

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 4th September 2018**, 7pm.

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

Present(Cllrs): Mr K E Gunning, Chairman; Mr B O’Sullivan, Vice Chair/Secretary; Mr S Woollas; Mr k Lamyman Mr G Morris; Mr A Watts; Mr S McDonald, Mr M Burt, Mr C East, Ms S Letham(Clerk).

In Attendance: 5 Members of the Public.

Absent/Apologies: N/A

| | To be actioned by |
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| <p>1. Chairman’s Welcoming Remarks The Chairman welcomed everyone to the meeting.</p> | Chairman |
| <p>2. Public Session</p> <p>5 members of the Public were in attendance and expressed their concerns about the proposed development of land adjacent to the Cliffe Villages Medical Practice. The Chairman advised all residents to write to NKDC with their concerns. Mrs S Bower confirmed her submission of a formal letter to the Parish Council dated 3rd September 2018. The Chairman acknowledged this letter and advised that NPC endorsed her concerns and would write to NKDC Planning and ask that due diligence be observed in respect of the Contractor and the Code of Practice during the development phase. Managing adherence to the Code of Practice is not an NPC responsibility,</p> <p>A resident enquired as to when the passive speed signs would be erected throughout the Village. Cllr Woollas advised that all 6 signs were to be put up by the end of the week.</p> <p>Action: Clerk to write to NKDC - formal Action at Agenda Item No 9.</p> | Clerk |
| <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. No Apologies received.</p> | Chairman/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 Watts, seconded by Cllr McDonald and therefore</p> | Chairman/All Cllrs |

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| <p>RESOLVED that the minutes from the previous Parish Council meeting, held on Tuesday 7th August 2018, should be accepted as a true record of the meeting.</p> | |
| <p>5. To consider the financial report and authorise payments (Appendix A). Discussion took place regarding the transactions listing presented for the month of August 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 Morris, seconded by Cllr Burt and therefore RESOLVED, that all expenses listed in appendix A should be authorised to be paid.</p> | Clerk |
| <p>6. To consider the Clerk's report. Please see Appendix B.</p> | Clerk |
| <p>In respect of:</p> <p>Item No 14 Action: Clerk to contact NKDC and request that one of the Litter Bins proposed to be sited on Chapel Lane be reassigned to the south end of the Open Space land by the 5 Bar Gate.</p> | Clerk |
| <p>Item No 17 Action: Clerk took an action to contact the Lincs Fire Brigade and request that they liaise with The Venue regarding the various Community Groups and their respective Points of Contact details.</p> | Clerk |
| <p>7. To consider updates from District/County Councillors. Cllr Catherine Mills updated all those present in respect of:</p> <p>The North Kesteven Plan & Financial Strategy – due to be considered by the NK Execs on 11th October 2018 and will cover the next 3-5 years and allow the Council to set its Budgets for the 2019-20 period.</p> <p>Scrutiny in Local Government – Cllr Mills invited those present to engage in the process and offer up any views or experiences regarding the scrutiny of decision making.</p> <p>8. To consider updates from local police. Report received for the period 7th August 2018 to 4th September 2018 detailed only 1 recorded crime. Namely, an incident of criminal damage at Church Lane Navenby on the 12nd August 2018. Unknown offender had caused damage to Church door.</p> | All Councillors |
| <p>9. To consider planning Applications Please see Appendix C in respect of:</p> | All Councillors |

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| <p>PAR 18/0992 - 70 Heath Road, Navenby. PAR 13/0958 - 5 Doncaster Gardens, Navenby. 18/1094 – Detailed Plan Cliff Villages - Proposed Care Village. 18/0698 – Construction of Temporary Access Road.</p> <p>Discussion took place regarding the proposed Care Village adjacent to the Cliff Villages Medical Practice. In conjunction with the Residents present at the meeting, NPC shared their concerns regarding the current siting of the Bus Stop, the 40 to 30 MPH zone and the need for a crossing. The Chairman tasked the Clerk with writing to NKDC Planning Department (referencing the letter from Mrs Bower) and asking that they consider the concerns raised and revisit their decision to not proceed with moving the Bus Stop, reducing speed to 30 MPH and installing a crossing.</p> | |
| <p>Action: Clerk to write NKDC endorsing the letter from Mrs S Bower and asking for reconsideration of relocating the Bus Stop, reducing the speed limit and introducing a pedestrian crossing.</p> | Clerk |
| <p>10. To consider correspondence. The matters arising from the Correspondence were:</p> <p>Speeding on the A607 @ Junction with Green Man Road. St Peters Church Clock - Letter of Thanks for donation toward repairs. Notification of works to trees overhanging the North lane Playing Field.</p> <p>Please see Appendix D for notes on the Actions agreed.</p> | |
| <p>11. To consider locations & fixings for the ELANCITY Speed Indicator Device (SID).</p> <p>Discussion took place regarding the brochure received from ELANCITY. Of concern was the robustness of the device when relocated on a frequent basis. The Lincolnshire Road Safety Partnership (LRSP) H&S Regulations advise moving such devices every 6 weeks to maintain effectiveness. With 4 locations requiring traffic speed monitoring – it was suggested that perhaps more than one device be purchased (along with x2 Mounting Bars & x2 spare batteries), but only if there was a substantial discount. It was proposed by Cllr Burt & seconded by Cllr East that the Clerk look to purchase one mobile device initially and enquire about possible price breaks with ELANCITY. Also, the Clerk to progress the required application & payment with LRSP in respect of a survey. Cllr Morris reminded those present that earlier in the year they had met with Mark Foster of Lindum Homes who had mentioned the possibility of the Company funding a Community Project and asked that the Clerk contact Mark to see if they would be interested in contributing towards the purchase.</p> <p>It was also agreed that the Navenby requirement for traffic speed</p> | Chairman/All Cllrs |

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| <p>monitoring was such that a dedicated device was needed and therefore NPC would have to withdraw from the proposed Cliff Cluster combined purchase. Cllr Watts agreed to write to Cllr Overton – please see Item 13h for formal Minute Action.</p> | |
| <p>Actions: 1. Clerk to contact LRSP and progress application form & payment for Survey. 2. Clerk to contact ELANCITY regarding initial purchase and potential discount. 3. Clerk to contact Mark Foster of Lindum Homes in respect of possible Community Project Funding.</p> | Clerk |
| <p>12. To consider proposed 14th October 2018 Navenby Centenary Event. Cllr East proposed that the Navenby contribution to the celebrations be changed to the 21st October 2018 and coincide with the Antiques Fair being held at The Venue. The event will be a pictorial one and Cllr Morris agreed to assist Cllr East with arranging the event and by providing a power point presentation. Cllr East took an action to inform Cllr Overton of the change of date and to co-ordinate with The Venue Manager regarding booking some space.</p> | All Cllrs |
| <p>Action: Cllr East to inform Cllr Overton of the new date for the Navenby Event & to contact the Venue to confirm the booking.</p> | Cllr East |
| <p>13. Update from Portfolio Holders:</p> <p>a. Cemetery Nothing to report.</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 had been transported to the Fabricators and would be reinstated once repairs were complete. A third bollard located in the Village Office required the remoulding of the Lions Head emblem (Cllr East to arrange) before it could be taken to the Fabricator and thereafter reinstated. Cllr Woollas’s intention was to have all 3 bollards returned to the High Street at the same time.</p> <p>Action: Cllrs Woollas & East to liaise regarding remoulding & transport of the third bollard to the Fabricator.</p> <p>c. Youth Club Discussion took place regarding Invoices received from ACTS for previous school terms and the lack of information provided on the paperwork as required by the Venue Trustees for Audit purposes. A recent challenge resulted in a large reduction to the most recent Invoice. It was proposed by Cllr Lamyman & seconded by Cllr O’Sullivan that the revised Invoice should be paid and that the outstanding refund due from The Venue be investigated and resolved in order to allow the funds to be recovered back to NPC.</p> <p>ACTs DRAFT Service level Agreement (SLA) – discussion took place</p> | Cllrs Woollas/East |

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| <p>around the document received and it was agreed that with so many errors contained within it would be best to wait for a revised document which should then be circulated to all Councillors for consideration.</p> <p>Action: Clerk to liaise with The Venue regarding outstanding Invoice refunds.</p> <p>Action: Clerk to obtain revised copy of the ACTs SLA and distribute to Cllrs for consideration.</p> <p>d. Navenby Car Scheme Nothing to report.</p> <p>e. NAG As the Navenby Archeologically Group (NAG) has now been disbanded this Item to be removed from the Portfolio listing for October 2018 onwards.</p> <p>Action: Clerk to remove from listing.</p> <p>f. Play Areas Following receipt of the ROSPA Inspection Report - Cllr East gave a brief on the key points. All identified repairs were minor and regarded as low risk in respect of the Slide & Climbing Frame. It was agreed that the minor repairs should be carried out.</p> <p>Action: Cllr East to speak to Mr Parish regarding carrying out minor repairs to play equipment identified.</p> <p>g. Schools House Trust. Nothing to report.</p> <p>h. Cliff Cluster Further to comments @ Agenda Item No 11 – Cllr Watts took an action to inform Cllr Marianne Overton that NPC would be withdrawing from the Cliff Cluster combined purchase of a Speed Indicator Device (SID).</p> <p>Action: Cllr Watts to write to Cllr Overton iro the SID.</p> <p>i. Library Cllr Watts advised the Council that an application for the new signage board @ The Venue had been submitted.</p> <p>j. Parish Website. The Clerk advised that due to higher priority work, the Website had not been able to be updated during the month of August.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr East</p> <p>Cllr Watts</p> <p>Clerk</p> |
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Action: Clerk to update NPC Website during September.

The Chairman thanked all present for their participation and declared the meeting closed at 21.25pm.

Date & Time of next meeting to be the 2th October 2018 @ 7pm.

Minutes Accepted: Date:
Chairman

Tuesday 4th September 2018

APPENDIX B

(September 2018)

CLERK'S REPORT

| No | Minute Reference | Description of matter | Action |
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| 1 | ITEM 13 – 7th Aug 18 | Replacement Defibrillator Pads Qty 3 Sets | 9th Aug 18 – replacement pads received and fitted by the Chairman. Payment submitted by cheque 17th Aug 18. |
| 2 | ITEM 5 – 7th Aug 18 | Amendment of CO-OP Banks Signatories | Clerk despatched to CO-OP on 10th Aug 18 |
| 3 | | 16th Aug 18 - Passive Road Signs – received Qty 6 from LRSP | Cllrs to erect signage at various locations throughout the village. |
| 4 | | 8th Aug 18 - £250 Donation to St Peters Church for Clock repairs. | Clerk advised Treasurer of donation & cheque was delivered on the 22nd Aug 18. |
| 5 | | WELCOME Arrival Packs for new residents. | To be discussed at NPC meeting on the 4th Aug 18 when Cllr East is present. |
| 6 | ITEM 12 – 7th Aug 18 | Request to LALC for advice regarding purchase of CAPITAL Assets | 22nd Aug 18 – advice received and passed to the Chairman. |
| 7 | ITEM 14 – 7th Aug 18 | ELANCITY – Clerk to contact the Company and make enquiries regarding the type & amount of Brackets required. | 24 th Aug 18 – advice received regarding the poly carb bracket. Also included a brochure on the SPID which has been distributed to Cllrs for consideration. To be discussed at AGENDA ITEM No 11. |
| 8 | ITEM 14 – 7th Aug 18 | Oct 14 th 2018 Centenary Event – Clerk to contact Cllr East about being Project Lead. | E mail sent 10 th Aug 18. |
| 9 | ITEM 15 – 7th Aug 18 | ACTS Invoice – Cllr Woollas requested confirmation of its receipt by NPC. | 10 th Aug 18 – Clerk confirmed The Venue had as yet not received the next booking. 24 th Aug 18 – Invoice received from ACTS and discussed with Cllr Woollas. 3 rd Sep 18 – The Venue confirm they are still to speak to Luke Williams as they have concerns over the lack of detail on the Invoices. Matter to be discussed at AGENDA No 13 under PORTFOLIO.. |
| 10 | ITEM 15 – 7th Aug 18 | Parish Website – requirement to update. | WIP by Clerk. |
| 11 | | External NPC Audit - Review of AGAR | 23 rd Aug 18 – E Mail from pkf Littlejohn querying Capital Asset Register & LAPS Income. Chairman to expand on? |

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| 12 | Mrs Smiths Cottage Booklets (various) | 10 th Aug 18 – x 3 Boxes of each Booklet delivered by NKDC (Jeffrey Kenyon). Located in the Parish Office. |
| 13 | Visit to Mrs Smiths Cottage on 29 th Aug 18 by NKDC & HLF. | Event attended by Cllr Burt. |
| 14 | 3st1 Aug 18 - Telecon from NKDC (Jenny Bailey) regarding: 1. Litter Picking Grant. 2. Dog Bin @ Chapel Lane. 3. Land by Chapel Lane (previously looked after by NAG). | Litter picking Grant of £446.46 (21p per head) has been approved by NKDC. Broken dog bin removed and to be replaced with 2 dark green topsy bins for dual waste purposes. Jenny is in contact with the Land Adoptions Dept regarding the upkeep of the land at Chapel Lane. |
| 15 | 3st1 Aug 18 – Telecon from the CO-OP Bank regarding the signatories amendment. | For Cllrs Watts, Burt & O’Sullivan to be added – this would require each to fill out a Sect 2a form & return to the Bank. Clerk requested that this be done in slower time so as not to hold up the URGENT requirement to amend the Clerks details. |
| 16 | 31 st Aug 18 – E Mail from Countryside ACCESS @ Lincs Gov iro RESTRICTED BY WAY (NAVENBY) No 4 The Smoots. This response was in reply to a E Mail sent by the NPC Asst Clerk following a complaint from a resident. | Chris March advises that he has accidently deleted this grounds maintenance requirement from the schedule along with Maiden Well Lane and the Lower portion of The Smoots. While he had intended to remove the former public road and the latter lane as it lacks any proven highway status – he had not realised that all were included on one line of a spreadsheet! To raise a works order to strim The Smoots from Clint Lane down to Footpath 3 (ONLY) within the next month. |
| 17 | 31st Aug 18 – E mail from Lincs Fire Brigade iro identify local Community Groups for the purposes of engaging on Fire Safety.. | E Mail yet to be distributed. |
| 18 | 31st Aug 18 – E Mail form Play Safety enclosing Annual Play Area Inspection report. | Distributed to Cllrs on 31 st Aug 18. |
| 19 | 3rd Sep 18 – A postal Invite from Community LINCS to a Cluster meeting (Waddington) on the 4 th Oct 18 @ 7pm., | Nominees?? |
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Reports to Highways, Lincoln County Council report

| Report | Location | Reported by: | Date | Date reported to Highways | REF Number | Resolved |
|---------------|--|--------------|------------|---------------------------|------------|----------|
| Grass Cutting | Verges outside URBAN ANGELS | Josh | 29/08/2018 | 29/08/2018 | | |
| Grass Cutting | Verges either side of the Walk Thru between MEGS Lane & Hales Lane | Mr Williams | 24/08/2018 | 29/08/2018 | | |

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

| Problem | Reported By | Date | Action Taken | REF Number | Resolution |
|---|---------------|------------|--------------------------------------|------------|------------|
| Street Light No1, North Lane. On constantly | George Parish | 04/07/2018 | E-on notified by Clerk on 31/08/2018 | n/a | |
| Street Light No 1, Pit Field Walk | Steve Woollas | 30/08/2018 | E-on notified by Clerk on 31/08/2018 | | |

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PLANNING CORRESPONDENCE

PLANNING APPLICATIONS

PAR 18/0992 - 70 Heath Road, NAVENBY. Proposed extension over Garage to form a bedroom.

PAR 13/0958 - 5 Doncaster Gardens, NAVENBY. Proposed removal of existing Conservatory & replacement with traditional Single Storey Extension. Also, build a 1st Floor Extension over existing ground floor on South Elevation.

18/1094 – Detailed Plan. Cliff Villages Medical Practice, Grantham Road, NAVENBY. Plans for Proposed erection of Care Home & associated Bungalows (AKA Navenby Care Village).

18/0698 – Construction of Access Road serving agricultural land and Temporary Access Road for construction traffic serving development Site. NB This application was APPROVED on the 22 August 2018 and is included as it is associated with Planning Application 18/1094.

APPENDIX D (September 2018)

Correspondence:

| No | Date | From | Description of matter | Action |
|----|-------------------------|----------------------------------|---|---|
| 1 | 16 th Aug 18 | Resident by E Mail | Sycamore & Horse Chestnut trees overhang the property into the Play Park @ North Lane from 10 Church Lane, NAVENBY. | North Lane Play Park to be closed on the 10 th Sep 18 to allow for works. A sign will be posted on the gates Sun Eve at closure by George. |
| 2 | 30 th Aug 18 | Resident by E Mail | Speeding on the A607 @ Junction with Green Man Road. Resident has written to NK expressing concerns. | Clerk responded by E Mail advising that Passive Signage had been received and would be distributed ASAP. Also that, the Council was looking into procuring a SPID. Did also advise that this is a Highways matter for future reference. |
| 3 | 31 st Aug 18 | St Peters Church (The Treasurer) | Church Clock repairs. | Letter of thanks to NPC for the generous donation of £250. |
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