

Minutes for a meeting of the Burgh le Marsh Town Council
Tuesday 25th November 2025
Burgh le Marsh Town Council, Tinkers Green, Jacksons Lane, Burgh le Marsh

Present: Chairman: Cllr David Hartley
Deputy Chairman: Cllr Mike Greehalgh
Cllr Pat Phillips, Cllr Mandy Willis, Cllr J Moss
Clerk: Kelly Stevenson

Public: Four members of public
Cllr Jimmy Brookes (ELDC, LCC)

Public session:

No public comments.

241.1 Receive apologies.

Apologies were received and accepted from Cllr Sue Nutman, Cllr Chris Sanderson, Cllr Graeme Driver, and Cllr Lisa Broomfield.

Council noted the continued absence of Cllr Neil Cooper and Cllr Pauline Cooper.

242.2 Receive declarations of interest under the Localism Act 2011, being any pecuniary interest on agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation.

None received.

243.3 Approve and adopt as minutes the notes of the meeting held on 11th November 2025.

It was resolved to approve as minutes the notes from the meeting held on 11th November 2025.

244.4 Chairman's remarks.

Christmas events are upcoming and will be discussed later in the meeting. We have a Co-option meeting on 09/12/2025. We have one candidate at the moment; there is still time to apply for the current vacancy.

Windmill Christmas event is on Saturday 13th December 2025, be lovely to see everyone there.

245.5 Discussion and reports on matters relating to the District and County Council.

Cllr Jimmy Brookes of ELDC and LCC present reported as follows:

Double yellow lines are now installed on Hall Lane.

Gritting lorries are out when needed.

Local government reorganisation of LCC and ELDC to a unified service have had applications submitted. There are benefits of both. Secretary of State will decide.

Attended the Remembrance Service on 11th November 2025 and laid a poppy wreath.

Poppies were painted on Gunby roundabout, were completed by LCC.

There will be a consultation issued in the near future regarding National Grid's Installation of micro battery storage units. Cllr Brookes is concerned regarding safety and encourages all to complete the consultation.

264.6

Consider finance matters:

1. Payments and receipts for November 2025 (see appendix 1)

It was Resolved to approve and issued payments are scheduled:

Payments - Nov 2025	Column1	Column2	Column3	Column4	Column5	Column6
Date	Net	VAT	Total	Description	Supplier	Bank
20/11/2025	22.67	4.53	27.20	rope (Christmas Tree)	Amazon	Lloyds Bank Current Account (a/c 00318763)
20/11/2025	13.32	2.66	15.98	Disposal Cups - Xmas market 29/11/2025	Amazon	Lloyds Bank Current Account (a/c 00318763)
25/11/2025	178.98	8.95	187.93	Electricity - Tinkers Green	Engie	Lloyds Bank Current Account (a/c 00318763)
25/11/2025	17.05	0.85	17.90	Electricity: Market Place Meeting Room (above WC)	Engie	Lloyds Bank Current Account (a/c 00318763)
25/11/2025	15.00	-	15.00	TV Licence	TV Licensing	Lloyds Bank Current Account (a/c 00318763)
25/11/2025	12.97	2.59	15.56	Fuel	T D Motors	Lloyds Bank Current Account (a/c 00318763)
25/11/2025	2,315.84	-	2,315.84	Staff Costs	Staff Costs	Lloyds Bank Current Account (a/c 00318763)
25/11/2025	780.00	-	780.00	Cleaning - WC Market Place	The Captains Cleaners	Lloyds Bank Current Account (a/c 00318763)
25/11/2025	1,492.89	298.58	1,791.47	Grass Cuts (3)	Glendale	Lloyds Bank Current Account (a/c 00318763)
19/11/2025	57.00	-	57.00	British Legion: Poppy Wreath	British Legion	Lloyds Bank Current Account (a/c 00318763)
19/11/2025	40.95	8.19	49.14	BT - phone / broadband	BT	Lloyds Bank Current Account (a/c 00318763)
18/11/2025	38.00	-	38.00	Craft supplies - library 10 yr event / Halloween	Councillor Reimbursement	Lloyds Bank Current Account (a/c 00318763)
18/11/2025	105.00	-	105.00	Footpaths - contract Gardener	Edward Crick	Lloyds Bank Current Account (a/c 00318763)
18/11/2025	61.00	-	61.00	Rates - Market Place Car Park	ELDC	Lloyds Bank Current Account (a/c 00318763)
17/11/2025	14.99	3.00	17.99	A4 copier paper	Amazon	Lloyds Bank Current Account (a/c 00318763)
14/11/2025	8.32	1.66	9.98	Thank you cards	Amazon	Lloyds Bank Current Account (a/c 00318763)
10/11/2025	39.23	-	39.23	SES Water - Library	SES Business Water	Lloyds Bank Current Account (a/c 00318763)
10/11/2025	7.50	1.49	8.99	Amazon prime delivery	Amazon	Lloyds Bank Current Account (a/c 00318763)
05/11/2025	544.76	108.95	653.71	Materials, Sand, slabs, cement (path at Tinkers)	MKM	Lloyds Bank Current Account (a/c 00318763)
05/11/2025	100.00	20.00	120.00	Badges (25) library 10 yr event (Christmas reception)	School Badges UK	Lloyds Bank Current Account (a/c 00318763)
05/11/2025	46.92	9.38	56.30	light fixing- WC, Market Place.	Trade Sparky	Lloyds Bank Current Account (a/c 00318763)
20/11/2025	4.25	-	4.25	Bank Charges	Lloyds Bank	Lloyds Bank Current Account (a/c 00318763)
	5,916.64	470.83	6,387.47			

Council Resolved receipts as scheduled.

Receipts - Nov 2025	Column1	Column2	Column3	Column4	Column5	Column6
Date	Net	VAT	Total	Description	Customer	Bank
10/11/2025	42.28	-	42.28	Interest received	Lloyds Bank	Lloyd's Instant Access Account (30-97-67 31021768)
19/11/2025	41,181.80	-	41,181.80	Proceeds of Sale: Picnic Site, Bratoft Lane.	Hodgkinsons	Lloyds Bank Current Account (a/c 00318763)
	41,224.08	-	41,224.08			

2. Financial position for November 2025 (see appendix 2)

Council noted and resolved council funds at end of November 2025 of £168,226.05, following issue of payments and receipts scheduled above.

Following discussion, it was resolved to transfer funds to the earmarked fund **Methodist Church Purchase** of £25,000, from council funds and £41,181.80 from proceeds of the picnic sale.

Council resolved earmarked funds totalling £145,540.51 once the above transfers are completed and a general reserve of £43,670.59.

3. Delegate payment of salaries and supplier payments for December 2025 to the Clerk, Chairman and Deputy Chairman.

It was Resolved to delegate payment of salaries and suppliers to the Clerk, Chairman and Deputy Chairman during December 2025 as no full Council meeting will be held.

4. Consider income and expenditure to date against budget set for 2025/26 (appendix 3)

Council noted the previously Income and expenditure report and resolved information to date:

Summary

Income to date totals, £149,234.62

Expenditure to date totals £69,078.61, this includes VAT of £4903.15, which is reclaimed. * Report at the foot of the meeting minutes.

Council made no additional comments.

5. Consider first draft budget for 2026/27 (see appendix 4)

The clerk and Councillor working group have commenced work on the budget for 2026/27. Council acknowledged the previously received draft budget.

The budget is prepared to include running costs of an additional council building; with the assumption the purchase of the Methodist Church will be complete by April 2026. Known expenditure increase are reflected, and all budget categories have been reviewed in line with current and estimated expenditure for 25/26.

Expenditure budget is increased from £90,861.80 to 98,872.48 (8%)

Income from the LCC Parish Agreement for village grass cutting of £4266 and LCC Community Hub Grant of £5167 will be offset against the precept claim.

Council noted that Council income and precept income must equal the expenditure budget.

The tax base, which will determine the cost increase for council tax paying residents. This is usually received towards the end of December.

The working group advised there are some costs to be finalised prior to full council resolving a precept claim.

Council resolved the budget was in line with expected council plans and will review further at the first meeting in January 2026 when exact increases are known.

Action: The clerk to update the budget with 2026/27 tax base when received and list on the January 2026 meeting agenda.

247.7

Receive update on completion of the picnic site sale (see appendix 5)

Council noted the previously received completion statement.

Sale completed on 14th November 2025 at the sale price of £42,500. Fees deducted totalled £1318.20, Which included solicitors' fees, sales agent fees, and disbursements of indemnity policy. Proceeds of sale totalling £41,181.80 have been paid into the Council bank account and transferred to their Lloyds Saver Account.

Following discussion council resolved the proceeds of sale be earmarked towards purchase of the Methodist Church. This is as discussed during the earlier finance agenda item, 6.2.

**248.8 Receive updates regarding purchase of the Methodist Church
(verbal / see appendix 6)**

Verbal update only.

Purchase:

Following the meeting held on 11th November 2025 Hodgkinson's have been instructed to act on behalf of the Council. Initial letters of instruction are waited for Signing. Confirmation is also still awaited on the Methodist Church's Solicitors.

Grants

Interim reporting on the grant award of £24,999 from East Lindsey Investment Fund (ELIF) is due the near future. The interim report is required to begin to measure the use of the grant and impact on the community. The second instalment of the grant award is due in January 2026. Final report on the full grant impact is due in August 2026.

The working group are looking at a possible second grant application the ELIF to support some refurbishment costs. Other grant opportunities will also be researched.

Refurbishment

The working group are continuing with work on refurbishment plans to bring to full council.

Following discussion, it was resolved to also appointment a member of the Library Committee to the Group. Cllr Jim Moss will discuss this with the Library Committee and email the clerk with confirmation.

Council will be updated at the next council meeting.

**249.9 Update and any final requirements for Christmas lighting and Christmas Market on
29/11/2025 (Verbal / appendix 7)**

Verbal update:

Lighting:

All trees are in place. Contractors were due on site today; however, this will be now tomorrow. Councillors will be update via email.

Christmas Market:

All plans are in place. Cllr David Hartley and members of the Windmill Heritage Committee will be putting up Marquee on Thursday 27th or Friday 28th November.
The Handyman is closing of the required section of the Market Place Car Park.
Cllr Mandy Willis will be organising tables on Friday 28th November.
Councillors involved and clerk will meet at 8.30am on the event date, Saturday 29th for set up.

Council resolved the event risk assessment prepared.

250.10 Review of plans for the Christmas Reception.

Verbal Update:

Invitations have been sent out to council and library volunteers. Refreshments, entertainment, and decorations have been organised. Methodist Church access is being for Saturday 13th December 2025.

The clerk will prepare the event Risk Assessment.

Council made no additional comments.

251.11

Consider planning matters:

Application 02034/25/FUL
Applicant Mr J Garrad
Proposal Planning permission - Change of use, extensions and alterations to existing agricultural outbuilding to form 5 no. residential properties, erection of a detached garage with the construction of parking areas on site of existing outbuilding and barn which are to be demolished and the siting of a bio-tech drainage unit.
Location: Faulkers Farm Faulkers Lane Burgh Le Marsh Lincolnshire PE24 5HW

Council viewed the application, plans and location. Following discussion council felt the site was over intensified and a poor access road. It was therefore resolved the application was not supported.

251.12

Correspondence (see appendix 8)

1. Email from ELDC, 21/11/2025, Development off Common Lane. Request to reconsider street naming.

The Council had previously agreed to "Trinity Gardens." However, following correspondence from Cllr Brookes and his recommendation for the Town Council to make alternative proposals in keeping with Burgh le Marsh, further names are to be considered.

The suggestions raised by Cllr Brookes are:

- Marshland Drive
- Windmill Fields
- Mill View Close
- Burgh Pastures
- Old Mill Gardens

Following discussion council resolved references to the Windmill was not appropriate for this location.

8.00 Jimmy Brookes. Left the meeting.

Council resolved their preference for the suffix "Gardens."

A member of the public present suggested "Panton Gardens."

With the reasoning that several streets in Burgh are named after notable local individuals. The name *Panton* refers to former resident who served as Church Warden, founded the History Group in 1975 (which is still active), worked sweeping and clearing local footpaths, volunteered at the Windmill, and served as a councillor and mayor.

Council had no other suggestions, it was agreed that "Panton Gardens" would be put forward.

The council are also agreeable to the developer making further suggestions with reference or historical reference to Burgh le Marsh.

Action: the Clerk to reply to ELDC with the resident's suggestion of Panton Gardens and to request other suggestions from the Developer.

2. Additional correspondence, Email from LCC Highways, 24/11/2025. Consultation for additional double yellow lines on Wainfleet.

Noted by Council. Council fully support the request as previously confirmed to Highways.

There being no further business the meeting closed at 8.40pm

Signed
13/01/2026

Burgh le Marsh Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

21 November 2025 (2025-2026)

A. Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept Income	85,095.00	85,095.00					(0%)
2 LCC Community Hub Grant	5,167.00	5,167.00					(0%)
3 LCC Parish Agreement	4,266.80		-4,266.80				-4,266.80 (-100%)
4 LCC Library Capital Grant							(N/A)
5 Vat Income - refunded		1,627.20	1,627.20				1,627.20 (N/A)
6 Grants		12,499.50	12,499.50				12,499.50 (N/A)
7 Interest Received	1,500.00	2,345.92	845.92				845.92 (56%)
45 Donation							(N/A)
50 Rental Income							(N/A)
53 Sale of assets		42,500.00	42,500.00				42,500.00 (N/A)
SUB TOTAL	96,028.80	149,234.62	53,205.82				53,205.82 (55%)

Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11 Cleaning				250.00		250.00	250.00 (100%)
22 Council Insurance				3,000.00	2,981.11	18.89	18.89 (0%)
23 Office Supplies				300.00	241.46	58.54	58.54 (19%)
24 Phone/Broadband/Postage				401.00	327.60	73.40	73.40 (18%)
25 Training (Staff and Councillors)				500.00	35.00	465.00	465.00 (93%)
26 Training Travel Costs (Staff & Cc							(N/A)
27 Subscriptions				1,632.62	1,594.19	38.43	38.43 (2%)
28 Bank Charges					34.00	-34.00	-34.00 (N/A)
29 Professional Fees		-690.00	-690.00	1,102.50	1,199.36	-96.86	-786.86 (-71%)
37 Library Costs				350.00	533.97	-183.97	-183.97 (-52%)
47 Library Grant Purchases							(N/A)
52 Election Costs							(N/A)
57 Legal Fees		-628.20	-628.20	2,000.00	-1.20	2,001.20	1,373.00 (68%)
SUB TOTAL		-1,318.20	-1,318.20	9,536.12	6,945.49	2,590.63	1,272.43 (13%)

Civic Services / Community Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30 Civic Service				800.00	23.83	776.17	776.17 (97%)
54 Christmas Market					13.32	-13.32	-13.32 (N/A)
56 Christmas Reception					100.00	-100.00	-100.00 (N/A)
58 VE Day 08/05/25				1,000.00	1,256.47	-256.47	-256.47 (-25%)
63 Picnic in the Park					780.00	-780.00	-780.00 (N/A)
SUB TOTAL				1,800.00	2,173.62	-373.62	-373.62 (-20%)

Burgh le Marsh Town Council

21 November 2025 (2025-2026)

Summary of Receipts and Payments

To exit All Cost Centres and Codes Esc

Council & Library Building

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Electricity Costs - (building)				3,000.00	1,242.79	1,757.21	1,757.21 (58%)
13 Water Rates - building				150.00	298.27	-148.27	-148.27 (-98%)
14 Building Maintenance Costs				500.00		500.00	500.00 (100%)
59 Council Building - Future mainte				1,000.00	355.83	644.17	644.17 (64%)
SUB TOTAL				4,650.00	1,896.89	2,753.11	2,753.11 (59%)

Glebe Rise Cemetery

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38 Cemetery Ground Works (capita							(N/A)
41 Glebe Rise (cemetery operating							(N/A)
SUB TOTAL							(N/A)

Market Place

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33 Public Toilets - Market Place				7,500.00	7,796.54	-296.54	-296.54 (-3%)
51 Market Place Car Park (Refurbis					2,295.78	-2,295.78	-2,295.78 (N/A)
55 Public toilets - refurb / repairs							(N/A)
61 Market Place Car Park (running				642.60	366.00	276.60	276.60 (43%)
SUB TOTAL				8,142.60	10,458.32	-2,315.72	-2,315.72 (-28%)

Open Spaces / Village

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15 Village Grass Cuts				8,160.08	8,360.71	-200.63	-200.63 (-2%)
16 Equipment (open spaces - maint				500.00	2,989.17	-2,489.17	-2,489.17 (-497%)
17 Flowers (Village)				1,500.00	1,111.75	388.25	388.25 (25%)
18 Christmas (Lighting displays)				6,000.00	2,543.93	3,456.07	3,456.07 (57%)
19 War Memorial (Church)				200.00	1,145.83	-945.83	-945.83 (-472%)
20 Church Yard Lighting				300.00	161.84	138.16	138.16 (46%)
43 Village weed spraying				500.00		500.00	500.00 (100%)
48 Village Maintenance (contract)				1,950.00	2,127.50	-177.50	-177.50 (-9%)
62 Repairs					54.68	-54.68	-54.68 (N/A)
SUB TOTAL				19,110.08	18,495.41	614.67	614.67 (3%)

Parish Allowance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10 Parish Allowance				3,600.00	1,125.00	2,475.00	2,475.00 (68%)

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Burgh le Marsh Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

21 November 2025 (2025-2026)

SUB TOTAL					3,600.00	1,125.00	2,475.00	2,475.00 (68%)
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PWLB Loan		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Building loan repayment				5,076.14	2,538.07	2,538.07	2,538.07 (50%)
49	Capital Loan Payment							(N/A)
SUB TOTAL					5,076.14	2,538.07	2,538.07	2,538.07 (50%)

Section 137		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Section 137				1,000.00	307.00	693.00	693.00 (69%)
SUB TOTAL					1,000.00	307.00	693.00	693.00 (69%)

Staff Costs		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Staff Costs (1)				26,696.86	18,460.02	8,236.84	8,236.84 (30%)
9	Staff Costs (2)							(N/A)
SUB TOTAL					26,696.86	18,460.02	8,236.84	8,236.84 (30%)

Tinkers Green		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31	Play Area Equipment Repairs				1,000.00		1,000.00	1,000.00 (100%)
39	New Play Area Equipment				5,000.00		5,000.00	5,000.00 (100%)
40	General Repairs - Tinkers Green				500.00	1,775.64	-1,275.64	-1,275.64 (-255%)
60	Contract Cleaning (WC - Tinkers				3,250.00		3,250.00	3,250.00 (100%)
SUB TOTAL					9,750.00	1,775.64	7,974.36	7,974.36 (81%)

Van Costs		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	Van Running Costs							(N/A)
SUB TOTAL								(N/A)

Burgh le Marsh Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

21 November 2025 (2025-2026)

zContingency (non budgeted €		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
35	Contingency (unexpected expen				1,500.00		1,500.00	1,500.00 (100%)
	SUB TOTAL				1,500.00		1,500.00	1,500.00 (100%)
Summary								
	NET TOTAL	96,028.80	147,916.42	51,887.62	90,861.80	64,175.46	26,686.34	78,573.96 (42%)
	V.A.T.					4,903.15		
	GROSS TOTAL		147,916.42			69,078.61		