

**Minutes of Billingham Parish Council Annual Meeting held at  
Billinghay Methodist Chapel, Victoria Street on Monday 12<sup>th</sup> May  
2025 at 7.00pm.**



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

**Public Session**

0 members of the public present  
1 pending co-option Jane Ledger

**Minutes of the Council Meeting**

**1. To elect a chairman**

Cllr Catlett was the only nominee.

It was proposed by WL, seconded by RM, and agreed unanimously that AC be elected as Chair.

**2.To receive Declarations of Acceptance of Office of Chairman.**

Received.

**3.To elect a Vice Chairman**

Cllr Cottrell was the only nominee.

It was proposed by RM, seconded by WL, and agreed unanimously that SC be elected as Vice Chair.

**4. To receive Declarations of Acceptance of Office of Vice Chairman.**

Received.

**5. To co-opt a councillor.**

It was proposed by AC, seconded by SC, and agreed unanimously to co-opt Jane Ledger.

**6. To receive Declarations of Acceptance of Office of Councillor.**

Received.

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

All present.

Apologies were given by County Cllr East and District Cllr Lawrence.

**8. 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.

**9. To receive reports from County and District Councillors.**

None present.

Cllr Lawrence forwarded an email with details of North Kesteven District Council's annual achievements. These have been circulated to the council.

**10. To accept the notes from the meeting held 7 April 2025 as Minutes and a true record.**

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

**11. To Appoint members to serve on the following committees: -**

**Finance**

It was proposed by SC, seconded by WL, and agreed unanimously to appoint AV, IG, and JL.

**Human Resources**

It was proposed by IG, seconded by JL, and agreed unanimously to appoint WL, SC, AV, and RM.

**11a. To Appoint a chairman to the following committees: -**

**Finance**

It was proposed by AV, seconded by JL, and agreed unanimously to appoint IG as chair.

**Human Resources.**

It was proposed by RM, seconded by AV, and agreed unanimously to appoint WL as chair.

**12. Confirm adoption of current Standing Orders and Financial Regulations. (documents circulated prior to the meeting).**

It was proposed by AC, and seconded by WL, and agreed unanimously that these be adopted.

**13.To review land assets, Ballon Walk, The Allotments, Walcott Road Cemetery, The Pinfold and the mosaic area Fitzwilliam Place.**

The clerk informed the council that land assets need to have land registry to be included in the asset register. The clerk was asked to check this matter.

It was discussed that Ballon Walk, and Fitzwilliam Place, have a nominal value of £1.00. The Allotments and The Pinfold have a poor-grade agricultural value. Walcott Road Cemetery may have a resale value in years to come if the cemetery became a closed cemetery.

**14. To Confirm the latest Asset Register (copy circulated prior to the meeting).**

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

**15. To receive confirmation that the Insurance Cover is in place.**

The Clerk confirmed the Insurance cover is in place with Hiscox Insurance until 31/1/2026.

**16. To review the council Subscriptions to other bodies are in place.**

LALC – Membership

LALC – Training Scheme

The clerk confirmed these have been renewed for the period 2025 – 2026.

It was proposed by WL, and seconded by RM, and agreed unanimously to continue to subscribe to these bodies.

**17. To review the undernoted Policies and Procedures: (documents were circulated prior to the meeting).**

- PCD010 Data protection
- PCD014 Whistleblowing
- PCD016 Complaints
- PCD017 Disciplinary

- PCD018 Grievance
- PCD019 Dignity at work
- PCD021 Sickness Absence
- PCD026 Maternity and Paternity Leave
- PCD027 Carers and Compassionate Leave
- PCD029 Lone Working
- PCD030 Flexible Working
- PCD034 Finance Committee Terms of Reference
- PCD036 HR Committee Terms of Reference
- PCD037 Training and Development
- PCD038 Equality and Diversity

It was proposed by AC, and seconded by AV, and agreed unanimously to adopt the circulated policies.

**18. To determine meeting dates and locations up to the next Annual Meeting. (dates circulated prior to the meeting).**

It was proposed by SC, and seconded by RG, and unanimously agreed to accept these dates and venue.

**19. Finance**

**a. To approve the payments made during April 2025 (list circulated to Councillors). See Appendix A**

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

**b. To approve the latest explanation of reserves held by the council. (details circulated prior to the meeting).**

It was proposed by SC, and seconded by IG, and agreed unanimously to accept the reserves held.

**c. To review the Councils expenditure under s.137 of the Local Government Act 1972.**

The expenditure total under S137 was recorded in the 2024-2025 accounts as £586.41. The amount of £10.81 per elector had been set by the Government for the year ending 31/3/2025.

It was proposed by AC, seconded by IG, and agreed unanimously that the S137 amount had not been exceeded and to accept the review.

**20. Clerk's Report (details circulated prior to the meeting).**

Points that arose:

The cabinets for the noticeboard in the marketplace are still proving difficult to source and it is looking like options would be to replace the whole noticeboard or to have wooden cabinets painted black, this was felt would not be in keeping with the metal framework. Quotes for a new noticeboard will be sourced.

AC is working on cleaning and weather proofing all other noticeboards.

The Zoetrope in Fitzwilliam place with missing parts, replacements have been sourced and now awaiting costings. The clerk will chase this up.

## **21. Correspondence (items forwarded).**

NALC bulletins, LALC newsletter, RBLI Prepared for VE Day, CCLA Investment update, County Councillor Election Nominated Persons list, Springwell solar farm Preliminary meeting invitation, NKDC VE & VJ Day commemorations, NKDC Parish & Town newsletter.

AC reported that the Royal British Legion Billingham Branch had secured funding from the NKDC VE day commemorations funding, and this had been used to provide refreshments at the VE day celebrations in the community hall.

## **22. LCC Highways updates.**

Emergency Road Closure Collapsed sewer Skirth Road 25 April – 29 April 2025

## **23. Planning**

Applications to consider as a Statutory Consultee (as detailed below and those received before or after publication of the agenda which required a decision before this meeting).

### **25/0256/FUL The Green Shed Parsons Drove Erection of an agricultural shed for storage.**

Consultee comments recorded by the Council and forwarded to NKDC Planning. No Comments.

### **25/0509/HOUS Single storey side extension                      20 Church Street**

This was discussed at the meeting and no comments given.

It was proposed by AV, seconded by RM and agreed unanimously to record no comments to NKDC planning department.

### **25/0178/FUL Extension of existing driveway, single garage and 1.8m high wooden fence                      14 Walcott Road**

This was discussed at the meeting and no comments given.

It was proposed by SC, seconded by AV, and agreed unanimously to record no comments to NKDC planning department.

**a Planning other:**

**24/0883/FUL 121 High Street Erection of 3 dwellings Approved.**

**N776 Confirmation of Tree Preservation Order School Lane.**

**24. To report on the risk assessments/safety checks of BPC owned equipment.  
Reports from Councillors where applicable.**

The street cleaner had been asked to monitor the bus shelter on Walcott Road; he reported to the clerk that this is checked 3 times per week and during school holidays the problem goes away. He will continue to monitor.

**25. To consider the purchase of a litter/poo bin to be placed at Bilh/3/1 Walcott Road/Field Farm.**

It was proposed by WL, seconded by RM, and agreed unanimously to purchase a litter/poo bin to the value of £260.00 + VAT. AC will check with LCC footpaths that the bin can be placed on the footpath post before purchase.

**26. To consider the funds available under the S106 agreement held by North Kesteven District Council.**

It was discussed and several ideas were put forward but the only viable place to site any new equipment was agreed would be the village hall playing field.

The clerk had contacted NKDC to check what the funds may be used for, and she was advised it was for recreational items.

The village hall chair was asked to take this to the village hall committee for them to consider items of play equipment and he was asked if they would also consider the age groups that would benefit from this purchase.

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

AC reported that he and the clerk had attended the NKDC parish and town forum but concluded that the proposed changes to the district council were not yet certain and that none had been decided.

The chair and the clerk had both attended part one of an online cemetery management course, a few points arose which the clerk will implement.

The commonwealth war grave sign request is now with the Diocese of Lincoln awaiting the Archdeacons permission.

IG/HK reported they have started to make enquiries regarding obtaining quotes for the possible resurfacing of the roadway at Walcott Road Cemetery.

**Meeting Closed at 8.30pm**

**Signed**

**Date**

## Appendix A

### Financial

Apr-25

### Activity

### **PAYMENTS**

<b>DATE</b>	<b>PAYEE</b>	<b>DETAILS</b>	<b>AMOUNT</b>	<b>AUTHORITY</b>
01/04/2025	LALC	Training Schedule	£192.00	LGA1972 S111
01/04/2025	LALC	Membership Fees	£537.10	LGA1972 S111
01/04/2025	NKDC	Cemetery Rates	£424.15	OSA1906
01/04/2025	NKDC	Office Rates	£0.00	OSA1906
08/04/2025	Billinghay Methodist Church	Room Hire	£25.00	LGA1972 S111
08/04/2025	Glendale	Grass Cutting	£73.20	OSA1906
08/04/2025	MR Garden Services	March Grass Cutting	£832.00	OSA1906
08/04/2025	LALC	Cemetery Training	£154.00	LGA1972 S111
10/04/2025	XIn Daisy	Broadband	£36.46	LGA1972 S111
14/04/2025	Royal British Legion	VE Day Wreath	£27.50	S137
14/04/2025	A Catlett	Travel Expense	£11.50	LGA1972 S111
14/04/2025	Wickes	Notice Board Repair Materials	£70.00	OSA1906
22/04/2025	SCIS UK Ltd	IT Support	£87.96	LGA1972 S111
22/04/2025	Lloyds	Bank Charges	£4.25	LGA1972 S111
27/04/2025	XIn Daisy	Broadband	£36.46	LGA1972 S111
29/04/2025	Staff Costs	Salaries	£2,522.32	LGA1972 S111
29/04/2025	Nest	Pension Costs	£118.64	LGA1972 S111
29/04/2025	MR Garden Services	April Grass Cutting	£832.00	OSA1906
29/04/2025	Witham First Drainage Board	Allotment Drainage Rates	£1,362.49	LGA1972 S111
30/04/2025	O2 Office	Office Mobile	£27.08	LGA1972 S111

### **INCOME**

01/04/2025	NKDC	Precept	£48,043.00
01/04/2025	RS & EJ Creasey	Pinfold Rent	£175.00
03/04/2025	Lincs Coop Funeral Services	Ashes Interment	£900.00
05/04/2025	CCLA	March Interest	£319.21
09/04/2025	Lloyds	Bank Interest	£33.80
14/04/2025	Davey Brown	Newsletter Advert	£38.00
15/04/2025	Fiona Barlow	Newsletter Advert	£65.00
16/04/2025	NKDC	CIL	£560.85
24/04/2025	Moggy Motel	Newsletter Advert	£65.00
25/04/2025	HMRC	VAT Reclaim	£1,944.72
28/04/2025	BT	Refund	£73.40
28/04/2025	J Whiting Funeral Services	Burial Fee	£430.00
28/04/2025	Mrs C Hunt	Memorial Tablet	£200.00





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