

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 1<sup>st</sup> May 2018**, 7pm

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

Present(Cllrs): Mr K E Gunning, Chairman; Mr C East; Mr G Morris; Mr K Lamyman; Mr S McDonald; Mr S Woollas; Mr T Watts; Mr N Elson.

In Attendance: Mrs K Elson, Parish Clerk; Mrs Z Parr, Assistant Clerk; One member of the public.

Absent: Mr B O’Sullivan, Vice Chairman; Mr M Burt.

	To be actioned by
<p><b>1. Chairman’s welcoming remarks.</b> The Chairman welcomed everyone to the meeting. The Chairman then stood down.</p>	
<p><b>2. Election of Chairman.</b> The clerk asked for nominations for Chairman. No one nominated themselves. Cllr East nominated Cllr Gunning. It was decided to go to items 7 and 8, to give Cllrs time to decide about nominating.</p>	
<p><b>7. To consider and sign the minutes from the previous Parish Council meeting, held on Tuesday 3<sup>rd</sup> April 2018</b> It was proposed, seconded and therefore <b>RESOLVED</b> to sign the minutes from the previous Parish Council meeting, held on Tuesday 3<sup>rd</sup> April 2018.</p>	Chairman
<p><b>8. To consider the financial report and authorise payments (Appendix A)</b> It was proposed by Cllr Watts, seconded by Cllr Woollas and therefore <b>RESOLVED</b>, that all expenses given in Appendix A were authorised to be paid.</p>	Chairman Clerk
<p><b>(2) Election of Chairman – Sign Declaration of Acceptance.</b> Nominations for Chairman were asked for once again. The only nomination was given by Cllr East, who nominated Cllr Gunning. Cllr Gunning accepted the nomination on the condition that, he may have to stand down on Thursday 3<sup>rd</sup> May, depending on the outcome of an appointment. Cllr Gunning then signed the Declaration of Acceptance of Office.</p>	Chairman
<p><b>3. To appoint a Vice – Chairman</b> Nominations for a vice-chairman were called for. Cllr O’Sullivan was nominated. Cllr O’Sullivan was absent, however had left an e-mail stating he would accept any position he was nominated for.</p>	
<p><b>4. Election of Responsible Financial Officer.</b> It was agreed that the Clerk would continue as the Responsible Financial</p>	

**NAVENBY WITH SKINNAND PARISH COUNCIL  
MEETING MINUTES**

<p>Officer.</p> <p><b>5. Election of representatives for the following committees/portfolios:</b></p> <ul style="list-style-type: none"><li>a. <b>Schools House Trust</b> Cllr Lamyman and Cllr McDonald</li> <li>b. <b>Navenby Towns Farm Trust</b></li> <li>c. <b>Hospital Car Scheme</b> Cllr Woollas</li> <li>d. <b>Cliff Cluster Group</b> Cllr Watts Cllr Watts reported, that the Cliff Cluster proposed, that Navenby Parish Council should take responsibility of the SID. Clerk to find out the cost of adding the SID to NPC insurance policy.</li> <li>e. <b>Finance</b> Cllr O’Sullivan</li> <li>f. <b>Cemetery</b> Cllr Gunning and Cllr East</li> <li>g. <b>Street Lighting</b> Cllr Gunning and Cllr Morris</li> <li>h. <b>Highways</b> Cllr Woollas and Cllr Lamyman</li> <li>i. <b>Planning</b> Cllr East and Cllr Woollas</li> <li>j. <b>Play Areas</b> Cllr Lamyman and Cllr East</li> <li>k. <b>Defibrillators</b> Cllr Gunning and Cllr McDonald</li> <li>l. <b>Youth Club</b> Cllr Woollas and Cllr McDonald</li> <li>m. <b>Library</b> Cllr Watts and</li> <li>n. <b>Allotments</b> Cllr Morris and Cllr McDonald</li> <li>o. <b>Website / I.T.</b> Cllr Morris and Cllr Elson</li></ul>	<p><b>Clerk</b></p>
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# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>p. <b>Administration</b> Cllr O’Sullivan</p>	
<p>q. <b>Navenby Archaeology Group</b> Cllr East</p>	
<p><b>6. 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 beneficial interests.</b> Apologies received from Cllr O’Sullivan and Cllr Burt. Cllr Lamyman declared an interest in item 20.</p>	
<p><b>9. To consider the Clerks report.</b> Please see Appendix B.</p>	Clerk
<p><b>10. To consider updates from District/County Councillors.</b> Apologies sent by Cllr Overton and Cllr Mills.</p>	
<p><b>11. To Consider update from local Police</b> No recorded crime during the period 1<sup>st</sup> April 2018 to the 1<sup>st</sup> May 2018.</p>	
<p><b>12. To consider Planning Applications</b> Please see Appendix C.</p>	Clerk
<p><b>13. To consider correspondence</b> Please see Appendix D</p>	Clerk
<p><b>14. Matters arising from the Annual Parish Meeting</b> There were no matters brought forward from the Annual Parish Meeting.</p>	
<p><b>15. To discuss the use of the Parish Office by other groups/organisations.</b> It was proposed, seconded and therefore <b>RESOLVED</b> that to comply with the GDPR, there can be no unsupervised use of the Parish Office.</p>	
<p><b>16. To discuss the provision of first aid kits.</b> Cllr McDonald stated that the Parish Office first aid kit was now out of date and needed to be replaced. It was proposed by Cllr Morris to by a new first aid kit for the Office, seconded by Cllr Watts and there for <b>RESOLVED</b>.</p>	
<p><b>17. To resolve whether to adopt the following draft policies/procedures and to discuss the progress of implementing the GDPR.</b></p>	
<p>Privacy Notice Consent Form Subject Access Request Procedure Data Protection Policy Records Retention Policy Data Breach Policy.</p>	Clerk

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>Cllr Morris proposed to adopt all of the above policies once two alterations were made: 1. Add (Also known as Navenby Parish Council) to the top of all forms; 2. Consent Form – Change ‘I would like to receive communications by e-mail’ to ‘Yes please, I would like to receive communications by email’. All Cllrs agreed, and it was therefore <b>RESOLVED</b> to adopt all of the policies/procedures given above.</p>	
<p><b>18. To resolve which cross shredder to buy, (given in appendix e) to comply with the GDPR.</b> It was <b>RESOLVED</b> to buy the Rexel Promax REX823 shredder @ £71.99incl VAT</p>	Clerk
<p><b>19. To resolve whether to place a new litter bin in North Lane playing field.</b> Cllr Lamyman suggested that another litter bin is needed in North Lane playing field. Cllrs agreed. It was proposed, seconded and therefore <b>RESOLVED</b> to purchase a base and a new litter bin, up to the value of £500.</p>	Cllr Lamyman
<p><b>20. To discuss the meeting with Lindum and to resolve whether to adopt the new Open Space.</b> After some discussion Cllrs concluded that they needed more information before deciding whether to adopt the Open Space. They would like to know more about the following: What exact sum would Lindum give Navenby Parish Council for adopting the Open Space. How much would 20 years projected grass cutting and replacement of playground equipment cost? Clerk to contact Lindum and find out; the exact size of the Open Space; The exact size of the play area and the type of play equipment.</p>	Clerk
<p>9.35pm The Chairman declared the meeting closed.</p>	

Minutes Accepted: ..... Date: .....  
Chairman

No	Minute Reference	Description of matter	Action
1.	3 <sup>rd</sup> April '18 Appendix B 5.	Cllr Woollas has met with the contractor and has agreed to remove one branch to stop the tree from dropping leaves/sap onto the gravestones. This will cost £40. <b>Clerk</b> to ask contractor to go ahead. A large branch from a Cherry tree may also need to be removed, contractor to send quote for this.	Clerk contacted the contractor, who will go ahead with removing one branch. However the Cherry tree is too large for him to trim, advised NPC to employ a tree surgeon.
2.	3 <sup>rd</sup> April '18 Item 8.	the large pot holes on East Road outside the school, Cllr Overton stated she will chase this. Clerk to also chase and send photos of the potholes to highways.	Clerk contacted highways – East road pot holes should be repaired by the 9 <sup>th</sup> May.
3.	3 <sup>rd</sup> April '18 Appendix C Planning Application PAR/18/0251/ADV	Councillors object to the four flag poles placed on the verge of the A607 – Clerk to write to planning.	4 <sup>th</sup> April: Assistant Clerk Wrote to NKDC Planning giving Councillors objections.
4.	3 <sup>rd</sup> April '18 Appendix D 1	<b>Clerk</b> to put information on the website, in the Graffoe Link and around the village.	10 <sup>th</sup> April: Clerk e-mailed Lincolnshire's best kept village information to the Graffoe Link Editor.
5.	3 <sup>rd</sup> April '18 Appendix D 5.	Commends NPC over low increase in council tax. However wishes to see local service expand and would like charges to be increased in future. <b>Clerk</b> to write to resident to thank for the letter.	10 <sup>th</sup> April: Assistant Clerk replied to resident, thanking them for their letter.
6.	3 <sup>rd</sup> April '18 Item 12	Clerk to look into LALC DPO	Clerk explained in the meeting that LALC were still looking at options. <b>RESOLUTION:</b> Cllr Morris and Clerk to find out more information.
7.	3 <sup>rd</sup> April '18 Item 13	It was suggested by Cllr Woollas, to look at putting a new bus shelter on the bus stop outside of the Lion and Royal. However LCC need to be asked for advice/site visit, to find out if a bus shelter can be placed there. Clerk to arrange site meeting with LCC.	10 <sup>th</sup> April: Clerk e-mailed LCC. 18 <sup>th</sup> April: Reply received from LCC - Does not believe that this is a suitable location for a bus shelter <b>RESOLUTION:</b> Still in process. Waiting for response from Highways.
8.	3 <sup>rd</sup> April '18 Item 15	Clerk to complete the Privacy Notice and e-mail to all councillors.	20 <sup>th</sup> April: Clerk finished Privacy notice and 5 other GDPR forms/policies, e-mailed to Cllr Morris.
9.	3 <sup>rd</sup> April Item 16	Clerk to e-mail Cllr O'Sullivan a template for the Clerk's contract.	4 <sup>th</sup> April: Clerk e-mailed template of Clerks Contract to Cllr O'Sullivan.

10.	3 <sup>rd</sup> April '18 17.a	Cllr Woollas reported that some of the paving slabs may need to be replaced in the cemetery. Clerk to contact the contractor to ask how many slabs need changing.	10 <sup>th</sup> April: Clerk contacted contractor, 10 paving slabs need replacing.

#### Reports to Highways, Lincoln County Council report

Report	Location	Reported by:	Date	Date reported to Highways	REF Number	Resolved
Very Large Pot hole outside Driveway	East Road	Resident	20/04/2018	20/04/2018	101000266659	will be repaired by 9th May

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

Problem	Reported By	Date	Action Taken	REF Number	Resolution	Call Back?
None						

#### Training undertaken during April 2018:

None

#### Training opportunities for May 2018:

Community Engagement / Grant Funding and Bid Writing	09/05/2018	10:00 - 16:00
Employment Law / Diversity awareness session	15/05/2018	10:00 - 16:00
Councillors Training day	17/05/2018	10:00 - 16:00
Councillors Training day	23/05/2018	10:00 - 16:00
First Aid at Work	24/05/2018	09:30 -16:00



PLANNING CORRESPONDENCE

Definitive Map Officer, Lincoln County Council

Proposed extinguishment of parts of public footpath no's. 11 and 1, and the creation of connecting alternative public footpaths.

Comments by 11<sup>th</sup> May 2018.

PLANNING APPLICATIONS

5<sup>th</sup> April 2018

**PAR 18/0417/HOUS**

10 Church Lane.

Replacement of existing apex sheds and replacement of greenhouse with apex shed.

Comments by: 24<sup>th</sup> April.

30<sup>th</sup> April 2018

**PAR 18/0537/FUL**

14 East Road Navenby.

Erection of detached dwelling, new vehicular access and part demolition of stone boundary wall.

Comments by 18<sup>th</sup> May.

**Cllrs comments: Overlarge and imposing building on a small plot. Proposed development eliminates the turning circle on the existing plot. This will necessitate the residents to reverse out of driveways – the field of view is restricted. Clerk to submit Councillors comments to Planning.**



**APPENDIX D**

(May 2018)

Correspondence:

No	Date	From	Description of matter	Action
1	3 <sup>rd</sup> April '18	Community Lincs Insurance Services	Renewal for Parish Council Insurance	Renewal due 1 <sup>st</sup> June 2018. It was <b>RESOLVED</b> to renew the Parish Council Insurance
2	4 <sup>th</sup> April '18	LALC	Letter from the Lincolnshire Waste Partnership, regarding a public consultation on their draft joint municipal waste management strategy.	4 <sup>th</sup> April: E-mailed to all Cllrs.
3	6 <sup>th</sup> April '18	NKDC	Committee on standards in public life is undertaking a review of local government ethical standards. Do councillors wish to submit a response on behalf of Navenby parish Council?	6 <sup>th</sup> April: E-mailed to all Cllrs.
4	17 <sup>th</sup> April '18	Football Foundation	CFA support day meeting 11 <sup>th</sup> July 9:30am. Will council send a representative to attend?	17 <sup>th</sup> April: E-mailed to all Cllrs. <b>RESOLUTION:</b> Clerk to reply. No Cllrs available on the date given. Would like a range of dates to be given.
5	18 <sup>th</sup> April '18	Resident	Concerned about the visibility at the Green man road/Grantham Road junction, after another accident. Also concerned about the pot holes on East Road.	18 <sup>th</sup> April: E-mailed to all Cllrs. <b>RESOLUTION:</b> Clerk to contact Highways about site signs and about the dangers of the junction – People are accelerating too quickly out of the village and the field of view is restricted.
6	25 <sup>th</sup> April '18	Resident	Email regarding pothole in High St (near Chapel Lane) and speeding traffic passing along the High Street.	25 <sup>th</sup> April: emailed to all Cllrs. <b>RESOLUTION:</b> The pot hole has been filled. Speed sign to be put up to attempt to slow drivers through the High street.
				NPC are investigating further into a problem raised by Wellingore Parish Council.

Appendix e - Shredder options

Rexel confetti cross cut shredder £130.80 incl VAT, 20L

[https://www.staples.co.uk/shredders/cbs/297623168.html?promoCode=&Effort\\_Code=WW&FindNumber=297623168&m=0&isSubscription=False](https://www.staples.co.uk/shredders/cbs/297623168.html?promoCode=&Effort_Code=WW&FindNumber=297623168&m=0&isSubscription=False)

Rexel cross cut shredder £71.99 incl VAT, 23L

<http://www.viking-direct.co.uk/a/pb/Rexel-Shredder-Promax-REX823-UK-cross-cut-23-l/id=2497317&pr=Q24/>