

MINUTES OF THE NAVENBY PARISH COUNCIL MEETING  
HELD ON **TUESDAY 04 April 2017**  
IN THE VILLAGE OFFICE, THE VENUE, GRANTHAM ROAD AT 7 P.M.

**PRESENT:**

Councillors: Mr K E Gunning ,Chairman; Mr S McDonald; Mr K Lamyman; Mr S Woollas; Mr B. O'Sullivan;  
Parish Clerk: Mrs K Bartram

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**1. Chairman's Welcoming Remarks**

The Chairman welcomed Parish Councillors and a member of the public to the meeting advising that it would be recorded by digital recorder.

**2. Public Session**

The Council were asked whether they had made any objection to the planning application for a commercial development on land at 7a Lincoln Road, Navenby (PAR 17/0221/FUL). The Chairman advised the meeting that, whilst the Council is always keen to ensure residents' concerns regarding planning applications are communicated promptly to NKDC, they had not been made aware of any objections to the proposed development. According to the letter received from NKDC accompanying their copy of the planning application, comments were required by NKDC by 25 March 2017.

**3. Apologies and Declarations of Interest**

Apologies for absence were received and accepted from: Cllr Tony Watts and Cllr Colin East. Cllr Lamyman declared an interest in PAR 17/0221/FUL.

4. It was **RESOLVED** the minutes from the previous Parish Council meeting, held on 07 February 2017 be signed and adopted.

**5. Co-option of Mr Brendan O'Sullivan as Parish Councillor**

Mr O'Sullivan was asked to leave the meeting whilst the Council discussed his application for the post of Parish Councillor. Having been a Parish Councillor for the last four years in the Peterborough District it was **RESOLVED** unanimously to accept Mr O'Sullivan's application. Mr O'Sullivan was welcomed back to the meeting as a Parish Councillor.

**6. Vice-Chairman/areas of responsibility**

The Chairman requested volunteers for the post of Vice-Chairman. There were no volunteers. It was **RESOLVED** the matter be deferred to the Annual General Meeting on Tuesday 02 May 2017. It was **RESOLVED** Cllr O'Sullivan will take on the responsibility of the Cliff Cluster (in conjunction with Cllr Watts and would discuss the role of Finance with the Parish Clerk following the meeting. It was **RESOLVED** Cllr Woollas would take on the responsibility of the School House Trust alongside Cllr Lamyman.

**7. Financial report and authorise payments (Annex A)**

It was noted that this was the first month where payments had been made online. It was **RESOLVED** the procedure for payments would be as follows:

- a. RFO to raise online payments awaiting authorisation
- b. RFO print off each online payment request
- c. Payments authorised in principle at Parish Council meeting
- d. Each online payment print-out to be signed-off by two Parish Councillors
- e. One Parish Councillor (who must be an authorised bank signatory) to authorise payments online the day after each Parish Council meeting

Payments listed on Appendix A were authorised. It was **RESOLVED** the Chairman and Cllr East would sign-off payments and the Chairman would authorise payments online.

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Cllr Woollas wished to inform the meeting that the Council would need to commit to a level of funding for the Youth Club for the forthcoming year. It was **RESOLVED** the Council would commit to funding already put forward in budget for 2017/18.

**8. Clerk's Report**

See attached Appendix B.

**9. To consider updates from District/County Councillors**

Cllr Overton is pressing the County Council regarding the continuing/worsening situation regarding potholes on our roads. At the present time they are only measuring how long it takes Highways to fill 'dangerous' pot holes. Cllr Overton is pressing Highways to measure how long it takes to fill potholes in general. She stressed it was important that residents reported potholes to the County Council – this can be done easily by clicking on the top right-hand corner of their website and downloading the app. The app lets you report potholes and to accompany your report with a photograph. If your vehicle is damaged as a result of driving into a pothole the County Council will only pay out on claims where they have evidence that the pothole was reported prior to the claim.

Cllr Overton is still trying to get a meeting with Linden Homes.

**10. To consider updates from local Police**

No report available to the meeting.

**11. Planning Applications**

The Council have received no objections regarding the planning applications listed in Appendix C and **RESOLVED** there were no objections from the Council.

**12. Correspondence**

See attached Appendix D.

**13. Navenby Parish Council Financial Regulations – Reviewed 16 March 2017**

It was **RESOLVED** to adopt the reviewed Financial Regulations dated 16 March 2017.

**14. Report from AGM of Navenby Hospital Car Scheme**

Cllr Woollas attended the AGM and reported that the Scheme had:

- a. undertaken more hospital trips this year than the previous year
- b. to make longer journeys as users are having to travel for medical appointments out of area.

In addition, further cost implications included:

- c. The County Council withdrawing support of the scheme in two years' time.
- d. Public Liability Insurance for the scheme is likely to be at a cost of £100 each per annum.

**15. Transfer operational responsibility of sports pavilion and bowls club grounds to the John Cutforth Sports Field and Venue Charity**

It was **RESOLVED** that, once the Parish Council had funded the door access for room 4 in the sports pavilion, operational responsibility of both the pavilion and the bowls club grounds would be transferred to the John Cutforth Sports Field and Venue Charity.

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**16. Maintenance of the John Cutforth Sports Field**

It was **RESOLVED** the Parish Council would fund the grass and hedge cutting of the John Cutforth Sports Field subject to an annual contribution from the John Cutforth Sports Field and Venue Charity of £580 per annum, fixed for a term of five years. This amount equates to the ground rent paid by Navenby Junior Football Club.

**17. Joint insurance arrangements for Navenby Parish Council and the Venue**

It was noted that the present insurance arrangements were undertaken in 2016 for a fixed period until 2021 in order to obtain a discounted premium. It was **RESOLVED** the Parish Clerk would contact the insurance brokers and arrange an appointment to discuss how the cost of the annual premium could be split between the Parish Council and the Venue.

**18. Report from LAPs Meeting 13 March 2017**

Cllr East had provided the meeting with his notes from the above meeting which the Chairman read out in his absence:

‘As meetings are usually on a Monday, which falls outside the Navenby Parish Clerk’s working hours, I have volunteered to attend. The volume of parishioners visiting LAP offices was raised and a request was made to record all visits. Navenby LAP already records visits. Next meeting: 12 Jun 17.’

**19. Report from Mrs Smith’s Cottage (Governance Review Consultation) March 2017**

Cllr East had provided the meeting with his notes from the above meeting which the Chairman read out in his absence:

‘The NKDC Heritage Officers showed great enthusiasm to progress the Project even though the public attendance at this initial meeting was poor (2). This may have been due to confusion of the meeting’s location. At this initial meeting, Heritage Officers were keen to hear from locals: ‘What worked well as a Museum, what did not, and how could it be improved’. The meeting was advised that the cottage had lost its museum status prior to closure. Next meeting: Wed 12 Apr 17 10am – 12 midday in Mrs Smith’s Cottage Office (Old GP Surgery, North Lane).

There being no further business, the Chairman declared the meeting closed.

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

Account balances: as at

Current Account: £ 16,111.58

Deposit Account: £ 16,648.32

Date		IN £		OUT £	
5/3/17	E.On			Sports Field	27.78
5/3/17	VAT ON OUT 223			VAT paid	1.39
8/3/17	NKDC			Parish Office	0.00
8/3/17	NKDC			Cemetery	96.93
13/3/17	Burley & Elsom			Sports Field	1,479.00
13/3/17	VAT ON OUT 224			VAT paid	295.80
13/3/17	BT phone			Library	22.50
13/3/17	VAT ON OUT 227				4.50
13/3/17	BT Broadband			Library	27.50
13/3/17	VAT ON OUT 228			VAT paid	5.50
13/3/17	BT phone			Parish Office	271.59
13/3/17	VAT ON OUT 229			VAT paid	66.19
20/3/17	Hire of village office			Parish Office	1,165.00
27/3/17	LALC			Admin	105.00
27/3/17	G E Parish			Groundsman	280.58
27/3/17	LALC			Admin	328.47
27/3/17	VAT ON OUT 233			VAT paid	65.69
27/3/17	LALC training			Admin	8.00
28/3/17	Salaries			Salary	1,268.54
28/3/17	The Venue@Navenby			Youth Club	715.00
29/3/17	NKDC LAPS	LAP	425.00		
29/3/17	G E Parish			Play Areas	74.40
01/04/17	ICCM			Cemetery	90.00
7/2/17	The Venue@Navenby			Other	650.00
4/4/17	Trf from 5003588900				3,400.00
29/3/17	HMRC				74.92
30/3/17	Resident	Cemetery	200.00		
30/3/17	Resident	Cemetery	25.00		
30/3/17	CB Ground Maint	Sports Field	383.71		
		<b>1,033.71</b>		<b>10,524.28</b>	

**Youth Club Finance**

Cllr Woollas - funding for 2017/18





**APPENDIX B (April 2017)**  
**CLERK'S REPORT**

No	Date received	From	Description of matter	Action
1	Mar-Apr 17	Residents	A further four residents wishing to be put on waiting list for an allotment.	There are now 14 applicants on the waiting list. <b>RESOLVED:</b> Cost of providing additional allotments too expensive. Parish Clerk to speak with NKDC regarding management of allotments.
2			Lincolnshire Village and Community Halls Conference 2017 - October 2017	Cost £22.97 incl booking fee <b>RESOLVED:</b> Defer decision regarding Cllr East's attendance until next meeting.

**Reports to Highways, Lincoln County Council**

Report	Location	Reported by:	Date	Date reported to Highways	REF Number	Resolved
Pot Hole 2ft x 2ft 5 inches deep	Green Man Road/ High Dyke Junction	George Parish	08/03/2017	08/03/2017	101000188810	
Query for a parking H symbol on driveway	4 High Street	Mr & Mrs Weaver		22/03/2017		No funding.

**Reports regarding Street Lighting**

Problem	Reported By	Date	Action Taken	REF Number	Resolution	Call Back?
Street light out, outside 4 High Street	Mr & Mrs Weaver		Reported to Highways	No ref no as there system was down	Will be fixed end of April beginning of May	

**Training undertaken during March 2017:** 09 Mar 17 – New Clerk's Training Day – Asst Clerk

**Training opportunities for April 2017:**

19 Apr 17 **Community Engagement & Identifying Funding & Effective Bid Writing (Cranwell), 10am – 4pm**  
 26 Apr 17 **Managing Risk & VAT (Dunholme), 10am-4pm**

April 2017

## **ANNEX C**

### **PLANNING APPLICATIONS**

08 March 17

**PAR 17/0255/HOUS**

26 Headland Way, Navenby  
First floor side extension over existing garage

20 Apr 17

**PAR 17/0392/FUL**

Lincoln Pottergate Road B, Orange PCs Ltd, Ash Holt, off Pottegate Road  
Removal of existing 17.5 metre high telecommunications monopole and installation of a replacement 20 metre high telecommunications lattice tower along with installation of ground-based equipment

08 March 17

**PAR 17/0221/FUL**

7 Lincoln Road Navenby  
Erection of commercial building

24 Apr 17

**PAR 17/0392/FUL**

The Old Barn, 21 Clint Lane, Navenby  
Replace existing wooden windows with aluminium windows

28 March 17

**PAR 17/0366/HOUS**

43 Heath Road Navenby  
Erection of two storey side extension



## APPENDIX D

### Correspondence:

No	Date	From	Description of matter	Action
1	17 Mar 17	Lincolnshire Co-Op	Notification of vote for Navenby Parish Council as Community Champtions 15 Mar 17	17 Mar 17 – emailed to all cllrs. No action required.
2	21 Mar 17	Operations Manager Cereals	Notification of Traffic Planning during Cereals 2017	21 Mar 17 – emailed to all cllrs (scan). No action.
3			Layout for Minutes of Navenby Parish Council Meetings	<b>RESOLVED:</b> Continue with present layout.