

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 3<sup>rd</sup> March 2020**, 7pm.

Location: The Parish Office, The Venue, Grantham Road, Navenby.

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

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 everyone to the meeting.</p> <p><b>2. Public Session</b> Three residents were present at the meeting, and discussion took place in respect of:</p> <p>NJFC Proposed Pitch Maintenance Programme. The 2 representatives from NJFC advised the Council on the proposed works to improve the condition of the football pitches on the John Cutforth Playing Field. Approval was requested to proceed with the Football Foundation funded works.</p> <p>NB This item was formally considered by the Council under AGENDA Item 14e.</p> <p>Speed Indicator Device. The resident from Green Man Road commented that the device was being seen to have a positive effect on slowing traffic.</p> <p>Lindum Homes Development – mud on Green Man Road. The resident from Green Man Road advised that there was an excess of mud on the road and asked if the Council could speak with Lindum. It was agreed that the Clerk would write to CSC Highways and report the state of the road.</p> <p>Allotments on the High Dyke. The resident enquired if there was a waiting list for these allotments. The Clerk advised that there were currently 10 residents on the list. It was also stated at this point that as of 31 Mar 20 the Parish Office would cease to operate as a Local Access Point for NKDC. An Information Leaflet would be issued nearer the time by NKDC.</p>	<p>Clerk</p>

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<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> The Clerk confirmed that Cllr Thompson-Burt had given her apologies.</p>	
<p><b>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 4th February 2020.</b> It was proposed by Cllr Gunning and seconded by Cllr Woollas and therefore <b>RESOLVED</b> that the minutes from the previous Parish Council meeting, held on Tuesday 4<sup>th</sup> February 2020, should be accepted as a true record of the meeting. It was agreed that the Clerk would make a correction to Item 14m iro the Speed Indicator Device locations.</p>	Clerk
<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 February 2020. The Current Account balance as reconciled at end of February 20 was read out. It was proposed by Cllr Gunning, seconded by Cllr Hall and therefore <b>RESOLVED</b>, that all expenses (except for transaction No 336) listed in appendix A should be authorised to be paid.</p> <p>Transaction No 336 – after discussion it was agreed that the Clerk would write to CSC Highways with a view to seeking reimbursement for the emergency tree removal works provided by a resident on the 9 Feb 20, in order to keep the A607 open. In the meantime, it was proposed by Cllr Morris and seconded by Cllr Burt and therefore <b>RESOLVED</b> that Transaction No 336 for the sum of £75 be approved for payment.</p>	Clerk
<p><b>6. To consider the Clerk's report.</b> Please see Appendix B.</p> <p>The Chairman read out the key points from the Clerks Report. There were actions in respect of the following items:</p> <p>Ser No 1 – RIPPON Homes Development, Headland Way Road Closures. After discussion, it was agreed that the situation would be monitored.</p> <p>Ser No 2 – Energize Youth Club SLA. After discussion, it was agreed that the letter being sent to parents advising of the revised personal contribution rates also make mention of the NPC contribution and that the Venue accommodation was provided free of charge. Cllr Hall took an action to amend the draft letter.</p>	Cllr Hall
<p>Ser No 15 – North Lane Play Area gate signage. The Clerk presented photos of the current signage for consideration. After discussion, it was agreed that (1) the Parish Caretaker look at cleaning up the signs or advise if replacement was necessary. And (2) the Clerk to contact the PCSO regarding the wording of the signs iro people trespassing after the gates were locked.</p>	Parish Caretaker  Clerk

<p>Ser No 16 – Clerk to the Venue Trustees Vacancy. Cllr Burt confirmed that a handover to the successful applicant was now underway.</p>	
<p><b>7. To consider updates from District/County Councillors.</b> Cllr Hagues was present at the meeting.</p>	
<p>Cllr Hague briefed on the following matters:</p>	
<p>Scrutiny, Flood &amp; Water Management Meeting – action plan promised on the 18<sup>th</sup> May 20.</p>	
<p>Sleaford Business Park – NKDC could deliver 500 jobs &amp; create around 485,000 sq ft of business space.</p>	
<p>Conservation @ Mrs Smiths Cottage – educational Projects ongoing. Interior work has started, and the facility is due to open in the summer.</p>	
<p><b>8. To consider updates from local police.</b></p>	<p><b>Chairman</b></p>
<p>Cllr Gunning advised that the information provided via the monthly Police report remained inadequate and months out of date. After discussion it was agreed that the Chairman would raise the matter at the next Cliff Cluster meeting and request that they attend the next parish meeting. It was also agreed that the Clerk would hasten Cllr Overton for an update on the actions she had taken away from the last meeting. The Clerk was also to contact the PCSO and advise that drug dealing from 2 Bus Stops in Navenby had been witnessed by a resident.</p>	<p><b>Clerk</b></p>
<p><b>9. To consider planning Applications</b></p>	
<p>Please see Appendix C:</p>	
<p>There were no observations.</p>	
<p><b>10. To consider correspondence.</b></p>	
<p>Please see Appendix D:</p>	
<p>The matters arising (Actions) &amp; decisions from the Correspondence were:</p>	
<p>Ser No 29 – Army Cadets Navenby, Request for GRANT. The Clerk advised that the initial application had contained little information but that it had now been supplemented with a more informative statement of requirement. After consideration, it was agreed that the Clerk would acknowledge receipt of the request and advise that the Council were unable to approve funding. The provision of a banner was deemed to be something that should be funded &amp; provided from the military supply chain, as part of the Army Cadet syllabus.</p>	<p><b>Clerk</b></p>
<p>Ser No 33 – RIPPON Homes Headland Way, Hedgerows. The recent damage to the hedgerows was discussed and it was noted that there should be no maintenance of said, during the period 1 Mar to 30 Sep20. It was agreed that the Clerk would check the development planning approval for anything that may have contravened them.</p>	<p><b>Clerk</b></p>

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<p>Ser No 37 – LALC E NEWS 2.3.20 Requirement for a Multi Use Games Area (MUGA). Discussion took place regarding a possible MUGA being situated on the John Cutforth playing field. The Chairman advised that he would look to bring up the proposal at a future Cliff Cluster meeting, therefore NFA or consideration required currently.</p>	
<p><b>11. To consider the offer of sponsorship in respect of a bench outside the CO-OP.</b> After consideration, it was agreed that the offer of sponsorship be accepted. The Clerk took an action to inform Mrs Agius that NPC were pleased to accept the kind gesture of sponsorship of a bench outside the CO-OP, and confirm the costs.</p>	Clerk
<p><b>12. To consider &amp; RESOLVE for the second time due to a price increase, the purchase of two new village benches.</b> After discussion, it was proposed by Cllr Burt and seconded by Cllr Taylor and therefore RESOLVED that 2 new benches were to be purchased at a cost of £529 exc VAT.</p>	
<p><b>13. To consider &amp; RESOLVE the NKDC 2020 NPC Tree Inspection &amp; associated costs of £303.60.</b> After discussion, it was agreed that the Clerk should seek quotes for the remedial tree works identified by the NKDC 2020 Tree Survey. Approval for the cost of the Tree Survey has already been given at Item 5 of the AGENDA.</p>	Clerk
<p><b>14. Updates from Portfolios Holders:</b></p> <ul style="list-style-type: none"> <li><b>a. Cemetery</b> No comments.</li> <li><b>b. Highways</b> A607 Emergency Tree Works &amp; associated costs of £75. Approval given under AGENDA Item 5.</li> <li><b>c. Youth Club</b> No comments.</li> <li><b>d. Navenby Car Scheme</b> AGM scheduled for the 25<sup>th</sup> Mar 20.</li> <li><b>e. Play Areas</b> North Lane Play Area – outstanding remedial works to Play Equipment, the Clerk took an action to hasten EKM Ltd.</li> </ul>	Clerk
<p>NJFC – proposed Pitch Maintenance Programme. Further to NJFCs brief at AGENDA Item 2, additional discussion took place regarding the proposal. The Clerk took an action to advise NJFC that the Council was content to approve the proposal and that it would confirm its approval in a formal letter. Cllr Morris took an action to draft a letter highlighting that there would be NIL cost to NPC and that the field would remain open to all residents.</p>	Clerk  Cllr Morris

<p><b>f. Schools House Trust.</b> No comments.</p>	<p><b>Chairman</b></p>
<p><b>g. Cliff Cluster</b> The Chairman advised that the next meeting was scheduled for the 18<sup>th</sup> Mar 20 and that he intended to bring up matters such as the Police Report, Police resources on the ground in Navenby and the condition of the roads in the run up to the VE Day celebrations. Cllr Taylor advised that she would look into the possibility of holding a VE Day Event at The Venue.</p>	<p><b>Cllr Taylor</b></p>
<p><b>h. Library</b> Cllr Watts advised that the new IT equipment was due to be delivered on the 4<sup>th</sup> Mar 20 and be connected on the 11<sup>th</sup> Mar 20. Until such times as advised that the new IT installation was complete, the Clerk was to continue to keep the BT phone &amp; Broadband lines live. Training for the Library Volunteers was due to commence on the 4<sup>th</sup> Mar 20.</p>	
<p><b>i. Finance &amp; Administration</b> BT Phone &amp; Broadband Package – Cllr Hall advised that she had managed to negotiate a new deal with BT which would result in a reduction of £150 per quarter. The Chairman thanked Cllr Hall for her efforts.</p>	
<p>Review of continuing requirement for LALC Annual &amp; Training Subscriptions. After discussion, it was decided that the Training Subscription need not be renewed as any training required would be purchased as and when required and would work out to be more cost effective. In respect of the LALC Annual Subscription, the Council asked that the Clerk speak with NPCs Internal Auditor &amp; LALC about the value of remaining within the scheme and to report back at the next meeting.</p>	<p><b>Clerk</b></p>
<p><b>j. Website</b> New Town &amp; Parish Website – Training Day 4<sup>th</sup> Mar 20, it was accepted that the Parish Office would have to close. In respect of the Clerks attendance at the EDGE Webinar it was proposed by Cllr Morris and seconded by Cllr Gunning and therefore RESOLVED that the fee of £40 be approved.</p>	
<p><b>k. VENUE Trustee Chairman</b> Vacancy for Clerk - The Trustee Chairman confirmed that he had a meeting on the 7<sup>th</sup> Mar 20 to confirm the appointment.</p>	
<p><b>l. Mrs Smiths Cottage</b> Archiving of Maurice Addison Collection – formal response from NKDC to NPCs enquiry about cover for loaned items. After discussion, it was accepted that with the collection not being quantifiable and consisting mostly of photographs – it was difficult to ensure for every eventuality.</p>	

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<p>m. <b>Speed Indicator Device (SID).</b> The Chairman advised that he'd contact RIPPON Homes to discuss removing their traffic diversion sign from the NPC post on the grass verge opposite Urban Angels in order that the SID could be installed.</p> <p>The Chairman thanked all present for their participation and declared the meeting closed at 21.45 pm.</p> <p>Date &amp; Time of next meeting to be the 7<sup>th</sup> April 2020 @ 7pm.</p> <p>Minutes Accepted: ..... Date: ..... Chairman</p>	<p>Chairman</p>
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## CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
<b>1</b>	Item 2	Public Session - RIPPON Homes Development. The Clerk took an action to contact RIPPON & request (1) a formal update on construction activities/timeline (2) appropriate signage for road closures and that they not be at peak times & (3) an explanation as to why the wheel wash is located on the main road.	<b>Actioned by Clerk. Chairman to brief 3 Mar 20 on conversation with Linda Bradley of RIPPON Homes.</b>
<b>2</b>	Item 6 (Ser No 1)	Energize Youth Club SLA – Chairman to send a letter to the parent.	<b>Update 3 Mar 20 by Chairman.</b>
<b>3</b>	Item 6 (Ser No 2)	Army Cadet Accommodation. The Venue Chairman to speak to the Venue Manager regarding the standard.	<b>Actioned.</b>
<b>4</b>	Item 6 (Ser No 3)	New Village bench outside the CO-OP. Cllr Woollas took an action to provide the Clerk with a narrative submission for Highways.	<b>Actioned by e mail 9 Feb 20.</b>
<b>5</b>	Item 6 (Ser No 10)	Grass Verge Cutting – damage caused by parking. The Clerk took an action to contact Highways regarding parking policy.	<b>Actioned. NB IRO Chapel Lane – the Police have confirmed that they have spoken with a resident.</b>
<b>6</b>	Item 6 (Ser No 11)	Mental Health Support Initiative. Cllr Thompson-Burt to investigate & report back.	<b>Update NPC 3 Mar 20.</b>
<b>7</b>	Item 6 (Ser no 13)	Parish Caretaker Vacancy. Clerk to provide a copy of the Job description & Contract to Cllrs Morris & Burt before 7 Feb 20.	<b>Actioned by e mail 5 Feb 20.</b>
<b>8</b>	Item 6 (Ser No 15)	Speed Indicator Device (SID) – purchase of ladders. Cllr Woollas to provide specification details of the ladders.	<b>Actioned by e mail 11 Feb 20. Info passed to Parish Caretaker.</b>
<b>9</b>	Item 7	Pot Hole repairs – Cllr Overton took a note iro the partial repair of pot holes along East Road.	<b>A/W an update.</b>
<b>10</b>	Item 8	Policing – Cllr Overton took an action to look into the length of time it was taking to report crimes to the Police either by phone or by e mail.	<b>A/W an update.</b>
<b>11</b>	Item 10 (Ser No 26)	RIPPON Development – Street Names. Cllr Woollas to provide the Clerk with a narrative submission on the background to the NPC proposed list of street names.	<b>Actioned by e mail 11 Feb 20.</b>
<b>12</b>	Item 10 (Ser No 27)	NJFC Proposal for Pitch Maintenance. The Clerk to contact NJFC for more information and to reschedule the matter for the next meeting.	<b>Actioned via The Venue Manager – Cllr Lamyman met with NJFC on 25 Feb 20.</b>

<b>13</b>	Item 11	Co-Option of Mrs L Taylor to NPC. The Chairman took an action to call Mrs Taylor and welcome her to the Council. The Clerk took an action to arrange for Mrs Taylor to fill out the acceptance of Office paperwork.	<b>Actioned.</b>
<b>14</b>	Item 12	NKDC Proposed "Services Leaflet" – Cllr Woollas took an action to review the draft leaflet and provide the Clerk with comments to forward to NKDC.	<b>Actioned by e mail 9 Feb 20.</b>
<b>15</b>	Item 14e	Play Areas – Signage. The Clerk to take a photo of the existing sign on the gate and include the item at the next meeting.	<b>Actioned.</b>
<b>16</b>	Item 14k	Venue Trustee Chairman – Cllr Burt to have a chat with the applicant for the Clerks vacancy.	<b>Update 4 Mar 20.</b>
<b>17</b>	Item 14l	Mrs Smith Cottage – NKDC Insurance Policy. The Clerk to hasten Emma Clark for a formal response to NPCs enquiry regarding cover for loaned items	<b>Actioned. Response received &amp; circulated to all Cllrs on the 26 Feb 20.</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>
Top cover of street light blown off – exposing wires.	Resident	13 Feb 20	Emergency attendance by EON on 13 Feb 20.	N/A	YES
Fallen Tree on Path from Church Lane to North Lane (unsurfaced Viking Way)	Resident	12 Feb 20	Reported to Highways by Clerk	4144553	YES, tree removed 27 Feb.
Pot hole A607 North bound carriage	Deputy Chairman	3 Mar	Reported to Highways by Clerk.	4146136	
Pothole A607 junc with Chapel Lane southbound carriageway.	Deputy Chairman	3 Mar	Reported to Highways by Clerk.	4146137	

## APPENDIX C – March 2020

## PLANNING CORRESPONDENCE

10<sup>th</sup> Feb 20      19/1778/HOUS      Approval for 1A Twenty Row, Green Man Road, NAVENBY.  
Erection of single storey side & rear extension.

## PLANNING APPLICATIONS

20/0121/HOUS	Willowdale, 4 Crossfield Road, Navenby		Erection of single storey side & rear extensions.

## TREE WORKS


## APPENDIX D – March 2020

### Correspondence (All E Mails) received during the period 5th Feb to 29<sup>th</sup> Feb 20

No	Date	From	Description of Matter	Action
1	6 Feb	NKDC	Approval to retain LAPS Sign	Circ 6 Feb
2	10 Feb	Cllr East	Storm Damage to Tree on the High Street	Item 14b
3	11 Feb	Cllr Hall	Renewal of BT Contract	Circ 11 Feb
4	12 Feb	P/Caretaker	Copy of Liability Insurance	
5	13 Feb	Resident	Fallen Tree on Viking Way	Reported to Highways – 26 Feb, still awaiting removal.
6	13 Feb	LCC	Emergency Street Light Fault – Crossfield Road	Reported to EON – fixed same day.
7	13 Feb	BT	Confirmation of new phone package	Item 14i
8	13 Feb	NKDC	Receipt of proposed street names narrative.	
9	14 Feb	C Booth	Date for Installation of new noticeboard.	Due by 28 Feb
10	17 Feb	NKDC	NPC Tree Inspection Report	Circ 18 Feb/Item 13
11	17 Feb	Resident	ASB in North Lane	Circ 18 Feb
12	18 Feb	NKDC	Tree Inspection Invoice £303.60	Item 13
13	18 Feb	NKDC	Approval for CO-OP bench.	Item 12
14	18 Feb	LALC	Annual Membership 20/21 £464.69	Item 14i
15	18 Feb	EON	Crossfield Road New Street light connection 19 Mar 20	Info Cllr Gunning
16	18 Feb	LALC	E-NEWS W/C 17.2.20	Circ 18 Feb
17	18 Feb	Cllr Overton	Boundary review of NKDC Jan 2020	Circ 18 Feb
18	18 Feb	LALC	Annual Training Membership £150	Item 14i
19	18 Feb	Mr Hellard	Invoice for Tree Works – High Street £75	Item 14b
20	19 Feb	BT	BT Refund for Library Phone over payment of £33	
21	19 Feb	The Venue	NJFC proposed pitch maintenance programme.	Info Cllr Lamyman
22	19 Feb	Parking Services	Parking on Chapel Lane	Info Cllr Gunning
23	19 Feb	NKDC	Electoral Roll ready for collection from NK @ Sleaford.	
24	19 Feb	Chairman	RIPPON Homes - High Dyke Closure	Circ 19 Feb
25	21 Feb	Police	Update on Parking on Chapel Lane	Circ 25 Feb
26	23 Feb	Cllr Overton	VE Day Celebrations	Circ 25 Feb
27	24 Feb	EDGE	End of Year Webinar Invoice £40	Item 14j
28	24 Feb	CB GM	Renewal of Liability Insurance	
29	24 Feb	Army Cadets Navenby Det	GRANT Application Form for £300 for a Banner.	Insufficient detail, further info requested.
30	25 Feb	PWLB	Governance Change	Circ 25 Feb
31	25 Feb	AGRI CYCLE	Quote for new Village benches.	Circ 25 Feb
32	26 Feb	Mrs Agius	Request to sponsor a Village Bench.	Circ 26 Feb
33	26 Feb	RIPPON	Hedgerow damage response.	Circ 26 Feb
34	26 Feb	NKDC	MA Collection – Archival Insurance	Circ 26 Feb
35	28 Feb	NKDC	NKDC Services Leaflet – Allotments & Dog Bins	Circ 28 Feb
36	2 Mar	LALC	19 Mar 20 Joint FREE Key Services Event	Circ 3 Mar
37	2 Mar	LALC	E NEWS 2.3.20 - MUGA Requirement?	Circ 3 Mar