

ITEM NUMBER	<p align="center">MINUTES OF THE PARISH COUNCIL MEETING OF FENTON & TORKSEY LOCK PARISH COUNCIL</p> <p align="center">Held on 19 April 2018, 7pm at The Games Room, The White Swan, Torksey Lock.</p>	ACTIO N
	<p>PRESENT: Cllr G Newton (Chair), Cllr Frank Harris, Cllr Stuart Kinch. Ruth Keillar (Clerk) No members of the public were present</p>	
299	<p><u>TO RECEIVE APOLOGIES AND REASON FOR ABSENCE</u> None received; Cllr Rikki Doolan did not attend, and submitted no apologies.</p>	
300	<p><u>TO RECEIVE DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA</u> None received</p>	
301	<p><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.</p>	
302	<p><u>PREVIOUS MEETING NOTES</u> It was proposed by Cllr Newton, seconded by Cllr Kinch and it was RESOLVED that the notes from the meeting held on 15 February 2018 be approved as a true record and signed as minutes.</p>	
303	<p><u>CHAIRMAN'S REPORT FOR INFORMATION ONLY</u></p> <p>i. Chairman's report The General Data Protection Regulations (GDPR) come into law on 25 May 2018. Parish Councils are required to be in compliance by this date. The necessary documentation will be prepared for adoption at the next PC meeting on 17 May 2018. Councillors will need to complete a Security Compliance Checklist at the meeting. The PC is required by Law to hold its Annual Meeting during May – this will also be on 17 May 2018. Councillors are requested to confirm their availability to attend this meeting as soon as possible.</p> <p>ii. To comment on any issues arising from the Annual Parish Meeting that may be included on the next agenda, and discuss any preparatory work required. No matters arising from APM.</p>	All
304	<p><u>CLERK'S REPORT FOR INFORMATION ONLY</u></p> <p>a) Weather Warning for w/e 17 March received from LCC Emergency Planning & Business Continuity Officer and posted onto the PC website.</p> <p>b) The Clerk attended LALC training on 7 March – Audit/Finances. The travel/attendance costs to be shared with Nocton PC.</p> <p>c) Highways update: Trevor Hines, LCC Highways for WLDC area:</p> <p>i. Kiosk refurb – any permissions are required to carry out the works – tbc by Friday 23 March. It is likely that a ownership certificate will be issued to the PC</p> <p>ii. Kerb at bus-stop – as previously reported, there is no plan to carry out works of this nature at present, however Mr Hines will look into what, if anything can be done to improve this issue. They have the go-ahead to install 'elderly people crossing' signs, should this be considered helpful.</p> <p>iii. Highways have experienced a difficult 12 months since the re-structuring – Mr Hines apologised for this, however it has been beyond his control</p> <p>iv. Highways are to employ two new persons shortly; Mr Hines will have an assistant to help address all works</p> <p>v. Highways have received 2000+ enquiries in the last 12 months, which is an increase and they have had a 50% reduction in staff for 12 months</p> <p>vi. Highways have received 150+ new reports re potholes in the last 5 days.</p> <p>vii. Mr Hives he has been clearing 300 emails per day and is up to December 2017</p> <p>viii. There is one pothole crew for WLDC consists of 2/3 men and they are available every 2 out of 4 weeks for WLDC</p> <p>ix. This overview is common across all DC's in LCC.</p> <p>d) Code of Conduct signed statements received electronically for Cllrs Newton, Harris and Kinch and forwarded to WLDC. Cllr Doolan was unable to supply a signed statement and this is required as a matter of urgency, along with his signed copy of RoMI. Failure to comply with DC/PC regulations is a breach of policy.</p> <p>e) Grass-Cutting – it was agreed to sign the agreement for the PC to take on the Grass-Cutting for 2018-19, from LCC and to submit the required documentation to LCC Highways.</p>	Clerk
305	<p><u>COUNCILLORS' REPORT FOR INFORMATION ONLY</u> Nothing to report</p>	
306	<p><u>TO RECEIVE REPORTS FROM OUTSIDE BODIES</u> Crime report received from Gainsborough Rural South</p> <p>i. period from 01-02-18 to 28-02-18 – No incidents of crime reported in the parish.</p> <p>ii. period from 01-03-18 to 31-03-18 – No incidents of crime reported in the parish.</p>	

307	<p>CORRESPONDENCE</p> <p>A list of correspondence received for the period from 14 February – 19 April 2018 was noted and is attached.</p> <p>It was noted that email received from WLDC, 26/03/18 – regarding a request to the PC to consider the naming of a new development ‘Lincoln Court’, had been submitted too late to receive relevant feedback from the PC. It was noted that an alternative name had been mooted for the PC to consider, however as WLDC has already made the decision it was now not relevant. It was agreed that the PC inform WLDC of this and that there are no objections to the name.</p>	Clerk												
308	<p><u>TO RECEIVE ANY UPDATES REGARDING THE TELEPHONE KIOSK AND THE DEFIBRILLATOR</u></p> <p>i The Kiosk:</p> <p>a) The Chairman reported that 6 of the 9 contractors approached had declined to quote for the kiosk refurbishment. The remaining 3 had been contacted again and 2 had responded with a quotation. The two quotes were from Devlin Painters & Decorators (£2350) and from J Richards Decorators (£1292.85).</p> <p>b) It was agreed to contact the contractor who had provided the lower quote, to advise of the intention to proceed with the refurbishment works in accordance with the quotation dated 16 March 2018, pending the appropriate certification from BT.</p> <p>c) BT have been unable to provide a date for issuing the completion certificate. It was agreed to chase this for the next meeting.</p> <p>d) Permit requirements – LCC Highways has responded – clarification is awaited.</p> <p>ii The Defibrillator:</p> <p>a) The Clerk had circulated a draft Governance System Schedule and Monitoring documentation prior to the meeting. Due to the level of work required and the requirement for at least one Cllr to take ownership of the project, it was agreed that the defibrillator be taken off the agenda until satisfactory membership is achieved.</p>	Clerk												
309	<p><u>FINANCIAL MATTERS</u></p> <p>i. To approve the Statement of accounts and bank reconciliations for February as at 1 March 2018 The RFO reported balances for February 2018</p> <p>a) deposit account balance as £7041.91</p> <p>b) current account balance as £3772.16</p> <p>Uncleared cheques - None</p> <p>ii. To approve the Statement of accounts and bank reconciliations for March as at 29 March 2018 The RFO reported balances for March 2018</p> <p>a) deposit account balance as £7041.91</p> <p>b) current account balance as £3772.16</p> <p>Income:</p> <p>To note that The Transparency Fund Grant has been received £432.00 [see minute 264 b)]</p> <p>To note that the LCC Grass-Cutting Grant has been received. £39.06</p> <p>Uncleared cheques – none</p> <p>It was proposed by Cllr Newton, ^[SEP]seconded by Cllr Harris and it was unanimously RESOLVED to approve the statement of accounts and bank reconciliation for February & March 2018.</p> <p>iii. To approve accounts for 19 April 2018 It was proposed by Cllr Newton seconded by Cllr Harris and it was unanimously RESOLVED to accept the following accounts for payment:</p> <p><u>2017-2018 payments:</u></p> <table data-bbox="319 1780 1284 2060"> <tr> <td>215674 – Information Commissioners Office (Annual subscription 2018/19)</td> <td style="text-align: right;">£35.00</td> </tr> <tr> <td>215675 – R Keillar, Clerk’s Salary February</td> <td style="text-align: right;">£200.56</td> </tr> <tr> <td>215676 - R Keillar, Clerk’s Salary March</td> <td style="text-align: right;">£200.56</td> </tr> <tr> <td>215677 - R Keillar, Clerk’s Expenses March (travel for PC mtg 22 March, LALC training 7 March – half cost with NoctonPC)</td> <td style="text-align: right;">£19.98</td> </tr> <tr> <td>215678 – Nocton Parish Council (half share of LALC courses, 6 Feb GDPR and 7 March Finances/Audit)</td> <td style="text-align: right;">£10.00</td> </tr> <tr> <td>215679 – Autela Group Limited, Q4 payroll process for 2017/18</td> <td style="text-align: right;">£46.08</td> </tr> </table> <p><u>2018-2019 payments:</u></p>	215674 – Information Commissioners Office (Annual subscription 2018/19)	£35.00	215675 – R Keillar, Clerk’s Salary February	£200.56	215676 - R Keillar, Clerk’s Salary March	£200.56	215677 - R Keillar, Clerk’s Expenses March (travel for PC mtg 22 March, LALC training 7 March – half cost with NoctonPC)	£19.98	215678 – Nocton Parish Council (half share of LALC courses, 6 Feb GDPR and 7 March Finances/Audit)	£10.00	215679 – Autela Group Limited, Q4 payroll process for 2017/18	£46.08	
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	<p>215680 – Nocton Parish Council £42.50 (half costs of the annual training scheme)</p> <p>215681 – LALC, Annual Subscription 2018-2019 £175.25</p> <p>215682 – R Keillar, Clerk's Salary for April (dated 25/04/18) £190.76</p> <p>215683 – R Keillar, Clerk's expenses for April (25/04/18) £15.30 (travel costs for 19/04/18)</p> <p>iv. It was proposed by Cllr Newton seconded by Cllr Harris and it was unanimously RESOLVED to approve that the end of year accounts and internal audit is carried out by Holleran Accountancy at the quoted cost of £75. The Chairman stated that £1600 needs to be carried forward from this year's accounts into 2018/19 accounts to make up the difference between the PC's budget of £7310 and the precept requested of £5710. The Clerk/RFO will report on this at the AGM in May.</p> <p>v. It was noted that the External Audit documents be prepared for signing at the next meeting, for submission to PKF Littlejohn before 11 June.</p> <p>vi.</p>	
310	<p><u>TO DISCUSS A REVISED FORMAT FOR THE PC ASSET REGISTER INCLUDING A DEPRECIATION POLICY.</u></p> <p>A proposed revised format for the PC's Fixed Asset Register was tabled. It was agreed that this adopted and updated to include the Heritage Telephone Kiosk. An additional format, including a depreciation for insurance purposes, was discussed. It was agreed to investigate the current Insurance Policy cover to establish if an 'new for old' cover is in place.</p>	Clerk
311	<p><u>PLANNING MATTERS</u> <u>Applications received:</u></p> <p>a) Letter date 29 March 2018. Last date for comments 26 April 2018. APPLICATION REFERENCE NO: 137435 PROPOSAL: Planning application for demolition of existing bungalow and erection of replacement dormer bungalow LOCATION: The Hawthorns Newark Road Torksey Lock Lincoln LN1 2EJ APPLICATION TYPE: Full Planning Application APPLICATION CATEGORY: Minor - Dwellings No comments received. The PC had no comments.</p> <p>b) Letter date 17 April 2018. Last date for comments 15 May 2018. APPLICATION REFERENCE NO: 137637 PROPOSAL: Planning application for the erection of 1no. dwelling including the removal of existing bungalow and garage LOCATION: Sunny View Lincoln Road Torksey Lock Lincoln LN1 2EH APPLICATION TYPE: Full Planning Application APPLICATION CATEGORY: Minor - Dwellings</p> <p><u>Decisions received:</u> None Received.</p>	
312	<p><u>TO DISCUSS ACTIONS REQUIRED FOR ELECTRONIC STORAGE AND 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.</p>	Chair
313	<p><u>ANY URGENT ITEMS FOR DISCUSSION</u></p> <p>None received</p>	
314	<p><u>TO RECEIVE ANY UPDATES ON THE S106 AGREEMENT FOR THE PLAY AREA</u></p> <p>The Chairman reported the following: Email to WLDC dated 22 February 2018 – still nothing received from developer's solicitors and requesting reply to PC's email of 13 December 2017 and inspectors report promised in email of 13 April 2017. No response received. Further email to WLDC dated 16 March 2018 repeating above and requesting response. No response received. On 4 April 2018 an email was received from the developer's solicitors - this was forwarded to A Gray of WLDC. On 6 April 2018 an email was sent to A Gray with comments on the solicitor's email of 4 April. There has been no response to these comments from WLDC. Regarding raising the issue the Local Government Ombudsman - the Chairman advised that he had been in contact with the LGO and had been informed that they were not able to deal with complaints against a public body made by a group such as a parish council. They can only deal</p>	

	with complaints made by individuals after they have gone through that body's complaints procedure and remain dissatisfied with the response received.	
315	<u>TO CONSIDER ITEMS FOR INCLUSION ON THE WEB SITE</u> It was agreed that the following items be included: Details of the Air Ambulance Motor Bike Ride event – Sunday 23 September 2018 A link to Job Centre Near Me	Clerk
316	<u>DATE OF NEXT MEETING DATE</u> The next meeting of Fenton and Torksey Lock Parish Council will be the Annual Meeting of the Parish Council and will take place on Thursday 17 May – 7pm at The Games Room, The White Swan, Torksey Lock.	
	There being no further business the Chairman closed the meeting at 8.28pm	

Chair.....G. Newton

Date.....17/5/18.....