

MINUTES OF THE NAVENBY PARISH COUNCIL MEETING
HELD ON **Tuesday 04 July 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 (Vice-Chairman); Mr S McDonald; Mr K Lamyman; Mr S Woollas; Mr A Watts; Mr B.G. Morris; Mrs K Bartram, Clerk

1. Chairman's Welcoming Remarks

At 7pm the Chairman welcomed Parish Councillors to the meeting. He noted there were no members of the public in attendance and advised the meeting would commence it's business however, should member(s) of the public attend before 7.15pm, a public session would take place.

2. PUBLIC SESSION

No members of the public were in attendance.

3. Apologies for absence and declarations of interest

Apologies for absence were received from Cllrs Marianne Overton and Catherine Mills. No declarations of interest were declared.

4. Minutes of Parish Council Meeting held 06 June 2017

It was **RESOLVED** minutes from the Navenby Parish Council (NPC) meeting of 06 June 2017 were an accurate and true record and should be signed and adopted once the following correction was made: amend item 19 to read Mrs Tina Orange.

5. To consider the financial report and authorise payments (Annex A)

It was **RESOLVED** all payments due as per Appendix A were authorised for payment. Cllr Woollas wished to draw attention to his email of 03 July 2017 attaching the proposed costs of running the Youth Club for 2017/18. The Venue now state they are unable to continue to wholly fund the cost of opening and closing the Venue for Youth Club sessions and that they look to the Parish Council to extend their funding of the Youth Club to cover 50% of these costs. Cllr Woollas pointed out that, despite this additional cost, the overall cost of running the Youth Club came in under the NPC budget for 2017/18. The overall cost of running the Youth Club for 2017/18 would be £6,430. Cost of NPC funding would be £3,215 (budget £3,248.70).

6. To consider the Clerk's Report (Appendix B)

Please see attached Appendix B.

7. To consider updates from District/County Councillors

Copies of monthly newsletters from Cllrs Overton and Mills were emailed to Cllrs 04 July 2017 and posted to the first Noticeboard within the foyer of the Parish Office/Library.

8. To consider updates from local Police

There were no representatives from the local Police in attendance. An update had not been received from the local Police. Cllr Morris suggested that he act as liaison between NPC and the Police so that, in the event of their being unavoidably detained from attending the meeting or providing an update, he would be able to do so on their behalf. It was **RESOLVED** Cllr Morris should act as a liaison with the local Police.

9. To consider Planning Applications (Appendix C)

Please see Appendix C.

10. To consider correspondence (Appendix D)

Please see Appendix D.

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11. Collaborative Arrangement NKDC -v- Local Access Points (LAPs)

It was **RESOLVED** there were no further queries regarding the draft Collaborative Arrangement between NKDC and LAPs. It was **RESOLVED** Cllr East would attend the Overview and Scrutiny Committee on Wednesday 19 July 2014 on behalf of NPC.

12. Proposal to stop up the public highway rights at land adjoining the Cottage Tea Room, 27 High Street, Navenby

During the recent sale/purchase of 27 High Street the question of public highway rights at land adjoining the property came to light. Cllr Woollas attended a meeting with Lincolnshire County Council and the new owner when it was confirmed by NKDC they do not wish to retrospectively oppose stopping up the public highway providing there are no objections from parish or county council. It was **RESOLVED** NPC did not wish to object to the proposal to stop up the public highway rights at 27 High Street, Navenby. Clerk to advise NKDC in writing.

13. May Day 2018

It was **RESOLVED** to initially ask the Venue whether they wished to organise a May Day event for 2018 or indeed any other form of village event.

14. Certificate of Burial Rights

It is important that owners of burial rights are able to produce their Certificates as proof of purchase when requested. The present certificates however, are very small and flimsy. It was **RESOLVED** NPC would purchase a book of Certificates which are produced on a larger scale on a substantial weight of paper at a cost of £98.23 plus VAT for 100 certificates.

15. NPC Website

Cllr Morris advised he is currently researching ways of populating NPC website, by comparing existing parish council websites, and gathering information to populate NPC website. He will be making recommendations to the Council in due course. It was **RESOLVED** the initial objective for population of the NPC website is to post Agendas for forthcoming NPC meetings and the subsequent Minutes once agreed.

16. Allotments

It was **RESOLVED** Cllr Morris would take on the responsibility of 'allotment' post holder.

17. Councillors requested that portfolio holders be given the opportunity to update the meeting

CEMETERY

Some trees are overhanging gravestones making it very difficult for area to be maintained by relatives. **RESOLVED** clerk to ask groundsman to cut back branches to head height.

PLAY AREAS

Two quotes received to repair loose rubber flooring in North Lane and Twenty Row playing areas. Both contractors have worked for the Council and are both can be recommended. **RESOLVED** clerk to ask the contractor with the lowest quote to proceed with repairs and advise the remaining contractor that, on this occasion, their quote has been unsuccessful.

Cllr Watts advised the meeting he had noticed the wooden balustrade between the stairs of the slide in North Lane play area is broken. Cllrs Lamyman and East will inspect immediately.

HIGHWAYS

The replacement litter bin for the High Street has been delivered to the parish office and Cllr Woollas is arranging for it to be fitted. He has noticed the litter bin near the Library has rotted

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off but he believes it may be possible to re-use the bin which is being replaced in the High Street.

A quote for a replacement bollard from the company who provided the original bollards has been requested but not received. Clerk will be chasing quote.

Cllr Lamyman asked the Clerk to contact FONS to organise for the School poster to be removed from the Tyre on the A607 which is used to advertise events as he has other village clubs/organisations requesting advertising space.

FINANCE

Cllr O'Sullivan is liaising with the Clerk to arrange a mutually convenient time to discuss the new financial software package. Once he has been appraised of procedures he will arrange to conduct his first councillor internal audit. Clerk advised she has completed initial population of the software and is meeting with the Internal Auditor on Wednesday 12 July 2017 to run through the banking reconciliation process and availability of financial reporting.

LIBRARY

Cllr Watts advised that the Library were experiencing difficulties with IT/Communication. BT appeared to have resolved the phone line problem however, the Library is still losing its internet link to SERCO. Cllr Watts is continuing to investigate.

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

Minutes Accepted: Date:
Chairman

APPENDIX A
Financial Report/Authorisation

Account balances: 04 July 2017

Current Account £36,634.13

Deposit Account £20,056.57

Date			IN £		OUT £	
30/5/17	Co-op	Cemetery	70.00			Headstone
17/6/17	Glasdon			Highways	648.26	Replacement litter bin
17/6/17	VAT OUT275			VAT paid	129.65	
21/6/17	e-on			Highways	62.54	
21/6/17	VAT OUT276			VAT paid	12.51	
21/6/17	Viking			Admin	22.25	
21/6/17	VAT OUT277			VAT paid	3.47	
22/6/17	Co-op	Cemetery	100.00			Interment
27/6/17	Mr GE Parish			Groundsman	72.00	
28/6/17	LAPS	LAP	406.00			
16/6/17	Rphillips	Cemetery	40.00			Interment - cremation
28/6/17	Mr GE Parish			Groundsman	317.56	
28/6/17	BT phone			Library	22.50	
28/6/17	VAT paid			VAT paid	4.50	
28/6/17	BT Broadband			Library	27.50	
28/6/17	VAT paid			VAT paid	5.50	
1/7/17	BT phone			Parish Office	351.19	
1/7/17	VAT paid			VAT paid	70.24	
23/6/17	HMRC	VAT refund	8,248.44			
30/6/17	Ass Clerk			Salary	336.51	
30/6/17	Parish Clerk			Salary	953.00	
30/6/17	HMRC			HMRC	188.86	Tax and NI
			<u>£8,864.44</u>	<u>£3,228.04</u>		

APPENDIX B
CLERK'S REPORT

(July 2017)

No	Date	From	Description of matter	Action
1	12 Jun 17		Clerk attended LAP meeting to discuss draft 'Collaborative Arrangement' with NKDC	15 Jun 17 emailed amended draft and presentation to all pcs. Item to be discussed under Agenda item 11.
2	14 Jun 17		Litter bin for High Street	Order place for litter bin from Glasdons. Delivery 5-10 working days. Bin received awaiting fixing.
3	27 Jun 17		Query amendment to Financial Regulations requested by Co-Operative Bank	27 Jun 17: email from LALC confirming ok to make proposed amendment (Clerk to be third signatory) RESOLVED: Amendments to Financial Regulations, which note Responsible Finance Officer as third signatory, be adopted.
4	19 Jun 17	Lincs CC	Do we have information available regarding Bus Shelter	27 Jun 17: rcvd information and photos from Cllr Woollas. 27 Jun 17 forwarded information to Lincs CC immediately.

Reports to Highways, Lincoln County Council

Report	Location	Reported by:	Date	Date reported to Highways	REF Number	Resolved
Grass not cut - Winton Road and pathway from The Gleanings to Chapel Lane. Grass 18 inches high.	Winton Road/The Gleanings/Chapel Lane	Resident	02/06/2017	02/06/2017	None	Highways - Grass yet to be cut. Informed Malcolm Hunt on 07/06/17
Grass not cut - Grantham Road outside Urban Angels.	Grantham Road/Urban Angels	Resident	08/06/2017	09/06/2017	None	Grass cutting from 01/06/17 to 13/07/17
Grass not cut - North side of Pottegate Road.	North side Pottergate Road.	Resident	08/06/2017	09/06/2017	None	Grass cutting from 01/06/17 to 13/07/17
Grass not cut - Winton Road and pathway from The Gleanings to Chapel Lane. Grass 18 inches high.	Winton Road/The Gleanings/Chapel Lane	Resident	14/06/2017	14/06/2017	10100020 5222	Reported, waiting for e-mail of Highways maps grass cutting.

Road closed - Church Lane query as to who cleared the tree blocking the road?	Church Lane - Near ST Peter's Church	Resident	22/06/2017		None	Gave Highways number to Malcolm. Tried to ring highways on the 22nd and 23rd of June. Lines busy.
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Reports regarding Street Lighting (Lincs County Council and E.On) – None during June

Training undertaken during June 2017: NONE

Training opportunities for July 2017:

LALC

Clerks' networking & sharing good practice workshop	06/07/2017
Councillors' training day	25/07/2017

External Training

Prevent & Community Cohesion Event, Wed 12 Jul 17, 10am-3pm, Cranwell Village Hall

Cllr Morris advised the meeting he has spoken with LALC about the provision of training for Councillors. Currently, most training events are held during the day time when Cllrs are often at work and unable to attend. Last year LALC offered 40 daytime and six evening training events. It was **RESOLVED** Cllr Morris would speak with local Councillors to gauge whether: a) Councillors would like to undertake online training where it is not possible to offer training on an evening, and b) Local Councils would be prepared to help fund the additional cost of setting up and running online training events?

APPENDIX C (July 2017)

PLANNING APPLICATIONS

27th June 2017

PAR: 17/0221/FUL

Amended plans of proposed commercial unit,
Land at 7, Lincoln Rd, Navenby.

Cllr East advised the meeting the planning application did not confirm the height of the building's apex nor did it locate the building on the site and it was therefore **RESOLVED** the Parish Clerk would contact NKDC Planning to request confirmation.

APPENDIX D (July 2017)

Correspondence:

No	Date	From	Description of matter	Action
1	06 Jun 17	Resident	Complained that the driver of a Mark's Services coach parks it outside of 36 and 38 Doncaster Gardens whenever he is not driving it for school transport. It is parked there 24/7 during school holidays.	Rang Mark's Services and spoke to Clarissa who confirmed that their Drivers have to accept responsibility for parking the coach they drive as it not feasible to park it at Washingborough in-between runs. Clarissa will speak with the driver concerned to see if they can find alternative parking however, this may not be possible. Rang and advised Mr Bracegirdle.
2	12 Jun 17	Grant Thornton	Acknowledging receipt of 2017 Annual Return	None required
3	13 Jun 17	RoSPA	Advising inspection due August 2017 at High Dyke and Green Man Road; and North Lane. Charges not increased from 2017.	Emailed to pcs 12 Jun 17. Need to book inspection if we want RoSPA to go ahead. RESOLVED: Clerk to confirm to ROSPA Council wish them to proceed with their inspection in August.
4	13 Jun 17	Helen Panter, Principal Legal Officer, Legal Services Lincolnshire	Proposal to stop up the Public Highway Rights at land adjoining the Cottage Tea Room, 27 High Street, Navenby	13 Jun 17 – emailed Legal Services to ask whether Council can respond after July NPC meeting. Emailed copy letter to all PCs. 15 Jun 17 – rang and spoke with Helen Panter: ok to respond after NPC Meeting 06 Jul 17 – advised all pcs. Item to be considered under Agenda item 12. Cllr Woollas raised query relating to map provided. New map agreed with Helen Panter and emailed to all PCs. RESOLVED: Clerk to confirm to Legal Services they have no objection to the proposed stop-up.
5	15 Jun 17	Community Initiatives Officer, NKDC	Coleby Neighbourhood Plan – Consultation	15 Jun 17 emailed to all PCs.
6	07 Jun 17	Resident	Suggest S106 monies be used for a skate park for the young people of the village on John Cutforth Playing Field.	Request to be considered at next parish council meeting 04 Jul 17. RESOLVED: Clerk to continue to keep a note of all suggestions for S106 monies.
7	26 Jun 17	Journalist, Lincolnshire Life Magazine	Requesting background/history of village	27 Jun 17 emailed to all PCs requesting volunteer to respond. RESOLVED: Cllr East to respond to journalist.
8	26 Jun 17	Cllr Overton	Copy of email from Cllr to Corporate Director NKDC – maintenance of trees East Road, Navenby (open space) – encroachment on resident properties	27 Jun 17 emailed to all PCs for information.
9	26 Jun 17	NKDC	Invitation to attend Town and Parish Council Briefing Session on 2012-2036 Central Lincolnshire Local Plan.	Meeting will also be given an update on the Community Infrastructure Levy RESOLVED: Cllr East to attend
10	27 Jun 17	1 Navenby Resident 2 NJFC	Complaints regarding dog walkers' use of John Cutforth Playing Field. Requests we advertise in Graffoe Link and put up additional signs	Clerk will read out letter at meeting. RESOLVED: Clerk to liaise with Venue regarding costs of signage and report back to August NPC meeting.

APPENDIX D (July 2017)

Correspondence:

11	16 Jun 17	Operational Services Manager, NKDC	Re: Litter picking grant	28 Jun 17 emailed to all PCs. Applications for 2017/18 funding required by Fri 14 Jul 17. RESOLVED: Clerk to report to OS Manager by Fri 14 Jul 17.
12	16 Jun 17	ROSPA Training Courses at York	Course at York 13-15 Sep 2017	28 Jun 17 emailed to all PCs. RESOLVED: Cost of course too prohibitive.
13	23 Jun 17	LALC	Email forwarded from HWB@lincolnshire.gov.uk requesting Councils complete survey if possible and recommending attend HWB strategy Engagement Event Grantham, 18 Jul 17, 1-4pm	28 Jun 17 emailed to all PCs.
14	22 Jun 17	Housing Strategy & Growth Manager, NKDC	Notification of availability of Local Plan for Town and Parish Councils	28 Jun 17 emailed to all PCs. KB can collect week commencing 03 Jul 17 from Sleaford.
15	27 Jun 17	Parish & Town Council Event	Invitation to see what NKDC do – open to public, Parish Clerks, Chairmen and Councillors Monday 17 July 2017 – 2pm – 7pm	28 Jun 17 – emailed to all PCs. Note invitation for Parish Clerks, Chairmen and Councillors to attend particularly during commencement of proceedings. RESOLVED: Cllr Morris to attend on behalf of NPC.
16	30 Jun 17	Local Enabler for Tesco Bags of Help Community Fund	Grants available £1,000 - £4,000 per project to benefit local community. Public vote instore to decide who benefits.	04 Jul 17 emailed to all PCs. RESOLVED: Cllrs to consider and submit their projects direct via email link within correspondence. Copy of applications submitted to parish office.
17	03 Jul 17	Highways Network Manager	Contact details and Sources of Information for Highways departments	04 Jul 17 – emailed to all PCs.
18	03 Jul 17	LALC	Request from MA student on internship with NALC – response requested to questionnaire in support of research to establish and inform Government policy on issues relating to local government finance and devolution.	04 Jul 17 – emailed to all PCs.