

**Brigg Annual Town Council Meeting  
Tuesday 27<sup>th</sup> May 2025  
Angel Suite, Exchange Place, Brigg, DN20 8LD**

**Chair – Cllr Carl Sherwood and Cllr Penny Smith**

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

Also Present – Kerry McGrath – Clerk

Keith Simpson

16 members of the public including Cllr Smith's guests.

Cllr Sherwood welcomed everyone and gave a summary of his Mayoral years. He then presented representatives of British Heart Foundation and Lindsey Lodge Hospice with the money raised from his Mayor's Appeal Fund. £1756 each.

**2025/001 a) Cllr Penny Smith was elected Mayor of Brigg for 2025 - 2026**

***Proposed Cllr R Waltham***

***Seconded Cllr C Sherwood***

***Agreed – All Councillors present***

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

Cllr Smith took the Chair.

Cllr Smith thanked everyone for supporting her and let everyone know that her two chosen charities are Oikos and Alzheimer's Society. Two charities close to her heart. Cllr Smith also asked everyone to save the date for her Civic Service 13<sup>th</sup> July 2025.

**2025/002 a) Cllr Paul McCormick was elected Deputy Mayor of Brigg for 2025 - 2026**

***Proposed Cllr Parker***

***Seconded Cllr Smith***

***Agreed – All Councillors present***

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

**2025/003 To consider the suspension of the Meeting for the purpose of Prayer.**

***Proposed Cllr McCormick***

***Seconded Cllr N Sherwood***

***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 Parker***

***Agreed – All Councillors present***

**2025/004 Apologies were received and approved from**

**Cllr S Riggall**

### **2025/005 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***

### **2025/006 Public Participation**

A resident asked that the Markets be better advertised.

### **2025/007 a) To confirm** the Council's adoption of the North Lincolnshire Council Code

***Proposed Cllr C Sherwood***

***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.

***All agreed.***

### **2025/008 All Policies & Procedures were reviewed en bloc**

i) **To review and confirm adoption of** the New 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 review and confirm the amended Brigg Community Emergency Plan**

***Proposed Cllr Parker***

***Seconded Cllr N Sherwood***

***Agreed – All Councillors present***

### **2025/009 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 N Sherwood***

***Seconded Cllr C Sherwood***

***Agreed – All Councillors present***

### **2025/010 To confirm the Town Council is eligible to exercise the General power of competence.**

***Proposed Cllr N Sherwood***

***Seconded Cllr Waltham***

***Agreed – All Councillors present***

### **2025/011 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.

**Brigg Town Council – all starting at 7.15pm**

Tuesday 24<sup>th</sup> June 2025

Tuesday 22 July 2025  
Tuesday 23<sup>rd</sup> September 2025  
Tuesday 28<sup>th</sup> October 2025  
Tuesday 25<sup>th</sup> November 2025  
Tuesday 27<sup>th</sup> January 2026– Budget setting meeting  
Tuesday 24<sup>th</sup> February 2026  
Tuesday 24<sup>th</sup> March 2026  
Tuesday 28<sup>th</sup> April 2026

Case of Need meetings  
Tuesday 26<sup>th</sup> August 2025  
Tuesday 16<sup>th</sup> December 2025

**Planning Committee – All starting at 6.45pm**

Tuesday 24<sup>th</sup> June 2025  
Tuesday 22 July 2025  
Tuesday 23<sup>rd</sup> September 2025  
Tuesday 28<sup>th</sup> October 2025  
Tuesday 25<sup>th</sup> November 2025  
Tuesday 27<sup>th</sup> January 2026  
Tuesday 24<sup>th</sup> February 2026  
Tuesday 24<sup>th</sup> March 2026  
Tuesday 28<sup>th</sup> April 2026

***Proposed Cllr N Sherwood***

***Seconded Cllr McCormick***

***Agreed – All Councillors present***

**2025/012 To confirm the list of committees to be elected and to appoint members** who will serve on each committee.

- i) Planning Committee (Five Members) – Cllrs Riggall, Parker, McCormick, Gibbons, Kitching
- ii) Personnel Committee (Five Members) – Cllrs C Sherwood, 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***

**2025/013 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 Waltham
- e) Foundation Governors of SJN Trust – Cllrs Smith and Gibbons
- f) Brigg Community Partnership - Mayor
- g) Brigg Flood Warden Cllr C Sherwood
- h) Brigg Snow Warden Cllr Waltham
- i) Brigg Community Emergency Plan – Mayor, Clerk, Chair of Planning and 3 available

members.

**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**

**2025/014 To receive any correspondence** for information. - sent via email

**2025/015 Minutes of previous meetings**

- a) To **approve** the minutes of Brigg Town Council Tuesday April 22<sup>nd</sup> 2025 a true record.

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

- b) Council **received** an update on matters from the minutes not appearing anywhere on the agenda.  
Advised of Clerk's holiday dates. – All out of office notices will be uploaded and notified.  
Thank you to everyone who helped at VE Day. Gave away 162 portions of chips so happy families. Very positive response. Shame weather wasn't warmer. Good coverage from Look North. Next event VJ Day concert and Church Service starting at 7pm on 15th August. Plenty of flags left.  
Grant application has been submitted to NLC for the composting toilet.  
NLC happily agreed to take on the brick planter after the wildflowers have all died back.  
JB, handyperson service, has cleared all weeds on Monument Roundabout as well as the hellebores, and dug over.

- c) To **approve** the minutes from Planning and Environment Committee on April 22<sup>nd</sup> 2025 –  
**Proposed Cllr Parker**  
**Seconded Cllr Gibbons**  
**Agreed – All Councillors present**

**2025/016 - Financial**

- a) **To approve the Payments** for Brigg Town Council to 30<sup>th</sup> April 2025

Date	Payee Name	Ref	Ex Vat	£ VAT	£ Total Amnt	Transaction Details
01/04/2025	Water Plus	DD	£ 7.56		£ 7.56	WP Allotments 190
05/04/2025	Tesco	BACS	£ 20.63	£ 4.12	£ 24.75	Civic Flowers
07/04/2025	Sissons Gardening Services	BACS	£ 176.00		£ 176.00	Cadney & Howsham 1st Cut
07/04/2025	JB Rural Service	BACS	£ 175.00	£ 35.00	£ 210.00	Memorial Garden/Millennium Green Cut
07/04/2025	JB Rural Service	BACS	£ 1,150.00	£ 230.00	£ 1,380.00	Handyperson March 2025
07/04/2025	Brigg Office Supplies	BACS	£ 8.00		£ 8.00	Postage Allotments
07/04/2025	Brigg Office Supplies	BACS	£ 28.99	£ 5.80	£ 34.79	Stationnery
07/04/2025	Amazon	BACS	£ 25.48	£ 5.08	£ 30.56	Tea Lights for Lanterns
07/04/2025	Amazon	BACS	£ 5.41	£ 1.08	£ 6.49	VE Day Stall Dressing
07/04/2025	Amazon	BACS	£ 49.90	£ 10.00	£ 59.90	Union Flags - Handheld
07/04/2025	Amazon	BACS	£ 24.95	£ 5.00	£ 29.95	Union Flag - Bunting
07/04/2025	Amazon	BACS	£ 64.98	£ 12.99	£ 77.97	Hand Held VE Day - Flags
07/04/2025	ERPF	BACS	£ 687.52		£ 687.52	March Pension
07/04/2025	HMRC	BACS	£ 719.52		£ 719.52	March Tax & NI
08/04/2025	Water Plus	DD	£ 1.32		£ 1.32	Allotment Water WP 105

14/04/2025	Google	BACS	£ 12.00	£ 2.40	£ 14.40	Licence
14/04/2025	Atrium	BACS	£ 444.00		£ 444.00	Civic Dinner Balance
14/04/2025	Cobweb Crystal	BACS	£ 59.95	£ 11.99	£ 71.94	Trophies - Civic Awards
14/04/2025	Defid 4 Life	BACS	£ 510.00	£ 102.00	£ 612.00	Replace Damaged Defib Casing
17/04/2025	Public Sector Audit	BACS	£ 857.50		£ 857.50	Fullt Audit Fee
17/04/2025	Morrsons	BACS	£ 20.75	£ 4.15	£ 24.90	Civic Awards Food
17/04/2025	Cooplads	BACS	£ 68.33	£ 13.67	£ 82.00	Food for Civic Awards
24/04/2025	Blachere	BACS	£ 200.00	£ 40.00	£ 240.00	VE Day Gobo
24/04/2025	NPOWER	BACS	£ 1,120.88	£ 56.04	£ 1,176.92	Xmas Lights supply
24/04/2025	BT	DD	£ 56.39	£ 11.28	£ 67.67	Phone & Internet
25/04/2025	Humberside Scouts	BACS	£ 200.00		£ 200.00	Community Grant
25/04/2025	JB Rural Service	BACS	£ 150.00	£ 30.00	£ 180.00	Bunting installation
25/04/2025	JB Rural Service	BACS	£ 500.00	£ 100.00	£ 600.00	1st Wrawby Cut
25/04/2025	JB Rural Service	BACS	£ 3,000.00	£ 600.00	£ 3,600.00	1st Brigg Cut
25/04/2025	JB Rural Service	BACS	£ 175.00	£ 35.00	£ 210.00	Memorial Garden/Millennium Green
25/04/2025	JB Rural Service	BACS	£ 150.00	£ 30.00	£ 180.00	Woodbine Park Cut
25/04/2025	JB Rural Service	BACS	£ 650.00	£ 130.00	£ 780.00	Brigg Cemetery Cut
25/04/2025	JB Rural Service	BACS	£ 150.00	£ 30.00	£ 180.00	1st Wrawby PROW Cut
25/04/2025	JB Rural Service	BACS	£ 200.00	£ 40.00	£ 240.00	1st Brigg PROW Cut
25/04/2025	Hampshire Flags	BACS	£ 79.41	£ 15.88	£ 95.29	Union Flag for MG
25/04/2025	Imperative Training	BACS	£ 145.00	£ 29.00	£ 174.00	Defib Charging Pack
28/04/2025	Staff Costs	BACS	£ 1,858.45		£ 1,858.45	April salary
28/04/2025	O2	DD	£ 12.99	£ 2.60	£ 15.59	Clerk Mobile
30/04/2025	ERNLLCA	BACS	£ 379.14		£ 379.14	NALC Membership
			£ 873.00		£ 873.00	ERNLLCA Membership
30/04/2025	NLC	BACS	£ 500.00		£ 500.00	Brigg Times Art Works issue 5
30/04/2025	JB Rural Service	BACS	£ 1,225.00	£ 245.00	£ 1,470.00	Handyperson Service 2025
30/04/2025	Mortons	BACS	£ 743.00		£ 743.00	Printing 5th Edition Brigg Times
30/04/2025	NLC	BACS	£ 3,600.00	£ 600.00	£ 3,600.00	Lease & Utilities BTCoffice
30/04/2025	NPOWER	BACS	£ 70.00		£ 70.00	Xmas lights Payment Fee
30/04/2025	Nat West	DD	£ 8.05		£ 8.05	Bank Charges

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

b) Council **received and noted** the receipts, bank reconciliations to 30<sup>th</sup> April 2025 and budget monitoring report to 21<sup>st</sup> May 2025 **for information**.

c) **To review and approve** the Asset Register to 27<sup>th</sup> May 2025

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

d) **To review and approve** the Insurance Schedule for 2025 - 2026

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

e) **It was approved** to financially support the AEDs and cabinet maintenance with a £1000 per year annual grant

***Proposed Cllr Waltham  
Seconded Cllr C Sherwood.  
Agreed – All Councillors present***

### **2025/017 NLC Ward Councillors report**

Woodbine Park refurbishment has been completed.

Free swims during Easter holidays numbered over 2400.

Extra functionality around bus pass applications – online but also available from hubs.

Meeting with the banking hub providers– looking for premises.

Cllr Kitching asked about the Woodbine Estate potholes – Cllr Waltham advised they have all been reported.

Cllr Smith asked about the Market Stalls – Cllr C Sherwood advised he had a meeting with the director and had asked for some proposals, as there is still no provider of this service.

Cllr Smith asked about Hewson House – Cllr Waltham advised that the contractors will be on site after August.

**2025/018 Amended Handy Person Contract specification was approved.**

***Proposed Cllr Kitching***

***Seconded Cllr McCormick***

***Agreed – All Councillors present***

**2025/019 Licensing application information was received and response approved for and North Lincolnshire Council - Licensing act 2003 application for the grant of a premises licence – notice The Ramana Global Limited Monument Garage, Bigby Road, Brigg, North Lincolnshire, DN20 8HH.**

Brigg Town Council object to this licence being agreed on the grounds of protecting public safety. The premises are on a very busy roundabout and the prevention of a public nuisance in a densely populated residential area.

Concerns also of the cumulative impact due to the number of licensed premises in the area.

***Proposed Cllr Kitching***

***Seconded Cllr Waltham***

***Agreed – All Councillors present***

**2025/020 To receive any councillor comments or requests and agree for future agenda items.**

Cllr Kitching – Update on use of owl boxes from Hawk and Owl Trust

Cllr Kitching – Update on the planter in the cemetery

**There being no other business the meeting concluded at 7.52pm**