



DEEPING ST JAMES PARISH COUNCIL

The Institute, 38 Church Street, Deeping St James, PE6 8HD

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Parish Clerk: Julie Fortnum

The minutes of the Deeping St James Parish Council meeting held in the meeting room at The Institute 38 Church Street Deeping St James PE6 8HD on Tuesday 18 November 2025 at 7.30pm

Present: Parish Councillors Bowell, Burdock, Dilks (also a County and District Councillor), Fowler, Gilbert, Halls, Hosking, Leader, Neville, Rose, Shinkins-Hoppe, Smith, Stevens, Townsin and four members of the public.

Open Forum/Public Participation

A member of the public spoke in support of the request to be considered under agenda item 26.99

A member of public spoke in support of the co-option application being considered under agenda item 26.88

It was agreed that as it was known that they were on their way the representatives from the Deeping Youth Group would be allowed to speak when they arrived.

26.85 To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.

All the Parish Councillors were present.

District Councillor Ley had given her apologies.

26.86 To receive declarations of interest under the Localism Act 2011 – being any interest in agenda items not previously recorded on Members' Register of Interests.

Item 26.91.3 Councillor Dilks Chairman of Langtoft The Deepings and District Royal British Legion

Item 26.91.4 Councillor Hosking Trustee of the Deepings Youth Group

Item 26.91.4 Councillor Shinkins-Hoppe Involvement with Deeping Youth Group as a Deeping St James United Charities Trustee

Item 26.93.2 – Councillor Neville Deeping Rotarian

Item 26.93.2 – Councillor Stevens Partner of a Deeping Rotarian

Item 26.98 – Councillor Bowell acting for complainant

26.87 To approve the minutes of the previous meeting held on Tuesday 14 October 2025.

Agreed and signed.

26.88 To consider the co-option application received in respect of the vacancy for Parish Councillor

It was proposed, seconded and **RESOLVED** to co-opt Graham John Nickerson, who signed the acceptance of office as did the Parish Clerk and joined the meeting.

26.89 To receive the Clerks report and any updates from the minutes of the previous meeting.

- Following representatives from the Deeping Sports and Social Club attending the meeting on 14 October 2025 a formal grant funding application has been received

which will be considered as part of the budget and precept setting meetings during December 2025

- Second instalment of precept had not been received by 20 October 2025 so I contacted SKDC to find the accounts system had been upgraded and all precepts along with all other payments had been set to 30-day payment terms. This was corrected the precepts released
- Councillor Shinkins-Hoppe has begun completing an SKDC community orchard grant application for funding for a further 5 fruit trees to be planted at land off St Vincents Close and the Clerk has obtained permission to plant from SKDC's Tree Project Officer
- The final noticeboard has been installed near the play area off Brewton Drive
- Work was completed on 12 November to an Ash Tree at the Allotments.
- Working with a representative from the Allotments Association their old storage shed has been dismantled and removed from site plus trees and hedging has been cut back to make way for the delivery of a portacabin for storage
- The defibrillator and cabinet donated by the Rotary Club of the Deepings, was due to be installed on the Priory Hall on Wednesday 12 November but has been delayed.
- The LALC Internal Audit Service Level Agreement has been signed and returned. An Internal Auditor has been in touch and requested completion of a 150 questions report prior to arranging a meeting.
- Information has been provided to South Kesteven District Council about the Parish office and the Cemetery so that accurate Business Rate Bills are issued for 2026/27 following the changes to Business Rates that come into force from April 2026
- An email has been received in the office (with some Parish and District Councillors copied in) from a Deeping Gate Councillor asking for the Parish and Towns opinion on taking further action regarding the land on the Market Deeping boundary which is being included in the Peterborough City Council Local Plan. At Councillor Smith's suggestion it was noted that this would be considered further at the planning and transport committee on Tuesday 9 December 2025
- Significant graffiti has been daubed on the skatepark over the weekend 14 to 16 November 2025. The CCTV footage will be checked to see if there is evidence the will assist the Police.
- The CPR/AED training booked for Tuesday 25 November 2025 has been cancelled due to lack of numbers.

26.90 To receive reports from the District Councillors and County Councillor. Councillor Dilks advised that local government reorganisation was the main topic at both District and County as the deadline for the business cases to be sent to government is next week. SKDC are considering their proposal (South Kesteven, North Kesteven and South Holland a total of 440,000 residents) on Thursday 20 November and will be forwarding a 700-page supporting paper. Lincolnshire County Council are considering theirs (one unitary of 750,000 residents) on Friday 21 November when the new Chief Executive Officer will also be appointed. Councillor Hosking asked about the savings following the abolition of the position of Police and Crime Commissioner. Councillor Dilks felt that the savings were unlikely to be noticed and the removal of the post was unlikely to make a difference

Two representatives from the Deeping Youth Group arrived and spoke in support of the application to be considered under item 29.91.4. They answered questions raised by Parish Councillors regarding numbers attending (Juniors - 40 registered, average 25/30 each session and Seniors - 50 registered, average 32/40 each session), where other funding comes from (Market Deeping Town Council and their own fundraising activities) and how much it costs per session (£1.50).

The two representatives left the meeting.

26.91 Financial matters:

1. To approve expenditure.

RESOLVED to pay a total of £35,635.68

2. To note income.

Noted income totalling £127,248.50

3. To note the annual donation to the Royal British Legion Poppy Appeal.

A donation of £250 was made on 13 November 2025

4. To receive and consider the funding request for 2026/27 received from Deeping Youth Group

It was proposed seconded and **RESOLVED** to provide £7,000 funding in the financial year 2026/27 with a condition that the Parish Council Representative Councillor Hosking was given voting rights on the Trustee body. Councillors Hosking and Shinkins-Hoppe abstained from the vote.

Action: Clerk to inform the Deeping Youth Group and include the figure in the 2025/26 budget calculations

5. To receive the Local Government Pension Scheme valuation results for 2025 and contribution rates for 2026, a response to which needs to be returned by 19 December 2025

Every three years, the LGPS actuary carries out a full valuation of the fund and this has led to the employer contribution rates for the next three years being reduced from 26.6% to 19.2%

RESOLVED to respond agreeing to this

Action: Clerk to complete and return form

26.92 Planning matters:

1. To receive the minutes and any recommendations from the Planning and Transport committee meeting held on Tuesday 11 November 2025.

Councillor Smith introduce the minutes from which there was one recommendation from item 66.26

The Local Cycling and Walking Infrastructure Plan (LCWIP) for the Deepings was completed via grant funding in early 2024 and the committee are now requesting support in principle for the Deepings Neighbourhood Plan (DNP) Group to move the project forward.

Following Councillor Stevens request to consider a hopper bus circuit alongside this. It was noted that this was a separate idea that the DNP group did support and a separate agenda item was required to consider it.

It was **RESOLVED** in principle to support progressing the LCWIP and to consider the hopper bus initiative as a separated item

Action: Clerk to add the Hopper Bus initiative to a future agenda

2. To consider the following planning applications:

Application number: 25/1908

Proposal: Demolition and re-construction of two existing barns (barns 1 & 2) to form a single barn and renovation barn 3 all to be used for general storage

Location: Land to the rear of 18 Bridge Street Deeping St. James

Applicant: Mrs M Crowson 4 Sharma Leas Werrington Peterborough PE4 6ZH

Application type: Full Planning Permission

[S25/1908 | Demolition and re-construction of two existing barns \(barns 1 & 2\) to form a single barn and renovation barn 3 all to be used for general storage | Land To The Rear Of 18 Bridge Street Deeping St. James](#)

It was **RESOLVED** to respond stating that there were no objections to the application however to note that the application included removal of trees of a significant size and that clearance work had already commence so this needed to be reported to the Enforcement Officer for investigation.

Councillor Dilks abstained from voting

Application number: S25/2151

Proposal: Alterations and extension

Applicant: Mr and Mrs S Howard

Location: 4 Highbank Gardens, Deeping St James, Lincolnshire, PE6 8US,

App Type: Householder

[S25/2151 | Alterations and extension | 4 Highbank Gardens Deeping St James Lincolnshire PE6 8US](#)

It was **RESOLVED** to respond stating that there were no objections to the application

26.93 To receive and/or consider the following correspondence:

1. Lincolnshire Police – the annual crime and policing survey with a deadline for completion of 7 December 2025

Action: the Clerk to share this with all Parish Councillors to they could respond individually

2. Rotary Club of the Deepings – Requesting permission to have access through the skatepark from the playing field to Linchfield Road and back on Sunday 17 May 2026 for the annual 3k and 10K charity runs.

Action: The Clerk to advise that this is acceptable and make arrangements to release the gate key closer to the event date

3. Lincolnshire County Council permit scheme variation consultation – deadline for response is 10 December 2025

Action: The Clerk was asked to respond acknowledging that the fees will be increased

4. Citizens Advice South Lincolnshire – Draft Service Level Agreement in respect of the Deepings Outreach Service jointly funded by Deepings St James Parish Council and Market Deeping Parish Council

Action: The Clerk to add this to the agenda for the finance policy and personnel committee to be held on Tuesday 9 December 2025 so it could be considered along with the 2026/27 funding request which was received on too late (17 November 2025) to be included on this agenda

26.94 To receive reports and minutes from committees, advisory committees, meetings, seminars, training and events or meetings of external bodies attended on the Council's behalf and consider any recommendations from them:

1. Meeting with Chief Executive Officer of Citizens Advice South Lincolnshire regarding the weekly Deepings Outreach service at the Deepings Community Centre

held on Wednesday 15 October 2025 attended by the Parish Clerk and Councillor Stevens along with 1 representative from MDTC and 2 from DSJUC

The meeting covered issues such as service level agreements, communication between all parties, advertising and promotion, and future funding. A draft service level agreement and funding request for 2026/27 have been received as have new promotional posters.

2. Home Office webinar via Microsoft Teams on the Terrorism Protection of Premises Act 2025 (Martyns Law) held on Tuesday 21 October 2025 attended by the Parish Clerk and Councillor Stevens, the notes from which were considered at the recreation and open spaces committee meeting held on Tuesday 11 November 2025. This covered a lot of information and is not enforceable until 2027. Most if not all of the activities that DSJPC do are outside of the scope however it has heightened awareness of the need for good risk management and health and safety procedures

3. Meeting of the climate action plan working party on Wednesday 22 October 2025 attended by Councillors Bowell, Neville, Shinkins-Hoppe and Smith

Councillor Neville introduced this item saying that a meeting had taken place however it had become apparent that the climate action plan was only a draft which needed amending to suit Deeping St James Parish Council. The working party also needed terms of reference and an understanding of where it sits in the overall structure of the Council. It was agreed that the working party should meet again to look into these issues and bring the issue back to the Council

4. Meeting of the Jubilee Park Improvements Working Party on Thursday 23 October 2025 attended by a representative from Groundwork, Councillors Neville, Shinkins-Hoppe, Smith and Stevens, the notes from which were considered at recreation and open spaces on Tuesday 11 November 2025

Councillor Smith had shared this information with the recreation and open spaces committee on 11 November 2025

5. SKDC Town and Parish Council briefing on Local Government Re-organisation at 7pm on Monday 10th November at Bourne or Thursday 13th November at Tallington. Councillors Neville, Shinkins-Hoppe and Smith had attended these events which had shared the updated information. Councillor Smith encouraged others to attend these types of events should the opportunity arise again.

6. Remembrance events on 2, 9 and 16 November 2025 attended by several representatives from Deeping St James Parish

7. To receive the minutes and any recommendations from the recreation and open spaces committee meeting held on Tuesday 11 November 2025

Councillor Shinkins-Hoppe introduced the minutes from which there were no recommendations although it should be noted that the committee had agreed to reduce the 2026/27 budget figure for the purchase and installation of benches from £3,000 to £1,500

Action: the Clerk to amend this figure in the draft budget paperwork

8. Scribe budgeting forecasting and precept setting virtual training session from 11am until noon on Wednesday 12 November 2025 attended by Councillor Neville. Councillor Neville had found this useful and the webinar had since been sent to the Parish Clerk

Action: The Clerk to share the webinar with all Councillors

9. Worknest virtual mock Health and Safety Criminal trial from 9.30 to 12.30 on Thursday 13 November 2025 attended by Councillor Fowler

Councillor Fowler advised that this was three hours long and covered an extreme case. It was noted that risk management needed to be considered by the Parish Council at least annually and risk assessments should be completed for each task

10. Cambridgeshire and Peterborough Association of Local Councils (via Lincolnshire Association) virtual training on Sustainability and Climate Change 10am to noon on Thursday 13 November 2025 attended by Councillors Bowell, Neville and Smith

Councillor Neville said this was very useful to see what others do although there was far too much to cover in the time

26.95 To consider, agreeing in principle, to South Kesteven District Council investigating a boundary review to include Deeping Gate within South Kesteven District Council/Lincolnshire County Council

Councillor Shinkins-Hoppe withdrew this item as the expected meeting between the Chair of Deepings Neighbourhood Plan group and the Deeping Gate Parish Councillor had not yet taken place

26.96 To agree office opening and closing times over the Christmas period
It was agreed that this would be confirmed at the December meeting.

26.97 To agree to purchase a bench with an inscription in memory of the late Nancy Titman to be located in the play area at Hereward Way Deeping St James.

Following the announcement made at the annual parish meeting earlier in the year it was **RESOLVED** to purchase a bench ([Traditional Seat - Marmax Recycled Plastic Products - Manufactured in the UK](#)) with a commemorative plaque to be installed in Hereward Way play area

It was **RESOLVED** to move into closed session in accordance with The Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matter.

26.98 To consider a request received from a member of the public to pre-purchase a burial plot in Deeping St James Cemetery

It was **RESOLVED** to give the member of the public the opportunity to pre-purchase a plot with a payment deadline of 31 December 2025
Councillors Shinkins-Hoppe and Smith voted against this motion

It was **RESOLVED** to move out of closed session

26.99 To consider and resolve whether to offer the option to pre-purchase burial and interment of ashes plots in Deeping St James Cemetery in the future (referring to the Cemetery Committee and Council minutes of June 2020)

It was **RESOLVED** to no longer allow the pre-purchase of burial plots or cremated remains plots in Deeping St James Cemetery for the following reasons

- To reduce the additional administrative burden on the office in keeping relevant records
- To remove the possibility of the burial plot not being of an appropriate size when needed
- To reduce the possibility of damage to surrounding graves memorials and lawned areas when digging machinery is in use

- To remove the loss of burial spaces as the pre-purchased burial plots remain empty indefinitely as the individual's circumstances change – move, remarry, change plans, forget they pre-purchased
- Also, following the extension of the Cemetery and the knowledge that the whole area is covered by a covenant to be used as burial land there is plenty of space for some years to come

NOTE: Pre-purchase of burial plots or cremated remains plots would still be allowed for partners of the deceased upon their interment

26.100 Parish Pump - items for information or inclusion on future agendas.
Information noted.

Meeting closed at 9.50pm

Signed:

Dated: