

**Minutes of the Meeting of Billingham Parish Council held at Billingham Methodist Chapel, Victoria Street on Monday 7 October 2024 at 7.00pm.**



**Present:** Cllrs Catlett – Chair (AC) Liles (WL) Miller (RM) Cottrell (SC) Greetham (RG) Green (IG)  
Parish Clerk: Helen Key (HK)

**Public Session**

0 members 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 were received from Councillor Cassidy.

It was proposed by SC, seconded by WL, and agreed unanimously to accept these apologies.

Apologies were also received from County Cllr A Key, District Cllr S Lawrence, and District Cllr A Whittle.

**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 reports from County and District Councillors.**

None Present.

**4. To accept the notes from the Meeting of 2 September 2024 as minutes and a true record.**

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

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

No queries or additional points arose.

**6. Correspondence**

Items forwarded: NALC Bulletins, LALC Bulletins, Citizens Advice Bureau Letter, NKDC Central Lincolnshire Design Code, NKDC Parish & Town Newsletter, Greater Lincolnshire Devolution Thanks Letter, Rise – making venues more accessible.

AC asked the Council to forward any correspondence they considered beneficial, directly to Lou Hird for inclusion in the Newsletter.

## **7. Finance**

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

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

### **b. To approve the Bank Account Reconciliation for the period ending 30 September 2024. (circulated to Cllrs prior to the meeting).**

It was proposed by RM, seconded by SC, and agreed unanimously accept the reconciliation.

### **c. Litter picking grant submitted to NKDC and receipt acknowledged.**

## **8. Planning Applications to consider as a Statutory Consultee (as detailed below and those received after publication of the agenda which require a decision before the next meeting).**

### **24/1013/HOUS Erection of two storey side and rear extension 48 Fen Road**

No comments from the council.

### **24/1093/PMA (Prior Approval) Change of use of ground floor front room from Commercial to be included in the main dwelling 40 High Street**

The council were in favour of supporting this application.

### **24/1094/VARCON Application to remove conditions 2, 3, 4, 6, 8 and 9 Land at Sprite Lane**

No comments from the council.

### **Planning Other:**

### **20/0985/FUL Street Numbering of Top Barn Digby Fen**

**24/0914/HOUS Front Porch West Street Approved.**

**24/0370/OUT Erection of 4 No. semi-detached houses and appropriate amenity space West Street Approved.**

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

**The Clerk reported that due to the resignation of a councillor, the Zoetropes now need to be checked. SC agreed to report on the safety check/risk assessment for the Zoetropes.**

**10. LCC Highways Updates. None Received.**

**11. To consider the office lease statutory declaration.**

AC explained by accepting the declaration, we have no rights of renewal on contract expiry in April 2026, which would potentially leave us without a Parish Office. This may also be the case should we not sign the declaration. It was suggested that funds should be placed in reserves in anticipation of this matter.

It was proposed by AC, seconded by SC, and agreed unanimously to sign the statutory declaration.

**12. To consider the Christmas Tree Lighting and Blessing Event.**

The date for this event was set as Wednesday 4<sup>th</sup> December 2024.

Due to our usual Christmas Tree supplier being no longer available, a Christmas Tree will need to be purchased.

It was proposed by AC, and seconded by SC, and agreed unanimously that a budget of £500 be set to purchase a Christmas Tree. The Clerk was asked to source a tree.

WL will contact the celebrant for the blessing.

HK will contact The Ship Inn for the refreshments, as this was decided to be the most suitable venue for this event due to safety concerns. HK to contact The Ruffs and, Badass for the entertainment. HK to purchase glowsticks for the children.

RM agreed to arrange the erection and take down of the tree and will let Cllrs know the dates so they can help.

**13. To consider Ashes Area 3 & 4 revised plot size and consider the purchase of a new framework for this sizing.**

AC reported that it has been previously agreed in the cemetery policy to reduce the plot size from a 4 urn capacity to a 2 urn. This would relate to a change in plot size from 915mm x 915mm to 660mm x 915mm.

It was proposed by AC, seconded by SC, and agreed unanimously to approve the purchase of a new framework to the budget of £40.00.

**14. To consider the resident's email regarding speeding traffic on Walcott Road. (Email forwarded prior to the meeting).**

The resident was invited to attend the meeting but did not attend.

The matter was discussed and, whilst the council do not condone speeding in any areas of the village, it was felt that the houses in the area in question are offset from the road and the risk caused by speeding vehicles is less than that in the vicinity of Field Road and Mill Lane junctions. The suggestion of moving the SID would not be beneficial as the full 300m SIDs recording distance would be in the 60mph limit. It was concluded that the Clerk should request an Archers survey for this area, as this would provide data upon which the relevant authorities would be able to assess the eligibility for any further action.

**15. To consider the purchase of Business Cards.**

AC reported that these could be purchased for £6.95 for 100 and they could be generic and so used by Cllrs and all staff.

It was proposed by AC, seconded by RM, and agreed unanimously to approve the purchase.

**16. To approve the Health & Safety Policy PCD 011 (circulated by AC prior to the meeting).**

It was proposed by AC, seconded by WL, and agreed unanimously to approve the policy.

**17. To consider the quotations for the required work following the NKDC Tree Survey. (Quotations forwarded to Cllrs prior to the meeting).**

It was proposed by AC, seconded by SC, and agreed unanimously to accept the cheapest quote from P&P French.

**18. To consider the expenditure for the previously agreed removal of the Zoetrope, from the sold closed cemetery and consider the costs to weld the post for future relocation. (Costs forwarded to the Cllrs prior to the meeting).**

It was proposed by SC, seconded by RM, and agreed unanimously to approve the expenditure £160.00 + VAT to remove and re-post the Zoetrope.

The Clerk will contact the owner of the cemetery to obtain permission to enter and remove the Zoetrope.

The Clerk will contact NKDC, The Environment agency and the Lord of the Manor to obtain permission to possibly relocate the Zoetrope on the riverbank, near to the new bridge.

**19. To approve the appointment of the internal auditor to complete the 6-month audit of the accounts and approve the expenditure for this process.**

It was proposed by WL, seconded by SC, and agreed unanimously to appoint the internal auditor.

The expenditure will be considered once costings have been supplied by the auditor.

**20. To consider the changes to the Terms and Conditions of the Lloyds Bank Account. (Letter received from Lloyds forwarded to Cllrs prior to the meeting).**

After discussion it was felt the changes would not affect our account.

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

IG - Reported that he had received complaints regarding the continuing trailer issue on Queens Street. The Council are aware of the continuing issues but are reliant on other agencies to find a resolution.

SC - Reported that he had been asked about what could be done regarding the number of vehicles being parked on Carr Gate/Skirth Road junction as it was felt to be dangerous and emergency vehicles may struggle to gain access should they be required. The Clerk was asked to see if a traffic warden could visit this area.

SC - Reported that he had been asked about a possible scam email from 'Next Door', he was advised to suggest to the resident to block the emails and do not open links.

AC - Reported that there was still an issue of tree waste being left at the side of the cemetery railings, it was also noted that someone had placed this on Facebook. A letter from the Chairman was suggested.

AC - Reported the Broken Headstone in the cemetery has now been removed. A resident asked if this could be replaced by the council as it belonged to a previous councillor who did a great deal of good for the village. On further investigation it was felt this was not the headstone of that Councillor, and so would not be replaced by the council.

**Meeting Closed at 8.30pm**

**Signed**

**Date**

**Appendix A**

**Financial  
Activity**

Sep-24

**PAYMENTS**

<b>Date</b>	<b>Payee</b>		<b>Amount</b>	<b>Authority</b>	
03/09/2024	Methodist Church	Room Hire	BACS £20.00		LGA1972 S111
03/09/2024	SCIS UK Ltd	IT Support Services	BACS £48.00		LGA1972 S111
03/09/2024	PKF Littlejohn	Audit Services	BACS £378.00		LGA1972 S111
05/09/2024	Mrs H Key Travel Exp	Travel Expense Newsletters	BACS £16.20		LGA1972 S111
05/09/2024	Glendale Ltd	Grass Cutting	BACS £139.42		LGA1972 S111
09/09/2024	MR Garden Services	August Grass Cutting	BACS £720.00		LGA1972 S111

10/09/2024	Pelican Trust Newsletters	Newsletters	BACS	£537.00	LGA1972 S142
13/09/2024	02 Office mobile phone	Office Mobile	DD	£28.72	LGA1972 S111
16/09/2024	SCIS UK Ltd	IT Support Services	BACS	£95.88	LGA1972 S111
23/09/2024	NKDC Tree Inspection A Catlett Training	Tree Survey Report	BACS	£135.30	OSA 1906
23/09/2024	Course	Ladder Training	BACS	£37.20	LGA1972 S111
20/09/2024	Wave	Cemetery Water	DD	£23.57	OSA1906
26/09/2024	Salaries	Salary Costs	BACS Debit	£2,313.68	LGA1972 S111
26/09/2024	Street Cleaner Broom R Miller Training	Broom	Card	£8.78	LGA1972 S111
30/09/2024	Course	Ladder Training	BACS	£37.20	LGA1972 S111
30/09/2024	M Rear Garden Services	Sept Grass Cutting	BACS	£720.00	LGA1972 S111
30/09/2024	Mrs A Ingrey	Memorial Flowers	BACS Debit	£44.00	S137
30/09/2024	CPD Training Online	Health & Safety Training	Card	£18.00	LGA1972 S111

### Income

03/09/2024	Resident Receipt	Part Payment Damaged Bin		£10.00	
05/09/2024	PSDF Interest Aug	Interest		£389.55	
05/08/2024	PSDF Interest July	Interest		£376.97	
09/09/2024	Lloyds Bank Interest	Interest		£17.76	



