



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council  
held on Wednesday 28<sup>th</sup> June 2023  
at the Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Billy Boyd, Cllr Kathy Cooper, Cllr Adam Delsignore, Cllr Pat Frankish (part), Cllr David Garritt, Cllr Joy Kofoed and Cllr Suzanne Stephenson.

Also present: Ward Cllr Trevor Foster (part), Assistant Clerk, Cheri Morton, Town Clerk, Neil Taylor-Matson and two members of the public (part)

## MINUTES

The Chair, Cllr Fox, welcomed Cllr Delsignore to his first meeting since election.

- 2306/01      Apologies for Absence  
Apologies were received from Cllr Karen Gunn.
- 2306/02      Declaration of Interests / Dispensations  
a. Cllr Frankish declared a personal interest in item 2306/08 d (ii).  
b. No dispensations were granted.
- 2306/03      Public Participation  
A member of the public asked that the lack of bungalows within the plans for PA/2023/823 be taken into account given the older demographic of the town.
- 2306/04      Minutes  
a. The Council considered the minutes of the Full Council Meeting held 24<sup>th</sup> May 2023.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the minutes of the Promoting Kirton Committee Meeting held 12<sup>th</sup> June 2023.  
c. The Council received the minutes of the General Purposes Committee Meeting held 12<sup>th</sup> June 2023.  
d. The Council considered the budget of £36 for the annual autumn Best Kept Frontage competition as requested by the Promoting Kirton Committee. It was discussed that all Councillors and non-Cllr members of the Promoting Kirton Committee would be invited to judge the annual competition.  
**RESOLUTION: That a budget of £36 is approved for the annual autumn Best Kept Frontage competition.**  
**ACTION: Town Clerk**
- 2306/05      Report from Ward / North Lincolnshire Councillors  
Ward Councillor David Garritt provided an update noting verge clearance at Cleatham Farm shop, the delay in the validation of the planning application for the outside gym equipment, the proposal for 30mph speed limit extension to Gainsborough Road, the Facebook poll regarding 20mph speed limit (with 74% responses against), CCTV at the Green confirmed linked to Security Control Centre, new 'No Messing' signs provision procedure, long list of pot holes now with NLC for dealing with, street sign and street furniture issues ongoing, new interactive maps to be introduced for issue reporting, Market Place one way system trial confirmed to become permanent, Regeneration Meeting (virtual) now booked for 1<sup>st</sup> August with NLC Leader, new medical centre for Scunthorpe confirmed and an update from the NATs meeting with request from the police for the timely reporting of suspicious activity via 101. Cllr Garritt also added that at an Away Day with the NLC Leader the Ward Cllrs had presented their 'wish lists' for the wards, with a monthly market, car park, primary school and infrastructure improvements, MOD camp connections with the rest of the town, HGV and speed management, skate park & Wellbeing Hub, additional outdoor gym equipment, the requirement for bungalows, safer neighbourhood work and commercial unit encouragement for the Market Place put forward as the list for Kirton in Lindsey. Ward Cllr Trevor Foster added that the new medical centre for Scunthorpe will be one of only six in the country. Cllr Boyd asked for further details about the medical centre construction timeline, Cllr Cooper asked that additional pressure is applied about the validation of the planning application for the outside gym equipment, Cllr Stephenson asked for clarification that the 30mph speed limit for Gainsborough Road was included on the meeting agenda and Cllr Kofoed asked that the outstanding issues raised with NLC and passed to the Ward Cllrs are included on the Regeneration Meeting agenda for August and if the five-year housing plan was yet in place.
- 2306/06      Mayor & Delegates Reports  
The Council received reports from the Mayor, Councillors and Officers attending Civic Events or meetings on behalf of the Council, which included a written report from the Mayor:  
i. Mayor's Report on Civic Events attended – Cllr Hazel Fox:
- St. Andrew's United Church Local Ecumenical Celebration - 28/05/2023
  - Brigg Civic Service – 11/06/2023
  - Armed Forces Flag Raising - 19/06/2023
  - West Lindsey District Council - Lincolnshire Show 21/06/2023

Signed:

Dated:

ii. Councillor and Officer Reports:

- Ridge/Messingham Ward NAT – 28/06/2023 – Cllr Cooper reported that the policing team not promoting their Ridge surgeries was discussed, along with the recommendation that these visits are walkabouts at appropriate times rather than static visits. Crime statistics remain unavailable to share and the issue appears to not be a priority for anyone to deal with. Quad bikes, electric bikes and scooters were noting as the main current concern, along with ongoing long term concerns with HGVs and the quarries. There is concern that reporting of incidents is only coming through on a delay after the event rather than timely so that a current picture can be seen. The make up of the NAT area will remain the same for now, despite the change in ward boundaries.

2306/07

Financei. Income and Expenditure

- a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972. (June 2023)
- b. The Council approved accounts for payment. **ACTION: Town Clerk**
- c. The Council received updates around the UK Shared Prosperity Fund, noting results due in July.
- d. The Council received updates on Police & Crime Commissioner funding application noting result due in Aug/Sep.
- e. The Council received updates regarding funding from North Lincolnshire Council for outside gym equipment, noting the continued delay in validation of the planning application which was submitted on 22<sup>nd</sup> May.

ii. Internal Control

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

2306/08

Planning

- a. 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, as distributed by the Clerk.  
**RESOLUTION: That a working group is formed to bring ideas to the next meeting.**  
**RESOLUTION: That the working group is made up of Cllr Delsignore, Cllr Fox, Cllr Garritt, Cllr Cooper and Cllr Stephenson.**
- b. The Council received information about planning approvals at Barton and Messingham as reported in the local Press, relating to the five-year housing plan required for North Lincolnshire.
- c. All Councillors received an invitation from North Lincolnshire Council to attend a joint meeting on 12<sup>th</sup> July to discuss potential plans for the listed assets at former RAF Kirton in Lindsey, related to PA/2023/823.  
**RESOLUTION: Cllr Stephenson, Cllr Cooper, Cllr Kofod, Cllr Garritt, Cllr Boyd and Cllr Frankish expressed interest in attending.**  
**RESOLUTION: That the Clerk shares information about the time of the meeting to those interested.**  
**ACTION: Town Clerk**
- d. The Council considered the following planning applications:

- i. PA/2023/823 <https://apps.northlincs.gov.uk/application/pa-2023-823>  
Proposal: Hybrid application consisting of outline planning application of up to 220 dwellings, a building with Class E use with all matters reserved for subsequent approval, and full planning permission for 130 dwellings, 2 points of access, part of the spine road, provision of a pumping station and substation, engineering and ancillary works, demolition of existing building (with the exception of a listed building) and creation of development platforms throughout the whole site.

Site Location; RAF Kirton in Lindsey, B1400 from B1398 to B1205, Kirton in Lindsey, DN21 4HZ

Following some discussion, Standing Orders were suspended to receive information from Ward Cllr Foster who advised the only viable option available was to support the application.

**RESOLUTION: That the Clerk responds “Support” to this planning application noting that this is in principle but with strong objections to elements of the current proposal which the Council requests the local planning authority deals with through conditions. These are: There are no affordable, social rent, starter homes or bungalows proposed; it is a large site, which will have a large impact on the town, the application proposal is to deliver 0% s106 and 0% affordable housing - it is vital to make sure relevant and proportional s106 responsibilities are adhered to; consideration to the inclusion of a small shop; impact on the towns overall infrastructure including doctors surgery, primary school, parking in the town centre, sports/recreation provision, provision of sustainable/‘green’ transport links; flooding and surface drainage issues must be adequately addressed; Public Open Space provision to be in line with the size of the development; ensuring adequate parking in driveways;; further guaranteed concessions to the historical nature and importance of the site.**  
**ACTION: Town Clerk**

- ii. PA/2023/1103 <https://apps.northlincs.gov.uk/application/pa-2023-1103>  
Proposal: Planning permission to demolish a wall and create off road parking space to serve existing dwelling  
Site Location: 29 Queen Street, Kirton in Lindsey, DN21 4NX  
**RESOLUTION: That the Clerk responds “No Comment” to this planning application.**  
**ACTION: Town Clerk**

- iii. PA/2023/1110 <https://apps.northlincs.gov.uk/application/pa-2023-1110>  
 Proposal: Planning permission to erect conservatory to rear of dwelling.  
 Site Location: 17 Millers Close, Kirton in Lindsey, DN21 4FG  
**RESOLUTION: That the Clerk responds “No Comment” to this planning application.**  
**ACTION: Town Clerk**
- iv. PA/2023/1112 <https://apps.northlincs.gov.uk/application/pa-2023-1112>  
 Proposal: Planning permission to erect replacement extension to front and side of dwelling.  
 Site Location: 56 Lincoln Crescent, Kirton in Lindsey, DN21 4PZ  
**RESOLUTION: That the Clerk responds “No Comment” to this planning application.**  
**ACTION: Town Clerk**
- e. The Council received the following decision notifications from North Lincolnshire Council:
- i. PA/2022/395 – OUTLINE PLANNING PERMISSION WITH CONDITIONS – outline planning permission to erect up to 60 dwellings & access, with all matters reserved at Jack Tighe Ltd, Redbourne Mere, Kirton in Lindsey, DN21 4NW
- ii. PA/2022/1881 – PRIOR APPROVAL NOT REQUIRED – for a proposed larger home extension at 23 Woodpecker Way, Kirton in Lindsey, DN21 4FD
- 2306/09 North Lincolnshire Council Highways  
 a. The Council considered the North Lincolnshire Council traffic order consultation.  
**RESOLUTION: That support of the scheme is returned, with the request for strong consideration to be given to extending the 30mph restriction by 100 metres in the Gainsborough direction along with installation of a physical mitigation measure, such as a chicane.** **ACTION: Town Clerk**  
 b. The Council discussed the current condition of roads and footpaths in the town with reference to weed growth and overall maintenance by North Lincolnshire Council.  
**RESOLUTION: That the Clerk contacts North Lincolnshire Council requesting clearance is carried out, copying in the Ward Cllrs.** **ACTION: Town Clerk**
- 2306/10 Personnel Update  
 The Council received lengthy reporting from Cllr Boyd of the recent Personnel & Disciplinary Committee meeting. Cllr Fox distributed wording submitted to the National Association of Local Council’s annual Star Awards by Cllr Fox, Cllr Cooper and Cllr Frankish to nominate the Town Clerk for Clerk of the Year.  
**RESOLUTION: That if following two attempted communications with North Lincolnshire Council on matters no response is forthcoming, that contact is then routed through Ward Cllrs as escalation to prevent additional wasted time in trying to resolve outstanding issues.**  
**ACTION: Town Clerk**
- 2306/11 Policies and Procedures  
 a. The Council approved the revision of Standing Orders as agreed at the Annual Meeting in May.  
**ACTION: Town Clerk**  
 b. The Council reviewed the Town Council Action Plan. The Clerk noted recommended amendments to be distributed to all Councillors for consideration at the next meeting. Cllr Stephenson requested the consideration of spending of s106 monies due to the town to be added to this.  
**RESOLUTION: That with the addition of the s106 monies item, the draft is circulated to all Councillors for consideration at the next meeting.** **ACTION: Town Clerk**  
 c. The Council reviewed the remits and structure for Town Council Committees.  
**RESOLUTION: That the amendments requested by the Promoting Kirton Committee are approved and all other remits remain the same.** **ACTION: Town Clerk**  
 d. The Council received nominations and determined the Chair for Town Council Committees.  
 The Clerk noted vacancies for the Promoting Kirton and General Purposes Committees and Cllr Delsignore expressed interest in joining these. The Clerk noted that only two members were put forward for the Allotment Advisory Committee and that as a Committee cannot be made up of less than three members, the Committee was not valid. The allotment tenancy agreement notes the existence of the Advisory Committee and therefore the Town Council is not keeping its end of the agreement by not appointing a Committee. Cllr Cooper expressed interest in joining the Allotment Advisory Committee.  
**RESOLUTION: That Cllr Delsignore joins the Promoting Kirton and General Purposes Committees.** **ACTION: Town Clerk**  
**RESOLUTION: That Cllr Cooper joins the Allotment Advisory Committee.** **ACTION: Town Clerk**  
**RESOLUTION: The following nominations were received and approved by votes:**  
**Chair for Promoting Kirton Committee nominated by Cllr Fox, seconded by Cllr Kofoed: Cllr Stephenson.**  
**Chair for General Purposes Committee nominated by Cllr Cooper, seconded by Cllr Kofoed: Cllr Garritt.**  
**Chair for Personnel & Disciplinary nominated by Cllr Boyd, seconded by Cllr Kofoed: Cllr Gunn.**  
**Chair for Community Emergency Plan Committee nominated by Cllr Kofoed, seconded by Cllr Boyd: Cllr Garritt.**  
**Chair for the Allotment Advisory Committee nominated by Cllr Boyd, seconded by Cllr Delsignore: Cllr Frankish.** **ACTION: Town Clerk**

e. The Council reviewed the draft Co-Option Policy with consideration for adoption.

**RESOLUTION: *With the addition of a requirement for candidates to attend two meetings of the Council prior to co-option, the policy is approved.*** ACTION: Town Clerk

f. The Council reviewed Policy 12: Health and Safety last approved June 2022.

**RESOLUTION: *That this policy is approved without amendment, with the Town Clerk reminded to take the annual eye tests noted within it.*** ACTION: Town Clerk

g. The Council reviewed Policy 29: Environmental last approved June 2022.

**RESOLUTION: *That this policy is approved without amendment.*** ACTION: Town Clerk

h. The Council discussed the 2017 North Lincolnshire Council Community Governance review and the reduction of Kirton in Lindsey Town Councillors from 14 to 9.

**RESOLUTION: *That the opportunity to increase the number of Councillors is pursued with contact with other Town Councils to gauge their views for potential collaboration and to develop a plan on obtaining the support of residents.*** ACTION: Cllr Cooper

i. The Council considered the Deputy Mayor pendant.

**RESOLUTION: *That the Deputy Mayor seeks quotations for a replacement ribbon or chain.*** ACTION: Cllr Kofoed

2306/12

Open Spaces

a. The Council received the visual and monthly play park inspection reports for signature and received any updates regarding the play area. Cllr Fox reported concerns with litter, broken plastic, damage to the roadside poles and the swing brackets as well as a further failure in the agility trail equipment. This is also linked to the same issues with the same piece of equipment at Laughton Parish Council. The Clerk noted the recommendation from the General Purposes Committee to replace the metal roadside poles with recycled plastic material. No further update was received from North Lincolnshire Council (NLC) to the queries about the local agreement for maintenance and inspections. No further update was received from Caloo to the queries raised about the zipline. The Clerk noted additional signage about the CCTV provision was on order with NLC.

**RESOLUTION: *That costings are sought for the replacement of the metal chain link fencing on a like for like basis.*** ACTION: Town Clerk

**RESOLUTION: *That the queries about the local agreement from NLC are chased up via the Ward Cllrs.*** ACTION: Town Clerk

**RESOLUTION: *That Caloo are given a deadline for responding to queries, noting that this Council feels the equipment is not fit for purpose and provide final notice that if responses are not received works will be carried out and costs sought to be reclaimed through the small claims court.*** ACTION: Town Clerk

**RESOLUTION: *That NLC are contacted about enforcement action for ongoing litter issues and that this work is pushed on social media, with reminders of the new CCTV provision for community awareness.*** ACTION: Town Clerk

b. The Council received an update from Kirton in Lindsey In Bloom, noting plans to disband the group later this year due to a lack of new and younger members.

**RESOLUTION: *That a meeting is arranged with the current planting contactor, Cllr Frankish, Cllr Garritt, Cllr Fox and Cllr Cooper to discuss and review the flower beds across the town.*** ACTION: Town Clerk

c. The Council considered the financing of additional works to the public rights of way network due to exceptional growth.

**RESOLUTION: *That monthly cutting is approved with finance to be used from the Devolved Highways funds in Reserves.*** ACTION: Town Clerk

The Council agreed to suspend Standing Order 3 (x) to allow the meeting to continue.

2304/13

Car Parking Provision

The Council received updates on matters around car parking provision. The Clerk noted that no further response was received from North Lincolnshire Council regarding any assistance.

**RESOLUTION: *That the best value quotation received for the preparation of a budget is accepted.*** ACTION: Town Clerk

Cllr Boyd requested a recorded vote: For: Cllr Fox, Cllr Cooper, Cllr Delsignore, Cllr Frankish, Cllr Garritt and Cllr Stephenson.  
Against: Cllr Boyd and Cllr Kofoed.

2306/14

Grove Street Cemetery

The Council discussed maintenance works required at the cemetery. Action by the Clerk in watering of the new tree saplings and notifying the contractors about potential pest activity was noted.

**RESOLUTION: *That costs from Retford Memorials are approved for the laying down of four outstanding memorials following the safety inspection works at £20 per memorial.*** ACTION: Town Clerk

**RESOLUTION: *That grass seeding works for the rear of the cemetery are carried out in the early autumn.*** ACTION: Town Clerk

2306/15

Allotments

a. The Council received an update from the Clerk.

**RESOLUTION: That a letter is sent to the adjacent landowner's solicitors about the newly planted trees around the site perimeter, requesting that these be kept under control with reference to the right to light.**

**ACTION: Town Clerk**

**RESOLUTION: That tenants requests for greenhouses on plots 1 and 2 are approved.**

**ACTION: Town Clerk**

**RESOLUTION: That Cllr Cooper and Cllr Kofoed obtain quotations for hedge trimming works.**

**ACTION: Cllr Cooper & Cllr Kofoed**

Cllr Frankish left the meeting.

**RESOLUTION: That the Allotment Liaison is asked to deal with the issue raised around plot holders tending to plots to control weed growth and report back.**

**ACTION: Town Clerk**

c. The Council considered 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 arrangements are made with the National Allotment Society for a meeting with all the tenants and the Advisory Committee to encourage the setting up of a society for the tenants so that they become self-governing.**

**ACTION: Allotments Advisory Committee**

**RESOLUTION: If a society is not achieved, this matter to be brought back to the Council for a management structure to be drawn up.**

**ACTION: Allotments Advisory Committee**

d. The Council discussed an allotments inspection regime.

**RESOLUTION: Cllr Cooper agreed to carry out inspections and will seek the required information in order to begin this process.**

**ACTION: Cllr Cooper**

2306/16

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 and Discussion

a. The Council noted any correspondence received after the Agenda was published. The Clerk noted planning applications PA/2023/1003 and PA/2023/1166 received which will be included on the next General Purposes Committee and Full Council meeting agendas respectively due to time frames, the traffic update about the one-way system and the MP's update, circulated to all Councillors.

b. A written report on actions from previous meetings was provided to all Councillors but was not discussed.

c. Matters with North Lincolnshire Council.

**RESOLUTION: Cllr Garritt to provide the Clerk with a written update on matters which are progressing.**

**ACTION: Town Clerk**

d. ERNLLCA Conference & AGM – noted for information.

e. NALC Newsletters – noted for information.

f. City of Lincoln Waites – noted for information.

g. Community Involvement – Primary School – noted for information.

h. ERNLLCA Events update including whole Council training offer – noted for information.

i. Social Prescriber – request for meeting and information on local support groups and community activities – noted for information.

j. Alliance Volunteer Hub – Newsletter May – noted for information.

k. Visit North Lincolnshire Tourism Partnership May Newsletter – noted for information.

l. Caloo – Zip line costings and information – noted for information.

m. VANL Update – noted for information.

n. Independent Brigg Line Rail Group – media information shared – noted for information.

o. ERNLLCA training information/reminder

**RESOLUTION: That if available to attend, Cllr Delsignore is approved to attend Planning:**

**Introduction training through ERNLLCA at a cost of £20. ACTION: Cllr Delsignore/Town Clerk**

p. Humber & Yorkshire Cancer Alliance - Cancer Champions event 20<sup>th</sup> June – noted for information.

q. Humber Emergency Planning Service – update of Community Emergency Plan – noted for information.

r. Primary School – Community engagement update. Cllrs attending were confirmed.

s. Independent Brigg Line Rail Group – updates inc. regarding signage for railway station – noted for information.

t. Royal British Legion – request for purchase of flags, key access and bench request.

**RESOLUTION: That the request was approved for the purchase of two replacement flags at £33 each for flying at the War Memorial and keys provided for access to the flagpoles.**

**ACTION: Town Clerk**

**RESOLUTION: That further information was required about the bench request and this was awaited.**

u. Humber Violence Prevention Partnership – Serious Violence Survey (*fwd 20/06/2023*) – noted for information.

v. ERNLLCA - D-Day 80 Anniversary – 6<sup>th</sup> June 2024 initial guidance (*fwd 22/06/2023*) – noted for information.

w. VANL – Fortnightly update (*fwd 22/06/2023*) – noted for information.

2306/17

Agenda for next and future meetings

CCTV purpose and usage – Cllr Boyd. The Clerk explained this was previously covered when the resolution was made to apply for the funding.

Signed:

Dated:

2306/18

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 26<sup>th</sup> July 2023 at 7pm at the Town Hall**

**NOTE: AGENDA ITEMS BEFORE MON 17<sup>th</sup> JULY**

The meeting closed at 10:10pm

Signed:

Dated: