

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 7th July 2020** at 7.00 pm.

Location: via VIDEO LINK (ZOOM).

Present (Cllrs): Mr B O’Sullivan, Chairman; Mr K Gunning, Vice Chairman;  
Mr G Morris; Mr M Burt; Mr A Watts; Mr K Lamyman; Mrs L Taylor,  
Mrs C Hall; Mr S Woollas & Mr C East.

In Attendance: Ms S Letham (Parish Clerk)

Absent/Apologies: Mrs J Thompson-Burt

	To be actioned by
<p><b>1. Chairman’s - Welcoming Remarks</b> The Chairman welcomed Councillors to the ZOOM VIDEO LINK and thanked the Clerk for having held the fort over the last couple of months and kept up with business as usual.</p> <p><b>2. Public Session</b> One resident attended the meeting and raised the following points:</p> <p>Litter on the High Street – concern was expressed about the rising levels of litter and asked what was being done to keep it under control. The Clerk advised that NKDC were now doing an additional refuse collection in the week.</p> <p>New Parish Caretaker – the diligence and attention to detail shown by the new Caretaker was commended.</p> <p>Reopening of Play Areas – the Council advised that this issue was down to be discussed later in the meeting at Item 14e.</p> <p><b>3. Apologies for absence and declarations of interest in accordance with the requirements of the Localism Act 2011. Consider any applications for dispensations in relation to disclosable pecuniary and/or prejudicial beneficial interests.</b> Mrs J Thompson-Burt.</p> <p><b>4. To consider and sign the minutes from the previous Parish Council Meeting (EGM), held on Thursday 2<sup>nd</sup> June 2020.</b> It was proposed by Cllr Watts and seconded by Cllr Hall and therefore <b>RESOLVED</b> that the minutes from the previous Parish Council meeting, held on Thursday 2<sup>nd</sup> June 2020, should be accepted as a true record of the meeting.</p>	

<p><b>5. To consider the financial report and authorise payments (Appendix A).</b>  Discussion took place regarding the transactions listing presented for the month of June 2020. It was proposed by Cllr Gunning, seconded by Cllr East and therefore <b>RESOLVED</b>, that all expenses listed in Appendix A should be authorised to be paid. Cllr Lamyman confirmed that he would approve the payments on-line the following day.</p>	<p>Cllr Lamyman</p>
<p><b>6. To consider the Clerk's report.</b>  Please see Appendix B.</p>	
<p>The Chairman invited observations &amp; comments from Councillors in respect of the Clerks Report. There were actions in respect of the following:</p>	
<p>Ser No 2 – Primary School Safety Zone Extension. The chairman advised that Cllr Hagues had forwarded to the County Council.</p>	
<p>Ser No 3 – proposed new Years Eve function in The Venue. It was agreed that this was work in progress and could be dropped from the Agenda.</p>	
<p>Ser No 5 – existing CO-OP Deposit Account. After discussion, the vote carried was in respect of transferring the money to the new 35 Day Account. This would allow for an increased interest rate but with the ability to gain access quickly if need. The Clerk took an action to transfer the money.</p>	<p>Clerk</p>
<p>Ser No 11 – pot holes reported in Green Man Road. Cllr Woollas updated the meeting with his findings. The pot holes previously reported at the last meeting were not at the junction with the High Dyke but at either end of Green Man Road. The Clerk had been supplied with the details and the works were logged with Highways under reference No 4149408 &amp; 4149548. An additional request for information had also been sent to Highways regarding the proposal to upgrade Green Man Road. Advice received that no dates could be given and that the condition of the road was being continually monitored.</p>	
<p>Ser No 13 – repairs to play equipment in North Lane. The Clerk advised that the Contractor previously given the work was no longer responding to calls or e mails. The issue including the reopening of both Play Areas was discussed later at Agenda Item 14e.</p>	
<p><b>7. To consider updates from District/County Councillors.</b></p>	
<p>Cllr Hagues Newsletter submission had been distributed to all Council members.</p>	
<p>Cllr Overton was in attendance and briefed the Parish Council on the following:</p>	
<p>COVID CRISIS – lessons learnt &amp; way forward</p>	

<p>Lincoln Health Line is still operating.          Test &amp; Trace          Social distancing – mask wearing compulsory from the 24<sup>th</sup> Jul 20          £200m to help businesses          FREE business advice available if required          Hardship fund – if you have trouble paying Council Tax.          16% of children back to school &amp; 100% back in Sep 20          Recycling Centres – requirement to book a slot.          Vulnerable children – checks are taking place          The issue of travellers          Highways Team to work locally in the villages during Aug 20 – requested a list of small jobs.</p>	
<p><b>8. To consider updates from local police.</b>          Discussion took place in respect of the latest Police Newsletter and the limited information it contained. The Chairman took an action to contact the Neighbour Hood Police Team Sgt and express the frustration being felt by the Council and residents when it came to reporting crime to the Police either on-line or by telephone. Chairman to report back at the next meeting.</p>	<p>Chairman</p>
<p><b>9. To consider planning Applications</b>          Please see Appendix C:</p> <p>No observations or comments in respect of the Planning Applications detailed at Appendix C.</p>	
<p><b>10. To consider correspondence.</b>          Please see Appendix D:</p> <p>There were no actions arising from the Correspondence received.</p>	
<p><b>11. To consider the reopening of the Parish Office.</b>          After consideration, it was agreed that the Clerk should look at the actions required to reopen the Parish Office to residents. Currently enquires are received via post, phonecall or e mail. There was a unanimous vote in favour of approving the sum of £200 in principle for the purchase of items required under COVID-19 regulations for the protection of staff and visitors.</p>	<p>Clerk</p>
<p><b>12. To consider the amendments required to the Village Office Signage on the front of the VENUE building.</b>          After consideration, it was agreed that the current signage required amending to reflect the new e mail address, replacement of the NKDC logo with NPCs and the wording “ACCESS POINT” with “Community Library”. The Clerk took an action to speak to the Caretaker about the required changes.</p>	<p>Clerk</p>

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<p><b>13. To consider &amp; discuss Parish Office E Mail Communications.</b> This item was discussed in closed session.</p> <p><b>14. Updates from Portfolios Holders:</b></p> <p><b>a. Cemetery</b></p> <p>The Clerk advised the Council on the Quotes received in respect of the tree works identified in the recent NKDC Annual Tree Survey 2020 pertaining to the John Cutforth Playing Field &amp; the Cemetery. The NKDC report detailed works that were both essential &amp; desirable. The Clerk also provided details of an additional quote that had been sought in respect of the future upkeep of the trees in the Cemetery. After discussion, it was proposed by Cllr Gunning and seconded by Cllr Taylor and therefore RESOLVED that the Clerk would formally advise the Contractor of their successful bid for tree works at a total cost of £3,325.</p> <p>The Clerk also took an action to advise the unsuccessful Tree Contractors and to provide residents in Centurion Close &amp; Ermine Drive with an update on the action to be taken along with a copy of the NKDC tree Inspection Report.</p> <p><b>b. Highways</b></p> <p>A607 parking issues – with parking being made available at The Venue and the owner of URBAN Gelato putting up advisory signage, the parking issue was now under control.</p> <p>Litter on the High Street – the Clerk advised that NKDC were now doing an additional refuse collection. The twice weekly collections on Mon &amp; Thur was sorting the issue of overflowing litter bins.</p> <p>Road Safety Wheelie Bin Stickers – the Clerk advised that a resident had offered to purchase stickers from LRSP and distribute to neighbours along the High Street. The Council acknowledged the kind offer but felt that it would have little effect as the bins were only out for a short period. Instead it was decided to replace all the faded large size passive signs along the A607 &amp; High Street with new ones and to look at also placing them on the Bus Shelters. It was agreed that the Clerk &amp; Cllr Woollas would liaise regarding the collection &amp; placement of signage.</p> <p>A607 40 MPH Zone between Navenby &amp; Wellingore. A resident had queried why such a short stretch of road was 40 MPH. Cllr Woollas advised that the stretch of road is the minimum distance for that speed. After discussion it was agreed that the Clerk would contact the Wellingore Parish Chairman with a view to joining forces in respect of a formal submission to Highways to get the speed limit reduced to 30 MPH.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr Woollas/Clerk</p> <p style="text-align: center;">Clerk</p>
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<p><b>c. Youth Club</b> Cllr Hall briefed on the proposal (as copied by e mail to Council members) from ACTS Energize in respect of providing a Summer Holiday Club in The Venue for a week. After discussion, it was acknowledged that it was not possible to hold a Summer event as The Venue was fully booked. The next available week was not until October. Cllr Hall agreed to advise ACTS.</p> <p><b>d. Navenby Car Scheme</b> Service suspended due to COVID 19 restrictions.</p> <p><b>e. Play Areas</b> Twenty Row &amp; North Lane Play Areas – required repairs identified prior to LOCKDOWN. The Clerk advised that she had hastened the Contractor yet again but was now not receiving any response, so had taken the decision to seek another company (Playdale) in respect of the repairs. Playdale had confirmed that they could visit the sites, but not until the 29<sup>th</sup> Jul 20. Cllr East advised that he had details of companies who could also be contacted for a quote and agreed to provide details to the Clerk.</p> <p>Discussion took place regarding the process for formally reopening both Play Areas and it was acknowledged that this must be in accordance with the Govt regulations and that advice should also be sought from NKDC. Due to COVID-19 LOCKDOWN restrictions, the Play Areas were not regarded as a safe environment and therefore should remain closed until repairs, ground maintenance &amp; a Risk Assessment had been carried out. It was agreed that laminated notices should be put up at each area to advise residents of the situation.</p> <p><b>f. Schools House Trust.</b> No comments.</p> <p><b>g. Cliff Cluster</b> No comments.</p> <p><b>h. Library</b> Cllr Watts advised that the Library currently remains closed.</p> <p><b>i. Finance &amp; Administration</b> See previous Item 6 (5) for details of discussion.</p> <p><b>j. WEBSITE/IT</b> New Town &amp; Parish Website – the Clerk advised that LCC were making on-line refresher training available to all who had attended previous training courses and that she would be attending one on the 23<sup>rd</sup> Jul 20.</p>	<p style="text-align: center;"><b>Cllr Hall</b></p> <p style="text-align: center;"><b>Cllr East</b></p> <p style="text-align: center;"><b>Cllrs East/Lamyman</b></p> <p style="text-align: center;"><b>Clerk</b></p>
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<p><b>k. VENUE Trustee Chairman</b> Cllr Burt advised that he intended to speak with the Venue Manager regarding the use of ZOOM to conduct Trustees meetings.</p>	<b>Cllr Burt</b>
<p><b>l. Mrs Smiths Cottage</b> The Chairman advised that he had been speaking to NKDC Project Staff who had informed him that all activities were being conducted on-line currently and that the opening date would be announced in due course.</p>	
<p><b>m. Speed Indicator Device (SID).</b> The Chairman thanked Cllr Morris for his continued weekly efforts in respect of keeping the SID operational.</p>	
<p>Discussion took place regarding the purchase of a second SID and whether it was to be a battery or solar version. Cllr Watts requested that an additional quote be sought for the provision of 2 solar SIDs – one for both North &amp; South A607 locations. It was agreed that the Clerk would request another quote to see if the cost could be discounted further.</p>	<b>Clerk</b>
<p>Cllr Watts also requested that action be taken to have the crossing sign at the North end of the A607 by the Green Man Road junction removed so that it could accommodate a SID. The Clerk to speak to Highways.</p>	<b>Clerk</b>
<p>In respect of the SID post across from Odtings the Butcher (southbound side of A607) – the Clerk was asked to formally contact the resident in the adjacent property and see whether a concrete paving slab could be placed in the border, so as to prevent damage to the flowerbed whilst carrying out a battery change.</p>	<b>Clerk</b>
<p>The Clerk advised that she had previously contacted the Police regarding a surprise visit from the Police Mobile Safety Camera Team. It was agreed that the Clerk should make another request.</p>	<b>Clerk</b>
<p>The Chairman thanked all present for their participation and declared the VIDEO LINK meeting closed at 21.45 pm</p>	
<p>Date &amp; Time of next meeting is the 4<sup>th</sup> August 2020.</p>	
<p>Minutes Accepted: ..... Date: ..... Chairman</p>	

# Navenby Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/20

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
24		£800.00	21200/2	18/06/20	Peter Barnett - Cemetery Grounds Maintenance 1ST Half Payment for 2020	
27		£284.36	20500/3	18/06/20	BT (Parish Office) - D/DEBIT BT Phone Bundle Package for 1 June to 31 August 2020	
28		£304.58	20500/8	18/06/20	F5 Computing Limited - 2020 Managed Services Annual Renewal for Office 365, 365 APPS, ESET Int Security & Domain registration & DNS mgt.	
29		£105.34	20900/1	18/06/20	E.ON - NPC Street Light maintenance for Apr 20 to Jun 20 Quarter	
30		£324.00	20900/2	18/06/20	E.ON - NPC Street Light Testing of lamps in Pottergate Road, Clint Lane, Gas Lane & Lansdowne Road - Apr 20	
31		£786.00	20800/2	22/06/20	AGRI.CYCLE - Purchase of Qty 2 Barley Benches & Bracket Packets.,	
32		£85.00	21200/4	22/06/20	The Tree House - Cemetery essential Tree Works & debris disposal following NKDC FEB 20 Tree Inspection.	
33		£8,309.57		22/06/20	Public Works Loan Board - D/DEBIT LOAN 1 - 1ST Installment for FY 20/21	
1		£3,717.33	20600/1		Loan 1 Capital JUL 20	
2		£4,592.24	20650/1		Loan 1 Interest JUL 20	
34		£182.00	20400/1	30/06/20	Venue Navenby - GM Grass Cutting John Cutforth Playing Field for April & May 20	
35		£388.33	20500/1	30/06/20	Venue Navenby - Parish Office Rent for June 20	
36		£1,165.00	20500/1	30/06/20	Venue Navenby - Parish Office Rent for 1 Jul 20 to 30 Sep 20.	
37		£123.00	20400/6	02/07/20	CB Ground Maintenance - GM in June 20 for North Lane/Twenty Row & Village Green Play Areas	
41		£56.20	20500/6	06/07/20	Venue Navenby - PAT Testing for 45 items plus a Microwave Test.	
Sub Total		£12,913.38				
		£1,114.07			Confidential	
<b>Total</b>		£14,027.45				

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

## CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
<b>1</b>	Item 5	Zurich Insurance Policy – addition of Streetlamps. The Clerk to investigate the cost of including all the NPC owned streetlamps onto the Policy.	<b>WIP</b>
<b>2</b>	Item 6 – Ser No 1	Navenby Primary School Safety Zone – extension of time in respect of parking. The Chairman to hasten progress of the application.	<b>Chairman to update on 7<sup>th</sup> Jul 20.</b>
<b>3</b>	Item 6 – Ser No 7	New Years Eve Function for residents in the Venue. Cllr Taylor to investigate availability of a function room for the event.	<b>Cllr Taylor to update on 7<sup>th</sup> Jul 20.</b>
<b>4</b>	Item 6 – Ser No 8	High Street - pavement repairs. Cllr Woollas to check that the repairs required outside Nos 3 to 5 had been completed.	<b>Actioned.</b>
<b>5</b>	Item 6 – Ser No 12	CO-OP Bank - Deposit Account Interest Rate. Clerk to investigate the various Business Savings Accounts on offer and report back with the rates & Ts & Cs at the next meeting.	<b>Actioned &amp; e mail forwarded 11 Jun 20 to Council members for consideration.</b>
<b>6</b>	Item 9	URBAN Gelato – the Clerk to contact the owner regarding complaints from residents in respect of the parking of vehicles on the A607 & the queuing of customers on the pavement.	<b>Actioned by telecon on 3 Jun 20. The owner has addressed the issue with neighbouring properties and has erected additional signage.</b>
<b>7</b>	Item 10	Availability of Village Hall Toilet facilities – during COVID=-19. The Clerk to enquire with NKDC as to whether there was still a need for NKDC Refuse crews to gain access.	<b>Actioned 3 Jun 20. NKDC have advised that there is no longer a requirement.</b>
<b>8</b>	Item 11	Request from Revd Michelle for posters to be displayed on streetlamps & telegraph poles. The Clerk to advise the Revd Michelle of their decision.	<b>Actioned 3 Jun 20.</b>
<b>9</b>	Item 12	Parish Handyman duties – during COVID-19. Clerk to advise that the situation would be reviewed again at the end of Jun 20.	<b>Actioned 4 Jun 20.</b>
<b>10</b>	Item 14a	NKDC Tree Inspection Survey – Tree Works in the Cemetery & John Cutforth Playing Field. The Clerk to arrange for (1) work to be carried out ASAP in accw the NKDC Survey report & (2) seek a design, long term programme of tree works in respect of the Cemetery.	<b>Update:</b>  <b>Essential works complete. A/W remaining requested quotes for (1) desirable works &amp; (2) the long term design.</b>
<b>11</b>	Item 14b	Potholes – Green Man Road/High Dyke Junction – the Clerk to investigate potholes and report to CSC Highways.	<b>Actioned – potholes identified by Cllr Woollas &amp; reported by the Clerk</b>



			<b>to Highways. Job Nos 4149408 &amp; 4149543.</b>
<b>12</b>	Item 14c	ACTS Summer Holiday Club proposal. Clerk to include in the Jul 20 AGENDA.	<b>Actioned.</b>
<b>13</b>	Item 14e	North Lane Play Area – repairs to Play Equipment. Clerk to hasten EKM Ltd for an update on when they could complete.	<b>Hastened – a/w response to e mail sent 1<sup>st</sup> Jul 20.</b>
<b>14</b>			
<b>15</b>			

#### **Reports to Highways, Lincolnshire County Council**

#### **Reports re. Street Lighting (Lincs County Council and E.ON)**

<b>Problem</b>	<b>Reported by:</b>	<b>Date</b>	<b>Action Taken</b>	<b>Ref No:</b>	<b>Resolved</b>
<b>Pavement outside No 3&amp;7 on High Street – tarmac surface has eroded,</b>	<b>Cllr Woollas</b>	<b>26 Jun 20</b>	<b>Clerk reported to CSC Highways</b>	<b>4149409</b>	
<b>Multiple Potholes on Green Man Road.</b>	<b>Cllr Woollas</b>	<b>26 Jun 20 &amp; 1 Jul 20</b>	<b>Clerk reported to CSC Highways</b>	<b>4149408 &amp; 4149548</b>  <b>NB An additional e mail has been sent to Highways regarding information on the proposed upgrading of the road.</b>	
<b>Multiple potholes on East Road.</b>	<b>Cllr Woollas</b>	<b>26 Jun 20</b>	<b>Clerk reported to CSC Highways</b>	<b>4149543</b>	

APPENDIX C – 7<sup>th</sup> July 2020

## PLANNING CORRESPONDENCE

20/0520/HOUS – 21 Top Farm Ave, NAVENBY – Erection of a 2 Storey rear extension. Receipt of amended details.

20/0121/HOUS – Willowdale 4 Crossfield Road NAVENBY – Erection of a single storey side & rear extension. (1) Notification of amendment. (2) Notification of decision.

## PLANNING APPLICATIONS

20/0694	10a East Road, NAVENBY		Application to vary Condition 9 (Approved Plans) to enable retention of carport & soft/hard landscaping.

## TREE WORKS

None		

## APPENDIX D – 7<sup>th</sup> July 2020

### Correspondence (E Mails) received during the period 3<sup>rd</sup> Jun 20 to 6th Jul 20

No	Date	From	Description of Matter	Action
1	3 Jun	Venue Manager	NJFC – Pitch Upgrade Programme (PUP)	Clerk
2	4 Jun	LALC	E-News w/c 1 Jun 20	Circ 5 Jun
3		NJFC	PUP – Request to proceed with works (No 1)	Circ 5 Jun
4	5 Jun	LRF	News letter.	Circ 5 Jun
5		HMRC	Acknowledgement of VAT Refund Request.	
6	6 Jun	Police	NPT Newsletter	Circ 9 Jun
7	8 Jun	Cllr Hagues	June 2020 Newsletter	Circ 10 Jun
8		Cllr Watts	LCC Community HUB – COVID-19 Update.	Circ 8 Jun
9	9 Jun	NKDC Planning	Amended details for 21 Top Farm Ave, NAVENBY	Circ 9 Jun
10		NJFC	PUP - Risk & Method Statements.	Venue Mgr
11	10 Jun	B&B Tree Services	Quote for Tree Services for Cemetery & John Cutforth Playing Field.	Clerk
12	11 Jun	LALC	New Model Code of Practice – consultation document.	Circ 12 Jun
13	12 Jun	LRF	Newsletter inc request for FEEDBACK on future of the document.	Circ 12 Jun
14	13 Jun	ROSPA	Play Area Inspection Confirmation	Clerk
15	14 Jun	NJFC	PUP -Notification of Works (No 2)	Clerk & Venue Mgr
16	15 Jun	The Tree House	Quote for Essential Tree remedials.	Clerk
17	17 Jun	Graffoe LINK	Notification of Starting up.	
18		Resident	Telecon – Request for relocation of Speed Indicator Device to south end of the village..	Circ 17 Jun
19	18 Jun	The Tree House	Risk Assessment for Essential Cemetery Tree works.	Clerk
20		LRSP	Road Safety Wheelie Bin Stickers.	Circ 18 Jun
21		TSGP	Bus Shelter Posters – COVID 19	Circ 19 Jun
22	22 Jun	ACTS	Navenby Youth Club next year. (to be discussed in conjunction with matter at Agenda Item 14c)	Cllr Hall
23	23 Jun	Resident	Gleanings/Megs Lane Grass Cutting.	Clerk
24		Lincs Fire	Hoarding Survey	Circ 25 Jun
25	24 Jun	Cllr Overton	Travellers on Gorse Hill Lane.	Circ 25 Jun
26	25 Jun	Resident	April Minutes observations.	Circ 25 Jun
27	28 Jun	NJFC	PUP - Notification of Works (No 3)	Clerk/Venue Mgr
28	29 Jun	ELANCITY	Quote for purchase of a 2 <sup>nd</sup> Speed Indicator Device.	Circ 30 Jun
29	30	LCC	Parish WEBSITE refresher training.	Clerk/Cllr Morris
30	1 Jul	LALC	E-News w/c 29 Jun 20	Circ 1 Jul
31	3 Jul	Parish Caretaker	Update from Parish Caretaker.	Circ 3 Jul
32	3 Jul	EDS Trees	Quote for Cemetery tree remedials.	Clerk
33	3 Jul	Anglian Water	New water pipeline.	Circ 3 Jul
34	4 Jul	Police	Neighbour Hood Police Team Report.	Circ 6 Jul
35	5 Jul	Resident	Trees in Navenby Cemetery.	Circ 6 Jul
36	6 Jul	ACTS	Youth Club – Summer Holiday Scheme proposal.	Circ 6 Jul