

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 5<sup>th</sup> November 2019**, 7pm.

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

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

In Attendance: Cllr L Hagues

Absent/Apologies: Mr M Burt; Mr C East & Mr A Watts

	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> No residents were present.</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 apologies for absence in respect of Mr M Burt, Mr C East &amp; Mr A Watts had been received.</p> <p><b>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 1<sup>st</sup> October 2019.</b> It was proposed by Cllr Gunning and seconded by Cllr Hall and therefore <b>RESOLVED</b> that the minutes from the previous Parish Council meeting, held on Tuesday 1<sup>st</sup> October 2019, 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 October 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 October 19 was read out. It was proposed by Cllr Morris, seconded by Cllr Hall and therefore <b>RESOLVED</b>, that all expenses listed in appendix A should be authorised to be paid.</p>	

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<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 no comments or actions arising from the items detailed on Appendix B.</p> <p><b>7. To consider updates from District/County Councillors.</b> Cllr Hague was in attendance.</p> <p>Cllr Hague briefed the Council that she was now a member of the Flood &amp; Drainage Committee and had recently visited Wainfleet to see the flood damage. She also advised that the Planning Application received in respect of converting the George Hotel @ Leadenham into flats had been given the go ahead.</p> <p><b>8. To consider updates from local police.</b> Report for the period 29th Sep 19 to 5th Nov 19 detailed one incident of criminal damage. On the 4<sup>th</sup> Oct 19, a living room window on Winton Road sustained some damage.</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 2 – Quote for Cllr E Mail Boxes. Cllr Thompson Burt took an action to speak to Cllr Burt regarding sourcing an alternative option.</p> <p>Ser No 7 – Village Christmas Tree. The Clerk took an action to obtain prices for a display tree, lights &amp; other necessary hire equipment. The Chairman took an action to speak with the Mrs Smiths Cottage Project Officer at NKDC in respect of their Christmas Events, with a view to a possible combined event. It was agreed by those present that options would be discussed via e mail.</p> <p>Ser No 8 – 2<sup>nd</sup> PRECEPT Payment. The Clerk took an action to provide details of the Bank reconciliation to the 31<sup>st</sup> Oct 19 by e mail to all Cllrs.</p> <p><b>11. To consider &amp; approve the revised Job Description/Contract for the Village Caretaker.</b> The requirement for a Parish Handyman was discussed and it was agreed that the title be amended to the Parish Caretaker. The Clerk took an action to amend the latest drafts of the Job Description &amp; Contract to include the changes required to the title, period of notice &amp; personal liability insurance requirements.</p>	<p>Cllr Thompson-Burt</p> <p>Clerk</p> <p>Chairman</p> <p>Clerk</p> <p>Clerk</p>
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Once altered, an advert was to be placed on the Village Noticeboards, Navenby Net & in the Graffoe News. Cllr Morris took an action to place an advert on the Parish Website.	Cllr Morris
<p><b>12. To discuss the required management of the new Village Speed Indicator Device (SID).</b></p> <p>The Chairman gave the latest update on the SID and it was agreed that the SIDs performance would continue to be monitored. Battery changes would be carried out on a Monday night. The Clerk took an action to create a new portfolio and add to the AGENDA. Cllrs Gunning, Morris &amp; O’Sullivan all agreed to be Portfolio Holders</p>	Clerk
<p><b>13. To discuss &amp; approve the purchase of 2 new seats for the Village.</b></p> <p>Discussion took place regarding the need for 2 new seats within the Village. Cllr Woollas advised that one was required to replace the seat at the A607/Greenman Road Junction and that the other seat was a new one required for outside the CO-OP Bus Shelter. Both seats could be provided by AGRI CYCLE. The Council voted unanimously in respect of funding £500 for the provision of the seats. Installations costs would be obtained in due course. The Clerk took an action to speak to Highways regarding permission to install the new seat by the CO-OP,</p>	Clerk
<p><b>14. To discuss NKDCs termination of the Local Access Point (LAP) facility ending 31 Mar 20.</b></p> <p>Discussion took place regarding closure of the LAP Facility on the 31 Mar 20. It was agreed that the office would continue to operate as it currently does, with a review to be conducted in Oct 20.</p>	
<p><b>15. To discuss &amp; approve the installation of the new Noticeboard for the North of the Village.</b></p> <p>Discussion took place regarding the installation of the 2<sup>nd</sup> new Noticeboard and it was agreed that a Contractor should be employed to fix it in position. Cllr Woollas took an action to speak to a Contractor regarding submitting a quotation for the work. It was proposed by Cllr Gunning &amp; seconded by Cllr Morris and therefore RESOLVED that a provisional sum of £200 be approved for this requirement.</p>	Cllr Woollas
<p><b>16. To discuss a contribution by the VENUE Trustees in respect of the Navenby Youth Club.</b></p> <p>Discussion took place regarding the current &amp; previous contributions received from the VENUE. It was agreed that the Trustees should meet within their own forum to discuss the matter in the first instance and then present the outcome to the Parish Council</p>	
<p><b>17. To discuss a contribution by the VENUE Trustees in respect of the 2<sup>nd</sup> Public Works Loan.</b></p> <p>Discussion took place regarding the current &amp; previous contributions received from the VENUE. It was agreed that the Trustees should meet within their own forum to discuss the matter in the first instance and then present the outcome to the Parish Council</p>	

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<p><b>18. Updates from Portfolios Holders:</b></p> <p><b>a. Cemetery</b> The Clerk read out details of the Grounds Maintenance Quote for the reseeded of the grassed area within the Cemetery. After discussion, it was proposed by Cllr Gunning and seconded by Cllr Morris and therefore RESOLVED that £40 be approved for the requirement. The Clerk took an action to advise the Contractor to proceed with the works.</p> <p><b>b. Highways</b> Cllr Gunning advised those present about the need to replace a street lamp column in Crossfield Road. The cost would be £1550 plus VAT. It was proposed by Cllr Thompson-Burt and seconded by Cllr Lamyman and therefore RESOLVED that the expenditure be approved. The Clerk took an action to contact EON and advise that the work could now proceed.</p> <p><b>c. Youth Club</b> Discussion took place regarding the proposed Service Level Agreement (SLA) proposed by ACTs. Cllr Thompson-Burt took an action to provide Cllr Burt with copies of the ACTs &amp; Venues SLA proposals. The Clerk took an action to (1) source the draft submitted by Cllr Woollas earlier in the year and (2) speak to ACTs reference the source of their SLA Template.</p> <p><b>d. Navenby Car Scheme</b> Cllr Woollas gave an update on the Car scheme advising that over a 100 journeys had been undertaken in the last year. He proposed that the Parish Council look to donate £500 as part of the FY 20/21 Budget process.</p> <p><b>e. Play Areas</b> Discussion took place regarding the repairs currently required and the need for replacement play equipment. The funding received from the Community Infrastructure Levy &amp; the CO-OP Community Champions would be used to fund these requirements either partially or fully. The Clerk took an action to (1) speak to Cllr East regarding the provision of new equipment and (2) seek Contractors Quotes for the list of Play Area works submitted by Cllr East.</p> <p><b>f. Schools House Trust.</b> No comments.</p> <p><b>g. Cliff Cluster</b> The Chairman advised that the Cliff Cluster meeting continued to be an important interface between local Cllrs &amp; the local Parish Council representatives. At the meeting on the 17<sup>th</sup> Oct, he gave an update on the activities at Navenby – in particular the Speed Indicator Device. Also discussed was the need to use Sect 106 funds from new housing developments in Navenby to contribute toward additional resources for the Primary School.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr Thompson- Burt  Clerk</p> <p style="text-align: center;">Clerk</p>
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<p><b>h. Library</b> The Clerk read out an update provided by Cllr Watts. The day to day operations of the library continue to run smoothly. Greenwich Leisure Ltd were currently in the process of installing a new Broadband Line with the supplier TALK TALK. A new router was due to be delivered on the 4 Dec 19. Once everything was connected – the existing BT Contracts could be terminated.</p> <p><b>i. Finance &amp; Administration</b> Cllr Gunning advised all Portfolio Holders of the need to review their Budgets for the FY 2020/21 and look to submit them by no later than the 30 Nov 19. The Clerk took an action run an EDGE report of Budget V's expenditure and forward to all Cllrs for their consideration.</p> <p><b>j. Website</b> No comments.</p> <p><b>k. VENUE Trustee Chairman</b> No comments.</p> <p><b>l. Mrs Smiths Cottage</b> The Chairman advised that the next event at the Cottage was planned for the 23 Nov 19.</p> <p>The Chairman thanked all present for their participation and declared the meeting closed at 21.45 pm.</p> <p>Date &amp; Time of next meeting to be the 10th December 2019 @ 7pm.</p> <p>Minutes Accepted: ..... Date: ..... Chairman</p>	Clerk
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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
<del>244</del>		£651.90		30/07/19	Pelican Trust - To supply double two door Notice Board 900H x 1200W x 90D with-Laser Cut lettering as previous board ordered January 2019	
1		£606.90	20800/2		Double notice board	
2		£45.00	20800/2		Lasercut lettering on Board	
<del>277</del>		£1,165.00	20500/1	01/10/19	Venue Navenby - Hire of Village Office Oct to Dec 2019	
<del>278</del>		£182.00	20400/1	01/10/19	Venue Navenby - Sep 19 Grass Cutting 2 x Cuts @ £91 per cut.	
<del>284</del>		£68.00	20400/11	02/10/19	K R Lamyman - Supply of One Roll of Orange Plastic Security Fence & a Qty of round timber for the North Lane Play Area.	
<del>274</del>		£559.98	20900/4	03/10/19	E.ON - Supply of electricity to street lights 010719 - 300919	
<del>281</del>		£104.19	20500/6	08/10/19	NKDC - FEES for uncontested Parish Council Election on the 2nd May 2019. Inc charges for returning Officer, clerical, printing & postage.	
275		£33.00	20300/3	14/10/19	BT Phone 810426 - Library phone 011019 - 311019	
<del>280</del>		£264.00	20400/11	15/10/19	EKM Ltd - Twenty Row Play Area - repairs to rubberized surface.	
<del>279</del>		£165.00	20800/3	16/10/19	Chris Booth - Broken Bollard repairs & relocation one metre further up the pavement.	
<del>282</del>		£6.33	20800/2	19/10/19	A Watts - Purchase of a Combination Lock from B&Q for the Parish Office Speed Indicator Device.	
<del>283</del>		£9.99	20500/8	20/10/19	R Spollin - Purchase of a BLUETOOTH Adaptor for the PC Laptop to enable use with the Speed Indicator Device.	
<del>285</del>		£24.00	20800/2	25/10/19	K R Lamyman - Supply of heavy duty Jubilee Clips for the PC Speed Indicator Device	
<del>276</del>		£41.76	20300/4	29/10/19	BT Broadband - Library broadband 011019 - 311019	
<del>286</del>		£129.90		31/10/19	CB Ground Maintenance - October Grounds Maintenance - for the Village Green, North Lane & Twenty Row Play Areas.	
1		£10.00	20800/1		Village green Grass Cut	
2		£65.90	20400/6		North Lane Play Area GM	
3		£54.00	20400/7		Twenty Row Play Area	
<del>289</del>		£182.00	20400/1	31/10/19	Venue Navenby - John Cutforth Field - Grass cutting for Oct 19 (2 Cuts @£91)	
<del>290</del>		£50.40	20800/5	31/10/19	Manutan UK Ltd - Supply of Qty 2 850mm Long Litter Pickers	

Signature

*Res C'SULLIVAN*

Date

5 Nov 2019.

Signature

*[Signature]*

# Navenby Parish Council

## Expenditure transactions - payments approval list

Start of year 01/04/19

Tn no	Cheque	Gross Heading	Invoice date	Details	Cheque Total
Sub Total		£3,637.45			
		£1,366.06		Confidential	
<b>Total</b>		£5,003.51			

Signature

*RES O'SULLIVAN*

Signature

Date

*5 Nov 2019*

## CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
1	Item 2	Linden Homes - Care of Grass Verges on Green Man Road.	Clerk to contact LCC Enforcement Officer & report no remedial action taken by Linden. <b>E Mail to LCC 4<sup>th</sup> Oct 19.</b>
2	Item 6 (2)	RIPPON Homes New Development – Public Presentation to be held 8 <sup>th</sup> oct 19 @ The Venue.	All Cllrs to note
3	Item 6 (7)	Highways – A607/Green Man Road Junction.	Clerk to remove the word “unsafe” from the description. <b>Actioned 24<sup>th</sup> Oct 19.</b>
4	Item 6 (8)	North Lane Play Area – Remedial works required to Play Area Equipment.	Cllr East to source materials. <b>Update on progress 5<sup>th</sup> Nov 19.</b>
5	Item 6 (18)	Cemetery – reallocation of reserved burial plot to resident.	Cllr Gunning to visit resident @ Stones Place MHA and discuss. <b>Actioned 2<sup>nd</sup> Oct 19.</b>
6	Item 6 (20)	Cliff Cluster Meeting – to held on the 17 <sup>th</sup> Oct 19 & not the 18 <sup>th</sup> Oct.	All Cllrs to note.
7	Item 6 (24)	War Memorial – upkeep?	Clerk to liaise with St Peters Church regarding responsibilities. <b>WIP</b>
8	Item 10 (1)	Navenby Cemetery – request for information from the Valuations Office Agency (VOA).	Clerk to e mail VOA with information provided by Cllr Gunning. <b>A/W action.</b>
9	Item 10 (12)	North Lane Play Area/High Street – anti social behaviour by youths in the evening.	Clerk to monitor occurrences during Oct 19 and if necessary, add to the Nov 19 AGENDA for review. <b>As at 31 Oct – no further incidents.</b>
10	Item 11 (1)	Parish Handyman – review of current Job Description (JD) & advertising requirement.	Clerk to forward documents to Cllr Woollas for review. <b>E Mailed 4<sup>th</sup> Oct 10.</b> <b>NB Amended documents forwarded to Cllrs on 24 Oct 19.</b>
11	Item 11 (2)	Litter Picking – requirement for Litter Picker aids.	Clerk to arrange for the purchase of x 2 Litter Picker aids. <b>Delivered 1 Nov 19.</b>
12	Item 12	Speed Indicator device – progress by LRSP in respect of post extensions? Mounting of device onto posts - requirement for a Risk Assessment (RA)?	Clerk to (1) contact LRSP for an update on works and (2) speak to Gosberton PC Clerk regarding a RAA example. <b>E Mail to LRSP 3<sup>rd</sup> Oct 19.</b> <b>E Mail to Gosberton 4<sup>th</sup> Oct 19.</b> <b>Post extensions complete. New post awaited. Gosberton PC confirmed no RA raised.</b>



13	Item 13	Cemetery Grounds Maintenance (GM) – additional GM required.	Clerk to contact Contractor and request a Quote for additional nettle clearance & reseeding. <b>E Mail sent 3<sup>rd</sup> Oct 19.</b> <b>Quote received 23 Oct 19.</b>
14	Item 14	NALC Pay Scales - are 2020/21 Scales available?	Clerk to contact LALC. <b>E Mail sent 4<sup>th</sup> Oct 19.</b> <b>NB LALC confirmed no new scales.</b>
15	Item 16	Parish Office Landline & Broadband – renewal of BT deal which expires in 6 months.	ClIr Hall to liaise with Clerk in respect of renewing package. <b>NB POC @ BT established 29 Oct 19.</b>
16	Item 17	Dog Fouling Signs – location of all metal signs? Fines for dog fouling?	ClIr Woollas to locate the metal signage and advise Clerk. Clerk to ask NKDC if fines will be reintroduced in the future.  <b>ClIr Woollas to update 5<sup>th</sup> Nov 19.</b>
17	Item 18 (b)	Highways – (1) broken kerbstone outside One Stop Shop and (2) broken concrete left by damaged bollard is potential trip hazard.	Clerk to (1) report kerbstone to Highways and (2) locate a traffic cone to highlight trip hazard. <b>E Mails sent 3<sup>rd</sup> Oct 19.</b> <b>NB Bollard repair complete.</b>
18	Item 18 ©	Youth Club – meeting with ACTS Trust to discuss revised running costs. Contribution by The Venue Trustees to the running of the Youth Club?	ClIr Hall to meet with ACTS. ClIr Gunning to speak to the Venue Manager about recommencing with a financial contribution to the cost of the Youth Club.  <b>Updates on 5<sup>th</sup> Nov 19.</b>
19	Item 18 (g)	Cliff Cluster Meeting 17 <sup>th</sup> Oct 19 – notes from previous meeting now available. The future purpose of this meeting?	Clerk to circulate notes to all ClIrs for information and the contribution of possible AGENDA items. The Chairman to question the purpose of the meeting & report back to NPC in Nov 19. <b>Notes E Mailed 3<sup>rd</sup> Oct 19.</b> <b>Chairman to update on outcome of Cluster meeting 5<sup>th</sup> Nov 19.</b>
20	Item 18 (i)	Finance & Admin – Portfolio Budgets for FY 2020/21.	All ClIrs to review their Budgets and submit to the Clerk by 30 Nov 19.
21	Item 18 (i)	Dedicated E Mail Boxes for ClIrs	Clerk to contact F5 Computing & get a quote for an additional E mail box package. <b>Telecon with F5 on 4<sup>th</sup> Oct 19.</b> <b>NB Quote e mailed to ClIrs 4 Oct 19.</b>
22	Item 18 (l)	Mrs Smith Cottage – creation of this item as a Portfolio and the appointment of ClIr B O’Sullivan as the NPC Holder.	Clerk to amend Minutes & AGENDA to reflect this new Portfolio. <b>Actioned 24<sup>th</sup> Oct 19.</b>
23			
24			
25			

## 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
Drainage Channel Ironwork damaged. Heath Road (vicinity of Nos 31-33). Adjacent to Footpath.	Resident	7 May 19	Clerk reported to CSC Highways by e mail on 9 May 19. Hastened 25 <sup>th</sup> Jul 19.	4123401	3 <sup>rd</sup> party ownership issue ongoing between Residents & Highways.
Uneven footpath adjacent to CO-OP on Tenter Lane. Elderly lady fell and had to go to Hospital.	Cllr Gunning	20 Sep 19	Clerk reported to CSC Highways	4132347	Repair complete.
Unsafe Junction A607/Green Man Road	Clerk	26 Sep 19	Clerk has re-reported to Highways following an Accident.	4128861	Closed. Highways to monitor junction.
Overgrown Silver Birch Tree at Ermine Drive/East Junc	Cllr Lamyman	8 Oct 19	Clerk reported to Highways	4133570	A/W Update.
Broken Kerb Stone outside One Stop Shop	Cllr Woollas	1 Oct 19	Clerk reported to Highways	4133568	A/W Update

## PLANNING CORRESPONDENCE

## PLANNING APPLICATIONS

19/1052/FUL	9 Henson Drive, Navenby, LN5		Erect shed in garden in respect of dog grooming business.
19/1260/Hous	40 Temple Goring, Navenby, LN5 0TX		Erect 1no. 2-storey front and 2no. 1-storey rear extensions.
19/1448/HOUS	3 Maidenwell Close, Navenby		Erect single storey rear extension.

## APPENDIX D

November 2019

## Correspondence

[illegible]