



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 22nd February 2023
at the Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Joy Kofoed (Chair), Cllr Billy Boyd, Cllr Kathy Cooper, Cllr Hazel Fox, Cllr Pat Frankish, Cllr David Garritt, Cllr Karen Gunn and Cllr Suzanne Stephenson.
Also present: 2 members of the public (part), Ward Cllr Trevor Foster (part),
Assistant Clerk, Cheri Morton and Town Clerk, Neil Taylor-Matson.

Public Participation: A resident offered paving slabs for use by allotment tenants for shed bases, noting they would require collection.

MINUTES

2302/01 Apologies for Absence
Apologies were received from Cllr Jared Priestley.

The Mayor asked that the meeting be suspended for a prayer.
Cllr Frankish led prayers.
The meeting was resumed.

2302/02 Declaration of Interests / Dispensations
a. Cllr Fox declared an interest in agenda item 2302/06 (c).
b. No dispensations were granted.

2302/03 Minutes
a. The Council considered the minutes of the Full Council Meeting held 25th January 2023.
RESOLUTION: *That the minutes were duly approved and signed.*
b. The Council received the minutes of the Personnel & Disciplinary Committee Meeting held 20th January 2023.
c. The Council received the minutes of the Promoting Kirton Committee Meeting held 13th February 2023.
d. The Council received the minutes of the General Purposes Committee Meeting held 13th February 2023.

2302/04 Report from Ward / North Lincolnshire Councillors
Ward Councillor Trevor Foster reported that s106 monies would be used to provide outside gym equipment for Kirton in Lindsey and that details of the preferred quotation were required by Julie Reed as soon as possible. Ward Cllrs had received notification of a consultation drop-in session on a proposed residential development for 350 dwellings at the former RAF Kirton in Lindsey site. Communication will be forwarded to the Clerk. Works to refurbish the library railings were not approved and would only be carried out by North Lincolnshire Council (NLC) maintenance teams as part of their schedule. General council tax will remain at 1.7% with no increase, one of the lowest levels in the country. Free car parking in Brigg and Scunthorpe remains on offer. NLC were recently awarded for their successful running of the Imagination Library scheme. Cllr Foster recommended that discussion about s106 funding and levelling up funding should be taken to the next Regeneration Meeting now planned for March. Concern was raised by Cllr Boyd about the deterioration of the parking space markings in the library car park, this is to be referred to NLC for action, copying in Cllr Foster.

2302/05 Mayor & Delegates Reports
The Council received reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council:
Mayor's Report of Civic Events attended – Cllr Joy Kofoed:
No events had taken place.

- Councillor and Officer Reports
- Tourism Working Group 30/01/2023 – Cllr Stephenson noted matters were reported back to the PK Committee meeting, however since then a partial project brief was shared with the group from Kate Robinson at NLC. Following information received about the consultation for the proposed residential development at the former RAF site, clarification is now required around the listed buildings and if they are potentially going to be in split ownership creating further potential complications.
- Car Park Working Group 30/01/2023 – Cllr Fox noted the development of the clients requirement document which can be provided to NLC for preparation of a budget and that the meeting provided a positive way forward. Some later variation may be requested due to some of the restrictive conditions on the planning approval. Cllr Fox noted that the Assistant Clerk had asked about the potential for a storage space at the site, and this was noted as likely to require additional planning permission, but something to consider in the future.
- Play Area NLC Officers on site 07/02/2023 – Cllr Fox noted a very useful visit from the NLC officers, who carried out various repairs while on site and provided their views and opinions on concerns about equipment which was informative and helpful. They are happy to provide assistance on an ongoing basis for repairs.
- Community Payback on site 08/02/2023 – the Clerk reported the positive works ongoing at the cemetery with

Signed:

Dated:

painting of the gates and bench moulds now completed and clearance of the rear of the cemetery ongoing. Assistance with pavement edging works and works at the allotments to help older tenants were suggested by Councillors as potential future projects. To be discussed at item 2302/08.

- Events Working Group 20/02/2023 – Cllr Garritt reported on the very productive and positive meeting bringing forward plans for Coronation events. These are set to include, on the Saturday, the broadcast of the Coronation upstairs in the Town Hall followed by family bingo and Kirton's Got Talent; Sunday - the Pop-Up Market and Picnic on The Green with competitions such as best dressed dog, fancy dress and Design a Crown – all community centric ideas at low cost. Monday will be a community litter pick and encouraging people to Clean Your Street as well as a 'Fresher's Fair' at the Town Hall to promote local groups and organisations. Plenty of keen volunteers to support this following promotion of the working group online.
- Allotments Advisory Sub-Committee 21/02/2023 – Cllr Frankish reported on the meeting held last night to go through issues and establish ways forward, to be discussed at item 2302/09.

2302/06

Finance

i. Income and Expenditure

a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972. (February 2023)

b. The Council approved accounts for payment.

c. The Council considered the Community Pot application from Town Hall Live.

RESOLUTION: That grant funding of £300.00 is approved.

ACTION: Town Clerk

d. The Council received updates around the UK Shared Prosperity Fund. The Clerk noted the applications for CCTV funding, Supernova play equipment and Community Renewal post equipment were awaiting decisions with the next round of funding applications expected to open in March.

RESOLUTION: If applications are unsuccessful alternative funding is to be sought.

ACTION: Town Clerk

e. The Council received updates regarding funding from North Lincolnshire Council for outside gym equipment. The Clerk noted the requirement for Councillors to review the quotations and provide feedback and for some consultation with residents about preferences. Cllr Garritt offered to prepare a Survey Monkey form for consultation with residents which would also be shared with Huntcliff Academy and other youth organisations.

RESOLUTION: That the quotations are shared with all Councillors for consideration.

ACTION: Town Clerk

RESOLUTION: That Cllr Garritt prepares a survey to run online for a seven-day period.

ACTION: Cllr Garritt

RESOLUTION: That the survey is shared online for residents and provided to Huntcliff School and other youth organisations.

ACTION: Town Clerk

RESOLUTION: That information is provided at the Elections Information Session running on Saturday 4th March.

ACTION: Town Clerk

RESOLUTION: That the outside gym equipment is to be placed at KLASSIC Park.

ACTION: Town Clerk

RESOLUTION: That best endeavours are made that information is ready to feedback to Julie Reed week commencing 6th March.

ACTION: Town Clerk

f. The Council considered financial support from Reserves for Town Council Working Groups.

RESOLUTION: That funding is approved for up to £50 per working group per annum for room hire costs only, without the need for referral back to Full Council. Any other, or additional costs require approval of Full Council.

ACTION: Town Clerk

g. The Council considered Officer attendance to support and assist the Mayor's Civic Dinner.

RESOLUTION: That the Assistant Clerk and Town Clerk are approved to attend the Civic Dinner to support and assist the event, costs to be covered via the Civic Dinner budget.

ACTION: Town Clerk

ii. Internal Control

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

b. Auditor requirement - To minute the Council decision around re-charging of KLASSIC Park the cost of the Assistant Clerk's time spent on Trust duties (as noted in the Minutes October 2022).

RESOLUTION: That the Town Council will not re-charge KLASSIC Park the cost of the Assistant Clerk's time spent on Trust duties.

c. The Council noted the final visit of internal auditor for 2022-2023 as 11/04/2023.

2302/07

Planning

a. The Council received notice of the following appeal submission:

APPEAL – PA/2022/1408 - Outline planning permission for a residential development of up to 28 dwellings with appearance, landscaping, layout and scale reserved for subsequent consideration.

Site Location: Land to the rear of Southdown House, Grayingham Road, Kirton in Lindsey, DN21 4EL.

RESOLUTION: That the previous objection is repeated, noting that it is understood that NLC are now in the final stages of the Local Plan and additional concern about the increased number of dwellings now proposed for the former RAF site.

ACTION: Town Clerk

b. The Council received the following decision notification from North Lincolnshire Council:
PA/2022/1669 – FULL PLANNING PERMISSION – garage conversion and to erect a single-storey in fill front extension at 11 South Dale Close, Kirton in Lindsey, DN21 4BS.

2302/08

Car Parking Provision

The Council received the clients requirements document prepared by the Working Group and notification of the receipt of a subject to contract letter from the owners. Cllr Boyd requested clarification on project costs and it was noted that the work to be done is needed to establish the project costs.

RESOLUTION: That the subject to contract confirmation, clients requirements specification and planning application decision notice are provided to NLC and copied to the Leader and Ward Cllrs requesting support and a way forward. ACTION: Town Clerk

RESOLUTION: That if the work is to be outsourced by NLC that details of the company and their qualifications are to be provided to the Town Council. ACTION: Town Clerk

RESOLUTION: That clarification is required from NLC that drawing up the budget will be at no cost to Kirton in Lindsey Town Council. ACTION: Town Clerk

Cllr Boyd and Cllr Gunn abstained from voting on this item.

2302/09

Allotments

The Council received a report from the Allotments Advisory Sub-Committee, including planning for an official opening event and works required on the site.

RESOLUTION: That the official opening will be held on 22 April 2023.

ACTION: Advisory Sub-Committee

RESOLUTION: That the gate padlock is to remain under the control of the Town Council and the tenancy agreement to be amended to this effect. ACTION: Advisory Sub-Committee

RESOLUTION: That a replacement padlock is purchased and provided for the tap.

ACTION: Advisory Sub-Committee

RESOLUTION: That an item is placed on the agenda for next month to discuss the set up of an Allotments Management Committee with clear rules on what are matters which require to be brought to the Full Council for decision.

ACTION: Town Clerk

The Mayor moved that item 2302/12 (s) is moved for discussion.

2302/12 Town Clerk's Report / Correspondence for Information and Discussion

The meeting was suspended to allow contributions from Ward Cllr Foster.

s. The updates received from NLC and HTC Construction were relayed to Ward Cllr Foster who was concerned that he was unaware of these communications. Ward Cllr Foster advised that this matter should be at the top of the agenda for the March Regeneration Group meeting and that clarification is needed on the areas of the Ministry of Defence property which are under discussion.

RESOLUTION: That the communications are forwarded to the bid negotiators at NLC.

ACTION: Town Clerk

RESOLUTION: That a response is sent back to HTC Construction noting that the Town Council is keen to pursue any opportunity to secure the former gym building for the community and that NLC were pursuing our interests as support on this was required from them. ACTION: Town Clerk

Cllr Foster and members of the public left the meeting.

The meeting was resumed.

2302/09

Allotments

Discussion of allotments matters continued. It was confirmed that the water billing is on a rolling month by month contract but that the water meter was now buried under the grass grid entrance to the site and needed to be dug out for access to take meter readings.

RESOLUTION: That the water meter is dug out for access to take meter readings.

ACTION: Advisory Sub-Committee

RESOLUTION: That repair works to the gates is approved, a quotation to be chased up from a local contractor but if not received and if not competitive that the Platers quotation of £330.00 is to be accepted. ACTION: Town Clerk

RESOLUTION: That the Allotment Liaison cannot carry out independent inspections of their own plot and so the Advisory Sub-Committee will carry out quarterly checks on rotation.

ACTION: Advisory Sub-Committee

RESOLUTION: That confirmation is provided in writing to tenant about the use of existing concrete for siting of the allotment shed on their plot. ACTION: Town Clerk

RESOLUTION: That assistance is sought to move the six remaining flat packed sheds from KLASSIC to the Allotment Site. ACTION: Cllr Frankish

RESOLUTION: That tenants are to bring witnesses with them when arranging to sign agreements. ACTION: Advisory Sub-Committee/Town Clerk

RESOLUTION: That the quotation from Allen Signs is approved for the provision of two signs (one for play area / one for allotments) at £470.54 and installation at £220.00.

ACTION: Town Clerk

2302/10

Policies and Procedures

a. The Council noted updates to Safeguarding Policies 13 and 14 as required for the North Lincolnshire Council

Signed:

Dated:

grant application (Outdoor Gym Equipment) approved the General Purposes Committee 13/02/2023.

Cllr Cooper noted frustration that the work involved in the Community Grant Application to NLC had proven to be a waste of time for the Town Clerk as the funding will instead be through s106 monies.

b. The Council reviewed Policy 10: Disciplinary Policy last approved February 2022.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

c. The Council reviewed Policy 25: Social Media Policy last approved February 2022.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

d. The Council discussed the deadline and decision-making process for the 2023 Civic Award.

RESOLUTION: That the nominations are sought in the autumn at the time of the annual Civic Service, that a decision is taken at the December Full Council meeting and the award is then offered for presentation initially at the Civic Dinner or at the Annual Town Meeting.

ACTION: Town Clerk

e. The Council considered information for residents about the 2023 Elections. Cllr Fox asked what could be done to provide information and support to residents around Voter ID. The Clerk reminded Councillors that nomination packs would be distributed at the end of the meeting and that a briefing would be held at Church Square House on March 1st.

RESOLUTION: That the informal information sessions on Saturday 4th March is to be held in the small hall at the Town Hall with the monthly Coffee Morning.

ACTION: Town Clerk

RESOLUTION: That information about Voter ID will be available as part of this session.

ACTION: Town Clerk

RESOLUTION: That information about the NLC Briefing on March 1st is re-circulated to all Councillors so that car sharing can be arranged.

ACTION: Town Clerk

2302/11

Open Spaces

a. The Council received an update from Cllr Fox noting that the play area inspections are now taking place on a four-weekly rota rather than monthly, the next inspection is due this weekend. Cllr Fox checked with Cllr Frankish that the inspections app was working successfully.

RESOLUTION: That a query is made to the insurers regarding the validity of a claim for damage or loss to gifted items.

ACTION: Town Clerk

RESOLUTION: That the You2Me swing is replaced with the flat swing purchased as part of the original array from Caloo.

ACTION: Town Clerk

RESOLUTION: That Caloo are given until the March Full Council Meeting to provide a sufficient response about the concerns raised about the Agility Trail equipment so that a decision can be made by the Council on the way forward.

ACTION: Town Clerk

RESOLUTION: That quotations are sought from NLC and Caloo for any required repairs to the Aerial Runway.

ACTION: Town Clerk

RESOLUTION: That the sand pit edging is monitored for any further concerns.

ACTION: Cllr Fox

RESOLUTION: That the quotation from S Glover is approved at £1,180 for installation of the two bench bases, construction and installation of the two benches, reinstatement of the chain link fencing pole and removal of the rubble from the cemetery.

ACTION: Town Clerk

2302/12

Town Clerk's Report / Correspondence for Information and Discussion

The Council received the Town Clerk's report including correspondence for information and discussion.

a. Matters with North Lincolnshire Council - noted for information.

b. Licensing – Review of Hackney Carriage & Private Hire Licencing Policy.

RESOLUTION: No response was considered necessary.

c. NALC – Newsletters - noted for information.

d. ERNLLCA – January Newsletter - noted for information.

e. Independent Brigg Line Rail Group – Manchester Piccadilly update - noted for information.

f. ERNLLCA – Buckingham Palace Party invitation - noted for information.

g. Town Hall – damage to historic building.

RESOLUTION: That a 7.5 tonne limited remains the preferred solution and so no further action is to be taken on the matter.

h. ERNLLCA – Guidance on 'Free advice'.

Cllr Garritt noted that the advice received had proved useful to have.

i. Tree planting – North Lincolnshire Council update.

RESOLUTION: That a further response about the underground services is awaited from NLC.

j. Police surgeries – update from Humberside Police - noted for information.

k. Independent Brigg Line Rail Group – potential withdrawal of the Saturday service in May - noted for information.

l. CPRE Best Kept Village Competition 2023 - noted for information.

Cllr Frankish and Cllr Cooper declared interests and did not take part in the discussion or vote.

RESOLUTION: That In Bloom are requested if they have the funds in order to make the entry this year.

ACTION: Town Clerk

m. CPRE – Star Count 2023 - noted for information.

n. NALC – Code of Recommended Practice – Publicity during the pre-election period - noted for information.

o. ERNLLCA – changes to VAT on sports fees and changes to procurement threshold - noted for information.

p. Tree protection queries from Resident to NLC & response - noted for information.

Signed:

Dated:

- r. Highways – to note monitoring work at B1400, Spa Hill works and other ongoing matters.
 s. Former Ministry of Defence site update from NLC. Cllr Stephenson noted an email received during the meeting from Kate Robinson at NLC to say that land registry information was awaited as it was required in paper format.

2302/13

Agenda for next and future meetings

The Council noted items to Agenda for the next or future meetings:

Allotment Management Group discussion – Cllr Stephenson

FOI request re blue badge holders – Cllr Boyd

Officers' contracts and job description updates requested for next P&D Committee meeting – Cllr Kofoed

2302/14

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 22nd March 2023 at 7pm at the Town Hall

NOTE: AGENDA ITEMS BEFORE MON 13th MARCH

The meeting closed at 9:30pm

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

Signed:

Dated: