



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 26th April 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 and Cllr Suzanne Stephenson.
Also present: Ward Cllr Trevor Foster (part), Assistant Clerk, Cheri Morton, Town Clerk, Neil Taylor-Matson and three members of the public (part)

Public Participation: A member of the public raised concerns about obstructions due to poor parking around the Doctor's Surgery on Traingate, the lack of adherence to the one-way system which is in place which could be improved by signage and road markings.

MINUTES

- 2304/01 Apologies for Absence
Apologies were received from Cllr Karen Gunn and Cllr Jared Priestley.
- 2304/02 Declaration of Interests / Dispensations
a. No declarations were declared.
b. No dispensations were granted.
- 2304/03 Minutes
a. The Council considered the minutes of the Full Council Meeting held 22nd March 2023.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council received the minutes of the Personnel and Disciplinary Committee Meeting held 30th March 2023.
c. The Council received the minutes of the Promoting Kirton Committee Meeting held 17th April 2023.
d. The Council received the minutes of the General Purposes Committee Meeting held 17th April 2023.
- 2304/04 Report from Ward / North Lincolnshire Councillors
Ward Councillor Trevor Foster reported that after protracted conversations internally at North Lincolnshire Council (NLC) the most straightforward way to resolve the issue around painting the railings around the library car park would be for NLC to carry out the works themselves when the car park surfacing/lining works are carried out.
- 2304/05 Mayor & Delegates Reports
The Council received reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council:
- i. Mayor's Report on Civic Events attended – Cllr Joy Kofoed:
- Broughton Civic Dinner – 25/03/2023
 - Daffodil Delight – 01/04/2023 attended by Cllr Fox
 - Annual Town Meeting – 13/04/2023 the Clerk recommended the Council arranges to meet with organisations who were not able to attend and had applied for grant funding from the Council so that each organisation has a presentation. The Clerk noted the invitation at the Annual Town Meeting from the Primary School to attend an open day in June, with timings for this to be confirmed but an opportunity to continue to make links.
 - Allotments Official Opening – 22/04/2023 Cllr Boyd noted the request for an article to be prepared for the National Allotment Society (NAS) magazine and Cllr Kofoed noted the Chairman who attended from NAS had offered to provide allotment training courses and to assist with a joint meeting of the Town Council and tenants to discuss the formation of an association by the tenants.
 - Workers Memorial Day – 28/04/2023 forward notice for purchase of wreath for the event.
 - Information notice - spoof emails – for all to be aware and vigilant of scam emails currently circulating.
- ii. Councillor and Officer Reports:
- NALC – Emergency Planning Training – 29/03/2023 Cllr Frankish recommended that a tabletop exercise is arranged as a refresher.
 - Personnel and Disciplinary Committee – 30/03/2023 Cllr Cooper provided an update on outcomes from the meeting, including a recommendation around the additional bank holidays in this financial year.
RESOLUTION: That the Town Clerk and Assistant Clerk are paid where necessary and at pro rata as appropriate for additional bank holidays. ACTION: Town Clerk
RESOLUTION: That the revised Town Clerk's job description is circulated to all Councillors for information. ACTION: Town Clerk
 - LandIS site meeting – 18/04/2023 this item was deferred to 2304/16 on the agenda.
- 2304/06 Finance
i. Income and Expenditure
a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972.
(April 2023)

Signed:

Dated:

b. The Council received the annual membership renewal invoice from the Institute of Cemetery and Crematorium Management.

RESOLUTION: That the membership renewal is paid.

ACTION: Town Clerk

c. The Council received a quotation for signage at the Cemetery following completion of community payback clearance works.

RESOLUTION: That the quotation is approved, along with works to install existing recycled plastic posts for the sign to be mounted on.

ACTION: Town Clerk

d. The Council approved accounts for payment.

ACTION: Town Clerk

e. The Council received updates around the UK Shared Prosperity Fund.

RESOLUTION: That the 21% match funding for the CCTV funding is agreed. **ACTION: Town Clerk**

RESOLUTION: That letters of reassurance are sent to residents living near to the scope of the proposed CCTV coverage.

ACTION: Town Clerk

RESOLUTION: That the Town Council acknowledge the requirement for a survey to be carried out following the completion of the CCTV project to gauge any changes in public perception.

ACTION: Town Clerk

RESOLUTION: That the Supernova funding application is resubmitted with a revised match funding figure of 21%.

ACTION: Town Clerk

RESOLUTION: That an application for Community Coordinator funding is submitted to meet the 8th May deadline.

ACTION: Town Clerk

RESOLUTION: That if the Community Coordinator funding application is to fail, the Council consider reworking the application again before any further re-submission. **ACTION: Town Clerk**

f. The Council received updates on Police & Crime Commissioner funding opportunities. Cllr Fox noted this was a work in progress.

g. The Council received updates regarding funding from North Lincolnshire Council for outside gym equipment.

The Clerk noted the funding was in the Town Council bank account, the order was placed with a 8-10 week lead time, that pre-planning advice sought from NLC was awaited, that exact positioning of the equipment was to be agreed by the KLASSIC Trustee and that the General Purposes Committee had recommended purchase of the equipment on delivery to insure it against any risk, with installation to be paid on completion of the works.

RESOLUTION: That the equipment is paid for upon delivery to insure it against any risk.

ACTION: Town Clerk

ii. Internal Control

a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (March 2023)

b. The Council considered the request for further detail on the KLASSIC Park Quarter check reporting from Cllr Fox.

RESOLUTION: That information is shared between the Assistant Clerk and Cllr Fox to understand better the level of detail sought.

ACTION: Assistant Clerk

c. The Council received the 4th Quarter Budget Monitoring Report to 31st March 2023.

d. The Council discussed and agreed the 2023-24 Reserves Statement.

RESOLUTION: That the draft presented by the Town Clerk is approved.

ACTION: Town Clerk

iii. External Control

a. The Council received the 2022-23 Internal Auditors Report and noted any actions required regarding recommendations. The Clerk noted that the amendment recommended for the Torksey banking statements was actioned and completed. Cllr Cooper requested a note be recorded of the Councils thanks and acknowledgement of the excellent year round work of the Town Clerk which has ensured such a positive and query free audit report.

RESOLUTION: That the auditors note rescinding the first recommendation around updating Standing Orders and Financial Regulations is heeded and no action is taken.

b. The Council completed, approved and signed the 2022-23 Annual Governance Statement.

c. The Council completed, approved and signed the 2022-23 Accounting Statement.

d. The Council confirm the appointment of an internal auditor for 2023-24.

RESOLUTION: That Public Sector Audit, Richard Dixon, is appointed as internal auditor for 2023-24.

ACTION: Town Clerk

2304/07

Planning

a. The Council received notification of the removal of consultation deadlines from the North Lincolnshire Council Planning Portal.

RESOLUTION: That discussion of this matter is deferred to the next General Purposes Committee meeting.

ACTION: Town Clerk

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

i. PA/2022/1574 – FULL PLANNING PERMISSION – to erect a three-bedroomed detached dormer-type dwelling at Ashlyn, Grayingham Road, Kirton in Lindsey, DN21 4EL.

ii. PA/2022/2234 – WORKS TO TREES IN A CONSERVATION AREA – consent for intention to pollard four Lombardy poplar trees within Kirton in Lindsey's conservation area at The Priory, 31 Queen Street, Kirton in Lindsey, DN21 4NX.

- iii. PA/2022/2126 – FULL PLANNING PERMISSION – to create one unit by merging two units at plot 75 Windmill Development, Spa Hill, Kirton in Lindsey
- iv. PA/2023/339 – WORKS TO TREES IN A CONSERVATION AREA – consent for intention to fell four groups of multi-stem sycamore trees within Kirton in Lindsey's conservation area.

2304/08

Car Parking Provision

The Council received updates on matters around car parking provision. Cllr Fox reported on responses so far from the companies she had contacted for quotations to prepare a budget.

- RESOLUTION: That Gelder in Lincoln are asked to provide a quotation.** ACTION: Cllr Fox
- RESOLUTION: That other companies are given more time to respond to provide more quotations to choose from for the preparation of a budget.** ACTION: Cllr Fox
- RESOLUTION: That a formal enquiry is made to NLC following the elections on any support or financial contribution which would be made available to this project.** ACTION: Town Clerk

2304/09

Allotments

a. The Council received a report from the allotments advisory subgroup.

- RESOLUTION: That an application for office copies is made to HM Land Registry to confirm ownership of the neighbouring land to the allotments prior to the sending of a letter to seek information about the planting and ongoing maintenance of the leylandii trees around the permitter fencing.** ACTION: Town Clerk
- RESOLUTION: That the location of the site is provided to the National Allotment Society (NAS) for logging with Ordnance Survey.** ACTION: Town Clerk
- RESOLUTION: That the draft of the article for the NAS quarterly magazine by Cllr Kofoed is developed by the Town Clerk and sent through for publication.** ACTION: Town Clerk
- RESOLUTION: That the tenant of plot 5 is given formal notice as per section 9 (9.1.5) of the tenancy agreement.** ACTION: Town Clerk
- RESOLUTION: That an inspection regime is agreed at the next Full Council meeting.** ACTION: Town Clerk

RESOLUTION: That tenants are to store the allocated shed on their plot, not in the communal spaces of the allotment site. ACTION: Town Clerk

RESOLUTION: That the Allotment Liaison is advised that if an action list is required that they are invited to create and maintain one. ACTION: Town Clerk

b. The Council considered Cllr Stephenson's request for the setting up of an Allotments Management Committee with clear rules on what are matters which require to be brought to the Full Council for decision.

RESOLUTION: That this matter is decided upon at the June Full Council Meeting under a dedicated agenda item about committees and working groups. ACTION: Town Clerk

c. The Council reviewed the Allotments Tenancy Agreement and Risk Assessment document last approved September 2022.

RESOLUTION: That the updated version is approved. ACTION: Town Clerk

2304/10

Policies and Procedures

The Council considered the revision of Standing Orders and Financial Regulations due to procurement changes advised by ERNLLCA and noted at the February Full Council meeting as recommended by the Internal Auditor.

RESOLUTION: As per minute 2304/06 iii a above, the auditors note rescinding the recommendation around updating Standing Orders and Financial Regulations is heeded and no action is taken. ACTION: Town Clerk

2304/11

Open Spaces

a. The Council received the visual and monthly play park inspection reports for signature and received updates regarding the play area.

RESOLUTION: That Cllr Cooper will carry out inspections as part of the rota with Cllr Fox and Cllr Frankish. ACTION: Cllr Cooper

b. The Council received advice from Insurers on the frequency of play area inspections. No action required.

c. The Council received an update on provision of tree and shrub saplings and their inclusion in the Queen's Green Canopy initiative, noting the 150 tree and shrub saplings planted with assistance from the North Lincolnshire Woodland Trust are recorded under the initiative.

d. The Council received an update on sponsorship funding for town flower beds noting Kirton Lindsey Fish Bar and GG Steels had donated funds to assist with the grounds maintenance contract costs.

e. The Council received an update about Wormwood Hill Amenity Land with the Town Clerk reminding Councillors of the Town Councils responsibilities for this land.

2304/12

Town Clerk's Report / Correspondence for Information and Discussion

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

a. Correspondence received after the Agenda was published. The Clerk noted a planning application decision notice and National Association of Local Councils newsletter for distribution.

Signed:

Dated:

- b. Matters with North Lincolnshire Council. Cllr Boyd highlighted concerns about the long list of outstanding issues with the unitary authority and hoped that following the election period the list would be dealt with.
RESOLUTION: The Council gave a note of thanks to Ward Cllr Foster for his efforts to push matters with NLC forward for the benefit of the town.
- c. Independent Brigg Line Rail Group - Statement on withdrawal of the present Brigg Line passenger service – the Town Clerk noted the reduced service which will result from the withdrawal of the Saturday only service in May and the introduction of one train a day Monday to Friday which would only briefly serve Cleethorpes and the stations on route to that station for Kirton in Lindsey passengers.
- d. Visit North Lincolnshire – update on schedule of meetings – noted for information
- e. National Association of Local Councils – Consultation on Infrastructure Levy
RESOLUTION: That Cllr Frankish and Cllr Garritt tackle the consultation and forward their views to the Town Clerk for collation. **ACTION: Cllr Frankish/Cllr Garritt/Town Clerk**
- f. National Association of Local Councils – Newsletters – noted for information
- g. Alliance Volunteer Hub – March Newsletter – noted for information
- h. Visit North Lincolnshire Tourism Partnership update March – noted for information
- i. Local Elections Notices – the Town Clerk noted the distribution of information for Councillors after the election results were published and the deadlines around the return of forms.
- j. North Lincolnshire Council – Market Place traffic – noted for information
- k. r-evolution - potential Community Cycle Hub proposal – noted for information
- l. LandIS – Tourism Working Group – membership to develop feasibility plan / funding for listed building- deferred to 2304/16 for discussion.
- m. Highways – concerns raised by resident about use of Cornwall Close by dog walkers
RESOLUTION: That the Clerk researches if Cornwall Close is adopted or unadopted by NLC.
ACTION: Town Clerk
- n. Litter/Dog bin review – NLC – request from resident – noted for information
- o. Extensive Urban Survey – offer of copies and presentation
RESOLUTION: That this is taken to the General Purposes Committee for decision.
ACTION: Town Clerk
- p. ERNLLCA – District Committee Meeting 27th April 7pm (virtual) – noted for information
- q. NLC - A Green Future – invitation to round table event – date and time TBC – noted for information
- r. Highways – concerns raised by member of public about disabled parking in Market Place – noted for information
- s. Public transport – resident enquiry about Hornsby bus services – noted for information
- t. NLC EV Charging Points scheme – update to request submitted – noted for information
- u. ERNLLCA newsletter – noted for information
- v. Central Lincolnshire Local Plan - adoption statement – noted for information

2304/13 Agenda for next and future meetings
The Council discussed any items Councillors wish to Agenda for the next or future meetings. The Town Clerk asked the Councillors present if they would prefer future May meetings schedules to include an Annual Meeting and another Monthly Meeting or prefer one meeting to cover everything. Councillors noted a preference for two meetings to be held but noted concern about timing/availability to attend.

2304/14 Date of next Meeting and Agenda Deadline
The Council confirmed the date and time of the Annual Town Council Meeting (subject to any change in circumstances) as: **Wednesday 24th May 2023 at 7pm at the Town Hall,**
AGENDA ITEMS BEFORE MON 15th MAY

2304/15 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.

2304/16 Councillor and Officer Reports:

- LandIS site meeting – 18/04/2023 (deferred from 2304/05)

The Town Clerk, Cllr Frankish and Cllr Boyd provided updates to the Council on the site visit.
RESOLUTION: That Cllr Stephenson contacts Kate Robinson at NLC for any update.
ACTION: Cllr Stephenson

The meeting closed at 9:30pm

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