



**Minutes of the Annual Meeting of Kirton in Lindsey Town Council  
held on Wednesday 24<sup>th</sup> May 2023  
at the Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Joy Kofoed, Cllr Billy Boyd, Cllr Pat Frankish, Cllr David Garritt, Cllr Karen Gunn and Cllr Suzanne Stephenson.

Also present: 2 members of the public, Ward Cllr Trevor Foster, Assistant Clerk, Cheri Morton, and Town Clerk, Neil Taylor-Matson.

## MINUTES

2305/01

### Election of Chair

a. The Council received nominations and elected a Chair for the Town Council for 2023/24. Cllr Gunn nominated Cllr Fox, seconded by Cllr Stephenson. Cllr Frankish nominated Cllr Garritt, this was not seconded. The Council voted on each nomination.

**RESOLUTION: That Cllr Hazel Fox is elected Chair of Kirton in Lindsey Town Council for 2023/24.**

**ACTION: Town Clerk**

Cllr Kofoed noted thanks to those who had supported her term of office.

b. Cllr Fox signed the Chair's Declaration of Acceptance of Office.

2305/02

### Election of Vice-Chair

a. The Council received nominations and elected a Vice-Chair for the Town Council for 2023/24. Cllr Gunn nominated Cllr Kofoed, seconded by Cllr Stephenson. No other nominations were received.

**RESOLUTION: That Cllr Joy Kofoed is elected Vice-Chair of Kirton in Lindsey Town Council for 2023/24.**

**ACTION: Town Clerk**

b. Cllr Kofoed signed the Vice-Chair's Declaration of Acceptance of Office.

2305/03

### Apologies for Absence

Apologies were received from Cllr Adam Delsignore and Cllr Kathy Cooper.

2305/04

### Declarations of Acceptance of Office

The Clerk confirmed receipt of Declarations of Acceptance of Office from all elected Councillors.

2305/05

### Declaration of Interests / Dispensations

a. No declarations were declared.

b. No dispensations were granted.

2305/06

### Public Participation

A member of the public noted St Andrew's United Church's Local Ecumenical Project Celebration invitation sent to all Councillors and noted that it has taken over 20 years to get to this point, and the only Church in the country to have achieved it. Everyone was encouraged to attend if they could.

2305/07

### Minutes

The Council considered the minutes of the Full Council Meeting held 26<sup>th</sup> April 2023.

**RESOLUTION: That the minutes were duly approved and signed.**

2305/08

### Committee Remits

The Council confirmed deferring the review of Committee Remits to the June Full Council Meeting for a dedicated item on committees and working groups, as discussed at the April Full Council meeting. The Clerk recommended that all committees and working groups meet prior to the June Full Council Meeting to discuss their individual remits.

**RESOLUTION: Committee remits deferred.**

**ACTION: Town Clerk**

2305/09

### Committee Members and Town Council Roles

The Council received nominations and elected members and reserve members to the following committees and roles:

#### a. Personnel and Disciplinary Committee

**RESOLUTION: That Cllr Gunn, Cllr Kofoed, Cllr Boyd, Cllr Frankish (reserve) and Cllr Cooper (reserve) were appointed to the Committee.**

#### b. General Purposes Committee

**RESOLUTION: That Cllr Cooper, Cllr Fox, Cllr Frankish, Cllr Garritt, Cllr Kofoed and Cllr Stephenson were appointed to the Committee.**

#### c. Promoting Kirton Committee

**RESOLUTION: That Cllr Cooper, Cllr Fox, Cllr Frankish, Cllr Garritt, Cllr Gunn and Cllr Stephenson were appointed to the Committee.**

#### d. Community Emergency Plan Committee

**RESOLUTION: That Cllr Boyd, Cllr Kofoed and Cllr Garritt were appointed to the Committee.**

Signed:

Dated:

e. Bank mandate

**RESOLUTION: That Cllr Boyd, Cllr Cooper, Cllr Frankish and Cllr Garritt remain signatories.**

f. Snow Wardens

**RESOLUTION: That Cllr Fox, Cllr Frankish and Cllr Kofoed are appointed snow wardens.**

g. Play area inspections

**RESOLUTION: That Cllr Cooper, Cllr Fox and Cllr Frankish continue play area inspections.**

h. Other committees or roles not mentioned above – no further Committees or roles to discuss.

2305/10

Town Council Charities

The Clerk provided an update on Town Council Charities reminding Councillors of their duties as Trustees of the Town Council Charities - The Green and The Market Place, KLASSIC Park and the War Memorial and Garden of Edward Elmthirst Duckering. That they are required to attend meetings, make decisions and be aware of matters and activities. The work with Land Registry for the deeds for the Green and The Market Place charity is ongoing with a further update expected at the end of June, the process was advised to be slow. The Clerk noted advice received through ERNLLCA and NALC with reference to the Torksey Charity and the requirement for a resolution of the Council to be recorded.

**RESOLUTION: That the Town Council recognises it cannot act as Sole Trustee for the Torksey Charity and so the Charity sits entirely separately from the Town Council.**

2305/11

Representatives to Serve on Outside Bodies

The Council received nominations and elected members to the following bodies:

a. North Lincolnshire Council Town and Parish Council Liaison

**RESOLUTION: That Cllr Frankish is elected as the representative.**

b. Neighbourhood Action Team (NATs)

**RESOLUTION: That Cllr Cooper, Cllr Fox and Cllr Gunn are elected as representatives.**

c. ERNLLCA District Committee

**RESOLUTION: That Cllr Cooper and Cllr Frankish are elected as representatives.**

d. Diamond Jubilee Town Hall Trustees

**RESOLUTION: That Cllr Cooper is elected as representative.**

e. Kirton in Lindsey In Bloom

**RESOLUTION: That Cllr Cooper is elected as representative.**

f. Allotments Advisory Committee

**RESOLUTION: That Cllr Boyd and Cllr Frankish are elected as representatives.**

g. Tourism Working Group

**RESOLUTION: That Cllr Fox and Cllr Stephenson are elected as representatives.**

h. Town Events Working Group

**RESOLUTION: That Cllr Frankish, Cllr Garritt and Cllr Gunn are elected representatives.**

i. Other outside bodies not mentioned above - no further outside bodies to discuss.

2305/12

Policies and Procedures

The Council reviewed and considered the adoption of the following Town Council Policies and Procedures;

a. Standing Orders

The Clerk recommended returning the document to reflect the NALC model to remove some additions such as appendices but to retain the personalisation relevant to this Town Council.

**RESOLUTION: That the recommendations are approved and the document lays on the table for approval at the June Full Council meeting.** **ACTION: Town Clerk**

b. Code of Conduct - that this policy requires no amendment.

c. Financial Regulations - that this policy requires no amendment.

d. Financial Risk Assessment - that this policy requires no amendment.

e. Publication Scheme - that this policy requires no amendment.

f. Equal Opportunities Policy - that this policy requires no amendment.

g. Sickness Absence Policy - that this policy requires no amendment.

h. Grant Awarding Policy - that this policy requires no amendment.

i. Community Pot Application Form - that this policy requires no amendment.

ii. Budgeted Grant Application Form - that this policy requires no amendment.

i. Meeting schedule and publication of Agendas

**RESOLUTION: That the draft Schedule for 2023-24 is approved.**

**ACTION: Town Clerk**

j. General Power of Competence

a. The Council agreed that the Town Council meets the criteria for eligibility (*two thirds elected members and CiLCA-qualified Clerk*).

b. The Council agreed to adopt the General Power of Competence and review this at the next relevant Annual Meeting of the Council. **ACTION: Town Clerk**

k. The Council noted the policies reviewed between June 2022 and April 2023:

- Reserves Policy – November 2022
- Member Development Policy – March 2023
- Grievance Policy – July 2022

Signed:

Dated:

- Disciplinary Policy – February 2023
- Member/Officer Protocol – September 2022
- Health and Safety – June 2022
- Child Protection – February 2023
- Safeguarding Adults – February 2023
- Cemetery Risk Assessment – March 2023
- Play Area Risk Assessment – March 2023
- Allotment Risk Assessment – April 2023
- Press & Media Policy – January 2023
- Social Media Policy – February 2023
- Complaints Policy – July 2022
- Lone Worker Policy – September 2022
- Learning and Development Policy – January 2023
- Environmental Policy – June 2022
- Bio-Diversity Policy – July 2022
- Dignity At Work Policy – September 2022

I. The Council agreed the receipt of policies by Councillors. Councillors confirmed the publication of policies on the Town Council website in preference to receiving printed copies, in line with the current Environmental Policy.

2305/13

Grove Street Cemetery

- The Council considered a review of the Cemetery Rules and Regulations - that no amendments are required.
- The Council reviewed and considered the adoption of the Cemetery Scale of Charges - that no amendments are required.
- The Council received an update from the Clerk on cemetery capacity with no concerns noted.

2305/14

Council Insurance and Asset Register

The Council reviewed the current asset register and insurance requirements.

**RESOLUTION: *The asset register and current insurance provision were approved.***

**ACTION: Town Clerk**

2305/15

Report from Ward / North Lincolnshire Councillors

Ward Councillor Trevor Foster congratulated Cllr David Garritt on his election as Ward Councillor for Ridge. He also reported a new £20m medical facility for Scunthorpe, one of only six in the country. Cllr Foster also explained the issue with the election count for Broughton/Scawby Ward with 864 postal votes going uncounted. It is likely that an announcement will be made on the totals including those votes, but the election result as declared stands. Cllr Frankish requested that congratulations to Cllr David Garritt on his election as Ward Councillor for Ridge are minuted from the Town Council.

Cllr Garritt reported meeting with Cllr Foster and the Clerk to go through the outstanding actions which the Clerk had previously raised with North Lincolnshire Council, and noted these would be actioned though Ward Cllr channels and the Town Clerk. Potholes are to be repaired, but North Lincolnshire Council require a list of where they are. 20mph speed zones are to be looked into, with any recommendations for Kirton in Lindsey to be considered. Cllr Kofoed requested that the highways matters raised previously about Redbourne Mere are looked into. Cllr Gunn suggested that Cornwall Street outside the Primary School should be considered for a permanent 20mph speed limit. Cllr Fox requested that Rob Waltham is reminded about the street name sign requested for King Edward Street residents who live around The Green. The Clerk noted that Ward Cllrs had confirmed that NLC are not able to cover the costs for paint to repaint the NLC owned library railings, and that if the Town Council wanted Community Payback to progress this work that money from the Town Council Reserves would need to be considered.

**RESOLUTION: *That paint for the maintenance works to the library railings is purchased from the Reserves budget (Grass Verges Devolution).***

**ACTION: Town Clerk**

2305/16

Mayor & Delegates Reports

The Council received reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council:

Chair's Report/Civic Events

- Workers Memorial Day, 28<sup>th</sup> April – Cllr Kofoed
- Coronation Events – Cllr Kofoed
- Mayor's Charity - KLASSIC Park update – noted that a cheque presentation will take place at the Gala.

Councillor Reports

- ERNLLCA District Committee Meeting 27<sup>th</sup> April – Cllr Frankish

2305/17

Planning

a. The Council considered the following planning application:

Number: PA/2023/668

Proposal: Planning permission to install at motor control centre (MCC) kiosk.

Site: Sewage Works, Moat House Road, Kirton in Lindsey, DN21 4DD

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

**ACTION: Town Clerk**

Signed:

Dated:

b. The Council received the following decision notification from North Lincolnshire Council:  
PA/2023/301 – FULL PLANNING PERMISSION to install a dropped kerb at 40 South Cliff Road, Kirton in Lindsey, DN21 4DX.

2305/18

Financei. Income and Expenditure

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

(May 2023)

b. The Council considered the charge back to KLASSIC for training costs specific to the role of Venue Manager.

**RESOLUTION: That costs for website and venue management training are charged back to KLASSIC.**

**ACTION: Town Clerk**

c. The Council approved accounts for payment.

d. The Council received updates around the UK Shared Prosperity Fund. The Clerk noted the request for further information including the decision around match funding for the Community Coordinator application.

**RESOLUTION: That 21% match funding for the Community Coordinator funding is agreed.**

**ACTION: Town Clerk**

e. The Council received updates regarding funding from North Lincolnshire Council for outside gym equipment. The Clerk noted the decision by NLC that planning permission would be required for the equipment and that the application was completed with a cost of £295 and a meeting was arranged with the suppliers this week.

f. The Council noted opportunities to influence the spending of s106 monies due to the town by submitting ideas for projects in line with allocated areas for spending to North Lincolnshire Council.

**RESOLUTION: That the Clerk circulates the relevant information for Councillors to consider.**

**ACTION: Town Clerk**ii. Internal Control

a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and Cashbook (April 2023). The Clerk noted the movement of funds from the HSBC account to the CCLA account to ensure protection of the Town Council finances under the Financial Services Compensation Scheme.

b. The Council received an update from Cllr Fox regarding her request for further detail on the KLASSIC Park Quarter check reporting – no further work required.

2305/19

Open Spaces

a. The Council received the weekly and monthly play park inspection reports for signature. Cllr Fox noted splits in the wooden supports on some of the equipment.

**RESOLUTION: The concerns to be written up for monitoring reports required by Caloo as part of the warranty agreement.**

**ACTION: Cllr Fox**

b. The Council considered maintenance costs for the zip line equipment. The Clerk reported research with other local councils with zip lines and costings received back, including information from NLC about a local inspection and maintenance agreement.

**RESOLUTION: That clarification on costs and inclusion of zip line equipment is sought from NLC, ideally in time for the next General Purposes Committee meeting.**

**ACTION: Town Clerk**

2305/20

Allotments

a. Cllr Frankish reported the successful opening event and the Clerks submission of the completed magazine article for the National Allotment Society (NAS). The Clerk noted sending out the revised tenancy agreements but not many tenants yet signing them. The Clerk again noted the need for some assistance from the Council with the ongoing management of the allotment provision required.

b. The Council discussed the agreement of the required inspection regime, noting that a meeting with the tenants would be required. Cllr Kofoed recommended linking in with NAS for assistance with this.

**RESOLUTION: That a meeting will be arranged prior to the June Full Council meeting.**

**ACTION: Allotment Advisory Committee**

2305/21

Car Parking Provision

The Council received updates on the project work. Cllr Fox noted that there were still only three quotations from companies able to prepare a budget. An update was still needed from NLC which the Clerk had requested and Cllr Garritt will try to progress.

**RESOLUTION: That the Council commits to making a decision on next steps at the June Full Council Meeting.**

2305/22

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 Clerk noted the correspondence received after the Agenda was published including urgent Domain Registry works, NALC newsletter x2, NATRidge update on PCC funding, NLC "No Mow May" guidance, ERNLLCA newsletter, Primary School correspondence, PCC Funding proposal from Cllr Fox, UKSPF request for further information; VANL newsletter, Armed Forces Flag Raising event information, NLC Civic Dates, ERNLLCA Conference and AGM information, Communities Ownership Fund details and PA/2023/579.

b. The Clerk noted the response provided for the NALC Infrastructure Levy consultation as agreed at the April meeting and gave thanks to Cllr Frankish and Cllr Garritt for the time and effort put into providing information for

Signed:

Dated:

the development of the response.

Correspondence for Discussion

- c. Outstanding matters with North Lincolnshire Council – this was covered at the Ward Cllrs report.
- d. Civic Invitations – Brigg Civic Service June 11<sup>th</sup>; Kirton in Lindsey Society – Lincoln Waites 30<sup>th</sup> June; - these will be sent to Cllr Fox.
- e. NALC Newsletters – noted received.
- f. Visit North Lincolnshire – noted received.
- g. Alliance Volunteer Hub - April Newsletter – noted received.
- h. ERNLLCA Training and Events programme – the Clerk highlighted the offer of whole Council training, this was not discussed further.
- i. Visit North Lincolnshire Tourism Partnership – networking meeting booking information – Cllr Stephenson noted that this information is provided for anyone who might be interested in attending.
- j. Residents – grass cutting query via NLC – the Clerk clarified that a complaint was received by NLC about an area of grass the Town Council has no responsibilities for.
- k. NLC – Blue badges information request response – Cllr Boyd noted disappointment with the response received.
- l. St Andrew's United Church Local Ecumenical Project invitation 28<sup>th</sup> May – Cllr Frankish highlighted that Cllrs are encouraged to attend.
- m. ERNLLCA – Networking event for Cllrs 25/05/2023 – noted received.
- n. North Notts & Lincs Community Rail Partnership – invitation to AGM 17<sup>th</sup> May – noted received.

2305/23

Agenda for next and future meetings

The Council took note of any items Councillors wished to Agenda for the next or future meetings.  
Cllr Kofoed – updating of honours board and chains of office – the Clerk advised this was procedural  
Cllr Kofoed – Kirton First report for allotments opening event  
Cllr Boyd – request for prayers to be said prior to start of meetings – the Clerk advised this could not form part of an agenda.

2305/24

Date of next Meeting and Agenda Deadline

The Council confirmed the date and time of the next monthly Council Meeting as (subject to any change in circumstances):

**Wednesday 28<sup>th</sup> June 2023 at 7pm**  
**at the Town Hall, High Street, Kirton in Lindsey**  
**NOTE: AGENDA ITEMS BEFORE MON 19<sup>th</sup> JUNE**

The meeting closed at 8:30pm

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

Signed:

Dated: