

Fulstow Parish Council Minutes

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Location: Fulstow Village Hall

Date: 13th June 2024

Time: 7pm

In attendance: Cllr Lawson, Cllr Guilliat, Cllr Pike and Cllr Rack

Minutes taken by Clerk & RFO M Lawson

1. Apologies for absence from Cllr Flinn, Cllr Larder and Cllr Mann were received and accepted by the council
2. Declaration of personal/prejudicial interest – None were declared
3. *Public participation* - No members of the public present
4. *Public participation ends*
5. Approval of Minutes from the meeting on 9th May 2024 were accepted as a true record and duly signed by the Chair of the meeting
6. Matters arising including updates from the following action points
 - I. AGAR update – The clerk & RFO advised the councillors that all relevant documents had been submitted to the auditors and published on the website.
 - II. Insuring the new memorial – A cost of £33 had been quoted to insure the new memorial by Heelgate Farm, Bridge Lane, Fulstow, LN11 0XP. Councillors voted unanimously to take responsibility for the memorial. Clerk to organise insurance.
 - III. .gov.uk email address update – The Clerk informed the councillors that Net Nerd could not start the process to host .gov.uk email addresses until the end of June at the earliest. This was due to the government changing the registration process. Net Nerd will advise when they are able to process our request.
 - IV. Costings and designs for flower beds - Cllr Pike advised the councillors of the estimate received for flower beds.

Option 1 - Formal flower beds x 3 £700 before planting plus upkeep approx. 12 hours annually at £45 per hour. Council would supply bedding plants/bulbs etc
Total Cost per year £1240 plus bedding plants bulbs etc

Option 2 - Wild Flowers from hedgerow down to 3 feet from Kerb. To prepare (weed & till) and sow seeds, Approx £500 with no upkeep costs. Council to supply seeds.

The Council agreed the wildflower border was the preferred option, for both financial and environmental reasons. The Clerk advised due to the costs involved further quotes would be needed. The Clerk to ask the current grass cutting contractor if he would like to provide a quote. The Clerk will look to see if there were any available grants to help with the costs.
7. Grass cutting – To review
 - I. Revised costings & requests received from the new contractor – The Council approved the new updated cost of £120 (including VAT) per cut. The contractor had approached the Clerk regarding the difficulty mowing the Island in Cassbrooke Drive due to the trees being overgrown. Cllr Guilliat provided photos and it was unanimously agreed the trees needed cutting back. Clerk to obtain a quote from the contractor. It was also noted that roots from trees were once again coming up through the pavement making it dangerous. As it was only a year since LCC had repaired the footpath the councillors decided a longer term solution would be to remove the trees. Clerk to organise.

- II. Area's to be included in grass cutting following a request from residents - Following unplanned and urgent changes in grass cutting contractor, a complaint from 2 residents had been received regarding 2 areas of grass which had not been cut on the first visit. It was identified that the land in question was not included in the tender document and ownership unclear. LCC were approached to assist in determining responsibility. LCC informed they were responsible for verge cutting 3 times per year, however a scheme to devolve the responsibility to the parish council, with financial recompense, was possible. LCC agreed to map out the areas to be included in the scheme and to provide a calculation of the contribution. As the information had not yet been received the councillors were unable to decide on this matter and decided the best course of action was to hold an extraordinary meeting when all the information had been received. They agreed that if the matter had not been resolved by the next time the contractor was in the village they would cut the 2 areas in question as a 1 off. Clerk to inform resident & contractor.
8. Roadworks and Highways – To discuss the following points
 - I. Complaints received from a resident re roadworks in the village and subsequent communications with LCC – following complaints received regarding roadworks, the reasons for road closures and diversions, lack of notifications and blocked drains, the clerk contacted LCC Highways and had obtained the following information to address the complaints
 - a) Notifications re roadworks are only sent to parish council if there is a full road closure and diversion in place. Roadworks that use traffic management systems are all shown on the LCC website and the Causeway one website, both are accessible to the public. The clerk advised Fulstow Parish Council do receive notifications of road closures.
 - b) Road Closures and diversions are used only when necessary, following set policies and health and safety procedures.
 - c) LCC Highways plan their drainage maintenance using information from routine inspections and any reports received. The drains in Fulstow had been cleaned and inspected within the last week. The drain opposite the Cross Keys, which had received complaints, was now working correctly.
 - II. Reporting of faults and follow up through the parish council – It was requested that the ability to report faults through the 'Fix My Street' app was placed on the next newsletter and the parish council website to enable villagers to report faults directly. Any person who is unable to do it themselves can request the clerk report the matter: these requests must be made along with a photo and an address or what3words address. If a fault is inadequately repaired, these issues will be reported to the county councillor by the clerk.
 9. To consider a Bullgrass donation to the new Fulstow Junior Football Club – Cllr Pike requested this agenda item be deferred as there was only 1 trustee at the meeting. Vice chair explained that all Fulstow Parish Councillors were trustees of the Bullgrass Charity. Cllr Pike argued that in the past there were only 2 trustees and the Bullgrass had nothing to do with the parish council. The clerk & RFO informed Cllr Pike that the financial regulations, which were approved and adopted by the council, clearly states that all councillors were trustees. Cllr Pike accused the clerk & RFO of changing the Charity Commission password to prevent access to the account. It was agreed that a donation would not be proper until the club are affiliated with the FA: the agenda item was deferred.
 10. To consider a request for a council donation to St Lawrence's Church Development Project – The parish council voted unanimously not to offer funding at this time. Clerk to inform Mr S Woodcock

11. Certification – the following items of expenditure were approved
 - I. LALC Training subscription
 - II. Bullgrass drainage board fees
 - III. Parish council Insurance – this payment had been made by the Clerk but was still awaiting a 2nd authorisation.
 - IV. J Dawkins grass cutting
12. Communications received since last meeting
 - I. Letter received from Lloyds bank stating the parish council account may not be covered by the FSCS if financial firms fail. - Lloyds had verbally advised the clerk that the parish council was covered. The clerk to follow up with a request for written confirmation.
 - II. PCC engagement sessions – These online engagement briefings are held 6 monthly for parish and town councils.
13. Planning – Update on SPRINGFIELD FARM, MAIN STREET, FULSTOW, LN11 0XF - It was noted the planning application had been withdrawn.
14. Items for the next agenda to be emailed to the clerk by noon 23rd July 2024 . Please note items for the agenda must be relative to the parish council and have a purpose. One or two words agenda items are not enough.
15. Date of next meeting 1st August 2024

Action Points

- Clerk to Insure the new memorial
- Clerk to contact grass cutting contractor re quote for wildflower bed
- Clerk to contact grass cutting contractor re quote for tree lopping
- Clerk to obtain quotes for felling tree
- Clerk to advise villager regarding grass cutting complaint
- Clerk to put Fix My Street info on website and forward to Cllr Pike for inclusion in newsletter
- Clerk to inform Mr S Woodcock decision on donation to St Lawrence's Church Development Project