



DEEPING ST JAMES PARISH COUNCIL

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

E-mail: clerk@deepingstjames-pc.gov.uk Tel: 01778 343266

Webpage: deeping-st-james.parish.lincolnshire.gov.uk

Facebook: Deeping St James Parish Council

Parish Clerk: Julie Fortnum

The minutes of the Deeping St James Parish Council meeting which took place in the meeting room at The Institute 38 Church Street Deeping St James PE6 8HD on Tuesday 18 February 2025 at 7.30pm.

Present: Parish Councillors Bowell, Dilks (also County and District), Fowler, Gilbert, Halls, Leader, Neville, Rose, Shinkins-Hoppe, Smith, Stevens, Townsin, District Councillor Ley and 3 members of the public.

The minutes were taken by the Parish Clerk

Open Forum

Raechell Culff and Sue Bell, representing Deep In Kindness, informed those present of the new premises at 47 Bridge Street Deeping St James which will provide various services. They have applied for charity status and have contacted 25 organisations for financial support to supplement the income that they will receive from the on-premises café. They hope to mirror the charity 'Don't Lose Hope' in Bourne. They are renting the premises and have a 6-year lease with a built-in get out clause but will have no rates to pay.

Raechell and Sue left the meeting.

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

Apologies had been received and were accepted from Councillor Hosking

25.123 To receive declarations of interest under the Localism Act 2011.

Councillor Stevens declared an ordinary registerable interest in agenda item 25.128.4 as Chair of Deepings Community Library

Councillor Stevens declared a non-registerable interest in agenda item 25.130.2 as her partner is a Rotarian

Councillor Neville declared an ordinary registerable interest in agenda item 25.130.2 as he is a member of the Rotary Club of the Deepings

25.124 To approve the minutes of the previous meeting held on Tuesday 21 January 2025.

Agreed and signed

25.125 Following receipt of an application, to consider filling one of the two vacancies for Parish Councillors by co-option.

It was proposed, seconded and **RESOLVED** to co-opt Owen Laws to Deeping St James Parish Council. The acceptance of office was signed by Owen and the Parish Clerk and Councillor Laws joined the meeting.

25.126 To receive the Clerks report and receive an update on matters arising from previous minutes.

- The hedge planting for the Cemetery biodiversity project was ordered on 22 January 2025, a planting date has not yet been confirmed

- On 28 January 2025 a response was issued to the member of the public requesting an additional streetlight in Frognall advising that DSJPC had no budget to cover this purchase.
- On 23 January 2025, following the receipt of permission to do so, the contact details of the individuals who had attended the Council meeting on 21 January 2025 raising concerns about increased dog fouling, were forwarded to the 3 District Councillors to work with them regarding reducing the issue and taking enforcement action if possible.
- On 28 January 2025 confirmation was issued to the Physical Activity and Wellbeing lead at South Kesteven District Council that Deeping St James Parish Council wished to accept one of the two able Tennis tables on offer. This is to be located at Woody Heights recreation area on Linchfield Road and the exact location was agreed with them on Wednesday 12 February 2025.
- On 12 February 2025 an email was issued to County Councillor Richard Davies and Phil Dilks enquiring about the installation of streetlights on Linchfield Road between Campion Drive and Brewton Drive
- On 22 January 2025 the alternative tree planting plan agreed at the January meeting was shared with SKDC's Tree Project Officer who agreed it. Trees have been sourced at a lower cost than the original quote so it is now the intention to plant 10 fruit trees on the open space behind 3-15 Thackers Way/in front of 1-4 St Vincent's Close. Residents have been advised of this. Planting is likely to be during week commencing 24 February 2025
- The application for a UKSPF grant to purchase flood water barriers was taken to SKDC on Thursday 13 February 2025 by Councillor Dilks, following his endorsement of the application.
- On 23 January 2025 Garden Groomers were advised that they had been awarded the contract for the cutting of the Riverbank.
- On 30 January 2025 the Clerk and Councillors Shinkins-Hoppe and Stevens met with a representative from the Catholic Church following a complaint that a tree DSJPC are responsible for in Manor Court Gardens was lifting their slabs. It was agreed that a contractor would be asked to investigate this and do the required work not with the tree but to all the shrubs in the 3 planted areas at Manor Court Gardens. The maintenance staff were also asked to relay some slabs and re-concrete some gaps in the area – work which was completed on 10 February 2025. The Clerk met a contractor about the tree and hedges on 13 February 2025 who advised that the root causing the damage could be removed, so that the slabs could be re-laid, without causing any harm to the tree. It was also agreed that he would clear all the shrubs planted in this bed so that it could be re-planted and advised that it was better to leave the work on the other two beds until the weather improved.
- On 27 January 2025 the Clerk met with a representative from the Probation Service to agree what work the community payback team could do within the parish. A welfare facility needs to be agreed before work can take place – the Priory Hall is not available on a Tuesday, the Institute is, so the Clerk will now continue to work with them to agree a start date.

- On 6 February 2025 the office telephone line went digital with one handset and the ability to use the office mobile as a second handset using the office number via the BT app.
- On 7 February 2025 Councillor Gordon Smith met with a contractor to agree work to the perimeter hedges on Jubilee Park following two residents requesting such work to be undertaken
- On 30 January 2025 the amended wayleave agreement and plan showing the laying of only under-ground cables was sent to National Grid
- The Whale Plastic Ocean event funded by a UKSPF grant and organised by South Kesteven District Council will take place at Jubilee Park on 28 to 30 March 2025. Free bookings can be made via this link [The Whale – Plastic Ocean \(The Deepings\)](#)
- Councillor Stevens as Chairperson for the Friends of Deepings Community Library advised that additional funding had been provided for a storyteller at the Library to compliment this event.
- Councillor Bowell advised that as Chairperson of the Deepings River Action Group he had contacted SKDC to arrange to encourage those attending to complete some litter picking at Jubilee Park and would like the Parish Council's Gazebo to be available for cover and storage. It was agreed that this would be made available.
- On 12 February 2025 8 new oak noticeboards to replace those around the Parish were ordered following another successful grant application to the UKSPF by Councillor Smith
- On 14 February 2025 1000 Snowdrops and 1000 Aconites were ordered to be planted around the parish.
- The Priory Hall has been booked for the Annual Parish Meeting on Monday 28 April 2025. Letters have been issued to organisations inviting them to attend and encouraging them to nominate and the event has publicised on Facebook and the noticeboards. Ajay Tegala has agreed to be the guest speaker.

25.127 To receive reports from the District/County Councillors.

District Council report – Councillor Ley

- SKDC is being encouraged to talk to neighbouring Councils about local government reorganisation and put forward interim plans to the Government by 21 March and final plans by 28 November.
- The flood/emergency team will be contacting Parish and Town Councils to ask if they need any further assistance. Councillor Shinkins-Hoppe added that the Deepings community emergency/flood plan had been sent to the Lincolnshire Resilience Team and that an application for funding for flood defence products was being made to the UK Shared Prosperity Fund
- She has been working with SKDC and Benedict Court following issues raised about the Launderette door and concerns for one of the residents
- The Councillor development programme was working towards achieving Charter Status which involved the introduction of some compulsory training and appraisals.
- Following public consultation an increase of 4% (just over £5 on a Band D property) had been agreed.
- The charge for the emptying of the garden waste bins (green wheelie bins) had increased by £2 per year, covering the cost of service provision.

District Council report – Councillor Dilks

- Mandatory training introduced meaning no-one can sit on a committee without completing the 4 required training sessions
- Pleased to see that planning permission has been granted with conditions for Deeping United football Club on land off Cross Road in Market Deeping
- Following the reform of the National Planning Policy Framework in Autumn 2024 SKDC were told their house building commitment would rise from 700 to 912 per year, this has since been revised to 895. Over the past few years SKDC has averaged around 550 per year. Regulation 18 rules to identify sites has led to Rycroft field likely to be suggested however there will be a consultation. No New Town will be created in Lincolnshire however there is a big build (3500) near Grantham with a new road currently being created with costs increasing.
- SKDC Leader Councillor Ashley Baxter has spoken to other Council Leaders to work on the Local Government reorganisation interim report required by 21 March 2025. SKDC has a population of 149,000 so will need to marry up with others to reach the 500,000 required. The likely split is to be a North and South Lincolnshire Council.

County Council report – Councillor Dilks

- Budget setting meeting is to be held on Friday 21 February. The Officer recommendation is an increase in the Council tax of 4.99% as to ask for less may lead to the Government not giving them money throughout the year, questioning why they didn't ask for the maximum they could. There is currently 7.8 million in reserves and it is unlikely that there will be an overspend at year end as was the case in 2024/25. Home to School transport is a massive cost.
- LCC, as the lead flood authority, has reviewed the response to storm Henk and Babet and looked at the future flood response establishing that they have no money to continue to act as the lead flood authority
- There are three candidates for the Mayoral authority elections due to take place on Thursday 1 May 2025.
- Ofsted visited Anthem Trust, the Deepings School, last week, findings are not yet available. Councillors Dilks and Baxter have recently had a meeting with representatives from Anthem Trust to discuss a number of items.

25.128 Financial matters:

1. To receive the minutes and any recommendations from the Finance Policy and Personnel committee meeting held on Tuesday 11 February 2025.

Councillor Gilbert introduced the minutes from which there were the following recommendations -

Councillor Gilbert introduced the minutes of the meeting which included some recommendations and also encouraged all Councillors to familiarise/re-familiarise themselves with Deeping St James Parish Council's Standing Orders and Financial Regulations and enquire, via the Parish Clerk, about any training that is needed.

FPP minute 25.50 - the committee recommended that the following responses to the comments made by the Internal Auditor in their report for the year ending 2024, should be accepted

1. Extend the schedule of reviews and updating to all policies as some are still undated or overdue for review.

ACTION: *The Clerk was asked to bring to the next FPP meeting on 8 April 2025, a list of all the council policies for a review schedule to be agreed and copies of all the non-controversial policies for them to be readopted.*

2. Council should consider increasing the level of general reserves to between 3-6 months of general expenditure

Minute 24.121.3 of January 2024 resolved to increase general reserves by £7,454. This transaction was completed on 22 April 2024 and general reserves are currently £63,241.83

3. Councillors are encouraged to take action where this is required to make sure that the council has access to bank accounts and council funds.

Minutes from April 2024 (24.48) June 2024 (25.12) and August 2024 (25.17) advise that additional signatories have completed applications to become bank signatories but the process has not been completed. The three Councillors concerned were encouraged to complete the process.

4. Publish more detailed expenditure and income reports as part of the minutes available to the public.

The Clerk forwarded reports for 2024/25 to the Webmaster on 3 February 2025 and they have been added to the Parish Council's webpage. Whilst doing this the Webmaster (who is also an Internal Auditor) took the decision to remove documents for previous years, stating that once the AGAR has been signed off by the External Auditors it is no longer necessary for them to be available.

5. A clear resolution should be made giving the specific figures for the approved budget prior to the resolution to set the precept.

This recommendation was acted upon when the budget and precept was set at the December 2024 meeting (minute 25.98)

6. Check the Terms of reference of this committee (including Standing Orders) to make sure that risk management and aspects of financial control are clearly identified as a specific area of responsibility

ACTION: *The Clerk to obtain guidance to clarify what should be included in the FPP Terms of Reference and then bring the amended Terms of Reference to Council to be agreed.*

7. Check the new Model Financial Regulations at a point at which the council considers adopting them. In particular section 1.6 is in bold which indicates it is statutory and cannot be changed – The Council must not delegate any decision regarding ...addressing the recommendations from the internal or external auditor. Further comment – the Council is in a position to tailor these new model Financial Regulations to meet DSJPC's purposes rather than waiting for the re-issued version from NALC.

This will be completed when the Council (and Clerk) are able to do so. In the meantime, DSJPC will continue to use their current Financial Regulations

RESOLVED

FPP minute 25.51 – The committee recommended to full council that grass cutting contracts for Woody Heights and Jubilee Park should be awarded to Glendale Managed Services at a cost of £152 and £53.50 per cut.

RESOLVED

FPP minute 25.52 – The committee recommended to full council that following receipt of the grass cutting quotations from the contractors and re-visiting the cost and responsibilities around purchasing, owning and using machinery (insurance, secure storage, training and maintenance), in accordance with Standing Order 7a, that the previous Council resolution (minutes 25.97.1 and 25.98 of the December Council meeting) to purchase machinery and a storage facility be overturned.

It was acknowledged that it may be re-visited at a future date.

RESOLVED

2.To approve the expenditure for February 2025

It was proposed seconded and **RESOLVED** to agree payments totalling £13,782.28.

3.To note the income for February 2025.

Receipts totalling £10,923.57 were noted

4.To consider the funding request from the Deepings Literary Festival towards the Storyfest event.

Councillor Stevens advised that StoryFest had started 4 years ago and for the first two years was funded by SKDC at a cost of £5000. For the last two years it has been organised and run by volunteers at a reduced cost. This year it will take place over the weekend of 31 May to 1 June 2025 with a Disney styled gate opening , photo opportunities with characters, workshops and performances. A grant of £1400 has been obtained from the Evan Cornish Trust and Market Deeping Town Council Deeping St James Parish Council and Deeping St James United Charities have been approached for £500. It was proposed seconded and **RESOLVED** that £500 should be made available in April 2025.

5. To consider accepting the offer of a water bowser and if accepted agree the amount of the donation to be made.

Councillor Shinkins-Hoppe proposed that as there had been further tree planting by DSJPC and SKDC recently that all needed looking after along with the current tree stock the offer to purchase a second-hand water bowser on a road worthy trailer for £150 was accepted. A further £50 would need to be spent for number plates and a trailer attachment. Seconded and **RESOLVED**

6. To consider the funding request from charity, Deep In Kindness

Councillor Shinkins-Hoppe proposed that a meeting was arranged with representatives from Deep In Kindness, inviting Market Deeping Town Council to also attend, to further discuss what is needed. Seconded and **RESOLVED**

ACTION: The Clerk to contact Market Deeping Town Council to see if they wish to attend this meeting then contact Deep In Kindness to arrange suitable date and time

25.129 Planning matters:

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

Councillor Smith introduced the minutes of this meeting from which there were no recommendations.

2. To consider the following planning application

[S25/0002 | Replacement of all UPVC windows with timber windows and full glazing bars, UPVC door with timber door, plastic guttering replaced with black cast iron guttering, painted blockwork replaced with coursed natural stone and painted plywood to be replaced with dressed stone | 16 Bridge Street Deeping St James Lincolnshire PE6 8HA](#)

Councillor Smith proposed that the Parish Council respond to this planning application consultation welcoming the work that is being done raising no objections. Seconded and **RESOLVED**.

25.130 To consider the following correspondence.

1. Invitation to participate in the Great British Spring Clean 2025 (21 March and 6 April)

[Great British Spring Clean | Keep Britain Tidy](#)

The Council decided that it would not organise a community litter picking event this year but would support other groups who wished to by providing litter pickers, bag

hoops and bin bags. Councillor Neville advised that the Deepings River Action Group would be organising a litter pick and the Clerk advised that the Coach of one of the teams at Deeping Ranges Football Club had also been in touch.

ACTION: The Clerk was asked to promote the Spring Clean via Facebook and the Webpage

2. Permission sought by the Rotary Club of the Deepings to have access to Woody Heights recreation area on Sunday 18 May 2025 for the Deepings Fun and charity run.

It was proposed, seconded and **RESOLVED** to agree to this.

ACTION: The Clerk was asked to respond confirming that this was acceptable.

3. Thank you from Deepings Community Library for agreeing financial support for 2025/26

Noted.

4. Thank you from the Priory Church for DSJPC's contribution to the successful Christmas Tree Festival 2024

Noted.

5. Rose Croft Artist and Storyteller - Introducing the Deep Places Project funded by a US Shared Prosperity Fund grant and request for suggestions for a mural location.

[THE DEEP PLACES - about the project - Google Docs](#)

Councillor Smith proposed that the Parish Council accepts this excellent offer to put something interesting and novel at Jubilee Park off Thackers Way. This was seconded and **RESOLVED**.

It was noted that the construction and exact location of this does need to be looked at to ensure it cannot be climbed or a target for vandals. Due to the time-frame it was agreed that overseeing this project should be delegated to the Clerk and Councillor Shinkins-Hoppe, as Chairperson for recreation and open spaces committee.

25.131 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. Deepings Community Resilience Group update

Councillor Townsin informed that Parish Council that she and Councillor Neville had met with representatives from Market Deeping Town Council where it had been suggested that both Councils contribute £2500 towards re-build the wall behind the Happy Shopper on Market Deeping High Street as this was where the river had breached. As this is privately owned this will not be happening and MDTC Councillor Jones agreed to find out who was responsible and speak to them.

Councillor Townsin advised that she had been to look for the two benches that were freed from High Locks hoping that they had not become trapped elsewhere. They could not be seen but two logs were lodged at Low Locks which Councillor Jones had reported to the Environment Agency. The contractors employed by the EA should not only fell but remove what they have felled from the riverbanks so if anyone notices branches and logs being left on the riverbank they should report it to the EA.

It was also noted that Councillor Townsin was now the Flood Warden for DSJ and Councillor Neville was the Deputy

2. Meeting on Monday 27 January 2025 between the Parish Clerk and a Placement Coordinator from the Probation Service Community Payback East/West Lincolnshire
The Clerk confirmed that she had taken the Placement Coordinator to the Cemetery, Manor Court Gardens, Jubilee Park and Millennium Wood and work that could be

done at these sites had been discussed. One of the requirements of the placement was the provision of welfare facilities so the Clerk was working with DSJ United Charities as the Priory Hall was not available on the preferred day (Tuesday)

ACTION: The Clerk to send a list of tasks to the Placement Coordinator and agree a start date.

3. The Deepings Lions Charity Dinner at Maharanis on Tuesday 28 February 2025 attended by Councillors Leader, Shinkins-Hoppe and Stevens

Those who attended said that it was a good meal and networking event

4. Deepings Community Policing Panel held at the Deepings Community Centre on Thursday 30 January 2025

Councillor Halls advised that the presentation on fraud prevention was excellent but the attendance was poor with only 8 people present all of whom were councillors other than one member of public. This raised the question of whether it was beneficial especially as the Parish and Town Council had agreed to cover the cost of the hire of the hall. It was agreed to see if attendance improved during the summer months.

5. National Planning Policy Framework training provided virtually on Tuesday 4 February 2025 via Lincolnshire Association of Local Councils

The Clerk Assistant Clerk and Councillor Shinkins-Hoppe had attended this training which had skimmed over a lot of information in one hour

6. Local Cycling and Walking Infrastructure Plan consultation and design update from Sustrans on Tuesday 11 February 2025.

Councillor Smith advised that following receipt of a grant from the UK Shared Prosperity Fund Sustrans were employed to come up with a plan as Lincolnshire County Council should have concluded this sometime ago. The plan will continue to be worked on and will not go public as the outcomes will need to be tested by Lincolnshire County Council. The Deepings Neighbourhood Plan group intend to meet with the Lincolnshire County Councillor, Councillor Dilks, to consider this further.

7. Meeting with representatives from Bourne Town Council at their Allotment site on Wednesday 12 February 2025.

Councillors Howell and Halls along with the Assistant Clerk met with Clerk Assistant Clerk and a Bourne Town Councillor which was useful to compare practices and to build relationships

8. Devolution knowledge sharing Webinar offered virtually via LALC on Monday 17 February 2025 learning from the experience of Chippenham Town Council in relation to asset and service transfer

Councillor Shinkins-Hoppe attended this meeting along with 500 other attendees where a representative from Chippenham Town Council provided a 30 minute presentation. Having gone through devolution their advice was that a local council has to be wise enough to say 'no'. In the first year their Council tax increased by 37% to allow them to purchase all the equipment that was necessary to manage the devolved services they had taken over. Following this presentation, the attendees split into County groups and the local County Associations held workshops.

Lincolnshire Association of Local Councils who foresee a period of turmoil, they have requested a meeting with the Leader of Lincolnshire County Council, Councillor Martin Hill. There is no publicly available plan at the moment although it is felt that there is likely to be a North and South Lincolnshire Council.

25.132 To finalise matters relating to the organisation of the Annual Parish Meeting to be held at the Priory Hall on Monday 28 April 2025.

The Clerk advised that Ajay Tegala had agreed to provide a 30 minute presentation and as the Parish Council had previously resolved to present him with the Freedom of the Parish know needed to know if this was to be a surprise or if he should be advised in advance of this. The Parish council agreed that he should be advised so that he could prepare a thank you. A working party consisting of Councillors Halls, Shinkins-Hoppe, Stevens and Townsin would work with the office to finalise any further details

25.133 To receive an update about the Jubilee Park consultation, design and funding.

Councillor Smith advised that there had been 293 responses to the consultation which was excellent and a lot of information had been provided by Groundworks East which would assist with grant funding applications. He also advised that along with Councillor Shinkins-Hoppe he had met with a funding expert last week. He then shared a large visual of the completed design and proposed that the Parish Council agree to the general approach of the design. Due to the funding required to fulfil the whole project the Parish Council were also asked to agree to a phased approach with the play equipment for older children (8 to 13 year olds) being the priority.

Seconded and **RESOLVED**

25.134 To ask for volunteers to plant some bulbs around the parish on a date to be decided.

The Parish Clerk advised that she had ordered 1000 Snowdrops and 1000 Aconites. A further order for Daffodils and Wild Garlic was requested. The following Councillors volunteered to plant – Councillors Bowell, Dilks, Laws, Leader, Rose, Shinkins-Hoppe, Smith, Stevens and Townsin

25.135 Parish Pump - items for information or inclusion on future agendas.

Councillor Townsin questioned how regularly the highway drains were flushed and was advised by several that they had been done recently by South Kesteven District Council

Councillor Leader advised that several residents on Windmill Close had raised concerns with the planning authority about planning application S25/0102 for dwellings at 38 Spalding Road.

Councillor Leader also advised that South Kesteven District Council have installed an additional piece of play equipment (a springy rocker) on Church Field Close

Meeting finished at 9.55pm

Signed

Dated