

ITEM NUMBER	<p align="center">MINUTES OF THE PARISH COUNCIL MEETING OF FENTON & TORKSEY LOCK PARISH COUNCIL Held on 8TH SEPTEMBER 2016, 7pm at Kettlethorpe Village Hall</p>	ACTION
	PRESENT: Cllr G Newton (Chair), Cllr J Willcock (RFO), Cllr K Oldfield, Ruth Keillar (Clerk)	
20	<u>TO RECEIVE APOLOGIES AND REASON FOR ABSENCE</u> None received	
21	<u>TO RECEIVE DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA</u> None received	
22	<u>TO RESOLVE TO SUSPEND THE MEETING TO ALLOW NO MORE THAN 15 MINUTES OF PUBLIC FORUM</u> One member of public was present. It was reported that the road markings in Torksey Lock at the junction of A156 and B1155 are worn and that the junction could potentially be dangerous. This will be reported to HighwaysNorth for their investigation.	Clerk
23	<u>PREVIOUS MEETING NOTES</u> A typing error was corrected at Item 10.a and initialled. It was proposed by Cllr Willcock, seconded by Cllr Oldfield and it was unanimously RESOLVED that the notes from the meeting held on 14 th July 2016 be approved as a true record and signed as minutes.	
24	<u>TO CONSIDER THE POSITION OF THE CLERK</u> <ol style="list-style-type: none"> i. Following completion of the probationary period it was proposed by Cllr Newton, seconded by Cllr Oldfield and it was unanimously RESOLVED that the Clerk will remain in post following the probationary period at the same pay-scale LC1 – SCP 22. ii. Following revised pay-scale rates advised by NALC LC1 – SCP 22 increased to £10.632 per hour from 1st April 2016 - it was proposed by Cllr Newton, seconded by Cllr Willcock and it was unanimously RESOLVED that the pay-scale increase to £10.632 will take effect from 8th September 2016. iii. It was proposed by Cllr Newton, seconded by Willcock and it was unanimously RESOLVED that the Clerk’s additional role as Clerk to Bardney Group Parish Council be accepted. It was noted that future fees for LALC membership and training could be shared on a pro-rata basis if appropriate. 	Cllr Willcock Clerk
25	<u>TO RECEIVE REPORTS FROM OUTSIDE BODIES</u> Crime report from Gainsborough Rural South covering period from 01 July - 31-July 2016. has been received and noted. Crime report from Gainsborough Rural South covering period from 01August– 30 August 2016. has been received and noted.	
26	<u>CHAIRMAN’S REPORT FOR INFORMATION ONLY</u> <ol style="list-style-type: none"> i. N Ingamells submitted his resignation by email on 17 August 2016. This was accepted. Notice of Vacancy received and posted, effective from 29 August 2016. ii. T Horwood submitted his resignation by email on 22 August 	

	<p>2016. This was accepted. Notice of Vacancy received and posted, effective from 29 August 2016. If by 19 September 2016 an election has not been called, the posts will be filled by co-option.</p> <p>iii. A window on the Kettlethorpe Road bus shelter has been damaged. A temporary repair has been carried out.</p>	
27	<p><u>CLERK'S REPORT FOR INFORMATION ONLY</u> Nothing to report</p>	
28	<p><u>COUNCILLORS' REPORT FOR INFORMATION ONLY</u> Nothing to report</p>	
29	<p><u>CORRESPONDENCE</u> A list of correspondence received for the period from 15 July to 8 September was noted and is attached.</p>	
30	<p><u>FINANCIAL MATTERS</u></p> <p>a) To approve the statement of accounts and bank reconciliations for July The RFO reported balances for July</p> <ol style="list-style-type: none"> i. current account balance as £5868.77 ii. deposit account balance as £7030.87 <p>It was proposed by Cllr Oldfield, seconded by Cllr Newton and it was unanimously RESOLVED to approve the statement of accounts and bank reconciliation for July.</p> <p>b) To accept pre-approve Accounts for payment in July (item 28/2016/10/c) It was proposed by Cllr Oldfield, seconded by Cllr Newton and it was unanimously RESOLVED to accept the following pre-approved accounts for payment:</p> <ol style="list-style-type: none"> i. 215572 – R. Keillar – Clerk Salary (July) £147.45 ii. 215573 – R. Keillar – Travel expenses (July) £15.30 <p>c) To approve the statement of accounts and bank reconciliations for August The RFO reported balances for August</p> <ol style="list-style-type: none"> i. current account balance as £5706.02 ii. deposit account balance as £7030.87 <p>It was proposed by Cllr Oldfield, seconded by Cllr Newton and it was unanimously RESOLVED to approve the statement of accounts and bank reconciliation for August.</p> <p>d) To accept pre-approve Accounts for payment in August It was proposed by Cllr Oldfield, seconded by Cllr Newton and it was unanimously RESOLVED to accept the following pre-approved accounts for payment:</p> <ol style="list-style-type: none"> i. 215574 – R Marsh – grass cutting (July) £50 <p>e) To approve the statement of accounts and bank reconciliations to date The RFO reported balances at 1st September</p> <ol style="list-style-type: none"> i. current account balance as £5656.02 ii. deposit account balance as £7030.87 	

	<ul style="list-style-type: none"> iii. no unpresented cheques f) To approve Accounts for payment at 8 September It was proposed by Cllr Oldfield, seconded by Cllr Newton and it was unanimously RESOLVED to accept the following accounts for payment: <ul style="list-style-type: none"> i. 215575 - R. Keillar – Clerk Salary (August) £140.65 ii. 215576 – R Marsh – grass cutting (August) £50 iii. 215577 – Autela Payroll Services – HMRC Q1 £30 g) To receive Grant Thornton external audit report. The report was concluded on 26th August 2016. The notice will be signed by the clerk for display and as required. The satisfaction survey was completed and will be submitted. 	Clerk
31	<p><u>TO CONSIDER ITEMS FOR INCLUSION ON THE WEB SITE AND FACEBOOK.</u></p> <p>The following was agreed:-</p> <ul style="list-style-type: none"> i. Co-option notices for 2 councillors ii. External audit reports. iii. WLDC response to S106 – Play Area agreement 	Cllr Newton
32	<p><u>TO RECEIVE ANY UPDATES REGARDING THE FOOTPATH FROM FENTON TO LITTLE LONDON PARK</u></p> <ul style="list-style-type: none"> i. It was noted that Cllr Oldfield had received a reply from WLDC confirming that his petition would be included at the WLDC September meeting ii. It was proposed by Cllr Newton, seconded by Cllr Oldfield and it was unanimously RESOLVED that this item is retained for future action when parish council membership is increased. 	
33	<p><u>TO RECEIVE ANY UPDATES ON THE FOOTPATH BETWEEN TORKSEY LOCK & LITTLE LONDON</u></p> <p>It was proposed by Cllr Oldfield, seconded by Cllr Newton and it was unanimously RESOLVED that Cllr Oldfield would attempt to obtain contact details for the land-owner for the purpose of sending a letter requesting that the material pulled from the dyke be cleared.</p>	Cllr Oldfield Clerk
34	<p><u>TO RECEIVE ANY UPDATES ON THE PROPOSAL TO HOLD A VILLAGE FETE.</u></p> <p>It was proposed by Cllr Newton, seconded by Cllr Oldfield and it was unanimously RESOLVED that this item is retained for future action when parish council membership is increased</p>	
35	<p><u>TO CONSIDER ACTIONS REGARDING THE SPEED LIMIT THROUGH TORKSEY LOCK TO FENTON.</u></p> <p>It was suggested that the clerk attempts to gather information regarding the costs of a Permanent Speed Indicator Device, such as the device used in the village of Marton.</p>	Clerk
36	<p><u>PLANNING MATTERS</u></p> <p>It was reported that comments have been submitted on Application ref 134553 as resolved at Item 29/2016/16.i</p>	

37	<u>ANY URGENT ITEMS FOR DISCUSSION</u> No urgent items had been notified	
38	<u>TO RECEIVE ANY UPDATES ON THE S106 AGREEMENT FOR THE PLAY AREA</u> Members of the PC met with WLDC planning and legal representatives on 31 August 2016. It was agreed that WLDC would come to a decision regarding the enforcement or otherwise of the S106 and provide further information to the Parish Council by 8 September for it to pass on to attendees at the informal public meeting arranged to take place prior to the Parish Council meeting. A response had been received from WLDC on 8 th September, confirming the proposed planned actions. This email was made available to the attendees of the informal public meeting.	
39	<u>DATE OF NEXT MEETING</u> The next meeting of Fenton and Torksey Lock parish council will take place on Thursday 13 th October – 7pm – Kettlethorpe Village Hall	
40	<u>TO RESOLVE WHETHER TO EXCLUDE THE PUBLIC AND PRESS FOR CONSIDERATION OF THE FOLLOWING CONFIDENTIAL ELECTION MATTERS.</u> It was proposed by Cllr Willcock, seconded by Cllr Newton and it was unanimously RESOLVED that no exclusion be made	
41	<u>TO TAKE NOMINATIONS AND VOTES FOR THE TWO EXISTING COUNCILLOR VACANCIES</u> An application to join the parish council had been received by email from Mrs H Weeks. It was proposed by Cllr Newton, seconded by Cllr Oldfield and it was unanimously RESOLVED that Mrs H C Weeks be invited to join Fenton and Torksey Lock Parish Council at the next meeting on 13 th October. The following will be sent to Mrs Weeks, with i and ii required to be returned on 13 th i. Declaration of Acceptance ii. Register of Members' Interests iii. Link to Terms of Reference documents	Clerk
	There being no further business the Chairman closed the meeting at 8.10pm	

CHAIRMAN.....G. NEWTON.....DATE.....13 OCTOBER 2016.....

Fenton & Torksey Lock Parish Council
 List of Correspondence
 Period from 15 July 2016 to 8 September 2016

Note that all parish councillors have access to the Parish Council email account.
 Incoming/outgoing emails will generally not all be listed here.
 Only those items requiring parish council attention or of particular interest to the parish will be included.
 All non-electronic correspondence will be included.

Incoming

15/07/16	Email from WLDC, Susan Norman – Notification of changes North Kesteven District Council has made to its Community Infrastructure Levy Draft Charging Schedule since it was published for consultation in May 2016.
16/07/16	Email from Autela Payroll Services – Payroll Process and Pension Scheme update.
19/07/16	Email from WLDC, Mark Sturgess - APPLICATION REFERENCE NO: 134599 - PROPOSAL: Planning application to vary condition 4 of planning permission 133055 granted 30 July 2015-revised plans with amended appearance, size, scale and position of plot 4. LOCATION: 40 Lincoln Road Fenton Lincoln LN1 2EP – notification of Planning Committee on 27 July
26/07/16	Letter from WLDC, Ian Knowles – regarding WLDC plans to reduce funding Council Tax Support Grant – parish list.
26/07/16	Email from WLDC, Jane Bennet – IT training sessions info.
28/07/16	Email from WLDC, Andy Gray – S106 agreement, play area – meeting arrangements
28/07/16	Email from LCCHighways North, Donna Davies - Petition regarding “Lost Footpath” will be included at September meeting.
01/08/16	Email from Saxilby Police – police report for July 2016 – no crimes in F/TL
03/08/16	Email from /WLDC, Andy Gray - S106 agreement, play area – meeting arrangements
05/08/16	Email from WLDC, Celia Chapman – Electoral register (password protected)
05/08/16	Email from WLDC, Celia Chapman – Electoral register Password
08/08/16	Email from LALC, Lindsey Westman – details of LALC AGM MEETING on 18 th October 2016
10/08/16	Email from WLDC, Natalie Kostiuk – S106 agreement - confirmation of meeting at WLDC 31 st August at 1pm.
15/08/16	Email from LALC, Lindsey Westman – training sessions update.
17/08/16	Email from Neil Ingamells – resignation
17/08/16	Email from WLDC, Susan Norman - Neighbourhood Planning session information.
22/08/16	Email from LALC – news letter 159.
22/08/16	Email from Trevor Horwood – resignation
23/08/16	Email WLDC, Joanne Rainsforth – councillor vacancy notice x 2 (29 August – 19 Sept).
24/08/16	Email from PCSO Goodwill – bus-shelter window – not evidence of criminal damage.

25/08/16 Email from WLDC, Susan Norman - Agenda for the upcoming meeting of Council on 5 September 2016, together with Minutes of past meetings.

26/08/16 Email from LACL – safeguarding training - 3 November at North Kesteven District Council Offices, Sleaford 9.30am – 3.30pm

31/08/16 Letter from Grant Thornton – External Audit Report.

01/09/16 Email from Autela Payroll Services – statement.

05/09/16 Email from Saxibly Police - police report for August 2016 – no crimes in F/TL

06/09/16 Email from WLDC, Susan Norman – Wolds Arts Festival

06/09/16 Email from Elaine Bielby – request to display ‘Music with Mummy’ posters in PC notice boards

07/09/16 Email from WLDC, Andy Gray – S106 agreement – Maltkiln Lane - meeting feedback.

Outgoing

15/07/16 Email to WLDC, Andy Gray – S106 agreement

18/07/16 Email to LCCHighways North, Donna Davis – petition re “Lost Footpath”

21/07/16 Letter – planning application - PL/0084/16 - PADDOCK

21/07/16 Email to WLDC, planning – objections to application 134553.

03/08/16 Email to WLDC, Andy Gray – S106 agreement

05/08/16 Email to WLDC, Celia Chapman – request for electoral Register

09/08/16 Email to WLDC, Natalie Kostiuik - S106 agreement meeting

17/08/16 Email to Neil Ingamells – resignation acceptance

22/08/16 Email to WLDC, Joanne Rainsforth – resignation of Neil Ingamells

23/08/16 Email to Trevor Horwood – resignation acceptance

23/08/16 Email to WLDC, Joanne Rainsforth – resignation of Trevor Horwood