

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 7th August 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 G Morris; Mr A Watts; Mr S McDonald, Ms S Letham(Clerk).

In Attendance: 2 Members of the Public.

Absent/Apologies: Mr K Lamyman, Mr C East, Mr M Burt.

	To be actioned by
<p>1. Chairman’s Welcoming Remarks</p> <p>The Chairman welcomed everyone to the meeting, and introduced the new Parish Clerk (Susan Letham) who had recently taken over from Kirsty Elson. In respect of the proposed resignation of the Asst Parish Clerk – it was to be noted that this now had been rescinded. The Chairman asked Councillors to be mindful that there would need to be a “settling in” period and that their support would be most appreciated.</p>	Chairman
<p>2. Public Session</p> <p>Proposed Improvements to the Bowls Club – Mr McAlpine advised NPC of the Clubs plans to improve their facility. The work will involve demolishing two of the existing sheds and replacing with a Porta Cabin which includes Toilets (as well as disabled) plus a Kitchen and free space area. The purchase of the Porta Cabin will involve a 50% payment upfront and 50% on delivery. Whilst they had funding, Mr McAlpine asked if NPC would be able to assist with the purchase? The Chairman queried the requirement for planning permission and was advised that they had just received confirmation that this would be required. The Chairman thanked Mr McAlpine and took an Action to discuss in more detail at Agenda Item No 12.</p>	Clerk
<p>A member of the expressed concern about speeding vehicles in the vicinity of Green Man Road and enquired as to where NPC was with the provision of passive speed signs and the Speed Indicator Advice (SPID). The Chairman advised that in respect of the passive signage – NPC had submitted the paperwork & payment and was awaiting delivery. For the SPID, we are awaiting the purchase of the Device by Bracebridge Heath. NPC were currently assessing the type and number of brackets that would be needed for our requirements.</p>	Clerk

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<p>Action – The Chairman to discuss the Bowls Club request for financial assistance at Item No 12.</p>	Chairman/Clerk
<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. Apologies received from Cllr Lamyman, Cllr Burt & Cllr Eastman.</p>	Clerk
<p>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 3rd July 2018 It was proposed by Cllr O’Sullivan, seconded by Cllr Watts and therefore RESOLVED that the minutes from the previous Parish Council meeting, held on Tuesday 3rd July 2018, should be accepted as a true record of the meeting.</p>	Clerk
<p>5. To consider the requirement to amend the CO-OP Bank Signatories Discussion took place regarding the need to amend the CO-OP Bank on line & cheque signatories now that there had been a change of Parish Clerk. It was proposed by Cllr O’Sullivan, seconded by Cllr McDonald that the current details be formally updated.</p>	Chairman/All Councillors
<p>Action: Clerk to forward completed paperwork to the CO-OP Bank ASAP.</p> <p>Post Meeting Update – 10th Aug 18, formal paperwork despatched to CO-OP Bank.</p>	Clerk
<p>6. To consider the financial report and authorise payments (Appendix A). Discussion took place regarding the transactions listing presented for the month of Jul 18. The Clerk explained that no EDGE Reconciliation document had been produced due to the Bank Statement being received late. The Clerk noted the requirement to produce the reconciliation statement for future meetings. It was proposed by Cllr Morris, seconded by Cllr O’Sullivan and therefore RESOLVED, that all expenses listed in appendix A should be authorised to be paid.</p>	All Councillors
<p>7. To consider the Clerk’s report. Please see Appendix B.</p>	All Councillors
<p>8. To consider updates from District/County Councillors. No updates or reports have been received from the District or County Councillors as far as the Chairman or Secretary are aware.</p>	
<p>9. To consider updates from local police. Report received for the period 3rd July 2018 to 7th August 2018 detailed only 1 recorded crime. Namely, an incident of Arson at Temple Grange on the 2nd July 2018. Unknown offender had set fire to a trailer. Cllr Woollas advised</p>	Clerk

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<p>that he had not been copied in on the e mail regarding the Waddington Bus Stop assault.</p> <p>ACTION: Clerk to ensure that all Cllrs are copied in on the LINC'S Alerts notifications.</p>	
<p>10. To consider planning Applications Please see Appendix C in respect of 18/0992/HOUS & PAR18/1034/HOUS.</p>	
<p>11. To consider correspondence. The matters arising from the Correspondence were:</p> <p>Speeding vehicles thru the Village. St Peters Church Clock repairs. Unattended allotment plots & the allocation of double plots. Notification of investigations & surveys iro extension to water supply network between Grantham & Lincoln.</p> <p>Please see Appendix D for notes on the Actions agreed.</p>	<p style="text-align: center;">Clerk</p>
<p>12. To consider Bowls Club approach for assistance to extend Pavilion Discussion took place regarding the legality of purchasing a Portacabin on behalf of the Bowls Club. It was decided that the Clerk was to seek guidance from LALC in respect of purchasing the portacabin.</p>	<p style="text-align: center;">Chairman/All Cllrs</p>
<p>Action: Clerk to contact LALC and seek legal advice.</p> <p>Post Meeting Update – 22nd Aug 18, LALC confirmed that any capital assets purchased by NPC cannot then be passed onto a Club.</p>	<p style="text-align: center;">Clerk</p>
<p>13. To consider the Requirement for the Purchase of 3 Sets of replacement Defibrillator Pads. The Chairman explained the necessary requirement (due to life expiry) to purchase 3 sets of replacement pads for the NPC Defibrillators. He had sourced a supplier at a cost of £53 per set. It was proposed by the Chairman, second by Cllr Woollas - that NPC purchase replacement pads at a total cost of £159.</p> <p>Action: Chairman to contact "LIVES" Training & arrange purchase of the replacement pads.</p>	<p style="text-align: center;">All Cllrs</p>
<p>Post Meeting Update - 9th Aug 18, replacement pads received & fitted by Chairman. Payment submitted by cheque 17th Aug 18.</p>	<p style="text-align: center;">Chairman</p>
<p>14. To consider Cliff Cluster Quarterly Meeting Meeting & Subsequent Actions. After review of Councillor Overton's Meeting Minutes, discussion took place regarding the key Action points for NPC. Cllr Watts advised that Marianne Overton was looking to hold all future Cliff Cluster meetings in the Parish Office at Navenby. There were also aspirations for Individual Parish Clerks to</p>	

<p>take on responsibility for the taking of Minutes when hosting the event.</p> <p>Item No 3a Speed Indicator Device. NPC to decide where the SPID (being purchased by Bracebridge) is to be located and how many brackets are required. The Clerk took an Action to contact either the Community Speed Watch Co-ordinator or Elancity SPID Sales to determine which brackets would be best.</p> <p>Item No 4a – Centenary Events 14th Oct 18. Cllr Watts advised that Liz East had suggested The Lion & Royal Pub (with a Guy Gibson connection) may be a suitable venue for an event. The Clerk took an Action to contact Cllr East regarding taking the lead on this Project and being assisted by Cllr Morris.</p>	
<p>Actions:</p> <ol style="list-style-type: none"> 1. Clerk to contact Elancity regarding the requirement for brackets. 2. Clerk to e mail Cllr East in respect of being the Centenary Event Project Lead. <p>Post Meeting Updates:</p> <ol style="list-style-type: none"> 1. Elancity contacted 24th Aug 18 – the device comes with x 1 Poly Carb Mounting Bracket which has 3 fixing positions. All we need is x 3 Jubilee clips to fix onto the pole of our choice. He will send thru a brochure which gives further details. 2. E Mail Sent to Cllr East on the 10th Aug 18. 	<p>Clerk/Cllr East</p>
<p>15. Update from Portfolio Holders:</p> <ol style="list-style-type: none"> a. Cemetery Nothing to report. b. Highways Nothing to report. c. Youth Club Cllr Woollas enquired if ACTS had been in touch regarding the Autumn booking. <p>Action: Clerk to contact Roger @ The Venue to see if he has a room booked.</p> <p>Post Meeting Update – 10th Aug 18, Roger has received no bookings from ACTS. Clerk has advised Cllr Woollas and agreed the matter requires further investigation.</p> <ol style="list-style-type: none"> d. Navenby Car Scheme Nothing to report. 	<p>Clerk</p>

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<p>e. NAG Cllr East provided an update by e mail (6th Aug 18). The NAG has now closed and he will hand in ALL Store keys shortly. In respect of the archiving requirement – once determined, he will be in touch with NPC regarding a suitable location.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. Cllr East to hand in ALL Store Keys. 2. Cllr East to determine storage need and inform NPC. 	Cllr East
<p>f. Play Areas Cllr East provided and update by e mail (6th Aug 18). He is still looking into funding and not able to put on the Website until he has secured it.</p> <p>Action: Cllr East to identify funding & inform NPC.</p> <p>g. Schools House Trust. Nothing to report.</p> <p>h. Cliff Cluster Please see Agenda item No 14 for discussion and Actions.</p> <p>i. Library Nothing to report.</p>	Cllr East
<p>j. Parish Website. The Clerk advised that she had managed to obtain new User Names/Passwords for both the Clerk & Asst Clerk positions from NKDC. In due course she would be accessing the Website and carrying out any required updates. She also advised that Cllr Morris had agreed to assist where necessary.</p> <p>Action: Clerk to update NPC Website.</p> <p>The Chairman thanked all present for their participation and declared the meeting closed at 8:45pm.</p> <p>Date & Time of next meeting is the 4th September 2018 @ 7pm.</p>	Clerk

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Minutes Accepted: Date:
Chairman

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APPENDIX B

(August 2018)

CLERK'S REPORT

No	Minute Reference	Description of matter	Action
1.		Litter Picking Report to NKDC re this year's litter picking Grant.	Email application sent 26/07/18
2.		Education and Skills Funding Agency contact regarding publication of an Education Endowment Order for former Navenby CofE School.	Notice displayed for 1 month. Formal response to be emailed within 1 week.
3.		Jeffrey Kenyon visited Parish Office with sample of Navenby brochures which are available if required. Discussed on-going plans for Mrs Smith's Cottage and event to update villagers on 31 st August. He also is looking for enthusiastic Councillor to attend HLF visit on 28 th August 2018.	Reply to J Kenton with PC nominee and decision over publications. NPC Meeting 8 th Aug 18 – it was agreed to accept x 3 boxes of each brochure. Cllr Morris agreed to be NPC's representative Cllr for Mrs Smith's Cottage and would look to attend the formal HLF Visit.
		Marked out grave space for Mrs Beryl Piper – Burial 31 st July 2018.	The Chairman gave a brief on the difficulties of marking out graves due to previous misinterpretations of the individual grave boundaries. At some time in the future NPC would need to look at surveying & realigning the existing free space so that there is no future confusion.

Reports to Highways, Lincoln County Council report

Report	Location	Reported by:	Date	Date reported to Highways	REF Number	Resolved
Nil						

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

Problem	Reported By	Date	Action Taken	REF Number	Resolution	Call Back?
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Street Light No1, North Lane on constantly	George Parish	04/07/2018	E-on notified by Asst. Clerk on 04/07/2018	n/a		
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PLANNING CORRESPONDENCE

18/0992/HOUS

Provisional notification of first floor extension over garage. 70 Heath Road, Navenby, LN5 0TT
(Actual Plans not yet received)

PLANNING APPLICATIONS

PAR18/1034/HOUS

2 Little Barn, Blacksmiths Mews, Navenby, LN5 0HF

Erection of single storey extension to rear of semi-detached property.

APPENDIX D

(August 2018)

Correspondence:

No	Date	From	Description of matter	Action
1	28 th June 2018	Resident by E Mail	Complaint about speeding vehicles through the village and seemingly lack of action to prevent it	Clerk to hasten LRSP iro the application and provision of x 6 Passive Road Signs. Post meeting Update – Passive speed signs received on 16 th Aug 18 and are to be erected at designated points around the village by the end of Aug 18.
2	6 th June 2018	St Peters Church	Requesting assistance toward Church Clock repairs.	Clerk to the Treasurer of St Peters Church and advise that NPC will be making a donation of £250 toward the clock repairs. Post Meeting Update – Treasurer informed 8 th Aug 18 & a cheque forwarded 22 nd Aug 18.
3	19 th Jul 18	Resident by E Mail	Notification of unattended plots & the allocation of more than one plot to individuals. Request for review of charges & allocation.	Resident's concerns/observations forwarded on to NKDC (Housing Department) for consideration and formal response back to the resident. NPC only have responsibility for managing the Allotment waiting list. Resident informed that NKDC had been formally contacted.
4	20 th Jul 18	John Gales for Savills (UK) Ltd	Prior notification of need to carry out investigations & surveys iro extension to water supply network between Lincoln & Grantham. To await	To await the outcome from SAVILLS (UK) Ltd of the initial surveys and a decision on the route of the new pipeline.
5	6 th Aug 18	Cllr East by E Mail	Provision of Welcome packs for new residents.	With their being no current demand from residents, the "need" for Welcome Packs required more investigation and would be discussed with Cllr East at the next meeting.