

Fleet Parish Council

7 May 2020

To all Members of Fleet Parish Council

You are hereby summoned to attend the Annual Meeting of Fleet Parish Council to be held remotely via ZOOM video conference call on **Monday 18th May** at 7:00 pm. The Agenda for the Meeting is set out below. I will publish a link and joining instructions nearer the time.

Prior to the commencement of the meeting there will be a public forum for a maximum of 10 minutes when members of the public may be invited to ask questions or make comments. Should they wish to make a comment during the meeting, this will be at the Chairman's discretion.

This will be followed by a maximum of a further 10 minutes which will be set aside for the meeting to receive reports from elected members of Lincolnshire Council and South Holland District Council.

Robyn Negus
Parish Clerk

AGENDA

1. **To Elect New Chairperson/Vice Chairperson** – To Receive Declaration of Acceptance of Office
2. **Apologies for Absence** and reasons given.
3. To receive any **declarations of interest** in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items.
4. To appoint members to serve on the following **Working Committees**:
 - Playing Field & Pavilion
 - Planning
 - Fund Raising Committee
 - War Memorial & Other Amenities Committee
 - Press Statements/Responses - Reminder to Full Council that any Statements/Responses on behalf of Fleet Parish Council to go via the Clerk.
5. **Signing of the Minutes** – Clerk's notes from the meeting on 20 January 2020 to be accepted as minutes.
6. March 2020 Agenda Items **Requiring Ratification** following Council agreement via email:
 - Item 4 - Financial **Matters**:
Reconciliation of Bank account for January & February 2020 - Full details circulated and **Agreed**
Payment of Invoices – Including approval of payment for works carried out to War Memorial seating area - Full details circulated and **Agreed**
To review/adopt Fleet Financial Regulations Policy – Full details circulated and **Agreed**
 - Item 6 - **Walking Football** – To review proposed charges for use of the pitch & lights. Proposal to start charging £10 for hire of the pitch and pavilion for each session, with an addition of £5 if lights are used – **Agreed** to review once social distancing rules relaxed and pitch in use again. Agenda May
 - Item 7 - **Tenders for Amenity & Playing Field Grass Cutting for 2020** – To discuss and resolve a written document to outline amenity areas for grass cutting tenders. Documentation circulated

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with amendment to title. Due to works being under £5000, there is no requirement for Tender. Therefore, document re named to show Schedule of Works. Document **Agreed**

- Item 7a – **Appointment of contractors for Amenity & Playing Field Grass Cutting**. Quotations reviewed and a proposal put forward to use Quote A for Playing Field for a 3 year fixed term for a cost of £145.00 per cut for 2020, £149.00 per cut for 2021 & £153.00 per cut for 2022. Quote B for Amenity Cutting for a 3 year fixed Term at a cost of £190.00 per cut. **Agreed**
 - Item 8 - **Tender for Hard Standing** – Discuss and resolve a written document to outline works required for Hard Standing area on Playing Field. Document circulated. **Not Agreed**. Agenda May
 - Item 9 - **Community Payback scheme** – To discuss and resolve date for proposed works to be carried out by the scheme and facilities required. **Agreed** Agenda May and review dates once social distancing rules have been relaxed.
7. **Financial Matters:**
- Reconciliation of Bank account for March & April 2020.
 - Payment of Invoices
 - To approve the Annual Return and Annual Governance Statement for the financial year 2019/20
 - A) Annual Internal Audit Report (Pg. 3 on AGAR)
 - B) Annual Governance Statement 2019/2020 (pg. 4 on AGAR)
 - C) Accounting Statements 2019/2020 (Pg. 5 on AGAR)
 - D) For information at this time External Auditor Report & Cert (Pg. 6 on AGAR)
8. **To receive reports** - from:
- Cllr P Coupland - Playing Field & Pavilion Committee – To include update on Playground Inspection, Electrical works required for football pitch lights/pavilion.
 - Cllr G Donley – Planning Committee
 - Cllr Y Ward - Fund Raising Committee
 - Cllr Penney – Planter Maintenance & War Memorial Committee – Also to confirm ownership of the bench within the War Memorial Gardens.
9. **Moles on Playing Field** – To discuss and resolve using a roller over the field to try and drive away the resident moles.
10. **Walking Football** – To review proposed charges for use of the pitch & lights.
11. **Tender for Hard Standing** – Discuss and resolve Revised document outlining works required to provide hardstanding – including site plan and designated area for car park – Cllr Coupland to lead
12. **Community Payback scheme** – To discuss and resolve proposed works to be carried out by the scheme and facilities required (once social distancing rules have been lifted) – Cllr Penney to lead
13. Correspondence **Received:**
- Email from LALC to confirm if we will be re-joining their annual training scheme at a cost of £150 for the year.
 - Email from Parishioner group requesting reconsideration for a dog run area within the playing field.
 - Email from Parishioner raising concerns over speeding vehicles from the junction of the A17 with Lowgate.
 - Email from Parishioner requesting assistance to tackle dog walkers who are parking cars and walking dogs without clearing up after them.
 - Email from Third Party Company - Quantum Air Fibre, offering to provide Internet Service provider supplying both Wired and Wireless solutions

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14. **Actions List** - To discuss completion of outstanding items and agree timescales – Clerk to lead
15. **Speed Watch Initiative:**
 - To review any information gathered from the interactive speed sign & Police Speed Camera – Cllr McNally to Lead
16. **Planning Matters** - To note all Planning Applications and decisions received from SHDC since the last meeting.
17. **To Note Date of Next Meeting** – Monday 13th July. Next Meet & Greet Public Forum TBC
18. To resolve to move into closed session to discuss:
 - **Grant Applications and Donation requests**