

ITEM No.	<p align="center">MINUTES OF THE PARISH COUNCIL MEETING OF FENTON & TORKSEY LOCK PARISH COUNCIL</p> <p align="center">Held on 21 September 2017, 7pm at The Games Room, The White Swan, Torksey Lock.</p>	ACTION
	PRESENT: Cllr G Newton (Chair), Cllr Keith Oldfield, Cllr S Kinch	
	<p><u>CHAIRMAN'S OPENING REMARKS.</u></p> <p>As a result of a recent resignation from the PC, this meeting would have been inquorate. To enable the PC's business to continue, WLDC have appointed District Councillor and Ward Member Stuart Kinch as a member of the parish council with full voting rights until such time as a minimum of 1 further member can be co-opted.</p> <p>Cllr Kinch signed the Declaration of Acceptance of Office and will complete the Register of Member's Interests and forward this to the clerk within 28 days.</p> <p>Ms. Ruth Keillar, Clerk and RFO has reported that she is unwell and unable to attend this meeting. She has forwarded her report and financial details for inclusion.</p> <p>Some discussion then took place regarding the future of the parish council. It was the opinion of those present that the parish council could not realistically operate with the current level of membership. It was agreed that approaches be made to WLDC Monitoring Officer and Returning Officer Mr. Alan Robinson to find out about the process for amalgamating with a neighbouring parish, in the event that no applications to join the parish council are received by the next meeting in October.</p>	
216	<p><u>TO RESOLVE WHETHER TO EXCLUDE THE PUBLIC AND PRESS FOR CONSIDERATION OF THE FOLLOWING CONFIDENTIAL ELECTION MATTERS.</u></p> <p>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.</p> <p>No applications have been received and there were no members of the public present.</p>	
217	<p><u>TO RECEIVE APOLOGIES AND REASON FOR ABSENCE.</u></p> <p>Ms. Ruth Keillar, Clerk & RFO, unable to attend due to illness.</p>	
218	<p><u>TO RECEIVE DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA.</u></p> <p>None received.</p>	
219	<p><u>219. TO RESOLVE TO SUSPEND THE MEETING TO ALLOW NO MORE THAN 15 MINUTES OF PUBLIC FORUM.</u></p> <p>No members of public present at the meeting.</p>	
220	<p><u>220. PREVIOUS MEETING NOTES</u></p> <p>Correction to minute 207 iii of these minutes – cheque numbers 212626, 212627 & 212628 to be changed to 215626, 215627 & 215628.</p> <p>It was proposed by Cllr Newton seconded by Cllr Oldfield and it was unanimously RESOLVED that the notes from the meeting held on 20th July 2017, together with the above corrections, be approved as a true record and signed as minutes.</p>	
221	<p><u>CHAIRMAN'S REPORT FOR INFORMATION ONLY.</u></p> <p>David Taylor submitted his resignation by letter dated 24 August 2017 – Accepted.</p>	
222	<p><u>CLERK'S REPORT FOR INFORMATION ONLY.</u></p> <p>The clerk submitted the following report by email.</p> <p>Clerk's Report – for July and August 2017</p> <p>a) BSE & ENorth Highways Grass-Cutting Grant – confirmation has been received – signature and Public Liability to be returned. Claim can be made in September 2017 for the grant of £39.06 (<i>returned 21 July 2017</i>)</p> <p>b) Letter of thanks sent to Mrs Janet Willcock</p> <p>c) Kiosk update – WLDC have advised that applications should be repeated to BT. (<i>email 19 07 2017 – Grant White</i>)</p> <p>d) Defibrillator update – application form submitted 24th July 2017. <i>Offer of a defibrillator received (email 13 09 2017 - Bernie Shaw)</i></p> <p>The situation regarding the Kiosk is still uncertain.</p> <p>e) An employee appraisal for the Clerk will be on the agenda at the meeting of Thursday 21 September, in closed session.</p> <p>f) LALC training event/Clerk's Networking Day at Toynton All Saints Village Hall, Thursday 6 July. (shared with Nocton PC): Half total costs are £12.50 + mileage £14.54 = £27.04. The clerk was unable to attend this event due to personal reasons.</p> <p>As agreed at minute 203a the clerk submitted a claim for travel costs to the LALC training event (6 July). This cost of £27.04 was initially approved at minute 181i, but was reduced from £27.04 as the event costs of £12.50 have been waived by LALC and the travel costs reduced from £14.54 to £8.91 due to the journey distance being shorter. (ref cheque 212627)</p> <p>g) Following the resignation of the RFO, the following organisations have been informed of the updated contact details:</p> <p>Grant Thornton (auditors), Autela Payroll Services, Lloyds Bank, WLDC, AON Insurers, HMRC (VAT), All Round Gardens, LIVES, Trentside Links, Royal British Legion, Citizens Advice Bureau, Kettlethorpe PCC.</p>	

	(ICO/Data Protection – the contact details remain unchanged as Mr G Newton, via the PC email address) h) LALC are holding a free of charge session regarding the Transparency Code, on Thursday 1 February 2018. The Clerk would like to attend. Travel costs planned to be shared with Nocton Parish Council and Fulbeck Parish Council. (tbc). i) Due to the resignation of Parish Councillors, leaving the Council inquorate, WLDC have appointed Cllr Stuart Kinch as a Member of the Parish Council until further notice. The clerk requests that Cllr Kinch sign a Declaration of Acceptance form, for Parish Council records.	
223	<u>COUNCILLOR'S REPORTS FOR INFORMATION ONLY.</u> Cllr Oldfield tabled a copy of an email he had acquired that had been sent to a resident on the Little London site from the LRSP (Lincolnshire Road Safety Partnership). The area of road in question appears to be the 50mph stretch of the A156 from the bridge over the Fosdsyke to the car boot site incorporating the A1133 junction.	
224	<u>TO RECEIVE REPORTS FROM OUTSIDE BODIES.</u> Crime reports from Gainsborough Rural South covering periods from 1-7-17 to 30-7-17 and from 31-7-17 to 31-8-17 have been received. No incidents were reported within the parish.	
225	<u>CORRESPONDENCE</u> Owing to the absence of the clerk, the list of correspondence received from 21 July to 20 September 2017 was not available. It will be available for the next meeting. The Chairman will send log-in details for the PC's communal email account to Cllr Kinch.	Clerk Chair
226	<u>TO DISCUSS ADDITIONAL PLANTING PROPOSAL FOR CHESTNUT CORNER.</u> All Round Gardens has submitted a quotation of £85 for supply and planting of 6 different flowering and evergreen shrub varieties into the existing beds. It was proposed by Cllr Newton, seconded by Cllr Oldfield and it was unanimously RESOLVED to accept the quotation and give instructions for the work to be carried out. Time of planting, now or Spring, to be at the discretion of All Round Gardens. The Chairman to contact All Round Gardens.	Chair
227	<u>TO RECEIVE ANY UPDATES REGARDING SPEED ACTIVATED SIGNS FOR THE PARISH.</u> The Chairman reported that he had located some research papers. Conclusions were that SIDs can be beneficial in reducing average speeds but there are many conditions that can influence results. Such conditions might include the type of sign, location, road types, frequency of operation, speed behaviour. There is no straightforward answer to say that these signs are always effective. Some research report a "novelty effect" for speed reduction, giving initially high levels of speed reduction but then reverting back to pre-sign values after only a short time. The last speed survey in Fenton, January 2010, showed the 85 percentile speed to be 43.8 mph. This was deemed to be within the range of acceptability for a 40mph speed limit. Research suggests that a SID can give up to a 2 mph reduction in the 85 percentile speed but this can be much less for reasons already stated. A set of fixed signs could cost around £10K plus another £2K for LCC fees & charges etc. Members' initial reaction was that of a high cost for a small benefit however, it was suggested that local villages with these signs be contacted for their experiences. (Marton, Laughterton & Saxilby).	Clerk
228	<u>TO CONSIDER A DONATION TO THE WHITE SWAN CHARITY EVENT.</u> The Chairman proposed making a donation of £50 to a charity of the White Swan's choosing to be paid out of the contingency. The proposal was seconded by Cllr Oldfield and unanimously so RESOLVED. Contact to be made with the White Swan to ascertain their wishes and payment mechanism.	Chair
229	<u>TO CONSIDER A DONATION TO THE ROYAL BRITISH LEGION FOR THE PURCHASE OF POPPY WREATH(S). (SECTION137).</u> i. To accept offers of volunteer(s) to lay the wreath The PC normally donates £50 to the RBL (included in the budget for the current year) and receives a poppy wreath in return. It was proposed by Cllr Newton, seconded by Cllr Oldfield and it was unanimously RESOLVED that a donation of £50 is made to the RBL i. The Chairman offered to lay the wreath on Remembrance Sunday 12 November 2017. The clerk to arrange for the wreath to be delivered to the Chairman's home address.	Chair Clerk
230	<u>FINANCIAL MATTERS</u> i. To approve the Statement of accounts and bank reconciliations to date. At 1 August 2017 (for July) it was reported that there was currently £7041.91 held in the deposit account. The current account balance was £6336.37 At 1 September 2017 (for August) it was reported that there was currently £7041.91 held in the deposit account. The current account balance was £6236.37 There were 2 un-presented cheques 215626 (R Keillar – Clerk's Salary for August. £241.20) and 215627 (R Keillar – Clerk's Expenses for July#2/August £45.53) It was proposed by Cllr Newton, seconded by Cllr Oldfield and it was unanimously RESOLVED to approve the statement of accounts and bank reconciliations.	

	<p>li To ratify any payments which were due for payment/made during the August break. It was proposed by Cllr Newton, seconded by Cllr Oldfield and it was unanimously RESOLVED to accept the following pre-approved accounts for payment:</p> <p>a) 215625 – Richard Marsh - Grass-cutting for July £50.00 b) 215626 – R. Keillar – Clerk’s Salary for August £241.20 c) 215627 – R. Keillar – Clerk’s Expenses for July £45.53 (£31.95 Travel + £13.58 Stationary/postage).</p> <p>Cheque no. 215628, held as a contingency, was unused up to 21 September</p> <p>iii. To approve accounts for payment. It was proposed by Cllr Newton, seconded by Cllr Oldfield and it was unanimously RESOLVED to approve the following accounts for payment: 215628 - Autela Payroll Services – invoice 11635, Q2. £38.40 (this cheque was pre- signed as a contingency at minute 207 iii) 215629 – R Marsh – invoice 76G, Grass cut August, verge cut August £125.00 215630 - Royal British Legion - Poppy Appeal Donation, £50.00 End of available cheques. New cheque book awaited from bank.</p> <p>iv External audit – this has been received and approved by Grant Thornton for 2016-2017 accounts. (letter dated 17 august 2017) The required notices were posted on the website commencing 4 September (after clerk/RFO holiday).</p>	
231	<p><u>PLANNING MATTERS</u> Application no:136673 Proposal: planning application to erect garage, and garden room extension to side and rear of dwelling. Location: Halfacre 21a Kettlethorpe Road Fenton Lincoln IN1 2ER Application type: householder application Application category: householder development The Chairman advised that he had examined the documents and had no comments.</p>	
232	<p><u>ANY URGENT ITEMS FOR DISCUSSION</u> None received.</p>	
233	<p><u>TO RECEIVE ANY UPDATES ON THE S106 AGREEMENT FOR THE PLAY AREA.</u> The Chairman reported :- The response to WLDC agreed in minute 212 was submitted by email to WLDC on 21 July 2017. Email sent to WLDC on 15 September 2017 requesting an update. Email received from WLDC on 20 September 2017 with the update was read out to the meeting and is reproduced as follows: “We have now clarified the legal position and have agreed some additional steps that we need to take before finalising our response to the Parish Council. These steps require us to liaise with the developer and depending on the outcome of this discussion I will be able to let you know what the next steps will be. However, whilst there are a number of things to get through between the developer and the Council, I can let you know in advance that the position is that my information is that the land is still required in planning terms as open space land, but without the play equipment, as this is not deemed to be appropriate. One of these next steps may well be the developer making the Fenton Parish Council a formal offer to transfer the land to it. Whilst you have already conveyed the Parish Council's likely position in this respect, at present, a formal offer will need to be made and accepted, or not, as the case may be. You might wish to take initial soundings on this at your meeting on Thursday. We are likely to be writing to the developer/landowner next week setting out the Council's formal position. I shall take advice on whether I shall be able to share that communication with the Parish Council.” After discussion it was agreed that the parish council would wait for WLDC to finalise its response. The Chairman would notify WLDC of its decision.</p>	Chair
234	<p><u>TO CONSIDER ITEMS FOR INCLUSION ON THE WEB SITE AND/OR FACEBOOK PAGE.</u> Correspondence from WLDC regarding Chargeable Garden Waste.</p>	Chair
235	<p><u>DATE OF NEXT MEETING.</u> The next meeting of Fenton and Torksey Lock Parish Council will take place on Thursday 19 October 2017, 7pm., The Games Room, The White Swan, Torksey Lock</p>	
236	<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. Staff Appraisal. This item deferred to the next meeting, the clerk not being in attendance.</p>	
	<p>There being no further business the Chairman closed the meeting at 8.40 pm.</p>	

Chairman.....G Newton.....Date.....2 November 2017.....