



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council  
held on Wednesday 24<sup>th</sup> July 2024  
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 (part), Cllr Joy Kofoed and Cllr Suzanne Stephenson.  
Members not present: Cllr Karen Gunn.  
Also present: Five members of the public (part), Michael Connell, Hetts Solicitors, Assistant Clerk, Cheri Morton (voluntarily) (part) and Town Clerk, Neil Taylor-Matson.

## MINUTES

The Mayor, Cllr Hazel Fox, opened the meeting and welcomed members of the public.

2407/01 Apologies for Absence  
No apologies were received.

2407/02 Declaration of Interests / Dispensations  
a. No declarations of interest were made.  
b. No dispensations were granted.

2407/03 Public Participation  
The current groundsman/caretaker at KLASSIC Park clarified his position regarding not renewing the contract. A member of the public queried the wording "casual vacancy" in the advertised positions for cleaner and groundskeeper/caretaker for KLASSIC Park. Cllr Fox advised she would ask the Chair of P&D to provide some clarification on the use of the term for the resident.  
The members of the public were thanked for attending.

2407/04 Minutes  
a. The Council approved the minutes of the Full Council Meeting held 26<sup>th</sup> June 2024.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council approved the minutes of the Extraordinary Full Council Meeting held 3<sup>rd</sup> July 2024.  
**RESOLUTION: That the minutes were duly approved and signed.**  
c. The Council received the minutes of the Personnel & Disciplinary Meeting held 26<sup>th</sup> June 2024.  
d. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 8<sup>th</sup> July 2024.  
e. The Council received the draft minutes of the General Purposes Committee Meeting held 8<sup>th</sup> July 2024.  
f. The Council received the draft minutes of the Personnel & Disciplinary Meeting held 11<sup>th</sup> July 2024.

2407/05 KLASSIC Park  
The Council received the written legal opinion response from the solicitors to the misgivings raised about the written legal opinion received at the June Full Council Meeting and took the opportunity to raise any outstanding queries with the solicitor. Questions were put to Michael Connell of Hetts Solicitors and Mr Connell provided legal opinion in response. The Council considered actions required around the KLASSIC Park vacancies.  
Standing Orders were suspended to allow the current groundsman/caretaker to address the Council. He proposed to continue his contract for one further month in view of the need for the continued operation of the facility for the benefit of the community. The Council offered thanks for this generous offer.  
Standing Orders were reinstated.

**RESOLUTION: That the charity address will be updated with Land Registry by Hetts.**  
**RESOLUTION: That a Memorandum of Deed will be prepared and an additional recital will be included in the Deed of Variation by Hetts.**  
**RESOLUTION: That the Memorandum of Deed will be appropriately signed by one outgoing Trustee who resigned from KLASSIC in June 2020.** ACTION: Town Clerk  
**RESOLUTION: That the amended Deed of Variation will be signed by Cllr Pat Frankish and Cllr Kathy Cooper witnessed by the Town Clerk.** ACTION: Town Clerk  
**RESOLUTION: That a KLASSIC Trustee meeting is called as soon as possible to make suitable arrangements around the current vacancies.** ACTION: Assistant Clerk  
**RESOLUTION: That P&D Committee members review the current advertisement in preparation for the KLASSIC Trustee meeting.** ACTION: P&D Committee members

2407/06 Report from North Lincolnshire Ward Councillors  
a. The Council received the Ward Councillors' Report. Ward Cllr David Garritt reported plans in place to meet with the Clerk to discuss the outstanding matters list in September. Sewage concerns at Station Road and Spa Hill remain ongoing. Verge cutting has now taken place at the farm shop junction following concerns raised by members of the public and Cllr Fox. Anti-social behaviour issues are under close review. Summer bus fares and swimming pool discounts are now active. The applicant for the development at Ings Road has deferred their application to further consider housing types. Full grant funding is confirmed for the Halifax Bomber Memorial. Cllr Garritt advised caution in pushing for a Regeneration Meeting which is not focused on town infrastructure.

Cllr David Garritt left the meeting.

- b. The Council noted outstanding matters raised with North Lincolnshire Council and the meeting planned with the Ward Councillors and the Clerk to consolidate the list by department. The Clerk noted the repair of the litter bin outside the Queens Head and Cllr Fox noted she had provided the street numbers for King Edward Street signage.
- c. The Council noted receipt of the response from the Parking Services team regarding parking enforcement concerns raised. The traffic team have recommended bringing this matter to the next NATs meeting for joint discussion between Kirton in Lindsey Town Council, North Lincolnshire Council and Humberside Police.

**RESOLUTION: That the Clerk attends the next NATs meeting along with Cllr representation.**

**ACTION: Town Clerk**

- d. The Council discussed agenda item suggestions for a North Lincolnshire Council Regeneration Meeting.

**RESOLUTION: That this matter is deferred to the September Full Council Meeting.**

**ACTION: Town Clerk**

2407/07

Mayor & Delegates Reports

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

Mayor's Report on Civic Events attended – Cllr Hazel Fox:

- Brigg Civic Service – 30<sup>th</sup> June
- 1<sup>st</sup> Kirton in Lindsey Brownies – cheque presentation – 1<sup>st</sup> July
- 1<sup>st</sup> Kirton in Lindsey Scouts – AGM and cheque presentation - 10<sup>th</sup> July
- Kirton in Lindsey Summer Gala – 13<sup>th</sup> July

Officers Reports

- Talking Tables joint training session with YLCA and ERNLLA – 18<sup>th</sup> July

2407/08

Finance

i. Income and Expenditure

- a. The Council received notification of accounts paid by the Town Clerk under devolved authority.
- b. The Council considered the renewal of SLCC membership for the Town Clerk at £298.00.

**RESOLUTION: That the payment of the membership renewal is approved.**

**ACTION: Town Clerk**

- c. The Council approved accounts for payment.

**ACTION: Town Clerk**

ii.

Internal Control

- a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook.
- b. The Council received the 1<sup>st</sup> Quarter Budget Monitoring Report and noted thanks to the Clerk for the preparation of the information.

2407/09

Planning

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

- i. PA/2024/482 – FULL PLANNING PERMISISON –to erect a small monument/memorial of a Halifax II Bomber on land south of 1 Spa Hill, Kirton in Lindsey, DN21 4NE.
- ii. PA/2024/652 – WORKS TO TREES IN A CONSERVATON AREA – to pollard an acer and prunus at 3 Train Gate, Kirton in Lindsey, DN21 4DR.

2407/10

Car Parking Provision

The Council received an update from the working group on matters around proposed car parking provision. Cllr Fox reported that the working group had not met, however that the report and valuation instructed by the Clerk from Lincolnshire Surveyors was received and circulated to all Councillors.

**RESOLUTION: That consent is sought from the surveyors to share the report and valuations with the landowners in order to open discussion about the land value.**

**ACTION: Town Clerk**

Cllr Boyd requested a recorded vote. In Favour: Cllr Hazel Fox, Cllr Kathy Cooper, Cllr Adam Delsignore, Cllr Pat Frankish, Cllr Joy Kofoed and Cllr Suzanne Stephenson. Against: Cllr Billy Boyd.

2407/11

A Team

- a. The Council considered the retirement of the town A Team charity volunteers.

**RESOLUTION: That information is sought via the Town Clerk and Cllr Kathy Cooper ahead of formal response/recognition by the Town Council.**

**ACTION: Town Clerk/Cllr Cooper**

- b. The Council received details of a request from the Kirton in Lindsey Branch of the Royal British Legion for funding for the annual Remembrance Day Service buffet (last year the cost was £300) previously funded by the A Team.

**RESOLUTION: As no funding application to the Town Council was received there was no matter for discussion.**

2407/12

Halifax Bomber Memorial

The Council received relevant updates including the request for the purchase of specialised wreath in RAF colours for laying during the official opening of memorial. The Clerk noted that assistance from the Ward Councillors had secured the grant funding from North Lincolnshire Council for the full amount requested by Cllr Frankish and that the grant acceptance form required two signatures.

**RESOLUTION: That Cllr Frankish and the Town Clerk sign the grant acceptance form.**

**ACTION: Town Clerk**

**RESOLUTION: That a wreath in RAF colours is purchased at £32.50 + P&P.** **ACTION: Town Clerk**

2407/13

Allotments

The Council received relevant updates regarding the allotments. The Clerk noted that pre-planning advice for the works to the entrance were awaited from North Lincolnshire Council. Cllr Frankish reported that one of the plot tenants had offered to make a noticeboard for the site free of charge. The Council noted thanks for this generous offer.

2407/14

Open Spaces

a. The Council received the visual play park inspection reports for signature and considered updates regarding the play area. Cllr Delsignore summarised recent works carried out including to the teen shelter, zip line and swings. North Lincolnshire Council still to check the ground around the spica and roundabout. Caloo have removed dangerous concrete from the sand pit and advised on operative checks of the rest of the area which they report is safe. Additional play sand is required to top the sand pit back up. Cllr Fox highlighted that another litter bin flap has become damaged. The Council noted some ropes were becoming frayed but this was not of concern at this time.

**RESOLUTION: That a bulk bag of play sand is purchased at circa £130.00.** **ACTION: Town Clerk**

**RESOLUTION: That the litter bin flap is replaced.**

**ACTION: Town Clerk**

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council. The Clerk noted that no operational inspection was carried out in July as the operative is away.

b. The Council received updates regarding the outside gym equipment and agreed actions for the required inspection regime. Cllr Frankish noted no issues identified during her weekly inspections. Cllr Delsignore offered to take on the weekly inspections going forward.

**ACTION: Cllr Delsignore**

c. The Council received an update regarding the request for a memorial bench to be placed within Grove Street Cemetery. The Clerk reported the costs for the bench which were communicated to the family who did wish to go ahead with the bench.

**RESOLUTION: That 50% of the costs are to be paid prior to works starting and the remaining costs to be paid by the family on completion of the works.**

**ACTION: Town Clerk**

d. The Council received the tree safety survey works quotation.

**RESOLUTION: That the quotation from Lawn N Order is accepted for £2,180.00 plus VAT.**

**ACTION: Town Clerk**

2407/15

Policies and Procedures

a. The Council reviewed Policy 34: Co-Option Policy last approved July 2023.

**RESOLUTION: That this policy is approved without amendment.**

**ACTION: Town Clerk**

b. The Council considered information about the Local Councils Award Scheme information.

**RESOLUTION: That work towards Quality status commences.**

**ACTION: Town Clerk**

2407/16

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

e. The Council noted correspondence received after the Agenda was published. The Clerk noted the following items were received after the agenda was published:

- Allotment tenants – queries about entrance works
- NLC – simpler recycling for businesses
- Decision notice – PA/2024/455
- North Lincolnshire Council – News Direct update
- Civic – Save the Date information for Barton (February)
- Resident – further enquiry about KLASSIC Park matters
- Rural Services Network – Rural Bulletin
- Civic – Mablethorpe and Sutton event (August)
- North Lincolnshire Council – CCTV footage request process
- North Lincolnshire Council – confirmation of Market Consent application for Christmas Festival
- Civic – Save the Date information for Hornsea (January)
- North Lincolnshire Council – grant funding decision – Halifax Bomber Memorial
- Kirton First – apology regarding errors in Redbourne Mere article July edition
- Caloo – update position regarding sand pit
- Play area checklist from Cllr Fox
- Civic – Hedon Civic Service invitation (October)
- NALC – Newsletter
- NALC – Community Safety Case Study request

Signed:

Dated:

• Decision notice – PA/2024/650

- f. Copied into request to NLC to cut overgrown verge at Cleatham Farm Shop
- g. Rural Services Network – Rural Funding Digest
- h. NLC – Tourism Partnership Update
- i. NLC – update from Legal Officer confirming stopping up at Gainsborough Road will only for the area of the highway identified on the plan and will not include any of Gainsborough Road, once stopped up that land will be transferred to Severn Trent and will become their responsibility to maintain.
- j. NLC – News Direct updates
- k. Civic – invitation to attend Crowle & Ealand Civic Service (January)
- l. Resident – enquiry about who to contact about 30mph signs for Redbourne Mere
- m. Rural Services Network – Rural Bulletin updates
- n. Resident – query about works required along FP254
- o. Resident – enquiry about KLASSIC Park matters
- p. Brigg Town Council – War Memorial query (securing of wreaths)
- q. NLC - PA/2023/1166 – notification of planning committee date 10<sup>th</sup> July
- r. ERNLLCA – AGM & Conference information
- s. In Bloom – invitation to attend East Midlands in Bloom judging event
- t. NALC - Newsletters
- u. Resident – reminder about the consultation deadline for PA/2023/1166 – *this was queried by Cllr Cooper and the Clerk confirmed this was related to the Ings Road development.*
- v. NLC – update from traffic team on potential way forward about enforcement action
- w. Playsafety – confirmed of cancellation of automatic booking of annual operational play area inspection
- x. NLC – confirmation of receipt of pre-planning advice request regarding allotment entrance
- y. Community Vision – Monthly update
- z. NLC – Meeting with NLC Officer regarding highways programme of works for July 2024 – *this was queried by Cllr Kofoed and the Clerk noted that this was related to the works across the Richdale Avenue area.*
- aa. Resident – complaint about trees at Whitewell Close/Ings Road and Traingate requiring action
- bb. Resident – enquiry regarding booking Town Hall for private parties
- cc. Resident – enquiry about KLASSIC Park matters
- dd. Safer Neighbourhoods Officer – Query about communication mechanisms for the community
- ee. Civic Dinner – query from Barton upon Humber Town Council regarding date of KLTC Civic Dinner
- ff. KLASSIC Park – Hetts Solicitors response to clarifications sought
- gg. Resident – enquiry about maintenance works to Redbourne Mere road and footpath
- hh. Enquiry from Scotter Common resident about public transport links within Scotter Common
- ii. Civic – invitation to attend Barton upon Humber Civic Service (September)
- jj. ERNLLCA – link to research study into theory v practice of being a Local Councillor
- kk. Caloo – confirmation engineer to attend 16<sup>th</sup> July to remove concrete from play area sand pit
- ll. Civic – Save the Date information for Broughton Civic Dinner (April)
- mm. ERNLLCA – details of Breakthrough Communications training courses
- nn. NLC – update regarding library/youth club car park maintenance works – *this was queried by Cllr Boyd and the Clerk noted that the provisional date for works was 22<sup>nd</sup> August.*
- oo. Independent Brigg Line Rail Group – concessionary passes posters for display
- pp. North Lincolnshire Council – Domestic Abuse Strategy Consultation
- qq. Cumbria Clock Company – notice of annual maintenance for Church clock
- rr. Fields in Trust – Environmental adaptations to protected parks survey request
- ss. ERNLLCA Newsletter July
- tt. Lincolnshire Surveyors – Report and valuation of proposed car park land.

2407/17

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 25<sup>th</sup> September 2024 at 7pm at the Diamond Jubilee Town Hall.**

**NOTE: Agenda items to be submitted before Monday 16<sup>th</sup> September in line with Standing Orders.**

The meeting closed at 21:00

Signed:

Dated: