



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 28th February 2024
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, Cllr David Garritt and Cllr Suzanne Stephenson.

Members not present: Cllr Karen Gunn and Cllr Joy Kofoed

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

MINUTES

Prior to the meeting starting, the Mayor, Cllr Hazel Fox made a statement to the Council and those present that with reference to item 2402/10 (g) on the agenda the Mayor does not and will not in the future hold keys to the Town Council office at her home address.

2402/01 Apologies for Absence

Apologies were received from Cllr Karen Gunn and Cllr Joy Kofoed.

2402/02 Declaration of Interests / Dispensations

- a. Cllr Fox, Cllr Frankish and Cllr Cooper declared interests in items 2402/07 b & 2402/07 c.
- b. No dispensations were granted.

2402/03 Public Participation

A member of the public requested that it be clarified that the Mayor does not hold keys to the Town Council office at her home address with reference to the proposed emergency contingency plans at item 2402/10 (g).

A member of the public thanked Ward Cllr Garritt for his actions to get March Lane cleaned and cleared.

A former Broughton Town Councillor introduced himself and noted that a process was set up with allotment holders at Broughton to pass excess produce to the local foodbank and hoped this would be possible to do at Kirton in Lindsey as well. He was also keen to hear of any progress in terms of the North Lincolnshire Council (NLC) Community Governance Review concerns.

A resident asked for clarification on any decision around the Halifax Bomber Memorial noting that he had done everything he could to satisfy NLC requirements for quotations and emphasised the deadline of 4th May for the completion of the project.

The members of the public were thanked for attending.

2402/04 Minutes

- a. The Council considered the minutes of the Full Council Meeting held 24th January 2024.

RESOLUTION: That the minutes were duly approved and signed.

- b. The Council received the draft minutes of the Personnel & Disciplinary Committee Meeting 06/02/2024.

- c. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 12/02/2024.

- d. The Council considered moving the Annual Town Meeting forward one week to 10th April as requested by the Promoting Kirton Committee.

RESOLUTION: That the Annual Town Meeting is brought forward to 10th April 2024.

ACTION: Town Clerk

- e. The Council received the draft minutes of the General Purposes Committee Meeting held 12/02/2024.

2402/05 Report from Ward / North Lincolnshire Councillors

- a. Ward Councillor David Garritt noted apologies from Ward Cllr Trevor Foster and provided updates regarding

- Completion of clearance works at March Lane;
- Gulley and drain clearance by Truelove Property at Windmill Way;
- Concerns raised about standard of resurfacing works undertaken on Grove Street;
- Proposed Halifax Bomber memorial site meeting;
- Outstanding issues with highways requested by Kirton in Lindsey Town Council acknowledged;
- Sewage issue at Station Approach report raised with Network Rail;
- NLC Budget meeting – the meeting was suspended and will be concluded with full decisions next month;
- NLC have trees available to provide for planting;
- KLASSIC Park defibrillator power issue raised by KLASSIC/Town Clerk in November now resolved;
- Further update awaited regarding former RAF Control Tower, will continue to be chased up;
- Gulleys at Queens Head junction to be raised along with other areas where clearance is required.

- b. It was noted that there was no update regarding the Grayingham crossroads road safety joint review by North Lincolnshire Council and Lincolnshire County Council.

2402/06 Mayor & Delegates Reports

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

Signed:

Dated:

The Mayor reported that Cllr Kofoed had attended North East Lincolnshire Mayoral Charity 80's Disco Night on 2nd February and that the Mayor had attended the Hessle Civic Service on 11th February.

Councillor and Officer Reports:

- NLC site meeting (Halifax Bomber Memorial proposal) 6th February – Cllr Garritt reported a decent meeting with a resident, Cllrs and NLC Officers with approval for the design and site given by NLC.
- Car Park Working Group – 8th February – Cllr Fox requested this be deferred for update at 2402/09.
- ERNLLCA Conference discussion meeting – 8th February – the Town Clerk reported this was a discussion around the holding of the Conference and AGM and allowed input about the arrangements.
- ERNLLCA Whole Council Training – 21st February - Cllrs noted that the training was worthwhile and it was beneficial that all Cllrs and staff attended.
- P&D/ERNLLCA informal meeting – 26th February – Cllr Boyd noted this covered rules and regulations, the draft recruitment policy and the difficulties around both broad and narrow committee remits.
- Visit North Lincolnshire Tourism Partnership networking meeting – 27th February – Cllr Stephenson noted attending due to adequate notice given but that there was not a great deal of relevance for Town Councils.

2402/07

Finance

i. Income and Expenditure

a. The Council received notification of accounts paid by the Town Clerk under devolved authority LGA1972.
(February 2024)

b. The Council received a Community Pot application from Town Hall Live.

RESOLUTION: That the funding application for £300.00 is approved. **ACTION: Town Clerk**

c. The Council received notification from the Diamond Jubilee Town Hall of increase in hire charges for the Heritage Room.

RESOLUTION: That the increase in hire charges to £90 per month is noted and approved.

ACTION: Town Clerk

d. The Council considered the UK transition from analogue to digital landlines.

RESOLUTION: That the quote received for BT Broadband via Currys Business is approved at £39.95 ex VAT per month for 24 months with £9.95 delivery and £20.00 connection charges. An IP phone to be purchased separately.

ACTION: Town Clerk

e. The Council received the annual renewal information for CPRE Membership at £36.00.

RESOLUTION: That the annual renewal of £36.00 is paid.

ACTION: Town Clerk

f. The Council approved accounts for payment.

ACTION: Town Clerk

g. The Council receive updates on the UK Shared Prosperity Fund applications. The Clerk noted the completion of the regular reporting and the responses so far to the survey which are a requirement to show public engagement. 70 responses received so far.

RESOLUTION: That the survey continues to be promoted for residents to complete with the Scouts and Youth Club to be specifically approached and Cllr Garritt to promote as Ward Councillor.

Action: Town Clerk/Cllr Garritt

h. The Council received updates regarding funding from North Lincolnshire Council for outside gym equipment. The Clerk noted that the Assistant Clerk is currently developing a dialogue with the Football Foundation regarding the continued objections.

ii. Internal Control

a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (January 2024)

b. Following the report on the site meeting for the proposed Halifax Bomber Memorial, the Council received a request from a resident for the Town Council to project manage, and adopt the proposed monument for future maintenance purposes. Cllr Fox reported that Cllr Waltham, Leader of NLC has confirmed his agreement for funding of the project will be honoured. The resident has confirmed there is other funding available if NLC cannot fund the entire project. Concerns were raised about a lack of public consultation on the proposals, the Council were informed that the resident has spoken with the surrounding residents at Sunny Hill and Spa Hill and they are all happy with the proposals. Funding will also be required for any reception – including venue hire and buffet.

RESOLUTION: That the Town Council project manage the proposed memorial in the same way as the Traingate project and then adopt the monument for future maintenance.

RESOLUTION: The project is to be self-funding via NLC or other funders confirmed by the resident.

RESOLUTION: Cllr Frankish to act as project manager with the support of other working group members Cllr Fox and Cllr Garritt.

c. The Council noted the final visit of the internal auditor for 2023-2024 as 11/04/2024.

2402/08

Planning

a. The Council considered the following planning applications:

i. Application: PA/2023/1598

Proposal: AMENDED/ADDITIONAL INFORMATION - Planning permission to vary condition 2 of PA/2016/352 namely to erect garage to the side of plot 74b.

Site Location: Plot 74, Barley Close, Kirton in Lindsey, DN21 4FF.

Signed:

Dated:

RESOLUTION: That the Clerk responds with a comment to this planning application noting that the Town Council no longer has an objection as long as the proposal does not infringe in any way on the existing Public Right of Way. ACTION: Town Clerk

ii. Application: PA/2024/58

Proposal: Planning permission to erect a two-storey, two-bedroomed dwelling house with associated external landscaping.

Site Location: Land adjacent Sycamore House, 24 Wesley Street, Kirton in Lindsey, DN21 4PE

RESOLUTION: That the Clerk responds with a comment to this planning application noting that the Town Council has no objection in principle but does note with concern the objection from the Local Lead Flood Authority and the concerns relating to archaeology and asks for these to be taken into consideration and the recommendations adhered to through conditions.

ACTION: Town Clerk

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

i. PA/2023/1679 – FULL PLANNING PERMISSION – for new office and warehouse including demolition of existing storage building at TPM Plumbing and Heating Ltd, Station Approach, Kirton in Lindsey, DN21 4BD.

ii. PA/2021/891 – REFUSAL OF PLANNING PERMISSION – to erect nine dwellings including landscaping, access and demolition works at rear of 9-17 Torksey Street, Kirton in Lindsey, DN21 4PW.

c. The Council received notification of and considered Goods Vehicle Operator's Licence for Ashcourt (Lincolnshire) Limited of 40 Foster Street, Hull, HU8 8BT to use Manton Quarry, Kirton in Lindsey, Gainsborough, DN21 4JT as an operating centre for 30 goods vehicles and 10 trailers.

Cllr Frankish declared an interest.

RESOLUTION: That the Clerk responds with written representation regarding concerns with environmental factors that could result including noise, fumes, pollution and vibration and the impact on the amenity for residents of Kirton in Lindsey. ACTION: Town Clerk

RESOLUTION: That Cllr Garritt ensures Ward Cllrs Trevor Foster and Neil Poole are aware of the application. ACTION: Cllr Garritt

2402/09

Car Parking Provision

a. The Council received an update from the working group on matters around proposed car parking provision, including receipt of the data from the traffic survey which was under review and would be presented to Council soon. Cllr Garritt confirmed that there was no update from NLC regarding funding for this work.

b. The Car Park Working Group requested approval to provisionally hire the small hall at the Town Hall for two dates for public consultation for a maximum of three hours each date.

RESOLUTION: That hire of the small hall at the Town Hall is approved. ACTION: Town Clerk

Cllr Boyd requested a recorded vote to be made. For: Cllr Cooper, Cllr Delsignore, Cllr Fox, Cllr Frankish, Cllr Garritt, Cllr Stephenson. Against: Cllr Boyd.

c. The Car Park Working group requested authority to instruct the Clerk to write to the land vendor.

RESOLUTION: That the Clerk is to write to the land vendor, information to be included in the letter to be provided to the Clerk by Cllr Stephenson. ACTION: Town Clerk/Cllr Stephenson

2402/10

Policies and Procedures

a. The Council reviewed Policy 10: Disciplinary Policy last approved February 2023.

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

b. The Council reviewed Policy 25: Social Media Policy last approved February 2023.

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

c. The Council noted changes to the thresholds for public procurement and considered updating Financial Regulations in line with the changes notified.

RESOLUTION: That Financial Regulations are updated to reflect the changes to the thresholds for public procurement. ACTION: Town Clerk

d. The Council considered the draft Data Protection policy.

RESOLUTION: That with a minor typographical correction, this policy is approved. ACTION: Town Clerk

e. The Council considered the draft Privacy Notice.

RESOLUTION: That the notice is approved without amendment. ACTION: Town Clerk

f. The Council considered Town Hall security concerns.

RESOLUTION: That the Town Council doesn't have responsibilities for the security of the building.

g. The Council received the draft contingencies plan information in the event of the incapacitation of the Town Clerk or an emergency situation when the Town Clerk cannot be reached.

It was confirmed that the Mayor does not and will not in the future hold keys to the Town Council office at her home address.

RESOLUTION: That the draft plan is not approved and further discussion is required in a confidential session at the next Full Council meeting. ACTION: Town Clerk

Signed:

Dated:

h. The Council considered the costings for a tree safety survey.

RESOLUTION: That the quotation received from company A on the Town Clerk report is approved at £580.00.

ACTION: Town Clerk

i. The Council discussed the ongoing Community Governance Review work. The Clerk noted that so far the online survey had received 96 responses and 4 forms were returned from Kirton First.

RESOLUTION: That details of the survey and the need for residents' responses is continued to be shared, including linking in with the car park consultation events.

ACTION: Town Clerk

j. The Council discussed Civic Dinner staffing.

RESOLUTION: That both the Assistant Clerk and Town Clerk staff the event and are offered the opportunity of a meal during the event.

ACTION: Town Clerk

2402/11

Allotments

a. Cllr Frankish provided an update about the allotments, including proposed changes to the tenancy agreement. The outstanding repairs to the entrance remains a concern. It was agreed that allotment plots are available on application only to residents of the Kirton in Lindsey Town Council boundary and that Town Councillors can apply, as residents, using the same process.

RESOLUTION: That the Town Council discharges its responsibilities as a Management Group formed of Cllr Frankish, Cllr Boyd and Cllr Cooper.

ACTION: Allotments Working Group

RESOLUTION: That the changes to the tenancy agreement are agreed in principle subject to small amendments to be put forward by Cllrs to the working group.

ACTION: Allotments Working Group

b. The Council confirmed the current agreed figure for allotment rents of £30.00 and deposits of £30.00 per annum each April for recording in the meeting minutes as recommended by the interim internal auditor report.

2402/12

Open Spaces

a. The Council received the visual and operational play park inspection reports for signature. The Clerk noted that Caloo have agreed to replace the rope on the Agility Trail due to the poor quality of the material identified in inspection reports. Cllr Fox noted that the damage to the slide recorded as 'unknown cause' in Caloo's report was incorrect as they caused the damage and so should be response for repairs required. It was noted that a formalisation of the inspection agreement with NLC was required for April 2024.

RESOLUTION: That NLC are instructed to formalise the inspection service level agreement in terms of cost and frequency ahead of April 2024.

ACTION: Cllr Fox

RESOLUTION: That Caloo are instructed to correct the record about the damage to the slide and informed of their responsibilities around any repairs required.

ACTION: Town Clerk

b. The Council discussed the current play area inspection schedule.

RESOLUTION: That Cllr Frankish provides temporary cover.

ACTION: Cllr Frankish

2402/13

Town Clerk's Report / Correspondence for Information and Discussion

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

Cllr Cooper noted the very full report from the Clerk and asked if it was worth pursuing outstanding matters with NLC again as some items were outstanding for over three years.

Correspondence for Information and Discussion

a. The Clerk noted correspondence received after the Agenda was published, including Winteringham Parish Council – community payback queries; Resident – Manton Quarries concerns; Visit North Lincolnshire updates; NLC News Direct; Rural Services Network details of meeting on 25/03/2024; UKSPF Photo Call update; PA/2023/1339 – Morrisons Local to be taken to NLC Planning Committee 05/03/2024; Rural Bulletin; Barnetby Parish Council – request to share contracting opportunity; PA/2023/1598 consultation deadline reminder; NALC Newsletter.

b. Assets of Community Value – nomination results – Cllr Frankish noted that the site is currently up for let and asked if NLC were taking any interest in this.

c. Hedgehogs R Us – Hedgehog Highways information – Cllr Frankish noted this information will be included in the next edition of Kirton First.

d. Rural Bulletin

e. ERNLLCA – Conference information questionnaire and meeting

f. NLC News Direct

g. Visit North Lincolnshire – update

h. Resident – complaint about no response from NLC regarding manhole cover Station Road

i. NALC newsletter

j. ERNLLCA – Royal Garden Party nominations information

k. KCOM – offer of volunteering and community support (*Community Coordinator*)

l. CPRE – Best Kept Village 2024 entry information (*added to PK Committee agenda*)

m. Resident – concerns about continuing anti-social behaviour King Edward Street

n. ERNLLCA – Newsletter

o. NLC – UKSPF press release information – The Clerk sought approval for press release wording.

RESOLUTION: That the circulated wording is approved.

ACTION: Town Clerk

p. PCC – query regarding funding application values

q. PCC – advice that funding application is shortlisted and proceeding to public vote

r. Resident – report of sewage problem Station Approach/Station Road (*via Cllr Stephenson*)

s. Resident – query on access at Cornwall Close for emergency services

Signed:

Dated:

- t. Resident – pre-planning application query
- u. Community Vision – fortnightly update
- v. MP – New Year Local Update / NHS Dentistry update
- w. Resident – queries/concerns regarding Public Footpaths 248 and 252
- x. Residents – number of queries concerning the lack of collection of bins by North Lincolnshire Council
- y. NACO/NALC/SLCC/NLC – confirmation of availability of applications for free portrait of HM the King – it was noted that somewhere to display this would be required and it was requested that this is taken to the next Town Hall Trustees meeting for discussion.
- z. Community Payback – satisfaction survey request
- aa. Information Commissioners Office – reminder of annual data protection renewal payment due end of March
- bb. Resident – query applying for bus passes
- cc. Royal British Legion – certificate of thanks for poppy appeal fundraising
- dd. Epworth Town Council – Civic protocol queries – The Clerk outlined the queries from a Cllr were focused around the usefulness and costs of Civic Dinner events.
- ee. Town Hall – security concerns report
- ff. Resident – allotment waiting list request via Town Hall enquiries
- gg. In Bloom – query about Promoting Kirton Committee meetings
- hh. Humber & Wolds Rural Action – AGM information
- ii. Parish Paths Partnership – update from NLC Officer concerns regarding Public Footpaths 248 and 252
- jj. Annual leave reminder – 4th – 8th March, office closes end of working day 1st March and reopens Monday 11th March. – The Clerk noted that publication of the Promoting Kirton Committee agenda would be early, on 29th February and that no General Purposes Committee meeting for March is planned.

2402/14

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 27th March 2024 at 7pm at the Diamond Jubilee Town Hall.**

NOTE: Agenda items to be submitted before Monday 18th March in line with Standing Orders.

The meeting closed at 21:20