

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 10th December 2019, 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; Ms S Letham (Parish Clerk)

In Attendance: Cllr M Overton

Absent/Apologies: Mr K Lamyman, Mr S Woollas, Mrs C Hall & Cllr L Hague

	To be actioned by
<p>1. Chairman's - Welcoming Remarks The Chairman welcomed everyone to the meeting.</p>	
<p>2. Public Session No residents were present.</p>	
<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 apologies for absence in respect of Mr K Lamyman, Mr S Woollas & Mrs C Hall.</p>	
<p>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 5th November 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 5th November 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 November 2019. The Clerk advised that the receipt of the latest paper Bank Statement was still awaited, therefore the reconciliation had not yet taken place. The Current Account balance as at end of November 19 was read out. It was proposed by Cllr Burt, seconded by Cllr Gunning and therefore RESOLVED, that all expenses listed in appendix A should be authorised to be paid.</p>	

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<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 took an action to enquire with other Parish Clerks regarding the need for separate Accounts.</p> <p>Ser No 2 – Christmas Lights Switch On. The Chairman advised that the short notice and required Budget had meant that it was not possible to organise an alternative event this year.</p> <p>Ser No 3 – 2nd PRECEPT Payment. The Clerk acknowledged that the payment had been received and circulated a copy of the Oct 19 Bank Statement to confirm the balance as at 31 Oct 19.</p> <p>Ser No 6 – Purchase of x 2 new Village Seats. The Clerk took an action to ring AGRI CYCLE & obtain costs to purchase.</p>	<p style="text-align: center;">Clerk</p>
<p>7. To consider updates from District/County Councillors. Cllr Overton was in attendance and briefed the Council that Council Tax would be going up as there would be less money from Central Government.</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. The Clerk also briefed that PC Hanson was officially retiring as of the 2nd Dec 19. The Chairman took an action to draft a personal letter of thanks from NPC.</p>	<p style="text-align: center;">Chairman</p>
<p>9. To consider planning Applications Please see Appendix C:</p> <p>There were no observations.</p>	
<p>10. To consider correspondence. Please see Appendix D:</p> <p>The matters arising (Actions) & decisions from the Correspondence were:</p> <p>Ser No 26 – Western Power Distribution (WPD). The Clerk took an action to forward Cllr Gunning a copy of the latest Unmetered Power Supplies Certificate from WPD.</p>	<p style="text-align: center;">Clerk</p>

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<p>11. To consider & approve the purchase of an additional 3 mounting plates for the Speed Indicator Device (SID). Discussion took place regarding the current need for the additional mounting plates. It was agreed that with the planned rotation of the SID there was no need to purchase additional plates, as sufficient already were in place. However, if a second device was to be purchased next year, additional plates could be ordered at the same time and at a discounted price. It was agreed to defer the purchase until a decision had been taken on the purchase of a 2nd SID.</p> <p>12. To discuss & approve a collective response to the Central Lincolnshire Local Plan for Navenby Village Profile. Discussion took place regarding the Local Plan Navenby Village Profile, and it was agreed that there were no amendments required.</p> <p>13. To discuss & approve the GRANT application from Navenby Car Scheme. The Chairman advised all those present that an application had been submitted by NCS for the sum of £500. Cllr Burt advised that as the Car Scheme was actually an NPC Portfolio – there was no need to apply for a GRANT as a Cllr Woollas had submitted a Budget Bid for the requested funding.</p> <p>14. To discuss the provision of Christmas Trees for the Village 2019 & 2020. Discussion took place regarding the 2019 supply of Christmas Trees to the Village residents. The Clerk advised that the number of trees being requested had reduced and that there still continued to be issues with the quality of the trees themselves. As with 2018 – several complaints had been received from residents. It was proposed by Cllr Burt & seconded by Cllr Morris and therefore RESOLVED that the supplying of Christmas Trees to residents would cease. Cllr Burt took an action to send a letter to all those residents who had purchased a tree in 2019 advising that NPC would no longer be providing the service in 2020. Cllr Morris would look to place a copy of the letter on the NPC WEBSITE & the Clerk would place a copy in the Village Noticeboards.</p> <p>Navenby Santa Sleigh Tour on Christmas Eve – the Chairman advised of an entry on the Navenby FACEBOOK page advertising the charitable event. Donations of costumes & sweets were being requested. After discussion, it was agreed that once the credentials of the fund raisers and their aim had been checked out by the Chairman – a donation of sweets could be made. It was proposed by Cllr Burt and seconded by Cllr Watt and therefore RESOLVED that a sum of £10 be approved from the Chairman's allowance.</p> <p>Parish Office Christmas Opening Hours – it was agreed that the Parish Office would close at midday on the 24th Dec 19 and reopen on the 3rd Jan 20.</p> <p>15. To discuss & approve the installation of the new Noticeboard for the North of the Village. Discussion took place regarding the installation of the 2nd new Noticeboard.</p>	<p style="text-align: center;">Cllr Burt/Morris & Clerk</p> <p style="text-align: center;">Chairman</p>
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<p>The Clerk advised that a quote had now been received from the Contractor and that the cost would be £50 more than approved in principle at last months meeting. Due to workload, the Contractor would not be able to complete the work until Feb 20. It was proposed by Cllr Gunning and seconded by Cllr Watts and therefore RESOLVED that the sum of £250 (exc VAT) be approved in respect of the installation costs.</p> <p>16. To discuss the visit from NKDC on 5 Dec 19 iro the closure of the Local Access Point on the 31 Mar 20.</p> <p>Cllr Gunning gave an overview of the visit from NKDC to talk about the closure of the Local Access Point @ Navenby. Unfortunately, due to a combination of lack of numbers thru the door and limited funding – the access point would have to close. NKDC along with the County & Parish Councils would promote the alternative service via a poster campaign. The NKDC representative asked Cllr Gunning to identify & inform them of any vulnerable residents who would need special assistance. WEF the 1 Apr 20, the Parish Office would only receive paper plans for any contentious developments, otherwise Council Members & residents would have to view plans online.</p> <p>It was agreed by the Council that following closure of the Local Access Point on the 31 Mar 20, the Parish Office would continue to be open to residents as normal for the next year, but to undertake a review of the situation at the end of Oct 20 as part of the Budgetary process.</p> <p>17. Updates from Portfolios Holders:</p> <p>a. Cemetery No comments.</p> <p>b. Highways The Clerk advised that a quotation had been received from the Contractor in respect of the proposed 2 new village bench seats. As with the installation of the new Noticeboard, the Contractor was not able to commence work until Feb 20. In respect of the new bench at the Greenman Road Junction with the A607 - It was proposed by Cllr Gunning and seconded by Cllr Thompson-Burt and therefore RESOLVED that the sum of £140 exc VAT be approved. With regard to a new bench seat outside the CO-OP – discussion highlighted that the installation of a bench in that location might encourage antisocial behaviour. It was agreed to defer approving funds for the installation of the second bench until (1) the Portfolio holder was in attendance, and (2) the Clerk had spoken to Highways. The Clerk also took an action to advise the Contractor which items on the Quotation had been approved.</p> <p>c. Youth Club Discussion took place regarding the proposed Service Level Agreement (SLA) proposed by ACTs. The Clerk took an action to source the draft submitted by Cllr Woollas earlier in the year and forward it to Cllr Gunning for consideration.</p>	<p>Clerk</p> <p>Clerk & Cllr Gunning</p>
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<p>d. Navenby Car Scheme See notes at Agenda Item 13.</p>	
<p>e. Play Areas Discussion took place regarding the repairs currently required (ROSPA report 2019 refers) and the need for replacement play equipment. It was agreed that the funding received from the Community Infrastructure Levy & the CO-OP Community Champions be offset against the cost. It was proposed by Cllr Burt and seconded by Cllr Gunning and therefore RESOLVED that the sum of £5.5K exc VAT be approved for this FY. The clerk took an action to contact the Contractor and advise that the repairs could go ahead.</p> <p>For FY 20/21 Budget Submission (North Lane & Twenty Row) – see Item 17i below for notes.</p>	Clerk
<p>f. Schools House Trust. No comments.</p>	
<p>g. Cliff Cluster No comments.</p>	
<p>h. Library No comments.</p>	
<p>i. Finance & Administration Discussion (led by Cllr Burt) took place regarding the bids submitted for FY 20/21 Portfolio Budgets. It was explained and later agreed that the Library GRANT funds needed to be ring fenced as the money could only be spent on the Library. Cllr Burt advised that he would speak to Cllr Woollas about that element of the Highways Budget that was considered to be “reserved” for future Projects. Cllr Burt took an action to send out a revised e mail to all detailing the anticipated income & expenditure for FY 20/21 based on their discussions and ask that all Portfolio holders review their submissions – particularly in respect of replacement costs and whether or not they had included VAT in their calculations. The Clerk took an action to contact the Internal Auditor regarding how other Parish Councils bid & accounted for “reserve” funding.</p>	Cllr Burt
<p>j. Website Following the recent lighting strike on a nearby housing estate which affected the Parish Office Router – it was proposed by Cllr Morris and seconded by Cllr Burt and therefore RESOLVED that a Power Surge Protector Device be purchased at a cost not to exceed £10 (exc VAT). The Clerk took an action to purchase the device.</p>	Clerk

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<p>k. VENUE Trustee Chairman Cllr Burt advised that he was still to be provided with a list of the Venue Manager's duties. The Clerk took an action to hasten with the Venue Manager.</p> <p>l. Mrs Smiths Cottage The Chairman advised that the next event (Vintage Christmas Crafts) at the Cottage was planned for the 15 Dec 19 (11am until 3pm).</p> <p>m. Speed Indicator Device (SID). The Chairman advised that the replacement of the SID batteries would now be carried out every Monday evening by 2 Cllrs. The Parish Office staff would recharge the spare batteries during the week and then inform the Council when they were ready by e mail. Cllr Gunning offered to liaise with Cllr Watts regarding the down loading of data from the SID as and when it was rotated to a new location.</p> <p>The Chairman thanked all present for their participation and declared the meeting closed at 21.45 pm.</p> <p>Date & Time of next meeting to be the 14th January 2020 @ 7pm.</p> <p>Minutes Accepted: Date: Chairman</p>	<p>Clerk</p>
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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
291		£438.18	20300/5	01/11/19	AllenSigns - Supply of Entrance Sign. Install two 1140x990mm ACM Panels with digitally printed & laminated graphics to be screw fixed to the frame near to the entrance to form a "V" shape sign.	
298		£350.00	20300/5	19/11/19	Mteck - To construct a frame for a sign at The Venue, Grantham Road, Navenby, LN5 0JJ	
299		£66.95		03/12/19	CB Ground Maintenance - Grass Cutting November 2019	
1		£25.45	20400/6		Ino.cut in October	
2		£15.00	20400/6		1No. Strim North Lane playing field	
3		£10.50	20400/7		2no. Cuts Twenty Row play area	
4		£11.00	20400/7		1no. Strim Twnty Row play area	
5		£5.00	20800/1		Cut and Strim Navenby 'Green'	
300		£1,080.00	20100/5	03/12/19	ACTS Trust - 12no. Energize Youth Club sessions: 9th,16th,23rd,30th Sept., 7th,14th, 28th Oct., 11th,18th, 25th, Nov., 2nd, 9th December 2019	
301		£33.00	20300/3	03/12/19	BT Phone 810426 - Library phone services 1 Nov 19 - 30 Nov 19.	
302		£840.00	20900/3	03/12/19	E.ON - Replace 2 old 35w sox lanterns with new 19W Eco LED lanterns - s/l 1 Pitfield Walk and s/l 3 Overton Close	
303		£15.00	21200/4	03/12/19	Zoe Parr - 1no Bouquet of flowers for Mrs Kidd re alteration to reserved burial plot in Navenby cemetery	
304		£91.00	20400/1	04/12/19	Venue Navenby - 1no. Grass Cutting November 2019	
Sub Total		£2,914.13				
		£1,199.84			Confidential	
Total		£4,113.97				

Signature _____

Date _____

Signature _____

CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
1	Item 10 (2)	Review of Quotation for Cllr E Mail Boxes. Cllr Thompson-Burt took an action to speak to Cllr Burt reference an alternative solution.	Cllr Burt to update 10 Dec 19.
2	Item 10 (7)	Village Christmas Lights Switch On - Alternative solutions. The Chairman took an action to speak to Mrs Smith Project Officer @ NKDC. The Clerk took an action to obtain prices for a Display Tree/lights and speak to Highways regarding a proposal to put lights on the Village Green.	Chairman to brief on outcome at Dec 19 meeting.
3	Item 10 (8)	2 nd PRECEPT Payment – Reconciliation of Bank Account to 31 st Oct 19. The Clerk took an action to update and e mail to Cllrs.	Oct 19 Bank Statement reconciled. Available at Dec 19 meeting.
4	Item 11	Village Caretaker Vacancy. Following amendments to the Job Description & Contract – the Clerk took an action to raise an advert and post on the Noticeboards/Yellow Peril etc. Cllr Morris took an action to place the advert on the PC Website.	DRAFT Formal Advert – WIP. Cllr Morris updated Website.
5	Item 12	Speed Indicator Device. Cllrs O'Sullivan, Morris & Gunning agreed to act as Portfolio Holders & the Clerk took an action to include the Portfolio in the Dec 19 AGENDA. NB Battery changes to take place on a Monday night and to be re-charged Tues thru Fri by Clerks.	Actioned for Dec 10 meeting.
6	Item 13	Purchase of x 2 Village Seats. The Clerk took an action to (1) contact AGRI CYCLE in respect of the cost of purchasing 2 seats and (2) consult HIGHWAYS regarding the placement of the seat by the CO-OP Bus Stop.	WIP
7	Item 15	Installation of 2 nd new Village Noticeboard. Cllr Woollas took an action to speak to a Contractor reference the cost of installing the Noticeboard in the Bus Stop by Lukes Barbers.	Actioned and Quote received.
8	Items 16 & 17	Both matters forwarded to Trustees Clerk. NFA until after the 17 Dec 19.	To be discussed at Trustees meeting scheduled for the 17 Dec 19.
9	Item 18(a)	Cemetery Grass Re-seeding. The Clerk to contact the Contractor and confirm that the Quote inc the provision of seed.	Revised quote submitted to include the cost of the seed.

10	Item 18(b)	Crossfield Road Streetlamp replacement. Clerk to contact EON and advise that they can proceed with the works.	Actioned. Work completed in Nov 19.
11	Item 18©	Youth Club (ACTS) – Proposed new Service Level Agreement (SLA). Cllr Thompson-Burt took an action to update Cllr Burt with information on the SLAs. The Clerk took an action to (1) source & email to Cllrs the original DRAFT provided by Cllr Woollas and (2) speak to ASCTS regarding the source of the template they used.	Cllr Burt to update 10 Dec 19. Actioned. WIP
12	Item 18(d)	Navenby Car Scheme – Budget for FY 20/21. The Clerk was to note that the sum of £500 should be included for next year.	Noted by clerk.
13	Item 18(e)	Play Areas – Repairs & new Equipment. The Clerk took an action to (1) contact Cllr East and enquire about previous enquiries into the cost of replacement equipment. (2) Obtain Contractors Quotes for the list of repairs advised by Cllr East. (3) hasten EKM Ltd for a Quotation in respect of the ROSPA reports.	Quotes received from Contractors. To be reviewed at 10 Dec 19 meeting.
14	Item 18(i)	Cllr Gunning reminded all present of the need to sub their Portfolio Budgets for FY 20/21 by the 30 Nov 19.	Cllr Burt e mailed additional reminder Nov 19.
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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

19/1016/FUL	TOP FARM, Lincoln Road, NAVENBY		Amendments to Plans - revised elevation & floor plans.
19/1551/TCA	The Woodlands, Maidenwell lane, NAVENBY		Request to fell x 4 trees.
19/1587/HOUS	18 North Lane, NAVENBY, LN5 0EH		Demolition of existing greenhouse and erection of new one.

Correspondence received for the month of November 2019

No	Date	From	Description of Matter	Action
1	1 Nov	LCC	EM – Corporate Plan Feedback Request	Circ 1Nov
2	4 Nov	NK	EM – Refuse/Recycling Xmas period	Noticeboards 5 Nov
3	8 Nov	NK	EM - Notice of Election AGENTS	Noticeboards 8 Nov
4	8 Nov	Cllr Hague	EM – Navenby Local Access Hub Closure	Circ 8 Nov
5	8 Nov	NK Tree Officer	EM – Doncaster Gardens Land Ownership	Circ 8 Nov
6	10 Nov	Resident	EM – North Lane Play Area – Anti Social behaviour	Clerk replied
7	12 Nov	Resident	EM – Dog Bin & Gate Post faults	Reported to NK
8	12 Nov	Trustees Clerk	EM – Repayment of PWLB Loan proposal	Circ 12 Nov
9	13 Nov	Cllr Woollas	EM – Notification of SID Mounting Plate locations	Circ 28 Nov
10	13 Nov	NK	EM – Enviro Agency Post Flood update	Noticeboards 13 Nov
11	14 Nov	Resident	EM – Pot hole on Pottergate Road	A/Clerk replied 14 Nov
12	14 Nov	NK	EM – Household Survey 2019	
13	15 Nov	NK	EM – Election Posters	Noticeboard 15 Nov
14	15 Nov	Comm Lincs	EM - Newsletter	Circ 15 Nov
15	19 Nov	GLL Org	EM – Outreach Sports Session Proposal	Circ 22 Nov
16	19 Nov	Trustees Clerk	EM – Next meeting 17 th Dec 19 @ 7pm	Circ 19 Nov
17	21 Nov	LCC	EM – Additional Navenby Public Footpath No 1146	Circ 28 Nov
18	22 Nov	NCS	EM – GRANT Request from Navenby Car Scheme	Circ 22 Nov
19	22 Nov	Enviro Agency	EM – Flood Update	Circ 22 Nov
20	22 Nov	Comm Lincs	EM – Community building NEWSLETTER	Circ 22 Nov
21	24 Nov	P Barnett	EM – Quotation for 2020 Cemetery Grounds Maintenance	Clerk & KG Noted for Budget
22	25 Nov	NK LAPS POC	EM – The future of LAPS	Circ 26 Nov
23	26 Nov	NK	EM – Navenby Village Profile	Circ 28 Nov
24	28 Nov	LCC	EM – Call Connect Christmas Promotion	Circ 28 Nov
25	29 Nov	Community Lincs	EM – County Village & Community Hall Meeting – 23 Jan 20 (part of national Village Halls week 2020)	Circ 3 Dec
26	29 Nov	WPD	EM – unmetered Supply Certificate	To be forwarded to EON
27	30 Nov	EKM Ltd	EM – Play Areas ROSPA Remedials Quotation	Circ 4 Dec