



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council
held on Wednesday 18th December 2024
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Kathy Cooper, Cllr Karen Gunn, Cllr Joy Kofoed and Cllr Suzanne Stephenson.

Members not present: Cllr Adam Delsignore, Cllr Pat Frankish and Cllr David Garritt

Also present: Five 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.

- 2412/01 Apologies for Absence
Apologies were received from Cllr Adam Delsignore, Cllr Pat Frankish, Cllr David Garritt and Ward Cllr Trevor Foster.
- 2412/02 Declaration of Interests / Dispensations
a. No declaration were made.
b. No dispensations were granted.
- 2412/03 Public Participation
A member of the public asked for details of the correspondence item CPRE – North Lincolnshire Community Energy – share offer. The information was offered to be shared with the resident.
Another member of the public asked they could also be sent the same information – this was also offered.
A member of the public announced the passing of former Mayor and Town Councillor, Billy Boyd on 15th December. Billy had served as a Town Councillor for 17 years, joining Kirton in Lindsey Town Council in June 2007. In 2009 he was elected Mayor and served in that role until 2013, presenting the Keys to the Town to No 1 Air Control Centre (IACC) amongst other events and achievements. Condolences were given to Melanie and his family, his co-workers and many friends.
A member of the public requested a minutes silence be observed, which allowed for reflection.
The Mayor gave thanks to Billy Boyd for his support to her as Chair and Councillor and noted that she would purchase flowers for Melanie from her Mayoral Allowance.
- 2412/04 Minutes
a. The Council approved the minutes of the Full Council Meeting held 27th November 2024.
RESOLUTION: That the minutes were duly approved and signed.
b. The Council approved the minutes of the Extraordinary Full Council Meeting held 27th November 2024.
RESOLUTION: That the minutes were duly approved and signed.
c. The Council received the draft minutes of the Personnel & Disciplinary Committee Meeting held 26/11/2024.
d. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 9/12/2024.
e. The Council received the draft minutes of the General Purposes Committee Meeting held 9/12/2024.
- 2412/05 Report from North Lincolnshire Council / Ward Councillors
a. There were no Ward Councillors present, however Ward Cllr Trevor Foster had provided a short report earlier in the afternoon following the North Lincolnshire Council Planning Committee meeting. At that meeting PA/2023/1166 Ings Road application was unanimously refused and the three residents who attended and spoke gave excellent representations about the concerns. Cllr Foster wished the Mayor and Town Councillors a Merry Christmas and a happy and prosperous New Year.
b. The Council noted outstanding matters raised with North Lincolnshire Council (NLC) including litter/dog waste bin at Church Street and road maintenance works (South Cliff Road, North Cliff Road, Redbourne Mere, March Street/Wesley Street). The Town Clerk reported that no updates were received on these matters along with outstanding queries on information around requesting work from the NLC Weed Warriors and no clarification on whether the team is made up of volunteers or employees of NLC, street naming works, assistance with the work required to the allotments entrance, salt bin replenishment and no updates on the works reported to be scheduled or to be checked by NLC at the last meeting.
The Town Clerk requested consideration by the Town Council in regard to the works Ward Cllr Garritt highlighted at the last meeting as down to the Town Council to resolve themselves - maintenance works to highway fingerposts and replacement Perspex for the tourism/places of interest noticeboard. It was estimated that paint for the highway fingerposts would be circa £150.00 with volunteer labour to carry out the painting. In terms of the Perspex for the noticeboard, this was expected to be less but further research to be carried out. The costs would come out of the maintenance budget.
RESOLUTION: That the Town Council approve these works to be carried out. ACTION: Town Clerk
c. The Council received the Speed Limit consultation from North Lincolnshire Council (Traffic) regarding the

B1398, Kirton in Lindsey and Mortal Ash Hill, Scunthorpe.

RESOLUTION: That the Town Clerk responds noting that the Town Council support and encourage both of these proposed changes.

ACTION: Town Clerk

d. The Council received the Occasional Market Consent consultation regarding the Pop Up Market application.

RESOLUTION: That the Town Clerk responds to the consultation, querying the fifteen allocated parking spaces for each market.

ACTION: Town Clerk

2412/06 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 – Cllr Hazel Fox:

- NLC Highways Meeting – 3rd December – recommendations to come back from Gareth Denovan following site meeting in the town centre to look at potential ways to improve car parking in the town.
- St Andrew's Church Christmas Tree Festival – 15th December – a hugely successful event with a reported 300 visitors to the festival over the weekend.

Councillors and Officers reports

• Christmas Winter Window Wonderland Competition – the Council received a short report from the Assistant Clerk on the votes received, with the top three windows at West Cross Street, Kirton Lindsey Primary School and Windmill Way. The Council asked if the Mayor would be happy to present the prizes to the these entries.

RESOLUTION: That the Mayor presents prizes to the top three voted entries. **ACTION: Cllr Fox**

• Burial Law Workshop – the Town Clerk reported recommendations to be considered for amendments to the Cemetery Regulations following this very useful workshop from NLC Bereavement Services Team at Church Square House.

- Festive wreaths should be removed prior to 1st February;
- That the regulations and Exclusive Right of Burial (ERoB) certificates should include permission for memorial rights but also to state clearly that the maintenance of any memorial is the responsibility of the owner of the ERoB;
- That a regulation should be included that the applicant for an ERoB must return a signed copy of the Regulations to confirm receipt and agreement to them prior to the issuing of the ERoB;
- That memorial masons should be required to provide a certificate for each memorial to confirm it meets the current required standards and that a photograph post installation should be provided by them;
- That the following fees are recommended to be added to the Scale of Charges – Transfer of Deed cost (NLC charge £85) and a non-compliance charge for memorial masons (NLC charge £500).

RESOLUTION: That these recommendations are approved and the charges adjusted pro-rata with current Kirton in Lindsey fees. **ACTION: Town Clerk**

2412/07 Finance

i. Income and Expenditure

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

b. The Council received confirmation of the completion of the UK Shared Prosperity Fund project (Community Co-ordinator). The funding from UKSPF for this ended on 31st October and the project was now signed off successfully following the submission of monthly reporting and end of project data.

c. The Council considered information from the Royal British Legion regarding local spending. No reply had been received to provide information about this.

RESOLUTION: That the Town Clerk chases up a response from the Royal British Legion.

ACTION: Town Clerk

d. The Council received notification of 2025 ERNLLCA Talking Tables training opportunity (March). £70 plus VAT.

RESOLUTION: That the Town Clerk is approved to attend.

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. (November 2024)

iii. External Control

The Council received confirmation of completion of the HSBC Safeguarding Review of bank account. The Town Clerk was thanked for the work involved.

iv. Precept 2025-2026

a. The Council received any updates regarding potential future funding for the Community Co-Ordinator role. There were no updates to report.

b. The Council received and considered the budget planning documentation for 2025-2026. The Town Clerk again noted the concerning response from NLC regarding Precept Requirement and Grant information clarifications sought. This noted that the decrease in taxbase for Kirton in Lindsey for 2025/26 is due to an over-estimation (by NLC) of anticipated growth in 2024/25. i.e the 2024/25 taxbase was estimated by NLC to be higher than it is

actually turning out to be during the current financial year. This means that in order for Kirton in Lindsey Town Council to maintain the current level of precept, Kirton in Lindsey residents face roughly a 3% increase due to this over-estimation by NLC. The Town Clerk noted serious concern that the current budget proposals, representing a 4.4% increase on last years budget, therefore translate to a 7.3% increase to the town.

RESOLUTION: It was agreed that residents should be made aware that there are elements outside the control of the Town Council in the setting of the precept. ACTION: Town Clerk

RESOLUTION: That, under Grants and Donations, the S137 Grants value is increased from £300.00 to £310.00. ACTION: Town Clerk

RESOLUTION: That the required budget for 2025/2026 is £117,224.56. ACTION: Town Clerk

RESOLUTION: That the required precept for 2025/2026 is £117,224.56. ACTION: Town Clerk

2412/08 Planning

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

- i. PA/2022/1997 – FULL PLANNING PERMISSION – for change of use of field to equestrian use, to dismantle existing indoor manège and rebuild in neighbouring paddock, and creation of new vehicular access to the B1398 – Manège, B1398 from B1400 to B1205, Kirton in Lindsey
- ii. PA/2024/1169 – HOUSEHOLDER PLANNING PERMISSION – to install an air source heat pump at 12 Fairfields, Kirton in Lindsey, DN21 4LZ.
- iii. PA/2024/1151 - CONSENT UNDER TREE PRESERVATION ORDERS – 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 at land to the rear of Beechcroft Drive, Kirton in Lindsey, DN21 4FE.
- iv. PA/2024/1270 – CONSENT UNDER TREE PRESERVATION ORDERS – to thin, crown lift and remove overhanging branches of a sycamore tree identified as T4, subject to and within Tree Preservation (Kirton in Lindsey) Order 1972 at 8a Station Road, Kirton in Lindsey, DN21 4BB.
- v. PA/2024/1365 – NON-MATERIAL AMENDMENT – for a non-material amendment to planning permission PA/1999/0920 dated 31/03/2000 to add the following plans condition: "The development hereby permitted shall be carried out in accordance with the following approved plans: Site Location Plan from PA/1999/0920, Phases 1-3 K1PP001C dated 17.03.2004 , Phases 4-5 K1PP002C dated May 1999 AMENDED DRAWING, Public Footpath and Landscaping K1 PP 03 dated 07/1999, Phase 1 Plan SK1 dated June 2000, House Type 3 258T-06 Rev B dated JAN 2003, House Type Ei K1.PP.Eio1 dated July 2002, House Type E2 K1.PP.Eii.01 Rev D dated May 2005, House Type e(iii) K1.PP.Eiii.01 dated July 2002, House Type E4 K1.PP.Eiv.01 dated March 2004, House Type F 271T-04 dated MARCH 2003, House Types 1.2.3 K1.PP.004 dated 06.1999, House Types a,b,c K1.PP.006 dated 06.1999, House Types f,g,h K1.PP.008 dated 06.1999, House Types i,j,k K1.PP.009 dated 06.1999, House Types l,m,n K1.PP.010 dated 06.1999 at Windmill Plantation , Kirton in Lindsey, DN21 4FF

The Town Clerk noted that no public consultation took place for PA/2024/1365. It had come to light that no approved planning condition was imposed on the original planning permission in 2000, and this non-material amendment was to rectify that matter.

2412/09 Car Parking Provision

Discussion was deferred as no updates had been received following the meeting with NLC Highways on 03/12/24.

2412/10 Halifax Bomber Memorial

The Council sought to resolve to respond to the following queries.

- Who does the Halifax Bomber Memorial now belong to?
- Who is responsible for the maintenance of the small flower garden? Could the Mini Bloomers be asked to adopt this?
- Who is responsible for any future repairs to the structure?
- What is the protocol for removing flowers/wreaths placed there?
- Can another small plaque be added on to the side of the memorial?

RESOLUTION: That it is the understanding of the Town Council that, although support in principle was offered throughout the process including in terms of the required planning permission (and application) and securing funding, by individuals of the Town Council, the project was that of a resident. The Town Council extends thanks to the resident for their work and success of the project but understand that the monument is theirs. The Town Council therefore cannot provide responses to the further four questions. ACTION: Town Clerk

2412/11 Policies and Procedures

a. The Council reviewed Policy 27: Lone Worker Policy last approved December 2023.

RESOLUTION: That this policy is approved without amendment.

ACTION: Town Clerk

b. The Council considered the recommendation from the P&D Committee to add an Appraisals Policy and revised Appraisals form as appendices to Policy 37: Recruitment and Selection Policy.

RESOLUTION: That the Appraisals Policy and revised Appraisals form are added as appendices.

ACTION: Town Clerk

c. The Council considered actions required around the Casual Vacancy on the Council, including confirmation of the ongoing procedure, review of the Co-Option Application form and vacant roles. The Town Clerk confirmed that notification had been given to NLC and the Notice of Vacancy published. Electors have until 20th December to make representations to NLC if they wish for the vacancy to be filled by election. After this period applications for either nomination for election or Co-Option can be received. Vacancies currently exist on the P&D Committee (the remit requires a minimum of four Cllrs); Allotments group (now down to two Cllrs); Community Emergency Plan Committee (now down to two Cllrs) and a signatory on the bank mandate.

The Co-Option Policy which was developed by the Town Council makes mention of an application form, however no application form was formally approved as part of the policy. The Town Clerk provided copies of a previously used form and a recommended amended version for future use.

RESOLUTION: That the amended version of the Co-Option Application Form is adopted as part of the Co-Option Policy.

ACTION: Town Clerk

2412/12 Open Spaces

a. The Council received the visual and operational play park inspection reports for signature and noted apology from Cllr Fox for missing one of the weekly inspections.

b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council. A response had now been received with an unreserved apology for the significant breakdown in communication and reassurances that the NLC team don't just complete an inspection and submit a report. Any immediate defects are dealt with at point. If there are any inabilities in performing this the equipment would be cordoned with immediate notification to the Town Council to agree a repair/remedy. Operational reports for September, October and November were received. Information about the annual inspection is still to be provided.

b. The Council received inspection reports for the outside gym equipment.

c. The Council received an update regarding the request for a memorial bench to be placed within Grove Street Cemetery. The Town Clerk reported that the bench work is completed and a plaque is now on order which will complete this project.

d. The Council received an update regarding the schedule for the tree survey safety works. The Town Clerk reported that these works were now completed.

2412/13 Allotments

There was no update from Ward Cllrs regarding the pre-planning advice for the works to the entrance.

RESOLUTION: That strong requests are made to the Ward Cllrs on the urgency of this matter.

ACTION: Town Clerk

2412/14 A Team

The recommendation that a bench is placed in the location which the A Team stall used at Summer Galas, under the lime tree canopy on the Green, in order to formally recognise the years of work of the volunteers was received.

RESOLUTION: That this is supported in principle and taken to a meeting of the Green and Market Place Charity for consideration as soon as possible.

ACTION: Town Clerk

RESOLUTION: That the Clerk carries out research into costs for recycled plastic bench and installation works.

ACTION: Town Clerk

2412/15 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 Clerk noted correspondence received after the Agenda was published as a resident query/complaint regarding the flower bed outside the Cemetery; play area inspection report from Cllr Fox; NLC News Direct update; Visit North Lincolnshire Partnership December update; PA/2024/1395 (St Andrew's Street) and confirmation of the Police Crime Commissioner application for grant funding for Market Place CCTV.

b. Brownies – note of thanks for approval of grant funding application

c. Resident – enquiry about emptying of litter/dog waste bin Church Street

d. St Andrew's United Church – invitation to Christmas Tree Festival

e. Resident – enquiry about casual vacancy process

f. Banking – notification of reduction in interest rates

g. NLC – Tourism Partnership November News, training and funding updates

h. NLC – Play Area inspections update response

i. Community Vision – Funding Advent Calendar 2024

j. NLC – News Direct updates

k. NLC – Community Governance Review (Parish Councils) Final Recommendations report

l. ERNLLCA – November Newsletter

m. Community Vision – monthly update

n. NLC – clarification on Precept Requirement and Grant 2025/26

o. Rural Services Network – Rural Bulletin

- p. Brigg Town Council – notification of Civic Dinner (April)
- q. City of Lincoln Council – notification of Charity Whisky Tasting event (January)
- r. Rural Services Network – Rural Funding Bulletin
- s. NLC – Forthcoming Meetings information for publication
- t. NLC – consultation information on speed limit amendments
- u. Scouts – note of thanks for approval of grant funding application
- v. NAT – December newsletter
- w. Kirton in Lindsey Society – letter of thanks re community pot grant
- x. NLC – Occasional Market Consent consultation – Pop Up Market
- y. Planning – notification of planning committee meeting re land off Ings Road application (18/12)
- z. Louth Town Council – notification of passing of Mayor, Cllr Julia Simmons – Cllr Kofoed asked whether there was support from the Council to send a formal tribute. Cllr Fox advised that she had already done so at length as she knew Cllr Simmons well.
- aa. Halifax Bomber Memorial – queries about ownership and maintenance
- bb. ERNLLCA – details of available finance courses
- cc. NLC – Air Fryer Project Phase 2: A Family Focused Approach information
- dd. CPRE – North Lincolnshire Community Energy – share offer
- ee. Resident – query about potential ‘unadopted status’ of street
- ff. Banking – confirmation of completion of safeguarding review of bank account
- gg. NLC – Tourism Partnership – Greening your Tourism Business workshop information

2412/16 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 22nd January 2025 at 7pm at the Diamond Jubilee Town Hall.**

NOTE: Agenda items to be submitted before Monday 13th January in line with Standing Orders.

2412/17 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.

2412/18 Civic Award 2024

The Council received and considered 10 nominations for the 2024 Civic Award, the 7 nominees being:

- Jolene Butler
- Ian Steedman
- Wayne Eynon
- Dave Capell
- Tanya Salvador
- Charlie Millward and Caroline Hodder
- Doreen Coulson

RESOLUTION: That the annual award is purchased.

RESOLUTION: That the winner is informed and invited to the Civic Dinner in March.

ACTION: Town Clerk

ACTION: Town Clerk

The meeting closed at 20:20