

Fleet Parish Council

Meeting – Monday 20th May 2019

A meeting of Fleet Parish Council was held at the Community Hall, Hargate Close, Fleet Hargate on Monday 20th May 2019 at 7pm which was attended by 9 members of the public and the following Councillors:

Evelyn Penney
Peter Coupland
Yolanda Ward
Valery Gemmell
Geoff Donley
Paul Barnes

Public Forum – A public forum was opened for any parishioners attending to raise any matters:

- A question was asked as to when the West Dyke will be cleared. – Cllr Coupland confirmed that this had been held up due to the cost, but recommended this now be taken on by the newly elected Council. Full Council agreed they are happy to take this on and it will be added to the Agenda for the next meeting.

The public Forum closed at 19:05 when the Annual Parish Council Meeting commenced:

There were no reports from the Police or elected members of Lincolnshire Council and South Holland District Council.

1. **Apologies for Absence** – None Received
2. **To Elect New Chairperson/Vice Chairperson:**
 - Cllr Penney proposed that Cllr Barnes be elected as new Chairperson, which was seconded by Cllr Gemmell, all were in favour. Declaration of Acceptance of Chairman signed and received.
 - Cllr Donley proposed that Cllr Penney be elected as new Vice Chairperson, which was seconded by Cllr Gemmell, all were in favour. Declaration of Acceptance of Vice Chairperson signed and received.
3. **Welcome new Councillors** – Cllr Barnes welcomed new Cllrs – Edward McNally (South Ward), Nicole Futter & Stephen Dickey (North Ward). Farewell and thanks was given to retiring Cllrs, R Dean, A Dean and Cllr Male for their time and dedication to the Council over many years. Declaration of Acceptance of Office was signed and received by all Cllrs and Disclosable Pecuniary Interest forms completed and signed.
4. **Declarations of Interest** - in accordance with the requirements of the Localism Act 2011, members were reminded of the need to note any direct interest in Agenda items in the book provided for this purpose and to request dispensation in respects of pecuniary or non-pecuniary interests – none received
5. **Signing of the Minutes** – The minutes of the meeting held on 18st March 2019 were agreed as a true record and signed by the Chairman. Cllr Gemmell suggested displaying future minutes in notice boards so parishioners that don't have access to the internet can review. This was agreed.
6. To appoint members to serve on the following **Working Groups:**
 - Planning – Cllr Gemmell proposed Cllr Donley, this was agreed along with Cllr McNally and Cllr Gemmell who also volunteered. Cllr Gemmell reminded everyone, that anyone can access the planning applications online and add their comments – Cllr Donley to Lead
 - Playing Field, Pavilion & Amenity Areas – Cllr Coupland volunteered along with Cllr McNally, Cllr Dickey & Cllr Ward this was seconded by Cllr Barnes. All Agreed – Cllr Coupland to Lead
 - Best Kept Village – Cllr Penney was happy to continue with this, but advised that she would like some assistance – Cllr Penney to Lead

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- Fund Raising for Skate Park – It was proposed that Cllr Ward and Cllr Futter serve in this group, with assistance from Cllr Coupland. This was agreed. Cllr Coupland proposed he would like to co-opt parents to have their input and confirm if a skate park is still needed. In order to obtain funding we need more community involvement. Cllr Gemmell suggested a letter in the local press.

Cllr Barnes asked for reports to be prepared with updates on these working groups 2 weeks prior to the next meeting, in order for Cllrs to review and save time. This was agreed.

7. Financial Matters:

- Reconciliation of Bank account for March & April 2019
 - Clerk talked through current bank balance following reconciliation of the bank statements for March and April 2019 - Clerk advised balance as at 30/4/19 was £26,318.21 following receipt of the precept £22,550. Members were provided with a copy of the latest bank statement for their records.
 - It was noted that submission of the VAT Return for 2018/19 would recoup £1,374.15. A further £590.00 was due in respect of the litter picker refund and £1,179.27 due in respect of the HMRC tax rebate.
- Payment of Invoices
 - Members were provided with a copy of a list detailing unpresented cheques totalling £1,960.00 for their records
- Cheque Signing Arrangements – New mandate to be completed
 - It was discussed and resolved that the Bank signing mandate would be amended to show Cllr Barnes, Cllr Penney and Clerk as signatories
- To approve the Annual Return and Annual Governance Statement for the financial year 2018/2019 - Clerk had provided members with a copy off the AGAR and each section was reviewed:
 - A) Annual Internal Audit Report 2018/19 (Pg. 3 on AGAR) - prepared by the internal auditor Godfrey Parkes on 09/05/2019
 - B) Annual Governance Statement 2018/2019 (pg. 4 on AGAR)
 - C) Accounting Statements 2018/2019 (Pg. 5 on AGAR)
 - D) For information at this time External Auditor Report & Cert (Pg. 6 on AGAR)

It was resolved that the accounting statements in the AGAR fairly presented the financial position of Fleet PC and as such members gave approval for the Chairman to sign this. It was also noted that the dates of the period for the Exercise of Public Rights for Accounts for the year end 31 March 2019 would be erected on 13 June 2019 which would run until 26th July 2018.

8. To receive reports - for information only - from:

- Playing Field & Pavilion Working Group – Cllr Coupland reported that the playing field is being cut every 10 days. The moles continue to cause an issue, which was discussed in detail. Cllr Coupland advised that we have a duty of care to treat the area as mole hills can cause injury to anyone playing on the field. Cllr Penney suggested using an alternative method as concerns had been raised by parishioners for using traps. Cllr Barnes proposed we wait until next spring and give sufficient notice to park users that the park will be closed for a period of 2 weeks, Cllr Futter suggested an advert in the press as well as clearly displayed notices. This was seconded by Cllr Gemmell. It was resolved that the Playing Field working party discuss with the mole catcher as to when and how would be the best method.
Cllr Coupland reported that the play equipment continues to be checked and monitored.
- Monthly Councillor Surgery – Cllr Donley reported that the Councillor Surgeries are still ongoing and confirmed that the next surgery is to be held on 1st June on the playing field.
- Skate Park fund raising group – Cllr Coupland confirmed he had nothing further to report

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9. **Works to area around War Memorial** – Further quote received for works to the War Memorial. Cllr Gemmell & Cllr Penney advised that the area is very water logged at present and perhaps there is a sewer problem. Cllr Coupland confirmed he has attempted to get the drains in Hargate Close repaired, but this does not appear to have resolved the issue. Cllr Coupland advised he will contact the District Council to arrange for the drains to be inspected. Cllr Gemmell suggested we hold off on reviewing the quotes until we have resolved the water issue as this will have an impact on any works carried out. It was agreed that Clerk would write to the 2 contractors to advise.
10. **Pavilion and Playground Equipment:**
- **Pavilion** – Cllr Gemmell asked if the Pavilion is used for anything to recoup funds that are spent on its upkeep. Cllr Coupland confirmed that the Pavilion has good drains, roof and is structurally sound, but other than holding Councillor Surgeries, is not big enough for anything else. A member of the public advised that the area would be perfect for a village hall. Cllr Coupland explained that the Village Hall funds are tied up in a trust. It was discussed and resolved that the Pavilion working party would inspect the Pavilion and discuss ideas what it could be used for in the future.
 - **Playground Equipment** – Cllr Penney requested details of any works that were due to be carried out following the Playground Inspection which was carried out last March. Cllr Coupland confirmed he has reviewed the report and nothing urgent was highlighted. Cllr Barnes requested a copy of the inspection report to review – Clerk to provide.
11. **Correspondence Received:**
- Letter Received from Parishioner requesting consideration for a cycle path to be instated from Penny Hill Road to the end of Low Lane – This was discussed in detail with many safety issue concerns. It was agreed that this is the responsibility of Lincolnshire County Council. Clerk will write to LCC with a copy of the letter requesting their consideration.
 - Email received from the Salvation Army to ask for consideration of siteing a recycle clothing bank within the Parish – Cllrs expressed concerns that this would attract fly tipping and contamination of the clothing already in the bank. It was noted that there is already a clothing bank in Holbeach and, therefore, no need for one in Fleet. Full council agreed to decline the request.
 - Email received from Malc Firth Landscapes regarding long outstanding invoices – Details of the invoices were shared. These were for the marking out of the Football pitch on the playing field dating back to 2016 for a sum of £270.00. Following a discussion it was agreed that the pitch was rented out to a team at the time and it was agreed that they would be responsible for marking the area and any cost incurred. Therefore, full council agreed that we are not liable to pay these invoices.
 - Email received from Parishioner requesting consideration for an additional notice board near the church or school – It was discussed and agreed that this is a good idea and needed. Cllr Gemmell and Cllr Coupland to obtain quotations. Cllr Gemmell also proposed we consider having larger notice boards to replace the existing ones around the parish.
 - Letter received from Lincolnshire Police – Advising they will no longer be in regular attendance at Parish Council Meetings – It was agreed that should parishioners have any concerns or police matters they contact the Clerk who will pass any details on for review and a response.

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12. **Actions List** – Clerk went through the current Actions List to provide an update and ascertain which items had been dealt with since the last meeting, resulting in the highlighted items being removed due to completion:

	ISSUE	AGREED ACTION	DATE ACTION TAKEN	DATE ISSUE RECTIFIED
1	Lorries on Hocklesgate	Request made for 'Not suitable for HGV's' sign Highway's ref: 101000301039 02/08/2018	Clerk chased Highways Dept 30/04/2019 – Inspection carried out, these are only advisory signs and not enforceable so none required. Cllr Barnes requested the case be re-opened and consideration for an enforceable sign to be erected?	No Action being taken – 30/04/2019
2	Playground equipment inspection/replacement	Decision required whether to make repairs or purchase replacement items.	Weekly Inspections carried out – only a couple of items outstanding following inspection report from Wicksteed March 2018.	Ongoing
3	Rowan trees causing trip hazard on Old Main Road	Clerk notified Highways Dept ref: 101000278619 11/04/2018	Clerk chased Highways Dept 30/04/2019 – Inspection carried out – Highways to include area in future inspections and monitor if/when repair needed – Clerk has been asked to refer back to Highways Dept to re-open case as this is restricting access for the elderly and disabled.	Case Closed – 30/04/2019
4	War Memorial area – broken fence/blocked culvert	Quote required for remedial work to be carried out	Quote from T Waters £150 - 2 more quotes to be arranged	Ongoing
5	New information boards at St Mary Magdalene Church and vicinity of Holbeach House	Funds received, decision required as to style and detail. Agenda meeting 21/1/19	Clerk to obtain quotes	Ongoing
6	Reduction of speed limit on Hallgate/Lowgate	New speed initiative available – volunteers required	Signing up for new initiative and arranging for monitoring officer to visit to enable speed monitoring system to be set up	Ongoing
7	Request for new dog bin – Grimwood Close, Fleet Road	Clerk to contact SHDC	Requested from SHDC – Chased 29/04/2019 Clerk to chase again	Ongoing
8	Campaign to establish Fleet is not Holbeach	Work ongoing by Royal Mail – update received	Consultation letters prepared by Royal Mail for issue to affected postcodes – Confirmation and agreement sent to Royal Mail 29/05/2019	Ongoing
9	Query raised over whereabouts and use	Query raised at meeting 19/11/18	Cllr Donley wrote to Cllr R Dean and The Charity	Ongoing

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	of funds from sale of old village hall		Commission 06/04/19 – Clerk chased for update 10/5 – Cllr Dean confirmed the letter has been passed on and this will be discussed at the next meeting, not yet scheduled but expected in the next couple of months – Clerk to chase	
10	Letters to occupiers of properties adjoining Playing Field re dyke clearance & establishment of ownership	Cllr Coupland to research legal implications	Ongoing	Ongoing
11	Greenfields – resurfacing	Cllr Coupland to raise with LCC	LCC have agreed to carry out necessary works	Ongoing
12	Free First Aid sessions	British Red Cross offering First Aid training for Cllrs	Cllrs amenable to undertaking training, date to be arranged	Ongoing
13	Double Parking by School and safety issues associated with this.	Cllr Coupland to provide update – Long outstanding	It was proposed that Clerk write to LCC requesting zig zag lines following on from Cllr McNally letter already sent. Cllr Coupland proposed we revisit hard standing idea to help with parking issues – Agenda Next Meeting (July)	Ongoing

13. **Speed Watch Initiative** – Cllr Barnes provided an overview for Community Speed Watch initiative following quotes received. Concerns were raised as to whether FPC can afford the initial outlay for the equipment. Cllr Gemmell suggested we interact with other Parishes already involved in the initiative. Cllr Penney proposed that Cllr Coupland speak to Sutton St James Parish Council and discuss maybe borrowing their equipment. This was seconded by Cllr Gemmell
14. **Emergency Planning** – Cllr Gemmell provided a back ground and history to the Emergency plan already in place for Fleet. She handed over all the relevant information to Cllr Barnes for a full review and update. Agenda July
15. **Town and Parish Council Clustering** – Questionnaire received from LALC asking if Fleet would be interested in Parish Council Clustering. It was agreed that Cllr Barnes and Clerk would review after the meeting.
16. **Best Kept Village Competition 2019** – Cllr Penney reported that preparation was going well, but would be grateful for more assistance. Despite distributing over 200 leaflets, she only received 2 volunteers. Consideration is needed if we want to enter the competition next year.

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17. **Planning Matters** - To note all Planning Applications and decisions received from SHDC since the last meeting:

Applications received since last Meeting:

Date	Reference no	Type	Proposal	Location	Comments by
20/03/2019	H05-0288-19	Full	Extension and alterations	8 GREENFIELDS HOLBEACH	10/04/2019
20/03/2019	H05-0282-19	Full	Extension to rear of dwelling	23 BRANCHES LANE HOLBEACH	10/04/2019
02/04/2019	H05-0318-19	Full	Erection of one dwelling	Site adjacent: Greenways Frostley Gate	25/04/2019
04/04/2019 - Additional Information	H05-0232-19	Listed Building	Works and conversion of barn into annexe and replace roof on adjoining packing shed	123 FLEET ROAD FLEET	18/04/2019
05/04/2019	H05-0356-19	Full	Extension and alterations	7 BURGESS DRIVE FLEET	28/04/2019
10/04/2019	H05-0256-19	Full	New pitched roof to replace flat roof and create rooms in the roof - - Comments relating to application H05-0373-19 have been registered, your reference is OWPC19081	ALAMBRA OLD MAIN ROAD	03/05/2019
16/04/2019	H05-0373-19	SEC 73 MODIFICATION	Proposed conversion of barn to dwelling - approved under H05-0131-17. Modification of Condition 2 to allow amendments to previously approved plans	PRIMROSE FARM MAISDYKE LANE	10/05/2019
26/04/2019	H05-0412-19	S73A CONTINUATION	Modification of Conditions 1 & 4 of H05-0622-18 to allow amendments to previously approved plans and increase number of caravans from 28 to 38	HERON ORCHARD CARAVAN PARK FROSTLEY GATE	18/05/2019

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Decided Planning Applications by SHDC:

Date	Reference	Type	Development	Location	Decision
25/03/2019	H05-0943-18	S73A CONTINUATION	Modification of Conditions 1 & 4 of H05-0622-18 to allow amendments to previously approved plans and increase the number of caravans from 28 to 38	Heron Orchard Caravan Park Frostley Gate Holbeach Spalding	Approved
08/04/2019	H05-0468-18	Outline	Residential development (Phase 2) - 25 dwellings (access via Phase 1 approved by virtue of planning permission ref. H05-1183-16)	50 Fleet Road Fleet Spalding Lincs	Approved
06/05/2019	H05-0231-19	Full	Works and conversion of barn into annexe and replace roof on adjoining packing shed	123 Fleet Road Fleet Spalding	Approved
06/05/2019	H05-0232-19	Listed Building	Works and conversion of barn into annexe and replace roof on adjoining packing shed	123 Fleet Road Fleet Spalding	Approved
06/05/2019	H05-0298-19	CONDITION COMPLIANCE	Details of Conditions 4 (extent of demolition and reconstruction), 5 (landscaping), 7 (roofing materials), 8 (external door details), 9 (details of window frames), 13 (contamination scheme), 17 (details of barn owl boxes) & 18 (details of barn owl loft) of H05-0709-18	Torrington Lane Fleet	Approved

18. **Fleet Parish Council IT Equipment** – Clerk advised that she is having issues with laptop and printer. It was resolved that Cllr Dickey would offer some time to review and see what further action may be needed.

19. **Note date of next meeting** - Monday 15th July 2019