

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 6<sup>th</sup> August 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 A Watts; Mr M Burt; Mrs C Hall;  
Mr G Morris; Mrs J Thompson-Burt

In Attendance: Mrs Z Parr (Assistant Clerk);

Absent/Apologies: Mr K Lamyman, Ms S Letham (Parish Clerk)

	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> Two residents were present at this session. They commented on the state of the grass verges and were concerned that weed spraying had been carried out indiscriminately. It was suggested that the Parish Council contact Lincolnshire County Council for guidance on planting beneficial wild flower seeds or turf, bird and insect friendly shrubs and herbs and British native grasses which are food for some caterpillars in various grass verges. Also queried was the removal of trees on the new Linden site. Also highlighted that residents are experiencing difficulty exiting Green Man Lane in their vehicles due to the view on the left being obscured – vehicles were having to encroach into the middle of the road to get a clear line of sight before being able to safely turn right onto the A607. As all of the subjects mentioned were on the AGENDA and would be discussed later in the meeting – no further discussion took place at this point.</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 Assistant Clerk confirmed that apologies for absence in respect of Mr K Lamyman &amp; Ms S Letham had been received. There were no Declarations of Interest.</p> <p><b>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 2<sup>nd</sup> July 2019.</b> It was proposed by Cllr Hall and seconded by Cllr Woollas and therefore <b>RESOLVED</b> that the minutes from the previous Parish Council meeting, held on Tuesday 2<sup>nd</sup> July 2019, should be accepted as a true record of the meeting.</p>	Clerk

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<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 July 2019. The Asst. Clerk advised that the receipt of the latest paper Bank Statement was made at 1pm that day and no reconciliation had happened but the balance of the Current account as at 29 July 19 was read out. It was proposed by Cllr Gunning, seconded by Cllr Woollas and therefore <b>RESOLVED</b>, that all expenses listed in appendix A should be authorised to be paid.</p>	Clerk
<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 the following actions arising from the items detailed on the Appendix B:</p> <p>Ser No 2 – Cliff Cluster Meeting. The meeting did take place on the 16<sup>th</sup> July 2019. Subjects discussed to be advised during update from Portfolio Holder at Item 18 of Agenda.</p> <p>Ser No 4 – Headland Development. Councillors had just returned from meeting with Rippon Homes, full briefing at Item14 of Agenda.</p> <p>Ser No 9 – Following his resignation Mr George Parish had offered to continue voluntarily maintaining the flower bed near the Parish Notice Board. Re-assignment of grounds maintenance tasks still to be arranged with outside contractor. Discussion on overgrown hedge at property on junction of Green Man Road. High Dyke agreed that the Asst. Clerk should write and chase up the householder.</p> <p>Ser No 10 – Proposed purchase of Speed Indicator Device. To be discussed Item 13 of Agenda.</p> <p>Ser No 11 – Renewal of Parish Field Rental Agreement. To be discussed Item 16 of Agenda.</p> <p>Ser No 12 – Proposed Draft Grant Policy. To be discussed Item 17 of Agenda.</p>	Cllr O'Sullivan
<p><b>7. To consider updates from District/County Councillors.</b> No District or County Councillors in attendance.</p>	All Cllrs
<p><b>8. To consider updates from local police.</b> Report received for the period 7<sup>th</sup> July to 6<sup>th</sup> August 2019 advised that there had been 3 recorded crimes. 1. Theft of a trailer from Brickyard Lane. 2. Damage to a vehicle in Church Lane. 3. Male hitting golf balls on The Venue playing field had golf club snapped by another male.</p>	Clerk
	All Cllrs

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<p><b>9. To consider planning Applications</b> Please see Appendix C:</p> <p>The Chairman read out details of new Planning Applications received. After discussion, it was agreed that there were no concerns over applications and no objections would be raised.</p> <p><b>10. To consider correspondence.</b> Please see Appendix D:</p> <p>The matters arising (Actions) from the Correspondence were:</p> <p>Ser No 2 – After attending Field in Trust meeting, Councillor Watts asked for clarification on how the various sections of land owned by Navenby PC was registered. With reference to the John Cutforth Field, Cllr Woollas confirmed extensive research had been conducted with the Land Register in the past and the field is registered to NPC. This was again confirmed prior to the construction of the Venue. Confirmation documentation should be within the Parish Office files. He had always understood North Lane Playing Field to be wholly owned by the PC but did not recall seeing evidence of this. The Twenty Row/High Dike field is a recent gain from NKDC and freehold ownership was transferred to NPC. He advised that he was unsure whether North Lane and Twenty Row areas were listed with the Land Register.</p> <p>Ser No 3 – Parking on the High Street – to be discussed Item 11 of Agenda.</p> <p>Ser No 7 – The Chairman suggested that someone from the Council should represent Navenby at the Resilient Committee Conference on 21<sup>st</sup> October 2019 and if a councillor was not available perhaps the Clerk or Asst. Clerk could attend.</p> <p>Ser No 9 – Cllr East confirmed that he would attend the 80<sup>th</sup> anniversary of the Citizens Advice mid-Lincolnshire event in Sleaford. He also informed the Council that Citizens Advice are mourning the loss of one of their committed staff, Peter Howard, a resident of Navenby.</p> <p><b>11. To discuss the issue of parked high-sided vehicles obscuring the view of the High Street pedestrian crossing.</b></p> <p>An email was received commenting on the vehicles allowed to park in the parking bays on the High Street. The Councillors discussed the situation and commented that as the area adjacent to the zebra crossing is a legal parking space it is not possible to specify the type of vehicle allowed to use it. Cllr Woollas suggested that when a similar area was hatched with the white lines it reverted to an area used by delivery vehicles. Also, all the Councillors were very aware that the local businesses require more parking and not less.</p>	<p>All Cllrs</p> <p>All Cllrs/Clerk &amp; Asst Clerk</p> <p>Cllr East</p>
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<p><b>12. To consider the ACTS Trust request to Invoice for 36 weeks @ £100 per week instead of 40 weeks @ £90.</b></p> <p>The Councillors considered the request with regard to the payment towards the Youth Club and decided that they would not be able to sanction any financial alterations mid-way through the financial year. Any increase or amendments would have to be requested in October when the Budgets for the following financial year are reviewed. Asst. Clerk to advise the Trust.</p>	Clerk
<p><b>13. To review progress in respect of the proposed purchase of a Speed Indicator Device.</b></p> <p>The Clerk had heard from Lincolnshire Road Safety Partnership (LRSP) and they had confirmed that the post height would be increased free of charge. Councillors voted to authorise the Clerk to spend an additional £200 for a further post at an additional site (40MPH zone between Wellingore &amp; Navenby) Proposed by Cllr. Gunning, Seconded by Cllr. Thompson-Burt, vote carried unanimously. However, the cost of the Mounting Plates to be confirmed by the Clerk obtaining a revised Quote from ELANCITY. It was also agreed that the Clerk would contact LRSP in respect of procuring a new post for the 40 MPH zone.</p>	Clerk
<p><b>14. To discuss proposed the proposed construction works on Headland Way and naming of new streets.</b></p> <p>The Chairman plus 6 Councillors met with representatives of Rippon Homes prior to the Parish Council meeting at the Development Site and were supplied with updated site plans and talked through the Contractors proposals for the building work and deliveries etc. At the Parish meeting this information was then presented to those Cllrs not present at the Site meeting and resulted in considerable debate as to how some of the contractor's propositions would be acceptable to nearby residents. It was therefore decided that Rippon Homes be requested to arrange an evening Presentation at The Venue for the residents prior to 21<sup>st</sup> September 2019. Also, the Chairman would prepare a document setting out the Councillors' thoughts and reservations and that it be sent to Rippon Homes by the following week.</p> <p>It was also decided that the Council would suggest street names that have reference to Farming, Bronze Age, Roman and local Family names. Councillors were asked to submit these to the Chairman to be included with the aforementioned document.</p>	Rippon Homes  Chairman   All Cllrs
<p><b>15. To consider the requirement for a Parish Handyman.</b></p> <p>To allow for a full discussion the Chairman suggested that this subject was transferred to next month's Council meeting Agenda. All Councillors were in agreement.</p>	Clerk
<p><b>16. To discuss the renewal of the Parish Field Rental Agreement due to expire 31 October 19.</b></p> <p>The Assistant Clerk confirmed that a reply from the current occupant confirming that he wished to continue with the Tenancy had been received.</p>	

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<p>The Asst. Clerk was requested to contact the occupant and arrange a meeting between himself, the Chairman and Cllr Woollas. Cllr Burt advised that he had sought professional advice on the current rates for arable land. The councillors decided on a financial proposition which was proposed by Cllr Woollas, Seconded by Cllr Burt and voted on unanimously.</p>	Clerk
<p><b>17. To discuss the 2<sup>nd</sup> DRAFT proposed GRANTS Policy document.</b></p> <p>Discussion took place regarding the 2<sup>nd</sup> Draft of the proposed GRANTS Policy document. Councillor Morris questioned where the budget was to be found to cover the suggested sum of £600. Cllr Gunning proposed that the document was accepted and this was seconded by Cllr Burt. Cllr Morris abstained from Vote and it was decided to discuss the subject again at the September meeting.</p>	Clerk
<p><b>18. Updates from Portfolios Holders:</b></p> <p><b>a. Cemetery</b> Cllr Gunning requested clarification from the Contractor who had supplied a quotation to remove the rubble/rubbish from the graveyard that the Licence does cover Cemetery work. Suggested the Clerk obtain a quote from a Company who specializes in Cemetery work.</p> <p><b>b. Highways</b> Cllr Woollas commented that the resident's suggestion to plant wild flowers in verges could meet with opposition from some householders who prefer to keep the verge in front of their properties very short and that any wild flowers etc would be mowed away. It was agreed that the Clerk should contact Lincs County Council regarding the verges alongside the Linden site and ascertain what progress was being made with Linden Homes in respect of carrying out remedial works to the unsightly verges.</p> <p><b>c. Youth Club</b> Already discussed under Item 12 but comment was made that they had recently held a very successful football tournament.</p> <p><b>d. Navenby Car Scheme</b> Cllr Woollas advised that the Scheme was still well used.</p> <p><b>e. Play Areas</b> No comments.</p> <p><b>f. Schools House Trust.</b> No comments.</p> <p><b>g. Cliff Cluster</b> Cllr O'Sullivan advised that he had attended the meeting on the 16<sup>th</sup> July. Representatives from 4 other Parish councils were still keen to</p>	Clerk

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encourage Navenby to participate in the purchase of a Cliff Cluster Speed Indicator Device, he emphasised that this would not happen. He also discussed that if more children from other Parishes attended the Youth Club in Navenby a donation towards costs might be requested from the Parish Councils.

**h. Library**

Meeting due to take place Wednesday 7<sup>th</sup> August 2019.

**i. Finance & Administration**

No comments.

**j. Website**

No comments.

**k. VENUE Trustee Chairman**

Cllr Burt advised that following the meeting on the 16<sup>th</sup> July 2019 errors in the Charter had been rectified and 3 positions had been filled. The AGM will take place in October.

The Chairman thanked all present for their participation and declared the meeting closed at 10.20pm.

Date & Time of next meeting to be the 3<sup>rd</sup> September 2019 @ 7pm.

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
235		£2,100.00		30/07/19	E.ON - Replacement street columns	#Type!
1		£840.00	20900/3		S/L2 Pitfield Walk Replace rusted column	
2		£1,260.00	20900/3		S/L1 The Rise Replace concrete column & 19W lantern	
236		£33.00	20300/3	30/07/19	BT Phone 810426 - Library phone charges 010719 - 13 0719	#Type!
237		£42.19	20300/4	30/07/19	BT Broadband - Library Broadband services 290619 - 310719	#Type!
238		£180.00	20400/5	30/07/19	G E Parish - 20 Hours work July 2019	#Type!
242		£75.00	20800/3	30/07/19	Chris Booth - Repair to Lion Head Bollard at junction of High Street and Maiden Well Lane	#Type!
243		£900.00	20100/5	30/07/19	ACTS Trust - Monday night Energize youth club. Summer Term 29 Apr, 13 & 20 May, 3, 10, 17 & 24 June, 1, 8 & 15 July 2019	#Type!
245		£119.90		31/07/19	CB Ground Maintenance - Playing field grass cutting July 2019	#Type!
1		£65.90	20400/6		North Lane play area 2no.cuts & 1no strim	
2		£54.00	20400/7		Twenty Row Play area 2no. Cuts& 1no strim	
246		£24.00	20500/8	06/08/19	F5 Computing Limited - Upgrade monitor to 24" size	#Type!
247		£40.00	20000/1	06/08/19	T J BOOKKEEPING & ACCOUNTS LTD - Prepare 2No. monthly pay slips and submissions to HMRC for month ending May, June, July and August 2019	#Type!
Sub Total		£3,514.09				
		£1,374.54			Confidential	
<b>Total</b>		£4,888.63				

Signature

Date

Signature



## CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
1	Item No 6 (9)	Grass verge & hedge cutting – various locations. It was agreed that NPC would no longer fund additional “top up” cuts to Highways maintained verges.	Clerk to: write to resident & advise of NPC's decision ( <b>Actioned 19 Jul 19</b> ), advise Highways of the condition of the grass verges adjacent to Linden Development ( <b>Actioned 25 Jul 19</b> ) & hasten Housing Officer regarding the uncut hedges encroaching on the public footpath across from Twenty Row Play Area ( <b>Actioned 10 Jul 19</b> ).
2	Item No 6 (11)	Cliff Cluster Meeting in July 2019?	Clerk to contact Cllr Overton & confirm if the 16 <sup>th</sup> July 2019 is the date of the next meeting. <b>Actioned 11 Jul 19</b>
3	Item No 6 (12)	LALC Networking Day Brief by Cllr Burt.	Clerk to e mail a copy of the brief to all Cllrs. <b>Actioned 10 Jul 19</b> Also, Clerk to speak to LALC regarding the use of “AOB” on the AGENDA. <b>Actioned 19 Jul 19 – LALC advise that its use allows meetings to go on too long and does not allow Cllrs sufficient time in which to prepare for discussions on the subject.</b>
4	Item No 9	Planning Applications – Headland Development 15/0031/FUL	Clerk to write to Planning & object to gravelled overspill carpark, request plans for Town Houses & obtain confirmation of the Sect 106 funding. <b>Actioned 23 Jul 19 NB Response on Sect 106 monies e mailed to all Cllrs.</b>
5	Item No 10 (10, 13 & 14)	Grounds Maintenance in Navenby Cemetery	Clerk to: Formally respond to residents on Ermine Drive. <b>Actioned by Asst Clk 24 Jul 19</b> Obtain a quote for the rubbish removal. <b>Actioned 19 Jul 19 &amp; all Cllrs informed of the cost by e mail.</b> Speak to Funeral Directors reference the removal of grave rubble. <b>Actioned by Asst Clerk 23 Jul 19</b> Arrange for all the nettles to be cut down. <b>Actioned 17 Jul 19</b> Investigate re-instatement of the perimeter wire fence. <b>NB Cllr Lamyman has advised not required</b>



			<p><b>as the concrete posts demarcate the boundary line.</b></p> <p>Ascertain date of the next Tree Inspection. <b>Actioned - Next Inspection due Jan 20</b></p> <p>Write to LRSP regarding the use of convex mirrors. <b>Actioned 23 Jul 19</b></p> <p>Speak with the Police regarding parking on double yellow line on East Road and by the CO-OP. <b>Actioned NB Police continually monitor parking &amp; deal with issues.</b></p>
<b>6</b>	Item No 10 (11)	RAF Benevolent Fund	<p>Clerk to arrange for the Posters to be displayed on the Noticeboards. <b>Actioned 10 Jul 19</b></p>
<b>7</b>	Item No 10 (12)	LCC Flood Investigation @ 59 High Street	<p>Clerk to write to LCC &amp; confirm that no other information is available. <b>Actioned 19 Jul 19</b></p>
<b>8</b>	Item No 10 (15)	Navenby Cemetery – Overgrown Hedge on East Road.	<p>Cllr Lamyman to speak with a local Farmer regarding cutting the hedge as a goodwill gesture. <b>Actioned 10 Jul 19</b></p>
<b>9</b>	Item No 10 (16)	Parish Handyman – Letter of Resignation. & re-assignment of Grounds Maintenance (GM) tasks.	<p>Chairman to write a letter of thanks and deliver by the 12<sup>th</sup> Jul 19. <b>Actioned 11 Jul 19</b></p> <p>Clerk to re-assign GM tasks to another Contractor. <b>Actioned 30 Jul 19</b></p>
<b>10</b>	Item No 13	Proposed purchase of a Speed Indicator Device (SID)	<p>Clerk to: Write to LRSP &amp; confirm that NPC was happy to accept the proposed works to the posts identified in the original survey &amp; to request an additional survey for the 40MPH zone between Wellingore &amp; Navenby. <b>Actioned 19 Jul 19</b></p> <p>Speak to ELANCITY and confirm if the original Sep 18 quote is still valid, if not but within 5% an order to be placed for 1 x Unit &amp; 2 x mounting plates. <b>Actioned 30 Jul 19 &amp; a/w formal quotation.</b></p> <p>Clerk to e mail all Cllrs when actions are complete. <b>Not yet actioned</b></p>
<b>11</b>	Item 16	Renewal of Parish Field Rental Agreement	<p>Clerk to write to current occupant and request they advise of their future intentions post 1 Nov 19. Cllrs to review rental charges &amp; discuss at the next meeting &amp; prior to a meeting with the occupant. <b>Actioned by Asst Clk 18 Jul 19.</b></p> <p><b>NB Meeting 6 Aug 19 - Cllr Burt to advise outcome of investigations</b></p>

			<b>into the going rate for Grade 2 arable land.</b>
<b>12</b>	Item No 17	Proposed DRAFT Grants Policy	Clerk to e mail Vice Chairman upon return and advise that amendments are required. Action superceded by Cllrs Burts e mail on terminology. Cllr Burt to check terminology in respect of "Grant" & "Charitable Donation" & report back to all Cllrs. <b>Actioned 13Jul 19</b>
<b>13</b>	Item 18 (e)	Play Areas – Safety Report for Jul 19	Cllr Lamyman to carryout Safety Report and forward to Parish Office. <b>Actioned 10 Jul 19</b>
<b>14</b>	Item 18 (g)	Cliff Cluster – 16 <sup>th</sup> Jul 19	Cllr O’Sullivan to attend the next meeting. <b>Actioned</b>
<b>15</b>	Item 18 (k)	VENUE Trustees – Position of Chairman	Cllr Burt to speak to the Clerk to the Trustees prior to the next meeting on the 16 <sup>th</sup> Jul 19. <b>Actioned</b>

#### 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	Fault to be rectified by 5 Oct 19.
Overhanging Trees by Twenty Row Play Area – require cutting back.	Resident	Jun 19	Reported to Highways	4126444	Awaiting Action
Sunken Man Hole – A607 Junc with Winton Road, NAVENBY	Cllr Watts	14 May 19	Reported to CSC	4124579	Still A/W assessment.

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## APPENDIX C

(August 2019)

### PLANNING CORRESPONDENCE

None received

### PLANNING APPLICATIONS

19/0874/HOUS	Westleigh, 53 Grantham Road, Navenby, LN5 0JJ		Demolition of rear projections (utility/WC) and detached garage. Construction of single storey extension to rear and side of dwelling and associated internal alterations. External appearance adjusted with existing masonry rendered as elevations. Construction of masonry detached outbuilding to replace garage.
19/1014/	The Old Manor House, 6 High Street, Navenby, LN5 0EN		Installation of solar panel array.

## APPENDIX D

**August 2019**

### Correspondence (from 10th July 2019)

[illegible]