

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 6<sup>th</sup> November 2018**, 7pm.

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

Present(Cllrs): Mr K Gunning, Chairman; Mr B O’Sullivan, Vice Chair; Mr S Woollas; Mr K Lamyman; Mr G Morris; Mr A Watts; Mr S McDonald, Mr M Burt, Mr C East, Ms S Letham(Clerk).

In Attendance: 1 Representative of the Navenby Bowls Club.

Absent/Apologies: None

	To be actioned by
<p><b>1. Chairman’s Welcoming Remarks</b> The Chairman welcomed everyone to the meeting.</p>	Chairman
<p><b>2. Public Session</b></p> <p>Discussion &amp; Actions are referenced at AGENDA Item No 15 under OPEN 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> None.</p>	
<p><b>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 2<sup>nd</sup> October 2018</b> It was proposed by Cllr Burt and seconded by Cllr O’Sullivan and therefore <b>RESOLVED</b> that the minutes from the previous Parish Council meeting, held on Tuesday 2<sup>nd</sup> October 2018, should be accepted as a true record of the meeting.</p>	Clerk
<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 October 2018. In respect of the Grounds Maintenance services provided – the Council queried works undertaken at The Headland &amp; who was responsible for the open space on Ermine Drive. The Clerk took an action to investigate both queries. EDGE Reconciliation up to 31 Oct 18 – the Clerk advised this had been successfully carried out and read out the balance of each account. Ongoing issues with the CO-OP Bank were now resolved and the Clerk was able to access on—line banking. It was proposed by Cllr East, seconded by Cllr Watts and therefore <b>RESOLVED</b>, that all expenses</p>	Clerk

Tuesday 6<sup>th</sup> November 2018

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>listed 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>Actions in respect of:</p>	
<p>Ser No 8 - DRAFT ACTs SLA. Clerk to hasten VENUE Manager for final version.</p>	<p>Clerk</p>
<p>Ser No 10 – DRAFT Bowls Club SLA, Clerk to hasten VENUE Manager for sight of DRAFT SLA document.</p>	<p>Clerk</p>
<p>Ser No 13 – NPC Cascade List. Clerk to draw up a POC list for NPC personnel. Play Areas. Cllr East to confirm repairs carried out.</p>	<p>Clerk Cllr East</p>
<p>Street Lighting Reports:</p>	
<p>a. Maidenwell Close – Clerk to contact Highways and hasten tree arboreal works.</p>	<p>Clerk</p>
<p>b. Belisha Beacon on High Street – Clerk to contact LRSP &amp; hasten repair of u/s light.</p>	<p>Clerk</p>
<p>c. Street Light on ramp leading to primary School – Clerk to report fault.</p>	<p>Clerk</p>
<p><b>7. To consider updates from District/County Councillors.</b> No updates were received.</p>	
<p><b>8. To consider updates from local police.</b> Report received for the period 2<sup>nd</sup> October 2018 to 6<sup>th</sup> November 2018 detailed only 1 recorded crime. Namely, an incident of Commercial Burglary – Disc Cutter &amp; Whacker Plate stolen from secured shed of building site on Green Man Road, NAVENBY on 2nd/3rd October 2018.</p>	
<p><b>9. To consider planning Applications</b> Please see Appendix C:</p>	
<p>Actions in respect of:</p>	
<p>18/1459/HOUS – The Old School House. Clerk to hasten Planning Enforcement Officer for an update on progress.</p>	<p>Clerk</p>
<p>18/1285/VARCON – Land at 10 East Road. Clerk to investigate and report on outcome of Planning Application for 14 East Road previously submitted.</p>	<p>Clerk</p>
<p>18/1264/TCA – Tree Works @ The Grainary, Tenter Lane. Clerk to hasten why no drawings have been submitted.</p>	<p>Clerk</p>

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p><b>10. To consider correspondence.</b> Please see Appendix D:</p> <p>The matters arising from the Correspondence were:</p> <p>Item No 9 – Parish Highway Verge Cutting Scheme 2019/20, Clerk to advise formally that NPC declines the offer.</p> <p>Item No 11 – Ermine Drive No Ball Games Sign, Clerk to advise resident that the grass is a formal open space without NPC's responsibility.</p> <p>Item No 14 – Publication of Electoral Role 2018/19, Clerk to complete and forward paperwork to NK.</p> <p>Item No 15 – Green Man Road Construction Traffic, Clerk to hasten Linden Site manager regarding control of heavy traffic when entering &amp; exiting site.</p> <p>Item No 24 – Grit Bin Filling, Clerk &amp; Cllr Woollas to review Grit Bin map and ascertain location and condition of existing stocks before responding formally.</p> <p><b>11. To consider the Audited Accounts of The Navenby Town's Farm Trust.</b></p> <p>The Chairman read out the details of the Independent Examiners report, as well as the other accompanying paperwork. No observations or comments were made by the Council. The chairman asked that the report be held in the office in case anyone should wish to view them.</p> <p><b>12. To consider the appointment of Trustee for Navenby Town's Farm Trust.</b> The Chairman read out the details in respect of the new appointment of a Trustee for the Navenby Town's Farm Trust. The Council endorsed the appointment and asked that the Clerk formally confirm in writing to the Town's Farm Trust Chairman.</p> <p><b>13. To consider a request for NPC to join the Parish Agreement Highway Verge Cutting Scheme for 2019-20.</b> The Chairman read out the details regarding the proposal that NPC look to take over control of Highway Verge Grass Cutting. After discussion it was decided that the responsibility was best left "as is" and that the Clerk should formally respond to Highways declining the offer.</p> <p><b>14. To consider the future requirement for the locking &amp; unlocking of Gates at North Lane Playing Field.</b> Discussion took place regarding the current requirement for the locking &amp; unlocking of the Gates. It was agreed that for a trial basis commencing on the 1 Dec 18 the practice would be suspended and the need reviewed in the coming months. The Council made the decision with due regard to Section 17 Crime &amp; Disorder 1998. The Clerk took an action to formally advise Mr Parish of NPC's decision.</p> <p><b>15. To discuss the current refurbishment of The Navenby Bowls Club.</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk/Cllr Woollas</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
--	--

<p><b>OPEN SESSION</b></p> <p>The Chairman welcomed the representative from the Navenby Bowls Club and asked that he update the Council with progress on the refurbishment of the Bowls Club facility. First off, the representative apologized to NPC for the lack of communication with The Venue etc regarding deliveries to the Site. Moving forward the intention was to have regular dialogue with the Parish Office &amp; the Venue. Discussion took place regarding damage to the adjacent playing field from delivery vehicles. The representative advised that they were in discussion with the Venue Manager and the matter would be addressed &amp; resolved. Planning Approval had been received and was valid for 5 years. He went on to advise that the new Club House was in position and that electrics &amp; water were connected. Work was in progress on the new fitted kitchen and quotes were being obtained for the landscaping.</p> <p>On a separate issue the representative advised the Bowls Club, in order to seek security of tenure for 20 years, had had a formal DRAFT Lease drawn up and produced a copy for NPC &amp; The Venue Trustees to review. It was to be noted that the document had come at a cost and any changes to it would also cost. Any comments or amendments were to be returned to Bowls Club ASAP.</p> <p>The Venue Alcohol License – the Bowls Club representative asked if this also could cover the Bowls Club. The Chairman advised that the License purely covered the Venue.</p> <p><b>CLOSED SESSION</b></p> <p>DRAFT Lease – the Chairman asked that the Clerk to scan the Lease document &amp; e mail to all Councillors ASAP. All Councillors were asked to review and provide comment by the date of the next meeting.</p> <p>DRAFT SLA – the Chairman asked that the Clerk hasten the Venue Manager to ascertain progress with the DRAFT SLA document they had produced a few months ago.</p> <p><b>16. To discuss the EON Maintenance Report highlighting street lighting defects (delayed from Oct 18 meeting).</b></p> <p>The Chairman read out the details of EONs maintenance report concerning the condition of a number of Street Lights in the Village. After consideration it was agreed that NPC should proceed with all of the repairs highlighted in the report. It was proposed by Cllr Gunning &amp; seconded by Cllr and therefore RESOLVED that the street light repairs should be completed within FY 18/19. The Clerk took an action to contact Gill Corner @ E.ON and advise that NPC wished to proceed ASAP and that the work ideally should be completed within the FY.</p>	
	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p><b>17. To consider the proposed Winter SELF-HELP &amp; Mutual Aid Scheme for Winter 2018-19 from LCC.</b></p> <p>Discussion took place regarding participation in the SELF-HELP scheme. It was decided that a review of existing SALT/GRIT stocks be carried out ASAP. Cllr Lamyman took an action to check the condition of stocks. The Clerk took an action to confirm with the VENUE Manager whether there was spare capacity in the VENUE stores to hold additional SALT supplies. Once condition of existing stocks and possible extra storage was confirmed, the Council would look at the requirement for equipment &amp; personnel to distribute the SALT around the village in adverse weather. The response deadline of the 30 Nov 18 was noted.</p>	<p style="text-align: center;">Cllr Lamyman</p>
<p><b>18. To consider the purchase of an IT License from EDGE for Internal Auditor access.</b></p> <p>The Clerk advised that since receipt of the letter from EDGE, NPCs Internal Auditor had offered to purchase a License in her own right for multiple use. It was therefore agreed not to proceed with a separate purchase.</p>	<p style="text-align: center;">Clerk</p>
<p><b>19. To consider participation in the new Government backed Emergency Incident Text Alerting System.</b></p> <p>After discussion, it was decided that it would be beneficial to provide 2 points of contact to Lincs Fire &amp; Rescue and both the Chairman &amp; Vice Chair offered to participate in the scheme. The Clerk took an action to obtain contact details and forward to Lincs Fire &amp; Rescue.</p>	<p style="text-align: center;">Clerk</p>
<p><b>20. To consider the Budget requirement for 2019-20 and to agree a date for submission of funding requests.</b></p> <p>The Chairman advised all Portfolio Holders that it was now time to review their Budget requirements for next FY (2019/20). It was agreed that all Cllrs would review their requirements and submit their bids (appropriately detailed) by 30 November 2018.</p>	
<p><b>21. Update from Portfolio Holders:</b></p> <p><b>a. Cemetery</b> Nothing to report.</p> <p><b>b. Highways</b> Litter Bins - The Clerk advised that she had received several enquiries from residents regarding the new Dog Bins on Chapel Lane and the fact that they were not clearly labelled as being dual purpose. Clerk to mention to NK (Jenny Bailey). Also, the Clerk took an action to obtain the cost of purchasing a new bin to replace the one located on the pathway from Doncaster Gardens to the VENUE which was rusting at the base.</p> <p><b>c. Youth Club</b> ACTS SLA – the Clerk took an action to hasten Venue Manager regarding</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>the final version of the SLA.</p> <p><b>d. Navenby Car Scheme</b> Nothing to report.</p> <p><b>e. Play Areas</b> Twenty Row/North Lane – Climbing Frame/Slide combined. Cllr East to survey current condition of equipment to ensure that all repairs have been completed and report back to the Clerk. CO-OP Community Fund – Cllr Lamyman advised that he had completed an application form and asked that the Clerk despatch asap. Previous applications had successfully secured additional funding for the Play Areas.</p> <p><b>f. Schools House Trust.</b> Nothing to report.</p> <p><b>g. Cliff Cluster</b>  Cllr Watts confirmed that the 2019 Cliff Cluster meeting dates were confirmed as follows: 22 Jan, 30 Apr, 16 Jul &amp; 17 Oct  NB – All meetings would be held in the Village Office and would be FOC to the Cliff Cluster.</p> <p><b>h. Library</b> Nothing to report.</p> <p><b>i. Cliff Cluster Centenary 2018 – Navenby Event.</b>  The Chairman thanked all Cllrs &amp; residents responsible for organising the Centenary Event and read out a letter of thanks from a Navenby resident. Cllr East also passed on his thanks to his “elves” for their greatly appreciated efforts in making the event such a huge success. Cllr Burt advised that a total of £85 had been raised and forwarded to SAFA @ RAF Cranwell.  Cllr East advised that an Invoice for £10 had been received from the VENUE in respect of cleaning charges following the Event. It was agreed to defer consideration of the Invoice until the next VENUE Trustees meeting.</p>	<p><b>Cllr East</b></p> <p><b>Clerk</b></p>
---	---

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>The Chairman thanked all present for their participation and declared the meeting closed at 21.20pm.</p> <p>Date &amp; Time of next meeting to be the 4<sup>th</sup> December 2018 @ 7pm.</p>	<p><b>Clerk</b></p>
--	---------------------

Minutes Accepted: ..... Date: .....  
Chairman

Tuesday 6<sup>th</sup> November 2018

## CLERK'S REPORT

No.	Minute Reference	Description of matter	Action
1	Item 6	Maidenwell Close – tree branches obscuring Street Light. Belisha Beacon High Street – to enquire about lighting upgrade.	Reported to Highways 4 Oct 18.  E Mail to LRSP 4 Oct 18.
2	Item 7	Cliff Cluster meeting 6 Oct 18 – Clerk to advise Cllr Watts that the event will take place in The Village Office.	E Mail sent 5 Oct 18.
3	Item 8	Request from Community Police Team for accommodation in The Village Office – Clerk to forward to The Venue Manager for consideration.	E Mail sent 4 Oct 18.
4	Item 9	Damage to playing Field by Bowls Club Delivery lorries – Clerk to confirm extent with Venue Manager.	E Mail sent 10 Oct 18.
5	Item 10	Armistice Silhouette Funding – funding still available? Christmas Tree Orders – issue letters to High Street residents. Gosberton Parish Council SID Data – send example DATA output to All Cllrs. Open Space Draft Consultation Document – advise NKDC that NPCs collective submission is as per Cllr Easts own personal submission. Litter Bin outside One Stop Shop – overflowing. LALC AGM – Cllr Burt to attend on behalf of NPC.	E Mail sent 4 Oct 18 – but deadline confirmed as passed.  Letters distributed 4 Oct 18. E Mail sent 3 Oct 18.  E Mail sent 4 Oct 18.  Situation to be monitored and Cllr O'Sullivan to speak to the Owner. E Mail sent 11 Oct 18.
6	Item 11	LRSP Application Form – send to Cllrs Lamyman & Woollas. Possible Community Funding support from Lindum Group – formal request to be sent by NPC.	E Mail sent 3 Oct 18.  E Mail sent 31 Oct 18.
7	Item 13	Additional NPC bank Signatories – Clerk to arrange for paperwork to be completed.	WIP
	Item 14	DRAFT ACTS SLA – Clerk to forward to The Venue Manager for additional amendments.	E Mail sent 10 Oct 18.
	Item 16	Parish Clerk Draft Contract & Job Description – to be finalised on 17 Oct 18.	Amended Contract & Job Description signed by Clerk on the 17 Oct 18.
	Item 17	Navenby Bowls Club DRAFT SLA & 18/19 Rental Charge – Clerk to write to The Venue Manager & request the paperwork is raised.	E Mail sent 10 Oct 18.



	<b>Item 19</b>	<b>E-ON Maintenance Report – Clerk to reschedule discussion for 6 Oct 18 meeting.</b>	<b>Item included in the Nov 18 AGENDA on 31 Oct 18.</b>
	<b>Item 20</b>	<b>Co-ordination &amp; Supply of Christmas Trees – Asst Clerk to write to the Wellingore &amp; Navenby Business Group regarding next years' co-ordination.</b>	<b>The Chairman to discuss @ meeting on the 6 Nov 18.</b>
	<b>Item 21</b>	<b>Cemetery:</b> Hedge will require cutting in the New Year – Clerk to note. NPC Cascade POC details – Clerk to draw up a list and circulate to All Cllrs. Asst Clerk to contact Funeral Director regarding re-instatement of land following digging of graves.  <b>Highways:</b> Bollard repairs x 3 – arrange for return to High Street locations.  Sewer outside 63 High Street – emitting a foul smell. To be reported to Anglian Water.  <b>Play Areas:</b> Remedial repairs identified in ROSPA were to be discussed with Mr Parish.	<b>Noted</b>  <b>WIP</b>  Asst Clerk sent E Mail 10 Oct 18.   Cllr Woollas & East managed re-instatement.   Reported to Anglian Water 25 Oct 18.   Cllr East drafted written list of requirements and forwarded to Parish Office. Handed to Mr Parish 31 Oct 18.

#### Reports to Highways, Lincolnshire County Council

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

<b>Problem</b>	<b>Reported by:</b>	<b>Date</b>	<b>Action Taken</b>	<b>Ref No:</b>	<b>Resolved</b>
<b>Column 002 Maiden Well Close is obscured by Tree Foliage</b>	<b>Sarah Pye LCC on behalf on behalf of a resident.</b>	<b>19 Sep 18</b>	<b>NPC to confirm which Contract is to be used to carry out tree works?</b>		
<b>Belisha Beacon lights are out on the High Street Crossing.</b>	<b>Dillon of LN5 0EH</b>	<b>26 Sep 18</b>	<b>Report by Asst Parish Clerk Hastened with LRSP 2 Nov 18.</b>	<b>4111669</b>	



**PLANNING CORRESPONDENCE**

The Old School House, Church Lane, Navenby, LN5 0EG. Parish Clerk approached Planning Dept., NKDC to advise that uPVC windows have been installed in a Grade 2 listed building. Response by email that Planning application 18/1459/HOUS now been received and Planning Officer will visit site. *Planning application not yet received in Navenby Parish Office.*

**PLANNING APPLICATIONS**

**18/1094/RESM**

Land Adjacent to Cliff Villages Medical Practice, Grantham Road.

Planning Application determined. Proposals to confirm to parameters set by conditions on outline permission 16/0040/OUT.

**18/1146/FUL**

Navenby Bowls Club, Pottergate Road, Navenby

Replace timber club house with temporary portakabin. Considered acceptable.

**18/1374/HOUS**

19 The Rise, Navenby

Erection of single storey front and rear extensions.

**18/1285/VARCON (Ref: 17/1667/FUL)**

Land at 10 East Road, Navenby

Application to vary Condition 9 (approved plans).

**18/1420/HOUS**

5 Winton Gardens, Navenby

Erection of Greenhouse. *Planning application documents not yet received in Navenby Parish Office.*

**18/1264/TCA**

The Grainary, Tenter Lane, Navenby

Crown reduction of 3no. trees and felling of 3no. trees.



## Correspondence

No	Date	From	Description of Matter	Action
1	5 Oct 18	NKDC	Amendment of Local Plans	Circulated
2	5 Oct 18	LCC	Winter Self Help & Mutual Aid	Circulated
3	10 Oct 18	NKDC	LAPS Funding for 19/20	Circulated
4	12 Oct 18	Legal Services	Navenby – Extinguishment of Parts of Public Footpath No 11 & 1 & creation of Alternative Public (ENV024.124)	Circulated
5	15 Oct 18	NKDC	Review of Polling Districts, Polling Places & Polling Stations - Consultation	Circulated
6	15 Oct 18	CPRE Lincs	Results of Best kept Village & Small Town Competition 2018	Circulated
7	16 Oct 18	LCC	Report of Tenter Lane Street Light Out.	Circulated
8	17 Oct 18	NKDC	Brownfield Land Register – Site Assessment Evidence Report 2018	Circulated
9	17 Oct 18	BSE&E West	Navenby PC: Parish Agreement Highway Verge Cutting 2019/20	Circulated
10	18 Oct 18	NKDC	Dog Waste & Litter Bin “Opening Height” restrictions	Circulated
11	19 Oct 18	Resident	Grass area on Ermine Drive – request for “NO Ball games” sign.	Circulated
12	24 Oct 18	NKDC Planning	Planning Acknowledgement for The Old School House	Circulated
13	24 Oct 18	NKDC	Confirmation of LAPS payment	Circulated
14	25 Oct 18	BKDC	Publication of 2018/19 Electoral Role	Circulated
15	25 Oct 18	Resident	Green man Road – Heavy vehicles entering/exiting construction site	Circulated
16	26 Oct 18	NKDC	Mrs Smiths Cottage update	Circulated
17	29 Oct 18	LALC	Retro Fit Solutions for heritage & Decorative Street Lighting.	Circulated
18	29 Oct 18	NKDC	Christmas & New Year Refuse Collections Poster	Circulated
19	29 Oct 18	The Venue Trustees	Independent Examiners Report 2017/18	Circulated
20	29 Oct 18	Resident	Letter of Thanks iro Centenary Event @ The Venue	Circulated
21	30 Oct 18	Resident	Complaint regarding Mrs Smiths Cottage scaffolding	Circulated
22	30 Oct 18	LALC	Lincs Fire & Rescue – Emergency Text Alert System	Circulated
23	30 Oct 18	EDGE	Purchase of a License for Internal Auditor Access.	NPC Internal Auditor to look at purchasing for multiple use.
24	30 Oct 18	LCC	Grit Bin Filling – Request for new bins	Circulated

<b>25</b>	<b>31 Oct 18</b>	<b>Football Assoc</b>	<b>Request for details of grass Pitch Maintenance Programme</b>	<b>Asst Clerk forwarded to Chairman.</b>