

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 3rd September 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; Mr C East; Mr M Burt; Mr G Morris; Mrs J Thompson-
Burt; Mr K Lamyman, Ms S Letham (Parish Clerk)

In Attendance: 3 Representatives from the Cliff Carnival Committee, Cllr M Overton
& Cllr L Hagues

Absent/Apologies: Mr A Watts; Mrs C Hall

	To be actioned by
<p>1. Chairman's - Welcoming Remarks The Chairman welcomed everyone to the meeting.</p> <p>2. Public Session The Chairman invited the 3 ladies from the Cliff Carnival Committee to give a short presentation on the proposed itinerary and the arrangements that had been put in place. The Council was briefed on the background to instigating the Carnival, the formation of the Committee and all the other people/organisations that would be involved on the day. As well as the actual Parade, there would a number of stalls & activities taking place up at The Venue in the afternoon. Highways had been engaged regarding the rolling roadblock and that a private company had been contracted to manage it. It was hoped that the Event would build up community spirit, boost local business & bring people into the Village. If successful, the Event could build year on year to become aa significant Event in the local calendar.</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 Assistant Clerk confirmed that apologies for absence in respect of Mr A Watts & Mrs C Hall had been received. Cllr Lamyman declared an interest in Agenda Item No 9 (Planning) and duly signed the Register.</p> <p>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 6rd August 2019. It was proposed by Cllr Gunning and seconded by Cllr Morris and therefore RESOLVED that the minutes from the previous Parish Council meeting, held on Tuesday 6th August 2019, should be accepted as a true record of the meeting.</p>	

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<p>5. To consider the financial report and authorise payments (Appendix A). Discussion took place regarding the transactions listing presented for the month of August 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 August 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>	
<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 the following actions arising from the items detailed on the Appendix B:</p> <p>Ser No 7 – Speed Indicator Device. Clerk to contact Lincolnshire Road Safety Partnership (LRSP) regarding the completion of the works to existing posts and the installation of a new post.</p> <p>Ser No 8 – RIPPON Homes New Development. Clerk to contact RIPPON and (1) advise that they need to contact the Venue Manager to book a hall for the public presentation and (2) ascertain the start date for construction.</p> <p>Ser No 12 – Navenby Cemetery Rubbish Removal. Clerk to instruct Contractor to proceed with clearance ASAP.</p> <p>Ser No 16 – Woodland Trust & Tree Charter Projects. Clerk to contact both organisations for more details on tree planting schemes.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>7. To consider updates from District/County Councillors. Cllrs Overton & Hague were in attendance.</p> <p>Cllr Hague briefed the Council that she was now a member of the Flood & Drainage Committee and had recently visited Wainfleet to see the flood damage. She further advised that NKDC was in a good position financially but that it was heavily reliant on the collection of rates.</p> <p>Cllr Overton briefed that she had been heavily involved in looking at the restructuring of the Ward boundaries and that this may result in changes to the size of Wards & possibly to Cllrs workloads. In respect of Highways Maintenance & funding, she had attended several meetings regarding putting measures in place to deal with a possible no deal BREXIT situation.</p> <p>8. To consider updates from local police. Report received for the period 4th Aug 2019 to 3rd Sep 2019 advised that there had been 2 recorded crimes. On the 4th Aug 19 a male hitting golf balls on the VENUE Playing Field was confronted by another male who broke his gold club. On the 22/23rd Aug 19, a vehicle was set alight in an isolated field in Navenby Low Fields.</p>	

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<p>9. To consider planning Applications Please see Appendix C:</p> <p>In respect of Application 19/1058/FUL for Green Business Park, Heath Lane, NAVENBY – Form new overspill car park & erect security fence – it was agreed that the Clerk would write to NK Planning and reiterate the archaeological importance of the site and request due process be followed.</p>	Clerk
<p>10. To consider correspondence. Please see Appendix D:</p> <p>The matters arising (Actions) & decisions from the Correspondence were:</p> <p>Ser 1 – Streetlamp LED Upgrade proposal from PROVISION. After discussion it was agreed that NPC would continue its upgrade programme with EON.</p> <p>Ser No 2 – Responsibilities for Energize Youth Club. It was agreed that a meeting should be arranged with the Venue Manager & ACTS Trust for the 23 Sep 19.</p> <p>Ser No 3 – Junc A607/Green Man Road. Clerk to contact Highways and obtain an update regarding their safety assessment of the Junction.</p> <p>Ser No 4 – North Lane Play Area (RoSPA Report). Cllr East took an action to carry out repairs to the Slide as identified in the report.</p> <p>Ser No 5 – 2019/20 Litter Picking GRANT. Clerk to submit an application on behalf of NPC for the GRANT.</p> <p>Ser No 7 – Towns Farm Trust (TFT) Audited Accounts. The Chairman gave a brief summary of the accounts and it was agreed that the Clerk would formally acknowledge receipt and acceptance of the accounts to the TFT Chairman.</p> <p>Ser No 12 & 14 – Navenby Cemetery Trees. The Chairman read out e mails from 2 residents on Ermine Drive, in which concern was expressed regarding the height of the trees. After discussion it was agreed that the Clerk should contact the NKDC Tree Officer and formally book the next tree inspection for Jan 20 and then inform the residents when that had been confirmed.</p> <p>Ser No 16 – North Lane Play Area. The Chairman read out an e mail from a resident in North Lane whose property is adjacent to the Play Area. The resident wished to install a French drain to his property and was seeking permission to work on Parish land. After discussion it was agreed that there was no objection to the work proceeding, however the Clerk was to write to the resident and advise that HERRAS fencing must be erected around the works and the ground surface be fully reinstated.</p>	<div style="text-align: center;">Cllrs O'Sullivan & Hall</div> <div style="text-align: center;">Clerk</div> <div style="text-align: center;">Cllr East</div> <div style="text-align: center;">Clerk</div> <div style="text-align: center;">Clerk</div> <div style="text-align: center;">Clerk</div> <div style="text-align: center;">Clerk</div>

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<p>Ser No 18 - Mrs Smiths Cottage. The Clerk read out an e mail from NKDC in which they requested permission for their Sub Contractor to use the old Mobile Library hardstanding outside of the Cottage as well as the electricity supply. Cllr Woollas advised that neither of the assets belonged to NPC and that NKDC should contact LCC for permission. Clerk to advise NKDC of ownership.</p>	Clerk
<p>Ser No 19 – Trees adjacent to 50 Doncaster Gardens. A request had been received from the resident in respect of having the trees cut back. It was agreed that the Clerk would respond to the resident advising that NPC did not own the trees and that they should contact Highways for advice.</p>	Clerk
<p>11. To consider the requirement for a Parish Handyman. The requirement for a Parish Handyman was discussed and it was agreed that the Clerk would send out a copy of the existing Contract Model & Job Specification to all Cllrs for their consideration prior to the next meeting.</p>	Clerk
<p>12. To discuss the 2ND DRAFT proposed GRANTS Policy Document. After discussion, it was proposed by Cllr Morris & seconded by Cllr Gunning and therefore RESOLVED that the upper limit for a GRANT would be set at the sum of £300 (or half a per cent) of the annual PRECEPT Budget.</p>	
<p>13. To consider the RoSPA 2019 Safety Inspection Report for North Lane & Twenty Row Play Areas. Discussion took place regarding the outcome of the RoSPA 2019 Play Areas inspection report. Cllrs Lamyman & East confirmed with the findings of the report and advised that they were working toward having all the remedial works identified completed ASAP. Repairs on individual items of Play Equipment will be progressed monthly under the Portfolio Agenda Item of these Minutes.</p>	Cllrs Lamyman & East
<p>14. To consider an update on progress on the arrangements for the 21st September 2019 Cliff Carnival. This item was previously discussed at Agenda Item No 2.</p>	
<p>15. To consider, discuss and approve locations within the Village for the new Dog Fouling Signs. Discussion took place regarding the new dog fouling signage. It was agreed that the Clerk would resend to Cllrs, some earlier e mails which would confirm the colour of the proposed new signage and the changes in legislation that had occurred earlier in the year. After consideration of the latter, the subject would be discussed at the next meeting.</p>	Clerk
<p>16. Updates from Portfolios Holders: a. Cemetery Cllr Gunning advised those present that it had come to light that a previously reserved burial plot in the Cemetery could not now be utilised</p>	

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<p>due to too much space being taken up by past burials. Cllr Gunning proposed that he would look to contact the owner of the reserved plot, explain the situation & look to reserve another plot. It was agreed that the sum of £20 be allocated to purchase a bouquet of flowers as way of an apology.</p>	Cllr Gunning
<p>b. Highways Following discussions at Agenda Item Nos 6 & 10 there were no further comments.</p>	
<p>c. Youth Club The Chairman advised that a meeting had been arranged with ACTs & The Venue Manager for the 23 Sep 19. The requirement for a Service Level Agreement would be discussed at that meeting.</p>	Cllrs O'Sullivan & Hall
<p>d. Navenby Car Scheme No comments.</p>	
<p>e. Play Areas Discussed under Agenda Item No 13.</p>	
<p>f. Schools House Trust. Discussed under Agenda Item No 10 (Correspondence).</p>	
<p>g. Cliff Cluster Cllr O'Sullivan advised that he would be attending the next meeting on the 16th Oct 19.</p>	Cllr O'Sullivan
<p>h. Library The Chairman read out an e mail from Cllr Watts regarding the renewal of the Community Hub GRANT Agreement for the Library. LCC have agreed to continue their support with a grant of £5,167 per year (reviewed annually). Cllr Watts asked that the NPC Chairman & Clerk (as Responsible Finance Officer) sign the document and forward to LCC for their action. The document was duly signed at the meeting and thereafter despatched to LCC.</p>	
<p>i. Finance & Administration Cllr Burt asked that the Clerk arrange a convenient time to explain the Financial & Administration System to him.</p>	Clerk
<p>j. Website Cllr Morris advised that LCC had a Accessibility Statement in respect of its Website and asked that the Clerk contact them to find out if NPC also was required to comply with the same one.</p>	Clerk

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<p>k. VENUE Trustee Chairman</p> <p>The Clerk advised the Venue Trustee Chairman that the Service Level Agreements for both the Navenby Bowls Club & The Energize Youth Club had still not been received from the Venue Manager. The Venue Chairman asked that the Clerk formally write to the Sec to the Trustees and request that the documents be made available at the next Trustees meeting.</p> <p>The Chairman thanked all present for their participation and declared the meeting closed at 10.00 pm.</p> <p>Date & Time of next meeting to be the 1st October 2019 @ 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
248		£233.70	20000/2	28/08/19	HP Inc UK Limited - 1no Cyan, 1no Magenta, 1no Yellow & 1no Black LaserJet Toner cartridges	
249		£172.80	20400/4	28/08/19	Playsafety Limited - Annual Inspection of Parish Play Areas	
250		£33.00	20300/3	28/08/19	BT Phone 810426 - Library phone account 010819 - 310819	
251		£41.76	20300/4	28/08/19	BT Broadband - Library Broadband 010819 - 310819	
252		£564.00	20400/1	02/09/19	Venue Navenby - July & August Grass Cutting - John Cutforth Field	
254		£124.90		02/09/19	CB Ground Maintenance - North Lane & Twenty Row Grass Cutting & Strimming for Aug 19 x 2. Village Green Cut & Strim	
1		£65.90	20400/6		Cut & Strim North Lane	
2		£54.00	20400/7		Cut & Strim Twenty Row	
3		£5.00	20400/12		Village Green Cut & Strim	
Sub Total		£1,170.16				
		£1,259.44			Confidential	
Total		£2,429.60				

Signature

Date

Signature

CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
1	Item 4	Minutes of Meeting – 2 nd Jul 19, Clerk to place on Noticeboards.	Actioned
2	Item 5	Aug 19 – Approval of Expenditure, Clerk to arrange payment of bills.	Actioned
3	Item 6 (9)	Overgrown hedge at Greenman Road/High Dyke Junc – Asst Clerk to hasten householder	Actioned & hedge cut back
4	Item 10 (7)	Resilience Committee Conference 21 Oct 19 in Grantham – Clerk to seek Volunteers	Actioned – No Volunteers
5	Item 10 (9)	Sleaford CAB – 80 th Anniversary, Cllr East to represent NPC @ Event.	Cllr East to attend in Oct 19
6	Item 12	ACTS TRUSTE (Energize Youth Club) – Clerk to advise Trust that payments would be remaining the same until Budgets were reviewed in Oct 19.	Trust advised by E Mail
7	Item 13	Purchase of SPID – Clerk to contact (1) ELANCITY & confirm prices and (2) LRSP regarding an additional post by the 40 MPH zone.	Actioned
8	Item 14	RIPPON Homes New Development – Actions arising out of Site Visit. RIPPON to book The Venue for a Presentation to the Residents prior to 21 Sep 19. Chairman to prepare a document which captured the thoughts & reservations about the development & forward to RIPPON the following week. All Cllrs to consider possible Street Names & forward to the Chairman.	RIPPON Chairman All Cllrs
9	Item 15	Requirement for Parish Handyman – Clerk to reschedule for discussion in Sep 19	Actioned
10	Item 16	Renewal of the Parish Field Rental Agreement – Asst Clerk to contact the Occupant and arrange a meeting with the Chairman and Cllr Woollas.	Meeting arranged by the Chairman & Cllr Woollas
11	Item 17	2 nd DRAFT of GRANTS Policy Document – Clerk to arrange for this item to be rescheduled for Sep 19 meeting.	Actioned
12	Item 18 (a)	Navenby Cemetery – Clerk to obtain	Actioned. License covers removal.

		confirmation from Contractor that License covers the removal of Grave Rubble.	Only contaminated grave require a clinical removal by a Specialist. 2 nd Quote not yet obtained. Clerk to brief on Telecon with Gill & Son Funeral Directors @ Newark!
13	Item 18(b)	Grass Verges adjacent to Linden Homes Development – Clerk to contact Highways and ascertain what progress has been made with Linden regarding the restoration of the Verges.	To be covered under Correspondence at Item 10.
14	MISC	ELANCITY – Delivery Instructions for the SPID	Just to confirm that everyone knows what needs to happen.
15	Tree Charter Project	Does NPC want to Plant Trees? To combat Trees lost around the world!	NB Both 14 & 15 are LINKED just different Organisations trying to do the same thing. Roger @ The Venue has said he could put in a few.
16	Woodland Trust	Does NPC want to get some FREE Trees on behalf of the Community.	

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 th Jul 19.	4123401	Fault to be rectified by 5 Oct 19.

PLANNING CORRESPONDENCE

19/0999/LBC – Increase Boundary Wall height @ Dial House, 2 North Lane NAVENBY – Approved 16 Sep 19

19/1014/HOUS – Installation of Solar Panel on Roof @ Old Manor House, 6 high Street NAVENBY –
Approved 6 Sep 19

19/1016/FUL – Notification of receipt of Amended Plans/Additional Information for Top Farm, Lincoln Road, NAVENBY

19/1058/FUL – Notification of Withdrawal, Form new overspill Car Park & erection of 2m security fence.
Business Park, Heath Lane NAVENBY

PLANNING APPLICATIONS

19/1330/TCA	Works to trees @ 6 East Road, NAVENBY		T1 Walnut Create a 3m vertical clearance from ground to 1 st branches & remove 1.5m of extension growth around the whole circumference.
19/1016/FUL	Top Farm, Lincoln Road, NAVENBY		Amended Plans – Additional Information

APPENDIX D

October 2019

Correspondence (Received 4th Sep 19 to 26th Sep 19)

[illegible]