

## **Billingborough Parish Council**

Minutes of the annual meeting of Billingborough Parish Council held on 12 September 2023 in the Sports Pavilion at the Recreation ground.

**Present:** Cllrs C Woodhead (Chairman), J Surtees, R Stafford , R Rayside, M Turner (joined at 19.10)

**In Attendance:** H Beaver (Clerk). C. Cllr M Hill (19.10 to 19.55)

**Present:** 2 members of the public.

**The Chairman opened the public forum at 6.30pm.** Two members of the public were present, one had come to present his application to join the Council as a Member at agenda item 5. The other came to update the Council about her communication with a WorldWide Logistic representative so far, regarding the ongoing problem of HGV's using the Station Rd entry to the site rather than the Folkingham Rd entry, which had caused damage to her property. It was generally thought that since the post code had been corrected on the sat nav directions the situation had improved but that signage well sited would help further.

**There being no other questions the Chairman closed the public forum at 18.45 and opened the meeting. One member of the public left the meeting.**

1. **Chairman's opening remarks**

**058:** The Chairman welcomed all to the meeting.

2. **Apologies for absence.** – None received.

3. **Receive any new declarations of interest** – None received.

4. **To consider any requests from Members for a dispensation on any items on the agenda. To agree, or not, by resolution to any dispensations, including voting rights.**

**059:** It was resolved that Cllr Turner could speak, but not vote at items 12b, c, d, and e.

5. **Co-option**

**060.** Mr Williamson, who had already submitted an application, which had been circulated to all, answered questions from Members before leaving the room whilst voting on the proposal to co-opt him on to the Council took place. It was **RESOLVED**, that Mr Williamson should be invited to join the Council. Mr Williamson re-joined the meeting and signed the Acceptance of Office form and joined the meeting.

6. **Approve minutes of the meeting held on 18 July 2023.**

**061:** It was **RESOLVED** to accept the minutes as circulated as a true record. The Chairman signed the minutes.

7. **Receive any Community Group or Organisation reports.**

**062:** Cllr Stafford reported that although he was unable to attend, a meeting of The Toller Trust Committee had taken place although there was no significant news to report. Cllr Woodhead reported on behalf of the Church that for health and Safety reasons, some pews had already been taken out of the church and more were to be removed over the coming months, they were for sale by sealed bids to be sent to

herself. This would be reported in the newsletter. They had received £9k+ from the levelling up fund which is to be used to repair the clock and were still without a vicar and also needed a secretary. Complaints had been received about the condition of the church yard, efforts had been made to resolve this, and work from volunteers had helped significantly. Cllr Woodhead also reported that the Village Hall Committee are organising an event for the 80<sup>th</sup> anniversary of D Day. This was likely to be a Tea Dance, followed by a Performance and Disco. They hoped to present a pantomime at the end of this year.

**8. Clerk's report, correspondence and matters arising.**

**062:** The Clerk reported that the joint bank balance at 31/8/23 was £63,038.45. There had been significant amounts of correspondence from both Parishioners, SKDC and other organisations, all had been forwarded for Cllrs to view and any items requiring discussion were already on the agenda. An informal request had been received to ask the PC's permission to run a football coaching sessions for 7-9 yr olds and to enquire as to the cost for using the pavilion toilets whilst these were happening. Also, that a cradle swing was broken and that smashed glass had been found in the play park on Sunday morning. A leak had been reported in the pavilion roof and a repair organised. It was reported that youths had gained access to the roof of the storage containers and CCTV footage of this has been located. As reports had been made previously that it was difficult to access the blue mesh gate, the external cupboard and the roller shutters, and that the lock was faulty on the umpire cupboard, and water was ingressing the front door, the Clerk advised that these repairs were now considered to be urgent for the pavilion to be kept in a useable state. It had also been discovered that internal door keys were being stored in such a way that would invalidate the Council's insurance should an incident occur. The Clerk confirmed that the land Registry application was now complete but it could be up to a year before the matter was completed. It was also confirmed that the Coronation Bench had been delivered and the installation and site organised. No further suggestions had been received for ideas of a permanent memorial to celebrate the reign of QEII. The BAGS Committee had submitted both the Risk Assessment and Inspection that had been requested and both the Cricket club agreement and the Rec Caretaker's contract had been signed by both parties. The External Audit had successfully been concluded and the Council is advised that part of the audit next year will include the assessment of suitable email addresses for all Councillors. The insurance had been renewed. A report had been received of a tree that may be diseased at the Spring Wells, it had been assessed and Cllrs felt that as the main tree survey was due in Feb 2024, it should be monitored until then for any further deterioration.

**9. Receive any external reports.**

**063.** Cllr Hill reported that the jitty from Brewery to Burton Lane had been repaired. Cllr Woodhead stated that in her opinion the repair was of poor quality and did not sufficiently cover the area affected. Cllr Hill said he would look into this. Regarding the Industrial site on West Rd, signage had been ordered, Cllr Woodhead reported that the member of the public who had attended the public forum earlier was of the

opinion that the signs were not planned to be in the most effective place. Cllr Hill said after the discussion about the solar farm that was refused planning permission, LCC were looking to formulate a policy regarding the siting of these across the County. LCC had started a scheme where volunteers would attend for 2 days and carry out maintenance tasks around the village, there would be no charge for the works but the PC would be responsible for the cost of materials. The flooding on West Rd car park was discussed again, LCC had attended recently and flushed the drain out but this had not solved the problem. It was suggested that the problem could be that it is a soakaway. Cllr Hill stated that a re-surface of Folkingham Rd was planned for some time in 2024, but another repair would probably be needed before then and regarding a request received for more cats eyes, the policy was now that there would be no cats eyes where there are street lights. Cllr Hill was asked if there could be another weight limit restriction sign erected at the junction of Brewery Lane and Grosvenor Rd, this would be looked into. Regarding pavements that need repairing, all need to be reported on fixmystreet before a programme can be set. Regarding problems with straw, Cllr Hill suggested that due to the lack of any legislation in this area, the only solution is to keep requesting a street clean, via report it on the SKDC website.

Cllr Turner asked about the repair needed to the road on the Pingle, Cllr Hill said he would look into the ownership of this. Cllr Woodhead reiterated the need for urgent repairs that were still required to the jitties, particularly the one that runs from the High St to West Rd alongside the chip shop.

#### 10. Financial Matters:

- a) **To resolve to approve the accts up to 31/8/23, as circulated. (RFO)**  
**064.** It was **RESOLVED** to accept the accounts as circulated.
- b) **To resolve to approve payment of invoices on Appendix C.**  
**065.** It was **RESOLVED** to authorise all payments as listed on appendix C attached
- c) **To receive a report regarding financial checks to 31/8/ 2023.**  
**066.** Cllr Turner reported that he had found no issues on his last inspection of the bank transactions for July and August.
- d) **To approve the annual donation to the RBL as £30.**  
**067.** It was **RESOLVED**, with one abstention, to continue with a donation of £30.
- e) **To approve the electricity provider for the next financial year - deferred**
- f) **To discuss and vote on the proposal to continue with LALC as internal auditors for the current financial year at a cost of £250.**  
**068.** It was **RESOLVED** to continue with LALC as auditors with the budget of £250.
- g) **To discuss a budget for the autumn/winter planting.**  
**069.** It was **RESOLVED** to set a budget of £100 for both the 3 entrance planters and the 3 Spring Wells planters.
- h) **Closed Session – To discuss and resolve on any outcomes of the Clerk’s appraisal.**  
**070.** It was **RESOLVED** that due to the confidentiality of the content, the meeting would go into closed session. The Clerk left the room. It was **RESOLVED** that the Clerk’s salary would be increased as proposed by the HR Committee, with the pay

scale increase being back dated to July 9<sup>th</sup> and any annual pay rise, once settled being back dated to April 1 2023.

The Chairman advised that the Council was no longer in closed session and the Clerk re-joined the meeting.

#### 11. Administration matters:

- a) **To review the Springwells' Caretaker's contract.**  
071. It was **RESOLVED** that no changes were needed to the current contract.
- b) **To review the Accessibility Statement and Privacy Notice.**  
072. It was **RESOLVED**, with two abstentions to accept both policies as circulated.
- c) **To discuss a request for a Spring Wells Ambassador.**  
073. As no volunteers came forward it was **RESOLVED** that there would be no representative from the Council.
- d) **To agree the meeting dates for next year.**  
074. It was **RESOLVED** to accept the dates as circulated.
- e) **Current Planning Applications – not required.**
- f) **To consider applications to the levelling up fund and /or community ownership fund for budget suggestions for next year.**  
075. After discussion, it was decided that Cllrs should collate a list of their ten most preferred project suggestions and then put those to the parishioners as to what they would like to be taken forward.
- g) **To review grass cutting requirements in view of new biodiversity legislation.**  
076. After discussion, it was **RESOLVED** that the grass cutting requirements would remain as they are, and to carry on leaving the Aveland Field over summer and to cut again in late August.

#### 12. Recreation Ground:

- a) **Wicksteed Inspection and repair works - Update on repairs and to agree any quotes received for works required.**  
077. A quote had been received to repair the play park gate but it was decided that more quotes were needed before a decision could be made..
- b) **To ratify emergency repairs required to the pavilion roof and associated spend.**  
078. It was **RESOLVED** that the repair to the roof was urgent and the cost of £250+VAT agreed.
- b) **To discuss the need for any ASB preventative measures to be taken following incidents at the pavilion.**  
079. It was **RESOLVED** to ask the Cricket Club to apply some anti-vandal paint to the top of the containers.
- c) **Internal works to pavilion – deferred.**
- d) **To discuss and agree budget for repairs required to external cupboard, blue gate, and umpire's cupboard. – deferred.**
- e) **To discuss, if received, the outcome of CCTV footage sent to SKDC regarding dog fouling, to discuss and agree by resolution, how best to address the dog fouling problem at the recreation ground.**

- 080.** As there seemed to be a mis communication the Clerk was asked to re-submit the evidence via Cllr Rayside.
- f) To discuss the dog training classes that are being held in the recreation ground.**  
**081.** It was **RESOLVED** to advise the owners of the business by letter, that as the Council had not approved this proposal, nor would they in the future, that the classes should no longer be held at the Recreation Ground.
- g) To consider a repair to the hole in the boundary hedge and set budget for works if agreed.**  
**082.** It was **RESOLVED** to get quotes for fencing to be erected to cover the current gap.
- h) To ratify both the location of the new Coronation bench and the cost of materials for installation.**  
**083.**The location and cost for materials was agreed.
13. **Spring Wells:**
- a) Slabs below benches –** Although this was deferred at the meeting as the Cllr who was going to fix this had checked and couldn't find the loose slabs, it has since transpired that another parishioner has already repaired the slabs.
14. **Village signs – update.**  
**084.** It was **RESOLVED** to accept the design as presented, and to have the top half of the sign in blue and not black.
15. **Jitties – works commenced - update –** No further discussion as discussed with C. Cllr Hill at 9. 063.
16. **To discuss any commemoration for the reign of Queen Elizabeth II.**  
**085.** It was **RESOLVED** that as no further suggestions had been received, if The Crown Estate Commissioners agree to plant more trees in the Hall Field that a plaque is purchased for one of those to act as a commemoration.
17. **Youth opportunities – update –** deferred.
18. **Community Speed watch – To receive feedback and discuss forming a management committee to take over implementation of the project.**  
**086.** It was agreed to ask the other volunteers if any of them would take over the lead role and also to advertise for more volunteers in the next newsletter.
19. **Speed camera data feedback – update –** deferred.
20. **To discuss the condition of the pavements in the village and resolve if any maintenance plan is to be instigated.**  
**087.** Cllr Woodhead volunteered to take photos and report on Fixmystreet to start the procedure.
21. **To Discuss increased amount of straw debris and weeds at the roadside in the village.** No further discussion as this was discussed with C. Cllr Hill at 9. 063.
22. **EVCP – update.**  
**088.** Cllr Woodhead reported that there has been a meeting between SKDC and the company that she had spoken to who install the EVCP's, although no feedback from the meeting had been received.

23. **West Rd and Chapel St HGV access problems – update.** No further discussion as already covered in public forum and agenda item 9. 063.
24. **West Rd car park flooding problem – update.** No further discussion as covered in Agenda item 9. 063.
25. **Items for the next agenda.**

**Next meeting: Tuesday 10 October at the Pavilion, Recreation Ground.**

### **APPENDIX A: Payments made on behalf of BPC 1/7/-31/8/23**

<b><u>DATE</u></b>	<b><u>PAYEE</u></b>	<b><u>AMOUNT</u></b>
3/7/23	YOUR LOCAL Lincs	30.00
17/7/23	SMARTEST ENEGY	45.00
21/7/23	SKDC	47.83
24/7/23	CLLR WOODHEAD	25.96
24/7/23	H BEAVER	25.00
24/7/23	A PRIESTLEY	65.00
24/7/23	GLENDALE	371.43
24/7/23	LIVES	100.00
24/7/23	H BEAVER	843.20
24/7/23	HMRC	15.57
24/7/23	P&JS BARHAM	29.98
28/7/23	K WEINGAERTNER	173.44
28/7/23	WICKSTEED LEISURE	78.88
28/7/23	COMPLETE WEED CONTROL	516.00
28/7/23	INDIGO 19 LTD	252.00
28/7/23	M PILGRIM	514.90
28/7/23	K HISCOCKS	375.82
28/7/23	J MANSFIELD	238.48
31/7/23	EE	9.60
3/8/23	CHATTERTONS	47.40
9/8/23	LALC	300.00
9/8/23	GLENDALE	272.01
14/8/23	BHIB	1032.81
18/8/23	SMARTEST ENERGY	45.00
21/8/23	SKDC	132.06
24/8/23	PKF LITTLEJOHN	252.00
24/8/23	CHATTERTONS	1,200.00
29/8/23	EE	29.59
29/8/23	SLCC	146.00

**APPENDIX B: RECEIPTS RECEIVED 01/7 – 31/8/23**

<b><u>DATE</u></b>	<b><u>FROM</u></b>	<b><u>AMOUNT</u></b>
NONE RECEIVED		

**APPENDIX C: Transactions requiring authorisation on 12 Sept 2023**

<b><u>PAYEE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
CLLR WOODHEAD	PRINTER INK&MILEAGE	39.78
B LIGHT	MATERIALS FOR BENCH INSTALLATION	300.00
CLERK	JULY SALARY	795.60
CLERK	JULY OFFICE EXPENSES	25.00
CLERK	AUGUST SALARY	795.60
CLERK	AUGUST OFFICE EXPENSES	35.00
GLENDALE	GRASSCUTTING AUGUST	272.01
GLENDALE	CUT TO HALL FIELD	500.00
SLEAFORD ROOFING CO	REPAIR TO PAVILION ROOF	300.00
REC C'TAKER	AUG-SEPT 2023	514.90
S'WELLS C'TAKER	AUG-SEPT 2023	173.44
CEM C'TAKER	AUG-SEPT 2023(+3HRS C/OVER)	205.96
COMM CLEANER	AUG-SEPT 2023	375.82
INDIGO 19	GRASS CUTTTING CEMETERY	378.00
COMPLETE WEED CONTROL	WEED TREATMENT APPLICATIONS	516.00
SLEAFORD ROOFING CO	SECOND REPAIR TO ROOF	500.00
SLCC	TRAINING	72.00

**SIGNED: Cllr J Surtees**

**SIGNED: Cllr R Rayside**