

**Minutes of the Meeting of Billingham Parish Council held at
Billingham Methodist Church, Victoria Street on Monday 3 August
2026 at 7.00pm.**



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

Parish Clerk Helen Key (HK)

County Councillor East (DE)

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.

Councillor Liles sent her apologies.

It was proposed by RM, seconded by JL, and agreed unanimously to accept the 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 shared details of two funds which are available for eligible groups/organisations from Lincolnshire County Council:

1. Councillor Community Grant Fund, which is worth £500,000 to support community projects across the county. Each County Councillor has £3,000 for projects within their division.
2. Strategic fund for larger projects up to £15,000.

For both funds a criterion needs to be met. Further information is available from Lincolnshire County Council.

County Councillor East shared he had attended a meeting at Billingham Fire Station. It was reported on the struggles they are experiencing with not only the extreme temperatures causing more fires but with recruiting retained fire fighters, they currently have 4 with the minimum number required to attend an incident being 4. This is causing Billingham Fire engine to be “off the run” for a large percentage of the time as these members also have work commitments. Anyone interested in joining can contact Lincolnshire Fire & Rescue Service Recruitment department 0800 3580 204.

4. To accept the notes from the meeting held 6 July 2026 as minutes and a true record.

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

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

Points that arose.

The clerk reported that the cycle left at the former Lafford High School site had been removed. This area is becoming a fly tipping point, and she has contacted LCC to report the matter as the site is extremely overgrown and unkept.

The clerk reported that the Annual Governance and Accountability Return (AGAR), had been received from the external auditors. This has been shared with council for review, only one point regarding an incorrect response to section 1 box 9 not being consistent with section 2 box 11 was reported and the clerk shared this had been confirmed with the external auditors as incorrect. No other points were reported, and the Notice of Conclusion must now be published, the cost would remain at £1.00 should any member of the public request so see the AGAR.

6. Correspondence items forwarded:

NALC Bulletins, LALC Bulletins, NK Corporate & Civic Project Groundwater Presentation, CCLA update, LCC Town & Parish Council update, RAF Veterans to Mark Bomber Command 90th Anniversary, Pelican trust manufacturing update, LCC Household Waste Recycling proposed change details, LCC Public Rights of Way & Access Grass Cutting dates, Local Government Re-organisation news release, Lincs & Notts Air Ambulance approved airbase details, NKDC Summer Newsletter, LCC Town & Parish Newsletter, NKDC S106 funds update, Outdoor show information Live and Local.

No points arose.

7. Finance

a. To approve the payments made during July 2026 (list circulated to councillors prior to the meeting). See Appendix A

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

b. To approve the purchase of a wreath for Remembrance Day 8 November 2026.

It was proposed by AC, seconded by AV, and agreed unanimously to approve the purchase of a wreath for the Remembrance Day service at a cost of £23.00 including VAT.

c. To discuss and approve the funds to be returned by Billingham & District Swimming Pool for the unused grant funding.

It was proposed by AC, seconded by RS, and agreed unanimously that £1017.72 should be returned to Billingham Parish Council by Billingham and District Swimming Pool for the unspent grant funding.

d. To approve the costs for an additional Ecology report and resubmission fees of the planning application for the play equipment proposed for Billingham Village Hall and Playing Fields.

It was proposed by SC, and seconded by RG, and agreed unanimously to approve the expenditure for the ecology report at a cost of £240.00 + VAT and the resubmission fees of £149.00 for the planning application.

e. To approve the expenditure for the purchase of a fixing post, postcrete and delivery costs required to replace the dog waste bin on Field Road, at a maximum cost of £150.00 including VAT.

It was proposed by AC, seconded by SC, and agreed unanimously to approve the expenditure for a support post and postcrete to enable replacement of the failed dog waste bin on Field Road at a maximum cost of £150.00 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).

26/0109/OUT 21 Park Lane Billingham Amended Plans/Additional Information (Comments required by 31st July).

26/0860/HOUS Conversion & Extension to Existing Garage 5 Old School Lane.

The clerk was asked to forward a “No comments” reply for this application.

Application 25/0844/FUL Change of use from agricultural to domestic, erection of solar panels, wind turbine and plant room building, was received after the publication of this agenda but was discussed at the meeting.

The clerk was asked to forward a “No comments” reply for this application.

Planning Other:

20/0173 Street name & numbering New residential property 10 Bridge Street

26/0341/FUL Billingham Village Hall and Playing Fields Application Withdrawn.

9. LCC Highways updates:

TTRO/TTR017070 Temporary Traffic restrictions Road Closure Church Street
10/08/2026 – 20/08/2026 19.30 to 6.00 hours.

TTRO/TTR017877 Kerbing Works Road Closure Order Skirth Road 24/08/2026 –
26/08/2026

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

The clerk reported that she had been told a company called Shock Sleaford would adopt the defibrillators owned by the parish council. She had emailed Shock Sleaford but unfortunately, they only cover NG34 postcode areas.

AC reported he had heard there are a shortage of replacement pads, and the clerk was asked to check this to make sure, replacement pads would be available when they require replacing which is January 2027.

11. To review the current charges for the allotments. (Details of DEFRA accredited official statistics for rent fees forwarded to councillors prior to the meeting).

Following discussions, it was agreed to freeze the allotment rents for the year 2026 to 2027.

It was proposed by RM, seconded by RS, and agreed unanimously that the rent would remain at £125.00 per acre for the year 2026 to 2027.

The clerk will arrange letters to notify allotment holders of this agreed rent, allowing time for these to be returned to the Parish Council should the rent not be acceptable.

12. To discuss joining The Lincolnshire Resilience Forum (neighbours work together in an emergency). (Details forwarded to councillors prior to the meeting).

During discussions it was thought that this matter should be made available to the residents, hopefully to encourage some younger members of our community to have the opportunity to join this valuable scheme. The clerk will arrange for this to be advertised in the newsletter, website and on the Facebook page.

AC, SC and JL agreed to be Community Emergency Response team leaders. RM will liaise with the village hall committee regarding the facility being used as a safe place.

The matter will be placed on the agenda following the publication of the next newsletter to give the opportunity for residents to come forward.

13. To discuss the arrangements for the Christmas Tree Lighting and Blessing event Wednesday 2nd December 2026.

The matter was discussed and it was agreed to follow the usual format; this appears to work and is always well attended. A budget was discussed for the purchase of a tree and refreshments. The Ship Inn will be asked if available to host the refreshments. The Ruffs, BADass, school choir, etc will be invited to perform. Santa was asked to attend, he will check if his elf will be on hand to help. Due to not having a resident vicar, the clerk will make enquiries if there is a possibility of someone being available to bless the tree. Councillor Liles although not present at the meeting, is hoped will agree to oversee the arrangements.

It was proposed by AC, seconded by JL, and agreed unanimously to set a budget of £400 for a tree and £450 for the refreshments.

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

SC reported an overgrowing shrub on the A153 which is blocking a road sign. He has agreed to place this on FixMyStreet.

HK asked if any councillors would like to attend the NKDC Local Government Reorganisation briefing. HK and AC will attend. HK to book seats.

HK shared an email that had arrived in the afternoon, regarding placing of A frame advertising board in the village for the launch of a new slimming world group, although it was agreed this is a beneficial service it is still a business and so the offer of a paid advertisement would be the only support as a parish council we could offer. The clerk will reply to this email.

AC discussed that possible changes to email addresses will be required for complying with Assertion 10 along with some website amendments. These will be looked at by the clerk ready for the next renewal of our licence to avoid additional costs.

AC shared he has looked into the details for applying to become a bronze award level council. The website amendments will not be ready for the 1 September 2026 which is the deadline for applications. An action plan and biodiversity report are also required, so we will hopefully apply at the next available opportunity.

AC reported that the Methodist church had approached him for some possible help with making the garden area accessible, so it can be used to enhance the facilities. A working party to clear the area was suggested and it was agreed that anyone available would meet at the Methodist on Sunday 9 August at 1pm. Anyone who could bring tools please do so.

Meeting Closed 8.05pm

Signed

Date

FINANCIAL ACTIVITY

PAYMENT

Date	Payee		Amount	Authority
30/06/2026	MR Garden Services	June Grass Cutting	£874.00	OSA 1906
07/07/2026	Billinghay Methodist Church	Room Hire	£25.00	LGA 1972 S111
13/07/2026	H Key	Travel Expense NKDC Forum	£13.40	LGA 1972 S111
13/07/2026	H Key	Travel Expense Newsletter	£19.80	LGA 1972 S111
13/07/2026	Pelican Trust Newsletter Printing	Newsletters	£646.00	LGA 1972 S412
16/07/2026	Billinghay Forge Ltd	Noticeboard Repairs	£336.00	LGA 1972 S111
20/07/2026	SCIS UK Ltd	IT Support	£93.72	LGA 1972 S111
20/07/2026	H Key	Travel Expense LALC Conference	£26.40	LGA 1972 S111
20/07/2026	LALC	Conference Tickets	£108.00	LGA 1972 S111
20/07/2026	Lloyds Bank	Bank Charges June 2026	£4.25	LGA 1972 S111
20/07/2026	Cartridge People	Printer Ink & Paper	£193.26	LGA 1972 S111

23/07/2026	Riddels Skip Hire	Skip Hire	£320.00	OSA 1906
27/07/2026	XLN Daisy	Broadband	£39.90	LGA 1972 S111
30/07/2026	O2 Office	Office Mobile	£29.65	LGA 1972 S111
30/07/2026	Staff Costs	Salaries Tax NI & Pension	£2,715.42	LGA 1972 S111
29/07/2026	PKF Littlejohn	Audit Fees	£504.00	LGA 1972 S111

Income

10/07/2026	K Davey Brown	Newsletter Advert	£38.00	
09/07/2026	Lloyds Bank	June Interest	£23.26	
05/07/2025	CCLA	June Interest	£309.08	
23/07/2026	Lincolnshire Coop Funeral Serv	Out of Area Burial fees	£1,290.00	

