

Fenton & Torksey Lock Parish Council

Minutes of the Annual Meeting of the Parish Council May 26th 2026

Minutes of the Ordinary Meeting of Fenton & Torksey Lock Parish Council, held on May 26th 2026 at The White Swan, Torksey Lock

Present:

Parish Councillors: L Davies, A Woods, D Canning-Hall, T Davies, L Nemeth, N Jupp

District Councillor: Cllr. R Pilgrim

Public Forum: One member of the public present

A member of the public requested that the agendas be posted on the website. The Clerk assured them that both agendas had been sent through to be posted in plenty of time. On checking the Clerk realised the agenda for the Annual Parish Council meeting was not on the website, however the agenda for the Annual Parish Meeting was. They had, however, both been posted on both village noticeboards by the required dates.

Clerk to ensure that the agendas have been put on the website.

Item:

48. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL

Cllr. L Davies was asked if he would be willing to serve as Chairman for another year. . It was **RESOLVED** to appoint Cllr. Davies to serve as Chairman for 2026/27.

Cllr. Davies duly accepted the position and signed the declaration of acceptance of office

49. TO ELECT THE VICE CHAIRMAN OF THE PARISH COUNCIL

It was **RESOLVED** that the Council would not elect a Vice Chairman opting to elect one at meetings as the need required

50. CHAIRMAN'S WELCOME – Cllr Davies welcomed all to the meeting

51. APOLOGIES FOR ABSENCE – Cllr Smith – It was **RESOLVED** to accept his reason for absence.

52. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS – None in relation to matters on the agenda

53. MINUTES – It was **RESOLVED** to accept the minutes of the April Ordinary meeting as a true and accurate record.

54. CLERK UPDATES

- i. Speed indicator devices to be ordered
- ii. Grass cutting – The Clerk has emailed Krinkles re the state of the grass areas, particularly at Memorial Corner. They have some back to say they did not see any issues. To be monitored.
- iii. Footpath through fence – LCC are not going to do anything with the section of footpath that passes through the fence by the White Swan. The Council have the power to take action on this. Clerk to look into possible solutions.
- iv. Defibrillators – White Swan Defibrillator now updated, parts renewed and is in full working order. It has been added to WLDC maintenance scheme and EMAS list of defibrillators.

Fenton & Torksey Lock Parish Council – Minutes of the Annual Meeting Tuesday May 26th 2026

Signed as a true and accurate record by Chairman presiding Lee Davies

Minutes May 26th 2026

ADOPTED

Page 1 of 5

Fenton & Torksey Lock Parish Council

Minutes of the Annual Meeting of the Parish Council May 26th 2026

- v. ICO – The contact details have now been changed and we have received the ICO certificate for 2026/27.

55. BUSINESS MATTERS FOR CONSIDERATION – To consider and review:

- i. **Ratification of Policies to date & Code of Conduct** – It was **RESOLVED** to accept the policies as reviewed over the last few months.
- ii. It was **RESOLVED** to adopt additional policies as necessary. Clerk to monitor.
- iii. **Review of inventory of Land and other Assets** – It was **RESOLVED** to accept the asset register as previously reviewed.

It was **RESOLVED** to look into the land holdings of the Council with reference to Fenton Fields.
- iv. **Disposal of asset** – Old Laptop – The Clerk informed the Council that the laptop was now clear of all Council information. She informed the meeting that the current market value for the old laptop/notebook was in the region of £70 to £100.

Cllr. Pilgrim had expressed an interest in purchasing the device. In lieu of him having undertaken the Clerk role for over a year free of charge, and it being of no financial risk to the Council it was **RESOLVED** to donate the device to Cllr. Pilgrim.
- v. **Confirmation of arrangements for insurance cover in respect of all insurable risks** - The Clerk confirmed that adequate insurance was in place, however she felt it was overpriced. It was **RESOLVED** to seek competitive quotes prior to the renewal date.
- vi. **Review of Councils/Staff subscriptions to other bodies** –
 - a. LALC Webmaster scheme – (£200)
 - b. LALC Training Scheme – (£156)
 - c. LALC Internal Audit – (£400 x 2 years)
 - d. LALC Yearly subscription – (£200)
 - e. SLCC subscription – Clerk – (£126)
 - f. ICO Registration (£52)
It was **RESOLVED** to accept subscription to the above services and organisations as presented.
- vii. **Determine the time and date for future meetings up to the next Annual Meeting of the Council** – list previously circulated – It was **RESOLVED** to accept the dates of future meetings as listed. List to be posted on Noticeboards, Facebook and website. Venue to be added to agendas.
- viii. **Adoption of Finance Committee Terms of Reference** – It was **RESOLVED** to adopt the Finance Committee terms of reference. Finance committee to be formed at next meeting and date set for budgeting meeting.
- ix. **To consider Clerk position after probation** – It was **RESOLVED** to formalise the appointment of Diane Semley as Clerk to Fenton & Torksey Lock Parish Council.
- x. **Adoption of Staffing Committee Terms of Reference** – It was **RESOLVED** to adopt the Staffing Committee terms of reference. Staffing committee to be formed at next meeting.

Fenton & Torksey Lock Parish Council – Minutes of the Annual Meeting Tuesday May 26th 2026

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Fenton & Torksey Lock Parish Council

Minutes of the Annual Meeting of the Parish Council May 26th 2026

- xi. Maintenance of Memorial Corner** – Concerns over the general state of Memorial Corner were expressed.

It was **RESOLVED** to form a working party to undertake remedial works to the site. To include cutting back of hedges, bushes and trees, and clearing weeds and grass from around the bases of the shrubs, trees and bench. This would, hopefully give the ground maintenance team a better idea of what standard of work was required.

Cllr. Canning-Jones to organise.

- xii. Volunteers** – The Council would like to express their gratitude to the young lady who clears the rubbish around the Parish. She can be seen out and about and does an excellent job for no remuneration. In view of this it was **RESOLVED** to supply litter picking equipment, and to give a voucher in recognition of her hard work.

It was further **RESOLVED** to adopt a volunteer policy – Clerk to draw one up.

- xiii. Allotments** – The sites, ownership and general state of the allotments within the parish has come into question with the creation of the asset register.

The Clerk to investigate further and make recommendations to the Council.

One Councillor asked if there was any ‘set aside’ allowance for Parish Councils. Clerk to investigate.

Potential for grant funding to help clear the sites and have an ecology report undertaken.

RESOLVED to await further information

- xiv. Newsletter** – Clerk to circulate final copy to all.

56. FINANCIAL REPORTS – To receive the financial report and approve payments.

i. RFO Report 21/05/2026

ITEM	DESCRIPTION	COMMENT	NOTES
1.	Monies in bank as of 21st May 2026	Community Account = £2,936.69 Savings Account = £21,530.33 Total = £24,467.02 Bank reconciled to 21/05/2026	
2.	Bank activity	Bank charges May 2026 = £4.25 Interest on savings account May 2026 = £9.43	
3.	Paid invoices & expenses	Anderson IT – Microsoft licence and tech support - £228 – VAT - £38 WLDC - Defibrillator maintenance 2025/26 - £110 – VAT - £18.33 WLDC - Defibrillator maintenance 2026/27 - £114 – VAT - £19.00 Clerk expenses – Fire proof file bag – £43.99 – VAT - £7.33	

Fenton & Torksey Lock Parish Council

Minutes of the Annual Meeting of the Parish Council May 26th 2026

		Clerk expenses – File folders x 50 – £14.76 – VAT - £4.92 Clerk expenses – Room hire Feb, March, April - £60.00 Clerk Salary April - £234.51	
4.	Outstanding invoices & expenses	Krinkles – Grass Cutting x 2 - £499.20 (£83.20 VAT) WLDC – Torksey Lock Defibrillator - £114 (VAT 19.00)	
7.	Income received	None	
8.	Income outstanding	None	
9.	VAT	To date - £113.58 (196.78)	

Bank Reconciliation:

	May-26				
Balance B/fwd	01/05/2026	£3,822.19	£21,520.90	£25,343.09	
Income		£0.00	£9.43	£9.43	
Plus income		£3,822.19	£21,530.33	£25,352.52	
Expenditure		£885.50	£0.00	£885.50	
Minus expenditure		£2,936.69	£21,530.33	£24,467.02	check
In Bank	21/05/2026	£2,936.69	£21,530.33	£24,467.02	check

Diane Semley 21/05/26

ii. Approve payments as on payment approval form:

It was **RESOLVED** to approve payment of the following invoices

Krinkles – Grass Cutting x 2 **months - £499.20 (£83.20 VAT)**

WLDC – Torksey Lock Defibrillator - **£114 (VAT 19.00)**

57. PLANNING MATTERS – Planning Application WL/2026/00357

The Council expressed their concerns over the application to make amendments to the A156 under planning application WL/2026/00357. Concerns were raised over the disproportionate nature of the planned works in relation to what was stated in the application. If there was to be another objective in the widening of the said ‘track’ the Council asks for transparency in this.

The Council felt the narrowing of the A156 and re-siting of the bus stop (which is owned by the Parish Council) would only serve to increase the risk of accidents in the village and limit accessibility for pedestrians especially those using pushchairs, wheelchairs and mobility scooters.

Fenton & Torksey Lock Parish Council – Minutes of the Annual Meeting Tuesday May 26th 2026

Signed as a true and accurate record by Chairman presiding Lee Davies

Minutes May 26th 2026

ADOPTED

Page 4 of 5

Fenton & Torksey Lock Parish Council

Minutes of the Annual Meeting of the Parish Council May 26th 2026

They also had concerns over the curtilage of the listed building and how it would be affected by the works.

Concerns over disruption to utilities and services were also raised with the proposed re-siting of the telegraph pole.

In view of this the Council felt they could not support the application as presented.

The Council would, however, support an application to use the existing entrance to the derelict Carpenters Arms (under the same ownership) as access to the site.

It was **RESOLVED** to write to WLDC planning re the Council's concerns and ask that a meeting with Lincolnshire Road Safety Partnership be arranged.

58. CORRESPONDENCE – None of note

59. ONGOING MINOR ITEMS AND AGENDA ITEMS FOR THE NEXT MEETING – None other than raised during meeting.

60. DATE OF NEXT MEETING – To resolve to note the date of the next Ordinary meeting as Monday 22nd June 2026, 7.00pm at the White Swan, Torksey Lock.

Meeting Closed: 8.21pm.