



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council  
held on Wednesday 23<sup>rd</sup> October 2024  
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Kathy Cooper, Cllr Pat Frankish, Cllr Joy Kofoed and Cllr Suzanne Stephenson.  
Members not present: Cllr Billy Boyd Cllr Adam Delsignore, Cllr David Garritt and Cllr Karen Gunn.  
Also present: Five members of the public, Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

**MINUTES**

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

- 2410/01 Apologies for Absence  
Apologies were received from Cllr Billy Boyd, Cllr Adam Delsignore and Cllr David Garritt.
- 2410/02 Declaration of Interests / Dispensations  
a. No declaration were made.  
b. No dispensations were granted.
- 2410/03 Public Participation  
A member of the public spoke regarding planning application PA/2023/1166 – land off Ings Road. The revisions to the application were generally welcomed, with a reduction to the total number of houses and a better mix of house types, and clearly the concerns expressed previously around gardens and road design and layout were addressed. Concerns remain around boundaries and landscaping - with a lack of boundary treatments and planting. An unofficial cut through onto Lane End is also still considered a possibility. The changes in land levels still the biggest concern, with privacy of existing properties potentially compromised by the new development. More screening to mitigate this would be welcomed. The Council thanked the member of the public for these comments.

The Mayor moved that item 2410/15 (ss.) – Correspondence – Duke of Edinburgh volunteering request is brought forward for discussion, this was supported unanimously.

- 2410/15 Correspondence  
ss. Resident – Duke of Edinburgh volunteering request.  
The Council considered the offer from a resident working towards the Gold Duke of Edinburgh Award to volunteer with the Town Council for the equivalent of one hour a week for twelve months. This was supported unanimously.

The Mayor moved that Standing Order 3 (e) be observed so that the resident could put forward thoughts on the type of activities to be done and to query insurance and administration matters, this was supported unanimously.

**RESOLUTION: That the offer is readily accepted and the volunteer is encouraged to join the Events Working Group as part of this volunteering work.** **ACTION: Town Clerk**

The Mayor moved that item 2410/08 (a. iii.) – Planning – Application PA/2023/1166 is brought forward for discussion, this was supported unanimously.

- 2410/08 Planning  
a. To consider the following planning application  
iii. Application: PA/2023/1166  
Proposal: Application for approval of reserved matters (appearance, landscaping, layout and scale) pursuant to outline planning permission PA/2020/588 dated 26/03/2021 for a residential development comprising 74 dwellings, open space and associated infrastructure – Amended layout for 74 dwellings with amendments to house types, amended landscaping, BNG metric, Biodiversity Impact Assessment report, play area layout, cross sections, and street scene elevations.  
Site Location: land off Ings Road, Kirton in Lindsey, DN21 4BX  
The Clerk provided part of the written report provided by Ward Councillor David Garritt relevant to this agenda item as part of the discussion.  
**RESOLUTION: That the Clerk responds with 'Objection' to this planning application noting the welcome changes made to the proposals, however with concerns remaining relating to building levels, details on SuDS and drainage, compromise of privacy of existing dwellings, the remaining potential for trespass hazards, western boundary treatment, biodiversity concerns and flood prevention information.**

- 2410/04 Minutes  
a. The Council approved the minutes of the Full Council Meeting held 25<sup>th</sup> September 2024.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 14<sup>th</sup> October 2024.

a. The Council receive the PK Committee action - request from In Bloom for the Full Council to join together in a town clean up session.

**RESOLUTION: That this is supported in principle, however it must be taken into account that not all Councillors are able to carry out some tasks and those wishing and able will be happy to take part.**

**ACTION: Town Clerk**

**RESOLUTION: That Saturday 16<sup>th</sup> November is put forward to In Bloom as a potential date.**

**ACTION: Town Clerk**

**RESOLUTION: That it is suggested to In Bloom that they extend the invitation to the Co-Op who have previously supported town clean up sessions in order that a bigger team is created.**

**ACTION: Town Clerk**

c. The Council received the draft minutes of the General Purposes Committee Meeting held 14<sup>th</sup> October 2024.

2410/05

Report from North Lincolnshire Ward Councillors

a. Ward Councillor David Garritt had provided a written report due to unavailability to attend the meeting. The Clerk read out the remainder of the report with the planning section given earlier. Work continues regarding flooding and road drainage remedial works at Corner Cottage, a meeting was held on 30<sup>th</sup> September with the Town Clerk and both Ward Cllrs to go through the full list of outstanding issues. Some are now resolved; however a large list of outstanding matters remain. The Clerk has made a visual check on a number of issues raised, as updates when works are completed are not always received from North Lincolnshire Council (NLC). Ward Cllrs to meet with Highways on 25<sup>th</sup> October to go through the list and determine what can be done and when, and which ones are not practicable or likely. Grants will be available from NLC towards 80<sup>th</sup> VE and VJ Day celebrations next year. The North Lincolnshire Local Plan that was submitted for review and adoption has been withdrawn – to allow an immediate review due to the changes in planning and local plan adoption proposed by the new government.

b. The Council discussed the outstanding issues reported by the Town Council to NLC and the Clerk noted the separation of tasks for the Clerk and Ward Cllrs to now look into. Cllr Frankish wished thanks to NLC be recorded for works carried out to clear leaves from outside the Chemist and Town Hall Passage following reporting of these. Cllr Fox noted concern that NLC indicated they may levy a charge for the required King Edward Street signs and that this should not be required.

The Council thanked the Town Clerk for continued persistence to resolve the outstanding issues.

2410/06

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:

- Barton upon Humber Civic Service – 29<sup>th</sup> September.
- Broughton Civic Service – 6<sup>th</sup> October.
- Winterton Civic Service – 13<sup>th</sup> October.
- North Lincolnshire Civic Service – 20<sup>th</sup> October – apologies were sent due to illness and no other availability.

2410/07

Finance

i.

Income and Expenditure

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

b. The Council considered a donation to the 2024 Poppy Appeal. There was some discussion about where the money donated goes and how it can be ensured that the donation goes to local residents. Cllr Kofoed explained that she understood that if the donation was made prior to the annual Remembrance Service, the donation would be kept within the town to help local residents. Cllr Stephenson suggested that the value of the donation should be increased.

**RESOLUTION: That a donation of £310.00 is approved and confirmation is sought from the Royal British Legion Kirton in Lindsey Branch on how the donation goes to help local residents.**

**ACTION: Town Clerk**

c. The Council received a Community Pot application from Mini Bloomers.

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

**ACTION: Town Clerk**

d. The Council discussed potential storage opportunities at the Diamond Jubilee Town Hall to reduce the requirement to move large equipment for annual events long distances.

**RESOLUTION: That the availability of storage space is checked and costed for up to £60 per annum.**

**ACTION: Town Clerk/Assistant Clerk**

e. The Council considered the Motion: That this Council resumes the recharging of the Assistant Clerk's hours spent administering KLASSIC to that charity. To include all charges (i.e. hourly rate of pay, pension payments and employer NI, etc).

**RESOLUTION: That monthly recharging resumes and contracted hours for the period April-Oct are also recharged.**

**ACTION: Town Clerk**

f. 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. (September 2024)

b. The Council received the 2<sup>nd</sup> Quarter Budget Checks Monitoring Report. The Town Clerk was thanked for the

report and it was agreed the recommendations regarding Maintenance, Parish Paths Partnership, Bins, Play Area Maintenance and town events were taken into consideration for the ongoing budget planning for 2025-26.  
 c. The Council received the Internal Auditor’s interim report for 2024-25 and agreed the recommendation made. The Council wished the excellent audit report be noted with thanks expressed to the Town Clerk.

Recommendation	Brief Comment	Action
If a cheque needs to be cancelled, it should be crossed through and left in the cheque book attached to the stub as evidence and the reason for cancellation. (Moderate)	Two cheques were cancelled and crossed through in the financial year, one was destroyed and the other was left attached to the stub.	Going forward if a cheque needs to be cancelled, it will be crossed through and left in the cheque book attached to the stub.

d. The Council received and considered the initial budget planning information for 2025-2026. The Clerk advised that, without additions agreed to from the Budget Report recommendations, there was a current projection of a 2.78% increase in the precept on this year. The Council noted thanks for the work of the Town Clerk in this preparation.

2410/08

Planning

a. The Council considered the following planning applications:

i. Application: PA/2024/1151

Proposal: Application to remove lower limbs/branches of a mature grey poplar tree identified as contained within Area 1 of County of Lincoln, Parts of Lindsey Tree Preservation (Kirton in Lindsey) Order 1972 – A1 (Area 1) Listing.  
Site Location: Land to rear of 33 Beechcroft Drive, Kirton in Lindsey

**RESOLUTION: That the Clerk responds “No Comment” to this planning application.**

**ACTION: Town Clerk**

ii. Application: PA/2024/1169

Proposal: Planning permission to install an air source heat pump.

Site Location: 12 Fairfields, Kirton in Lindsey, DN21 4GA

**RESOLUTION: That the Clerk responds “No Comment” to this planning application, noting that any potential noise nuisance needs to be taken into consideration.**

**ACTION: Town Clerk**

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

i. PA/2024/716 – FULL PLANNING PERMISSION – replacement of fences and gates to most of the north boundary of the property at Kirton Academy, Redbourne Mere, Kirton in Lindsey, DN21 4NN.

ii. PA/2024/936 – CONSENT UNDER TREE PRESERVATION ORDERS – to prune overhanging branches to a sycamore tree identified as T3 in and subject to Tree Preservation (Kirton in Lindsey) Order 1972 at 8A Station Road, Kirton in Lindsey, DN21 4BB.

2410/09

Car Parking Provision

The Council received an update regarding arrangements for a meeting with NLC to discuss car parking provision options for the town. The Town Clerk reported requesting arrangements for a meeting with officers from NLC and having received no response back to date. It was suggested that the request is chased up, and if there is still no response near to the date of the next Full Council Meeting that Ward Cllrs are requested to escalate.

2410/10

Allotments

The Council received relevant updates regarding the allotments. Cllr Frankish reported that the autumn inspections were due and notice had been given to the tenants regarding this. Cllr Frankish and Cllr Cooper to carry these out. The Clerk noted the Ward Cllrs were taking the pre-planning advice for the works to the entrance back to NLC Officers for discussion as it was felt NLC support should be given on a matter such as this.

2410/11

Grove Street Cemetery

a. The Clerk provided an update regarding land registration and provided details of the legal advice provided and costings sought on the steps required.

**RESOLUTION: That Burton & Dyson are instructed to carry out voluntary first registration of the freehold title.**

**ACTION: Town Clerk**

b. The Clerk provided updates regarding the progress on the memorial bench works, with the foundry now having carried out remedial works to the casts. There is currently pest activity in the cemetery which is under control and monitoring by the pest control contractors.

2410/12

A Team

The Clerk reported meeting with Norma Hamilton and explaining that many people in the town wished to see the A Team honoured in some way. Although Norma did take some convincing and really didn’t want a fuss, she did say that a bench on the Green with a dedication could be a compromise due to the good memories of involvement with the carnivals and galas over the years.

**RESOLUTION: That approval is given for a bench and an afternoon tea celebration, further details to be clarified on the location on the Green for a bench.**

**ACTION: Town Clerk**

2410/13

Policies and Procedures

a. The Council reviewed Policy 13: Child Protection policy last approved October 2023.

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

**ACTION: Town Clerk**

b. The Council reviewed Policy 14: Safeguarding Adults policy last approved October 2023.

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

**ACTION: Town Clerk**

c. The Council considered the draft Sexual Harassment Policy and Procedure as circulated by ERNLLCA to comply with new legislation. The Council expressed disappointment that this was considered necessary.

**RESOLUTION: That the draft policy is approved without amendment.**

**ACTION: Town Clerk**

d. The Council received an update regarding work towards the Local Councils Award Scheme including consideration of the draft Action Plan and a resolution confirming that the Council meets the requirements. The Clerk reported attending a virtual National Association of Local Councils (NALC) briefing on 17<sup>th</sup> October regarding the recent review of the scheme and criteria and noted that the Town Council do still meet the requirements under the rebranded Bronze (previously Foundation) and Silver (previously Quality) with the requirement that the Action Plan will require review dates to be added in.

**RESOLUTION: That the Action Plan was approved, with review dates to be added in.**

**ACTION: Town Clerk**

**RESOLUTION: The Council confirmed that all the required documents, information and conditions are in place for the Bronze and Silver Award, and that they are published on the Council's website, where appropriate.**

**ACTION: Town Clerk**

2410/14

Open Spaces

a. The Council received the visual play park inspection reports for signature. It was noted that operational inspection reports had not been received from NLC since August. There was no update from NLC regarding the RoSPA annual inspection as part of the service level agreement.

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council.

**RESOLUTION: That Cllr Fox attempts to make contact with the play inspection operatives to chase the monthly and annual reporting information.**

**ACTION: Cllr Fox**

c. The Council received inspection reports for the outside gym equipment with no issues identified.

d. The Council received notification of the I Dig Trees scheme – free trees for community spaces.

**RESOLUTION: That Wildlife Booster and Pollinators packs are ordered for planting within community spaces – In Bloom to be made aware.**

**ACTION: Town Clerk**

e. The Council discussed the planting of Town Council flower beds around the town. The Council discussed perennial verses annual bedding planting, preferences and cost implications.

**RESOLUTION: That Cllr Cooper works with the Clerk and Contractor to continue a more sustainable planting approach and also review sponsorships to raise additional funds.**

**ACTION: Cllr Cooper/Town Clerk**

f. The Clerk provided updates from NLC regarding the Public Rights of Way network. The stile on Moat House Road (FP254) had been removed as it was unstable, the Town Clerk has sought clarification if there are any plans to replace the stile with a more accessible method or if the landowner is happy for this section to remain open without a gate or stile going forward. Reply from NLC awaited. NLC had also confirmed that the steps and snicket on FP252 have been cleared of vegetation.

**RESOLUTION: Cllr Kofoed offered to follow up with the officer at NLC for updates.**

**ACTION: Cllr Kofoed**

2410/15

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: NLC – News Direct update; Decision notice for PA/2024/997 (refused); Decision notice for PA/2024/948 (approved); ERNLLCA details of finance training opportunities; Rural Bulletin and update from NLC to confirm the three defibrillators which remain their assets (Town Hall, KLASSIC & Jack's Patch) are due a service following the most recent one in April.

b. ERNLLCA – Councillor training opportunities information

c. Civic – West Lindsey Civic Service invitation (October)

d. Redbourne Mere – copied into communication from Cllr Fox to members and resident following update from NLC – Cllr Fox clarified that this remains with NLC who are looking at funding and options.

e. NLC – Tourism Partnership September News

f. Community Vision – monthly newsletter

g. NLC – News Direct updates

h. ERNLLCA – September Newsletter

i. Allotments tenant – report of accident involving allotment gate

j. Kirton Academy – request for details of organisers of Remembrance Service to offer facilities – details were provided and it was noted that this was followed up by Kirton Academy on 17<sup>th</sup> October as no response had been received from the Royal British Legion to their enquiry. Cllr Frankish declared an interest.

k. ERNLLCA – New employment legislation – Sexual Harassment Policy / Procedure draft

l. Civic – North East Lincolnshire Mayoral Charity Coffee Morning (December)

m. Royal British Legion – note of thanks re Community Pot grant decision and information - The Royal British

- Legion to consider any annual commemoration at the Halifax Bomber Memorial, initial meeting 2/10/2024 and that and update will be given to the Clerk via email once discussions have been completed.
- n. Cemetery – query about dedication of a bench within Grove Street Cemetery
  - o. Civic – Barton upon Humber Civic Service note of thanks
  - p. NLC – confirmation of completion of CCTV Provision project (CCTV for The Green UKSPF)
  - q. Allotments – notice of October inspection date to share with tenants
  - r. Rural Services Network – Rural Bulletin
  - s. NALC - Newsletter
  - t. NLC – confirmation of completion of ‘Supernova’ project (equipment for The Green UKSPF). The issue with low responses to public consultations and surveys in securing future funding was noted by the Clerk.
  - u. In Bloom – East Midlands In Bloom results
  - v. Rural Services Network – Rural Funding Digest
  - w. ERNLLCA – District Committee information
  - x. NLC – NAT Safer Neighbourhoods October Newsletter
  - y. NLC – Notice of withdrawal of the North Lincolnshire Local Plan 2020-2038
  - z. Caistor Town Parking Working Group – query about one way system
  - aa. Resident – query about contact details for conservation officer
  - bb. NLC – Review of Statement of Principles for Gambling
  - cc. NLC – completion of annual KLTC office electrical Portable Appliance Testing (PAT)
  - dd. HSBC – notification of reduction of savings account interest rates in line with Bank of England base rate
  - ee. HWRA – request for help with recruitment of volunteer drivers for car scheme (via Cllr Fox)
  - ff. NLC – query from street cleansing team about location of old litter bin poles for removal
  - gg. NLC – notification of Town & Parish Liaison Meeting 24<sup>th</sup> October 7pm
  - hh. Hemswell Cliff Parish Council – play equipment enquiries
  - ii. Resident – Allotment availability enquiry
  - jj. Resident – letter regarding Council’s decision around grant funding application from RBL – Cllr Fox clarified that it appeared the resident had been given incorrect information and detailed the timeline of events to ensure there were no further inaccuracies.
- RESOLUTION: That a letter is sent to the resident to confirm that the Town Council are not withholding funding, the KLASSIC Trustee asked the Town Council to put the grant payment on hold.** **ACTION: Town Clerk**
- kk. NLC – NAT minutes August and date for next meeting 20<sup>th</sup> November
  - ll. ERNLLCA/HWRA – Local Housing for Local People – Rural Housing project – it was noted by Cllr Fox that this is for communities with populations of less than 3,000.
  - mm. NLC – update re highway road markings for resurfaced roads
  - nn. Parish Path Partnership – update from NLC re removal of stile at FP254 and clearance work at FP252
  - oo. ERNLLCA/LGA – Handling Online Abuse and Intimidation training event
  - pp. In Bloom – enquiry about placement of additional planters at entrances to the town
  - qq. Able Community Care – offer of door safety stickers and information to promote them
  - rr. Civic - Gainsborough Town Council Civic Service (March)
  - ss. Resident – Duke of Edinburgh volunteering request (*considered earlier during the meeting*)
  - tt. Resident – enquiry about Town Council consideration of PA/2023/1166
  - uu. ICCM – Press release statement related to recent press articles
  - vv. Kirton Academy – update that organisers of Remembrance Service have not responded
  - ww. ERNLLCA – details of VE Day and VJ Day 80 grant funding opportunities from NLC

2410/16

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

**NOTE: Agenda items to be submitted before Monday 18<sup>th</sup> November in line with Standing Orders.**

The meeting closed at 20:25