

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 7th November 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 K Lamyman; Mr S Woollas; Mr A Watts; Mr G Morris;

In Attendance: Dist Cllr Catherine Mills, Kirsty Elson (Parish Clerk), One member of the public.

Absent: Mr M Burt.

	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. Apologies received from Cllr Burt. 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 3rd October 2017. It was RESOLVED that the minutes from the previous Parish Council meeting of Tuesday 3rd October 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) Cllrs queried the amount given under confidential on Appendix A. Cllr East retracted his invoice for the dog bin lid. It was RESOLVED that all other expenses in Appendix A were authorised to be paid.</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 Please see Appendix E</p> <p>8. To consider updates from local Police No updates 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>	<p></p> <p></p> <p></p> <p>Cllr Gunning</p> <p></p> <p>Clerk</p> <p></p> <p></p> <p>Clerk</p> <p>Clerk</p>

Tuesday 7th November 2017

NAVENBY WITH SKINNAND PARISH COUNCIL

MEETING MINUTES

<p>11. To consider reviewing/renewing, the Tree Inspection Programme provided to Town and Parish Councils by North Kesteven District Council (2014 – 2017). It was RESOLVED by all Cllrs to renew the Tree Inspection Programme provided by NKDC.</p>	Clerk
<p>12. To consider Cllr East reports from the Community Lincs meeting and the LALC AGM. Cllr East reported that it was a well-attended meeting, there was an informative talk given by highways. The main point of interest was the rise in membership to LALC/NALC, with a national increase of 1.9% for 2018/2019 (6.85p per elector). A vote was passed at 6p per elector and Cllr East thought this was good value and money well spent.</p>	
<p>13. Review and Consideration of the Cliff Cluster Meeting Minutes. It was RESOLVED that Cllr Watts and Cllr Woollas, would attend the Cliff Cluster meetings (Subject to Availability). It was agreed that the Parish Clerk may also attend. Cllrs agreed to consider the dates that the Cliff Cluster decide upon, nearer to the dates.</p>	Clerk
<p>14. To consider whether to resolve to sign the NKDC Collaborative Arrangement. It was RESOLVED to delay signing the NKDC Collaborative Arrangement until the parish council have met with Hayley Kent-Simpson.</p>	
<p>15. Preliminary discussion of budgets for 2018/2019. Cllr Gunning stated that all councillors need to be putting their budget requests in. All Councillors are aware and are working towards their budget requests for their portfolios, which need to ready for December.</p>	All Cllrs
<p>16. To review/discuss dealing with dogs on playing fields. Cllrs raised concerns about the dog waste left on the playing fields. Which affects the football club and any other children/people that wish to use the playing field for other purposes. The following suggestions were made to try and resolve the matter:</p> <ul style="list-style-type: none"> • Putting an advert in the Graffoe Link in the Navenby section warning about dog fouling. • Fencing off an area around the playing field specifically for dog walking/fouling. • Employing a dog warden. • No Fouling signs around the playing field. Signs have already been ordered. Clerk needs to chase the order. <p>It was agreed to look into costings for fencing off an area around the playing Field, and it was suggested that this could be a project to be put forward, for the use of the S106 monies.</p>	Clerk Cllr Lamyman
<p>17. Updates from portfolio holders. a. CEMETERY To consider adopting the draft RISK Assessment for East Rd Cemetery. Cllrs agreed that a warning sign was needed to alert the public of the uneven path surfaces. The Clerk was asked to obtain two quotes for risk of slips, trips and falls signs. Cllrs Morris highlighted that to back this up there needs to be an inspection process of the cemetery pathways. Cllr Gunning stated he would produce a form to be completed for quarterly inspections of the cemetery pathways. Cllr Morris proposed that further changes be made to the draft RISK Assessment. It was therefore resolved not to adopt the draft RISK</p>	Clerk Cllr Morris Cllr Gunning

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>Assessment until further changes have been made.</p> <p>b. HIGHWAYS Cllr Woollas reported that the barriers on the edge of the John Cutforth Field, on the footpath to Doncaster gardens, had now been moved. The bus shelter application is moving forward. The potholes that Graham Simpson agreed to repairing on the Highstreet have been repaired. The bollard new bollard is in progress. Cllr Gunning stated that the road repair on Chapel Lane, has not been completed. Cllr Lamyman commented that the footpath to the pond at the end of Clint Lane was in a bad state.</p> <p>c. Youth Club Nothing to report.</p> <p>d. Navenby car Scheme Nothing to report</p> <p>e. NAG Nothing to report.</p> <p>f. Play Areas North Lane Playing field – Cllr East is looking into costings to replace the equipment which has been removed.</p> <p>g. Schools House Trust Nothing to report.</p> <p>h. Cliff Cluster Nothing to report.</p> <p>i. Library</p> <p>j. Parish Website</p> <p>To consider adopting the draft Privacy Statement a SAR Form. It was RESOLVED to adopt the draft Privacy Statement and SAR Form. 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> <p>18. Discuss resolution to exclude the public and press to review and sign the October closed session minutes. No public or press were present to exclude.</p>	<p>Cllr Woollas</p> <p>Cllr East</p> <p>Clerk</p>
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Minutes Accepted: Date:
Chairman

Tuesday 7th November 2017


Navenby Parish Council

Expenditure transactions - approval list

Start of year 01/04/17

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
104	BACS0811 17VIKING	£34.00		05/10/17	Viking Direct -	£34.00
1		£3.48	20000/2		Carriage	
2		£30.52	20000/2			
108	BACS0811 17BTINTE RNET	£169.56		10/10/17	BT (Parish Office) -	£169.56
1		£102.36	20500/11		Rental Charges	
2		£67.20	20500/11		One-off charges	
110	BACS0811 17EON	£56.33	20900/3	05/10/17	E.ON -	£122.02
112	BACS0811 17EON	£65.69	20900/3	17/10/17	E.ON - Replacement Lamp, photocel, ignitor	£122.02
113	BACS0811 17LALC	£10.00	20700/3	23/10/17	LALC - For attending LALC AGM	£10.00
116	BACS0811 17HMRC	£14.36		30/10/17	HMRC -	£14.36
1		£29.76	21100/4		NI Contributions	
2		-£15.40	21100/3		Income tax	
118	BACS0811 17TJAccou nts	£70.00	20000/1	23/10/17	T J BOOKKEEPING & ACCOUNTS LTD -	£70.00
120	BACS0811 17GPG	£314.59	20400/5	31/10/17	G. Parish -	£314.59
121	BACS0811 17KE	£30.24	20700/2	31/10/17	Elson, Kirsty -	£30.24
122	BACS0811 17DG	£80.00		01/10/17	Denise Gascoyne -	£80.00
1		£40.00	20000/6		Internal Audit	
2		£40.00	20500/6		Assisting with Accounts	
123	BACS0811 17CBooth	£398.00	20300/5	01/11/17	Chris Booth - Re-site Playing field barriers	£398.00
Total		£1,242.77				

Signature



Signature

Date

8.11.17

No	Minute Reference	Description of matter	Action
1.	October Minutes Appendix B 3.	Overgrown grass to the east side of High Dyke, opposite East Road. Conclusion: Area not the responsibility of NPC Clerk to telephone resident and inform them about the situation.	Clerk informed the resident.
2.	October Minutes Appendix D 4.	Complaint about dog bin near Doncaster Gardens. No lid and bin was overflowing. Clerk to check with NKDC about how often the dog bin is emptied.	19 th Oct: Clerk Contacted NKDC. NKDC confirmed that the dog bin near Doncaster Gardens is emptied once a week, every Thursday.
3.	October Minutes point 11.	Clerk to write to LALC to obtain legal advice about who owns The Venue Building/Pavilion.	11 th Oct: Assistant Clerk wrote to LALC. 12 th Oct: Received reply from LALC; advising that NPC would need to engage with a solicitor, to ascertain who owns The Venue Building/Pavillion. It was RESOLVED that NPC would engage with a solicitor . Clerk to obtain two quotes from solicitors.
4.	October Minutes point 13. B. 1.	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: (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.	12 th Oct: Email received from Graham Simpson (Local Highways Manager West Lincolnshire County Council). Email gave confirmation that NPC can employ own contractor to move the barrier on the footpath, between Chapel Heath and the John Cutforth Playing field. Contactor needs to apply for permit. Emailed to: Cllr Gunning and Cllr Woollas. Cllr Woollas passed form onto Contractor.
5.	October Minutes point 13.B.2.	Bus Stop opposite Winton Road.	19 th Oct: Clerk emailed LCC Senior Transport Assistant and informed them, that NPC would like to use the grant for a bus shelter, for the bus stop opposite Winton Road. In addition to this NPC are considering a bus shelter for the bus stop outside the Lion and Royal. 25 th Oct: Reply received from LCC – they are waiting for more information from NPC, for the Bus shelter opposite Winton Road. Doubt that the bus stop outside the Lion and Royal is suitable for a shelter.

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 will look at the situation in 7-10days

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

Problem	Street Light Number	Reported By	Date	Action Taken	REF Number	Resolution	Call Back?
East Lane, Street Light not working.	3	Resident	12/10/2009	Reported to e-on		17/10/17- light now fixed.	
Clint Lane, Street light permanently on.	3	Contractor	13/10/2017	Reported to e-on		17/10/17 - light now fixed.	
Gas Lane, Street light not working.	3	Contractor	13/10/2017	Reported to e-on		10/11/17 – light now fixed.	

North Lane, Street light not working. Catwalk, Street light not working.	2 3	Resident	25/10/2017	Reported to e- on		Sending Electrician.	
The Rise, street light not working.	1	Contractor	25/10/2017	Reported to e- on		Sending Electrician.	

Training undertaken during October 2017:

Agendas, note taking & minutes 10/10/17 Clerk

First Aid at Work 31/10/17 Clerk

Training opportunities for November 2017:

Employment Law	01/11/2017
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

PLANNING APPLICATIONS

18 October 2017

PAR17/1527

Substitution of house types at Top Farm

Plots: 4-7; 16; 28-29; 31; 39; 106-110; 112-113; 115-116; 119-124

Comments by 17 Nov

Cllrs agreed that the plans needed to be look at in more detail. The Chairman called an extra-ordinary meeting, to be held on Tuesday 14th November 2017. Clerk to ask NKDC for a copy of the site plan with material proposals, passed at the meeting held on 18/10/16. These are to compare with the plans given above. Clerk to write a letter to NKDC, giving the result of the meeting.

20th October 2017

PAR 17/1540/TCA

17 North Lane, Navenby, LN5 0EH

Notification of intended works to trees in a conservation area:

‘T1 Silver Birch - reduce to approx 7m in height and 3.5m in spread; T2 Laburnum - reduce to approx 3.5m in height and 3m in spread; T3 Poplar - reduce to approx 4.5m in height and 3m in spread; T4 Silver Birch - reduce to approx 9m in height and 4m in spread; T5 Rowan - reduce to approx 6m in height and 3m in spread’

Comments by: 10th November ‘17

No Comments

31st October 2017

PAR 17/1589/TCA

North hill House, North Lane, Navenby.

T1 Ash – Reduce to hedge height.

Comment by 21st November

No Comments

APPENDIX D

(Nov 2017)

Correspondence:

No	Date	From	Description of matter	Action
1.	2 nd Oct '17	Cllr Martin Hill OBE	Campaign by Lincolnshire councils to lobby for a fairer funding deal. Request for formal support.	E-mailed to all Cllrs.
2.	2 nd Oct '17	Denise Gascoyne	Internal audit Report	E-mailed to all Cllrs.
3.	3 rd Oct '17	Georgina Statham Highways Liaison Manager	Invitation to highways events. Four dates given.	E-mailed to all Cllrs. Resolution: Cllrs and Clerk unable to attend. Dates given at too short notice.
4.	6 th Oct '17	Ian Clark	Notice for proposed planning application for Navenby Bowls Club, to replace the existing pavilion with a new pavilion.	E-mailed to all Cllrs.
5.	6 th Oct '17	Mrs A Ellis	Request for three new Road names for the Top Farm development. Two names to consider; one from the developer – Homestead; and one from a resident Charlotte Close or Charlotte Fields.	E-mailed to all Cllrs. Resolution: Cllrs did not agree to Homestead or Charlotte for road names. Cllrs did agree to the five following names: Craven, Moss, Top Farm, Lamyman, Rollit
6.	12 th Oct '17	Ian Fytche NKDC	Chief Executive Update.	E-mailed to all councillors.
7.	12 th Oct '17	Suzanne Milne NKDC	Report from NKDC about a complaint about overgrown hedging on Clint Lane.	E-mailed to all Cllrs. It was concluded that the overgrown hedges are Highways responsibility. Clerk contacted highways, who will look into the complaint. See app B Highways report for reference number.
8.	Oct '17	LALC	Review of LALC subscription structure.	E-mailed to all Cllrs. Resolution: All Cllrs RESOLVED to continue with LALC.
9.	16 th Oct '17	Resident	Complaint about a tree near North Lane playing field. Branches are rubbing/eroding brick work. Resident is concerned that roots are undermining his/her property.	E-mailed to Cllr Lamyman and Cllr East. Informed contractor/handyman who also looked into the situation. Assistant clerk, E-mailed NKDC Tree Enforcement Officer to ask for advice about roots. Conclusion: Contractor/handyman significantly trimmed the tree in question back. NKDC Enforcement Officer advised that the roots of this type of tree would be of no harm to the resident's house.
10.	19 th October '17	Hayley Kent-Simpson NKDC	Report from meetings with LAP Offices. What would be the best time for Hayley to meet Cllrs? Draft Survey for existing LAP users Draft Survey for Others	E-mailed to all Cllrs: Resolution: Cllrs agreed to an evening meeting. Clerk to organise. Clerk to contact Hayley for suitable dates.
11.	20 th Oct '17	Claire Moses	Proposed Council Tax Support Scheme 2018/2019	E-mailed to all Cllrs. Resolution: No Comments

APPENDIX D

(Nov 2017)

Correspondence:

12.	23 rd Oct '17	BT	BT Public Telephone – High Street, Navenby Painters sent to re-paint the telephone box on Monday 16 th October.	Assistant Clerk emailed to all Cllrs. Cllr watts reported the re-paint is only marginally better. Resolution: Some Cllrs had been to look at the telephone box and stated that the base colour is still visible. Other Cllrs to have a more detailed look and give comments to clerk. Clerk to write to BT to report comments.
13.	29 th Oct '17	Resident	Removal of silt form the pond at the end of Clint Lane.	E-mailed to all Cllrs. Resolution: It was concluded that the County council owned the pond. Cllrs thought this may be an area of interest for Cllr Overton. Clerk to contact Cllr Marianne Overton to ask if she would like to be involved.
14.	31 st Oct '17	Resident	Request for permission to display a small sign on driveway wall.	E-mailed To all Cllrs. Resolution: It was RESOLVED that Cllrs had no objections to a sign. However the Cllrs would prefer a sign that was more in keeping with the conservation area. Clerk to inform resident.

Boundary Changes

The Boundary Commission has set out the revised proposals for new constituency boundaries changes to MP constituency boundaries. The proposals for Sleaford remain as they did under the initial proposals – removal of North Hykeham from the constituency name as these wards along with Waddington West ward are proposed to transfer to the Lincoln constituency. Bracebridge Heath and Waddington East return to the newly named **Sleaford** constituency and the wards of Heckington Rural and Kirkby la Thorpe & South Kyme are proposed to move to the Boston and Skegness constituency. The Sleaford constituency would also include the South Kesteven Wards of Belvoir, Loveden, Peascliffe & Ridgeway and Viking.

This would give an approximate electorate of 74,561 for the new constituency compared with their figure of 86,652 used for the review.

This is the last chance for people to have their say on the proposals and the Commission is encouraging people to look at the proposals and contribute to the review by using the web address above.

Unlike last year's consultation, the Commission will not be hosting public hearings across the country - there is no provision to allow this in the governing legislation.

Views are to be submitted directly to the Boundary Commission at www.bce2018.org.uk. Consultation on these proposals will last for eight weeks, until **11 December 2017**.

Remembrance Day Parade arrangements

The Service and Wreath Laying Ceremony will be at the War Memorial in the Market Square at 10.45am, however in the event of wet weather the Service will be held inside St. Denys Church.

Information event for landlords

A free exhibition and forum to keep private sector landlords and letting agents up-to-date with the latest legal changes taking place in the world of private renting is being held in Sleaford.

North Kesteven District Council is teaming up with DASH Landlord Accreditation and East Midlands Property Owners (EMPO), to stage the event, which is taking place on Tuesday, November 28, at The Source, Southgate, from 4pm to 8pm. The event is aimed at residential landlords and letting agents who want the latest advice and support in offering good and safe housing.

NKDC's Safe as Houses team will be on hand to answer any questions and offer further help and support.

At the end of the event, there will be a question and answer, followed by refreshments and networking opportunities.

To register for this event, or find out more about DASH Landlord Accreditation scheme, call 01332 640324 or email linda.cobb@derby.gov.uk

NKDC is running the Safe as Houses scheme within the District for the mutual benefit of tenants and landlords.

This initiative seeks to raise the standard of private rented homes to achieve warmer, healthier home which are both easier to let and better to live in.

It aims to raise awareness of landlords' roles and legislative obligations towards their tenants and the property. Tenants also need to be more aware of their rights as well as their responsibilities.

The Team works proactively and supports landlords to ensure the provision of quality housing which is warm, secure and free from health risks. Advice on housing standards and the expectations and legal requirements for all landlords is also provided.

For more information visit www.n-kesteven.gov.uk/safeashouses, email safeashouses@n-kesteven.gov.uk or call 01529 414155.

**Heckington Windmill officially opened by HRH
The Princess Royal 13.10.17**

The people of Heckington celebrated on the 13th October when they welcomed HRH The Princess Royal to open the regeneration project at Heckington Windmill to the public.

This marks the end of a 13-year programme to save and restore the windmill site.

Heckington Windmill Trust has raised £1.6m including securing the largest ever Heritage Lottery grant for a project. It's been used with thousands of hours of volunteer time to create a unique centre telling the story of the mill and how it still has a role today in grinding flour for our food.

As well as the world's only working eight-sail windmill the site now boasts a micro-brewery using malt from the mill, and a bakehouse and tea room that serve delicious cakes made from the flour.

Proposed Council Tax Support Scheme 2018/19

North Kesteven District Council is currently considering how it can fund the Council Tax Support (CTS) scheme from April 2018 and has put forward proposed changes to the current scheme for public consultation.

Before approving a final scheme, North Kesteven District Council is required to consult with any person we consider are likely to have an interest in the operation of the scheme.

The proposed changes to the scheme have been published on our website and there is an open consultation which can be viewed at www.n-kesteven.gov.uk/2018-19consultation. We have issued a letter to all residents in receipt of Council Tax Support and invited them to consult on the scheme.

The consultation period started on Monday 9 October and ends at 5pm on Friday 17 November.

Councillors will decide the final Council Tax Support scheme for 2018/19 when we meet in January 2018. We want the views from residents whether they get Council Tax Support or not to ensure we make an informed decision.

North Kesteven listed within Housing Heavy Hitters

North Kesteven District Council's Corporate Director Phil Roberts has this week been singled out as a progressive leader within local government housing development.

Industry magazine Inside Housing includes him within their 'Power List of the Heavy Hitters driving the Delivery of New Homes' – identifying him as one of eight 'Accelerators', described as 'individuals moving at a pace'.

While it was an honour to be recognised alongside such innovative and influential peers, he said the credit should rest with the wider team of officers and Members at North Kesteven which had pioneered and progressed such a consistently strong programme of delivery.

First as Head of Housing and now as Corporate Director at North Kesteven, Phil oversaw the resumption and escalation of an in-house building programme, with NKDC being one of the first out of the ground in 2009.

Under Phil's leadership, the Council has:

- built more than 200 new homes across 24 communities at a cost of around £20m;
- innovated through straw bale and passivhaus technologies;
- embraced wide ranging solutions to increase thermal efficiency;
- and broadened its mechanisms for access to better, low-cost, warm and comfortable homes for both affordable and private rent.

Beyond this, the Council has been acknowledged as the best for replacing houses lost from its stock through Right to Buy, repeatedly high-performing at low cost, responsive to tenant needs and a leader in its work to bring empty homes back into use and improve conditions within the private rented sector.

Judges praised North Kesteven as a 'hugely innovative council really showing how it can be done as a smaller authority'.

They recognised that delivering 200 homes over eight years was a 'huge number for a rural council in a period pervaded by political and economic barriers to local authority development'.

Phil is one of only 41 people hand-picked by a judging panel to be included within the Who's Who for 2017, highlighting council achievements and championing those who ensure more people have a quality home to live in.

Nominations were assessed by an expert panel who were looking for vision, innovation, ambition, success, influence and most importantly, leadership that overcomes challenges, inspires and achieves.

Future of LAPS- Update

The feedback on the suggested survey has now been sent to Corporate Info team to be collated and formed into a final document for distribution.

The next step in the LAPs business case review is ensuring Parish Councillors are engaged in order for NKDC to understand their ideals when it comes to the LAP delivery.

Hayley Kent-Simpson has sent out a list of dates for those wishing to be involved in this process.