

**Minutes of the Meeting of Billingham Parish Council held at  
Billinghay Methodist Church, Victoria Street on Monday 4 August  
2025 at 7.00pm.**



**Present:** Cllr Catlett – Chair, Liles (WL) Miller (RM) Greetham (RG) I Green (IG)  
Ledger (JL)  
Parish Clerk (HK)

**Public Session**

2 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 Vipond.

Apologies were received from Councillor Cottrell

It was proposed by RG, seconded by JL, and agreed unanimously to accept these apologies.

Apologies were received from County Councillor East

Apologies were received from District Councillor 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.**

2 members of Lincolnshire County Council Flood Resilience Programme attended the meeting to share details of Project Groundwater and to update on proposed work which will be taking place during September at the Village Hall play area, near to the football pitches. This will include clearing the dyke from self-set trees, thinning out of the existing trees, clearance of brambles and general overgrowth, this work is hoped to allow the football pitches to drain freely.

Project Groundwater is aimed to develop an understanding of groundwater and the impact it has and to develop solutions to help manage flooding issues. A specially written book “Darcy’s Tale” is to be given to all primary schools to promote resilience for the future, as the children of today will have to live with these issues.

**4. To accept the notes from the meeting of 7 July 2025 as minutes and a true record.**

It was proposed by RM, seconded by JL, and agreed by majority that they be accepted with two abstentions.

**5. Clerk’s Report. (Details forwarded prior to the meeting).**

No points arose.

**6. Correspondence**

Items forwarded: NALC bulletins, LALC bulletins, Lincolnshire Police & Parish Council briefing, Level up public space with Glasdon, CCLA news update, A Greater Lincolnshire for all, Material planning considerations information, NK Parish & Town Council forum presentations, NKDC Parish & Town Council newsletter, Lincolnshire Wildlife poster, LCC Town & Parish update.

No points arose.

**7. Finance**

**a. To approve the payments made during July 2025 (list circulated to Cllrs prior to the meeting). See Appendix A**

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

**b. To approve the purchase of a new defibrillator to replace the existing defibrillator situated at the Children’s Centre. (Details forwarded to Councillors prior to the meeting).**

It was proposed by RM, seconded by JL, and agreed unanimously to approve the purchase of a new defibrillator from ABC training Lincoln to the value of £850 + VAT.

The clerk was asked to order the defibrillator and arrange a training session as offered by ABC Training.

**c. To approve the purchase of replacement Christmas lights, transformer, connectors, and storage box as required (Details forwarded to Councillors prior to the meeting).**

It was proposed by RM, seconded by JL, and agreed by majority with 1 abstention to approve the purchase of replacement Christmas lights from Festive Lights to the value of £300 inc VAT. It was also agreed to purchase a new connector and storage box.

The clerk was asked to order the lights.

**d. To approve the purchase of a wreath for Remembrance Day.**

It was proposed by JL, seconded by WL, and agreed unanimously to approve the purchase of a remembrance wreath to the value of £25 inc VAT.

**8. Planning Applications to consider as a Statutory Consultee (as detailed below and may include those received which required a decision before this meeting).**

None received.

**9. LCC Highways updates**

Culvert maintenance      Long Drove Culvert      1 – 5 September 2025.

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

None Received.

**11. To review and approve the undernoted policies (policies forwarded by AC prior to the meeting).**

**PCD 005 Cemetery**

**PCD 013 Anit-Fraud and Corruption**

**PCD 025 Environmental and Sustainability**

It was proposed by AC, seconded by IG, and agreed unanimously to accept the policies.

**12. To potentially reconsider the quotes for the cemetery roadway due to lack of response from Harco Surfacing Ltd.**

Whilst the previous meeting approved the quote from Harco Surfacing Ltd, despite numerous attempts to contact the company no acceptance of the work had been received.

It was proposed by AC, seconded by RM, and agreed unanimously to accept the quote from Vere Bros as previously supplied.

The clerk to inform Harco Surfacing Ltd the outcome of this matter.

The clerk to contact Vere Bros re their acceptance of this contract and arrange start date.

**13. To approve the purchase of new cabinets for the marketplace noticeboard and approve the costs for fixing to and repainting of the original framework.**

It was proposed by AC, seconded by RM, and agreed unanimously to approve the purchase of replacement cabinets from Greenbarns at a cost of £778 inc VAT.

The clerk was asked to order these and liaise with Billingham Forge to arrange fixings.

**14. To consider and approve the use of the S106 funds, community infrastructure levy funds and the reallocated reserve funds for play equipment.**

After discussions this item was moved to the next agenda where it is hoped a plan and costings for play equipment will be available.

**15. To review the current charges for the allotments. (Details of average rental costs for arable land have been forwarded to councillors prior to the meeting).**

After discussions it was agreed that the allotments rents would remain the same but the increase in drainage rates would have to be passed onto the allotment holders.

It was proposed by AC, seconded by RG, and agreed unanimously to accept the increase in rates only.

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

**WL** asked if VJ day celebrations were taking place on the 15 August 2025. It was shared that the community group had secured funds to enable a celebration to take place at the community hall following the wreath laying at 12 o'clock. RM agreed to lay the wreath on behalf of the parish council.

**WL** asked if it was known why the High Street was to be closed, following signs being erected at both ends of High Street. The clerk will try to find out this information. WL hoped it was to do with the footpaths in High Street as she had received concerns from a resident that they were unsafe for mobility scooters. The clerk shared that the footpaths on High Street were being investigated by Cllr East as we had received 2 other concerns.

**JL** reported that she is still working on trying to improve public transport to the village. She has written to all the bus companies as well as Andrea Jenkins and

Sean Matthews. Various replies have been received, Brylaine advised they had been asked to price and scope out a route to include Billingham only to be told that there is no money available. Sean Matthews is working on a local transport plan, this needs people to email why they need a bus service, Andrea Jenkins is setting up a national rural transport group. JL mentioned perhaps we need a petition and has agreed to investigate this for the next meeting.

**AC** mentioned that we may need to do some work in the cemetery to cut back overgrown trees, the clerk has emailed the owners of the trees regarding their intentions, but no reply has yet been received. As bird nesting season will have ended by the next meeting this will be added to the agenda.

**AC** reported that alternative arrangements for the office may be needed from April 2026 and suggested that options are started to be looked at soon, this will be placed on the next agenda.

**AC** mentioned the Christmas tree event and asked WL if she would organise this as usual.

The Clerk mentioned that the Methodist Church knitting group had left out some poppy wreaths for our suggestions of places they may be put for the Remembrance period. Other than the memorial railings, the council were happy for them to be placed around the village.

**Meeting Closed at 9.10pm**

**Signed**

**Date**

## **Appendix A**

### **FINANCIAL ACTIVITY**

*Jul-25*

#### **PAYMENTS**

<b>Date</b>	<b>Payee</b>		<b>Amount</b>	<b>Authority</b>
03/07/2025	MR Garden Services	June Grass Cutting	£832.00	OSA 1906
03/07/2025	Elan City	SID Extended Warranty	£113.84	LG&Rating Act 1997
07/07/2025	H Key Travel Expense	Newsletter Collection	£16.20	LGA1972 S111
07/07/2025	Glendale	Grass Cutting	£73.20	OSA 1906
07/07/2025	LALC	Conference Fee x 2	£108.00	LGA1972 S111
08/07/2025	Billingham Methodist Church	Room Hire	£25.00	LGA1972 S111
10/07/2025	SLCC CiLCA registration	CiLCA Course Fee	£450.00	LGA1972 S111

14/07/2025	Pelican Trust	Newsletters	£512.75	LGA1972 S142
14/07/2025	SCIS UK Ltd	IT Support	£48.00	LGA1972 S111
14/07/2025	XIn Daisy	Broadband	£36.46	LGA1972 S111
17/07/2025	Mr A Catlett Travel Expense	LALC Conference	£22.00	LGA1972 S111
17/07/2025	SCIS UK Ltd	IT Support	£91.92	LGA1972 S111
21/07/2025	LALC (see entry 2)	LALC VAT error	£14.00	LGA1972 S111
21/07/2025	Lloyds Bank Charges May	Bank Charges	£4.25	LGA1972 S111
21/07/2025	The Poppy Shop	Lamppost poppies	£190.00	S137
22/07/2025	J Ledger Travel Expense	Councillor Course	£9.00	LGA1972 S111
29/07/2025	MR Garden Services	July Grass Cutting	£832.00	OSA 1906
31/07/2025	Staff Costs	Salary Tax NI & Pension	£3,008.72	LGA1972 S111
31/07/2025	Royal British Legion Wreath	VJ Day Wreath	£28.50	S137
31/07/2025	XIn Daisy	Broadband	£36.46	LGA1972 S111
31/07/2025	O2	Office Mobile	£27.08	LGA1972 S111
INCOME				
09/07/2025	Lloyds Bank	July Interest	£46.75	
05/07/2025	CCLA	June Interest	£339.04	