

Minutes of the Meeting of Billingham Parish Council held at Billingham Methodist Chapel, Victoria Street on Monday 10 June 2024 at 7.00pm.



Present: Cllrs Catlett – Chair (AC) Ball (LB) Cassidy (TC) Miller (RM) Cottrell (SC)
Parish Clerk: Helen Key (HK)

Public Session

1 Member of the public present

Minutes of the Council Meeting

1. To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

Apologies had been received from Cllr Liles and Cllr Greetham.

It was proposed by RM, seconded by SC, and agreed unanimously that these be accepted.

Apologies were also received from County Cllr Key.

2. To receive Declarations of Interest under the Localism Act 2011 – being any pecuniary or other registerable interests in agenda items not previously recorded on members' Disclosable Pecuniary and Other Registerable Interests' declaration.

None declared.

3. To receive the Presentation from Nicola Marshall.

Ms Marshall gave a presentation on Bernard Gilbert, a Billingham Author, born in 1882 and who died in 1927. She has been working alongside Professor Andrew Jackson from Bishop Grosseteste University, researching the work of Bernard Gilbert and local dialects. A possibility of some heritage funding may be available if a body for this funding can be found. As Bernard Gilbert was born in Billingham and at present the village still has some elderly people that use the Billingham dialect, she wondered if the Council would be the body for the funding. As part of the research she wishes to record, villagers using the dialect in the church and at the nearby castle at Tattershall.

The council asked questions at the end of the presentation, would this involve any funding from BPC, would the lottery fund require fund matching, how would the expenditure be proved. Ms Marshall explained that until an Expression of Interest was submitted, full details were not known but without a body for the funding this project cannot start and asked if BPC would be that body.

It was proposed by AC, and seconded by TC, and agreed unanimously to agree that an Expression of Interest be put forward with Billingham Parish Council as the project organisation.

4. To receive reports from County & District Councillors.

District Cllr Whittle forwarded details of the Lower Witham Flood Resilience project to the Clerk, this was distributed to the Cllrs before the meeting.

5. To accept the notes from the Meeting of 13 May 2024 as minutes and a true record.

It was proposed by LB , seconded by TC, and agreed by unanimously that they be accepted.

6. Finance

a. To approve payments made during May 2024 (list circulated prior to the meeting). See appendix A.

It was proposed by RM, and seconded by LB, and agreed unanimously to approve the payments.

b. To approve the latest explanation of Reserves held by the Council (circulated prior to the meeting).

It was proposed by AC, and seconded by SC, and agreed unanimously to approve the explanation.

c. To review the Council's expenditure under s.137 of the Local Government Act 1972 or the general power of competence. (Details circulated to Cllrs prior to the meeting).

It was proposed by AC, and seconded by RM, and agreed unanimously to accept the review.

7. To consider and approve the Annual Governance and Accountability Return 2023 – 2024.

It was proposed by LB, and seconded by RM, and agreed unanimously to approve the return.

a. To receive and approve the Internal Auditor's Statement.

It was proposed by RM, and seconded by LB, and agreed unanimously to approve the statement.

b. To consider and approve the Annual Governance Statement 2023 – 2024.

It was proposed by SC, and seconded by TC, and agreed unanimously to approve the statement.

c. To consider and approve the Accounting Statement 2023 – 2024.

It was proposed by LB, and seconded by RM, and agreed unanimously to approve the statement.

d. To note and approve the publication of documents and exercise of public rights from 28 June 2024 to 26 July 2024.

It was proposed by AC, and seconded by RM, and agreed unanimously to approve these dates.

8. Matters arising and Clerk's reports.

The documentation for these had been circulated for review prior to the meeting.

The clerk to chase up outstanding matters from the report.

9. Correspondence

Items forwarded: NALC Bulletins, LALC Bulletins, CPD Homes and Homelessness, PSE Homes England beating targets, CPD Highways and Transport networks, lithium battery safety, PSE All out on economic potential, LCC footpath grass cutting information, Armed forces event poster, NKDC Election update, LCC Town and Parish Council update.

The clerk was asked to filter the correspondence.

10. To consider planning application as a Statutory Consultee

24/0575/HOUS Bluebell Cottage Gravel Hill Drove Single Storey side extension
(comments received as consultee date before this meeting.)

Other planning matters

22/1631/DISCON Land at Park Lane Condition Discharges

24/0406/HOUS 1 Church Fields Close Decision Approved

11. To receive reports from Cllrs on risk assessments/safety checks where applicable.

No reports applicable.

12. LCC Highways updates.

Road Closure for resurfacing Princess Square and St Michael's Close 28/05/24 –
13/06/2024 Work commenced.

Carriageway resurfacing Twelve Foot Bank – North Kyme Fen to commence in June.

13. To consider work on Fitzwilliam Place Mosaic area, tree roots lifting paving.

The clerk was asked to obtain quotes for work required at Fitzwilliam Place:

- Tree Trimming
- Removing roots and relaying paving

14. To consider possible source of a Christmas tree for 2024.

The Clerk will ask the daughter of the previous supplier if they will be continuing to sell trees for Christmas 2024.

15. To report on Street Cleaner Recruitment by HR Committee Chair.

The HR Chair (SC) reported they had 42 applications, 10 returned the application forms these were shortlisted to 5 via sift process. 5 applicants were interviewed on the 30 May 2024, and scored by interviewers.

The HR committee met on the 6 June 2024, to discuss and score again, all came to the same result. A vote by SC, RM, and Cllr Liles,(WL), agreed to offer the position to candidate number 23.

The Clerk was asked to post, the offer letter and 2 copies of the contract.

16. To consider and approve the purchase of a new trolley and budget for PPE for the Street Cleaner.

It was proposed by AC, and seconded by LB, and agreed unanimously to approve the purchase of a new trolley from Glasdon at a cost of £500.39 (inc VAT). Prior authorisation was also given to pay for the purchase at time of order if required.

It was proposed by AC, and seconded by RM, and agreed unanimously to approve the budget of £50.00

17. Reports from Councillors and any agenda items for the next meeting.

SC had received a comment from a resident regarding vehicles parked on the road in Carr Gate, unless they are causing an emergency obstruction, the council cannot report.

SC mentioned a caravan cable over the footpath on Victoria Street, it was reported by TC that this had been an issue but had been moved and placed at height which did not cause a hazard.

SC mentioned there have been several complaints placed on Facebook regarding the state of the grass at the playing field. The clerk informed the council that she had been approached by the junior football club, regarding cutting of the pitch as they are having mower issues. A quote for the work was given to the football club but they have not responded further. The Clerk was asked to contact the grass cutters to enquire when the playing field will be cut again.

AC reported that a complaint had been received from one of the interviewees regarding the Street Cleaner Vacancy. An acknowledgement of this complaint has been sent by the Clerk. The Clerk will lead on this complaint following the procedures of the Complaints policy (PCD016) and AC and LB agreed to support with this.

Meeting Closed at 8.25pm

Signed

Date

Appendix A

Financial Activity May 2024

PAYMENTS

Date	Payee		Amount	Authority
02/05/2025	Nest	March Pension	£102.21	LGA1972 S111
02/05/2024	Nest	April Pension	£119.24	LGA1972 S111
07/05/2024	Paul Riddel Skip Hire	Skip Hire	£300.00	OSA1906 LGA1972
09/05/2024	The Ship Inn	M Hird Voucher	£50.00	S111

09/05/2024	Mrs H Key Paper	Office Paper	£9.50	LGA1972 S111
13/05/2024	Mrs Catlett Memorial Flowers	Memorial Flowers	£37.74	S137 LGA1972
13/05/2024	Methodist Church	Room Hire	£20.00	S111 LGA1972
14/05/2024	O2	Office Mobile	£28.72	S111 LGA1972
16/05/2024	H Key Voucher Reclaim	P Gilbert Voucher IT Support	£50.00	S111 LGA1972
20/05/2024	SCIS UK Ltd	Services	£95.88	S111
21/05/2024	Glendale	Grass Cutting	£69.71	OSA1906 LGA1972
28/05/2024	Staff Costs	Salary	£2,351.75	S111
28/05/2024	MR Garden Services	May Grass Cutting	£680.00	OSA1906
29/05/2024	E on	Christmas Lighting	£121.43	S137

Receipts

01/05/2024	W Kent Memorials Kennedy	Headstone	£200.00
13/05/2024	Photocopying - BDTA	Photocopying	£2.50
16/05/2024	MSR Mower Man	Newsletter Advertisement	£38.00
09/05/2024	Lloyds Bank Interest	Interest	£22.25
03/04/2024	PSDF Interest	Interest	£386.78
03/04/2024	PSDF Interest	Interest Correction	£27.00

