

# Fleet Parish Council

## Meeting – Monday 15<sup>th</sup> July 2019

A meeting of Fleet Parish Council was held at the Community Hall, Hargate Close, Fleet Hargate on Monday 15<sup>th</sup> July 2019 at 7pm which was attended by 14 members of the public and the following Councillors:

Paul Barnes, Evelyn Penney, Peter Coupland, Geoff Donley, Eddie McNally, Stephen Dickey, Nicole Futter & Clerk – Robyn Negus

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

- A Parishioner asked about the signs advertising New Development coming soon along Dam Gate, behind Green Fields. Residents were concerned as they had not seen any planning applications in the name of that developer. Cllr Coupland confirmed the application is under an alternative name and believed the scheme has now been approved as a result of flooding issues being addressed. Cllr Coupland advised he will investigate and confirm.
- A further question was asked if anyone had previously requested drop kerbs to be considered in Eastgate Gardens as this is prohibiting access for wheelchair users. After a discussion it was agreed that the Clerk would write to Lincolnshire County Council to request consideration for Drop Kerbs on the Corner of Eastgate and Eastgate Gardens and another on the corner of Burgess Drive and Eastgate.
- Parishioners asked what is happening with the run down park in Cherry Lane as it is attracting children to cause a nuisance and disturbing the local residence. Cllr Penney confirmed the park is owned by SHDC and not Fleet Parish. It was agreed that the Clerk would write to SHDC to advise of the issues and safety concerns.
- A question was asked about who we employ for the litter picking within the Parish and to confirm their duties. It was agreed the Clerk would liaise with the Chairman and litter picker to confirm what route was agreed and timescales.

1. **Apologies for Absence** received from Cllr Ward and Cllr Gemmell. Reasons given were **accepted**.

2. **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. Cllr Barnes noted interest in item 17 on the agenda under reference H05-0636-19.

3. **Signing of the Minutes** – The minutes of the meeting held on 20<sup>th</sup> May 2019 were reviewed and correction requested to note item 6, Playing Field, Pavilion & Amenity Areas Working Party Group as Cllr Coupland, Cllr Ward & Cllr Dickey. This was **agreed** by all – Clerk to correct at re resent at September meeting.

4. **Current Policies and Procedures** – Policy documents had been previously circulated and it was discussed and resolved as follows:

- Standing Orders – Revised Standing orders distributed by the Clerk to all Councillors to review and confirm at next meeting.
- Data Protection – All **Approved**. Cllr Penney pointed out that only herself and Cllr Donley have completed the GDPR training and suggested all Councillors should complete it. It was agreed that the Clerk would request some dates from previous consultant so new Councillors could attend.
- Code of Conduct – All **Approved**.
- Adopt Training and Development Policy – It was **agreed** to adopt this new training policy. Cllr Barnes suggested Councillors liaise with Cllr Penney as she had attended many training sessions, in order to obtain feedback on courses. Cllr Penney also confirmed she has many handouts obtained from previous sessions attended, so can share this information with all. New training and Development Policy Proposed by Cllr Dickey and seconded by Cllr Donley.
- Grant and Donations Policy/Application Process – Cllr Barnes explained our current process and suggested a cut-off date for applications in order for the Parish Council to set an accurate budget for the coming year. He also suggested Grant applications be discussed in closed sessions to avoid any Data Protection breaches. This was proposed by Cllr Futter and seconded by Cllr Coupland. It

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was also agreed that the Clerk would speak to the SHDC Monitoring Officer to seek advice and confirmation on the criteria for Grant applications

## 5. Financial Matters:

- Reconciliation of Bank account for June & July 2019:
  - Clerk talked through current bank balance following reconciliation of the bank statement for May & June 2019 - Clerk advised balance as at 28/06/19 was £23,434.98 less £2,186.58 for unpresented cheques, therefore the total balance being £21,248.40. Members were provided with a copy of the latest bank statement for their records.
  - It was noted that we are due to recoup £1,179.27 in respect of an HMRC Tax rebate.
- Payment of Invoices:
  - Members were provided with a copy of a list detailing unpresented cheques totalling £2,186.58 for their records
- Expense Forms – Clerk produced a template for use of claiming Expenses for the future, in order to keep a clear record of expenditure. All were in **agreement**.
- Review Assets Register – The current Assets list was circulated and discussed. Cllr Penney reported that the Flag and Flagpole were not owned by Fleet. The Clerk confirmed she would investigate and confirm. It was agreed that the Clerk would seek advice from SHDC to confirm if our assets need a full review and how we should depreciate values if needed.

## 6. Working Party Reports - for information only:

- Playing Field & Pavilion Working Group – Cllr Coupland reported that the Working Party had met on the Playing Field to carry out a full inspection.
  - Ground absorption pads to children's swing areas have moved during wet weather will need resetting.
  - Speaking to mole man and grass cutter to arrange timings to "close" field including to carry out maintenance works at the same time.
  - Committees view on pavilion is it's a sound structure with no imminent maintenance works required other than windows. Will need serious funding to convert/ extend for other uses. Possible car parking issues if other uses introduced.
  - Committee asking for a budget costing to form kerbed gravelled hard-core area at northern end of field for car park for around 20/25 vehicles.
  - Some amenity grassed areas in village are being overrun with weeds, suggest course of spraying, £150 to £250.
  - Suggest look into installing more equipment to children's play area and / or adult equipment.
  - General grass cutting now back to schedule after wet weather.

Cllr Barnes asked if the Play Equipment Inspection report had been reviewed. Cllr Coupland confirmed it had and identified a few issues. It was **agreed** that a log would be kept of future inspections so we have record.

- Monthly Councillor Surgery & Planning Issues – Cllr Donley reported that the July Councillor Surgery in Holbeach was very quiet. But the June surgery, which was held on the Fleet Playing field much more productive with good attendance, including the press.
- Skate Park – Cllr Futter advised she had nothing to report at this stage, but is looking into what funding is available. She raised the question, is a Skate Park what is wanted in Fleet? Following a discussion it was noted that general feedback at the Councillor Surgery in June was not good. Cllr Penney suggested arranging a meeting in the park with children and parents to obtain input. This could be advertised in the local press or by leaflet drop.
- Best Kept Village 2019 – Cllr Penney reported that due to the extreme weather, the War Memorial was severely flooded. Therefore, many of the plants died. Some were salvaged but there are many spaces to fill. The good news, was that judges were round last week, which indicated that we were through to the second round.

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7. **Works to area around War Memorial** – Cllr Coupland reported that he had met with the District Councillor to discuss the drain and flooding issues. The District Councillor has confirmed that work is being scheduled to redirect the drains back to Hargate Close. Cllr Penney also reported that the main drain at the front of the War memorial is flooding. It was agreed the Clerk would raise this with the appropriate body.
8. **Development of the Park** – Cllr Penney reported that when wet the Park gets very soggy and Parishioners have asked for consideration of a path within park. They have also asked for Gym exercise equipment and older children play equipment. Following these requests, Cllr Penney has found that we are able to apply for funding from 'Open Spaces', which she will further investigate. Cllr Barnes suggested ideas for redevelopment of the Pavilion and a possible extension so it can be utilised for Parish meetings and small events or clubs. Cllr Barnes also raised a point about dog walkers using the park and suggested placing a dog run within the park. Cllr Futter agreed that it is difficult to find places to walk dogs and let them off the lead, but having previously used nearby dog runs has found them to be very small and didn't feel we had the room in the park to allow for a larger one. After further discussion Cllr Dickey proposed erecting signs instructing dog walkers to keep their dogs on a lead. This was seconded by Cllr McNally and put to a vote. Five Councillors were for, one against and one abstained.
9. **Double Parking by Nursery and Safety Issues Associated** – Cllr McNally reported he had now received a reply following his request for consideration of Zig Zag lines to be marked outside the nursery due to concerns over double parking and safety. The response advised that it would constitute a traffic regulation order and only the county councillor for the area could request this from highways. Cllr Coupland has agreed to take this forward for further consideration.
10. **Proposal for Exercise Machines for the More Mature** – It was resolved that this item had already been discussed under item 8 on the Agenda.
11. **Grant Application Received from St Mary Magdalene Church** – Cllr Barnes reported that the church had emailed for reconsideration of the additional funds from the remaining balance of their original Grant application. Following much discussion Cllr Donley voiced concerns that the Parish Council had only allowed £2,500 in their budget for all Grant Applications and should any other applicants apply we would not be in a position to assist. Cllr Coupland reported that the church has a lot of expenditure other than grass cutting like repairs and maintenance. Cllr Dickey proposed we offer £500 in full and final settlement of the Application, this was seconded by Cllr Coupland and a vote of five for the proposal and two against. Clerk to write to St Mary Magdalene Church and advise of the decision.
12. **Correspondence Received:**
  - Email received from Scope asking if FPC will consider siting a textile 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 from Countryside Access Regarding Inspection of Grass Cutting for Footpaths and Bridleways within the Parish – The email and a copy of the maps for areas of Bridal Ways and Footpaths circulated for Cllrs to review.
  - Cllr Barnes reported he had received an email from a Parishioner regarding the un-kept graves at the Baptist Church. The Baptist Church have responded that it is the responsibility of family and grave visitors to maintain the graves. Cllr Dickey and Cllr Coupland have advised that they will visit the graveyard to investigate the boundaries to confirm if all of the land falls under the Church responsibility. Cllr Coupland proposed Cllr McNally try and arrange a community team to assist in a tidy up of the grave yard. This was agreed.

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13. **Proposal to Hold Bimonthly Parish Meetings in Local Venue** – Cllr Barnes proposed holding a bimonthly Parish Councillor meet and greet at a local venue, in the hope of attracting more Parishioners to attend and voice any ideas and concerns. Following much discussion it was agreed that we would give the meetings a try at various venues, with the first to be held in the local Public House in August. Then for the October meeting, the Clerk will write to the Baptist Church and request permission to hold a meeting at the Stables on a Saturday morning.
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)
  - To propose new Action list layout and process – Clerk proposed a new format for the Action list which includes a target date and responsibility column. This was **accepted** by all.
15. **Speed Watch Initiative** –Cllr Coupland reported that this item has now been added to the Agenda for the next Sutton St James Parish meeting to discuss and resolve if they would be prepared for us to borrow their equipment – Agenda September
16. **Emergency Planning** – It was resolved for Cllr Barnes, Cllr Gemmell & Cllr Penney to review our policy and a new template received in a separate meeting, reporting back in the next Parish meeting – Agenda September
17. **Planning Matters** - To note all Planning Applications and decisions received from SHDC since the last meeting.
- Cllr Donley reported that he had concerns over the following application:

01/07/2019 – <b>TO BE DISCUSSES AT FPC JULY MEETING</b>	H05-0636-19	S73A CONTINUATION	Conversion of redundant health facility into 14 dwellings and erection of 18 terraced dwellings with parking facilities - approved under H05-0077-16 - Removal of Condition 3 relating to affordable housing	FLEET MEWS ORCHARD PARK	22/07/19
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In summary properties within the development have been allocated for Affordable Housing. This application is for the Clause to be removed so the properties can be offered to the open market. Cllr Coupland provided an overview of this process and advised that the developer will have to provide a viability report for further consideration. Cllr Futter proposed we oppose this application on the grounds that it could be a loss of affordable housing within the Parish. This was seconded by Cllr Penney.

18. **Collection of Email Addresses** – Cllr Barnes offered Parishioners to provide their email address should they wish to be included in any mail circulars for Parish news and meetings. It was agreed that should they wish to do this, they can contact the Clerk. (fleetparishcouncilclerk@gmail.com)
19. **Note date of next meeting** - Monday 16 September 2019