

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 4th June 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 G Morris; Mr C East; Mr A Watts; Mr K Lamyman; Mr M Burt; Mrs J Thompson-Burt

In Attendance: Ms S Letham (Clerk); Mrs L Hagues (Conservative Cllr)

Absent/Apologies: Mrs C Hall

	To be actioned by
<p>1. Chairman’s - Welcoming Remarks The Chairman welcomed everyone (old & new) to the meeting. NB Cllrs Hagues & Thompson-Burt were welcomed in their appointments as new Cllrs.</p> <p>2. Public Session There were no residents present at this session.</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 Mrs C Hall, had been received. There were no declarations of Interest.</p> <p>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 14th May 2019. It was proposed by Cllr Gunning and seconded by Cllr Watts and therefore RESOLVED that the minutes from the previous Parish Council meeting, held on Tuesday 14th May 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 May 2019. EDGE Reconciliation up to 31 May 19 – the Clerk advised this was pending the receipt of the latest paper Bank Statement and read out the balance of each account as at 31 May 19. It was proposed by Cllr East, seconded by Cllr Morris and therefore RESOLVED, that all expenses listed in appendix A should be authorised to be paid.</p>	Clerk

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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 the following actions arising from the items detailed on the Appendix B:</p> <p>Ser No 6 – Speed Indicator Device. Discussion took place regarding the LRSP list of signpost locations suitable for the placement of a Speed Indicator Device. It was noted that some posts would require remedial works by LRSP to make them suitable. It was proposed by Cllr Gunning & seconded by Cllr Burt and therefore RESOLVED that the identified locations be accepted & confirmed with LRSP pending the final comments from Cllr Woollas due to be received by the 9th June 2019.</p> <p>7. To consider updates from District/County Councillors. Updates were given by:</p> <p>Cllr Hagues – advised that she was newly appointed into the role of Councillor and was being kept busy with mandatory training courses. She provided her contact details and advised that should there be any issues that needed her attention, she would be happy to help.</p> <p>Cllr Overton on the following subjects</p> <p>Highways – work was in progress regarding white lining & resurfacing in the local area.</p> <p>Planning Applications – it had been noted that Highways never commented on Planning Applications. For the future, Planning Applications need to be considered by multiple Agencies in order to determine the impact to all services.</p> <p>Bass Maltings @ Sleaford – Cllr East enquired as to the future of the Maltings. Cllr Overton advised that a Planning Application was approved & that the recreational Ground had been saved.</p> <p>8. To consider updates from local police. Report received for the period 7th May 2019 to 4th June 2019 advised that there had been no recorded crimes.</p> <p>9. To consider planning Applications 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 style="text-align: center;">Cllr Woollas</p>
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<p>10. To consider correspondence. Please see Appendix D:</p> <p>The matters arising (Actions) from the Correspondence were:</p> <p>Ser No 17 – Concerns in respect of flying Model a/c over the John Cutforth Playing Field. The Chairman read out a letter from a resident who expressed concern at a proposal to allow the flying of Model a/c. The Clerk took an action to write to the resident advising that NPC were merely looking at putting some formal control measures in place to prevent unauthorised flying.</p> <p>Ser No 18 – Request from Navenby Bowls Club for a GRANT. The Chairman read out the letter from the Chairman of the Navenby Bowls Club requesting that consideration be given to their request for a GRANT. The latter was required to assist them financially with some unforeseen costs during the refurbishment of the Club House. With NPC currently in the process of drafting a GRANTS Policy & associated Application Form – the Clerk was to respond advising that until such times as NPC's Policy on GRANTS was formally approved, no decision could be taken in respect of their request. Cllr Gunning took an action to draft the Policy document and forward to the Council members before the next meeting. The Clerk took an action to write to the NBC Chairman advising that the request was pending approval of the GRANTS Policy document.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr Gunning Clerk</p>
<p>11. To consider the purchase of IT equipment to replace NKDC assets that are being withdrawn at the end of June 2019.</p> <p>The Chairman advised that 2 Quotations had been received in respect of providing & managing the replacement IT system for the Parish Office. After discussion it was agreed that all Council members should cast a vote for their preferred Tenderer and let the Clerk know by no later than the 14th June 2019. In order not to hold up the Programme for implementation Cllr Gunning proposed and Cllr Woollas seconded and therefore RESOLVED that the sum of £2500 exc VAT be approved for the replacement IT system. The Clerk took an action to (1) write to NKDC regarding honouring the Local Access Point Agreement, (2) contact the Internal Auditor regarding the suitability of the 2nd Contractor and (3) enquire about the recovery of VAT with both Contractors in respect of the IT hardware purchase.</p>	<p style="text-align: center;">All Cllrs</p> <p style="text-align: center;">Clerk</p>
<p>12. To consider the ACTS Trust revised proposal for the provision of the Energize Youth Club.</p> <p>The Chairman read out an e mail from ACTS regarding a proposal to increase their weekly charge to children by £1-2. After discussion it was agreed that any increase to the personal contribution was a matter for ACTS to decide. The Clerk took an action to write to ACTS and advise that any price increases were there responsibility.</p>	<p style="text-align: center;">Clerk</p>

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<p>13. To consider the replacement of Street Light No 2 @ Pitfield Walk due to corrosion.</p> <p>Following periodic testing by EON, NPC received a report advising that 2 Street Lights required action to replace them. Pitfield Walk being the most urgent. After discussion it was proposed by Cllr Gunning & seconded by Cllr Watts and therefore RESOLVED that both Street Light No 2 @ Pitfield Walk & Street Light 1 @ The Rise be replaced with new columns at a cost not to exceed £1750 exc VAT. The Clerk took an action to advise EON that NPC would like to proceed with the required works.</p>	Clerk
<p>14. To approve and sign the Annual Governance & Accountability Return for 2018/19.</p> <p>The Chairman read out to all Council members Items 1-8 as detailed on Section 1 of the AGAR Statement for 2018/19 and then duly signed at Section 1 & 2. The Clerk took an action to forward the documentation to PKF Littlejohn.</p>	Clerk
<p>15. To consider received comment from Resident regarding the Grass Verge between Chapel Lane & East Road.</p> <p>The Chairman gave a brief summary of a letter received from a Resident on East Lane regarding the cutting frequency of a grass verge between East Road & Chapel Lane. After discussion it was agreed that NPC needed to establish which organisation was cutting what verges & how often, before responding to the Resident. The Clerk took an action to (1) Obtain the grounds maintenance Plans for the Village. (2) Speak to NPC Contractors regarding any free of charge work that was being undertaken & (3) contact Highways regarding hedge cutting responsibilities adjacent to pathways (Greenman Road Junction with the High Dyke).</p>	Clerk
<p>16. Updates from Portfolios Holders:</p> <p>a. Cemetery No comments.</p> <p>b. Highways No comments.</p> <p>c. Youth Club Cllrs O'Sullivan & Hall advised that they were to pay a liaison visit to the Youth Club on the 10th June 2019. The outcome of the visit would be briefed at the next Parish Council meeting.</p> <p>d. Navenby Car Scheme Cllr Woollas confirmed he was happy to continue with the NCS Portfolio.</p>	Cllrs hall & O'Sullivan

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<p>e. Play Areas Cllr East advised that the broken swings at North Lane Paly Area were now fixed. Cllr Lamyman advised that the wood for the slide/climbing frame repairs was now with Cllr East.</p> <p>f. Schools House Trust. No comments.</p> <p>g. Cliff Cluster Cllr O’Sullivan advised that he would be attending the next meeting on the 16th July 2019.</p> <p>h. Library Cllr Watts advised that 2 families from the new development on Greenman Road had taken out Library Memberships in the past month.</p> <p>i. Finance & Administration Cllr Burt agreed to accept the Portfolio.</p> <p>j. WEBSITE Cllr Morris advised that the updating of the WEBSITE was still a works in progress and would be until such times as all the required documentation had been uploaded. Cllr Woollas advised that he had received an offer of help from a resident who had WEBSITE experience. Cllr Morris confirmed that he was managing currently, but would bear the offer of help in mind.</p> <p>Cllr Morris advised that the updating of the Site was well under way and that work would commence in respect of loading on Policies & Budgets etc.</p> <p>k. VENUE Trustee Chairman Cllr M Burt advised that he was currently considering the position of Venue Trustee Chairman and had asked to be provided with a copy of the Constitution from the Secretary to the Trustees. Once he had the additional information he would be able to make a decision either way.</p> <p>The Chairman thanked all present for their participation and declared the meeting closed at 21.40pm.</p> <p>Date & Time of next meeting to be the 9th July 2019 @ 7pm.</p>	<p>Cllr O’Sullivan</p>
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Minutes Accepted: Date:
Chairman

Navenby Parish Council

Expenditure transactions - payments approval list Start of year 01/04/19

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
205		£31.08	20300/3	22/05/19	BT Phone 810426 - Library Phone charges 010519 - 310519	#Type!
206		£35.28	20300/4	22/05/19	BT Broadband - Library Broadband 010519 - 310519	#Type!
207		£388.80	20900/2	22/05/19	E.ON - Electrical Testing and Inspection of 12no. Street lights. 1&2 Pitfield Walk, 1-4 Grantham Rd, 1-3 Overton Close, 1-3 The Rise	#Type!
209		£762.50	21200/2	04/06/19	Peter Barnett - 1st Half annual payment for Grass Cutting and Strimming at Navenby Cemetery	#Type!
210		£198.00	20400/5	04/06/19	G E Parish - Routine Ground Maintenance in Navenby in May 2019 (22 Hours)	#Type!
211		£140.00	20000/6	04/06/19	Denise Gascoyne - Assisting with year end accounts and completing internal audit. 14 Hours	#Type!
212		£190.90		04/06/19	CB Ground Maintenance - Grass cutting in May 2019 (inclusive of free spraying)	#Type!
1		£80.90	20400/6		2no.cuts & 2no. Strims North Lane Play area	
2		£54.00	20400/7		2no. Cuts & 1no. Strim Twenty Row play area	
3		£56.00	20400/8		2no. Cuts Chapel Lane & verge heading John Paul Trans	
		£1,330.30			Confidential	
Total		£3,076.86				

Signature

Date

Signature

CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
1	Item 5	ACTS Trust Youth Club – Clerk to write to ACTS & advise of NPCs decision to keep the current arrangement of 38 weeks per year. Also to seek clarification regarding the Postcodes and to encourage liaison with Army Cadet Force.	E mail sent – a/w acknowledgement.
2	Item 9, Ser No 2	GRANTS Policy – The Clerk to resend original e mail with Example Policy & Forms to all Cllrs.	E Mail sent 31 May 19
3	Item 9, Ser No 5	Visit by BMFA – The Clerk to advise when the formal report is received in order that Cllrs can consider.	Report awaited.
4	Item 9, Ser No 6	North Lane Play Area – Cllr East to replace x 2 swing seats.	Actioned.
5	Item 9, Ser No 13	Overhanging Tree in Cemetery – Clerk to obtain Risk Assessment & to write to resident advising of proposed works.	Actioned. 25 May 19 – all tree works complete.
6	Item 9, Ser No 18	Speed Indicator Device – Clerk to send thanks to TOTH Parish Clerk for info on Community Speed Watch. Also, to speak to Cllr Overton about progress on the combined Cliff Cluster purchase.	Actioned. A/W update from Cllr Overton.
7	Item 9, Ser No 22	Allotments – Clerk to contact NKDC regarding responsibilities and seek clarification.	Actioned – Clerk to brief on 4 Jun 19
8	HIGHWAYS	Greenman Road grass Verge – Clerk to highlight lack of grounds maintenance works to Highways.	
9	HIGHWAYS	Damaged Man Hole Cover A607 Junc with Winton Road – Clerk to report.	Actioned
10	Item 13	Open Space @ Chapel Lane – Clerk to contact NKDC regarding hedge cutting.	Actioned – NKDC visited site & inspected with Deputy Chairman.
11	Item 13	Open Space – letter from B/Graffoe Resident, Clerk took an action to formally respond acknowledging that NK owned the land & that NPC complied accordingly. Clerk also to e mail NKDC and request that the 1M border around the grounds was maintained in order to prevent short cuts.	Actioned
12	Item 14	CO-OPTION of Councilors – Clerk to inform both new Councillors of their appointment to NPC and to forward the necessary paperwork for completion.	Actioned
13	Item 18	Parish Council Schedule of meetings – Clerk to produce a notice.	Actioned

14	Item 19	Replacement Office IT System – Cllr Hall to provide details of a Company who may wish to quote for the work.	Actioned and details provided to Clerk.
15	Item 20 (d)	Navenby Car Scheme – Cllr Woollas to confirm interest in managing this portfolio?	TBD at meeting on 4 Jun 19
16	Item 20 (i)	Finance & Administration – Cllr Burt to confirm interest in managing this portfolio.	TBD at meeting on 4 Jun 19
17	Item 20(k)(1)	Venue Trustee Chairman – Cllr Burt to confirm interest in managing this portfolio.	TBD at meeting on 4 Jun 19
18	Item 20(k)(2)	Letter of Thanks for Mr S McDonald – the Chairman to draft a letter of thanks for his tenure as Venue trustee Chairman & NPC Cllr.	Actioned

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.	4123401	?
POTHLES – Quality of repair to be reported.	Parish Clerk	2 Apr 19	Discussed with Cllr Overton @ Parish meeting.	4119778	Partially! 2 Apr 19 – Cllr Overton to speak to Highways regarding repairs.
Sunken Man Hole – A607 Junc with Winton Road, NAVENBY	Cllr Watts	14 May 19	Reported to CSC	4124579	A/W assessment.

PLANNING CORRESPONDENCE

None received.

PLANNING APPLICATIONS

19/0675/LBC – 25 High Street, NAVENBY. Conversion of existing 1st Floor Kitchen to en-suite Bathroom & Airing Cupboard & replacement windows to the front of the property.
Comments by 24th Jun 19.

APPENDIX D

June 2019

Correspondence (15th May to 31st May 19)[illegible]