

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 9<sup>th</sup> July 2019**, 7pm.

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

Present (Cllrs): Mr B O’Sullivan, Chairman; Mr S Woollas; Mr G Morris; Mr C East;  
Mr A Watts; Mr K Lamyman; Mr M Burt; Mrs C Hall

In Attendance: Ms S Letham (Clerk);

Absent/Apologies: Mr K Gunning, Vice Chairman; Mrs J Thompson-Burt

	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> There were no residents present at this session.</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></p> <p>The Clerk confirmed that apologies for absence in respect of Mr K Gunning &amp; Mrs J Thompson-Burt, had been received. There were 2 declarations of Interest. Mrs C Hall in respect of Item 10 (Ser No 10, 13 &amp; 14) – Grounds Maintenance requirements in Navenby Cemetery. Mr K Lamyman in respect of Item 16 – Renewal of Parish Field Rental Agreement. Both Cllrs made a entry in the Register &amp; abstained from the discussions.</p> <p><b>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 4<sup>th</sup> June 2019.</b> It was proposed by Cllr Morris and seconded by Cllr Watts and therefore <b>RESOLVED</b> that the minutes from the previous Parish Council meeting, held on Tuesday 4<sup>th</sup> June 2019, should be accepted as a true record of the meeting.</p> <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 June 2019. EDGE Reconciliation up to 30 June 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 30 June 19. It was proposed by Cllr Morris, seconded by Cllr East and therefore <b>RESOLVED</b>, that all expenses listed in appendix A should be authorised to be paid.</p>	Clerk

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<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 9 – Grass Verge &amp; Hedge Cutting (various locations). In respect of all Highways maintained grass verges – the Council agreed that they would no longer fund additional “top up” cuts. The Clerk was to write to the resident on East Road and advise formally of this change. Also, the Clerk was to write to Highways and request that they liaise with Linden Homes regarding the re-instatement of the grass verges on the A607 &amp; Greenman Road. The overgrown hedges on the pathway (junc of High Dyke with Greenman Road) had still not been cut back – Clerk to hasten the Housing Officer again.</p> <p>Ser No 11 – Cliff Cluster Meeting. The Clerk took an action to contact Cllr Overton and enquire if the next meeting would be taking place on the 16<sup>th</sup> Jul 19.</p> <p>Ser No 12 – LALC Networking Day Brief by Cllr Burt. Following the brief, the Clerk took an action to e mail a copy of the brief to all attendees.</p> <p><b>7. To consider updates from District/County Councillors.</b> No District or County Councillors in attendance.</p> <p><b>8. To consider updates from local police.</b> Report received for the period 4<sup>th</sup> June 2019 to 2<sup>nd</sup> July 2019 advised that there had been no recorded crimes.</p> <p><b>9. To consider planning Applications</b> Please see Appendix C:</p> <p>The Chairmen read out details of the correspondence and new Planning Applications received. After discussion, it was agreed that the Clerk would take the following actions in respect of Headland Development Planning Application 15/0031/FUL:</p> <p>Write to the Planning Department &amp;  (1) object to the gravel overspill Car Park.  (2) request sight of the Plans/Drawing for the proposed Town Houses.  (3) request confirmation regarding the allocated Sect 106 funding.</p> <p><b>10. To consider correspondence.</b> Please see Appendix D:</p> <p>The matters arising (Actions) from the Correspondence were:</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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<p>Ser Nos 10, 13 &amp; 14 – Letters/EMails of complaint regarding the size of the trees and piles of rubbish in Navenby Cemetery. Discussion took place regarding these matters as well as general concerns also raised regarding parking on double yellow lines, speeding traffic &amp; the state of some footpaths. It was agreed that the Clerk would respond to residents individually regarding their concerns. The Clerk took the following actions:</p> <p>Obtain a quote for the removal of the rubbish.  Speak to the Funeral Directors reference the removal of grave rubble.  Arrange for all the nettles to be cut down under the trees.  Look at reinstatement of the perimeter wire fence.  Ascertain when the next formal tree inspection will take place.  Write to LRSP regarding the use of convex mirrors.  Speak with the Police regarding the continued parking on double yellow lines down East Road and by the CO-OP.</p>	Clerk
<p>Ser No 11 – RAF Benevolent Fund. The Clerk took an action to arrange for posters to go up on the Parish Noticeboards.</p>	Clerk
<p>Ser No 12 – LCC Flood Investigation. The Clerk was to respond confirming that no other information was available.</p>	Clerk
<p>Ser No 15 – Overgrown Hedge East Road, Navenby Cemetery. Cllr Lamyman took an action to speak with a local Farmer regarding cutting the hedge as a goodwill gesture.</p>	Cllr Lamyman
<p>Ser No 16 - Letter of Resignation. The Chairman read out a letter from the Parish Handyman regarding his decision to leave on the 12<sup>th</sup> July 2019. It was agreed that the Chairman would write a formal letter to express the thanks of the Council for 20 plus years' service and personally deliver it before the end of the week. The Clerk took an action to speak to the other Grounds Maintenance Contractors regarding them taking on additional work.</p>	Chairman  Clerk
<p><b>11. To review progress of the new IT replacement system for the Parish Office.</b></p> <p>The Parish Clerk gave a short brief on the replacement of the IT System. The transition from NKDC to being independent had gone smoothly apart from the printer failing after a couple of days in service. The Company had responded quickly to rectify the matter and remained on standby to assist with any settling in problems/questions etc.</p>	
<p><b>12. To consider the ACTS Trust Q3 Report in respect of the Energize Youth Club.</b></p> <p>The Chairman invited Cllr Hall to give a brief on their recent visit to the Youth Club. Cllr Hall advised that the Club was being well run by confident &amp; experienced Team Leaders and that the children were well occupied and enjoying their evening of activities. A particular success had been the upcycling Project (ie an old bicycle) – of which they were keen to do more.</p>	

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<p>Cllr Hall asked those present to seek out potential items which may be of interest to them for future. In respect of the proposed price increase being requested by ACTS Trust – it was agreed that this matter should be discussed at the upcoming Venue Trustees meeting.</p>	
<p><b>13. To review progress in respect of the proposed purchase of a Speed Indicator Device.</b></p> <p>The Chairman gave a brief summary of where NPC was in respect of post locations and the purchase of a Speed Indicator Device. It was agreed by those present that the Clerk should write to Lincolnshire Road Safety Partnership (LRSP) and confirm that the post locations/remedial works identified in their original survey were now accepted by NPC. Also, request LRSP to survey an additional site (40MPH zone between Wellingore &amp; Navenby). With it now being nearly a year since receiving a quotation for a SID from ELANCITY – the Clerk was to re-check the price and if within 5% of the price agreed last year – was to place an order for one Unit &amp; 2 Mounting Plates. Once all actions were taken – Clerk to e mail confirmation to all Cllrs.</p>	Clerk
<p><b>14. To discuss proposed submissions for the LALC Lincolnshire STAR Council Awards Scheme.</b></p> <p>The Chairman read out the various categories for the AWARD Scheme. After discussion it was decided that there were no nominations for this year.</p> <p><b>15. To consider the reported case of contaminated fat balls being placed around the Village.</b></p> <p>The Chairman read out the details from the Police Report which advised on the outcome of the investigation. It transpired that there had never been an issue as such, just a couple of cases of dogs haven eaten something they should not have done whilst out walking. After discussion the matter was declared closed.</p>	
<p><b>16. To discuss the renewal of the Parish Field Rental Agreement due to expire 31 Oct 19.</b></p> <p>The Chairman advised that in line with the Rental Agreement, consideration must now be given to the renewal process. It was agreed that the Clerk would write to the current occupant and request that they advise NPC of their intentions post 1 Nov 19. The Clerk was also to contact the Vice Chairman in respect of arranging a meeting with the occupant in due course. Discussion also took place regarding the going rate for Grade 2 arable land. All Cllrs agreed that professional advice should be sought on this matter before agreeing any new rates.</p>	Clerk
<p><b>17. To discuss the DRAFT proposed GRANTS Policy document.</b></p> <p>Discussion took place regarding the proposed GRANTS Policy document. It was agreed that a few amendments were required and that the Clerk was to e mail the Vice Chairman upon his return. Cllr Burt took an action to check</p>	

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<p>out the terminology in respect of “grant” &amp; “charitable donation” and report back to members prior to the next meeting.</p>	<p><b>Clerk</b></p>
<p><b>18. Updates from Portfolios Holders:</b></p> <p><b>a. Cemetery</b> Already discussed under Item 10.</p> <p><b>b. Highways</b> Cllr Woollas advised that a reversing lorry had knocked another bollard down on the High Street. Unfortunately, no one had taken the number. The damaged bollard was now with a Contractor for repair.</p> <p><b>c. Youth Club</b> Already discussed under Item 12.</p> <p><b>d. Navenby Car Scheme</b> Cllr Woollas advised that the Scheme was very busy and undertaking some long distance journeys of late. On the whole, very well used.</p> <p><b>e. Play Areas</b> Cllr Lamyman advised that he would be doing the safety check in the next couple of days.</p> <p><b>f. Schools House Trust.</b> No comments.</p> <p><b>g. Cliff Cluster</b> Cllr O’Sullivan advised that he would be attending the next meeting on the 16<sup>th</sup> July 2019.</p> <p><b>h. Library</b> No comments.</p> <p><b>i. Finance &amp; Administration</b> Cllr Burt advised that in due course he would look to review this portfolio with the Parish Clerk.</p> <p><b>j. WEBSITE</b> Cllr Morris advised that the updating of the Site continued to be a works in progress.</p> <p><b>k. VENUE Trustee Chairman</b> Cllr M Burt advised that he would be speaking to the Clerk to the Trustees prior to the meeting on the 16<sup>th</sup> Jul 19.</p>	
	<p><b>Cllr Lamyman</b></p>
	<p><b>Cllr O’Sullivan</b></p>
	<p><b>Cllr Burt</b></p>

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<p>The Chairman thanked all present for their participation and declared the meeting closed at 22.00pm.</p> <p>Date &amp; Time of next meeting to be the 6th August 2019 @ 7pm.</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
208		£2,604.00	20300/5	22/05/19	Burley & Elsom Limited - Installation bollard lighting outside Library at The Venue, Grantham Road, Navenby, as quotation dated 12/03/19	#Type!
229		£31.08	20300/3	14/06/19	BT Phone 810426 - Library phone account 1-30 June 2019	#Type!
230		£35.28	20300/4	14/06/19	BT Broadband - Library Broadband 1 - 30 June 2019	#Type!
231		£307.32	20500/3	17/06/19	BT (Parish Office) - Bundled services, phone and broadband 010419 - 310819	#Type!
216		£1,724.40	20500/8	18/06/19	F5 Computing Limited - To supply replacement IT system as per Quotation No: Q02584 dated 20/05/19.	#Type!
217		£318.11	20500/8	26/06/19	F5 Computing Limited - Annual Billing for Office 365, Domain and Eset in connection with new IT system	#Type!
226		£273.00	20400/1	28/06/19	NAVENBY PLAYING FIELD ASSOC - 3o. Cuts of John Cutforth playing field May 2019	#Type!
228		£1,165.00	20500/1	28/06/19	Venue Navenby - Hire of Village Office July, August and September 2019	#Type!
218		£190.90		30/06/19	CB Ground Maintenance - Grass cutting in June 2019 (including Free spraying and extra verges)	#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	
227		£91.00	20400/1	30/06/19	NAVENBY PLAYING FIELD ASSOC - 1no. Cuts of John Cutforth playing field June 2019	#Type!
224		£135.00	20800/4	01/07/19	The Tree House - Crown Lift to Cherry Tree in Maidenwell Close adjacent to lamp post	#Type!
219		£121.75	20900/1	03/07/19	E.ON - Street Lighting servicing Quarter ending 30 06 19	#Type!
223		£85.00	21200/4	03/07/19	The Tree House - Remove bough from cherry tree on western edge o Navenby Cemetery	#Type!
225		£387.00	20400/5	03/07/19	G E Parish - Routine Ground Maitenance in Navenby in June 2019 (40 Hours)	#Type!
232		£8,309.57		19/07/19	Public Works Loan Board - Half yearly repayment PWLB Ref: 119 08747	#Type!
1		£3,583.87	20600/1		PWLB	
2		£4,725.70	20650/1		PWLB	
Sub Total		£15,778.41				
		£1,220.02			Confidential	
<b>Total</b>		£16,998.43				

Signature

Date

Signature

## CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
1	Item 5	Clerk to arrange for the payment of all approved expenditure.	Actioned 5th Jun 19
2	Item 6 (Ser No 6)	Speed Indicator Device – Cllr Woollas to review list of post locations submitted by LRSP and advise Parish Clerk by 9 <sup>th</sup> Jun 19.	Actioned
3	Item 10 (Ser No 17)	Flying of Model a/c – Clerk to write to resident advising that NPC were merely putting in control measures.	WIP
4	Item 10 (Ser No 18)	Navenby Bowls Club (NBC) – Application for a GRANT. Action 1. Cllr Gunning to draft a GRANTS Policy and submit to Council for the next meeting. 2. Clerk to advise NBC that their request was pending approval of the new policy.	Both Items actioned. DRAFT Policy forwarded to all Cllrs.
5	Item 11	Purchase of replacement IT Equipment for the Parish Office. Action 1. All Cllrs to review both Quotations and forward their vote to the Clerk by the 14 <sup>th</sup> Jun 19. 2. Clerk to write to NK regarding honouring the LAP agreement. 3. Contact the Internal Auditor regarding the suitability of the 2 <sup>nd</sup> Contractor. And 4. Enquire with both Contractors about the recovery of VAT in respect of the hardware purchase.	All Actioned
6	Item 12	ACTS Trust Energize Youth Club – the proposed raising of the personal contribution by ACTS. Clerk to write to ACTS and advise that it is their decision.	Actioned
7	Item 13	Replacement of Street Lights. Clerk to advise EON that approval had been given to replace Street Light No 2 @ Pitfield Walk & No 1 @ The Rise.	Actioned
8	Item 14	Approval of AGAR – Clerk to submit completed AGAR Forms to PKF Littlejohn.	Actioned
9	Item 15	Cutting of Grass Verge between Chapel Lane & East Road. The Clerk took an action to 1. Obtain the Grounds Maintenance Plans for the Village. 2. Speak to NPC Contractors regarding free of charge work. And 3. Contact Highways regarding hedge cutting responsibilities adjacent to pathways (Greenman Road Junction with the High Dyke.)	Actioned  NB Chairman to discuss on the 9 <sup>th</sup> Jul 19 the proposed NPC Policy regarding additional cutting of verges etc in respect of Highways & NKDC owned land. Also, the cutting of grass/hedges free of charge by Contractors or Residents.
10	Item 16 ©	Youth Club – Cllrs hall & O'Sullivan took an action to visit the Youth Club on the 10 <sup>th</sup>	Actioned



		Jun 19 and report back at the next meeting.	
<b>11</b>	Item 16 (g)	Cliff Cluster meeting 16 <sup>th</sup> Jul 19. Cllr O’Sullivan took an action to attend.	A/W meeting on the 16 <sup>th</sup> Jul 19
	Cllr/Clerk LALC Networking Day	Brief by Cllr Burt.	

#### 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	Fault being re-assessed for ownership.
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.

**APPENDIX C**

(June 2018)

**JULY 2019**

## PLANNING CORRESPONDENCE

None received

## PLANNING APPLICATIONS

<b>20 June 2019</b>	<b>4 Turner Close, Navenby, LN5 0HE</b>	19/0860/	<b>Front Extension to enlarge Garage and Rear Extension to Bedroom accommodation</b>
<b>27 June 2019</b>	<b>Land off High Dyke, Headland Way and Winton Road, Navenby</b>	15/0031/FUL	<b>Application for non-material amendment – substitution of approved house types</b>
11 June 2019	14 East Road, Navenby	18/0537/FUL	Planning Inspectorate decision Appeal dismissed
11 June 2019	4 Maidenwell Close, Navenby, LN5 0EQ	19/0821/TCA	Intended works to No.9 trees
2 July 2019	3 Maidenwell Close, Navenby, LN5 0EQ	19/0926/TCA	Intended works to No1 ash tree
8 July 2019	8A The Nook East Road Navenby LN55 OEP	19/0832/HOUS	Moving of x 3 Sheds

## APPENDIX D

**July 2019**

## Correspondence

[illegible]