

MINUTES OF THE NAVENBY PARISH COUNCIL ANNUAL GENERAL MEETING  
HELD ON **TUESDAY 02 MAY 2017**  
IN THE VILLAGE OFFICE, THE VENUE, GRANTHAM ROAD AT 7 P.M.

**PRESENT:**

Councillors: Mr K E Gunning ,Chairman; Mr C East; Mr B. O'Sullivan; Mr S McDonald; Mr K Lamyman;  
Mr S Woollas; Mr A Watts; and Mrs K Bartram, Clerk

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**1. Chairman's Welcoming Remarks**

The Chairman welcomed Parish Councillors to the Annual General Meeting. There were no members of the public in attendance.

**2. Election of Chairman**

It was **RESOLVED** unanimously Cllr Gunning be elected Chairman.

**3. Election of Vice-Chairman**

It was **RESOLVED** unanimously Cllr O'Sullivan be elected Vice-Chairman.

**4. Election of Responsible Financial Officer (RFO)**

The Clerk apologised for this item on the Agenda. The RFO post is combined with the Parish Clerk post.

**5. Election of representatives committees**

Representatives for the following committees were **RESOLVED** as:

- a. SCHOOL HOUSE TRUST:  
Cllrs Lamyman and McDonald
- b. NAG:  
Cllr East
- c. TOWNS FARM TRUST:  
We appoint member of Trust whom they have proposed. We do not have a position within the Trust.
- d. HOSPITAL CAR SCHEME:  
Cllr Woollas
- e. CLUSTER GROUP:  
Cllr Watts

**6. Election of representatives:**

Representatives for the following areas were **RESOLVED** as:

- a. FINANCE:  
Cllr O'Sullivan
- b. CEMETERY:  
Cllrs Gunning, Woollas and East
- c. STREET LIGHTING:  
Cllr Gunning
- d. HIGHWAYS:  
Cllrs Woollas and Lamyman
- e. PLANNING:  
Cllrs East and Woollas
- f. PLAY AREAS:  
Cllrs East and Lamyman
- g. DEFIBRILLATORS:  
Cllrs Gunning and O'Sullivan
- h. Youth Club  
Cllrs McDonald and Woollas



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i. **LIBRARY:**

Cllr Watts. Cllr Watts asked for a volunteer to be an emergency key holder (open Library in regular key holders' absence). No volunteers at the present time.

**7. Apologies and Declarations of Interest**

There were no apologies for absence. Cllr Lamyman declared an interest in PAR 17/0221/FUL.

**8. To resolve to sign the minutes from the previous Parish Council meeting, held on 07 Apr 2017**

It was **RESOLVED** the minutes were an accurate record of the Parish Council meeting on 07 Apr 2017 once the following correction is made:

ITEM 14d. page 2 should read: 'Public Liability for the scheme is likely to be at a cost of £100 per annum'.

At the request of Cllr Woollas it was **RESOLVED** draft Minutes of Parish Council meetings would be made available to Cllrs by the eighth working day following said meeting.

**9. Financial report and authorisation of payments**

Please refer to Appendix A. It was **RESOLVED** all payments due, as per Appendix A, should be made with the exception of the payment to Community Lincs Insurance which would be discussed in detail later in the meeting. It was **RESOLVED** utility bills for the Pavilion and Bowls Club be paid by the Venue with effect from May 2017.

**10. Clerk's Report**

Please refer to Appendix B.

**11. Updates from District/County Councillors**

Cllrs Overton and Mills were not present. Cllr Mills emailed to advise she would be attending a briefing on Communities and Economy in July and would like to speak with us regarding our responsibilities as a 'Local Access Point' before July to ensure she is fully briefed. The clerk will email Cllr Mills to advise that Cllr East attends the quarterly LAP meeting and he will be happy to speak with her.

**12. Updates from local Police**

For the period 02 April 2017 to 02 May 2017 there were two crimes recorded:

1. Perspex cover to bike rack at the Venue damaged
2. Males attempted entry to an outbuilding at Top Farm with the intention of taking a quad bike. Awaiting result of forensic examination of the scene and a £20 note which was recovered from the scene.

**13. Planning Applications**

Please refer to Appendix C.

**14. Correspondence**

Please see Appendix D.

**15. Consider quote received for provision of a doorway from the main hall of the club pavilion into Room 4**

The Army Cadet Force have advised Cllr McDonald they do not wish to pay an additional sum for the use of an office at the present time as cadet numbers are low (one). They will reconsider when the troop numbers have increased. Council advised there is no requirement at the present time to provide a doorway from main hall into room 4 at the Pavilion.

**16. Saturday refuse service in Cliff Villages**

NKDC advised Cllr Overton that the costings of a potential refuse service in the village on a Saturday would equate to £36,740 per annum for 52 weeks of the year. This figure does not include managerial or



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administration costs. It was **RESOLVED** potential costs of a Saturday refuse service are too expensive and Navenby Parish Council would not therefore pursue the matter further.

**17. Charges for interment in a grave in which an exclusive right of burial has been granted**

It was **RESOLVED** to change the wording in the first paragraph of the Navenby Burial Ground Table of Fees to read: 'For the purpose of this table, inhabitants and parishioners shall include any person who has resided in the parish for a minimum of two years within ten years of their decease.' All interments in a grave which has an exclusive right of burial will be charged at a flat rate of £100 for a full size grave and £40 per cremation plot.

**18. Replacement of a bollard on the High Street**

Following the latest incident of a collision with a bollard on the High Street the bollard itself has gone missing. The spare bollard has replaced the missing one however, it is important that we replace the spare bollard as this enables the contractor repairing/re-siting a damaged bollard to complete the job in one visit which saves on the cost. **RESOLVED** to purchase a spare bollard with Lion logo to blend in with existing bollards. Cllr Woollas will liaise with the clerk to organise. Costs to be charged to Highways budget.

**19. Replace litter bin in the High Street**

One of the litter bins in the High Street is badly cracked and looks unsightly. **RESOLVED** to replace litter bin with same or similar design if possible. Cost to be charged to Highways budget.

**20. Neighbourhood Alert notices from the Police**

It was **RESOLVED** there is insufficient notice board space to include the number of notices received from Neighbourhood Alert. The clerk will place a notice in the Graffoe Link informing the public that they can sign up to receive such notices at:

<https://member-registration.neighbourhoodalert.co.uk/54/Join>

**21. Lincolnshire's Wildflower Meadow Network**

The Open Space is owned by NKDC and managed by Navenby Archaeological Group (NAG). Furthermore, the management of the wildflower meadow is a long-term project with cost implications (see Appendix E for brief resume of presentation given at the Annual Parish Meeting on Tuesday 18 April 2017 by the Lincolnshire Wildlife Trust) and it was therefore **RESOLVED** not to fund the project in connection with the Open Space. With regard to the High Dyke it was felt that, as the roadside verges were in regular use by tractors, any attempt to manage an introduced wildlife scheme would not succeed. It was **RESOLVED** funding would not be made available to the Lincolnshire Wildlife project.

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

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



**APPENDIX A (May 2017)**  
Financial Report/Authorisation

Account balances: as at

Current Account: £38,183.98

Deposit Account: £20,056.57

Date		IN £				
01/04/17	Viking			Admin	42.42	
01/04/17	VAT paid out 244			VAT paid	8.48	
2/4/17	E.On			Street Lights	602.58	
2/4/17	VAT PAID OUT245			VAT paid	120.52	
3/4/17	Peter Barnett			Cemetery	368.75	
6/4/17	NKDC	Precept	31,946.39			
9/4/17	E.on			Sports Field	26.00	Club Pavillion
10/4/17	VAT PAID OUT245			VAT paid	1.30	
13/4/17	PWLB			Loan 2	1,486.80	
18/4/17	Library fines	Library	25.00			
21/4/17	Priestley & Cockett	Cemetery	100.00			Interment: Inv0716/12
25/4/17	BT			Library	22.50	Phone
25/4/17	VAT PAID OUT249			VAT paid	4.50	
25/4/17	BT			Library	27.50	Broadband
25/4/17	VAT Paid OUT250			VAT paid	5.50	
26/4/17	NKDC	LAP	406.63			
26/4/17	G Parish			Play Areas	72.00	North Lane Gate
28/4/17	Staff salary			Salary	253.61	
3/4/17	Community Lincs Insurance Services			Other	2,845.46	Insurance Renewal - Zurich
28/4/17	Kim Bartram			Admin	7.20	1 trip £3.60 for parish office banking; 1 trip £3.60 for Library banking
28/4/17	Staff salary			Salary	870.58	
28/4/17	Mr G Parish			Groundsman	301.56	
28/4/17	HMRC			Nat Insurance	132.94	Kim Bartram
20/4/17	E.On			Street Lights	243.00	
20/4/17	VAT paid OUT258			VAT paid	48.60	
30/4/17	CB Ground Maint			Play Areas	383.71	John Cutforth and North Lane
<b>Total £</b>			<b><u>32,478.02</u></b>		<b><u>7,875.51</u></b>	



**APPENDIX B**  
**CLERK'S REPORT**

(May 2017)

No	Date	From	Description of matter	Action
1			Improved communication systems	26 Apr 17 – Clerk emailed chasing costs-v-benefits analysis from Cliff Dean, Head of IT at NKDC
2			<b>Suggestion boxes</b> for placement in shops in High Street	Cllr East has now completed these boxes. <b>RESOLVED:</b> Cllr Lamyman's wording for the suggestion boxes will be used. Cllr East will speak with shop owner/managers along the High Street to gain agreement to place suggestions boxes in shops.
3	19 Apr 17		Parish Clerk to investigate <b>grants for bus shelter</b> with Lincolnshire County Council (Lincs CC)	26 Apr 17 – Lincs CC advised currently no grants available. Please forward details of intended bus shelter to keep on file in case funding becomes available. Cllr Woollas advises he will provide photo of the proposed site and the recently installed bus shelter.
4	03 Apr 17	Renewal due prior 01 Jun 17	<b>Insurance Renewal</b> – Zurich via Community Lincs Insurance Services	Policy covers both Venue and Parish Council assets. Policy in name of Parish Council only. Cost of insurance premium should be split between Council and Charity <b>RESOLVED:</b> Invoice to be paid. Clerk to write to insurance brokers requesting Policy be in names of the Parish Council and the Charity (Venue, Bowls Club and Pavilion). Clerk will provide an updated asset register for Cllrs to consider and agree how insurance premium should be split between the Council and the Charity. Important to consider what cover we require for items and to then check whether the Policy provides. Andrew Loakes at Community Lincs Insurance will be happy to discuss options.
5	18 Apr 17	Resident	Can poultry be kept on NKDC managed <b>allotments</b>	Clerk advised by NKDC: 'no tenancy or allotment rules in place' relating to the keeping of livestock. NKDC enquired whether council would consider leasing allotments. Advises allotments 'aren't defined as true allotments as they sit on housing land', NKDC have asked whether Navenby would like to take on Lease. Clerk has replied and asked for terms of Lease. <b>RESOLVED:</b> await response from NKDC regarding terms of Lease.



## Reports to Highways, Lincoln County Council

Report	Location	Reported by:	Date	Date reported to Highways	REF Number	Resolved
No reports made during April 2017						

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

Problem	Reported By	Date	Action Taken	REF Number	Resolution	Call Back?
Light not working on street light outside No 4 Ermine Drive	Cllr Woollas	26 Apr 17	Reported to Gillian @ E.on	n/a	27 Apr 17 – Gillian confirmed will be inspected but will not be until after this Bank Holiday. 27 Apr 17 – advised Gillian of Cllr Woollas' email 27 Apr 17 regarding numbering.	Advised Gillian that new street lights do not have numbers on – she will organise.  02 May 17 – Gillian advises: Fuse replaced – light numbers fitted to each post.  02 May 17 – Cllrs advise street light is not working (noted 01 May 17). 03 May 17 – Clerk emailed Gillian to inform.

**Training undertaken during April 2017:** No training.

### Training opportunities for May 2017:

Chairman & Clerks	09/05/2017
CILCA x 2 day course	11/5/17 & 18/5/17
Employment Law	16/05/2017
Councillors' training day	24/05/2017



## **APPENDIX C (May 2017)**

### **PLANNING APPLICATIONS**

06 April 17

**PAR 17/0403/HOUS**

24 Green Man Road, Navenby  
Extension to existing drop kerb.

**26 April 17**

06 April 17

**PAR 17/0366/HOUS**

43 Heath Road, Navenby.  
Amendment. Erect two storey side extension.

20 April 17

**PAR 17/0221/FUL**

Land at 7 Lincoln Road, Navenby.  
Erection of commercial building (additional information)

**02 May 17**



**APPENDIX D (May 2017)**

## Correspondence:

No	Date	From	Description of matter	Action
1	11 Apr 17	Resident	Objection to planning application for commercial development – land at 7a Lincoln Rd	Wishes council to make an objection. NPC did not receive any objections to the planning application prior to the closure date for comments.
2	19 Apr 17	Lincs CC	Notice of Submission of Site Locations Document – Lincolnshire Minerals and Waste Local Plan	19 Apr 17 emailed to NPC. Notice can be viewed online together all information relating to the examination process and timetable. Queries to Planning Services.
3	19 Apr 17	Lincs CC	Outcome of appeal against LCC decision on the application to record a public bridleway between Grantham Road and Doncaster Gardens, Navenby	26 Apr 17 – emailed to NPC. Council will make a Definitive Map Mod Order seeking to record a public footpath.
4	21 Apr 17	Lincs CC	Highways Maintenance Schemes	25 Apr 17 – emailed to NPC.
5	25 Apr 17	Army Cadets	New Army Cadet Force Detachment – Navenby	25 Apr 17 – original in post tray for Venue and emailed to NPC. Letter dated 20 Jul 15 in error. Confirms first parade in the pavilion to be Monday 24 Apr 17 and then regularly on Monday evenings. Cllr McDonald has meet with Army Cadet Officer and was advised they did not want to pay additional money for office space at the moment as cadet numbers are low (one at present). Wil consider in the future as Cadet numbers increase.
6	25 Apr 17	Lincoln Fire-Uk via LALC	Resilient Communities Conference 2017	26 Apr 17 – emailed to NPC. Thursday 08 Jun17 between 9.30am and 3pm
7	25 Apr 17	CPRE (Campaign to Protect Rural England)	Reminder: Lincolnshire's Best Kept Village and Small Towns' Competition 2017	26 Apr 17 – emailed to NPC.
8	02 May 17	Christopher Clay, Arboricultural Tech, NKDC Development, Economic and Cultural Services	Recommendation for tree survey and SLA	02 May 17 emailed to NPC. <b>RESOLVED:</b> To proceed with tree survey/SLA at £2.75 per tree (Navenby has 100 in cemetery and sports field).