

	MINUTES OF THE PARISH COUNCIL MEETING OF FENTON & TORKSEY LOCK PARISH COUNCIL Held on 12th May 2016, 7pm at Kettlethorpe Village Hall	ACTION
	PRESENT: Cllr G Newton (Chair/Acting Clerk), Cllr J Willcock (RFO), Cllr K Oldfield, Cllr N Ingamells, Cllr T Horwood, Ruth Keillar (Clerk – pending appointment- see item 8)	
1.	<u>ELECTION OF CHAIR AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.</u> It was proposed by Cllr Ingamells, seconded by Cllr Horwood and it was unanimously RESOLVED that Cllr G Newton be elected Chair of the Council. Cllr Newton signed the Declaration of Acceptance of Office.	
2.	<u>ELECTION OF VICE-CHAIR AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.</u> It was proposed by Cllr Newton, seconded by Cllr Horwood and it was unanimously RESOLVED that Cllr N Ingamells be elected Vice-Chair of the Council. Cllr Ingamells signed the Declaration of Acceptance of Office.	
3	<u>ELECTION OF RESPONSIBLE FINANCIAL OFFICER AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.</u> It was proposed by Cllr Newton, seconded by Cllr Ingamells and it was unanimously RESOLVED that Cllr J Willcock be elected RFO/Treasurer of the Council. Cllr Willcock signed the Declaration of Acceptance of Office.	
4	<u>TO RECEIVE APOLOGIES AND REASON FOR ABSENCE</u> Apologies were received from Cllr Carr-Smith and Cllr Sharp, reasons accepted.	
5.	<u>TO RECEIVE DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA</u> Cllr Ingamells declared an interest in the Childrens Play Area – agenda item 16	
6.	<u>TO RESOLVE TO SUSPEND THE MEETING TO ALLOW NO MORE THAN 15 MINUTES OF PUBLIC FORUM</u> No public were present	
7.	<u>PREVIOUS MEETING NOTES</u> It was proposed by Cllr Willcock, seconded by Cllr Ingamells and it was unanimously RESOLVED that the notes from the meeting held on 14 th April 2016 be approved as a true record and signed as minutes.	
8.	<u>APPOINTMENT OF THE PARISH CLERK</u> The Chairman reported that interviews for candidates had been completed. It was proposed by Cllr Willcock, seconded by Cllr Horwood, Cllr Oldfield abstained and it was RESOLVED that Ruth Keillar be appointed as the Proper Officer/Clerk to Fenton and Torksey Lock Parish Council with immediate effect. Ms Keillar signed the Contract of employment and both parties retained a copy. Contract: In respect of item 7.1 – Declaration of other employment – the Clerk	

	<p>also works as Clerk/RFO for 1 other Parish Council. It was proposed by Cllr Newton, seconded by Cllr Horwood and it was unanimously RESOLVED to acknowledge and approve of the other employment.</p> <p>In respect of item 10.4 – For employees working from home – following discussion it was proposed by Cllr Newton, seconded by Cllr Horwood and it was unanimously RESOLVED to include an allowance of £4 per week for use of home office and reasonable expenses against receipts.</p> <p>Payroll – following discussion it was proposed by Cllr Newton, seconded by Cllr Ingamells and it was unanimously RESOLVED To engage Autela to carry out the payroll activities as previously, in respect of the Clerk’s salary.</p> <p>Item 20.1 – workplace pension - it was proposed by Cllr Newton, seconded by Cllr Horwood and it was unanimously RESOLVED that Autela carry out the requirements and advise any actions required by the Parish Council.</p>	<p>Cllr Willcock & Clerk</p> <p>Cllr Willcock</p>
9.	<p><u>TO RECEIVE REPORT FROM OUTSIDE BODIES</u></p> <p>Crime report from Gainsborough Rural South covering period from 1-4-16 to has been 30-4-16 received and were noted.</p>	
10	<p><u>CHAIRMAN’S REPORT FOR INFORMATION ONLY</u></p> <p>Chairman’s report on parish activities for the year.</p> <p>Resignations of Cllr Longmate and Clerk Sue Aikman.</p> <p>Cllrs Ingamells, Horwood and Carr-Smith co-opted.</p> <p>New Clerk appointed.</p> <p>Various community assets were maintained.</p> <p>Improved car-parking facilities completed at the flats - junction of Lincoln Road and Kettlethorpe Road in Fenton.</p> <p>Actions to get footpaths between Fenton and Little London are being focused with a community action plan to be considered.</p> <p>The S106 Agreement – The Parish Council has submitted a formal complaint against WLDC for their alleged mishandling of S106 agreement for the play area.</p> <p>The precept for 2016/2017 was agreed at £5800, however £6250 was received. The excess is ring-fenced for 2017/2018 budget.</p> <p>Speed limit reductions/frequency of changes has been taken up by issue of a letter to LCC Highways.</p> <p>A Fun Day to raise funds for the parish to be considered.</p>	
11.	<p><u>CLERK’S REPORT FOR INFORMATION ONLY</u></p> <p>Nothing to report.</p>	
12.	<p><u>COUNCILLORS’ REPORT FOR INFORMATION ONLY</u></p> <p>Cllr Willcock reported that she has submitted a letter to LCC Highways regarding the footpath from Fenton to Little London</p>	
13.	<p><u>CORRESPONDENCE</u></p> <p>A list of correspondence covering the period from 15 April to 12 May is attached.</p>	
14.	<p><u>FINANCIAL MATTERS</u></p> <p>I. To approve the statement of accounts and bank</p>	

	<p>reconciliations to date.</p> <p>It was reported that there was currently £7,030.87 held in the deposit account. The current account balance was £6341.78. There are no un-presented cheques. It was proposed by Cllr Newton, seconded by Cllr Oldfield and it was unanimously RESOLVED to approve the statement of accounts and bank reconciliation.</p> <p>II. To approve Accounts for payment.</p> <p>It was proposed by Cllr Newton, seconded by Cllr Oldfield and it was unanimously RESOLVED to approve the following accounts for payment:</p> <ul style="list-style-type: none"> a) 215561 – J Willcock – postage stamps £16.32 b) 215562 – R Marsh – grass-cutting (April) £50.00 c) 215563 – Kettlethorpe Village Hall – donation £50.00 <p>III. To approve the Annual statement of Accounts</p> <p>It was proposed by Cllr Ingamells, seconded by Cllr Horwood and it was unanimously RESOLVED that the annual statement of Accounts be approved.</p> <p>IV. To discuss the Precept for 2016/2017</p> <p>Email received from WLDC, dated 26-4-16 – error occurred due to miscommunication and procedural misunderstanding. Changes to previous resolutions require that a resolution must be reversed/rescinded and not amended; a new resolution can then be made. The precept difference has been dealt with under previous resolution</p> <p>Item 12(iv) of meeting 14-4-16</p> <p>V. To discuss arrangement for the next internal audit.</p> <p>It was proposed by Cllr Newton, seconded by Cllr Horwood and it was unanimously RESOLVED that the next internal audit be carried out by Lincs Accounting during September/October 2016</p> <p>VI. Annual Return 2015/2016</p> <p>Cllr Willcock/RFO reported that the external auditor has confirmed receipt of the annual Return – letter dated 26 April.</p>	Cllr Willcock
15.	<p><u>ARRANGEMENTS FOR STORAGE OF 'FENTON FIELDS' NOTICE BOARD</u></p> <p>Cllr Oldfield reported that the notice board had been placed in undercover storage courtesy of Mr John Mannion at Little London Park. A letter of thanks will be sent to Mr Mannion; reference will be made to the water damage and broken lock which took place before delivery to Mr Mannion.</p>	Clerk
	At this point Cllr Ingamells left the meeting	
16.	<p><u>TO RECEIVE ANY UPDATES ON THE S106 AGREEMENT FOR THE PLAY AREA</u></p> <p>Cllr Newton – Chairman – reported:</p> <ul style="list-style-type: none"> a) In their email of 22-4-16, NALC Legal were not able to add 	

	<p>anything further to their previous comments other than they considered receivership of the developer company not to be material with regards to the enforcement of the S106.</p> <p>b) 2 emails had been sent reminding WLDC of their non-response to the complaint within the requisite 10 day period. No response was received to these. WLDC were telephoned on 3-5-16. After discussion and at their request a further email was sent with correspondence listed in the complaint. Receipt of these was acknowledged and a response was promised early in week 9-5-16.</p>	
	At this point Cllr Ingamells returned to the meeting.	
17.	<p><u>TO CONSIDER FURTHER ACTIONS REGARDING THE FOOTPATH FROM FENTON TO LITTLE LONDON PARK</u></p> <p>4 letters have been submitted to LCC Highways by individuals 'Fenton's Forgotten Footpaths' notices have been placed on noticeboards</p> <p>Cllr Ingamells' email of 22 April 2016 was discussed. It was proposed by Cllr Newton, seconded by Cllr Horwood and it was unanimously RESOLVED that the following action plan be adopted:</p> <ul style="list-style-type: none"> a) Develop a generic letter to give to all parish residents. b) Organise a petition in the parish c) Arrange to meet MP Edward Leigh to request a letter of support. d) Appoint Cllr Ingamells as spokesman to liaise with the media e) Continue the poster campaign f) Set up an online petition.))) Cllr Ingamells))
18.	<p><u>TO CONSIDER ITEMS FOR INCLUSION ON THE WEBSITE AND FACEBOOK</u></p> <ul style="list-style-type: none"> a) The budget for 2016/17 is now on the website b) The website now has a link to Facebook c) Footpath campaign – a conversation will be initiated on FB with a poster 	Cllr Ingamells
19.	<p><u>PLANNING MATTERS</u></p> <p>Planning application ref 134284, The Hawthorns, Newark road, Torksey Lock, Category: Minor Dwellings. No comments have been received from residents. The parish council has no comments.</p>	
20.	<p><u>TO CONSIDER ACTIONS REGARDING THE SPEED LIMIT THROUGH TORKSEY LOCK TO FENTON.</u></p> <p>As agreed at the last meeting a letter dated 20-4-16, Speed Limits in the Parish of Fenton & Torksey Lock, was sent to LCC Highways. No acknowledgement or reply has been received to date.</p>	Clerk
21.	<p><u>TO CONSIDER HOLDING A PARISH 'FUN DAY' TO RAISE FUNDS</u></p> <p>It was proposed by Cllr Newton, seconded by Cllr Horwood and it was unanimously RESOLVED that a working group including Cllrs Carr-Smith and Ingamells be formed to create an ideas list,</p>	Cllrs Carr- Smith and Ingamells

	appropriate parish projects, venue and suitable dates.	
22.	<p><u>TO RECEIVE UPDATES ON THE PROGRESS OF THE FACEBOOK TRIAL</u></p> <p>The group currently has 54 members. No problems have been noted by the administrators.</p> <p>Cllr Willcock will visit other Little London residents and invite them to join</p>	<p>Cllrs Newton and Ingamells</p> <p>Cllr Willcock</p>
23.	<p><u>INSPECTION OF PARISH ASSETS</u></p> <p>Cllr Oldfield has carried out an inspection of parish assets and his report has been circulated to members. The bus-shelters and area around the notice board was highlighted as in need of attention. It was discussed that volunteers may carry out the maintenance on a rolling rota basis: Cllrs Newton and Ingamells will cover June, Cllrs Horwood and Carr-Smith will cover July.</p> <p>Cllr Oldfield will liaise with Tony Longmate for bus shelter paint and colour.</p> <p>The Swan will be asked to consider extending their cutting.</p> <p>It was noted that any volunteers must be covered by the Parish Council's insurance.</p>	<p>Cllr Oldfield</p> <p>Cllr Horwood</p>
24.	<p><u>LALC TRAINING COURSE RESERVATIONS</u></p> <p>Cllr Carr-Smith has, at his request, been booked onto a Councillor Training Day on 20 July 2016 – LALC offices, Dunholme, 10am – 4pm</p> <p>Costs for signing up to cover-all training will be investigated for consideration.</p>	Clerk
25.	<p><u>TO CONSIDER AN APPEAL FROM KETTLETHORPE VILLAGE HALL - COOKER REPLACEMENT</u></p> <p>It was proposed by Cllr Newton, seconded by Cllr Willcock and it was unanimously RESOLVED to donate £50 which will be taken from the parish council's budget item contingency fund, under S137.</p>	
26.	<p><u>ANY URGENT ITEMS FOR DISCUSSION</u></p> <p>The consideration of a 'welcome pack' for new residents was deferred until the next meeting.</p>	All
27.	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of Fenton and Torksey Lock parish council will take place on Thursday 9 June – 7pm – Kettlethorpe Village Hall</p>	
	There being no further business the Chairman closed the meeting at 9.15pm	

CHAIRMAN.....G. NEWTON.....DATE.....9 JUNE 2016.....