

MINUTES OF THE NAVENBY WITH SKINNAND PARISH COUNCIL MEETING
HELD ON **Tuesday 05 September 2017**
IN THE VILLAGE OFFICE, THE VENUE, GRANTHAM ROAD AT 7 P.M.

PRESENT:

Councillors: Mr K E Gunning, Chairman; Mr C East; Mr S McDonald; Mr K Lamyman; Mr S Woollas; Mr A Watts; Mr G. Morris; Mrs K Bartram, Clerk

1. Chairman's address

The Chairman welcomed everyone to the meeting.

PUBLIC SESSION

One member of the public in attendance who asked why the council thought it necessary to put a bus shelter at the bus stop near the junction with the A607 and Pottergate road. He is of the opinion the Council is potentially about to waste money on a bus shelter that isn't needed. Of additional concern was child safety as he felt the provision of a bus shelter might encourage children to cross to use the bus shelter thereby making unnecessary crossings of the very busy junction. In response the Chairman thanked the member of public for their comments. He advised the bus stop was well used, particularly as it is opposite the Doctor's surgery. However, in the light of the concerns raised the Council would revisit the matter. The Chairman advised the meeting that he and Cllr Woollas were meeting with Lincolnshire County Council's Highway's Officer for this area tomorrow and they would discuss the bus stop/bus shelter with him. It was **RESOLVED** the Clerk would contact the local school to enquire whether the school bus stop could be moved away from that junction.

2. Apologies for absence and declarations of interest in accordance with the requirements of the Localism Act 2011

Apologies received from Cllr O'Sullivan. There were no applications for dispensations in relation to disclosable pecuniary and/or prejudicial beneficial interests.

3. Minutes from the previous Parish Council meeting on Tuesday 01 August 2017

It was noted that item 3 of the Minutes referred to Tue 10 Jan 17 and should be amended to 04 July 17. It was **RESOLVED** to adopt the Minutes, with date amended, as a true account of the meeting held on Tuesday 01 August 2017.

4. Consideration of application by Mike Burt for the post of Parish Councillor

Cllrs had read the application and CV submitted by Mr Burt prior to the meeting. Following a discussion it was **RESOLVED** unanimously to co-opt Mr Burt to the post of Parish Councillor for Navenby.

5. Financial report and authorisation of payments (Appendix A)

It was **RESOLVED** all expenses, as outlined in Appendix A, be authorised for payment. The Chairman asked Cllrs to think about portfolio budgets in time for an initial consideration in November.

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

Please see Appendix B.

7. To consider updates from District/County Councillors

CLLR OVERTON:

Lincolnshire County Council (LCC) advised not all pot holes in the County have been repaired yet. Compensation to drivers whose vehicles are damaged as a result of driving over a pot hole will only be able to make a claim for costs of repair if the particular pot hole said to be the cause of accident has been reported to LCC within the past few weeks. Pot holes can be reported online via the LCC website.

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The date for the inaugural cluster meeting is Tuesday 26 Sep 17 which is the only date when Mr Willetts, Senior Planning officer at NKDC, is available to talk about the Local Plan. As the Parish Council are due to meet for the Trustee meeting of the Navenby Playing Field Association that evening the Venue Secretary would be asked to move the meeting Trustee meeting to Wednesday 27 Sep 17.

Cllr Woollas understood there should be £2,000 of funding to come back to the cliff cluster and asked that Cllr Overton look into and report back to the initial meeting.

Cllr Overton is a member of the County Council's working group looking at how heritage projects can be provided for the future and is also a member of the County Council's working group looking at agriculture in Lincolnshire in a bid to retain monies already promised to the area via the EU.

CLLR MILLS sent her apologies.

8. To consider updates from local Police and/or Cllr Gareth Morris

Cllr Morris provided a written update regarding parking in Navenby (Appendix E). Parking will be discussed during the meeting with Lincolnshire County Council's Highway's Officer on Wednesday 06 Sep 17 and a report will be made available to the Council by Cllr Woollas. Cllr Morris will be posting a notice from Lincs Alert to the Parish website with advice for 'all members of the public who may come across a lost dog'.

9. To consider Planning Applications (Appendix C)

Please see Appendix C.

10. To consider correspondence (Appendix D)

Please see Appendix D.

11. Resolve whether to register with the Information Commissioner's Office

There may be an offence of 'failure to register', if not it is not clear what benefit is gained from registering. However, Cllr Morrison has spoken with LALC and they advise we register with ICO. **RESOLVED:** Clerk to register at a cost of £35 per annum.

Cllr Morris advised the meeting that, as a result of his research, it has become apparent the Council should put in place its own Data Protection Policy particularly in light of new regulations coming in by May 2018. LALC have provided a model document in respect of current legislation and Cllr Morris will review and amend for use by Navenby Parish Council and produce to the next Parish Council meeting for adoption/further amendment. The regulations are extremely complicated and he therefore recommended a working party be set up to decide how to proceed in order to comply with new legislation (NKDC are currently working on them). It was **RESOLVED** Cllr Morris would organise a working party to look at and make recommendations for change to the Council's Data Protection Policy from May 2018 onwards. After the initial meeting of the working group Cllr Morris will revert to the Council in order to agree terms of reference for the working group to proceed.

12. Resolve whether to adopt draft Social Media Policy

Cllrs have read the model Social Media Policy provided by LALC. It was **RESOLVED** Cllr Morris would amend document to suit the needs of Navenby Parish Council and bring back to next meeting for consideration and amendment/adoption.

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13. Resolve whether to make an application for a grant from Navenby Town's Farm Trust (Grants for Parish Purposes)

The meeting **RESOLVED** to approach the Trust for part-funding of a new bus shelter at the bus stop adjacent to the junction of the A607 with Pottergate Road.

14. To resolve whether to transfer ownership/use of noticeboard to the north side of the bus stop (outside the Co-op) to the Venue

Cllr McDonald advised the meeting the Venue no longer wished to take ownership of the noticeboard in the village as it had purchased two noticeboards to be affixed to the Venue building. The meeting discussed the state of repair of the village noticeboard and **RESOLVED** the Chairman and Cllr Woollas would look at the cost of refurbishing and report back at the next Parish Council meeting.

15. To resolve whether to purchase bespoke Grants of Exclusive Rights of Burial Book

The Clerk advised the meeting that, when she had considered further the Grants of Exclusive Rights of Burial book it was only a slight improvement on the current receipts issued. She presented a book which offered a proper certificate on a higher gsm paper which it was hoped was less likely to be misplaced. At the present time, the parish office is often has difficulty in confirming rights at the point of burial because the current receipt has been misplaced. The meeting **RESOLVED** to purchase the bespoke book at a cost of £298 plus VAT. Cllr McDonald pointed out we had discussed this less than six months ago and should not therefore be revisiting. The Chairman advised the meeting was not reversing a decision as the Council still wished to purchase a Grants of Exclusive Rights of Burial Book, they were merely reviewing the type of Book being purchased. The book has 100 Grants and would therefore be a long-term investment.

NB: NPC Standing Orders state:

'7 a Previous resolutions

A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.'

16. Updates from Portfolio Holders:

a. CEMETERY

The Chairman is presently drafting a risk assessment sheet for the Cemetery. To consider trees.

b. HIGHWAYS

Walk-round tomorrow with Graham Simpson, Highways Officer. New litter bin has been fitted outside tea rooms. A bin has been cemented into place at the old Library site but lid doesn't fit and will therefore remain open. This is not expected to cause a problem as the bin is never usually filled before emptying takes place however, it will be monitored.

The replacement bollard is temporarily stored in the parish office. Clerk is liaising with the Venue caretaker for removal to the boiler room at the Venue together with the spare metal base.

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Cllr Woollass will be discussing Clint Lane yellow lines and East Rd yellow lines with the Highways Officer on 06 Sep 17.

Signage with regard to dog owners using the John Cutforth field are on order.

c. YOUTH CLUB

Nothing to report. Activity week went ahead during the summer holidays and was very successful.

d. NAVENBY CAR SCHEME

Nothing to report.

e. NAG

Currently trying to organise date for a field walk looking at Saxon Settlement site at Green Man Road. The walk will need toilet facilities at the Venue.

f. PLAY AREAS

ROSPA report received. Football goalmouth could do with a coat of paint. Nothing else to report. North Lane trip hazard on entry to playing ground will and Cllr East will ask the handyman to build it up. Log Bale equipment is looking tired but it is too early to replace yet.

Rubber chipping on North Lane has been a disaster as it is frequently kicked around by local youths.

The Council discussed provision of play equipment for children 8+ years and for disabled children. It was **RESOLVED** Cllr East would research suitable equipment and obtain quotes for discussion at the next parish council meeting.

g. SCHOOL HOUSE TRUST

Nothing to report.

h. CLIFF CLUSTER

Meeting to be held Tuesday 26 September 2017 at 7pm at the Venue. Several Cllrs will be attending.

i. LIBRARY

Nothing to report.

j. PARISH WEBSITE

Kirsty continuing to populate website. Now have an NPC waiver. Will be looking at cookie policy in next few weeks.

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

Minutes Accepted: Date:
Chairman

Navenby Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
66	BACS0609 17	£13.04		28/07/17	Viking Direct - Stationery	£13.04
1		£1.18	20000/2		paper clips	
2		£3.59	20000/2		Treasury tags	
3		£4.79	20000/2		Diary	
4		£3.48	20000/2		Carriage	
73	BACS2308 17BTBrPO	£105.72	20500/11	30/07/17	BT (Parish Office) -	£105.72
69	BACS1608 17BT	£27.00	20300/3	14/08/17	BT Phone 810426 -	£27.00
70	BACS1608 17BTBr	£33.00	20300/4	16/08/17	BT Broadband -	£33.00
72	BACS0609 17ROSPA	£168.00	20400/4	17/08/17	Playsafety Limited - ROSPA Annual Safety Inspection	£168.00
74	BACS0609 17	£1,248.00	20400/11	23/08/17	EKM Ltd - Repair rubber shrink back and edging decay at North Road and High Dyke, Navenby	£1,248.00
80	BACS0609 17	£310.00	20800/3	25/08/17	Chris Booth - Repair/replace litter bin outside the Tea Rooms on High St	£310.00
77	BACS0609 17BROXAP	£222.00	20800/2	30/08/17	Broxap Ltd - Replacement bollard	£222.00
78	BACS0609 17	£301.56	20400/5	30/08/17	G. Parish -	£301.56
79	BACS0609 17	£3.72	20000/8	30/08/17	Bartram, Kim -	£3.72
81	BACS0609 17GP	£74.40	20400/3	30/08/17	G. Parish -	£74.40
82	BACS0609 17CBG	£474.71		30/08/17	CB Ground Maintenance -	£474.71
1		£273.00	20400/1			
2		£91.35	20400/6			
3		£54.06	20400/7			
4		£56.30	20400/8			
83	BACS0609 17HMRC	£154.94		31/08/17	HMRC -	£154.94
1		£69.20	21100/3			
2		£85.74	21100/4			
84	BACS0609 17EON	£223.85	20900/3	05/09/17	E.ON -	£223.85
		£1,265.52			Confidential	
Total		£4,625.46				

Signature

Signature

Date

Navenby Parish Council

Income transactions - approval list

Start of year 01/04/17

Tn no	Ref.	Gross	Heading	Cttee Invoice date	Details	Ref. Total
24	BACS0208 17NKDCG RANT	£446.46	1400/2	HIGHW 02/08/17	NKDC -	£446.46
25	BACS2508 17LAP	£406.00	1300/3	PARIS 25/08/17	NKDC -	£406.00
Total		£852.46				

Signature

Signature

Date

No	Date	From	Description of matter	Action
1	11 Aug 17		Paul at CB Ground Maintenance has volunteered to cut four areas around the parish at no cost to council/residents.	11 Aug 17 areas cut so far: Junction A607 to Pottergate; corner of 'The Rise'; Corner at the end of Green Man Road/High Dyke and 'The Gleanings'.
2	16 Aug 17		Clerk to speak with LALC regarding ownership of the Venue	16 Aug 17: clerk spoke with LALC. They have a full file of documents/conveyances relating to the ownership of John Cutforth playing field. Clerk to collect file from LALC on 24 Sep 17 for perusal. LALC advises they can provide legal opinion but not advice. LALC advise that, if the file does not provide an answer relating to the ownership of the Venue, the parish council should consult a local Solicitor. Clerk collected file from LALC 24 Aug 17. RESOLVED:
3	16 Aug 17	Community Lincs	Invitation to 2017 Lincolnshire Village and Community Halls Conference	16 Aug 17: emailed to all Cllrs and Roger Spollin at the Venue. Cost of attendance: £27.29. Clerk advised by Trustee's Secretary 29 Aug 17 that Councillors do not wish to attend. Trustee Secretary would like to attend on behalf of the Venue. Clerk requested the Trustee Secretary book/pay via the Venue accounts.
4	16 Aug 17		Playgrounds – repair of rubber flooring.	11 Aug 17: Handyman confirms work at High Dyke completed. 16 Aug 17: Handyman confirms work at North Road has not been started. Clerk rang Ed Morton at EKM who advised works has been delayed because of rain. Will complete next week providing the weather is dry. Emailed Cllrs East/Lamyman to advise. Handyman advised Clerk 23 Aug 17 that repairs in both play areas have been completed satisfactorily and area left clean and tidy.
5	04 Aug 17		Graffoe Link	Clerk emailed Graffoe Link to ask if they would publish parish council's crime report. 16 Aug 17: Clerk chased response. 31 Aug 17 Clerk chased response.
6	16 Aug 17		Meeting with Highways Officer, LCC	Clerk emailed Highways Officer (HO) to confirm meeting Wed 06 Sep 17 at 9.30am. HO will look at proposed site of bus shelter and undertake annual walk around the village with Cllrs.

7	15 Aug 17		Letter from parish council to residents of 27 Grantham Road, Navenby regarding siting of proposed bus shelter.	15 Aug 17: Clerk sent letter by hand to residents. 12 working days' notice – expires Thu 31 Aug 17. Response received from residents 22 Aug 17 requiring additional information to enable them to decide whether or not to oppose. Matter will be discussed with Highways Officer from LCC on 06 Sep 17.
8	09 Aug 17		Parking concerns in Navenby	Clerk discussed with LALC the possibility of NPC financing the cost of a parking enforcement officer. Advised council are able to provide an enforcement officer under the Power 'Crime of fear', subject to affordability. Clerk spoke with LCC who advised there is now a telephone number devoted to complaints of 'inconsiderate and illegal parking'. This is a voicemail service so caller needs to leave a message outlining details of the parking. Offence(s) together with location and time of offence. Alternatively, complaints/concerns can be emailed to: parkingservices@lincolnshire.gov.uk .
9	25 Aug 17		Handyman enquired whether replacement dog bin is ready for him to fit.	25 Aug 17: Cllr East advised he hopes to be able to commence work on bin week.
10	11 Aug 17		Dog signs for John Cutforth playing field	Signs ordered with request to 'remove all reference to penalty from underneath dog'. Existing signs cleaned by handyman 06 Aug17.

Reports to Highways, Lincoln County Council

Report	Location	Reported by:	Date	Date reported to Highways	REF Number	Resolved
Damage to pavement on Church Lane	Church Lane	Resident	07/08/2017	09/08/2017	101000224479	Need to report back to resident when we receive updates from highways -
Erosion of Road between the A607 and the A15	Green Man Road	Resident	28/07/2017	08/08/2017	None	Highways are continuing to monitor the condition of Green Man Lane.

Overgrown Hawthorne Hedge along pathway.	Pathway from High Dike to Headland Way. Near Open Space.	Resident	25/08/2017	25/08/2017	101000226867	
Depression in the road where there have previously been roadworks. Roadworks took place from the 26th September to 2nd October 2016, to connect water mains/drainage.	Chapel Lane	Resident	29/08/2017	31/08/2017	101000227764	Resident has already reported the issue to highways 4 times. (Ref 172983) Reported again to Highways on 31/08/17.

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

Problem	Reported By	Date	Action Taken	REF Number	Resolution	Call Back?
Street Light no 24 on the High Dike, on during the daytime.	Resident	09/08/2017	Reported to Highways	101000224473	Report submitted. E-mail updates will follow. 15/08/17 – Report from highways, stating work has been carried out.	

Training undertaken during August 2017:

CILCA Revision session	09/08/2017	Kim Bartram
Awareness of Community Diversity	08/08/2017	No attendees from Navenby

Training opportunities for September 2017:

Council Finances	05/09/2017
Councillors' Training Day	06/09/2017
Councillors' Training Day	13/09/2017
Burials	19/09/2017
Play Areas & Risk Management/ Funding & Bid Writing	27/09/2017

PLANNING APPLICATIONS

22 August 17

PAR: 17/1106

Co-op, 40 High Street, Navenby

Retrospective – replace existing plant with new.

22 August 17

E-mail Ref: AME/9.4/SNN 569

New street numbering scheme

17 Clint Lane, Navenby, Lincoln, LN5 0EX

25 Jul 17

Resident's letter of concern regarding planning application 17/0892/LBC (received 25 Jul 17) was emailed to planning at NKDC. 07 Aug 17 clerk raised objection to flat window between dormer windows on front elevation. Requested 'permitted development' be removed from this property. 08 Aug 17 NKDC advised flat window is on rear elevation and asked us to confirm that there was any objection. Confirmed no objection.

At the Parish Council meeting on Tue 05 Sep 17 it was **RESOLVED** the Parish Clerk would speak with NKDC to qualify the Parish Council's objection of 07 Aug 17 related to the **flat window** (Velux style) between the dormer windows which, according to the plans submitted to NKDC, is sited on the **front** elevation of 81 High Street, Navenby. Clerk rang the planning department at NKDC on 12 Sep 17 and spoke with Steve Watson to clarify NPC's objection to the planning application. Steve will ask Tony Sergeant to ring the Clerk to discuss as he is dealing with this application.

No	Date	From	Description of matter	Action
1	04 Aug 17	Cllr Overton	Parish Self-Help Scheme – LCC's suggestion that Parishes take over grass cutting with LCC simply offering technical advice	Emailed to all Cllrs 04 Aug 17. RESOLVED: Council do not wish to take part in scheme as it would result in an additional cost to the parish for grass cutting.
2	04 Aug 17	Resident, Doncaster Gardens	Lid of dog bin is rusty and has holes in. Smell from dog bin. New bin please or repair to lid.	04 Aug 17 emailed to all Cllrs. RESOLVED: Clerk to ask handyman to remove the lid and pass to Cllr East for repair.
3	08 Aug 17	Local Council Public Advisory Service	New Data Protection Act in place by May 2018	08 Aug 17 emailed to all Cllrs. LALC will keep parish council advised. RESOLVED: Working group to be assembled, initial meeting to take place and then report back to Council so that terms of reference for the working group can be agreed. Cllr Morris will assemble working group and organise initial meeting.
4	09 Aug 17	Community Lincs	Notification: Community Lincs AGM and 90 th year celebration	
5	15 Aug 17	Snr Countryside Officer, Lincs County Council (LCC)	Latest returns regarding public rights of way grass cutting	16 Aug 17 emailed to all Cllrs. At NPC meeting Cllrs were asked to check whether PROW grass cutting has been completed satisfactorily; if grass cut is unsatisfactory report to Clerk.
6	16 Aug 17	Resident	Concern regarding restricted access to John Cutforth Field via Doncaster Gardens due to railings	16 Aug 17 emailed to all Cllrs. 16 Aug 17: Clerk contacted LCC – not their railings. Rang NKDC – no one available in surveyor's dept switchboard will ask them to ring. 18 Aug 17: Clerk emailed Graham Simpson Highways Officer to ask for clarification. GS advises: footpath does form part of the highway. RESOLVED: Chairman and Cllr Woollas to discuss with Highways Officer to gain permission to remove barriers and replace with a wider setting to accommodate disabled vehicles. Cllr Watts to look at Library budget to see whether it could offer a small grant towards the cost as this route is used by Library users.

APPENDIX D

(September 2017)

Correspondence:

7	11 Aug 17	Project Officer, Health Watch Lincolnshire	Request to advise residents (aged over 14) with learning disabilities they are entitled to an annual health check with their GP.	16 Aug 17 – Clerk emailed Graffoe Link with request to advertise message in next issue. Emailed to all Cllrs.
8	25 Aug 19	Cllr M Overton	Invitation to attend re-launch of Cliff Cluster Meetings – Tue 26 Sep 17.	29 Aug 17 emailed to all Cllrs. Clerk confirmed with Venue that booking for the Club room has been made. Advised that meeting clashes with the regular meeting of Venue Trustees. Clerk emailed Cllr Overton to advise. Clerk emailed Cllr Watts (portfolio holder) will he be able to attend?

Navenby with Skinnand Parish Council Meeting on 05.09.17

Update on agenda item 9

Following representation by a resident at the previous Parish Council meeting concerning parking issues in East Road on the approach to High Street, as directed by the Council I wrote to Pc Peter Hanson, Beat Manager, Bracebridge Heath Neighbourhood Policing Team, and set out the issues raised.

Pc Hanson investigated the matter and his reply is reproduced below:

Dated: 13th August 2017

Thank you for bringing this to my attention although this is not the first time this issue has been raised.

Firstly, there is no abuse of the parking regulations. I travel this route many times during my patrols and my considerable experience of this junction is that vehicles park more than 10 metres from the junction, beyond the double yellow lines.

I refute the assertion that it is common for vehicles to park on the double yellow lines, whether loading/unloading or not. I have witnessed this on perhaps two occasions in the past 10 years and on each occasion I dealt with the matter at the time. I have checked our systems going back to 2005; there are no reported incidents.

Vehicles so parked are not parked in a dangerous position nor are they causing an obstruction of the highway; motorists can and do pass safely driving with the due care and attention expected of all road users. This has been the case for many years. I would suggest that a small number of motorists find vehicles parked in this area to be an inconvenience and nothing more.

This issue has been raised at Parish Council meetings before and my guidance has been consistent; drive with proper consideration and care and the junction will present no difficulties. On each previous occasion I have advised the council that, should they consider the junction to be unsuitable in its current form, they might submit an application to extend the double yellow lines in this area though I am unaware of any application having been submitted.

I liken this to any other road where two vehicles are parked at the side of the road opposite to each other such that they cause a 'chicane' effect. Common sense generally prevails.

Prior to taking positive action I am obligated to consider the views of a magistrate were the matter to be challenged at court. I firmly believe that any case brought before the court for the obstruction of the highway or a vehicle parked in a dangerous position would be quashed and I would be heavily criticised for initiating such a case.

I purposely used this junction last week travelling from East Road into the High Street and vice versa. On each occasion a large white panel van and a car were parked on the nearside of East Road facing towards the High Street. They were not infringing the double yellow lines. On each occasion I was able to view vehicles entering and leaving the junction. I paused to allow the vehicles to pass and then continued safely through the junction. It was a minor inconvenience but no more than that and certainly no more than I have experienced elsewhere in many years of motoring. There was no obstruction to me by the van nor was there any danger to myself, pedestrians or other road users.

I appreciate that this is unlikely to be the response you expected. I will continue to travel this route daily as part of our proactive crime patrols and I will deal

Pc Hanson has been thanked for his prompt attention to this matter.

There have been no further reports from the police in respect of this.

Councillor Gareth Morris