

**Minutes of the Meeting of Billingham Parish Council held at  
Billinghay Methodist Church, Victoria Street on Monday 6 October  
2025 at 7.00pm.**



**Present:** Cllr Catlett – Chair, Miller (RM) Cottrell (SC) Greetham (RG) Vipond (AV)  
(JL) Ledger

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 Liles.

Apologies were received from Councillor Green.

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

Apologies were received from County Councillor East.

**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.**

RM declared an interest in item 14.

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

None present. No reports received.

**4. To accept the notes from the meeting of 1 September 2025 as minutes and a true record.**

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

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

Points that arose:

The contractors for the resurfacing of the cemetery roadway have given a start date of the 20 November 2025.

The Internal auditor has closed her accounting business but is happy to continue to audit the accounts.

## **6. Correspondence**

Items forwarded: NALC bulletins, LALC bulletins, CCLA market update, Giant Tree Circle, NKDC Newsletter, CPRE The countryside charity, Electrical safety grants, NK community champion awards, NK civic office Period of Mourning Guidance, Help Shape the Future of Healthy Lifestyle support in Lincolnshire, Billingham Bowls Club evidence of used grant funds, Women in Westminster nominations, Town & Parish Local Government Reorganisation event update.

Points that arose:

The clerk is working with the Giant Tree Circle organisation, to obtain a tree to be planted in the cemetery as part of their planting circle around Britain.

## **7. Finance**

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

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

### **b. To approve the bank reconciliation for the period 30 September 2025 (Details forwarded to councillors prior to the meeting).**

It was proposed by JL, seconded by AV, and agreed unanimously to approve the reconciliation.

## **8. Planning Applications to consider as a Statutory Consultee (as detailed below, may include those received which required a decision before this meeting or arrived after the close of the agenda).**

25/1207/TCA Reduce Robinia Tree Manor House 10 Victoria Street, this was discussed at the meeting, and the clerk was asked to send a "No comment" reply to the tree officer.

**Planning other:**

**24/0935/FUL Erection of 3 detached bungalows 128 Walcott Road      Approved**  
**AME/9.4/SNN Change of name Rushtons Farm to Carmichaels Clan**

**9. LCC Highways updates**

**TTRO/TTR013012 Road closure order Parson Drove Carriageway repairs**  
**31/10/2025 – 01/11/2025**

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

SC reported that the bus shelters had been checked and found to be okay. The clerk will update the risk assessment folder.

The litter bin at the corner of Park Lane, has come loose from its fixings, this will be rectified asap.

**11. To approve the risk assessments for both the Remembrance Day Parade 09/11/2025 and the Christmas Tree Lighting and Blessing event 03/12/2025 (Risk Assessments forwarded by AC to councillors prior to the meeting).**

It was proposed by AC, seconded by AV, and agreed unanimously to accept the risk assessments.

**12. To discuss the wording for a possible petition to be distributed to residents regarding the lack of transport facilities to the village (Template distributed to Councillors prior to the meeting).**

JL distributed an example of petition wording to the councillors and after discussions it was agreed on the wording to be used. JL is happy to use her name for the petition and will work with the clerk to complete a petition sheet. This will then be used to collect signatures of residents that wish to petition for improved transport for the village.

It was proposed by JL, and seconded by SC, and agreed unanimously to raise a petition.

**13. To receive updates on the arrangements for the Christmas Tree Lighting event.**

The clerk confirmed that The Ship Inn are happy to provide the refreshments.

The clerk shared she is struggling to find a Christmas tree, she has tried several local suppliers, but none supply large trees. Therefore, a nationwide supplier is looking like the only option, these are more expensive.

Glow sticks will be purchased as usual for the children following suggestions and discussions.

It was proposed by AC, and seconded by JL, and agreed unanimously that a budget of £600.00 be available for the purchase of a tree, if a local one cannot be sourced.

**14. To approve the design for the new play park equipment using S106, Community Infrastructure Levy and Reserve funds held. (details forwarded prior to the meeting).**

Following discussions on the proposed designs, it was thought this covered the multi age criteria which had been previously requested and would enhance the play area.

It was agreed that this should progress to the next stage which is for the designs to be sent to NKDC for S106 approval.

It was proposed by AC, seconded by AV, and agreed by majority to progress the designs to the next stage, with one abstention.

**15. To review and approve the amendment to the undernoted policy (policy forwarded to councillors by AC prior to the meeting).**

**PCD 005 Cemetery**

**PCD 011 Health & Safety**

It was proposed by AC, and seconded by RG, and approved unanimously to accept the amendments to the policies.

**16. To discuss and consider the concerns raised by a resident regarding Mill Lane.**

The clerk reported she had contacted North Kyme Parish Council to see if they had received any similar concerns, to which she was told they had and that this matter had already been shared with County Councillor East.

Following discussions on the matter it was agreed that the clerk would inform North Kyme clerk that we would support the possibility of having the speed limit reduced on this road.

It was proposed by AC, seconded by RM, and agreed unanimously to support North Kyme Parish Council on this matter.

### **17. To discuss and consider the dangerous headstones in St Michael's Churchyard.**

Photographs of the leaning gravestones were shared at the meeting and after discussion it was agreed to cordon off the area until further investigations can take place.

HK and RM will erect some netting to cordon off the area.

Further investigations will take place asap. With the possibility of having to take some professional advice.

HK was asked to contact the Diocese of Lincoln to see if they hold any burial records.

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

**AC** reported that following storm "Amy" several large branches from adjacent trees had fallen in the cemetery. Letters will be sent to the residents concerned to make them aware of the dangers their trees could possibly cause. The clerk will deliver these.

**AC** noted the date of the swimming pool meeting was on the 20 October 2025.

**AC** asked if there were any changes or update on the community garden near to Ringmoor, which is presently full of dog fouling. The clerk reported this is now being looked at by NKDC Housing Officer following a report from NKDC Environment Officer.

**AC** suggested that a brown bin be purchased for St Michael's as this could be used to help clear the ongoing overgrowth in the churchyard

**Meeting Closed at 8.16pm**

**Signed**

**Date**

**FINANCIAL ACTIVITY**

Sep-25

**PAYMENTS**

<b>Date</b>	<b>Payee</b>		<b>Amount</b>	<b>Authority</b>
01/09/2025	A Catlett	Travel Expense	£15.30	LGA 1972 S111
01/09/2025	A Catlett	Archive Fees	£14.00	LGA 1972 S111
01/09/2025	O2 Office Mobile	Office Mobile	£27.08	LGA 1972 S111
01/09/2025	XIn Daisy	Broadband	£36.46	LGA1972 S111
02/09/2025	Methodist Church	Room Hire	£25.00	LGA1972 S111
02/09/2025	H Key	Travel Expense	£16.20	LGA1972 S111
04/09/2025	M Rear Garden Services	August Grass Cutting	£832.00	OSA 1906
08/09/2025	PKF Littlejohn	Audit Fees	£378.00	LGA 1972 S111
08/09/2025	Glendale Ltd	Grass Cutting	£73.20	OSA 1906
09/09/2025	Paul Riddel Skips	Skip Hire	£320.00	OSA 1906
09/09/2025	Pelican Trust	Newsletters	£564.00	LGA1972 S142
16/09/2025	SCIS UK Ltd	IT Support	£91.92	LGA 1972 S111
16/09/2025	Lloyds Bank	Bank Charges August	£4.75	LGA 1972 S111
22/09/2025	Wave	Cemetery Water Rates	£21.01	OSA 1906
29/09/2025	NKDC	Office Rent	£3,217.38	LGA 1972 S111
29/09/2025	Staff Costs	Salary Tax NI & Pension	£2,515.94	LGA 1972 S111
30/09/2025	Greenbarnes Ltd	Noticeboards	£778.00	OSA 1906
30/09/2025	O2	Office Mobile	£27.08	LGA 1972 S111
30/09/2025	M Rear Garden Services	September Grass Cutting	£832.00	OSA 1906

**INCOME**

09/09/2025	Lloyds Bank	August Interest	£43.90
05/09/2025	CCLA	August Interest	£333.28
25/09/2025	T Middleton Soot Smith	Newsletter Advert	£90.00
30/09/2025	Joe Carr Removals	Newsletter Advert	£65.00



