

Fleet Parish Council

Minutes of Meeting - Monday 19th November 2018

A meeting of Fleet Parish Council was held at the Community Hall, Hargate Close, Fleet on Monday 19th November at 7pm when 12 parishioners and the following Councillors were in attendance:

Peter Coupland (Chair)
Arthur Male
Valery Gemmell
Yolanda Ward
Evelyn Penney
Geoff Donley
Paul Barnes

Public forum

A 10 minute public forum was held prior to the meeting at which the following points were raised by parishioners:

- Former Village Hall - where are the funds from the sale of the former village hall held, how much are they, who are the Trustees and what are the conditions surrounding the use of these monies? Clerk advised that the Trustees were the Pastor of the Baptist Church, Vicar of St Mary Magdalene Church and Head teacher of Fleet Wood Lane School and funds she believed were in the region of £17,000. It was agreed that she would try and find out more details - **ACTION LIST** next meeting to provide update.
- Drain joint at the end of Lowgate – area has been strimmed but the cuttings have been put in the culvert and blocked it; Cllr Coupland will arrange for this to be cleared – **ACTION LIST** next meeting to provide update.
- Dog bin in vicinity of old Eastfields site – Clerk had requested bin in August 2018 but this was still not in situ; Cllr Coupland will chase - **ACTION LIST** next meeting to provide update.
- Complaints about poor bus service provided by Stagecoach Buses – Clerk asked to write to express concerns of parishioners about the poor, erratic 505 service.

1. **Apologies for Absence** - apologies received from Cllrs R & A Dean due to ill health.
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 – there were none.
3. **Signing of the Minutes** – Clerk’s notes from the meeting on 18th September 2018 were unanimously accepted as a true record and signed by Cllr Coupland as such. Cllr Penney queried whether a SHDC Planning Meeting had taken place at which the application for Fleet Road Nursery was discussed. She was not happy that she had not received an invitation if so and wanted to know whether this application had now been approved. Cllr Coupland explained the workings of planning meetings, said he would make enquiries and advise Cllr Penney accordingly.

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4. Financial Matters –

- Reconciliation of Bank account for September & October 2018 – Clerk advised that the bank balance stood at £13,669.56 with un-presented cheques to be deducted amounting to £1280.45.
- 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 2018. 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.
- Payment of accounts – members had been provided with a list of invoices currently outstanding which amounted to £1280.45. A quote of £480 from Hollyoaks Landscapes to clear the east side dyke at the Playing Field was discussed and it was proposed by Cllr Gemmell and resolved by all to accept this and ask for the work to be carried out as soon as possible.
- Budget considerations ahead of Precept decision in January 2019 – Clerk had prepared a detailed Budget to assist with Precept setting in January which Cllrs perused at length. She advised that there was still a further known £6660.01 of expenditure to be made before the year end which would result in an anticipated carry forward of £7153.00; there was also VAT to be reclaimed in the region of £1400. Estimated expenditure for 2019/20 amounted to £28,643.00 which allowed for a 5% increase on services, 1% increase on the Clerk’s salary and other items remaining the same. Cllr Gemmell queried the figure of £200 which had been earmarked for election costs and thought this was too low. Clerk will contact Electoral Services for a more accurate figure and amend the Budget accordingly along with figures for grass cutting once quotes are received for this work. Cllrs mooted a minimum 5% increase in the Precept but this will be decided at January’s meeting once accurate Precept figures have been received from SHDC which will take into account new properties built in the parish since last year. Clerk was asked to calculate the figures for a 5%, 7.5% and 10% increase in the Precept and how this would affect contingency. It was reported that there was a possibility of monies being received from D&R Homes since they have built several developments in the parish recently and hope to build a further 6 properties off Fleet Road (see Planning Applications received).
- Consider payment of grant to Fleet Baptist Church for 2018/19 – following the approval of a Grants Policy and application form earlier in the year, Cllrs were in agreement that grants should not be made automatically but that requests for funds should be made using the appropriate form which can be found on the website.

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

- Clerk - update on matters arising from minutes of 18th September 2018 – Clerk read through the 22 items remaining on the Actions List and provided updates where appropriate:

	ISSUE	AGREED ACTION	DATE ACTION TAKEN	DATE ISSUE RECTIFIED
1	Lorries on Hocklesgate	Request made for ‘Not suitable		Ongoing

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		for HGV's' sign 2/8/18 Highway's ref: 101000301039	Cllr Coupland asked to chase – 10/18	
2	Playground equipment inspection/replacement	Decision required whether to make repairs or purchase replacement items.	Further quotes still being chased from Soverieign Play, HAGS &	Ongoing
3	Quotes for dyke clearance on Playing Field	Cllr Coupland to arrange.	Quote received from Hollyoaks Landscapes, as below £1000, 1 quote acceptable and agreed that work will commence asap.	Ongoing
5	Rowan trees causing trip hazard on Old Main Road	Clerk notified Highways Dept 11/4/18 ref: 101000278619	Cllr Coupland asked to chase 10/18	Awaiting action by LCC
6	Overhanging branch, Bensgate	Tree completely dead – will require road closure to remove. LCC advised 11/4/18 Highways ref: 101000278626	Cllr Coupland asked to chase 10/18	Ongoing
9	New bench opposite Fleet Road garage	Bench installed 21/11/18.	Completed by Cllr Donley – 21/11/18	Completed
10	New 30 mph speed sign required on Old Main Road	Clerk reported to Highways Dept	Cllr Coupland asked to chase – 10/18	Awaiting action by LCC
12	New information boards at St Mary Magdalene Church and vicinity of Holbeach House	Funds received, decision required as to style and detail.	Final design work to be completed by Cllrs Coupland & Ward and outcome distributed to all Cllrs for	Ongoing

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			approval by year end.	
13	Reduction of speed limit on Hallgate/Lowgate	Clerk to contact Minor works and traffic dept, LCC	Agenda meeting 19/11/18 to discuss setting up speed monitoring system	Awaiting action by LCC Ongoing
14	Request for new dog bin on Fleet Road near new housing development (Old Boys Home)	Clerk requested from SHDC 23/08/18	Cllr Coupland to chase – 11/18	Ongoing
15	Campaign to establish Fleet is not Holbeach	Work ongoing by Royal Mail – update received	Agenda meeting 19/11/2018; further work necessary which Clerk will attend to.	Ongoing
16	Request for village sign by Parishioners	For discussion – style and type of sign to be ascertained	Costings required; agreed to consider in new financial year.	Ongoing
17	Section 106 monies	Query raised at meeting 17/9/18	Cllr Coupland advised SHDC now have new designated officer who deals with this complex area from whom he is hoping to find out more.	Ongoing
18	Adopt or purchase Cherry Lane play area from SHDC	Request made 2017. Further correspondence received from residents.	Area being considered as possible building plot – SHDC. May take some time for a decision to be reached.	Ongoing
19	Uneven block paving on pavement between Cherry Lane & Little Marsh Lane	Cllr Coupland to inspect.	Cllr Coupland chased LCC – 10/18	Ongoing

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20	Trees at rear of Mayfair Close	Parishioner concern raised 17/9/18	Cllr Coupland is investigating ownership of land where trees are growing; possible boundary dispute.	Ongoing
21	Bus timetable too high in bus shelter	Parishioner concern raised 17/9/18	Cllr Barnes to inspect rivets and rectify	Completed by Cllr Barnes 23/11/18
22	Greenfields – resurfacing work required to remedy poor drainage.	Cllr Coupland to raise with LCC	Update required – 21/1/19	Ongoing

- Playing Field & Pavilion Working Group - Cllr Coupland advised that the grass had been cut for the last time this year and that replacement windows would be required in the pavilion at some stage as the existing ones were boarded up as the frames are rotten. It was agreed that 3 quotes would be obtained for this work following which a decision would be made as some Cllrs queried the necessity for this since the pavilion is not in use. Cllr Coupland mentioned that there may be some District money available for this purpose and will attend to obtaining the quotes. AGENDA next meeting for update and discussion.
- Best Kept Village Competition (BKVC) Working Group - Cllr Penny was delighted to announce that 2nd place had been achieved for the second year running and thanked everyone involved for their participation and effort. The only negative comments from the judges concerned the path at the side of the War Memorial which they considered requiring attention and the garages behind which were scruffy. As the garages are owned by SHDC Cllr Coupland will make enquiries about maintenance work and will also establish ownership of the footpath. AGENDA next meeting for discussion. Cllr Penny asked for the Judges comment sheets to be placed on the website which the Clerk will attend to. Cllr Barnes queried why the title on the sheets was Fleet Hargate and not Fleet and was advised that this was the wording used by the Judges; this will be noted for next year and an advice sent to the competition organisers. Cllr Penny was thanked for all her hard work in bringing about such a great result.
- Fleet Christmas Festival Working Group- Cllr Donley advised that plans for the Festival were going well. The event will be held at the front of the Playing Field on Old Main Road at 7pm on Friday 7th December and will be opened by the Rt Hon John Hayes, MP. There will be lot of stalls, activities and entertainment and all are encouraged to attend. A Risk Assessment has been carried out and First Aiders secured, both requirements of the Insurance Company.
- Monthly Councillor Surgery & bench update- Cllr Donley advised that 3 x 2 hour surgeries have now been held which are proving to be a success; Holbeach PC are now following suit as a result. The Library seems to be a favourable location as it is easily accessible and Cllr Donley requested the appearance of fellow members

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to assist as 2 councillors are required per session. He was happy to continue with the surgeries on the first Saturday of every month and was unanimously thanked for the work he has put in on this front.

The new bench, paid for by the Rotary Club of Holbeach, is scheduled for installation on Wednesday 21/11/18 on the newly constructed plinth opposite Fleet Road Garage.

- Skate Park fund raising group - Cllr Coupland advised that meetings were taking place to further this idea and thanked Mike Tee for all the work he had put in to date in this regard. Several bodies are to be approached to ascertain whether funding is available and once this is known community involvement will be requested. Cllr Gemmell will supply the Clerk with details of the Wryde Croft Wind Farm as they have community funds available and the 2 other wind farms in the vicinity will also be approached. Cllr Donley asked whether grants could encompass the improvements required to the pavilion and play equipment as well as a potential skate park, to view the project as a whole which will be considered when applications are put in. AGENDA next meeting for update.

6. Planning Matters

To discuss and resolve ways to improve consideration of all Planning Applications to facilitate submission of comments in a timely and professional manner – this item had been included on the Agenda following an issue with the submission of a comment pertaining to Fleet Road Nursery. The Clerk referred to an email she had sent through to members reminding them that the process had been the same for the last 18 months as a minimum and indeed had been outlined at the last meeting on 17th September. 'All planning applications are forwarded by e mail to all Members asking for their comments by the stated deadline and if received then a consensus of opinion compiled with the Chair of the Planning Group which is forwarded to the Planning Department at SHDC by the Clerk; this is the same procedure adopted by many small Parish Councils who only meet bi-monthly.'

The Fleet Road Nursery application was no different and was forwarded to members on 5th September for comment by 25th September. At this date as only two comments had been received the Clerk formalised her response based on these which was then sent through to SHDC in the usual way. The Clerk pointed out that if members did not send her their comments then she could not be expected to know that they have an opinion for or against. In fact this application was included on the planning list which was itemised on the Agenda of the meeting on 17th September and no comments were made. If comments had been raised they would have been noted in the Minutes and forwarded accordingly. This process is applied to all planning applications received and if comments are not forthcoming from Members then nothing is submitted to SHDC.

Cllr Coupland added that as Fleet PC meetings are only held on a bi-monthly basis members do not discuss and vote on each planning application as, in most cases, the window for submitting comments has closed. It was agreed that there was therefore no other way of dealing with planning applications and the current system would remain.

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Applications received since last Meeting:

Date	Reference no	Type	Proposal	Location	Comments by
28/9/2018	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 44.	HERON ORCHARD CARAVAN PARK FROSTLEY GATE	19th October 2018
11/10/2018	H05-1006-18	FULL	Proposed rear extension and alterations	8 Cross Street Fleet	1st November 2018
16/10/2018	H05-1016-18	FULL	Erection of glasshouse	Long Lane Nurseries Long Lane	6th November 2018
13/11/2018	H05-1118-18	Outline	Erection of 6 dwellings with means of access	Land off Fleet Road, Fleet Hargate	4 th December 2018

Decided Planning Applications by SHDC:

Date	Reference	Type	Development	Location	Decision
7/10/2018	H05-0887-18	NON MAT AMENDMENT	Erection of three-bed bungalow and garage - approved under H05-1132-91 and H05-0728-93 - Amendments to reduce the size of dwelling	190 Fleet Road Fleet Spalding	Approved
14/10/2018	H05-0793-18	Outline	Residential development of up to 5 dwellings	Land North Of Fleet Road Fleet	Approved
21/10/2018	H05-0852-18	FULL	Proposed addition of 5 static caravans	Frostley Gate Fleet	Approved

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			with the removal of 4 tourers	Spalding Lincs	
11/11/2018	H05-0372-17	FULL	Residential development – erection of 9 dwellings	Land off Old Main Road, Fleet Hargate (Strawberry Fields)	Approved

7. **Correspondence** – copies of all correspondence having been provided to members prior to the meeting the Clerk gave a brief synopsis of the following:
- Clive Wicks Associates – Fleet Road Nursery – letter of thanks received for prompt action taken over extending period in which councillor comments could be made due to many failing to submit their thoughts to the Clerk in the usual manner and in the given timescales.
 - Fleet PCC – letter of thanks received from Fleet Church PCC extending thanks for funding grass cutting in certain areas of the churchyard.
 - LALC – Safeguarding in the Community event on 28/11/18 organised by Lincs Safeguarding Children Board; Cllrs Penny & Ward expressed an interest in attending and Clerk will arrange.
 - Lincs Fire & Rescue – Emergency Text Alert system to be trialled designed to alert parish councils that an incident has occurred which requires their attention. Cllr Barnes volunteered to be the Primary Emergency Contact and the Clerk will forward his details to the Emergency Planning Officer at the County Emergency Centre together with those of the Chairman as secondary contact. Cllr Gemmell asked whether Cllr Barnes would like all the Emergency Group information she has formulated, which she will pass on.
 - British Red Cross – free first aid sessions for parish councils are being run and the Clerk will contact the Red Cross to organise delivery since Cllrs Donley, Barnes, Penney & Ward expressed an interest.
 - Lincs Police – Community Safety Information Evening being held on 21/11/18 aiming to provide information on addressing local concerns and helping residents; several Cllrs to attend.
 - Lincs CC – Highways Maintenance department require an update on grit bin filling and whether any new grit bins are required. It was discussed that the bin at the top of Eastgate would need refilling but Cllrs could not think that any further bins were needed. Clerk will notify LCC accordingly.
8. **Fleet identity** – Royal Mail have now completed their enquires and are happy to accept the proposal to take out Holbeach from 1054 Fleet addresses on receipt of a letter of support from SHDC and Rt Hon John Hayes. Clerk was thanked by Cllr Gemmell for all the work she had done to secure this outcome and proposed that the letters of support were obtained which received unanimous support. Once these letters are received by Royal Mail then they will consult with all those affected to give them the opportunity to object. Should less than 20% object then Holbeach will

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just be removed but if more than this object then a postal ballot will be conducted which will require a response rate of at least 50% of those contacted and a majority of those responding. Cllr Gemmell also proposed that this detail should be put into the local newspaper to alert residents which was approved. Clerk will make the necessary arrangements and AGENDA next meeting for update.

9. **Highway matters** – to discuss the use of the data produced by the interactive speed sign and resolve whether an Archer survey could be requested on speeding blackspots such as Hallgate and Old Main Road. Clerk advised that the data from the sign had now been added to the website and asked Cllr Barnes to provide some detail of the Archer survey that was conducted by Lincs Road Safety Partnership (LRSP) on Fleet Road, so this could also be added. It was agreed that the Clerk will contact LRSP to ascertain the criteria for instigating an Archer survey on Old Main Road and Hallgate; AGENDA next meeting for update.
10. **Information Boards** – discussion continued on the final design for the information boards which are to be situated near to the Parish Church and Holbeach House. It was agreed that more photographs were required and that the detail needed extending to perhaps include famous people associated with Fleet. Cllr Gemmell advised that Holbeach Civic Society have lots of this type of information and Cllr's Ward and Coupland will look into this further and come up with a final design which they will distribute to all councillors for approval once done. It was agreed to remove the '2018' from the title since it has taken so long to reach a decision, this is no longer relevant. Clerk reminded Cllrs that the funds for this project had been received in November 2017 and that Fleet Preservation Trust were keen to see this completed.
11. **Update Standing Orders** – Cllrs had been provided with a draft copy of the proposed Standing Orders which had been drawn up by the Clerk following the new NALC template. Alterations were necessary due to changes in legislation primarily concerned with GDPR. Cllr Barnes proposed that the new document was adopted which was seconded by Cllr Donley with all in agreement.
12. **Addition of alternative polling station** – to agree on wording of letter to be distributed to parishioners living in proximity to the Catholic Church (draft previously circulated). Cllr Gemmell asked for the addition of a sentence detailing the postal voting system and agreed to distribute the letters with Cllr Donley once prepared. Clerk will attend to this amendment and copy 1000+ letters for distribution; AGENDA next meeting for update
13. **Proposal for new bus shelter adjacent to Holbeach House** – Clerk read from letters received from the owners of properties in close proximity to the proposed shelter who had been consulted about this idea; all were vehemently opposed. As a result and the fact that the pavement is too narrow to construct a shelter without causing a blockage, it was unanimously agreed that no further action would be taken in this regard.

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14. **Meeting dates for 2019** - the following dates were agreed for meetings in 2019, being the 3rd Monday bi-monthly:

January	21 st
March	18th
May	20th
July	15th
September	16th
November	18th