

Fishtoft Parish Council

Minutes of Fishtoft Annual Parish Council meeting held Monday 12th May 2025 at The Pavilion, Fishtoft Playing Fields, Fishtoft commencing after the Fishtoft Annual Parish Meeting

PRESENT: Councillor Helen Crawford presiding as Chairperson
Councillors Elizabeth Armstrong, Richard Lenton, Geoff Day and Lucy Webb
Fishtoft Parish Council Clerk – Sarah Knowles

The meeting opened at 7pm

1. To elect a Chairperson for the ensuing year (2025/26)

It was proposed by Cllr Day seconded by Cllr Lenton and with no objections to elect Cllr Crawford as Chairperson for the ensuing year (2025/26).

2. To receive the Declaration of Acceptance of Office of Chairperson of Fishtoft Parish Council 2025/26

The Declaration of Acceptance of Office of Chairperson was signed by Cllr Crawford and witnessed by the Proper Officer S Knowles.

3. To elect a Vice Chairperson for the ensuing year (2025/26)

It was proposed by Cllr Crawford seconded by Cllr Webb and with no objections to elect Cllr Day as Vice Chairperson for the ensuing year (2025/26).

All three Boston Borough Ward members gave their apologies as they were unable to attend this evening's Parish Council meeting as they had to attend a training session.

4. Public Forum

There was one member of the public present of which at 6.56pm asked the following questions/made short statements during the time allocated.

- Scalp Road is not in a fit for purpose to be go down for any vehicles

5. Chairperson's remarks

Councillor Crawford welcomed everyone to the meeting.

6. 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 therefore there were no apologies to be given.

7. 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*

There were no Declarations of Interest received.

8. Notes of the Parish Council Meeting held on 10th March 2025 -*To resolve as a correct record and to authorise the Chairman to sign the official minutes*

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

Signed _____

Date _____

9. Notes of the Parish Council Meeting held on 10th April 2025 - To resolve as a correct record and to authorise the Chairman to sign the official minutes

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

10. Annual Governance and Accountability Return (AGAR) 2024/25

a) To receive the report of the internal auditor and RFO's response.

The report from the Internal Auditor had been circulated to the Parish Councillors. It was thereby proposed by Cllr Lenton, seconded by Cllr Webb and with no objections it was resolved to recognise the information given in the report.

b) To receive the Balance Sheet for the year ended 31st March 2025, to be signed by the Chairperson and Responsible Finance Officer.

The Balance Sheet had previously been circulated of which it was proposed by Cllr Day seconded by Cllr Crawford and with no objections to be signed by Cllr Crawford and the Responsible Finance Officer S Knowles.

c) To approve the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return (AGAR)) for financial year 2024/25 and authorise signing by the Chairman and Parish Clerk

Section 1 of the Annual Governance and Accountability Return for financial year 2024/25 had been circulated to the Parish Councillors of which it was proposed by Cllr Day seconded by Cllr Webb and with no objections authorised to be signed by Cllr Crawford and the Parish Clerk S Knowles.

d) To approve the Accounting Statements (Section 2 of the AGAR) for financial year 2024/2025 and authorise signing by the Chairperson and Responsible Finance Officer.

Section 2 of the Annual Governance and Accountability Return for financial year 2024/25 had been circulated to the Parish Councillors of which it was proposed by Cllr Webb seconded by Cllr Armstrong and with no objections authorised to be signed by Cllr Crawford and the Responsible Finance Officer S Knowles.

11. Finance

a) Payment of accounts to be approved

Payee	Reason for Payment	Amount	Payment method
TA Blackamore Ltd	Ground Maintenance (Apr 2025)	£1371.47	Online payment
Guardian Storage Ltd	PC Document Storage (May 2025)	£60.00	Online payment
Sibsey Parish Council	Reimbursement of Printer Ink	£14.73	Online payment
S Knowles	Staff Costs	£427.20	Online payment

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

b) To approve renewal of Parish Council Insurance

The renewal of the Parish Council Insurance is due on 1st June 2025. Zurich Municipal has quoted this year £242.96 a decrease of £29.31 from the previous year. After discussion it was proposed by Cllr Crawford seconded by Cllr Armstrong and with no objections to accept and pay the Insurance renewal quote.

Signed _____

Date _____

- c) **Additional payments to be approved after setting of the agenda**
Two additional invoices have been received since the setting of the agenda.
- | | | | |
|-----|-----------|---------------------------------|--------|
| i) | H Vaughan | Internal Auditor Fee | £85.00 |
| ii) | G Hislop | War Memorial Ground Maintenance | £30.00 |
- Following proposal by Cllr Armstong, seconded by Cllr Webb and with no objections it was resolved that these payments should be made.
- d) **Payments & receipts: since 10th April 2025 - Appendix A**
Since the 10th April 2025 four payments had been received from HMRC re VAT Rebate, Allotment Rent and Boston Borough Council re 1st Precept Instalment less the charges for Street Lighting.
- e) **Balance of Community Account as of 30th April 2025**
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 30th April 2025 was £21,017.93.
- f) **Balance of Savings Account as of 30th April 2025**
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 30th April 2025 was £25,586.49.
- g) **Balance of 30-Day Notice Savings Account as of 30th April 2025**
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 30th April 2025 was 35,319.13.
- h) **Agree to Transfer funds from Community Account to Savings Account**
Following the receipts of the first Precept Instalment and the VAT Refund the Responsible Financial Officer recommended to transfer £10,000 from the Community Account to the Savings Account so that Parish Council funds were benefiting from Interest and just using the Community Account for day to day running as there should be sufficient funds remaining within it until the second precept instalment is received. Following proposal by Cllr Armstong, seconded by Cllr Day and with no objections it was resolved to transfer the funds.
12. **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/25/0160 – Change of use from office (Class E(g)) and warehouse/storage (Class B) to residential dwelling (Class C3) and detached garage with annex over at Fresh Fields, Long Hedges, Fishtoft, Boston, PE22 0RH**
There were no objections to this planning application.

Signed _____

Date _____

Two additional planning applications received since the setting of the agenda:

- i) B/25/0169 – Proposed 1 no. 3 bedroom dwelling (Self/Custom build) at 187, Church Green Road, Fishtoft
There were no objections to this planning application in relation to the additional building, however, it was considered that the design was not in keeping with the other properties within the area.
- ii) B/25/0168 - Stage two consultation for the proposed Meridian Solar Farm at Meridian Solar Farm
After reviewing this application, it was believed that solar panels on Farm Land should be erected on agricultural land. The Parish Council also noted that they object to any additional pylons in the area.

b) Gaysfield Road Development

Cllr Crawford relayed what had happened at the recent BBC Planning Committee meeting in which this planning application was discussed and resolved

c) Planning Reports and Information received including Planning Application decisions

The following planning applications have been granted full planning permission:

- B/25/0061 – Application under s73 to vary Condition 3 (Opening Hours) of planning permission B/22/0465 (Installation of modular steel building to be used as community classroom, craft and cooking workshops and small café) at Willoughby Road Allotments, Willoughby Road, Boston
- B/25/0058 – Advertisement consent for 1 no. internally illuminated fascia sign at The Blue Shop, 2 Eastwood Road, Fishtoft
- B/25/0080 – Erection of Dorma garage with one bedroom annex (Self/Custom build) at Rose Cottage, Frith Bank, Antons Gowt, Boston

Planning application B/24/0121 – Construction of 102 no. residential dwellings at Agricultural Land adjacent to White House Lane, Fishtoft was refused full planning permission

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

a) A16 to Sibsey

This agenda item was deferred to the next meeting.

b) Scalp Road

No response has been received in relation to the letter sent to the Chief Executive at Boston Borough Council nor from any of the other recipients that were copied into.

14. Members reports and business

a) Clearing and tidying the wooded area near the Hobhole pumping station - Update
Cllr Day had given his report earlier during the Annual Parish Meeting.

b) Fishtoft 400 Community Group: Any updates from Councillor Armstrong
Cllr Armstrong had given her report earlier during the Annual Parish Meeting.

Signed _____

Date _____

- c) **Outer Dowsing Liaison Community Group – update from Councillor P Skinner**
Cllr P Skinner was no longer a Fishtoft Parish Councillor after recently handing in his resignation. Therefore, there was no information to report, though the clerk relayed that she had received correspondence which stated that the “Examining Authority has now completed the above application. The findings and conclusion arising will be sent to the Secretary of Ste for Energy Security and Net Zero no later than 10th July 2025”.
- d) **Parish Council Website**
There was no information to report.
- e) **Committees, working groups and representatives - To discuss, update and resolve**
Following discussion, there was re reshuffle of some assigned posts of Parish Councillors to the relevant committees, working groups and as representatives to other associations or relevant bodies.
- f) **Purchase “Litter Picking in progress signs”**
Following the request to see if signs could be purchased the clerk researched and found a company that was able to provide appropriate signs at a cost of £44.95 exc. VAT, After discussion and following proposal by Cllr Armstong, seconded by Cllr Webb and with no objections it was resolved that two signs should be purchased.
- g) **Email to Boston Borough Council**
Cllr Crawford had circulated to the Parish Councillors a draft letter to Boston Borough Council in relation to a previous issue brought to the Parish Council at a previous meeting. Following discussion, it was agreed that this letter should be forwarded to the Chief Executive at Boston Borough Council.

15. **Correspondence received, Events & Reports - To discuss any correspondence received including after setting of agenda**
There was nothing to report.

16. **Fix My Street, Highways and Boston Borough Council - To receive any updates on reported issues Appendix B**
The clerk was asked to make amendments to Appendix B.

17. **Dates for future confirmed meetings**

Meeting date	Commencing	Location
Thursday 12th June 2025	7.00pm	Rochford Tower Hall
Monday 14th July 2025	7.00pm	Pavilion, Fishtoft Playing Fields

There being no further business the meeting finished at 7.58pm.

Signed _____

Date _____

Appendix A

Item 11c on agenda

FISHTOFT PAYMENTS AND RECEIPTS FOR PERIOD APRIL 2025

Payments made as approved at 10th April 2025 meeting

Payee	Service	Amount
Guardian Storage Ltd	Storage of PC Documents (April 2025)	60.00
Sibsey Parish Council	Reimbursement of Printer Ink	8.64
HMRC	PAYE Costs	255.20
TA Blackamore Ltd	Ground Maintenance (March 2025)	1306.17
Fishtoft Playing Fields & Pavillion Trust	Approved Grant	1100.00
Fishtoft Playing Fields & Pavillion Trust	Donation towards Drainage Fees	212.50
Rochford Tower Hall Committee	2024/2025 Room Hire	120.00
S Knowles	Staff Costs	441.89
TOTAL		3504.40

Payments received since 10th April 2025 meeting

Payer	Service	Amount
HMRC	VAT Rebate	6517.01
M Skipworth	Allotment Rent	595.90
WT Taylor	Allotment Rent	112.80
Boston Borough Council	Precept (First half Instalment)	15947.60
TOTAL		23173.31

Payments made since 10th April 2025 meeting

Payee	Service	Amount
Lloyds Bank	Bank Service Charges	4.67
TOTAL		4.67

Appendix B

Item 15 on agenda

FixMyStreet, LCC & BBC

As presented at the Parish Council meeting

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	Church Green Road	Footpath uneven and damaged		FMS	4153606	Proposal for works South Division – request update from LCC
4	Eastwood Road Footpath	Footpath uneven and damaged		FMS	4164960	As above
5	Freiston Road Footpath	Footpath uneven and damaged		FMS	4164961	As above
6	Church Green Road	Extension of path – Email	15/12/2021	LCC	4169782	Chase LCC for update
7	Scalp Road	Potholes & need for layby	Sep-21	LCC		13/12/21 P.S. Unadopted – sponsors being looked for – Environment agency has patched
8	Pilleys Lane	Blocked Drains		LCC	442737	Part of next scheduled works