

**Brigg Town Council Meeting
Tuesday 28th October 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, Jane Gibbons, Rob Waltham, Sharon Riggall, Paul McCormick.

Also Present – Kerry McGrath – Clerk

Keith Simpson

Keith Simpson led the Council in prayers

2025/060 Cllr Smith welcomed everyone

2025/061 Public Participation

None

2025/062 Apologies were received and accepted from

Cllr B Parker

2025/063 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 – agenda item 8d – cabinet member at NLC with markets within his portfolio

All Councillors who reside in Brigg declared a personal interest in agenda item 10.

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

Clerk awarded a blanket dispensation for agenda item 10 as without business would be impeded.

2025/064 Minutes of previous meetings

a) To **approve** the minutes of the Annual meeting of Brigg Town Council held on Tuesday 23rd September 2025

Proposed Cllr C Sherwood

Seconded Cllr McCormick

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 received a verbal update from Chief Inspector Booth Humberside Police. He has spoken with the sergeant at Brigg and told him of our concerns re in action of PSPO enforcement.

Expecting to receive a written response as soon as possible.

Reminder of Market Stall Surgery on Thursday September 30th. 10am -12noon in line with Ward Councillors' surgery

The letter box has been delivered to JB Rural. They are delivering the box to CW Powder Coatings who will powder coat. JB will then install. Will need to arrange a sign and where it is going to go.

Grant has been applied for the flags.

The Love Brigg bags have arrived at the office, and envelopes ordered from BOS.

Planters designs will be on next agenda, as JB not completed the designs and costings yet.

It was hoped that the website would have been live by now, but there was a technical issue with our existing platform being so old. This has been worked around and now it should be live very soon. Clerk has had two training sessions, and it is hoped that the website will be live very soon.

Clerk asked that Councillors write a short pen picture for the website.

2025/065 – Ward Councillors report

Cllr Waltham

two designs have been drawn up for crossings on Wrawby Road and Bigby Road. Residents will be receiving letters of consultation very soon.

400 air fryers have been delivered with training sessions for the use of the air fryers being rolled out.

Under 19s bus fare for Half Term holidays is £1.50.

Notice of demolition of Hewson House has been advertised. Now going through a tender process.

Cllr Smith asked what was planned for the old bins being taken in when the new recycling system is rolled out. Cllr Waltham advised that they will not be put into landfill, and alternative uses will be investigated, along with potential sale of bins.

2025/066 – Financial

a) To approve the Payments for Brigg Town Council to 30th September 2025

05/09/2025	Water Plus	DD	£	9.07		£	9.07	WP Allotments 190	
08/09/2025	HMRC	BACS	£	852.24		£	852.24	August Tax/NI	
08/09/2025	EPRF	BACS	£	687.52		£	687.52	August Pension	
11/09/2025	Agilico	BACS	£	70.88	£	14.18	£	85.06	Printer & Service
11/09/2025	Google	BACS	£	14.00	£	2.80	£	16.80	September licence
11/09/2025	Brians DIY	BACS	£	99.79	£	19.96	£	119.75	New Locks WP Allotments
11/09/2025	Sissons Gardening Services	BACS	£	176.00			£	176.00	Cadney Cut August
11/09/2025	Sissons Gardening Services	BACS	£	176.00			£	176.00	Cadney Cut July-August
11/09/2025	Sissons Gardening Services	BACS	£	352.00			£	352.00	Cadney June & July
11/09/2025	Brigg Office Supplies	BACS	£	5.55	£	1.11	£	6.66	Card for Garden Awards
11/09/2025	Screwfix	BACS	£	33.32	£	6.67	£	39.99	Water Butt
11/09/2025	Google	BACS	£	13.47	£	2.69	£	16.16	August Licence
11/09/2025	Brians DIY	BACS	£	0.01			£	0.01	Error extra 1p
12/09/2025	My Workwear	BACS	£	80.72	£	16.15	£	96.87	Handyman hiviz & Jackets
12/09/2025	Brigg Office Supplies	BACS	£	24.08			£	24.08	Postage Allotments
12/09/2025	Glanford Boat Club	BACS	£	1,600.00			£	1,600.00	5/5 River Clean
16/09/2025	Anglian Water Wave	DD	£	59.81			£	59.81	Allotment WP 4 Jun -September 25
									Clerk Membership - Offset by Wrawby & Winterton contributions
18/09/2025	SLCC Memberships	BACS	£	420.00			£	420.00	
18/09/2025	JB Rural Service	BACS	£	1,500.00	£	300.00	£	1,800.00	3 x Wrawby Verges
18/09/2025	Videcom Security LTD	BACS	£	3,120.00	£	624.00	£	3,744.00	CCTV Brigg
22/09/2025	Water Plus	DD	£	11.60			£	11.60	Water WP 105
24/09/2025	BT	DD	£	56.39	£	11.28	£	67.67	Phone & Internet
25/09/2025	NLC	BACS	£	70.00			£	70.00	NLC Mayor Appeal Mumbai Lounge

25/09/2025	Little Enchantments	BACS	£	481.50		£	481.50	Xmas Entertainment	
26/09/2025	Angel Ladies Group	BACS	£	500.00		£	500.00	Community Meal Grant	
26/09/2025	Anglian Water Wave	DD	£	37.10		£	37.10	Water Jun-Aug WP	
28/09/2025	Staff Cost	BACS	£	2,186.59		£	2,186.59	Salary & Pay Award Back pay	
28/09/2025	O2	DD	£	13.65	£	2.49	£	16.14	Clerk Mobile
30/09/2025	Phoenix Payroll	BACS	£	19.50	£	3.90	£	23.40	Payroll Services July - Sept 25
30/09/2025	Brigg Office Supplies	BACS	£	9.99	£	2.00	£	11.99	Paper
30/09/2025	Nat West	DD	£	8.75		£	8.75	Bank Charges	

Proposed Cllr Gibbons
Seconded Cllr McCormick
Agreed – All Councillors present

Cllr Waltham raised a question on the procurement implications regarding CCTV payments to Videcom Ltd. It was agreed that this be added to the next agenda.

- b) Council **received and noted** the receipts and bank reconciliations to 30th September 2025 and budget monitoring report to 23rd October 2025 **for information. There were no comments.**

2025/067 Environmental items

a) **Springs Parade**

It was agreed to write to Naylor's to thank them for organising and paying for the refurbishment of the Diana Memorial.

It was also agreed to write to B&M to remind them of their duty, as owners to keep the area tidy, free from litter, kept in good repair and grass cut and to monitor the area for improvement.

Proposed Cllr Kitching
Seconded Cllr Waltham
Agreed – All Councillors present

b) **Monument and War Memorial**

Clerk updated on the planting planned for 30th October and asked for assistance with this. Cllr Gibbons agreed to meet the clerk at 8.30am, to receive the plants and arranging planting with the handyman.

It was also agreed that a wreath would be placed on the war memorial all through the year and any further adornments would be removed. A sturdier wreath to be purchased.

Proposed Cllr Kitching
Seconded Cllr Gibbons
Agreed – All Councillors present

c) **Environment update**

It had been hoped that an update would have been available regarding the bug hotels but this was not available.

d) **Brigg Farmers Market**

Clerk updated that the handyperson service erected and dismantled the gazebos at the previous farmers' market. This decision was taken by the clerk under delegated powers, following discussion with NLC markets officer and Cllr C Sherwood, due to the urgent nature of the request, The cost to Brigg Town Council was £300.

Cllr C Sherwood to update Brigg TC on Brigg Farmers' Market gazebo situation at future meeting.

2025/068 Brigg Times – Scale of Charges for 2026 4 editions.

<u>Scale of Charges Brigg Times 2026 advertising</u>		
	One edition	4 edition special rate
Full Page - Back Page	£ 500.00	£ 1,900.00
Full Page - Page 3	£ 400.00	£ 1,500.00
Full Page	£ 300.00	£ 1,100.00
Half Page	£ 150.00	£ 520.00
Quarter Page	£ 75.00	£ 260.00
eighth page	£ 35.00	£ 100.00

Proposed Cllr C Sherwood

Seconded Cllr Waltham

Agreed – All Councillors present

2025/069 Quarry Planning application at Caistor – PL/0024/24 Lincolnshire County Council

It was agreed to write to Lincolnshire County Council planning department expressing Brigg Town Council's objections to the application due to the traffic management plan causing serious highway safety concerns

Proposed Cllr McCormick

Seconded Cllr Kitching

Agreed – All Councillors present

2025/070 Events

a) Poppy Appeal and Remembrance

Clerk updated on this year's poppy appeal and thanked everyone who has helped so far. The Tesco rota is currently full up to Saturday 8th November, but there may be changes so will update.

Children's remembrance service is on Friday 7th November. To meet at Tin Tab at 10.40am. Remembrance parade to meet at 9.10am at Station Road.

b) Christmas Lights and Market

Following disappointing news that Scawby Hall will no longer donate a tree to Brigg, it was agreed to choose and purchase one from them at £8.00 per foot. Clerk to arrange for Mayor to choose the tree. This would be funded from the Major Events budget.

Proposed Cllr McCormick

Seconded Cllr Kitching

Agreed – All Councillors present

Clerk updated on the Christmas Event on 28th November. Following meeting with ESAG and Humberside Police events and safety officer, it was agreed that the best way forward would be for the Clerk to complete the robust risk assessments, and the event could be covered by the existing Brigg TC insurance. The Risk Assessments have been accepted and approved by NLC ESAG officer, with the addition of trained paramedics, funded by Brigg TC major events budget. Clerk would be acting as Health and Safety officer at the event, so would not be available to attend at the Mayor's Charity Stall.

c) Classic Car Event

Following news that another regular classic car event was to be held locally on 13th September it was agreed to move the event to 20th September. Working group to be set up in the new year and commence work on the event immediately.

Proposed Cllr McCormick

Seconded Cllr Smith

Agreed – All Councillors present

2025/071 Interim Audit

Cllr Smith thanked the Clerk for another excellent audit and it was agreed to write to the Auditor for formal appointment as a recommended action.

It was also noted that the clerk would advise Council when information was received regarding rate of pension contributions from ERPF

Proposed Cllr Smith

Seconded Cllr McCormick

Agreed – All Councillors present

2025/072 – Polices approved en bloc.

a) Band Stand

b) Bench

c) Notice Board

d) Grants

e) General and Sexual Harassment Policy – note New HR law coming out in 2026 where Council must take “all reasonable steps to prevent and address SH and GH – this policy will be brought back when amendment made.

f) Social Media policy with Civility and Respect supplement – amendments - section added on C & R policy re vexatious complaints on Social Media

Proposed Cllr C Sherwood

Seconded Cllr Gibbons

Agreed – All Councillors present

2025/073 To receive and comments or requests from Councillors and future agenda items.

There were no comments nor request for future agenda items,

2025/074 Confirmation that the Date and time of next meeting of Brigg Town Council Tuesday 25th November 2025 at 7.15pm

There being no other business the meeting concluded at 8.26 pm