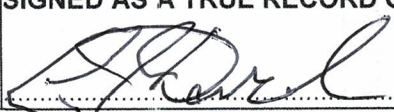


Name of meeting	Fiskerton Parish Council Meeting	
Location	Village Hall Fiskerton	
Date	3 June 2019	
Time/Duration	19:15 – 21:15	
Attendees		
Name	Organisation	
Cllr A Walker (AW)	Fiskerton Parish Council	
Cllr R Wall (RW)	Fiskerton Parish Council	
Cllr S Canner (SC)	Fiskerton Parish Council	
Cllr M Harrison (MH)	Fiskerton Parish Council	
Cllr C Darcel (CD)	Fiskerton Parish Council	
Cllr C HILL (CH)	Fiskerton Parish Council	
Cllr W Adams (WA)	Fiskerton Parish Council	
S Hall	Parish Clerk	
Cllr I Fleetwood (IF) (part)	Lincolnshire County Council	
17 members of the public		
Agenda		
Item No	Agenda Item	Action
	Having been elected by members of the council, Councillor Darcel took the chair.	
1	OPEN SESSION – SUSPENSION OF STANDING ORDERS FOR 15 MINUTES	
1.1	A member of the public asked for the new council to be introduced.	
1.2	A member of the public suggested the council should use a microphone and PA system.	
1.3	<ul style="list-style-type: none"> a) Reports from members of the public b) It was suggested that when roads to Lincoln are closed due to Lincoln Eastern By-pass works the bus company should be asked to maintain a bus service to the hospital. c) A complaint was received about the poor condition of the footpath between Hall Lane and Five Mile Lane. d) A ditch has been filled in between the bus stop at Short Ferry and the Brewery. The road now floods in this area. e) Car Parking outside the Old Hall. Clerk to write to the owners to request that staff use their car park. f) Street light outside Hall Court Ferry Road has been missing for a year. Clerk to ask LCC to replace. g) Several representations were received regarding speeding traffic and vehicles parking on the pavement along Ferry road. 	
1.4	A member of the public read out a long list of highways issues. CD and the member of public are to investigate and report the defects to the Highway Authority or other relevant authority.	CD
2.0	APOLOGIES FOR ABSENCE	
2.1	WLDC Councillor Anne Welburn	
3.0	DECLARATION OF INTERESTS	
3.1	CH declared and interest as a member of WLDC planning committee	
4.0	TO ACCEPT THE MINUTES OF THE MEETING HELD ON 15TH APRIL 2019 AS A TRUE RECORD	
4.1	The minutes were agreed as a true record of the meeting.	

5.0	ACCOUNTS	
5.1	Financial reports for April and May were presented to the council. The reports are appended to these minutes.	
5.2	AW queried a figure in the March report. The clerk said he did not understand the query and invited AW to the parish office to view the financial accounts.	AW
5.3	Payment of the insurance premium and other payments listed in the financial report were approved by the council. Proposed RW Seconded AW all in favour. Clerk to make payments.	Clerk
5.4	The clerks pay and expenses report was considered and members decided to consider the matter at the next meeting on 17 th June 2019	
5.5	The clerk presented a report showing the approved budget for 2019-20 against actual expenditure a copy of which is appended to these minutes.	
6.0	PLANNING	
6.1	Application 137060, 18 Church View Crescent. A resident has written to Fiskerton Parish Council asking them to put pressure on the applicant to prevent breeches of the planning consent. It is apparent that the applicant is not building in accordance with the approved design which is adversely affecting other property. AW said: if regulations have been breached the PC should take a strong stance. MH and AW to explore if there is an ombudsman that can investigate the case. It was alleged that WLDC planning enforcement is not effective. The clerk was asked to make representations to Mark Sturgess, the WLDC Chief Operations officer	Clerk
6.2	Application 139388, To vary a previous application by putting back the date for the removal of solar panels to the year 2048. Councillors considered the application and asked the clerk to contact WLDC to enquire whether the applicant would be prepared to carry out maintenance and improvements to the solar panel installation at the village hall.	Clerk
7.0	TO CONSIDER WHETHER OR NOT THE COUNCIL WISH TO SEEK LEGAL ADVICE REGARDING ALEGATION OF SLANDER/LIBEL	
7.1	It was resolved to drop the action. Proposed MH seconded by AW, all in favour.	
8.0	FERRY ROAD BUS SHELTER	
8.1	Members were asked to consider what action can be taken to move the bus stop closer to the shelter. It was agreed: a) To monitor the situation b) Clerk to ask LCC if anything can be done to help inform people to use the shelter. c) Clerk to ask LCC about the cost of providing a raised kerb adjacent to the bus shelter	Clerk
9.0	FLOODING MEADOW BANK, ST CLEMENTS AND PRIORY DRIVE	
9.1	This item was to consider the problem and decide what action is available to the parish council.	
9.2	CD suggested a good starting point would be to have a grid of spot heights showing water levels. Clerk to e-mail IF with a request.	Clerk
10.0	HIGHWAYS – CLERKS REPORT FORM A MEETING HELD WITH LCC ON 16TH APRIL 2019	
10.1	The report was read at the meeting and is appended to these minutes.	
10.2	IF was asked to comment on speeding. IF summarised the Cherry Willingham initiative. Clerk to write to Dave Mitchell at the Lincolnshire LRSP to enquire about the process for setting up a speed monitor initiative at Fiskerton.	Clerk
11.0	TRAINING EVENTS	
11.0	Nominations were requested for councillors to attend the training events as listed on the agenda. Training is organised by the Lincolnshire Association of Local Councils. Councillors to inform the clerk if they wish to attend.	All

12.0 CORRESPONDENCE																														
12a	Incoming freedom of information request. Clerk informed that CD requested evidence or information regarding alleged slander/libel and a copy of the tape recording of the meeting. The clerk informed: there is nothing in the parish council records that is not already in the public domain. The recorder was handed to Cllr Walker to recover the recording.	AW																												
12b	Five Mile Bridge barrier. An e-mail has been received confirming that no action has been taken to modify or remove the barrier. Clerk to write to the Canal and Rivers Trust and ask for removal of the barrier.	Clerk																												
13.0 NEIGHBOURHOOD PLAN																														
13.1	RW delivered the latest report form the NPG a copy of which is attached to these minutes.																													
13.2	RW explained that sums of money from grant aid from Groundwork that remain in the parish councils bank account. £1000.00 that was set aside for document writing and £280.00 for village hall hire. Both these items were delivered at no cost to the NP grant fund. It was resolved that £1280.00 should be returned to groundwork as un-used grant.																													
13.3	AW proposed that the Neighbourhood Plan, as submitted to West Lindsey District Council under the authority of item 7.2 of the Fiskerton Parish Council meeting held on 15 th April 2019, be withdrawn. CH seconded the motion. RW informed the meeting that £20,000 of grant funds have been expended during in preparation of the plan. A vote was taken, five in favour of the proposition and two against.																													
14.0 TO RECEIVE OBSERVATIONS OF DISTRICT AND PARISH COUNCILLORS																														
14.1	CD and CH who have also been elected as members of WLDC had nothing to report.																													
14.2	Lincolnshire County Councillor Fleetwood reported on the work of the county council in our area. a) Bardney Bridge works is on target and should re-open in July. b) Use of bus service Bardney to Lincoln. IF said it will be interesting to review the usage of buses during the diversion due to the closure of Bardney Bridge. c) Issues regarding bus services to Lincoln Hospital have been reported to LCC officers d) Lincoln Eastern by-pass: Hawthorne Road and Greetwell Road are to have temporary closures. Planned opening Spring 2020.																													
15.0 MATTERS FOR INCLUSION ON THE NEXT AGENDA																														
15.0	No proposals.																													
16.0 DATES OF NEXT MEETING																														
16.1	17 TH June 2019 – 7:30pm Fiskerton Village Hall																													
18.0 DATES OF NEXT MEETINGS																														
18.1	<table border="1"> <thead> <tr> <th>Time</th> <th colspan="2">Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>19:30</td> <td>17 Jun</td> <td>2019</td> <td>PC Meeting</td> </tr> <tr> <td>19:30</td> <td>15 Jul</td> <td>2019</td> <td>PC Meeting</td> </tr> <tr> <td>19:30</td> <td>16 Sep</td> <td>2019</td> <td>PC Meeting</td> </tr> <tr> <td>19:30</td> <td>21 Oct</td> <td>2019</td> <td>PC Meeting</td> </tr> <tr> <td>19:30</td> <td>18 Nov</td> <td>2019</td> <td>PC Meeting</td> </tr> <tr> <td>19:30</td> <td>16 Dec</td> <td>2019</td> <td>PC Meeting</td> </tr> </tbody> </table>	Time	Date			19:30	17 Jun	2019	PC Meeting	19:30	15 Jul	2019	PC Meeting	19:30	16 Sep	2019	PC Meeting	19:30	21 Oct	2019	PC Meeting	19:30	18 Nov	2019	PC Meeting	19:30	16 Dec	2019	PC Meeting	
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19.0 SIGNED AS A TRUE RECORD OF THE MEETING																														
																														
Chairman 17 June 2019																														

Fiskerton Parish Council Budget Projections to 31 May 2019

INCOME	2019-20 Budget	2019-20 Actual	2019-20 Projection
Precept	23,500	23,500.00	23,500.00
Allotment Rent	37	0	37
Interest	25	24	144
Lark Energy/Community fund	500	0	500
Neighbourhood Plan	0	0	0
History and Archaeology	0	0	0
Grass cutting income	176	0	176
VAT re-claim	600	0	600
Land rental	40	0	40
INCOME TOTALS	24,878	23,524	24,997

EXPENDITURE	2019-20 Budget	2019-20 Actual	2019-20 Projection
Allotments	450	0	600
Audit Fee	260	0	260
Bus Shelters	300	312	300
Church Clock -3-year contract	220	0	220
Computers	100	0	100
Data Protection register	35	0	35
Donations grants	1,000	1000	1000
Elections	2,500	0	2400
Sundry expenses	100	0	100
Holmfield fencing	150	0	150
Grass Cutting	2,700	180	2700
Hedges at Holmfield	150	0	150
Insurance	581	0	581
Subscriptions	440	282	282
Litter picking	300	0	300
Meeting Hall Hire	240	0	240
Memorials	100	0	100
Neighbourhood Plan costs	0	0	0
Parish Office rental	1,200	0	1200
PAYE	1,000	189	1000
Petty Cash expenditure	30	0	30
Planters	450	0	450
Signs/Traffic calming	4,500	0	4500
Playground Maintenance	500	0	500
PWLB Loan Repayment	2,053	0	2053
Salary	4,600	371	4600
Training expenses	200	0	200
VAT	600	116	600
Website	100	0	100
EXPENDITURE TOTALS	£24,859	£2,450	£24,751

Financial update for period ending: **31/05/2019**

	Account Transactions	
Current A/C	Opening Balance 1 May 2019	£2,707.97
08/05/2019	St Clements Church Yard Path - grant	-1000.00
16/05/2019	Sage software May	-7.20
20/05/2019	PAYE April	-92.60
22/05/2019	Glendale - Grass cutting	-216.00
26/05/2019	A M Homes Ltd - allotments ground work	-2,280.00

27/05/2019	Express signs - banners	-172.80
	Opening Balance less Total Paid	-£1,060.63

	Accounts to be passed for payment	
	Insurance premium	-581.31
	Sage software - June	-7.20
	Glendale - Grass cutting x 2 cuts	-432.00
	Clerks Salary May	-415.32
	Clerks Salary June	-323.61
	Clerks PAYE May	-103.83
	Village Hall Hire	-60.00
	LALC Eight copies - Good Councillors Guide	-28.00
	Total to be paid	-£1,951.27

	Receipts	
26/05/2019	Transfer in from deposit account	2,000.00
29/05/2019	Donation from the Hodgson Charity - Allotments	1,140.00
	Total Receipts	£3,140.00

Current A/C	Closing balance at 31/5/19 after accounts paid	£128.10
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Deposit A/C	Opening balance 1 May 2019	£76,431.08
26/05/2019	Transfer to current account	-2,000.00
31/05/2019	Interest	12.95
	Closing balance 31 May 2019	£74,444.03

Petty Cash	Opening Balance 1 May 2019	£26.33
25/05/2019	Batteries for voice recorder	-2.50
	Closing balance 31 May 2019	£23.83

Ear Marked	Lark Energy Grant/Community Fund	4,047.75
Reserves	History & Archaeology Group	639.00
	Flood Alleviation Scheme	3,000.00
	Neighbourhood Plan	2,091.47
	Transparency fund	557.18
	Total	£10,335.40

Financial update for period ending: 30/04/2019

	Account Transactions	
Current A/C	Opening Balance 1 April 2019	£26,058.32
10/04/2019	Transfer to deposit account	-24,000.00
16/04/2019	Clerks PAYE March	-84.00
16/04/2019	Sage software April	-7.20
17/04/2019	LALC Subscription	-282.07
17/04/2019	Glendale - grass cutting	-216.00
24/04/2019	Diamond Glazing	-390.00
24/04/2019	Transfer in from Deposit account	2,000.00
26/04/2019	Clerks salary April	-371.08
	Opening Balance less Total Paid	£2,707.97

	Accounts to be passed for payment	0
	Total to be paid	0

	Receipts	
	Total Receipts	£0.00

Current A/C	Closing balance at 30/4/19 after accounts paid	£2,707.97
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Deposit A/C	Opening Balance 1 April 2019	£54,418.97
10/14/2019	Transfer in from current account	£24,000.00
24/04/2019	Transfer to current account	-£2,000.00
30/04/2019	Interest	12.11
	Closing balance 30 April 2019	£76,431.08

Petty Cash	Opening Balance 1 April 2019	£26.33
	Postage	-0.75
	Closing balance 30 April 2019	£25.58

Ear Marked	Lark Energy Grant/Community Fund	4,047.75
Reserves	History & Archaeology Group	639.00
	Flood Alleviation Scheme	3,000.00
	Neighbourhood Plan	2091.47
	Transparency fund	557.18
	Total	£10,335.40

HIGHWAYS MEETING REPORT

Report of meeting held at Lincolnshire County Council offices, Newland, Lincoln

Date of meeting 16th April 2019 09:00 to 10:00

Present

Councillor Richard Davies (RD), LCC
 Councillor Ian Fleetwood (IF), LCC
 Councillor W Roberts, (WR) Chairman of Fiskerton PC
 Councillor R Wall (RW) Vice Chairman Fiskerton PC
 Stan Hall – (SH) Fiskerton Parish Clerk
 Trevor Hines, (TH) Highways Officer LCC
 Mike Reed, (MR) Highways Officer LCC

Ferry Road – haunching/resurfacing

The issue with BT chambers has been resolved since inspection revealed that they serve no purpose. The job is within the control of the highway's asset management team. LCC will try to get the job into their forward program of works.

Potholes

RD reported that 92% of pot holes have a permanent repair carried out at the first visit.
 WR to ensure potholes on plough lane are reported to LCC.
 LCC officers recommended using "Fix My Street" to report highway defects on line.

Traffic signal refurb – Short Ferry Bridge

IF reported a £70,000 scheme to refurb the traffic signals at Short Ferry Bridge will take place this year. This may affect road space booking or traffic management at other sites.

Plough Lane Footpath

LCC expect to commence work to link the two footpaths within the next three or four months.

Reepham Road – Drainage

TH to meet RW on site to look for a solution to the problem of, water from the ditch spilling out onto the carriageway through the road channel off let. A date for this meeting was fixed.

Drainage – Lincoln Road Fiskerton

WR reported an issue of standing water on Lincoln road. It was agreed the problem would be overcome by digging a drainage grip. LCC to Progress.

School Close – surfacing of the Highway section.

The private part of school close has been resurfaced. TH to make arrangements to have the highway part re-surfaced.

Church View Crescent area – carriageway condition.

MR reported that LCC policy is to replace concrete roads. The roads in this area will be dealt with at sometime but it is not a priority at present however LCC will make sure they are on the list.

There are plans to improve the footpaths at this development which is expected to take place later this year.

Short Ferry Destination Signs

RD recommended installation. IF to meet TH on site to agree siting.

The Close – unadopted road.

RD recommended the section that is on existing highways should be done at the same time as Ferry road surfacing. TH to progress with highways asset team.

Traffic calming near Fiskerton School

Various options were discussed. There is a school patrol and if any restrictions were applied, they would need to be evidence based. RW to move the Fiskerton mobile VAS sign nearer to the school to collect data for analysis.

Traffic speed check

IF to speak to CW sped enforcement about doing a speed check in Fiskerton. IF also offered to show Fiskerton Councillors the CW speed watch process/system/equipment.

Author: S. Hall parish clerk

Clerks Working Hours and Internet Costs

Minute 5.4 – 3 June 2019

Background

Working Hours

The clerk is an employee of the parish council. The appointment was made in October 2015 with contractual 9 hours a week. The terms conditions and pay scales are in accordance with the National Joint Council (NJC). The NJC is made up of representatives from local Government employers and employees. NJC also set the pay scales.

Over the last three years the clerk’s workload has exceeded nine hours a week. The excess has been paid as overtime. The chart below shows that during 2018 the clerk was been paid for 45.50 hours overtime. Time sheets are stored on the Dropbox cloud and are available to those with authorised access. The time sheet log does not record anything that takes less than 15 minutes therefore things like response to ad hoc phone calls, e-mails, post and verbal enquiries are not recorded.

Internet Costs

Since the introduction of laptop computing more work is carried out that needs access to the internet for e-mail and to view and download documents which come in as elaborate colourful documents that use up internet data allowances. The clerk also uses his personal mobile phone for verbal communications and to check incoming e-mail. E-mail and Internet provide efficient ways of working but there is a cost to running a home office. Other parish councils remunerate their clerk with an allowance of £45 per month. The clerk also works for another council who have agreed to meet 50% of this cost.

Cost Summary

The clerks pay rate is £10:57/hour therefore the annual cost for one additional hour per week will be £550.00

The cost of internet is £18.00/Month therefore the annual cost will be £216.00

The total cost to the council £766.00

The cost can be met from the Salaries budget.

Recommendation

- 1) The clerk’s hours be increased from nine to ten hours a week
- 2) Clerks to receive £18.00 per month office allowance
- 3) The new rates to be applicable from 1 July 2019

Decision

Proposed by:

Seconded by:

Vote:

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