

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 6th March 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 S Woollas; Mr A Watts; Mr G Morris; Mr M Burt; Mr C East; Mr K Lamyman.

In Attendance: District Cllr Marianne Overton; County Cllr Catherine Mills; one member of the public; Kirsty Elson(Parish Clerk); Zoe Parr(Assistant Clerk).

Absent: None

	To be actioned by
<p>1. Chairmans welcoming remarks. The Chairman welcomed everyone to the meeting.</p>	
<p>2. Public Session A member of the public queried the council about their views on the S106 monies that are no longer available from the Top Farm development. The Chairman stated, that the Council are appalled and have written to the NKDC Planning department. The Parish Council cannot legally do anything. The support from the planning department has been less than helpful. The member of the public also queried how the 'Check your speed' signs implementation is going? The Chairman said that the matter was in progress and awaited decisions upon where exactly the signs would be placed.</p>	
<p>3. Apologies for absence and declaration of interest, in accordance with the requirements of the Localism act 2011. Consider any applications for dispensations in relation to disclosable pecuniary and/or beneficial interests. There are no absences. Cllr Lamyman declared an interest in the Top Farm Development.</p>	
<p>4. To consider and sign the minutes from the previous Parish Council meeting, held on Tuesday 6th February 2018. It was RESOLVED to sign and adopt the minutes from the Previous Parish Council meeting, held on Tuesday 6th February 2018.</p>	Cllr Gunning
<p>5. To consider the financial report and authorise payments (Appendix A). It was proposed by Cllr East and Seconded by Cllr O'Sullivan and therefore RESOLVED, that all expenses given in Appendix A were authorised to be paid.</p>	
<p>6. To Consider the Clerk's report (Appendix B). Please see Appendix B</p>	Clerk
<p>7. To consider updates from District/County Councillors. <u>District Councillor Catherine Mills reported that:</u> – Voting on the budget this evening, including the new environment policy.</p>	

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<p>New GDPR in May – LALC waiting for NALC to advise. Parish Clerk cannot be the DPO. NKDC Contact for GDPR – Esther Watt.</p> <p>Doncaster Gardens, public right of way - Cllr Mills has passed legal documents onto NKDC. NKDC's position is that there is no public right of way. Cllr Mills is still looking into this.</p> <p>Headland Way – Cllr Mills highlighted that there is a variation in conditions. Cllrs concerned that this may mean that no S106 monies will be received from this development, as well as the Top Farm Development.</p> <p><u>County councillor Marianne Overton reported that:</u> – Continue to fight the battle of the S106 monies. Cllr Overton has written to the minister about the loop-hole and asked for it to be re-considered and looked at properly.</p> <p>Council tax is going up by 4.95%. District Council tax is going up by approximately 3%.</p> <p>Government have been taking the same amount of income tax, but reducing the amount they give back to local councils, and by 2020 it will be nil.</p> <p>Lincolnshire is one of 10 counties in the whole country who are taking part in a pilot scheme, where they are allowed to keep 100% of their business rates.</p> <p>Pot holes – Highways have accepted that the roads are poor/ below standard. Pot holes are only filled when the roads are not being gritted, as the same team of people work on pot holes and gritting. It was also accepted that pot holes have not always been filled in properly, they will now be filled and sealed properly. The pot hole budget has been increase by approximately £8million more in this forthcoming year than last.</p>	
<p>8. To consider updates from Local Police.</p> <p>No report.</p>	
<p>9. To consider planning applications.</p> <p>Please see Appendix C</p>	
<p>10. To consider correspondence.</p> <p>Please see Appendix D.</p>	Clerk
<p>11. To resolve how to divide the insurance costs with The Venue.</p> <p>It was RESOLVED that the Parish Council would pay the insurance in full for the 2017/2018 invoice. It will be reviewed in August, for the next years insurance.</p>	
<p>12. To discuss writing/implementing a new Health and Safety policy and Equal Opportunities policy.</p> <p>It was concluded that Cllr Morris will draw up a Health and Safety Policy and Cllr Burt will draw up the Equal Opportunities Policy.</p>	
<p>13. Updates from portfolio holders:</p> <p>a. Cemetery</p> <p>Uneven path sign, ready to put up.</p> <p>Query over a memorial stone placed on grave. Clerk to contact funeral directors to enquire about payment.</p> <p>Concern over a cemetery tree. Clerk to contact contractor, to arrange meeting with Cllr Woollas.</p>	Clerk
<p>b. Highways</p> <p>The new bus shelter on Grantham Road, opposite/near Winton road has been installed today.</p> <p>Query over the re-siting of the bus stop opposite the Doctor’s surgery. Clerk to contact LCC to find out what is happening.</p>	Clerk
<p>The Chairman raised a concern about Chapel Lane – People are starting to park</p>	

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<p>in front of the new houses on the right, as well as parking on the left of the road making it hazardous. Clerk to contact LCC about RTO's for this area.</p> <p>c. Youth Club Nothing to report.</p> <p>d. Navenby Car Scheme. AGM coming up shortly.</p> <p>e. NAG Will be closed down by the end of July .Archives to be stored in the Parish Office.</p> <p>f. Play Areas The stone work in the North Lane playing field, will be repaired on the 26th March. There are also bolts that need replacing on the climbing walls, Cllr Lamyman will repair.</p> <p>g. Schools House Trust. Nothing to report.</p> <p>h. Cliff Cluster SID – The PC will agree to support the purchase and use of the proposed SID, subject to satisfactory answers to questions raised at their last meeting.</p> <p>i. Library Cllr Watts proposed that Navenby Parish Council, ring-fence £7500 for the 3 years already operated, and to continue ring-fencing the surplus for the coming year. It was unanimously RESOLVED by the council to do so.</p> <p>j. Parish Website. Nothing to report.</p> <p>9.05pm The Chairman declared the meeting closed.</p>	Clerk
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Minutes Accepted: Date:
Chairman

Tuesday 6th March 2018

Navenby Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
167	BACS0703 18VENUE1	£114.00	20100/5	15/02/18	Venue Navenby - Refund of Cleaning Costs charged in error	£114.00
168	BACS0703 18LALC	£510.83		18/01/18	LALC - Annual Subscription 2018/2019	£510.83
1		£366.36	20000/7		LALC element - £200 baseline + 6p x 1755 electorate	
2		£144.47	20000/7		NALC element - 6.86 x 1755 electorate	
169	BACS0703 18VENUE2	£1,165.00	20500/1	22/02/18	Venue Navenby - Hire of village office	£1,165.00
170	BACS0703 18VENUE3	£11.50	20500/6	22/02/18	Venue Navenby - Unlock and Lock Parish Office for I McAlpine meeting	£11.50
171	DDM28021 8BTBROA DL	£34.08	20300/4	14/02/18	BT Broadband -	£34.08
172	DDM28021 8BTPHON EL	£29.66	20300/3	14/02/18	BT Phone 810426 -	£29.66
175	BACS0703 18B&C	£3,216.00	20800/2	22/02/18	B & C Shelter Solutions Ltd -	£3,216.00
176	BACS0603 18GP	£274.59	20400/5	27/02/18	G. Parish -	£274.59
177	BACS0703 18GP2	£67.20	20400/3	28/02/18	G. Parish - North Lane Playing field, unlocking and locking gate.	£67.20
178	BACS0703 18VIKING	£62.28		28/02/18	Viking Direct - Stationary/files order	£62.28
1		£17.94	20000/2		A4 Paper	
2		£2.39	20000/2		Pk 12 Paencils	
3		£3.59	20000/2		Large folder	
4		£22.79	20000/2		Susp files 1pk	
5		£5.99	20000/2		Drawing pins	
6		£9.58	20000/2		Dividers 2 pks	
		£843.56			Confidential	
Total		£6,328.70				

Signature

Date

Signature

No	Minute Reference	Description of matter	Action
1.	7 th November '17 Appendix D 12.	BT Public Telephone – High Street, Navenby Painters sent to re-paint the telephone box on Monday 16 th October. Clerk to write to BT to report comments.	21 st Feb '18 – Assistant Clerk e-mailed BT giving Cllrs concerns and request to meet with someone from BT. 22 nd Feb '18 – Reply received from BT. Can't agree to meet a Cllr on site. If NPC would like to adopt the telephone box, BT would send a painting kit free of charge. Otherwise BT would like pictures of the paintwork carried out. RESOLUTION: It was RESOLVED to send more pictures of the paintwork to BT.
2.	6 th February '18 Item 2.	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.	21 st Feb '18 – Clerk reported overgrown hedge to highways.
3.	6 th February '18 Item 5.	It was suggested that, as there was an excess charge for Transaction 161, was it worth changing the current BT Bill?	13 th Feb '18 – Clerk contacted BT. Phone and Broadband contract/package have not been renewed since 2013/2015. Consider new offer given in e-mail. 3yr or 5yr contract? RESOLUTION: It was RESOLVED to go ahead with the offer/package if the Clerk cannot get a better deal.
4.	6 th February '18 Item 7.	£137,000 (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.	27 th Feb '18 – Assistant Clerk wrote to NKDC Planning, informing them of Cllrs concerns. 1 st Mar '18 – Reply received from NKDC, e-mailed to all Cllrs.
5.	6 th February '18 Appendix C	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.	28 th Feb '18 – Clerk e-mailed contact to ask for more information. 28 th Feb '18 – Received reply, e-mailed to all cllrs. RESOLUTION: Cllr Woollas suggested meeting with Mark Foster to find out more information about the costs involved in adopting the new Open Space. All Cllrs agreed. Clerk to arrange meeting.
6.	6 th February '18 Item 12	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	1 st Mar '18 – Clerk informed NKDC of change of open space management.

		been informed. NAG have a lot of village historical information, where will the artefacts be archived? Clerk to inform NKDC.	
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Reports to Highways, Lincoln County Council report

Report	Location	Reported by:	Date	Date reported to Highways	REF Number	Resolved
Pot hole, 9 inches in diameter.	Grantham Road, past the Chapel Lane junction.	Clerk	15/02/2018	15/02/2018	101000260151	
Surface water not draining away	Junction Chapel Lane/ North side High Street	Asst Clerk	19/02/2018	20/02/2018	101000261558	
Hedge on Green Man Road/High Dyke obstructing path	Green Man Road/ High Dyke	Resident	06/02/2018	21/02/2018	101000262070	
Two pot holes one approximately 3ft wide 6 inches deep. Second 2ft wide 4inches deep	Green Man road heading towards the A15	Resident	23/02/2018	23/02/2018	101000262908 101000262911	

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

Problem	Reported By	Date	Action Taken	REF Number	Resolution	Call Back?
East Road, Street Light not working	2	Councillor	22/02/2018	Reported to E-On	N/A	

Training undertaken during February 2018:

None

Training opportunities for March 2018:

Councils Finances / Audit	07/03/2018	13:00 - 16:00
New Clerks Training	14/03/2018	10:00 - 16:00
VAT / HMRC Updates	21/03/2018	10:00 - 12:30

PLANNING CORRESPONDENCE

7th February 2018
NKDC Street Naming Officer
Plan for new street naming scheme for Megs Lane.

21st February 2018
NKDC Street naming Officer
Plan for new street naming scheme for Barn Farmhouse, Lowfields, Navenby.

PLANNING APPLICATIONS

16th February 2018
PAR/18/0203/VARCON
Land adjacent to 7 Megs Lane, Navenby – Application to vary condition 4 (Windows) and condition 5 (Approved plans).
Comments by 7th March 2018.

APPENDIX D

(March 2018)

Correspondence:

No	Date	From	Description of matter	Action
1	20 th Feb 2018	LALC	Consultation: Crime and poor performance in the waste sector. Q's 22, 83, 86 + 89.	21 st Feb: – E-mailed to all Cllrs.
2	20 th Feb 2018	Resident	Letter received regarding fouling of footpath outside residents property.	RESOLUTION: Clerk to put another notice in the Graffoe Link and on the parish website.
3	20 TH Feb 2018	Lincs Rural Housing Association.	National Housing Federation publication.	
4	23 rd Feb 2018	Highway Network Manager.	Delay in launching the new highways online fault system.	26 th Feb: - E-mailed to all Cllrs.
5	23 rd Feb 2018	Peter Weston.	Request for Parish Council's permission to use three photographs from the Addison archive, for an article titled 'Mrs Hilda Smith and her Allotment in East Road, Navenby in the Fifties', for the journal 'Lincolnshire Past and Present' (the Society For Lincolnshire History and Archaeology Journal).	26 th Feb: - E-mailed to all Cllrs. RESOLUTION: The council give permission for the three photographs from the Addison archive, to be used for the article.
6	27 th Feb 2018	Community Lincs	Lincolnshire Community Buildings Cluster Meetings Spring 2018. Invite to the next NKDC Cluster meeting, Wellingore Memorial Hall, Friday 20 th April from 7pm – 9pm.	
7	27 th Feb 2018	Drapers Memorials	Proposed all polished black granite heart memorial.	RESOLUTION: Clerk to find out how the heart will be fixed, before permission is given.
8	1 st Mar 2018	Local Council Public Advisory Service	New Review of Ethical Standards in Local Government	2 nd Mar: E-mailed to all Cllrs.
9	6 th Mar 2018	E-on	Electricity Bill.	