

# *Fishtoft Parish Council*

## **Minutes of Fishtoft Parish Council meeting held Thursday 13<sup>th</sup> October 2022 at Rochford Tower Hall, Rochford Tower Lane, Fishtoft commencing at 7pm**

**PRESENT:** Councillor Helen Crawford presiding as Chairperson  
Councillor Joff Williams presiding as Vice-Chairperson  
Councillors Elizabeth Armstrong and Richard Lenton  
Councillor Judith Skinner representing as both Parish and Boston Borough Councillor  
Councillor Paul Skinner representing as Parish, Boston Borough and Lincolnshire County Councillor

Fishtoft Parish Council Clerk – Sarah Knowles

### **PUBLIC FORUM**

There were no members of the public present to ask any questions or make short statements during the time allocated.

No apologies or information had been received from BBC Councillor Noble.

Councillor P Skinner reported the following as Lincolnshire County and Boston Borough Councillor:

- Highways are now sending proof of work carried out
- Cllr Hill has written to the Secretary of State relating to the Local Government and Devolution of which the group of Districts have been working with him, but has released documents without permission.
- A consultation relating to the new Leisure Facility will be commencing on the 14<sup>th</sup> October 2022 - <https://wh1.snapsurveys.com/s.asp?k=166515887902>
- The River Witham's weed is not being cleared. Conversing with the relevant boards to operating the sluices officially.

Councillor J Skinner reported the following as Boston Borough Councillor:

- The scheduled September's Environment and Performance Committee was delayed due to the mourning period. At the next meeting the Household Recycling Centre will be discussed following complaints received.
- The Town Centre cleaning plan is also to be discussed as not being done diligently as would like. Property owners of buildings that are not occupied are being asked to ensure their entrances are cleared of rubbish etc.
- Currently waiting for a Markets Report from the relevant officer.

Cllr Crawford reported that at Cowbridge Drain there is dead fish and it is starting to smell. Cllr P Skinner said speak with the ELDC Environment Officer.

Cllr Crawford relayed that it was disappointing to find the all of the Household Recycling Centres within the area were closed on a Wednesday and Thursday.

It was also conveyed that the alley between Wide Bargate and Lidl beside Chatterton Solicitors was full of rubbish Cllr J Skinner said she would look into this.

**The meeting opened at 7.16pm**

**1. Chairman's remarks**

Councillor Crawford welcomed everyone to the October's meeting following that September's one had to be cancelled due to the death of Her Majesty Queen Elizabeth. She also relayed it was nice to have Councillor Lenton back to the meetings.

**2. Apologies for absence - To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting**

Apologies were received from Councillors Ashley and Ordway. Following proposal by Cllr Crawford, seconded by Cllr Williams and with no objections it was resolved to accept the reasons for absence.

**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**

Councillor P Skinner declared an interest to *Item 6* on the agenda.

Councillor Lenton declared an interest to *Item 7g* on the agenda.

**4. Notes of the Parish Council Meeting held on 11th August 2022 - To resolve as a correct record and to authorise the Chairman to sign the official minutes**

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

**5. Finance**

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

Payee	Reason for Payment	Amount	Payment method
Guardian Storage Ltd	PC Document Storage (Sept 22)	£60.00	Chq 001531
TA Blackamore Ltd	Ground Maintenance (Aug 22)	£1129.08	Chq 001532
Sibsey Parish Council	Reimbursement of Printer Ink	£8.70	Chq 001533
R Ashley	Reimbursement of Emergency Plan accessories	£26.00	Chq 001534
S Knowles	Staff Costs	£530.65	Chq 001535
HMRC	PAYE Costs	£446.90	Chq 001536
Guardian Storage Ltd	PC Document Storage (Oct 22)	£60.00	Chq 001537
PKF Littlejohn LLP	External Auditor Fee	£240.00	Chq 001538
G Hislop	Ground Maintenance at War Memorial	£30.00	Chq 001539
Sibsey Parish Council	Reimbursement of Printer Ink	£4.50	Chq 001540
S Knowles	Staff Costs	£463.90	Chq 001541

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

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

Payee	Reason for Payment	Amount	Payment method
Zurich Municipal	Additional fee re Logging Assets	£104.85	Chq 001542

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

**c) Payments & receipts: since 11<sup>th</sup> August 2022 - Appendix A**

Only payments recorded in the 11<sup>th</sup> August 2022 minutes and as per Appendix A were made.

Since the 11<sup>th</sup> August 2022 one receipt of payment for £5285.96 was received from HMRC in association with VAT Rebate.

**d) Bank Account as of 31st August 2022**

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 31<sup>st</sup> August 2022 was £61726.29.

**e) Bank Account as of 30<sup>th</sup> September 2022**

Prior to the meeting no bank statement had been received to confirm the balance.

**f) Savings account - Bank needs to be contacted by a signatory**

The clerk relayed that she had received notification via text that the mandate had been updated and once received access to the online banking will look into applying for a Savings Account.

**g) Grant application from St Guthlac's PCC re Ground Maintenance**

A grant application had been received from St Guthlac's PCC regarding help with the Ground Maintenance at the church. After discussion it was proposed by Cllr Armstrong, seconded by Cllr P Skinner and with no objections it was resolved to award a grant for £750.

**h) Information received from Zurich Insurance re Adding Assets to Policy**

Assets from the register have now been recorded with Zurich Insurance. The extra cost for this is £104.85. It was proposed by Cllr Williams, seconded by Cllr P Skinner and with no objections it was resolved to pay the additional fee.

**i) Quotes for Fees from Internal Auditor**

Two quotes had been received from respective Internal Auditors. After discussion it was agreed that the new Internal Auditor should be Helen Vaughan.

**j) 2021/2022 AGAR**

The clerk relayed that PKF Littlejohn have completed the 2021/2022 year-end audit of the Parish Council's accounts but several errors were discovered. The figures documented were reinstated without any explanation and therefore was incorrectly done and asked for reasons behind this. Looking at the previous year's audit of accounts it was realised that the figures had also been mistakenly recorded.

Checking on other previous years accounts the errors made began in 2020 and it was learnt that outstanding payments from former year-ends had been readded into the next years balance and once funds were cleared the Parish Council's funds seemed to show more than actually available.

Following several emails and phone calls with the auditor the explanation of correction was agreed which allowed for them to sign off the year-end accounts.

- 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/22/0347 – Proposed single storey rear extension, secondary storey side extension (over existing garage) and alterations to external materials – Bramble Tye, Clampgate Road, Fishtoft**  
There were no objections to this application.
- b) **B/22/0355 – Single storey rear extension and upper floor side extension – 30 Highgrove Crescent, Fishtoft**  
It is believed that the property is already too close to the boundary and through the party wall noise and movement can already be heard. Though other than this issue the Parish Council have no objections to this application.
- c) **B/22/0363 – Application to vary Condition 2 (standard compliance) and Condition 5 (parking area) of approval B/18/0310 (Erection of detached two storey dwelling) – Land adjacent to Windrush, Fishtoft Road, Fishtoft**  
There was no objection to this planning application however it was recommended that the property had suitability for two cars to be parked off road.
- d) **B/22/0370 – Proposed development of 41 affordable dwellings and associated works - Southern Part of Field to the south of 41, Church Green Road, Fishtoft**  
There was no objection to this planning application however it was recommended that there should be a public footpath from the development to the village. Though there was a concern raised that this site was perfect arable Grade 1 land.
- e) **B/22/0371 - New Permanent Agricultural Works Dwelling and continued use for a further 3 years of Static Caravan as Temporary Workers Dwelling - Oak Farm, Cut End Road, Fishtoft**  
It is believed people are already living on site. Though there were no objections to this application, uncertainties were raised in that not comfortable with the application for permanent residence with an agricultural clause and raises concern that there will be an application for this to be removed in the future.
- f) **B/22/0380 – Proposed two storey side extension – Skirbeck Farm, Tattershall Road, Boston**  
There was no objection to this planning application.
- g) **Planning Reports and Information received including Planning Application decisions**  
One planning application had been received since the setting of the agenda – B/22/0408 - Application for the variation of Condition 2 (approved plans) under Appeal reference APP/Z2505/D/20/3262257 (B/20/0262 proposed two storey side and rear extensions and alterations) to facilitate an increase in the footprint and roof height of the proposed western side extension at 15 Pilley Lane, Boston PE21 9RA
- It is believed that this is too close to the boundary. Vehicles associated with the property are excessive and there is fear that this will extend to outside the property boundary and cause obstruction for both pedestrians and other highway users in a non-footpath zone.

Two planning applications have been approved:

- B/22/0317 – Proposed two storey rear extension including alterations – Collingham, Fishtoft Road, Fishtoft
- B/22/0318 – Proposed temporary change of use from residential accommodation to office use for the NHS Trust – Tattershall House, Castle Road, Boston

## 7. Members reports and business

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

Due to Councillor Ordway absence at the meeting, it was resolved to defer this to the next Parish Council meeting.

### b) Fishtoft 400/Buoy - *Any updates*

Councillor Armstrong relayed that a recent meeting with Nick Jones from Transported that there could be some funding available to aid with this project. Looking to having a more permanent Community Association but have various issues to be resolved first.

### c) Emergency Plan - *Update from Councillor Williams*

Councillor Williams reported that for the present moment there is no interest in this scheme therefore it was decided to postpone this for the time being.

### d) Pilgrim Fathers gate vandalism - *To discuss cameras and ICO information*

A meeting had been held between Councillor Ashley and Lincolnshire Crime Prevention Officer. Several suggestions were discussed and it was considered the best solution was to install signage and then review the additional methods if and when required.

### e) Notice boards - *To discuss the condition of each board and action: Requested by Cllr Ashley*

Councillor Ashley had forwarded a detailed report on all the noticeboards within the area. It was viewed that the one at Rochford Tower Hall should be replaced. Quotes had been received for wooden replacement one. The clerk was asked to obtain additional quotes for an aluminium one to be discussed at the next meeting. The other Noticeboards were believed could be refurbished through organising a Working Party.

### f) Co-op Community Champions application - *To discuss & resolve - Requested by Cllr Crawford*

Notification had been received that the recent Champions scheme application was successful and would be associated with the Co-op in Eastwood Road between 4<sup>th</sup> December 2022 and 4<sup>th</sup> March 2022.

### g) Fishtoft playing fields - *To discuss Football Clubs report from the Annual Parish Meeting*

No information has been received from The Football Club from queries raised at previous meetings. Cllr Lenton asked for a copy of the email to see if he could find out any information. This item was therefore was deferred.

## 8. Parish Council Website

It was suggested that there should be more Parish Information on the website with suggestions of walks within the area and photos from the Jubilee competition.

## 9. Correspondence received, Events & Reports

### a) Letter from resident re HGV Parking on Fishtoft Road layby near Fogarty's old factory

After discussing this matter the clerk was asked to contact the resident to say that the Parish Council are interested in receiving additional information and relaying information about the hauliers whom park at the site and recording any disturbances as an Anti-social behaviour log to use as evidence when required.

**b) Hedgehog Highway Project**

The Parish Council are vigilant that hedgehogs are around. After reviewing this matter, it was believed that this would be more suitable project for the schools. Though information relating to this could also be displayed on the noticeboards and website.

**c) Branching Out Fund Grant**

The matter was deferred to the next meeting when Cllr Ordway would be in attendance to be able to consider this further.

**d) Application to Woodland Trust**

The matter was deferred to the next meeting when Cllr Ordway would be in attendance to be able to consider this further.

The following additional correspondence received that was discussed:

- Smalley Road/Taylor Close – the grass is overgrowing and seems like the contractor has missed this area again. Clerk asked to relay this information to the contractor.
- Cllr Crawford asked if notices associated with Cinnamon Trust could be displayed both on the noticeboards and website. The Parish Council agreed to this.

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

Matters were discussed. Councillor P Skinner said he will find out more information relating to Whitehouse Lane and Sibsey Road. He also relayed that he will find out more information relating to Sponsorship money associated with Scalp Road.

**11. Dates for future meetings**

Meeting date	Commencing	Location
Monday 7 <sup>th</sup> November 2022	7pm	Pavilion, Fishtoft Playing Fields
Thursday 8 <sup>th</sup> December 2022	7pm	Rochford Tower Hall
Monday 16 <sup>th</sup> January 2022	7pm	Pavilion, Fishtoft Playing Fields

There being no further business the meeting finished at 8.55pm

## Appendix A

**Item 5c on agenda****FISHTOFT PAYMENTS AND RECEIPTS FOR PERIOD  
AUGUST-OCTOBER 2022****Payments made as approved at 11<sup>th</sup> August 2022 meeting**

<b>Payee</b>	<b>Service</b>	<b>Cheque no.</b>	<b>Amount</b>
G Hislop	Garden Maintenance at War Memorial	1525	30.00
G Hislop	Hire of Generator for Jubilee Fun Day	1526	164.16
Guardian Storage Ltd	PC Document Storage (Aug 2022)	1527	60.00
Sibsey Parish Council	Reimbursement for Printer Ink	1528	10.10
H Crawford	Reimbursement for Glue re Mosaics	1529	19.99
S Knowles	Staff Costs	1530	427.84
<b>TOTAL</b>			<b>712.09</b>

**Payments to be approved**

<b>Payee</b>	<b>Service</b>	<b>Amount</b>
Guardian Storage Ltd	Storage of PC Documents (Sept 2022)	60.00
TA Blackamore Ltd	Grounds Maintenance	1129.08
Sibsey Parish Council	Reimbursement towards HP Printer Ink Service	8.70
	Reimbursement towards Emergency Plan	
R Ashley	Accessories	26.00
S Knowles	Staff Costs	530.65
HMRC	PAYE Costs (Apr-Sept 2022)	446.90
Guardian Storage Ltd	Storage of PC Documents (Oct 2022)	60.00
PKF Littlejohn LLP	External Auditor Fee	240.00
G Hislop	Garden Maintenance at War Memorial	30.00
Sibsey Parish Council	Reimbursement towards HP Printer Ink Service	4.50
S Knowles	Staff Costs	463.90
<b>TOTAL</b>		<b>2999.73</b>

**Payments received**

<b>Payer</b>	<b>Service</b>	<b>Amount</b>
HMRC	VAT Rebate	5285.96
<b>TOTAL</b>		<b>5285.96</b>

**Waiting Bank Statement to confirm any additional payments made or received**

## Appendix B

### Item 10 on agenda

### FixMyStreet, LCC & BBC

No.	AREA	ISSUE	DATE	HOW	REF	OUTCOME
1	A16 Hilldyke-Sibsey	Traffic Calming - Joint letter with Sibsey				Does not meet criteria
2	Tower/Priory/Eastwood	Archers Report				Waiting outcome
3	Sibsey Road	2 x Damaged pavement, trip hazard		FMS	404599	Informed work be done when funds available
4	Woad Lane	Gouges, potholes & flooding		FMS	390639	Advised action scheduled 23/4/21 – Cllr Skinner to chase
5	Whitehouse Lane	Lamp out		BBC	404325	Lamp number required
6	Church Green Road	Footpath uneven and damaged		FMS	4153606	Proposal for works South Division – request update from LCC
7	Eastwood Road Footpath	Footpath uneven and damaged		FMS	4164960	As above
8	Freiston Road Footpath	Footpath uneven and damaged		FMS	4164961	As above
9	Church Green Road	Extension of path – Email	15/12/2021	LCC	4169782	Chase LCC for update
10	Scalp Road	Pot holes & need for layby	Sep-21	LCC		13/12/21 P.S. Unadopted – sponsors being looked for – Environment agency have patched
11	Gaysfield Road	Defective streetlight	30-May	FMS		Work completed