

**Draft Minutes of the meeting of Market Deeping Town Council
Held on Wednesday 12 November 2025 at 7.30pm
At the Town Hall, Market Deeping**

Present:	Cllr Broughton (Chairman)	Cllr Mrs Jones
	Cllr Dr Byrd	Cllr Mrs Steel
	Cllr Ms Reed	Cllr Mrs Sked
	Cllr Guerge	Cllr Neilson
	Cllr Hanson	Cllr Hughes

The Clerk and the Deputy clerk were in attendance.

The Mayor welcomed everyone to the meeting and opened the public session at 7.30pm.

There were three members of public in attendance, 2 representing Deeping Youth Group and 1 representing Deeping Sports and Social club and Deeping Rangers.

The Deeping Youth Group stated that they had moved to new more suitable premises and are regularly meeting 2 nights a week.

The representative of Deeping Sports and Social Club and Deeping Rangers as their commercial manager. The Club has recently signed a 25-year lease and are looking to a new 3G turf facility at their ground. This will cost £1 million of which the football foundation will fund between 60 and 70%. Deeping Rangers club are looking to raise about £300,00. SKDC are keen to support with funding. Between Deeping Rangers and Deeping United there are more than 60 clubs in the Deepings and they are having to travel to other areas to train. Each team has been challenged to raise £1,000. A £30,000 application has been made to Mick George Ltd.

A discussion took place.

Cllr Hughes left the meeting at 7:50pm.

SKDC Cllr Dr Byrd reported Cllr Dr Byrd reported that the proposals for Local Government organisation were ongoing and were due to be submitted to the Government shortly. SKDC prefer a 3-way split. This will be debated at SKDC's Full Council meeting on 13.11.25.

It was **RESOLVED** unanimously to open the meeting at 8.03pm.

97. Chairman's Welcome and Introductions

The Chairman welcomed members to the meeting.

98. To note apologies and accept valid reason for Absence

There were apologies for absence from Cllr Wey.

99. Declarations of Interest under the Localism Act 2011

There were no declarations of interest.

100. Acceptance of the minutes of a meeting held on 8 October 2025

Cllr Broughton asked members if they were to accept the minutes of the meeting of 8 October 2025 and it was **RESOLVED** unanimously to accept the notes of the meetings as a true and accurate record. The Chairman signed the minutes.

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101. Reports: Including reports from Committees: Planning and Highways, Deepings Neighbourhood plan, Mayor’s diary and the Clerk’s report.

Planning & Highways

CLlr Dr Byrd informed that there were no comments.

Deepings Neighbourhood Plan (DNP)

CLlr Dr Byrd informed that the LCWIP will be discussed later in the agenda.

Town Hall and Cemetery

It was reported that the committee had resolved to purchase new curtains for the Town Hall. CLlr Hanson is obtaining details of heritage carpenters to contact with a view to quoting to provide a new front door for the Town Hall. There was a suggestion that children from the Deepings School could be encouraged to use the Chambers in the Town Hall for holding debates.

CLlr Dr Byrd informed everyone that she is now a school governor at The Deepings School.

Mayoral Diary (CLlr Bob Broughton)

Attended the following:

Remembrance Parade and service, St Guthlac’s Church 9 November 2025.

Lighting of the firework at Riverside 11am 11th November 2025. This was also attended by pupils of the Deepings school.

Deputy Mayor (CLlr Mrs Jones)

Attended the following:

Deeping camera Club Annual Exhibition on 1 November 2025.

Opening of the Remembrance Gardens, Riverside Park 2 November 2025

Remembrance Parade and service, St Guthlac’s Church 9 November 2025

Deeping Youth Group meeting 12 November 2025

Clerk’s Report – 12 November 2025

<p>The Clerk and Deputy Clerk attended a Lincolnshire Event Safety training course in Lincoln 23rd October 2025.</p>
<p>Christmas Fayre – 30th November 2025- A Temporary Event Notice has been applied for. A 36-page Event Management plan has been submitted to the Safety Advisory Group. Along with medical needs assessment, drone policy, lost child policy etc.</p>
<p>Damage has been caused to the fencing in John Eve Park. It is thought that this was caused by a driver and it has been reported to the Police.</p>

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The contractor has been contacted to make replacement fencing in the same style and colour.
The Tommy is outside the Town Hall this contains the names of WW1 and WW11 serving and fallen who lived in Market Deeping. The Cascade of poppies is also outside the Town Hall.
SKDC has confirmed that there has been no call for a by election. The Council can now decide how they wish to proceed in appointing 2 new Councillors.
Planning permission for the clock is progressing and is expected to be received this month.
An order for compensation has been made in respect of the damage to the Town clock

102. Correspondence to be noted and resolved upon

Correspondence to be Noted – Received up to 12 November 2025				
No.	Received from	Date Received	Subject	Committee Response
1.	Scouts	15.10.25	Poacher 2026 International Jamboree – thank you for financial support	Noted
2.	SKDC	9.10.25	Survey requesting feedback on Street Trading Policy	Noted
3.	PPG	16.10.25	Answers from the Deepings Practice regarding questions raised	Noted
4.	Rural Services Network	15.10.25	Bulletin to 15.10.25	Noted
5.	SKDC	20.10.25	Reminder re local Gov't reorg meeting 6.11.25 at Community Centre	Noted
6.	Deeping Explorers	16.10.25	Thank you for the donation to Poacher 26	Noted
7.	RSN	22.10.25	Rural Services Network newsletter	Noted
8.	SKDC	6.11.25	Local Gov't reorg meeting cancelled	Noted
Correspondence to be Acted Upon – Received up to 12 November 2025				
No.	Received from	Date Received	Subject	Committee Response
1.	Paul Drury NKDC	26.10.25	Armed Forces Friendly Council membership.	PB, BB, PS, DJ, JR, FG. 8 members needed.

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103. Council Finances

a) For members to receive and accept 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) For members to review and accept accounts to be paid for November 2025

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

It was **RESOLVED** unanimously to pay the second installment of £3,750 to the Deeping Youth Group.

c) For members to review and accept Council Finances to 31.10.25

Members had no comments and accepted the report.

d) For members to review and accept the internal auditor's report for September 2025

Members accepted the report. Cllr Jones noted that "Really good records held providing a good audit trail" and thanked the Clerks for all their hard work.

e) For members to review detailed income and expenditure to 31.10.25

Members had no comments and accepted the report.

104. For members to consider the members to process for the Co-option of new Councillors

It was **RESOLVED** unanimously to advertise for new Councillors prior to Christmas with a view to co-opting new councillors at the January meeting on 14.1.26.

105. For members to note and support the Local Cycling and Walking Infrastructure Plan (LCWIP)

The Deeping Neighbourhood Plan group have employed a company called Sustrans to develop Local Cycling and Walking Infrastructure Plan. They have identified key routes in and around the Deepings with costings. Lincolnshire County Council would like to develop the plan alongside their own plan.

Cllr Byrd said that not every initiative is appropriate but that it is promoting walking and cycling. The plan will be circulated to Councillors shortly.

It was **RESOLVED** that Market Deeping Town Council support the LCWIP plan.

106. For members to receive a presentation about the Assertion 10 requirements and progress for Annual Governance and Accountability Return (AGAR) from 1.4.2025.

The Clerk had previously issued a copy of a presentation entitled "Introduction to (AGAR) Assertion 10 Digital & Data Compliance."

- It is a completely new standalone assertion introduced in the 2025 Practitioners Guide for smaller authorities.
- It applies to the Annual Governance and Accountability Returns (AGAR) for the financial year 1st April 2025 so now.
- Councils must now demonstrate real compliance to digital matters such as GDPR, not just good intentions

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- Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

Market Deeping Town Council already has an authority owned domain with dedicated

Councillor and staff emails. But Councillors need to make sure they use these email accounts and not their personal ones.

- All smaller authorities (excluding parish meetings) must meet legal requirements for all websites regardless of what domain is being used.

Further work is required on Market Deeping Town Council's website to ensure that the council website meets 2.1 AA standard (accessibility statement on the website) and publishes required FOI and

Transparency Code Documents

- All websites must meet the Web Content Accessibility Guidelines 2.2AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018
- All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency Code for Smaller Authorities (where applicable)
- All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018
- All smaller authorities, including parish meetings, must process personal data with care in line with the principles of data protection.
- The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.
- All smaller authorities (excluding parish meetings) must also have an IT policy.

This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

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Market Deeping Town Council (MDTC) is registered with the Information Commissioners Office (ICO).

The principles are all covered within the various GDPR policies, these need to be reviewed to make sure they are up to date. New Policies need to be implemented to make sure that MDTC is compliant and is able to comply with Assertion 10 of the 2025/26 AGAR.

Cllr Mrs Jones and Cllr Mrs Sked offered to help with this work.

107. For members to consider a change to local boundaries - PB

Cllr Dr Byrd discussed the new housing development which is being considered by Peterborough City Council at Deeping Gate and the possibility of a boundary change. There is support for this from our local MP and Cllr Ashley Baxter.

It was **RESOLVED** unanimously for Cllr Dr Byrd to explore the possibility of a boundary change with Deeping Gate Parish Council.

108. For members to receive feedback from CAB Working Together meeting -NN

Cllr Neilson provided feedback on a recent meeting which he had attended. He explained that Steve Cheetham was the new Director who is writing a new Service Level Agreement for Deeping St James, Market Deeping Town Council and Deeping United Charities.

It was **RESOLVED** unanimously to make payment of the precepted amount of £4750 for 2024/25 to the CAB

109. For members to consider grant aid to Deeping Literary Fest

It was **RESOLVED** to pay £500 to Deeping Literacy Festival for 2026.

110. For members to consider grant aid to Deep in Kindness

It was **RESOLVED** with one abstention to pay £270 to Deep in Kindness towards a new dishwasher. The Clerk was asked to remind Deep in Kindness that they are not meeting the requirements of the grant aid policy and that future grant aid requests must be supported by accounts information.

111. For members to consider grant aid to Deeping Sports and Social club

Cllr Broughton made a declaration of interest and took no part in discussions.

A discussion took place and it was **RESOLVED** that Market Deeping Town Council would undertake further research.

112. For members to consider 2026/27 Precept request from Deeping Library

It was **RESOLVED** to budget for a precept payment to Deeping Library for 2026/27 of £8,500.

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113. For members to consider 2026/27 Precept request from Deeping Youth group

It was **RESOLVED** to budget for a precept payment to Deeping Youth Group for 2026/27 of £7,000.

114. For members to consider 2026/27 Precept request from Citizen’s Advice Bureau

It was **RESOLVED** to defer this to the next meeting when more information will have been submitted and Steve Cheetham will be present.

115. For members to consider arrangement for forthcoming events:

16 November at 3.00pm Closing of the Remembrance Garden.

Christmas Market – Sunday 30 November 2025 – The need for volunteers was emphasised and most Councillors volunteered their time to help. The Clerk stated that Hi-Viz Council jackets would be provided to keep everyone warm.

The Civic Dinner will be held on Friday 27 March 2026 at the Black Horse, Baston
It was agreed to hold the Carols around the Christmas Tree on Thursday 18 December at 6.30pm.

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

Discussions took place in the Open Session.

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

There were none.

118. To consider items for inclusion on the agenda for next meeting of the Town Council, to be held at The Town Hall, Market Deeping on 10 December 2025.

The Chairman thanked all members for attending and closed the meeting at 9.44 pm.

Chairman’s signature.....

Date.....

Attachments: Appendix A