

Fleet Parish Council

Meeting – Monday 18 November 2019

A meeting of Fleet Parish Council was held at the Community Hall, Hargate Close, Fleet Hargate on Monday 18th November 2019 at 7pm which was attended by 9 members of the public and the following Councillors:

Paul Barnes, Evelyn Penney, Peter Coupland, Geoff Donley, Stephen Dickey, Yolanda Ward, Valery Gemmell & Clerk – Robyn Negus

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

- A Parishioner thanked Cllr Coupland for erecting signage. He also extended thanks to all the volunteers who assisted with the Memorial Parade.
- A request was made for consideration of an additional bin in Eastgate. This was noted and will be requested from LCC by the Clerk.
- A Parishioner wanted to thank Cllr Coupland for fixing the dog waste bin in the playing field and arranging for it to be emptied more regularly.

Report from elected members of Lincolnshire Council and South Holland District Council – Cllr Coupland reported that he had escorted County Councillor Richard Davies (Portfolio holder for Highways and Transport) & support councillor, Cllr Perraton-Williams on a Ward Walk around the parish to highlight any major issues. These included Branches Lane Footpath, consideration of a drop kerb in Eastgate and the Lowgate Junction which is becoming very dangerous. Cllr Penney & Cllr Barnes were also in attendance.

- A Parishioner advised Cllr Coupland that a light had been damaged near the A17 and his home. Cllr Coupland confirmed he would investigate and raise with the appropriate body.
- Cllr Penney asked if there was any funding available from District for VE celebrations. Cllr Coupland advised he was not aware of any but will check and confirm.
- A further question was asked about the Fire Brigade offering Safety checks. It was agreed that the Clerk would check and confirm further details.

The Public Forum was closed and the main meeting commenced at 7:10pm

1. **Apologies for Absence** received from Cllr McNally & Cllr Futter. Reasons given were noted and **accepted** by all.
2. 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. Declarations of interest were received from Cllr Barnes, Cllr Gemmell and Cllr Penney. Declaration of Interest book made available for signing.
3. **Signing of the Minutes** – The minutes of the meeting held on 16th September were read and **agreed** by all, as a true record and signed by the Chairman
4. **To Review Current Policies and Procedures** – To discuss and resolve if any changes or updates are required to current Policies and procedures:
 - Grant & Donation Policy/Application Process – Clerk confirmed that following a review of the policy and criteria information provided by the Monitoring Officer, no amendments are required other than to confirm a cut-off date for applications in order to include in annual budget. Cllr Coupland asked Clerk to check when the final Precept form needs to be submitted in order to set a realistic date for applications – Clerk to check and confirm.
 - GDPR Training – Clerk advised that all Cllrs need to complete GDPR training to be compliant. She recommended that the training take place before our next Parish Council Meeting on 20 January 2020. This was agreed by all – Clerk to confirm once booked with appropriate training body.

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5. Financial Matters:

- Reconciliation of Bank account - Clerk talked through current bank balance following reconciliation of the bank statement for September & October 2019 - Clerk advised balance as at 31/10/19 was £17,080.57 less £1,008.06 for unrepresented cheques, therefore the total balance being £16,072.51. Members were provided with a copy of the latest bank statement for their records. It was noted that we had now received £1,182.08 in respect of an HMRC Tax rebate.
- Payment of Invoices - Members were provided with a copy of a list detailing unrepresented cheques totalling £1,008.06 for their records.
- Cheques written since last meeting:

Cheque Number	Value	Purpose	
200740	£15.44	Stationary	
200741	£360.00	Amenities Grass Cutting	
200742	£32.00	Tax & NI	
200743	£42.53	Litter Picker Salary	
200744	£431.60	Clerk Monthly salary	
200745	£696.00	Grass Cutting Playing Field	
200747	£17.00	Wreath Memorial Parade	
200748	£33.00	Community Hall Charge	
200749	£35.00	Bus Shelter	Unrepresented
200750	£24.00	LALC Training	Unrepresented
200751	£429.66	Play Equipment	Unrepresented
200752	£20.34	Stationary	Unrepresented
200753	£456.33	Clerk Wages & Stationary	Unrepresented
200754	£42.73	Litter Picker Salary	Unrepresented

- Finalisation of external Audit by PKF Littlejohn – letter of confirmation received from PKF Littlejohn detailing completion of the limited assurance review for the year ended 31 March 2019. Clerk confirmed that the ‘Notice of Conclusion of Audit’ had been published on the website together with the Annual Governance & Accountability Return (AGAR), final report and certificate

6. To receive reports - from:

- Playing Field & Pavilion Working Group – Cllr P Coupland reported the following:
 - Grass cutting for the year now complete.
 - Contract awarded to clear out dyke behind pavilion.
 - Arranging mole “engineer” to run a 10 day service in next few weeks, with closure of the field to the public. Due to high infestation the cost is £450. Posters will be displayed to advise of the park closure so maintenance, including the dyke clearance can be carried out at the same time. This was **agreed** by all.
 - Met with “walking footballers,” they are happy with arrangements but would like us to consider repositioning of two floodlights and reconnecting others. It was **resolved** to discuss this further under item 8 on the Agenda.
 - Need to consider window replacements to pavilion if we are to encourage more users.
 - Many dog owners still not keeping dogs on a lead.
 - New swing seats are in our possession.
 - Dog foul on playing field and streets is minimal.
 - Provisional cost of new roundabout play unit to children’s play area is around £5k and the committee will propose this idea with financial assistance from the district community budget of £3k.

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- Hope to install existing goal posts to accommodate five a side and under 12s teams when the weather improves.
- Planning Issues – Cllr Donley reported he had no objections to the following planning applications received:
 - H05-1041-19. Removal of agricultural clause.
 - H05-1017-19. Erection of 4 dwellings on Fleet Road.
 - H05-0990-19. The Limes. Walling
 - H05-0915. Mill House
 - H05-0916. Mill House
 - H05-0855-19. Land adjacent: Woolie Farm Langary Gate Road
 - H05-0905-19. Land off: Hall Gate Church End
- H05-0849-18 Has an ongoing Appeal Application under the Town and Country Planning Act, 1990 sec 78. This appeal should be granted as no objections to the original planning request. This was the majority decision of Fleet Parish Council
- Holbeach House. Affordable Housing Clause. No decision has been taken as yet. Planning will keep us informed.

Cllr Donley was asked to follow up on the Damgate boundary issue and to identify where the play area will be located. Cllr Donley advised he will check the approved plans and confirm.

- Meet & Greet Public Forum – Cllr Barnes reported that the main topic of discussion was the building of a Skate Park with in the playing field. Notes from this forum can be found on the website or a copy provided by the Clerk if required. He also produced a draft questionnaire, which includes a map of the playing field and feedback section. Cllr Gemmell proposed we distribute this to obtain feedback from parishioners on what else they would like to have in the playing field. This was seconded by Cllr Donley, all **agreed**.
- Skate Park fund raising group – Cllr Y Ward reported they have contacted a number of sources re grants and are currently awaiting the forms to arrive. Once they do this will consist of hours of work filling them out so we really need to make a decision on how we plan to go forward with this project. They have many ideas which were discussed, but will need lots of help and backing from the community.
- BKV 2019 & Planter Maintenance – Cllr Penney reported after her last report when she stated that due to the lack of helpers, plus illness did not expect to obtain any results this year. She is really pleased to confirm that Fleet came second for the third year running. Clerk presented Cllr Penney with the certificate received from the BKV competition.

She also reported that the following planting has been carried out for the spring. Under the road signs Old Main Road, Hocklegate and Eastgate. The planter by the community hall and the flower bed opposite the War Memorial and planters each side of memorial have all been planted with pansies, daffs and tulips. Limited planting has taken place in the Memorial Gdns. This is due to continued flooding. A parishioner has been good enough to trim the hedge at the memorial and the Memorial was cleared of leaves and mud before the Remembrance Day Wreath laying and service. She noted that she would still like to request that the flower beds at each end of Old Main Road be raised by a least two sleepers. They are very low for people to work on. A provisional quote has been obtained of around £360 for this to be done. It was **agreed** that this request be deferred until the budget was discussed.
- Fleet Christmas Festival – Cllr G Donley reported that a tree had been purchased and Mr C Gilliatt helped with digging up and replanting - thanks was given. The event is being held on Saturday 7 December and being advertised on signs, Friends of Fleet Facebook page, notice boards, School and an advert in the local press.

7. **Fleet Identity** – Cllr Barnes advised that Fleet Parish Council had been investigating the possibility of removing “Holbeach” from the address database held by the Royal Mail for those properties geographically located within the Parish of Fleet. These properties would retain “Fleet” as the main

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part of their address. This was being done to ensure that these properties were subject to the correct charges for Council Tax and were in the correct area for consideration of any Planning Applications. There was no intention or possibility of changing Postcodes or Parish boundaries. The project was supported by South Holland District Council and the relevant Member of Parliament. The initial phase involved Royal Mail writing to all residents to gauge their opinion. They wrote to all residents within the area of a map supplied to them by Fleet Parish Council. It has come to light that this map included Postcodes that crossed Parish boundaries and, therefore, properties not within the parish of Fleet may have inadvertently received the communication which we understand has caused some concern. Fleet Parish Council offer our sincere apologies for any distress or concern this may have caused. Feedback received was discussed, which included cost implications for Parishioners to change their address and school catchment areas. Cllr Dickey proposed we ask Royal Mail to re write to all the affected addresses with details of how they can remove 'Holbeach' from their address should they wish to if they are within the Fleet boundary. This was seconded by Cllr Donley and **agreed** by all.

8. **Development of the Park** – It was resolved this item had already been discussed in item 6 on the agenda.
 - Walking Football in the Park –Cllr Barnes advised we have a team waiting to start playing, who have also purchased their own goals. In light of this and to support Parishioners wanting to use the playing field, he proposed that Fleet Parish Council do not charge for hire of the playing field for the first 3 months. Should they wish to use the lights this will be chargeable. This was seconded by Cllr Ward and **agreed** by all. Cllr Coupland advised that some of the lights need fixing in order to be safe and more functional. It was proposed by Cllr Barnes to fix these, which was seconded by Cllr Gemmell and a figure of £250 was **agreed** by all.
A Parishioner raised a concern over parking issues in Burgess Drive. It was noted that a request would be made for the team to use the Main Road entrance to the playing field.
9. **Forward Planning & Events** – Cllr Penney advised that she would like to see more events planned for the parish. Things like a Village Drive sale and youth activity day. She confirmed she would be happy to arrange this with assistance. Full council requested more details, which Cllr Penney agreed to prepare for the next Parish Meeting in January.
10. **Double Parking by School and Safety Issues Associated** – Clerk advised she had not received any updates from the police with regards to them setting up a speed camera or any results obtained. It was agreed that Clerk and Cllr McNally would chase this. She also shared details of a quotation received for purchasing 20MPH advisory speed signs. This would be a cost of £194.52 for 2 signs, excluding fitting. Cllr Coupland confirmed he would check and confirm if we could negotiate with LCC as they may provide the signs if we were to install.
11. **Royal British Legion Poppy appeal** – Clerk advised that historically Fleet Parish Council had donated to the Fleet branch of the Royal British Legion. She asked if we would like to continue this donation and if so how much? Cllr Donley proposed we defer this item and discuss in Closed Session. This was seconded by Cllr Gemmell and all **agreed**.
12. **Dyke to the side of the Playing field** – It was **resolved** that this item had already been discussed under item 6.
13. **Good Neighbourhood Scheme** – Cllr Gemmell provided an overview. The project involves a number of different partner organisations working together to establish a Good Neighbour Scheme including community transport in the East Elloe boundaries (covering the area from Moulton to Sutton Bridge). Good Neighbour Schemes are community projects run and delivered by groups of local volunteers. Whilst potentially benefiting the whole community, they are aimed primarily at helping elderly,

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disabled, vulnerable, frail or isolated people. A few questions were raised as to how this will work. Cllr Gemmell and the Clerk to enquire and provide more details in our next meeting – Agenda January.

14. **Correspondence Received:**

- Email from Parishioner asking for consideration of festive lights in the Parish. It was noted, whilst this would be a great idea, the costing would be too much, various ideas were discussed including using battery light options. All **agreed** this would not be considered for this year.
- Email from Deacon & Fairfax Foundation asking for nominations of trustees – Clerk provided details of the trust and the grants they provide asking for nominations for a position as trustee position had become vacant. 2 Parishioners volunteered to be considered. Clerk to pass their details on.
- Email from Robin Road requesting consideration of using their app for Fleet. Cllr Barnes showed an example of the app which is used on android devices, for another parish. Following a discussion Cllr proposed we defer this item consideration at a later date. This was seconded by Cllr Gemmell and all **agreed**.
- Email from Parishioner asking for consideration of yellow lines to be painted in a section of the layby in front of the old Post Office. It was discussed and following feedback received from LCC when lines were requested further along the same road it was agreed that no further action would be taken on this, therefore it would not be pursued.

15. **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)

- Fix My Street (For Information) – Cllr Barnes advised Parishioners of the Fix My Street tool available on line, where they can report faults themselves, should they not want to wait for a meeting to raise. This tool enables you to receive updates on when issues are resolved and if they have already been reported.

16. **Speed Watch Initiative:**

- Cllr Coupland reported that Sutton St James declined the request to share their speed watch equipment, but they have shared details of their costings with us. – Clerk to circulate.
- Interactive Speed sing data obtained and will be shared on the Parish website. We are still awaiting data from the police once they have set up their speed camera in the Parish – Clerk to chase.

17. **Community Payback scheme** – Cllr Penney reported that she is still awaiting a reply from the local authorities for further information on the Scheme and what is involved. A Parishioner advised it may be useful to contact BENCH. Cllr Penney to follow up. Add to Agenda once further information obtained.

18. **Parish Website** – Cllr Dickey confirmed that in order to set up a new Parish website, we will need a working party as it will be very involved and time consuming. Cllr Barnes asked Cllr Dickey to gather further information and circulate in order to discuss further. Utilisation of GO To Meetings was discussed again and it was agreed not to pursue further due to broadband availability, cost and concern that it may deter Parishioners from attending meetings in person.

19. **Emergency Planning** – Cllr Barnes and Cllr Gemmell have reviewed our current procedure and provided an overview and confirmed a 4 Cllrs have attended training. It was **agreed** this would be further discussed at a public forum as needs to be community lead and volunteers involved.

20. **Planning Matters** - Cllr Donley confirmed he had nothing further to report.

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21. **Parish Council Meeting dates for 2020** - the following dates were agreed for meetings in 2020, being the 3rd Monday bi-monthly:

January	20th – next meeting
March	16th
May	18th
July	13th
September	14th
November	16 th

22. **Meet & Greet Public Forum dates for 2020** - the following dates were provisionally agreed for meetings in 2020, these dates may be subject to change:

February	17 th
April	20 th
June	15 th
August	17 th
October	19 th
December	21 st

23. **Closed Session** - it was resolved to go into closed session to discuss Works to the area around the War Memorial and the Budget forecast for 2020/21.