

Name of meeting	Fiskerton Parish Council Annual Meeting
Location	Village Hall Fiskerton
Date	8 January 2018
Time/Duration	19:30 – 20:45

### Attendees

Name	Organisation
W Roberts – Chairman	Fiskerton Parish Council
Robert Wall – Vice Chairman	Fiskerton Parish Council
A Chesman	Fiskerton Parish Council
A Cooke	Fiskerton Parish Council
L Hutchinson	Fiskerton Parish Council
S Hall	Fiskerton Parish Clerk & RFO
Councillor I Fleetwood (part)	LCC
Councillor A Welburn	WLDC
Five members of the public	

### Agenda Item

Item No	Agenda Item
<b>1.0</b>	<b>OPEN SESSION</b>
1.1	<p>The proprietor Mr Goodger and his architect for the proposed development, Mr Kirby presented their pre application proposals for the development of 7 Acre Farm Ferry Road, Fiskerton, to the parish council. Neighbours of 7 acre farm were also invited to the meeting and to comment on the proposal.</p> <p>At this stage the proposals include:</p> <ol style="list-style-type: none"> <li>1. Extending the existing pond, forming an island for wild life. 16 additional touring caravan pitches (20 in total)</li> <li>2. Landscaping and planting</li> <li>3. Creation of a new access onto Ferry Road</li> <li>4. The existing paddock is to remain</li> <li>5. The existing house and barn is to remain</li> </ol> <p>Work has been done toward cleaning and removing debris from the pond. Future plans are to re-stock the pond with fish as a visitor attraction. The applicant hopes to attract grant aid for the project.</p> <p>Question raised by councillors included:            Visibility for traffic using the site – to be agreed by the Highway Authority            Will the site create employment? – Envisaged there will be two full time posts            Will the site be manned full time? – Yes the site will be manned full time            Will the proposals affect neighbouring properties? – The neighbouring property owners present did not raise any objections to the current plan since the proposed layout should not affect their views and countryside setting.</p> <p>The applicant was asked to define a touring caravan – one which can be hooked up in minutes and towed away with a car.</p>
<b>2.0</b>	<b>APOLOGIES FOR ABSENCE</b>
2.1	Councillors C Darcel and S Canner (Fiskerton PC). Maureen Palmer (WLDC).

<b>3.0</b>	<b>MEMBERS DECLARATION OF INTERESTS</b>
3.1	None
<b>4.0</b>	<b>POLICE REPORT</b>
4.1	<p>The clerk informed the meeting of several Police matters which are in the public interest.</p> <ol style="list-style-type: none"> <li>1. A Neighbourhood Watch news letter is now available</li> <li>2. HM Inspectorate of Constabulary and Fire &amp; Rescue Services Inspection Report has been published</li> <li>3. Several Neighbourhood Alert bulletins have been issued</li> <li>4. A list of police incidents in Fiskerton has been provided by the police</li> </ol> <p>Further details and web links are in the <b>Appendix A</b> attached to these minutes.</p>
<b>5.0</b>	<b>TO CONFIRM THE MINUTES OF THE LAST MEETING HELD ON 4<sup>th</sup> December 2017</b>
5.1	The minutes were signed off by the chairman as being true record of the meeting. Proposed RW Seconded LH.
<b>6.0</b>	<b>CORRESPONDENCE</b>
6.1	PKF Littlejohn has been appointed as external auditor replacing Grant Thornton.
6.2	County Council Highways are intending to formulate a plan for highway improvements over the next ten years. County Councillor Fleetwood is coordinating suggestions from our area. Members to forward suggestions to clerk who will coordinate a response.
6.3	<p>LALC training programme for 2018 has been issued.</p> <p>Proposed:</p> <p>Chair and Clerks day 8<sup>th</sup> Feb 2018 WR &amp; SH.</p> <p>Councillors Training day 14<sup>th</sup> Feb LH</p> <p>Clerk to book places and circulate the training programme to Members.</p>
6.4	<p>E-mail received – disappointment that the parish did not have a Christmas tree.</p> <p>AC explained: In previous years the tree has been provided by the village hall managers. Following two years of vandalism the village hall managers decided a tree would not be erected in 2017.</p> <p>ACh said the matter will raised at a village hall committee meeting</p>
<b>7.0</b>	<b>SHORT FERRY DEFIBRILLATOR</b>
7.1	WR confirmed that a defibrillator has been reserved and should be installed in the near future.
<b>8.0</b>	<b>MATTERS FOR DISCUSSION OR NOTING FROM MINUTES OF THE LAST MEETING</b>
8.1	The meeting was recorded on audio
8.2	<p>Flood Alleviation Mitigation Report - Cllr Wall</p> <p>The Witham Drainage Board was sent a location plan and asked to clear the ditch in the field to the south of Ferry Road. The drainage board reply was:</p> <p>The area comes under The Witham Third Drainage Board. However, the specific ditch that you are requiring clearing does not fall under the Board's maintained watercourses, which explains why we have not undertaken any works on it. This watercourse falls under "riparian ownership" and is the responsibility of the land owner as it does not pass into any of the Board's maintained watercourses. Unless it is causing a severe flooding issue then we are also not able to take any action against the land owner to require them to undertake clearing works. The land owner was given as Mr Pritchard who farms the land.</p> <p>WR/RW to contact Mr Pritchard to discuss the issue.</p>

	Clerk to write to the drainage board and ask for them to take on maintenance of the ditch.
8.2	<p>Flood Alleviation: Subsequent to the PC meeting held 4/12/17 a meeting to discuss cleaning of the ditch to the rear of Corn Close took place with the local farmer Mr Pritchard, RW, WR and SH in attendance. The ditch is part of the flood alleviation scheme for which the parish council has a maintenance liability. The suggested plan is: Mr Pritchard offered to clean the ditch and improve the drain for the parish. In exchange it was suggested that the PC could arrange to cut the hedge that bounds the public footpath to the north of Corn Close.</p> <p>A quotation to cut the hedge came in at £45/cut requiring around 3 or 4 cuts a year. In view of the cost and further discussions regarding item 8.2 the matter was deferred until those discussions are completed.</p>
8.3	<p>Flood Alleviation: Repairs to the manhole cover to the rear of the village Hall. A quotation was received from Greenfield Grounds keeping for the sum of £340.00. Members accepted the quotation, proposed by RW seconded by WR. Clerk to place an order.</p>
8.3	RW contacted the Stuffin's family regarding the Containers at Fiskerton Airfield. One has been removed and the remaining two will be removed in the near future.
8.4	<p>Airfield memorial: As stated in the previous minutes the land on which the memorial stands does not belong to the parish council it is privately owned. The owners have for many years dedicated the land for the memorial and kept it in good condition. Remembrance services are held there and the site attracts visitors. The memorial provides a quiet place for people to reflect on the past and is viewed as a valuable community facility. With this in mind the parish council include the memorial site in their grass cutting programme. Individual councillors also help prepare the area for remembrance day.</p> <p>Clerk to draft a letter to the owners thanking them for providing the facility. Clerk to ask the grass cutting contractor to remove the grass clippings after cutting.</p>

## 9.0 ACCOUNTS

### 9.1 Income reserves and balances report

<b>Fiskerton Parish Council</b>		
<b>Financial Update 8 January 2018</b>		
<b>Account Transactions</b>		
<b>Current A/C</b>	<b>Opening Balance 5 December 2017</b>	<b>£2,537.69</b>
	<b>Accounts paid since last meeting</b>	
16/12/2017	Sage December	-7.20
23/12/2017	PAYE December	-74.20
23/12/2017	Clerks Salary December	-275.10
	<b>Total Paid</b>	<b>-356.50</b>
	<b>Accounts to be passed for payment</b>	
	Public Works Loan Board	-1,026.27
	TSO HOST	-41.99
	Printer ink	-27.40
	SLCC subscription	-84.00
	Sage January	-7.20
	<b>Total to be paid</b>	<b>-1,186.86</b>
	<b>Receipts</b>	<b>0</b>
	<b>Total Receipts</b>	<b>£0.00</b>
	<b>Closing balance 4 January 2018 after accounts</b>	<b>£994.33</b>

	paid	
--	------	--

<b>Deposit A/C</b>	<b>Opening Balance 5 December 2017</b>	<b>44,292.24</b>
31/12/2017	<b>Receipts</b> Interest	1.77
	<b>Closing balance 4 January 2018</b>	<b>£44,294.01</b>

<b>Petty Cash</b>	<b>Opening Balance 1 April 2017</b>	<b>£12.03</b>
	<b>Closing balance 4 January 2018</b>	<b>£12.75</b>

<b>Grand Total; After Accounts Paid</b>		<b>£45,301.09</b>
---	--	-------------------

	<b>Ear Marked Reserves</b>	
	Lark Energy Grant/Community Fund	£3,897.92
	History & Archaeology Group	£614.00
	Flood Alleviation Scheme	£3,000.00
	Neighbourhood Plan	£3,018.74
	<b>Total Ear Marked Reserves</b>	<b>£9,880.66</b>

9.2 Authorisation of Payments: In accordance with the financial report (9.1) Payments of £1186.86; were approved by Members. Proposed RW Seconded by Ach. All in favour. Clerk to make payments by BACS.

9.3 Reserves and balances are in accordance with 9.1 above. Computer failure has prevented printing of the cash book summary.

9.4 Computer and Accounting Software: The clerk reported additional problems with the existing office computer. The computer is many years old, it is slow and unreliable. This causes difficulties and reduces the efficiency with which tasks are executed. The office computer is also a shared device which could create data security issues. More recently Microsoft updates have disrupted operations.

In addition the printer is due for replacement, its scanning capability has failed and colour printing is very poor. E.g. red print comes out as yellow.

The clerk has been using his own laptop, printer and scanner to prepare minutes and letters

The Clerk was asked to provide estimates for a replacement laptop, accounting software, anti-virus programme and Microsoft office for the next meeting.

## 10.0 PLANNING MATTERS

10.1 a) 137060 Church View Crescent. It was reported that the parish council has comments regarding the application and WLDC officers have been difficult to contact. WLDC Cllr Welburn recommended that the parish council should file a complaint.

WR to make WLDC aware of the PC's comments

b) Development proposal at 7 Acre Farm – as item 1.1 above

c) Fiskerton airfield – variation of planning 137178 – extension of the life of the site. No objections were raised by councillors.

**11.0 HIGHWAYS MATTERS - PLANTERS AND SIGNS FOR VILLAGE GATEWAY**

11.1 Waiting for a quotation from LCC.

11.2 Cllr Chessman reported that the 49 Squadron are prepared to donate £500.00 toward the signs if, in return, an image of a Lancaster bomber aeroplane is displayed as part of the signs emblems.

**12.0 TO RECEIVE THE OBSERVATIONS OF COUNTY AND DISTRICT COUNCILLORS**

12.1 Report **Appendix C** – attached to these minutes.

**13.0 MATTERS FOR INCLUSION OF THE NEXT AGENDA**

13.1 None proposed

**14.0 DATES OF NEXT MEETINGS**

14.1	Time	Date		
	19.30	5-Feb	2018	PC Meeting
	18.45	5-Mar	2018	Annual Parish Meeting followed by PC meeting at 19:30
	19.30	15-Apr	2018	Annual Meeting – Election of Chairman
	19.30	07-May	2018	PC Meeting
	19.30	11-Jun	2018	PC Meeting
	19.30	09-Jul	2018	PC Meeting
	19.30	03-Sep	2018	PC Meeting
	19.30	15-Oct	2018	PC Meeting
	19.30	10-Dec	2018	PC Meeting

**15.0 SIGNED AS A TRUE RECORD OF THE MEETING**

..... Chairman 5 February 2018