



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 20th December 2023
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

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

Also present: 5 members of the public (part).
Town Clerk, Neil Taylor-Matson and Assistant Clerk, Cheri Morton (voluntarily/part).

MINUTES

- 2312/01 Apologies for Absence
Apologies were received from Cllr Adam Delsignore and Ward Cllr Trevor Foster, sending best wishes for Christmas and the New Year.
- 2312/02 Declaration of Interests / Dispensations
a. Cllr Fox declared an interest in 2312/08 (i) and 2312/13 (q) & (u). Cllr Frankish and Cllr Cooper declared interests in 2312/08 (i).
b. No dispensations were granted.
- 2312/03 Public Participation
Two members of the public asked the Council to take into consideration their objections to PA/2023/1752. A member of the public offered congratulations to the Council on the Christmas lighting displays and requested an update on a site meeting to be arranged with Mick Johnson at North Lincolnshire Council (NLC) to discuss the proposed Halifax Bomber Memorial, noted his own progress on costings for the proposal to date. It was noted the project was expected to come in under £5,000. Cllr Garritt is now trying to progress the site meeting and will keep the resident updated.
- 2312/04 Minutes
a. The Council considered the minutes of the Full Council Meeting held 22nd November 2023.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council received the minutes of the Personnel & Disciplinary Committee Meeting held 14th November 2023
c. The Council received the minutes of the Promoting Kirton Committee Meeting held 11th December 2023.
d. The Council received the minutes of the General Purposes Committee Meeting held 11th December 2023.
- 2312/05 Report from Ward / North Lincolnshire Councillors
a. Ward Councillor David Garritt provided an update. Following contact with Truelove Construction the company have confirmed in writing that they will clear the drains and gulleys at Windmill Way. Funding of £20-30,000 will be made available for the development of a nature reserve off Redbourne Mere, further details to be provided at the next Regeneration Meeting. A new small Saturday bus service, the C4, is now running between the town, Brigg and Kirmington, the timetable is available online. A reminder that the deadline for funding applications for D-Day celebrations is 22nd January. There is currently a consultation on the devolution offer for Greater Lincolnshire, an event will be held on 10th January at Ashby but a questionnaire is also available online. An update was provided on why tactile paving was not put in place as part of the dropped kerbs work, this is now getting chased up internally at NLC. Cllr Kofoed asked if there were any layout plans for the proposed nature reserve and Cllr Garritt confirmed these were not yet drawn up. Cllr Cooper asked if there was any update regarding the former RAF assets such as the Vincent Hall and Cllr Garritt confirmed there was no further information to date, noting the land area is classified recreational.
b. An update on outstanding highways matters was provided with a number of items to continue to chase up. Cllr Frankish noted the quick response to fix a dangerous pothole on the B1398 and Cllr Boyd queried if the bus stop on Cornwall Street remained on the list of things to chase up, which the Clerk confirmed.
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 police accident review information. Cllr Stephenson noted that police accident review information was unlikely to inform safety measures and that a further accident had occurred in recent weeks.
- 2312/06 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 noted:
- Kirton in Lindsey Christmas Festival – 26th November. A great deal of positive feedback on the successful event and organisation, thanks were noted to the Assistant Clerk.
- ii. Councillor and Officer Reports:
- Car Parking provision site meeting – 11th December – Cllr Fox noted this meeting with the Humberside Police Design Out Crime Officer with a written report from the officer to be ready for the next meeting. The meeting provided helpful comments and highlighted no major concerns. A working group meeting will be arranged prior to

Signed:

Dated:

the next Full Council meeting to continue to push identified actions forward.

2312/07

Finance

i. Income and Expenditure

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

(December 2023)

b. The Council received the annual renewal for the Survey Monkey subscription at £320.00 plus VAT.

RESOLUTION: That the renewal is paid.

ACTION: Town Clerk

c. The Council considered costings for promotion of the launch of the new community website noting that 79% of costs would come from the UKSPF funding.

RESOLUTION: That costs of £99.54 plus VAT are approved.

ACTION: Community Co-Ordinator/Town Clerk

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 that the consultation deadline was now amended to 29th December, however Sport England had lodged a further objection. The Assistant Clerk had met with the Clerk earlier in the day to begin to prepare a further response to answer the concerns Sport England raised.

ii. Internal Control

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

iii. Precept 2024-2025

The Council received the budget planning documentation for 2024-2025 and discussed the budget and precept requirement. The Clerk provided information on amendments made to the budget following the Extraordinary Meeting held on 18th December, with adjustments within Administration, Grants and donations, Open Spaces, Burial Ground, Promoting Kirton, Civic, Charities and Allotments areas. This included a revised pest control contract costing for the burial ground. The Clerk answered queries on further areas for any other cost savings, contingences and reserves.

RESOLUTION: That the revised pest control contract with Axholme Pest Control is approved at £576 plus VAT, to be reviewed again January 2026.

ACTION: Town Clerk

RESOLUTION: That the required budget for 2024-2025 is £112,226.07.

ACTION: Town Clerk

RESOLUTION: That the required precept for 2024-2025 is £112,226.07.

ACTION: Town Clerk

2312/08

Planning

The Council considered the following planning applications:

i. Application: PA/2023/1752

Proposal: Planning permission to erect a two-storey extension above existing shop to provide three flats, erection of external staircase to side, vehicle parking, cycle parking and bin storage.

Site Location: 11 High Street, Kirton in Lindsey, DN21 4LZ

Cllr Fox noted her declared interest in this matter. Cllr Kofoed chaired the debate. Cllr Fox, Cllr Cooper and Cllr Frankish did not vote.

RESOLUTION: That the Clerk responds "Object" to this planning application, noting previous comments to the original planning application which are still relevant including appearance, design, size and proximity to listed buildings in a conservation area; impact on heritage aspects of the area; insufficient parking provision; problematic design of fenced boundary; problematic access for deliveries to the store; problematic access for emergency vehicles; engineering and archaeological concerns; loss of light and privacy for existing dwellings; impact on public right of way FP329; impact on seasonal decorations infrastructure; lack of understanding of the nature of the area and impact of the development due to use of out of date information; development contrary to NPPF, Core Strategies and Local Plan.

ACTION: Town Clerk

RESOLUTION: That Ward Councillors are requested to call this into the Planning Committee.

ACTION: Town Clerk

ii. Application: PA/2023/1910

Proposal: Planning permission to erect plots 89 & 92 with amended house design.

Site Location: Plots 89 & 92 Selby Close, Kirton in Lindsey, DN21 4FF

RESOLUTION: That the Clerk responds with "no comment" to this planning application.

ACTION: Town Clerk

2312/09

Policies and Procedures

a. The Council considered booking whole Council training as offered by East Riding and Northern Lincolnshire Local Council Association (ERNLLCA) first offered in May 2023.

RESOLUTION: That the offer is taken up with options looked into for the best time to give everyone the opportunity to attend for maximum benefit to the Town Council.

ACTION: Town Clerk

b. The Council revisited the 2021 Town Survey noting the number of ongoing projects.

c. The Council considered the draft Policy 35: Recruitment Policy prepared by the Clerk with guidance from ERNLLCA and the Society of Local Council Clerks (SLCC).

RESOLUTION: That approval is deferred for Cllr Boyd to provide further information for consideration of inclusion by the Council.

ACTION: Cllr Boyd

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Dated:

d. The Council reviewed Policy 27: Lone Worker Policy last approved September 2023.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

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

RESOLUTION: That Cllr Cooper was given approval to continue and finalise the work to have information included in the next edition of Kirton First and online.

ACTION: Cllr Cooper/Town Clerk

f. The Council received an update regarding ongoing Land Registry work in relation to The Green and the Market Place Charity. The Clerk reported that Land Registry had confirmed an estimated processing date of the application submitted in June as 19 October 2024 as it is a voluntary application. Applications can only be expediated under valid Land Registry reasons.

2312/10

Car Parking Provision

Cllr Fox reported that one quotation was so far received for the needs survey with two further quotations sought. A meeting of the working group will be arranged in January. The Clerk has provided advice to the working group around VAT and quotations are to be sought for an official valuation to be progressed. A further update will be brought to the next meeting.

2312/11

Allotments

The Council received an update about the allotments from Cllr Frankish. Works required at the roadside entrance were noted. New tenants were now in place at plots 5 and 6 providing a full tenancy for all 10 plots. The Clerk noted a decision was required around rent payments for tenants taking on plots part way through the year and that any increases in rent require 12 months notice ahead of the rent payment date of April 1st.

RESOLUTION: That new tenants at plots 5 and 6 will pay their initial rent payment in April 2024 due to the condition of the plots they have taken on.

ACTION: Town Clerk

RESOLUTION: That going forward, when plots are taken over in a state the Council feel to be reasonable, new tenants are charged rent pro rata for the year at the point they take the allotment on.

ACTION: Town Clerk

RESOLUTION: That more information is brought to the January Full Council meeting for the consideration of rent costs for April 2025 and progress information on the development of the Allotment Management Group.

ACTION: Allotment Advisory Committee

2312/12

Open Spaces

The Council received the visual and operational play park inspection reports for signature. The Clerk noted that NLC carried out their first operational inspection in December following chasing up from Cllr Fox. Works identified will be completed without charge as way of apology for the delay in starting the monthly inspections. The Clerk noted the response from contractors ID Verde denying responsibility for damage to the grass matting, and the revised quote from Caloo for works they identified in September following negotiations on terms. Cllr Delsignore had queried the most recent grass cut by the contractors and a response on this was awaited. Cllr Fox noted a concern about a spring on the aerial runway.

RESOLUTION: That the quotation for repairs by Caloo is approved at £467.75 plus VAT.

ACTION: Town Clerk

RESOLUTION: That Cllr Fox asks NLC to inspect the spring on the aerial runway.

ACTION: Cllr Fox

2312/13

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 bank statements; passing of Sarah Newton, NLC Civic Office; Christmas wishes from Councils; NLC News Direct update; Tourism Partnership Letter; NAT Ridge meeting information; land ownership query for March Street from In Bloom; Visual play area inspections; LIVES update on fundraising; Rural Bulletin; grounds maintenance update; NLC play area inspections update; NALC newsletter; PA/2023/1955 notification and PA/2023/1479 decision.

b. Budgeted grants – note of thanks received from Nutshell

c. Budgeted grants – note of thanks received from Scouts

d. Resident – query about grass cutting complaint

e. MP – Special Update Autumn Statement 2023

f. NLC – review of polling districts and polling places

g. NLC VNL Tourism Partnership – November newsletter

h. NLC News Direct update

i. NLC – Bus timetables update

j. Gainsborough Town Council – passing of Mayor Cllr Tim Davies – Cllr Fox noted sending condolences on behalf of the Town Council.

k. Rural Services Bulletins

l. NLC – Devolution and Grant funding information bulletin

m. NALC – newsletters

n. Alliance Volunteer Hub Newsletter

o. Resident – reporting of antisocial behaviour and damage to property

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Dated:

- p. Budgeted grants – note of thanks received from Guides
 q. Budgeted grants – note of thanks received from Town Hall
 r. ERNLLCA – December Newsletter
 s. PCC – details of Community Response Fund Round 3
 t. Beverley Town Council – passing of Cllr Peter Astell – Cllr Fox noted sending condolences on behalf of the Town Council.
 u. Resident – Grant funding queries (KLASSIC Park)
 Cllr Fox noted her declared interest in this matter. Cllr Kofoed chaired the debate.

RESOLUTION: That the resident is thanked for the contact and the following information is provided: The request was a continuation of previous years due to no mechanism in place for charging residents for access. It was considered reasonable to continue in this way. Changes to staffing and the preparation of a more detailed itemised request will be requested in future years for a more precise amount to be more quantifiable. More detail on any deficit will be sought. The Town Council recognise that they need to be more forensic in what is asked for – the familiarity the Town Councillors have with organisations is recognised to not always be a good thing and they recognise that more scrutiny of applications is sometimes required. To be assured that lessons are learned and Trustees will be asked to provide further detail in the future.

ACTION: Town Clerk

- v. Resident – update on Halifax Bomber Memorial plans
 w. Resident – query Highways contact details for NLC as unable to report an issue
 x. Resident – query about drains and flooding
 y. Resident – complaint about use of disabled parking space in the Market Place
 z. Resident – complaint about missed collection of wheelie bins
 aa. HWRC – Rural Life Survey – Alleviating Loneliness
 bb. Snowball community app – Cllr Boyd noted use of the app to highlight shortfalls of NLC within the town.
 cc. Resident – enquiry about allotments waiting list
 dd. Royal British Legion – thank you card for Poppy Appeal donation
 Cllr Cooper noted the continued confusion for residents between the work of NLC and their Town Council, evidenced by the enquiries the Town Clerk receives.

2312/14

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 24th January 2024 at 7pm at the Diamond Jubilee Town Hall**

NOTE: Agenda items to be submitted before Monday 15th January in line with Standing Orders.

2312/15

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 be excluded.

The Assistant Clerk joined the meeting to provide information for item 2312/16.

Cllr Boyd left the meeting.

2312/16

Christmas Window Competition

The Council received nominations for winners of the competition and agreed the distribution of the prizes.

RESOLUTION: That 1st, 2nd and 3rd winners were agreed for prizes to be distributed to.

ACTION: Assistant Clerk

RESOLUTION: That Cllr Fox distributes the prizes to the winners.

ACTION: Cllr Fox

2312/17

Civic Award nominations

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

The Council received and considered 46 nominations for the 2023 Civic Award, the 10 nominees being.

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|----------------------------------|--------------------------------------|
| • Sharron Harris | • Mike Jackson |
| • Elaine Tattersall | • Robert Fletcher |
| • Jolene Butler | • Charlie Millward & Caroline Hodder |
| • Kirton in Lindsey Archery Club | • Wayne Eynon |
| • Rachel Collin | |

The Council noted the extremely difficult decision following the number of nominations received and resolved to make two awards for 2023 because of this.

RESOLUTION: That two awards are presented for 2023.

ACTION: Town Clerk

RESOLUTION: One award to be the 2023 Civic Award and one award to be an Exceptional Award for Contribution to the Kirton in Lindsey Community.

ACTION: Town Clerk

RESOLUTION: That the purchase of the two awards is approved.

ACTION: Town Clerk

RESOLUTION: That letters of congratulations are sent to all those who were nominated for the recognition of their contribution to the community.

ACTION: Town Clerk

The meeting closed at 21:35

Signed:

Dated: