

**Minutes of the Meeting of Fiskerton Parish Council held on Thursday 16<sup>th</sup> February 2023 at 6.45pm in Fiskerton Village Hall**

**Present:** Cllrs A Walker, C Darcel, C Hill, K Brereton, J McGeachie (joined meeting at 7.00pm), D/Cllr A Welburn, Mrs M Vail (Clerk) and six members of the public (joined meeting at 7.00pm).

*Meeting started at 6.50pm.*

**031/23 Resolve to move into Closed Session as the following item contains information of a personal or sensitive nature:**

**RESOLVED** to move into Closed Session.

**032/23 To consider application(s) for the vacant positions of parish councillor:**

One application had been received; and the candidate had been interviewed prior to the start of the meeting. Following consideration, **RESOLVED** unanimously to appoint Mr Jeffrey McGeachie as a parish councillor, who then signed his Declaration of Acceptance of Office form and joined the meeting as a parish councillor. **Action: Clerk**

**033/23 Resolve to move out of Closed Session:**

**RESOLVED** to move out of Closed Session. D/Cllr A Welburn and six members of the public then joined the meeting. The Open Session commenced at 7.02pm.

**034/23 Open session: suspension of standing orders for 15 minutes for residents to speak:**

Three residents advised that they were in attendance to hear another resident speak on one agenda item, but that the latter was not present. **Action: Cllr A Walker** to contact resident. One resident reported that a dog foul bin at Five Mile Bridge (Ferry Road side) had disappeared. **Action: Cllr C Darcel** to report to WLDC.

**035/23 Apologies for absence:** Cllr P Whitt.

**036/23 Declaration of interests:** None.

**037/23 Approve notes of meeting of 19<sup>th</sup> January 2022 as a true record:**

**RESOLVED** to approve the minutes of the meeting of 19<sup>th</sup> January 2023 as a true record, and these were duly signed. **Action: Clerk**

**038/23 To receive observations of the District and County Councillors:**

**D/Cllr A Welburn:** the February 2023 report had been circulated.

**D/Cllr C Darcel:** noted the new requirement for photo ID to be shown at polling stations; commencing from the May 2023 elections. This is being promoted to residents via the noticeboard and website.

**D/Cllr C Hill:** nothing to report.

**039/23 Chairman's report:**

Cllr J McGeachie was welcomed as FPC's new parish councillor.

Cllr A Walker then proposed, seconded by Cllr C Darcel, that item 22 be brought forward.

**Annual Maintenance of the village clock** – this can be paid annually but a three-year contract represents better value. **RESOLVED** unanimously to suspend Standing Orders to allow one resident to speak. The resident then provided additional information, including to express gratitude that FPC has historically paid for the maintenance costs of the village clock. Standing Orders then resumed. **RESOLVED** unanimously to pay for the 3-year maintenance contract of the village clock at £702.00 + VAT. **Action: Clerk**

**040/23 FINANCE**

**a. To note the following payments/receipts schedule for January 2023:** Noted.

**PAYMENTS**

- Pritchard, Xmas tree, £183.34 + £36.66 VAT = £220.00
- PWLB, £1026.27
- Clerk, salary, Jan, £461.73
- PAYE, Jan, £52.40
- Pension, Jan, £152.33

- Printing costs, May 2022 – Jan 2023 inclusive, £108.60
- Sage, payroll & accounts package, Jan, £19.00 + £3.80 VAT = £22.80
- Virgin media call package, Jan, £9.45 + £1.88 VAT = £11.33
- Virgin Media, phone handset, Jan, £7.00
- Fiskerton Village Hall, October 2022 meeting, £24.00

**TOTAL = £2044.12 + £42.34 = £2086.46**

#### **RECEIPTS**

- Interest, Jan, £14.33
- Sills & Betteridge, reimburse unspent monies re Holmfield Open Space, £146.22

**TOTAL = £160.55**

#### **b. To resolve to approve payment of the following accounts for February 2023:**

**RESOLVED** unanimously to approve payment of the accounts listed below. **Action: Clerk**

- Clerk, salary, Feb, £461.73
- PAYE, Feb, £52.40
- Pension, Feb, £152.33
- Paper, £19.00
- Sage, payroll & accounts package, Feb, £19.00 + £3.80 VAT = £22.80
- Virgin media call package, Feb, £9.45 + £1.88 VAT = £11.33
- Virgin Media, phone handset, Feb, £7.00
- Fiskerton Village Hall, Nov and Dec 2022 meetings, £72.00

**TOTAL = £792.91 + £5.68 = £798.59**

#### **c. Appoint Internal Auditor for 2023/24 at £157.50 + £31.50 VAT = £189.00:**

**RESOLVED** to appoint C Rooke as Internal Auditor for 2023/24; and to approve expenditure.

**Action: Clerk.**

#### **d. Approve TSO Host annual fees of £47.88 + £9.58 = £57.46**

#### **e. Approve TSO Host domain registration, anticipated at £6.95 + £1.39 VAT = £8.34:**

Items d and e above were considered together. Opinion was divided on whether TSO Host (which the original village website is supported by) should still be paid for; and if this expenditure is of benefit to the parish.

Cllr C Darcel spoke to advise that information can easily be ported across to the new website; that the old website offers no advantage on security; and that he considers it is an unnecessary expense. He further opined that the village does not need two websites, noting that it had been agreed in 2022 to work towards transferring across community information to the new FPC website. This work has not happened.

Cllr A Walker then explained that the official FPC emails are supported by TSO Host. As such, Council-owned data is under the control of FPC; thus meeting data protection requirements. This also applies to the Clerk's email address; which contains many years of historical information. He further explained that external organisations also use the old website; with historical information available.

Agreed that a structured plan is required for successful porting across of old website information to the new website. Agenda item post-election. **Action: Clerk.**

Following consideration, **RESOLVED** to pay items d and e for one year. **Action: Clerk**

#### **f. Approve grass cutting quote(s) for 2023 season:**

Four companies had been approached but only one had quoted. Noted that cutting around the wildflower areas in the churchyard will not be required this year. **RESOLVED** unanimously to accept the Glendale quote of £4032.64 + VAT. **Action: Clerk**

#### **g. LALC Annual subscription of £296.09:**

**RESOLVED** unanimously to approve payment. **Action: Clerk**

#### **h. LALC Annual Training Scheme of £115.00 + £23.00 VAT + £138.00:**

**RESOLVED** unanimously to approve payment. **Action: Clerk**

#### **i. Consider request from Village Craft Club to hold their funds in FPC account:**

Noted that this item is no longer required due to alternative arrangements having been made.

**PLANNING: to consider and agree actions as required:**

**041/23 Neighbourhood Plan:** no update available. **Action: Cllr A Walker** to progress matters. Cllr C Darcel noted that in the Central Lincs Local Plan, housing has been proposed for a location in Fiskerton which residents did not want. Welton also has a similar issue; so it was suggested that perhaps both parish councils can act together on this matter.

**RESOLVED** unanimously that Cllr A Walker approaches Welton PC; and that the Clerk writes to District Cllr Owen Bierley. Item for next agenda. **Action: Cllr A Walker, Clerk**

**042/23** Ratify time sensitive decisions made at the January 2023 meeting to submit 'No objections' to:

- i. **146046** - Planning application for 6no. dwellings, conversion and extension of barn to create 1no. dwelling, 2no. detached garages including associated landscaping and access. LOCATION: Land to the South of Chapel Road Fiskerton . APPLICATION TYPE: Full Planning Application
- ii. **146047** - Listed building consent for 6no. dwellings, conversion & extension of barn to create 1no. dwelling, 2no. detached garages including associated landscaping and access. LOCATION: Land to the South of Chapel Road Fiskerton, APPLICATION TYPE: Listed Building Consent

Cllr C Hill abstained from participating due to sitting on WLDC's Planning Committee.

**RESOLVED** with four in favour, and one abstention (Cllr C Hill) to ratify the time sensitive decisions made at the previous meeting on the above two planning applications to submit 'no comments/observations' comments to WLDC.

**043/23 New application: 146198:** Planning application to erect side extension to dwelling and garage with office above: Woodlands Farm Ferry Road Fiskerton Lincoln LN3 4HU

Cllr C Hill abstained from participating due to sitting on WLDC's Planning Committee. Noted that the relevant documents could not be accessed on the WLDC website; however; a resident then provided an explanation of the proposed works. **RESOLVED** with four in favour, and one abstention (Cllr C Hill) to submit a 'no objections' comment to WLDC. **Action: Clerk**

**CORRESPONDENCE RECEIVED:** None.

**NEW ITEMS: to consider and agree actions as required:**

**044/23 Draft constitution documents for Village Hall: car park agreement, play area agreement, and Village Hall Management Committee constitution – any update from Charity Commissioners:**

Very little new progress has been made. Cllr A Walker continues to liaise with the Charity Commissioners; who have advised that FPC can have no responsibility for the charity. Cllr A Walker is seeking confirmation that it is the property which is the charity; and not that the charity works out of the property. The answer, once received, should allow all loose ends to be tied up.

**Action: Cllr A Walker** to circulate two recent emails; also, to provide Cllr J McGeachie with some documents, issued in chronological stages (with all copied in). Cllr C Darcel suggested supplying Cllr J McGeachie with historical Village Hall accounts.

**045/23 Play Area:**

- i. **matters from signed risk assessment (RA), proposed by Cllr A Walker, as follows:**
  - a. **agree on the required contact information for reporting defects, ie email address or tel number:** all agreed that a telephone number is preferred.
  - b. **approve Cllr K Brereton to order the required signage:** all agreed to this.
  - c. **approve the Clerk to add into the grass cutting contract 'to walk the ground and remove dog fouling prior to cutting':** the contractor will not remove dog foul. Cllr K Brereton advised inclusion in the Play Area risk assessment and monitoring on an ongoing basis.
  - d. **approve to create a location within dropbox to store all routine inspection reports:** all were in agreement.

e. **approve to have a review of the RA added to the rolling agenda for the month of November:** all were in agreement.

f. **approve for the above items to be added to the action tracker:** all were in agreement.  
**RESOLVED** to approve all items as detailed above. **Action: Cllr K Brereton, Clerk**

Two residents left the meeting at 7.54pm.

**ii. consider removal of play area tree:**

One tree appears diseased and, in 2022, a tree surgeon had verbally advised that it be re-inspected in 2023. **RESOLVED** unanimously to arrange an inspection and obtain a quote for any recommended work on all trees in the play area. **Action: Clerk**

**046/23 Bus shelter (Reepham Road, adj. Plough Lane) – quote to replace pane of £174.02 + VAT: RESOLVED** unanimously to accept this quote. **Action: Clerk.**

**047/23 Cleaning bus shelter roofs – consider any quote received:** The contractor used previously has advised that this is a service they no longer offer. **Action: Cllr A Walker** to approach local window cleaner.

**048/23 Coronation gifts:** Noted that the village hall is planning a party along the lines of the 2022 Platinum Jubilee event. WLDC, at this time, does not have a dedicated grant available for coronation events. Agenda item for next meeting. **Action: Clerk**

**049/23 Summer bedding – approve expenditure:**

**RESOLVED** unanimously to approve Cllr A Walker to spend up to £100.00 + VAT on summer bedding for planting in May 2023. **Action: Cllr A Walker.** Noted that some companies offer schemes to improve local communities; which would reduce FPC expenditure. **Action: Cllr A Walker, Cllr J McGeachie** to liaise.

**050/23 Tyrritt Arms grit bin:**

LCC have consulted with FPC with a view to removal of the grit bin, as this is not a 'priority' route for such bins. Local feedback evidences regular incidents at this location therefore, **RESOLVED** unanimously to advise LCC that FPC supports that the grit bin remains. **Action: Clerk**

LCC have advised that, if the bin does remain, then the existing bin will be removed as it is damaged. It will be replaced with a new bin to be placed on the opposite side of the carriageway on LCC-owned verge. (Note: LCC have subsequently agreed that the grit bin can stay).

**051/23 Resident: field development:** Item was mentioned under Open Session above. The field appears to be for private use, and the field's owner wishes to attend a meeting to explain matters. **Action: Cllr A Walker** to contact resident.

**052/23 Annual Maintenance of the village clock – approve expenditure (year 1 is £234.00 + VAT, in years 2 and 3 the amount would increase by 5% in year 2 and again in year 3):**

Item discussed within Chairman's section above.

**053/23 Witham Valley Access Group (WVAG) update and suggestion to improve access to river bank in Fiskerton:**

The WVAG last met in January 2023, and three Fiskerton residents have recently joined the group. A priority of the WVAG is to develop a Fiskerton - Cherry Willingham - Greetwell footpath. It also wishes to improve circular walking routes and has requested that FPC considers an initial focus on the Nelson Road - riverbank footpath (eg better surfacing, steps up the bank). The WVAG can offer manpower, experience, knowledge and assistance.

**RESOLVED** unanimously to begin researching required paperwork in the near future, but to wait until after the May 2023 elections before moving forward on the project. **Action: Cllr A Walker** to initiate research of paperwork.

**054/23 East Midlands Railway Station Community Fund:**

**RESOLVED** with one abstention (Cllr J McGeachie) that Cllr J McGeachie researches availability of funding. **Action: Cllr J McGeachie.**

**055/23 Resident – request for clarity over where residents can/can't access across fields:**

Noted that residents must stay on official public rights of way footpaths, or on formally agreed permissive footpaths. All other land is privately owned and there is no 'right' to access it. A number of residents have accessed land away from the official footpaths; which has on occasion led to problems for the farmer. D/Cllr A Welburn advised that there is a mechanism, if it can be successfully proven that the public have walked routes over at least 20 years, for these routes to

be officially accepted. However, this is a very long and involved process. **Action: Clerk** to update resident.

### **UPDATE REPORTS: to consider and agree actions as required:**

**056/23 Paddock-** no update available.

**057/23 Village Gateway Project:** LCC are still to erect the paid-for signage. Cllr A Walker has asked LCC about the next phase of the project (verge gates and road lining) and is awaiting receipt of a form for completion.

**058/23 Drafting of bullying protocols: RESOLVED** unanimously to adopt the circulated document as FPC's formal statement on bullying, and to use it as a basis for a future policy.

**Action: Clerk** to place on website.

#### **059/23 Allotments following site visit:**

Cllr A Walker has recently undertaken a site visit. Some plots have been well-maintained over winter, others less so (although noted that it is the winter season). One resident briefly advised that only one plot is not being used and is being kept tidy by other plot holders. Noted that there is a waiting list and that there is the possibility for additional plots (in liaison with the Hodgson Trust) on the grazing land behind the allotments. **RESOLVED** unanimously that the Clerk writes to each plot holder to advise of a site meeting (possibly in April 2023). **Action: Clerk**

#### **060/23 Defibrillator at Village Hall – sign up to WLDC scheme:**

WLDC have inspected the defibrillator and have offered to accept it onto their defibrillator scheme. Therefore, **RESOLVED** to i) approve annual expenditure of £100.00 + VAT; ii) approve Cllrs K Brereton, A Walker and J McGeachie as WLDC 'guardians' to weekly inspect the defibrillator and to complete regular records of these inspections for WLDC. **Action: Clerk** to sign up to scheme. **Action: Cllr K Brereton** to register defibrillator with the Circuit. **Action: Cllr Brereton** to undertake weekly checks/reporting, with **Cllr A Walker** as first reserve and **Cllr J McGeachie** as second reserve.

**061/23 Email address –** Cllr C Darcel now has a working FPC email address and access to Dropbox.

**Action: Cllr A Walker** to set up Cllr J McGeachie's FPC email address.

The Clerk's new laptop has been set up with Dropbox, and the 2TB package will shortly be purchased. **Action: Clerk**

**Action: Cllr A Walker** to assist councillors in their familiarisation with Dropbox.

#### **062/63 Action log – to consider any items which have an update:**

Many actions have been completed. Of those still 'open', the following updates were given:

- Review and sign off of play area risk assessment – action completed.
- School bus service now terminating at Cherry Willingham – **Action: Clerk** to chase Stagecoach.

### **MEETINGS:**

**063/23 Matters for inclusion on next agenda:** Review asset register; financial risk assessment; plan for APM

**064/23 Date of next meeting:** Thursday 16<sup>th</sup> March 2023, 7pm, Fiskerton Village Hall

*Meeting ended at 8.56pm.*

**Mrs Michelle Vail Clerk/RFO to Fiskerton Parish Council**

**Dated 01.03.23**