



# 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 Deeping St James Parish Council meeting held in the meeting room at The Institute 38 Church Street Deeping St James PE6 8HD on Friday Tuesday 17 June 2025 at 7.30pm.

Present: Parish Councillors Bowell, Burdock, Dilks (County and District), Halls, Hosking, Laws, Neville, Rose, Shinkins-Hoppe, Smith, Stevens, Townsin and one member of the public.

The minutes were taken by the Parish Clerk.

## Open Forum/Public Participation

There was one member of public in attendance as an observer.

**26.20** 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 Councillors Fowler, Gilbert and Leader.

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

Agenda item 26.25.2 – Councillor Shinkins-Hoppe declared an ordinary registerable interest (personal payment)

Agenda item 26.25.2 - Councillor Stevens declared an ordinary registerable interest (payment to business)

Agenda item 26.27 – Councillor Stevens declared a non-registerable interest (known to applicant's neighbours)

**26.22** To approve the minutes of the previous meeting held on Tuesday 20 May 2025.

Agreed and signed by the Chairperson.

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

The Mural that was installed at Jubilee Park on 31 March 2025 came down in the wind on Thursday 29 May 2025. Following communications with the Artist installation company and SKDC it will be reinstated using steel posts rather than aluminium

At Jubilee Park, the biodiversity information boards were installed on 29 May 2025 and the fence was installed on 10 June 2025.

The replacement/additional noticeboards obtained via grant funding continue to be installed including 2 sited on Jubilee Park (Thackers Way and Crowson Way), 1 sited outside Linchfield School on Crowson Way, 1 sited outside Woody Heights on Linchfield Road and 1 sited at the Allotments site on Hall Meadow Road. Further locations to be completed are DSJ Cemetery and Brewton Drive play area.

*Councillor Smith stated that investigation about who the landowner at Brewton Drive was needed to take place in order obtain permission to install a noticeboard there.*

Information about booking on to the DSJPC funded Summer Forest School sessions was forwarded to both Linchfield and DSJ Primary Schools on 4 June 2025 requesting that they circulate it to all parents. Activity have been prompted to provide information about their sessions so it to can be shared. A further email has been sent to Madcaps to see if they are able provide a playscheme during a third week.

A number of phone calls have been received from members of the public about overgrown footpaths, overhanging foliage and uncut grass all of which have either been referred to other Authorities (SKDC and LCC) or resolved by DSJPC's own maintenance team.

*Councillor Stevens asked if the issues reported included the area around Manor Court Gardens, which they did. The Clerk was asked to contact the Probation Service to follow up their offer earlier this year of visiting the Parish to complete ground work tasks.*

**26.24** To receive reports from the District Councillors and County Councillor. Councillor Dilks provided an update about the South Kesteven District Council draft local plan which included new sites in Deeping St James (east of Broadgate Lane and east of Linchfield Road). This was due to the loss of a large site in Grantham because of the costs involved in highway improvements. The consultation on the draft plan closes on 2 July 2025.

The infrastructure development plan to accompany this is likely to be available by the end of the year.

Mention was also made of the development in Deeping Gate which is included in the Peterborough City Council draft local plan, consultation on which has now closed. Councillor Dilks advised that following putting forward re-organisation options both South Kesteven District Council and Lincolnshire County Council had received a response from National Government requesting that they continue to work towards putting forward one preferred choice by November 2025. Councillor Dilks' opinion was that LCC preferred a model where there are two unitary authorities (the first including North Lincolnshire and North East Lincolnshire and the second the current seven District Councils) and SKDC preferred a model which included combining with North Kesteven, South Holland and Rutland County.

The LCC Area Highways Manager (South) had visited the Deepings and along with Councillors Dilks and Baxter been shown a number of areas of concern where action was required.

#### **26.25** Financial matters:

1. To receive the minutes and any recommendations from the Finance Policy and Personnel Committee meeting held on Tuesday 3 June 2025

In the absence of Councillor Gilbert, Councillor Shinkins-Hoppe introduced the minutes of this meeting from which there two recommendations:

FP&P minute 26.08 – Recommendation that Council agree amendments to Standing Orders, seconded and **RESOLVED**

FP&P minute 26.09 – Recommendation that Council agree to adopt the Environmental and Sustainability policy along with the appendix Climate Action Plan, seconded and **RESOLVED**. Membership of the Climate Action Plan Working Party was agreed – Councillor Bowell, Laws, Neville and Smith.

2. To approve the payments for June 2025.

It was proposed seconded and **RESOLVED** to make payments totalling £26,797.61  
Councillors Shinkins-Hoppe and Stevens did not participate in the vote.

3. To note the income for June 2025.

The receipt of income of £1,122.75 was noted.

## **26.26 To consider and approve documents relating to the 2024-2025 Annual Governance and Accounting Return**

1.To receive the Annual Internal Auditor's Report 2024-2025

This document had been shared with all Members and was noted.

2.To consider recommendations or matters arising from the internal auditor's narrative report.

Councillor Shinkins-Hoppe introduced this document, which had been shared with all members, referring to the recommendations made.

Risk management and aspects of financial control - Terms of reference for the FP&P committee had been clarified to include reviewing risk management and the Council had resolved to accept them (see above minute 26.25.1). It was also noted that an application was currently being processed to add Councillors Burdock and Laws as additional Authorisers/Signatories

Training especially in respect of the role of the Councillor, the Clerk and the Code of Conduct - All Councillors were encouraged to take advantage of the training being offered via the annual training programme provided by the Lincolnshire Association of Local Councils, which was regularly shared to all via email by the Clerk.

3.To complete and sign the Annual Governance Statement 2024-2025

This document had been shared with all the members of the Council prior to the meeting and Councillor Shinkins-Hoppe read out each statement requesting the members confirm their agreement to each one. It was proposed seconded and **RESOLVED** that the document should be signed by the Parish Council Chairperson and the Parish Clerk.

4.To receive and sign the Accounting Statement 2024-2025

This document signed by the Responsible Financial Officer had been shared with all the members of the Council prior to the meeting and Councillor Shinkins-Hoppe asked for confirmation that the members agreed that it should be signed. It was proposed seconded and **RESOLVED** that the document should be signed by the Parish Council Chairperson.

5.To receive and consider the bank reconciliation 2024-2025

Accepted and noted

6.To receive and consider the explanation of variances

Accepted and noted

7.To receive and consider the breakdown of reserves held

Accepted and noted

8.To agree the dates for the period of public rights

The dates of 1 July to 11 August 2025 were proposed seconded and **RESOLVED**

## **26.27 Planning matters:**

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

Councillor Smith introduced the minutes of the meeting from which there was one recommendation to Council

P&T minute 07.26 recommended that a public meeting should be called on the morning of Saturday 19 July 2025 to raise awareness of the proposed sites in Deeping St James that are included within South Kesteven's draft local plan to enable residents to make their own representations to South Kesteven District Council. Seconded and **RESOLVED**

Possible venues for this meeting were the Deepings School Conference Centre, The Open- Door Church or the Priory Hall were suggested.

**ACTION:** The Clerk to contact the venues (in the preferred order) and arrange and advertise the meeting

2. To consider the following planning application

Number: S25/1014

Proposal: detached single-storey annexe

Applicant: Mr Harry Fort

Location: 6 Highbank Gardens Deeping St James PE6 8US

[S25/1014 | Proposed detached single-storey annexe | 6 Highbank Gardens Deeping St James Lincolnshire PE6 8US](#)

Councillor Smith introduced this application to the Council and proposed a response of no objection should be forwarded to the planning authority. Seconded and

**RESOLVED.** Councillors Dilks and Stevens did not participate in the vote.

**26.28** To consider the following correspondence.

1. South Kesteven District Council – Call for expression of interest for UK Shared Prosperity Fund. Deadline 20 June 2025

Councillor Smith introduced this item advising that the email requesting expressions of interest (EOI) was received on 2 June with a short deadline of 20 June. Due to this short deadline Councillor Shinkins-Hoppe and Smith had commenced investigations and prepared responses prior to coming to this meeting as although this was only an EOI there were 16 questions requiring 200-word answers. A total of 1.75 million had been allocated to Lincolnshire of which SKDC had received £175,000 so an application for a large amount to complete a largescale project was unlikely to be accepted. Councillor Smith therefore proposed that an application for £12,000 should be submitted to cover the costs of consultation, design and preparation of tender documents for the older children's play area project at Jubilee Park. Seconded and

**RESOLVED**

**ACTION:** Noting the Internal Auditors comments the EOI would be submitted by the Parish Clerk with all communications coming through the Parish Council office.

2. Deepings Community Library – Thank you for grant funding for 25/26 and providing an update.

Noted

3. The Rotary Club of The Deepings – Thank you for the grant and update about the Deeping Road Race and fun run event on 18 May 2025

Noted.

4. Lincs and Northants Environment Agency – Maxey Cut Bank Refurbishment Project

Noted.

5. South Kesteven District Council – Enquiring if DSJPC have any land that could be set aside as a space for wildlife habitat and also a rewilding survey completion deadline 30 June 2025.

It was agreed that DSJPC had no further land to offer currently, having only recently completed two biodiversity projects at Jubilee Park and in the Cemetery.

6. Deeping Youth Group – Thank you for the grant for 25/26 and providing an update.

Noted

7. Member of the Public – Sharing a letter sent to the Deepings Practice referring to poor health care in the Deepings.

Following receipt of this communication and in the knowledge that the Members are aware of the public feeling Councillor Stevens proposes that DSJPC write to the Care Quality Commission (CQC). Councillors Stevens, Shinkins-Hoppe along with the Parish Clerk had attended a meeting with representatives from the Practice back in 2021 and Councillor Townsin had become involved with the Patient Participation Group (PPG) in 2024 yet concerns about difficulties getting an appointment, Receptionists triaging patients and sign posting them to urgent treatment centres continue to be heard in the community and reported on Social Media.

Councillor Shinkins-Hoppe asked the Councillors if they would allow the member of the public in attendance to contribute to the meeting. **RESOLVED**

Mr Halfhide informed the Parish Council that he had become a member of the PPG and it was his opinion that most wanted to be friends with the Practice, which he pointed out is a private business, and do not provide support for the patients of the Practice. There are three/four members who are determined to change this.

Councillor Laws suggested that prior to writing to the CQC a survey should be created and shared to obtain statistics to support the issues.

Councillor Dilks suggested that prior to contacting the CQC the Deepings Practice should be contacted again.

Councillor Stevens amended the original proposal saying DSJPC should write to the Manager of the Deepings Practice raising the concerns and requesting a meeting with them in the next month. Seconded and **RESOLVED**

**ACTION:** The Parish Clerk was asked to contact the Lincolnshire Association of Local Councils to confirm what power/duty the Parish Council had regarding involvement in this issue. The Parish Clerk was also asked to consult with Market Deeping Town Council to obtain their opinion.

8. Policing Inspector for South Kesteven Neighbourhood Policing Team – sharing the neighbourhood policing survey for completion by the Council Councillors and members of the public.

Noted.

9. Lincolnshire Armed Forces Community Covenant Officer – Accepting the offer to attend a Council meeting and enquiring as to whether the Parish Council wish him to provide a verbal update or a full presentation.

The Members agreed that a 30-minute presentation should be received prior to the council meeting on 16 September 2025 and that the meeting start time should be changed to 7pm to accommodate this.

**ACTION:** The Parish Clerk to confirm this and amend public meeting schedule accordingly

10. Lincolnshire County Council – email dated 29 May 2025 received from the Senior Asset Advisor stating discussions are ongoing regarding the Astro-turf on the playing field off Spalding Road and they will respond to DSJPC's letter to Legal Services requesting a meeting with them as soon as possible.

Following the May Council meeting, the Clerk had provided Councillor Dilks with documentation including the planning application/decision for the AstroTurf both in

the name of SKDC, copies of lease documents between DSJPC and LCC, emails and letters of communication from DSJPC to/from LCC/SKDC which he had shared with a Legal Advisor at LCC on Friday 23 May 2025. The Legal Advisor had advised Councillor Dilks that he would investigate the matter.

**ACTION:** The Clerk to send a further communication asking for an update.

**26.29** 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. 10am – 11am Tuesday 20 May 2025 – Scribe Accounting Webinar : Unity Trust Bank

The Clerk joined this webinar advising it was useful and interesting.

2. 12noon -1pm Wednesday 21 May 2025 – Clear Councils Webinar: From Roots to Liability.

The Clerk joined this webinar advising it was useful and interesting

3. 7pm Thursday 22 May 2025 – Sunday fun day working party meeting at Market Deeping Town Hall

Notes of the meeting had been shared with the Parish Councillors.

4. 27 May 2025 – Jubilee Park Working Party Group meeting with representative from Groundwork regarding Children's play area consultation and funding opportunities.

Notes of the meeting had been shared with the Parish Councillors.

5. 6pm to 9pm Wednesday 28 May 2025 – LALC Councillors induction and refresher course at Woodhall Spa Parish Council Office attended by Councillors Burdock and Laws

Noted.

6. 11am Thursday 29 May 2025 – Reveal of new bench at Jubilee Park Crowson Way by Charity Legend on the Bench and Micky Hazard

Noted.

7. 7pm Tuesday 3 June 2025 - Cemetery Committee meeting held at the Cemetery was not quorate so needs rearranging

**ACTION:** the Clerk was asked to provide some dates for the committee member to agree a date.

8. Thursday 5 June 2025 – Scribe Accounting Webinar: Email and Web Compliance (Smaller Authorities Proper Practices Panel 2025)

The Parish Clerk joined this webinar which offered beneficial guidance.

9. 7pm Tuesday 10 June 2025 - Local Government Re-organisation Briefing by South Kesteven District Council at the Open-Door Church 5 Spalding Road Deeping St James

Several Councillors and the Parish Clerk attended and when the PowerPoint presentation had been received it would be shared as it was very informative

10. 8pm Wednesday 11 June 2025 – Allotments Committee meeting

The minutes which had no recommendations to Council, had been shared with Parish Councillors

11. 10am – 2pm Thursday 12 June 2025 – South Kesteven District Council Great Big Green Week event on Jubilee Park Thackers Way Deeping St James

Noted.

**26.30** To consider if and how to mark VJ Day 80 on Friday 15 August 2025

Members of DSJPC agreed that as VE Day 80 had been celebrated VJ Day 80 should also be. It was noted that the Langtoft, Deepings and District branch of the Royal British Legion would be raising a flag and laying wreaths at the Garden of Remembrance at the Riverside Garden (opposite the Deepings Community Library) at 12noon on Friday 15 August. Councillor Stevens suggested that refreshments should be offered in the Deepings Community Centre following the laying of the wreaths and some community groups and individuals should be invited.

**ACTION:** The Parish Clerk was asked to speak to Market Deeping Town Council and the Deepings Community Centre to see if this could be arranged

The member of the public left the meeting.

It was **RESOLVED** to move into closed session in accordance with The Public Bodies (Admission to Meetings) Act 1960 section 1(2) in order to protect the identities (under the General Data Protection Regulations) of the individuals involved in the following matter.

**26.31** Special motion to request the re-consideration of the resolution agreed under minute 26.18 of 20 May 2025 regarding the signing Part B of the application for a licence for the removal of buried human remains (exhumation licence).

Following receipt of guidance from a Case Worker from the Death Management Inquiries and Coroners Case Work Team at the Ministry of Justice it was proposed seconded and **RESOLVED** that question B7 of the Burial Authority's Declaration (Part B) should be signed and forwarded to them.

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

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

Councillor Stevens in her capacity as member of the Deepings Literary Festival group thanked DSJPC for the grant funding towards the StoryFest event which had been well attended.

Councillor Rose made a request for tombola prizes for the Sunday Funday event on Sunday 13 July and for the Deepings Dog Show on Sunday 27 July

Councillor Howell asked about the additional gazebo that the Parish Council now had. He was advised that this had been donated by the Friends of Jubilee Park.

Councillor Howell made the suggestion that as DSJPC now have an Orchard that a wassailing event could be organised in the future

Councillor Howell requested that succession planning for the positions of Parish Council Chairperson and Vice Chairperson was considered on a future agenda. Councillor Shinkins-Hoppe added that this should also include succession planning for staff and should be added as an item to a future Finance Policy and Personnel committee meeting/Personnel Sub-Committee meeting

Councillor Shinkins-Hoppe stated that applying for a preservation order for the Willow Tree on Broadgate Lane, which had been mentioned in previous planning committee meetings, was now more important following the inclusion of this area of land in the SKDC local plan.

Councillor Shinkins-Hoppe asked for volunteers to set-up, manage the gazebo and clear away on Saturday 28 June 2025 at the Rose and Sweet Pea Show and Garden Fete. Councillor Neville was nominated to liaise with the Parish Clerk to arrange this. Councillors Burdock, Dilks, Halls, Hosking and Smith also offered to help.