



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council held on  
Wednesday 23<sup>rd</sup> March 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: 14 member of the public (13 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 addressed the meeting to say that he had obtained two catastrophic bleed kits to donate to the town with the suggestion that they be stored within the defibrillator cabinets across the town, with more to come. They were ready to be collected and more information can be obtained by attending the Fire Station Open Day taking place on Saturday. Members of the public applauded.

Members of the public representing a community group to support refugees from Ukraine addressed the meeting outlining their work to date and requesting help and guidance from the Town Council.

A member of the public addressed the meeting to note concerns about the proposed boundary on PA/2022/395 between the proposed development and existing properties at Barnard Meadows.

The Town Council thanked the members of the public for attending and noted adjustments to the agenda order to accommodate their attendance.

**MINUTES**

- 2203/01 Apologies for Absence  
Apologies were received from Cllr Jared Priestley (work), Ward Cllr Foster and Ward Cllr Poole (both illness).
- 2203/02 Declaration of Interests / Dispensations  
a. Cllr Frankish declared personal interests in 2203/09 iii; 2203/12 a, b & c and a prejudicial interest in 2203/09 iv.  
b. No dispensations were granted.
- 2203/03 Minutes  
a. The Council considered the minutes of the Full Council Meeting held on 23<sup>rd</sup> February 2022.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the draft minutes of the Promoting Kirton Committee held 14<sup>th</sup> March 2022  
c. The Council received the draft minutes of the General Purposes Committee held 14<sup>th</sup> March 2022. Cllr Fox noted that a date on the draft minutes was incorrect. **ACTION: Town Clerk**  
d. The Council noted the tasks and actions update provided by the Clerk ahead of the meeting. Cllr Cooper noted that it was the responsibility of Councillors with actions to ensure that they are progressed.
- 2203/04 Report from Ward / North Lincolnshire Councillors  
No Ward Councillors were present and no report was received.

The Council agreed that Item 7 c. should be moved up the agenda.

- 2203/07 Correspondence for Discussion  
c. Ukraine Community Support response requests.  
Cllr Garritt summarised the requests and guidance sought from the residents:  
Meeting places – Town Hall / KLASSIC for public meetings, Fire Station for smaller committee meetings.  
Space on website – the link for groups online presence can be added to the Town Council website if provided.  
Other informational pieces - Kirton First – group could have piece published but the next edition isn't due until May.

Standing Orders were suspended to allow residents to discuss their requests further.

Leaflet drop to promote public meeting – assistance in arranging and financing – recommendations included approaches to Tighes, schools, Scouts and Guides. The group noted schools had already been approached.  
General support – it was hoped the support of the Council was demonstrated and the Council noted that the formation of the residents group was an excellent start in order to make further progress.  
Posters to promoting public meeting could be distributed to the local shops in the Market Place.  
Town Councillor to join the residents group – Cllr Gunn volunteered and noted availability to attend their next scheduled meeting on Saturday. **ACTION: Cllr Gunn**  
Contacts at North Lincolnshire Council (NLC) – contact with Stuart Pinto already in place. If further contacts are needed Cllr Gunn to assist as link.  
Funding could come via a Community Pot application, however grants can only be made to constituted groups.  
Empty homes or buildings for housing – further research to be carried out as RAF Camp accommodation uninhabitable, RAF Officers Mess still active linked to RAF Scampton and known empty properties are in private

Signed:

Dated:

ownership.

NLC are ideally placed to provide links and funding for relief via central government, information not so far fed down to Town and Parish Council level.

Fundraising – an event could be organised at the Town Hall or KLASSIC as agencies are noting money is needed operationally more than donations of physical items.

Donations to the Disasters Emergency Committee including gift aid were also recommended.

Members of the residents group left the meeting.

Standing Orders were reinstated.

2203/05

#### 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
- NLC Civic Dinner – 4<sup>th</sup> March – a well organised and the most formal of attended events. Good links made with Lindsey Lodge Hospice.
- Brigg Civic Dinner – 5<sup>th</sup> March – useful contacts and discussions had around the issue of the number of Cllrs.
- Hessle Civic Service – 13<sup>th</sup> March – very well attended which provided a needed sense of support in uncertain times.
- Barton Civic Dinner – 19<sup>th</sup> March – very different event, held in the Imaginarium restaurant with further sense of support with other Mayors from the area.
- Councillor and Proper Officer Reports
- Project Management – SLCC (Clerk) 24<sup>th</sup> February – very useful information on the processes and requirements and discussion around the capacity of Cllrs and/or the Clerk to take on the role with agreement that the Council should bring in specialists for project management work.

2203/06

#### Personnel

The Council received an update from the Personnel and Disciplinary Committee following the meeting held on 18<sup>th</sup> March 2022 regarding protocols, 2021-22 Pay Award and communications.

Cllr Cooper as Chair of the Committee noted that the Assistant Clerk had reporting bedding into the role and being eager to take on further responsibilities and work from the Clerk.

A written report was read about concerns raised by the Town Clerk and requests from the Committee for improvements to be made in respect for protocols and reduction in the use of email correspondence for discussion. The Committee plan to draft amendments to the Member/Officer Protocol Policy to include communications and hope to bring this to the next meeting for consideration by the Council. Cllr Boyd noted concerns that actions were not to be put in place sooner to improve the situation for the Town Clerk. Cllr Cooper recommended that Councillors appraise themselves of the existing policy over the next few days. **ACTION: Councillors**

Cllr Cooper reported on the National Pay Award for April 2021-March 2022 communicated by the National Association of Local Councils in early March. This was for a backdated pay award to April 2021 and would be implemented for the Town Clerk, Assistant Clerk and former Assistant Clerk as per contractual agreements in place.

Cllr Cooper requested a confidential agenda item for next month to discuss salary bandings for the Town Clerk and Assistant Clerk. **ACTION: Town Clerk**

The Council agreed that item 9 iv. should be moved up the agenda.

Due to declared prejudicial interest, Cllr Frankish left the room.

Standing orders were suspended to allow the resident to address the meeting.

A resident queried the place for discussion of other points not on the agenda and was advised that the Public Participation section at the start of the meeting provided opportunities for this. The resident asked if the Council would consider provision of historical information around the town in the way that Caistor and Epworth already do. Cllr Cooper and Cllr Stephenson welcomed the residents contribution to the ongoing plans of the Tourism sub-group.

Standing orders were reinstated.

2203/09

#### Planning

The Council considered the following planning application.

iv. PA/2022/395

Outline planning permission to erect 60 dwellings & access, with all matters other than means of access reserved. Address: Jack Tighe Ltd, Redbourne Mere, Kirton in Lindsey, DN21 4NW

**RESOLUTION: That the Clerk submits 'Support in principle' for this planning application, noting the following caveats: the site is not a designated site for development, however is within the development boundary and is a brownfield site which is welcomed; flooding concerns are fully addressed to answer if the existing sewers can cope with a development of this scale and that protections are actively put into place to prevent impact on the River Eau and the tributaries which feed to it. Surface run off to down hill areas need to be clearly mitigated. Conditions should be imposed to prevent on street parking along Redbourne Mere due to the narrow nature of the existing road infrastructure; it is noted that there is no provision for affordable housing in the plans and the position stated on the unviability of provision of s106 monies is unacceptable as**

Signed:

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*a development of this size will impact on the towns amenities and infrastructure improvements will be required. Concern is noted about the boundary proposals for the proposed access road running adjacent to existing dwellings at Barnard Meadows and the condition that a hard sturdy barrier, such as a wall, should be established at this location be imposed. Highways are asked to carry out careful consideration of the visibility splays along the Redbourne Mere edge of the proposed development, and that a traffic management policy be a requirement to include mitigation for the diversion of vehicles from the A15 during traffic incidents and the installation of a traffic light controlled pedestrian crossing for the protection of residents and school children. That serious consideration is given to widening the highway at Redbourne Mere. Concern is also raised over the initial design and the congestion which may be caused by on street parking on the proposed estate and fire service access to homes at the bottom of the estate plan.*

**ACTION: Town Clerk**

Cllr Frankish rejoined the meeting.

2203/07

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 receipt of a planning application concerning the Fire Station, an extension has been granted to allow discussion of this at the next General Purposes Committee Meeting. A resident query about the co-funding to allow the development of Nebraska Reserve; NALC – letter requesting issues which are of relevance for Town & Parish Councils and a resident query about private land boundaries at Duck Lane.

Correspondence for Discussion

b. Correspondence from resident (forwarded to Clerk by Cllr Kofoed).

**RESOLUTION: That Cllr Garritt acknowledges correspondence on behalf of other Councillors.**

**ACTION: Cllr Garritt**

d. Green Lane Association letter – Green Laning – no action required.

e. MOD land Asset of Community value notification

**RESOLUTION: That Cllr Frankish and Cllr Garritt write to NLC to request at this matter is raised at the next Vincent Hall project meeting or Regeneration Group meeting, whichever is soonest and seek support from Ward Councillors and NLC to secure this land for the good of the community.**

**ACTION: Cllr Frankish/Cllr Garritt**

f. NLC Standards training (29<sup>th</sup> March) reminder – no action required.

g. NLC update on Grants presentation (1<sup>st</sup> April) – Cllr Kofoed noted unavailability to now attend.

h. Workers Day Memorial invitation (28<sup>th</sup> April) reminder – Cllr Fox to attend. The Council considered the purchase of a wreath to lay during the service.

**RESOLUTION: That no wreath is purchased this year, however Cllr Fox to feedback after the event as to if one should be purchased in the future.**

**ACTION: Cllr Fox**

i. Boundary Commission electoral review of North Lincolnshire – proposed changes to Ridge Ward noted with Kirton in Lindsey, Redbourne and Hibaldstow to remain in the Ward with two Ward Cllrs. No action required.

j. Boundary Commission parliamentary constituencies review public consultations – proposed changes to create a South Humber constituency and extend the existing Scunthorpe constituency noted. No action required.

k. Police & Crime Commissioner (PCC) Community Payback invitation – received with some frustration following previous approaches to Community Payback for works within the town.

**RESOLUTION: That a response is sent highlighting the ongoing and outstanding requests already made.**

**ACTION: Town Clerk**

l. Police crime statistics for January & February 2022 – reminders to sent to Humberside Police to provide the information noted and the low reported crime discussed with two incidents across January and February.

m. VANL Newsletter – noted, no action required.

n. MP newsletter - noted, no action required.

o. ERNLLCA Training update – Spring Training Day event at Hull noted along with available financial training courses.

**RESOLUTION: That the Clerk is approved to attend the Procurement training course.**

**ACTION: Town Clerk**

**RESOLUTION: That Councillors will inform the Clerk of any interest in attending the courses.**

**ACTION: Councillors**

p. ERNLLCA – Exec Officer update – the retirement of Alan Barker and the collection organised by ERNLLCA was noted, a new officer, Tom Clay is appointed and due to commence the role in May.

q. Town Clerk annual leave May – advance notification of first leave period of 2022-23 Financial Year as 16<sup>th</sup>-20<sup>th</sup> May 2022.

2203/08

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.

**ACTION: Town Clerk**

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c. The Council received reporting from the Connecting Kirton Project including Financial Report. Cllr Cooper queried the payments to the Community Café project, Cllr Frankish explained these were to explore the viability of the Café and future investment could be sought from NLC at the end of the Connecting Kirton Project. The differing values are due to the different number of Thursdays in a month.

ii. Internal Control

The Council received the Finance Report and Bank Reconciliations for January and February to balance with the bank statements and cashbook.

iii. External Control

The Council noted that the final visit from the auditor for the 2021-22 audit is scheduled for 12<sup>th</sup> April.

2203/09

Planning

a. The Council considered the following planning applications:

i. PA/2022/355

Listed building consent to install a multi-fuel log burner in living room and a twin-wall external flue.  
Address: 4 Lime House, Queen Street, Kirton in Lindsey, DN21 4NS.

**RESOLUTION: That the Clerk submits 'No Comment' in response to this planning application.**

**ACTION: Town Clerk**

ii. PA/2022/430

Planning permission to install a new dormer roof to the rear and make internal alterations to the dwelling, and to replace the existing garden outbuilding.  
Address: 1 Cornwall Street, Kirton in Lindsey, DN21 4PP

**RESOLUTION: That the Clerk submits 'No Comment' in response to this planning application.**

**ACTION: Town Clerk**

iii. PA/2022/347

Planning permission to erect a single-storey rear extension.

Address: George Hotel, Flat 20, High Street, Kirton in Lindsey, DN21 4LX

Cllr Frankish did not take part in the discussion or voting on this item.

**RESOLUTION: That the Clerk submits 'Objection' in response to this planning application, noting concerns about access and fire safety for the boundary neighbouring property at Coach Yard Mews.**

**ACTION: Town Clerk**

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

i. PA/2022/101 – FULL PLANNING PERMISSION to erect a single storey extension, a front porch and raise roof height to accommodate loft conversion at 9 Church Street, Kirton in Lindsey, DN21 4BT.

ii. PA/2022/2170 – REFUSAL OF CONSENT TO CUT DOWN OR CARRY OUT WORKS ON TREES PROTECTED BY A TREE PRESERVATION ORDER for undertaking various pruning of 2 sycamore trees, identified as T3 and T4, subject to and within Tree Preservation Order at 8a Station Road, Kirton in Lindsey, DN21 4BB.

c. Town Infrastructure

i. Connection of housing estates within the town

The Council discussed ways of establishing links between housing estates within the town to help prevent creating separate zones and communities. An update was provided from Cllr Priestley outlining intentions to carry out a survey to ask the town for improvement suggests to link the town and the surrounding areas footpaths and estates. With several estates which are not linked, it has created silo's and poor access to some areas and amenities. In addition a proposal to look at the multiple public footpaths leading out of the town and see if there is an interest to link some of these public footpaths to create circular walks to encourage people to get outdoors and enjoy our countryside location.

**RESOLUTION: That these proposals are not approved.**

**ACTION: Town Clerk**

ii. York Road

The Council discussed the matter of the adoption of the York Road highway and public footpaths. It was noted that the Residents Group had approached NLC about this and the matter could not be progressed until the closure and potential sale of the Officer's Mess. No action required, this is to be left with NLC.

2203/10

Policies and Procedures

a. The Council reviewed Policy 20 – Cemetery Risk Assessment last approved March 2021.

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

**ACTION: Town Clerk**

b. The Council reviewed Policy 23 – Play Area Risk Assessment last approved March 2021.

**RESOLUTION: That the recommendation from the Clerk to amend those listed as at risk to include 'Town Councillors and staff' is accepted and with this amendment the policy is approved.**

**ACTION: Town Clerk**

c. The Council reviewed Policy 31 – Virtual Meetings Policy last approved March 2021..

**RESOLUTION: That this policy is archived.**

**ACTION: Town Clerk**

d. The Council considered the Charities Good Practice guidance document prepared by Cllr Stephenson and agreed actions required.

**RESOLUTION: That the document is approved.**

**ACTION: Town Clerk**

Signed:

Dated:

**RESOLUTION: That guidance documents setting out the objects of the charities is prepared and provided to all present Town Councillors within a reasonable period of time. ACTION: Town Clerk**  
e. The Council received an update on the matter of councillor numbers following the implementation of the 2017 NLC Community Governance Review and agreed any actions required.

Cllr Cooper reported a phone conversation with Leader of NLC, Cllr Rob Waltham following an initial request prior to Christmas. A review will not be considered by NLC until 2025 and will include town and parish councils. Cllr Cooper was thanked for her efforts in progressing this.

f. Green Future – the Town Council considered reviewing its carbon footprint in line with this North Lincolnshire Council proposal along with any other actions for review.

Cllr Fox noted that the carbon footprint of the Town Council was expected to be quite small with most Cllrs attending meetings on foot and the Clerk also walking to work. The Clerk noted the Impact tool online which may help establishing more information about the carbon footprint of the community.

**RESOLUTION: That Cllr Fox discusses further work with Cllr Priestley. ACTION: Cllr Fox**

**RESOLUTION: That the Clerk circulates details of the Impact tool to Cllr Fox.**

**ACTION: Town Clerk**

g. Covid-19 Legacy Response – the Council considered the review of any policies and procedures required. The Clerk noted the Council's unanimous support for a legacy response in July 2020 and that part of this response required the review of policies and procedures including the town emergency plan, its deployment and cessation and any lessons learned to improve the overall plan. Cllr Boyd noted that the archived Virtual Meetings Policy should be referenced in any updates to the town emergency plan.

**RESOLUTION: That a meeting of the Community Emergency Plan Committee is arranged at a suitable time. ACTION: Town Clerk**

2203/11

#### Open Spaces

a. Cllr Fox presented the monthly inspection report for March, noting continued concerns about the amount of litter on site, reports of children tangling and untangling the remaining swings; increased graffiti and concerns about the continuing deteriorating condition of the play boat. The Clerk noted concerns about the delays in carrying out repair works to areas noted on the monthly reports, some dating back to 2019. Concerns expressed from the community about the decommissioning of the toddler swings was also noted. It was noted that there is a plan and the five-year development group are progressing with the plan.

**RESOLUTION: That costings are sought for the decommissioning of the play boat.**

**ACTION: Five-Year Development working group**

b. The Council considered information about play area inspection training opportunities and agreed actions required. Cllr Fox noted contact with Stuart Griffiths from RoSPA, with costings to be provided.

**RESOLUTION: That Cllr Fox provides costings from RoSPA to the Clerk for consideration at the next meeting. ACTION: Cllr Fox**

c. The Council considered the maintenance works required to the chain link fencing at the Green and the bollards and War Memorial fencing and agreed actions required.

**RESOLUTION: That these works are included in the letter to be sent to the PCC regarding Community Payback initiatives. ACTION: Town Clerk**

d. The Council received an update from the Five-Year Development Working Group for the proposed improvements to the play area. Cllr Garritt noted two proposals were taking the lead from the others provided and engagement with the companies continued to develop modifications and improvements. An inclusive toddler swing was to be obtained from NLC. £33,500 in funding for the works was now confirmed. The focus is on durability with wooden effect structures which are more sustainable.

**RESOLUTION: That once the modifications and improvements were made to the designs these would be brought back to Full Council for discussion. ACTION: Town Clerk**

e. The Council received an update on costings for highway verge cutting devolution and the Parish Paths Partnership so that reporting can be provided back to NLC as required. Cllr Boyd and Cllr Kofoed noted repairs needed to the steps along FP255.

**RESOLUTION: That surplus funding is used to tidy the edges of the grass verges, for additional cuts required throughout the year, for the purchase of replacement toddler swings, and potentially for allotment costs. ACTION: Town Clerk**

**RESOLUTION: That the Clerk notifies NLC of the requirement for repairs to the steps along FP255. ACTION: Town Clerk**

f. The Council received an update from North Lincolnshire Council provided to In Bloom members. The litter bin replacement programme is expected to be completed by the end of March. The Clerk noted the new bins in the town centre area and that additional works to replace other bins and add in additional bins from older stock will be carried out once new bin installations have completed across North Lincolnshire. There is A4 advertising space available on the new bins which the Town Council will be provided access to, and it was recommended that a poster is designed for these spaces to promote keeping Kirton in Lindsey Tidy and a reminder that bagged dog waste can be disposed of in the litter section.

**RESOLUTION: That Cllr Garritt assists with the design of a suitable poster. ACTION: Cllr Garritt**

g. The Council considered CPRE membership and entry into the CPRE Best Kept Village competition 2022.

**RESOLUTION: That membership renewal and entry into the Best Kept Village Competition is approved. ACTION: Town Clerk**

h. The Council received an update regarding tree planting opportunities and agreed any actions required.

It was noted the tree planting season comes to an end this month, and opportunities will re-open in November.

Signed:

Dated:

2203/12

Projects

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

A site meeting has taken place and files received from former Cllrs tasked with the project. Two plans for the division of plots were circulated. Chippings on site will be used for pathways. Hardcore will be required for onsite car parking. Welton's were contacted about provision and this is to be confirmed. Rules and agreements to be drafted, and a query about the need for planning permission for sheds and structures to be looked into with NLC. Group to arrange a further meeting to continue to progress. The Council thanked Cllr Cooper for her work on this.

**RESOLUTION: That the plan identified as Plan A was preferred for layout. ACTION: Cllr Cooper**

**RESOLUTION: That the Clerk forwards to the Allotments Working Group communications from NLC regarding the need for planning permissions. ACTION: Town Clerk**

b. The Council received updates on progress with the car park project and agreed any actions required. Cllr Frankish noted despite her efforts to obtain information from NLC Highways ahead of the meeting, they had not delivered. The Council discussed issues around obtaining a ballpark figure for development rather than an accurate figure. Cllr Frankish offered to ask NLC Procurement to take on the whole task, including the additional design work required. Once a figure is known it would come back to Full Council for decision and then, if approved to continue, public consultation.

**RESOLUTION: That Cllr Frankish asks NLC Procurement to take on the whole task.**

**ACTION: Cllr Frankish**

c. The Council received updates on progress regarding the Vincent Hall.

Cllr Frankish noted a meeting was required of the working group, but was having difficulty in getting this arranged with Ward Cllr Poole, Julie Reed and officers of NLC. This is required to push the feasibility study forward and develop further progress. Cllr Frankish has contacted Northern Powergrid to begin the application for the connection of the power supply.

2203/13

Agenda for next and future meetings

- Cllr Boyd requested 'Projects' is moved up the agenda prior to 'Planning' on future agendas.
- Cllr Cooper requested a confidential item regarding salary bandings at the end of the next agenda.

**ACTION: Town Clerk**

2203/14

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 27<sup>th</sup> April 2022 at 7pm at the Town Hall with agenda items required prior to Monday 18<sup>th</sup> April.

The meeting closed at 9:50pm

|                   |                 |
|-------------------|-----------------|
| <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: