

**Minutes of the Annual Meeting of Market Deeping Town Council  
Held on Wednesday 14 May 2025 at 7.30pm  
At the Town Hall, Market Deeping**

|          |                |                |
|----------|----------------|----------------|
| Present: | Cllr Broughton | Cllr Mrs Jones |
|          | Cllr Dr Byrd   | Cllr Neilson   |
|          | Cllr Guerge    | Cllr Piper     |
|          | Cllr Hanson    | Cllr Mrs Sked  |
|          | Cllr Hughes    | Cllr Mrs Steel |
|          |                | Cllr Wey       |

The Clerk and the Deputy clerk were in attendance.

The Mayor welcomed everyone to the meeting and the Open Session commenced.

Cllr Baxter, Councillor for SKDC and LCC reported that he had retained his seat in the county elections. There is a change of leadership at county and the process for committee membership has commenced. Cllr Baxter continues to be Leader of SKDC. Cllr Baxter informed that Halfleet and Church Street is programmed for resurfacing in 2026/27. Godsey Lane has not been identified for resurfacing.

Cllr Wey arrived at 7.35pm.

Cllr Byrd thanked the Clerks and all those involved in organising the VE Day afternoon tea for volunteers in the Deepings. The event was well attended and everyone had a great time.

There being no further business the public session was closed.

**1. Election of Mayor 2025/26**

The clerk had received a nomination form from Cllr Broughton. It was **RESOLVED** unanimously to elect Cllr Broughton as Mayor.

**2. Election of Deputy Mayor 2025/26**

The clerk had received a nomination form from Cllr Mrs Jones.  
It was **RESOLVED** unanimously to elect Cllr Mrs Jones as Deputy Mayor.

**3. The Mayor and Deputy Mayor to sign their acceptance of office forms**

Cllr Broughton and Cllr Mrs Jones signed their forms in the presence of the Town Clerk as Proper Officer.

**4. Chairman's Welcome & Introductions**

Cllr Broughton welcomed members to the meeting and thanked Cllr Dr Byrd for the work she had carried out during her year as Mayor.

**5. To note apologies and accept valid reasons for absence**

Cllr Miss Collins and Cllr Mrs Jones sent their apologies which were accepted.

**6. Declarations of Interest under the Localism Act 2011**

Cllr Dr Byrd and Cllr Mrs Sked declared an interest in agenda item 18.

**Minutes of the Annual Meeting of Market Deeping Town Council  
Held on Wednesday 14 May 2025 at 7.30pm  
At the Town Hall, Market Deeping**

**7. Acceptance of the minutes of a meeting held on 9 April 2025**

Cllr Broughton asked members if they were to accept the minutes of the meeting of 9 April 2025. It was **RESOLVED** unanimously to accept the notes of the meeting as a true and accurate record. The Chairman signed the minutes.

**8. Appointment of Councillors to the existing Committees and the appointment of the Committee Chairs for 2025/26**

**Amenities and Open Spaces:** Cllr Broughton, Cllr Miss Collins, Cllr Mrs Jones, Cllr Mrs Sked and Cllr Hanson had elected to sit on the committee. Cllr Broughton asked whether any other councillors wished to be on the committee, there were none.

The clerk had received a nomination for Chair from Cllr Broughton. It was **RESOLVED** unanimously that Cllr Broughton chair the committee.

**Planning and Highways:** Cllr Dr Byrd, Cllr Hughes, Cllr Mrs Jones, Cllr Neilson, Cllr Steel, Cllr Piper and Cllr Wey had elected to sit on the committee. Cllr Broughton asked whether any other councillors wished to be on the committee, there were none.

The clerk had received one nomination for Chair from Cllr Dr Byrd. It was **RESOLVED** unanimously that Cllr Dr Byrd Chair the committee.

**Town Hall and Cemetery:** Cllr Miss Collins, Cllr Mrs Sked, Cllr Mrs Jones and Cllr Broughton had elected to sit on the committee. Cllr Broughton asked whether any councillors not listed wished to be on the committee and there were none.

The clerk had received one nomination for chair from Cllr Miss Collins. It was **RESOLVED** unanimously that Cllr Miss Collins chair the committee.

**Finance and Personnel:** The Town Council Chair together with the committee chairs form the committee. However, all members of the council are eligible to attend and vote at meetings.

**9. Reports: Including reports from Committees: Planning and Highways, Deepings Neighbourhood plan, Amenities and Open spaces, Town Hall and Cemetery, Mayor's diary and the Clerk's report.**

**Planning & Highways**

Cllr Dr Byrd informed that any items from the Planning and Highways Committee are covered within the agenda.

**Deepings Neighbourhood Plan (DNP)**

Deepings Neighbourhood Plan group met on Monday evening to discuss the response to Peterborough's Local Plan consultation document.

**Amenities and Open Spaces**

The meeting had taken place earlier in the evening and there was nothing to report.

**Town Hall and Cemetery**

No meeting has taken place and there was nothing to report.

**Minutes of the Annual Meeting of Market Deeping Town Council  
Held on Wednesday 14 May 2025 at 7.30pm  
At the Town Hall, Market Deeping**

**Mayoral Diary**

**Mayor**

The Mayor attended the following:

Black Horse, Baston, Lions Anniversary dinner 11<sup>th</sup> April 2025.  
Manor Function centre Whittlesey, Mayor's charity dinner dance, 12<sup>th</sup> April 2025.  
Market Deeping Town Council, Annual Town meeting 29<sup>th</sup> April 2025.  
VE Day Proclamation – 8<sup>th</sup> May 2025 – Town Hall  
VE Day RBL flag raising and wreath laying Riverside Park  
Volunteer VE Day volunteer event, Coronation Hall, Market Deeping, 8<sup>th</sup> May 2025.  
VE 80 Beacon lighting – Jubilee field DSJ – 8<sup>th</sup> May 2025  
VE Day Heritage Exhibition – 11<sup>th</sup> May 2025  
Young Farmers – John Eve Field - 11<sup>th</sup> May 2025  
Raunds Annual General Meeting and Mayor Making – 13<sup>th</sup> May 2025

**Deputy Mayor**

The Deputy Mayor attended the following:

Black Horse, Baston, Lions Anniversary dinner 11<sup>th</sup> April 2025.  
Manor Function centre Whittlesey, Mayor's charity dinner dance, 12<sup>th</sup> April 2025.  
VE Day RBL flag raising and wreath laying Riverside Park  
Volunteer VE Day volunteer event, Coronation Hall, Market Deeping, 8<sup>th</sup> May 2025.  
VE Day Heritage Exhibition – 11<sup>th</sup> May 2025  
Young Farmers – John Eve Field – 11<sup>th</sup> May 2025  
Raunds Annual General Meeting and Mayor Making – 13<sup>th</sup> May 2025

**Clerk's Report – 14<sup>th</sup> May 2025**

|  |
|--|
| The end of year closedown took place successfully via Teams in April.  |
| The transfer of land from Persimmon is progressing.  |
| Quotations have been received for the replacement Town Centre clock which was vandalised.  |
| The Mayor's Civic dinner was held on 28 <sup>th</sup> March 2025. There were about 80 attendees and £791 was raised for The Mayor's 2 charities.   |
| Licences, insurance and permissions are being obtained for the Deepings Funday Sunday on 13 <sup>th</sup> July 2025.   |
| The Annual Town meeting took place on 29 <sup>th</sup> April 2025. There were around 50 attendees and it was well received. There were about 7 stall holders. Presentations were made by Oddfellows, Deepings Business Community and Lives (First responders). |
| The Cherry Tree Park transfer from SKDC to Market Deeping Town Council is proceeding and a Solicitor has been appointed.   |

**Minutes of the Annual Meeting of Market Deeping Town Council  
Held on Wednesday 14 May 2025 at 7.30pm  
At the Town Hall, Market Deeping**

8<sup>th</sup> May 2025 – VE Day 80 - A Proclamation and flag raising took place at 9am outside the Town Hall. An afternoon Tea celebration was held to thank 100 volunteers throughout The Deepings at The Coronation Hall Market Deeping. There were wartime displays and a 1940s singer led the dancing.

**10. Correspondence to be noted and resolved upon**

| Correspondence to be Noted – Received up to 14 May 2025 |                             |               |  |  |
|---|-----------------------------|---------------|--|--|
| No.   | Received from               | Date Received | Subject  | Committee Response   |
| 1.  | PPG                         | 11.4.25       | Request for support for an urgent care centre for Market Deeping | It was agreed a letter of support should be sent from the Council. |
| 2.  | Peterborough City Council   | 11.4.25       | Peterborough Local Plan review                                   | This will be covered later in the agenda.                          |
| 3.  | Peterborough City Council   | 25.4.25       | Peterborough Local Plan Consultation                             | This will be covered later in the agenda.                          |
| 4.  | Lincolnshire County Council | 29.4.25       | LCC parish council community newsletter                          | Noted.   |
| 5.  | SKDC                        | 13.5.25       | Local Government reorganisation briefings                        | Noted.   |

There was no correspondence to be acted upon.

**11. Council Finances**

**a) Income and expenditure by cost centre**

Members had received a copy of the Council Finances and Omega report prior to the meeting. Cllr Broughton asked if there were any questions. There were none.

**b) Accounts to be paid May 2025**

It was **RESOLVED** that the council pay its bills for May 2025. See appendix A.

**c) For members to review Council Finances to 30.4.25**

It was **RESOLVED** unanimously to accept the report.

**d) For members to consider Ear Marked Reserves to 30.4.25**

It was **RESOLVED** unanimously to accept the Ear Marked reserves of £314,399 as correct.

**e) For members to receive and accept the Internal Auditor’s report for 2024/5**

It was **RESOLVED** to accept the internal auditor’s report. Cllr Wey thanked the Clerks for all their hard work.

**g) For members to be given confirmation of arrangements for insurance cover**

The annual insurance cost for 2025/26 will be £4,803.02 and with Hiscox.

**h) For members to review the arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**

The Clerk reminded members of the existing arrangements for the following:

**Minutes of the Annual Meeting of Market Deeping Town Council  
Held on Wednesday 14 May 2025 at 7.30pm  
At the Town Hall, Market Deeping**

**Shared grass cutting costs with DSJ Parish Council 2025/26**

£1768 per cut (x 8) £14144 x 0.5 = £7072  
Rebate from LCC = £4100  
Net cost £2,972

**Public toilets**

Contribution from SKDC £1670.77 X 4 = £6683 for 2024/25 and this will continue for 2025/26

**Street Cleaner contributions**

Contribution received from SKDC was £2317 for 2024/25 and this will continue for 2025/26

**i). For members to review the council's subscription to other bodies**

The clerk had provided members with a list of bodies that the council subscribes to. Members reviewed the list and it was **RESOLVED** unanimously to continue with the subscriptions shown.

Review of Council's Subscriptions - May 2025

| Subscription                    | 2025/2026 cost<br>net | Renewal Date |
|---------------------------------|-----------------------|--------------|
| LALC Membership                 | £ 1,183.20            | Apr-25       |
| LALC Annual Training Scheme     | £ 222.00              | Apr-25       |
| LALC website maintenance        | £ 360.00              | Apr-25       |
| Parish Online                   | £ 145.00              | Dec-25       |
| ICO                             | £ 40.00               | Jul-25       |
| ICCM                            | £ 110.00              | Apr-25       |
| RAM vehicle tracking            | £ 12.00 per month     | ongoing      |
| LCR magazine                    | £ 35.00               | Aug-25       |
| Lives                           | £ 220.00              | Cancelled    |
| Peninsula                       | £ 123.95 per month    | ongoing      |
| Personnel Advice & sols         | £ 120.00 per month    | ongoing      |
| PPL/PRS (music licence)         | £ 350.00              | Nov-25       |
| RBS cemetery software           | £ 442.00              | Jan-25       |
| RBS software support - accounts | £ 589.00              | Apr-25       |
| RBS end of year support         | £ 872.00              | Apr-25       |
| CTAX payroll services           | £ 345.00              | Apr-25       |
| Vision ICT (GOV.UK renewal)     | £ 108.00              | Aug-25       |
| Vision ICT (Hosted email)       | £ 350.00              | Aug-25       |
| Canva                           | £ 83.00               | Nov-25       |

**12. For members to approve the Annual Governance and Accountability Return Form 3 - Annual Internal Audit Report 2024/2025 (page 3 of 6)**

The Clerk had provided a copy of the AGAR return to members prior to the meeting. It was **RESOLVED** unanimously to approve the presented figures.

**Minutes of the Annual Meeting of Market Deeping Town Council  
Held on Wednesday 14 May 2025 at 7.30pm  
At the Town Hall, Market Deeping**

**13. For members to approve the Annual Governance and Accountability Return Form 3 - Section 1 - Annual Governance statement 2024/2025 (page 4 of 6)**

The Clerk had provided a copy of the AGAR return to members prior to the meeting. It was **RESOLVED** unanimously to approve the presented figures. The chair and the clerk, as RFO, signed section 1 of the return.

**14. For members to approve the Annual Governance and Accountability Return Form 3 - Section 2 – Accounting Statements 2024/25 (page 5 of 6)**

The Clerk had provided a copy of the AGAR return to members prior to the meeting. It was **RESOLVED** unanimously to approve the presented figures. The chair signed section 2 of the return.

**15. For members to ratify a response to the Peterborough Draft Local Plan (PDLP)**

Cllr Dr Byrd informed that a public meeting is being held at the Green School on Saturday 17 May at 10.30 – 12.00 noon. The purpose of the meeting is to hear the views of local residents with regards to the land identified by Peterborough City Council for a housing development close to Market Deepings boundary with Peterborough. A draft response to the consultation was circulated to members and it was **RESOLVED** that following the meeting on Saturday Cllr Byrd would submit Market Deeping's Town Council's response.

Cllr Dr Byrd also informed that Cllr Mrs Jones would be providing a separate response from the Emergency Plan Group.

**16. Update on the Persimmon S106 agreement for members to consider grass cutting arrangements for the additional green spaces.**

The clerk reported that a quote had been received from the existing contractor and this had been accepted by the Planning and Highways Committee on 7 May. It is intended to include the grass cutting in the schedule so that grass is regularly and consistently cut throughout Market Deeping. Cllr Mrs Sked informed that there are some trees that will need to be replaced at a future date. The play equipment will be inspected by ROSPA in the summer.

**17. For members to ratify the decision of the P&H Committee regarding the Town Clock**

It was **RESOLVED** unanimously to purchase the smaller Albert Pillar Clock for the town centre. The clock would be double sided and illuminated.

**18. For members to consider payment of the 2025/26 Precept to the Library**

It was **RESOLVED** unanimously to provide a grant of £8,500.

**19. For members to consider possible action regarding dog fouling – (FG)**

Cllr Guerge informed members that he had been contacted by some residents about the dog fouling in some areas of the town.

Cllr Guerge would like the council to consider purchasing stencils which can be sprayed on to pavements using temporary chalk paint to remind residents to pick up after their dogs. It was agreed that Cllr Guerge would explore prices of stencils and chalk paint and report back at the next Full Council meeting.

**20. For members to discuss forthcoming events: Defibrillator training 3.6.25, Civic Service (date tbc), Walking the footpath (9.6.25) Funday Sunday (13.7.25), Christmas Market (30.11.25) Air Ambulance coffee**

**Minutes of the Annual Meeting of Market Deeping Town Council  
Held on Wednesday 14 May 2025 at 7.30pm  
At the Town Hall, Market Deeping**

**Defibrillator training**

Councillors were reminded that defibrillator training is taking place at 6.30pm – 9.00pm on Tuesday 3 June at the Green School. Attendance was confirmed by Cllr Piper, Cllr Wey, Cllr Neilson, Cllr Guerge, Cllr Dr Byrd, Cllr Mrs Steel and Cllr Mrs Jones

**Civic Service (Date tbc)**

A date is to be confirmed with the new Mayor.

**Walking the footpaths 9.6.25**

Cllr Mrs Steel and Cllr Piper informed members that walking the footpaths was taking place on Monday 9 June, meeting at 5.55 outside the Town Hall to commence the walk at 6.00pm. Refreshments will follow at the Bull. Cllr Piper and the Town Clerk will produce a risk assessment. The guides should wear hi viz jackets at the front and the back of the group.

**Funday Sunday (13.7.25)**

Plans are progressing well.

**Christmas Market (30.11.25)**

Plans are progressing well.

**21. For members to discuss and consider any points raised in the public session**

There were none.

**22. Personnel Matters: Consideration to go into Closed Session to discuss: Staff Issues**

There were none.

**23. To consider items for inclusion on the agenda items for next meeting of the Town Council, to be held at The Town Hall, Market Deeping on 11 June 2025**

- Dog Fouling Signs - FG

The Chairman thanked all members for attending and declared the meeting closed at 8.45 pm. The next scheduled meeting of the Full Council will be held on Wednesday 11 June 2025.

Chairman's signature.....

Date.....

Attachments: Appendix A