

**Brigg Town Council Meeting  
Tuesday 25<sup>th</sup> November 2025 at 7.15pm  
Angel Suite, Exchange Place, Brigg, DN20 8LD**

**Chair – Cllr Penny Smith – Mayor of Brigg**

Present – Cllrs Carl Sherwood, Nigel Sherwood, Penny Smith, Jane Kitching, Rob Waltham, Sharon Riggall, Paul McCormick.

Also Present – Kerry Hutchings – Clerk

Keith Simpson

Keith Simpson led the Council in prayers

**2025/075** Cllr Smith welcomed everyone

**2025/076 Public Participation**

*None*

**2025/077 Apologies were received and accepted from**

*Cllr J Gibbons*

**2025/078 Declaration of Interests**

a) To Record any Declarations of Interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the Agenda Item and the type of interest being declared.

b) To note any dispensations given to any member of the council in respect of the Agenda Items listed below.

**2025/079 Minutes of previous meetings**

a) To **approve** the minutes of the meeting of Brigg Town Council held on Tuesday 28<sup>th</sup> October 2025

***Proposed Cllr C Sherwood***

***Seconded Cllr N Sherwood***

***Agreed – All Councillors present***

b) **Council received** an update on matters from the minutes not appearing anywhere on the agenda from the Clerk and Mayor.

Clerk has attended training and updated her Emergency First Aid certificate for another 3 years.

Total banked for Poppy Appeal - £3999.50 Brigg 10k, Tesco £6738 incl Contactless.

Businesses and wreaths - £4265.12 so total banked by Brigg = £15002.62 There will be more to be added as some people paid for their wreaths by bacs directly. Huge thanks to Jane Kitching, Mike and Penny who did most of the deliveries and collection of boxes, to Jason who organised the Tesco rota and to the band of helpers who counted the money in record time.

The Mayor thanked Rev Julie and Keith Simpson for two excellent services for Remembrance.

We have been successful in grant for 3 flags. Two large ones for Market Place to replace and an England flag for St Georges Day.

Flag at monument was found on the floor after a storm. Kindly picked up and laundered it by a resident. JB Services going to try to fix the halyard if not will need a new one.

## **2025/080 – Ward Councillors report**

### **Cllr Waltham**

Over 100 positive responses via emails and phone calls re the proposed crossings on Bigby Road and Wrawby Road. A few tweaks have been requested. These have been passed on to the highways design team.

Fit for free continuing to be successful for the over 66s.

Air fryers, slow cookers and one pot kettles stocks are being replenished and will be distributed to the over 66s who have registered very soon.

Extra support being provided to older veterans.

Completed the submission for the LGR reorganisation process. Unanimous Council decision to remain as it is.

### **Cllr C Sherwood**

The Ancholme Path has been resurfaced from Lidl to the Motorway Bridge. Resurfaced the path at “first river” on the western side.

Cllr Kitching reported potholes on Woodbine Ave

Cllr Smith thanked Cllr Waltham for sorting a problem she had reported previously.

## **2025/081 – Correspondence**

a) The response from Chief Inspector Booth, Humberside Police was received and it was agreed to thank him for his email and to ask for information regarding Operation Forager and request further information on drug awareness and early intervention, especially in school students.

***Proposed Cllr Waltham***

***Seconded Cllr Smith***

***Agreed – All Councillors present***

b) A letter from Wrawby PC was received regarding a request to consider joint purchase of a Bench to be sited between Wrawby and Brigg.

It was agreed in principle but would like further information of location to site the bench and cost, before a final decision could be made.

***Proposed Cllr McCormick***

***Seconded Cllr Kitching***

***Agreed – All Councillors present***

c) North Lincolnshire Local Plan Consultation

It was agreed that Cllr Kitching would scrutinise the document and make relevant amendments.

***Proposed Cllr McCormick***

***Seconded Cllr Smith***

***Agreed – All Councillors present***

## **2025/082 - Financial**

a) **To approve the Payments** for Brigg Town Council to 31<sup>st</sup> October 2025.

Date	Payee Name	Ref	Ex Vat	£ VAT	£ Total Amnt	Transaction Details
01/10/2025	British Iron Works Ltd	BACS	£ 133.32	£ 26.67	£ 159.99	Cemetery Letter Box
01/10/2025	Google	BACS	£ 14.00	£ 2.80	£ 16.80	Email platform
02/10/2025	JB Rural Service	BACS	£ 1,900.00	£ 380.00	£ 2,280.00	September Handyman Service
06/10/2025	ERPF	BACS	£ 819.70		£ 819.70	September Pension
06/10/2025	HMRC	BACS	£ 1,057.07		£ 1,057.07	September Tax/NI
06/10/2025	Public Sector Audit	BACS	£ 777.50		£ 777.50	1st Interim Audit
06/10/2025	Sissons Gardening Services	BACS	£ 176.00		£ 176.00	Cadney & Howsham Verges September 25
06/10/2025	Videcom Security LTD	BACS	£ 1,184.00	£ 236.80	£ 1,420.80	CCTV Maintenance 25 - 26
06/10/2025	Water Plus	DD	£ 9.07		£ 9.07	Allotment WP Water 190

07/10/2025	Kirton TC	BACS	£ 34.00		£ 34.00	Refund BAOS tickets
09/10/2025	JB Rural Service	BACS	£ 300.00	£ 60.00	£ 360.00	2 x Woodbine Park Cut
09/10/2025	JB Rural Service	BACS	£ 6,000.00	£ 1,200.00	£ 7,200.00	7th & 8th Verges Brigg
09/10/2025	JB Rural Service	BACS	£ 600.00	£ 120.00	£ 720.00	1st & 2nd Cadney PROWs
09/10/2025	JB Rural Service	BACS	£ 200.00	£ 40.00	£ 240.00	2nd Brigg PROWs
09/10/2025	JB Rural Service	BACS	£ 650.00	£ 130.00	£ 780.00	2 x Brigg Cemetery Cut
09/10/2025	JB Rural Service	BACS	£ 350.00	£ 70.00	£ 420.00	2 x MGreen Cut & Maintenance
09/10/2025	JB Rural Service	BACS	£ 500.00	£ 100.00	£ 600.00	8th Wrawby Cut
09/10/2025	JB Rural Service	BACS	£ 150.00	£ 30.00	£ 180.00	2nd Wrawby PROWs
22/10/2025	TEEC Ltd	BACS	£ 588.00	£ 117.60	£ 705.60	Brigg TC Website & Training
23/10/2025	Water Plus	DD	£ 11.39		£ 11.39	WP Allotment 105
24/10/2025	BT	DD	£ 60.74	£ 12.15	£ 72.89	Phone & Internet
28/10/2025	Blachere	BACS	£ 8,466.75	£ 1,693.35	£ 10,160.10	2nd installment 2025 Lights
28/10/2025	Blachere	BACS	£ 690.00	£ 138.00	£ 828.00	Attendance at Light Switch on
28/10/2025	JB Rural Service	BACS	£ 1,900.00	£ 380.00	£ 2,280.00	October Handyman
28/10/2025	ERNLLCA	BACS	£ 23.34	£ 4.67	£ 28.01	Conference Training
28/10/2025	Staff Cost	BACS	£ 1,912.86		£ 1,912.86	October Salary
28/10/2025	JB Rural Service	BACS	£ 175.00	£ 35.00	£ 210.00	Millenium Green Cut and Maintenance
28/10/2025	JB Rural Service	BACS	£ 300.00	£ 60.00	£ 360.00	Market Install and Remove 25/10/2025
28/10/2025	JB Rural Service	BACS	£ 175.00	£ 35.00	£ 210.00	Build & Install Toilet
29/10/2025	O2	DD	£ 13.45	£ 2.69	£ 16.14	Clerk Mobile
31/10/2025	Nat West	DD	£ 19.60		£ 19.60	Bank Charges

***Proposed Cllr C Sherwood  
Seconded Cllr McCormick  
Agreed – All Councillors present***

- b) Council **received and noted** the receipts and bank reconciliations to 31<sup>st</sup> October and Council Budget Monitoring to 20<sup>th</sup> November 2025. **There were no comments.**

### **2025/083 Environmental items**

- a) **Permanent War Memorial Wreath**

Clerk provided an example and approximate quote for a forged wreath of poppies to be a permanent structure on War Memorial at Monument Roundabout.  
Cllrs requested that the clerk try to obtain two further quotes for the meeting in January.

***Proposed Cllr McCormick  
Seconded Cllr Kitching  
Agreed – All Councillors present***

- b) **War Memorial Cleaning**

Clerk presented information regarding cleaning of the War Memorial and a Victoria Cross Trust charity that would carry out the work.  
It was agreed that the clerk submit a planning application for the cleaning of the memorial.

***Proposed Cllr McCormick  
Seconded Cllr N Sherwood.  
Agreed – All Councillors present***

- c) **Crossings on Bigby Road and Wrawby Road**

It was agreed that Brigg Town Council support the crossing proposals

***Proposed Cllr Kitching  
Seconded Cllr McCormick  
Agreed – All Councillors present***

- d) **Devolved Grass Cutting**

It was agreed that the Clerk obtains tender for the devolved verge and PROWs cutting for the January Budget meeting.

***Proposed Cllr McCormick  
Seconded Cllr Waltham  
Agreed – All Councillors present***

e) **Other Devolved Services.**

It was agreed that Brigg Town Council would increase the handyperson hours to 35 to include the devolved service of opening, closing and cleaning of the Carey Lane and East Park toilets

***Proposed Cllr McCormick***

***Seconded Cllr Riggall***

***Agreed – All Councillors present***

f) **Springs Parade**

Clerk advised that she had heard back from B&M's and they have asked for more information on the problems. They have provided a map of their responsibilities. Clerk to provide photographic evidence and send to B&M. Councillors to report problems to clerk to pass on to B&M.

g) **Cemetery Post Box**

Signage was agreed and it was agreed to position the post box in the new part of the cemetery near to the benches.

***Proposed Cllr Parker***

***Seconded Cllr Riggall***

***Agreed – All Councillors present***

**2025/084 – CCTV**

It was agreed that the CCTV provision will remain the same and the clerk to contact Lisa Swainston at NLC, with a view to preparing for next year's contract.

***Proposed Cllr Smith***

***Seconded Cllr C Sherwood***

***Agreed – All Councillors present***

**2025/085 Events**

**Christmas Lights and Market**

Clerk updated on arrangements for the Christmas Market and light switch on 28<sup>th</sup> November 2025

**2025/086 Civic Regalia and Boards**

It was agreed that the final spaces would be filled on the Civic board, and the oldest chain links on the Mayoral Chain would be removed and replaced on an individual basis. A new chain and board would not be purchased.

***Proposed Cllr Waltham***

***Seconded Cllr C Sherwood***

***Agreed – All Councillors present***

**2025/087 SJN Trustee – Brigg TC representative**

It was agreed that Cllr Jane Gibbon would remain as Brigg TC representative on SJN Trustees.

***Proposed Cllr Waltham***

***Seconded Cllr N Sherwood***

***Agreed – All Councillors present***

**2025/088 – Polices approved en bloc.**

- a) Work Based Risk Assessment
- b) Health and Safety Policy
- c) Volunteers Risk Assessment for planting and litter picking
- d) Christmas Market Risk Assessment

***Proposed Cllr N Sherwood***

*Seconded Cllr Waltham*  
*Agreed – All Councillors present*

**2025/089 ERNLLCA and Lincs Show 2026**

It was agreed to defer a decision to attend Lincolnshire Show with ERNLLCA to the new year.

*Proposed Cllr Waltham*

*Seconded Cllr Riggall*

*Agreed – All Councillors present*

**2025/090 To receive and comments or requests from Councillors and future agenda items.**

Cllr Kitching requested VJ Day be discussed at a future meeting.

**2025/074 Confirmation** that the Date and time of next meeting of Brigg Town Council Tuesday 27<sup>th</sup> January 2026 if there is no case of need meeting held on 16<sup>th</sup> December 2025 at 7.15pm

**There being no other business the meeting concluded at 8.26 pm**