

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 4th February 2020, 7pm.**

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

Present (Cllrs): Mr B O'Sullivan, Chairman; Mr K Gunning, Vice Chairman;  
Mr G Morris; Mr M Burt; Mr A Watts & Mr S Woollas.

In Attendance: Ms S Letham (Parish Clerk)

Absent/Apologies: Mrs C Hall, Mrs J Thompson-Burt, Mr K Lamyman & Mr C East

	To be actioned by
<p><b>1. Chairman's - Welcoming Remarks</b> The Chairman welcomed everyone to the meeting.</p> <p><b>2. Public Session</b> One resident was present at the meeting, and discussion took place in respect of:</p> <p>RIPPON Homes Development – Headland Way. The resident expressed concern at the duration of the Traffic Restriction Order up until May 2021. The road closure would lead to extra travel time &amp; costs for a lot of residents. Whilst RIPPON Homes had advised the Clerk that the closures would be advertised and would only be when needed, general opinion was that this would end up with paths &amp; roads being shut permanently. After general discussion, it was agreed that the Clerk would take an action to contact the RIPPON Homes representatives and request; a formal update on the construction programme/timelines; appropriate signage of closures be displayed; that the daily road closure not be at peak times &amp; an explanation as to why the wheel wash was located on the main road.</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> The Clerk confirmed that Cllrs Lamyman, East, Hall &amp; Thompson-Burt had all given their apologies.</p> <p><b>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 14th January 2020.</b> It was proposed by Cllr Gunning and seconded by Cllr Watts and therefore <b>RESOLVED</b> that the minutes from the previous Parish Council meeting, held on Tuesday 14<sup>th</sup> January 2020, should be accepted as a true record of the meeting.</p>	Clerk

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<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 January 2020. The Current Account balance as reconciled at end of January 20 was read out. It was proposed by Cllr Gunning, seconded by Cllr Watts and therefore <b>RESOLVED</b>, that all expenses listed in appendix A should be authorised to be paid.</p> <p><b>6. To consider the Clerk's report.</b> 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 – Energize Youth Clubs. The Chairman took an action to forward a letter to the parents regarding the new SLA and the reduction in the weekly contribution.</p> <p>Ser No 2 – Army Cadet Accommodation. The Venue Trustees Chairman took an action to speak to the Venue Manager regarding the standard of accommodation in the Venue Pavilion.</p> <p>Ser No 3 – Purchase of New Village Seats. It was proposed by Cllr Gunning and seconded by Cllr Burt that a second bench be purchased for outside the CO-OP. Cllr Woollas took an action to provide the Clerk with a narrative submission to forward on to Highways.</p> <p>Ser No 10 – Grass Verge Cutting. Cllr Gunning advised that a van was obscuring a fire hydrant on Chapel Lane and churning up the grass verge. It was agreed that the Clerk would contact Highways and ascertain whether there was a policy on such parking.</p> <p>Ser No 11 – Mental Health Support Initiative, Update from Cllr Thomson-Burt. This item to be carried across to the Mar 20 meeting.</p> <p>Ser No 13 – Parish Caretaker Vacancy. The Clerk took an action to forward Cllrs Burt &amp; Morris a copy of the Job Description and Contract prior to the applicants interview on the 7<sup>th</sup> Feb 20.</p> <p>Ser No 15 – Speed Indicator Device, purchase of step ladders. Cllr Woollas took an action to provide the Clerk with the step ladders specification details.</p> <p><b>7. To consider updates from District/County Councillors.</b> Cllr Overton was present at the meeting and apologies were received from Cllr Hagues.</p> <p>Cllr Overton briefed on the following matters:</p>	<p><b>Chairman</b></p> <p><b>Cllr Burt</b></p> <p><b>Cllr Woollas</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Cllr Woollas</b></p>
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<p>Mrs Smiths Cottage – a mapping event was to be held at the Cottage on the 9 Feb 20.</p> <p>Cliff Cluster Speed Indicator Device – awaiting delivery.</p> <p>VE Day Celebrations – encouraging Villages to share marketing costs for their events.</p> <p>Grass Verge cutting – with LCC &amp; NKDC cutting back on grass cutting and offering Parish Councils the opportunity to take over responsibility, this was a good time to think about maximising cost savings thru joint village Grounds Maintenance contracting.</p> <p>NKDC Brown Bin Scheme – costs up by 16%, only actual costs recovered. County Budgets = were good due to an inject of funding.</p> <p>Cllr Woollas brought up the subject of pot hole repairs and in particular the repairs that had been carried out in East Road. It was disappointing that Highways only addressed the pot holes within the school safety zone and not the others on the same road! Cllr Overton made a note of the issue.</p> <p>Cllr Hagues briefed (by e mail) that:</p> <p>There had been complaints regarding the letting off of fireworks affecting both domestic and wild animals and the council have the task to consider a total/partial ban within the district. This matter is going to be considered at a future Environmental &amp; overview Scrutiny Committee.</p> <p><b>8. To consider updates from local police.</b> Cllr Gunning advised Cllr Overton of the recent incidents of Anti Social behaviour in the North Lane Play Area and his various attempts (by phone &amp; e mail) to contact Lincs Police. He also expressed disappointment about the new monthly Newsletter from the Police which contained inadequate and outdated information. After discussion, it was agreed that Cllr Overton would take an action to speak to the Police &amp; Crime Commissioner regarding the concerns raised.</p> <p><b>9. To consider planning Applications</b> Please see Appendix C:</p> <p>There were no observations.</p> <p><b>10. To consider correspondence.</b> Please see Appendix D:</p> <p>The matters arising (Actions) &amp; decisions from the Correspondence were:</p> <p>Ser No 26 – Street Naming for RIPPON Development. Cllr Woollas took an action to provide a submission for NKDC which gave the background to the NPC proposed list of street names.</p> <p>Ser No 27 – NJFC Proposal for Pitch Maintenance Programme. The Clerk advised that the e mail had only just been received (4<sup>th</sup> Feb) and therefore</p>	<p>Cllr Overton</p> <p>Cllr Overton</p> <p>Cllr Woollas</p>
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<p>had not been formally placed on the AGENDA. After discussion, it was agreed that it was not clear what assistance NJFC required. The Clerk took an action to contact NJFC for more information and arrange for the matter to be put on the AGENDA for the next meeting.</p>	Clerk
<p><b>11. To consider &amp; RESOLVE the co-option of a Parish Councillor.</b></p> <p>After consideration of an application from Mrs Lisa Taylor to be co-opted to the Parish Council, it was proposed by Cllr Morris and seconded by Cllr Watts and therefore RESOLVED that Mrs Taylor be elected. The Clerk took an action to contact Mrs Taylor and arrange for the Acceptance of Office paperwork to be signed prior to attendance at the next meeting. The Chairman took an action to ring Mrs Taylor and formally welcome her to the Parish Council.</p>	Chairman/Clerk
<p><b>12. To discuss the proposed NKDC "Services Leaflet".</b></p> <p>Discussion took place regarding the draft leaflet submitted by NKDC. Cllr Woollas took an action to review the document and provide the Clerk with comments to forward to NKDC.</p>	Cllr Woollas
<p><b>13. To discuss the Parish Tree Inspection by NKDC scheduled for February 2020.</b></p> <p>After discussion, it was agreed that NPC should await the outcome of the Tree Officers report before writing to residents about the recommendations</p>	
<p><b>14. Updates from Portfolios Holders:</b></p> <p><b>a. Cemetery</b> No comments.</p> <p><b>b. Highways</b> No comments.</p> <p><b>c. Youth Club</b> The Chairman &amp; Cllr Hall advised that the finalised Service Level Agreement (SLA) now included (1) the requirement for robust communications between ACTS, the parents &amp; NPC and (2) the revised fees of £120 per session for FY 20/21 with effect from 1 Apr 20.</p> <p><b>d. Navenby Car Scheme</b> No comments.</p> <p><b>e. Play Areas</b> North Lane Play Area – Signage. The Clerk advised that the existing metal sign on the gate need to be updated. It was agreed that the Clerk would take a photo of the existing sign and the amended wording would be agreed at the next meeting.</p> <p><b>f. Schools House Trust.</b> No comments.</p>	Clerk

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## MEETING MINUTES

<p><b>g. Cliff Cluster</b> The Chairman gave an update on the Cluster meeting held on the 15th Jan 20. Due to a lack of volunteers, he had taken on the role of Chairman of the Cliff Cluster. The next meeting of the Cluster would be held on the 18<sup>th</sup> Mar 20.</p> <p><b>h. Library</b> Cllr Watts advised that the installation of the new IT equipment by Greenwich Leisure's Sub Contractor was scheduled to be installed by the end of Mar 20. Once the actual date was known – the Parish Clerk would be notified.</p> <p><b>i. Finance &amp; Administration</b> PRECEPT 20/21 – the Clerk confirmed that NKDC had confirmed receipt of NPCs submission.</p> <p>EDGE Webinar Receipts &amp; Payments 17 Feb 20 – the Clerk requested approval to apply for a place on the Webinar in order to assist with the end of year financial reporting. Approval granted for the attendance and fee of £40.</p> <p><b>j. Website</b> New Town &amp; Parish Website - as discussed at AGENDA Item No 10 – the Clerk confirmed that she had booked a place on the LCC training event scheduled to take place on the 4<sup>th</sup> Mar 20 at Waddington Parish Council.</p> <p><b>k. VENUE Trustee Chairman</b> Clerk to the Trustee Vacancy = the Venue Trustee Chairman advised that there was an applicant for the post and that he would be having a chat with them in due course.</p> <p>VE Celebrations – it was confirmed that there were no planned events taking place at the Venue.</p> <p><b>l. Mrs Smiths Cottage</b> Archiving of Maurice Addison Collection – Cllr Woollas advised that the collection had been collected by NKDCs Project Officer (Emma Clark). It was also confirmed that NKDC did have comprehensive insurance cover and that only an extract had been provided due to the size of the document! The Clerk took an action to hasten Emma Clerk for formal response to NPCs enquiry about cover for loaned items.</p> <p><b>m. Speed Indicator Device (SID).</b> Battery Changes - discussion took place regarding the procedure and it was confirmed that these took place (weather permitting) on a Monday evening. It was to be noted that the task required 2 people to safely manage the process.</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>Cllr Burt</p> <p></p> <p>Clerk</p>
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SID Rotation Plan - following deferment from the last meeting, the proposal from Cllr Woollas was discussed in more detail and general opinion was that the rotations were too frequent. It was agreed that the length of time in a location should not be less than 2 weeks and that the busier roads benefited from the device being in place for 4 weeks. The revised SID rotation proposal was to be:

A607 North End (southbound carriageway) – 4 weeks

High Dyke – 2 weeks

A607 South End (northbound carriageway) – 4 weeks

Green Man Road – 2 weeks

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

Date & Time of next meeting to be the 3<sup>rd</sup> March 2020 @ 7pm.

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 01/04/19

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
323		£28.00	20400/12	29/01/20	K R Lamyman - One combinaion lock for North Lane Play area gate	
324		£40.00	20000/1	29/01/20	T J BOOKKEEPING & ACCOUNTS LTD - Preparing monthly payslips and submission to HMRC : 4months 05/09, 05/10,05/11 and 05/12/19	
325		£33.00	20300/3	29/01/20	BT Phone 810426 - Library phone 010120 - 310120	
326		£41.76	20300/4	29/01/20	BT Broadband - Library Broadband Services 010120 - 310120	
327		£8,309.57		29/01/20	Public Works Loan Board - Half yearly PWLB PW499312	
1		£3,649.99	20600/1		Half yearly Principal due	
2		£4,659.58	20650/1		Half yearly Interest due	
328		£328.80	20500/8	29/01/20	EDGE IT Systems - AdvantEDGE Online 5year contract. 4th Year 10/03/20 - 09/03/2021.	
Sub Total		£8,781.13				
		£1,315.31			Confidential	
<b>Total</b>		£10,096.44				

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



# Unpaid expenditure transactions

Start of year 01/04/19

Confidential

Tn no	Gross	Vat	Net	Cttee Invoice date	Details	
329	£758.17	£0.00	£758.17	SALAR 04/02/20	Susan Letham	SALARY for January 2020
330	£290.12	£0.00	£290.12	SALAR 04/02/20	Zoe Parr	SALARY for January 2020
331/1	£197.60	£0.00	£197.60	SALAR 04/02/20	HMRC	PAYE for January 2020
331/2	£69.42	£0.00	£69.42	SALAR 04/02/20	HMRC	NICs for January 2020
<b>Total</b>	£1,315.31	£0.00	£1,315.31			

## CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
1	Item 2	Energize Youth Club – residents concern regarding the rise in the personal contribution fee from £1 to £3. Also, the method of communication between ACTS & parents. Cllr Hall agreed to discuss the matters with ACTS.	Actioned. Cllrs Hall & O'Sullivan to brief 4 <sup>th</sup> Feb 20
2	Item 2	ARMY CADETS – issues with the use & condition of the Pavilion. The Clerk agreed to pass on the information to the Venue Manager.	Actioned.
3	Item 6 (Ser 2)	Purchase of new Village seat for outside the CO-OP. Cllr Woollas agreed to provide the Clerk with a submission for Highways.	Cllr Woollas to update 4 <sup>th</sup> Feb 20
4	Item 8	Police Monthly NEWS Letter – the new report format contained less information than before. The Clerk agreed to contact the Neighbourhood Policing Team (NPT) and ask for a return to the old reporting format.	NPT contacted – they had no knowledge of why the format had changed. Any request for an amendment must be directed to the NPT Sgt. Clerk to e mail.
5	Item 10 (Ser 9)	Temp traffic Restriction – Headland Way. Concern over the period of the restriction. It was agreed that the Clerk would write to RIPPON Development for an update on their construction activities & timelines.	RIPPON e mailed. A/W response
6	Item 10 (Ser 24)	North Lane Play Area – Anti Social behaviour. Grounds Maintenance Contractor to be provided with the combination lock codes for both gates.	Actioned – GM Contractor has the codes.
7	Item 10 (Ser 25)	Lincoln Alzheimers Society – request to display posters in the Village. Posters to be requested and a copy to be provided to Cllr East for display.	Actioned – A/W posters.
8	Item 10 (Ser 31)	Dog Fouling – Green Man Road. Resident to be informed of action that could be taken.	Actioned – Clerk visited resident. Follow-up action – posters to be placed along Green Man Road.
9	Item 11	FY 20/21 - PRECEPT Submission. Clerk to submit paperwork to NKDC.	Actioned. Receipt acknowledged 28 Jan 20.
10	Item 12	Highway Verge Cutting – NPC agreed to maintain existing arrangements. Clerk to advise LCC of decision.	Actioned – LCC acknowledged receipt 27 Jan 20.
11	Item 13	Mental Health Support Initiative – Cllr Thompson-Burt to investigate what support was available to residents and report back at the next meeting.	Cllr Thompson-Burt to update 4 <sup>th</sup> Feb 20.
12	Item 15b	Litter Picking Sticks – Clerk to issue x 1 stick to the Chairman to pass onto a Volunteer.	Item provided 1 <sup>st</sup> Jan 20 a/w residents details from the CM.

<b>13</b>	Item 15e	Parish Caretaker Vacancy – provision of Job Description to x 2 residents.	<b>Vacancy details provided by e mail to residents.</b>
<b>14</b>	Item 15i	Mrs Smiths' Cottage – Clerk to inform NKDC of NPC's decision to allow the Maurice Addison Collection to be removed & archived within the Cottage.	<b>NKDC informed.</b>
<b>15</b>	Item 15m	Speed Indicator Device (SID) – (1) Purchase of ladders for use when changing the batteries. Cllr Woollas agreed to provide the Clerk with the specification for the ladders. (2) Purchase of ladders & Personal Protective Equipment to be placed on the AGENDA for Feb 20 meeting. (3) the purchase of a 2 <sup>nd</sup> SID to be placed on the AGENDA for May 20 meeting. (4) the proposed SID location rotation plan to be placed on the AGENDA for Feb 20.	<b>Cllr Woollas to update 4<sup>th</sup> Feb 20</b>  <b>Addition to the AGENDAs FOR Feb &amp; May 20 meetings actioned.</b>
<b>16</b>			
<b>17</b>			
<b>18</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>

## APPENDIX C – February 2020

## PLANNING CORRESPONDENCE

14<sup>th</sup> Jan 20 – 19/1260/HOUS.

APPROVAL for 40 Temple Goring, NAVENBY (2 storey front & rear extension)

23<sup>rd</sup> Jan 20 – 19/1681/LBC.

APPROVAL for 49 high Street, NAVENBY (extension of Cartshed & conversion of parking area)

23<sup>rd</sup> Jan 20 – 19/1680/FUL.

APPROVAL for 49 High Street, NAVENBY (extension of Cartshed & conversion of parking area)

## PLANNING APPLICATIONS


## TREE WORKS


**APPENDIX D – February 2020****Correspondence received during the period 13<sup>th</sup> Jan 20 to 4th Feb 20**

<b>No</b>	<b>Date</b>	<b>From</b>	<b>Description of Matter</b>	<b>Action</b>
<b>1</b>	13 Jan	Enviro Agency	EM – Exempt Abstraction Activity License Applications	Circ 30 Jan
<b>2</b>	14 Jan	Resident	EM – request for GRANT Application Form	Replied 15 Jan
<b>3</b>	15 Jan	NKDC	EM – LGBCE Electoral review	Circ 15 Jan
<b>4</b>		LCC	EM – New Town & Parish WEBSITES	Circ 15 Jan
<b>5</b>		F5 Computing	EM – Revised Labour Rates for 2020	Circ 30 Jan
<b>6</b>	16 Jan	Resident	EM – Enquiry about Vacant Caretaker Post	
<b>7</b>		LALC	EM – Lincolnshire Environmental AWARDS 2020	Circ 17 Jan
<b>8</b>		Resident	EM – Application for Parish Councillor Vacancy	To Chair & Co Chair
<b>9</b>	17 Jan	Resident	EM – Parish Caretaker Vacancy Application	Circ 17 Jan
<b>10</b>		Comm Lincs	EM – News & Updates Bulletin	Circ 30 Jan
<b>11</b>	20 Jan	LALC	EM – E-NEWS W/C 20 Jan 20	Circ 22 Jan
<b>12</b>		NKDC	EM – Notification of Parish Tree Inspection on 5 Feb 20	AGENDA Item 13
<b>13</b>		EDGE	EM – End of FY Webinars & Seminars 2020	AGENDA Item 14i
<b>14</b>	21 Jan	NPC Chair	EM – VE Day Celebrations	Circ All Cllrs
<b>15</b>	22 Jan	Wilks & Eve LLP	EM – Museum Decision	Circ 30 Jan
<b>16</b>		NKDC	EM – Mrs Smiths Cottage – Contract Loan Forms for the Maurice Addison Collection	Circ 22 Jan
<b>17</b>	23 Jan	Resident	EM – notification of Trip Hazard on pavement between East & Green Man Road	Replied 24 Jan
<b>18</b>	24 Jan	NKDC	EM – Parish Tree Inspection - Ermine Drive Residents	Circ 28 Jan
<b>19</b>		NKDC	EM – Acknowledgement of PRECEPT submission	
<b>20</b>		NKDC	EM – Parish Council – Register of Electors	Circ 30 Jan
<b>21</b>	28 Jan	NKDC	EM – Proposed Services Leaflet	Circ 30 Jan
<b>22</b>		LCC	EM – WEBSITE Training Dates	Circ 30 Jan
<b>23</b>	29 Jan	The Utility Supplier	EM – Street Lighting management of power supplies	Circ 30 Jan
<b>24</b>		Police	EM – update on Anti-Social behaviour in North Lane Play Area	Circ 30 Jan
<b>25</b>	30 Jan	EON	EM – Notification of works to Street Light on Crossfield Road	
<b>26</b>	31 Jan	NKDC	EM – Street naming for RIPPON Development	Circ 31 Jan
<b>27</b>				
<b>28</b>				
<b>29</b>				
<b>30</b>				