

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 14th January 2020, 7pm.**

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

Present (Cllrs): Mr B O’Sullivan, Chairman; Mr K Gunning, Vice Chairman;
Mrs J Thompson-Burt; Mr G Morris; Mr C East; Mr M Burt; Mr A
Watts; Mr K Lamyman; Mrs C Hall; Mr S Woollas & Ms S Letham
(Parish Clerk)

In Attendance:

Absent/Apologies: Cllr L Hague & Cllr M Overton

	To be actioned by
<p>1. Chairman’s - Welcoming Remarks The Chairman welcomed everyone to the meeting.</p>	
<p>2. Public Session Two residents were present at the meeting, and discussion took place in respect of:</p> <p>The Energise Youth Club – concern was expressed regarding the rise in personal contribution fees and the fall in attendance numbers. Also, of concern was the method of communication between ACTS & parents. Cllr Hall explained that due to an increased contribution from the Parish Council, the personal contribution would be reducing from £3 to £2 in the new FY. With regard to the communication issues, Cllr Hall advised she would speak to ACTS about ensuring messages to parents were received in a timely manner.</p> <p>ARMY Cadets (Navenby DET) – Kieran Taylor from the Cadets gave a short brief on what the Cadets had to offer young people aged 12-18. The Cadets were keen to help organisations within the Community and anyone requiring help at an event was welcome to contact them. A minimum of 16 weeks’ notice would be required prior to the event. Kieran also raised some issues in respect of the building’s use/condition. It was agreed that any issues should be referred to the Venue Manager and the Trustees. The Clerk took an action to advise the Venue Trustees of the accommodation problems</p>	<p>Cllr Hall</p> <p>Clerk</p>

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>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. The Clerk confirmed that Cllr Burt whilst not in actual attendance would be dialling into the meeting.</p> <p>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 10th December 2019. It was proposed by Cllr Gunning and seconded by Cllr Thompson-Burt and therefore RESOLVED that the minutes from the previous Parish Council meeting, held on Tuesday 10th December 2019, should be accepted as a true record of the meeting.</p> <p>5. To consider the financial report and authorise payments (Appendix A). Discussion took place regarding the transactions listing presented for the month of December 2019. The Current Account balance as reconciled at end of December 19 was read out. It was proposed by Cllr Woollas, seconded by Cllr Hall and therefore RESOLVED, that all expenses listed in appendix A should be authorised to be paid.</p> <p>6. To consider the Clerk's report. 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 – Cllr E Mail Accounts. The Clerk advised that other Parish Councils were utilising G MAIL accounts in the course of their parish duties. After discussion it was agreed that any e mail correspondence between Cllrs and outside organisations would continue to be via the main Parish E Mail account.</p> <p>Ser No 2 – Purchase of x 2 new Village Seats. The Clerk advised that the cost of x 2 new bench seats from AGRI CYCLE would be £295 each exc VAT. If x 2 were purchased at the same time – then a discount on delivery could be negotiated. Cllr Woollas took an action to provide the Clerk with information for submission to Highways in respect of the proposed location for the new seat outside the CO-OP. Once the proposal was approved, an order could be placed for both the Greenman Road & CO-OP seats, therefore benefiting from a small cost reduction.</p> <p>Ser No 8 - Youth Club SLA. After discussion, it was agreed that Cllr Gunnings' DRAFT of the SLA be accepted.</p> <p>Ser No 11 - WEBSITE. The Clerk advised that there was no need to purchase x 2 Power Surge Protector Devices – as 2 had been located within the office. Therefore, NFA.</p>	Cllr Woollas
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NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>7. To consider updates from District/County Councillors. No Councillors were present at the meeting.</p> <p>8. To consider updates from local police. The Clerk advised all present that the Police were now issuing a monthly NEWSLETTER instead of an old style monthly report. Details of crimes committed within the Village would be posted on www.police.uk. Cllr Gunning asked that the Clerk write to the Police and ask that the previous method of reporting crime statistics in Navenby for the monthly Parish Council meeting be reinstated. Recent interrogation of the WEBSITE had only shown stats up to the end of Nov 19.</p> <p>9. To consider planning Applications Please see Appendix C:</p> <p>There were no observations.</p>	Clerk
<p>10. To consider correspondence. Please see Appendix D:</p> <p>The matters arising (Actions) & decisions from the Correspondence were:</p> <p>Ser No 9 – Temp Traffic Restriction on Headland Way. After discussion, it was agreed that the Clerk would write to RIPPON Homes and ask why these restrictions had not been advised of in their initial proposals and request an update on current plans.</p> <p>Ser No 24 – Anti Social behaviour in North Lane Play Area. The Chairman gave a brief on recent incidents which had led to complaints from residents. After discussion it was agreed that the gates would be locked in the evening. Cllr Lamyman advised that he had obtained some combination locks and provided them to the resident who had kindly offered to open and lock up the gates. The Clerk was to make a note of the codes as provided on the Invoice and to inform the Grounds Maintenance Contractor.</p>	Clerk
<p>Ser No 25 – Request to advertise from Lincoln Alzheimers Society. As well as agreeing to place posters in all the Village Parish Noticeboards, Cllr East advised he would be happy to place a poster in his front window. The Clerk took an action to provide a poster when they were received.</p>	Cllr East/Clerk
<p>Ser No 31 – Dog Fouling in Greenman Road. The Clerk advised that she had been contacted by a resident complaining of frequent incidents of a dog fouling outside the property. After discussion, it was agreed that the updated posters be placed in that area and that the resident be advised to report it to the Police as an incident of anti-social behaviour. The Clerk took an action to update the resident on the action to be taken.</p>	Clerk

NAVENBY WITH SKINNAND PARISH COUNCIL

MEETING MINUTES

<p>11. To consider & approve the NKDC PRECEPT for FY 20/21.</p> <p>Discussion (led by Cllr Burt) took place regarding the 2 options he had proposed to the Council, as well as an additional 2 options proposed by Cllr Gunning. Agreement was reached to put the following 2 options to the vote:</p> <p>Option 2 – Proposed expenditure of £73,460 resulting in a -0.31% decrease. Option 4 – Proposed expenditure of £72,000 resulting in a -2.46% decrease.</p> <p>Option 2 proposed by Cllr Burt & seconded by Cllr Woollas achieved 7 votes, with Option 4 proposed by Cllr Gunning & seconded by Cllr Morris achieving 2 votes. Therefore, it was RESOLVED that Option 2 was accepted as the PRECEPT requirement for FY 20/21. The Clerk took an action to complete the PRECEPT application form and forward to NKDC before the 31 Jan 20.</p>	Clerk
<p>12. To discuss the Highway Verge Grass Cutting Plans for LCC & NKDC.</p> <p>Discussion took place regarding LCC taking back areas of Highways grass cutting from NKDC and their offer to handover responsibility of all urban highway verge grass cutting to the Parish Council. In respect of the latter, LCC would make a financial contribution of £1332.32 for FY 20/21. It was agreed that LCC should continue to maintain the grass verges and that the Clerk would write to LCC to advise them of that decision by 31 Jan 20. It was also proposed by Cllr Woollas and agreed that the Clerk take a hard copy of all the grass verge cutting plans and keep them available in the Parish Office for residents to view should they have any queries.</p>	Clerk
<p>13. To discuss & approve the creation of a Portfolio for Mental Health Support Initiative.</p> <p>In addition to the NKDC (Good Neighbour Scheme) the Chairman proposed the requirement for a Mental Health Support Initiative to be established within the Village. After discussion it was agreed that Cllr Thompson-Burt would look at what other Mental Health Support Initiatives were available to the residents and would report back at the Mar 20 meeting.</p>	Cllr Thompson- Burt
<p>14. To discuss the Community HB Revenue Pro Rata GRANT for the Library for FY 19/20.</p> <p>Cllr Watts advised those present that funding for the sum of £1567.04 had been received from LCC in respect of the FY 19/20 pro rata GRANT funding for the Community Library. This funding covered the period 10 Dec 19 to 31 Mar 20. Thereafter, funding would be received in April each year. Greenwich Leisure Ltd (GLL) would be taking over at the end of Feb 20 and there would be a recharge system for running costs. The telephone & broadband services would transfer from BT to Talk Talk in the coming weeks.</p>	
<p>15. Updates from Portfolios Holders:</p> <p>a. Cemetery No comments.</p> <p>b. Highways The Clerk advised that the installation of the 2nd Noticeboard could not be completed until the end of Feb 20.</p>	

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>The Chairman requested that the Clerk make a Litter Picking Stick available for a resident who had volunteered to help keep the Village litter free.</p> <p>c. Youth Club Discussion took place regarding the proposed FY 20/21 Budget for the Youth Club. It was agreed that 38 weeks @ £120 per week would then allow for the personal contribution to reduce from £3 to £2 per session. It was hoped that this would encourage the attendance figures. Formal agreement on this Budget is covered under Agenda Item 15i. The Chairman & Cllr Hall agreed that the revised Service Level Agreement (SLA) drafted by Cllr Gunning could be accepted.</p> <p>d. Navenby Car Scheme No comments.</p> <p>e. Play Areas North Lane Play Area – repairs. The Clerk advised that she was currently awaiting a visit from EKM Ltd to discuss the programme of repairs.</p>	Clerk
<p>Parish Caretaker Vacancy - Update. Two residents have expressed an interest in the vacancy, and it was agreed that the Clerk would forward a Job Description to the interested parties. Cllrs Morris, Lamyman & Woollas all expressed an interest in being present at the interview stage.</p> <p>f. Schools House Trust. No comments.</p> <p>g. Cliff Cluster The Chairman advised that the next scheduled meeting would be held on the 15th Jan 20.</p> <p>h. Library See Item No 14.</p> <p>i. Finance & Administration Discussion took place regarding the bids submitted for FY 20/21 Portfolio Budgets. It was proposed by Cllr Thompson-Burt and seconded by Cllr East and therefore RESOLVED that the anticipated expenditure figures advised in Cllr Burts' e mail of the 9 Jan 20 be accepted and used for the purposes of determining the FY 20/21 PRECEPT requirement. The vote was carried unanimously.</p> <p>j. Website No comments.</p> <p>k. VENUE Trustee Chairman No comments.</p>	Clerk

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>l. Mrs Smiths Cottage The Chairman advised on the discussions that took place with NKDC at Mrs Smiths' Cottage on the 10 Jan 20. The proposal being to catalogue the Maurice Addison (MA) collection of memorabilia (currently held within the Parish Office) utilising the Project Team & funding available for such from Mrs Smith's Cottage. The NKDC Project Officer and the Artist in Residence have also requested that they be allowed initial access to first view the collection. It was proposed by Cllr O'Sullivan and seconded by Cllr Lamyman and therefore RESOLVED that the MA collection be released (after the completion of the relevant paperwork) to NKDC for archiving purposes. The vote was carried unanimously. The Clerk took an action advise NKDC of the decision.</p>	Clerk
<p>m. Speed Indicator Device (SID). Discussion took place regarding the battery change procedures and it was agreed that for H&S reasons a set of ladders needed to be purchased. Cllr Woollas advised that they must meet the appropriate BS regulations and that the matter be placed on the AGENDA for the next meeting. The BS number to be provided to the Clerk in due course. As well as purchasing ladders, it was also agreed to buy the necessary personal protective equipment for Council members to wear ie Hi Viz waistcoats & hard hats etc.</p>	Cllr Woollas/ Clerk
<p>The proposal to purchase another SID was also discussed and it was agreed that the matter should be discussed again in May 20. The Clerk took an action to include within the AGENDA for the meeting.</p>	Clerk
<p>Cllr Woollas proposed the following rotation plan for the SID:</p> <p>A607 Northbound – 2 weeks High Dyke – 1 week A607 Southbound – 2 weeks Green Man Road – 1 week</p>	All Cllrs
<p>Whilst the Council was in general agreement that the proposal would be beneficial, the matter needed to be discussed in more detail at the next meeting.</p>	Clerk
<p>The Chairman thanked all present for their participation and declared the meeting closed at 21.30 pm.</p>	
<p>Date & Time of next meeting to be the 4th February 2020 @ 7pm.</p>	
<p>Minutes Accepted: Date: Chairman</p>	

Navenby Parish Council

Expenditure transactions - payments approval list Start of year 01/04/19

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
314		£560.48	20900/4	09/01/20	E.ON - Street Lighting unmetered supplies 011019 - 311219	
315		£109.44	20900/1	09/01/20	E.ON - Street Lighting Maintenance quarter ending 311219	
316		£18.00	20700/3	09/01/20	LALC - Clerks attendance at Clerks Networking/SLCC AGM 27/11 Cranwell	
317		£1,165.00	20500/1	09/01/20	Venue Navenby - Hire of Parish Office January, February and March 2020	
318		£862.50	21200/2	09/01/20	Peter Barnett - 2nd Half of annual grass cutting/trimming in Cemetery. Extra cut under trees, tidy up and clearance as instructed	
319		£200.00	20800/2	09/01/20	Lincolnshire County Council - Contribution towards Post for Community Speed Watch device	
Sub Total		£2,915.42				
		£1,265.53			Confidential	
Total		£4,180.95				

Signature

Date

Signature

CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
1	Item 6 (1)	Cllr E Mail Accounts – Clerk to enquire with other Councils regarding the use of separate Accounts.	
2	Item 6 (6)	New Village Seats – Clerk to obtain costs of replacement seats from AGRI CYCLE.	
3	Item 8	Updates from Local Police – the Chairman took an action to draft a personal letter of thanks for PC Hanson.	Drafted by the CM. Awaiting details of PC Hansons' Line Manager.
4	Item 10 (26)	WPD Unmetered Power Supply – Clerk took an action to forward Cllr Gunning a copy of the certificate from WPD.	Forwarded to Cllr Gunning 13 Dec 20.
5	Item 14	Supply of Christmas Trees 2020 – Cllr Burt took an action to draft a letter to the residents of the High Street informing them that NPC would not be supplying trees in 2020.	WIP
6	Item 14	Navenby Santa Sleigh Tour – the Chairman took an action to make further enquiries regarding the aim of the event and the fund raisers credentials.	Actioned by CM. To update 14 Jan 20.
7	Item 17b	Installation of New Village Seats – the Clerk took an action to advise the Contractor which elements of his Quotation had been approved.	
8	Item 17c	Youth Club Service Level Agreement (SLA) – the Clerk took an action to forward Cllr Gunning a copy of the draft SLA submitted by Cllr Woollas last year.	Forwarded to Cllr Gunning 13 Dec 19.
9	Item 17e	Play Areas Repairs – the Clerk took an action to inform the Contractor that the repairs could now proceed.	EKM Ltd informed 7 Jan 20.
10	Item 17i	FY 20/21 Portfolio Budgets – Cllr Burt took an action to (1) speak with Cllr Woollas regarding “reserve” funds for Highways Projects and (2) send out a revised e mail to all detailing the anticipated income & expenditure and ask that Portfolio Holders review their submissions. The Clerk took an action to contact the Internal Auditor regarding how other Parish Councillors bid & accounted for “reserve” funding.	All Actioned. Internal Auditor response forward to Cllr Burt by e mail on 13 Dec 19.
11	Item 17j	Website – the Clerk took an action to purchase a Power Surge Protector Device.	After investigation, 2 devices already within the office. Re-discuss requirement on 14 Jan 20.

12	Item 17k	VENUE Trustee Chairman – the Clerk took an action to hasten the Venue Manager to provide details of his duties to the Chairman.	Actioned 13 Dec 19 by e mail.
13			
14			
15			

Reports to Highways, Lincolnshire County Council

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

Problem	Reported by:	Date	Action Taken	Ref No:	Resolved

PLANNING CORRESPONDENCE

PLANNING APPLICATIONS

19/1680/FUL & 19/1681/LBC	49 High Street, Navenby, LN5 0DZ		Extension to existing Barn Conversion to form replica cart-shed type structure.
19/1778/	1a Twenty Row, Green Man Road, Navenby, LN5 0JY		Single storey house extension to the side and rear of existing 2-storey dwelling.

TREE WORKS

20/0009/TPO	Chestnuts, Vine House Farm, Heath Lane, Navenby		Horse Chestnut – 3m crown lift of driveway, 2-3 m reduction of longer limbs to clear house and 1-2m reduction of remaining crown to reshape and balance.

APPENDIX D – January 2020

Correspondence received during the period 11th Dec 19 & 7th Jan 20

No	Date	From	Description of Matter	Action
1	11 Dec	NKDC	EM – Parish PRECEPT 2020/21	Circ 11 Dec 19
2		PC Hanson	EM – Letter of Thanks to NPC	Circ 12 Dec
3		Community Lincs	EM – Lincs News & Updates Bulletins	Circ 13 Dec
4	13 Dec	Chairman	EM – Lincs Armed Forces Covenant – no homeless Veterans	Circ 13 Dec
5		LALC	EM – LALC NEWS 171 Edition	Circ 19 Dec
6	16 Dec	TC Licensing	EM – Renewal of TV Licensing	Paid Dec 19
7		LALC	EM – Clustering Conclusion	Circ 19 Dec
8		LCC	EM – Community Hub Pro Rata Revenue GRANT Claim Form	
9		LCC	EM – Temp Traffic Restriction on Headland Way	Circ 17 Dec
10	17 Dec	WADD PC	EM – Request for Information	Replied 18 Dec
11		LALC	EM – Annual Training Scheme Charges 2020/21	
12	18 Dec	LCC Highways	EM – LCC Highways Grass Cutting Programme	Circ 18 Dec
13		Resident	EM – Pitfield Walk Dog Bin Faulty	To NKDC 19 Dec
14	19 Dec	NKDC Sleaford	EM – Ground Maintenance – Grass Verge Cutting	Circ 19 Dec
15		NKDC J Bailey	EM – Grass Verge Cutting Plans	Circ 19 Dec
16		LCC Highways	EM – Grass Verge Plans	Circ 19 Dec
17		NKDC	EM – Street numbering information	Circ 20 Dec
18	20 Dec	LALC	EM – Buckingham Palace Garden party Nominations	Circ 20 Dec
19		WPD	EM – Unmetered Power Supply Certificate	Circ to Cllr Gunning
20		LRSP	EM – Invoice for £200 for new SID Post on A607	
21	23 Dec	PWLB	EM – Repayment NOTICE	To be paid Jan 20
22	31 Dec	NKDC	EM – Request for meeting iro Navenby Archive	Circ 31 Dec
23	2 Jan 20	LCC	EM – Community HUBS IT Transition	Circ to Cllr Watts
24	3 Jan	Resident	EM – Anti Social behaviour in North Lane Play Area	Circ 3 Jan 20
25	6 Jan	Alzheimers Soc'	EM – Request to advertise in Navenby	Replied 7 Jan
26		Police	EM – JAN 20 Newsletter	Circ 7 Jan
27	7 Jan	LGBC	EM – Review of Ward boundaries	Circ 7 Jan
28		LALC	EM – E Newsletter w/c 6.1.20	Circ 9 Jan
29		LALC	EM – Community HUBS Pro Rata Payment Confirmation	
30	9 Jan	Resident	Letter – Comments on Speed Indicator Installation	Circ @ 14 Jan 20 meeting