

NAVENBY WITH SKINNAND PARISH COUNCIL

MEETING MINUTES

Date/ Time: **Tuesday 3rd October 2017, 7pm**

Location: The Venue, Grantham Road, Navenby.

Present: Mr K E Gunning, Chairman; Mr B. O'Sullivan, Vice-Chairman; Mr C East; Mr S McDonald; Mr K Lamyman; Mr S Woollas; Mr A Watts; Mr G Morris; Mr M Burt.

In Attendance: Cllr Marianne Overton, Mrs K Elson (Parish Clerk), 1 member of the public.

Absent: No Absences

	To be actioned by
<p>1. Chairman's Welcoming Remarks. The Chairman welcomed everyone to the meeting.</p> <p>2. PUBLIC SESSION A member of the public was present, but raised no matters to the Council.</p> <p>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 prejudicial beneficial interests. All councillors were in attendance. There were no applications for dispensations in relation to disclosable pecuniary and/or prejudicial beneficial interests.</p> <p>4. To consider and sign the minutes from the previous Parish Council meeting, held on Tuesday 05 September 2017. It was RESOLVED that the minutes from the Navenby Parish Council meeting of Tuesday 5th September 2017 are a true and accurate record and should be signed and adopted.</p> <p>5. To consider the financial report and authorise payments (Appendix A) Due to illness Appendix A was not completed for the meeting. It was resolved that the clerk would e-mail the completed appendix to all councillors at a later date. The expenses given in Appendix A will then be authorised.</p> <p>6. To consider the Clerk's Report (Appendix B) Please see Appendix B.</p> <p>7. To consider updates from District/County Councillors Cllr Overton reported from the Cliff Cluster meeting and thanked the Navenby representative for attending the Cliff Cluster Group meeting. The group directly questioned and examined how the local plan was operating, with reference to the report from Planning Officer Mr Willetts. It was agreed that Cllr Marianne would investigate the whereabouts of the money previously allocated to the Cluster Group – this she has done. NKDC have the money and will recompense the cluster to the sum of £440 against invoices. Options for repairing the current SID or buying a new SID were to be looked into. E-mails will be circulated so the matter does not have to wait until the next meeting to be resolved. It was agreed that to secure the future of the Cliff Cluster Group, all 9 Parish's would be asked to give £50 for any future repairs/costs. It was also agreed that the Cliff Cluster Group would meet quarterly.</p>	<p>Cllr Gunning</p> <p>Clerk</p>

Tuesday 3rd October 2017

NAVENBY WITH SKINNAND PARISH COUNCIL

MEETING MINUTES

<p>Cllr Overton reported that Pot Holes are now being filled, however Cllr Overton would like to get the village to the state where there are no deep pot holes in the Parish of Navenby.</p> <p>Cllr Overton reported that street lighting is being looked at by a working group. Heritage is also being looked at and considered.</p>	
<p>8. To consider updates from local Police No reports received.</p>	
<p>9. To consider Planning Applications (Appendix C) Please see Appendix C</p>	
<p>10. To consider correspondence (Appendix D) Please see Appendix D</p>	Clerk
<p>11. To consider Land Registry Title relating to John Cutforth Playing Field and resolve whether to seek legal advice. It was RESOLVED that the current Land Registry Title, relating to the John Cutforth Playing Field is inadequate, as it contains no information about who owns the Pavilion and The Venue Building, the address is also not up to date. Clerk to write to LALC to obtain legal advice about who owns The Venue Building/Pavilion.</p>	Clerk
<p>12. To resolve whether to adopt draft Social Media and Data Protection Policies It was RESOLVED to adopt the draft Social Media Policy and the draft Data Protection Policy.</p>	
<p>13. Updates from Portfolio Holders:</p>	
<p>a. CEMETERY Cllr Gunning handed a draft copy of the cemetery RISK Assessment to all councillors to review and consider adopting at next meeting.</p>	
<p>b. HIGHWAYS</p> <ol style="list-style-type: none"> Report from meeting with Lincolnshire County Council Highway's Officer 06 Sep 17 Cllr Woollas concluded from the LCC Highways meeting, that Highways do own the barriers on the footpath, from Chapel Heath to the John Cutforth playing field. There are two option to move them: (i). Highways can move the barriers at their cost. This will take three months. (ii). The library funding will pay for the move since it is of direct value to library users, NPC will co-ordinate. This will be a considerably quicker option. Bus Shelter Lincoln County Council are considering moving the bus stop closer to the Cliff villages Medical Practice. In view of this it was proposed and RESOLVED to use any available grant funding grant, for the bus stop opposite Winton Road. 	Cllr Woollas Clerk
<p>c. YOUTH CLUB Cllr Woollas reported that the Youth Club had come in under budget. Clerk to invoice The Venue.</p>	Clerk
<p>d. NAVENBY CAR SCHEME Nothing to Report</p>	

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>e. NAG Nothing to report</p> <p>f. PLAY AREAS Nothing to report.</p> <p>g. SCHOOL HOUSE TRUST Nothing to report.</p> <p>h. CLIFF CLUSTER It was proposed and RESOLVED that Navenby Parish Council would hold in reserve £50, towards the operation of the Cliff Cluster Group.</p> <p>i. LIBRARY Nothing to report.</p> <p>j. PARISH WEBSITE Cllr Morris reported that the assistant clerk had uploaded community safety information, a police entry and other public safety awareness information. All Agenda's and Minutes were uploaded and are now up to date on the website. Cllr Gunning thanked the assistant Clerk, for the work carried out so far on the new NPC website. It was suggested by Cllrs, that a village diary of events could be put on the website, this would be a useful source of information and could avoid events conflicting.</p> <p>14. Discuss resolution to exclude the public and press for consideration of confidential matters. It was RESOLVED to exclude the public and press to discuss confidential matters.</p> <p>There being no further business, the Chairman declared the meeting closed</p>	
--	--


Minutes Accepted: Date:
Chairman

Tuesday 3rd October 2017

Unpaid Expenditure Transactions

Start of year 01/04/17

APPENDIX A/1

Tn no	Gross	Vat	Net Cttee	Invoice Details	Cheque	Accrual ?	Heading
				date			
87	£6.40	£0.00	£6.40 ADMIN	06/09/17	K E Gunning		
					Refreshments for mtg with Highways Officer LCC	BACSO4101 4KEG	20000/8
88	£1,165.00	£0.00	£1,165.00 PARIS	07/09/17	Venue Navenby	BACSO4101 7VENUE	20500/1
89	£1,165.00	£0.00	£1,165.00 PARIS	07/09/17	Venue Navenby	BACSO4101 7VENUE	20500/1
90	£33.00	£5.50	£27.50 LBRY	14/09/17	BT Broadband	DDM280917 BTBrd	20300/4
91	£27.00	£4.50	£22.50 LBRY	14/09/17	BT Phone 810426	DDM140917 BTPh	20300/3
92	£3.00	£0.00	£3.00 ADMIN	15/09/17	Bartram, Kim	BACSO4101 7KB	20000/8
93	£320.62	£53.44	£267.18 PARIS	17/09/17	BT (Parish Office)	DDM011017 BTPO	20500/3
94	£2,140.00	£0.00	£2,140.00 COMMU	19/09/17	ACTS Trust	BACSO4101 7ACTS	20100/5
97	£92.53	£0.00	£92.53	29/09/17	HMRC	BACSO4101 7HMRC	21100/3
98	£28.16	£4.69	£23.47 STREE	21/09/17	E.ON	BACSO4101 7EON	20900/3
99	£37.52	£6.25	£31.27 STREE	20/09/17	E.ON	BACSO4101 7EON	20900/3
100	£313.56	£0.00	£313.56 PLAYI	30/09/17	G. Parish	BACSO4101 7GP	20400/5
101	£72.00	£0.00	£72.00 PLAYI	29/09/17	G. Parish	BACSO4101 7GP	20400/3
102	£480.00	£80.00	£400.00 ADMIN	26/09/17	Grant Thornton UK LLP	BACSO4101 7GRANTTH	20000/5
103	£383.71	£0.00	£383.71	28/09/17	CB Ground Maintenance		
	£1,145.46	£0.00	£1,145.46		Confidential		20400
Total	£7,412.96	£154.38	£7,258.58				
Signature			Signature				
Date	10.10.17						

Due Income Transactions

Start of year 01/04/17

APPENDIX A/2

Tn no	Gross	Vat	Net Cttee	Accrual ?	Invoice date	Details	Heading
26	£70.00	£0.00	£70.00 CEMET	<input type="checkbox"/>	23/08/17	Lincolnshire Co-Operative Funeral Services	Headstone - Harold James JOHNSON 1100/4
27	£29,947.61	£0.00	£29,947.61 CNCIL	<input type="checkbox"/>	20/09/17	NKDC	1000
28	£406.00	£0.00	£406.00 PARIS	<input type="checkbox"/>	27/09/17	NKDC	1300/3
Total	£30,423.61	£0.00	£30,423.61				

Signature _____ Signature _____

Date _____

APPENDIX B – clerk’s report

Oct 17

No	Date	From	Description of matter	Action
1.	15 Sept		Data Protection Registration.	Clerk has registered and sent direct debit mandate for ICO.
2.	18 Sep 17		Clerk purchased copy of HM Land Registry Title LL117518 relating to 'land lying to the east of Pottergate Road, Navenby (John Cutforth Playing Field)	15 Sep 19: Clerk spoke with HM Land Registry who advised: NPC are registered as owners of the land under terms of Charity UK legislation (any structures/buildings thereon are the property of the landowner); restriction in favour of the Football Foundation states land for agricultural or as a sports field. No loans registered against the property (our loans may not have been required to register as legal charges – see terms and conditions of PWLB Loans)
3.	14 Sept 17		Overgrown grass to the east side of High Dyke, opposite East Road.	13 Sept 17 – Emailed all councillors. Conclusion - area not the responsibility of NPC. Clerk to telephone resident and inform them about the situation.
4.	14 Sept 17		Removal of barrier on the John Cutforth field on footpath to Doncaster Gardens.	6 th Sept – Councillor’s met with Lincoln County Council Highways Officer. 19 th Sept – Clerk sent letter and quote to Highways Officer. Waiting for approval from Highways.

APPENDIX B – clerk's report

Oct 17

Reports to Highways, Lincoln County Council

Report	Location	Reported by:	Date	Date reported to Highways	REF Number	Resolved
Road sign has been turned 180degrees. Now shows 30 leaving the village, instead of 30 entering the village.	Church Lane	Resident	01/09/2017	01/09/2017	101000227973	

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

Problem	Reported By	Date	Action Taken	REF Number	Resolution	Call Back?
Street Light at the end of Gas Lane not working.	Resident	13/09/2017	Reported to Highways	101000230413		

Training undertaken during September 2017:

Burials and Cemetery Management	19/09/17	Cllr Gareth Morris Kirsty Elson
---------------------------------	----------	------------------------------------

Training opportunities for October 2017:

Agendas, note taking & minutes	10/10/2017
IT Skills	18/10/2017
First Aid at Work	31/10/2017

PLANNING APPLICATIONS

12 September 17

PAR 17/1182

44 High Street

Conversion of part of a building to garage

26 September 17

PAR 17/1335

6 Turner Close

Extension to existing domestic dwelling to enlarge accommodation.

Extensions to garage to form utility room and gym

Installation of roof windows to existing and new loft volumes.

Comments by: 12th October 2017

No Comments received.

APPENDIX D – correspondence

Oct 17

No	Date	From	Description of matter	Action
1	12 Sep 17	Resident	Suggestion for funding – electric charging points at the Venue	12 Sep 17 – emailed to all Cllrs. RESOLUTION: Clerk to write back to resident for more detailed information.
2	15 Sept	Regional Support Worker for the Holocaust Memorial Day Trust.	To consider holding an event on the 27 th January to mark Holocaust Memorial Day.	15 Sept 17 – emailed to all Cllrs. RESOLUTION: Cllr McDonald to take to the British Legion.
3	19 Sept	LALC	Councils support for Lincolnshire County Councils Fairer Funding Campaign	21 Sep 17 – emailed to all Cllrs RESOLUTION: Council's position – Neutral. Will not take any further action.
4	20 Sep 17	Resident	Complaint about dog bin near Doncaster Gardens. No lid and bin was overflowing.	20 Sep 17 – emailed Cllr East. (Fixing Lid) RESOLUTION: The fixed bin lid will be fitted 7 th /8 th October 2017. Clerk to check with NKDC about how often the dog bin is emptied.
5	26 Sep 17	Resident	Complaint about hedge and tree from allotment intruding garden.	26 Sept – Emailed Cllr Gunning RESOLUTION: Contractor to cut down intruding branches.
6	28 Sept 17	Resident	Complaint about dog bin near Doncaster Gardens. Could the bin be moved?	28 Sept 17 – Emailed Cllr East. RESOLUTION: It was resolved that the dog bin in question is not practical to move.