

**Minutes of the Remote Meeting of Fiskerton Parish Council held at 7.30pm on Monday
13th July 2020**

Present: Cllrs Canner (SC); Darcel (CD), Harrison (MH), Hill (CH), Walker (AW), Wall (RW),
Also in Attendance: Mrs M Vail (clerk) and two members of the public. .

067/20 Open session – suspension of standing orders for 15 minutes:

Resident One reported 1) hedging and trees at the paddock (require cutting back); to which CD replied that LCC do not take any notice; and that it is the renter's responsibility; and 2) solar farm panels (weeds underneath require killing). CD noted that the solar farm panels are a later agenda item. It was **RESOLVED** unanimously to write to LCC in respect of the paddocks; and suggested that a local farmer also be approached on this matter. **Action: clerk**

Resident Two opined that the meeting of the 22nd June, 2020, went into Closed Session at item 061/20 before the agenda items 053/20 - proposed solar farm, 054/20 - allotment discussion, 055/20 - village hall roof repairs and 060/20 - matters for the next meeting; were discussed; asking why the public were excluded before these items were discussed. The clerk confirmed that these items had been discussed as per the published agenda before the meeting moved into Closed Session.

Resident Two noted that at the ordinary meetings held in the Village Hall where people physically attended these meetings, agendas and draft minutes had not been provided to the public or to Short Ferry, when there was a legal requirement for a minimum of three days' notice. This had been the case with the previous two clerks. He opined that any reports produced should also be made available to the public. (*Note: the agenda for this Zoom meeting had been posted on the noticeboard with the appropriate notice period observed; however, improvements still need to be made with posting items online*)

Resident Two asked why item 38 on the current agenda (13 July 2020 meeting) would be discussed in Closed Session. CD confirmed that item 38 did need to be discussed confidentially, so he could not say more.

Meeting started at 7.32pm

068/20 Apologies for absence: None

069/20 Declaration of interests:

CD opined that AW should declare an interest due to his friendship with a representative of the Scouts. Following comments taken from Members; AW confirmed that he has friends.

070/20 Approve notes of remote meetings held on 8th and 22nd June 2020 as a true record: It was **RESOLVED** unanimously to approve the notes of both meetings as true records.

FINANCE

071/20 Accounts:

A. To receive the schedule of payments and receipts for June 2020 as follows:

The schedule of receipts and payments for June 2020 was received.

From	01/06/2020	PAYMENTS			
To	30/06/2020				
	Type	Date	Name	Ref	Total
	Money out	01/06/2020	Sage	DD Payroll June 2020	-8.40
	Money out	26/06/2020	Stumpbeaver	2000218	-65.00
			Glendale	GC446-PC-02365	
	Money out	26/06/2020	Countryside	GRASSCUTTING	-216.00
	Money out	26/06/2020	Clerk	SALARY JUNE 2020	-329.52
	Money out	26/06/2020	HMRC	1323 PAYE JUNE	-51.00
	Money out	26/6/2020	Cash	TOP UP PETTY CASH	-49.75
				TOTAL	-£719.67

Approved Minutes For Signing

Signed: **Dated:**

From 01/06/2020
To 30/06/2020

RECEIPTS

Type	Date	Name	Ref	Total
Customer Receipt	23/06/2020	Mr John Howard		8.00
Customer Receipt	23/06/2020	D Blewitt		10.00

TOTAL £18.00

B. To resolve to approve the following accounts for payment:

Following confirmation from the clerk that the PAYE expenditure is the employers' contribution; and that this amount could increase depending on whether it is a 4 or a 5-week month; it was **RESOLVED** unanimously to approve the following accounts for payment. **Action: clerk**

Accounts to be passed for payment		
A	Clerk's wages – June 2020	329.52
B	PAYE – June 2020	51.00
C	Mobile Phone Package – June 2020	17.00
D	SAGE Payroll – June 2020	8.40
F	Glendale – June grass cuts	432.00
G	Top up petty cash - June	49.75
H	Fee for rent of Allotments (Hodgson Trust) for 2018,2019, and 2020	60.00
I	Internal Auditor Fees	40.00
	Total to be paid	987.67

072/20 To resolve that the clerk pays clerk's wages, PAYE, mobile phone package, Sage payroll and grass cutting costs in July and August when there are no meetings:

It was **RESOLVED** unanimously to approve paying the above-mentioned items and, in addition, to also pay £12.00 for Sage Accounting in September 2020, due to there being no meetings in July and August to authorise expenditure. **Action: clerk**

073/20 Internal audit:

i. To receive the Annual Governance Statement for 2019/20 (Section 1):

All Members had received a copy of the Annual Governance Statement for 2019/20 (Section 1) in advance of the meeting. The clerk gave an overview of the Statement; advising that the Parish Council had adhered to boxes 1,2,3,4,6 and 8 and that 'Yes' could be applied to these boxes. 'No' had had to be applied to boxes 5 and 7 as, although there was a minute reference evidencing that the previous clerk had reported to the Parish Council that a financial risk assessment was required, there was no evidence that this risk assessment had been carried out and accepted by the Parish Council (*note: there has been a change in clerk, including a period of time with no clerk in situ – this time frame coincides with when a risk assessment would have been presented were a clerk to have been in post*).

It was **RESOLVED** unanimously to receive and accept the Annual Governance Statement for 2019/20 (Section 1). The chairman is required to sign this form.

ii. To receive the Accounting Statements for 2019/20 (Section 2):

All Members had received a copy of the Accounting Statements for 2019/20 (Section 2) in advance of the meeting. In addition, the bank reconciliation for year ending 31 March 2020, as well as the income and expenditure accounts for year ending 31 March 2020, had been circulated. It was **RESOLVED** unanimously to receive and accept the Accounting Statements for 2019/20 (Section 2). The chairman is required to sign and date this form.

iii. to receive report from internal auditor for accounts 2019/20 and resolve on any recommendations:

All Members had received a copy of the internal Auditor's report ahead of the meeting. Noted that the Internal Auditor had ticked several 'NO' boxes – clerk confirmed that she would bring a financial management risk assessment to a future meeting which would address recommendations as raised by the Internal Auditor; and show that FPC were taking action to remedy identified shortfalls. CD noted that he considered the Internal Auditor's report was very useful in guiding FPC to get things right in the future.

It was **RESOLVED** unanimously to receive and accept the Internal Auditor's report and to agree on the recommendations contained therein.

PLANNING:

074/20 Neighbourhood Plan

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Signed: Dated:

i. Receive update on Neighbourhood Plan:

The booklet is currently being printed: deadline for delivery to residents is end of first week of August.

Action: clerk to chase. Initial consideration was given to a presentation to residents; noting that 1) the village hall would be reopening from September with a maximum capacity of 35; and 2) an extraordinary meeting may be required in August.

075/20 To note response from WLDC enforcement officer re airfield containers:

Response received as follows: *'An application has been submitted under reference 141215 for temporary permission siting of agricultural building. I have advised the case officer of my involvement so far, what is actually there and will liaise with him as required. I understand that a formal consultation has been sent'*.

Members then considered application 141215 before it was **RESOLVED**, with CH abstaining, to accept the planning application with comments as follows: that FPC is accepting of the green containers; less so of the white container; although Members would be happier if the white container were painted green. **Action: clerk.** The clerk should seek clarification if the white container on site is part of the planning application. **Action: clerk.**

076/20 Proposed solar farm (resident's agenda items):

- i. If a planning application is submitted and approved it is possible for the company to provide improved replacement solar panels for the village hall and the scout hut.**
- ii. The existing solar farm is very very untidy, littered with empty cable drums and heaps of spoil and rubble.**
- iii. Is the new development going to be in the same untidy state?**
- iv. The parish council should also investigate what business rates, if any will be levied on the company and if so, do business rates include an element, as council tax does, which contributes to the community? If there is nothing in this for the community then why support it?**
- v. How will such a large development be accommodated in the parish; the "parish plan"?**
- vi. Under normal circumstances it would be prudent for the parish council to hold a public meeting to discuss the development. What are the parish council going to do to ensure members of the community are informed?**
- vii. Will they request an extension of the consultation period to give them time to allow for lifting of public meeting restrictions.**
- viii. These are important issues and the parish council need to take a lead.**

Noted that AW had put a simple YES/NO survey onto the website; and of over 40 responses; more were in favour of the proposed solar farm than against it. CD suggested that AW include a third response box (YES, BUT....) to allow for caveats.

The above agenda items were then taken en bloc as follows:

Noted that Councillors have already held a site visit to inform their response to the developers during the developer's information gathering phase. They now await receipt of any planning application that might be submitted; at which point further discussion and consideration; including public participation as required, can take place.

Regarding the state of the current site; with weeds under the solar panels, and general lack of cleanliness and tidiness, the clerk is to write to the owners to request they take action to bring the site up to standard. **Action: clerk**

077/20 To receive progress report on Village Footpaths project; and consider that LCC has received a £5.43M grant for cycle paths:

Noted that footpaths/cycleways linking Fiskerton to both Cherry Willingham and to Reepham are extremely important to reduce the risk of accidents to walkers, cyclists and mobility scooter users. It was **RESOLVED** unanimously that the clerk write to LCC (Cllr Fleetwood and the Highways director) requesting that Fiskerton be included in LCC's spending. **Action: clerk**

078/20 Website accessibility compliancy – to receive update on:

- i. Compatibility of current website:** AW noted that documents themselves need to be considered as well as the software. An accessibility statement is required by September 2020 as well as a plan detailing what FPC can improve on.
- ii. LCC website:**

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Signed: **Dated:**

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LCC have provided log in details and CD is exploring the new website which is specifically designed to comply with the latest accessibility legislation. The ease of information transfer from the existing site to the new LCC site needs to be considered.

iii. To resolve on whether to remain with existing website; or move to the LCC hosted website:

An objective decision is required on which website is the best to use as the matter at hand is that of accessibility for less abled people. Item deferred. **Action: AW** to look at the LCC website. **Action: all Members** to look at the current website.

079/20 Report on any companies who can scan documents:

CD noted that more recent FPC documents are in electronic format; but older ones are not. He further reported that Lincoln Copy Shop will scan boxes of documents. Item deferred.

080/20 Any response from Morris Holmes re concerns about PLIC on Holmfield Estate: No response has been received. **Action: clerk** to chase.

081/20 Hodgson Trust: receive feedback from the Trust and FPC's insurers:

Feedback from both the Hodgson Trust and from FPC's insurers was given. It was noted that the Agreement is already with the Trust's agents to rectify matters. It was **RESOLVED** unanimously to approve waiting for the revised document to come back from the agents, then to consider further.

Action: clerk

CORRESPONDENCE RECEIVED:

082/20 WLDC – consultation on draft Licencing Policy

083/20 WLDC - Budget consultation

084/20 WLDC - Climate, Environment and Sustainability Survey

085/20 Nettleham Neighbourhood Policing Team newsletter for June 2020

Items 082/20 to 085/20 above were taken en bloc; noting that no action was required.

086/20 From VHMC – request re FPC bookings as VH reopens after Covid lockdown:

Noted that 1) the VHMC were following advice on reopening received from Community Lincs; and that maximum capacity would be about 35 (main hall) and 5 or 6 (coffee area) and 2) legislation allows for parish councils to meet remotely until May 2021. It was **RESOLVED** unanimously to hold remote meetings via Zoom for the remainder of 2020.

(Note: subsequent to this meeting VH capacity figures were confirmed as 23 in the main hall; and 9 in the coffee area/lounge)

087/20 From resident – publication of agendas and minutes of meetings on website:

A resident had contacted FPC in respect of the need to publish agendas and minutes on the website; noting also that some 2020 minutes are not on the website. The missing minutes will shortly be posted; and it was acknowledged that improvements can be made in publicising agendas and minutes on the website. **Action: clerk**

088/20 Consider resident's suggestion that horse trough left in vicinity of Manor House be adopted and used as a planter by FPC:

Following consideration; it was **RESOLVED** not to adopt the planter; and for the clerk to 1) write to the owner; and 2) liaise with LCC regarding siting. **Action: clerk**

GENERAL ITEMS:

089/20 Request for permission to undertake tree management work by Western Power Distribution:

As the land in question is not owned by FPC; clerk to reply to WPD accordingly. **Action: clerk**

090/20 Update on School/ road sign artwork:

AW will contact LCC regarding any funding they can offer; and will include the road sign as part of this.

091/20 Progress on Village Hall roof repair:

- **Consider quotes received**
- **Consider grant funding**
- **Selection of a contractor:**

Quotes received from three contractors were read out; to include separate prices for 1) reroofing the whole roof; 2) reroofing half the roof; and 3) installing opening skylights. One contractor still had to

submit the redecorating element of his quote. **Action: clerk** to resend all three quotes to RW. **Action RW** to liaise with Community Lincs

092/20 Village Hall Car Park repair:

FPC considers the car park is the responsibility of the Village Hall Management Committee, therefore they should start the repairs process.

093/20 Village road repair reporting trial:

The grass growing through pavements, as reported to the last full council meeting, is now showing as 'under investigation' on Fix My Street. Noted that the end of St Clements had not been tarmacked as it was unadopted by LCC. It was **RESOLVED** unanimously to recruit residents to use Fix My Street system to obtain feedback. **Action: AW**

094/20 Reopening play area – approve actions required and any associated expenditure eg posters, disinfecting regime, risk assessment:

CD and CH had inspected the play area; which needs some attention as identified in the 2019 ROSPA inspection report.

To reopen; a risk assessment is required (*completed*); and signage. An inference was made that the play park also had to be professionally cleaned, as suggested by a window cleaner, and that bleach is no good; (*note: both these statements are inaccurate and misleading as the play park does not need to be washed, cleaned and sanitised before it is opened.*) AW noted a local contractor, with specialist training and equipment, who carries out 'covid cleaning'. **Action: AW** to obtain quote.

Comments were received in respect of this item as follows:

- o 'I would not let my child play in the park'
- o 'Irrespective of how frequently you sanitise the park, if the child in front of mine has Covid, mine will catch it' (*Note: This might be true but the evidence suggests this is highly unlikely.*)
- o CD stated that 'over 100 children in the village are being denied use of the play park at a time they have little else to do'
- o CD and CH both suggested having a play area clean as it is dirty and grimy; and needs a wash.
- o AW and RW suggested that the play ground reopen to coincide with the village hall reopening. RW suggested that the play area reopening tie in with the school reopening in September 2020. It was **RESOLVED** with 5 for, and 1 against, to approve RW's suggestion.

During this item, at 9.30pm and at 9.39pm, Resident One and SC respectively left the meeting.

095/20 Consider any repairs required to play equipment as identified in the 2019 report:

Several items had been listed as requiring attention; including the wood bar on the slide which is beginning to crack. RW noted that chain links on the swings were a medium risk in the 2019 ROSPA report, therefore require action. It was agreed to wait until after the 2020 ROSPA inspection before undertaking repairs. **Action: clerk.**

096/20 External play inspection – approve quote:

It was **RESOLVED** unanimously to remain with ROSPA for the 2020 inspection, and to approve the associated expenditure. Noted that AW is in possession of signage which he will put up. **Action: AW**

097/20 Consider changes to No. 3 bus service to Short Ferry:

Changes have created issues for bus service users eg the service no longer passes the hospital. A Call Connect service has replaced the previous service. The bus company has not advertised the changes on the bus stops. Disappointment was expressed in the responses of C/Cllr Fleetwood and D/Cllr Welburn; with both CD and CH confirming a very real need to do more. It was **RESOLVED** unanimously that the clerk write to both C/Cllr Fleetwood and the bus company to request reconsideration of this very important service to commuters and to those going to hospital. **Action: clerk**

098/20 To consider any items for September village newsletter:

To promote vacancies on both the parish council and on the Village Hall Management Committee. To request volunteers for the Community Speed Watch scheme. **Action: CD.** Noted the deadline is 18 August for the September edition.

099/20 To consider increasing number of councillors from 7 to 9:

It was felt this was a good idea, but that it was optimistic to increase numbers when FPC could not fill its current vacancy. No decision was taken.

At this point in the meeting (10pm) it was **RESOLVED** to continue the meeting (Standing Orders suspended)

100/20 To reschedule full council meetings where these clash with WLDC meetings (Special motion: CH, CD): Item not required, so no decision taken.

101/20 Chairman's comments:

Noted that the VHMC should be invoiced £407.50 towards the solicitor's costs, as a 50/50 split had been agreed, and to include the relevant minute reference. **Action: clerk**

As per a suggestion from Community Lincs; the Charity Commissioners should be sent the FPC/VHMC 2004 agreement document. **Action: RW** to take matter forward.

Cllr Wendy Adams' tribute – the family would really appreciate a certificate acknowledging Cllr Adams' fortitude and efforts as a councillor. Someone will need to take this on.

102/20 To receive observations of the District and County Councillors:

No further observations other than raised earlier in the meeting concerning changes to the No. 3 bus service.

103/20 Matters for inclusion on next agenda: Neighbourhood Plan

At this point in the meeting the second resident left the meeting.

104/20 To resolve to move into Closed Session as the following items contain information of a confidential nature:

It was **RESOLVED** unanimously to move into Closed Session as the following items contain information of a confidential nature.

a) Update on the Scouts solar panels:

A response has been received from British Gas which confirms that all correspondence over the last approx. 18 months had been going to an address in Nocton. The correspondence address has now been changed to that of the current clerk; and FPC now has statements of the accounts since installation of the solar panels.

CD noted that British Gas FIT payments were, up to 8 May 2016 - £523.16 and up to 10 Sept 2018 - £778.42, (totalling £1301.58); of which FPC had only received £400. Payments had ceased in 2018; and AW confirmed that the account had been in dispute, therefore British Gas had stopped accepting readings in about October 2018, hence no further payments had been made by them. British Gas had confirmed to AW that any cheque that had not been cashed would be reissued once the account was reactivated.

CD noted that the supplier had been changed from British Gas, and that he had been told that when such a scenario takes place; that the old agreement is often not honoured; therefore, this requires investigation. AW said that this is irrelevant.

It was **RESOLVED** unanimously to approve the following next steps: **Action: clerk:**

- Contact British Gas
- Query if their past cheques have been presented to bank/cashed, and who they were made payable to
- Query what caused the dispute 2 years ago
- Submit meter reading to receive all back payments due.
- Update councillors once British Gas has replied

a. to consider any applications received for the casual vacancy:

No applications had been received.

Mrs Michelle Vail
Clerk/RFO to Fiskerton Parish Council

Dated 24.07.20