

# **NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES**

Date/ Time: **Tuesday 3 August 2021** at 7.00 pm.

Location: The Club Room @ The Venue, Navenby.

Present (Cllrs): Mr K Gunning, Vice Chairman; Mrs E McRitchie; Mrs C Hall; Mr S Woollas;  
Dr J Mills; Mrs E Carless & Mr Watts

In Attendance:

Absent/Apologies: Mr M Burt, (Chairman); Mr C East, Mr G Morris; Mr K Lamyman & Ms S Letham(Clerk)

## **1. Chairman's - Welcoming Remarks**

The Vice Chairman welcomed all present.

## **2. Public Session**

One resident in attendance who expressed their concern at vehicles continuing to speed along Green Man Road. The Vice Chairman advised that the matter would be covered in more depth at Agenda Item No 14b.

**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.

Apologies received from Cllrs Burt, East, Morris & Lamyman.

## **4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 6 July 2021.**

It was proposed by Cllr Mills and seconded by Cllr Carless and therefore **RESOLVED** that the minutes from the previous Parish Council meeting, held on Tuesday 6 July 2021, should be accepted as a true record of the meeting.

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**5. To consider the financial report and authorise payments (Appendix A).**

It was proposed by Cllr McRitchie seconded by Cllr Carless and therefore **RESOLVED** that all expenses listed in Appendix A were authorised.

Cllrs Gunning & Woollas asked that the Clerk take an action to provide the monthly Bank balance at each meeting.

**Action: Clerk to provide monthly bank balance details for each meeting.**

**6. To consider updates from District/County Councillors.**

No District Councillors present.

**7. To consider updates from local police.**

Discussion took place regarding the most recent Police monthly update report. Disappointment was expressed that the report continued to be of little use when it came to detailing crime happening in the Village. In respect of the recent car, motorbike & bicycle thefts in Clint Lane – was asked that the Clerk take an action to contact the Police for an update in order that NPC could update the residents.

**Action: Clerk to contact the Police and obtain an update on the Clint Lane thefts.**

**8. To consider Planning Matters**

Planning Applications – No comments.

NB Application 21/1047/FUL received by NPC on 2 Aug 21 - Cllr East advised by E Mail that this application was of concern due to the road access issues and a requirement for an archaeological watching brief. He asked that the Clerk contact all absent Cllrs and ask that they review the application at their earliest convenience.

**Action: The Clerk to remind Cllrs Burt, Morris & Lamyman of the need to review the planning application.**

Correspondence – in respect of the proposed installation of a flag pole at The Venue, Cllr Hall advised that a full planning application was going to be needed due to the area in question being an advert-controlled zone. After discussion it was agreed that the matter should be forwarded to Cllr Overton for consideration as the flag pole was not going to be used for advertising. Matter deferred to the next meeting.

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**Action: The Clerk to write to Cllr Overton requesting her assistance in moving the matter forward with the NKDC Planning Department.**

Tree Conservation - (Applications 21/1159/TCA & 21/1118/TCA) – comments via E Mail from Cllr East advised that he was satisfied that all work was necessary.

### **9. To consider correspondence.**

Actions arising from the correspondence received:

e. 5 Jul – NK Local Plan Consultation. Cllr Hall showed everyone the proposed poster for the event and asked Cllr Carless if she could arrange for it to go on the NPC Website as well as the Navenby FB page.

**Action. Cllr Carless to put the Local Plan notice on the PC Website and on the Navenby & Wellingore Facebook page.**

g. 9 Jul – Speeding observation from resident, after discussion it was agreed that the monthly speed data should be posted on the NPC Website & that a LINK to the Website be put on the Navenby FB page.

**Action. The Clerk to upload the monthly speed data to the NPC Website & arrange for a post on Navenby FB page.**

h. 13 Jul – Anglian Water (AW) Compensation, after discussion it was agreed that the Clerk be asked if there was likely to be any more payments and was Simon Mountjoy aware that we had received some compensation.

**Action: The Clerk to advise the Council if there were to be any further AW payments and to contact Simon Mountjoy advising that payment had been received.**

### **10. To consider a request from LACE Housing Association to meet & discuss the proposed development of the Care Village site.**

After discussion, it was agreed that the Clerk should write to LACE and advise that the Council were keen to engage as soon as possible and would they like to propose a date for meeting. Also, the Clerk was to engage with Wellingore PC and enquire what information they required and whether they would like to join NPCs meeting with LACE.

**Action: Clerk to contact LACE Housing Assoc and arrange a meeting, as well as Wellingore PC.**

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### **11. To discuss the Parish Caretaker job specification and the readvertising of the vacancy.**

After discussion, it was agreed that the matter be deferred until the next meeting when both Cllr McRitchie & the Clerk could advise on the situation regarding employment law and the response from the Insurance Company.

**Actions: Cllr McRitchie to investigate the rules on directly employing a Caretaker and the Clerk to speak with the Insurance Co, Wellingore PC & the Venue Manager.**

### **12. To consider a proposal by Cllr Overton to host a Public Local Plan Consultation meeting on the 16 Aug 21 at 7.17pm in The Venue.**

Discussion took place regarding the event and who should be paying for the hire of the room. It was agreed that NPC (as host) would pay.

### **13. To endorse for the full period of her employment with the NPC the backdating of the Parish Clerks missed annual pay rises against NPC pay scales, to reflect the best management practices defined by the NALC & Society of Local Council Clerk's.**

After discussion, it was agreed that the matter required additional information from the Chairman before a vote to approve the expenditure could take place.

**Action: Cllr Burt to provide additional information prior to the next meeting.**

### **14. Updates from Portfolios Holders:**

#### **a. Cemetery**

No comments.

#### **b. Highways**

Cllr Woollas led the discussion on the following matters:

Survey of the Pedestrian Crossing – NPC to hasten the survey, and for it to take place after the children return to school on the 6 Sep 21.

Speed reduction road markings & signage - it was agreed to take up Richard Fenwick's (Highways Manager) offer of a meeting on site to discuss availability of various measures.

White Gates – may not be the best option as high level of maintenance is required. Regular re-painting, grass cutting around the gates due to LCC no longer making regular cuts. The

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preferred option for a narrowing road is road narrow signs as per listed in Highway Code which have a formal meaning.

**Actions: The Clerk to hasten the pedestrian crossing survey and to arrange a meeting with Richard Fenwick in respect of the speed reduction markings and signage.**

### **c. Youth Club**

Cllr Hall advised that the Youth Club was seeing attendance figures of 11 children at the weekly session. Numbers had dropped a few weeks before the end of term due to parents keeping their children clear of COVID for planned holidays. Cllr Woollas advised that should the attendance fall to 10 or below, NPC should review the value of the Youth Club. An attendance of 10 at an understood cost of £120 per week was £12 per child per week and this might not be considered a good use of NPC resources. Cllr Gunning pointed out that the Club was budgeted for until the end of Mar 22 and therefore could continue. Cllr Hall advised she would contact ACTs and get a poster for the NPC Website in a bid to up numbers.

**Action: Cllr Hall to speak to ACTs and obtain a poster advertising the Club.**

### **d. Navenby Car Scheme**

Discussion took place regarding the difficulties of obtaining volunteer drivers and a new co-ordinator. If no one comes forward the scheme may have to cease next year when the current co-ordinator retires. Cllr McRitchie expressed an interest in being both a driver and the co-ordinator.

### **e. Play Areas**

Via E Mail - Cllr East advised that he had received encouraging indications from two possible sources of Grant funding, i.e. Tesco and Lottery Heritage Funding. Unfortunately, there are delays in the organisations responding due to a large backlog of applications. A further update would be provided at the next meeting.

Via E Mail - Village Bench by the Noticeboard – Cllr East advised that he was cleaning the seat on a regular basis.

Via E Mail – Cllr Lamyman advised that he had got a Contractor to repair the stone wall in the North Lane Play Area.

**Action: Cllr East to hasten remaining applications and report back at the next meeting.**

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### **f. Schools House Trust.**

No comments.

### **g. Cliff Cluster**

Awaiting an update from Cllr Overton, therefore deferred to the next meeting.

### **h. Library**

No comments.

### **i. Finance & Administration**

After discussion, it was agreed that purchase of a new office sign should proceed once the Council had sight of the proposed colour and layout. Formal approval of the funding was deferred until the next meeting.

### **j. WEBSITE/IT**

Cllr Carless lead the discussion in respect of NPC having a dedicated FACEBOOK page and agreed to wait for further discussions and more general agreement before creating a PC Facebook page.

### **k. VENUE Trustee Chairman**

With the Venue Chairman absent from the meeting, an update was deferred until next month.

### **l. Community Wellbeing**

No comments.

### **m. Speed Indicator Device (SID).**

Discussed at Item 14a. Cllr Woollas asked Cllr Watts if it would be possible to have the data from the SID displayed as a bar chart instead of a pie chart. Cllr Watts advised he would investigate before the next meeting.

Action: Cllr Watts to investigate the types of data charts able to be produced and advise at the next meeting.

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**n. Defibrillators.**

No comments.

**o. Street Lamps.**

Cllr Gunning advised that NPC had received a proposal and price from EON in respect of converting the remaining 36 watt PL Lanterns with 19 watt LED Lanterns. As part of the Budget process in Oct 21 he would take an action to review the proposal as a spend to save measure.

**Action: Cllr Gunning to include the EON proposal in his Budget review for Oct 21.**

The Vice Chairman thanked all present for their participation and declared the meeting closed at 21.45 hrs.

**15. Date & Time of next meeting is the 7<sup>th</sup> September 2021 at 7pm. It should be noted that this will be held in the Club Room of The Venue to adhere with current Covid regulations.**

Minutes Accepted: ***Original Signed by M J Burt*** Chairman Date: ***7<sup>th</sup> September 2021***

# Navenby Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
37		£123.00	£0.00	£123.00	23/07/21	CB Ground Maintenance - GM for JUN 21 - North Lane/Twenty Row grass cutting & strimming	
38		£23.70	£3.95	£19.75	23/07/21	BT (Parish Office) - D/DEBIT BT PO Mobile Phone JUL 21	
39		£530.16	£25.25	£504.91	23/07/21	E.ON - D/DEBIT Unmetered Electricity Supply 1 Apr - 30 Jun 21	
40		£81.68	£0.00	£81.68	23/07/21	A Watts - Library purchase of x 1 SUPRA P500 Key Safe & Anti Bacterial Wipes	
41		£100.00	£0.00	£100.00	23/07/21	Cliff Carnival Management Committee - Payment of GRANT £100 towards materials for festival flag making.	
42		£123.00	£0.00	£123.00	29/07/21	CB Ground Maintenance - GM (grass cutting & strimming) for Jul 21 North Lane/Twenty Row Play Areas.	
43		£44.00	£0.00	£44.00	29/07/21	K R Lamyman - Purchase of engraved memorial plaque for the late George Parish.	
		£878.45	£0.00	£878.45		Confidential	
<b>Total</b>		£1,903.99	£29.20	£1,874.79			

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



# Unpaid expenditure transactions

Start of year 01/04/21

Confidential

Tn no	Gross	Vat	Net	Cttee Invoiced ate	Details	
44	£681.18	£0.00	£681.18	SALAR 29/07/21	<del>Parish Clerk Salary for JUL 21</del>	Parish Clerk Salary for JUL 21
45/1	£172.40	£0.00	£172.40	SALAR 29/07/21	HMRC	PAYE MTH4 Clerk Salary
45/2	£24.87	£0.00	£24.87	SALAR 29/07/21	HMRC	NICs MTH 4 Clerk Salary
<b>Total</b>	<b>£878.45</b>	<b>£0.00</b>	<b>£878.45</b>			