

Minutes of the Meeting of Billingham Parish Council held at Billingham Methodist Chapel, Victoria Street on Monday 12 August 2024 at 7.00pm.



Present: Cllrs Catlett – Chair (AC) Liles (WL) Miller (RM) Cottrell (SC) Greetham (RG)
Parish Clerk: Helen Key (HK)
1 Member of the Public

Public Session

A member of the public attended with an interest in co-option to the council. He gave a brief detail of his interest.

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 Cassidy.

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

It was reported that Cllr Ball had tendered his resignation on 22 July 2024.

Apologies were also received from County Cllr Andrew 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.

Cllr Miller declared an interest in agenda item 12, due to being a member of the Village Hall committee.

3. To receive reports from County and District Councillors.

Not in attendance.

4. To accept the notes from the Meeting of 1 July 2024 as minutes and a true record.

It was proposed by WL, seconded by SC, and agreed by unanimously that they be accepted.

5. Matters arising and Clerk's Report. (Details forwarded prior to the meeting).

It was reported that the complainant had formally accepted the complaint findings and that this matter is now closed.

The clerk reported that she was struggling to obtain quotes for the mosaic area work, only one contractor had quoted £120. AC and RM agreed to have a look at the work required and sort if possible.

The Clerk reported that there was still no success in finding a local Christmas Tree supplier and it was suggested that we place a notice in the newsletter.

6. Correspondence

Items forwarded: NALC Bulletins, LALC Bulletins, PSE Newsletter, NKDC Capital Grants Scheme REPF, Parish Engagement Records Police and Crime Partnership, SLCC Power of Outdoor Play article, NK Talk Planning Invite, Call connect posters and information, Lincs & Notts Air Ambulance Information, Safer Together Team Update. (Items forwarded prior to the meeting).

7. Finance

a. To approve payments made during July 2024 (list circulated to Cllrs prior to the meeting).

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

b. To consider the application for a Lloyds bank business debit card for the clerk.

It was proposed by WL, seconded by SC, and agreed unanimously to approve the application.

HK to arrange.

c. To review the signatories for both the Lloyds Bank Business and the PSDF accounts.

RM agreed to be added to both accounts and it was agreed that HK should become the main correspondent for the PSDF account, and the signatories be the same on both accounts. AC, WL and RM.

The changes were proposed by SC, seconded by RG and agreed unanimously to be made.

HK to arrange.

8. Planning Applications to consider as a Statutory Consultee.

24/0868/TPO Reduce trees back to proposed boundary. 14 Walcott Road.

The council had no comments regarding this work.

8a. Notification of Decision.

23/1249/FUL Demolition of the existing, detached house and erection of a replacement detached dwelling. Ruston's Farm Tattershall Bridge. Approved.

24/0348/FUL Demolition of the existing bungalow and erection of a replacement dwelling. Sundown Tattershall Road. Approved.

9. To report on risk assessments/safety checks. Report from Cllrs where applicable.

HK reported that the noticeboard on the memorial area. Had been inspected and was thought not to be worth the cost of repairing. See agenda item no 21.

AC reported that the litter bins were not closed properly after emptying, AC will monitor and if continues ask the clerk to report to NKDC.

10. LCC Highways Updates.

Temporary traffic restriction. Road closure order First Hurn Drove Billingham and
Timberland Drove Timberland Period of restriction 12/08/2024 – 11/10/2024

Staying Alive Lincolnshire Mill Lane Archer Survey findings. (Report forwarded prior to the meeting).

11. To approve the changes of dates for the exercise of public rights to 28 June 2024 to 8 August 2024. This was details given by the external auditors.

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

12. To consider diverting the grant payment for the village hall. (Email received from the village hall committee forwarded prior to the meeting).

RM reported that the Village Hall had also required work on the fire alarm system costing £1500 as well as the necessary roof repairs which have been quoted at over £11,000. The village hall is struggling for funds, and it was asked if the Parish Council could help. It was suggested that the Parish Grant scheme would soon be available, and a possibility of a loan was discussed. RM was asked if a time scale was available for the use of the diverted grant payment, this will be provided asap.

It was proposed by SC, seconded by WL, and agreed by majority that they be diverted, (with one abstention) that the work under the grant be delayed and the grant funding be temporarily diverted to allow the work to the roof to be undertaken.

13. To review the undernoted Policies and Procedures: (circulated by AC prior to the meeting)

- PCD009 Safeguarding
- PCD011 Health & Safety
- PCD012 Risk Management
- PCD042 Advertising

AC reported that the changes mainly effected the safeguarding policy, and it was suggested that at the next Annual meeting, a safeguarding officer be elected.

It was proposed by RM, seconded by SC, and agreed unanimously to approve the policies.

14. To consider the possibility of using double burial plots in Walcott Road Cemetery.

A question had been asked about using double burial plots in the cemetery. During research regarding this it was found that a groundwater survey had been done in 2019 which recommended single burials only. This was due to varying levels of the cemetery and due to the different types of soil profiles that are present.

a. To approve the amendments of PCD015 V5 Cemetery Policy (circulated by AC prior to the meeting).

It was proposed by RM, seconded by SC, and agreed unanimously to approve the amendments.

15. To consider the reserves previously set aside for the closed cemetery maintenance.

To be used for Children's Play Equipment.

It was proposed by SC, seconded by RG, and agreed unanimously to approve this reserve change.

16. To consider the purchase of a first aid kit and trolley paint for the Street Cleaner.

It was proposed by RM, seconded by SC, and agreed unanimously to purchase these items.

HK to source these items.

17. To approve the quote for the Tree Inspection to be carried out by NKDC for trees on BPC owned land to fulfil the Parish Councils 'duty of care' obligations.

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

HK to arrange inspection to be carried out by NKDC.

18. To review the current charges for the Allotments.

It was proposed by RM, seconded by WL, and agreed unanimously that the charge remains unaltered for the year ending October 2025.

19. To approve the travel expense for the annual conference attended by the chair and vice-chair. To avoid self-authorisation. (Details forwarded prior to the meeting).

It was proposed by SC, seconded by RM, and agreed by majority to approve the expense, with one abstention.

20. To consider the purchase of a replacement noticeboard for the memorial area. It was proposed by RM, seconded by WL, and agreed unanimously to approve the purchase.

While it was agreed that a replacement noticeboard be purchased, further detailed costings are required, and it was felt that a metal noticeboard would be in keeping with the memorial area. Costings of removing and erecting are also required.

21. To consider the Zoetrope located in the sold closed cemetery.

It was proposed by AC and seconded by SC and agreed unanimously that the Zoetrope should be removed from the sold closed cemetery.

While it was agreed that the Zoetrope be removed, it was discussed that further investigations are needed to decide on a new location for the Zoetrope and if planning would be required and how best to remove the Zoetrope from its present location.

22. To consider the purchase of a remembrance wreath.

It was proposed by WL, seconded by SC, and agreed unanimously to approve the purchase to a value of £25.00.

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

WL has been approached by residents advising that there are rats present at a property on Park Lane.

WL has been asked who is responsible for the maintenance of the riverbank following the death of the previous Lord of The Manor, it was advised that his Son has taken over the responsibilities.

AC asked if anyone would be available to attend a zoom presentation on 10 October 2024 on Employment Laws.

AC reported that the grit bins placed around the village which need re-filling, could be reported on Fix My Street until end of September. A bag of grit could also be requested if required. AC agreed to check the bins.

Following the LALC Annual conference attended by AC and WL, it was mentioned that some Health and Safety training may be beneficial for the Street Cleaner and persons working at height eg SID. Online training courses will be researched. Another point noted was that contractors are to provide proof of own insurance. The Clerk confirmed this is already in place.

Meeting Closed at 8.25pm

Signed

Date

Appendix A

**Financial
Activity**

Jul-24

PAYMENTS

Date	Payee		Amount	Authority
02/07/2024	Methodist Church	Room Hire	£20.00	LGA1972 S111
02/07/2024	H Key Travel Expense	Travel Expense	£16.20	LGA1972 S111
04/07/2024	Glendale	Grass Cutting	£69.71	OSA1906
08/07/2024	Pelican Trust	Newsletters	£537.00	LGA1972 S142
08/07/2024	Chaos Discount	Hand Brush Street Cleaner	£5.39	OSA1906
09/07/2024	MR Garden Services	June Grass Cutting	£770.00	OSA1906
16/07/2024	O2 Mobile	Office Mobile	£28.72	LGA1972 S111
18/07/2024	H Key Travel Expense	Travel Expense	£19.80	LGA1972 S111
18/07/2024	SCIS UK Ltd	IT Support Services	£95.88	LGA1972 S111
18/07/2024	BT Broadband	Broadband	£137.50	LGA1972 S111
23/07/2024	SCIS UK Ltd	New Laptop	£498.00	LGA1972 S111
25/07/2024	BT Landline	Landline	£152.82	LGA1972 S111
29/07/2024	Staff Costs	Salaries	£2,378.59	LGA1972 S111
29/07/2024	NEST pension	Pension	£119.24	LGA1972 S111
30/07/2024	O2 Office Mobile Phone	Office Mobile	£29.20	LGA1972 S111

RECEIPTS

09/07/2024	Lloyds Bank Interest	Interest	£21.56
10/07/2024	Memorial Perfection Inscription	Inscription	£30.00
15/07/2024	W Kent Memorials Inscription	Inscription	£30.00
23/07/2024	Lincolnshire Coop Ltd	Ashes Internment	£840.00
31/05/2024	PSDF May	Interest	£374.74
30/06/2024	PSDF June	Interest	£388.59

