

# Fleet Parish Council

Meeting – Monday 16<sup>th</sup> May 2022

The Annual meeting of Fleet Parish Council was held at the Community Hall, Hargate Close, Fleet Hargate on Monday 16<sup>th</sup> May 2022 at 7pm which was attended by two members of the public and the following Councillors: Paul Barnes (Chair), Peter Coupland, Geoff Donley, Stephen Dickey, Eddie McNally, Valery Gemmell, Caroline Stockford, David Rodwell & the Clerk – Robyn Negus.

Public Forum – A public forum was opened:

A Parishioner advised that the key safe had now been installed in the pavilion and reminded Cllr Coupland that a key for the field access gate was agreed to be placed in it. Cllr Coupland confirmed this would be done.

Report from elected member of Lincolnshire Council and South Holland District Council – Cllr Coupland reported that LLC Highways would be attending to review the dangerous junction on the A17.

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

## 22.05.1 To Elect Chairperson/Vice Chairperson

- Cllr Barnes was proposed, seconded and elected to remain as Chairman. Declaration of Acceptance of Chairman was signed and will be collected by the Clerk.
- Cllr Penney was proposed, seconded and elected to remain as Vice Chair. Declaration of Acceptance of Vice Chairperson will be signed and collected by the Clerk

22.05.2 **Apologies for Absence** and reasons given – Cllr E Penney Reasons given were noted and RESOLVED to accept by all.

22.05.3 **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. Cllr Stockford noted her interest in item 11. Declaration of Interest book noted and signed accordingly.

22.05.4 To appoint members to serve on the following **Working Committees**: It was RESOLVED that existing members of all Working Committees, as detailed below - be reinstated for another year which was **agreed** by all:

- Playing Field & Pavilion – Cllr Coupland, Cllr Dickey & Cllr Rodwell
- Planning – Cllr Donley, Cllr Gemmell & Cllr McNally
- Grant Application, in respect of redevelopment of the playing field, Committee – Cllr Gemmell, Cllr Penney & Cllr Stockford
- War Memorial & Other Amenities Committee – Cllr Penney with the assistance of Cllr McNalley
- Press Statements/Responses – Although, no committee for this, Cllr Barnes reminded to Full Council that any Statements/Responses on behalf of Fleet Parish Council need to go via the Clerk.

Cllr Barnes asked all Committees to ensure that details of Committee meetings are noted as a contingency considering upcoming elections next year. He also reminded full council to be mindful of their tone when discussing items over email.

22.05.5 **Signing of the Minutes** – Clerk's notes from the meeting on 21<sup>st</sup> March 2022 and correction to notes from 17<sup>th</sup> January 2022 were read and **RESOLVED** by all, as a true record and signed by the Chairman.

## 22.05.6 Financial Matters:

- Reconciliation of Bank account - Clerk talked through current bank balance following reconciliation of the bank statement for March & April 2022 – The balance as of 29 April 2022 was £59,977.84 with pending payments £2,020.15 bringing the total balance to £57,957.69. This balance included receipt of £31,737 precept payment and SHDC grant of £4,400. Members were provided with a copy of the latest bank statement for their records.
- Payment of Invoices:

Online Payment	09/03/2022	Salaries & Wages	£449.37
Online Payment	09/03/2022	Printing	£3.90
Online Payment	09/03/2022	Salaries & Wages	£42.73

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Online Payment	09/03/2022	Repairs & Maintenance	£35.00
Direct Debit	22/03/2022	Electricity	£14.34
Online Payment	17/03/2022	Playing Field & Pavilion	£174.00
Online Payment	17/03/2022	Queens Jubilee	£9.25
online Payment	17/03/2022	Queens Jubilee	£5.49
Online Payment	17/03/2022	Queens Jubilee	£10.68
online Payment	17/03/2022	Queens Jubilee	£15.41
Online Payment	17/03/2022	Queens Jubilee	£135.00
Online Payment	17/03/2022	Queens Jubilee	£150.00
Online Payment	18/03/2022	Queens Jubilee	£97.00
Online Payment	23/03/2022	Queens Jubilee	£13.99
Online Payment	23/03/2022	Tax/NI Contributions	£137.60
Online Payment	23/03/2022	Salaries & Wages	£203.80
Online Payment	30/03/2022	Playing Field & Pavilion	£30.96
Online Payment	01/04/2022	Clerk - working from home allowance	500
Online Payment	06/04/2022	Drainage Rates	27.5
Online Payment	06/04/2022	Membership & Subscription Fees	489.01
Online Payment	06/04/2022	Membership & Subscription Fees	180
Online Payment	06/04/2022	Membership & Subscription Fees	162
Online Payment	06/04/2022	Queens Jubilee Celebrations	50
Online Payment	06/04/2022	Playing Field grass cutting	192.56
Online Payment	06/04/2022	Clerk/RFO Salary	458.73
Online Payment	06/04/2022	Litter Picker wage	42.73
Online Payment	06/04/2022	Queens Jubilee Celebrations	230.4
Online Payment	21/04/2022	Upkeep of pavilion & playing field	298.08
Direct Debit	21/04/2022	Electricity to pavilion	14.31
Online Payment	21/04/2022	Queens Jubilee Celebrations	252
Online Payment	28/04/2022	Queens Jubilee Celebrations	32.1
Online Payment	28/04/2022	Planters & plants	91.78
Online Payment	28/04/2022	Amenity grass cutting	380
Online Payment	28/04/2022	Audit fees	228
Online Payment	28/04/2022	Moles	150

- To approve the Annual Return and Annual Governance Statement for the financial year 2021/22
  - A) Annual Internal Audit Report (Pg. 3 on AGAR)
  - B) Annual Governance Statement 2021/22 (pg. 4 on AGAR)
  - C) Accounting Statements 2021/22 (Pg. 5 on AGAR)
  - D) For information at this time External Auditor Report & Cert (Pg. 6 on AGAR)

Council had read the Annual Return and Governance statement when circulated to them prior to the meeting, the chairman completed the form. The form was duly signed.

Clerk circulated a copy of the budget. It was agreed to bulk together the funds ring fenced for the hard standing. It was also agreed to commence the grant application for installation of a new roundabout on the playing field.

A discussion took place regarding the Insurance renewal. It was RESOLVED to increase our sums insured for the Pavilion and outdoor furniture.

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### 22.05.7 To receive reports - from:

- Playing Field & Pavilion Committee - Cllr Coupland reported that the blocked drains in the pavilion had been repaired along with replacement of the missing board for pipes in W.C.
  - a) Update on sanitary wear works – Clerk confirmed the work had now been completed, but the plumber had noted that attention is needed to the stopcock. It was agreed by all for these repairs to be carried out.
  - b) Update on quotations for replacement windows in pavilion – Clerk confirmed it is unlikely for the windows to be in place before the Queens jubilee celebrations. But will keep full council updated.
  - c) Risk Assessment for Pavilion – Clerk confirmed still a work in progress.
  - d) Moles on playing field – Reports from Cllr Coupland confirmed that the mole situation had much improved. It was agreed to review on an ongoing basis.
  - e) Rusty gate on playing field – Cllr Coupland reported that this had now been resolved and gate painted.
  - f) Increase in cost of playing field grass cutting – Clerk reported that due to changes in revenue on diesel, it was necessary for the contractor to increase their prices for cutting the playing field. An increase of £7.47 was discussed and resolved by all to accept this additional charge.
- Grant Application for Redevelopment of the Playing Field Committee –Cllr Stockford advised that there was nothing further to report at this time, only than an application had been submitted in respect of the hard standing project to the Wind Cluster fund.
  - a) Update on land registry and planning application for Playing Field - Clerk confirmed this is outstanding but work in progress.
  - b) Clerk reported that our CO-OP application had been successful, and we were awaiting the voting outcome
- Planter Maintenance & War Memorial Committee – In the absence of Cllr Penney, clerk read a written statement to confirm that the War Memorial was tidy, and she had now planted up the planters. But help is needed. It was RESOLVED for Clerk to put posters in the notice boards to ask for more volunteers to assist with planter maintenance and keeping the War Memorial tidy.
- Observations following Asset inspections – Clerk reported that most inspections had been carried out with findings being and appropriate actions taken to resolve.

### 22.05.8 Correspondence Received:

- Email from LALC reminding Cllrs to use an email solely for the use of Parish business for all Cllrs was shared.
- Clerk shared details of an email received from the Deacon & Fairfax Charity advising of a vacancy. Cllrs to feed any suggestions back to Clerk.
- Email from SHDC re naming of a road for the new development on Old Main Road. Cllr were asked to feedback to Clerk

### 22.05.9 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, Clerk to chase for update.
- 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 – Outstanding
- Repeat request for not suitable for HGV signs to be erected – Cllr Coupland reported that this is ongoing. Clerk & Cllr Coupland to chase LCC

22.05.10 **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 confirmed he will resolve later this week. Cllr Dickey also offered to assist Cllr McNally with erecting and collating the data.

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- Update on Proposal for speed limits to be reduced, Eastgate, Hall Gate & Church Lane – Cllr Stockford advised this situation is getting worse with lots of Parishioners raising concerns. Following a discussion, it was RESOLVED to dedicate out next Public forum to invite representatives from local authorities to raise questions and discuss Road Safety Within the Fleet Parish and what can be done. Date to be confirmed (w/c 20 June).

22.05.11 **Planning Matters** - Cllr Donley gave an overview of recent planning applications and concerns that have been raised and submitted.

### Applications received since last Meeting:

- H05-0027-21 Appeal under Section 78 - Change of use of land for an extension to existing caravan site for seasonal touring use. Heron Orchard Caravan Park Frostley Gate Holbeach. Comments by 18/04/22
- H05-0303-22 Reserved Matters - Residential Development of 25 Dwellings (Phase 2) outline approval H05-0468-18 (with access via Phase 1 approved by virtue of planning permission H05-1183-16). 50 Fleet Road Fleet. Comments by 14/04/22
- H05-0318-22 Full - Erection of 8 dwellings including upgraded site entrance and roadway, car parking, bin storage and fencing & landscaping. 37 Fleet Road Fleet. Comments by 23/04/22
- H05-0359-22 Full - Extension & Alterations. 48 Fleet Road Holbeach. Comments by 29/04/22
- H05-0363-22 Listed Building - Paint front door Georgian gloss black MANOR HOUSE HALLGAT. Comments by 29/04/22
- H05-0361-22 FULL - Erection of 9 two-storey dwellings and associated infrastructure - Land at Fleet Road Fleet Hargate. Comments by 30/04/22
- H05-0346-22 Full - Change of use of agricultural land to amenity/recreational land for training of dogs and occasional overnight/weekend stays by family and friends. Willcox Way North of Turkey Farm. Comments by 30/04/22
- H05-0410-22 Outline - Erection of House & Garage. The Gables Nursery New Fen Drove. Comments by 13/05/22

### Decided Planning Applications by SHDC:

- H05-0069-22 - TPO Tree Works - Works to Fleet and Holbeach Tree Preservation Order No 1 1987. Holbeach Manor Fleet Road Fleet Spalding - APPROVED
- H05-0746-21 & H05-0745-21 - Compliance Condition - Details of bricks, mortar mix, one metre freestanding brickwork panel, roof tiles and window frames (Conditions 3, 4, 5, 6 & 7 of H05-0232-19). 123 Fleet Road Fleet. APPROVED
- H05-0048-22 - Prior Approval App - Conversion of barn into dwelling. Adj. Gaia Bens Gate Fleet Spalding. Approved
- H05-0214-22 - Condition Compliance - Details of external materials, windows & doors, scheme to deal with contamination and ecological biodiversity measures (Conditions 4, 5, 8, 13 & 16 of H05-1038-21). Poplar Farm Moor Gate Holbeach Spalding. APPROVED

### 22.05.12 **Forward Planning & Events**

- Update on plans for event in 2022 to honour the Queens 70<sup>th</sup> year reign – A schedule of the days events had been previously circulated. With thanks noted to the Committee for their hard work and efforts. Leaflets are being distributed and banners advertising the event erected by Cllr Donley. Sadley no entries have been received for the writing competition. Therefore, an alternative competition is being discussed. An offer of transport has been made by the Parish to collect any Parishioners for them to attend and enjoy the celebrations.

22.05.13 **To Note Date of Next Meeting** – Monday 18<sup>th</sup> July 2022. Next date for Meet & Greet Public Forum TBC but proposed w/c 20 June to discuss Road Safety Within the Fleet Parish.

### 22.05.14 Resolve to go into Closed Session to discuss:

- Quotes received for fence at War Memorial - Following a review of 1 quote received, despite requesting more. It was RESOLVED to go ahead with the works at a cost of £2,480 as per quotation received from D Kay. With additional works for digging out an area to be paved at £250.00.
- Quotes received for works to front of War Memorial – none received at this time. Agenda July