



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 22nd November 2023
at the Diamond Jubilee 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, Cllr David Garritt, Cllr Karen Gunn, Cllr Joy Kofoed and Cllr Suzanne Stephenson.

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

MINUTES

- 2311/01 Apologies for Absence
No apologies were received.
- 2311/02 Declaration of Interests / Dispensations
a. Cllr Frankish declared an interest in 2311/10 iii. b;e;f;g and j. Cllr Stephenson declared an interest in 2311/10 iii. g and j. Cllr Fox declared an interest in 2311/10 iii. e and Cllr Cooper declared an interest in 2311/10 iii. e. All Councillors noted an interest in 2311/10 iii. j.
b. No dispensations were granted.
- 2311/03 Public Participation
A member of the public queried the budgeted grant funding application from KLASSIC Park. The application value was explained as £1 per member of the town population.
- 2311/04 Minutes
a. The Council considered the minutes of the Full Council Meeting held 25th October 2023.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council received the minutes of the Promoting Kirton Committee Meeting held 13th November 2023.
c. The Council received the minutes of the General Purposes Committee Meeting held 13th November 2023.
d. The minutes of the Personnel & Disciplinary Committee Meeting held 14th November 2023 were deferred.
- 2311/05 Standards and Behaviour
Following concerns raised by the Clerk and Councillors following the last meeting, the Council received a reminder about Councillor standards and behaviour at meetings from the Chair, Cllr Hazel Fox.
- 2311/06 Report from Ward / North Lincolnshire Councillors
a. Ward Councillor David Garritt provided an update. Farmers lists for severe weather are confirmed by North Lincolnshire Council (NLC) as the responsibility of the Town Council to maintain. NLC snow warden duties for Ridge will be shared by Cllr Garritt and Cllr Foster. NLC have confirmed that timetables at bus stops are the responsibility of bus companies, however Ward Cllrs have asked NLC public transport to help with this. This may require the Town Council receiving timetables to put into cabinets. Householder bin collection schedules are confirmed as now digital. Precept requests are expected to return to a January deadline. The construction timeline for the new Scunthorpe medical centre is expected to be mid-2024. Resolution for an incident of flooding on Richdale Avenue is getting progressed by NLC, Cllr Garritt to contact the relevant person at Truelove Construction regarding drain clearance on Windmill Way. Cllr Fox, Cllr Kofoed and Cllr Garritt attended a property on Gainsborough Road following a flooding incident, the resident is now applying for funding from the correct source to mitigate for the future. PA/2023/823 confirmed as called into Planning Committee. Best Kept Frontage prizes have been presented with the exception of AcuMe due to access. The bus stop on Cornwall Street is now undergoing repairs. Clearance work at land off Redbourne Mere continues and a discussion is needed between the Town Council and NLC regarding responsibilities going forward. An increase in fines for litter/fly tipping is confirmed. Resolving verge parking issues are again on the NLC agenda with research ongoing into how other Councils deal with this problem. Dave Lofts is very supportive of Neighbourhood Plan work but it is felt this will be delayed until a decision is made about the car park project due to time constraints and availability, this also gives government more time on planning reforms. Cllr Cooper requested an update on why tactile paving was not put in place as part of the dropped kerbs work, Cllr Garritt to chase this up. Cllr Kofoed requested clarification on payments for authorised farmers providing assistance in severe weather, Cllr Foster confirmed there is no provision for payments for time/fuel. Cllr Boyd asked for clarification on who is responsible for the repair of the bus stop on Cornwall Street. This was confirmed to be NLC. The Clerk requested to give a note of thanks to the Ward Cllrs for the work to chase up matters outstanding with NLC.
b. An update on outstanding highways matters was provided as part of the above report.
c. It was reported that there were no further updates about the Grayingham crossroads road safety joint review by North Lincolnshire Council and Lincolnshire County Council as this work awaited the accident review information.

Signed:

Dated:

2311/07

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 Hazel Fox provided a written report regarding:

- Barton upon Humber Civic Service – 22nd October
- North Lincolnshire Council Civic Service – 5th November
- Barton upon Humber Fundraising Dinner – 8th November
- Kirton in Lindsey Remembrance Service – 12th November
- Cllr Kofoed attended the Mayor of North East Lincolnshire Charity Race Night – 3rd November.

ii. Councillor and Officer Reports:

- ERNLLCA District Committee meeting – 26th October – Cllr Frankish reported attending with the Clerk.
- Car Parking provision working group – 30th October – Cllrs Fox explained the details in the written report provided and requested authorisation to follow up on all the items arising including the initiation of a needs survey.

Standing Orders were suspended to allow a member of the public to provide information.

It was clarified that the only costs planned for up to the point of public consultation would be the requirement for a needs survey but the cost of this was unknown at this time. The draft schedule circulated between members of the working group provided time for the costs to be identified and brought back to the Council for approval.

Standing Orders were reinstated.

RESOLUTION: That authorisation is given to follow up on all the items arising with costings to come back to Council for approval.

ACTION: Car Park working group

- Humberside Police – update meeting – 7th November – the Clerk had provided a written report noting information about temporary CCTV provision put into place.
- Allotment Advisory Committee meeting – 17th November – Cllr Frankish reported on meetings held in October and November with a number of matters still to be decided. A meeting with Community Payback is to take place tomorrow to discuss opportunities for further assistance. Work to create an allotment society continues. Cllr Boyd noted that grant funding opportunities would be opened up once a society was formed.

2311/08

Car Parking Provision

Matters related to this were discussed and agreed at item 2311/07.

2311/09

Allotments

The Council received an update about the allotments.

RESOLUTION: That work to create an allotment society continues.

ACTION: Allotment Advisory Committee

2311/10

Financei. Income and Expenditure

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

(November 2023)

b. The Council received the annual renewal for National Allotment Society membership at £55.00 plus VAT.

RESOLUTION: That the renewal is paid.

ACTION: Town Clerk

c. The Council received notice of the Local Government Association National Salary Award.

d. The Council approved accounts for payment.

ACTION: Town Clerk

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

The Clerk noted the ball strike assessment and supporting information in response to the queries from Sport England was compiled by the Assistant Clerk and submitted to the planning department.

f. The Council received the recommendation from the Promoting Kirton Committee that Community Co-Ordinator funding already agreed with the UKSPF be diverted from unneeded equipment costs to identified website costs of £540.

RESOLUTION: Recommendation approved. ACTION: Town Clerk/Community Coordinator

ii. Internal Control

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

iii. Precept 2024-2025

a. The Council considered the budgeted grant funding application received from 1st Kirton in Lindsey Brownies & Guides

RESOLUTION: That grant funding of £500.00 for 2024/25 was approved.

b. The Council considered the budgeted grant funding application received from Nutshell

RESOLUTION: That grant funding of £400.00 for 2024/25 was approved.

c. The Council considered the budgeted grant funding application received from 1st Kirton in Lindsey Scouts

RESOLUTION: That grant funding of £700.00 for 2024/25 was approved.

d. The Council considered the budgeted grant funding application received from Evergreens

RESOLUTION: That grant funding of £800.00 for 2024/25 was approved.

e. The Council considered the budgeted grant funding application received from Diamond Jubilee Town Hall

RESOLUTION: That grant funding of £3,240.00 for 2024/25 was approved.

f. The Council considered the budgeted grant funding application received from Kirton First

RESOLUTION: That grant funding of £2,000.00 for 2024/25 was approved.

Signed:

Dated:

g. The Council considered the budgeted grant funding application received from In Bloom

RESOLUTION: That grant funding of £1,000.00 for 2024/25 was approved.

h. The Council considered the budgeted grant funding application received from North Lincolnshire Woodland Trust

RESOLUTION: That grant funding of £2,000.00 for 2024/25 was approved.

i. The Council considered the budgeted grant funding application received from KLUSH

RESOLUTION: That grant funding for 2024/25 was declined.

j. The Council considered the budgeted grant funding application received from KLASSIC

RESOLUTION: That grant funding of £3,500.00 for 2024/25 was approved.

k. The Council received the budget planning documentation for 2024-2025 and agreed to defer discussion until December.

2311/11

Planning

a. The Council received the update regarding Assets of Community Value from North Lincolnshire Council. It was discussed that both the Officers Mess and Vincent Hall buildings were closed access for MOD personnel when in use, however MOD personnel formed part of the Kirton in Lindsey Community. The purpose of registering the assets is due to their existence as buildings within the town which could become worthy community spaces.

RESOLUTION: That the Clerk responds with this information to NLC. **ACTION: Town Clerk**

b. To consider the following planning applications:

i. Application: PA/2023/823

Proposal: Hybrid application consisting of outline planning application of up to 220 dwellings, a building for Commercial and/or Community use with all matters reserved for subsequent approval, and full planning permission of 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 – ADDITIONAL INFORMATION - Viability Review AMENDED DESCRIPTION: Amended /additional Information: Amended landscaping planting plan for Phase 1, Viability for conversion of 2 H blocks, marketing information, amended FRA and Drainage Assessment, Amended Biodiversity Metric, Biodiversity Net Gain report, preliminary Ecological Appraisal, Bat Survey report, Technical Note- Asbestos in Soil. Technical Note Contaminated Land, Archaeological Mitigation Strategy, Amended Proposed Site Plan Hybrid, Amended Proposed Site Plan Phase 1, Amended Master Plan, Amended Land Use Plan, Amended Development Platform, Amended Proposed Drainage Layout, Amended Proposed Detailed Element of the Site Plan (internal Site Layout) Amended Proposed Drainage Catchment Areas, Existing and Proposed Buildings and Site Investigation (contamination), Feasibility Layout Existing Block H, Comments on highway matters, Vacant Building Credit details.

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

RESOLUTION: That the Clerk responds “Support in principle” to this planning application, noting previous comments left in July and October which are still relevant reservations.

ACTION: Town Clerk

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

i. PA/2023/1136 – LISTED BUILDING CONSENT – to install tactile paving along platform edges at Kirton in Lindsey Rail Station, Station Approach, Kirton in Lindsey, DN21 4BD.

ii. PA/2023/1392 – HOUSEHOLDER PLANNING PERMISSION – to erect a summer house at 13 York Road, Kirton in Lindsey, DN21 4PS.

iii. PA/2023/1673 – NON-MATERIAL AMENDMENT CONSENT – to replace French doors with bi-folding doors and remove window from kitchen/diner area to Plot 77b at 7 Barley Close, Kirton in Lindsey, DN21 4FF.

2311/12

Policies and Procedures

a. The Council considered removal of reserve members from P&D Committee as proposed by Cllr Boyd. The Clerk advised that it is recommended that Committees with only three members have reserve members for quoracy to enable meeting to take place.

RESOLUTION: That reserve members are removed from the P&D Committee.

b. The Council considered amendment of P&D Committee Remit to include “recruitment, discipline, advertising of posts, contracts and all matters of human resources” as proposed by Cllr Kofoed. Cllr Fox noted that a recruitment policy was in the process of development and recommended waiting until that policy was approved before making changes to the committee remit.

RESOLUTION: That this matter is deferred until a Recruitment policy is adopted.

ACTION: Town Clerk

c. To review Policy 05: Reserves Policy last approved November 2022.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

d. To review Policy 30: Bio-Diversity Policy last approved July 2023.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

e. The Council considered amending the maximum grant application values on both the Budgeted Grant and Community Grant Pot application forms to provide greater guidance to applicants.

RESOLUTION: That the maximum grant application value on the Budgeted Grant application form

718

Signed:

Dated:

is reduced from £9,000 to £5,000.

ACTION: Town Clerk

RESOLUTION: That the Community Grant Pot application form remains unchanged.

f. The Council received an update regarding the work to develop North Lincolnshire Council Community Governance review information for residents.

RESOLUTION: That Cllr Cooper and the Clerk develop information for publication in January.

ACTION: Cllr Cooper/Town Clerk

2311/13

Open Spaces

a. The Council received the visual play park inspection reports for signature. The Clerk noted that NLC took over operational inspections of the play area in September under agreement, however no reporting back provided to date. Operational inspections are a monthly requirement for the Council to receive and action. Costs from Caloo for works required following their maintenance inspection were discussed. It was noted that parts appeared to be not fit for purpose and that their standard warranty appears likely to breach unfair contract terms under consumer regulations.

RESOLUTION: That Cllr Fox chases up Carl Beacock regarding inspection reports.

ACTION: Cllr Fox

RESOLUTION: That the replacement grass mat and plastic plugs are approved, however other items are challenged with Caloo.

ACTION: Town Clerk

b. The Council received an update from Cllr Fox on initial research into land at Spa Hill (Halifax Bomber Memorial proposal). The land is owned by NLC and may have services running beneath it. Cllr Boyd, Cllr Frankish, Cllr Gunn and Cllr Garritt expressed interest in attending a site meeting.

RESOLUTION: That Cllr Garritt assists chasing up Mick Johnson from NLC to arrange a site meeting.

ACTION: Cllr Garritt

2311/14

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 Clerk noted correspondence received after the Agenda was published including: Resident query about house name on street registers, resident query about street parking; Community Emergency Plan drafts finalisation; Visual play area inspection report; NLC News Direct; Parish Paths Partnership update FP247 bridges and gate at BW251; Rural Bulletin; Ward Cllr confirmation that PA/2023/823 called in to committee and NALC Newsletter. The Clerk gave an update about Grove Street Cemetery noting that Lawn N Order are maintaining the newly seeded rear area by attending on a weekly basis with leaf blowers to help the seed take. New pest activity was identified within the cemetery and reported through to pest control contractors for dealing with.

b. Assets of Community Value – acknowledgement letters

c. My Community Alert – Crime and Community Survey

d. NLC News Direct

e. Rural Bulletin

f. Visit North Lincolnshire Tourism Partnership Newsletter November

g. ERNLLCA newsletter November

h. MP Update – Special Update Ticket Office Proposals

i. ERNLLCA – Training for Councillors information

j. NALC newsletters

k. Alliance Volunteer Hub Newsletter

l. Play area replacement parts/repairs update from Caloo

m. ERNLLCA/NALC – Pay agreement 2023

n. Rural Market Group – area profiles

o. Residents and organisations – various queries about Remembrance Service. The Clerk noted various enquiries received about the service due to some confusion around the planning/responsibilities for this event. The Council discussed the possibility of working together alongside the Royal British Legion and Church in future years. Cllr Kofoed noted that the Royal British Legion had advised donations made prior to 1st October go into the local fund and donations received afterwards go into the central fund.

p. Resident – query about path links between new estates

q. Resident – concerns about KCOM works potential damage to water pipes

r. Resident – update on Halifax Bomber Memorial plans

s. MP – Special Update – British Steel

t. NLC – North Lincolnshire Local Plan Examination information 23 January 2023

u. Annual leave reminder – 27th November – 1st Dec, office closes end of working day 24th November and reopens Monday 4th Dec.

2311/15

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 20th December 2023 at 7pm at the Diamond Jubilee Town Hall**

NOTE: Agenda items to be submitted before Monday 11th December in line with Standing Orders.

Signed:

Dated:

2311/16

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 be excluded.*

2311/17

Personnel update

The Council discussed the recommendations made by the P&D Committee regarding staff contracts. Cllr Boyd expressed concern about the money assigned to administration within the Council.

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

RESOLUTION: *That discussion is deferred to an Extraordinary Meeting of the Council with financial figures for each member of staff and details of agreed tasks which could be taken on by Councillors to be provided by the P&D Committee to inform decision making required.*

The meeting closed at 21:48