



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council held on
Wednesday 23rd November 2022
at the Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Joy Kofoed (Chair), Cllr Hazel Fox, Cllr Billy Boyd, Cllr Kathy Cooper, Cllr Pat Frankish, Cllr David Garritt, Cllr Jared Priestley, and Cllr Suzanne Stephenson.

Also present: 3 members of the public (part), Ward Cllr Trevor Foster (part) Assistant Clerk, Cheri Morton and Town Clerk, Neil Taylor-Matson.

Public Participation:

A member of the public spoke about plans for a memorial to the Halifax Bomber Crash in 1944 and presented the plywood full scale mock up previously presented to the Promoting Kirton Committee in April. It was noted that a site adjacent to the War Memorial was preferred and full support of the Royal British Legion was given at their recent AGM. The 80th anniversary of the disaster will be in May 2024. The Council thanked the resident for attending and noted that the matter should be included on the next Trustees meeting agenda.

A member of the public asked two questions related to the Council's car parking provision plans; 1. What is the Council minded to do about the condition within the planning approval for the gate to the proposed car park to be closed by 8pm each evening and 2. Has consideration been given to introducing time restrictions (e.g. 2 hours) in the Market Place during the day. The Council thanked the resident for attending and noted that it was aware of the conditions in the planning permission and mindful of potential applications for change required and that the matter of introducing time restriction has had some discussion previously but issues around enforcement and additional signage in the conservation area were just a few examples of the issues in relation to this.

Ward Cllr Trevor Foster expressed his disappointment to learn of the conditions within the planning permission for the proposed car park, noting that he felt a car park was essential for the town and obstacles to achieving it should not be put in the way. Evening parking would be a necessity for the town businesses and organisations.

A member of the public raised concerns on behalf of residents that there was no formal representation at the Remembrance Service from either the Town Council or the Church. Although members and officers of the Town Council were in the audience, no representative laid the wreath on behalf of the townspeople. The Mayor advised she was unable to attend due to illness, at short notice and sent messages of apologies to the Royal British Legion, the event organisers. The Mayor further advised that she had asked them to ask the Deputy Mayor to stand in, however, Andrew Kofoed was personally requested in place of the Mayor by the event organisers.

Prior to the meeting prayers were led by Cllr Frankish.

MINUTES

- 2211/01 Apologies for Absence
Apologies were received from Cllr Karen Gunn.
- 2211/02 Declaration of Interests / Dispensations
a. Cllr Cooper declared a personal interest in items 2211/08 (i) f & g and 2211/08 (iii) f & g; Cllr Fox declared a personal interest in items 2211/08 (i) f, 2211/08 (iii) f, and 2011/11 f & j, Cllr Stephenson declared a personal interest in item 2011/08 (i) d; Cllr Priestley declared a personal interest in item 2011/08 (i) d and Cllr Frankish declared a personal interest in items 2211/08 (i) f & g 2211/08 (iii) c, f & g and 2211/11 j.
b. No dispensations were granted.
- 2211/03 Minutes
a. The Council considered the minutes of the Full Council Meeting held 26th October 2022.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council received the minutes of the Promoting Kirton Committee Meeting held 14th November 2022.
c. The Council received the minutes of the General Purposes Committee Meeting held 14th November 2022.
- 2211/04 Report from Ward / North Lincolnshire Councillors
Ward Cllr Trevor Foster provided an update to the meeting, reporting a site meeting with Mick Johnson, Cllr Frankish and the Clerk at Wormwood Hill Amenity Land and Redbourne Mere to discuss potential progress with development of the site. Ornamental works were approved in principle for Wormwood Hill and comparisons to the former tip at East Common Lane in Scunthorpe were made about the Redbourne Mere site. Checks are to be made if the methane levels are still measured at the site. Cllr Priestley noted his disappointment with the lack of response and feedback to him from North Lincolnshire Council (NLC) from his attempts to also move this forward. Ward Cllr Foster also noted the request for a site meeting from the landowner of public bridleway 251 and hoped that Town Councillors would make themselves available to attend. Ward Cllr Foster reported the interest of the Leader of NLC, Cllr Rob Waltham in the car parking provision work of the Town Council and his keenness to arrange a site visit and push the project forward as soon as possible.

Signed:

Dated:

An update was also provided on the bid for the Vincent Hall. The MOD have informed NLC that an announcement on the successful bid will be made in April. It is hoped that the NLC bid will be successful. KCOM have also updated NLC to confirm that their rural project for connecting community halls to their network is ongoing and in the research period and that they will be reviewing the provision to outlying area next year. The 10th anniversary of the Imagination Library was also reported, Cllr Foster noting that 90% of children in North Lincolnshire up to the age of five are subscribing and the cost to NLC is around ¼ to ½ a million pounds each year. Cllr Stephenson reminded Cllr Foster about the lack of response from NLC about the listed assets at the former RAF site. Cllr Boyd recommended that as they are listed, English Heritage or NLC should step in and prevent any development. Cllr Foster agreed to take this back to NLC for consideration. Cllr Garritt asked Cllr Foster to clarify if the NLC bid was for any land around the Vincent Hall and Cllr Foster confirmed the bid was only for the Hall. Ward Cllr Foster provided an update around the potential provision for CCTV in the town and advised that the best route would be for KLTC to purchase the kit and then hand this to NLC to connect to their network. It would remain the property of KLTC but this route would not impinge on the licencing at the Security Control Centre – this information would be passed to the Clerk. The Council thanked Cllr Foster and for attending.

2211/05

Councillor and Proper Officer Reports

The Council received reports from Councillors and Proper Officer attending meetings on behalf of the Council:

- Councillor and Proper Officer Reports
- Allotments Advisory Committee – 4th November (Cllrs Kofoed, Boyd & Frankish). Cllr Kofoed updated the Council noting the car parking works are now completed and requested a letter of thanks be sent to the contractor. Sheds and bases are next on the list to be done, along with the tap which is awaiting a plumber to attend and signage for which decisions around content need to be made.
RESOLUTION: That a letter of thanks is sent to the contractor. ACTION: Town Clerk
- Play Area re-opening – 5th November (Cllrs Kofoed, Fox, Boyd, Cooper, Frankish, Garritt). Cllr Garritt reported on the successful event which was well attended with the weather also holding. It was discussed that the park is now consistently busier and popular and the concerns raised about the cost of the project by some members of the community now appear to be resolved. A replacement Supernova is still hoped for, with the local MP looking at funding opportunities and new benches are to be installed. Cllr Kofoed noted thanks to the members of the working group.
- Library meeting – 3rd November (Town Clerk). The Clerk reported that four volunteers attended the meeting with two since having to drop out. NLC have raised concerns that two volunteers will not be enough to retain opening hours every Saturday. The Clerk reported that since the meeting two further volunteers have come forward, and one was able to consider Saturdays. Promotion around this opportunity continues.
- Wormwood Hill/Redbourne Mere – 18th November (Cllr Frankish, Town Clerk). The Clerk noted Ward Cllr Foster's update on this meeting and added that Mick Johnson had advised that the dropped kerbs works around the town were now scheduled for April.

2211/06

Allotments

- a. The Council received a report from allotments advisory subgroup, including information about the hardcore requirements and signage for the site. The Clerk noted that the greenhouse request had been approved and the budget for the allotments was now £200 in deficit.
- b. The Council considered the request from tenants for a speed limit review along the B1400 at the allotments site.
RESOLUTION: That a NLC are written to for this request to be considered. ACTION: Town Clerk
- d. The Council received the membership renewal invitation from the National Allotment Society (£66).
RESOLUTION: That the membership is renewed. ACTION: Town Clerk

2211/07

Car Parking Provision

The Council received the refusal from North Lincolnshire Council to the grant funding application, agreed actions required in line with full planning permission decision notice PA/2021/1183 December 2021 and considered a proposal from Cllr Stephenson.

RESOLUTION: That the current landowner is requested to place the asking price to the Council in a "subject to contract" letter, it being understood that any proposed purchase may be subject to planning permission for a car park, however all other actions are deferred until after the proposed site meeting advised by Ward Cllr Foster. ACTION: Town Clerk

2211/08

Finance

i. Income and Expenditure

- a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972. (November 2022)
- b. The Council approved accounts for payment.
- c. The Council received notice of the Local Government Association National Salary Award.
- d. The Council agreed the Christmas Festival Scale of Charges (*audit action plan Oct 2022*) as Businesses: Indoor stall – large pitch – with 6ft table provided £25; Indoor stall – small pitch – with 4ft table provided £20; Outdoor stall – with table & gazebo provided £25; Outdoor stall – without table or gazebo provided £20; Charities/Local Organisations: Suggested donation of £15 requested to cover costs.

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Dated:

e. The Council agreed the remission of allotment rent fees for 2022/23 (*audit action plan Oct 2022*).

f. The Council received the Town Hall Tenancy Agreement Review – November 2023.

RESOLUTION: That the tenancy terms are agreed.

ACTION: Town Clerk

g. The Council received a request from In Bloom to add the new flower bed outside the Cemetery to the planting contract.

RESOLUTION: That a decision around this request is deferred to the December meeting of the Council.

ACTION: Town Clerk

h. The Council received costings for grass cutting devolution and parish paths partnership works.

RESOLUTION: That from the costings received, company 3 is offered the highway verges works and company 4 is offered the parish paths partnership works.

ACTION: Town Clerk

ii. Internal Control

The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook (October 2022).

iii. Precept 2023-2024

a. The Council considered the budgeted grant funding application received from KCLASSIC

RESOLUTION: That grant funding of £2,500.00 for 2023/24 was approved.

b. The Council considered the budgeted grant funding application received from Guides

RESOLUTION: That grant funding of £500.00 for 2023/24 was approved.

c. The Council considered the budgeted grant funding application received from Kirton First

RESOLUTION: That grant funding of £1,300.00 for 2023/24 was approved.

d. The Council considered the budgeted grant funding application received from Kirton in Lindsey Archery Club

RESOLUTION: That grant funding of £1,250.00 for 2023/24 was approved.

e. The Council considered the budgeted grant funding application received from Evergreens

RESOLUTION: That grant funding of £850.00 for 2023/24 was approved.

f. The Council considered the budgeted grant funding application received from Diamond Jubilee Town Hall

RESOLUTION: That grant funding of £2,960.00 for 2023/24 was approved.

g. The Council considered the budgeted grant funding application received from Kirton in Lindsey In Bloom

RESOLUTION: That grant funding of £1,000.00 for 2023/24 was approved.

h. The Council considered the budgeted grant funding application received from Kirton Call

RESOLUTION: That grant funding of £1,800.00 for 2023/24 was approved.

i. The Council considered the budgeted grant funding application received from Scouts

RESOLUTION: That grant funding of £500.00 for 2023/24 was approved.

j. The Council reviewed the budget proposal for 2023-2024 and agreed actions required in order to agree the 2023-2024 budget and 2023-2024 precept. The Clerk provided information about SportsZone income and expenditure, Insurance cover costs, play area costs and the cemetery scale of charges with comparisons to other local burial authorities.

RESOLUTION: That the Cemetery Scale of Charges is revised with all fees increased by 15%.

Exhumation charges are to be added, to match with interment fees, a register search fee of £25 per hour is added and 'stone vases and small plaques under 18 inches' is removed.

ACTION: Town Clerk

RESOLUTION: That the required budget for 2023-2024 is £103,875.00.

ACTION: Town Clerk

2211/09

Policies and Procedures

a. The Council received the revised Model Standing Orders document.

RESOLUTION: That the amendment to section 18. c is implemented, the amendment to sections 18 f & g were put into place at the previous review of the document.

ACTION: Town Clerk

b. The Council reviewed Policy 05 – Reserves last approved November 2022.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

c. The Council considered the formation of a KCLASSIC sub- group as requested by the Trustees. Due to insufficient members willing to form a sub-group, this matter was not resolved.

d. The Council received an update from snow wardens on progress.

Clr Kofoed noted that an update was still awaited from NLC and sought further volunteers to help check the condition of salt bins. The allocation of volunteers to salt bins to be finalised outside of the meeting.

e. The Council agreed actions required following reporting of crime and anti-social behaviour by residents to the Town Council.

RESOLUTION: That thanks continue to be given to all reports received residents and that residents continue to be informed that the police have the powers and authority to deal with crime and anti-social behaviour and so reporting to them directly is always encouraged.

ACTION: Town Clerk

RESOLUTION: That the Town Council continue to look at ways to influence behaviours in the town.

ACTION: Town Councillors

RESOLUTION: That an item is placed on the next Promoting Kirton Committee agenda to discuss provision of means of reporting information to the Town Council and the provision of information about the work of the Town Council for social media.

ACTION: Town Clerk

2211/10

Open Spaces

a. The Council received the weekly play inspection rota for signature and received an update regarding the play

Signed:

Dated:

area. Cllr Fox noted no monthly inspection was completed due to the installation inspection covering the period. The Clerk updated the Council around the procedures in progress following the fire at the play area in the early hours of 13th November. The Clerk noted that a metal bollard was also damaged and consideration was required around this. The revised premium for the insurance to cover the new play equipment and surfacing was received. Cllr Priestley advised he considered it best that he did not attend the RoSPA training course and notice of the availability of the space was offered to all other members. The Clerk noted that the new picnic benches have arrived but costings for the installation of them was still outstanding.

RESOLUTION: That discussion around the bollard is placed on the next General Purposes Committee meeting agenda.

ACTION: Town Clerk

RESOLUTION: That the revised insurance premium is approved to be paid.

ACTION: Town Clerk

RESOLUTION: That the working group consider the best options for the placement of the benches.

ACTION: Working Group

RESOLUTION: That the costs for the development of the junior area are paid and the costs for the development of the toddler area continue to be held until the installation work is completed.

ACTION: Town Clerk

b. The Council considered information required by North Lincolnshire Council regarding the grass cutting devolution scheme.

RESOLUTION: That the costings for the year are provided, noting that any surplus is to be spent on community projects including maintenance of the play area, allotments, car parking provision and potential costs associated with Vincent Hall.

ACTION: Town Clerk

RESOLUTION: That NLC are asked to go ahead and make arrangements for an on-site meeting with the landowner of Bridleway 251 and inform the Council of the dates and times preferred so that those who are available can attend.

ACTION: Town Clerk

2211/11

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 any correspondence received after the Agenda was published. The Clerk reported receipt of a Freedom of Information request about the memorial safety works at the cemetery, NLC update about the parish paths, MP Autumn Statement update, NLC Local Plan update, Survey Monkey renewal notice, Town Hall notice of damage by vehicles and Police surgery update. Cllr Kofoed noted that Equisign had won Business Retailer of the Year 2022 and suggested a letter of congratulations should be sent.

RESOLUTION: That a letter of congratulations is sent to Equisign.

ACTION: Town Clerk

b. NLC – Community Champions nominations

c. NATs – next meeting (planned Nov) postponement to January 2023

d. MP – Local Autumn Update

e. Volunteer Hub October Newsletter

f. Public Rights of Way improvements

g. ERNLLCA – District Committee Meeting Elections Presentation information

h. Department for Levelling Up, Housing and Communities (DLUHC) Committee Funding Review

i. NLC update on advertising Parish Councillors vacancies

j. Town Hall Heritage Room hire agreement information

k. NLC Local Plan update

Correspondence for Discussion

l. Response to requests for information out of meeting schedules.

RESOLUTION: If insufficient notice is given by an organisation for a response from the Council, the Clerk is to provide the response that insufficient notice has been given, unless Councillors or the Clerk consider that the matter is of such importance that an Extraordinary Meeting should be called.

ACTION: Town Clerk

m. VANL AGM – no members wished to attend.

n. Boundary Commission for England 2023 Boundary Review – members noted no impact for the town.

o. Annual leave reminder – The Clerk reminded Cllrs of annual leave booked 29th November-2nd December.

2211/12

Planning

a. The Council received the following planning applications for information only (permitted development)

i. PA/2022/1832

Proposal: Application for a non-material amendment to PA/2016/352 namely to omit one dwelling and build a single L-shaped dwelling on plot 75 only.

Location: Plot 75, Barley Close, Kirton in Lindsey.

ii. PA/2022/1881

Proposal: Notification of prior approval for a proposed larger home extension.

Location: 23 Woodpecker Way, Kirton in Lindsey, DN21 4FD.

- b. The Council received the following decision notifications from North Lincolnshire Council:
- i. PA/2021/1251 – FULL PLANNING PERMISSION – to erect 6 dwellings on Plots 76, 77a, 77b, 78a, 78b and 78c Barley Close, Windmill Way, Kirton in Lindsey, DN21 4FE.
 - ii. PA/2022/1408 – REFUSAL OF PLANNING PERMISSION – for outline planning permission for a residential development of up to 28 dwellings with appearance, landscaping, layout and scale reserved for subsequent consideration on land to the rear of Southdown House, Grayingham Road, Kirton in Lindsey, DN21 4EL.
 - iii. PA/2022/1521 – APPROVAL OF RESERVED MATTERS – (appearance, scale, layout and landscaping) pursuant to outline planning application PA/2021/362 dated 21/06/2021 for 3 dwellings at 2a North Cliff Road, Kirton in Lindsey, DN21 4NH.
 - iv. PA/2022/1662 – FULL PLANNING PERMISSION – to vary condition 2 (approved plans) of planning permission ref: PA/2022/1184 to allow for change of materials used and window colour at 22 Grayingham Road, Kirton in Lindsey, DN21 4EL.

Cllr Garritt noted the refusal of PA/2022/1408, and Cllr Kofoed noted that the committee meeting item at NLC was well attended.

Cllr Priestley noted with disappointment that NLC had not listened to any of the comments of objection the Town Council had submitted regarding PA/2021/1251.

2211/13 Mayor’s Report (for information only unless specified)
The Council received reports from the Mayor attending meetings/events on behalf of the Council to include:

- Chair’s Report/Civic Events – Cllr Joy Kofoed
- Play area re-opening event – 5th November – Cllr Kofoed noted the well-attended event.
- Broughton Civic Service – 6th November (Cllr Kofoed) – this was not attended due to illness.
- Remembrance Service – 13th November – Cllr Kofoed noted she was unable to attend due to illness.
- Immingham Civic Service – 20th November (Cllr Fox) – Cllr Fox noted the interesting Methodist service and that the event was well attended.

2211/14 Agenda for next and future meetings
The Council noted items to Agenda for the next or future meetings:

- Mayors reports to be re-amalgamated with Councillor and Officers reports on agendas (Cllr Kofoed)
- Cost of living/Warm Spaces (Cllr Boyd) – this was noted as previously discussed at PK Committee
- Sign cleaning (Cllr Boyd)
- Management of Town Council Charities (Cllr Frankish)
- 1973-2023 Town Council 50 Year Anniversary (Clerk)

2211/15 Date of next Meeting and Agenda Deadline
The Council confirmed the date and time of the next Monthly Town Council Meeting (subject to any change in circumstances) as:

Wednesday 21st December 2022 at 7pm at the Town Hall
NOTE: AGENDA ITEMS BEFORE MON 12th DECEMBER

The meeting closed at 9:45pm

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