

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 8th January 2019, 7pm.**

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

Present(Cllrs): Mr K Gunning, Chairman; Mr B O’Sullivan, Vice Chair; Mr S Woollas; Mr G Morris; Mr A Watts; Mr S McDonald; Mr M Burt; Mr C East; Ms S Letham (Clerk).

In Attendance: 2 Members of the Public

Absent/Apologies: None

	To be actioned by
<p>1. Chairman’s Welcoming Remarks The Chairman welcomed everyone to the meeting.</p> <p>2. Public Session Present at the session were 2 residents. The Chairman welcomed both ladies present and invited them to speak. One of the residents queried the accuracy of the Minutes from the Dec 18 meeting stating that NPC had written to NKDC Planning Dept in respect of the planning application for land adjacent to 41 Grantham Road.... when they had stated in the Public Session that they would not. The Chairman acknowledged the concern and went on to brief that the issue had subsequently been discussed again under the closed session at AGENDA Item No 9 of the meeting – where it had been agreed that a letter should be sent highlighting concerns with the proposed development. The Chairman explained the process regarding public & closed sessions within the monthly meeting. He also explained that the DRAFT Minutes from the previous meeting were not displayed on the Noticeboard until signed off by NPC at the following meeting.</p> <p>In respect of advertising Parish Council meetings & encouraging public attendance, a resident suggested that the event is more widely advertised. It was agreed that the Clerk would take an action to place an advert in the Village magazine on a regular basis inviting residents to attend the meetings.</p> <p>Action: Clerk to arrange for a notice to be placed in the GRAFFOE Link February 2019 edition and thereafter on a regular basis.</p> <p>3. Apologies for absence and declarations of interest in accordance with the requirements of the Localism Act 2011. Consider any applications for</p>	Clerk

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<p>dispensations in relation to disclosable pecuniary and/or prejudicial beneficial interests.</p> <p>None.</p> <p>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 4th December 2018 It was proposed by Cllr O’Sullivan and seconded by Cllr Morris and therefore RESOLVED that the minutes from the previous Parish Council meeting, held on Tuesday 4th December 2018, 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 December 2018. EDGE Reconciliation up to 31 December 18 – the Clerk advised this had been successfully carried out and read out the balance of each account. It was proposed by Cllr East, seconded by Cllr Woollas and therefore RESOLVED, that all expenses listed in appendix A should be authorised to be paid.</p> <p>Action: Clerk to arrange payment off all approved expenditure.</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 no actions arising from the items detailed on the Appendix A.</p> <p>7. To consider updates from District/County Councillors. Cllr Overton gave a short brief on the following subjects:</p> <p>2 May 19 Elections - as part of a Trial, additional identification would be required from residents when coming to cast their vote at the Polling Station. Cllr Overton advised that postal voting was another OPTION and highly recommended that people be encouraged to do that. Discussion took place regarding residents being put off voting and the Chairman requested that Cllr Overton take an action to seek advice on what constituted a successful Election. Also, if it were deemed to be a failure – would the Election be re-run?</p> <p>Policing – there appeared to be a move away from Community Policing, with assets being centralised in Lincoln. Cllr Overton urged all to complete the on-line Police Survey.</p> <p>Planning – Leadenham New Developments. Despite what had been agreed in the Local Plan – there was more development being proposed.</p> <p>Trees – Pottergate, Wellingore. Cllr Overton expressed concern about the large scale felling & thinning of trees without prior warning to the Parish</p>	Clerk
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<p>Council. The Forestry Commission is able to do this without consultation and is only required to put a notice on their Website. A replanting programme will take place in due course.</p> <p>Highways - Cllr Overton advised that £13.7M had been allocated to Lincolnshire Roads for the treatment of pot holes etc. The pothole target repair time on some rural road was worsening from 28 days to 90 days.</p> <p>Action: Cllr Overton to ascertain how an Election in the "Proof of Identification Trial" will be deemed successful, and if not will the Election be re-run.</p>	Cllr Overton
<p>8. To consider updates from local police.</p> <p>Report received for the period 9th December 2018 to 8th January 2019 advised that there had been one recorded crime. On the 1st January 2019 a vehicle parked on the High Dyke during the evening appeared to have been kicked by an unknown person causing scuff marks to the paintwork.</p>	
<p>9. To consider planning Applications</p> <p>Please see Appendix C:</p> <p>The Chairmen read out details of the correspondence and new Planning Applications received. After discussion, there were no objections or actions arising.</p>	
<p>10. To consider correspondence.</p> <p>Please see Appendix D:</p> <p>The matters arising (Actions) from the Correspondence were:</p>	
<p>Item 2 – Clerk to check original planning application to confirm if the change in speed limit from 40 MPH to 30MPH was detailed. Also to contact LRSP and confirm what changes have been made.</p>	Clerk
<p>Item 9 – Revised Pay Scales. Clerk to include on the March 2019 Meeting AGENDA.</p>	Clerk
<p>Item 13 – Energize Report – Cllr Woollas to review Post Codes of those attending.</p>	Cllr Woollas
<p>Item 16 – Archer Speed Survey Request. Clerk to advise LRSP of NPCs decision regarding locations for monitoring equipment. Locations agreed as being corner of Clint Lane, Village side of Green Man Road, Green Man Road/High Dyke Junc & High Dyke mid point.</p>	Clerk

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<p>Item 18 – LALC Annual training Subscription. Clerk to confirm Village Electorate numbers for the purposes of determining what fee is payable for 2019.</p>	<p>Clerk</p>
<p>Item 19 – ELANCITY SID Dimensions. Following e mail from LRSP regarding the unsuitability of the ELANCITY model – Clerk to investigate the purchase of the alternative UNIPART DORMAN model.</p>	<p>Clerk</p>
<p>11. To consider & discuss the 2019/20 PRECEPT request.</p> <p>The Chairman advised all present that a review of the current FYs expenditure had taken place with the assistance of the Internal Auditor. That, along with the proposed Budgetary requirements for 2019/20 had revealed that the required PRECEPT amount was £64,551.54, (equating to a 1.31% increase). After discussion, it was proposed by Cllr East and seconded by Cllr Watts and therefore RESOLVED that NPC would apply for PRECEPT funding for the sum of £64,551.54. The Clerk took an Action to forward the paperwork.</p> <p>Action: Clerk to forward formal paperwork.</p>	
<p>12. To consider the siting of Bus Stops to the North of the Village.</p> <p>The Chairman read out an e mail from the LCC Transport Officer regarding Bus Stops in Navenby. LINDUM Homes had paid the first £5K (of a £15K contribution) to LCC in respect of the village Bus Service. The Clerk advised she had spoken with the Transport Officer who advised that his Team was still considering options for spending the money and that they would contact the Parish Council in due course to discuss.</p> <p>After discussion, NPC agreed that there was limited options and that the best use of the funds would be for a “Hail & Ride” stop between Homeleigh & the new development. The Clerk took an action to speak to LCC Transport Officer regarding this proposal and to ascertain whether they had now come up with any other options.</p> <p>Action: Clerk to contact LCC Transport Officer with proposal & obtain an update.</p>	<p>Clerk</p>
<p>13. To consider & discuss the purchase of a replacement Village Noticeboard.</p> <p>The Chairman presented an information pack from the PELICAN Trust which showed examples of their work for other Parish Councils. After discussion around the size, durability, price and location of the replacement Noticeboard - it was proposed by Cllr Burt and seconded by Cllr Woollas and therefore RESOLVED that a Noticeboard would be purchased from this Social Enterprise & Registered Charity at a cost not to exceed £600. The Noticeboard will replace the broken one on the Bus Shelter by the CO-OP. The Clerk took an Action to formally place an order with the PELICAN Trust.</p>	<p>Clerk</p>

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Action: Clerk to place an order for one Noticeboard with the PELICAN Trust.	
<p>14. To consider revised Grounds Maintenance Schedule for 2019/20 & the requirement to sub contract an element of remedial works.</p> <p>Discussion took place regarding the revised Schedule drafted up by Cllr Woollas. It was agreed that the updated schedule now accurately reflected actual requirements. The Chairman advised that the Contractor had agreed to the revision (apart from 2 items that required remedial work prior to ongoing maintenance), therefore he would now look to draw up a new Contract to be presented at the next meeting. In respect of the remedial work 1. pathway @ the Smoots & 2. pathway round the school perimeter – it was agreed that the Clerk would contact LCC Highways regarding their responsibilities. Also, the Clerk would contact Roger Cole at Wellingore Parish Council regarding information on the Community Payback Scheme.</p>	Clerk
<p>Actions:</p> <ol style="list-style-type: none"> 1. Chairman to draft new Contract for Grounds Maintenance & present at February 2019 meeting. 2. Clerk to contact LCC Highways regarding responsibilities, and raise a work task if required. 3. Clerk to seek competitive quotations for one off remedial works. 4. Clerk to contact Roger Cole regarding Community Payback Scheme. 	Chairman Clerk Clerk
<p>15. To consider & discuss participation & co-ordination of inputs iro the May 2019 District & Parish Elections.</p> <p>The Chairman reminded all present that the District & Parish Elections will be held on the 2 May 2019 & advised of the timetable of events leading up to Polling Day. All Cllrs were requested to inform the Clerk by no later than the 28 February 2019 in respect of whether or not they wished to stand again. The Clerk was also to determine what fees would be payable. Discussion also took place regarding advertising within the Village for new Cllrs. It was agreed that an advert would be placed in Graffoe Link as well as, investigate placing adverts on Navenby.net, the Navenby FACEBook page and the Parish Website.</p>	Clerk
<p>Actions:</p> <ol style="list-style-type: none"> 1. Clerk to place an advert in the Graffoe Link. 2. Clerk to investigate other advertising options ie Navenby.net, FACEBook, 3. Clerk to ascertain what fees need to be paid and by when. 	Clerk
<p>16. Update from Portfolio Holders:</p> <p>a. Cemetery Nothing to report.</p>	Clerk

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<p>b. Highways Cllr Woollas advised that he had looked into the purchase of a replacement Litter Bin for the one near Doncaster Gardens. His recommendation was to approve & purchase a Super Guppy bin @ a cost of £246 plus VAT. Cllr McDonald pointed out that as the proposal was not specified in the AGENDA, it would have to wait until the February 2019 meeting before being formally proposed. The Clerk took an action to include the proposed purchase on the next months' AGENDA.</p> <p>Action: Clerk to include the purchase of the replacement bin on next months AGENDA.</p> <p>c. Youth Club Proposed Energize Service Level Agreement – after discussion, all Cllrs agreed that the matter should be decided by the VENUE Trustees at their next meeting on the 15th January 2019.</p> <p>Action: All Cllrs to discuss at next VENUE Trustees meeting.</p> <p>d. Navenby Car Scheme Nothing to report.</p> <p>e. Play Areas Cllrs East & Lamyman confirmed that the Play Areas were checked monthly and that any necessary remedials were being carried out to the equipment.</p> <p>f. Schools House Trust. Nothing to report.</p> <p>g. Cliff Cluster The next Cluster meeting was confirmed as being the 22 January 2019.</p> <p>h. Library Cllr Watts advised that LCC had written to him to confirm that they were committed to supporting the NAVENBY Community Hub Library. Both the financial contribution and the expertise of the Library Development Officer would continue to be made available. New documentation will be received in due course and will detail the support available, including the proposed duration of the grant.</p> <p>The Chairman thanked all present for their participation and declared the meeting closed at 21.50pm.</p> <p>Date & Time of next meeting to be the 5th February 2019 @ 7pm.</p>	<p>Clerk</p> <p>All Cllrs</p>
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Minutes Accepted: Date:
Chairman

Navenby Parish Council

Expenditure transactions - payments approval list Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
134		£166.39	£27.73	£138.66 18/12/18	E.ON - Replacement of Bulbs -Maintenance	
137		£1,170.00	£0.00	£1,170.00 18/12/18	ACTS Trust - Energize Youth Activity Club. Autumn Session	
141		£8,309.57	£0.00	£8,309.57 19/12/18	Public Works Loan Board - Loan Payment due 21 Jan 19	
1		£3,518.94	£0.00	£3,518.94	PWLB Loan Principal	
2		£4,790.63	£0.00	£4,790.63	PWLB Loan Interest	
143		£274.59	£0.00	£274.59 20/12/18	G E Parish - Grounds Maintenance for December 2018	
144		£356.40	£59.40	£297.00 03/01/19	E.ON - Electrical Testing & Periodic inspections - 11 street lights	
Total		£10,276.95	£87.13	£10,189.82		

Signature

Date

Signature

CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
1	Item No 4	Agreed Minutes for 6 th Nov 18 to be placed on the Noticeboards by Clerk.	Displayed on the 6 Dec 18.
2	Item No 5	Agreed expenses to be processed thru the bank Account.	All payments processed 5 Dec 18
3	Item 6 (1)	Clerk to meet with CB Grounds maintenance to review current schedule of works.	Fri 7 Dec 18 – Parish Chairman and Clerk discussed with Contractor.
4	Item 6 (2)	Cllr McDonald to speak to VENUE Manager regarding the proposed SLA for the Bowls Club.	WIP with Venue Manager
5	Item 6 (8)	Cllr East to view hard copy drawings of proposed tree works in conservation area.	Cllr East attended Village office to look at drawings.
6	Item 6 (17)	Clerk to e mail E.ON and request inspection (as well as LED changes) are carried out.	6 Dec 18 – Clerk e-mailed E.ON. Work is now complete and NPC invoiced.
7	Item 6(18)	Clerk to contact Resilience Team regarding disposal of degraded SALT.	Clerk sent e mail 21 Dec 18 – response still awaited.
8	Item 6 (20)	Clerk to liaise with Cllr Woollas regarding replacement Litter Bin specification.	Discussion awaited.
9	Item 8	Police Report – Clerk to contact PC Hanson regarding omissions from the report.	PC Hanson responded to say that only offences that affect the community as a whole are inc in the report and therefore the report was correct.
10	Item 9	The “Build Line” – Clerk to seek confirmation from Planning. Also, Clerk to forward a letter to Planning on behalf of NPC highlighting the major concerns regarding the proposed erection of a dwelling at land adj to 37 Grantham Road.	Clerk sought and has received clarification on the “build line” – response circulated to all Cllrs 21 Dec 18. Letter despatched to Planning 7 Dec 18.
11	Item 10 (20)	Clerk to forward Anglian Water E Mail regarding proposed new Lincoln to Grantham water pipeline to Cllr Overton for Cliff Cluster meeting.	E mail forwarded 4 Jan 19.
12	Item 12	Proposed revision of Grounds Maintenance Schedule – Clerk to organise a meeting with the Contractor.	Meeting arranged for 19 Dec 18.
13	Item 13	Navenby Bowls Club – Clerk to: 1. Issue an Invoice for outstanding 2017/18 Rent.	NPC Invoice raised 3 Jan 19.

		2. Inform The VENUE Manager that an SLA is to be raised and that an Invoice for the 2018/19 rent needs to be issued.	Clerk advised Venue Manager 6 Dec 18
14	Item 14	Winter Self Help Scheme – Clerk to formally advise that NPC would not be participating.	Resilience Team advised 21 Dec 18.
15	Item 15(b)	High Street Bollard repairs. Clerk to write to Contractor expressing thanks.	TBA – require confirmation of Contractor.

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
Column 002 Maiden Well Close is obscured by Tree Foliage	Sarah Pye LCC on behalf on behalf of a resident.	19 Sep 18	Clerk to hasten arboreal works.		Still a/w works from Divisional Highways Dept
Damaged pavement adjacent to Homeleigh – man hole cover (3 parts) has sunk.	Parish Clerk	18 Dec 18	Reported to Highways	343525	Completed works 3 Jan 2019
Un-numbered column on ramp leading to primary school is out.	CLlr O’Sullivan	6 Nov 18	Clerk to identify who is responsible & report.		NFA – confirmed as being the responsibility of the School by E.ON Dec 18

PLANNING CORRESPONDENCE

18/1507/RESM – Land Adj to 37 Grantham Road, NAVENBY

Erection of a dwelling. Notification that planning application was approved on the 28th Dec 18.

18/1538/FUL – Chapel House, Chapel lane, NAVENBY

Change of use from residential to part residential/part B&B accommodation. Application approved on the 2nd Jan 19.

18/1285/VARCON – Land @ 10 East Road, NAVENBY

Erection of x 1 Bungalow. Notification that the planning application was approved on the 2nd Jan 19.

PLANNING APPLICATIONS

18/1459/HOUS – The Old Village School, Church lane NAVENBY.

Alter & extend existing dwelling.

18/1684 – TOP Farm, Lincoln Road, NAVENBY

LINDUM HOMES – erection of Sales Office (temporary) with associated car parking, landscaping & footpath.

APPENDIX D

January 2019

Correspondence

[illegible]