

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 5<sup>th</sup> December 2017, 7pm**

Location: The Parish Office, The Venue, Grantham Road, Navenby.

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

In Attendance: District Councillor Catherine Mills; 1 Member of the Public; Mrs K Elson (Clerk)

Absent: Mr K Lamyman; Mr S Woollas.

	To be actioned by
<p><b>1. Chairman’s Welcoming Remarks</b> The Chairman welcomed everyone to the last NPC meeting of 2017.</p> <p><b>2. The PUBLIC SESSION will follow and last for fifteen minutes.</b> The member of the public raised the following:</p> <ul style="list-style-type: none"> <li>• They suggested that instead of NPC cutting the areas of grass in Navenby, it would be nice to have some wild meadows. The chairman pointed out that this is something that can be considered, however it can cost more to maintain than simply cutting the grass.</li> <li>• The hedge in the corner of Green Man road and the High Dyke is overgrown and causing people to walk in single file along the path.</li> </ul> <p>Cllr McDonald had received a complaint from a resident about an allotment that was overgrown and unattended. Clerk to inform NKDC. Cllr East received a complaint about the walkway, from the high street to East road which had been blocked. Cllr East had seen the plans and the Residents were well within their rights to block the walkway off, as it is not a public right of way.</p> <p><b>3. Apologies for absence and declarations of interest in accordance with the requirements of the Localism Act 2011. Consider any application for dispensations in relation to disclosable pecuniary and/or prejudicial beneficial interests.</b> Apologies received from Cllr Lamyman and Cllr Woollas. There were no applications for dispensations in relation to disclosable pecuniary and/or prejudicial beneficial interests.</p> <p><b>4. To consider and sign the minutes from the previous Parish Council meeting, held on Tuesday 7<sup>th</sup> December 2017.</b> It was <b>RESOLVED</b> that the minutes from the previous Parish Council meeting of Tuesday the 7<sup>th</sup> December 2017 are a true and accurate record and should be signed and adopted.</p> <p><b>5. To consider and sign the minutes from the Extra-ordinary meeting, held on Tuesday 14<sup>th</sup> November 2017.</b> It was <b>RESOLVED</b> that the minutes from the Extra-ordinary meeting of Tuesday 14<sup>th</sup> November are a true and accurate record and should be signed and adopted.</p>	Clerk

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## MEETING MINUTES

<p><b>6. To consider the financial report, authorise payments (Appendix A) and the submission of proposed budgets for the financial year 2018/2019 by portfolio holders.</b></p> <p>It was <b>RESOLVED</b> that payments 124 - 139 were authorised to be paid. Website budget received in November. Street Lighting budget received. It was proposed to pay for the 8 lights on East road, to be changed to LED lights, from this years budget (if the money is available). A new unmetered supply certificate is needed, as the current one does not reflect the changes in types of light bulbs.</p>	Clerk
<p><b>7. To consider the Clerk's report (Appendix B)</b></p> <p>Please see appendix B.</p>	Clerk
<p><b>8. To consider updates from District/County Councillors</b></p> <p>Cllr Mills - Top Farm – Code of practice has been signed off. There is a slight discrepancy about the starting times. NKDC have decided to adhere to the starting hours of 7.30am not including Saturdays. Jayne Mcmath is the compliance officer for the Top Farm build.</p> <p>Cllr Gunning queried how long the traffic lights, on the A607 to one of the Top Farm development entrances, will be there for? Cllr Mills confirmed that the main entrance to the site should be on Green Man Road, and there should be no traffic coming in or out of the A607 entrance at this point.</p> <p>LAP has been put on the backburner until the new year. Cllr Mills queried who was running the Mayday event this year, as she had queries from residents interested in the event. Cllr Gunning stated that there have been no volunteers for the Mayday event. The Venue will organise the Mayday event, if there are volunteers to run it. It may be too late to organise a Mayday event for 2018. Cllr Mills stated that she will see if she can rally some volunteers. Cllr Gunning stated that a committee of volunteers would be welcomed to help with the event. Cllr O'Sullivan suggested putting a request for volunteers on the Parish Website, Cllr Mills agreed.</p> <p>Cllr Morris questioned Cllr Mills about the comments put in by NPC for the Top Farm plans PAR 17/1527 Cllr Mills; nothing has been decided yet.</p>	Clerk
<p><b>9. To consider updates from local Police</b></p> <p>Please see Appendix E.</p>	
<p><b>10. To consider Planning Applications (Appendix C)</b></p> <p>Please see Appendix C</p>	
<p><b>11. To consider correspondence (Appendix D)</b></p> <p>Please see Appendix D</p>	Clerk
<p><b>12. To discuss the environmental health and insurance issues, in relation to NJFC cooking in the pavilion.</b></p> <p>Cllr McDonald reported that NPC are covered by their insurance for NJFC to cook in the pavilion, however there is currently no power supply to the hob. Therefore a new circuit breaker would need to be installed, which would cost £450. It was proposed that NJFC would be asked to contribute to a new circuit breaker. NJFC need to be aware of the environmental issues of cooking in the pavilion. Environmental health would need to visit and approve the cooking area in the pavilion. Cllr McDonald to inform NJFC of the above.</p>	Cllr McDonald
<p><b>13. To discuss the damage to the John Cutforth Playing Field and the Open Space caused by hedge cutting machinery.</b></p> <p>Cllr East stated that the hedge cutting machine is too large and is causing too much</p>	

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<p>damage to the Open Space. The damage to the John Cutforth playing field is significant. Cllr Lamyman and Cllr McDonald tried to repair damage with top soil. NJFC Volunteers also tried to repair the field. NJFC requested a £50 credit note for this voluntary work. It was proposed by Cllr Morris to give NJFC a £25 credit note, as a good will gesture. By the Chairman's casting vote it was <b>RESOLVED</b> to give NJFC a £25 credit note. The following were suggested to try and resolve/prevent any future damage to the John Cutforth playing field and the Open Space:</p> <ul style="list-style-type: none"> <li>• Change the contractor next year.</li> <li>• Ask NJFC if they would consider moving the site of the football fields. i.e. further away from the hedges.</li> </ul> <p><b>14. To discuss the grass cutting of the John Cutforth Playing Field.</b> Cllr McDonald reported that since an extra grass cut had been done, NJFC were happy with the length of the grass.</p> <p><b>15. To consider re-pointing a small section of the North Lane Playing field wall.</b> Cllr East proposed that he can get two quotes for re-pointing the section of the North Lane playing field wall.</p> <p><b>16. To discuss the Parish office Christmas closing dates and January NPC meeting date.</b> It was <b>RESOLVED</b> that the Parish Office Christmas closing dates would be; Saturday 23<sup>rd</sup> December 2017 to Tuesday 2<sup>nd</sup> January 2018 (inclusive). It was also <b>RESOLVED</b> that the January meeting would be moved to Tuesday 9<sup>th</sup> January 2018.</p> <p><b>17. Updates from Portfolio Holders:</b></p> <ul style="list-style-type: none"> <li><b>a. Cemetery</b> New sign is to be ordered for the uneven path. Budget for cemetery – past years income and expenditure have both been set to £600, this is due to the fact, that it is hard to predict how many burials there will be in a year.</li> <li><b>b. Highways</b> Nothing to report.</li> <li><b>c. Youth Club</b> Nothing to report.</li> <li><b>d. Navenby Car Scheme</b> Nothing to report.</li> <li><b>e. NAG</b> Cllr East reported that the gate to the Open Space had rotten. NKDC will replace.</li> <li><b>f. Play Areas</b> Cllr East had received quotes from two companies to replace the wooden fitness trail, in the North Lane playing field. The quotes range from £2840 to £6803. It was <b>RESOLVED</b> to look for a grant for the play equipment.</li> <li><b>g. Schools House Trust</b> Nothing to report.</li> <li><b>h. Cliff Cluster</b> Nothing to report.</li> </ul>	<p>Cllr East</p>
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<p>i. <b>Library</b> Nothing to report.</p> <p>j. <b>Parish Website</b> Nothing to report.</p> <p><b>18. Discuss resolution to exclude the public and press for consideration of confidential matters</b> It was <b>RESOLVED</b> to exclude the public and press.</p> <p>The Chairman declared the meeting closed at 21.55.</p>	
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Minutes Accepted: ..... Date: .....  
Chairman

Tuesday 5<sup>th</sup> December 2017

## Navenby Parish Council

## Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
124	BACS0612 17LALC	£8.00	20700/3	07/11/17	LALC -	£8.00
125	DDM06121 7BTPHON EL	£27.00	20300/3	14/11/17	BT Phone 810426 -	£27.00
126	BACS0612 17EON	£28.16	20900/3	08/11/17	E.ON - Replacement of photocell	£28.16
127	BACS0612 17SHAW	£357.60	21200/4	09/11/17	Shaw & Sons Limited - Grant of Exclusive Rights Register	£357.60
128	DDM06121 7BTBROA DL	£33.00	20300/4	14/11/17	BT Broadband -	£33.00
129	CHQ25111 7DH	£480.00	20100/2	24/11/17	Doddington Hall - 32 Christmas Trees	£480.00
130	BACS0612 17ARCHER S	£40.62	20400/12	17/11/17	Archer Signs & Panels Ltd - Dog signs	£40.62
131	CHQ06121 7SM	£45.00	20400/11	24/11/17	Stuart McDonald - Top Soil for repairing playing field caused by hedge cutting	£45.00
134	BACS0612 17GP	£74.40	20400/3	30/11/17	G. Parish - October - North Lane Playing field gate, unlocking/locking.	£146.40
135	BACS0612 17GP	£72.00	20400/3	30/11/17	G. Parish -	£146.40
136	BACS0612 17GPM	£314.59	20400/5	30/11/17	G. Parish -	£314.59
137	BACS0612 17CBGRO U	£383.71		30/11/17	CB Ground Maintenance -	£383.71
1		£182.00	20400/1		John Cutforth Playing Field x 2	
2		£50.90	20400/6		North Lane Playing Field x 2	
3		£15.00	20400/6		Strim North Lane Playing Field	
4		£42.80	20400/7		Cut Twenty Row Play Area	
5		£11.26	20400/7		Strim Play Area	
6		£56.30	20400/8		Cut Chapel Lane and Headland x 2	
7		£25.45	20400/6		Extra cut of North Lane Play area	
138	CHQ08111 7KINGSH	£295.35	20500/6	08/11/17	The Kings Head, Navenby - Christmas Buffet	£295.35
139	CHQ09111 7KINGSH	£8.95	20500/6	09/11/17	The Kings Head, Navenby -	£8.95
		£1,195.05			Confidential	
<b>Total</b>		£3,363.43				

Signature

Date

Signature

No	Minute Reference	Description of matter	Action
1.	7th November Appendix B 3.	Received reply from LALC; advising that NPC would need to engage with a solicitor, to ascertain who owns The Venue Building/Pavilion. It was <b>RESOLVED</b> that NPC would engage with a solicitor. Clerk to obtain two quotes from solicitors.	21 <sup>st</sup> Nov '17 – Assistant Clerk contacted 2 solicitors for quotes: 24 <sup>th</sup> Nov '17 – Received one quote from LCC Legal Services <b>RESOLUTION:</b> To go with LCC Legal Services. Clerk to inform LCC.
2.	7 <sup>th</sup> November, Appendix C	Clerk to ask NKDC for a copy of the site plan with material proposals, passed at the meeting held on 18/10/16.	8 <sup>th</sup> Nov – Clerk contacted NKDC to request plans. 10 <sup>th</sup> Nov – Received plans in office.
3.	7 <sup>th</sup> November, Appendix C	Clerk to write a letter to NKDC, giving the result of the Extra-ordinary meeting.	16 <sup>th</sup> Nov – Clerk e-mailed Cllrs comments to NKDC, for the planning application – PAR 17/1527 – Top Farm – Substitution of house types.
4.	7 <sup>th</sup> November, Appendix D 5.	Request for three new Road names for the Top Farm development. Cllrs agreed to the five following names: Craven, Moss, Top Farm, Lamyman, Rollitt.	24 <sup>th</sup> Nov - Clerk informed Mrs Ellis of Cllrs agreed road names. See Appendix D 9. for response.
5.	7 <sup>th</sup> November, Appendix D 10.	Cllrs agreed to an evening meeting with Hayley Kent –Simpson about the LAP office. Clerk to organise. Clerk to contact Hayley for suitable dates.	21 <sup>st</sup> Nov – Clerk Contacted Hayley to ask for suitable dates. E-mailed suggested dates for meeting to all Cllrs.
6.	7 <sup>th</sup> November, Appendix D 13.	Removal of silt form the pond at the end of Clint Lane. Clerk to contact Cllr Marianne Overton to ask if she would like to be involved.	27th Nov – E-mailed Cllr Marianne Overton.
7.	7 <sup>th</sup> November, Appendix D 14	Request for permission to display a small sign on driveway wall.  Cllrs would prefer a sign that was more in keeping with the conservation area. Clerk to inform resident.	13th Nov – Clerk e-mail Resident to inform them of Cllrs view. Received reply from resident - Resident is going to look into a sign made of natural wood with details burnt into it. Will e-mail pictures for approval once the sign is up.
8.	7 <sup>th</sup> November 11.	It was <b>RESOLVED</b> by all Cllrs to renew the Tree Inspection Programme provided by NKDC.	28 <sup>th</sup> Nov '17 – E-mailed NKDC to confirm renewal of Tree Inspection Programme.
9.	7 <sup>th</sup> November 13.	Clerk to inform Cliff Cluster that Cllr Watts and Cllr Woollas, will attend future Cliff Cluster Meetings.	22 <sup>nd</sup> Nov – Clerk informed Marianne Overton.

10.	7 <sup>th</sup> November 17.a.	Clerk was asked to obtain two quoted for risk of slips, trips and falls signs.	<p>27<sup>th</sup> Nov</p> <p>Archers Signs:  <a href="http://www.archerssafetysigns.co.uk/prod.php?prod=8509">http://www.archerssafetysigns.co.uk/prod.php?prod=8509</a> – uneven path - £4.95 - £7.95  <a href="http://www.archerssafetysigns.co.uk/prod.php?prod=3507">http://www.archerssafetysigns.co.uk/prod.php?prod=3507</a> – trip hazard - £22.50 - £32.50</p> <p>safety Sign Supplies:  <a href="http://www.safetysignsupplies.co.uk/search/warning-signs/slip-trip-mind-your-head/product/1295/figure-tripping-in-warning-triangle~9371.html?gh=true">http://www.safetysignsupplies.co.uk/search/warning-signs/slip-trip-mind-your-head/product/1295/figure-tripping-in-warning-triangle~9371.html?gh=true</a> – Trip hazard £12.31  <a href="http://www.safetysignsupplies.co.uk/search/custom-signs/safety-signs/product/203560/custom-trip-hazard-sign-with-warning-symbol--figure-tripping-in-yellow-triangle~39872.html?gh=true">http://www.safetysignsupplies.co.uk/search/custom-signs/safety-signs/product/203560/custom-trip-hazard-sign-with-warning-symbol--figure-tripping-in-yellow-triangle~39872.html?gh=true</a> – Custom sign with trip hazard image. From £13.04</p> <p><b>RESOLUTION:</b> To purchase the uneven path sign - £4.95 - £7.95</p>
11.	7 <sup>th</sup> November 17. j.	The clerk was asked to upload the Privacy Statement and SAR Form onto the website. Cllr O’Sullivan also asked the Clerk to place a link to the Top Farm development on the Parish Website.	<p>15<sup>th</sup> Nov – Clerk posted Top Farm Plan information onto parish website and link to plans online.</p> <p>17<sup>th</sup> Nov – Clerk Uploaded Privacy Statement and SAR form to Parish Website.</p> <p>Cllr Morris stated that he was made aware that the building has CCTV, he would therefore have to amend the Privacy statement, the ICO details may also need updating. (work in progress)</p> <p>However the Venue may be taking over the CCTV.</p>

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

Report	Location	Reported by:	Date	Date reported to Highways	REF Number	Resolved
Hedging from two properties encroaching on Gas lane, restricting access and blocking street light.	Gas Lane	NKDC (Resident sent complaint to NKDC)	12/10/2017	24/10/2017	101000236559	Highways have cut back hedging, street light now visible.

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

Problem	Street Light number	Reported By	Date	Action Taken	REF Number	Resolution	Call Back?
Ermine Drive, street light not working.	3	Cllr Watts	07/11/2017	Reported to Highways	101000239151		
East Road, Light dim glowing red.	9	Resident	24/11/2017	Reported to e-on		Sending Electrician	
Light nos 1, 2, 3 at Cat Walk broken	1, 2, 3	Resident	28/11/2017	Reported to e-on	n/a	Sending Electrician	

**Training undertaken during November 2017:**

Employment Law	01/11/2017	Cllr Morris
Risk Management, Insurance, HMRC & VAT	07/11/2017	
IT Skills	14/11/2017	
Councillors' Training Day	16/11/2017	
New Clerks' Training Day	21/11/2017	
Data protection, freedom of information & social media	29/11/2017	

**Training opportunities for December 2017: None**



PLANNING

22<sup>nd</sup> November 2017

**Central Lincolnshire Draft Developer Contributions Supplementary Planning Document (SPD)**

Consultation on the draft SPD will run for a period of four weeks from 22<sup>nd</sup> November to 20<sup>th</sup> December 2017.

Comments must be received by 0:00am on 20<sup>th</sup> December 2017.

**No Comments**

8<sup>th</sup> November 2017

**Central Lincolnshire Core Local Plan Team – Central Lincolnshire Statement of Community Involvement update.**

Amended Central Lincolnshire SCI available for comments. Draft SCI available from [www.central-lincs.org.uk](http://www.central-lincs.org.uk) under 'latest news'.

Comments by 5pm Tuesday 19<sup>th</sup> December 2017.

**No Comments**

PLANNING APPLICATIONS

22 November 2017

**PAR 17/1667/FUL**

Land at 10 East Road Navenby

Erection of a bungalow.

Comments by 11<sup>th</sup> December 2017

**Cllrs requested clerk to contact NKDC about plans – is this an amendment or brand new application?**

13<sup>th</sup> November 2017

**PAR 17/1576/**

39 Grantham Road, Navenby

Erection of a dwelling

Comments by 4<sup>th</sup> December 2017

**No Comments**



**APPENDIX D**

## Correspondence:

(December 2017)

No	Date	From	Description of matter	Action
1.	4th Nov '17	NJFC	Complaint about the length the playing field grass is cut.	16th Nov - Contacted the contractor, asked if he could make any future cuts as low as possible, without killing the grass. Contractor agreed to do this and would do another cut, on the 16 <sup>th</sup> or 17 <sup>th</sup> as it has been unseasonably warm and the grass had grown. Replied to NJFC; informed them of the above and the grass cutting timetable.
2.	7 <sup>th</sup> Nov '17	Navenby Towns Farm Trust	Re-appointment of a trustee.	9 <sup>th</sup> Nov - Emailed letter to all Cllrs.
3.	9 <sup>th</sup> Nov '17	NJFC	Complaint about dogs on playing field.	9 <sup>th</sup> Nov - Replied to NJFC – NPC are looking into ways to try and resolve the issues with dogs on playing fields.
4.	9 <sup>th</sup> Nov '17	The Venue	Damage to private car on 7 <sup>th</sup> Nov, 10am, caused by a refuse bin that rolled into the car, when the brakes to the bin were not applied after being emptied.	14 <sup>th</sup> Nov – Assistant Clerk e-mailed insurers. 15 <sup>th</sup> Nov – Reply received from insurers: 'Could well be due to negligence from the refuse company who emptied the bin.' 17 <sup>th</sup> Nov – Emailed NKDC informed them of the incident, waiting for reply.
5.	11 <sup>th</sup> Nov '17	NJFC	Complaint about the damage caused to the pitches by the hedge cutting.	<b>Agenda Item 13.</b>
6.	22 <sup>nd</sup> Nov '17	Lincolnshire County Council	Scrutiny Review – Impact of the Part Night Street Lighting Policy.	22 <sup>nd</sup> Nov – E-mailed to all Cllrs. Responses by: 5pm 5 <sup>th</sup> January 2018.
7.	23 <sup>rd</sup> Nov '17	Legal Services Lincolnshire	Quote for Legal advice on who owns The venue building/Pavilion.	29 <sup>th</sup> Nov '17 – E-mailed to all Cllrs.
8.	24 <sup>th</sup> Nov '17	Enforcement Delivery Manager Lincolnshire Road Safety Partnership	Lincolnshire community speed watch letter. 'Police and Crime Commissioner agreed to contribute to the scheme with the purchase of 6 Passive signs for each of the first 200 applications received.'	24 <sup>th</sup> Nov – E-mailed to all Cllrs. <b>RESOLUTION:</b> Cllrs are not in favour of members of the public using speed cameras. Could cause confrontation. Cllr Watts proposed that NPC register for check your speed signs with the Road Safety Partnership. For 10 x 30mph signs. It was therefore <b>RESOLVED</b> to register with the Road Safety Partnership.
9.	25 <sup>th</sup> Nov '17	NJFC	Request for a minimum £50 credit note or lower level invoice when the January invoice is sent. As 4 volunteers worked for two hours to lift ruts, fill and rake damaged areas of the playing field. (Caused by hedge cutting machinery)	27 <sup>th</sup> Nov – E-mailed to all Cllrs.
10.	28 <sup>th</sup> Nov '17	NKDC	The head of planning services has decided to adopt the following road names: Craven Way Top Farm Avenue	28 <sup>th</sup> Nov – E-mailed to all Cllrs. Cllrs thanked the clerk for the organisation of the Extraordinary meeting held on the 14 <sup>th</sup> November.

Correspondence:

			Rollit Close	
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## **LINCOLNSHIRE POLICE**

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

Clerk to the Parish Council  
Navenby

5<sup>th</sup> December 2017

### **POLICE REPORT TO NAVENBY PARISH COUNCIL – DECEMBER 2017**

I have to report that during the period 6<sup>th</sup> Nov – 5<sup>th</sup> Dec 2017 - there has been 3 recorded crime as follows:

- Burglary – High Street, Navenby – 24/11/17-1900-2330 – Side window forced, untidy search of house, items removed – Investigation on going.
- Theft – High Street, Navenby – 19/11/17-1350-1405- Persons have entered a shop and stole jewellery – Investigation still ongoing.
- Vehicle Crime – Lowfields, Navenby – 29/11/17-1600 – 30/11/17-0530 – Truck been tampered with – investigation still on going

Yours Sincerely

PC 162 Hanson

Community Beat Manager

Neighbourhood Policing Team

Cliff Villages



**LINCOLNSHIRE POLICE**

policing with PRIDE