

ITEM NUMBER	<p align="center">MINUTES OF THE PARISH COUNCIL MEETING OF FENTON & TORKSEY LOCK PARISH COUNCIL</p> <p align="center">Held on 18 January 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, Cllr Rikki Doolan Ruth Keillar (Clerk) Also present – Cllr R Butroid</p>	
	<p><u>CHAIRMAN'S INTRODUCTORY REMARKS</u> The Chairman reported that Lee Cass tendered his resignation by email on 20 November 2017 and this was accepted. Statutory Notice of Vacancy from WLDC was received and published. The deadline has now elapsed, and a replacement can be co-opted. An open letter to parishioners regarding the Future of the Parish Council was delivered throughout the parish with the November/December issue of Trentside Links, who's assistance in this respect was much appreciated. The informal event, hosted by the parish council prior to this meeting, held in anticipation of parishioners coming forward to find out more about the work of the parish council and to possibly offer to serve on it, was attended by no members of the public</p>	
257	<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. i. To take nominations and votes for the existing councillor vacancies. No resolution was needed. An application had been received from Mr Rikki Doolan. It was proposed by Cllr Newton, seconded by Cllr Harris and it was RESOLVED that Mr Doolan be invited to join the Parish Council. The Declaration of Interest form was signed by Mr Doolan and the Clerk and Mr Doolan joined the meeting as Cllr Doolan. The Register of Members' Interests form was not completed and must be completed and returned to the Clerk, for submission to WLDC within 28 days of today's date in order for the post to be officially recognised.</p>	Cllr Doolan/ Clerk
258	<p><u>TO RECEIVE APOLOGIES AND REASON FOR ABSENCE</u> None received</p>	
259	<p><u>TO RECEIVE DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA</u> None received</p>	
260	<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>	
261	<p><u>PREVIOUS MEETING NOTES</u> It was proposed by Cllr Newton, seconded by Cllr Harris and it was RESOLVED that the notes from the meeting held on 16 November 2017 be approved as a true record and signed as minutes.</p>	
262	<p><u>TO CONSIDER THE FUTURE OF THE PARISH COUNCIL</u> Cllr Newton noted that the current position remains "precarious" with 3 Cllrs and the continued support of Cllr Kinch. The Parish Council has a total requirement of 7 Cllrs and it was agreed that to continue to operate the Parish Council required a minimum of 5 Cllrs. Efforts to recruit more members to continue.</p>	
263	<p><u>CHAIRMAN'S REPORT FOR INFORMATION ONLY</u> Nothing to report.</p>	
264	<p><u>CLERK'S REPORT FOR INFORMATION ONLY</u> a) Tree-planting scheme – email sent to Nigel Sardeson, Arbicultural Officer, LCC, on 16/01/18, requesting a meeting on-site, with Cllr Harris. Richard Littlewood HND Arb., Arboricultural Officer, LCC has agreed to attend. It was agreed that a mutually convenient time will be arranged. b) Transparency Fund – the Clerk is attending a free drop-in session on 1st February (application agreed minute 135 purchases agreed minute150). The final applications are closing on 12th February. The Parish Council may be able to make a claim for hours per month towards the Clerk's salary, from 1st April 2017 – 31 March. It was agreed to pursue a further application to this fund.</p>	Clerk Clerk
265	<p><u>COUNCILLORS' REPORT FOR INFORMATION ONLY</u> Nothing to report</p>	
266	<p><u>TO RECEIVE REPORTS FROM OUTSIDE BODIES</u> Crime reports received from Gainsborough Rural South - period from 30-10-17 to 30-11-17 - No incidents reported in the parish. - period from 1-12-17 to 31-12-17 - No incidents reported in the parish.</p>	
267	<p><u>CORRESPONDENCE</u> A list of correspondence received for the period from 16 November 2017 – 18 January 2018 was noted and is attached.</p>	

268	<p><u>TO RECEIVE A REPORT FROM THE ROAD SAFETY MEETING – 17TH NOVEMBER 2017</u></p> <p>Cllr Stuart Kinch was unable to attend the meeting. It was agreed that the Clerk contact the clerk to Kettlethorpe to enquire about any information relating to the meeting which can be shared.</p>	Clerk												
269	<p><u>TO RECEIVE ANY UPDATES REGARDING THE TELEPHONE KIOSK AND THE DEFIBRILLATOR</u></p> <p>i The Kiosk:</p> <ul style="list-style-type: none"> a) An application to the WLDC Councillor Initiative Fund for a grant towards the refurbishing costs of the kiosk had been submitted to WLDC. The application had been accepted and the application amount of £500 had been received. The Chairman proposed a vote of thanks to Cllr Kinch for his assistance in this matter, seconded by Cllr. Harris and unanimously approved. (see minute 270 iii) a) Cllr Newton circulated a report outlining costs for the refurbishment. It was agreed that three contractors be approached to tender prices for the works. b) It was proposed by Cllr Newton, seconded by Cllr Harris and it was RESOLVED that Cllr Newton purchase certain items for the works and be reimbursed, up to an estimated value of £300 plus a contingency of an additional £150 c) It was agreed that the works be started from May onwards, with respect to weather conditions. d) It was agreed that Highways be contacted to ensure no further permissions or permits are required. e) It was noted that any successful contractor should supply a copy of their Public Liability Insurance for the Clerk to hold. <p>19:42 – At this point the meeting was adjourned and Cllr Kinch left the room 19:49 – At this point the meeting was reconvened with Cllr Kinch present</p> <p>ii The Defibrillator:</p> <ul style="list-style-type: none"> a) It was agreed to contact BT to request the Completion Certificate b) A Governance system is required to demonstrate the management of the defibrillator. The Clerk was requested to investigate and prepare same for the parish council to consider. c) It was agreed that the Defibrillator ought not to be installed prior to the Kiosk being refurbished d) An updated action list will be prepared for the next meeting 	<p>Cllr Newton</p> <p>Cllr Newton</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>												
270	<p><u>FINANCIAL MATTERS</u></p> <p>i. To approve the Statement of accounts and bank reconciliations for November as at 1 December 2017 The RFO reported balances for November</p> <ul style="list-style-type: none"> a) deposit account balance as £7041.91 b) current account balance as £4901.41 <p>Uncleared cheques:</p> <table border="1" data-bbox="459 1370 1066 1500"> <tr> <td style="width: 100px; text-align: center;">215659</td> <td style="width: 50px; text-align: right;">50.00</td> <td>R Marsh All Round Gardens</td> </tr> <tr> <td style="text-align: center;">215661</td> <td style="text-align: right;">135.00</td> <td>R Marsh All Round Gardens</td> </tr> </table> <p>ii. To approve the Statement of accounts and bank reconciliations for December as at 22 December 2017 The RFO reported balances for December</p> <ul style="list-style-type: none"> c) deposit account balance as £7041.91 d) current account balance as £4716.41 <p>Uncleared cheques – none</p> <p>iii To note the receipt of a grant from the Councillors Initiative Fund, £500, towards the cost of the refurbishment of the Heritage Kiosk. It was proposed by Cllr Newton, seconded by Cllr Harris and it was unanimously RESOLVED to approve the statement of accounts and bank reconciliations for November and December</p> <p>iv. To approve accounts for payment 18 January 2018 It was proposed by Cllr Newton, seconded by Cllr Harris and it was unanimously RESOLVED to accept the following accounts for payment:</p> <table border="0" data-bbox="279 1975 1056 2128"> <tr> <td style="width: 50%;">215666 – R Keillar, Clerk’s Salary November (dated 24 November 2017)</td> <td style="width: 50%; text-align: right;">£232.78</td> </tr> <tr> <td>215667 – R Keillar, Clerk’s Salary December (dated 25 December 2017)</td> <td style="text-align: right;">£200.56</td> </tr> <tr> <td>215668 – R Keillar, Clerk’s expenses January</td> <td style="text-align: right;">£105.29</td> </tr> </table>	215659	50.00	R Marsh All Round Gardens	215661	135.00	R Marsh All Round Gardens	215666 – R Keillar, Clerk’s Salary November (dated 24 November 2017)	£232.78	215667 – R Keillar, Clerk’s Salary December (dated 25 December 2017)	£200.56	215668 – R Keillar, Clerk’s expenses January	£105.29	
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	<p>(travel for 18th Jan 2018 = £15.30 + print ink £89.99) 215669 – Kettlethorpe PCC £444.00 (third grass-cutting costs for 2018) 215670 – R Marsh, All Round Gardens £195.00 (grass verge November+ hedge, Chestnut Corner) 215671 – Autela Group Limited. Q3 payroll costs £46.08 215672 – R Keillar, Clerk's Salary January £200.56 (dated 25 January 2018)</p> <p>v. To set the precept of 2018-2019. (to be submitted to WLDC by 19th January 2018). The precept estimate of £5710.00 was submitted on 20 November 2017 It was proposed by Cllr Newton, seconded by Cllr Harris and it was unanimously RESOLVED to approve the final precept figure for 2018/19 as £5710, being unchanged from the precept estimate submitted on 20 November 2017. The Final Claim Form was completed and signed by the requisite parties. The Clerk will email this to WLDC on 19 January 2018.</p> <p>vi. It was noted that the External Auditor for 2018 will be PKF Littlejohn.</p>	Clerk
271	<p><u>PLANNING MATTERS</u> <u>Applications received:</u> APPLICATION REFERENCE NO: 137104 PROPOSAL: Planning application for proposed electricity sub station and storage building LOCATION: Little London Caravan Site Lincoln Road Torksey Lock Lincoln LN1 2EL APPLICATION TYPE: Full Planning Application APPLICATION CATEGORY: Minor - all others</p> <p>No comments made or received. <u>Decisions received:</u> None</p>	
272	<p><u>ANY URGENT ITEMS FOR DISCUSSION</u> Internal Policy Review. It was proposed by Cllr Newton seconded by Cllr Harris and it was unanimously RESOLVED to approve the annual review of the following parish council policies: Standing Orders / Financial Regulations / Code of Conduct / Complaints / Data Protection / Communications / Model Publication Scheme / Social Media Policy / Audio Policy The Policy Schedule was signed by the Chairman and update will be implemented on the website</p>	Clerk
273	<p><u>TO RECEIVE ANY UPDATES ON THE S106 AGREEMENT FOR THE PLAY AREA</u> 6/12/17 – Email from Andy Gray of WLDC (circulated) 13/12/17 Email to Andy Gray of WLDC (circulated) There have been no further communications – the Chairman will follow this up prior to the next meeting.</p>	Cllr Newton
274	<p><u>TO CONSIDER ITEMS FOR INCLUSION ON THE WEB SITE AND/OR FACEBOOK PAGE.</u> It was agreed that the following items be included: Updated Policies as minute 272 Notice of Annual Parish Meeting (APM) 15th March 2018</p>	Clerk
275	<p><u>TO DISCUSS ACTIONS REQUIRED FOR ELECTRONIC STORAGE AND ARCHIVING OF RECENTLY DISCOVERED OLD PARISH RECORDS.</u> 2 books of Fenton records dating back to 1809 have been handed over to the Chairman by former PC Chair, Mrs. Tracy Flinders. She has requested that her son Adam be permitted to present these documents to Lincolnshire Archive for them to be properly stored and kept there in perpetuity. It was agreed that this permission be granted. Prior to archiving, the Parish Council would like to electronically copy the documents for parish use. Initially an "in parish" scanning option is being investigated by Jon & Sue Oliver. A photographic option can also be investigated by the Chairman.</p>	Cllr Newton
276	<p><u>DATE OF NEXT MEETING DATE</u> The next meeting of Fenton and Torksey Lock Parish Council will take place on Thursday 15 February – 7pm at The Games Room, The White Swan, Torksey Lock.</p>	
	There being no further business the Chairman closed the meeting at 8.10 pm	

Chairman.....G. NEWTON

Date.....15 FEBRUARY 2018