

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 2nd April 2019**, 7pm.

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

Present (Cllrs): Mr K Gunning, Chairman; Mr B O'Sullivan, Vice Chair; Mr G Morris; Mr S McDonald; Mr C East; Mr A Watts.

In Attendance: Ms S Letham (Clerk) and 1 x Member of the Public

Absent/Apologies: Mr S Woollas, Mr M Burt and Mr K Lamyman

	To be actioned by
<p>1. Chairman's Welcoming Remarks The Chairman welcomed everyone to the meeting and advised that it would be the last meeting before the District & Parish Elections.</p> <p>2. Public Session There was 1 resident present at the Public Session.</p> <p>Question to the Council in respect of the outcome of the ARCHER Speed Survey. The Chairman read out the highlights of the reports and advised that the results of the Survey had revealed 75% of drivers were within the speed limit. NPC had requested an extra 10 Passive Speed signs to be put up in the Village and were liaising with Lincolnshire Road Safety Partnership regarding a further survey in respect of suitable posts for a Speed Indicator Device.</p> <p>Question to the Council in respect of Allotments, and whether any response had been received from NKDC regarding writing to Allotment owners who had allowed their plots to become overgrown. The Clerk advised that NPC had written to the Housing Department who now manage Allotments, but as yet there had been no response. Another enquiry would be forwarded in due course.</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.</p> <p>The Clerk confirmed that apologies for absence in respect of Mr S Woollas, Mr M Burt & Mr K Lamyman had been received. There were no declarations of Interest.</p>	

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<p>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 5th March 2019. It was proposed by Cllr McDonald and seconded by Cllr O’Sullivan and therefore RESOLVED that the minutes from the previous Parish Council meeting, held on Tuesday 5th March 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 March 2019. EDGE Reconciliation up to 31 March 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 March 19. It was proposed by Cllr McDonald, seconded by Cllr Morris 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 3 – Overhanging Tree in Maidenwell Close. The Clerk took an action to write to the residents & advise of NPCs proposals to trim the branches.</p> <p>Ser No 6 – NPC Grants. All Cllrs to consider proposed GRANT Policy for Financial Year 20/21 & look to adopt prior to Oct 19.</p> <p>Ser No 7 – Venue Car Park additional lighting proposal. Cllr Watts advised that a 2nd Quote was awaited before the application could be submitted.</p> <p>Ser No 10 – Unauthorised removal of a NPC Street Light by Linden Homes. As no response received from the Site Manager – the Clerk took an action to write to Linden Head Office.</p> <p>Ser No 11 – NPC Website. Cllrs Morris & O’Sullivan advised they were now both able to access the Website and would look to update where possible in the next few weeks.</p> <p>Ser No 13 – British Model Flying Assoc. The Clerk advised that she was in contact with the BMFA regarding a visit by them to survey the John Cutworth Field for possible use by Model ac enthusiasts. Clerk to confirm with Chairman when the date of the visit was confirmed.</p> <p>Ser No 15 – North Lane Play Area. Cllr East confirmed received of the replacement swing seats and advised he would fit them in due course.</p> <p>Ser No 16 – New Noticeboard. The Clerk advised that the Noticeboard was ready for collection from the Pelican Trust. Clerk to contact Cllr Lamyman To arrange for collection.</p>	<p>Clerk</p> <p>All Cllrs</p> <p>Clerk</p> <p>Cllrs Morris & O’Sullivan</p> <p>Clerk</p> <p>Cllr East</p> <p>Clerk</p>

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<p>Ser No 17 – Proposed 2nd new Noticeboard @ North end of the High Street. Clerk confirmed that she had received confirmation from a resident that they were happy for a new Noticeboard to be erected on the outside wall of their property.</p> <p>HIGHWAYS REPORT</p> <p>Maidenwell Close Street Light – please see note at Ser No 3 above.</p> <p>Potholes In Navenby – Cllr Overton took an action to contact Highways regarding the poor quality of repair to potholes in the Village.</p> <p>7. To consider updates from District/County Councillors. Updates were given by Cllr Overton on the following subjects:</p> <p>Cliff Cluster Speed Indicator Device - progressing with the purchase of the ELANCITY model.</p> <p>Leadenham Litter Picking Event – really successful & was encouraging other Villages to hold a similar event.</p> <p>Cliff Edge Primary Schools - are holding a fund raising event (possibly @ The Venue) on the 21 Sep 19.</p> <p>District & Parish Elections – acknowledged the frustrations candidates were experiencing and took an action to speak with NKDC regarding the Nomination packs having inadequate and sometimes conflicting information. Also, the difference in staff attitudes at the Hykeham & Sleaford Offices.</p> <p>8. To consider updates from local police. Report received for the period 5th March 2019 to 2nd April 2019 advised that there had been 2 recorded crimes. Namely, (1) 7-9th March the theft of lead from St Peter’s Church and (2) 9th March a burglary on North Street where garden tools were taken from a shed.</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>Post Meeting Update 17 April 19: Planning Application (19/0190/HOUS) detailed on the Appendix C of the March 2019 meeting as being in respect of 2 Temple Goring is actually for No 21 Temple Goring. NPC apologies for the error.</p>	<p>Cllr Overton</p> <p>Cllr Overton</p>
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<p>10. To consider correspondence.</p> <p>Please see Appendix D:</p> <p>The matters arising (Actions) from the Correspondence were:</p> <p>Ser No 1 – Community Collaboration Questionnaire. Cllr Morris volunteered to fill out the Survey & return to LALC.</p> <p>Ser No 13 – Best Kept Village 2019. It was decided that it was best to wait until the completion of Mrs Smiths Cottage before entering the Competition.</p> <p>Ser No 16 – Cereals Event 2019. Clerk to place NOTICE regarding road closures on both Noticeboards.</p> <p>Ser No 18 – Neighbourhood ALERT “Safer Together Panel”. Cllrs Gunning & Morris volunteered to be members.</p> <p>Ser No 35 – Army Cadet Parade 13th May 2019. Clerk to write to Venue Manager advising of Parade.</p> <p>Ser No 36 – Overhanging tree in Cemetery. Clerk to write to resident advising that NPC would be getting its condition surveyed.</p> <p>Ser No 42 – Cllr & Clk Networking Day 4th July 2019. Clerk to book x 3 places for event with LALC.</p> <p>Ser No 43 – Request for Review of hourly rate by Contractor. It was proposed by Cllr East and seconded by Cllr Morris and therefore RESOLVED that the existing rate be increased to £9 per hour. All Invoices for Financial Year 2019/20 must show number of hours worked.</p> <p>Ser No 44 – Unsigned letter from Resident. It is not the policy of NPC to read out anonymous letters. The Clerk took an action to pass the matter onto Cllr Overton for resolution.</p> <p>11. To consider inputs for the Annual Parish Meeting.</p> <p>The Chairman asked all Councillors to review the achievements of the last year and provide the Clerk with inputs to the Annual Report by the 12th Apr 19.</p>	<p></p> <p>Cllr Morris</p> <p></p> <p>Clerk</p> <p></p> <p>Clerk</p> <p></p> <p>Clerk</p> <p></p> <p>Clerk</p> <p></p> <p>All Cllrs</p>
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<p>12. To consider the Energize Navenby Youth Club Autumn Report (Quarter 2).</p>	
<p>Following discussion, it was agreed that before a proper evaluation of the proposal to reduce from 40 weeks to 22 weeks v's the existing arrangement could be carried out, further information/explanation was required from ACTS Trust. The Clerk took an action to set up a meeting with the representative from ACTS trust.</p>	<p>Clerk</p>
<p>13. To review the revised Pay Scales for the Parish Clerk & Assistant Parish Clerk.</p> <p>After an explanation of the revised NALC Pay Scales, Cllr O'Sullivan advised that the rates for the Parish Clerk & Assistant Parish Clerk would be rising to £10.16 & £9.21 respectively with effect from the 1 April 2019.</p>	
<p>14. To update Councillors on the progress of the footpath lights (Venue Carpark to Doncaster Gardens).</p> <p>Cllr Watts updated the meeting by advising that a 2nd quote for the installation of the lights was still awaited. Once received, an application could then be submitted.</p>	
<p>15. To consider progress with the Speed Indicator Device (SID).</p> <p>The Chairman updated the meeting regarding the latest correspondence from LRSP. A further Survey was to take place on the 4th April 2019 in respect of identifying suitable posts that would be able to accommodate the ELANCITY model. Cllr Overton took an action to speak with Bracebridge Heath Parish Council to ascertain if they had similar problems with the siting of the device. The need for additional Passive Speed Signs was also discussed and it was agreed that he Clerk would request an additional 10 signs from LRSP. As per the LRSP guidance, it was noted that the existing Passive Signs need to be rotated to other areas in order to be effective. Cllr Morris advised that Thorpe on the Hill (TOTH) had introduced a Community Speed Watch scheme and that it would be useful to know how they had set it up. The Clerk took an action to contact the TOTH Clerk and find out more,</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. Cllr Overton to speak with Bracebridge Heath Parish Council regarding siting of the ELANCITY model. 2. Clerk to contact LRSP & request an additional 10 passive speed signs. 3. Clerk to contact TOTH Clerk regarding Community Speed watch Initiative. 	<p>Cllr Overton</p> <p>Clerk</p> <p>Clerk</p>
<p>16. To consider & discuss the revised NK Code of Conduct.</p> <p>Following the circulation of the document & discussion it was proposed by Cllr East and seconded by Cllr O'Sullivan and therefore RESOLVED that the NK Code of Conduct be adopted by NPC. The Clerk reminded those present that the decision on what code of conduct was being accepted had to be made formally known to NK by the 31st Jul 2019. Also, the Clerk was</p>	

<p>required to attend a formal training event on the 18th July 2019 with the aim of taking the learning back to Council and providing training for members.</p> <p>Action: Clerk to advise NK of NPC decision regarding chosen Code of Conduct. Also, to book training for the 18th July 2019.</p>	Clerk
<p>17. Update from Portfolio Holders:</p> <p>a. Cemetery Nothing to report.</p> <p>b. Highways The Clerk advised that the installation costs for the new replacement Litter Bins was more expensive than originally estimated. In February 2019 NPC approved £1300 ex VAT to cover both replacement & installation. The revised cost was now £1730.70 ex VAT, so therefore an additional £430.70 ex VAT was required. It was proposed by Cllr Morris and seconded by Cllr Watts and therefore RESOLVED that an additional £430.70 ex VAT be approved for the installation. The Clerk took an action to advise the Contractor that the bins were ready for installation.</p> <p>c. Youth Club Nothing to report.</p> <p>d. Navenby Car Scheme Nothing to report.</p> <p>e. Play Areas The Clerk advised the Council that she had received an e mail from Cllr Lamyman in respect of the required repairs to the slide @ Twenty Row Play Area. The e mail advised that there was a difficulty in sourcing the correct high density wood, however 2 second hand posts have been obtained and he would look to fit them ASAP.</p> <p>f. Schools House Trust. Nothing to report.</p> <p>g. Cliff Cluster Nothing to report.</p> <p>h. Library Nothing to report.</p>	Clerk
<p>The Chairman thanked all present for their participation and declared the meeting closed at 21.10pm.</p>	Cllr Lamyman

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MEETING MINUTES**

Date & Time of next meeting to be the 7th May 2019 @ 7pm.	
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Minutes Accepted: Date:
Chairman

Navenby Parish Council

Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
171		£100.94	20400/11	15/03/19	Sutcliffe Play - Two Swing Seats with Cradle Holes for Play Area	
172		£74.12	20000/2	15/03/19	Cartridgesave Ltd - 1 x Lexmark 600HA Toner Cartridge (Black)	
173		£438.50	20000/7	15/03/19	LALC - Annual Subscription to LALC for 2019/20 (Based on an Electorate of 1768)	
174		£120.77	21200/1	15/03/19	NKDC - Non - Domestic Rates Bill for Burial Ground East Road, navenby.	
175		£35.28	20300/4	19/03/19	BT Broadband - DIRECT DEBIT Library Broadband - March 2019	
176		£31.08	20300/3	19/03/19	BT Phone 810426 - DIRECT DEBIT - Library Phone Line March 2019	
177		£302.76	20500/3	19/03/19	BT (Parish Office) - DIRECT DEBIT - Parish Office Broadband Mar to May 2019 & Phone Line Jan to May 2019	
178		£1,485.80		19/03/19	Public Works Loan Board - DIRECT DEBIT - Loan 2 Payment due 15 April 2019	
1		£505.89	20600/2		Principal	
2		£979.91	20650/2		Interest	
179		£168.84	20400/10	27/03/19	Wellingore Farms Ltd - 3 hours hedge cutting around perimeter of The Venue, Navenby	
180		£121.75	20900/1	27/03/19	E.ON - Public lighting maintenance charges	
181		£129.28		29/03/19	Venue Navenby - Grass Cutting & Strimming to John Cutworth Field for Mar 19. Plus PAT Testing of Electrical appliances in the Village Office.	
1		£91.00	20400/1		JC Field Grass Cutting & Strimming	
2		£38.28	20500/6		Village Office PAT Testing of Electrical Appliances	
182		£274.59	20400/5	29/03/19	G E Parish - Grounds Maintenance duties for March 2019	
183		£100.95		31/03/19	CB Ground Maintenance - Grass cutting and strimming North Lane & Twenty Row play fields and Chapel Lane & verge heading	
1		£32.50	20400/7		Twenty Row play field No.1 cut March 2019 & 1no. Strim	
2		£28.00	20400/8		No.1 cut March 2019 Chapel Lane & verge heading	
3		£40.45	20400/6		North Lane Play field 1no.cut March 2019 & 1no. Strim	
		£1,556.91			Confidential	
Total		£4,653.78				

Signature

Date

Signature

CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
1	Item 6, Ser No 3	Overhanging Tree in Maidenwell Close – Clerk to write to residents & advise of NPC's proposals.	Actioned by Asst Clerk
2	Item 6, Ser No 6	GRANTS Policy – All Cllrs to review the proposed Policy and look to adopt prior to Oct 19.	WIP
3	Item 6, Ser No 10	Unauthorised Street Light Removal – Clerk to write to Linden Head Office & request explanation.	Actioned. Response received.
4	Item 6, Ser No 11	Updating of NPC Website – Cllrs Morris & O'Sullivan took an action to update where possible before next meeting.	WIP
5	Item 6, Ser No 13	British Model Flying Assoc Visit – Clerk to confirm to Chairman the date of the visit.	Actioned. Visit by BMFA on 9 th May 19.
6	Item 6, Ser No 15	North Lane Play Area – Cllr East took action to fit replacement swing seats.	Cllr East to update 14 May 19
7	Item 6, Ser No 16	New Parish Noticeboard – Clerk to arrange collection with Cllr Lamyman.	Actioned. Noticeboard installed.
8	Item 6, Highways Update	Quality of Pothole repairs – Cllr Overton took an action to contact Highways.	A/W update.
9	Item 7	District & Parish Elections – Cllr Overton took an action to speak to NK about the conflicting advice provided to Candidate.	A/W update.
10	Item 10, Ser No 1	Community Collaboration Questionnaire – Cllr Morris to complete & return.	Actioned.
11	Item 10, Ser No 16	Cereals Event 2019 – Clerk to place Notice of traffic disruption on Noticeboards.	Actioned
12	Item 10, Ser No 35	Army Cadet parade 13 May 19 – Clerk to inform Venue Manager of the Event.	Actioned
13	Item 10, Ser No 36	Overhanging Tree in Cemetery – Clerk to write to resident acknowledging concerns.	Actioned
14	Item 10, Ser No 42	Cllr & Clerk networking Day – Clerk to book x3 places.	Provisionally booked with LALC
15	Item 10, Ser No 44	Unsigned residents letter – Clerk to pass to Cllr Overton	Actioned
16	Item 11	Input to Annual Parish Meeting 23 Apr 19 – All Cllrs asked to provide inputs for the Annual Report.	Actioned
17	Item 12	Energize Youth Club revised Proposal – Clerk to arrange a meeting with ACTS Trust member.	Actioned – Council met ACTS Trust member on 23 Apr 19.

18	Item 15	Speed Indicator Device – Cllr Overton took an action to speak to Bracebridge Heath Parish Council regarding the siting of their device. Clerk to request additional 10 Passive Speed Signs. Clerk to contact Thorpe on the Hill Parish Clerk & obtain info on their Community Speed Watch Initiative.	A/W update. Actioned. Clerk to brief info 14 th May 19.
19	Item 16	NKDC Revised Code of Conduct – Clerk to advise NK of NPC decision to adopt. Also, to book training course for the 18 th July 19.	Actioned.
20	Item 17 (b)	Highways (new Litter Bins) – Clerk took an action to advise the Contractor that the new Litter Bins could be installed.	Actioned. All 3 replacement bins are now installed.
21	Item 17 (e)	Twenty Row Play Area – Cllr Lamyman to obtain correct high density wood to effect repairs to the slide.	A/W update from Cllr Lamyman 14 th May 19. Note – 26 th Apr 19, H&S repairs (for a trip hazard) carried out to rubberized ground surface covering at Twenty Row.
22		Allotments – Governance Advice from NK	Clk to brief
23			
24			

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	2 Apr 19 – NPC agree best course of action is to go ahead and arrange for the tree to be trimmed. Order placed for work to be undertaken 3 Apr 19. Hastened by Clerk 10 May 19.		WIP
POTHOLE – 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.

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	No
Pavement breaking up outside 11 North Lane	Resident	24 Apr 19	Clerk reported to CSC Highways	4122638	?

PLANNING CORRESPONDENCE

19/0239/HOUS – 1st Floor Extension to 54 Heath Road, Navenby

APPROVED 12th April 2019

19/0190/HOUS – Erection of 1st Floor Extension & replacement Conservatory, 21 Temple Goring, Navenby.

APPROVED 23rd April 2019

19/0336/HOUS – Erection of Detached Garage, 21 Clint Lane, Navenby.

APPROVED 1st May 2019

PLANNING APPLICATIONS

19/0425/HOUS – Erection of Single Storey Extension, 1 Doncaster Gardens, Navenby.

APPROVED 13th May 2019

APPENDIX D

May 2019

Correspondence

[illegible]