

Brigg Annual Town Council Meeting
Tuesday 19th May 2026. 6.55pm
Angel Suite Ball Room , Exchange Place, Brigg, DN20 8LD

Chair – Cllr Penny Smith

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

Also Present – Kerry Hutchings – Clerk
Keith Simpson
3 members of the public

Keith Simpson led the Council in Prayers

2026/001 a) Cllr Penny Smith was elected Mayor of Brigg for 2026-2027

Proposed Cllr Riggall
Seconded Cllr Kitching
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 Lindsey Lodge Hospice

2026/002 a) Cllr Paul McCormick was elected Deputy Mayor of Brigg for 2026-2027

Proposed Cllr Smith
Seconded Cllr Parker
Agreed – All Councillors present

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

2026/003 Apologies were received and approved from
Cllr Waltham

2026/004 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.

Cllr C Sherwood and N Sherwood declared a personal interest in the Planning Agenda items as North Lincolnshire Ward Councillors and Chair of Planning Committee at NLC (NS)

Cllr Smith declared a prejudicial interest in the Planning Agenda PA/2026/566 as personal friend of the applicant.

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

None requested

2026/005 Public Participation -

None but noted resident request at Annual Town Meeting, that Public Transport be added to future agenda item

2026/006 a) To confirm the Council's adoption of the North Lincolnshire Council Code

***Proposed Cllr McCormick
Seconded Cllr N Sherwood
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 McCormick amendment has been submitted. Clerk gave Cllr Smith and Cllr Kitching amendment forms to submit.
All agreed.***

2026/007 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 Smith
Seconded Cllr N Sherwood
Agreed – All Councillors present***

2026/008 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 N Sherwood
Seconded Cllr Smith
Agreed – All Councillors present***

2026/009 To confirm the Town Council is eligible to exercise the General power of competence.

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

2026/010 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.

Brigg Town Council – all starting at 7.15pm

Tuesday 23rd June 2026

Tuesday 28th July 2026

Tuesday 22nd September 2026

Tuesday 27th October 2026

Tuesday 24th November 2026

Tuesday 26th January 2027 - Budget setting meeting

Tuesday 23rd February 2027

Tuesday 23rd March 2027

Tuesday 27th April 2027

Case of Need meetings

Tuesday 25th August 2026

Tuesday 22nd December 2026

Planning Committee – All starting at 6.45pm

Tuesday 23rd June 2026

Tuesday 28th July 2026

Tuesday 22nd September 2026

Tuesday 27th October 2026

Tuesday 24th November 2026

Tuesday 26th January 2027

Tuesday 23rd February 2027

Tuesday 23rd March 2027

Tuesday 27th April 2027

Case of Need meetings

Tuesday 25th August 2026

Tuesday 22nd December 2026

Proposed Cllr Smith

Seconded Cllr Parker

Agreed – All Councillors present

2026/011 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 McCormick

Agreed – All Councillors present

2026/012 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 Waltham
- e) Foundation Governors of SJN Trust – Cllr Gibbons
- f) Brigg Flood Warden Cllr C Sherwood
- g) Brigg Snow Warden Cllr Waltham
- h) Brigg Community Emergency Plan – Mayor, Clerk, Chair of Planning and 3 available members.

II) Working Groups

- a) As resolved through Council business.

Proposed Cllr Gibbons

Seconded Cllr N Sherwood

Agreed – All Councillors present

2026/013 To receive any correspondence for information. - sent via email

2026/014 Minutes of previous meetings

a) To **approve** the minutes of Brigg Town Council meeting Tuesday April 28th 2026 a true record.

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

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

Unfortunate delay of forged poppy at the monument roundabout due to the sculptor's health but has been promised it will be installed by Remembrance.

c) To **approve** the minutes from Planning and Environment Committee on April 28th 2026

Proposed Cllr Gibbons
Seconded Cllr Riggall
Agreed – All Councillors present

2026/015 - Financial

a) **To approve the Payments** for Brigg Town Council to 30th April 2026

01/04/2026	SJN Fund	BACS	£ 500.00	£ -	£ 500.00	Mary Poppins Grant
01/04/2026	AVHT	BACS	£ 500.00	£ -	£ 500.00	Grant - Leaflets
01/04/2026	JB Rural Service	BACS	£ 3,150.00	£ 630.00	£ 3,780.00	1st Brigg Verge Cut
01/04/2026	JB Rural Service	BACS	£ 150.00	£ 30.00	£ 180.00	1st Woodbine Park Cut
01/04/2026	JB Rural Service	BACS	£ 675.00	£ 135.00	£ 810.00	1st Cemetery Cut
01/04/2026	JB Rural Service	BACS	£ 550.00	£ 110.00	£ 660.00	1st Wrawby Verge Cut
01/04/2026	JB Rural Service	BACS	£ 310.00	£ 62.00	£ 372.00	1st Cadney- Howsham Cut
01/04/2026	JB Rural Service	BACS	£ 175.00	£ 35.00	£ 210.00	1st Millennium Green Cut
02/04/2026	Google	BACS	£ 14.00	£ 2.80	£ 16.80	Licence
02/04/2026	Atrium	BACS	£ 289.00	£ -	£ 289.00	Civic Dinner Balance
02/04/2026	Ian Gill Sculpture	BACS	£ 2,525.00	£ 505.00	£ 3,030.00	Deposit Poppy & Railings
07/04/2026	ERPF	BACS	£ 709.56	£ -	£ 709.56	March Pension
07/04/2026	HMRC	BACS	£ 886.48	£ -	£ 886.48	March Tax/NI
09/04/2026	O2	DD	£ 20.00	£ 4.00	£ 24.00	Mobile
16/04/2026	Water Plus	DD	£ 3.44	£ -	£ 3.44	WP Allotment A/c 190
17/04/2026	NPOWER	BACS	£ 1,091.70	£ 54.58	£ 1,146.28	Christmas Lights
21/04/2026	NLC	BACS	£ 2,000.00	£ -	£ 2,000.00	Editing Brigg Times 4 x 2026
24/04/2026	Blachere	BACS	£ 3,278.12	£ 655.62	£ 3,933.74	Christmas lights Hire 26/27
24/04/2026	ERNLLCA	BACS	£ 1,273.30	£ -	£ 1,273.30	ERNLLCA/NALC
24/04/2026	NLC	BACS	£ 3,000.00	£ 600.00	£ 3,600.00	Office Lease/Utilities
24/04/2026	NLC	BACS	£ 4,915.56	£ 983.11	£ 5,898.67	Bins SLA 2026/2027
24/04/2026	JB Rural Service	BACS	£ 3,150.00	£ 630.00	£ 3,780.00	2nd Brigg Verge Cut
24/04/2026	JB Rural Service	BACS	£ 175.00	£ 35.00	£ 210.00	Millenium Green Cut
24/04/2026	JB Rural Service	BACS	£ 310.00	£ 62.00	£ 372.00	2nd Cadney Cut
24/04/2026	JB Rural Service	BACS	£ 550.00	£ 110.00	£ 660.00	2nd Wrawby Cut
24/04/2026	JB Rural Service	BACS	£ 675.00	£ 135.00	£ 810.00	Brigg Cemetery Cut
24/04/2026	JB Rural Service	BACS	£ 150.00	£ 30.00	£ 180.00	Woodbine Park Cut
24/04/2026	Buko	BACS	£ 567.50	£ 113.50	£ 681.00	Grant for Road Closure Passion Play
24/04/2026	BT	DD	£ 55.95	£ 11.19	£ 67.14	Internet
27/04/2026	Water Plus	DD	£ 9.11	£ -	£ 9.11	Water WP 105
28/04/2026	Kerry Hutchings	BACS	£ 1,954.66	£ -	£ 1,954.66	April salary
28/04/2026	O2	BACS	£ 40.38	£ 8.08	£ 48.46	Clerk mobile
28/04/2026	Public Sector Audit	BACS	£ 917.50	£ -	£ 917.50	Audit 2025/2026
30/04/2026	JB Rural Service	BACS	£ 1,900.00	£ 380.00	£ 2,280.00	April Handyman
30/04/2026	JB Rural Service	BACS	£ 180.00	£ 36.00	£ 216.00	1st Wrawby PROW
30/04/2026	JB Rural Service	BACS	£ 201.67	£ 40.33	£ 242.00	1st Brigg PROW
30/04/2026	JB Rural Service	BACS	£ 425.00	£ 85.00	£ 510.00	Farmers' Market April 2026
30/04/2026	Cllr Penny Smith	BACS	£ 246.00	£ -	£ 246.00	Mileage claim 2025-2026
30/04/2026	Zurich Insurance	BACS	£ 2,047.66	£ -	£ 2,047.66	Insurance 2026-2027
30/04/2026	Nat West	DD	£ 13.70	£ -	£ 13.70	Bank Charges

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

b) Council **received and noted** the receipts, bank reconciliations to 30th April 2026 and budget monitoring report to 30th April 2026 **for information.**

2026/016 NLC Ward Councillors report

In addition to the report given at the Annual Town Meeting it was noted that the recent ASB, Graffiti at Brigg Rec has been made a NAT priority.

2026/017 Remembrance

Council received a request for a new Poppy GOBO for the projector and permission to put a poppy display on the balcony of The Angel.

It was agreed that the Poppy GOBO remain the same and that it is not possible to access the balcony for a display at this time

Proposed Cllr C Sherwood

Seconded Cllr Riggall

Agreed – All Councillors present

2026/018 – War Graves project

Cllr Kitching updated on the progress with the War Graves project and advised that two families wished to adopt a War Grave. One of the graves is not within the war graves area and the identity of the war grave is being sought.

2026/019 – Blood pressure training

It was agreed to defer this agenda item to future meeting

Proposed Cllr C Sherwood

Seconded Cllr N Sherwood

Agreed – All Councillors present

2026/020 To receive any councillor comments or requests and agree for future agenda items.

None

2026/021 To confirm the date of the next meeting as Tuesday 23rd June 2026 at 7.15pm

Cllrs Smith, C Sherwood and N Sherwood all the left the meeting

2026/022 Planning

a) **PA/2026/486** Listed Building Consent for 7 Market Place for a change of use of the building from commercial Use Class E to residential Use Class C3(a) and external and internal alterations, 7 Market Place, BRIGG, DN20 8ES

No objections

Comments Brigg Town Council has no objections to this application.

It does request that confirmation is given to storage of bins and recycling for the properties, as no mention in the documents.

Brigg Town Council also would like a condition adding to retain the original features of the listed building, with heritage colours used and dormers.

Proposed Cllr Riggall

Seconded Cllr Kitching

Cllr McCormick abstained Agreed – All other councillors present

b) **PA/2026/512** Planning permission for 7 Market Place for a change of use of the building from commercial Use Class E to residential Use Class C3(a) and external and internal alterations., 7 Market Place, BRIGG, DN20 8ES

No objections

Comments Brigg Town Council has no objections to this application.

It does request that confirmation is given to storage of bins and recycling for the properties, as no mention in the documents.

Brigg Town Council also would like a condition adding to retain the original features of the listed building, with heritage colours used and dormers.

Proposed Cllr Riggall

Seconded Cllr Kitching

Cllr McCormick abstained Agreed – All other councillors present

c) [PA/2026/117 | North Lincolnshire Planning Portal](#) Planning permission to change the use of warehouse one (Use Class B8) to manufacturing (Use Class B2), Rocal Ltd, Atherton Way, Ancholme Business Park, Brigg, DN20 8AR

No Objections

Comment - Brigg Town Council has no objections to this application but it does note the reduction of parking and it does ask that this is addressed by highways with a condition regarding parking.

Proposed Cllr Riggall

Seconded Cllr Kitching

Cllr McCormick abstained Agreed – All other councillors present

d) [PA/2026/566](#) Planning permission for change of use of ex-serviceman's club to education facility including coffee bar, cafe, and mother and toddler play group, Brigg and District Serviceman's Club, Coney Court, BRIGG, DN20 8EX

Support

Brigg Town Council supports this application. It proposes to be an excellent facility for families and will be appreciated by the town that this building will be used for community use, rather than standing empty.

Proposed Cllr Riggall

Seconded Cllr McCormick

Agreed – All councillors present

There being no other business the meeting concluded at 7.46pm