

**Minutes of the Meeting of Billingham Parish Council held at
Billinghay Methodist Church, Victoria Street on Monday 1
September 2025 at 7.00pm.**



Present: Cllr Catlett – Chair, Liles (WL) Miller (RM) Cottrell (SC) Greetham (RG)
Green (IG) Vipond (AV)

County Councillor East (DE)

District Councillor Whittle (AW)

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 Ledger.

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

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.

County Councillor East reported that he had chased up the work on Fen Road and had been assured it would be completed on time.

County Councillor East and District Councillor Whittle shared information regarding the Local Government Reform, details can be found on both Lincolnshire County Council and North Kesteven Districts Councils websites. Public events for sharing this information are being held, with some having already taken place. Both Councillors encouraged people to attend these events or to seek information to

become informed on the matter as these changes will be happening and will affect us all.

County Councillor East explained that a few updates had been made to Fix My Street and it is the easiest and most effective way to report issues.

County Councillor East asked if the councillor volunteer scheme information had been received by the clerk. She confirmed that it had been received and had been distributed to councillors.

County Councillor East shared he hoped in the changes there would be a plan to improve the public transport to the village, but it is not cost effective to run empty buses. A main point raised are buses do not connect and so passengers must wait for a long period before a connecting bus arrives.

District Councillor Whittle enquired about our Remembrance Day service. He can apply for a wreath from North Kesteven District Council and asked if he could be sent the details so he can lay the wreath at Billingham's remembrance service. The Clerk will forward the details.

District Councillor Whittle reported he will be chasing up the residents' complaints previously mentioned asap.

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

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

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

Points that arose: It was noted that the copies required from the Lincoln Archives would be more costly than had been previously approved. The Chairman visited the archives in person and obtained the necessary information using a camera day pass at a cost of £14.00 plus travel expenses.

6. Correspondence

Items forwarded: NALC bulletins, LALC bulletins, Methodist Church Poppy Pop-in details, Local Government reorganisation meeting details and reminder letter, Community Resilience Newsletter, Councillor Volunteer Scheme.

No points arose.

7. Finance

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

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

b. To approve the removal of the expired defibrillator previously located at the Children's Centre from the asset register.

It was proposed by RM, seconded by WL, and agreed unanimously to remove the defibrillator from the asset register.

RG offered to take the old defibrillator to be recycled.

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

25/0844/FUL Change of use from agricultural to domestic Sprite Lane.

A no comment reply was forwarded to NKDC by the required date.

Planning other:

25/0249/FUL Single Storey Extension Bethel Baptist Chapel Approved

25/0250/LBC Single Storey Extension Bethel Baptist Chapel Approved

9. LCC Highways updates

None received.

WL asked if it was known when the re-surface work would commence on High Street as the signs were now out of date. No confirmed date has been given.

WL reported that she had again on arrival at the meeting had to help flag a lorry from West Street onto Victoria Street due to irresponsibly parked cars. This matter has been previously raised and looked at by Highways. The matter was discussed, and it was suggested that a visit be paid to 2 Agriculture. The Chairman and The Clerk will visit.

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

AC reported he had weather proofed the benches in the cemetery and asked if any other needed to be done. RM reported the bench on Mill Lane could be done.

AC reported that when the bin at the Village Hall is full, rubbish is just placed on the floor. RM has spoken to the football club who have agreed to take an extra bag at busy times, so the additional rubbish can be bagged.

11. To approve the appointment of the internal auditor to complete the half year audit and approve the costs for this process.

It was proposed by AC, seconded by RM, and agreed unanimously to appoint KS Accounting to carry out the half year audit and to approve the cost of £175.00.

12. To consider and discuss the possibility of having to relocate the office should the lease not be renewed in April 2026.

It was discussed and an option mentioned was a portacabin in the village hall car park, but would this need planning permission, power supply, wifi etc. No other suitable locations could be thought of in the village. The clerk could work from home in the interim period, but storage of paperwork and equipment would need to be considered long term.

The clerk will try and establish a notice period from NKDC.

13. To discuss and consider the proposal from Document Solutions regarding our printing requirements. (Proposal forwarded to Councillors prior to the meeting).

The proposal was discussed, and it was found that although this looked to be a large saving, when the cost of paper was added to the proposal the savings were minimal. The current photocopier is adequate for our needs, is working well, and a replacement set of cartridges have already been purchased.

It was proposed by AC, seconded by SC, and agreed unanimously to reject the proposal.

14. To discuss and consider the arrangements for the remembrance parade 9 November 2025.

The arrangements for the Remembrance service were discussed and AC explained that the event is the responsibility of the Parish Council. A risk assessment is being prepared and will be on the next agenda for approval. The service will take the usual format with members of the parade meeting at the Ship Inn, who will then walk on the footpath to the memorial for the parade just before 11am. The roads around the marketplace will not be closed. Members of the public will be encouraged to stand on

the footpaths with only the Standard Bearers standing briefly on the road near to the memorial. All will then make their own way to the church for the service.

RM agreed to lay the wreath on behalf of the Council.

It was proposed by AC, seconded by SC, and agreed unanimously to approve the parade with the Council accepting responsibility with the Royal British Legion making the arrangements.

15. To discuss and consider the arrangements for the Christmas Tree Lighting and Blessing event December 2025.

This matter was discussed and agreed to follow the usual arrangements as this works well. The date will be Wednesday 3 December 2025 and will be advertised in the next newsletter.

WL has contacted Rev Eke, Badass, The Ruffs and will contact the school once the new term commences. AC/HK will order the new lights. Santa has agreed to attend. SC will check if a suitable tree is available. HK will check with the Ship Inn if they are able to provide the refreshments. HK will provide costings for suitable handouts for the children and present this at the next meeting for approval.

16. To discuss and consider the possibility of using a scanning company for burial records.

AC had received information from a company who scan documents, this included minutes. After discussions it was decided to check what hard copy records, we hold and depending on the findings may look at this as an option.

HK will check with LALC as to how long minutes need to be kept.

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

SC Asked how the Street Cleaner was doing as he had not caught up with him for a while. HK informed SC he was doing well and that he checks in regularly with her.

IG Asked if the planters at the entrance to the village could be removed and renewed as they looked unsightly. IG agreed to provide costings for the next meeting.

RM Hoped he would soon have the plans for the new play equipment for the play park.

AC Reported he had attended one of the unitary proposal public sessions and had picked up on a few points: there will be no funding if anything comes down from district level, we can refuse to accept things passed down, currently there are 400

district councillors this would reduce to approximately 200, proposed 2 unitary authorities would cost not save money and the government have not done any costings for these proposals.

HK reported that the AGAR forms have been returned from the external auditors with no recommendations.

Meeting Closed at 8.40pm

Signed

Date

Appendix A

FINANCIAL ACTIVITY

August 2025

PAYMENTS

Date	Payee		Amount	Authority
05/08/2025	Methodist Church	Room Hire	£25.00	LGA1972 S111
05/08/2025	Glendale	Grass Cutting	£73.20	OSA 1906
11/08/2025	Paul Riddel Skips	Skip Hire	£320.00	OSA 1906
11/08/2025	ABC Training Defibrillator	Defibrillator	£1,020.00	S137
14/08/2025	Ruth Catlett Flowers	Memorial Flowers	£31.69	S137
18/08/2025	Lloyds Bank Charges July	Bank Charges	£4.73	LGA1972 S111
19/08/2025	E-on	Market Place Electricity	£54.10	S137
21/08/2025	SCIS UK Ltd	IT Support	£91.92	LGA1972 S111
28/08/2025	Staff Costs	Salary Tax NI & Pension	£2459.30	LGA1972 S111

Income

04/08/2025	Michael H Sivill Ltd	Ashes Interment	£300.00
07/08/2025	MJ Christopher	Newsletter Advert	£65.00
11/08/2025	J Greensmith	Ashes Interment	£300.00
11/08/2025	Picks Butchers	Newsletter Advert	£25.00
11/08/2025	Lloyds Bank	August Interest	£51.45
14/08/2025	Mr PC Cross	Newsletter Advert	£38.00

18/08/2025	CCLA	July Interest	£325.05
20/08/2025	William Kent Memorials	Additional Inscription	£30.00
21/08/2025	Lincolnshire Coop	Memorial Tablet	£200.00