

Minutes of the Annual Meeting of Fiskerton Parish Council held on Thursday 16th May 2024 at 7:00pm in Fiskerton Village Hall

Present: Cllrs A Walker, P Whitt, C Darcel, C Hill, K Brereton, J McGeachie, L Matthews, Mrs M Vail (Clerk), D/Cllr M Palmer, and three members of the public.

Meeting started at 7.00pm

097/24 Appointment of Chairman: sign Declaration of Acceptance of Office form:

Cllr A Walker nominated himself, seconded by Cllr J McGeachie. In the absence of any other nominations, **RESOLVED** with two abstentions (Cllr C Darcel, Cllr C Hill) to appoint Cllr A Walker as Chairman; who then signed the Declaration of Acceptance of Office as Chairman form.

098/24 Appointment of Vice Chairman:

Cllr K Brereton nominated himself, seconded by Cllr P Whitt. In the absence of any other nominations, **RESOLVED** that Cllr K Brereton be appointed as Vice Chairman.

099/24 Open Session: Standing Orders suspended for the duration of this item.

One resident queried the impact of the new speed indicator devices (SIDS), particularly along the Fiskerton to Reepham road. Cllr K Brereton advised that the SIDS record traffic travelling in both directions, and are being adjusted in respect of the distance at which they pick up traffic. All mounting posts have now been installed. Two SIDs will be mobile units, as per recommendations. Lincs Road Safety Partnership will be undertaking an Archer speed survey on the Short Ferry Road. Trends from all data received will be reviewed over time.

One resident queried overgrown grass adjacent to the school wall on the school lane.

Action: grass cutting maps will be looked at, although noted it is a private road so this may not fall to FPC to cut.

100/24 Apologies for absence: D/Cllr T Bridgwood

101/24 Councillors to confirm their published Register of Interests forms are up-to-date:

All were reminded of the requirement to update these forms should there be any changes.

102/24 To receive any declarations of interest:

Cllr J McGeachie's company provides equipment for LCC so he profits financially from that. He is Chair of the VHMC, therefore will not vote on certain FPC matters. If any other councillor has any issues, he requests that they raise these issues and he can abstain from voting. FPC can vote on this.

Noted that advice previously from Community Lincs has been that it is hard to get volunteers in small communities, and that as long as the divisions are clear, Community Lincs had no issues. **Action: Clerk** to seek advice from LALC.

103/24 Approve notes of meeting of 18th April 2024 as a true record:

Cllr C Darcel queried that an action to write to the Hodgson Trust was not recorded. The Clerk advised that although the details of the action had not been explicitly written, the notes did record an action for the Clerk, and that the notes could be amended to include the details of the action if the Council so wished.

RESOLVED without any amendment to approve the notes as a true record, and they were duly signed.

104/24 To receive observations of the District and County Councillors:

D/Cllr M Palmer:

- WLDC has held its Annual Meeting and the same senior people remain in post
- WLDC is 50 years old

- WLDC is introducing Big Bin hire for residents, and small electrical item roadside collections are planned
- Lea Fields Crematorium has an Open Day on 1st June
- The Church Festival will feature Fiskerton church
- The Police and Crime Commissioner Elections have recently taken place with nearly 14,500 people voting

D/Cllr C Darcel: He feels that the village needs to become more emotional about flooding.

105/24 Chairman's report:

At the April meeting, the Chairman, in particular, was criticised for talking too much, so he plans to visit other local parish council meetings to see how their meetings are run, and to gather any 'best practice' ideas.

Councillors were reminded:

- of the rules of debate: 2 minutes per councillor per item, with councillors requested to ask if they want their 2 minutes.
- That decision making, whether a councillor is for or against, the decision is the Council's decision, the individual is not responsible after the decision has been made.
- That as Chairman, he has casting vote, otherwise he has no other privilege. All councillors are equal.
- Clerk is paid for 9 hrs a week, therefore councillors need to be proactive for all the workload to be done.
- Councillors cannot enter into contracts or commitments – via Clerk
- Councillors cannot commit finances – via Council resolution

106/24 To: review and approve appointments/delegation arrangements for 2024/25:

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 –
- Panel with delegated powers to deal with staffing matters (personnel, discipline, remuneration) – AW, PW, JM with CH as Reserve
- Planning Group – 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, KB
- Website master – Clerk, PW
- Member to oversee training – Clerk
- Remembrance overseer – Clerk, KB
- Policy Creation and Review Panel' – AW, KB
- Terms of Reference Creation and Review Panel – AW, KB
- Councillor to verify and sign at least quarterly bank reconciliations/bank statements (note: cannot be Chair, nor a signatory) – JM

Cllr C Darcel opined that the Chairman should not be the Member to oversee accounting and finance. This one appointment was therefore deferred to the next meeting. With the exception of the Member to oversee accounting and finance, **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): KB, AW
- Village Hall – KB, AW, JM, Short Ferry – Kay Bosworth

RESOLVED to approve the abovementioned appointments and delegated arrangements.

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
- 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 and delegated arrangements.

107/24 Review meeting cycle to move to a 6-week interval between meetings, and introduce reserved dates for planning group meetings if and as needed:

RESOLVED to move to the 6-week schedule as set out below.

Schedule		2024 PC Mtg date	Planning Gp reserved date	2025 PC Mtg date	Planning Gp reserved date
(2nd Thu of Jan)	1	Thu 11 Jan 24	Thu 01 Feb 24	Thu 09 Jan 25	Thu 30 Jan 25
	2	Thu 22 Feb 24	Thu 14 Mar 24	Thu 20 Feb 25	Thu 13 Mar 25
	3	Thu 04 Apr 24	Thu 25 Apr 24	Thu 03 Apr 25	Thu 24 Apr 25
(2nd Thu May) AGM &	4	Thu 16 May 24	Thu 06 Jun 24	Thu 08 May 25	Thu 29 May 25
(4th Thu May) APM		Thu 30 May 24		Thu 22 May 25	
	5	Thu 27 Jun 24	Thu 18 Jul 24	Thu 19 Jun 25	Thu 10 Jul 25
	6	Thu 08 Aug 24	Thu 29 Aug 24	Thu 31 Jul 25	Thu 21 Aug 25
	7	Thu 19 Sep 24	Thu 10 Oct 24	Thu 11 Sep 25	Thu 02 Oct 25
	8	Thu 31 Oct 24	Thu 21 Nov 24	Thu 23 Oct 25	Thu 13 Nov 25
	9	Thu 12 Dec 24	Thu 02 Jan 25	Thu 04 Dec 25	Thu 25 Dec 25

FINANCE – annual financial matters:

108/24 Approve continuing direct debits to Sage; and to Tesco Mobile for mobile phone: RESOLVED to approve.

109/24 Approve continuing use by clerk of a FPC debit card: RESOLVED to approve.

110/24 Approve insurance quote for 2024/25 at £728.54:

Noted that this is year 3 of a 5-year long term agreement with Zurich, and last year's premium had been £653.20. Alternative quotes have been sought, but insurers were unable to cover solar panels. **RESOLVED** to approve.

111/24 Resolve to approve the Clerk continuing to pay the following regular and expected payments which have been included in the annual budget, as allowed by Financial Regs

- 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**
- iii) provide schedule in advance to Councillors**

- 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

Items i, ii, and iii were taken together. **RESOLVED** to approve all three items.

ALLOTMENTS:

112/24 Report from Allotment Inspectors: consider and resolve on the following as required:

- i. Update on untended plot:**
FPC is in talks with the plot holder, and has been given an extension to tidy the plot. The plot will be re-inspected in early June and a decision taken then on next steps.
- ii. Update on grazing land, including to approve quote to cut the allotment extension grass for £52+vat per cut:**
The grass is being cut by the ex-tenant, who will invoice FPC. An access route needs to be created via the existing plots before FPC's contractor can take over the cutting, who has quoted £52.00 + VAT per cut. **RESOLVED** to approve up to £52.00 + VAT per cut for the grazing land in the interim until the access route is created.
- iii. Update on putting plans into place to increase number of plots:**
Plots will not be extended onto the grazing land immediately, but this can be done in due course. Plans are on hold whilst tenancies of some existing plots change, triggered by recent rent increases.
- iv. Agree any further steps:**

FPC to continue communicating and increasing understanding of plot holder needs. Cllr Matthews has had some positive conversations with plot holders, and wants to establish allotment holder meetings in due course.

v. Consider any revision to tenancy agreements:

To be reviewed. **Action: Cllr L Matthews** to circulate to all.

vi. To consider letter received in respect of allotment rents:

Invoices have been issued with the increased rental fees requested, and one plot holder has written with concerns. FPC can consider issuing future invoices in November to cover a Jan – Dec year. This would allow plot holder to decide about keeping plots on or not before planting then up. **Action: Cllr L Matthews** to liaise with plot holder, and to advise Clerk regarding payment of invoice.

During this item, Cllr J McGeachie left the meeting at 7.56pm.

ACCOUNTS:

113/24 Receive the circulated schedule of payments/receipts for April 2024: Noted.

114/24 Note schedule of regular payments for May 2024: Noted.

115/24 To approve any non-regular accounts for May 2024 not listed above:

Elan City: £2150.00 + VAT. **RESOLVED** to pay. **Action: Clerk**

116/24 Confirm verification/signing of bank reconciliation/statements Qs 1, 2, 3, 4:

Cllr J McGeachie has completed these verifications, and will wet ink sign copies.

117/24 Note feedback from LALC on whether to include solicitor fees in connection with the acquisition of the Holmfield Open Space on the Asset Register:

LALC advice is that solicitor fees can be either included, or not included. **RESOLVED** to include on the Asset Register the acquisition costs excluding any expenses ie £1.00.

Action: Clerk.

WLDC have been asked to provide advice on depreciation.

118/24 Internal audit:

i. To note the contents of the Internal Audit Report 2023/20234:

The Internal Auditor had been able to tick 'yes' to each relevant box on the Internal Audit Report (circulated ahead of the meeting), thus confirming that FPC had achieved all relevant internal control objectives throughout the 2023/24 financial year. Proposed by Cllr A Walker and seconded by Cllr P Whitt, it was **RESOLVED** unanimously to note and accept the contents of the Internal Audit Report 2023/2024.

ii. To resolve to approve Section 1- Annual Governance Statement 2023/2024:

Proposed by Cllr A Walker and seconded by Cllr K Brereton, it was RESOLVED unanimously to approve Section 1- Annual Governance Statement 2023/2024 (circulated ahead of the meeting).

iii. To resolve to approve Section 2 - Accounting Statements 2023/2024:

Proposed by Cllr A Walker and seconded by Cllr K Brereton, it was **RESOLVED** unanimously to approve Section 2 - Accounting Statements 2023/24 (circulated ahead of the meeting).

Action: Clerk to complete audit tasks.

PLANNING: to consider and agree actions as required:

119/24 Neighbourhood Plan – update, draft policies, liaison with school, public consultation, meeting with Church Commissioners on 30/01/24, resolve to submit NP

draft plan documents to WLDC and move to Regulation 14 consultation, offer for Paddock:

An offer to purchase the Paddock is to be submitted. FPC have been told that the perceived understanding that the Paddock ownership would be passed to the village had never been part of the Church Commissioner's plans as this would be a disproportionate exchange, and had never been linked to the Fiskerton development plan. Also, in 2015/16 when FPC were told regarding building to the west, the Church Commissioners said they were never asked to consider this as a viable option. This is contrary to what FPC were told. Until plans are submitted to WLDC, there is nothing FPC can discuss.

120/24 Gallagher Developments - Land north of Fiskerton Road East, Cherry Willingham – note any date advised for public consultation event in Spring 2024:

No date advised.

CORRESPONDENCE RECEIVED:

121/24 Lincolnshire Moves: Your voice, your roads survey (part of an in-depth review into LCC's Traffic Management Policy for the county. Deadline 17th May, 2024): Noted

NEW ITEMS: to consider and agree actions as required:

122/24 Consider purchase of hearing device:

The hearing device trialled at a recent meeting had been an improvement. **Action: Cllr K Brereton** to obtain supplier details and costings. Cllr C Darcel has spoken with WLDC, and can also offer funding from his Councillor Initiative Fund.

At 8.33pm, Cllr J McGeachie returned to the meeting.

123/24 Consider letter of thanks to resident for assistance re junction lines at Water Hill:

LCC had emailed to advise that the lines had been installed following safety inspection reassessment. Cllr C Darcel advised that the resident's input had been instrumental in this outcome. **RESOLVED** to write to resident. **Action: Clerk.**

124/24 To receive decision made from complaints hearing held in Closed Session at the end of Council meeting held on 18th April, 2024: See item 137/24.

125/24 Concerns re executive powers (Cllr C Darcel):

These had been addressed earlier in the meeting.

UPDATE REPORTS: to consider and agree actions as required:

126/24 Communications Policy: A policy is being drafted.

127/24 Laptop for Councillors: A laptop has been purchased and is being set up.

128/24 Draft constitution documents for Village Hall: car park agreement, play area agreement, and Village Hall Management Committee constitution – any update from Charity Commissioners, joint meeting with VHMCA with an independent Chairperson: Liaison is taking place with an Independent Chair. A joint meeting may take place in June/ July.

129/24 Village gateway project – installation of speed indicator devices, update on gates, LRSP review of new locations, LRSP speed survey, replace batteries that were stolen: Reported on within Open Session above. Theft deterrent hasps are now in place on the SIDs. A quote is awaited for batteries.

130/24 Witham Valley Access Group: Nothing to report.

131/24 Repairs/replacement play equipment, grants:

Research is ongoing for quotes and grants. Play equipment and safety surfacing is very expensive.

132/24 Emergency Plan:

Cllr K Brereton is trying to arrange a meeting to view the Short Ferry Emergency Plan, but is waiting on a response before he can proceed. He will circulate the draft Emergency Plan, but it needs all councillors to input into.

133/24 Action log – to consider any other items which have an update: Item deferred.

MEETINGS:

134/24 Matters for inclusion on next agenda:

Safety of trees in play area. **RESOLVED** that the Clerk obtains report. **Action: Clerk**

135/24 Date of next meeting: 27th June, 2024, 7 – 9pm, Fiskerton Village Hall

136/24 Resolve to move into Closed Session as the following items contains information of a personal, sensitive and/or confidential nature:

RESOLVED to move into Closed Session.

At 8.53pm everybody left the meeting except for Councillors and the Clerk.

137/24 To resolve upon request for assistance to be submitted to nearby parish council in respect of complaint (item 17) above: RESOLVED unanimously.

138/24 To consider if any breaches to Standing Orders occurred during the complaints hearing on 18th April 2024: No breaches were noted.

Meeting ended at 9.40pm.

Mrs Michelle Vail Clerk/RFO to Fiskerton Parish Council

Dated 19.06.2023