are approved.**

**ACTION: Town Clerk**

d. The Council reviewed Policy 10 – Disciplinary Policy last approved February 2021.

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

**ACTION: Town Clerk**

2202/10

Open Spaces

a. Cllr Fox presented the monthly inspection report for February, noting concerns about the amount of litter on the site, damage to the picnic bench and divots around some equipment. Cllr Stephenson recommended that the local PCSO is made aware of the anti-social behaviour damage to the picnic bench so that passing attention can be paid at the appropriate times.

**RESOLUTION: That information about the anti-social behaviour damage to the picnic bench is referred to the Neighbourhood Action Team.**

**ACTION: NATs representatives**

b. The Council received updates from the Five-Year Development Working Group for the proposed improvements to the play area. A site meeting is planned tomorrow with the Play Support Team from NLC and a meeting of members of the group will then be held to move the project further following the receipt of information and research to date.

2202/11

Projects

a. The Council received updates on progress at the allotment site and agreed any actions required.

A site meeting is to be arranged with members of the working group, and documentation obtained from former Cllrs to assist with the preparations required.

**RESOLUTION: That Cllr Cooper will arrange a meeting for members of the working group.**

**ACTION: Cllr Cooper**

**RESOLUTION: That Cllr Cooper will contact former Cllrs to obtain documentation held.**

**ACTION: Cllr Cooper**

b. The Council received updates on progress with the car park project and agreed any actions required. Cllr Frankish provided an update from NLC Highways on their recommendations for the next steps. Following discussion of this information it was agreed how the Town Council would proceed and noted that any public works loan application would require a period of further public consultation.

**RESOLUTION: That a quotation for drawing up the design to construction level is sought from Origin Designs.**

**ACTION: Town Clerk**

**RESOLUTION: That NLC are asked to provide details of the written information they will require to obtain the quotations required for construction.**

**ACTION: Cllr Frankish**

c. The Council agreed actions required regarding the Vincent Hall.

Cllr Garritt updated the Council noting the ongoing work, with terms of reference for contract received around the maintenance of the short section of road to the site and the connection of an electrical supply to the building. Cllr Gunn requested that the adoption of York Road is placed on the agenda for the next meeting. Cllr Kofoed requested an update on the business case / feasibility study which the project team were working on this. This was noted as held up due to sick leave. Cllr Stephenson recommended it was important to get any promises made about responsibilities and funding in writing.

**RESOLUTION: That the adoption of York Road is placed on the Agenda for the next meeting.**

**ACTION: Town Clerk**

**RESOLUTION: That an update is sought on the development of the business case / feasibility study and provided to the next meeting.**

**ACTION: Cllr Garritt/Cllr Frankish**

**RESOLUTION: That any promises made about responsibilities and funding are obtained in writing.**

**ACTION: Cllr Garritt/Cllr Frankish**

2202/12

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 Council noted correspondence received after the Agenda was published. The Clerk noted information received from NLC Finance regarding business rates and the end of the transitional relief scheme meaning increases in business rates which will impact the Cemetery; NLC Standards Training offer and notification from NLC of the MOD's intention to sell the Former MOD Sports Field (an Asset of Community Value).

Signed:

Dated:

Correspondence for Discussion

b. The Council noted Town Clerk's annual leave period 28<sup>th</sup> Feb – 4<sup>th</sup> March with no actions noted as required.

2202/13

Agenda for next and future meetings

- Cllr Fox requested that NLC's Greener Future scheme is included on the next agenda, so that the Town Council can review its carbon footprint in line with the scheme. **ACTION: Town Clerk**

2202/14

Date of next Meeting and Agenda Deadline

The Council confirmed the date and time the date and time of the next monthly Town Council Meeting (subject to any change in circumstances) as: Wednesday 23<sup>rd</sup> March 2022 at 7pm at the Town Hall with agenda items required prior to Monday 14<sup>th</sup> March.

2202/15

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 public and press be excluded.**

2202/16

Car parking project

The Council received sensitive financial information for the car parking project and agreed to continue with the actions noted at 2202/11 b.

2202/17

Personnel Matters

The Council discussed and agreed the pension arrangements for the Assistant Clerk. The Council received an amendment to the published Schedule of Charges regarding salaries.

**RESOLUTION: That the Council contributes to the pension arrangements and the rate agreed is to be 6%.**

**ACTION: Town Clerk**

**RESOLUTION: The Council approved the accounts for payment.**

**ACTION: Town Clerk**

The meeting closed at 9:13pm

<u>Present:</u>	Cllr Frankish
	Cllr Boyd
	Cllr Cooper
	Cllr Fox
	Cllr Garritt
	Cllr Gunn
	Cllr Kofoed
	Cllr Stephenson
<u>Apologies:</u>	Cllr Priestley

Signed:

Dated: