

ITEM NUMBER	<p align="center">MINUTES OF THE PARISH COUNCIL MEETING OF FENTON & TORKSEY LOCK PARISH COUNCIL</p> <p align="center">Held on 13 February 2018, 7pm at The Games Room, The White Swan, Torksey Lock.</p>	ACTION
	<p>PRESENT: Cllr G Newton (Chair), Cllr Frank Harris, Cllr Stuart Kinch. Ruth Keillar (Clerk) No members of the public were present</p>	
277	<p><u>TO RESOLVE WHETHER TO EXCLUDE THE PUBLIC AND PRESS FOR CONSIDERATION OF THE FOLLOWING CONFIDENTIAL ELECTION MATTERS.</u> Should this resolution be passed, members of the public and press will be required to leave the meeting at this stage.</p> <p>i. To take nominations and votes for the existing councillor vacancies. No applicants had applied. No resolution was needed.</p>	
278	<p><u>TO RECEIVE APOLOGIES AND REASON FOR ABSENCE</u> Apologies were received from Cllr Rikki Doolan, reason accepted.</p>	
279	<p><u>TO RECEIVE DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA</u> None received</p>	
280	<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>	
281	<p><u>PREVIOUS MEETING NOTES</u> A typing error was reported on the minutes at 270 iv. Cheque no. 215668 should have read £105.29 and not £105.26. The cheque was correctly written as £105.29. The error on the minutes was corrected and initialled by the Chairman It was proposed by Cllr Newton, seconded by Cllr Harris and it was RESOLVED that the notes from the meeting held on 18 January 2018 be approved as a true record and signed as minutes.</p>	
282	<p><u>TO CONSIDER THE FUTURE OF THE PARISH COUNCIL</u> Cllr Newton noted that the current position remains at Status Quo.</p>	
283	<p><u>CHAIRMAN'S REPORT FOR INFORMATION ONLY</u> Nothing to report.</p>	
284	<p><u>CLERK'S REPORT FOR INFORMATION ONLY</u></p> <p>a) Tree-planting scheme – email sent to Richard Littlewood HND Arb., Arboricultural Officer to LCC - update to proposed meeting to be arranged at a mutually convenient time; Cllr Harris to confirm his availability.</p> <p>b) The Transparency Fund (available for Parish Councils with a turnover of £25,000 or less) closed on 12 February. As agreed at minute 264 b) an application has been made for £432, for funds towards staff costs up to 31 March 2019.</p> <p>c) The Clerk attended LALC training on 6 February – Data Protection / Freedom of Information. The travel/attendance costs to be shared with Nocton PC. *A report will be circulated when complete, identifying areas where the PC need to consider changes and new procedures.</p> <p>d) LALC training fee for 2018/19 – the clerk suggests that membership/booking of this is via Nocton PC and that costs be shared. The membership fee for training is £85 for Nocton.</p>	
285	<p><u>COUNCILLORS' REPORT FOR INFORMATION ONLY</u> Nothing to report</p>	
286	<p><u>TO RECEIVE REPORTS FROM OUTSIDE BODIES</u> Crime report received from Gainsborough Rural South - period from 01-01-18 to 31-01-18 - 1 incident of vehicle crime reported in the parish.</p>	
287	<p><u>CORRESPONDENCE</u> A list of correspondence received for the period from 19 January – 13 February 2018 was noted and is attached.</p>	
288	<p><u>TO NOTE A REPORT FROM THE ROAD SAFETY MEETING – 17TH NOVEMBER 2017</u> The Clerk to Kettlethorpe Parish Council forwarded the notes of the meeting. The Parish Council was invited to consider joining with a communal Speed Indicator Device purchase. It was agreed that this offer would be declined and KPC would be informed. The PC have previously resolved not to participate in the purchase of this type of equipment on a shared basis. (See MoM 14/5/15, minute no. 16)</p>	Clerk
289	<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 9 contractors had been contacted regarding the refurbishing work. 5 had declined and 4 had expressed interest and had been sent the specification. No quotations received to date.</p> <p>b) The Clerk reported that there was a delay in BT issuing the completion certificate for the kiosk due to their own requirements for engineer retraining requirements thus delaying the removal of the telephony equipment and final hand-over.</p> <p>c) The Clerk reported that Lincolnshire Highways had been contacted regarding any permit requirements – response awaited.</p>	Clerk

	<p>ii The Defibrillator:</p> <p>a) The Clerk had advised WLDC that there would be a delay in the installation of the defibrillator due to the PC's preference to complete the refurbishment before the defibrillator is installed. WLDC were content with this.</p> <p>b) Governance system to be investigated for the next meeting</p> <p>c) Update of actions list to be updated for the next meeting</p>	Clerk Clerk								
290	<p><u>FINANCIAL MATTERS</u></p> <p>i. To approve the Statement of accounts and bank reconciliations for January as at 1 February 2018 The RFO reported balances for January 2018</p> <p>a) deposit account balance as £7041.91</p> <p>b) current account balance as £4236.14</p> <p>Paid into the current account during the period £500.00 from WLDC Councillor Initiative Fund for a grant towards the refurbishing costs of the kiosk. Uncleared cheques:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">215669 – Kettlethorpe PCC</td> <td style="text-align: right;">£444.00</td> </tr> <tr> <td colspan="2">(third grass-cutting costs for 2018)</td> </tr> </table> <p>It was proposed by Cllr Newton, seconded by Cllr Harris and it was unanimously RESOLVED to approve the statement of accounts and bank reconciliation for January.</p> <p>ii. To approve accounts for payment 15 February 2018 It was proposed by Cllr Newton, seconded by Cllr Kinch and it was unanimously RESOLVED to accept the following accounts for payment:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">215673 – R Keillar, Clerk's expenses February</td> <td style="text-align: right;">£19.98</td> </tr> <tr> <td colspan="2">(travel for PC mtg 15 February & LALC course 6 February shared with Nocton)</td> </tr> </table> <p>iii. To note that the precept for 2018/2019, of £5710.00 was submitted to WLDC on 20 January 2018 and WLDC confirmed receipt on 22 January 2018.</p>	215669 – Kettlethorpe PCC	£444.00	(third grass-cutting costs for 2018)		215673 – R Keillar, Clerk's expenses February	£19.98	(travel for PC mtg 15 February & LALC course 6 February shared with Nocton)		
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291	<p><u>PLANNING MATTERS</u></p> <p><u>Applications received:</u> None</p> <p><u>Decisions received:</u></p> <p>APPLICATION REFERENCE NO: 137104</p> <p>PROPOSAL: Planning application for proposed electricity sub station and storage building</p> <p>LOCATION: Little London Caravan Site Lincoln Road Torksey Lock Lincoln LN1 2EL</p> <p>DECISION: Approved subject to conditions.</p>									
292	<p><u>ANY URGENT ITEMS FOR DISCUSSION</u></p> <p>None received</p>									
293	<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 28 January 2018 advising no contact received from developer's solicitor and no response to the PC's email of 13 December 2017. Email from WLDC dated 5 February 2018 requesting whether the PC had received a contract from the solicitors representing ACM Homes. Email to WLDC dated 6 February 2018 again advising that no approach had been made by the developer's solicitor and again requesting a response to the PC's email of 13 December 2017. Copy of email dated 9 February 2018 from WLDC's solicitors to developer's solicitors requesting them to progress the matter by resending a previous communication (allegedly) sent to the PC. No such communication had been received.</p>									
294	<p><u>TO CONSIDER THE ADOPTION OF AN UPDATED MEMBERS' CODE OF CONDUCT</u></p> <p>It was proposed by Cllr Newton, seconded by Cllr Harris and it was RESOLVED that the West Lindsey District Council Code of Conduct be adopted by the Parish Council.</p>									
295	<p><u>TO DISCUSS GRASS CUTTING CONTRACT FOR THE COMING SEASON</u></p> <p>It was proposed by Cllr Newton, seconded by Cllr Harris and it was unanimously RESOLVED that the current contractor be retained for the coming season.</p>	Clerk								
296	<p><u>TO DISCUSS ACTIONS REQUIRED FOR ELECTRONIC STORAGE AND ARCHIVING OF RECENTLY DISCOVERED OLD PARISH RECORDS.</u></p> <p>It was agreed that the old record books and all available minutes up to 2009 be submitted to Lincolnshire Archives. The Chair and Clerk will liaise regarding how and when the materials be transported and delivered to Lincolnshire Archives. The Chairman advised that photographing of the Fenton Constables Book 1803 and the Fenton Poor Book 1817 had been completed and the albums forwarded to the Clerk for electronic storage on the PC's laptop. Additionally two minute books, covering the period from 1923 to December 1987, had been similarly photographed and sent to the clerk for electronic storage. A set of type-written minutes from January 1999 to November 2002 had been scanned and forwarded to the clerk for electronic storage. The Chairman suggested that all available PC minutes, up to the end of 2009, be sent to the Lincolnshire Archive and this was agreed. The Chairman and the Clerk will liaise to establish what</p>	Chair Clerk								

	minutes are available as it is understood that there are gaps due to some minutes being lost whilst in the custody of a previous clerk. The Chairman has contacted The Lincolnshire Archive regarding the process for archiving documents. They have advised in their email of 15/2/18 that all parish council and ecclesiastical parish records are deposited as "Indefinite Deposits" and remain the property of the depositor and are on deposit with Lincolnshire Archive.	
297	<u>TO CONSIDER ITEMS FOR INCLUSION ON THE WEB SITE</u> It was agreed that the following items be included: Updated Policy as minute 294 A link to River and Canal Trust planning applications	Clerk
298	<u>DATE OF NEXT MEETING DATE</u> The next meeting of Fenton and Torksey Lock Parish Council will be the Annual Parish Meeting, followed by the Parish Council Meeting and will take place on Thursday 15 March – 7pm at The Games Room, The White Swan, Torksey Lock.	
	There being no further business the Chairman closed the meeting at 7.42pm	

Chairman.....G Newton...

Date.....19 April 2018