

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 3<sup>rd</sup> April 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 G Morris; Mr M Burt; Mr C East; Mr K Lamyman.

In Attendance: County Councillor Marianne Overton; One member of the public; Kirsty Elson (Clerk); Zoe Parr (Assistant Clerk).

Absent: Mr A Watts

	To be actioned by
<b>1. Chairman’s welcoming remarks</b> The chairman welcomed everyone to the first meeting of the new financial year.	
<b>2. Public Session</b> There were no issues raised by the public.	
<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 beneficial interests.</b> Apologies received from Cllr Watts.	
<b>4. To consider and sign the minutes from the previous Parish Council meeting, held on Tuesday 6<sup>th</sup> March 2018.</b> It was <b>RESOLVED</b> to sign the minutes from the previous Parish Council meeting, held on Tuesday 6 <sup>th</sup> March 2018.	Cllr Gunning
<b>5. To consider whether to co-opt Mr N Elson.</b> There were no objections to Mr N Elson becoming a parish councillor. It was proposed by Cllr O’Sullivan and seconded by Cllr McDonald and therefore <b>RESOLVED</b> to co-opt Mr N Elson.	
<b>6. To consider the financial reports and authorise Payments (Appendix A)</b> It was proposed by Cllr McDonald and seconded by Cllr Woollas and therefore <b>RESOLVED</b> , that all expenses given in appendix A were authorised to be paid.	
<b>7. To consider the Clerk’s report.</b> Please see Appendix B.	Clerk
<b>8. To consider updates from District/County Councillors.</b> County/District Councillor Marianne Overton reported: Highways: 84 repairs have been done in this division in 2 months and 138 on order, many haven’t been actioned. Cllr Overton has queried Highways over the repairs that have not been done, highways reported that they are more potholes than they can cope with. Cllr Gunning pointed out the large pot holes on East Road outside the school, Cllr Overton stated she will chase this. Clerk to also chase and send photos of the	Clerk

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<p>potholes to highways.  Cllrs reported that potholes, which were repaired 4 months ago have disintegrated and potholes have reformed. Cllr Burt queried; can large vehicles be stopped from accessing some of the small roads to prevent road damage. Cllr Overton said it can be possible however it is very difficult to do so.</p>	
<p><b>9. To consider updates from the local police.</b>  Please see Appendix E.</p>	
<p><b>10. To Consider Planning Applications</b>  Please see Appendix C.</p>	Clerk
<p><b>11. To consider Correspondence</b>  Please see Appendix D.</p>	Clerk
<p><b>12. To discuss who to assign the role of data protection officer.</b>  Cllr Morris stated that the requirement for a Data Protection Officer applies to public authorities including Parish Councils. Cllr Morris suggested that a data compliance sub-committee could be formed. Clerk to look into LALC DPO. Decision deferred until the next Parish Council meeting.</p>	Clerk
<p><b>13. To discuss the siting of the next new bus shelter.</b>  It was suggested by Cllr Woollas, to look at putting a new bus shelter on the bus stop outside of the Lion and Royal. However LCC need to be asked for advice/site visit, to find out if a bus shelter can be placed there. Clerk to arrange site meeting with LCC.</p>	Clerk
<p><b>14. To resolve whether to contribute towards the new Cliff Custer speed indicator device.</b>  It was proposed by Cllr O’Sullivan and seconded by Cllr Burt and therefore <b>RESOLVED</b> to contribute up to £500 towards a basic SID only.</p>	
<p><b>15. To discuss the progress of the implementation of the new GDPR.</b>  Clerk to complete the Privacy Notice and e-mail to all councillors.  Decision to agree to adopt the privacy notice, deferred until the next Parish Council meeting.</p>	Clerk
<p><b>16. To discuss the Clerk’s contract.</b>  Clerk to e-mail Cllr O’Sullivan a template for the Clerk’s contract.</p>	Clerk
<p><b>17. Updates from Portfolio holders.</b>  Equal Opportunities Policy – It was proposed by Cllr Morris and seconded by Cllr East and therefore <b>RESOLVED</b> to adopt version one, of the Equal Opportunities policy, drawn up by Cllr Burt.</p>	Clerk
<p><b>a. Cemetery</b>  The uneven path sign has been put up. Cllr Woollas reported that some of the paving slabs may need to be replaced in the cemetery. Clerk to contact the contractor to ask how many slabs need changing.</p> <p><b>b. Highways</b>  Nothing to report.</p> <p><b>c. Youth Club</b>  Nothing to report.</p> <p><b>d. Navenby Car Scheme.</b>  Nothing to report.</p> <p><b>e. NAG</b></p>	Clerk

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<p>Nothing to report.</p> <p><b>f. Play Areas.</b> The North Lane playing field wall has now been repaired.</p> <p><b>g. Schools House Trust.</b> Nothing to report.</p> <p><b>h. Cliff Cluster</b> Nothing to report.</p> <p><b>i. Library</b> Nothing to report.</p> <p><b>j. Parish Website</b> Nothing to report.</p> <p>8.50pm – The Chairman declared the meeting closed.</p>	
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Minutes Accepted: ..... Date: .....  
Chairman

Tuesday 3<sup>rd</sup> April 2018

# Navenby Parish Council

## Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
180	BACS0404 18NKDC1	£107.32	21200/1	05/03/18	NKDC - Cemetery annual non-domestic Rates Bill	£107.32
181	BACS0404 18EON1	£3,100.80		06/03/18	E.ON -	£3,100.80
1		£3,100.80	20900/3		Replaced 8 old 35w SOX Lanterns with new 19 watt LED lanterns	
182	BACS0404 18JHWALT ER	£870.00		13/03/18	JHWalter -	£870.00
1		£870.00	20500/6		Professional fees for the creation of a valuation report, for Venue, Grantham Road, Navenby	
183	DDM13041 8PWLBLO AN2	£1,485.80	20600/2	15/03/18	Public Works Loan Board - PWLB Reference - 413 08747 Loan payment 13th April	£1,485.80
184	BACS0404 18TJBOOK	£70.00	20000/1	18/03/18	T J BOOKKEEPING & ACCOUNTS LTD -	£70.00
185	BACS0404 18KE1	£3.68		27/03/18	Elson, Kirsty -	£3.68
1		£3.68	20000/4		Travel Expensis - Waddington post office.	
189	BACS0041 8GP1	£74.40	20400/3	31/03/18	G. Parish -	£74.40
190	BACS0404 18GP2	£314.59	20400/5	31/03/18	G. Parish -	£314.59
191	DDM28031 8Libr phne	£29.52	20300/3	14/03/18	BT Phone 810426 -	£29.52
192	DDM28031 8LibBroadb	£34.08	20300/4	14/03/18	BT Broadband -	£34.08
193	DDM29031 8Phone	£256.37	20500/3	15/03/18	BT (Parish Office) -	£256.37
		£1,140.34			Confidential	
<b>Total</b>		£7,486.90				

Signature

Date

Signature

No	Minute Reference	Description of matter	Action
1.	6 <sup>th</sup> March '18 Appendix B 3.	It was <b>RESOLVED</b> to go ahead with the BT offer/package if the Clerk cannot get a better deal.	8 <sup>th</sup> March '18: Clerk tried to get a better deal, however BT could not offer anything better. Clerk went ahead with the package offered. Installation may take three weeks.
2.	6 <sup>th</sup> March '18 Appendix B 5.	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.	19 <sup>th</sup> March '18: Clerk e-mailed Mark Foster to arrange a meeting.
3.	6 <sup>th</sup> March '18 Appendix D 7.	Proposed polished black granite heart memorial. Clerk to find out how the heart will be fixed, before permission is given.	9 <sup>th</sup> Mar '18: Clerk contacted Drapers Memorials –the heart memorial will be fixed to a granite rest.
4.	6 <sup>th</sup> March '18 Item 13. a.	Query over a memorial stone placed on grave. Clerk to contact funeral directors to enquire about payment.	22 <sup>nd</sup> March '18: Clerk contacted Drapers Memorials – The memorial was put on the grave on the 5 <sup>th</sup> September 2016. Forms/cheque sent out on the 30 <sup>th</sup> June 2016.
5.	6 <sup>th</sup> March '18 Item 13.a	Concern over a cemetery tree. Clerk to contact contractor, to arrange meeting with Cllr Woollas.	20 <sup>th</sup> March '18: Clerk contacted contractor. Contractor wished to speak to Cllr on the phone. E-mailed contact info to Cllr Woollas.  Cllr Woollas has met with the contractor and has agreed to remove one branch to stop the tree from dropping leaves/sap onto the gravestones. This will cost £40. <b>Clerk</b> to ask contractor to go ahead. A large branch from a Cherry tree may also need to be removed, contractor to send quote for this.
6.	6 <sup>th</sup> March '18 Item 13. B	The Chairman raised a concern about Chapel Lane – People are starting to park 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	23 <sup>rd</sup> March'18: Clerk contacted Highways – Currently not undertaking any new Traffic Road Orders, due to budget cuts. If people are parking, causing an obstruction to the road, contact the police on 101.
7.		Clerk may require an extra 2 hours per week during April/May. To work on External Audit and GDPR.	<b>RESOLUTION:</b> It was proposed by Cllr Morris and seconded by Cllr Woollas, and was therefore <b>RESOLVED</b> that the Clerk could have an extra 2 hours per week, if needed, to work on the external audit and GDPR.  It was also <b>RESOLVED</b> that the assistant Clerk could have extra hours, to also work on the External audit and GDPR.
8.		Health and Safety Policy.	It was agreed that Cllr Morris would oversee and assist the Clerk with Health and Safety. It was <b>RESOLVED</b> to adopt the Health and Safety policy drawn up by Cllr Morris.

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

Report	Location	Reported by:	Date	Date reported to Highways	REF Number	Resolved
3 Pot Holes. One approx 1metre by 1/2 metre, by 100mm deep, the other two approx 1/2 metre diameter 50mm deep.	East Road	Resident	09/03/2018	09/03/2018	101000266659	Will be repaired within 28 days.

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

Problem	Reported By	Date	Action Taken	REF Number	Resolution	Call Back?
Winton Road (far end near field), Street Light not working	No number on Street lamp.	Resident	09/03/2018	Reported to Highways	101000266614	

#### Training undertaken during March 2018:

#### Training opportunities for April 2018:

IT Skills - Beyond Basic Microsoft Word.	18/04/2018	10:00 - 16:00
Councillor's Training Day	19/04/2018	10:00 - 16:00
Allotment Training	24/04/2018	13:00 - 16:00

## APPENDIX C

(April 2018)

### PLANNING CORRESPONDENCE

None

### PLANNING APPLICATIONS

13<sup>th</sup> March 2018

#### **PAR/18/0277/HOUS**

Manor Farm House, Church Lane, Navenby, LN5 0EG – Erection of new canopy to side entrance, new timber pergola to rear garden and new 1.5m & 1.8m fences to side and rear boundaries of rear garden.

Comments by 29<sup>th</sup> March 2018.

**No Comments**

15<sup>th</sup> March 2018

Notification of Intended Works to Trees in a Conservation Area **Ref: 18/0385/TCA**

10 Church Lane, Navenby, LN5 0EG – Application to reduce 2 Cherry and 2 Plum trees by 1.5m and shape.

Comments by 5<sup>th</sup> April 2018.

**No Comments**

15<sup>th</sup> March 2018

#### **PAR/18/0251/ADV**

Consent to display 3no. 6m high flag poles and 6no. panel signs (including illumination to 3no.) in connection with temporary sales office.

Comments by 27<sup>th</sup> March 2018.

**Councillors object to the four flag poles placed on the verge of the A607 – Clerk to write to planning.**

**APPENDIX D**

(April 2018)

## Correspondence:

No	Date	From	Description of matter	Action
1	7 <sup>th</sup> March 2018	Lincolnshire's Best kept village and small Towns competition 2018	Does NPC wish to enter Lincolnshire's best Kept village 2018.	<b>RESOLUTION:</b> It was proposed by Cllr East and seconded by Cllr O'Sullivan and therefore <b>RESOLVED</b> to enter Lincolnshire's best kept village. <b>Clerk</b> to put information on the website, in the Graffoe Link and around the village.
2	14 <sup>th</sup> March 2018	JHWalter	Valuation report.	
3	15 <sup>th</sup> March 2018	Highways	Highways fault report: Overgrown hedges Green Man road Navenby. - 'No immediate action required.', 'We have assessed the issue and whilst we will not be taking immediate action, it will be monitored as part of our routine inspection schedule and in accordance with our agreed <a href="#">response times</a> '	16 <sup>th</sup> Mar: emailed to all Cllrs.
4	16 <sup>th</sup> March 2018	Cllr Catherine Mills	Response from NKDC over Doncaster Gardens right of way access.	16 <sup>th</sup> Mar: E-mailed to all Cllrs.
5	17 <sup>th</sup> March 2018	Resident	Commends NPC over low increase in council tax. However wishes to see local service expand and would like charges to be increased in future.	19 <sup>th</sup> Mar: E-mailed to all Cllrs. <b>Clerk</b> to write to resident to thank for the letter.





## **LINCOLNSHIRE POLICE**

Bracebridge Heath Police Station, London Road, Bracebridge Heath, Lincoln, LN4 2LA  
Tel: 101

Clerk to the Parish Council  
Navenby

3<sup>rd</sup> April 2018

### **POLICE REPORT TO NAVENBY PARISH COUNCIL – APRIL 2018**

I have to report that during the period 3<sup>RD</sup> March – 3<sup>rd</sup> April - there has been 1 recorded crime as follows:

- Burglary – Maiden Well Close, Navenby – 07/03/18-1915-1940 – Side window forced, untidy search of house, items removed – Investigation on going.

Yours Sincerely

PC 162 Hanson

Community Beat Manager

Neighbourhood Policing Team

Cliff Villages



**LINCOLNSHIRE POLICE**

policing with PRIDE