

MINUTES OF THE NAVENBY PARISH COUNCIL MEETING
HELD ON **TUESDAY 06 JUNE 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 Lamymann; Mr S Woollas; Mr G Morris; Mrs K Bartram, Clerk;
Mrs K Elson, Asst Clerk

1. Chairman's Welcoming Remarks

The Chairman welcomed Parish Councillors to the meeting. No members of the public in attendance at 19:00hrs however, should a member of the public arrive before 19:15hrs, a public session would take place.

2. Public Session

A member of the public arrived after 19:15hrs.

3. Co-option of Parish Councillor

Mr Gareth Morris was asked to leave the meeting whilst the Council discussed his application for the post of Parish Councillor. There were no objections to Mr Morris becoming a Parish Councillor and it was therefore **RESOLVED** unanimously to accept his application. Mr Morris was welcomed back to the meeting as a Parish Councillor.

4. Apologies for Absence and Declarations of Interest

Apologies for absence were received and accepted from Cllr Tony Watts.

5. Minutes of Annual General Parish Council Meeting (AGM) held 02 May 2016

It was **RESOLVED** minutes from the AGM of 02 May 2017 were an accurate and true record and should be signed and adopted.

6. Financial report and authorise payments (Appendix A)

Cllr Woollas reported that, following his meeting with Acts Trust to discuss funding for the Youth Club, all queries had been satisfied and he was happy to recommend their invoice be paid. It was **RESOLVED** all payments due as per Appendix A were authorised for payment.

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

See attached Appendix B.

8. To consider updates from District/County Councillors

Cllr Overton arrived after the meeting closed and gave her apologies. She advised she would e-mail copy of her latest newsletter.

9. To consider updates from local Police

01 Feb 2016 – theft of a vehicle from High Dyke (later found burnt out).

10. To consider Planning Applications (Appendix C)

It was **RESOLVED** that there were no objections from the council regarding the planning application listed in Appendix C.

11. To consider correspondence (Appendix D)

See attached Appendix D.

12. Management and Administration of Navenby Parish Council website

It was **RESOLVED** Cllr Morris will manage the Parish website and the Assistant Clerk will administer. It was agreed the Clerk would be paid for four hours work populating the initial

MINUTES OF THE NAVENBY PARISH COUNCIL MEETING
HELD ON **TUESDAY 06 JUNE 2017**
IN THE VILLAGE OFFICE, THE VENUE, GRANTHAM ROAD AT 7 P.M.

website.

13. Replacement of rubber surface in playing fields

The rubber surfaces around the slide at Twenty Row playing field and the crocodile at North Lane playing field have lifted at the edges causing a trip hazard. This is a Health and Safety matter which requires urgent attention and therefore it was **RESOLVED** to proceed with repairing the surfaces with the original contractor. Cost of repair is not expected to exceed £500. Cllr East will organise the repairs.

14. Proposed LAP Collaborative Arrangement with NKDC:

a) Resolve to reduce the number of LAP opening hours to align with reduction in NKDC funding as proposed in the draft Collaborative Arrangement

It was **RESOLVED** the number of LAP opening hours would be reduced from 10 hours to 8 hours. Parish office opening hours will be Tuesday to Friday 10:00 – 12:00hrs with effect from Monday 12 June 2017. The clerk is to advertise the change of hours on Parish noticeboards and in the Graffoe Link. The Clerk is to attend the forthcoming LAP meeting in Sleaford and will raise the following queries arising from the draft Arrangement:

3.3: add in 'where possible'

3.4: add in 'subject to available space'

3.13 add: 'where possible'

15. Minor Amendments to Financial Regulations, section 6.4 and 6.6

The Co-Operative Bank have recommended the Financial Regulations be amended to state the Parish Clerk is an authorised cheque signatory. It was **RESOLVED** the Clerk would refer the amendments to LALC for advice before implementing any changes.

16. Asset Register as at May 2017

It was **RESOLVED** that the Asset Register would be deferred to the next Parish Council meeting, on 04 July 2017.

17. Budget headings/breakdown 2017/18

The Clerk provided the meeting with copies of budget headings which had been entered onto the new accounts software package. There are more headings than in previous years which will help us ensure receipts and payments are allocated to the correct budget lines. The budget headings are still being completed and the Clerk will provide Cllrs with a further copy of the completed headings, together with overall budget figures for their areas of responsibility. The Cllrs can then breakdown their overall budgets into their various budget lines and return to the Clerk. Once this information is entered onto the software it will be possible to produce reports showing costs to date –v- allocated budget.

18. Co-Operative Bank Account for the Library

It was **RESOLVED** a separate bank account should be opened for the library.

19. To resolve to sign off Annual Return for year ended 31 March 2017 for Navenby Parish Council prior to forwarding to Grant Thornton UK LLP, External Auditors:

a. Complete and sign off Section One, Annual Governance Statement 2016/17

RESOLVED to sign off.

b. Sign off Section Two, Accounting Statements 2017/17

RESOLVED to sign off.

The Chairman wished to publicly thank Mrs Tina Orange, Mrs Denise Gascoigne and the Parish Clerk for all their hard work in preparing the Annual Return. Letters of thanks would be sent to Mrs Orange and Mrs Gascoigne.

MINUTES OF THE NAVENBY PARISH COUNCIL MEETING
HELD ON **TUESDAY 06 JUNE 2017**
IN THE VILLAGE OFFICE, THE VENUE, GRANTHAM ROAD AT 7 P.M.

20. To resolve supplier for replacement litter bin on the High Street

Two quotes for litter bins were available for consideration by the meeting. Both quotes were a similar price however, the Glasdon litter bin was identical to those already in the High Street. It was **RESOLVED** to purchase a replacement bin from Glasdons.

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

Minutes Accepted:



Chairman

Date:

5 June 17

Account balances:

Current Account Balance as at 01 June 2017 20,056
Desposit Account Balance as at 01 June 2017 33,456

Date		IN £		OUT £	
24/5/17	NKDC	LAP	406.00		
26/4/17	TJ Bookkeeping & Acc			Admin	40.00
24/5/17	G Parish			Groundsman	309.56
24/5/17	AdvantEDGE			Admin	620.00
24/5/17	263			VAT paid	124.00
13/5/17	BT Broadband			Library	27.50
24/5/17	VAT paid OUT264			VAT paid	5.50
20/5/17	BT			Admin	41.21
24/5/17	VAT paid OUT265			VAT paid	6.87
24/5/17	Mr GE Parish			Groundsman	74.40
12/5/17	Acts Trust			Youth Club	1,790.00
26/5/17	Staff salary			Salary	294.31
26/5/17	Staff salary			Salary	870.84
26/5/17	HMRC			Nat Insurance	133.28
26/5/17	Cllr A Watts			Library	7.49
31/5/17	CB Ground Maint			Groundsman	383.71
02/06/17	Internal Auditor			Admin	70.00
2/6/17	E.on			Highways	186.54
2/6/17	VAT OUT274			VAT paid	37.31
		TOTALS	£406.00		£5,022.52

25 May 2017 Clerk emailed Acts requesting breakdown of invoice to specify: when street dance workshop took place?; date of trampoline trip?; why charge for entry fees of £75?; and why extra staff fees of £120?

APPENDIX B CLERK'S REPORT

(June 2017)

AdvantEdge Accounting Software

Software now successfully installed by EDGE IT and approved by NKDC. Two training sessions so far. Clerk is populating system with budget lines and will discuss with Council At NPC meeting on 06 June 2017. Next training session booked for Tue 13 June 2017 when transactions from 01 April 2017 will be entered onto the system.

External Audit

External Audit completed in collaboration with our new Internal Auditor, Denise Gascoyne and ready for approval by Council at NPC meeting Tue 06 June 2017.

Communications

Clerk has spoken at length again with Cliff Dean, Head of IT at NKDC, regarding his proposal to supply a phone line, at much reduced cost to our present BT supply, and business email addresses for each Councillor. Cliff has promised to provide a cost-v-benefit analysis as soon as possible, Clerk chased again Thursday 01 June 2017.

Asset Register

Clerk has updated the Register in accordance with information provided by Councillors and split registers so that Navenby Parish Council has a Register independent of that for Navenby Playing Field Association. The assets are covered by a joint Zurich Insurance policy. The Policy renewal premium of £2,845.76 was paid by the Parish Council on 03 May 2017 on the recommendation of their insurance brokers on the understanding that the Register was in the process of being updated. It was agreed Councillors would discuss any potential impact on the premium with the broker. The Council will also discuss apportioning the cost of the Zurich Insurance policy premium between themselves and Navenby Playing Field Association.

Reports to Highways, Lincoln County Council

Report	Location	Reported by:	Date	Date reported to Highways	REF Number	Resolved
Grass not cut - Henson Drive (left verge up to first bungalow, and small area opposite)	Henson Drive	Resident	18/05/2017	18/05/2017	None	Grass should be cut in May. Clerk advised grass will be cut by Lincs County Council (LCC) between 01 Jun 17 and 13 Jul 17. Clerk has requested a map of Navenby clearly showing grass cut by LCC. Grass at High Dyke/Green Man Road corner has now been cut.

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

Problem	Reported By	Date	Action Taken	REF Number	Resolution	Call Back?
Street light No. 4 outside 13 Ermine Drive, not working.	Cllr Steve Woollas	26/04/2017	Reported to E.on (e-mail)	E-mail dated 26/04/17	8/5/17 - Street light repaired	

Training undertaken during May 2017: NONE

APPENDIX B
CLERK'S REPORT

(June 2017)

Training opportunities for June 2017:

Data protection, freedom of information & social media	06/06/2017
Agendas, note taking & minutes	07/06/2017
Health & safety/fire safety & community buildings	14/06/2017
Play areas & risk management & community engagement	21/06/2017
Allotment training	28/06/2017

To book a place on any of these courses, please advise either Kim or Kirsty. Full details as to time, duration and location of training are available in the '*Councillors' Reading File*'.

APPENDIX C

(June 2017)

PLANNING APPLICATIONS

02 June 17

PAR: 17/0570/HOUS

Renegade Crossfield Road, Navenby.

Erection of a single storey rear extension.

Comments by: 16th June 17

No	Date	From	Description of matter	Action
1	05 May 2017	Lincoln City Council/NKDC	Confirmation that Central Lincolnshire Local Plan has been adopted.	11 May 2017 – emailed to all pcs
2	10 May 2017	Planning @ NKDC	Planning Electronic Consultations	11 May 2017 – emailed to all pcs. Clerk has received confirmation from Planning @ NKDC we will continue to receive hard copies as we are a LAP office.
3	15 May 2017	Churches together in Lincolnshire	Conference at BG University 17 June 2017 to consider plans for huge number of new homes to be built in Lincolnshire.	16 May 2017 emailed to all pcs. Cllrs to advise Clerk if they wish to attend conference asap.
4	16 May 2017	Lincolnshire County Council	Highways Grass cutting arrangements	18 May 2017 Emailed to all pcs
5	16 May 2017	Grant Thornton	External Audit – New rights of Inspection	16 May 2017 emailed to all pcs. Clerk to ensure Annual External Audit documents posted onto Council website as per Grant Thornton guidelines in accordance with The Local Audit (Public Access to Documents) Act 2017.
6	10 May 2017	LALC	NALC Code of Policy – update February 2017	12 May 2017 emailed to all pcs
7	19 May 2017	NALC	Request for volunteer Cllrs to complete survey	19 May 2017 emailed to all pcs
8	19 May 2017	Navenby Town's Farm Trust	Request for agreement to appointment of new Trustee	23 May 17 emailed to all pcs. Item placed onto Agenda for discussion. RESOLVED: to write to the Trust agreeing appointment.
9	22 May 2017	Lincs County Council	Notification of grass cut	23 May 2017 emailed to all pcs with request to advise clerk of any areas either not cut to standard or not cut as per the attached spreadsheet. RESOLVED: Clerk to collate maps from LCC, NKDC and NPC for future reference
10	22 May 2017	Lincs County Council	Temporary Traffic Restriction: Cereals Event 2017	23 May 2017 emailed to all pcs. Copy letter posted to parish and general noticeboard.
11	23 May 17	Lincs County Council	Temporary Road Closure: Green Man Road	23 May emailed to all pcs. Copy letter posted to parish and general noticeboards.

APPENDIX D

(June 2017)

Correspondence:

12	25 May 17	Inside Government.co.uk	The Future of TW3 (The Way We Work) Programme 15 June 2017	26 May 2017 emailed to all pcs
----	-----------	----------------------------	---	--------------------------------