

**MINUTES OF THE EXTRAORDINARY MEETING OF KIRTON PARISH COUNCIL HELD at UPSALL ROOM,  
KIRTON TOWN HALL 10<sup>TH</sup> AUGUST 2020.**

**Present:** Councillors: Cllr I Cole  
Councillors: S Watson, P Watson (and Borough), C Brotherton, L O'Connor  
Also Present: Mrs B Buttery – Clerk of the Council

**44/20** **Chairman's comments**

The Chairman welcomed members to the meeting.

Chairman's Comments:

Good evening; and welcome to our first Zoom Council meeting, which is just amongst one of the many 'firsts' that people are coming to terms with because of the surreal situation that we now find ourselves in.

This pandemic, like other national times of crisis, have enabled communities to show their true community spirit in times of adversity and Kirton has been no exception. In support of Clap for Keyworkers, this meeting will hold a brief 5-minute adjournment at 8pm to allow all attendees to join in.

On top of the national support and thanks for all the Keyworkers, from the NHS through to the land workers and the national community volunteers, Our community has shown their support by following the Governments guidelines, various support groups have been formed, small shops where they can be amending services to enable click and collect or delivery; there is a sense of everyone pulling together, helping each other where they can.

Personally, I would like to thank both the COOP and Costcutter (including the post office) which have shown unwavering support for the local community, trying their best to ensure we all have fresh food etc, in what can only be described as both stressful and challenging circumstances. Their services have been a life line to many, especially those who for whatever reason do not use the internet for shopping purposes.

Similarly, the chemists. To gradually see your place of work, go from open and welcoming to barrier tapes, screens then having to wear masks and gloves must be worrying, yet they never let on, they all carry on trying to put us at ease, offering help and advice.

Selflessness and Heroes are amongst us every day. Remember be kind to that shop assistant etc, they're probably just as scared as you. Stay Safe.

**45/20** **Apologies for absence and reason given**

Cllr A Austin sent her apologies and reason for absence which was accepted by the council.

**46/20** **Receipt of any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any written requests for dispensations in relation to members' disclosable pecuniary interests.**

Cllr Bemrose declared a personal interest in Town Hall on the agenda as her mother is Chairman.

She is also a parent governor at the Primary School.

Cllr P Watson is on the Boston Borough Planning Committee but for this meeting there were no planning applications.

Cllr Sharp declared an interest as he is on the Kirton Youth Challenge as a trustee, he is also on the 4<sup>th</sup> Boston Scout Committee.

Cllr Lidgett declared her interests as member of the Methodist Church, plus a member of the Thomas Middlecott Trust.

**47/20****Approval of the minutes of the previous meeting**

It was resolved that the notes of the meeting held on the 10<sup>th</sup> March 2020, previously circulated, should be recorded as the minutes.

**48/20****Police Matters**

No Police attended. The Clerk had received an email from PCSO Williams who reported that there had been a spate of burglaries in March but this had now calmed down. The overall information for the past 12 months was that burglaries in the Parish had actually decreased from previous years. The other issue he raised was that generally people are observing social distancing except for the odd couple who have been spoken to.

**49/20****Viewpoints on questions from members of the public**

None

**50/20****Matters for the attention of Lincolnshire County Council/Boston Borough Council from/to County/Borough Councillors**

Cllr Brookes reported that LCC has launched the Covid19 Community Fund Scheme (which runs similarly to the Big Society Fund that ran previously) in that each County Councillor has been given £3000 to spend within their area. This information has been shared by the Clerk on the Facebook page and shared to other Facebook groups.

Cllr Bemrose asked whether the County Council planned to do a leaflet drop as her concern is that those that the most vulnerable are not necessarily going to have internet and as such miss out on the help available to them.

Cllr Brookes said that at the moment there were no plans to do a leaflet drop.

Cllr Brookes referred to the correspondence item regarding Hubberts Bridge. He explained that whilst it would be lovely to permanently divert HGVs away from going down Station Road to/from Hubberts Bridge it does have a knock-on effect. He asked the Clerk to email him the email address of the resident so that he could explain the implications properly to him.

Cllr P Watson informed members that he had received a complaint regarding HGV vehicles using a single track that was a new business. He had referred the matter to the planning enforcement officer at the Borough.

**51/20****Finance**

1. Accounts for Payment – as per payment sheet dated April 2020/21 (1 of 12) plus ratification of payment sheet dated March 2019/20 (12 of 12)

There was much discussion regarding the finance sheet. Members of the finance committee were concerned that they had not seen the invoices and as such were approving payments blind. It was resolved that the Clerk should email all those in the Finance committee the invoices prior to the next meeting so that they can 'see them'. It was also resolved that an additional column be added to the payment sheet to explain what each payment is for to ensure transparency.

2. To ratify paying the 'furloughed' community cleaner full wages.  
Members resolved unanimously to pay the community cleaner 100% of her wages whilst she is furloughed.
3. To consider what to do with the £10000 grant money received from Boston Borough Council/Central Government.

Some Councillors have received requests from parishioners for grants for various projects. Some Councillors had their own ideas for how to spend the money. It was resolved that everyone should email the Clerk with their ideas/resident's ideas for discussion at the next meeting which will be in May.

*Cllr Brookes also left the meeting*

**Meeting adjourned for 5 minutes to observe the clap for carers.**





**52/20**







**Report from minutes of the previous meeting/Clerk's report**

Key:

Highlighted Green – new to report

Highlighted Yellow – updates on this report

<u>Date</u>	<u>Description</u>	<u>Complete</u>	<u>Ongoing</u>
30.11.18 03.12.18 21.02.19 18.04.19 08.08.19	Uneven pavement reported on the pavement on the Frampton side of Horseshoe Lane, in poor state of repair. Was scheduled to have been done but never carried out. Reported to LCC ref 342401. LCC report that they need to investigate this matter further Cllr Austin agreed to chase this up. Cllr Austin informed members that this work has now been scheduled to be done The update on the LCC site is: This fault will be assessed for the possibility of future permanent works and prioritised according to our Highways Asset Management Plan.		
21.12.18 28.01.19 21.02.19 18.04.19 08.08.19 20.09.19 06.02.19	Contacted Lincolnshire Road Safety Partnership regarding the crossing issues on Station Road, I have asked for their help in enforcing the double yellow lines outside the Kebab shop plus have asked about the possibility of having the columns to the 'z brites' changed to illuminated ones. Road Safety (Accident Investigation) Manager is in talks with Andy Wharf at Highways at the Borough. He will also ask the parking Enforcement Team to visit the village over the next few months as a priority. Cllr Austin agreed to chase this up. Cllr Austin told members that this matter was not deemed high on the priority list by Highways, but it could be looked at again when the evenings get darker. Cllr Hannay will forward a photograph of the columns on the crossing which clearly show that the columns could support being lit. Clerk emailed Mr Wharf to ask for an update. LCC looking into repairing the columns Email from LCC have advised that "have arranged for the equipment at this location to be reviewed and replaced as necessary." Any works will not be programmed to take place until the new financial year		
04.01.2020 <b>01.03.2020</b>	Contact from the Insurance company regarding the Claim for the replacement of the play equipment. They have changed their policy and as such the council will receive the full amount to be paid within the next 10-15 days rather than having to wait for the equipment to be installed first. <b>Payment received.</b>		
07.01.2020 11.02.2020	Clerk received an email regarding one of the Horse Chestnut trees in the Churchyard having possible disease. After a conversation with the County Council's Arboricultural Officer, no action will be taken until he does his tree survey which he will carry out probably on the 17 <sup>th</sup> January. Visit carried out by the Arboricultural Officer – a report will follow, he said that nothing is urgent at this time.		

07.02.2020	Hedge obstructing path on corner of Sentence Crescent and Lighton Avenue. Raised by Cllr P Watson on FIXMYSTREET number 363638		
06.02.2020	Street lamp not working, 42 Marketstead Estate. Cllr P Watson reported this to LHP direct. Email received to advise that a repair job has been raised 06/02/2020		
06.02.2020	Garages behind 42 Marketstead Estate, fast growing climbing vine from behind the garages is starting to cause damage to the garages that have asbestos roofs. Cllr P Watson reported this to LHP direct. Email received to advise that the email had been forwarded to the Mark Louch and Sally Forder who is our greenspace management 06/02/2020		
10.02.2020	London Road – near Methodist church – flooding – this has been re raised to FIXMYSTREET as the completion of the work of clearing the drains has not resolved the flooding issue REF 363752. (completed 6 <sup>th</sup> Feb)		
08.02.2020 10.03.20 30.03.2020	Report received from resident about a manhole in the road that was sticking up outside Codfather – reported to LCC on Fix my Street. Currently under investigation This was reported back from LCC saying not their responsibility, however after contact from Cllr Brookes, they have changed the report to investigating further. Update from LCC states that the covers are location on private land. Not the council's responsibility		
10.03.20	Fix my street report – Flooding on Horseshoe Lane – fault will be fixed on next cycle of works. Highway drains cleaned once per year.		

Week ending 27.03.20

So, this week the Government placed us all on lockdown. As a result of that the Park Inspector has closed Dame Sarah Swift park. This will remain closed until we hear otherwise.

Also, as a result of the lockdown, I have sent our community cleaner, a 'furlough' letter to instruct her that she is not to be working at this time and we will be in touch to inform her when she is to return to work.

The grass cutting is continuing at this time and I have had one comment that the amenity areas are looking really good.

I have had 3 ashes internments this week. After speaking with both the Chair and the Vice Chair during the week, I wanted to allow these 3 to be able to continue as they were already booked in and I was happy to do them. However, it was suggested that getting the undertakers to instruct their own grave digger so as not to put the grave digger until the crisis is over – due to the vulnerability of the current digger. Also, it was agreed that I should not book in any further internments of ashes at this time. Most families don't inter ashes immediately after cremation anyway, so this hopefully should not be too traumatising for them to wait until everything calms down.

Community Speed Watch has been temporarily suspended due to the social spacing issues that this will incur.

The replacement play equipment due to be installed this month to the rear of the Town Hall will not be

installed as the supplier has ceased installations for the time being due to the lockdown. I anticipate that as we were due to have ours done; we should be one of the first once everyone goes back to work but will monitor this.

I have finally had correspondence back from the Lincolnshire Diocese after I sent a request for work to be done in the Churchyard, namely the safety barrier, the wall repair/blocking, and at some point work to some of the trees (we don't know what exactly until I received the tree report). This has led me to the local temporary vicar, Reverend Sue who will get me the relevant applications/information. The work has to be requested initially to the Diocese then go through the local Church – long winded way around it all, but nothing we can do about it. So just waiting to hear back about that.

Training courses booked through LALC have all been cancelled/postponed for the time being, but I expect as soon as they can do so, they will reschedule them. (They haven't said yet, but if this lockdown goes on for a long time, we may get reimbursed some of the training scheme as we have been unable to access it. I will look to see how long we are without it and then ask the question.

The external auditors have been in touch to say that as yet they haven't received guidance from the Government with regards to the audit. They are not sending out the AGAR until they get this guidance. I am expecting them to extend the time limit to submit the AGAR due to the accounts not being able to be approved by full council until we have a meeting. This is another wait and see item.

Week ending 03.04.2020

Week 2 of lockdown. I am getting a number of calls from relatives of residents within our Parish who are concerned that their family members are vulnerable and not able to do shopping etc themselves due to the lockdown and them being in vulnerable groups. I am pointing them in the direction of the phone number/email address we are putting on our Facebook group periodically.

The reverse side of this though is that the already established groups who people apply to get help are now getting in touch with me to ask for the names of volunteers who can help. I have taken on one family, but will not be able to do every one that comes through. I am in talks with the Volunteers Services to solve this. We can't ask for random volunteers from residents as we won't know who we are putting people in touch with. I have since been in touch with a lady who is coordinating this part of the county and is going through the processes of getting the quality assurance into the groups of volunteers.

I have been in touch with Lorraine Bush at the Borough (who has forwarded the request onto the coordinators of the groups) following on from the Vice Chairman's request regarding a mail shot delivered by Royal Mail to everyone to ensure that the phone numbers of the volunteer groups are available to all not just those online.

I have received an update regarding the AGAR which apparently will be sent to me within the next week so that can still get prepared. Further guidance I expect regarding dates etc will follow. This information has now (today) been updated in that there is nothing to suggest this will change as far as key dates is concerned. Looks like you will be getting a lot of emails with attachments of the form etc when completed then.

It has come through that we will be able to do remote meetings; in that we can conference call/video link

them. The guidance notes will be out early next week so I will keep you all informed then.

I have received an email from LALC who are saying we should close the cemetery to all visitors unless they are attending a funeral. Grass cutting is ok as long as social distancing is observed. I will go and put notices up in the next day or so and close the gates.

### **53/20 Correspondence received which the Council are invited to resolve on**

1. Tree Survey received from LCC Arboricultural Officer  
The Arboricultural Officer had met with Cllrs Bemrose and Sharp at the Cemetery when he visited the village to get the information for his report. He said that he would be more than happy to attend a Council Meeting and explain things in more detail if that would help members. He also said that the work should be incorporated into a 5-10 plan for budget purposes. It was resolved that once the 'lockdown' is over and physical meetings can begin again that the Arboricultural Officer should be invited to attend. The tree report however, does not highlight any issues that need immediate attention.
2. Lincolnshire Best Kept Villages Competition 2020 – CPRE (Campaign to Protect Rural England) has closed the charity and as such this competition will no longer be run.  
Members discussed this and after a proposal from Cllr Bemrose, resolved unanimously that due to everyone being at home and spending so much time on their own gardens that a competition should be held where residents enter their own gardens.
3. AGAR – update on annual audit  
As yet the Auditors have not issued the AGAR and the Clerk is still waiting for further information regarding when it will be received by Parish Councils. However, the deadlines for publishing have been extended from September to November and as such it looks like everything will just be delayed by 2 months at this stage. The Clerk and Wyberton's Clerk have agreed to exchange accounts at the end of the month for internal audit.  
It was resolved that the Clerk should send a letter of thanks to the previous internal auditor for his past work.
4. Email from Park Inspector – locking down Dame Sarah Swift Park  
Members discussed the park/green areas. They also resolved to follow the guidance of the Park Inspector as to when to open the park up again. It is classed as a playground rather than a park and as such should remain closed at this time.
5. Email from resident at Hubberts Bridge – re how quiet the road has been whilst works were carried out. Wants heavy vehicles to be diverted permanently.  
As per Cllr Brookes' comment earlier, he will speak to the resident if the Clerk forwards on the contact details.

### **54/20 Town Hall**

The Town Hall remains closed although maintenance is being observed to ensure that the building is kept up to standard. Water being run regularly etc. The Caretaker is also being put to work doing small painting etc tasks whilst the Hall is closed. The Town Hall have also applied for the small business grant.

### **55/20 Cemetery**

This has remained closed. The Clerk was concerned of conflicting advice being given and spoke to the Chief Executive at Lincolnshire Association of Local Councils for up to date guidance. She informed the Clerk that whilst burials are still taking place within the Cemetery (which they are) then it must remain closed.

This matter will be monitored as the guidance changes.

Members considered the revision of fees charged for the Cemetery for the year from 1<sup>st</sup> May. Cllr Bemrose

