

ITEM NUMBER	<p align="center"><b>MINUTES OF THE PARISH COUNCIL MEETING OF FENTON &amp; TORKSEY LOCK PARISH COUNCIL</b></p> <p align="center"><b>Held on 16 November 2017, 7pm at The Games Room, The White Swan, Torksey Lock.</b></p>	ACTION
	<p>PRESENT: Cllr G Newton (Chair), Cllr Lee Cass, Cllr Frank Harris. Ruth Keillar (Clerk) Also present - One member of the public</p>	
	<p><u>CHAIRMAN'S OPENING REMARKS</u> The Chairman reported that Keith Oldfield had tendered his resignation by letter on 4 November 2017 which was accepted. WLDC have been informed. Statutory Notice of Vacancy received and published.</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 applicants had applied. No resolution was needed.</p>	
258	<p><u>TO RECEIVE APOLOGIES AND REASON FOR ABSENCE</u> Apologies were received from Cllr Stuart Kinch</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> One member of public present at the meeting. No issues were raised</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 2 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 is considered as "precarious" resulting from the latest resignation reported above. Efforts to recruit more members to continue. Cllr Cass outlined a suggestion that the Parish Council could carry out a public opinion poll, to establish how the community feel about the Parish Council and what could be considered to improve membership. It was proposed by Cllr Newton, seconded by Cllr Harris and it was RESOLVED that Cllr Cass carry out an informal poll, with any feedback being brought back to the council.</p>	Cllr Cass
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) New Cllr Training availability - 28<sup>th</sup> November during the evening 6.30pm - 9pm Cllr Cass expressed an interest and requested the information circulated on 3 November to be re-issued to him. Places to be booked via the Clerk.</p>	Clerk Cllr Cass
265	<p><u>COUNCILLORS' REPORT FOR INFORMATION ONLY</u> Cllr Newton informed the meeting that any reports from Cllrs should be supported by written reports and hand-outs if appropriate.</p>	
266	<p><u>TO RECEIVE REPORTS FROM OUTSIDE BODIES</u> None received</p>	
267	<p><u>CORRESPONDENCE</u> A list of correspondence received for the period from 3 November – 16 November 2017 was noted and is attached.</p>	
268	<p><u>TO RECEIVE ANY UPDATES REGARDING SPEED ACTIVATED SIGNS FOR THE PARISH</u> Cllr Harris has circulated information regarding a possible SID signs system, which the Chairman had costed out as around £3 - £4k per unit. (<i>handout circulated</i>) It was agreed to put any further discussion on hold until Cllr Kinch has attended the Road Safety / Highways meeting, 17 November and feedback from the meeting is available. It was agreed that any action thereafter would need to follow legislative due process.</p>	Cllr Kinch
269	<p><u>TO APPROVE THE ROLE OF THE CLERK BE FORMALLY AS CLERK/RFO FOLLOWING THE STAFF APPRAISAL.</u> i. To note the satisfactory staff appraisal for the Clerk (2 November 2017) ii. To approve the duties of RFO being carried out by the Clerk as permanent role: Clerk/RFO. It was proposed by Cllr Newton, seconded by Cllr Harris and it was unanimously RESOLVED that the duties of the R.F.O., Responsible Financial Officer, be carried out by the Clerk. iii. To approve an additional hours salary increase to be implemented. It was proposed by Cllr Newton, seconded by Cllr Cass and it was unanimously RESOLVED that for the duties of the R.F.O., the Clerk's salary is increased by 3 hours per month with immediate effect.</p>	Clerk
270	<p><u>TO CONSIDER THE PURCHASE OF THE TELEPHONE KIOSK AND THE PURCHASE OF A DEFIBRILLATOR</u></p>	

	Final contract for kiosk has been received. A schedule of works has been established and updates were noted. It was agreed that the kiosk is in a poor state of repair and that refurbishment is required. Quotes and a plan of action to achieve this is required. I. It was agreed that the installation of the defibrillator should be delayed until the refurbishment has been completed. WLDC to be informed.	All Clerk
271	<u>FINANCIAL MATTERS</u> i. To approve the Statement of accounts and bank reconciliations for October as at 1 November 2017 The RFO reported balances for October a) deposit account balance as £7041.91 b) current account balance as £5786.24 Uncleared cheques 215630 - £50 Royal British Legion 215656 - £ 50.00 Mrs J Hardy / The White Swan 215657 - £209.91 R Keillar 215658 - £22.59 R Keillar 215659 - £50.00 R Marsh All Round Gardens 215660 - £168.35 R Keillar 215661 - £135.00 R Marsh All Round Gardens 215662 - £1.00 British Telecommunications plc 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 October.  ii. To approve Accounts for payment 16 November 2017 It was proposed by Cllr Newton seconded by Cllr Harris and it was unanimously RESOLVED to accept the following accounts for payment: 215663 – BHIB Ltd, PC Insurance 21.11.2017 – 20.11.2018 £348.69 (insurance cover is with Aviva Insurance Ltd, was AON 2016-17) 215664 – R Keillar, Clerk's expenses November £15.30 (travel for 16 November 2017) 215665 – R Keillar, Clerk's expenses November £18.99 (stationary – ink cartridge)  iii. To discuss and agree precept estimate for 2018/19. A proposed budget was submitted. Following discussion It was proposed by Cllr Newton seconded by Cllr Harris and it was unanimously RESOLVED that a Precept estimate of £5710 be submitted to WLDC.	Clerk
272	<u>PLANNING MATTERS</u> <u>Applications received:</u> None <u>Decisions received:</u> <a href="#">136743</a> - 2no. dormer windows to front elevation and attached single garage to side elevation Location: Markham House Lincoln Road Torksey Lock Lincoln LN1 2EL Application Type: Householder Application Application Category: Householder Development Approval has been granted subject to conditions	
273	<u>ANY URGENT ITEMS FOR DISCUSSION</u> Cllr Harris had raised the issue of Tree planting within the Parish and suggested a tree planting scheme could benefit the community. It was agreed that the Clerk contact LCC/Tree Officer to request that the Tree Officer meet up with Cllr Harris in the Parish, to walk the village in order to consider sites, species and relevant permissions and regulations.	Clerk
274	<u>TO RECEIVE ANY UPDATES ON THE S106 AGREEMENT FOR THE PLAY AREA</u> None received.	
275	<u>TO CONSIDER ITEMS FOR INCLUSION ON THE WEB SITE AND/OR FACEBOOK PAGE.</u> It was agreed that the following items be included: Fair Deal for Lincolnshire poster – website Fenton's Heritage Telephone Kiosk – website	Clerk
276	<u>DATE OF NEXT MEETING DATE</u> The next meeting of Fenton and Torksey Lock Parish Council will take place on Thursday 21 December – 7pm at The Games Room, The White Swan, Torksey Lock. It was noted that the Clerk will not be available for this meeting and minutes will be taken by the Chairman There being no further business the Chairman closed the meeting at 8.30 pm	