

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 2nd October 2018**, 7pm.

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

Present(Cllrs): Mr B O’Sullivan, Vice Chair; Mr S Woollas; Mr K Lamyman Mr G Morris; Mr S McDonald, Mr M Burt, Mr C East, Ms S Letham(Clerk), Mrs Z Parr (Asst Clerk).

In Attendance: No Members of the Public.

Absent/Apologies: Mr K Gunning & Mr A Watts

	To be actioned by
<p>1. Chairman’s Welcoming Remarks The Chairman welcomed everyone to the meeting.</p>	
<p>2. Public Session No members of the public were present.</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 Mr K Gunning & Mr A Watts.</p>	Clerk
<p>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 7th August 2018 It was proposed by Cllr McDonald and seconded by Cllr Lamyman and therefore RESOLVED that the minutes from the previous Parish Council meeting, held on Tuesday 4th September 2018, should be accepted as a true record of the meeting.</p>	Deputy Chairman/Clerk
<p>5. To consider the financial report and authorise payments (Appendix A). Discussion took place regarding the transactions listing presented for the month of September 2018. The Clerk explained that no EDGE Reconciliation document had been produced due to the Bank Statement being received late. The ongoing issues with the CO-OP Bank having a large backlog of work had also resulted in the Clerk still not having on-line access to the Bank Account. It was proposed by Cllr Burt, seconded by Cllr East and therefore RESOLVED, that all expenses listed in appendix A should be authorised to be paid.</p>	Chairman/All Cllrs

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<p>Clerk advised the Council that a request had been received from the Neighbourhood Policing Team in respect of accommodation. After discussion it was agreed that there was no space and that the Clerk should pass on the request to The Venue.</p>	Clerk
<p>9. To consider planning Applications Please see Appendix C in respect of:</p>	
<p>PAR 18/1146/FUL (13th SEP 18) – Navenby Bowls Club. Replace existing Timber Club House with a PORTA CABIN.</p>	
<p>The application was discuss and it was agreed that the refurbishment of the existing facility would be an enhancement.</p>	All Councillors
<p>Clerk advised the Council that reportedly large vehicles (delivering items for the Bowls Club) had caused some damage (rutted grass) to the football pitch. The Clerk took an action to contact The Venue Manager and confirm the damage and action required to restore the grounds to a safe condition.</p>	Clerk
<p>10. To consider correspondence. The matters arising from the Correspondence were:</p>	
<p>Item No 2 – District/Parish Elections, Clerk to ensure cost accounted for in 19/20 Budget.</p>	Clerk
<p>Item No 3 – Armistice Silhouette Funding, Clerk to enquire if funding still available.</p>	Clerk
<p>Item No 9 – Christmas Tree Orders, Asst Clerk to send out letters to High Street residents.</p>	Asst Clerk
<p>Item No 12 – Gosberton SID Data, Clerk to send E Mail to All Councillors.</p>	Clerk
<p>Item No 13 – Open Space Draft Consultation Document – Clerk to advise NKDC that Cllr Easts submission had now been formally accepted by NPC.</p>	Clerk
<p>Item No 17 – Litter Bin outside One Stop overflowing, Cllr O’Sullivan took an action to speak to the Owner of the shop.</p>	Cllr O’Sullivan
<p>Item No 20 – LALC AGM 17 Oct 18, Cllr Burt agreed to attend. Clerk to advise LALC of nomination.</p>	Clerk
<p>11. To consider siting locations & fixings for the ELANCITY Speed Indicator Device (SID) Purchase.</p>	
<p>Discussion took place regarding the ELANCITY SID and the possible locations for siting the device. Cllr Woollas confirmed that he had produced a locations map to be included with the LRSP application. The Clerk took an action to re-send the LRSP e mail & application form to Cllrs Woollas & Lamyman for completion. The Clerk also advised that she had spoken to Lindum Group regarding a possible donation toward the purchase. Whilst Lindum had already done so during the Planning approval process, they would ask the Board to consider a second request. A formal request was to</p>	Clerk
	Clerk

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<p>be forwarded to the Company in due course by the Clerk</p> <p>Further to Item 7 - It was agreed that the Navenby requirement for traffic speed monitoring was such that a dedicated device was needed and therefore NPC would not be reconsidering their withdrawal from the Cliff Cluster purchase.</p>	
<p>12. To consider 21st October 2018 Navenby Centenary Event. Please see AGENDA item No 7.</p>	
<p>13. To consider the requirement for additional Bank Signatories. The Clerk advised of the requirement for additional Bank Signatories. It was proposed by Cllr McDonald & seconded by Cllr East and therefore RESOLVED that Cllrs Burt, O’Sullivan and Watts become Bank Signatories. Clerk took an action to forward the paperwork for completion.</p>	Clerk
<p>14. To consider the ACTS Draft SLA. Discussion took place in respect of the Draft SLA Document produced by Cllr Woollas. It was agreed that the document still required further consideration and amendment by the Venue Trustees before it could be signed off by NPC. The Clerk took an action to contact the Venue Manager and arrange for the document to be reviewed.</p>	Clerk
<p>15. AGAR Completion & Resolution. The Clerk advised that the External Audit for FY 17/18 was now formally complete and that the official notices were both on the Parish Noticeboards & the Website. No further action is now required.</p>	
<p>16. To consider the Parish Clerks Draft Contract & Job Description. Discussion took place in respect of the above and it was agreed that the Deputy Chairman would make some amendments and formally issue the document to The Parish Clerk on the 17th Oct 18. The latter coincided with the end of the Clerks probationary period.</p>	Deputy Chairman
<p>17. To consider the SLA & 18/19 Rental Charge for The Navenby Bowls Club. Discussion took place regarding a proposed SLA for the Bowls Club. Cllr MsDonald advised that this proposal had already been agreed previously in parallel with the Navenby Football Club. Upon checking the past Minutes – it was confirmed that the requirement to include the Bowls Club had been omitted. It was proposed by Cllr Woollas & seconded by Cllr Lamyman and therefore RESOLVED that the Navenby Bowls Club be managed by the Venue under an SLA. The Clerk took an action to write to the venue manager and request that a DRAFT SLA be raised As soon as possible.</p>	Clerk
<p>18. To discuss NKDCs Open Space Strategy Consultation Document. NPC collectively accepted Cllr Easts submission to NKDC - please see AGENDA Item No 10 (item 13).</p>	

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<p>19. To discuss the E-ON Maintenance Report highlighting street lighting defects. After discussion it was decided to defer this item until the Oct 18 meeting owing to the key Portfolio Holder not being present.</p>	Clerk
<p>20. To consider the annual co-ordination of purchase & supply of Christmas Trees to High Street residents. The Asst Clerk briefed the Council on the requirement and timelines for this year. After discussion it was agreed that NPC would co-ordinate the procurement & distribution of Christmas Trees to High Street residents. Cllr Woollas advised that previously the co-ordination had been carried out by the Wellingore & Navenby Business Group and that NPC should write to them reference co-ordinating the event next year. The Asst Clerk took an action to (1) send out letters to High Street residents and (2) draft a letter to the Business Group requesting their consideration iro co-ordinating the Christmas Trees next year.</p>	Asst Clerk
<p>21. Update from Portfolio Holders:</p> <p>a. Cemetery Cllr Woollas advised that the hedge would require cutting in the new Year. Clerk to note that the additional Grounds Maintenance requirement. The Deputy Chairman thanked the Cllrs & Asst Parish Clerk for their assistance in respect of a short notice burial requirement. This matter highlighted the need for a NPC Cascade Plan of Point of Contact (POC) details. The Clerk took an action to draw up a list of POC details and distribute to Council members. Also, Asst Clerk to contact the Funeral Director regarding the use of mechanical Diggers and not making sure that the soft ground had been restored to a satisfactory condition.</p> <p>b. Highways Cllr Woollas gave an update on the 2 High Street bollards that had been knocked down by persons unknown. Both items were now ready to be reinstalled. Cllr East advised that the third bollard would be available at the same time. Cllr East reported that the sewer located in the road directly across from 63 High Street was still emitting a foul smell. The Clerk took an action to report this fault to Anglian Water.</p> <p>c. Youth Club Please see AGENDA item No 14.</p> <p>d. Navenby Car Scheme Nothing to report.</p> <p>e. Play Areas Following receipt of the ROSPA Inspection Report - all identified repairs were minor and regarded as low risk in respect of the Slide & Climbing Frame. Cllr East to speak to Mr Parish regarding carrying out minor</p>	<p style="text-align: center; vertical-align: top;">Clerk</p> <p style="text-align: center; vertical-align: middle;">Asst Clerk</p> <p style="text-align: center; vertical-align: bottom;">Cllrs Woollas/East</p> <p style="text-align: center; vertical-align: bottom;">Cllr East</p>

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<p>repairs to play equipment identified. Cllr East advised that he had a number of Play Equipment Catalogues and that the next step would be to seek proposals for new designs in due course.</p> <p>f. Schools House Trust. Nothing to report.</p> <p>g. Cliff Cluster</p> <p>Please see AGENDA Item No 7.</p> <p>h. Library Nothing to report.</p> <p>i. Parish Website. Please see Item No 7 on Appendix B (Clerks Report).</p> <p>The Deputy Chairman thanked all present for their participation and declared the meeting closed at 22.25pm.</p> <p>Date & Time of next meeting to be the 6th November 2018 @ 7pm.</p>	<p>Clerk</p>
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Minutes Accepted: Date:
Chairman

CLERK'S REPORT

No.	Minute Reference	Description of matter	Action
1	Item 2	Proposed Care Village Development - Clerk to draft & send letter to NKDC Planning Dept which endorses Mrs Bowers concerns and requests that the relocation of the Bus Stop, speed reduction in 40 MPH zone & the introduction of a pedestrian crossing traffic be reconsidered.	Formal letter sent to NKDC on the 14 th Sep 18.
2	Appendix B – Item No 14	Chapel Lane Litter Bins – Clerk to contact NKDC & request Qty 1 Bin be reassigned to the south end of the Open Space land by the 5 bar gate.	6 Sep 18 – Clerk confirmed with NKDC agreement to new location for bin.
3	Appendix B Item No 17	Clerk to contact Lincs Fire Brigade & pass on POC details for The Venue iro Community Groups.	13 Sep 18 – E Mail sent to Lincs Fire Brigade.
4	Appendix C	See Ser No 1 above.	
5	Item 11	<ol style="list-style-type: none"> 1. Clerk to contact LRSP regarding application form & paperwork iro Speed Indicator Device. 2. Clerk to contact ELANCITY regarding price discount for more than one item. 3. Clerk to contact Lindum Homes iro possible funding toward a Community Project. 	<ol style="list-style-type: none"> 1. Application received by e mail on 12 Sep 18. Currently a/w locations information from Cllr Woollas. 2. Info back from Company details an overall discount of 3% for 2 items. 3. Lindum Homes contacted 28 Sep 18 – a/w response.
6	Item 13c	<p>ACTs Youth Club – Clerk to liaise with The Venue regarding outstanding Invoice refunds.</p> <p>Clerk to obtain copy of the revised Service Level Agreement document & circulate to all Cllrs.</p>	<p>20 Sep 18 – bills reconciled with Venue & refund paperwork raised.</p> <p>13 Sep 18 – Document circulated to all Cllrs.</p>
7	Item 13J	Parish WEBSITE – Clerk to update.	27 Sep 18 – amended Clerks details, uploaded Conclusion of Annual Audit documentation and AGM & Minutes for The Venue.

Reports to Highways, Lincolnshire County Council

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

Problem	Reported by:	Date	Action Taken	Ref No:	Resolved
Column 002 Maiden Well Close is obscured by Tree Foliage	Sarah Pye LCC on behalf on behalf of a resident.	19 Sep 18	NPC to confirm which Contract is to be used to carry out tree works?		
Belisha Beacon lights are out on the High Street Crossing.	Dillon of LN5 0EH	26 Sep 18	Report by Asst Parish Clerk	4111669	

PLANNING CORRESPONDENCE

PLANNING APPLICATIONS

13th Sep 18 – PAR 18/1146/FUL

Navenby Bowls Club, Pottergate Road NAVENBY

Replace existing Timber Club House with a temporary Porta Cabin.

Correspondence

No	Date	From	Description of Matter	Action
1	6 Sep 18	NKDC	E Mail – NKDC Open Space Draft Consultation Document	Circulated.
2	10 Sep 18	The Venue	Letter From NKDC regarding District & Parish Elections – Thursday 2 nd May 2019.	In NPC Outlook Calendar.
3	12 Sep 18	LALC	E Mail – Invitation to submit bids for Armistice Silhouettes funding.	Circulated.
4	12 Sep 18	Cllr Overton	E Mail Calling Notice for Cliff Cluster meeting on 8 th Oct 18	Circulated.
5	12 Sep 18	PKF Littlejohn	E Mail confirming Conclusion of Annual Audit for 2017/18	Paperwork completed and NOTICES displayed on the Parish Website & Noticeboards.
6	13 Sep 18	Cllr East	E Mail – Extract from FACEBOOK. Praise from a resident iro the condition of the Football pitches.	FYI
7	13 Sep 18	NK Tree Officers	E Mail regarding proposed tree works to conservation area.	Circulated.
8	13 Sep 18	The Venue	E Mail ACTS Draft SLA document for consideration.	Circulated.
9	13 Sep 18	Doddington Hall	E Mail – Christmas Tree Orders	Circulated.
10	13 Sep 18	Cllr East	E Mail – Venue Doors not working properly.	Roger Spolin in The Venue arranged for maintenance & resetting of the auto close timings.
11	13 Sep 18	Hodgson Bros LLP	Letter Introduction to Heritage Plaque concept recently developed for Sleaford & District Civic Trust & RAF Digby.	Cllrs to discuss 2 nd Oct 18.
12	18 Sep 18	Gosberton Parish Clerk	E Mail Example of information from ELANCITY SID	Not yet circulated.
13	18 Sep 18	Cllr East	E Mail Personal submission iro Open Space Draft Consultation document.	Sent to NKDC on 21 Sep 18 caveated as Cllr East's own comments.
14	18 Sep 18	EON	E Mail Report on Street Light Defects & proposals for consideration by NPC.	Circulated.
15	21 Sep 18	Community Lincs	E Mail Invitation to complete a Questionnaire regarding the usage of Village Halls.	Circulated. The Venue are thought to be best placed to respond.
16	21 Sep 18	Mr Robinson	Phone Call – Complaint regarding traffic & parking on the High Street in Navenby. Concerned about delivery lorries stopping the traffic & parking on the crossing. Has suggested that existing on	Asst Clerk has asked mr Robinson to formally express concerns by e mail. To date not in receipt.

			street parking be allocated for deliveries only.	
17	21 Sep 18	Mrs Whatmore Wellingore	E Mail Complaint regarding an overflowing Litter Bin outside One Stop Shop.	NB Bin only emptied once a week by NKDC. Discussion required regarding possible need for signage to direct users to 2 nd bin outside the CO-OP shop?
18	22 Sep 18	Community Lincs	E Mail Village & Community Hall Cluster meetings – Waddington 4 th Oct 18.	Circulated for volunteers.
19	25 Sep 18	BT	Letter Notification of Refund (£49.87) regarding previous Internet Services from BT.	BT cheque received on 28 Sep 18.
20	25 Sep 18	LALC	E Mail Invitation to LALC AGM & Conference on 17 th Oct 18 (5-9pm) @ The Venue.	Volunteers? To be discussed 2 nd Oct 18.
21	25 Sep 18	Chairman of the Wellingore, Navenby District Branch RBL (by E Mail)	E Mail Enquiry iro HM Gov funding to every Parish Council for WW1 celebrations. What will Navenby be doing with their allocation?	E Mail sent to advise that applications for funding had to be submitted for approval. As yet no case had been put forward by NPC.