

**Brigg Annual Town Council Meeting
Tuesday 28th May 2024
Angel Suite, Exchange Place, Brigg, DN20 8LD**

Chair – Cllr Carl Sherwood – Mayor of Brigg

Present – Cllrs Jane Gibbons, Jane Kitching, Brian Parker, Carl Sherwood, Nigel Sherwood, Penny Smith and Rob Waltham

Also Present – Kerry McGrath – Clerk
Keith Simpson
Nigel Fisher

2024/001 a) It was confirmed the elected Mayor of Brigg Town Council is Cllr Carl Sherwood for the years 2023/24 and 2024/25

***Proposed Cllr R Waltham
Seconded Cllr N Sherwood
Agreed – All Councillors present***

b) Cllr C Sherwood, Mayor signed the declaration of office that was witnessed and signed by the clerk.

2024/002 a) It was confirmed that the elected Deputy Mayor of Brigg Town Council is Cllr Penny Smith 2023/24 and 2024/25.

***Proposed Cllr R Waltham
Seconded Cllr N Sherwood
Agreed – All Councillors present***

b) Cllr Smith, Deputy Mayor signed the declaration of acceptance of office that was witnessed and signed by the clerk.

2024/003 To consider the suspension of the Meeting for the purpose of Prayer.

***Proposed Cllr N Sherwood
Seconded Cllr Smith
Agreed – All Councillors present***

Keith Simpson led the Council in prayers

b) **To Resolve that Standing Orders be reinstated**

***Proposed Cllr N Sherwood
Seconded Cllr Smith
Agreed – All Councillors present***

**2024/004 Apologies were received and approved from
Cllr P McCormick and Cllr S Riggall**

2024/005 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.

None received.

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

None requested

2024/006 a) To confirm the Council's adoption of the North Lincolnshire Council Code.

Proposed Cllr Smith

Seconded Cllr Gibbons

Agreed – All Councillors present

b) **To Confirm** that all members have reviewed their Register of Declared Interests, in accordance with the Localism Act 2011 and pursuant to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and the North Lincolnshire Council Code of Conduct.

Cllr Kitching to check and amend within 28 days of the meeting

2024/007 All Policies & Procedures were reviewed en bloc

i) **To review and confirm adoption of** the Brigg Town Council standing orders.

ii) **To review and confirm adoption of** the new model financial regulations.

iii) **To review and affirm** Financial Jobs for Audit.

iv) **To review and affirm** Internal Audit procedures

vi) **To confirm adoption of** Brigg TC Biodiversity Policy

Proposed Cllr Waltham

Seconded Cllr N Sherwood

Agreed – All Councillors present

2024/008 To review and confirm the 4 signatories for the bank mandate and two fiscally aware internal control councillors.

Signatories – Cllrs Parker, C Sherwood, Smith, Riggall

Internal Control – Cllrs Gibbon, McCormick

Proposed Cllr Kitching

Seconded Cllr Parker

Agreed – All Councillors present

2024/009 To confirm the Town Council is eligible to exercise the General power of competence.

Proposed Cllr Parker

Seconded Cllr Kitching

Agreed – All Councillors present

2024/010 To confirm the schedule of meeting dates and times.

All meetings to take place in the Angel Suite, Exchange Place, Brigg DN20 8LD, unless otherwise advised.

Personnel Committees will be arranged on a case of need basis.

June 2024

Planning and Environment C'tee Tuesday 25th June 2024 6.45pm

Brigg Town Council Tuesday 25th June 2024 7.15pm

July 2024

Planning and Environment C'tee Tuesday 23rd July 2024 6.45pm

Brigg Town Council Tuesday 23rd July 2024 7.15pm

September 2024

Planning and Environment C'tee Tuesday 24th Sept 2024 6.45pm

Brigg Town Council Tuesday 24th Sept 2024 7.15pm

October 2024

Planning and Environment C'tee	Tuesday 22 nd Oct 2024	6.45pm
Brigg Town Council	Tuesday 22 nd Oct 2024	7.15pm
<u>November 2024</u>		
Planning and Environment C'tee	Tuesday 26 th Nov 2024	6.45pm
Brigg Town Council	Tuesday 26 th Nov 2024	7.15pm
<u>December 2024 – Case of Need</u>		
Planning and Environment C'tee	Tuesday 17 th Dec 2024	6.45pm
Brigg Town Council	Tuesday 17 th Dec 2024	7.15pm
<u>January 2025</u>		
Planning and Environment C'tee	Tuesday 28 th Jan 2025	6.45pm
Brigg Town Council	Tuesday 28 th Jan 2025	7.15pm
<u>February 2025</u>		
Planning and Environment C'tee	Tuesday 25 th Feb 2025	6.45pm
Brigg Town Council	Tuesday 25 th Feb 2025	7.15pm
<u>March 2025</u>		
Planning and Environment C'tee	Tuesday 25 th March 2025	6.45pm
Brigg Town Council	Tuesday 25 th March 2025	7.15pm
ANNUAL TOWN MEETING	Tuesday 18 th March 2025	7.00pm
<u>April 2025</u>		
Planning and Environment C'tee	Tuesday 22 nd April 2025	6.45pm
Brigg Town Council	Tuesday 22 nd April 2025	7.15pm
<u>May 2025</u>		
Annual Town Council Meeting	Tuesday 27 th May 2025	7.15pm

Proposed Cllr Smith

Seconded Cllr Kitching

Agreed – All Councillors present

2024/011 To confirm the list of committees to be elected and to appoint members who will serve on each committee.

- i) Planning & Environment Committee (Five Members) – Cllrs Riggall, Parker, McCormick, Gibbons, Kitching
- ii) Personnel Committee (Five Members) – Cllrs Smith, Waltham, Gibbons, Kitching, Parker

* The Complaints, Grievance, Appeals and Disciplinary Committees will comprise three members of the Personnel Committee, as required.

Proposed Cllr Gibbons

Seconded Cllr Sherwood

Agreed – All Councillors present

2024/012 To confirm representatives to serve on the following outside bodies and working groups.

I) Outside Bodies

- a) C.P.R.E. – Cllr Kitching
- b) ERNLLCA – Cllr Waltham and Riggall
- c) Neighbourhood Action Team Cllrs Waltham and C Sherwood
- d) Parish & Town Council Liaison Cllr Parker
- e) Brigg Wheelers – Cllr Waltham
- f) Foundation Governors of SJN Trust – Cllrs Smith and Gibbons
- g) Brigg Community Partnership - Mayor

- h) Brigg Flood Warden Cllr C Sherwood
i) Brigg Snow Warden Cllr Waltham

Proposed Cllr Waltham
Seconded Cllr N Sherwood
Agreed – All Councillors present

- II) Working Groups**
a) As resolved through Council business.
Proposed Cllr Parker
Seconded Cllr Gibbons
Agreed – All Councillors present

2024/013 To receive any correspondence for information. - sent via email

2024/014 Minutes of previous meetings

- a) To **approve** the minutes of Brigg Town Council Tuesday April 23rd, 2024, a true record.

Proposed Cllr Waltham
Seconded Cllr Gibbons
Agreed – All Councillors present

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

Brigg Times – Delivered and now start planning next one. Contributions to be submitted late July.

Monument Roundabout – planting complete ..need to keep on top of weeding by volunteers.
Flag – Unfortunately not recovered from river – so may need to look to buy a new one for the roundabout. Information from highways officer - "In principle I would have no objection however that would be subject to an appropriate foundation design and maintenance regime being submitted for approval, clearly I would require a maintenance waiver completing to identify this as a town council asset, and the foundation will need to be constructed by a NRSWA compliant contractor, they will need to submit suitable risk assessments and method statements including traffic management plans on how they would intend to construct and erect the pole safely. With regards to position and height, we must consider any overhead lines or cables and we must also position the pole so the actual flag will not over sail the edge of the road and cause nuisance, 4m would be acceptable or higher if you want to go down the planning route"

Christmas lights – installation to start in July.

Bunting will be up soon.

We have received notification of VE Day celebrations on May 8th 2025 Beacon, Fish & Chips etc looks pretty much the same as D Day but with street parties recommended.

- c) To **approve** the minutes from Planning and Environment Committee on April 23rd 2024 –
Proposed Cllr Parker
Seconded Cllr Gibbons
Agreed – All Councillors present

2024/015 - Financial

- a) **To approve the Payments** for Brigg Town Council to 30th April 2024

Proposed Cllr N Sherwood
Seconded Cllr Smith
Agreed – All Councillors present

Date	Payee Name	Ref	Ex Vat	VAT	Total Paid	Transaction Detail
02/04/2024	Google	BACS	£ 12.00	£ 2.40	£ 14.40	Licence email
02/04/2024	JB Rural Service	BACS	£ 3,000.00	£ 895.00	£ 5,370.00	1st Brigg Verges
			£ 150.00			1st Woodbine Park Cut
			£ 500.00			1st Wrawby Cut
			£ 650.00			1st Cemetery Cut
			£ 175.00			Millennium Green Cut and Maintenance
02/04/2024	ERNLLCA	BACS	£ 1,203.90	£ -	£ 1,203.90	NALC/ERNLLCA Membership
03/04/2024	Water Plus	DD	£ 5.52	£ 1.10	£ 6.62	WP Allotments water
03/04/2024	O2	DD	£ 13.47	£ 2.69	£ 16.16	Mobile Phone
08/04/2024	HMRC	BACS	£ 716.00	£ -	£ 716.00	March Tax/NI
08/04/2024	ERPF	BACS	£ 666.19	£ -	£ 666.19	March Pension
16/04/2024	Brigg Office Supplies	BACS	£ 7.40	£ 1.48	£ 8.88	Stationery
16/04/2024	Rialtas software	BACS	£ 192.00	£ 38.40	£ 230.40	Maintenance & Licence
16/04/2024	North Lincs Council	BACS	£ 3,000.00	£ 600.00	£ 3,600.00	Office Rent & Utilities
16/04/2024	JB Rural Service	BACS	£ 250.00	£ 50.00	£ 300.00	Removal of Pigeon Coop Redcombe Lane
16/04/2024	Brigg PCC	BACS	£ 12.00	£ -	£ 12.00	Hire of Hall D Day
16/04/2024	NLC	BACS	£ 240.00	£ 48.00	£ 288.00	Angel Arch Construction Fee
23/04/2024	Defib World	BACS	£ 348.99	£ 69.00	£ 417.99	Defib Pads Jan 24
25/04/2024	BT	DD	£ 52.45	£ 10.49	£ 62.94	Telephone & Internet
28/04/2024	Staff Cost	BACS	£ 1,865.24	£ -	£ 1,865.24	April Salary
30/04/2024	Hetts Johnson Whiting	BACS	£ 612.00	£ 100.00	£ 712.00	Allotment transfer Legal Services & Admin
30/04/2024	Sissons Garden Services	BACS	£ 352.00	£ -	£ 352.00	2 x Cadney Verge Cut
30/04/2024	Brigg Office Supplies	BACS	£ 11.65	£ -	£ 11.65	postage
30/04/2024	Public Sector Audit	BACS	£ 812.50	£ -	£ 812.50	Final Audit
30/04/2024	JB Rural Service	BACS	£ 800.00	£ 160.00	£ 960.00	Woodbine & Cemetery Cut
30/04/2024	JB Rural Service	BACS	£ 3,000.00	£ 700.00	£ 4,200.00	2nd Brigg Verge
			£ 500.00			2nd Wrawby Verges
30/04/2024	JB Rural Service	BACS	£ 200.00	£ 130.00	£ 780.00	1st Brigg PROW
			£ 300.00			1st Cadney PROW
			£ 150.00			1st Wrawby Prow
30/04/2024	Nat West	DD	£ 10.85	£ -	£ 10.85	Bank Charges
30/04/2024	O2	DD	£ 12.39	£ 2.48	£ 14.87	Mobile Phone

b) Council **received and noted** the receipts, bank reconciliations to 30th April 2024 and budget monitoring report to 22nd May 2024 **for information.**

c) **To review and approve** the Asset Register to 28th May 2024

Proposed Cllr N Sherwood
Seconded Cllr Parker
Agreed – All Councillors present

d) **To review and approve** the Insurance Schedule for 2024-2025

Proposed Cllr Gibbons
Seconded Cllr Parker
Agreed – All Councillors present

e) **A £500** grant application for Brigg PCC for purchase of chairs was approved

Proposed Cllr Waltham
Seconded Cllr Kitching
Agreed – All Councillors present

- a) The Clerk updated Council on agreed actions from the cemetery working group

North Lincs Council

Replace notice boards at front entrance (Wrawby Road)

Install and plant up entry planters on Wrawby Road

Edge the grass "Ventrac"

Weed killer in the overgrown plots

Cut the hedges at least twice a year.

Remove self-set brambles and elder.

Plant Salix or other water loving trees (Willow) or plant trees as nursery.

Brigg Town Council

Restore/repaint Gates and posts at Wrawby Road entrance and all other entrances.

Look into Heritage Buildings.

Strim base of the hedges

Locate a tree inventory.

Wooden housings for bins and replace old green bins (new bins are in the chapel).

Meet again on 6-8 weeks

2024/017 D - Day Event 6th June 2024

Clerk updated on the D Day Event, will follow up with email.

Cllrs Waltham and N Sherwood left the room

2024/018 Planning – receive any planning applications within the town of Brigg and resolve comment for the Local Planning Authority. To include, where possible applications received after agenda issue.

- a) [PA/2024/541 | North Lincolnshire Planning Portal \(northlincs.gov.uk\)](#) Outline planning permission to erect a dwelling, with all matters reserved for subsequent consideration, Land to the Rear of, 6 Bigby High Road, Brigg, DN20 9EZ.

Comment – Brigg TC object to this application as it outside the development line and will have an adverse impact to open countryside.

Proposed Cllr Kitching

Seconded Cllr Gibbons

Cllrs Smith and C Sherwood abstained from voting Agreed – All other councillors present

- b) [PA/2024/437 | North Lincolnshire Planning Portal \(northlincs.gov.uk\)](#) Application to prune a horse chestnut tree in and subject to Tree Preservation (Brigg) Order 1971, 4 St Clares Walk, Brigg, DN20 8JS

Comment – No Objection

Proposed Cllr Parker

Seconded Cllr Gibbons

Cllrs Smith and C Sherwood abstained from voting Agreed – All other councillors present

2024/019 To receive any councillor comments or requests and agree for future agenda items.

Cllr Smith requested a letter to be sent to Wrendale to congratulate them on their Kings Award.

Cllr Kitching requested the £175 for the CWWG project be considered at next agenda

There being no other business the meeting concluded at 8pm

