

Minutes of the Meeting of Billingham Parish Council held at Billingham Methodist Church, Victoria Street on Monday 5 January 2026 at 7.00pm.



Present: Cllr Catlett – Chair, Miller (RM) Vipond (AV) Ledger (JL)

Parish Clerk Helen Key (HK)

Public Session

2 members of the public present

1 pending co-option Richard Sharratt

1 member of the swimming pool committee attended to thank the parish council for the grant funding which will enable them to get the pool repaired and open in time for the 2026 season.

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.

Councillor Greetham gave his apologies.

Councillor Cottrell gave his apologies.

Councillor Liles gave her apologies.

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

County Councillor East sent his apologies and New Year Wishes.

District Councillor Whittle sent his apologies and New Year Wishes.

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 1 December 2025 as minutes and a true record.

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

4a. To accept the notes from the extraordinary meeting of 18 December 2025 as minutes and a true record.

It was proposed by AC, seconded by AV, and agreed unanimously that they be accepted.

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

No points arose.

6. Correspondence

Items forwarded: NALC bulletins, LALC bulletins, Gallagher community matters, Royal British Legion poppy appeal Thank you, CCLA update, LCC fostering services update, Councillor volunteering scheme details, NKDC snowdrop event, Merry Christmas from Evergreen, LCC Town and Parish Council newsletter.

No points arose.

7. Finance

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

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

b. To approve the bank reconciliation for the quarter ending 31 December 2025 (details forwarded prior to the meeting).

AC questioned why there was a cash in hand figure on the reconciliation. It was explained that this was from when the petty cash was amalgamated into the accounts in April 2024 as per financial regulations. This was discussed and agreed the cash amount will be banked asap.

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

c. To set the precept for 2026 to 2027.

It was proposed by JL, seconded by RM, and resolved to approve the budgeted expenditure of £73350.00, revenue of £23880.00 and the precept of £49470.00.

d. To confirm the renewal of the Insurance policy.

It was proposed by JL, seconded by RM, and agreed unanimously to renew the insurance at the cost of £1343.81.

e. To approve the expenditure for a biodiversity reported required by planning for the S106 play equipment for the Village Hall playing fields (details forwarded to councillors prior to the meeting).

It was proposed by AC, seconded by RM, and agreed unanimously to approve the expenditure of £789.00 +VAT and for HS Ecology to carry out this report.

f. To consider the grant application from Billingham and District swimming pool.

Following discussions regarding the grant application made by Billingham and District swimming pool, it was decided to put this application on hold until the work was commenced for which the £20,000 council grant was provided. This would allow the grant, if still required, to possibly be better focused to meet any rising requirements from the essential work.

g. To approve the expenditure for the annual domain renewal at a cost of £70.00 + VAT

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

h. To approve the expenditure for a replacement dog waste bin located at Field Road junction.

AC reported that he had made several attempts to repair the dog waste bin, but this was not proving possible.

It was proposed by AC, seconded by JL, and agreed unanimously to purchase a replacement dog waste bin at a cost of £255.19 +VAT.

i. To approve the expenditure for the fees for the faculty re the leaning gravestones in St Michael's churchyard.

It was proposed by AC, seconded RM, and agreed unanimously to approve the expenditure for the faculty at a cost of £342.60 including VAT.

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).

25/1551/FUL Photovoltaic array to existing pitched tiled roofs (food store and bungalow) Lincoln Cooperative Church Street

Following discussions the clerk was asked to forward a no comments reply to NKDC planning department for this application.

Planning other:

25/1275/HOUS Plane House Tattershall Bridge Road Double garage and store
Approved

22/1369/RESM Street Numbering details for Teaky Close

25/1408/TCA Tree works St Michael's Churchyard Removal of various trees
Approved

9. LCC Highways updates

None received

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

Nothing to report other than the replacement dog waste bin as item 7h.

11. To consider and approve the undernoted policies (policies forwarded to councillors prior to the meeting).

PCD011 Health & Safety

PCD017 Disciplinary Procedure

PCD032 IT

PCD033 Investment Strategy

AC discussed the changes to the Health & Safety policy, this requires the clerk to complete a DSE assessment and undertake DSE training, these had come to light from the implementation of the IT policy. A minor change had been made to the disciplinary procedure, and a recommendation from the internal audit highlighted Billingham Parish Council is required to have an Investment Strategy.

It was proposed by AC, seconded by AV, and agreed unanimously to adopt the amended policies and to adopt the IT and Investment Strategy policies. The expenditure for the DSE training was approved.

12. To consider setting up a Whatsapp group for councillors and staff.

After discussions it was agreed that a Whatsapp group should be set up for councillors and staff if they wished to join. The group is to be used for contacting members, as a more readily available way other than emails eg if help is required with a project or event but the group should not be used to discuss agenda matters.

13. To consider setting up a new Facebook page for the Parish Council to share events, notices, and announcements with residents.

During discussions it was felt that a new Facebook page should be set up to share events, notices and announcements as this would possibly be more effective than trying to change the admin rights for the existing page as this was set up many years ago and no login details are available.

The clerk will look into the matter once the existing page has been removed.

14. To co-opt a councillor.

It was proposed by AC, seconded by JL, and agreed unanimously to co-opt Richard Sharratt.

The clerk was asked to send all the completed necessary paperwork to NKDC and arrange for an email account to be set up.

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

JL reported that following the petition being submitted she had received communication from Mike Read Head of Transport and Sean Matthews Council Leader for Lincolnshire County Council, acknowledging the petition. Brylaine buses had contacted her to share a proposed route plan, and she had been made aware that another group from Horncastle were also lobbying for improvements to services.

HK reported that she had received a telephone call from North Kyme Parish Clerk, asking for support, following the near mis incident at the Causeway junction that Billingham clerk had reported to North Kyme. It was felt that the third party involved should be the one to report the matter but as no details were available, Billingham Parish Council could not comment on this matter. Should any further complaints be received, these will be passed to North Kyme clerk.

Appendix A

FINANCIAL ACTIVITY

Dec-25

PAYMENTS

Date	Payee		Amount	Authority
01/12/2025	Paul Riddel Skips	Skip Hire	£320.00	OSA 1906
02/12/2025	Billingham Methodist Church	Room Hire	£25.00	LGA 1972 S111
02/12/2025	Syston Park Christmas Trees	Christmas Tree	£300.00	S137
04/12/2025	Sadler's Electrical	PAT Test	£120.00	LGA 1972 S111
04/12/2025	Kirsty Sinclair	Mid-Year Audit	£175.00	LGA 1972 S111
10/12/2025	XIn Daisy	Broadband	£36.46	LGA 1972 S111
15/12/2025	P and P Tree Services Ltd	Cemetery Tree Removal	£1020.00	OSA 1906
15/12/2025	Andy Catlett	Postfix Litter Bin Repair	£6.99	OSA 1906
15/12/2025	A Ingrey	Memorial Flowers	£29.00	S137
15/12/2025	O2	Office Mobile	£27.08	LGA 1972 S111

16/12/2025	Lloyds Bank	November Charges	£4.75	LGA 1972 S111
18/12/2025	SCIS UK Ltd	IT Support	£91.92	LGA 1972 S111
18/12/2025	H Key	Travel Expense	£16.20	LGA 1972 S111
22/12/2025	Wave	Cemetery Water	£20.81	OSA 1906
22/12/2025	Billinghay District Swim Pool	Grant	£20000.00	LGA Misc Prov Act 1976 s19
23/12/2025	Staff Costs	Salary Tax NI & Pension	£2834.65	LGA 1972 S111

INCOME

01/12/2025	Rick Lonsdale	Newsletter Advert	£25.00	
09/12/2025	Wellness Lincs	Newsletter Advert	£65.00	
09/12/2025	Warner DPM	Newsletter Advert	£38.00	
09/12/2025	Lloyds Bank	November Interest	£31.93	
10/12/2025	Eden Aesthetics	Newsletter Advert	£65.00	
11/12/2025	Ashes Interment J Milner	Ashes Interment	£300.00	
05/12/2025	CCLA	November Interest	£319.17	

Meeting Closed at 8.02 pm

Signed

Date

