

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 7 December 2021** at 7.00 pm.

Location: The Club Room @ The Venue, Navenby.

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

In Attendance: Ms S Letham (Parish Clerk) & Mrs C Hall (Responsible Finance Officer)

Absent/Apologies: Mr G Morris, Mr K Lamyman & Mrs E McRitchie

1. Chairman's - Welcoming Remarks

The Chairman welcomed all present.

2. Public Session

There was 1 resident in attendance at the Public Session.

NKDC Open Space @ Headland Way - the resident asked if there was an update in respect of the removal of a hedge and the proposed installation of a new boundary fence by RIPPON Homes. Cllr Gunning advised that the revised RIPPON & NKDC boundaries were now all legal and that RIPPON would be replacing the hedge in due course. Cllr Overton had also confirmed the latter to be correct.

Proposal for new Village magazine – the resident advised that she had investigated other potential Village magazine formats and that Tucan Publishing could potentially provide a different type of magazine which allowed residents to raise issues that cannot be published in the Graffoe LINK. The Chairman advised that he did not see a problem with the resident contacting Tucan directly to explore the possibilities and that this could be a resident led initiative which did not require NPC involvement.

The Clerk advised that she had copies of several Tucan village magazines – should any Councillors wish to have a look.

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.

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Apologies received from Cllrs McRitchie, Morris & Lamyman.

4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 2 November 2021.

It was proposed by Cllr East and seconded by Cllr Mills and therefore **RESOLVED** that the minutes from the previous Parish Council meeting, held on Tuesday 2 November 2021, should be accepted as a true record of the meeting.

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

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

The Clerk confirmed that Cllr Lamyman would approve the payments on-line.

6. To consider updates from District/County Councillors.

Cllr M Overton & Cllr Hagues were not in attendance at the meeting. The Clerk confirmed she had received their most recent monthly newsletters.

Cllr L Hagues – not in attendance at the meeting was unable to attend the meeting.

7. To consider updates from local police.

The Clerk confirmed receipt of the latest Police report.

8. To consider Planning Matters

Planning Applications – No comments.

Correspondence – No comments.

Tree Conservation – No comments.

9. To consider correspondence.

Actions arising from the correspondence received:

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e. 16 Nov Artist in Residence (AinR) Mrs Smiths Cottage - proposal for Navenby Trail & Datestone Project. Nicki Jarvis (AinR) was present at the meeting and gave a presentation on what was being proposed in respect of the Datestones & the Tile Panel. Nicki advised that a local tradesman would construct and erect the panel on the front outside wall of the Venue and that the Datestones would be properly installed into the pavements by a NKDC certified Contractor. Any future maintenance & repair would be the responsibility of NKDC. Cllrs East, Gunning & Woollas all offered to act in an advisory capacity regarding the suitability of the datestone locations.

10. Updates from Portfolios Holders:

a. Cemetery

The Clerk advised that the Cemetery Grounds Maintenance Contractor had advised that he would no longer be able to undertake the grass cutting in 2022. A new Contractor was to be sought and an update provided at the next meeting.

Action: The Clerk to source a new cemetery grounds maintenance contractor and obtain a cost estimate for the FY 22/23 Budget.

b. Highways

Zebrite Pedestrian Crossing – Cllr Woollas advised that the £3800 currently sitting in the Highways Budget Reserve fund could be put toward the purchase of the Zebrite beacons & cowls. After discussion, it was proposed by Cllr Gunning and seconded by Cllr Watts and therefore **RESOLVED** that NPC purchase Zebrite beacons, cowls & an installation for the pedestrian crossing on the High Street at a cost of £6K.

East Road Pot Holes – Cllr Woollas reported that the pot hole repairs on East Road remained partially complete and asked that the Clerk hasten Highways for an update.

Planning Application for proposed new chicken factory near Leadenham – after discussion regarding a recent leaflet drop on the High Street, it was agreed that this was not a matter for NPC.

Actions: The Clerk to hasten Highways on the East Road pot hole repairs and also to advise Richard Fenwick that NPC wished to proceed with the Zebrite proposal.

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c. Youth Club

Following the resignation of Cllr Hall and her subsequent appointment as the new NPC Responsible Finance Officer, it was agreed that this Portfolio was no longer required as the finance elements would be incorporated into the newly established role.

Action: Cllr Carless to arrange for an advert to go on the N&W FB page.

d. Navenby Car Scheme

Cllr Woollas advised that the car scheme had recently lost a driver and that no new volunteers were coming forward. The Co-ordinator was going to place an advert in the Graffoe LINK in Feb 22 which if unsuccessful would probably result in the car scheme having to close. Cllr Woollas took an action to send Cllr Carless a draft notice for her to put on the Navenby & Wellingore FB (N & W FB) page. Cllr Mills also suggested contacting the local surgery and took an action to provide the point of contact details to Cllr Woollas.

Action: Cllr Woollas to provide a draft notice for N & W FB page & Cllr Mills to provide contact details for the surgery to Cllr Woollas.

e. Play Areas

Cllr East advised that he'd continue to chase TESCOs, in respect of a retrospective GRANT application for the new play equipment.

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

The RFO advised the meeting that all those portfolio holders responsible for Budgets would need to consider the Budgets they required for FY 22/23. The next PRECEPT will need to be

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determined in Dec 21 and formally approved in Jan 22. The Clerk advised that the PRECEPT submission paperwork was due to be received by the end of the week.

Action: The RFO to meet with the Chairman prior to Christmas and review the budget submissions & PRECEPT options.

j. WEBSITE/IT

Cllr Carless advised that she had recently attended the LALC FaceBook (FB) training course. FB was well used in both Navenby & Wellingore and would be the best social media for NPC to utilise in respect of communicating with residents. Cllr Carless to continue constructing the FB page.

k. VENUE Trustee Chairman

Venue Constitution 1983 – the Chairman advised that a review of the Constitution continued to be a work in progress, with Cllr Gunning assisting.

Action: The Chairman & Vice Chairman to finalise the initial draft revision of the Constitution document and circulate to other Cllrs prior to the 11th Jan 22.

l. Community Wellbeing

Cllr Mills advised that he was still looking into the proposal from Finding Fitness and how it would impact upon another holiday fitness scheme.

m. Speed Indicator Device (SID).

Unfortunately, due to a software issue Cllr Watts advised he had been unable to download the data from both devices for the month of Nov 21. It was hoped that this would be rectified shortly.

n. Defibrillators.

Cllr Gunning advised that all required updates had been carried out and he had observed that the pads on the Methodist Chapel device had been recently changed following use.

o. Street Lamps.

No comments.

The Chairman thanked all present for their participation and declared the meeting closed at 20.30 hrs.

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11. Date & Time of next meeting is the 11th January 2022 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: Chairman Date:

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
78		£200.00	£0.00	£200.00	06/12/21	SDG Access Ltd - NPC Donation iro Village Christmas Tree	
79		£470.08	£78.35	£391.73	06/12/21	Venture Signs & Graphics Ltd - Provision of a new exterior Parish Office Sign	
80		£72.42	£12.07	£60.35	06/12/21	LIVES Training - Replacement Lifepak CR + Charge Stick & Electrodes	
81		£68.40	£11.40	£57.00	06/12/21	E.ON - Street Lighting Maintenance for Qtr ending 31 DEC 21.	
82		£118.00	£0.00	£118.00	06/12/21	CB Ground Maintenance - GM for NOV 21 for North Lane & Twenty Row Play Areas.	
83		£273.00	£0.00	£273.00	06/12/21	Venue Navenby - JC Grass Cutting for OCT & NOV 21 (Total of 3 cuts)	
84		£1,165.00	£0.00	£1,165.00	06/12/21	Venue Navenby - PO Rent for period 1 JAN 22 to 31 MAR 22	
85		£27.00	£4.50	£22.50	06/12/21	LALC - Provision of New Councillor training for Cllr Carless.	
86		£27.00	£4.50	£22.50	06/12/21	LALC - Provision of Website Maintenance training on the 5 OCT 21 for Cllr Carless.	
87		£23.70	£3.95	£19.75	06/12/21	BT (Parish Office) - D/DEBIT BT PO Mobile Phone NOV 21	
88		£79.98	£0.00	£79.98	06/12/21	Christine Hall - Reimbursement of costs iro a Microwave & Kettle for use in the Parish Office kitchen.	
89		£193.29	£9.20	£184.09	06/12/21	E.ON - D/DEBIT - UMS of Electricity. Increased charges due to the change in the CCL. Confidential	
		£1,402.63	£0.00	£1,402.63			
Total		£4,120.50	£123.97	£3,996.53			

Signature

Date


7 DECEMBER 2021

Signature

Unpaid expenditure transactions

Start of year 01/04/21

Confidential

Tn no	Gross	Vat	Net	CtteeInvoice date	Details	
90	£805.56	£0.00	£805.56	SALAR 06/12/21	Parish Clerk	Parish Clerk Salary for NOV 21
91	£473.66	£0.00	£473.66	SALAR 06/12/21	Asst Parish Clerk	Asst Parish Clerk Salary for NOV 21
92/1	£51.40	£0.00	£51.40	SALAR 06/12/21	HMRC	PAYE NOV 21
92/2	£72.01	£0.00	£72.01	SALAR 06/12/21	HMRC	NICs NOV 21
Total	£1,402.63	£0.00	£1,402.63			

