

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 6th February 2018, 7pm**

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

Present(Cllrs): Mr K E Gunning, Chairman; Mr B. O’Sullivan, Vice Chairman; Mr S McDonald; Mr A Watts; Mr G Morris; Mr M Burt.

In Attendance: Dist Cllr Marianne Overton; one member of the public.

Absent(Cllrs): Mr S Woollas; Mr K Lamyman; Mr C East.

	To be actioned by
<p>1. Chairman’s Welcoming Remarks. The Chairman welcomed everyone to the February meeting.</p> <p>2. Public Session. The member of the public brought to the attention the following:</p> <ul style="list-style-type: none"> • The Hedge on Green Man Road/High Dyke, is considerably overgrown and obstructing the path, making it difficult to walk on the path and especially difficult for wheelchair users. • Section 106 funds no longer to be available from the Top Farm development. Does not understand why/how it has been allowed. • Check – Speed signs availability – how is this progressing. (Chairman – this is on the agenda for tonight’s meeting). • <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 Woollas, Cllr Lamyman and Cllr East. There were no applications for dispensations in relation to disclosable pecuniary and/or prejudicial beneficial interests.</p> <p>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 9th January 2018. It was RESOLVED to sign and adopt the minutes from the previous Parish Council meeting, held on Tuesday 9th January, once the following amendments had been made: Minute Item 13: - Venue to get football ground rent. NPC to pay The Venue for costs for the John Cutforth playing field Ground Maintenance, with effect from 1st April 2018. Minute Item 7: - Cllr Morris requested to read; that edges of the repairs are not being sealed correctly. Minute Item 12: - defer changed to defer.</p> <p>5. To consider the financial report and authorise payments (Appendix A) It was suggested that, as there was an excess charge for Transaction 161, was it worth changing the current BT Bill? It was RESOLVED that all expenses given in Appendix A were authorised to be paid.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

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<p>6. To consider the Clerk's Report (Appendix B) Please see Appendix B.</p> <p>7. To consider updates from District/County Councillors. Councillor Marion Overton reported the following:</p> <ul style="list-style-type: none"> £173,000 (section 106 funds) are now not fully available to the council for the Top Farm Development, because of minor modifications made to the Top Farm housing design. This was passed by the East Gate planning officers. Councillor Overton will pursue. Clerk to write to NKDC planning department about non-availability of section 106 monies nor CIL funding from the Top Farm development. There are funding grants available to small businesses from the County Council. Cllrs suggested that this should be advertised through the Navenby Small business council. Road repairs are being carried out within 28 days. Cliff Cluster meeting – Speed Indicator Device is out of date. Bassingham have researched with Road Safety Department, quote of £2038 with data collection for new SID. There is £475 already in the Cliff Cluster fund for the SID, each Council will be asked to contribute £254.75 towards the new SID. 	Clerk
<p>8. To consider updates from local police. Lincs alerts have highlighted a rise in crime. No other reports received.</p> <p>9. To consider planning application. Please see Appendix C.</p> <p>10. To consider Correspondence (Appendix D) Please see Appendix D.</p>	Clerk
<p>11. To discuss the result from the solicitor, regarding the Registered Title of the John Cutforth Playing Field. Councillor McDonald to review Service Level Agreement between NPC and the Venue Trustees. Formal valuations have been carried out, managed through Councillor McDonald, for Bowls Club etc. NPC require a value of the Venue building, JC Playing field and the Pavilion.</p>	Cllr McDonald
<p>12. To discuss the closure of the Navenby Archaeology Group and who will now manage the Open Space. Navenby Archaeology Group have notified that they are disbanding. The Open Space management passes back to Navenby Parish Council. Councillor Woollas queried if NKDC has been informed. NAG have a lot of village historical information, where will the artefacts be archived? Clerk to inform NKDC.</p>	Clerk
<p>13. To resolve to sign the NKDC Local Access Point Collaborative Arrangement. It was RESOLVED to sign and adopt the NKDC Local Access Point Collaborative Arrangement.</p>	
<p>14. To revise the Navenby Parish Council Asset List. Asset List to have valuations from the Venue Trustees added, along with the valuation of the Pavilion. It was RESOLVED to have the Venue building and the Pavilion valued, limit of valuation £800.</p>	Cllr McDonald

<p>The insurance rebuild value for the Venue and the Pavilion to then be included in the Asset List.</p> <p>Councillors Morris and O’Sullivan will aim to corroborate the Asset List.</p> <p>Clerk to contact LALC to find out information about asset lists and the value of playing fields/benches etc... and their depreciation.</p>	<p align="center">Cllr Morris/Cllr O’Sullivan</p>
<p>15. To discuss setting the dates of the NPC Annual General Meeting and the NPC Annual Parish Meeting 2018.</p> <p>It was RESOLVED that the Annual Parish meeting will be held on/around Tuesday the 24th April and the Annual General Meeting will be held on Tuesday 1st May 2018.</p>	
<p>16. Updates from portfolio holders.</p> <ul style="list-style-type: none"> a. Cemetery Uneven path sign to be put up. b. Highways c. Youth Club Nothing to report. d. Navenby Car Scheme Query over whether the Parish Office can be used for their annual general meeting. Cllrs had no objection to this. e. NAG In the process of closing down. f. Play Areas Nothing to report. g. Schools House Trust Nothing to report. h. Cliff Cluster Vote to fund £254.75p from each Parish Council, for the new SID. Cllr Watts proposed to contribute our portion of the fund for the new SID. Query if Navenby Parish Council would store the new SID. This raises data protection issues, Cllr Morris to look into this. It was RESOLVED that Navenby Parish Council agreed in principle to contribute £255 towards the new SID, subject to further information being made available about its use, legality, how it’s going to be coordinated and what the data implications are etc.. i. Library Cllr Watts was concerned that Library entry in Parish funds should comply with auditable accounting. There should be a separate entry that continues to ‘ring fence’ the library funding that should show a carry forward. Approximately £1726 of library running costs per annum with an approximate carry forward of £7500, to be entered onto a separate Library line, which will then become the Library business continuity plan fund, should Library funding be reduced or be discontinued. j. Parish Website. Cllr Morris is looking into putting the new GDPR regulations into practice. 	<p align="right">Cllr Morris</p>
<p>Navenby Parish Council offer their support and sincere condolences to Councillor Woollas.</p>	<p align="right">Clerk</p>

6th February 2018

FEB

Navenby Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
✓ 156	BACS0702 18NKDC1	£300.30	20800/4	04/01/18	NKDC - Tree Inspection and documents	£300.30 ✓
157	^{PDM} BACS0702 18EON1	£775.61	20900/4	03/01/18	E.ON - Electricity Invoice - Street Lighting	£775.61 ✓
158	DDM07021 8BTBROA DL	£34.08	20300/4	13/01/18	BT Broadband - Library Broadband	£34.08 ✓
159	DDM07021 8BT1	£28.08	20300/3	13/01/18	BT Phone 810426 - Library Phone Bill	£28.08
160	CHQ07021 8ArchSign	£19.08	21200/4	17/01/18	Archer Signs & Panels Ltd - Cemetery path sign	£19.08 ✓
161	BACS0702 18BT2	£123.24		23/01/18	BT Broadband - Parish Office Broadband	£123.24 ✓
1		£104.04	20500/11		Line Rental	
2		£19.20	20500/11		Excess Usage Charge	
162	BACS0702 18GP1	£274.59	20400/5	29/01/18	G. Parish - Grounds Maintenance	£274.59 ✓
163	BACS0702 18GP2	£74.40	20400/3	29/01/18	G. Parish - North Lane Playing field Gate	£74.40 ✓
165	BACS0702 18KE2	£10.98		31/01/18	Elson, Kirsty - Postage/Stamps	£10.98 ✓
1		£0.56	20500/6		second Class Stamp 03/01/18	
2		£1.30	20500/6		2 x 1st Class Stamps 15/01/18	
3		£0.56	20500/6		2nd Class Stamp 15/01/18	
4		£0.76	20500/6		2nd Class large letter 15/01/18	
5		£7.80	20500/6		Book of 12 first class stamps	
166	BACS0702 18EDGEIT	£333.60		22/01/18	EDGE IT Systems - 2nd year charges	£333.60 ✓
1		£308.40	20500/8		AdvantEdge Finance annual fee	
2		£25.20	20500/8		Watermark set up and maintenance	
		£875.67			Confidential	
Total		£2,849.63				

Signature

Date

Signature

No	Minute Reference	Description of matter	Action
1.	7 th November Item 16.	Clerk to put an advert in the Graffoe Link, in the Navenby section, warning about dog fouling.	31 st Jan: Dog fouling notice sent to Graffoe Link Editor, for March edition.
2.	5 th December '17 Item 2.	Cllr McDonald had received a complaint from a resident about an allotment that was overgrown and unattended. Clerk to inform NKDC.	11 th Jan: Clerk contacted NKDC about allotments.
3.	5 th December '17 Appendix B 10.	Clerk was asked to obtain two quoted for risk of slips, trips and falls signs. RESOLUTION: To purchase the uneven path sign - £4.95 - £7.95	16 th Jan: Ordered uneven path sign. 19 th Signed delivered to Parish Office.
4.	5 th December '17 Appendix D 8.	Cllr Watts proposed that NPC register for check your speed signs with the Road Safety Partnership. For 10 x 30mph signs. It was therefore RESOLVED to register with the Road Safety Partnership.	12 th Jan: Registered interest in the Road Safety Partnership community Speed Watch Scheme. 17 th Jan: Received forms for speed signs.
5.	9 th January '18 Appendix C	Application PAR 15/0031/FUL Development at Headland Way. Cllrs concerned that it is an archaeological site and that the plans to do 14, 15, 16 and 22 above should be approved before building. Clerk to put forward comment to NKDC planning.	16th Jan: Clerk e-mailed NPC concerns to NKDC planning.
6.	9 th January '18 Appendix C 16.	Co-op Community Champions - £589.91 raised for NPC Clerk to write to the co-op to thank them for the monies.	29th Jan: Thank you letter sent to the Co-op.
7.	9 th January '18 Item 15	Clerk to Look into how many e-mail address BT offer with the current package.	23 rd Jan: Clerk contacted BT – Can only have one e-mail with BT business broadband. Additional e–mail address must be purchased.

Reports to Highways, Lincoln County Council report : None

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

Problem	Reported By	Date	Action Taken	REF Number	Resolution	Call Back?
Maiden Well Lane, Street light not working	2	Resident	30/01/2018	Reported to Highways	101000254990	

Training undertaken during January:

External Auditor - Training webinar 23/01/2018 Clerk

Training opportunities for February:

General Data Protection Regulations & FOI Agenda and minute taking/Meetings and procedures.	06/02/2018	10:00 - 16:00
Chair & Clerks Day	08/02/2018	10:00 - 16:00
Councillor's Training Day	14/02/2018	10:00 - 16:00
IT Skills - Basic Microsoft Word.	21/02/2018	10:00 - 16:00

PLANNING CORRESPONDENCE

24th January 2018 – Street Naming Officer, NKDC
New street numbering scheme for The Nook, 8a East Road, Navenby.

19th January 2018 – Mark Forster, Land and Planning Manager Lindum Homes.
Offer to Navenby Parish Council to adopt the new central open space that will be located on the new development, Green Man Road.
Clerk to find out more information. Decision deferred until more information is known.

17th January 2018 – Navenby Resident.
Legal Documents regarding the addition of Navenby Public Footpath Number 1146 – Footpath from, Doncaster Gardens to Grantham Road.
Clerk e-mailed documents to District Cllr Catherine Mills on 31st January 2018.

10th January 2018 – Lincolnshire Legal Services
Application to stop up part of the public highway at the cottage Tea Rooms, 27 High Street, Navenby.

PLANNING APPLICATIONS

16th January 2018
PAR 18/0045/VARCON
49 High Street – Conversion of buildings to dwelling and garage/games room. – Resubmission.
Comments by: 1st February 2018.

16th January 2018
PAR 18/0064/FUL
3 Blacksmith Mews – Change of use, residential to visitor centre.
Comments by: 1st Feb 2018

16th January 2018
PAR 15/0060/FUL
Land adjacent to 12 Doncaster Gardens – Erection of detached bungalow (Resubmission of planning application).
Comments by: 18th Jan 2018

APPENDIX C

(February 2018)

16th January 2018

PAR 18/0045/VARCON

Application to vary condition 10(Appeared plans) Conversion of buildings to dwelling and garage/games room.

Comments by: 2nd February.

APPENDIX D

(February 2018)

Correspondence:

No	Date	From	Description of matter	Action
1	6 th Jan 2018	Philip Orme	Security and warden/enforcement officer.	8 th Jan: E-mailed to all Cllrs. It was RESOLVED that NPC did not wish to employ a security officer.
2	8 th Jan 2018	LCC	Consultation on building communities of specialist provision for children and young people with special educational needs and disabilities in Lincolnshire.	11 th Jan: E-mailed to all Cllrs.
3	9 th Jan 2018	NK Outreach Team	NK Outreach Mobile sports equipment 2018 hire costs.	11 th Jan: E-mailed to all Cllrs.
4	11 TH Jan 2018	Michael Mckean snr, Mckean's Family Fun Fairs	Request to hold a small fair, either on the playing field or park, in June/July.	1 st Feb: E-mailed to all Cllrs. It was RESOLVED to pass the decision onto the Venue Trustees, via Roger Spollin, for consideration of Football Club.
5	12 th Jan 2018	District Cllr Catherine Mills	NKDC have no indication from the Land Registry data nor their asset register that a public right of way exists between Doncaster Gardens and Grantham Road.	
6	12 th Jan 2018	Local Council Public Advisory Service	Data Protection advice and service. Data protection compliance pack and privacy notes, consent forms and policies. Free for subscribing councils or purchase for £30.	15 th Jan: E-mailed to all Cllrs. It was RESOLVED not to subscribe.
7	16 th Jan 2018	Greame Butler LCC Road Safety Manager.	Community Speed watch form. Need to decide the locations of where the 6 speed signs are to be placed.	17 th Jan: E-mailed to all Cllrs.
8	17 TH Jan 2018	NAG	E-mail informing NPC that the Navenby Archaeology Group are starting procedures to close the group.	19 th Jan: E-mailed to all Cllrs.
9	19 th Jan 018	LCC	LCC Fairer funding campaign update – ‘Government has launched a consultation for fairer funding for councils, looking at the relative needs of local authorities.’	23 rd Jan: E-mailed to all Cllrs.
10	19 th Jan 2018	NKDC	NKDC had received a report that residents had taken it upon themselves to prune trees(badly) on the footpath between Chapel Land and The Gleanings.	29 th Jan: E-mailed to all Cllrs.