

**Minutes of the Annual Meeting of Fiskerton Parish Council held on Monday  
15<sup>th</sup> May 2023 at 7:00pm in Fiskerton Scout Hut.**

**Present:** Cllrs Walker, Whitt, Darcel, Hill, Brereton, McGeachie, Matthews, Mrs M Vail (Clerk), and three members of the public.

*Meeting started at 7.01pm.*

**122/23 Election Results:**

**a) confirmation of councillors:**

All councillors in attendance were confirmed as having been elected unopposed.

**b) confirmation of their signing of Declarations of Acceptance of Office forms prior to commencement of the meeting:**

Confirmed that all councillors had signed their Declarations of Acceptance of Office forms prior to commencement of the meeting.

**c) resolve that any councillor not present at this meeting due to exceptional circumstances; who has not signed their Declaration of Acceptance of Office form prior to commencement of the meeting; be able to sign said form at the earliest possible date following this meeting:**

Item not required as all councillors were present.

**123/23 Appointment of Chairman and signing of Declaration of Acceptance of Office as Chairman:**

Cllr A Walker was nominated by Cllr P Whitt and seconded by Cllr K Brereton. In the absence of any other nominations, **RESOLVED** with one abstention (Cllr C Darcel) to appoint Cllr A Walker as Chairman; who then signed the Declaration of Acceptance of Office as Chairman form.

**124/23 Appointment of Vice Chairman:**

Cllr C Hill nominated herself, seconded by Cllr C Darcel. Cllr P Whitt nominated himself, seconded by Cllr J McGeachie. With three votes in favour of Cllr C Hill, and four votes in favour of Cllr P Whitt, **RESOLVED** that Cllr P Whitt be appointed as Vice Chairman.

**125/23 Resolve to move into Open Session: suspension of standing orders for up to 15 minutes for members of the public to speak on agenda items; or to suggest items for consideration on a future agenda:**

**RESOLVED** to move into Open Session.

One resident advised that 1) the 49<sup>th</sup> Squadron had donated £500 towards the newly installed village entry signs and 2) the Chair of the 49<sup>th</sup> Squadron had passed away. Upon the resident's suggestion, it was agreed to write a letter of thanks, and a letter of condolence. **Action: Clerk**

A second resident asked about the provision of speed indicator devices (SIDs) for Fiskerton, and was advised on monies already earmarked for this project, as well as work currently underway (eg. obtaining quotes, liaising with both LCC and Lincs. Road Safety Partnership). The SIDs are part of the bigger Village Gateway Project which also includes white entrance gates and road markings.

**126/23 Resolve to resume Standing Orders and close the public session:**

**RESOLVED** to close the public session. Standing Orders resumed.

**127/23 Apologies for absence – to accept apologies and reasons for absence, where given:**

C/Cllr I Fleetwood, D/Cllr M Palmer, D/Cllr T Bridgwood – all are attending the Cherry Willingham PC meeting.

**128/23 To receive any declarations of pecuniary or non-pecuniary interest on any item on the agenda in accordance with the Localism Act and the Council's Code of Conduct and Standing Orders:**

No declarations were made.

**129/23 Approve notes of meeting of 20<sup>th</sup> April 2023 as a true record:**

**RESOLVED** with two abstentions (Cllr P Whitt, Cllr C Darcel) to approve the notes as a true record, and they were duly signed.

**130/23 To receive observations of the District and County Councillors:**

**D/Cllr C Darcel:**

The following reported items may need to be revisited at a future meeting.

- The recent elections have thrown up a number of interesting issues at WLDC.
- Work should be pushed forward on the Neighbourhood Plan. The Church Commissioners have not yet applied for planning permissions in the village and, whilst the Central Lincs Local Plan cannot now be changed, a Neighbourhood Plan could influence future planning matters.
- An elderly resident has mown the verge outside their property for many years. Whilst this is now a struggle for them, they are continuing to mow as they assume that the verge is now theirs.
- Some residents have difficulty in making contact with the Doctor's Surgery, either by Ask My GP or by telephone.
- Help is needed for those struggling with the Cost-of-Living Crisis. In answer to a query from Cllr C Hill as to if the Village Hall could be used as a Warm Space; she was advised that whilst there is a Coffee Morning, at other times there is no appropriately responsible person available to staff the village hall.

**131/23 Chairman's report:**

There are benefits to having a Neighbourhood Plan to control future village development. As an example, all secondary schools on the Fiskerton side of Lincoln are oversubscribed; with LCC's solution being to taxi children to the far side of Lincoln. This, and other pressures on local infrastructure, may be something which a Neighbourhood Plan could help address.

It could be beneficial to run a village questionnaire in 2023, and this idea will be suggested at the upcoming Annual Parish Meeting on 25<sup>th</sup> May 2023.

Dropbox training is available for councillors: and it was suggested to run two split group sessions. **Action: Cllr A Walker.**

**132/23 To review existing appointments and delegation arrangements for 2023/24; and approve new appointments and delegation arrangements for 2023/24 as required:**

The following were reviewed with appointees' initials appearing after each one, and resolutions to approve the appointments after each block.

**Council officer's appointments**

- Bank signatories – *AW, CD, CH AND PW*
- Member to oversee accounting and finance – *AW*
- Panel with delegated powers to deal with staffing matters (personnel, discipline, remuneration) – *AW, PW, JM with CH as Reserve*
- Planning Committee – *AW, PW, LM, AND CH*
- Neighbourhood Plan Working Group, to include Paddock Action Working Group – *All councillors, residents*
- VAS coordinator, charge batteries and move signs – *AW, PW, LM*

- Website master – *Clerk, PW*
- Member to oversee training – *Clerk*
- Remembrance overseer – *Clerk, KB*
- New panel: 'Policy Creation and Review Panel' – *AW, KB*
- New Panel: Committee/Panel 'Terms of Reference Creation and Review Panel' – *AW, KB*
- New: Councillor to verify and sign at least quarterly bank reconciliations/bank statements (note: cannot be Chair, nor a signatory) - *JM*

**RESOLVED** to approve the abovementioned appointments and delegated arrangements.

### **Routine Inspections appointments**

- Flood alleviation scheme inspector - *AW*
- Play area inspector - *KB*
- Bus shelter inspector – *KB*
- Allotments inspectors – *LM, CH*
- Grass cutting inspector – *LM*
- Inspector for public open space fences, gates and signs – *PW*
- Defibrillator inspectors (weekly checks/online recording of same):
  - Village Hall – *KB, AW, JM*, Short Ferry – *Kay Bosworth*

**RESOLVED** to approve the abovementioned appointments.

### **Coordinators appointments**

- Village Hall – PC are custodian trustees, liaison with VH committee - *AW*
- Lincolnshire Association of Local Councils coordinator - *Clerk*
- LCC Highways liaison – reports and communications - *Clerk*
- Community Hub liaison councillor – this is included within the VHMC. - *AW*
- Public transport liaison councillor - *AW*
- Litter picking coordinator – *PW, KB*
- School coordinator – *JM*
- Village signs/planters project leader/coordinator – *AW, KB, JM*
- Defibrillators (Village Hall and Short Ferry) - *KB*

**RESOLVED** to approve the abovementioned appointments.

### **FINANCE – annual financial matters**

**133/23 Approve continuing direct debits to Sage; and to Virgin Media for mobile phone:**

**RESOLVED** to approve continuing these direct debits. Noted that monthly payments for the mobile phone handset are due to finish imminently.

**134/23 Approve continuing use by clerk of a FPC debit card:**

**RESOLVED** to approve Clerk's continued use of debit card.

**135/23 Approve discontinuing petty cash system, pay monies into bank account:**

**RESOLVED** to approve discontinuing holding petty cash monies, and for these to be paid into the bank account.

**136/23 Approve insurance cover for 2023/24 of £653.20:**

Noted that this is year 2 of a 5-year long term agreement with Zurich, with £570.09 having been paid in Year 1. **RESOLVED** to approved payment of £653.20 for insurance cover in year 2. **Action: Clerk**

**137/23 Resolve to approve the Clerk paying the following regular and expected payments which have been included in the annual budget**

- i) up to the budgeted amount; and reported paid at the next possible FPC meeting
- ii) if exceeding the budgeted amount, to seek approval at the next possible meeting prior to making a payment

**RESOLVED** to approve the above two items (16i and 16ii). **Action: Clerk**

- Sage, payroll & accounts package
- Virgin media phone
- Clerk, salary, PAYE, pension
- Clerk printing/paper/ink/stamps/envelopes/folders costs
- Grass cutting
- Date labels for APM banners
- ROSPA Annual play inspection
- PWBL
- WLDC – annual defib scheme fees x 2 defibs
- Village Hall hire for meetings
- Hire of office space at village hall
- Reimburse any planter costs
- Auditor fees both internal and external
- Poppy wreath
- McAfee computer protection
- LALC Annual Membership Fee
- Rent to Hodgson Trust Charity for allotments
- ICO Annual fee
- LALC Annual Training Scheme (2023/24 already paid)

### **POLICY REVIEW:**

**138/23 Approve review of FPC's policies and procedures as previously delegated to Cllr A Walker (note: Standing Orders and Fin Regs were reviewed and approved at April 2023 meeting, as were Asset Register and Financial risk assessment):**

Noted that a review of policies and procedures is in hand, and that the newly created 'Policy Creation and Review Panel' should now take this work on. **Action: Cllr A Walker, Cllr K Brereton**

**139/23 Approve as required, amendment to Financial Regulations to include any decisions made under items 13 and 14 above.**

**RESOLVED** to amend Financial Regulations to reflect the decisions taken above on the debit card and petty cash. **Action: Clerk**

**140/23 Review risk policy statement:**

**RESOLVED** to accept the Risk Policy Statement as presented, but for the newly created Policy Creation and Review Panel to undertake a thorough review. **Action: Cllr A Walker, Cllr K Brereton**

**141/23 Training Needs:**

- i. To consider any requests for training:

No requests have been received. **Action: Clerk** to recirculate list of training on offer.

**ii. To consider joining LALC's Annual training Scheme:**

Item not required as the Scheme has been joined.

## **FINANCE**

### **142/23 ACCOUNTS**

**a. Resolve to receive the circulated schedule of payments/receipts for April 2023:**

**RESOLVED** to receive the circulated schedule.

**b. To approve any non-regular accounts not listed above:**

Noted that all regular and expected payments as included in the 23/24 budget have been prior-approved for payment – these will be reported at the June meeting.

**RESOLVED** to approve one non-regular payment to TJS Tree Services at £500.00 + VAT. **Action: Clerk**

**c. To agree on which accounting system to use from April 2023 onwards:**

An explanation was provided of the different accounting systems trialled to date. None fully address the financial requirements of FPC, as Spend against Budget reports and Reserves reports still need to be produced on a spreadsheet. Cllr C Darcel stated that he was 'dead against' an Excel spreadsheet system; explaining why he had introduced a Sage Accounting system. After discussion and consideration, **RESOLVED** with one against (Cllr C Darcel) to move back to an Excel spreadsheet system. **Action: Clerk, Cllr A Walker.**

**PLANNING: to consider and agree actions as required:** No matters have arisen.

### **CORRESPONDENCE RECEIVED:**

**143/23 Freedom of Information request – approve draft response:**

Cllr C Darcel and Cllr C Hill each declared an interest in this item, leaving the building whilst the item was considered and a resolution voted on. The draft response had been circulated prior to the meeting. After consideration of the draft response, **RESOLVED** to issue it without amendment to the requestor. **Action: Clerk**

**144/23 Approve Cllr A Walker answering questions on new village entry signs posed by Tucann Ltd for article for Townlands local community magazine:**

**RESOLVED** to approve Cllr A Walker liaising with the magazine. **Action: Cllr A Walker.**

**145/23 Note circulation of Police crime data 7/3/23 – 26/4/23:** Noted.

**146/23 Note Gardening Club's thank you for FPC's temporary holding of their monies:** Noted.

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

**147/23 Potholes on road into Cherry Willingham (Cllr C Hill)**

**148/23 Fix My Street details require circulation – to be put onto Action Log.**

Both of the above two items were considered together as follows:

Cllr C Hill explained that the potholes, whilst not big were deep. A number of vehicles had been damaged by them. Noted that pot holes can be reported to LCC by using Fix My Street. The more reports logged for an issue, the more likely that LCC will act. Cllr

A Walker is to revise and recirculate his written guide to using Fix My Street. **Action: Cllr A Walker.**

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

**149/23 Woodlands trust monies:**

The monies had been donated a few years previously by ex-councillor Margaret Harrison. A bench and plaque were considered, with a potential location suggested as being outside Ridings Close in a 'nook' in the hedge. **RESOLVED** that Cllr A Walker liaise with Margaret Harrison and LCC. Item for next agenda. **Action: Clerk**

**150/23 Allotments – update; and approve the following actions as suggested at the April 2023 Meeting Open Session:**

- i. **In the short-term: Cllr A Walker to meet current users; waiting list to be reviewed; and if required, to advertise locally to gauge interest.**
- ii. **Longer-term: to create and deliver a plan to develop plots; and hold a suggested two meetings a year with plot holders.**

Noted that Allotments Inspectors have been appointed earlier in this meeting, who will take matters forward. **Action: Cllr C Hill, Cllr L Matthews.** Invoices will be forwarded to Cllr L Matthews for hand delivery to plot owners. **Action: Cllr A Walker**

**151/23 Action log – to consider any other items which have an update:**

The Action Log was reviewed; with several entries either ongoing or updated. Many of these have already been discussed earlier in this meeting.

In addition:

*Jubilee Tree* – Rev Penny Green has agreed to the tree being planted. **Action: Cllr A Walker** to liaise with relevant parties to arrange for the planting.

*Junction markings at Water Hill/Holmfield* – Cllr K Brereton has spoken with Cllr I Fleetwood. As there are no reported accidents at this location, it is unlikely that LCC will install junction markings.

**MEETINGS:**

**152/23 Matters for inclusion on next agenda:**

- Offer of a metal bench, to be plasma-cut with a Fiskerton theme.
- Plan to port across village information from old website to new website
- Possibility of a cluster of Parish Council's combining forces in respect of local amenities
- Noted that the acoustics in the Scout Hut had hampered the ability of some present to hear all that had been discussed.

**153/23 Date of next meetings:**

Annual Parish Meeting, Thursday 25<sup>th</sup> May 2023, 7 – 9pm, Fiskerton Village Hall

Council meeting, Thursday 15<sup>th</sup> June 2023, 7 – 9pm, Fiskerton Village Hall

*Meeting ended at 9.09pm*

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

**Dated 31.05.2023**