

# Fleet Parish Council

## Virtual Meeting – Monday 18 May 2020

The Annual meeting of Fleet Parish Council was held remotely via ZOOM video conference call on **Monday 18<sup>th</sup> May** at 7:00 pm. This was attended by 1 member of the public and the following Councillors: Paul Barnes (Chair), Evelyn Penney, Geoff Donley, Stephen Dickey, Eddie McNally, Valery Gemmell, Yolanda Ward & Clerk – Robyn Negus

**Public Forum** – A public forum was opened, but there were no issues raised.

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

The Public Forum was closed and the main meeting commenced at 7:05pm

The Chairman opened the meeting by giving thanks on behalf of Fleet Parish Council. We are all tremendously grateful to the people serving on the frontlines of COVID-19 in essential services. This includes healthcare workers, first responders and volunteers. Not only are they ensuring we have essential care, supplies, and services, but are often going above and beyond to ensure the safety and wellbeing of the Fleet Community.

1. **To Elect New Chairperson/Vice Chairperson** – To Receive Declaration of Acceptance of Office
  - Cllr Gemmell proposed that Cllr Barnes be elected as new Chairperson, which was seconded by Cllr Donley, all were in favour. Declaration of Acceptance of Chairman was signed and will be collected by the Clerk.
  - Cllr Gemmell proposed that Cllr Penney be elected as new Vice Chairperson, which was seconded by Cllr Donley, all were in favour. Declaration of Acceptance of Vice Chairperson was signed and will be collected by the Clerk.
2. **Apologies for Absence** – Clerk advised that we had received a resignation from Cllr Futter. Thanks was given to Cllr Futter for her time and efforts whilst being part of the Fleet Parish Council. Apologies received from Cllr Coupland due to technical issues, this was accepted and noted. Apologies were yet to be received from Cllr McNally
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. None received.
4. To appoint members to serve on the following **Working Committees** – It was resolved that existing members of all Working Committees, as detailed below - be reinstated for another year which was **agreed** by all.
  - Playing Field & Pavilion – Cllr Coupland, Cllr Dickey & Cllr Ward
  - Planning – Cllr Donley, Cllr Gemmell & Cllr McNally
  - Fund Raising Committee – Cllr Ward & Cllr Gemmell who will now replace Cllr Futter, to work with the Playing Field Committee to obtain funding to Re development of the Playing Field.
  - War Memorial & Other Amenities Committee – Cllr Penney
  - Press Statements/Responses – Although, no committee for this, Cllr Barnes reminded to Full Council that any Statements/Responses on behalf of Fleet Parish Council need to go via the Clerk.
5. **Signing of the Minutes** – The minutes of the meeting held on 20 January 2020 were read and **agreed** by all, as a true record and signed by the Chairman.

Cllr McNally joined the meeting – Apologies given and accepted.

## Fleet Parish Council

6. March 2020 Agenda Items **Received Ratification** by all 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 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 - Clerk talked through current bank balance following reconciliation of the bank statement for March & April 2020 - Clerk advised balance as at 06/05/20 was £31,406.29 with no unrepresented cheques. This included receipt of the precept payment for £28,150.00 in respect of 20/21. Members were provided with a copy of the latest bank statement for their records.
- Payment of Invoices - Cheques written/Online Payments since last meeting:

Payment	Date	Value	Purpose
Direct Debit	26-Mar	£9.88	Electricity to Pavilion
Online Payment	31-Mar	£360.00	War Memorial Works
Online Payment	09-Apr	£969.03	Salary & Wages
Online Payment	09-Apr	£42.73	Salary & Wages
Online Payment	09-Apr	£32.00	HMRC Tax
Online Payment	09-Apr	£466.96	Membership Fees
Online Payment	09-Apr	£174.00	Grass Cutting
Online Payment	09-Apr	£380.00	Grass Cutting
Direct Debit	11-Apr	£9.40	Electric
Online Payment	23-Apr	£73.04	Stationary
Online Payment	12-May	£529.97	Salary & Wages
Online Payment	12-May	£42.73	Salary & Wages
Online Payment	12-May	£522.00	Grass Cutting

## Fleet Parish Council

- To approve the Annual Return and Annual Governance Statement for the financial year 2019/2020 - Clerk had provided members with a copy off the AGAR and each section was reviewed:
  - A) Annual Internal Audit Report (Pg. 3 on AGAR) - prepared by the internal auditor Godfrey Parkes on 27/04/2020
  - B) Annual Governance Statement 2019/20 (pg. 4 on AGAR)
  - C) Accounting Statements 2019/20 (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 2020 would be erected on 26 May 2020 which would run until 6 July 2020.

### 8. To receive reports - from:

- Playing Field & Pavilion Working Group – Report previously circulated via email prior to the meeting from Cllr P Coupland:
  - Pavilion recently had a graffiti attack by youngsters, paint in the process of being removed by resident living nearby. Cllrs discussed this during the meeting and proposed that we find an artist to paint the pavilion to deter any further graffiti as this has worked well for other nearby parishes. Cllr Barnes requested that Cllr McNally discuss designs and ideas from artists involved with the same project in Holbeach. These will be produces for full council to review in the July meeting. This was **agreed** by all.
  - First grass cut of the year has been carried out(ad hoc)
  - Xmas tree is leaning northwards, attention needed. Cllr Barnes confirmed that the tree has died and since been taken down, but has yet to be disposed of. This will be addressed in the next few weeks.
  - Dog on a lead sign has been reversed by someone?
  - One or two moles still apparent.
  - Walking footballers attending every week.
  - New swing seats being fitted in next week or so.
  - Five a side goal posts being erected in next few weeks.
  - Dogs still being let off leads.
- Planning Issues – Cllr Donley reported no objections to planning applications received other than the following:
  - H05-0326-20. 37 Fleet Road. There are drainage concerns as outlined by South Holland Drainage Board which require resolving before, recommending approval.Clerk reminded full council that all planning applications received will be circulated on the day of receipt. Any comments should be made prior to the deadline stated in the email, by the Planning Committee and the Clerk will submit comments on the planning portal on behalf of Fleet Parish Council.
- Fund Raising Committee – Cllr Ward confirmed there was nothing to report. Cllr Gemmell offered to review what funding opportunities had been explored so far. All **agreed**, Clerk will collect the documentation from Ex Cllr Futter and pass on.
- Planter Maintenance & War Memorial Committee – Cllr Penney reported that she is still awaiting quotations for raising the planters at the end of Old Main Road so they are a workable height. She confirmed she has also overwintered geraniums from last year and has been growing seeds to save on planting expenses for this year.  
Cllr Penney also handed a letter form the Royal British Legion to Fleet Parish Council to confirm ownership of the bench sited within the War Memorial gardens has been passed to the Parish Council. This now shows consistency with the Parish Asset records and avoid and confusion to who is responsible for the upkeep and maintenance of the bench.

## Fleet Parish Council

9. **Moles on Playing Field** – The Clerk reported that since the walking football team have been using the pitch (pre Covid-19), they have been using a roller to help with the mole hills. Since doing this it has been noted that they are not coming back. Therefore, it was suggested that maybe we try a roller on the whole field to see if this will assist with our mole problem. Following on from a conversation with one of the team. They have confirmed that they can obtain a flat roller that is transported to the field on a carrier. It is approx. 8-10' long and towed behind a tractor when rolling. The field will need to be rolled both ways taking an estimated 3-4 hours depending on how bumpy the field is and how quickly he can roll it. He has agreed to do this for a fee of £25 per hour. Cllr Barnes proposed that we go ahead, which was seconded by Cllr McNally. All **Agreed**
10. **Walking Football** – Fleet Parish Council previously granted 3 months free usage of the playing field and Pavilion for the walking football team in order to assist them in starting up. We currently purchase and supply the line marking paint (approximate cost £35), which they use to mark the pitch themselves. I have been monitoring the electricity bill for the playing field and this has increased by £3 per month since the walking football started – Clerk asked if we are to start charging £10 for hire of the Pitch and Pavilion for each session, with an addition of £5 if the lights are used. Cllr Barnes proposed we start charging once the social distancing rules have been relaxed and the team are able to play again, this was seconded by Cllr McNally and **agreed** by all. It was also noted that the pitch lights still need attention, but due to the light evenings and current restrictions, this can be addressed at a later date.
11. **Tender for Hard Standing** – Documentation outlining works required to provide hardstanding on the Playing Field was previously circulated, but not agreed. It was agreed that this would be re written to include a site plan and designated area for a car park with more detail. To date this has not been produced. After much discussion it was agreed that we need to obtain quotations in order to prepare a project plan and apply for grants. Therefore, Cllr Ward proposed we use the document we have to obtain quotations in order to prepare the project plan. This was seconded by Cllr Donley and **agreed** by all. Tenders will be advised that the document is subject to change.
12. **Community Payback scheme** – Cllr Penney gave a description of proposed works to be carried out by the scheme and facilities required once social distancing rules have been lifted. Details were provided confirming an approximate cost of materials. This was discussed and a spending cap of £500 was agreed by all.
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 – All agreed to re-join for 2020/21
  - Email from Parishioner group requesting reconsideration for a dog run area within the playing field – The email was reviewed. Due to a very limited budget any redevelopment of the park is reliant on obtaining grants and third party funding. The costs involved in creating a dog run area are not just in the construction and erection of fencing. We will have to insure the area and maintain it including periodic treatment with chemicals as well as police. At this present time unless funding is obtained, Fleet Parish Council are unable to consider a dog run. Further discussions were had over Parishioners still not following the rules of keeping dogs on a lead whilst using the playing field. With this in mind, full council **agreed** that utilising funds to create a dog run area, when current rules are not being adhered to, would be considered a waste of money.
  - Email received from a Parishioner raising concerns over speeding vehicles from the junction of the A17 with Lowgate. A Parishioner was present and spoke further about concerns over speeding. Although the speed limit is 60MPH it would appear this is far too high, given the increase in all types of vehicles using the road and many driving recklessly and exceeding this limit. It was reported that there has already been one fatality and several near misses. Concerns are that there will be further accidents, if no action is taken. The Clerk advised that she had already contacted the local police authority to request assistance and a speed camera to be erected. After further

## Fleet Parish Council

discussions, it was agreed that the Clerk would also write to Lincolnshire Road Safety Partnership to ask for a speed camera to be erected so information can be gathered and serious consideration given for a reduction to the current speed limit.

- An email was received from Parishioner requesting assistance to tackle dog walkers who are parking cars and walking dogs without clearing up after them in the Balls Lane/Branches Lane areas. A Dog waste bin to be erected was discussed, but it was thought that this will encourage more dog walkers who may not necessarily clear up after their dogs. After much discussion it was agreed, that the Parish Council will arrange for more signs to be erected and a request for the presence of the local dog warden to deter further antisocial behaviour.
  - An email was received from - Quantum Air Fibre, offering to provide Internet Service provider supplying both Wired and Wireless solutions. Details of the email were shared. It was agreed that a call would be set up with the company to discuss further and see what can be offered to parishioners.
14. **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. (Please see separate sheet titled Actions List)
15. **Speed Watch Initiative:**
- Cllr McNally advised he had nothing to report. We are still awaiting the Authorities to provide any data obtained once they have had the opportunity to set up their speed cameras
16. **Planning Matters** - Cllr Donley confirmed he had nothing further to report.
17. **Date of next meeting** - It was noted that the next meeting will be held on Monday 13<sup>th</sup> July. Next Meet & Greet Public Forum to be postponed until further notice.
18. **Closed Session** - it was **resolved** to go into closed session to discuss **Grant Applications and Donation requests**