



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council held on  
Wednesday 22<sup>nd</sup> June 2022  
at the Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Joy Kofoed (Chair), Cllr Billy Boyd, Cllr Hazel Fox, Cllr Pat Frankish, Cllr David Garritt, Cllr Jared Priestley and Cllr Suzanne Stephenson.  
Also present: 1 member of the public (part), Ward Cllr Trevor Foster (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 thanks to Cllr Fox and Cllr Gunn for providing assistance with the Halifax Bomber Memorial project. A site meeting was requested with representation from the Town Council and Royal British Legion to resolve any queries about the proposed site. Information about funding options was also requested, with only a small amount of funding anticipated. Cllr Stephenson noted that details of land ownership required confirmation before any permissions could be assured. Cllr Kofoed asked if the North Lincs Aviation Heritage Forum were involved with the project, it was confirmed that they are aware and would look to add the memorial to the overall heritage trail. Cllr Stephenson noted that commons registration protects the Green from development and this would also need to be considered. Cllr Garritt noted that the matters raised didn't prevent a site meeting taking place as the resident had suggested. Cllr Kofoed thanked the resident for attending the meeting.

**MINUTES**

2206/01 Apologies for Absence  
Apologies were received from Cllr Kathy Cooper and Cllr Karen Gunn.

2206/02 Declaration of Interests / Dispensations  
a. Cllr Kofoed declared a personal interest in item 2206/11 (c) due to leasing of land; Cllr Priestley declared a personal interest in item 2206/08 (e) due to property ownership.  
b. No dispensations were granted.  
c. The Clerk requested all Councillors check their Declaration of Interest are up to date and to confirm to the Clerk that either they are or that they require amendment.  
**RESOLUTION: All Councillors to update the Clerk on the status of their Declarations of Interest.**  
**ACTION: All Councillors**

2206/03 Minutes  
a. The Council considered the minutes of the Annual Council Meeting held on 25<sup>th</sup> May 2022.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the draft minutes of the Promoting Kirton Committee held 13<sup>th</sup> June 2022. Cllr Kofoed requested Snow Warden information be shared with those nominated into those roles by the Clerk. The Clerk noted updated information was likely to be circulated by North Lincolnshire Council (NLC) in the autumn.  
c. The Council received the draft minutes of the General Purposes Committee held 13<sup>th</sup> June 2022.  
d. The Council noted the tasks and actions log update was not completed this month due to catch up and workload through the office. Cllr Kofoed noted the requirement for a Personnel and Disciplinary update and the Clerk noted the meeting of that Committee scheduled for Monday.

Standing Orders were suspended.

2206/04 Report from Ward / North Lincolnshire Councillors  
Ward Cllr Trevor Foster provided an update to the meeting, noting the plans for the memorial to Kirton in Lindsey Airfield by the Airfields of Britain Conservation Trust which is due to be unveiled at the junction of the B1400 and B1398. A waiver form is due to be sent through to the Town Clerk to move this forward soon. Cllr Foster asked Cllr Stephenson about her progress in obtaining information about provision of improved internet connectivity to outlying areas of Kirton in Lindsey. Cllr Stephenson noted disappointment with responses from NLC and that her focus was with KCOM who she had met with. Cllr Foster noted Cllr Poole had become the cabinet member for Highways and work was ongoing for improvements to minor road repairs and pothole repair machinery. Cllr Foster noted Cllr Priestley's initiatives to green up Kirton in Lindsey and North Lincolnshire and confirmed he had put links in place with other Cllrs at NLC to help. Cllr Boyd queried who would be responsible for the maintenance of the airfield memorial. Cllr Frankish asked about the flowerbed required as part of the waiver to create an ornamental verge. Cllr Foster offered to ask the Conservation Trust to assist with digging out the flowerbed required and would update the Town Clerk on any response. The Council thanked Cllr Foster for attending.

Cllr Foster and the resident left the meeting.

Standing Orders were reinstated.

2206/05 Councillor and Officer Reports  
The Council received reports from Councillors and Officers attending meetings on behalf of the Council:

- NLC Licencing Mediation/Committee meetings 26<sup>th</sup> May/7<sup>th</sup> June – Cllr Stephenson reported attending the remote mediation meeting and the Committee meeting held at Church Square House regarding opposition to the extension of the One Stop licence. Mediation resulted in an impasse, the Committee meeting made it clear

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that law and policy is in favour of the applicant with no grounds found for refusal. Conditions achieved, but the licence was ultimately approved. Cllr Kofoed noted that Cllr Stephenson was entitled to claim the mileage for attending Church Square House.

- KCOM Meetings 8<sup>th</sup> June/15<sup>th</sup> June – Cllr Stephenson reported telephone meeting with KCOM Community Liaison Officer and an engineer followed by her provision of a tour of the outlying areas of concern in the town. The response received was encouraging with KCOM to look into the governments Digital, Culture, Media and Sport voucher scheme for funding to extend the overall KCOM scheme by a mile to a mile and a half further from the town centre. Request for community funding for the play area development was also passed on and now awaiting any updates from the officer on both matters.
- Parkinson Partnership training – Contracts & Procurement 9<sup>th</sup> June – the Clerk reported a useful and timely training update on these matters, reinforcing the processes and requirements.
- Shared Prosperity Fund 9<sup>th</sup> June – Cllr Fox noted that both herself and Cllr Frankish had attended the webinar, with Cllr Fox subsequently applying for funding for the play area and Cllr Frankish applying for funding for the renewal project recommendations, car park project and Vincent Hall.
- ERNLLCA Training Day (Barton) 16<sup>th</sup> June – the Clerk reported attending with the Assistant Clerk with back to basics training sessions focused on networking with other officers from the local area which proved useful and reassuring.
- VANL Fundraising Training 17<sup>th</sup> June – the Assistant Clerk reported attending expecting the focus to be on tips for completing applications and making bids but was instead focused on opportunities such as the lottery. Others attending also expressed an interest in training focused on tips for applications and this will be considered for future training opportunities. Cllr Fox recommended submitting an application to the National Lottery which proved to be easy and straightforward for play area development funding.
- Jack's Patch 21<sup>st</sup> June – the Clerk and Cllr Frankish reported meeting with the garden centre to discuss their interest in sponsorship of activities around the town, a range of ideas discussed and the need for the business partners to consider these. Building relationships with businesses in the town considered to be necessary and positive.

2206/06

Financei. Income and Expenditure

- a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972.
- b. The Council approved accounts for payment. **ACTION: Town Clerk**

ii. Internal Control

- a. The Council received the Finance Report and Bank Reconciliations for May to balance with the bank statements and cashbook.
- b. The Council received the latest financial reporting from the Connecting Kirton Project. Cllr Frankish noted the final report from the project will be received at the end of the month.
- c. The Council considered information regarding the Shared Prosperity Fund, discussed funding allocations for the work of Officers of the Council and approvals required when any successful bid notifications are received.

2206/07

Allotments

- a. The Council received updates on progress at the allotment site and agreed any actions required. Cllr Kofoed noted the planned onsite meeting with the first ten people on the waiting list and the distribution of draft rules seeking approval. A local farmer had kindly mulched down the overgrown site, asking only for a note of thanks to be published in the next edition of Kirton First. Cllr Stephenson queried the keeping of chickens and other animals on the site noting concerns about bird flu outbreaks. Other items from the draft rules were also queried with the Clerk noting recommendations also received from the National Allotment Society. Questions were also raised about sheds on the site and ownership of these. It was agreed a discussion at the onsite meeting should take place. Cllr Boyd is to speak with the manager of the quarry regarding provision of materials for car parking on the site.  
**RESOLUTION: That a note of thanks to the local farmer is placed in Kirton First.**

**ACTION: Town Clerk**

**RESOLUTION: That a firm proposal on sheds is to be brought to the next meeting including all details of costings, installation and ownership including wording for the tenancy agreements.**

**ACTION: Allotments Working Group**

**RESOLUTION: That allotment rent is to be set at £30 and reviewed annually.**

**ACTION: Allotments Working Group**

2206/08

Planning

- a. The Council considered the following planning application:

i. PA/2022/1083

Listed building consent to install security doors to the doorway, install mesh to the windows and arrow slits, the cleaning of debris and general internal and external brickwork repairs.

Address: Kirton Railway Tunnel Entrance, Station Approach, Kirton in Lindsey

**RESOLUTION: That the Clerk responds to this planning application with "No Comment".**

**ACTION: Town Clerk**

- b. For information only (non-material amendment)

i. PA/2022/1067

Application for a non-material amendment to PA/2016/1709 in order to re-position bedroom one window from rear

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to side and slightly increase the width of bathroom and bedroom three windows.  
Address: 1 Paddock Lane, Kirton in Lindsey, DN21 4FA.

- c. The Council received the following decision notifications from North Lincolnshire Council:
- i. PA/2022/430 – FULL PLANNING PERMISSION – to install a new dormer roof to the rear, make internal alternations to the dwelling, and to replace the existing garden outbuilding at 1 Cornwall Street, Kirton in Lindsey, DN21 4PP.
  - ii. PA/2022/575 – FULL PLANNING PERMISSION – to erect single-storey extension and associated alterations at 16 East Cross Street, Kirton in Lindsey, DN21 4EA
  - iii. PA/2022/581 – FULL PLANNING PERMISSION – to erect single-storey extension to the side and rear, comprising a utility room with a shower and sink and a sunroom with a balcony above at Holly Barn, Nebraska Farm, Ings Road, Kirton in Lindsey, DN21 4BX
  - iv. PA/2022/764 – FULL PLANNING PERMISSION – to erect a two-storey side extension and side storey rear extension to existing dwelling at 21 Dunstan Villas, Kirton in Lindsey, DN21 4DJ
  - v. PA/2022/865 – CONSENT TO CUT DOWN OR CARRY OUT WORK ON TREES PROTECTED BY A TREE PRESERVATION ORDER – undertake pruning on an ash tree in Area 1 rear of 53 Beechcroft Drive, Kirton in Lindsey, DN21 4EF

c. The Council received notification and considered any actions required for the North Lincolnshire Local Plan 2020-2038 – final public consultation period 30<sup>th</sup> May to 11<sup>th</sup> July.

**RESOLUTION: That a comment is left regarding the soundness of proposals for Kirton in Lindsey only consisting of housing developments and no allocations for commercial development, creating a commuter town with expansion of commerce not specified. That brownfield sites in the area should be reserved for commercial use and not approved for housing stock in order to give provision for employment opportunities.** ACTION: Town Clerk

d. The Council discussed the Windmill Plantation Estate and agreed any actions available to the Town Council regarding progressing its completion. Concerns were raised about the lack of continued progress at the development which commenced in 1999. The original plan for 102 houses has condensed over the lengthy timeframe of development with more than 102 houses currently on the site but with half the development still to be constructed. The local MP, NLC and the developers have all previously been contacted to try to encourage appropriate progress.

**RESOLUTION: That representation is made to the NLC Planning Department requesting support in adding pressure on the developer for site completion, asking if anything can be done to assist the completion for the benefit of the residents of the town. Issues of required clearance across the site due to it encroaching on existing residents and the completion and local authority adoption of paths and roads to be raised. For the planning department to take enforcement action if any aspect of the site is in breach of planning permission and to ask if no further permissions can be granted to the developers until the Windmill Plantation site is completed.** ACTION: Town Clerk

2206/09

#### Policies and Procedures

a. The Council considered amendments to Policy 07 Member/Officer Protocol. The Clerk recommended some wording amendments but wished to note appreciation to Cllr Fox for the time and work she has put into development of this policy document.

**RESOLUTION: That the policy review is deferred to the P&D Committee and then brought back to the next Full Council Meeting.** ACTION: Town Clerk

b. The Council reviewed Policy 04 – Financial Risk Assessment last approved May 2021 and agreed that this policy requires no amendment.

c. The Council reviewed and considered amendments to Policy 12 – Health & Safety Policy last approved October 2021. The Clerk noted some additional recommendations and appreciation to Cllr Priestley for the work he put into development of this policy documents. The Council considered and agreed all recommendations.

**RESOLUTION: That with the all the recommended amendments the policy is approved.**

ACTION: Town Clerk

d. The Council reviewed Policy 29 – Environmental Policy last approved June 2021 and agreed that this policy requires no amendment.

e. The Council considered Policy 30 – Bio-Diversity Policy last approved June 2021.

**RESOLUTION: That the review of this policy is deferred to the next Full Council meeting.**

ACTION: Town Clerk

f. Greener Future Scheme – the Council received updates for consideration from the Environment Working Group regarding development of remit and the circulation of the Impact Report and comparisons.

**RESOLUTION: That the Impact Report is shared online (noting the source) with the aim the generate interest from residents to become members of the working group.** ACTION: Town Clerk

**RESOLUTION: That Cllr Fox shares with Councillors the NALC Case Studies document**

**highlighting the work of other Councils on environmental matters.**

ACTION: Town Clerk

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**RESOLUTION: That minor amendments proposed by Cllr Priestley are included in the draft remit.** **ACTION: Cllr Fox**

2206/10

Open Spaces

a. Cllr Fox presented the monthly inspection report for June, noting a worrying increase in deterioration of equipment on site but very little litter.

**RESOLUTION: That Cllr Fox obtains quotations for health and safety works required to take place for approval by the Clerk.** **ACTION: Cllr Fox/Town Clerk**

b. The Council considered information about play area inspection training opportunities and agreed actions required. The Clerk noted the response from the Insurers confirming the requirement for inspections to take place at least weekly and the confirmation of the annual RoSPA inspection to take place in August. A rota for weekly inspections is now in place and will be brought back to Full Council Meetings for signing off.

**RESOLUTION: That Cllr Fox carries out further work to see if other Town and Parish Council representatives would also take part in training to reduce costs for all.** **ACTION: Cllr Fox**

c. The Council considered the maintenance works for volunteer groups, including the chain link fencing and bollards at the Green and agree actions required. The Clerk reported the complications around making arrangements with enthusiastic local youth groups in the timeframes they need to work to and the timeframe of Town Council meetings, asking for approval to circulate information to progress these offers outside of meetings.

**RESOLUTION: That proposals are shared with Councillors via email to confirm viability and support.** **ACTION: Town Clerk**

**RESOLUTION: That groups seeking to carry out works in evenings are linked in with In Bloom.**

**ACTION: Town Clerk**

**RESOLUTION: That Councillors consider their availability to provide support on 29<sup>th</sup> June at the Green.** **ACTION: Town Clerk**

**RESOLUTION: That the authority is approved for the purchase of necessary materials for works to be completed.** **ACTION: Town Clerk**

d. The Council received the grass cutting devolution extension notice from North Lincolnshire Council and agreed actions required.

**RESOLUTION: That concern is expressed at the low 3% increase but that the Council otherwise accept the extension to the grass cutting devolution agreement.** **ACTION: Town Clerk**

e. The Council received an update regarding the Parish Paths Partnership from North Lincolnshire Council.

The Clerk noted NLC no longer have an in-house dedicated rights of way works person and all works now reported for action across the network are sent out to contract by NLC.

f. The Council received notice of the Huntcliff Eco-school project and considered any actions required. The Clerk noted encouragement and support could be offered for this work by the students.

**RESOLUTION: That a well-done message is sent to the students with a request for any images which the Town Council can help share to aid promotion of the project.** **ACTION: Town Clerk**

2206/11

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 correspondence received after the Agenda was published. The Clerk noted receipt of notification of the NLC Community Champions launch; the NALC Smaller Councils Survey report and feedback; update on the fly tipping issue following a request for further information and support from Ward Cllr Foster on the unacceptable length of time it is taking to be dealt with; update on the Civility & Respect Project along with training opportunities; the completion of painting of the Queen Street noticeboard.

b. MP – May/June newsletter – available for distribution.

Correspondence for Discussion

c. NLC – Assets of Community Value decision – Officer's Mess

Cllr Kofoed left the meeting.

The Council received the decision from NLC refusing the application on the grounds that the MOD still classify the site as residential.

Cllr Kofoed rejoined the meeting.

d. Community Safety Fund opportunities – Police & Crime Commissioner

It was agreed that monitoring should take place for anti-social issues which may arise and to be kept in mind for future deadlines for applications.

**RESOLUTION: That Cllr Fox submits an application by the June deadline for the funding of equipment for teenagers due to the continued lack of provision for them within the town.**

**ACTION: Cllr Fox**

e. KLASSIC Open Event request for equipment (marquee)

**RESOLUTION: That approval is given for the marquee to be used during the event.**

**ACTION: Assistant Clerk**

f. ERNLLCA Training – 'Being A Good Councillor' 2 part course. Councillors to send any interest to the Clerk in order that spaces can be booked.

g. One Stop Licensing Decision notice – NLC. It was noted that Cllr Stephenson had already provided an in-depth report about this at 2206/05.

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- 2206/12 Mayor's Report  
The Council received reports from the Mayor attending meetings on behalf of the Council:
- Chair's Report/Civic Events – Cllr Joy Kofoed
  - Lincolnshire Show 22<sup>nd</sup> June – Cllr Kofoed noted the invitation to join West Lindsey District Council at their stand at the show and that they were welcoming and friendly. Concerns were raised about the closure of RAF Scampton and the potential creation of another Hemswell.
  - Platinum Jubilee Celebrations - 2<sup>nd</sup> & 4<sup>th</sup> June – Cllr Kofoed noted presiding over the events with Cllr Fox and gave thanks to the crew and Cllr Frankish for the work put in. The attendance from the town was impressive.
- 2206/13 Agenda for next and future meetings  
No items requested.
- 2206/14 Date of next Meeting and Agenda Deadline  
The Council confirmed the date and time of the next Full Council Meeting (subject to any change in circumstances) as: Wednesday 27<sup>th</sup> July 2022 at 7pm at the Town Hall with agenda items required prior to Monday 18<sup>th</sup> July.
- 2206/15 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 are excluded.**
- 2206/16 Other Projects
- a. The Council received updates on progress with the car park project and discussed costings provided from NLC for assistance with works required. The Clerk recommended deferral of discussion of the appetite for the project and the consideration of a timescale for the project until the next meeting so that it would be in the public forum. This was agreed.  
**RESOLUTION: That the Clerk contacts Ward Cllr Poole to request revised costings proposed to take the project to the tender and costing stage, to be provided in writing, so that information can be shared with residents.** **ACTION: Town Clerk**
- b. The Council received update on progress with the Vincent Hall project and agreed any actions required. The latest bid from NLC to the MOD was discussed with the current situation that the local MP has again been asked to speak to the MOD Minister and that NLC are still working on purchasing the building. Cllr Kofoed requested an update on the revised feasibility study. Cllr Frankish advised this work was with Lesley Potts at NLC. After discussions about the current position and the work carried out to date from Cllr Frankish and Cllr Garritt in response to questions from Cllr Stephenson and Cllr Boyd, Cllr Kofoed thanked Cllr Frankish and Cllr Garritt for all the time and work they had put into this to date.
- c. Motion: Cllr Stephenson: “Every major infrastructure project now and in the future involving acquisition of property should have a formal review as to a timetable for viability after a period of 12 months has elapsed and that should include current projects. On each project of this nature KLTC should give a date by which a project might be considered to be no longer viable.” The Clerk recommended deferral of discussion of this item until the next meeting so that it would be in the public forum. This was agreed.

The meeting closed at 9:55pm

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

Signed:

Dated: