

MINUTES OF THE NAVENBY PARISH COUNCIL MEETING
HELD ON **Tuesday 01 August 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 S Woollas; Mr A Watts; Mr G. Morris; Mrs K Bartram, Clerk

1. The Chairman welcomed Parish Councillors and two members of the public to the meeting.

Public Session

The following concerns were presented to the Council:

a. Parking at junction of East Road with High Street

Vehicles are parking on both sides of East Road severely restricting visibility and access of traffic. Parking restrictions are being ignored by drivers. The Chairman advised the meeting Navenby Parish Council (NPC) aware that parking restrictions were consistently ignored by drivers. However, when they had investigated the possibility of an enforcement officer visiting the village regularly for a period of one month to enforce parking restrictions, they were advised this was not possible. The County Council no longer directly employs enforcement officers and instead delegates the responsibility to a private sub-contractor. When NPC contacted the sub-contractors they were advised it was not feasible for an enforcement officer to regularly enforce parking restrictions in Navenby on a regular basis. With a limited number of staff the sub-contractor is obliged to delegate enforcement officers to areas of high volume traffic.

RESOLVED Cllr Morris will write to PC Hanson at Bracebridge Heath Police Station outlining the concerns of residents and parish council of Navenby.

b. Development of Land at 7 Lincoln Road, Navenby

Are NPC raising any objection to this planning application? The Chairman advised that, as they had received only one objection to the application, they would not be raising an objection.

c. T- Junction Grantham Road/Green Man Road

Residents have expressed concern that there is a limited field of view towards the village when exiting Green Man Road, the problem being exacerbated by the hedge growing in the property on the south east corner. Attempts to have the hedge reduced in size in the past have all met with failure. The Chairman expressed the view that if cars exiting the village towards Lincoln were at the correct speed (30mph), the problem would be greatly reduced.

2. Apologies for absence and declarations of interest

Apologies were received and accepted for Cllr Keith Lamyman.

3. Minutes from the previous Parish Council meeting

It was **RESOLVED** the minutes from the NPC meeting of Tuesday 04 July 2017 be signed as a true account.

4. To consider the financial report and authorise payments (Appendix A)

It was **RESOLVED** the payments listed at Appendix A are approved for payment.

5. Clerk's Report

Please see Appendix B.

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6. Updates from District/County Councillors

6a CLLR OVERTON

Confirmed the Chairman's account of the situation regarding parking restriction enforcement in Navenby and advised the best course of action would be for concerned residents to make their complaints directly to the enforcement contractor whenever they witness a parking offence. This would clearly demonstrate Navenby is an area where parking restrictions are continuously ignored and therefore worthy of attendance by an enforcement officer.

Cllr Overton has received an offer to plant the open space behind Pitfield with flowers/shrubs at no cost and enquired whether NPC would have any objections. Cllr Woollas advised approval would in fact need to be sought from NKDC and, furthermore, that vehicular access to East Road/Chapel Road has been established by residents. Cllr Overton confirmed, subject to approval from NKDC, she would recommend a small area be planted initially, avoiding vehicular access, to gauge response from local residents.

Please see full report on general parish noticeboard in Navenby High Street.

6b CLLR MILLS

Education Business Partnership are looking to partner with Local Parish Councils to give youngsters an opportunity to get involved with Local projects. Are NPC aware of any local endeavours who require volunteers?

A complaint has been received by the Cllr regarding the planning application for development of land at 7 Lincoln Road, Navenby. As this is the only complaint received from Navenby residents, it will not be appropriate to raise an objection.

Please see full Report on general noticeboard in Navenby High Street.

7. Update from local Police and from Council's crime representative

Nothing to report from local Police. Cllr Morris reported: please see Appendix E. It was **RESOLVED** the Clerk would contact Graffoe Link to enquire whether they could publish regular monthly updates from Cllr Morris.

8. To consider Planning Applications

Please see Appendix C.

9. To consider correspondence

Please see Appendix D.

10. Replacement battery for SPID

As SPID is owned by jointly by cliff cluster villages it was **RESOLVED** the matter would be discussed at the next Cliff Cluster Meeting which Cllr Overton is organising; provisional date Wed 27 Sep 17, venue to be confirmed.

11. Review of NPC Risk Assessment

Cllrs have read and considered the NPC Risk Assessment document. It was **RESOLVED** Cllr Morris would research the recommended draft Policy documents and circulate to Cllrs and Clerk prior to NPC meeting on Tue 04 Sept 17.

The following amendments to NPC Risk Assessment document were **RESOLVED**:

1. The Council's Role as Sole Trustees of the Venue Charity: under 'Management and control of risk', should state: All transactions between the Parish Council and Navenby Playing Field Association.
2. Freedom of Information: under 'Management and control of risk' should state Publication Scheme to be compiled and kept with file index in parish office and published on Navenby Parish Council Website.

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3. Cover for Holidays or sickness – Parish Clerk and Assistant Clerk to ensure holidays deconflict. Should both clerks be sick, Chairman and NKDC to be notified. Office to be shut for one day with notice advising public of reason why.
4. Cemetery: six monthly health and safety reports to be undertaken. Clerk to draft report sheet for completion.
5. Street furniture: Delete 'regular checks of items' and replace with 'quarterly checks of items'.

12. Review of Code of conduct and Standing Orders

Cllrs have read and considered the Code of Conduct and Standing Orders. It was **RESOLVED** both documents be ratified without amendment.

13. Updates from Portfolio Holders:

a. CEMETERY

Nothing to report this month.

b. HIGHWAYS

The replacement litter bin has arrived and is stored in the parish office. Awaiting quotes to remove existing litter bin (chip away slurry base from bin) and site new bin. **RESOLVED** to proceed with purchase of a replacement bollard at £115 plus carriage. Cllr East is awaiting quote for 'Lion' heads to affix to the bollard to ensure that it matches existing bollards.

Parking is still a concern however, if NPC ask for additional road markings, there are likely to be a significant number of residents who do not want further restrictions. Potential areas for restrictions are Clint Lane and the T junction at Green Man Road and the A607, where a request was made for a "hidden junction" warning sign to be erected on the southerly A607 approach to this junction. It was **RESOLVED** the Clerk would organise a walk-round of the village with Steve Walsh, Highways department, Lincolnshire County Council and would speak with PC Hanson regarding business parking. Clerk to arrange for handyman to clean 'Clearway' signs between Co-Op and Odlns.

Pleased to advise the pot-holes in East Road have been repaired.

c. YOUTH CLUB

Youth Club events for children during the holiday have been advertised as commencing Monday 07 August 2017 however, they will in fact commence Monday 14 August 2017. If there are any queries regarding the events parish office to contact Dan Hargreaves at ACTS.

d. NAVENBY CAR SCHEME

Number of journeys and distances travelled are up. It is likely that the car scheme will require additional funding from NPC of approximately £500-£1,000. The car scheme will also approach the Town's Farm Trust for funding.

e. NAG

Will be field walking Green Man Road to the east of High Dyke.

f. PLAY AREAS

Balustrade has been fixed.

Rubber chipping is not proving as effective as the wood chipping it replaced. The chips are getting everywhere.

g. SCHOOL HOUSE TRUST

Nothing to report.

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h. CLIFF CLUSTER

Already discussed earlier in the meeting with Cllr Marianne Overton (see 6a above).

i. LIBRARY

The Library is running smoothly thanks to the crucial support of volunteers.

j. PARISH WEBSITE

It was **RESOLVED** the following items would be added to the website:

1. Agenda and Minutes from April 2014
2. Code of Conduct
3. Contact form – clerk to monitor/respond

The assistant clerk is working hard to populate the website however, slow internet speeds are slowing her down. In addition, although web site template is easy to use, it is not always easy to upload documents and a great deal of formatting is required. Assistant clerk estimates she will require 1.5 additional paid hours for a period no longer than three months and thereafter, an additional half an hour paid per week. It was **RESOLVED** the assistant clerk should be paid for additional hours worked subject to a timesheet being submitted each month.

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

Minutes Accepted: Date:
Chairman

Paid Expenditure Transactions

between 01/07/17 and 31/07/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Cttee	Details	Heading
	01/07/17	50		£188.86		HMRC	21100/3
BACS170704 GLAS	05/07/17	41		£777.91	HIGHW	Glasdon UK Ltd	20800/2
BACS170704E ON	05/07/17	42		£75.05	STREE	E.ON	20900/3
BACS170704V D	05/07/17	43		£28.62	ADMIN	Viking Direct	20000/2
BACS170704 GP	05/07/17	44		£72.00	PLAYI	G. Parish	20400/5
BACS170704 GP	05/07/17	45		£317.56	PLAYI	G. Parish	20400/5
DDM170701B TPO	05/07/17	47		£421.43	PARIS	BT (Parish Office)	20500/3
BACS010817E ON	11/07/17	53		£797.56	STREE	E.ON	20900/4
DDM190717P WLB	19/07/17	55		£8,309.57	PWLB	Public Works Loan Board	20600/1
DDM270717B T	27/07/17	56		£42.60	LBRY	BT Broadband	20300/4
DDM270717B Tphone	27/07/17	57		£27.00	LBRY	BT Phone 810426	20300/3
BACS010817K B	27/07/17	62		£712.67	SALAR	Bentley/Kinn	21100/1
BACS020817K E	27/07/17	63		£276.90	SALAR	Bentley/Kinn	21100/2
Total				£12,047.73			

Received Income Transactions

between 01/07/17 and 31/07/17

Start of year 01/04/17

Paying ref.	Received date	Tn no	Invoice	Gross	Cttee	Heading	Details	
GIRO1706221 NTER	03/07/17	9		£100.00	CEMET	1100/3	Burials	Interment - Chapman, Evelyn
GIRO170616C EM	03/07/17	11		£40.00	CEMET	1100/4	Burials	Interment - Edison, Joyce Kathleen
BACS070717 NKDC	07/07/17	20		£23.66	PARIS	1300/6	NKDC	Clerk's attendance at LAP meeting Mon 12 Jun 17 at NKDC offices, Sleatford
BACS130717 Carls	13/07/17	23		£51.64	PARIS	1300/6	Cartridge Saveltld	Refund for returned printer cartridge
BACS170717 Coop	19/07/17	21		£70.00	CEMET	1100/4	Lincolnshire Co-Operative Society Ltd	Headstone - Gough, WG & MO
BACS260717 NKDC	26/07/17	22		£406.00	PARIS	1300/3	NKDC	
Total				£691.30				

No	Date	From	Description of matter	Action
1	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. 13 Jul 17 Costs for dog signs emailed to all Cllrs. 19 Jul 17 emailed second quote for dog signs to all Cllrs. 01 Aug 17: There are currently two advisory dog owner signs on the John Cutforth playing field although they are very dirty and are not easily visible. It was RESOLVED the Clerk would ask the handyman to clean the signs. In addition it was RESOLVED to proceed with the purchase of 2 x aluminium signs with 4 slots and two screw bands @ £12.95 each plus postage. Clerk to organise.
2	18 Jul 17	LALC	Notification of LALC AGM Tue 17 Oct 17 at Cranwell village hall. Must reserve a place via Clerk.	19 Jul 17 emailed to all Cllrs. RESOLVED: Cllr East to attend – he would check his diary and advise clerk whether he was able to attend.
3	28 Jun 17		Grant application to Lincolnshire County Council (LCC) for bus shelter	19 Jul 17 chased our email 28 Jun 17 requesting grant for the provision of a bus shelter on south side of A607 (opposite Cliff Villages Medical Practice). 19 Jul 17 Clerk received phone call from LCC advising ok to proceed with formal application. Site meeting to be arranged before application can proceed further. 20 Jul 17 LCC advise concerned regarding visibility therefore shelter must be positioned at back of the verge near to the fence – may be opposed by adjacent residents therefore NPC must write to each property in vicinity. 20 Jul 17 – forward LCC email to Cllr Woollas advising LCC asking that he obtain relevant numbers of affected properties and clerk will write to the residents to advise.
4	25 Jul 17	NJFC via Venue Booking Clerk	Why hasn't grass been strimmed around goal posts on John Cutforth playing field?	26 Jul 17 emailed CB Ground Maintenance. They will now strim around goal posts wef from next cut due in two weeks' time. 27 Jul 17 emailed Venue Booking Clerk to advise.
5	27 Jul 17		CB Ground Maintenance advised they have been cutting North Lane playing field weekly as instructed. Believes will need to keep cutting weekly for foreseeable future because amount of rain. Realises this will be costly for the Council so volunteered to charge for alternative cuts i.e. cut 1 charged, cut 2 free until further notice.	

6	26 Jul 17 15:54	Cllr East	Has repair work commenced at North Lane and High Dyke playing field?	27 Jul 17 – rang EKM and spoke with Ed Morton. Very busy at the moment. Agreed: will undertake work at High Dyke week commencing 31 Jul 17 and North Lane week commencing 07 Aug 17. Groundsman to monitor. Diary note to check work carried out.
7	26 Jul 17	NJFC	Complaint: grass not being strimmed around goal posts.	27 Jul 17 Clerk spoke with ground maintenance contractor who offered to strim around the goal posts and the wooden bollards at no extra costs. Also confirmed that, although the grass at North Lane playing field needed cutting weekly at the moment due to weather he would not charge extra i.e. he will charge for one cut per fortnight.

Reports to Highways, Lincoln County Council

Report	Location	Reported by:	Date	Date reported to Highways	REF Number	Resolved
Hedge next to Headland Way/Open space, along the footpath overgrown, needs cutting.	Headland Way, near the Open Space.	Handy man	30/06/2017	06/07/2017	None	Highways, said they do cut it. They created a report to alert their contractors.

Reports regarding Street Lighting (Lincs County Council and E.On): - None during July

Training undertaken during July 2017: NONE

Training opportunities for August 2017: No Training Events

PLANNING APPLICATIONS

14th July 2017

PAR 17/0221

Land at 7 Lincoln Road, Navenby

Amended plans

14th July 2017

PAR 17/0865/FUL

20 Temple Goring, Navenby

Extension

14th July 2017

PAR 17/0891/HOUS

81 High Street, Navenby

Removal of existing roof and construction of new roof.

25 Jul 17 Resident

Concern regarding the nature of work to be undertaken at 81 High Street, Navenby. Planning application ref: 17/0892/LBC – will it fit in with conservation area?

26 Jul 17 emailed to all Cllrs. Emailed to planning at LCC as requested by resident.

RESOLVED: Clerk to object to flat window between dormer windows on front elevation. Clerk to request 'permitted development' is removed from this property.

No	Date	From	Description of matter	Action
1	19 Jul 17	Resident	Overflowing bin outside One Stop shop in the High Street. Appears to be empty bottles and sandwich wrappers.	20 Jul 17 Clerk emailed resident to advise we are aware the bin overflows. Advised our handyman is monitoring the bin and will report back to full Council at NPC meeting in September 17. It has already been noted that household waste has been put into the bin and a sticker has therefore been affixed reminding users that the bin is not for household waste.
2	11 Jul 17	Planning at Lincolnshire County Council (LCC)	Advising planning applications will be made available electronically. Exceptionally , hard copies will be made available if requested by email to Dev_PlanningSupport@lincolnshire.gov.uk	13 Jul 17 emailed to Cllrs.
3	21 Jul 17	NKDC	Volunteers for working group – future of LAPS Ideas for survey	
4	25 Jul 17	Resident	Concern regarding the nature of work to be undertaken at 81 High Street, Navenby. Planning application ref: 17/0892/LBC – will it fit in with conservation area?	26 Jul 17 emailed to all Cllrs. Emailed to planning at LCC as requested by resident. RESOLVED: Clerk to object to flat window on front elevation. Request permitted development is removed from this property.
5	26 Jul 17	Resident	Concerned about potentially dangerous parking on East Road with the junction of High Street. What would happen if emergency services needed access?	27 Jul 17 emailed to all Cllrs. RESOLVED: Cllr Morris to write to Police outlining concerns.
6	27 Jul 17	LCC	Notification of Community Wildlife Grant – for projects such as: nest boxes, hedge laying, tree planting, wildflower meadows, access routes, restoration village ponds.	27 Jul 17 emailed to all Cllrs. RESOLVED: Clerk to email details of this grant to Paul Chapman who has already offered to plant flowers/shrubs in the Open Space at no cost to parish council.

5/5/17

Navenby with Skinnand Parish Council

Meeting 1st August 2017

Supplementary police report by Councillor Gareth Morris

1. I am pleased to report that Lincolnshire Police have granted the Parish Council permission to publish Lincolnshire Alert (Lincs Alert) messages to the wider community. This clearly demonstrates partnership working between the council and police in making our community safer. The council will be selective in publishing any messages, but will urge residents to register themselves onto the system, as per item 3.

2. Lincs Alert -20.06.17 - **Message sent by**

Gill Finn (Police & NHWN, Community Safety Officer, Police Headquarters)

Telephone call blocking service warning

We are getting reports of members being contacted by a call blocking service offering to block unwanted calls free of charge.

During the telephone call the caller then asks for debit card details. Please do not give out any personal details and simply end the phone call immediately.

One telephone number that has been recorded is 01698 253060. (You can block this number if you already have a call blocking service.)

Your telephone line provider can arrange this service for you.

The above message reproduced with the kind permission of Lincolnshire Police.

This type of crime is often targeted towards the elderly and could expose them to financial loss, but we can all equally fall victim to such cons by slick talking people. If you get any unsolicited calls such as the one above then do not give them any personal information and end the call immediately.

If you are interested in receiving Lincolnshire Alert messages then all you have to do is log onto the Lincolnshire Police website and follow a few easy steps to register onto the Lincolnshire Alert: Community Messaging System.