

ITEM NUMBER	MINUTES OF THE PARISH COUNCIL MEETING OF FENTON & TORKSEY LOCK PARISH COUNCIL Held on 17 May 2018, 7pm at The Games Room, The White Swan, Torksey Lock.	ACTION
	PRESENT: Cllr G Newton (Chair), Cllr Frank Harris, Cllr Stuart Kinch. Ruth Keillar (Clerk) No members of the public were present	
317	<u>ELECTION OF CHAIR</u> It was proposed by Cllr S. Kinch, seconded by Cllr F. Harris and it was RESOLVED that Cllr G. Newton be elected as Chair of Fenton and Torksey Lock Parish Council. The Declaration of Acceptance of Office was signed.	
318	<u>ELECTION OF VICE-CHAIR</u> It was agreed that this post be left as unelected.	
319	<u>TO RECEIVE APOLOGIES AND REASON FOR ABSENCE</u> Cllr Rikki Doolan was not present – (apologies were sent via Cllr Kinch) No apologies submitted by Cllr Doolan – absence noted.	
320	<u>TO RECEIVE DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA</u> None received	
321	<u>TO RESOLVE TO SUSPEND THE MEETING TO ALLOW NO MORE THAN 15 MINUTES OF PUBLIC FORUM</u> No members of the public were present.	
322	<u>PREVIOUS MEETING NOTES</u> It was proposed by Cllr G. Newton, seconded by Cllr F. Harris and it was RESOLVED that the notes from the meeting held on 19 April 2018 be approved as a true record and signed as minutes.	
323	<u>CHAIRMAN'S REPORT FOR INFORMATION ONLY</u> An amendment to the GDPR legislation has been passed that removes the requirement for parish councils to appoint an external Data Controller. Compliance with the regulations in all other aspects is still required by 25 May 2018. This is addressed in item 12 of the agenda.	
324	<u>CLERK'S REPORT FOR INFORMATION ONLY</u> The clerk attended the following LALC training events: <ol style="list-style-type: none"> 1. 25/4/18 – I.T. Training. Dunholme 2. 26/4/18 – GDPR. Bassingham 3. 09/05/18 – Community Engagement / Funding. Caistor Festival Hall 4. 15/05/18 – Community Diversity / Employment Law (incl DGPR aspect of HR/employees) 5. The Clerk has annual leave from 08/06/18 – 22/06/18 It was agreed that the proposed meeting of 21 June be cancelled and that the next meeting will be Thursday 19 July.	
325	<u>COUNCILLORS' REPORT FOR INFORMATION ONLY</u> Nothing to report	
326	<u>TO RECEIVE REPORTS FROM OUTSIDE BODIES</u> Crime report received from Gainsborough Rural South <ol style="list-style-type: none"> i. period from 01/04/18 – 29/04/18 – 2 incidents of crime reported in the parish. 	
327	<u>CORRESPONDENCE</u> A list of correspondence received for the period from 20 April - 17 May 2018 was noted and is attached.	
328	<u>GENERAL DATA PROTECTION REGULATION</u> To consider the approval of the following to comply with GDPR as of 25 May 2018 <ol style="list-style-type: none"> i. It was noted that the Parish Council has a Data Controller for Parish Council business activity ii. It was agreed to adopt the Data Map (enclosed) iii. It was agreed to adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy (enclosed) iv. It was agreed to adopt the Privacy Notices (enclosed) v. Completed Security Compliance Checklists were received from all Councillors. vi. It was noted that the Council is already registered as a Data Controller with the ICO (registration number ZA110105) vii. It was noted that Contracts with Suppliers and Partners are in place or are being issued and are pending acknowledgement. viii. It was noted that completion of the GDPR Councillor's Consent Forms had been received 	
329	<u>TO RECEIVE ANY UPDATES REGARDING THE TELEPHONE KIOSK AND DEFIBRILLATOR.</u> The Chairman reported that an email had been sent to John Richards Decorators on 23 April 2018 advising them of the PC's intent to proceed with the refurbishment of the kiosk in accordance with	

	<p>their quotation dated 16 March 2018. No response has been received. The Chairman will follow this up.</p> <p>A quotation for the parts required for the refurbishment was received from X2Connect Ltd on 23 April 2018 by email. The pro forma invoice totalled £260.34 including £15.00 carriage and £43.39 VAT. Payment terms 30 days from receipt of goods.</p> <p>It was proposed by G. Newton, seconded by F. Harris and it was unanimously RESOLVED that the parts be ordered and the cheque raised at this meeting.</p> <p>BT are still unable to give an update as to when the telephony equipment will be removed ready for their final inspection and handover to the parish. (Last statement from BT received on 24 April 2018)</p>											
330	<p><u>FINANCIAL MATTERS</u></p> <p>Opening C/A balance for 2018/19 = £9441.04. This is comprised of the following - Precept received £5710 WLDC Councillors Grant £500 TFG Grant £432 LCC Grass cutting grant £39.06 Amount carried forward from 2017/18 accounts was £2759.98</p> <p>i. To approve the Statement of accounts and bank reconciliations for February as at April 2018 The RFO reported balances for April 2018 a) deposit account balance as £7047.79 b) current account balance as £9017.23 Uncleared cheques – None</p> <p>It was proposed by Cllr G. Newton, seconded by Cllr S. Kinch and it was RESOLVED to approve the statement of accounts and bank reconciliation for April 2018.</p> <p>ii. To approve accounts for 19 April 2018</p> <p>It was proposed by Cllr G. Newton, seconded by Cllr S. Kinch and it was unanimously RESOLVED to accept the following accounts for payment:</p> <table><tr><td>215684 – R Marsh. Grass and Verge Cutting, April</td><td>£125.00</td></tr><tr><td>215685 – R Keillar. Clerk's Expenses (travel to Audit mtg, 14/5/18, PCmtg 17/5/18, LALC training 25/4/18, 26/4/18, 9/5/18 and 15/5/18:£41.90 Printer ink pack - £89.99)</td><td>£131.89</td></tr><tr><td>215686 – R Keillar. Clerk's Salary for May (dated 25/05/18)</td><td>£190.76</td></tr><tr><td>215687 – T Holleran. Internal Audit/Accounts year end 2017-18</td><td>£50.00</td></tr><tr><td>215688 – X2Connect, Kiosk refurbishment materials. (ref min 329)</td><td>£260.34</td></tr></table> <p>It was agreed to pre-approve 2 cheques for payment in June, as follows: 215689 – R Keillar, Clerk's Salary for June. (value to be ratified at the next meeting) 215690 – R Marsh, Grass-cutting for May (value to be ratified at the next meeting)</p> <p><u>Audit 2017-18</u></p> <p>iii. It was noted that the Annual Internal Auditors Report had been completed iv. The Governance Statement. Chair and Clerk formally approved and signed, noting the minute reference. (330 iv). v. The Accounting Statement 2017/18 had been signed and dated by the RFO prior to presenting for approval. The Chair formally approved and signed the Accounting Statement 2017/18, noting the minute reference (330 v). vi. The Exemption Certificate was formally signed and dated by the RFO and Chair. vii. It was noted that the Notice of Public Rights will be posted onto the website for at least 30 working days, commencing on 26 June 2018.</p> <p>Clerk's Payscale Review</p>	215684 – R Marsh. Grass and Verge Cutting, April	£125.00	215685 – R Keillar. Clerk's Expenses (travel to Audit mtg, 14/5/18, PCmtg 17/5/18, LALC training 25/4/18, 26/4/18, 9/5/18 and 15/5/18:£41.90 Printer ink pack - £89.99)	£131.89	215686 – R Keillar. Clerk's Salary for May (dated 25/05/18)	£190.76	215687 – T Holleran. Internal Audit/Accounts year end 2017-18	£50.00	215688 – X2Connect, Kiosk refurbishment materials. (ref min 329)	£260.34	
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	viii. Following publication of revised NALC paycales for 2018-19, It was proposed by Cllr G. Newton, seconded by Cllr S. Kinch and it was RESOLVED to approve an increase in the Clerk's salary, SCP 22, from £10.739 ph to £10.953ph, as of 1 st April 2018.	
331	<p><u>PLANNING MATTERS</u></p> <p><u>Applications received:</u></p> <p>APPLICATION REFERENCE NO: 137769</p> <p>PROPOSAL: Notification under Electricity Act 1989 Overhead Lines Exemption Regulations 2009 - ENQ5386945 - erect 1no. additional pole and stub- leg pole to support transformer.</p> <p>LOCATION: Land off Newark Road Torksey Lock Lincoln</p> <p>APPLICATION TYPE: Circular 14/90 Overhead Lines</p> <p>APPLICATION CATEGORY: Notifications</p> <p>The PC has no comments</p> <p><u>Decisions received:</u></p> <p>APPLICATION REFERENCE NO: 137435 – Application approved subject to conditions.</p> <p>PROPOSAL: Planning application for demolition of existing bungalow and erection of replacement dormer bungalow</p> <p>LOCATION: The Hawthorns Newark Road Torksey Lock Lincoln LN1 2EJ</p>	
332	<p><u>TO RECEIVE ANY UPDATES ON THE ARCHIVING OF RECENTLY DISCOVERED OLD PARISH RECORDS.</u></p> <p>The Chairman reported that he had been in contact with Mrs.Tracy Flinders regarding the archiving of the 2 books of old records that she had handed over and was awaiting her reply. The Chairman will follow this up again.</p>	Cllr Newton
333	<p><u>ANY URGENT ITEMS FOR DISCUSSION</u></p> <p>None received</p>	
334	<p><u>TO RECEIVE ANY UPDATES ON THE S106 AGREEMENT FOR THE PLAY AREA</u></p> <p>The Chairman reported the following:</p> <p>Email dated 4 April 2018 received from the developer's solicitor.</p> <p>Email dated 4 April 2018 forwarded above to WLDC.</p> <p>Email dated 6 April 2018 to WLDC responding to developer's solicitor's email of 4 April 2018</p> <p>Email dated 27 April 2018 from WLDC responding to PC email dated 6 April 2018.</p> <p>Email dated 11 May 2018 to WLDC responding to WLDC's email of 27 April 2018.</p> <p>All of the above are reproduced on the PC's website.</p>	
335	<p><u>TO CONSIDER ITEMS FOR INCLUSION ON THE WEB SITE</u></p> <p>Audit documents</p>	Clerk
336	<p><u>DATE OF NEXT MEETING DATE</u></p> <p>The next meeting of Fenton and Torksey Lock Parish Council will take place on Thursday 19 July – 7pm at The Games Room, The White Swan, Torksey Lock.</p>	
	Cllr F. Harris verbally tendered his resignation due to personal reasons and will confirm this in writing to follow.	
	There being no further business the Chairman closed the meeting at 8.00 pm	

Chair.....G. NEWTON

Date.....20 September 2018