

ITEM NUMBER	<p align="center">MINUTES OF THE PARISH COUNCIL MEETING OF FENTON & TORKSEY LOCK PARISH COUNCIL</p> <p align="center">Held on 10 November 2016, 7pm at Kettlethorpe Village Hall</p>	ACTION
	<p>PRESENT: Cllr G Newton (Chair), Cllr J Willcock (RFO), Cllr K Oldfield, Ruth Keillar (Clerk) Cllr M Mellish – see item 43.</p>	
42	<p><u>TO RESOLVE WHETHER TO EXCLUDE THE PUBLIC AND PRESS FOR CONSIDERATION OF THE FOLLOWING CONFIDENTIAL ELECTION MATTERS.</u></p> <p>It was proposed by Cllr Newton, seconded by Cllr Willcock and it was unanimously RESOLVED that no exclusion be made.</p>	
43	<p><u>TO TAKE NOMINATIONS AND VOTES FOR THE TWO EXISTING COUNCILLOR VACANCIES</u></p> <p>An application to join the parish council had been received by mail from Mr M W Mellish, who was present at the meeting. It was proposed by Cllr Newton, seconded by Cllr Willcock and it was unanimously RESOLVED that Mr Mellish be invited to join Fenton and Torksey Lock Parish Council. Mr Mellish signed the Declaration of Acceptance and remained at the meeting as Cllr Mellish. The Register of Members' Interests form will be forwarded to the clerk next week.</p>	
44	<p><u>TO RECEIVE APOLOGIES AND REASON FOR ABSENCE</u></p> <p>None received</p>	
45	<p><u>TO RECEIVE DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA</u></p> <p>None received</p>	
46	<p><u>TO RESOLVE TO SUSPEND THE MEETING TO ALLOW NO MORE THAN 15 MINUTES OF PUBLIC FORUM</u></p> <p>No members of public present.</p>	
47	<p><u>PREVIOUS MEETING NOTES</u></p> <p>It was proposed by Cllr Willcock , seconded by Cllr Newton and it was unanimously RESOLVED that the notes from the meeting held on 8 September 2016 be approved as a true record and signed as minutes. Cllr Mellish abstained.</p>	
48	<p><u>TO CONSIDER A DONATION TO THE ROYAL BRITISH LEGION POPPY WREATH FOR REMEMBRANCE SUNDAY.</u></p> <p>It was proposed by Cllr Newton, seconded by Cllr Willcock and it was unanimously RESOLVED that a donation of £50 be made under Section 137.</p>	
49	<p><u>CHAIRMAN'S REPORT FOR INFORMATION ONLY</u></p> <p>The Chairman, Cllr Newton, reported that the meeting scheduled for 13th October 2016 had to be cancelled due to it being inquorate. The only business transacted at that meeting was the approval for payment of a cheque to HMRC that had to be paid by 19th October to avoid penalty. This decision will be ratified in the financial section at today's meeting.</p>	

	Applications to join the parish council received from Mrs H Weeks and Mr T Longmate were withdrawn by the individuals concerned.	
50	<p><u>CLERK'S REPORT FOR INFORMATION ONLY</u></p> <ol style="list-style-type: none"> 1. The meeting scheduled for 13th October 2016 was found to be inquorate prior to commencement. <ol style="list-style-type: none"> a. The meeting was therefore not able to proceed and was not opened. b. No business was conducted. c. No notes were taken therefore no minutes were produced. d. A regular payment to HMRC, due to be paid by 19th October, was informally agree to be made, due to the nature of the payment and the implication of fines to Fenton and Torksey Lock parish council should the payment not be made. This will be retrospectively ratified at the 10th November meeting. e. A regular contractor was notified of the non-payment issue and the probability that this would be made at the November meeting – email 19th October 2016. f. WLDC were informed of the inquorate meeting – email 14th October 2016. g. Posters were displayed on the village notice boards and website advising the public of the inquorate meeting. h. A request was made to WLDC for a Ward Member to attend the November meeting in order for parish council business to be conducted in the absence of a quorum – email 20th October 2016. i. WLDC confirmed that the Ward Member, Cllr Kinch, has been requested to attend, pending availability. <p><i>The parish council is asked to ratify that the above events are an accurate record of the inquorate meeting of 13th October 2016.</i></p> <p>It was proposed by Cllr Newton, seconded by Cllr Willcock and it was RATIFIED that the meeting of 13th October was declared inquorate.</p> 2. The Clerk attended a LALC training event on 3rd November in her role as Clerk to another parish council. It is of interest to note for future consideration that it may be considered bad practice for parish councils to have a councillor act as RFO. The clerk will update the council of any further information. 	
51	<p><u>COUNCILLORS' REPORT FOR INFORMATION ONLY</u></p> <p>Cllr Willcock reported the sad news that ex Cllr Sharpe's wife has passed away. It was unanimously agreed that a card of condolence be send from the parish council</p>	Cllr Willcock
52	<p><u>CORRESPONDENCE</u></p> <p>A list of correspondence received for the period from 9 September</p>	

	<p>to 13 October and from 14th October to 9th November was noted and is attached.</p> <p>Cllr Willcock reported the receipt of a letter from Kettlethorpe parish council regarding the churchyard upkeep costs for 2017 – 2018.</p>	
53	<p><u>FINANCIAL MATTERS</u></p> <p>a) To approve the statement of accounts and bank reconciliations for September The RFO reported balances for September</p> <ol style="list-style-type: none"> i. deposit account balance as £7030.87 ii. current account balance as £5435.37 <p>It was proposed by Cllr Newton, seconded by Cllr Willcock and it was unanimously RESOLVED to approve the statement of accounts and bank reconciliation for September. No unrepresented cheques.</p> <p>b) To approve Accounts for payment at 13 October It was proposed by Cllr Newton, seconded by Cllr Willcock and it was unanimously RESOLVED to retrospectively record the following account for payment:</p> <ol style="list-style-type: none"> i. 215580 – HMRC - £36 <p>c) To approve the statement of accounts and bank reconciliations for October The RFO reported balances for September</p> <ol style="list-style-type: none"> iii. deposit account balance as £7030.87 iv. current account balance as £5416.42 <p>the C/A includes: payment item 52.b) i refund from AON UK Ltd Insurance of £17.05 – receipt 500021</p> <p>It was proposed by Cllr Newton, seconded by Cllr Oldfield and it was unanimously RESOLVED to approve the statement of accounts and bank reconciliation for October.</p> <p>d) To approve Accounts for payment at 10 November It was proposed by Cllr Newton, seconded by Cllr Oldfield and it was unanimously RESOLVED to accept the following accounts for payment:</p> <ol style="list-style-type: none"> i. 215578 – R.Keillar – clerk’s Salary September - £141.48 ii. 215579 – R Marsh – grass-cutting September - £50.00 iii. 215581 – R.Keillar – clerk’s expenses September - £45.00 iv. 215582 – Royal British Legion – Poppy Donation - £50.00 v. 215583 - R Marsh – grass-cutting October - £50.00 vi. 215584 - R.Keillar – clerk’s Salary October - £156.19 vii. 215585 – AON UK Ltd – Parish Council insurance 21st November 2016 to 20th November 2017 - £342.46 viii. 215586 - R.Keillar – clerk’s expenses October - £15.30 ix. 215587 – Kettlethorpe P.C.C. Third costs of Churchyard upkeep - £552.00 	

	<p>e) To agree the precept estimate for 2017/18 and complete the requisite form for submission to WLDC by 25 November 2016 It was proposed by Cllr Newton, seconded by Cllr Willcock and it was RESOLVED that a figure of £5920.00 be forwarded to WLDC as an estimate of the precept required, by 25th November. Cllr Oldfield voted against the proposal. The final submission will be considered at the next meeting.</p>	<p>Cllr Willcock Agenda-Clerk</p>
54	<p><u>TO CONSIDER ITEMS FOR INCLUSION ON THE WEB SITE AND FACEBOOK.</u> The following was agreed:- i. Co-option notices for councillors</p>	
55	<p><u>TO CONSIDER PARISH ASSET MAINTENANCE AND ANY ACTIONS NECESSARY.</u> The chairman stated that 4 quotations had been sought for maintenance work on parish assets – 2 bus shelters and the sign post and notice board at Torksey Lock. There had been 3 replies and copies of these were passed round the members. All Round Gardens submitted the cheapest quotation at £305.00. It was proposed by Cllr Newton, seconded by Cllr Willcock and it was RESOLVED that the maintenance contract be awarded to All Round Gardens. It was requested that the work be started as soon as possible. The Clerk will issue the necessary instruction.</p>	<p>Clerk</p>
56	<p><u>TO CONSIDER ANY ACTION NEEDED REGARDING GRIT BINS AND SHOVELS</u> It was suggested by Cllr Willcock that the provision of some shovels at the grit bin sites would benefit the community. Cllr Newton offered to obtain some information and prices for the next meeting.</p>	<p>Cllr Newton Agenda - clerk</p>
57	<p><u>PLANNING MATTERS</u> Application 134553 - Planning application for use of land for the siting of holiday accommodation units on Land adj to Locklands Lake Lincoln Road Torksey Lock. No decision has yet been made and situation is being monitored. Application 134761 – Paddock on land adjacent to the Grice’s Yard development, application withdrawn. Application 135000 - Outline planning application to erect 3no. detached dwellings with garages at Land at 32 Lincoln Road Fenton Lincoln LN1 2EP. No comments had been received from parishioners. The Chairman stated that he had examined the proposal and had no comments</p>	
58	<p><u>ANY URGENT ITEMS FOR DISCUSSION</u> No items had been received.</p>	
59	<p><u>TO CONSIDER A SCHEDULE FOR REVIEW OF ALL INTERNAL POLICIES</u> A schedule has been drafted to review all internal policies and to consider any new policies. It was agreed to consider the first policies at the January meeting</p>	<p>Clerk</p>
60	<p><u>TO RECEIVE ANY UPDATES ON THE S106 AGREEMENT FOR THE PLAY AREA</u></p>	

	<p>WLDC had forwarded a letter that it had sent to ACM Homes on 21/9/16.</p> <p>WLDC sent an email to the PC with an update on 25 October that stated that they “.....are now formally liaising with the landowner to bring the matter to a conclusion...”</p> <p>A further update was received from WLDC this afternoon <i>10 Nov at 2:56 PM</i> <i>Dear Mr. Newton,</i> <i>To date, we have failed to receive an adequate response from the landowner in regards to the matter. As a result, in order to determine whether to take further enforcement action the Council requests that the Parish Council determine whether or not they would be willing to take on management of the land?</i> <i>If the Parish Council are unwilling to do this, then the Council will not take any further enforcement action on the matter.</i> <i>WLDC are not prepared to take on the maintenance of the land. Any transfer to the Parish Council would not require the construction of play equipment on the land (as it has been determined that this is not a good site for a play area by the Area Planning Officer) so would not seek to enforce the payment of any sum towards the maintenance of play equipment in accordance with the s.106 agreement. As such the enforcement of the agreement would seek to enforce the transfer of the land to the Parish Council together with the sum of £6,000.00 towards its maintenance; if you are willing to take the land on.</i> <i>I assume you will discuss this matter at your meeting this evening and I am happy to clarify any matters should it be needed.</i> <i>Yours Sincerely</i> Andy Gray <i>Housing and Communities Team Manager</i></p> <p>It was proposed by Cllr Newton, seconded by Cllr Oldfield and it was RESOLVED that the parish council should approach the insurance company to ascertain if legal advice could be obtained to further enforce the original S106 agreement.</p>	<p>Cllr Newton</p>
<p>61</p>	<p><u>DATE OF NEXT MEETING</u> The next meeting of Fenton and Torksey Lock parish council will take place on Thursday 8th December – 7pm – Kettlethorpe Village Hall</p>	
	<p>There being no further business the Chairman closed the meeting at 8.55pm</p>	

SignedG. NEWTON.....

Chairman

Date.....8 DECEMBER 2016.....