



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 25th September 2024
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

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

Members not present: Cllr Kathy Cooper and Cllr Karen Gunn.

Also present: Two members of the public (part), 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.

2409/01 Apologies for Absence
Apologies were received from Cllr Kathy Cooper and Cllr Karen Gunn.

2409/02 Declaration of Interests / Dispensations
a. Cllr Pat Frankish and Cllr Hazel Fox declared personal interests in item 2409/08 (ii) – PA/2024/997.
b. No dispensations were granted.

2409/03 Public Participation
No matters were raised.

2409/04 Minutes
a. The Council approved the minutes of the Full Council Meeting held 24th July 2024.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council approved the minutes of the Extraordinary Full Council Meeting held 28th August 2024.
RESOLUTION: That the minutes were duly approved and signed.

Cllr Gunn had advised that she wished to amend her comments from the Extraordinary meeting held 28th August to retract her comment about the Council misleading the public and lying to them.

c. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 9th September 2024.
d. The Council received the draft minutes of the General Purposes Committee Meeting held 9th September 2024.

2409/05 Report from North Lincolnshire Ward Councillors
a. The Council received the Ward Councillors' Report. Ward Cllr David Garritt noted greetings and apologies from Ward Cllr Trevor Foster. The work to enhance security for the Parishes multi-storey car park in Scunthorpe is now completed. Application for a concrete batching plant in Hibaldstow was deferred and will be heard by the North Lincolnshire Council (NLC) Planning Committee on Wednesday – there are concerns that this represents permanent, rather than temporary, industry development. A meeting is now arranged for Monday 30th September between Ward Cllrs and the Town Clerk to discuss the NLC outstanding actions list. The Halifax Bomber Memorial is now completed and the unveiling was a successful event. Some concerns with anti-social behaviour dealt with – older teenagers causing nuisances to householders identified and spoken with. Issue with surface flooding at Manton Road ongoing due to concerns in freezing conditions due to the blind junction. The issue of sewage at Station Approach is ongoing with Network Rail and Severn Trent. A petition hearing was held to resolve the petition from residents for a 40mph buffer zone on North Cliff Road. This was given support by Ward Cllrs who put forward technical arguments that a buffer zone would be the best solution to improve adherence in the 30mph zone. This is now signed off and will be implemented, to include enforcement, monitoring and North Cliff Road footpath improvements.
Cllr Garritt will chase up works to deal with the flooding at the Holme junction after Twigmoor due to increased concerns over freezing conditions in the winter months and resurfacing works required for the A15.
b. The Council noted outstanding matters raised with NLC, noting the meeting now planned between the Ward Councillors and the Town Clerk to consolidate the list by department. The Clerk noted works to improve litter and dog waste bin provision, information about the road resurfacing works carried out over the summer, works to the library car park and railings. Concerns over the poles left at Grove Street and Grayingham Road from old bins has been reported by the Clerk to NLC. The Clerk reported that matters reported directly by residents are visibly dealt with more quickly than matters reported by the Town Council with examples around movement on the issues of disabled parking in the Market Place and the replacement of damaged bins. These items are long term outstanding issues raised by the Town Council, but responded to quickly when later reported directly by residents.
c. The Council discussed agenda item suggestions for a North Lincolnshire Council Regeneration Meeting. It was felt that a Regeneration Meeting was unnecessary at this time but would be considered again in the future due to the number of live planning applications. Cllr Garritt agreed to chase up the relevant officer at NLC for any updates about the listed assets at the former RAF site.

2409/06

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:

- Halifax Bomber Memorial unveiling – 24th August – Cllr Fox reported on the really good event with attendance from the Harvey family linked to the crash and the excellent attendance from the townspeople.

RESOLUTION: To add to next agenda to consider future arrangements for commemoration.

ACTION: Town Clerk

- Kirton in Lindsey Civic Service – 22nd September. Cllr Fox reported that this was very well attended due to the Assistant Clerks' excellent planning. Thanks were given to Cllr Frankish and the Assistant Clerk for their roles. The total raised at the collection was £211.67 which will be divided between St Andrew's United Church and Macmillan Cancer Support.

Councillors and Officers reports

- NAT Ridge & Messingham – 7th August - Cllr Garritt reported that the police were unable to attend, issues of anti-social behaviour were discussed. The Clerk provided a written report and noted attendance as recommended by NLC Officers to discuss traffic enforcement and it was made clear that NLC are unable to carry out traffic enforcement unless it is a matter of obstruction.
- ERNLLCA AGM – 12th September – the Clerk provided a written report and noted that the meeting was beneficial and had a presentation about the Civility and Respect work in the sector.
- ERNLLCA Conference – 24th September- the Clerk provided a verbal report on the event which took place yesterday noting the useful presentations and networking opportunities.

2409/07

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 Assistant Clerk at £112.00.

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

- c. The Council received the Community Pot application from Royal British Legion Kirton in Lindsey. The Council noted that the supporting documentation required as part of the application was not available and the reasons given for this.

RESOLUTION: That the funding application for £300 is approved.

ACTION: Town Clerk

- d. The Council received notification of the appointment of Denise Sayles as Community Co-Ordinator for a fixed seven-month period. Reporting from the Community Co-Ordinator is received at PK Committee meetings.

RESOLUTION: That consideration of the role and potential future funding for the role is brought back to the November Full Council Meeting for consideration.

ACTION: Town Clerk

- e. 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 considered the current earmarked reserves.

RESOLUTION: That remaining earmarked reserves for Car parking provision are vired to the earmarked reserves for Allotments maintenance/administration.

ACTION: Town Clerk

iii.

External Control

- a. The Council received the External Auditor Report for 2023-24 which noted no matters to draw to attention to the authority. The Clerk confirmed the report is now published in line with requirements of the regulations.
- b. The Council received notification of initial internal auditor visit booked for 3rd – 4th October 2024.

2409/08

Planning

- a. The Council considered the following planning applications:

i.

Application: PA/2024/948

Proposal: Planning application to vary condition 2 of PA/1999/0920 to allow for a new road design with one footpath and block paved road.

Site Location: Land off Spa Hill, Kirton in Lindsey

RESOLUTION: That the Clerk responds "No Comment" to this planning application.

ACTION: Town Clerk

ii.

Application: PA/2024/997

Proposal: Planning permission to erect a first floor extension above existing shop to provide two flats, two storey side extension, vehicle parking, cycle parking and bin storage (Amendment to previous refusal ref PA/2023/1752)

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

Cllr Fox declared a personal interest in this item and requested Cllr Kofoed take the Chair for the discussion.

RESOLUTION: That the Clerk responds "Objection" to this planning application, noting concerns 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

Signed:

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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 with the development contrary to NPPF, Core Strategies and Local Plan. ACTION: Town Clerk

Cllr Fox back in the Chair.

iii. Application: PA/2024/1070

Proposal: Planning permission to demolish existing outbuilding and erect an annexe.

Site Location: 1 Cornwall Street, Kirton in Lindsey, DN21 4PP.

RESOLUTION: *That the Clerk responds “Support” to this planning application.*

ACTION: Town Clerk

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

- i. PA/2024/455 – OUTLINE PLANNING PERMISSION (All matters reserved) – to erect a dwelling, with garage and associated vehicle standing and turning areas, with all matters reserved for subsequent consideration at Land to the rear of 6 Dunstan Hill, Kirton in Lindsey, DN21 4DU.
- ii. PA/2024/650 – HOUSEHOLDER PLANNING PERMISSION – to erect a single storey extension and dormer windows to replace velux style rooflights at 2 North Cliff road, Kirton in Lindsey, DN21 4NH.
- iii. PA/2024/560 – HOUSEHOLDER PLANNING PERMISSION – to erect ground and first floor extension to dwelling at 11 Station Road, Kirton in Lindsey, DN21 4BB.
- iv. PA/2024/860 – PRIOR APPROVAL REQUIRED AND GIVEN – for proposed manure storage building at Whitehoe Farm, 1 Gainsborough Road, Kirton in Lindsey, DN21 4EN.
- v. PA/2024/956 – PRIOR APPROVAL APPLICATION – REFUSED - for a non-material amendment to PA/1999/0920 namely to create a new house type for plot 82, plots 83 and 84 moved forward and up with removal of garages – now just have driveways, and plot 85 moved forward and up with a detached garage at Plots 82 to 85 Selby Close, Kirton in Lindsey, DN21 4FF.
- vi. PA/2024/883 – WORKS TO TREES IN A CONSERVATION AREA – approval to carry out works to trees within Kirton in Lindsey’s conservation area – The Green, King Edward Street, Kirton in Lindsey.

2409/09

Car Parking Provision

The Council considered car parking provision for the town.

RESOLUTION: *That a meeting is arranged with officers from NLC to discuss possible available options to maximise parking within the town.*

ACTION: Town Clerk

2409/10

Allotments

The Council received relevant updates regarding the allotments. The Clerk noted that a discussion about the pre-planning advice for the works to the entrance would form part of the scheduled meeting with Ward Councillors.

2409/11

A Team

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

RESOLUTION: *That an informal discussion is had with Norma Hamilton about the wishes of the town to honour the work of the A Team over the years.*

ACTION: Town Clerk

2409/12

Policies and Procedures

a. The Council reviewed Policy 07: Member/Officer Protocol last approved September 2023.

RESOLUTION: *That the word ‘instructions’ is changed to ‘orders’ at 9.1 but otherwise the policy is approved.*

ACTION: Town Clerk

b. The Council reviewed Policy 33: Dignity at Work Policy last approved September 2023.

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

ACTION: Town Clerk

c. The Council received updates from the Clerk about the Local Councils Award Scheme, noting the documentation required to be reviewed, updated, drafted and approved. The Clerk noted the criteria was currently under review.

RESOLUTION: *That the drafts of the Community Engagement & Communication Policy and Risk Management Policies are approved.*

ACTION: Town Clerk

RESOLUTION: *That the Clerk continues to work towards Quality status.*

ACTION: Town Clerk

d. The Council considered the current Community Governance Review and any actions including support for local Parish Councils currently undergoing review. The Council agreed that Town and Parish Council’s should have more interest from residents to be Councillors than seats available as part of the democratic process.

2409/13

Open Spaces

a. The Council received the visual play park inspection reports for signature.

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council. The Clerk noted that the operational inspection for August was received but changes in personnel had created some new delays which it is hoped will be ironed out soon. This is to be monitored by the Council over the coming months.

Signed:

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- c. The Council received inspection reports for the outside gym equipment with no issues identified.
- d. The Council received notification of the North Lincolnshire Council Public Space Protection Order consultation. The Clerk noted the importance of the consultation to enable the tackling anti-social behaviours. All members were encouraged to complete the consultation and promote the importance to residents.
- e. The Council received an update regarding the request for a memorial bench to be placed within Grove Street Cemetery. The Clerk noted that the deposit had been received and the foundry had the order for the iron works.
- f. The Clerk noted the schedule for the tree safety survey works with the contractor booking the works in for early November. Thanks were noted to the Assistant Clerk for clearing large tree branches which fell during Storm Lillian and Cllr Boyd offered to help with the clearance of the small branches which have fallen at Wormwood Hill amenity land between Traingate and Wesley Street.
- g. The Council received the results of the CPRE 2024 Best Kept Village competition, with Kirton in Lindsey winning the Best Kept War Memorial category. The Clerk noted that following on from the PK Committee meeting, two representatives from In Bloom will be attending the presentation.
- h. The Council received updates from NLC regarding the Public Rights of Way network. The Clerk noted repairs to bridges and signage and that a request had been submitted due to members of the public asking that accessibility is improved for FP254 at Moat House Road.
- i. The Council received information about a mapping information update/correction request submitted to NLC regarding Bowling Green Gardens appearing as 'The Old Bowling Green' on mapping. This will be fed back to Ordnance Survey for correction at the next update.

2409/14

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 Council noted correspondence received after the Agenda was published. The Clerk noted the following items were received after the agenda was published:
 - ERNLLCA – speed indicator devices funding
 - Brick Hut – request for Mayor to attend re-opening on 22nd September, clashed with Civic Service. Keen to work in collaboration with the community and to invite the Town Council to be involved in some way.
 - Civic – Gainsborough Christmas Ball (December)
 - Play area - checklist from Cllr Fox
 - CPRE – AGM details for 5th October
 - Rural Bulletin
 - Remembrance Service - confirmation of approval of application for road closures
 - Civic – Mablethorpe & Sutton Evening of Remembrance (November)
 - NALC – Newsletter
 - Planning – PA/2024/1073 to be added to General Purposes agenda (October)
 - Town Hall – AGM information/Representative Trustee confirmation (October)
- b. Planning – PA/2024/860 notification
- c. NLC – Tourism Partnership News July
- d. NLC – News Direct updates
- e. Cemetery – feedback from resident on cemetery maintenance
- f. NLC – Standards Committee Annual Report
- g. Resident – query about enforcement of parking across dropped kerbs
- h. NLC – Highways update about surfacing works B1400 and B1398
- i. NLC – update on works completed following issues raised in June
- j. Resident – query about resolving issue of NLC hitting property wall
- k. NLC – Year of Walking 2024 – funding for local communities information
- l. Lincolnshire Council – Minerals and Waste Local Plan consultation
- m. Rural Services Network – Rural Bulletin
- n. Community Vision – monthly newsletter
- o. Resident – enquiry about KLASSIC Park Venue Manager costs
- p. NALC - Newsletter
- q. Civic – invitation to North Lincolnshire Civic Service (October)
- r. ERNLLCA – Details of Training availability
- s. CPRE – Results of Best Kept Village competition 2024
- t. Resident/Ward Cllr – copied into communications regarding Spa Hill traffic concerns
- u. West Lindsey Parishes – query on SportsZone provision
- v. West Lindsey District Council – No Purchase Order No Payment Policy (Civic)
- w. Hetts – Memorandum of Appointment and Deed of Confirmation and Variation (KLASSIC Park) received
- x. Independent Brigg Line Rail Group – draft proposal to improve Brigg Line Rail Service
- y. Planning – PA/2024/936 notification
- z. Play area – update from NLC regarding scheduling annual inspections
- aa. Police & Crime Commissioner – Community Safety Fund Round 5 details
- bb. Resident – request for copy of Section 38 agreement as part of sale of property

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- cc. Woodland Trust – invitation to apply for free tree packs for the community
- dd. Planning – PA/2024/902 notification
- ee. Planning – pre-planning advice received for proposed improvements to allotment entrance
- ff. ERNLLCA – AGM information
- gg. Resident – enquiry into details of cost in terms of public money for Halifax Bomber Memorial works
- hh. NLC Tourism – Experience Development Programme Registration update
- ii. Resident – request to sign proof of life documentation
- jj. Civic – invitation to Mablethorpe and Sutton Civic Service (April)
- kk. Civic – invitation to Mablethorpe and Sutton Mayors Christmas Party (November)
- ll. Redbourne Parish Council – concern about quarries planning applications and invitation to meeting
- mm. Civic – invitation to Mablethorpe and Sutton Mayors Race Night (September)
- nn. Resident – report of anti-social behaviour
- oo. Civic – invitation to Brigg Amateur Operatic Civic performance (October)
- pp. Resident – complaint about closures of public toilets in Market Place
- qq. Haxey Parish Councillor – Community Governance Review concerns / queries
- rr. ERNLLCA – August Newsletter
- ss. Resident – complaint about library car park works
- tt. Resident – letter regarding car park project proposal – Extraordinary Meeting
- uu. NLC – Lincolnshire Tourism Excellence Awards
- vv. NLC – Tourism Partnership update August
- ww. Kirton Academy – advice re the display of advertising banners
- xx. Resident – notification of reporting of lack of designated disabled car parking provision to NLC
- yy. Epworth Town Councillor - Community Governance Review concerns / queries
- zz. CPRE – Newsletter September 2024
- aaa. Rural Services Network – Rural Funding Digest
- bbb. Civic – Winterton Civic Service (October)
- ccc. Cllr Fox – news report re former RAF Scampton decision
- ddd. 1st Kirton in Lindsey Brownies – Grant funding financial report
- eee. Kirton in Lindsey Society – The Last Gas Lamp Update
- fff. NLC – NAT Safer Neighbourhoods September Newsletter
- ggg. Civic – Broughton Civic Service invitation (October)
- hhh. Civic – City of Lincoln Charity Ghost Walk (October)
- iii. NLC – Public Rights of Way Officer – update regarding specific works at FP253
- jjj. Grants – receipt of Budgeted Grant Application for Brownies (*for November meeting*)
- kkk. Resident – enquiry about Just Go bus service contact details
- lll. ERNLLCA – NLC Community Governance Review information
- mmm. Resident – request for further information about Town Events Working Group
- nnn. NLC – annual reminder to all Councillors about any changes to Declarations of Interest
- ooo. Community Vision – Strategic Estates and Capital Planning Survey
- ppp. West Halton and Coleby Parish Council – query about Allotments fees / charges

Cllr Fox asked if the item from public participation in July re the wording 'casual vacancy' on the job advertisement was resolved and the resident provided information from the Chair of the P&D Committee. Cllr Stephenson to send information to the Clerk for sending on to the resident. **ACTION: Cllr Stephenson/Town Clerk**

Cllr Fox noted correspondence item ddd. above, remarking that this was a very good report from the 1st Kirton in Lindsey Brownies explaining how the grant funding from the Town Council had supported them over the last year. It would be great if all groups and organisations receiving grant funding provided such good reports on their work.

2409/15 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 23rd October 2024 at 7pm at the Diamond Jubilee Town Hall.**
NOTE: Agenda items to be submitted before Monday 14th October in line with Standing Orders.

2409/16 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.

2409/17 Grove Street Cemetery
The Council agreed actions required with reference to Grove Street Cemetery.
RESOLUTION: That the Clerk is approved to seek legal advice on the steps required and report back to Council. **ACTION: Town Clerk**

The meeting closed at 20:45