

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 6th November 2018**, 7pm.

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

Present(Cllrs): Mr K Gunning, Chairman; Mr B O’Sullivan, Vice Chair; 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: 1 Representative of the Navenby Bowls Club.

Absent/Apologies: None

	To be actioned by
<p>1. Chairman’s Welcoming Remarks The Chairman welcomed everyone to the meeting.</p>	Chairman
<p>2. Public Session</p> <p>Discussion & Actions are referenced at AGENDA Item No 15 under OPEN SESSION..</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. None.</p>	
<p>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 2nd October 2018 It was proposed by Cllr Burt and seconded by Cllr O’Sullivan and therefore RESOLVED that the minutes from the previous Parish Council meeting, held on Tuesday 2nd October 2018, should be accepted as a true record of the meeting.</p>	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 October 2018. In respect of the Grounds Maintenance services provided – the Council queried works undertaken at The Headland & who was responsible for the open space on Ermine Drive. The Clerk took an action to investigate both queries. EDGE Reconciliation up to 31 Oct 18 – the Clerk advised this had been successfully carried out and read out the balance of each account. Ongoing issues with the CO-OP Bank were now resolved and the Clerk was able to access on—line banking. It was proposed by Cllr East, seconded by Cllr Watts and therefore RESOLVED, that all expenses</p>	Clerk

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<p>listed in appendix A should be authorised to be paid.</p>	
<p>6. To consider the Clerk's report. Please see Appendix B.</p> <p>Actions in respect of:</p> <p>Ser No 8 - DRAFT ACTs SLA. Clerk to hasten VENUE Manager for final version.</p> <p>Ser No 10 – DRAFT Bowls Club SLA, Clerk to hasten VENUE Manager for sight of DRAFT SLA document.</p> <p>Ser No 13 – NPC Cascade List. Clerk to draw up a POC list for NPC personnel. Play Areas. Cllr East to confirm repairs carried out.</p> <p>Street Lighting Reports:</p> <p>a. Maidenwell Close – Clerk to contact Highways and hasten tree arboreal works.</p> <p>b. Belisha Beacon on High Street – Clerk to contact LRSP & hasten repair of u/s light.</p> <p>c. Street Light on ramp leading to primary School – Clerk to report fault.</p>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk Cllr East</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>
<p>7. To consider updates from District/County Councillors. No updates were received.</p>	
<p>8. To consider updates from local police. Report received for the period 2nd October 2018 to 6th November 2018 detailed only 1 recorded crime. Namely, an incident of Commercial Burglary – Disc Cutter & Whacker Plate stolen from secured shed of building site on Green Man Road, NAVENBY on 2nd/3rd October 2018.</p>	
<p>9. To consider planning Applications Please see Appendix C:</p> <p>Actions in respect of:</p> <p>18/1459/HOUS – The Old School House. Clerk to hasten Planning Enforcement Officer for an update on progress.</p> <p>18/1285/VARCON – Land at 10 East Road. Clerk to investigate and report on outcome of Planning Application for 14 East Road previously submitted.</p> <p>18/1264/TCA – Tree Works @ The Grainary, Tenter Lane. Clerk to hasten why no drawings have been submitted.</p>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>

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<p>10. To consider correspondence. Please see Appendix D:</p> <p>The matters arising from the Correspondence were:</p> <p>Item No 9 – Parish Highway Verge Cutting Scheme 2019/20, Clerk to advise formally that NPC declines the offer.</p> <p>Item No 11 – Ermine Drive No Ball Games Sign, Clerk to advise resident that the grass is a formal open space without NPC's responsibility.</p> <p>Item No 14 – Publication of Electoral Role 2018/19, Clerk to complete and forward paperwork to NK.</p> <p>Item No 15 – Green Man Road Construction Traffic, Clerk to hasten Linden Site manager regarding control of heavy traffic when entering & exiting site.</p> <p>Item No 24 – Grit Bin Filling, Clerk & Cllr Woollas to review Grit Bin map and ascertain location and condition of existing stocks before responding formally.</p> <p>11. To consider the Audited Accounts of The Navenby Town's Farm Trust.</p> <p>The Chairman read out the details of the Independent Examiners report, as well as the other accompanying paperwork. No observations or comments were made by the Council. The chairman asked that the report be held in the office in case anyone should wish to view them.</p> <p>12. To consider the appointment of Trustee for Navenby Town's Farm Trust. The Chairman read out the details in respect of the new appointment of a Trustee for the Navenby Town's Farm Trust. The Council endorsed the appointment and asked that the Clerk formally confirm in writing to the Town's Farm Trust Chairman.</p> <p>13. To consider a request for NPC to join the Parish Agreement Highway Verge Cutting Scheme for 2019-20. The Chairman read out the details regarding the proposal that NPC look to take over control of Highway Verge Grass Cutting. After discussion it was decided that the responsibility was best left "as is" and that the Clerk should formally respond to Highways declining the offer.</p> <p>14. To consider the future requirement for the locking & unlocking of Gates at North Lane Playing Field. Discussion took place regarding the current requirement for the locking & unlocking of the Gates. It was agreed that for a trial basis commencing on the 1 Dec 18 the practice would be suspended and the need reviewed in the coming months. The Council made the decision with due regard to Section 17 Crime & Disorder 1998. The Clerk took an action to formally advise Mr Parish of NPC's decision.</p> <p>15. To discuss the current refurbishment of The Navenby Bowls Club.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk/Cllr Woollas</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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<p>The Chairman thanked all present for their participation and declared the meeting closed at 21.20pm.</p> <p>Date & Time of next meeting to be the 4th December 2018 @ 7pm.</p>	Clerk
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Minutes Accepted: Date:
Chairman

CLERK'S REPORT

No.	Minute Reference	Description of matter	Action
1	Item 6	Maidenwell Close – tree branches obscuring Street Light. Belisha Beacon High Street – to enquire about lighting upgrade.	Reported to Highways 4 Oct 18. E Mail to LRSP 4 Oct 18.
2	Item 7	Cliff Cluster meeting 6 Oct 18 – Clerk to advise Cllr Watts that the event will take place in The Village Office.	E Mail sent 5 Oct 18.
3	Item 8	Request from Community Police Team for accommodation in The Village Office – Clerk to forward to The Venue Manager for consideration.	E Mail sent 4 Oct 18.
4	Item 9	Damage to playing Field by Bowls Club Delivery lorries – Clerk to confirm extent with Venue Manager.	E Mail sent 10 Oct 18.
5	Item 10	Armistice Silhouette Funding – funding still available? Christmas Tree Orders – issue letters to High Street residents. Gosberton Parish Council SID Data – send example DATA output to All Cllrs. Open Space Draft Consultation Document – advise NKDC that NPCs collective submission is as per Cllr Easts own personal submission. Litter Bin outside One Stop Shop – overflowing. LALC AGM – Cllr Burt to attend on behalf of NPC.	E Mail sent 4 Oct 18 – but deadline confirmed as passed. Letters distributed 4 Oct 18. E Mail sent 3 Oct 18. E Mail sent 4 Oct 18. Situation to be monitored and Cllr O'Sullivan to speak to the Owner. E Mail sent 11 Oct 18.
6	Item 11	LRSP Application Form – send to Cllrs Lamyman & Woollas. Possible Community Funding support from Lindum Group – formal request to be sent by NPC.	E Mail sent 3 Oct 18. E Mail sent 31 Oct 18.
7	Item 13	Additional NPC bank Signatories – Clerk to arrange for paperwork to be completed.	WIP
	Item 14	DRAFT ACTS SLA – Clerk to forward to The Venue Manager for additional amendments.	E Mail sent 10 Oct 18.
	Item 16	Parish Clerk Draft Contract & Job Description – to be finalised on 17 Oct 18.	Amended Contract & Job Description signed by Clerk on the 17 Oct 18.
	Item 17	Navenby Bowls Club DRAFT SLA & 18/19 Rental Charge – Clerk to write to The Venue Manager & request the paperwork is raised.	E Mail sent 10 Oct 18.

	Item 19	E-ON Maintenance Report – Clerk to reschedule discussion for 6 Oct 18 meeting.	Item included in the Nov 18 AGENDA on 31 Oct 18.
	Item 20	Co-ordination & Supply of Christmas Trees – Asst Clerk to write to the Wellingore & Navenby Business Group regarding next years' co-ordination.	The Chairman to discuss @ meeting on the 6 Nov 18.
	Item 21	<p>Cemetery: Hedge will require cutting in the New Year – Clerk to note. NPC Cascade POC details – Clerk to draw up a list and circulate to All Cllrs. Asst Clerk to contact Funeral Director regarding re-instatement of land following digging of graves.</p> <p>Highways: Bollard repairs x 3 – arrange for return to High Street locations.</p> <p>Sewer outside 63 High Street – emitting a foul smell. To be reported to Anglian Water.</p> <p>Play Areas: Remedial repairs identified in ROSPA were to be discussed with Mr Parish.</p>	<p>Noted</p> <p>WIP</p> <p>Asst Clerk sent E Mail 10 Oct 18.</p> <p>Cllr Woollas & East managed re-instatement.</p> <p>Reported to Anglian Water 25 Oct 18.</p> <p>Cllr East drafted written list of requirements and forwarded to Parish Office. Handed to Mr Parish 31 Oct 18.</p>

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 Hastened with LRSP 2 Nov 18.	4111669	

PLANNING CORRESPONDENCE

The Old School House, Church Lane, Navenby, LN5 0EG. Parish Clerk approached Planning Dept., NKDC to advise that uPVC windows have been installed in a Grade 2 listed building. Response by email that Planning application 18/1459/HOUS now been received and Planning Officer will visit site. *Planning application not yet received in Navenby Parish Office.*

PLANNING APPLICATIONS

18/1094/RESM

Land Adjacent to Cliff Villages Medical Practice, Grantham Road.

Planning Application determined. Proposals to confirm to parameters set by conditions on outline permission 16/0040/OUT.

18/1146/FUL

Navenby Bowls Club, Pottergate Road, Navenby

Replace timber club house with temporary portakabin. Considered acceptable.

18/1374/HOUS

19 The Rise, Navenby

Erection of single storey front and rear extensions.

18/1285/VARCON (Ref: 17/1667/FUL)

Land at 10 East Road, Navenby

Application to vary Condition 9 (approved plans).

18/1420/HOUS

5 Winton Gardens, Navenby

Erection of Greenhouse. *Planning application documents not yet received in Navenby Parish Office.*

18/1264/TCA

The Grainary, Tenter Lane, Navenby

Crown reduction of 3no. trees and felling of 3no. trees.

Correspondence

No	Date	From	Description of Matter	Action
1	5 Oct 18	NKDC	Amendment of Local Plans	Circulated
2	5 Oct 18	LCC	Winter Self Help & Mutual Aid	Circulated
3	10 Oct 18	NKDC	LAPS Funding for 19/20	Circulated
4	12 Oct 18	Legal Services	Navenby – Extinguishment of Parts of Public Footpath No 11 & 1 & creation of Alternative Public (ENV024.124)	Circulated
5	15 Oct 18	NKDC	Review of Polling Districts, Polling Places & Polling Stations - Consultation	Circulated
6	15 Oct 18	CPRE Lincs	Results of Best kept Village & Small Town Competition 2018	Circulated
7	16 Oct 18	LCC	Report of Tenter Lane Street Light Out.	Circulated
8	17 Oct 18	NKDC	Brownfield Land Register – Site Assessment Evidence Report 2018	Circulated
9	17 Oct 18	BSE&E West	Navenby PC: Parish Agreement Highway Verge Cutting 2019/20	Circulated
10	18 Oct 18	NKDC	Dog Waste & Litter Bin “Opening Height” restrictions	Circulated
11	19 Oct 18	Resident	Grass area on Ermine Drive – request for “NO Ball games” sign.	Circulated
12	24 Oct 18	NKDC Planning	Planning Acknowledgement for The Old School House	Circulated
13	24 Oct 18	NKDC	Confirmation of LAPS payment	Circulated
14	25 Oct 18	BKDC	Publication of 2018/19 Electoral Role	Circulated
15	25 Oct 18	Resident	Green man Road – Heavy vehicles entering/exiting construction site	Circulated
16	26 Oct 18	NKDC	Mrs Smiths Cottage update	Circulated
17	29 Oct 18	LALC	Retro Fit Solutions for heritage & Decorative Street Lighting.	Circulated
18	29 Oct 18	NKDC	Christmas & New Year Refuse Collections Poster	Circulated
19	29 Oct 18	The Venue Trustees	Independent Examiners Report 2017/18	Circulated
20	29 Oct 18	Resident	Letter of Thanks iro Centenary Event @ The Venue	Circulated
21	30 Oct 18	Resident	Complaint regarding Mrs Smiths Cottage scaffolding	Circulated
22	30 Oct 18	LALC	Lincs Fire & Rescue – Emergency Text Alert System	Circulated
23	30 Oct 18	EDGE	Purchase of a License for Internal Auditor Access.	NPC Internal Auditor to look at purchasing for multiple use.
24	30 Oct 18	LCC	Grit Bin Filling – Request for new bins	Circulated

25	31 Oct 18	Football Assoc	Request for details of grass Pitch Maintenance Programme	Asst Clerk forwarded to Chairman.