



**Minutes of the Annual Meeting of Kirton in Lindsey Town Council held on Wednesday 25<sup>th</sup> May 2022 at the Town Hall, Kirton in Lindsey at 7.00pm.**

Members present: Cllr Joy Kofoed (Chair), Cllr Hazel Fox, Cllr Billy Boyd, Cllr Kathy Cooper (part), Cllr Pat Frankish, Cllr David Garritt, Cllr Karen Gunn, Cllr Jared Priestley & Cllr Susanne Stephenson.

Also present: Ward Cllr Trevor Foster (part), 2 members of the public (part), Assistant Clerk, Cheri Morton & Town Clerk, Neil Taylor-Matson.

Prior to the meeting prayers were led by Cllr Frankish.

**Public Participation:** A member of the public expressed he was disheartened with the Council for lack of communication around the proposed Halifax Bomber Memorial. An article from Kirton First about community engagement was quoted from and it was advised that poor communication results in a disengaged community. Issues around changing the proposed site for the Halifax Bomber Memorial project were explained, and Cllr Frankish apologised on behalf of the Council.

Cllr Frankish noted thanks to Maggie Davies, acting as her consort over the past three years, the work and dedication of Cllr Garritt as Deputy Mayor including through the challenging periods of the pandemic and also to the Clerk for steadfast efforts throughout difficult times.

Cllr Frankish opened the meeting as Chair.

## MINUTES

2205/01 Election of Chair  
 a. The Council received nominations and elected a Chair for the Town Council for 2022/23. Cllr Boyd nominated Cllr Kofoed, seconded by Cllr Gunn. Cllr Cooper nominated Cllr Garritt, seconded by Cllr Priestley. The Council voted on each nomination.  
**RESOLUTION: That Cllr Joy Kofoed is elected Chair of Kirton in Lindsey Town Council for 2022/23.** **ACTION: Town Clerk**  
 b. Cllr Kofoed signed the Chair's Declarations of Acceptance of Office and noted thanks to Cllr Frankish and Cllr Garritt for their work as Mayor and Deputy Mayor.

2205/02 Election of Vice-Chair  
 a. The Council received nominations and elected a Vice-Chair for the Town Council for 2022/23. Cllr Gunn nominated Cllr Fox, seconded by Cllr Stephenson. Cllr Cooper nominated Cllr Garritt, seconded by Cllr Frankish. The Council voted on each nomination.  
**RESOLUTION: That Cllr Hazel Fox is elected Vice-Chair of Kirton in Lindsey Town Council for 2022/23.** **ACTION: Town Clerk**  
 b. Cllr Fox signed the Vice-Chair's Declarations of Acceptance of Office.

The Clerk noted an invitation to the Mayor, and all Councillors, from Allison Homes to attend a VIP Launch Event at their Station Road development on Friday 27<sup>th</sup> May.

**RESOLUTION: That the invitation is declined.** **ACTION: Town Clerk**

2205/03 Apologies for Absence  
 None received.

2205/04 Declaration of Interests / Dispensations  
 a. Cllr Frankish declared a personal interest in 2205/8d & e; Cllr Gun declared a personal interest in 2205/8d; Cllr Fox declared a personal interest in 2205/8d, Cllr Priestley declared a personal interest in 2205/8e and Cllr Cooper declared a personal interest in 2205/8e.  
 b. No dispensations were granted.

2205/05 Minutes  
 a. The Council considered the minutes of the Full Council Meeting held on 27/04/2022.  
**RESOLUTION: That the minutes were duly approved.**  
 b. The Council received the draft minutes of the Promoting Kirton Committee held 09/05/2022.  
 c. The Council received the draft minutes of the General Purposes Committee held 09/05/2022.  
 d. The Council received a brief update from the Clerk regarding tasks and actions.

2205/06 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 – no amendments required  
 c. Promoting Kirton Committee – no amendments required

Signed:

Dated:

- d. Community Emergency Plan Committee – no amendments required.  
e. Other committees not mentioned above – no further Committees to discuss.

2205/07

Committee Members

The Council received nominations and elected members to the following Committees and roles and determined the Chair for Committees:

a. Personnel and Disciplinary Committee

**RESOLUTION: That Cllr Cooper (Chair), Cllr Frankish and Cllr Gunn were appointed to the Committee.**

b. General Purposes Committee

**RESOLUTION: That Cllr Garritt (Chair), Cllr Cooper, Cllr Frankish, Cllr Fox, Cllr Kofoed, Cllr Priestley and Cllr Stephenson were appointed to the Committee.**

c. Promoting Kirton Committee

**RESOLUTION: That Cllr Frankish (Chair), Cllr Cooper, Cllr Garritt, Cllr Gunn, Cllr Priestley and Cllr Stephenson were appointed to the Committee.**

d. Community Emergency Plan

**RESOLUTION: That Cllr Priestley (Chair), Cllr Boyd, Cllr Frankish, Cllr Garritt and Cllr Gunn were appointed to the Committee.**

e. Bank Mandate

**RESOLUTION: That this remains unchanged.**

f. Snow Wardens

**RESOLUTION: That Cllr Fox, Cllr Kofoed, Cllr Priestley and Cllr Frankish are appointed Snow Wardens for 2022-2023.**

g. Play Area Inspections

**RESOLUTION: That Cllr Hazel Fox and Cllr Priestley are nominated for play area inspections.**

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

2205/08

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 Frankish and Cllr Gunn are elected as representatives.**

b. Neighbourhood Action Team (NATs)

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

c. ERNLLCA District Committee

**RESOLUTION: That Cllr Cooper and Cllr Frankish are elected as representatives.**

d. Diamond Jubilee Town Hall Trustees

**RESOLUTION: That Cllr Gunn is elected as representative.**

e. Kirton in Lindsey In Bloom

**RESOLUTION: That Cllr Cooper is elected as representative.**

f. Allotments Working Group

**RESOLUTION: That Cllr Kofoed, Cllr Frankish and Cllr Boyd are elected as representatives.**

g. Play Area Development Group

**RESOLUTION: That Cllr Cooper, Cllr Fox, Cllr Garritt and Cllr Gunn are elected as representatives.**

h. Tourism Working Group

**RESOLUTION: That Cllr Stephenson and Cllr Gunn are elected as representatives.**

i. Footpaths Interest Group

**RESOLUTION: That Cllr Kofoed and Cllr Priestley are elected as representatives.**

j. Town Events Working Group

**RESOLUTION: That Cllr Fox, Cllr Gunn and Cllr Garritt are elected as representatives and will develop a remit to present back to Full Council. ACTION: Town Events Working Group**

k. Other outside bodies not mentioned above – Cllr Priestley recommended that an Environmental Working Group be formed.

**RESOLUTION: That Cllr Priestley, Cllr Fox and Cllr Frankish are elected as representatives and will develop a remit to present back to Full Council. ACTION: Environmental Working Group**

2205/09

Policies and Procedures

The Council reviewed and considered the adoption of the following Town Council Policies and Procedures;  
a. Standing Orders – the Clerk noted the amendments made to the policy in line with the auditors recommendations as discussed at the April Full Council meeting.

**RESOLUTION: That the amended policy is approved.**

**ACTION: Town Clerk**

b. Code of Conduct - that this policy requires no amendment.

c. Financial Regulations - that this policy requires no amendment.

d. Financial Risk Assessment

**RESOLUTION: That this policy is deferred for review at the next meeting.**

**ACTION: Town Clerk**

e. Publication Scheme - that this policy requires no amendment.

f. Equal Opportunities Policy -- that this policy requires no amendment.

g. Grant Awarding Policy - that this policy requires no amendment.

i. Community Pot Application Form - that this policy requires no amendment.

Signed:

Dated:

ii. Budgeted Grant Application Form - that this policy requires no amendment.

h. Member/Officer Protocol

**RESOLUTION: That this policy is deferred for review at the next meeting.** ACTION: Town Clerk

i. Meeting schedule and publication of Agendas

The Clerk presented the draft meeting schedule for 2022-23 and noted dates which needed consideration.

**RESOLUTION: That the draft Schedule for 2022-23 is approved.** ACTION: Town Clerk

j. The Council considered the structure of meetings and agendas to enable constructive meetings.

**RESOLUTION: That reports of Civic Events attended are put at the end of future agendas.**

ACTION: Town Clerk

**RESOLUTION: That planning application matters are kept towards the top of future agendas.**

ACTION: Town Clerk

**RESOLUTION: That the Promoting Kirton and General Purposes Committees are enabled to bring recommendations to Full Council for decision and not re-discussion.** ACTION: Town Clerk

k. The Council noted the policies reviewed between June 2021 and April 2022 with no further action required at this time:

Reserves Policy – November 2021

Member Development Policy – April 2022

Grievance Policy – July 2021

Disciplinary Policy – February 2022

Child Protection – October 2021

Safeguarding Adults – October 2021

Cemetery Risk Assessment – March 2022

Play Area Risk Assessment – March 2022

Press & Media Policy – January 2022

Social Media Policy – February 2022

Complaints Policy – July 2021

Lone Worker Policy – September 2021

Learning and Development Policy – January 2022

Environmental Policy – June 2021

Bio-Diversity Policy – June 2021

Sickness Absence Policy – April 2022

Health and Safety – October 2021 –

**RESOLUTION: That this policy is deferred for review at the next meeting.** ACTION: Town Clerk

l. To agree the receipt of policies by Councillors. Councillors confirmed the publication of policies on the Town Council website in preference to receiving printed copies, in line with the current Environmental Policy.

m. The Council received an update on the Greener Future policy work and agree any actions required.

Cllr Fox noted that this work would develop further with the Environmental Working Group and recommended that the report for Kirton in Lindsey is published to generate awareness with residents. Matters which are covered include improving the town water supply and encouraging residents to shop local and support local markets. The report will be circulated to all Cllrs prior to publication.

**RESOLUTION: That Cllr Fox circulates the Greener Future report to all Councillors.**

ACTION: Cllr Fox

2205/10

Grove Street Cemetery

a. The Council noted the Resolution of the Town Council in February 2022 for approval of the revised Cemetery Regulations (2202/09 refers).

b. The Council received an update from the Clerk on cemetery capacity with no concerns noted.

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

d. The Council considered the works required following the Memorial Inspection work carried out in July 2021 and the ongoing consideration of Cemetery matters at the General Purposes Committee.

**RESOLUTION: That the General Purposes Committee finalise this work and publish a notice to residents.** ACTION: GP Committee

**RESOLUTION: That the draft notice prepared by Cllr Garritt is circulated to Cllr Stephenson for review ahead of the next General Purposes meeting.** ACTION: Cllr Garritt/Cllr Stephenson

2205/11

Council Insurance and Asset Register

The Council reviewed the current asset register and insurance requirements and agreed any action required. The Clerk noted the requirement of the insurers for play inspections to be carried out every seven days. Cllr Stephenson noted the importance of increasing the insurance cover in line with projects such as increased value of play equipment, attainment of the Vincent Hall and car park costings. A 'Plan C' would be required if seven day play inspections are insisted upon by the insurers.

**RESOLUTION: That the Clerk queries the justification of the insurers on seven-day inspections and what support they can offer to achieve this, including for training.** ACTION: Town Clerk

Signed:

Dated:

2205/12

Report from North Lincolnshire Ward Councillors

a. The Council agreed that the meeting be temporarily suspended to receive the Ward Councillor's Report. Ward Cllr Trevor Foster provided an update on KCOM works and requested that any issues around inadequate standards of work on public paths and highways are reported through to the North Lincolnshire Council (NLC) online portal. Cllr Foster will provide Cllr Stephenson with information regarding connectivity solutions for outlying areas via Ward Cllr Poole, noting that NLC is pushing for provision in outlying areas. Cllr Foster noted that NLC are looking to purchase pothole repair vehicles, which although very expensive are quick and efficient in carrying out repairs. The importance of reporting potholes and maintenance issues through the NLC online portal was expressed – if it is not reported it doesn't exist and if it is not getting dealt with it needs reporting through again. Cllr Foster ended his report discussing the Airfields of Britain Conservation Trust efforts to place a memorial at Kirton in Lindsey Airfield in August this year and the issues faced with the MOD and landowner in achieving this. The Clerk noted the discussions of the Town Council on the matter and Cllr Cooper recommended that the triangle of land on the perimeter of the Former RAF land at the junction of the B1400 and B1398, owned by NLC highways is put forward as a solution. The Clerk offered to send mapping details over to Cllr Foster to assist move the matter forward.

b. The Council considered any actions arising from the report.

**RESOLUTION: That the Clerk sends mapping details to Ward Cllr Foster to assist move the matter of the Airfield memorial forward.** **ACTION: Town Clerk**

2205/13

Mayor's & Delegates Report

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

- Cllr Fox reported attending the Workers Memorial Day event on 28<sup>th</sup> April, noting it was a good event and representation from Kirton in Lindsey Town Council was noted to be appreciated. Cllr Fox recommended that a wreath should be laid by a representative attending next year.
- Cllr Priestley reported attending the National Association of Local Councils 'Fighting Climate Change' virtual event earlier in the day. An interesting discussion, with some excellent examples from larger councils of what can be achieved, however the difficulties smaller council face were recognised, as outside support would be needed. The Environmental Working Group will be in a position to take on examples from the event.
- Cllr Boyd reported attending the town Business Breakfast Networking event organised by the Connecting Kirton Project and the disappointing attendance. Cllr Frankish noted 137 invitations were sent out and it appears very difficult to get businesses involved with little feedback.
- The Council considered the recommendation from the Promotion Kirton Committee to put forward a proposal to the Connecting Kirton Project to explore the provision of a town market once a month during a weekend as part of the projects final reporting. Cllr Frankish confirmed this recommendation would form part of the report which would be ready at the end of June. The report will form evidence for requests of support for financial funding to improve community life in the town. It was noted by that NLC have already put support into a new monthly market at Barton as a leading example.

**RESOLUTION: That the provision of a town market is to be discussed and researched by the Town Events Working Group.** **ACTION: Town Events Working Group**

2205/14

Projects

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

Cllr Cooper noted that no assistance was forthcoming from the local quarry for parking materials and that sheds had started to be researched. Contact details for those at the top of the waiting list were now confirmed. Cllr Cooper to pass a file of information to Cllr Kofoed. Cllr Stephenson noted the importance of updating the insurance cover for additional assets including allotment sheds, and so any costings should be provided to the Town Clerk.

b. The Council received updates on progress with the car park project and agree any actions required.

Cllr Stephenson noted the importance of updating the insurance cover and that costings should be provided to the insurers in order that public liability insurance costs are built in and any implications on costs included in communications to residents. Cllr Frankish noted that she is still waiting communications from Chris Peam at NLC but that he has indicated that his priorities are NLC work.

**RESOLUTION: That an agenda item is included at the next Full Council Meeting to discuss continued appetite for this project and the consideration of a timescale due to the continued stalling.** **ACTION: Town Clerk**

**RESOLUTION: That residents are made aware of any decision made and any reasons why the project is not taken forward if such a decision is to be made.** **ACTION: Town Clerk**

c. The Council received updates on progress with the Vincent Hall project and agree any actions required.

Cllr Frankish noted the terms of agreement for NLC to purchase the building included the connection of a power supply to the building, quotations for this work were received and NLC have agreed to cover the costs. NLC are now renegotiating the purchase price with the MOD due to the high value of the quotation. It is not clear what the next stages are if the purchase price is not reduced. Cllr Stephenson reminded the Council that the insurance cover would need to be updated as soon as any new property is taken on as an asset.

Cllr Cooper requested an update from the Clerk on the thirteen outstanding matters raised with the Leader of North Lincolnshire Council and it was noted that updates had not been received.

Signed:

Dated:

- 2205/15 Planning
- a. The Council considered the following planning applications:
- i. Number: PA/2022/764  
 Proposal: Two storey side extension and single storey rear extension to existing dwelling.  
 Site: 21 Dunstan Hill, Kirton in Lindsey, DN21 4DJ  
**RESOLUTION: That the Clerk submits "No Comment" in response to this planning application.**  
**ACTION: Town Clerk**
- ii. Number: PA/2022/865  
 Proposal: Application to undertake pruning on an ash tree, within and protected by Area 1 of the Tree Preservation (Kirton in Lindsey) Order 1972  
 Site: Rear of 53 Beechcroft Drive, Kirton in Lindsey, DN21 4EF.  
**RESOLUTION: That the Clerk submits "Support" in response to this planning application.**  
**ACTION: Town Clerk**
- b. The Council received the following decision notifications from North Lincolnshire Council:
- i. PA/2021/1788 – REFUSAL OF PLANNING PERMISSION for outline planning permission to erect up to 28 dwellings, with all matters other than means of access reserved for subsequent consideration on land to the rear of Southdown House, Grayingham Road, Kirton in Lindsey, DN21 4EL.  
 The Council noted thanks for representations made by NLC with reference to this application.
- ii. PA/2022/501 – GRANT OF CONSENT FOR THE DISPLAY OF ADVERTISEMENTS to display a vinyl wrapping image to a roller shutter at Kirton in Lindsey Fire Station, 6 West Cross Street, Kirton in Lindsey, DN21 4DN.
- iii. PA/2022/292 – FULL PLANNING PERMISSION to erect a single-storey rear extension at 5 Millennium Cottages, Ings Road, Kirton in Lindsey, DN21 4GU
- 2205/16 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. (May 2022)
- ii. Internal Control
- a. The Council received Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (April 2022)
- b. The Council received the latest Connecting Kirton reporting including Financial Report.
- c. The Council received and agreed the second draft 2022-23 Reserves Statement.
- d. The Council considered the requirement for a bank deposit card in the name of the Assistant Clerk.  
**RESOLUTION: That a bank deposit card in the name of the Assistant Clerk is applied for.**  
**ACTION: Town Clerk**
- 2205/17 Highways
- Concerns were raised about the state of signage, road markings, inconsiderate parking, potholes, speed limits and the state of the roads around the town. The recently completed work at Richdale Avenue was noted as appreciated but that it had taken a very long to be done. The Clerk noted information from NLC regarding highway restrictions proposed for the Dunstan Hill and West Cross Street junction area, and the request for any feedback from the Town Council.
- RESOLUTION: That the Town Council promote the reporting of serious highway issues through the NLC online portal.** **ACTION: Town Clerk**
- RESOLUTION: That the Town Council put together issues including the poor state of the main roads, concerns about speed limits and dirty street signs through to NLC via the online portal.**  
**ACTION: Councillors/Town Clerk**
- RESOLUTION: That the Clerk responds to NLC that the Council supports the proposals for the restrictions proposed for the Dunstan Hill and West Cross Street junction.** **ACTION: Town Clerk**
- 2205/18 Open Spaces
- a. The Council received the monthly play park inspection report from Cllr Fox for signature and agreed any actions required. Cllr Fox noted the litter issue is getting worse, the removal of a screw from equipment and that safety matting requires securing down. It was noting that increasing problems are likely due to the lighter nights. The Clerk noted that matters were noted on previous reports as requiring action but no actions had taken place, which was an issue the internal auditor had highlighted. Cllr Fox noted that a mechanism is required to get repairs carried out.  
**RESOLUTION: That matters requiring action are taken to the General Purposes Committee for cost sign off.** **ACTION: General Purposes Committee**
- b. The Council considered any further information on RoSPA inspection training opportunities. Cllr Fox noted that research into this is ongoing.
- c. The Council received any update from the Play Area Development Working Group for proposed improvements to the play area. It was agreed that a full update would be provided during the confidential section of the meeting.
- d. The Council received any updates on maintenance works to railings, chain link fencing and bollards at The Green

and War Memorial areas. The Clerk reported the enthusiastic and keen responses received from youth organisations contacted to carry out the works. The Duke of Edinburgh Scheme Bronze Award Students had carried out cleaning and repainting of the War Memorial railings earlier in the morning. This is part of three months of voluntary work they are required to carry out and are keen for other opportunities too. The Guides and Scouts have also expressed interest in helping with these works. The Clerk noted that when the Council requests voluntary assistance from organisations representation, support and engagement is required to be given by members of Council.

Cllr Fox asked what steps would be taken to correct the article published about the Peace Garden in the May edition of Kirton First. It was noted that the article was not factual and did not represent the views or decisions of the Town Council and that it was inaccurate and unapproved. A correction and apology is to be printed in the July edition of the magazine.

**RESOLUTION: That, with the exception of the reports from the Town Clerk, future articles for publication require approval of the Council.** **ACTION: Councillors**

2205/19

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; Platinum Jubilee event team – request for loan of fencing; PA/2022/949 – Town Hall; train timetables update; Garden Centre offer re planters and Christmas Tree; Messingham Parish Council Community Hub; Allison Homes launch event invitation; Asset of Community Value application for the Officers Mess confirmed as unsuccessful as the site remains a residence.

Correspondence for Discussion

Cllr Frankish left the meeting.

b. Licensing Act – update re application for variation to Premises Licence for One Stop.

**RESOLUTION: That Cllr Stephenson attends the mediation meeting and the hearing in June.**

**ACTION: Town Clerk/Cllr Stephenson**

Cllr Frankish returned to the meeting.

The Council agreed to suspend Standing Order 3(x), to continue the meeting.

1 member of the public and Ward Cllr Foster left the meeting.

c. Brigg Mayor Golf Charity event.

**RESOLUTION: That the invitation is declined.**

**ACTION: Town Clerk**

d. Community Payback updates - noted

e. Snowball – community resources information app

**RESOLUTION: That the invitation to provide information is declined.**

**ACTION: Town Clerk**

f. KCOM update on installation areas – noted.

Cllr Cooper leaves the meeting.

g. NLC Standards Training resources.

**RESOLUTION: That the Clerk circulates the training resources to all Councillors.**

**ACTION: Town Clerk**

h. NLC Improved signage at South Cliff Road for pedestrian crossing update – noted.

i. NLC update regarding tree planting planned along North Cliff Road.

**RESOLUTION: That permission is requested for KLTC to plant trees, with guidance sought on the approved locations and the types of trees approved to be planted.**

**ACTION: Town Clerk**

j. NLC update repairs to Redbourne Mere verges following A15 diversion in March. – noted.

k. NALC confirmation re items of relevance. – noted.

l. ERNLLCA Clerk's Training Day - Thursday 16<sup>th</sup> June, Barton

**RESOLUTION: That the Clerk and Assistant Clerk are approved to attend the training session at a cost of £10 each plus travel costs.**

**ACTION: Town Clerk**

2205/20

Agenda for next and future meetings

- Windmill Plantation development (Cllr Priestley)

Cllr Gunn thanked the Assistant Clerk for attending the meeting.

2205/21

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) as 22<sup>nd</sup> June 2022 at 7pm at the Town Hall. Agenda items requested prior to 13<sup>th</sup> June.

2205/22

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.**

2205/23

Open Spaces

The Council received and considered costings information research for the play area development from the Play Area Development working group and discussed options to move the project forward.

The meeting closed at 10pm

Signed:

Dated: