



**Minutes of the Monthly Meeting of Kirton in Lindsey Town Council  
held on Wednesday 26<sup>th</sup> February 2025  
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 David Garritt and Cllr Tony Kitchen.

Members not present: Cllr Karen Gunn, Cllr Joy Kofoed, Cllr Suzanne Stephenson

Also present: 6 members of the public (2 part), Ellen Lumgair – Turn The Page And Read, Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

## MINUTES

- 2502/01 Apologies for Absence  
Apologies were received from Cllr Kofoed and Cllr Stephenson.
- 2502/02 By-Election Result  
The Council noted the result of the By-Election held 13<sup>th</sup> February 2025 and welcomed Tony Kitchen as Town Councillor who had previously met with the Clerk and signed his Declaration of Office.
- 2502/03 Declaration of Interests / Dispensations  
a. Cllr Fox, Cllr Frankish and Cllr Cooper declared interests in 2502/09 ( e ) – Diamond Jubilee Town Hall.  
b. No dispensations were granted.
- 2502/04 Public Participation  
A member of the public enquired about the neighbourhood plan and if the Council had any plans to resurrect the working group. It was explained that with the planned changes to the planning system and the change in government, the position around planning and relevance of neighbourhood plans was still uncertain. This was further compounded by North Lincolnshire Council's (NLC) withdrawal of their Local Plan with revisions to be made prior to resubmission. Cllr Garritt noted he could look into this further at NLC. The member of the public queried how many Cllrs would be likely to sit on a working group if it was restarted and it was noted that previously two Cllrs were members. The member of the public noted their own research into Town and Village Plans. A member of the public noted that the Town Council has responsibility for the upkeep and maintenance of the Town Clock and asked when a permanent fix will be put into place so that the chimes are in sequence. It was noted that the Clock is serviced annually and during this service the chimes are put back into sequence. The chimes are then isolated by the bell ringers and this causes them to go out of sequence. The Town Clerk advised that instructions were provided by the maintenance company to move the chimes sequence into the correct order and this information was provided to those with responsibilities for winding the clock at the Church. This information can be provided again to the relevant people at the Church. The member of the public also noted disappointment with Councillors public responses to the election process for two new Councillors and considered those responses damaging to the Council.  
Ellen Lumgair presented information to the Town Council about her fundraising under the name 'Turn The Page And Read'. Ellen's aim is to help 45 schools/nurseries with mental health and wellbeing resources with a view to raising £1,200 to support the allocation of books, provide a £288 cash donation to one school/nursery or shared accordingly and in addition to provide an additional £600 of free books for other reading purposes to local schools. Ellen appealed to the Town Council to help her with this mission. Ellen reported that so far she has raised £136 through one local business and local donations.
- 2502/05 Minutes  
a. The Council approved the minutes of the Full Council Meeting held 22<sup>nd</sup> January 2025.  
**RESOLUTION: That the minutes were duly approved and signed.**  
b. The Council received the draft minutes of the Promoting Kirton Committee Meeting held 10/02/2025.  
c. The Council received the draft minutes of the General Purposes Committee Meeting held 10/02/2025.
- 2502/06 Report from North Lincolnshire Council / Ward Councillors  
a. Ward Cllr David Garritt noted that he has drafted a letter on behalf of the resident about the Halifax Bomber Memorial and will make arrangements to visit him to go through it. Gareth Denovan has not responded to requests for updates following the December on site meeting about parking in the town, however the Town Clerk noted he had sent some traffic data (for North Cliff Road rather than the B1400 near the allotments) through and noted that Cllr Garritt had been in touch about the parking meeting. Work continues to resolve the sewerage issues at Station Approach, Anglian Water are now aware of the requirement for a new drain to be installed. The report into tree works required at St Andrew's Churchyard and Traingate was sent through to the Town Clerk and information will be provided to residents about the works identified as required. Cllr Garritt noted that grass cutting costs were due to increase with further information to be given. NLC have looked into options around the emptying of litter and dog waste bins, including QR codes which could be scanned and/or sensors to identify when bins are getting full. Both options were considered to be too expensive to implement due to the large number of bins provided across the NLC area. In order to go ahead, the number of bins would need to be reduced to cover the costs of potential new reporting systems. In comparison, the current system (which relies on people reporting full bins to NLC), averages three reports a week which are dealt with and NLC consider this system to be successful and unnecessary to be

changed at such high expense. Cllr Garritt noted that works continue to resolve the water leak issues near Mortal Ash Hill. Both Ward Cllrs have discussed works required at the allotment entrance with NLC Highways and the Town Clerk met with a Mick Johnson to go over a number of issues, including this, earlier today. The poor road conditions at King Edward Street, Spa Hill and Redbourne Mere have again been raised for scheduling works. The police report regarding the accident at the Grayingham crossroads in 2023 was now out, it is still hoped that collaboration between neighbouring authorities will come forward for improvements at this junction. Ward Cllr Garritt has supported the proposal for the disabled parking bay in the Market Place and Ward Cllr Foster has provided the Town Council with details of the handyman agreement for Messingham Parish Council.

b. The Council noted outstanding matters raised with NLC which were covered by the Ward Councillors report.

c. The Council discussed schedules for litter and dog bin emptying and the potential provision of QR coding for bins to help with the reporting through to NLC. The Town Clerk noted that following recent issues with overflowing bins and reporting direct to NLC, schedules were adjusted to weekly from fortnightly with ongoing monitoring taking place. The increased use was considered positive in tackling litter and dog waste concerns. QR coding was covered in the report from Ward Cllr Garritt.

d. The Council received notification from North Lincolnshire Council regarding a Traffic Regulation Order – proposal for Disabled Parking Bay for Market Place.

**RESOLUTION: That support is given to this proposal.**

**ACTION: Town Clerk**

2502/07 Mayor & Delegates Reports

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

- Crowle & Ealand Civic Service – 26<sup>th</sup> January. The Mayor noted the attendance of Cllr Rob Waltham at the event.

Councillors and Officers reports

- Breakthrough Communications – Council Hive Platform meeting - 17<sup>th</sup> February – the Town Clerk noted an online meeting to discuss a three month no obligation trial of this training and support platform which was supported by members.

- North Lincolnshire Council – Highways site meeting – 26<sup>th</sup> February – the Town Clerk reported meeting with Mick Johnson to discuss street nameplate placements, Steep Hill bench and handrail works and the allotments Entrance which had proved positive and productive.

2502/08 Police & Crime Commissioner funding – CCTV

The Clerk noted that the consultation periods for the planning permission and listed building consent applications had now ended and the decision notices awaited before any further works on this could be carried out.

2502/09 Finance

i. Income and Expenditure

a. The Council received notification of accounts paid by the Town Clerk under devolved authority (February 2025).

b. The Council received the annual membership renewal from The Countryside Charity (CPRE), noting the recommendation from the Promoting Kirton Committee to enter the Best Kept Village Competition 2025.

**RESOLUTION: That the renewal is paid at £36.**

**ACTION: Town Clerk**

c. The Council received a Community Pot funding application from KLAGs. Cllr Frankish declared an interest.

**RESOLUTION: That the funding application for £100 is approved.**

**ACTION: Town Clerk**

d. The Council considered the request for funding from ‘Turn The Page And Read’.

Standing Order 3. f was suspended to clarify that any funding would be solely for Kirton in Lindsey schools and nurseries. This was confirmed and Standing Order 3. f was reinstated.

**RESOLUTION: That funding to the value of £200 is approved.**

**ACTION: Town Clerk**

e. The Council received the notification from Diamond Jubilee Town Hall of the annual review of room charges related to the weekly use of the Heritage Room. As of April 2025 the charge will be £100 per month.

f. The Council received any updates regarding potential future funding for the Community Co-Ordinator role. Cllr Frankish reported that she expected to hear back from the National Lottery around the 13<sup>th</sup> March.

g. The Council noted urgent works required to the Town Council Noticeboard. The Town Clerk reported the urgent repairs which had been required and that the cost had come in at £15.00.

**RESOLUTION: Approval of the Town Clerk’s actions.**

h. The Council approved accounts for payment.

ii. Internal Control

a. The Council received the Finance Report and Bank Reconciliations to balance with the bank statements and cashbook. (January 2025)

b. The Council noted the final visit of the Internal Auditor for 2024-2025 as 10<sup>th</sup> April 2025.

2502/10 Planning

a. The Council considered the following planning application:

i. PA/2025/207

Proposal: Application to fell a common ash tree identified as T014 subject to and within Tree Preservation (Old Vicarage Grounds, Kirton in Lindsey) Order 1971.

Location: 51 Beechcroft Drive, Kirton in Lindsey.

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

*disappointment that no response was received to the query made around location discrepancy.*

**ACTION: Town Clerk**

- b. The Council received the following decision notifications from North Lincolnshire Council:
- i. PA/2024/902 – APPROVED WITH CONDITIONS – to vary condition 2 of PA/2023/1679 namely to alter the external appearance of the building, remove the first floor plan and alter the ground floor internal floor layout at TPM Plumbing and Heating Ltd, Station Approach, Kirton in Lindsey, DN21 4BD
  - ii. PA/2024/1073 – WITHDRAWN – for a new house type for Plot 82, Plots 83 and 84 moved forward and up and no garages only provide them with driveways, and Plot 85 moved forward and up and a detached garage at Plots 82, 83, 84 and 85, Selby Close, Kirton in Lindsey, DN21 4FF.
  - iii. PA/2024/1310 – LISTED BUILDING CONSENT (ALT/EXT) – to affix a digital heritage trail signage to the railings of the property – Kirton in Lindsey Fish Bar, 18 High Street, Kirton in Lindsey, DN21 4LX.
  - iv. PA/2023/1402 – APPROVAL OF RESERVED MATTERS – for (access, appearance, landscaping, layout and scale) pursuant to outline planning permission PA/2021/1763 dated 17/12/2021 for a detached dwelling at 22 York Road, Kirton in Lindsey, DN21 4PS.
- 2502/11 Car Parking Provision  
Discussion was deferred as no updates had been received following the meeting with NLC Highways on 03/12/24.
- 2502/12 Halifax Bomber Memorial
- a. The Council received any update regarding written request from the resident regarding adoption of the Memorial. Ward Cllr. Garritt had provided an update earlier in the meeting, this matter remains ongoing.
  - b. The Council received notification of costings to add the Halifax Bomber Memorial to the annual town council planting schedule with the current contractor and deferred discussion until a formal written request to adopt is received.
- 2502/13 Policies and Procedures
- a. The Council reviewed Policy 10: Disciplinary Policy last approved February 2024.  
**RESOLUTION: That this policy is approved without amendment.** **ACTION: Town Clerk**
  - b. The Council reviewed Policy 25: Social Media Policy last approved February 2024.  
**RESOLUTION: That with amendments at 1.3 to change ‘inflaming to ‘inflamm’ and to change ‘Twitter’ to ‘X’ this policy is approved without further amendment.** **ACTION: Town Clerk**
  - c. The Council reviewed Policy 32: Allotment Risk Assessment last approved February 2024.  
**RESOLUTION: That this policy is approved without amendment.** **ACTION: Town Clerk**  
**RESOLUTION: That going forward this policy is reviewed annually in May.** **ACTION: Town Clerk**
  - d. The Council reviewed Policy 35: Information and Data Protection last approved February 2024.  
**RESOLUTION: That this policy is approved without amendment.** **ACTION: Town Clerk**  
**RESOLUTION: That going forward this policy is reviewed annually in May.** **ACTION: Town Clerk**
  - e. The Council reviewed Policy 36: Privacy Notice last approved February 2024.  
**RESOLUTION: That this policy is approved without amendment.** **ACTION: Town Clerk**  
**RESOLUTION: That going forward this policy is reviewed annually in May.** **ACTION: Town Clerk**
  - f. The Council considered actions required around the remaining Casual Vacancy on the Council, including confirmation of the ongoing procedure. The Town Clerk confirmed that an election had been called for by at least ten electors and that the process for this was mandated with information and notices going out according to a specified schedule. North Lincolnshire Council cover the costs for the election from their annual election budget.
  - g. The Council discussed widening the Civic Awards to include an Environmental Award as requested by Cllr Fox.  
**RESOLUTION: That keeping the special nature of the Civic Award was considered important and so increasing the number of awards was not supported, however a flexible approach would be maintained in consideration of all achievements in the town.**
  - h. The Council noted training courses booked and non-attendance. It was noted that the Learning & Development Policy states that the final decision on this matter is to be decided by the P&D Committee, however this could be subject to a conflict of interest. The discussion noted the spending of public money and the responsibilities around this.  
**RESOLUTION: That unless good reason is approved by the Town Council the cost of courses booked for but not attended by Councillors/staff members will be recovered from the Councillor/staff member.** **ACTION: Town Clerk**
- 2502/14 Open Spaces
- a. The Council received the annual, visual and operational play park inspection reports for signature. The annual report from Zurich was considered to be of poor standard. Cllr Cooper was thanked for carrying out inspections of the play area and KLASSIC gym equipment in the interim period.
  - b. The Council discussed the play area inspections service level agreement with North Lincolnshire Council. It was noted that NLC admitted failings in the initial February operation inspection and had repeated a more thorough check. Queries around checking of the sandpit and uneven areas of ground awaited since June were raised again for a response.

c. The Council received inspection reports for the outside gym equipment. Cllr Cooper noted some raised matting around some equipment and noted that the KLASSIC Venue Manager had this query in hand with the suppliers.  
 d. The Council considered further information regarding the placement of a brass plaque on the play area fencing as requested by Cllr Joy Kofoed. Costing information was provided and discussed.

**RESOLUTION: That the placement of a plaque is not progressed.**

e. The Council considered further information regarding the placement of a brass plaque on a bench at KLASSIC Park as requested by Cllr Kofoed. Costing information and advice on material was provided and discussed.

**RESOLUTION: That a stainless steel plaque to read "Dedicated to the memory of Billy Boyd (Town Mayor 2009-2013)" is ordered via TDP Limited, original suppliers of the bench, at £43.87 plus £8 p&p and fitting charge.**

**ACTION: Town Clerk**

f. The Council received a request from NLC Principle Neighbourhoods Officer to increase cutting schedule of Public Footpath 253 by 92m and also 46m at different points. The Town Clerk noted that a response from the Parish Paths contractor JB Rural was awaited to confirm they could carry out these additional cuts and their pricing for doing so.

**RESOLUTION: If the contractors come back confirming that they can carry out the additional cuts within the costing provided by NLC that the Clerk is authorised to accept the addition, otherwise further information to come back to Full Council.**

**ACTION: Town Clerk**

g. The Council received the invitation from The Countryside Charity (CPRE) for the Best Kept Village Competition 2025.

**RESOLUTION: That the competition is entered with the fee of £36 paid.**

**ACTION: Town Clerk**

#### 2502/15 Grove Street Cemetery

a. The Council received an update regarding work around land registration. Paul Fox have quoted £100.00 for the valuation work required and the completed work is now awaited.

b. The Council received an update regarding the request for a memorial bench and pest control activity. The memorial bench is now completed with the plaque installed. The family have paid the final balance, including cost of the plaque and its fitting and are very pleased with the work. Mole activity has currently ceased.

#### 2502/16 Allotments

The Council received any relevant updates. Cllr Frankish again raised concern that the advisory group only had two members, as raised at the December meeting – there were no volunteers to join the group. The urgent entrance works await further guidance from NLC. The budget for the allotments needs to be considered, to look at costs including provision of a noticeboard and concerns with the gates. Tenants to be notified in March of the next inspections scheduled for April and the annual rent payment date of 1<sup>st</sup> April.

#### 2502/17 A Team

The Council considered the retirement of the town A Team charity volunteers. The Town Clerk reported confirming with Norma Hamilton the preferred location on the Green and the quotations for the bench and installation of it.

**RESOLUTION: That the quotations of £1,217.51 for the bench, fixings and plaque and £795.00 for excavation, cast concrete pad, building and installation of bench to base were approved.**

**ACTION: Town Clerk**

#### 2502/18 Humber and Wolds Rural Action - - Rural Housing Project

The Council received an update on the Humber and Wolds Rural Action Rural Housing Project. The Town Clerk noted that the survey period was now extended to 2<sup>nd</sup> March and that leaflets were in the process of getting delivered to all homes in the town. There are paper copies and a drop off point at Lincolnshire Co-Op store. An event at the Community Café took place on 23<sup>rd</sup> January.

#### 2502/19 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: PA/2025/173 to be added to General Purposes Committee agenda, Handyman information from Messingham Parish Council, Child Safeguarding training, NLC News Direct, North East Lincs Civic Service, Ancholme Catchment Conference, PA/2024/1480 Decision Notice, Rural Bulletin, ERNLLCA/NALC Emergency Planning Survey, ERNLLCA – Making Parks Count webinar, Broughton Town Council Civic Dinner.

b. Lincolnshire Co-Operative Community Co-Ordinator - query open spaces projects

c. ERNLLCA – Election queries advice

d. NLC – Notice that Town and Parish Liaison Meeting (29<sup>th</sup> Jan) postponed

e. NLC – News Direct

f. North East Lincolnshire – invitation to Mayor's Charity Coffee Morning (April)

g. North East Lincolnshire – invitation to Mayor's Quiz Night (March)

h. Community Vision – January update

i. Rural Services Network – Rural Bulletin

j. NLC – Heritage Officer confirmations regarding CCTV planning applications

k. Mayor of Doncaster – cancellation of Civic Ball

l. NLC – Baton of Hope (15/09/2025) event applications/nominations – **the Town Clerk noted this was discussed at the Promoting Kirton Committee and asked for nominations to be put forward so that**



**Kirton in Lindsey can be represented.****ACTION: Councillors/Town Clerk**

- m. ERNLLCA – Finance Essentials in person event (31/03/2025)
- n. NLC – Tourism / Visit North Lincolnshire update
- o. Clear Councils – Risk Management webinar details
- p. Turn The Page And Read – query about funding potential
- q. NLC – CCTV Planning Permission clarification requests
- r. Resident – copied into query to NLC Planning regarding status of PA/2024/365 (dormant for 6 months)
- s. ERNLLCA – January Newsletter
- t. Humberside Police – New Neighbourhood Police Officer – Pc Paul Topham
- u. NLC – Tourism Partnership January update
- v. Haxey Parish Council – NLC Community Governance Review of Parish Councils – **the Council noted that it empathises with the concerns raised but cannot offer support at this time.** **ACTION: Town Clerk**
- w. NLC – Annual operational inspection report for play area
- x. NLC/Visit North Lincolnshire – Tourism and Visitor Economy workshops
- y. NLC Planning – PA/2025/110 notification of tree works at Wesley Street ( *fwd 03/02 to General Purposes Committee*)
- z. Immingham Town Council – Civic Service invitation (March)
- aa. ERNLLCA – Royal Garden Party 7<sup>th</sup> May – details of Chairs of Councils
- bb. NAT Ridge – Newsletter
- cc. Community Vision – Training opportunities
- dd. Resident – query about by-election process
- ee. Dirt Factory – community pump track project with Liss Parish Council
- ff. NLC – Commercial Waste Duty of Care/T&Cs 2025/26 Kirton in Lindsey Cemetery
- gg. ERNLLCA – New domain - .gov.uk - in use
- hh. Fully Fused – information about professional firework displays/stage pyrotechnics/indoor special effects
- ii. Keep Britain Tidy – 10<sup>th</sup> Great British Spring Clean - 21<sup>st</sup> March – 6<sup>th</sup> April 2025
- jj. CPRE – Best Kept Village Competition 2025 details
- kk. Brigg Town Council – Invitation to Civic Dinner (April)
- ll. NLC – Town and Parish Liaison meeting notification (20<sup>th</sup> March) – **as Cllr Frankish is unable to attend, Cllr Cooper offered to attend this meeting. Clerks are no longer permitted to attend.**
- mm. Rural Services Network – Rural Funding Digest
- nn. HWRA – February newsletter
- oo. Worker's Memorial Day information (April)
- pp. Community Vision / ERNLLCA – Cadent Centre for Warmth Project
- qq. NLC – Result of 13<sup>th</sup> February 2025 by-election
- rr. North East Lincolnshire – Charity Quiz Night (March)
- ss. ERNLLCA – Training Plan for 2025/26
- tt. Hodsock Parish Council – lengthsman vacancy information
- uu. NLC – Notice of the call for an election to fill the casual vacancy
- vv. Independent Brigg Line Rail Group – Rail Minister to meet MPs over Brigg Line Service update
- ww. Mablethorpe & Sutton Town Council - Civic Service (April)
- xx. Annual Leave - reminder. **The Council were reminded of forthcoming annual leave.**

2502/20 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 26<sup>th</sup> March 2025 at 7pm at the Diamond Jubilee Town Hall.**  
**NOTE: Agenda items to be submitted before Monday 17<sup>th</sup> March in line with Standing Orders.**

2502/21 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.**

2502/22 Staff costs – KLASSIC Park

The Council considered extra hours worked by the KLASSIC Venue Manager, including while needing to open up and close KLASSIC for users due to having no caretaker.  
**RESOLUTION: That 90.25 hours extra hours are paid, with all but 14 (related to Charitable Incorporated Organisation application) to be charged back to KLASSIC Park with a huge note of thanks to be recorded to the Venue Manager for going above and beyond.** **ACTION: Town Clerk**

The meeting closed at 20:20.