

# Fleet Parish Council

12 May 2025

## To all Members of Fleet Parish Council

You are hereby summoned to attend the Meeting of Fleet Parish Council to be held at the **Community Hall, Hargate Close, Fleet Hargate on Monday 19<sup>th</sup> May 2025 at 7pm.**

### AGENDA

1. **To Elect New Chairperson/Vice Chairperson** – To Receive Declaration of Acceptance of Office.

Meeting closed to open a public forum if public present – Reminder, should a member of the public wish to make a comment during the meeting, this will be at the Chairs discretion.

**There will be 10 minutes which will be set aside before the meeting to receive reports from elected members of Lincolnshire Council and South Holland District Council.**

2. **Apologies for Absence** and reasons given.
3. **To receive applications (if any) for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy**
4. To appoint members to serve on the following **Working Parties**:
  - Playing Field & Pavilion
  - Planning
  - Fund Raising Committee
  - War Memorial & Other Amenities Committee
  - HR
  - Community Speed Watch
  - Press Statements/Responses - Reminder to Full Council that any Statements/Responses on behalf of Fleet Parish Council to go via the Clerk.
  - Cllrs to sign Confirmation that the following documents have been received and read:
    - Standing Orders - Revised version to be circulated once Resolved to accept
    - Code of Conduct
    - Financial Regulations
    - Training and development Policy
5. 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.
6. **Signing of the Minutes** – Clerk's notes from the Meeting on 15<sup>th</sup> April 2025 to be accepted as minutes.
7. **Financial Matters**:
  - Reconciliation of Bank account for April 2025
  - Payment of Invoices:

17/04/2025	Electricity to Pavilion	24.27	EDF
22/04/2025	Fleet Parish Summer Fete 2025	- 10.00	Stall Holder
28/04/2025	Precept	- 39,430.00	SHDC
30/04/2025	District Budget	850.00	VE Day Celebrations
30/04/2025	Rent for use of Pitch	- 56.00	LSFCU15
01/05/2025	Reclaim of Vat	- 9,281.28	HMRC
02/05/2025	Fleet Parish Summer Fete 2025	- 10.00	Stall Holder
07/05/2025	Rent for use of Pitch	25.00	LSFCU15
07/05/2025	Office supplies/stationery/Printing	60.44	Amazon
07/05/2025	Clerk Salary	409.30	Clerk
07/05/2025	Grass Cutting	1,665.00	JAH Garden and Grounds Maintenance
07/05/2025	Tax/NI contributions	352.60	HMRC

## Fleet Parish Council

- Budget Forecast
- Review Internal Auditor Report
- To approve the Annual Return and Annual Governance Statement for the financial year 2023/24
  - A) Annual Internal Audit Report (Pg. 3 on AGAR)
  - B) Annual Governance Statement 2024/25 (pg. 4 on AGAR)
  - C) Accounting Statements 2024/2025 (Pg. 5 on AGAR)
  - D) For information at this time, External Auditor Report & Cert (Pg. 6 on AGAR)

8. To review/Resolve to adopt the following **policies**:

- Standing Orders
- Code of Conduct
- Safeguarding
- GDPR Policies
  - Record Retention Schedule
  - Data Breach Assessment
  - Process for Dealing with a Subject Access Request
  - Security Compliance Checklist

9. **To receive reports** - from:

- Playing Field & Pavilion Working Party
- a) Update on repairs to playing field following installation of path/accessible car park
- b) Update on Moles on playing field
  - Fund Raising and Grants Working Party
- c) Update on submitted Grant applications
  - War Memorial & Amenities Working Party (including Cherry Lane)
  - Proposal to form a Working Party to review options to add a Dog run within the Playing field
  - Observations following asset inspections

10. Parish Survey – Results overview/Action Plan

11. Correspondence **Received**:

- None received

12. **Speed Watch Initiative** - To review any information gathered from the interactive speed sign & Speed Camera and feedback from CSW sessions

13. **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:
08/04/2025	H05-0070-25 FULL	Change of use of part of garden land and erection of club house - part retrospective	Delph Bank Touring Park Old Main Road	01/05/2025
23/04/2025	H05-0148-25 S73A CONTINUATION	Change of use of land for an Extension to existing caravan site for seasonal touring use - approved under H05-0980-23 (allowed on appeal). Modification of Condition 3 to remove the word 'touring' from the description	Heron Orchard Caravan Park Frostley Gate	15/05/2025 OWPC48868

## Fleet Parish Council

### Decided Planning Applications by SHDC:

<b>Date</b>	<b>Reference</b>	<b>Development</b>	<b>Location</b>	<b>Decision</b>
06/04/2025	H05-0877-24 FULL	Barn conversion including extension to form dwelling	Adjacent To The Chestnuts Church End Fleet	Approved
06/04/2025	H05-0120-25 Advertisement	Display of 3 illuminated advertisement signs	Morning Glory 102 Fleet Road Fleet	Approved

#### 14. **Forward Planning & Events**

- Feedback following 8<sup>th</sup> May VE Celebration
- Feedback following VE Day 10<sup>th</sup> May 2025
- Update on plans for Fleet Summer Fete June 2025

#### 15. **To Note Date of Next Meeting** – Monday 16<sup>th</sup> June 2025 - Community Centre Fleet Hargate