

Fulstow Parish Council Minutes

Location: Fulstow Village Hall

Date: 14th September 2023

Time: 7pm

In attendance: Cllr Lawson, Cllr Guilliat, Cllr Mann, Cllr Pike, Cllr Flinn

Minutes taken by M Lawson, Clerk & RFO

1. Apologies received from Cllr Larder, Cllr Leonard, Cllr Hall & Cllr Mossop were accepted
2. Declaration of personal/prejudicial interest: none were received
3. Minutes of the meeting held on 3rd August 2023, were accepted as a true record and duly signed by the Vice Chairman
4. Matters arising including updates on the following action points
 - a) Drain survey - Completed by Cllr Lawson & The Clerk. 2 drains were missing so had been added to the drainage records map.
 - b) Emergency Plan – The emergency plan had been partially completed by Cllr Lawson & The Clerk. Cllr Pike requested her name be removed from the plan. It was agreed to ask if any of the village hall committee would like to volunteer to assist on the emergency plan.
 - c) Coronation medals – The Clerk to write a piece to be put on the PC website, Fulstownians and to be included in the next newsletter. Cllr Flinn volunteered to attend Fulstow school to give the medals to the children. The Clerk to arrange.
7. Provision of allotments in the village – The Clerk explained a villager had asked if the council could provide allotments within the village. The request was discussed but as the parish has no available land this was something that could not be provided at this time.
8. To review Emergency Plan – The Emergency Plan was fully discussed in point 4a) Matters arising.
9. Review the Finance Policy – The Council reviewed the finance policy and agreed to the following changes recommended by The Clerk.
 - i. Section 1.14 Reduce amount from £1000 to £500
 - ii. Remove sections 6.19 & 6.20
 - iii. Remove the wording 'The Council will not maintain any form of cash float' in 6.21
 - iv. Suspend Section 7 payment of salaries. Clerk to examine the payment of salaries further.
 - v. Suspend section 8 as not required.
 - vi. Point 11.i.f) Changed to include 'Invitations to tender be placed on parish web site when needed'.
 - vii. Section 13.4 Clerk to check this point with Zurich insurance.

10. The following were approved for online payment
 - a) Microsoft Office 365/Cloud subscription paid (Recurring payment as approved in the minutes of 21st April 2022 point 9.d)) Refund to Cllr Lawson
 - b) Green Grass £172.37 for Grass cutting 2nd Aug 23 and 4th Sept 23 Invoice #2937
 - c) Reimburse Cllr Lawson for Printer Ink.

It was agreed that the Clerk and Cllr Mann would process the payments by internet banking to see if the procedure was set up for 2 person authentication.
11. Any other business
 - a) Cllr Pike informed the council she had a gardener to look at planting the flower beds at the entrance to the village.
 - b) Cllr Pike informed she had spoken to a Chartered Surveyor & Valuer regarding the tenancy on the Bullgrass. The Clerk requested Cllr Pike return any Bullgrass documentation to allow it to be correctly filled.
 - c) The Clerk & RFO advised she had received a few 'grumblings' from villagers, regarding the frequency of sheep and cows escaping onto Station Road from the nearby farm.
12. Date of next meeting - Thursday 9th November 2023 @ 7pm

Action Points

- Clerk to talk to Nigel re Village Hall committee and the Emergency Plan
- Clerk to write a piece regarding the Coronation medals for website, Facebook and pass to Cllr Pike for inclusion in newsletter
- Clerk to arrange for Cllr Flinn to present medals to children in Fulstow School
- Clerk to look into salary payments
- Clerk to update finance policy
- Clerk to look into Zurich insurance cover
- Cllr Pike return Bullgrass documentation for filing
- Cllr Pike to follow up gardener for flower beds