

Fishtoft Parish Council

Minutes of Fishtoft Parish Council meeting held Monday 11th September 2023 at The Pavilion, Fishtoft Playing Fields, Fishtoft commencing at 7pm

PRESENT: Councillor Helen Crawford presiding as Chairperson
Councillor Joff Williams presiding as Vice-Chairperson
Councillors Elizabeth Armstrong, Richard Lenton, Judy Skinner Roly Ashley and Geoff Day
Councillor Paul Skinner representing as Parish and Lincolnshire County Councillor

Fishtoft Parish Council Clerk – Sarah Knowles

PUBLIC FORUM

There were three members of the public present of which the following questions/short statements were made during the time allocated.

- Queries were made by two residents in relation to several issues regarding Wainfleet Road including reduction in speed limits and pedestrian crossings.
LCC Cllr P Skinner relayed that an action has been submitted to LCC Highways but regulations will need to be followed and the areas assessed. He also conveyed that a speed reduction is also being challenged on the A16 in conjunction with Sibsey Parish Council as LCC Highways have said that this section does not meet the respected criteria for any action to be taken.

The residents asked that the recent road works done outside Dobbies was this supposed to be done in this section only or was this intended to be further along the A52.
LCC Cllr P Skinner replied that this was the only area he knew was on the work order.

The residents also informed the Parish Council that a petition had been submitted to Boston Borough Council in association with a Planning Application associated with Land south of Wainfleet Road.

Apologies had been received from BBC Cllrs Sharpe and Staples as they had a Member's Briefing meeting to attend along with apologies from BBC Cllr Scoot of which reports that they had forwarded were circulated for the Parish Councillors information.

LCC P Skinner reported that some of the potholes along Pilleys Lane had recently been done.

The meeting opened at 7.24pm

1. Chairman's remarks

Councillor Crawford welcomed all to the meeting and relayed that former Parish Councillor Ordway has currently not been in good health and therefore would like to send the Parish Council's regards to her.

- #### **2. Apologies for absence - To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting**
- All Parish Councillors were in attendance.

Signed _____

Date _____

3. **Declarations of interest – (if any) To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members’ Register of Interests**

Cllr Williams declared a non-pecuniary interest in *Item 5a(viii)* on the agenda.

4. **Notes of the Parish Council Meeting held on 10th July 2023 - To resolve as a correct record and to authorise the Chairman to sign the official minutes**

It was proposed by Cllr Crawford, seconded by Cllr P Skinner and with no objections it was resolved to accept these notes as a true and accurate record.

5. **Finance**

a) **Payment of accounts to be approved**

Payee	Reason for Payment	Amount	Payment method
TA Blackamore Ltd	Ground Maintenance (July 2023)	£1185.60	Online payment
TA Blackamore Ltd	Ground Maintenance (Aug 2023)	£1185.60	Online payment
Guardian Storage Ltd	PC Document Storage (Aug 2023)	£60.00	Online payment
Guardian Storage Ltd	PC Document Storage (Sept 2023)	£60.00	Online payment
Sibsey Parish Council	Reimbursement of Printer Ink	£11.24	Online payment
G Hislop	War Memorial Ground Maintenance (June/July 2023)	£60.00	Online payment
E Armstrong	Awards Dinner	£35.00	Online payment
J Williams	Refurb Noticeboards & Fixing of Seagulls to Buoy	£450.00	Online payment
S Knowles	Staff Costs (July 2023)	£332.62	Online payment
S Knowles	Staff Costs (Aug 2023)	£319.42	Online payment
PKF Littlejohn LLP	External Auditor Fee	£252.00	Online payment

Following proposal by Cllr Williams, seconded by Cllr P Skinner and with no objections it was resolved that these payments should be made.

Concerns were raised in respect to the work being carried out by TA Blackamore Ltd.

The Parish Councillors thanked Cllr Williams for the excellent work he had done in refurbishing the Parish Council noticeboards and for his help with the buoy.

b) **Additional payments to be approved after setting of the agenda**

The following payments to be received were received following the setting of the agenda

Payee	Reason for Payment	Amount	Payment method
G Hislop	War Memorial Ground Maintenance (Aug 2023)	£30.00	Online payment

Following proposal by Cllr P Skinner, seconded by Cllr Day and with no objections it was resolved that these payments should be made.

c) **Payments & receipts: since 10th July 2023 - Appendix A**

No additional payments or receipts had been made since 10th July 2023 meeting.

Signed _____

Date _____

d) Balance of Treasury Account as of 31st July 2023

All members had received a copy of the bank statement via email prior to the meeting of which showed that balance of the bank account as of 31st July 2023 was £11,439.11

e) Balance of Treasury Account as of 31st August 2023

All members had received a copy of the bank statement via email prior to the meeting of which showed that balance of the bank account as of 31st August 2023 was £11,439.11

f) Balance of Savings Account as of 31st July 2023

All members had received a copy of the bank statement via email prior to the meeting of which showed that balance of the bank account as of 31st July 2023 was £61,075.25.

g) Balance of Savings Account as of 31st August 2023

All members had received a copy of the bank statement via email prior to the meeting of which showed that balance of the bank account as of 31st August 2023 was £61,120.43.

h) Report from External Auditor PKF Littlejohn LLP re Fishtoft Parish Council 2022/2023

AGAR

There was a slight error on the forms in filling in the previous year assets was not included, other than this the auditors were satisfied with the information and responses provided and do not have any matters effecting their opinion which needed to be drawn to the attention of the Parish Council and have therefore signed off the 2022/2023 AGAR.

6. Planning matters - Town and Country Planning Act 1990: *To consider and make observations on all planning applications received and to note planning approvals, refusals, enforcement complaints and appeal decisions advised by the Borough Council. To include applications received after this agenda has been posted and the day of the meeting*

a) B/23/0265 - Application under Schedule 2, Part 6 of The Town and Country Planning (General Permitted Development) (England) Order 2015 to determine if prior approval is required for a proposed reservoir at Wombwell House, Fishtoft Road, Fishtoft, Boston PE21 0QR

Prior to the Parish Council meeting this planning application had already been decided by Boston Borough Council that prior permission was not required.

b) B/23/0217 – Construction of two storey rear extension at Otterburn, Wainfleet Road, PE21 9RN

Prior to the Parish Council meeting this planning application had already been approved by Boston Borough Council.

c) B/23/0232 – Conversion of existing garage/outbuilding into ancillary residential annexe at Niha, Tattershall Road, Boston, PE21 9NH

There were no objections to this planning application

Signed _____

Date _____

- d) **B/23/0267 – Application for the two agricultural buildings**
Building One Lean to greenhouse/nursery, produce washing/packing area with site office, 10 x 12 meters a total 120 sqm
Building Two L shaped goat stable with feed storage and dairy area attached to a pole barn for securing and maintaining agricultural equipment, 24 x 20 x 8 meters a total of 288 sqm. Permanent site access from Cut End Road at Land adjacent to Laurel Farm, Pinfold Lane, Fishtoft PE21 OSL

There were no objections to this planning application.

The Parish Council wanted it noted that it was trusted that the neighbours had personally been informed about this planning application by the Planning Department.

- e) **B/23/0240 - Proposed two storey front and rear extensions at 33, Pilleys Lane, Boston, PE21 9RAB/23/0217 - Construction of two storey rear extension at Otterburn, Wainfleet Road, PE21 9RN**

There were no objections to this planning application

- f) **B/23/0290 - Erection of a new HV sub-station to support the development of the new Emergency Department at Pilgrim Hospital, Sibsey Road, Boston PE21 9QS**

There were no objections to this planning application

One planning application has been received since the agenda was posted – B/23/0297 Application under s73 for the variation of Condition 18 (Public Open Space) of planning permission B/21/0349 (Development of up to 135 dwellings of affordable housing; with associated access; parking; open space; landscaping and associated infrastructure) at Land at Toot Lane, Boston

The Parish Council object to this application. There should be a larger safe playing area central to the development. In addition, a Management Plan to include the maintenance of all trees and shrubbery, play equipment and other infrastructure must be provided.

- g) **Planning Reports and Information received including Planning Application decisions**

Full Planning Permission has been granted for the following:

- B/23/0170 - Removal of current buildings and construction of a lightweight steel building at Boston College Rochford Campus, Skirbeck Road, Boston PE21 6JF
- B/23/0209 - Proposed single storey rear extension at 55, Clifton Road, Fishtoft, Boston, PE21 0QF
- B/23/0162 - Rear extension to provide a wet room and ground floor bedroom at 224, Wellington Road, Boston PE21 0NY

One planning permission has been refused – B/23/0181 - Erection of 6no. dwellings including garages and access road at Former campsite adj. to The Grange, Church Green Road, Fishtoft, Boston PE21 0QY

Signed _____

Date _____

7. **Highway** - *To consider and make observations associated with Highways matters that are not associated with Appendix B*

a) **Litter Bins – update**

Boston Borough Council have come back in association with installation of a bin within Woodthorpe Avenue area asking if the Parish Council agree to pay for this to be fitted. The Parish Councillor unanimously approved to pay for the installation. The clerk was asked to see that the other bins that were asked for at a previous meeting also can be situated in the requested areas.

b) **Litter Picking - update**

An email had been received from Lincolnshire County Council in respect to the request asking for the Litter Picking Kits saying *“due to the high demand of the litter picking kits and our supply, the kits were offered on a first come, first served basis. We were only able to provide the kits for the first 100 Parish Councils that contacted us. Unfortunately, the slots for the kits have now been filled but we will contact you if anymore come available”*.

LCC Cllr P Skinner relayed that there is a Local Litter Picking Day scheduled for 29th October 2023 commencing at 10am.

c) **A16 to Sibsey**

This agenda item was discussed earlier in the meeting.

d) **A52 Speed Limit reduction**

This agenda item was discussed earlier in the meeting.

e) **Fogarty layby corner (Fishtoft Road) to take on ownership so the parking restrictions can be put in place**

This piece of land is not officially owned by anyone. Due to the complaints received of the years at a previous meeting associated with HGVs parking overnight in this vicinity, it had been proposed that the Parish Council should take on the ownership so that parking restrictions could be put in place, such as putting up bollards so that only cars can park here.

Queries were raised on the involvement and costing of taking on the ownership of this piece of land.

The proposal to take on the ownership of the land was put to a vote. In principle, six Councillors agreed to this with two abstaining until more information and costings were known. Cllr P Skinner said that he would find this information out.

f) **Street Lights repairs/renewals**

The following correspondence from BBC had been received in association with the parish footway lighting repairs and renewals.

Eon Energy has recently done some maintenance in Fishtoft and has reported the following defects which require attention asap. These are:

- a) S/L 28 outside 233 Church Green Road - Unfortunately this old 36-watt PL lantern has burnt out completely and needs replacing. The quotation to replace the above burnt-out lantern with a new 18-watt LED lantern controlled by an all-night photocell, would be £350 + VAT

- b) S/L 2 Clampgate Road outside Church View – This isn't working as the old/obsolete 55w sox lantern has burnt out completely The quotation to replace lantern with a new 18watt LED lantern controlled by an all-night photocell, would be £350 + VAT
- c) S/L 16 Fishtoft Road - This is an old 36watt PL lantern which has filled with water so needs replacing asap. The quotation to replace this old lantern with a new 18watt LED lantern controlled by an all-night photocell, would be £350 + VAT
- d) S/L 2 Clampgate Road, S/Ls 21 & 22 Fishtoft Road, S/L 11 Pilley Lane, S/L 1 Scalp Road and S/L NN01 Wythes Lane - These are all old/obsolete 35w/55w sox lanterns which are in a poor condition and need replacing asap. The quotation to replace these old lanterns with new 18watt LED lanterns controlled by all- night photocells would be £350 + VAT each therefore the total cost would be £2100 + VAT
- e) S/L H1 rear of 81/82 Ward Crescent - This is an old Raise & Lower (hinged) column which drops down to allow it to be maintained safely but the lowering mechanism is broken/rusted and the old obsolete Thorn 35w sox lantern is in a poor condition. The quotation to replace this old/defective Raise & Lower column with a new 6m Raise & Lower column complete with a new 18watt LED lantern controlled by an all-night photocell including a double pole isolator and transferring the underground electricity service and disposing of the old column etc., would be £1685 + VAT

Total charge to replace suggested lamps/lanterns £4835 + VAT

After evaluation the Parish Council decided that they would prefer to do all the footway lights in the parish in bulk.

8. Members reports and business

a) **Clearing and tidying the wooded area near the Hobhole pumping station - Update from Councillor Ashley**

Cllr Ashley relayed that finally a working group is in place and be commencing on the 15th September 2023 weekly. He is planning to visit onsite and see how things are progressing.

b) **Fishtoft 400 Community Group- Any updates**

Cllr Armstrong reported the following:

- A leaflet drop has taken place advertising the Community Group but to date there have been no new faces.
- No bus trip has been organised at present.
- The co-op is looking at doing the warm space package that they did last year again and have asked if this was useful and if there were any considerations in enhancing it.
- Starting the group has proved that something was needed in the parish.

c) **Fishtoft 400 Buoy – Any updates**

Cllr Armstrong relayed that they are looking into moving forward in applying for the Levelling up fund. However, apparently there is no monies available until October 2023.

Cllr Lenton has kindly offered to loan the group some money so that work can continue until the funds are received.

Signed _____

Date _____

The clerk conveyed that the buoy cannot be included as an asset on the Parish Council insurance until the work has completed and there is a known value to update the register.

- d) Outer Dowsing Liaison Community Group – update from Councillor P Skinner**
Cllr P Skinner explained that with the discovered running silt at the marshes at Alford that this location is no longer under consideration. Therefore, confirmed that it will be along and around the A52 with looking at coming through Fishtoft. A future meeting detailing this will be held soon.
- e) Parish Council Website**
Cllr Ashley relayed that a couple of items on the website can now be removed otherwise the site is looking ok.
- f) Overhanging Trees over war memorial – to be cut back**
Several branches from the trees adjacent to the war memorial are overhanging and it is deemed that it would be appropriate to have these cut back before Remembrance Day. A quote has been obtained but it was deemed that as the trees were on the Playfield these should actually be done through their committee. The clerk was asked to contact and ask them if they could rectify this.
- g) Microsoft Package Purchase**
Cllr Ashley was asked to look into this and report back his expert opinion relating to it. After relaying his consideration to this he thought that this would not be durable. Therefore, the Parish Council agreed to respect his judgement and not purchase the package.
- h) Parish Council Meetings – To change policy of holding 12 Parish Council meetings a year to 10 Parish Council meetings a year**
Cllr Armstrong made a proposal to not have a meeting every month of the year.

A question was asked if Parish Council's do need to convene every month where the clerk replied that Parish and town councils must, by law hold at least four meetings a year, one of which must be its Annual Meeting. Therefore, if Councillors would like to reduce the current number of meetings from twelve to ten then this can be done.

However, if this proposal is agreed in addition to changing the Standing Orders an addendum will need to be added to the Financial Regulations as any employee's salaries should be paid each month without interruption and all PAYE regulations adhered, therefore the clerk's salary would need to be paid during the months that any Parish Council meeting is not held. Therefore, an addition to read – *“All salaries must be paid to any employee of the Parish Council each month whether a Parish Council meeting is held or not during this month by Standing Order and all PAYE regulations followed. Any additional hours, reimbursements and expenses can only be agreed to be paid to the employee at a scheduled Parish Council meeting as a separate payment”*

Signed _____

Date _____

Cllr P Skinner relayed that most Council's do not meet during August due to it being Harvest time.

Cllr Crawford informed that she had looked into which months seemed to be the quietest of which it was mostly February and August. Therefore, following proposal by Cllr Williams, seconded by Cllr P Skinner and with no objections it was resolved to decrease the meetings from twelve to ten of which consequently unless deemed necessary no meeting will be held during February or August and that both the Standing Orders be amended and the addendum as advised by the clerk be added to the Financial Regulations.

i) Available allotment

Allotment 4 is now vacant since Mr Gilbert gave notice that he no longer wishes to rent this piece of land. The acreage is 0.9 and the last two years he has been charged £93.60 per year plus Drainage Fees. Mr Skipworth who rents the land either side of this allotment has shown favour in renting this piece, however he still owes the last years rent of £1354.51, and has been chased for this and the next part year invoice will be generated and sent to him next month which will be for approximately £760.

The councillors considered that this seemed to be a reoccurring thing and thought it was best not to rent the piece of land and stipulate in writing that if payment is not made within 14 days that they will be taking him to small claims court and also be asking for reimbursement of fees and to relinquish the land that he currently rents.

9. Correspondence received, Events & Reports - To discuss any correspondence received including after setting of agenda

A resident was enquiring why the trees in Marshall Close have not be done. An email from BBC Cllr Sharpe relayed that these apparently are the responsibility of the Parish Council and should themselves arrange the work to be done. However, the councillors disagree as work previously has been carried out by Boston Borough Council and therefore the work should be rectified by them as soon as possible.

10. Fix My Street, Highways and Boston Borough Council - To receive any updates on reported issues Appendix B

It was deemed unnecessary to have the layby in Scalp Road part of Appendix B therefore the clerk was asked to remove this part.

12. Dates for future confirmed meetings

Meeting date	Commencing	Location
Thursday 12th October 2023	7:00pm	Rochford Tower Hall
Monday 13th November 2023	7:00pm	Pavilion, Fishtoft Playing Fields

The meeting closed at 8.53pm

Signed _____

Date _____

Appendix A

Item 5c on agenda

FISHTOFT PAYMENTS AND RECEIPTS FOR PERIOD JULY-SEPTEMBER 2023

Payments made as approved at 10th July 2023 meeting

Payee	Service	Amount
TA Blackamore Ltd	Ground Maintenance (June 2023)	1185.60
Guardian Storage Ltd	Storage of PC Documents (July 2023)	60.00
Sibsey Parish Council	Reimbursement of Printer Ink	18.87
H Vaughan	Internal Auditor Fee	75.00
HMRC	1st Quarter of PAYE Charges	238.20
S Knowles	Staff Costs	335.25
G Manning (Maintenance)	Rochford Tower Noticeboard Costs	80.00
R Ashley	Rochford Tower Noticeboard Costs	24.46
Boston Borough Council	2023 Parish Council Election Costs	92.57
TOTAL		2109.95

Additional payments made since 10th July 2023 meeting

No additional payments were made

Payments to be approved at 11th September 2023 meeting

Payee	Service	Amount
TA Blackamore Ltd	Ground Maintenance (July 2023)	1185.60
TA Blackamore Ltd	Ground Maintenance (Aug 2023)	1185.60
Guardian Storage Ltd	Storage of PC Documents (Aug 2023)	60.00
Guardian Storage Ltd	storage of PC Documents (Sept 2023)	60.00
Sibsey Parish Council	Reimbursement of Printer Ink	11.24
G Hislop	War Memorial Ground Maintenance (June/July 2023)	60.00
E Armstrong	Awards Dinner	35.00
J Williams	Refurb Noticeboards and Fixing of Seagulls to Buoy	450.00
S Knowles	Staff Costs (July 2023)	332.62
S Knowles	Staff Costs (Aug 2023)	319.42
PKF Littlejohn LLP	External Auditor Fees	252.00
TOTAL		3951.48

Additional Payment to be approved after setting of the agenda at 11th September 2023 meeting

Payee	Service	Amount
G Hislop	War Memorial Ground Maintenance (Aug 2023)	30.00
TOTAL		30.00

Payments Received since 10th July 2023 meeting

No additional payments were received

Appendix B

Item 10 on agenda

FixMyStreet, LCC & BBC

No.	AREA	ISSUE	DATE	HOW	REF	OUTCOME
1	Tower/Priory/Eastwood	Archers Report				Waiting outcome
2	Sibsey Road	2 x Damaged pavement, trip hazard		FMS	404599	Informed work be done when funds available
3	Whitehouse Lane	Lamp out		BBC	404325	Lamp number required
4	Church Green Road	Footpath uneven and damaged		FMS	4153606	Proposal for works South Division – request update from LCC
5	Eastwood Road Footpath	Footpath uneven and damaged		FMS	4164960	As above
6	Freiston Road Footpath	Footpath uneven and damaged		FMS	4164961	As above
7	Church Green Road	Extension of path – Email	15/12/2021	LCC	4169782	Chase LCC for update
8	Scalp Road	Potholes	Sep-21	LCC		13/12/21 P.S. Unadopted – sponsors being looked for – Environment agency have patched
9	Fishtoft Road/Church Green Road Corner	Lamp out (No 13)		BBC	15830584	Fixed
10	Pilleys Lane	Blocked Drains		LCC	442737	Part of next scheduled works