

**Minutes of The Annual Meeting of Billingham Parish Council held at
Billinghay Methodist Chapel, Victoria Street on Monday 11th May
2026 at 7.00pm.**



Present: Cllrs Catlett – Chair (AC), Liles (WL), Miller (RM), Cottrell (SC), Greetham (RG), Vipond (AV), Ledger (JL).
Parish Clerk: Helen Key (HK)
County Councillor East (DE)
District Councillor Whittle (AW)

Public Session

0 members of the public present

Minutes of the Council Meeting

1. To elect a chairman

Councillor Catlett was the only nominee.

It was proposed by WL, and seconded by JL, 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

Councillor Cottrell was the only nominee.

It was proposed by AC, and 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 receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

Apologies were given by Councillor Sharratt.

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

6. 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.

7. To receive reports from County and District Councillors.

Both County Councillor East and District Councillor Whittle had nothing to report.

District Councillor Whittle was asked how the new food waste collections were going, he reported that it had been a good start and that he has a meeting on the 22 May 2026, where a full process report will be shared. He was given details of a couple of issues received by the parish council regarding NKDC social housing, which he will investigate.

8. To accept the notes from the meeting held 13 April 2026 as Minutes and a true record.

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

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

Finance

This matter was put in abeyance.

Human Resources

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

a. To Appoint a chairman to the following committee: -

Human Resources.

It was proposed by JL, and seconded by SC, and agreed unanimously to appoint WL as chair.

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

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

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

During discussions it was noted that the land registry details were not available for some of the assets, these will be sourced along with the deeds and once obtained valuations will be required, to then, place these items on the asset register.

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

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

13. To receive confirmation that the Insurance Cover is in place.

The clerk reported that the insurance policy is with Hiscox Insurance and expires on 31/01/2027.

14. 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 01 April 2026 – 31 March 2027.

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

15. 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
- PCD020 Communications
- 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 policies.

16. 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.

17. Finance

a. To approve the payments made during April 2026 (list circulated to Councillors). See Appendix A

It was proposed by JL, and seconded by SC, 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).

The reserves are as approved at the meeting 13 April 2026 item 7d.

c. To review the council's expenditure under S137 of the Local Government Act 1972 or the general power of competence.

The expenditure total under S137 was recorded in the 2025 - 2026 accounts as £1780.54. The amount of £11.60 per elector had been set by the Government for the year ending 2026 – 2027.

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

18. To receive and approve the Internal Auditors report. (Circulated on 27 April 2026).

It was proposed by AC, and seconded by WL, and agreed unanimously to accept the report.

a. To consider and approve the Annual Governance Statement 2025 – 2026.

It was proposed by JL, and seconded by AV and agreed unanimously to accept the annual governance statement.

b. To consider and approve the Accounting Statement 2025 – 2026.

It was proposed by RM, and seconded by WL, and agreed unanimously to accept the accounting statement.

c. To consider and approve the Annual Governance and Accountability Return 2025 – 2026.

It was proposed by JL, and seconded by AV, and agreed unanimously to accept the Annual Governance and Accountability Return 2025 – 2026.

d. To note and approve the publication of documents and exercise of public rights from Wednesday 3 June 2026 – Tuesday 14 July 2026.

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

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

No points arose.

20. Correspondence (items forwarded).

NALC bulletins, LALC newsletter, Royal British Legion military child details, NKDC Parish & Town Council newsletter, Royal British Legion marking VE day details, Change of Process for Tree Preservation Orders, National Allotment survey, LCC Town & Parish updates.

No points arose.

21. LCC Highways updates.

TTRO/TTR016167 Water main repairs Road closure Green Drove 27/05/2026 – 29/05/2026

22. 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).

None received.

a Planning other:

26/0124/PNND Old Agricultural building First Hurn Drove Change of Use Approved

23. To report on the risk assessments/safety checks of BPC owned equipment. Reports from councillors where applicable.

The dog waste bin near to the Field Road junction is not closing and has dropped on the securing post. AC will investigate the repair.

The SID machines need to be turned. AC will request help with this when required.

24. To discuss and consider the arrangements for the Remembrance Day parade 8 November 2026.

The arrangements were discussed and a risk assessment will be prepared and placed on the agenda for approval. The service will follow the same format as previous years, members of the parade will meet at the Ship Inn, 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 entrance to the memorial. All will then make their own way to the church for the service.

It was proposed by AC, and seconded by RG, and agreed unanimously to accept the arrangements

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

SC Reported that himself and the clerk had attended a recent meeting of the Lincolnshire Resilience Forum. They are looking for volunteers to become emergency contacts should a disaster/emergency impact the village. It was mentioned that the parish council had previously been involved in this scheme and that equipment has been provided (the clerk will check if this is still in working/date order). This item will be placed on the next agenda for further discussion.

RG shared a point regarding social housing tenants keeping chickens and this is acceptable as long as there no nuisance created from noise or smell.

JL shared the good news that the bus service to Lincoln is happening and asked the clerk to forward the details she had received from Lincolnshire County Council with full council.

RM shared that there was a car that appears to have been abandoned in the village hall car park, if it is not removed shortly the village hall committee will contact the district council with a view to it being removed before it is vandalised.

WL thanked the chair for his reply for the information requested regarding parking of caravans in driveways.

Meeting Closed at 8.35pm

Signed

Date

Appendix A

FINANCIAL ACTIVITY

Apr-26

PAYMENTS

Date	Payee		Amount	Authority
02/04/2026	LALC Training Scheme	Training Schedule	£204.00	LGA1972 S111
02/04/2026	LALC Membership	Membership Fees	£552.48	LGA1972 S111

02/04/2026	NKDC Cemetery Rates	Cemetery Rates	£375.70	OSA1906
02/04/2026	NKDC Office Rates	Office Rates	£0.00	
02/04/2026	Glendale Ltd	Grass Cutting	£75.40	OSA1906
14/04/2026	Billinghay Methodist Church	Room Hire	£25.00	LGA1972 S111
14/04/2026	Val Fortune Memorial Flowers	War Memorial Flowers	£56.50	S137
13/04/2026	Postage HMRC VAT reclaim	Postage	£1.80	LGA1972 S111
16/04/2026	Travel Expense J Ledger	Travel Expenses	£18.00	LGA1972 S111
16/04/2026	SCIS UK Ltd	IT Support	£91.92	LGA1972 S111
20/04/2026	ABC Stonemasonry Ltd	War Memorial Repairs	£477.65	OSA1906
18/04/2026	Lloyds March Bank Charges	Bank Charges	£4.25	LGA1972 S111
27/04/2026	Paul Riddel Skip Hire	Skip Hire	£320.00	OSA1906
27/04/2026	HMRC	Tax payment correction	£36.96	LGA1972 S111
28/04/2026	Kirsty Sinclair Audit	Internal Audit	£150.00	LGA1972 S111
28/04/2026	MR Garden Services	Grass Cutting	£874.00	OSA1906
30/04/2026	O2	Office Mobile	£29.65	LGA1972 S111
30/04/2026	Daisy (Broadband)	Broadband	£39.90	LGA1972 S111
30/04/2026	Staff Costs	Salary Tax NI & Pension	£2,553.64	LGA1972 S111

Income

01/04/2026	NKDC Precept	Precept	£49470.00	
14/04/2026	Lincs Coop Ashes Interment	Ashes	£300.00	
16/04/2026	Phillips of Ruskington	Burial & Reserve	£595.00	
09/04/2026	Lloyds Bank March Interest	Bank Interest	£7.03	
20/04/2026	Colin Ward Funeral Directors	Burial & Reserve	£430.00	
21/04/2026	CCLA March Interest	Bank Interest	£274.36	
23/04/2026	HMRC VAT reclaim	VAT Recovery	£5,662.63	
24/04/2026	NKDC CIL Funds	CILCA Money	£665.74	
27/04/2026	William Kent Memorials	Additional Inscription	£30.00	
29/04/2026	Walmarsh - Walcott Lodges	Newsletter Advert	£38.00	

--

