

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

Date/ Time: **Tuesday 1 September 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 A Watts; Mrs C Hall; Mr S Woollas & Mr C East.

In Attendance: Ms S Letham (Parish Clerk)

Absent/Apologies: Mrs J Thompson-Burt, Cllr M Burt, Cllr L Taylor & Cllr K Lamyman

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

The Chairman welcomed Councillors to the ZOOM VIDEO LINK and thanked the Clerk & Assistant Clerk for their efforts over the last few months.

## **2. Public Session**

No residents attended the Public Session.

**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 Mrs J Thompson-Burt, Cllr M Burt, Cllr L Taylor & Mr K Lamyman.

**4. To consider and sign the minutes from the previous Parish Council Meeting (EGM), held on Tuesday 4th August 2020.**

It was proposed by Cllr Hall and seconded by Cllr Watts and therefore RESOLVED that the minutes from the previous Parish Council meeting, held on Tuesday 4th August 2020, should be accepted as a true record of the meeting.

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

Discussion took place regarding the transactions listing presented for the month of August 2020. It was proposed by Cllr Gunning, seconded by Cllr Hall and therefore RESOLVED that all

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expenses listed in Appendix A should be authorised to be paid. Cllr Gunning asked the Clerk to forward a copy of page 2 of the Appendix prior to him approving payments on-line.

**Action: Clerk to forward Appendix A page 2 to Cllr Gunning.**

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

Cllr Overton was in attendance and briefed the Parish Council on the following matters:

Boundary Commission changes – proposed that the Cliff Villages stick together. Local people to put forward significant examples of shared assets and events.

Highways Gang – work ongoing in Navenby and around the area until the 10 Sep 20. LCC had confirmed ownership and responsibility for the Catwalk (Footpath No 16).

GRANTs for small businesses – it is possible to apply under the GRANT recovery scheme.

Business Lincolnshire initiative being promoted.

Next Elections – May 2025

BREXIT Deal – not looking good.

Mrs Smith's Cottage – positive feedback from recent visits.

Planning – there would be no more Local Plans and Central Govt would in future make the decisions. Planning types would come under the categories of Growth, Renewal & Other.

The Clerk asked Cllr Overton to hasten Cllr Bradwell regarding the requested changes to the Navenby Primary School Safety Zone.

**Action: Cllr Overton to speak with Cllr P Bradwell and report back at the next meeting.**

Cllr Hagues was in attendance and briefed the Parish Council on the following matters:

Boundary Commission changes – Parish Council to make representation by Oct 20. Not yet a done deal.

Dog Fouling – new posters commissioned.

NKDC - Be a better you campaign.

LCC Highways drainage committee matters - £50M from the Govt.

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

After consideration of the latest POLICE Newsletter, the Council expressed general disappointment that the content did not reflect reality. Investigation of the statistics on line showed that there had been 14 violent crimes committed in the area, yet not shown on the report. Statistics continue to only be in respect of crimes committed 2 months previously. The Chairman agreed to contact Sgt White of the Neighbourhood Policing Team (NPT) regarding access to up to date Navenby specific information.

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**Action: Chairman to contact the NPT.**

### **8. To consider Planning Matters**

There were no observations.

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

Actions arising from the Correspondence received:

NKDC Litter Picking GRANT – Clerk to provide the Chairman with black refuse bags for the volunteer litter pickers.

LGBC Ward Boundaries – all Cllrs encouraged to submit their views for inclusion in one formal response back to LCC by the Chairman.

Anglian Water (AW) new pipeline – the Clerk to write to AW and request details of the disruptions they anticipate during the pre-construction and construction phases.

Annual Governance Accounting Review – Clerk to put up formal Public Notice.

Resident complaint regarding parking on East Road – it was agreed that this issue would be included within the Road Safety Review.

### **10. To approve the purchase of a second printer suitable for home working for the Parish Clerk.**

After consideration, it was proposed by Cllr Woollas and seconded by Cllr Hall and therefore RESOLVED that a second printer be purchased at a cost of £25. Cllr Gunning advised the Clerk to look at “deals” for the inkjet cartridges when required.

**Action: The Clerk to arrange the purchase of a second printer and to investigate the price of inkjet cartridges.**

### **11. To consider the purchase of a PAY AS YOU GO mobile phone for use by the Parish Office.**

After consideration, it was agreed that the Parish Office staff should have access to a mobile phone. Cllr Hall advised that she had an I PHONE she was happy to donate to the Council. The Clerk took an action to look for a SIM only deal and report back at the next meeting.

**Action: Cllr Hall to donate her second hand I Phone to the Concil.**

### **12. To consider a proposal by RIPPON Homes that the Parish Council takes over the upkeep of the open space@ Eleanor Gardens post development.**

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After discussion, and in line with the decision taken regarding the open space @ the Linden Development Site – it was proposed by Cllr Woollas and seconded by Cllr Gunning and therefore RESOLVED that the Parish Council would not take over responsibility.

**Action: The Chairman to advise RIPPON Homes of the decision regarding the open space.**

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

#### **a. Cemetery**

The Clerk advised the Council that “The Tree House” Contractor and offered to brief the Council in the Cemetery prior to starting the more extensive works in the weeks commencing 14 & 21 September 2020. It was agreed that a suitable date would be the 9 Sep 20 @ 5pm. Cllrs O’Sullivan, Gunning, Hall & Woollas all confirmed that they would attend.

**Action: The Clerk to advise the Contractor of the preferred date for the briefing.**

#### **b. Highways**

Cllr Woollas briefed the Council on his meeting with Council Overton to discuss the proposed Road Safety Review. It was agreed that the main areas of the review would concentrate on the following issues:

Green Man Road – proposed improvements.  
40-30 MPH Zone between Navenby & Wellingore  
Poor visibility at the Pedestrian crossing  
double yellow lines on Clint Lane  
extension to double yellow lines on East Road

Parish Caretaker Vacancy – after discussion, it was agreed that the position could not continue to remain unfilled and that it should be advertised.

**Action: The Clerk to advertise the Parish Caretaker vacancy.**

#### **c. Youth Club**

Cllr Hall updated the Council on the latest news regarding ACTS & the Youth Club. If the Youth Club were to reopen, there would be a requirement for additional COVID cleaning at a cost of £15 per week. After discussion, it was agreed that the matter should be discussed at the next Venue Trustees meeting on the 22 Sep 20.

**Action: Cllr Hall to contact the Clerk to the Trustees and arrange for the matter to be placed on the Agenda.**

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

Service suspended due to COVID 19 restrictions. Cllr Woollas advised that it was still not possible to provide this service under the current COVID regulations and that the situation would be reviewed again at the start of Nov 20.

### **e. Play Areas**

Cllr East advised that Cllr Taylor had completed the Risk Assessments for each Play Area. Both areas were now open with signage clearly displayed at the entrances and on individual pieces of equipment. Prior to opening, grounds maintenance & cleaning of play equipment had taken place.

The Clerk asked that the Council review the quotation from NEWBY Leisure in respect of the Play Area repairs that were required. After consideration,

North Lane – it was proposed by Cllr Gunning and seconded by Cllr Woollas and therefore **RESOLVED** that the sum of £759 (exc VAT) be approved for repairs to the swings and fencing.

Twenty Row – it was proposed by Cllr Watts and seconded by Cllr East and therefore **RESOLVED** that the sum of £3253 (exc VAT) be approved for repairs to the log slide, balance pole & cold pour hard surfaces. Included in this cost is a sum for a welfare cabin.

**Action: The Clerk to advise NEWBY Leisure which elements of the quote had been accepted and submit a purchase order ASAP.**

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

No comments.

### **g. Cliff Cluster**

The Chairman advised that whilst no Cliff Cluster meetings were taking place, the Lincs Resilience Forum meeting was being held instead. Unfortunately, the meeting scheduled for the 28<sup>th</sup> August 2020 had been cancelled.

### **h. Library**

Cllr Watts advised that the Library would be reopening on the 2 Sep 20 for the collection of pre ordered books only. Volunteers had received refresher training on the new IT system and would be carrying out “COVID” cleaning in line with the regulations. A slow start was being predicted – but it would be good for Community to see the Library HUB back in action.

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

The Chairman reminded all Councillors that they needed to be reviewing their portfolio requirements for FY 21/22 over the next couple of months.

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

The Clerk advised the Council that she had requested a quote from a Company in respect of Website support services for the new LCC Website. After consideration, it was proposed by Cllr Morris and seconded by Cllr Hall that the sum of £250 be approved for Website Support Services.

Also, the Clerk advised that an Accessibility Statement needed to be submitted to LCC for approval by the 23 Sep 20. Cllr Morris advised that LALC should be able to provide an example.

**Action: The Clerk to advise Intellitech that their quotation had been successful and to arrange a date for a meeting with Cllr Morris to discuss the work.**

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

The Chairman advised that the next trustees meeting would be held on the 22 Sep 20.

### **l. Mrs Smiths Cottage**

The Chairman advised that the Cottage was now up and running (Sat, Sun & Mon 12-4 pm) and all the feedback was positive.

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

The Chairman thanked Cllr Morris for his continued weekly efforts in respect of keeping the SID operational.

The Clerk advised that the purchase of a second SOLAR SID was underway and that ELANCITY had confirmed receipt of the order and advised that delivery would take place in mid Oct 20.

Discussion took place regarding the SID posts located outside Urban Angels (UA) and Odling's the Butcher and their suitability to host the new SOLAR SID. Posts were required to be 3M high and have a diameter of between 90-120mm. The post outside UA is of the correct height & diameter. Cllr East advised that he could fabricate an outer sleeve if required for the Odling's post. It was agreed that the Clerk would (1) write to LRSP and ask if the offer of a FREE height & width extension to the Odling's post was still available, and (2) write to ELANCITY and request a drawing of the SOLAR SID mounting plate.

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**Actions: The Clerk to contact (1) ELANCITY and request a drawing of the SOLAR SID mounting plate, and (2) LRSP regarding extensions to the pole width & height.**

The Chairman thanked all present for their participation and declared the VIDEO LINK meeting closed at 21.15 pm.

**15. Date & Time of next meeting is the 6 October 2020 at 7pm.**

Minutes Accepted: ..... Chairman Date: .....

# Navenby Parish Council

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

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
67		£320.00	20400/11	25/08/20	Wheelie Clean Services (Lincoln) - Cleaning play area equipment and soft play area flooring at North Lane and Twenty Row	
57		£54.00	20700/3	26/08/20	LALC - Networking Day 3no. Attendees on 4/7/2019 (Missed payment)	
58		£41.76	20300/4	26/08/20	BT Broadband - D.Debit Broadband services for Library 010820-310820	
59		£35.04	20300/3	26/08/20	BT Phone 810426 - D.Debit Library phone charges 010820-310820	
62		£116.00	20400/1	26/08/20	Venue Navenby - Grass cutting 01/07/20 and tidyup of field	
63		£20.84		26/08/20	A Watts - Purchases prior to reopening of Library after lock-down September 2020	
1		£1.00	20300/2		Elastic Bands	
2		£1.77	20300/5		Sign Shack & Handy Packs Bags	
3		£18.07	20300/5		Hand Gel, Latex gloves, face coverings, dettol surface cl	
68		£208.00	20400/6	01/09/20	CB Ground Maintenance - North Lane playing field Cuts x2, Strim x 1, cut back hedges and general tidy. Twenty Row cuts x2, Strim x1. Cut & Strim The Green, Strim path behind school	
Sub Total		£795.64				
		£1,099.17			Confidential	
<b>Total</b>		£1,894.81				

Signature

Date

Signature



# Unpaid expenditure transactions

Start of year 01/04/20

Confidential

Tn no	Gross	Vat	Net	Cttee Invoice date	Details	
64	£658.12	£0.00	£658.12	SALAR 28/08/20	<del>XXXXXXXXXX</del>	Salary for Clerk AUG 20
65	£257.88	£0.00	£257.88	SALAR 28/08/20	<del>XXXXXXXXXX</del>	Salary for Asst Clerk AUG 20
66/1	£165.60	£0.00	£165.60	SALAR 28/08/20	HMRC	PAYE AUG 20
66/2	£17.57	£0.00	£17.57	SALAR 28/08/20	HMRC	NICs for AUG 20
<b>Total</b>	£1,099.17	£0.00	£1,099.17			