

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 3rd July 2018, 7pm.**

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

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

In Attendance: 1 Member of the Public.

Absent/Apologies: Mr K Lamyman.

	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> A resident queried whether the use of Church Lane and East Road by HGV traffic could be deterred. The Chairman pointed out that this was not within the remit of the Parish Council but was within that of the Highways agency; however, it was noted that Porters had recently accepted a request to discuss the use of these minor roads with their drivers. <b>Post Meeting Update 29 Jul 18</b> – Cllr East spoke with PORTERS reference their vehicles and reported back to the Parish Clerks.</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> Apologies received from Cllr Lamyman.</p> <p><b>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 5<sup>th</sup> June 2018</b> It was proposed by Cllr Woollas, seconded by Cllr Burt and therefore <b>RESOLVED</b> that the minutes from the previous Parish Council meeting, held on Tuesday 5<sup>th</sup> June 2018, should be accepted as a true record of the meeting; noting that an addendum should be produced to acknowledge the resignations of the Parish Clerk and Assistant Parish Clerk.</p> <p><b>5. To consider the financial report and authorise payments (Appendix A).</b> It was proposed by Mr Woollas, seconded by Mr Burt and therefore <b>RESOLVED</b>, that all expenses given in appendix A should be authorised to be paid.</p> <p><b>6. To consider the Clerk's report.</b> Please see Appendix B.</p> <p><b>7. To consider updates from District/County Councillors.</b> No updates or reports have been received from the District or County Councillors as far as the Chairman or Secretary are aware.</p>	<p>Chairman</p> <p>Chairman</p> <p>Clerk</p>

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<p><b>8. To consider updates from local police.</b> No updates given.</p>	
<p><b>9. To consider planning Applications</b> There have been no Planning Application received for the Parish area since the last meeting. <b>Post Meeting Update 29 Jul 18</b> from Cllr East – this matter was discussed at AGENDA Item No 15 PORTFOLIOS.</p>	Chairman/Clerk
<p><b>10. To consider correspondence.</b> The matters arising from the Correspondence were: The Chairman would discuss with the Parish Clerk the whereabouts of the Dog Fouling signs in order to comply with a request from a Mr Neal regarding dog fouling on the high dyke.</p>	Cllr Burt & Cllr Morris
<p><b>11. To accept and discuss the CVs received for the vacant Parish Clerk's role.</b> All of the candidates for the Parish Clerks' role were reviewed and were short-listed to 2 candidates from the 7 fielded applications. Councillors Burt and Morris were duly selected as the panel to conduct the interviews at the earliest available opportunity, commensurate with the availability of the selected candidates. Cllr O'Sullivan was requested to forward on the Parish Clerk's Employment Contract for review by the Councillors prior to the interviews.</p>	Cllr O'Sullivan
<p><b>12. To read out, fill in and sign section 1 – Annual Governance statement 2017/2018 of the Annual return.</b> Section 1 of the Annual Governance Statement was read out by the Chairman, agreed by all Councillors present and then dated and signed by the Chairman.</p>	
<p><b>13. Parish Office, Business-As-Usual.</b> The discussion regarding the short-term policy for the opening of the Parish Office to enable Business-As-Usual resolved that Cllr Gunning would meet with the relatives of a recently deceased Parishioner followed by a period when the engagement of all Councillors may be required to provide an appropriate level of cover; it was also considered that Mrs Kim Bartram may be invited to be an interim Asst Parish Clerk should the need arise.</p>	Chairman/All Councillors
<p><b>14. To discuss the Service Level Agreement between the Venue and the Parish Council.</b> Following on from the review of the compiled Service Level Agreement between the Venue and the Parish Council, it was proposed by Cllr East and seconded by Cllr Burt, that the draft SLA be adopted. All Councillors were in favour of this resolution.</p>	All Councillors
<p><b>15. Portfolios</b></p>	
<p><b>a. Cemetery</b> Nil.</p>	
<p><b>b. Highways</b> It was noted that Cllr East had contacted Porters regarding HGV use of the local minor roads. Nothing further to report.</p>	All Councillors
<p><b>c. Youth Club</b> It was acknowledged that the Youth Club would continue to benefit from 40 weeks of £90 per week contribution from the Parish Council for the continuance of the Youth Club at the Venue, with the Venue providing the: Room; Cleaning; Room Unlocking and Locking.</p>	All Councillors

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<p><b>d. Navenby Car Scheme</b> Nothing to report.</p> <p><b>e. NAG</b> The Navenby Archaeology Group has now ceased to operate. <b>Post Meeting Update 29 Jul 18</b> – Cllr East (as the NAG representative on NPC) is awaiting the return of Pavilion keys from a Group renting the store room. When complete he will inform NPC.</p> <p><b>f. Play Areas</b> Nothing to report.</p> <p><b>g. Schools House Trust.</b> Nothing to report.</p> <p><b>h. Cliff Cluster</b> It was agreed that Cllr Watts would contact Marianne Overton (as Cliff Cluster Organiser) to ask her to contact Bracebridge Heath to ask them to take responsibility for the organisation and purchase of the SID Indicator as we do not want to overburden the new Parish Clerk who will be very busy with other important Parish tasks..</p> <p><b>i. Library</b> Nothing to report.</p> <p><b>j. Parish website.</b> Councillor Morris would contact the Parish Clerk for the rights associated with accessing the Admin function for the Parish Council website. <b>Post Meeting Update 27 Jul 18</b> - Clerk located e mail (dated 26 Jun 17) from Gemma Mond (Digital Communications Officer) in LCC which information on the User Guide &amp; Admin Site.</p> <p>The Chairman declared the meeting closed at 8:20pm.</p>	<p><b>Cllr Watts</b></p> <p><b>Cllr Morris</b></p>
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Minutes Accepted: ..... Date: .....  
Chairman

Tuesday 3rd July 2018

**Reports to Highways, Lincoln County Council report**

Report	Location	Reported by:	Date	Date reported to Highways	REF Number	Resolved
Overgrown hedge blocking field of view of Pottergate Road, when exiting Boundary Paddock.	Boundary Paddock/Pottergate Road.	Resident	07/06/2018	07/06/2018	FS-Case-77999406 Transaction number 4102436	

**Reports regarding Street Lighting (Lincs County Council and E.On)**

Problem	Reported By	Date	Action Taken	REF Number	Resolution	Call Back?
None						

**Training undertaken during October 2017:**

**None**

**Training opportunities for November 2017:**

Prevent community and Cohesion - 12<sup>th</sup> July, 10:00 – 15:00

Councillors Training Day – 25<sup>th</sup> July, 10:00 – 16:00

## **APPENDIX C**

(July 2018)

### **PLANNING CORRESPONDENCE**

None

### **PLANNING APPLICATIONS**

**PAR18/0537/FUL 14 East Road, Navenby, LN5 0EP**

**Amended Details re Erection of detached dwelling, vehicular access and part demolition of boundary wall**

**APPENDIX D****(July 2018)**

Correspondence:

No	Date	From	Description of matter	Action
1	6 June 2018	St Peters Church, Navenby	Advising that the Church Clock is currently due for repair and requesting financial assistance towards the costs.	
2	24 <sup>th</sup> June 2018	Resident	Complaint about damage to relatives headstone.	2 <sup>nd</sup> July – E-mailed to all Cllrs.