

Fleet Parish Council

Meeting – Monday 21st March 2022

A meeting of Fleet Parish Council was held at the Community Hall, Hargate Close, Fleet Hargate on Monday 21st March 2022 at pm which was attended by three members of the public and the following Councillors: Paul Barnes (Chair), Evelyn Penney (Vice Chair), Peter Coupland, Geoff Donley, Eddie McNally, Caroline Stockford, David Rodwell & the Clerk – Robyn Negus.

Due to the Annual Parish Meeting proceeding this meeting, there was no open public forum.

Report from elected member of Lincolnshire Council and South Holland District Council – Cllr Coupland advised he had nothing to report at this time.

19:10 The Chairman opened the meeting by welcoming all.

1. **Apologies for Absence** – Cllr Stephen Dickey & Cllr Valery Gemmel. 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. None received.

3. **Signing of the Minutes** – The notes of the meeting held on 17th January were read and correction requested for item 12 this was agreed to be corrected and represented for signing at the next meeting.

4. Financial Matters:

- Reconciliation of Bank account - Clerk talked through current bank balance following reconciliation of the bank statement for January & February 202 – The balance as of 28th February 2022 was £28,878.65 with pending payments £2,720.97 bringing the total balance to £26,157.68. Members were provided with a copy of the latest bank statement for their records.

• Payment of Invoices:

Cheque Number/Payment ID	Date	Cost Code	Value
Online Payment	27/01/2022	Grants & Donations	£35.00
Online Payment	27/01/2022	Queens Jubilee	£69.00
Online Payment	27/01/2022	Planters	£39.54
Direct Debit	24/01/2022	Electricity	£15.37
Online Payment	11/02/2022	Salaries & Wages	£449.37
Online Payment	11/02/2022	Salaries & Wages	£42.73
Direct Debit	22/02/2022	Electricity	£14.87
Online Payment	24/02/2022	Playing Field & Pavilion	£8.00
Online Payment	04/03/2022	Playing Field & Pavilion	£2,580.00
Online Payment	04/03/2022	Queens Jubilee	£94.97
Online Payment	04/03/2022	Queens Jubilee	£25.00

5. The following policies were **reviewed** and agreed by all to adopt going forward:

- Standing Orders
- Code of Conduct– Small amendment to document – Replace Monitoring Officer to read as RFO
- Financial Regulations

6. Review report/recommendation following **internal audit** – Cllr Barnes talked though the report received following an internal audit. Key items are being worked on including.

- It was recommended that FPC set up a process to record monthly asset inspections. Clerk will forward a template for Cllrs to use going forward.
- A further recommendation was for the parish to have a Terms of reference document to outline the key responsibilities and powers for each committee. This is a work in progress.

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7. To receive reports - from:

- Playing Field & Pavilion Committee - Cllr Coupland reported that the first grass cut had been done on the playing field and it would now be ready to be rolled. A Parishioner confirmed that the offer of rolling the playing field had now been withdrawn so it was agreed for the playing field committee to source an alternative contractor to complete. Cllr Rodwell wanted to express his thanks to Mr Smith who had assisted with removal of the redundant climbing frame.
- a) Update on sanitary wear works – Clerk confirmed the agreed items had been ordered and due to be replaced in the next few weeks.
- b) Update on quotations for replacement windows in pavilion – Clerk confirmed we had now received a quote of £835 to install the new pavilion windows. Therefore, the total cost of new windows including installation was £2,457 + vat. Cllr Barnes proposed we go ahead, this was seconded by Cllr Rodwell and agreed by all.
- c) Risk Assessment for Pavilion/Fire extinguishers – Clerk confirmed the Risk Assessment was still a work in progress – She also reported that the fire extinguishers had now been fitted.
- d) Climbing frame & rubbish removed from pavilion – Cllr Barnes confirmed the rubbish had been removed from the pavilion other than the roller and wheelbarrow, which the Clerk confirmed would attend to.
- e) Moles on playing field – Cllr Coupland reported that urgent attention was needed to deal with the moles. It was resolved for the Playing field Committee to meet and agree on appropriate action required.
- f) Rusty gate on playing field – Cllr Gemmell & Cllr Evely reported that during Risk Assessment in preparation of the Queens Platinum Jubilee Celebrations. They noted that one of the gates was very rusty and sharp. Cllr Coupland confirmed that all the gates would be painted, which will resolve this.
- Grant Application for Redevelopment of the Playing Field Committee – In the absence of Cllr Gemmell, Cllr Stockford confirmed that two applications were in progress, but we have yet to receive a decision.
- a) Update on land registry and planning application for Playing Field - Clerk confirmed this is outstanding but work in progress.
- b) Section 106 Monies – Clerk confirmed that correspondence received outlining the process will be circulated.
- Planter Maintenance & War Memorial Committee – Cllr Penney reported that the War Memorial was tidy, and the trees had now been taken down. Thanks were noted to Cllr Barnes, Cllr Dickey, Cllr Penney and Mr Penney for their time and effort in clearing the debris. Cllr Penney confirmed that volunteers are needed to assist with planters. She is planting perennials to assist with keeping the planter's lower maintenance. Clerk reported that during a meeting at the War Memorial, the works needed to improve the drainage at the front of the memorial was discussed and details of requirements shared. It was resolved to use this description of works to obtain quotations to review at our next meeting.

8. Correspondence Received:

- Email from LCC re Highway Verge Grass Cutting Quotation for 2022 – Details were shared and it was resolved to decline this quotation.
- Email from ROCK SCHOOL BUS - NHS Suicide Prevention Funding – Following a discussion I was resolved for the Clerk to invite Rock School Bus to attend the Queens Jubilee Celebrations to assist with their advertising.
- Email from LALC re Annual Subscription 22/23 – Agreed by all to pay invoice
- Email from LALC re Annual Training Scheme 22/23 Renewal – Agreed
- Email from RBLI re Planting a Tree for the Jubilee – Following discussion Cllr Barnes proposed we join the RBL with this project and purchase an Oak tree to be planted near the Church/Village Green. This was seconded by Cllr Coupland and agreed by all. Clerk to source appropriate Oak tree for a budget of £50-£100.

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9. Actions List - To discuss completion of outstanding items and agree timescales – Clerk to lead

- Request for consideration for Drop kerbs on corner of Eastgate Gdns & Eastgate and another on corner of Burgess Drive & Eastgate. Clerk reported that confirmation had been received that works have been approved for this. Awaiting start date.
- Public Space Protection Order – Application of PSPO to enforce dogs on leads whilst using the playing field – Clerk reported that a representative from SHDC was happy to have a meeting (zoom) to answer any question and offer advise on how we could proceed. It was agreed that Clerk would arrange a suitable date and Cllrs would create a list of questions in preparation.
- Repeat request for not suitable for HGV signs to be erected – Cllr Coupland reported that this is ongoing by will chase for an update.

10. Speed Watch Initiative - To review any information gathered from the interactive speed sign & Police Speed Camera – Cllr McNally reported he was still awaiting the equipment. Cllr Coupland advised he now had the equipment. Further discussions were had regarding purchasing VAS equipment to deter speeding. Clerk confirmed we had a catalogue, so would circulate and review costs and requirements at our next meeting.

- Update on Proposal for speed limits to be reduced, Eastgate, Hall Gate & Church Lane – Cllr Coupland confirmed he had nothing further to report at this time. Cllr Stockwell raised concerns and has now asked for this matter to include safety management measures, this is due to children using this road to attend school and the footpath stopping so they have to cross. Cllr Coupland confirmed he would take forward with LCC.

11. Planning Matters - To note all Planning Applications and decisions received from SHDC since the last meeting. Cllr Donley advised he had nothing to report:

Applications received since last Meeting:

Date	Reference no - Type	Proposal	Location	Comments by:
21/01/22	H05-0036-22 Full	Extension to Touring Caravan Site and Change of use and Extension of Agricultural Barn to Form Reception/Storage of Maintenance Equipment and Cafe, and Ancillary Welfare Facilities - part retrospective	The Lawns & Lakes Camping and Caravanning Site Lowgate Road	11/02/22
01/02/22	H05-0066-22 Modified Agreement	Modification of 106 Agreement to update clause 8.10 (mortgagee in possession to bring in to line with current policy) - relating to planning approval H05-1183-16	Land at 50 Fleet Road Holbeach	22/02/22
07/02/22	H05-0048-22 Prior Approval App	Conversion of barn into dwelling	Adj. Gaia Bens Gate	28/02/22
09/02/22	PL/0180/21 Adjoining Parish Consultation	TO CONSTRUCT A POLYCONDENSATION PLANT	LAUREL LODGE FARM, HURN ROAD,	
10/02/22 Amendment Received	H05-1124-21 SEC 73 MODIFICATION	Residential development of 9 dwellings - approved under H05-1235-18. Modification of Condition 10 relating to Flood Risk Assessment.	Land off Old Main Road Fleet Hargate	17/02/22
11/02/22 Amendment Received	H05-1124-21 2212 Sec 73 Modification	Residential development of 9 dwellings - approved under H05-1235-18. Modification of Condition 10 relating to Flood Risk Assessment.	Land off Old Main Road Fleet Hargate	17/02/22
15/02/22	H05-0137-22 SEC 73 MODIFICATION	Change of use of land for an extension to existing caravan site - approved under H05-0694-21. Removal of Condition 11 regarding occupation of caravans between 1 November (or the following Sunday, if	HERON COTTAGE CAMPING AND CARAVANING FROSTLEY GATE	08/03/22

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		half terms extend into November) in any one year and 14 March in the succeeding year.		
01/03/22	H05-0204-22 SEC 73 MODIFICATION	Residential Development - 55 dwellings including demolition of existing house - approved under H05-1183-16. Modification of Conditions 7 & 8 relating to highway & footpath details	Fleet Road Fleet	22/03/22
03/03/22	H05-0218-22 SEC 73 MODIFICATION	Conversion, partial demolition, and extension of barn into a new dwelling - approved under H05-1038-21. Modification of Condition 2 to allow amendments to previously approved plans.	POPLAR FARM MOOR GATE	24/03/22
09/03/22	H05-0250-22 Full	Proposed front extension, detached single garage and connecting carport	2 GREENFIELDS	30/03/22

Decided Planning Applications by SHDC:

Date	Reference	Development	Location	Decision
16/01/22	H05-0940-21 FULL	Proposed conversion into single dwelling	Mill Bank Holbeach Spalding	Approved
23/01/22	H05-0890-21 FULL	Proposed residential development for one house	Adj. The Chestnuts Church End Fleet Spalding	Approved
23/01/22	H05-0982-21 FULL	Proposed agricultural produce store - re-submission of H05-0851-20	Mill House Farm Roman Bank Fleet Spalding	Approved
23/01/22	H05-1038-21 FULL	Conversion, partial demolition and extension of barn into a new dwelling.	Poplar Farm Moor Gate Holbeach Spalding	Approved
23/01/22	H05-1274-21 Condition Compliance	Details of construction management plan & method statement and materials schedule (Conditions 8 and 14 of H05-0664-21)	Land East Off Holbeach Manor 2 Fleet Road Fleet Spalding	Approved
20/02/22	H05-1124-21 SEC 73 MODIFICATION	Residential development of 9 dwellings - approved under H05-1235-18. Modification of Condition 10 relating to Flood Risk Assessment.	Land Off Old Main Road Fleet Hargate Spalding	Approved
20/02/22	H05-1321-21 FULL	Proposed extension to front elevation	Touchwood 12 Joys Bank Holbeach St Johns Spalding	Approved
27/02/22	H05-0459-20 Condition Compliance	Details of Conditions 3, 4, 6, 7, 8, 9, 11, 12, 14, 15, 18, 19, 20, 21, 22 and 23 of H05-1235-18.	Land Off Old Main Road Fleet Hargate Spalding	Application Withdrawn
27/02/22	H05-0047-22 Condition Compliance	Details of root barrier along southern boundary (Condition 5 of H05-0982-21)	Mill House Farm Roman Bank Fleet Spalding	Approved
06/03/22	H05-1168-21 Condition Compliance	Details of boundary screening, roads & footways, surface water drainage, foul water disposal, construction management plan, plan illustrating areas of publicly accessible open space,	50 Fleet Road	Approved

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		landscape management & maintenance schedule, means & storage of refuse & recycling and scheme to deal with contamination & pollution (Conditions 5, 6, 9, 10, 11, 12, 15, 16 & 18 of H05-1183-16)		
06/03/22	H05-1209-21 Condition Compliance	Details relating to estate road & associated footways & finished surface levels, management plan for open spaces & outdoor play areas and protected species survey (Conditions 8, 14 & 19 of H05-1183-16)	50 Fleet Road	Approved

Clerk shared an email from SHDC planning department regarding the new road name for a new development in Fleet. No objections were raised.

12. Forward Planning & Events

- Update on plans for event in 2022 to honour the Queens 70th year reign – Cllr Penney reported that the Queens Platinum Jubilee Celebrations Committee were working very hard and plans were taking shape. A copy of the draft program was shared, and more ideas and feedback discussed. Cllr Penney confirmed that volunteers were needed to help set up and clear up after the event. Posters are being worked on to show details of the event, which will include music, stalls and an arena for various displays and games.
- Street Decorations - Various ideas were shared and queries raised with regards to permission needed to use lamp posts. Ongoing.
- Risk Assessment - The risk assessment prepared by a third party was shared and agreed by all.

13. **To Note Date of Next Meeting** – Monday 16th May 2022. A date for the next Meet & Greet Public Forum is yet to be confirmed but will include a discussion about Speed Awareness within the Parish and a Police representative will be invited.

14. Resolve to go into **Closed Session** to review:

- Review quotes (if any) received for fence at War Memorial – Non received. Agenda May 22
- Clerk Annual Salary review – Following a discussion, in line with the National Joint Council for Local Government Services revised pay scale, it was proposed to increase the Clerks hourly rate of pay by 22p with effect from 1st April 2022. This was agreed by all. It was also agreed to award backpay of 49p per hour for 2021/22 following a revised pay scale for 2020/21 which was delayed due to Covid.