



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 27th November 2024
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

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

Members not present: Cllr Billy Boyd

Also present: Two members of the public, Jane Owen and Sarah Jackson from Humber and Wolds Rural Action, 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.

- 2411/01 Apologies for Absence
Apologies were received from Cllr Billy Boyd and Ward Cllr Trevor Foster.
- 2411/02 Declaration of Interests / Dispensations
a. No declaration were made.
b. No dispensations were granted.
- 2411/03 Public Participation
A member of the public asked if groups applying for grant funding from the Town Council faced any risk to future funding if they did not submit a report on how they had utilised previous funding received from the Town Council and whether the submission of a report is a condition or just a request.
Cllr Kofoed entered the meeting.
A member of the public submitted the resignation of Cllr Billy Boyd on his behalf due to ill health. Cllr Boyd had thanked his fellow Councillors for their support during his many years with the Town Council and asked the Council to work hard together to do to the best for the people of the town.
- 2411/04 Minutes
a. The Council approved the minutes of the Full Council Meeting held 23rd October 2024.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 11th November 2024.
c. The Council received the draft minutes of the General Purposes Committee Meeting held 11th November 2024.
- 2411/05 Humber and Wolds Rural Action – Rural Housing Project.
The Council considered information received from Humber and Wolds Rural Action (HWRA) regarding their Rural Housing Project. Jane Owen and Sarah Jackson outlined the scheme to identify any need for social affordable housing for areas with populations up to around 3,500. This begins with a housing needs survey conducted by HWRA which results in a report for the Town Council. The service is free, as the project is funded by DEfRA. It was clarified that North Lincolnshire Council (NLC) are involved in the project as part of the steering group, bringing reports carried out around fifteen years ago up to date. The developments which go ahead are small (maximum size of around twelve houses) and the report, once completed, carries weight with consideration of planning applications and would be owned by the Town Council.
RESOLUTION: That the offer of undertaking the Rural Housing Project needs survey is accepted.
ACTION: Town Clerk
- 2411/06 Report from North Lincolnshire Ward Councillors
Ward Councillor David Garritt provided an update including clarification on responsibilities around The Green following anti-social behaviour and hazardous debris and noted thanks to the local residents, Tanya and Lyndsey, who cleaned this up for the community. Reports of excess mud on Station Road by residents was responded to with the farmer instructed to carry out clearance. Regarding the sewerage leak at Station Approach (dates from November 2023) the road condition responsibility was now identified to be Northern Rail however the leak itself was now identified to be from private land. NLC Planning Committee had refused the concrete batching plant at Hibaldstow, the decision around the housing development off Ings Road, Kirton in Lindsey was deferred for a site visit and clarifications from the applicant on site levels, drainage and potential trespass concerns. The application for equestrian facilities off the B1398/B1400/B1205 was approved by the NLC Planning Committee with conditions. Ward Councillors had met with officer Mick Johnson to go through the outstanding highway matters which the Town Council had raised some time ago.
- Drainage/SuDS (last update Nov 2023) – an automatic system is in place to highlight problem areas.
 - Steep Hill works (path for bench/handrail – raised November 2021) – next on list of works to be completed. The wrong colour hand rail was ordered but this is now resolved.
 - Overhanging hedge, South Cliff Road (from January 2024) – final request for action sent to householder if not done NLC will carry out the works and bill the householder.
 - Turner Street/Moat House Road signage (from September 2022) – to be installed when works at Steep Hill are carried out.

- King Edward Street signage (raised January 2023) - to be installed when works at Steep Hill are carried out.
- Traingate / Wray Street signage (raised July 2024) – to be replaced when works at Steep Hill are carried out.
- Obscured 40 mph sign on B1400 (raised January 2023) – tree to be pruned.
- Highway fingerpost maintenance (South Cliff Road/Dunstan Hill, Cornwall Street/Dunstan Hill and Cornwall Street/Grayingham Road) (raised March 2023) – if agreed to, this is to be carried out by the Town Council / volunteers and materials will be at a cost to the Town Council.
- 'Unnamed Streets' signs (raised July 2023) - 'First and Last Way', 'Vicarage Lane', 'Gas House Passage' and 'Duck Lane' have arrived with NLC and will be installed, with a query for the location for 'Duck Lane'. The Clerk advised permission from a householder was received for this to be attached to their property, however it was requested that this be identified as 'Private' to prevent vehicles trying to access the lane.
- Signage for the Market Place for public toilets to be installed (raised July 2023).
- Tree branch clearance after storms (raised August 2024) – confirmed one team move these to the side initially and then the tree team collect and remove them in due course.
- Tourist Information noticeboard in the Market Place (raised January 2022) – NLC can no longer purchase the Perspex required and so, if agreed, this would need to be done by the Town Council to replace the damaged sections.
- Repairs to the footpath at Moat House Road/Cornwall Street are ongoing (raised June 2019).
- South Cliff Road and North Cliff Road footpaths (raised March 2024) – to be added to the NLC schedule of works.
- Poor road junction surface at South Cliff Road/Mill Lane (raised January 2024) to be checked by NLC and, if necessary, added to schedule.
- Condition of Redbourne Mere to be investigation to establish the cause of the deteriorating condition of the road (dates from July 2023).
- March Street / Wesley Street road condition still to be checked by NLC and, if necessary, added to scheduled (raised January 2024).
- Speed monitoring and other traffic data would come from another officer, Gareth Denovan and so this needs to be raised at the meeting scheduled for 3rd December.
- Disabled bay for the Market Place, this also needs to be raised with Gareth Denovan.
- Poles left following the removal of old litter bins are now all removed.

An update was requested about the Holme Lane/Mortal Ash Hill junction due to the water leak. This appears to be a natural spring from private land and mitigation work is ongoing.

New issues were identified for reporting:

- King Edward Street drainage (Cllr Frankish)
- Redbourne Mere signage – lorries/junction (Cllr Kofoed)
- Cornwall Street/Dunstan Hill junction road surface (Cllr Kofoed)

There was no information to report on queries around requesting work from the NLC Weed Warriors and no clarification on whether the team is made up of volunteers or employees of NLC.

The Council thanked Cllr Garrit for his updates and the Town Clerk for continued persistence to resolve the outstanding issues.

2411/07 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:

- Kirton in Lindsey Remembrance Day Service – 10th November – the Mayor noted how well attended the event was and the Clerk noted approach to Community Payback regarding future cleaning of the railings.
- NLC Highways Meeting – 13th November (*cancelled*) – rearranged for 3rd December.
- In Bloom and KLTC Town Centre Tidy up – 16th November (*cancelled*) – the Clerk noted arrangements made with Mini Bloomers instead to plant the free trees from iDig trees down the borders in the cemetery.
- Kirton in Lindsey Christmas Festival – 24th November – the Mayor noted the success of the event despite the bad weather, with thanks to the Assistant Clerk, Town Clerk and Working Group for making it a success.

Councillors and Officers reports

- ERNLLCA District Committee Meeting – 17th October - Cllr Frankish provided a written report.
- NLC Town and Parish Liaison Meeting – 24th October - Cllr Frankish noted the exclusion of Clerks from the meeting and the improved attendance and had provided a written report.
- Messingham/Ridge NAT – 20th November - Cllr Cooper had provided a written report and noted issues the police had raised about non-reporting of incidents by members of the public, replaced by comments on Facebook instead. The police ask that if Councillors are made aware of crime or antisocial behaviour that they report it through to the

police and if the police do not receive reports the policing cover for the town will not increase and the resourcing the town needs will not be in place.

2411/08 Finance

i. Income and Expenditure

- a. The Council received notification of accounts paid by the Town Clerk under devolved authority (November 2024)
 b. The Council received notice of the Local Government Services Pay Agreement for 2024-25.
 c. Christmas Festival – the Council approved of costs for the purchase of selection boxes following discussion of the Mayor in consultation with Town Clerk. Costs £226.05. Circa 90 were left over.

RESOLUTION: That the purchase costs were approved.

RESOLUTION: That remaining selection boxes approved to be donated to the Glanford & Lindsey Lions and Happy Days Nursery for joint Christmas Appeals. ACTION: Town Clerk

- d. The Council considered the Survey Monkey subscription renewal notice (£320 plus VAT).

RESOLUTION: That the renewal is not made at this time and a free, basic level subscription is maintained and data backed up. ACTION: Town Clerk

- e. The Council approved accounts for payment.

ii. Internal Control

The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (October 2024). The Town Clerk noted a Safeguarding Review with HSBC is scheduled for early December.

iii. Precept 2025-2026

- a. The Council considered the Community Co-Ordinator role and potential future funding for this.

RESOLUTION: That costs for the role are not included in the budget for 2025-26 and funding solutions are sought, initially through an application to the National Lottery.

ACTION: Town Clerk/Cllr Frankish

- b. The Council received the revised Budgeted Grant Application from KLASSIC Park (2024-25).

RESOLUTION: That grant funding of £3,500.00 for 2024/25 was approved.

ACTION: Town Clerk

- c. The Council received a Community Pot application from the Kirton in Lindsey Society.

Cllr Frankish declared a personal interest in this item. Concern was expressed about the long-term maintenance costs.

Standing Orders were suspended for a member of the public to speak.

It was clarified that it was not the local church requesting the Faculty, but the national body. The member of the public was thanked for the information.

Standing Orders were reinstated.

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

Budgeted Grant Funding Applications in order of receipt:

- d. The Council considered the budgeted grant funding application received from 1st Kirton in Lindsey Brownies.

e. RESOLUTION: That grant funding of £500.00 for 2025/26 was approved.

- e. The Council considered the budgeted grant funding application received from 1st Kirton in Lindsey Scouts.

RESOLUTION: That grant funding of £600.00 for 2025/26 was approved.

- f. The Council considered the budgeted grant funding application received from Evergreens.

RESOLUTION: That grant funding of £800.00 for 2025/26 was approved.

- f. The Council considered the budgeted grant funding application received from Diamond Jubilee Town Hall.

Cllr Fox, Cllr Frankish and Cllr Cooper declared interests in this item.

RESOLUTION: That grant funding of £3,870.00 for 2025/26 was approved.

- h. The Council considered the budgeted grant funding application received from KLASSIC Park.

RESOLUTION: That grant funding of £4,000.00 for 2025/26 was approved.

- i. The Council considered the budgeted grant funding application received from Kirton First.

RESOLUTION: That grant funding of £2,000.00 for 2025/26 was approved.

- j. The Council considered the budgeted grant funding application received from Nutshell.

RESOLUTION: That grant funding of £400.00 for 2025/26 was approved.

- k. The Council considered the budgeted grant funding application received from In Bloom.

RESOLUTION: That grant funding of £1,500.00 for 2025/26 was approved.

- l. The Council considered the budgeted grant funding application received from Mini Bloomers.

RESOLUTION: That grant funding of £500.00 for 2025/26 was approved.

- m. The Council received and considered the budget planning documentation for 2025-2026. The Town Clerk outlined that a query was lodged with NLC regarding the provision of a support grant and the forecast -2.7% change in Band D taxbase.

RESOLUTION: That Community Co-Ordinator staff costs are removed from the budget and grant funding adjusted to a figure of £14,170 as agreed above with further discussion deferred to December meetings. ACTION: Town Clerk

2411/09 Planning

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

- i. PA/2024/948 – REMOVAL/VARIATION OF CONDITIONS – to vary condition 2 of 1999/0920 to allow for a new

road design with one footpath and block paved road – Land off Spa Hill, Kirton in Lindsey.

- ii. PA/2024/097 – REFUSAL OF 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) – 11 High Street, Kirton in Lindsey, DN21 4LZ.

- 2411/10 Car Parking Provision
Discussion was deferred to the next meeting following the cancellation of the November meeting with NLC Highways.
- 2411/11 Allotments
The Council received relevant updates regarding the allotments. Inspections were completed satisfactorily. There was no update from Ward Cllrs regarding the pre-planning advice for the works to the entrance.
- 2411/12 A Team
There was no further update to report regarding recognition of the volunteers but it was suggested that the bench is placed in the location which the A Team stall used at Summer Galas, under the lime tree canopy.
- 2411/13 Relief in Need Charity Trustee
The Council received notification of request for a Trustee Representative for this town charity. It was discussed that the governing document states one Nominated Trustee should be from Kirton in Lindsey Town Council, and the last Town Council Trustee for the Charity was Cecil Brumpton.
RESOLUTION: That Cllr Kathy Cooper is the Town Council Nominated Trustee.
ACTION: Cllr Cooper
- 2411/14 Policies and Procedures
a. The Council reviewed Policy 05: Reserves Policy last approved November 2023.
RESOLUTION: That this policy is approved without amendment. **ACTION: Town Clerk**
b. The Council reviewed Policy 30: Bio-Diversity Policy last approved November 2023.
RESOLUTION: That this policy is approved without amendment. **ACTION: Town Clerk**
c. The Council received an update about the Local Councils Award Scheme. The Town Clerk noted that the application was now with ERNLLCA for initial checking.
d. The Council received an update on land registry works at the Green and Grove Street. The Town Clerk noted that paperwork is now due for the Green as the volunteer has received confirmation that Land Registry accept title as produced. For Grove Street, Burton & Dyson have now located their paper files and confirmed that the original deed was returned to the Clerk to the Council (Mr W.H.S. Keyworth) in 1939. Burton & Dyson have however contacted NLC regarding the transfer of the front curtilage of the cemetery around this time and NLC have responded that they may have a copy of the deed. This is to be further investigated initially.
- 2411/15 Open Spaces
a. The Council received the visual and operational play park inspection reports from Cllr Fox and Cllr Delsignore for signature.
b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council. The Town Clerk noted chasing officers at NLC in conjunction with the Mayor with no results to report. Ward Cllrs were also requested to assist with this.
RESOLUTION: That chasing up is continued and Ward Cllrs and the Leader of NLC are copied in to email chasers. If there is no response received by the next Full Council Meeting the Town Council to reconsider their position and potentially go ahead with booking a RoSPA inspection.
ACTION: Town Clerk
c. The Council received inspection reports for the outside gym equipment from Cllr Delsignore.
d. The Council received an update regarding the request for a memorial bench to be placed within Grove Street Cemetery. The Town Clerk reported works continue with the installation however hampered by current weather.
e. The Council received an update regarding the schedule for the tree survey safety works. The Clerk reported that these works were ongoing, but also hampered by the current weather conditions.
f. The Council received updates from North Lincolnshire Council regarding the Public Rights of Way network (Clay Lane). The Town Clerk reported on the information received by Cllr Kofoed regarding Moat House Road (FP254) and Clay Lane.
At FP254, the stile will not be replaced as the landowner will be responsible for fencing due to keeping horses in the paddock.
Clay Lane has not appeared previously on the Definitive Map (the statutory record of Public Rights of Way) however that does not preclude the possibility that it should be recorded there, if on balance cogent evidence shows its absence is an omission when weighed against any evidence presented to the contrary.
Evidence can be presented to NLC providing the case why, in the applicant's opinion, the subject route is a bona fide Public Right of Way, to be recorded accordingly.
There is a Public Rights of Way Evidence form available on the NLC website which can be completed. Claims must state the status of path or way contended (e.g. footpath, bridleway etc.).
Land at Kirton in Lindsey, including Clay Lane, appeared in an owner declaration made in January 2020 that henceforth no public rights of way were to be dedicated by him or his successors in title over it. Any claimed rights alleged to be arising from use during that period will invariably therefore have to be discounted.

RESOLUTION: That this information is shared with the residents who have approached Cllr Kofoed about Clay Lane.

ACTION: Cllr Kofoed

g. The Council received clarification on responsibilities related to The Green. Following on from the anti-social behaviour at the Green in October, the Town Clerk clarified that Kirton in Lindsey Town Council doesn't have a call out system as it is not a 24/7 organisation with emergency call out. As the Green is land the Town Council, under Trust, is responsible for, and not a public area under the control of NLC, it is the Town Council's responsibility. The Town Council is required to act as soon as it is made aware of a hazardous problem. NLC have advised previously that they could send someone, when they are available (so it may take a week or so) and it would be invoiced back to the Town Council. As noted in the NAT update, however, this situation was not officially reported either to the Town Council or the police.

Recognition should be given to Tanya and Lyndsey who went out and cleaned up the mess these people left.

A further problem arises with misinformation given out in the public domain, and it is imperative that only factual information is given to represent the Town Council's response. All Councillors are aware that information should be given out only under Council approved policies for this reason.

RESOLUTION: That research is carried out into who NLC and other Town Council's use for dealing with similar situations.

ACTION: Cllr Garritt

h. The Council received information regarding repair costs for the town noticeboard at Cornwall Street.

RESOLUTION: That the quotation of £150 to repair rot and carry out general maintenance is approved.

ACTION: Town Clerk

2411/16 Town Clerk's Report / Correspondence for Information and Discussion

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

Correspondence for Information and Discussion

a. The Town Clerk noted correspondence received after the Agenda was published as: details of rearranged NLC Highways meeting; NAT report; NLC News Direct update; PA/2024/1310 notification; PA/2024/1151 decision notice; Rural Services Bulletin; Hornsea Civic Service invitation and PCC CCTV funding decision (approval).

b. Community Payback – details regarding change of co-ordinator with contact details

c. ERNLLCA/NALC – Local Government Services Pay Agreement 2024/2025

d. Royal British Legion – updates from Cllr Kofoed, Mark Lloyd and Cllr Fox

e. NLC – options for meeting with officers re car parking solutions

f. Allotments – request for details of availability/waiting list

g. NLC - Tourism Partnership October News

h. Cemetery – Record Search request (Carter)

i. NLC – News Direct updates

j. NLC – PRoW / Clay Lane

k. Land Registry – update re Green and Market Place works

l. Town Hall – response regarding storage solutions

m. Civic – Mayor of North Lincolnshire's Christmas Concert (December)

n. Grimsby Live – request for details of Remembrance Service plans

o. Allotments – request for permission for greenhouse

p. Member of the public – reporting of dangerous dog, Hemswell – advised on relevant reporting

q. Diamond Jubilee Town Hall – update regarding storage opportunities – the Town Clerk noted that this as confirmation that there was no available space for storage of Town Council property.

r. Resident – reporting of mud on the roads and paths, Station Road

s. ERNLLCA/NALC – Community Safety Case Studies

t. Community VISION – Monthly update

u. Rural Services Network – Rural Bulletin

v. Resident – enquiry about verge grass cutting continuing in winter months

w. Resident – concern of rat infestation

x. Resident – reporting of mud on the footpath, Station Road

y. Messingham Parish Council - grounds maintenance contacts assistance request

z. ERNLLCA – October Newsletter

aa. NLC – Rough Sleepers Count 2024 information request

bb. NLC – forward notice of next Town and Parish Liaison Meeting for January

cc. Groundwork – Tesco Stronger Starts Community Grants information for sharing

dd. ERNLLCA – Community Governance Review (Parish Councils) Response

ee. Remembrance – update from Cllr Fox following RBL meeting

ff. ERNLLCA – details of current DEFRA consultation on hedgerow management

gg. ICCM – Farewell Flowers - Survey invitation to determine scale of plastic and non-recyclable materials. This was clarified as a nationwide survey into the issue, predominantly, of artificial flowers which are against the regulations at both St Andrew's and the town cemetery.

hh. NLC – Tourism Partnership Networking meeting information

ii. NLC – details of Burial Law workshop to be held 11th December

RESOLUTION: That authorisation was given for the Town Clerk to attend this free training workshop.

ACTION: Town Clerk

jj. Diamond Jubilee Town Hall – reports on spending of grants awarded

kk. Rural Services Network – Rural Funding Bulletin

- ll. Station Road Co-Op – notification received unable to support Christmas Festival
- mm. Burton upon Stather Parish Council – query about HR support KLTC subscribes to
- nn. NLC – Rural Brown Signs fund information – the Town Clerk noted the offer in terms of the previous consideration for a sign on the A15 to highlight Kirton in Lindsey as a Historic Market Town.
- oo. NLC – library car park works update – the Town Clerk noted that NLC had completed works to the railings.
- pp. NLC – Trade Watch update – the Town Clerk noted that this signage was now updated around the town.
- qq. NLC – Safer Neighbourhoods Newsletter
- rr. NLC – Tourism Partnership Networking Meeting information
- ss. Humber & Wolds Rural Action – November Newsletter
- tt. ERNLLCA – reminder - government consultation on enabling remote attendance & proxy voting
- uu. In Bloom – report on grant funding for 2024
- vv. Resident – enquiry about boundary matters via Cllr Cooper
- ww. NLC – Planning Committee items PA/2023/1166 and PA/2022/1997
- xx. Resident – enquiry about litter bin emptying and large litter bins
- yy. Broughton Town Council – query about honours boards

It was queried about digging depth and grave spaces at Grove Street Cemetery. The Town Clerk confirmed that new information had become available that the known shallow depth area of the cemetery was now larger than originally understood. This does not impact on the sale of plots, however means that that area is only suitable for single depth graves. The Town Clerk has updated plans and records to make it clear which area is only suitable for single depth plots.

- 2411/17 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 18th December 2024 at 7pm at the Diamond Jubilee Town Hall.**
NOTE: Agenda items to be submitted before Monday 9th December in line with Standing Orders.
- 2411/18 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.
- 2411/19 Personnel - Community Co-Ordinator
a. The Council discussed the probationary period for Community Co-Ordinator. The Town Clerk noted that UKSPF funding for the role came to an end on 31st October and that a monitoring call had taken place earlier on today. The work to close down the UKSPF project is now ongoing.
RESOLUTION: That the Community Co-Ordinator is confirmed as having satisfactorily completed the probationary period. **ACTION: Town Clerk**
b. The Council received a reminder regarding staff annual leave.

The meeting closed at 21:15