

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 2<sup>nd</sup> June 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 M Burt; Mr A Watts; Mr K Lamyman; Mrs L Taylor,  
Mrs C Hall; Mr S Woollas & Mr C East.

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 Councillors to the ZOOM VIDEO LINK and thanked the Clerk for having held the fort over the last couple of months and kept up with business as usual.</p> <p><b>2. Public Session</b> No public joined the meeting.</p> <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> Mrs J Thompson-Burt.</p> <p><b>4. To consider and sign the minutes from the previous Parish Council Meeting (EGM), held on Thursday 23<sup>rd</sup> April 2020.</b> It was proposed by Cllr Hall and seconded by Cllr Taylor and therefore <b>RESOLVED</b> that the minutes from the previous Parish Council meeting, held on Thursday 23<sup>rd</sup> April 2020, should be accepted as a true record of the meeting.</p> <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 May 2020. In respect of the Zurich Insurance Policy, the Clerk advised that the new bollard lighting at the Venue, Speed Indicator Device &amp; the Parish Noticeboards had been added. After discussion, the Clerk took an action to investigate adding the new streetlamps and possibly the older ones. It was proposed by Cllr Burt, seconded by Cllr Watts and therefore <b>RESOLVED</b>, that all expenses listed in Appendix A should be authorised to be paid.</p>	<p>Clerk</p>

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p><b>6. To consider the Clerk's report.</b> Please see Appendix B.</p> <p>The Chairman invited observations &amp; comments from Councillors in respect of the Clerks Report. There were actions in respect of the following:</p> <p>Ser No 1 – Navenby Primary School Safety Zone. Proposed extension of time in respect of parking. The Chairman took an action to hasten progress and determine when the likely implementation phase period would be.</p> <p>Ser No 4 – Energize COVID 19 Proposal. The Chairman advised that this initiative would not be taken up as the service was already being provided via the Revd Michelle's Support Group.</p> <p>Ser No 7 – New Years Eve Function for Residents in the Venue. Cllr Taylor took an action to reconfirm with The Venue Manager about whether or not the facility was taking bookings for the 31<sup>st</sup> Dec 20?</p> <p>Ser No 8 – High Street Pavement remedials. Cllr Woollas took an action to check that the repairs required outside No 3 &amp; 5 had been completed.</p> <p>Ser No 11 – Community HUB GRANT for FY 20/21. Cllr Watts advised that the GRANT had now been paid by LCC.</p> <p>Ser No 12 – ZOOM Subscription for FY 20/21. The Chairman advised that he would personally fund the £72 and that no reimbursement from NPC was required.</p> <p>Ser No 12 – CO OP Bank Deposit Account. The Clerk took an action to investigate the various Business Savings Accounts and report back with the likely interest that would be accrued &amp; the Ts&amp;Cs with each in order that the Council decide which Account would be best for its needs.</p> <p><b>7. To consider updates from District/County Councillors.</b> No Councillors present during the meeting. Cllr Hagues Newsletter submission had been distributed to all Council members.</p> <p><b>8. To consider updates from local police.</b> The latest Newsletter had been distributed to all Council members and a copy placed on each Village Noticeboard. No comments or observations.</p> <p><b>9. To consider planning Applications</b> Please see Appendix C:</p> <p>No observations or comments in respect of the Planning Applications detailed at Appendix C.</p>	<p style="text-align: center;"><b>Chairman</b></p> <p style="text-align: center;"><b>Cllr Taylor</b></p> <p style="text-align: center;"><b>Cllr Woollas</b></p> <p style="text-align: center;"><b>Clerk</b></p>
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# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>Discussion took place regarding the new Milkshake &amp; Ice Cream Parlour that had opened at URBAN Angels Hairdressers. The Chairman advised that all necessary liaison with the Planning Dept had taken place and approvals were in place. In respect of the recent complaints from residents, the Clerk took an action to contact the owner regarding the parking of vehicles on the A607 and the COVID-19 social distancing regulations.</p>	Clerk
<p><b>10. To consider correspondence.</b> Please see Appendix D: The matters arising (Actions) &amp; decisions from the Correspondence were:</p> <p>Ser No 1 – Village Hall Toilet Facilities for Refuse Crews. Cllr Woollas asked that the Clerk contact NKDC and ask whether they still have a requirement.</p>	Clerk
<p><b>11. To consider &amp; RESOLVE a request from the Revd Michelle Godling to support COVID-19 welfare initiative for residents.</b> After consideration and discussion, the Council agreed that they were not able to give permission for fly posting around the Village - but were happy to put up posters in official Noticeboards and on the WEBSITE. The Clerk took an action to advise the Revd Michelle of the decision.</p>	Clerk
<p><b>12. To consider &amp; RESOLVE the duties of the Parish Handyman during the COVID-19 emergency.</b> After consideration of the update provided by the Parish Handyman the Council agreed that as there were no matters requiring immediate attention within the Village, then they would be happy to wait and review the situation again at the end of Jun 20. The Clerk took an action to advise the Parish Handyman of their decision.</p>	Clerk
<p><b>13. To consider &amp; RESOLVE multiple requests for charitable donations due to COVID-19 restrictions.</b> After discussion, it was agreed that as none of the requests for donations were directly in support of the Village – it would be inappropriate to donate money provided by residents through taxation to Charitable Organisations covering other areas.</p>	
<p><b>14. Updates from Portfolios Holders:</b></p> <p><b>a. Cemetery</b> 2020 NKDC Tree Inspection Survey – the Clerk advised that she had approached 3 Contractors for quotes in respect of the essential &amp; desirable works identified by NKDC requiring to be undertaken in the Cemetery &amp; the John Cutforth Playing Fields. One Contractor had already attended and in respect of the essential works only, had given a verbal quote of £150. His quote for the desirable works was to be submitted by the end of the week. It was proposed by Cllr Woollas and seconded by Cllr Hall and therefore RESOLVED that the essential work be carried out as soon as possible. The Clerk to arrange.</p> <p>Future Tree Grounds Maintenance in Navenby Cemetery - the Clerk advised that a resident in Centurion Close had enquired as to what</p>	Clerk

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>future plans the Council had in respect of the trees in the Cemetery. After discussion, it was proposed by Cllr Burt and seconded by Cllr Watts and therefore RESOLVED that the Clerk would seek a design &amp; long term Grounds Maintenance programme quote from a Tree Specialist for the Cemetery.</p>	Clerk
<p><b>b. Highways</b>  Venue Parking for URBAN Gelato Customers – the Chairman advised that in conjunction with The Venue Manager, agreement had been given to allow parking in order to stop people parking on the A607.</p> <p>Increase in Litter on A607 &amp; High Street - the owner of URBAN Gelato had advised that he was checking all the bins and removing any excess to the commercial refuse bins at URBAN Angels premises. The Clerk advised that NKDC were kindly going to do a second litter bin collection in the week.</p> <p>Potholes on Green Man Road – Cllr East advised that a resident had informed him of potholes on the road at the junction of Green Man Road with the High Dyke. The Clerk took an action to inspect and then report to CSC Highways.</p>	Clerk
<p><b>c. Youth Club</b>  Cllr Hall briefed on a proposal from ACTS in respect of providing a Summer Holiday Club in The Venue for a week with a trip to a Theme Park included. The cost of the proposal would be £1500 and would only occur if the COVID-19 restrictions allowed. It was agreed in principle, proposed by Cllr Hall and seconded by Cllr Taylor and therefore RESOLVED that the proposal be approved and funded at no more than £1500 if COVID-19 restrictions allowed. The Clerk took an action to include the matter in the Jul 20 AGENDA.</p>	Clerk
<p><b>d. Navenby Car Scheme</b>  Service suspended due to COVID 19 restrictions.</p>	
<p><b>e. Play Areas</b>  The Clerk advised that she had hastened EKM Ltd in respect of the repairs to the North Lane Play Area. The Contractor advised that whilst he could do the work, the problem he had was getting the parts. The Clerk took an action to hasten the Contractor again toward the end of Jun 20.</p>	Clerk
<p><b>f. Schools House Trust.</b>  No comments.</p>	
<p><b>g. Cliff Cluster</b>  The Chairman advised that he would be contacting Cllr Overton and suggesting that they use ZOOM for the next meeting.</p>	

# NAVENBY WITH SKINNAND PARISH COUNCIL

## MEETING MINUTES

**h. Library**

Cllr Watts advised that the Library currently remains closed.

**i. Finance & Administration**

The Clerk advised that HMRC had paid the first payment under the Job Retention Scheme in respect of the Assistant Parish Clerk.

**j. WEBSITE/IT**

New Town & Parish Website – LCC continue to develop the new WEBSITE.

**k. VENUE Trustee Chairman**

Cllr Burt advised that he intended to speak with the Venue Manager regarding the use of ZOOM to conduct Trustees meetings. It was hoped that a meeting could be held toward the end of Jun 20 in respect of the end of year accounts.

**l. Mrs Smiths Cottage**

The Chairman advised that he had been speaking to NKDC Project Staff who had informed him that there was no opening date for the Cottage as yet and that all activities were being conducted on-line whilst the restrictions are in force.

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

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

The Chairman thanked all present for their participation and declared the VIDEO LINK meeting closed at 8.45 pm

Date & Time of next meeting is the 7<sup>th</sup> July 2020.

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

NAVENBY WITH SKINNAND PARISH COUNCIL  
MEETING MINUTES

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# Navenby Parish Council

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

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
11		£77.00	20400/6	05/05/20	CB Ground Maintenance - GM for April 2020 for North Lane, Twenty Row Play Areas & The Village Green.	
12		£3,026.45	20500/9	05/05/20	Zurich Municipal - Insurance Policy Premium (Public Indemnity) 1 Jun 20 to 31 May 21	
16		£95.00	21200/3	12/05/20	ICCM - ICCM Corp Subs for 2020/21	
17		£40.00	20000/1	12/05/20	T J BOOKKEEPING & ACCOUNTS LTD - Payroll Admin for 5 Jan 20 to 5 Apr 20.	
18		£35.04	20300/3	21/05/20	BT Phone 810426 - D/DEBIT -Library Phone Service for May 20	
19		£41.76	20300/4	21/05/20	BT Broadband - D/DEBIT Library Broadband Service for May 20	
20		£123.00	20400/6	29/05/20	CB Ground Maintenance - May 20 Grounds Maintenance for North Lane/Twenty Row Play Areas & the Village Green.	
Sub Total		£3,438.25				
		£989.40			Confidential	
<b>Total</b>		£4,427.65				

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

# Unpaid expenditure transactions

Start of year 01/04/20

Confidential

Tn no	Gross	Vat	Net	Cttee Invoice date	Details	
21	£585.12	£0.00	£585.12	SALAR 29/05/20	Susan Letham	SALARY (Clerk) for MAY 20
22	£257.88	£0.00	£257.88	SALAR 29/05/20	Zoe Parr	SALARY (Asst Clerk) for MAY 20
23	£146.40	£0.00	£146.40	SALAR 29/05/20	HMRC	PAYE for MAY 20
<b>Total</b>	£989.40	£0.00	£989.40			



## CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
1	Item 6 - Ser No 5	Primary School Safety Zone Time Extension. The Chairman took an action to contact the District Councillor regarding progress of the application.	Actioned 5 May 20 – Cllr Hagues dealing with request.
2	Item 10 - Ser No 5	NJFC – Pitch Upgrade programme. The Clerk to forward a formal letter regarding her delegated authority to sign on behalf of NPC.	Actioned 29 Apr 20
3	Item 10 – Ser No 10	Proposed Art Installation on the High Street. Cllr Morris to review the draft formal letter to resident.	Actioned 30 Apr 20
4	Item 10 – Ser No 15	Energize proposal during COVID-19. The chairman took an action to forward the e mail proposal to council members.	Actioned?
5	Item 11	COVID-19 Welfare Support Request. The clerk took an action to contact the Revd Michelle regarding her request to the LRF for funding.	Actioned 27 Apr 20
6	Item 12	Assistant Clerk duties during COVID-19. The Chairman took an action to contact the Asst Clerk and advise that the post was to be furloughed. Also, the Clerk to advise the Accountant.	Actioned 24 Apr 20
7	Item 13	Proposal to hold a New Years Eve Function in the Venue 31 <sup>st</sup> Dec 20. Cllr Taylor to enquire with the Venue manager regarding availability of a Function Room and the cost.	Cllr Taylor to update on 2 <sup>nd</sup> Jun 20
8	Item 14b	Highways – pavement repairs required on the High Street. Cllr Woollas to provide the Clerk with details of the exact location, so that it could be reported to Highways.	Actioned & fault reported to CSC Highways 29 Apr 20.
9	Item 14e	Play Areas – request to review closure from NKDC. The Clerk took an action to formally advise NKDC that the Play Areas would remain closed.	Actioned 1 May 20
10	Item 14g	Cliff Cluster – the Chairman took an action to contact Cllr Overton regarding using ZOOM for the next meeting.	Chairman to update on 2 <sup>nd</sup> Jun 20
11	Item 14h	Library – the Clerk took an action to monitor the Bank Account for the receipt of the FY 20/21 GRANT from LCC & advise Cllr Watts.	Actioned 30 Apr 20
12	Item 14i	Finance & Admin. 1. The Chairman took an action to provide the Clerk with an Invoice for the ZOOM £72 subscription fee. 2. The Clerk took an action to enquire with the	28 May 20 – Update, Chairman has elected not to seek reimbursement from NPC.

		CO-OP Bank regarding the terms & conditions of the Deposit Account before transferring any funds from the Current Account.	<b>The Deposit Account (originally a Business SELECT 14 day Account) is now a Business SELECT Instant Access Account, which as of the 10 Jun 20 will only attract an interest rate of 0.03% gross AER. If we want higher interest we need to opt for the 95 Day Notice with a rate of 0.12% or the 35 Day Notice with a rate of 0.09%.</b>
<b>13</b>			
<b>14</b>			
<b>15</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>
<b>Pavement outside No 3&amp;5 on High Street – tarmac surface has eroded,</b>	<b>Cllr Woollas</b>	<b>23 Apr 20</b>	<b>Clerk reported to CSC Highways</b>	<b>4147781</b>	<b>18 May 20</b>

APPENDIX C – 2<sup>nd</sup> June 2020

## PLANNING CORRESPONDENCE

None

## PLANNING APPLICATIONS

20/0515/HOUS	15 Twenty Row, Green Man Road, NAVENBY	Off street parking incorporating vehicle hard standing & crossover.
20/0520/HOUS	21 Top Farm Ave, NAVENBY	Erection of a 2 Storey rear extension.

## TREE WORKS

None		

## APPENDIX D – 2<sup>nd</sup> June 2020

### Correspondence (E Mails) received during the period 24th April to 29<sup>th</sup> May 2020

No	Date	From	Description of Matter	Action
1	24 Apr	NKDC	Village Hall Toilet Facilities – Available for Refuse Crews?	Replied to JB 24 Apr
2	27 Apr	LALC	Guidance for Councils re COVID-19 & Audit 2020	Circ 28 Apr
3		Revd Michelle	Confirmation of approach to LRF for leaflet funding	Circ 27 Apr
4	28 Apr	C.A.B	Request for Donation from NPC	Circ 28 Apr
5	29 Apr	EDGE IT	Recording of Assets in IT Finance Package	Circ 28 Apr
6	30 Apr	NKDC	Notification of new house name in North Lane	Circ 30 Apr
7		NKDC	NK Electoral Review	Circ 30 Apr
8		Resident	Response in respect of the Art Installation	Circ 30 Apr
9		LALC	Sec of State letter to Town & Parish Councils re COVID-19 support.	Circ 30 Apr
10		LALC	Toilet Association Survey	Circ 30 Apr
11	5 May	Revd Michelle	COVID-19 Welfare Support Update	Circ 5 May
12	6 May	LALC	E-News w/c 4 May 20	Circ 6 May
13	7 May	NKDC	Household Waste Recycling Poster	Circ 7 May
14	8 May	LCR	Request for Lockdown Activities Information	Circ 12 May
15	11 May	ACTS	Navenby Term 2 Report	Circ 12 May
16		LALC	COVID-19 Impact Survey	Circ 12 May
17	13 May	LALC	On Line training for Councillors	Circ 13 May
18	14 May	Arthritis Action	On Line meetings via ZOOM	Circ 15 May
19	17 May	Felpham W'Sussex resident	Request for planning information.	Circ 17 May
20	17 May	Resident	Enquiry regarding the maintenance of the Cemetery Trees	Circ 20 May
21	18 May	Brit Red Cross	Request for £500 donation from NPC	Circ 20 May
22		H/Ways	Road Closure heath Lane 22 Jun to 10 Jul 20	Circ 20 May
23	19 May	Cllr Hagues	MAY Newsletter	Circ 20 May
24	20 May	Marie Curie	Request for donation from NPC	Circ 20 May
25		HWays	Road Closure Lowfields 29 Jun to 24 Jul 20	Circ 21 May
26	21 May	Cllr East	A607 traffic parking issue	Circ 21 May
27	22 May	LALC	E News w/c 22 May 20	Circ 26 May
28	26 May	Parish Caretaker	COVID-19 restrictions update	Circ 26 May
29		Revd Michelle	COVID-19 Welfare Support update	Circ 27 May
30	27 May	NKDC	Increased Litter on the High Street	Circ 27 May
31		Wellingore Resident	Parking on the A607	Circ 27 May
32		AGRI CYCLE	Confirmation of order for x 2 new benches	
33	28 May	NKDC	Development Management Service	Circ 28 May
34	29 May	LRF	Communities & Volunteers Newsletter	Circ 29 May