

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

Date/ Time: **Tuesday 9 February 2021** at 7.00 pm.

Location: via VIDEO LINK (ZOOM).

Present (Cllrs): Mr B O’Sullivan, Chairman; Mr K Gunning, Vice Chairman;
Mr G Morris; Mr A Watts; Mrs L Taylor; Mr K Lamyman; Mr M Burt; Mr S
Woollas; Mrs E McRitchie & Mr C East.

In Attendance: Ms S Letham (Parish Clerk)

Absent/Apologies: Cllr C Hall

1. Chairman’s - Welcoming Remarks

The Chairman welcomed all present to the ZOOM VIDEO LINK and thanked them for their continuing efforts in respect of supporting the Library, Youth Club, Play Areas, Highways and the Speed Indicator Devices.

2. Public Session

No residents in attendance.

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 C Hall.

4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 12 January 2021.

It was proposed by Cllr Gunning and seconded by Cllr East and therefore **RESOLVED** that the minutes from the previous Parish Council meeting, held on Tuesday 12 January 2021, should be accepted as a true record of the meeting.

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Outstanding Actions for Cllr Overton, from the 12 January 2021 meeting:

Cllr Overton to contact NKDC regarding the tax base calculation for the FY 21/22 PRECEPT submission – Cllr Overton confirmed that she had spoken with NKDC who confirmed that any surplus that builds up in year off sets any unpaid council tax.

Cllr Overton to contact the Planning Enforcement Officer regarding the Headland Way road closure and arrange a visit to site. Cllr Overton confirmed that she was still chasing the Enforcement Officer and had noted that there was still no effort by the Developer to have the road open. Cllr Gunning expressed concern that “permanent” road closures may also happen in Phase 2 of the development.

Cllr Overton to advise NPC of the outcome of her meeting with Highways in respect of Navenby Projects. Cllr Overton confirmed that the widening and resurfacing of Green Man Road was going to commence in May 21. The Clerk asked if East Road was on the list of roads requiring resurfacing? **Action: Cllr Overton advised that she would speak with Highways and flag it up as the next priority for Navenby.**

Quality of road repairs by Highways - Cllr Woollas & the Clerk both advised of incidents where the quality of repairs was poor. Cllr Overton advised that unsatisfactory repairs should be reported on Fix My Street.

Road Safety Campaign – Cllr Woollas enquired with Cllr Overton regarding her progress with the issues identified in the road safety campaign? Whilst not immediately recalling all the issues – Cllr Woollas advised that the issues requiring her support were as follows:

Improvements to the Pedestrian Crossing
30-40 MPH Zone between Navenby & Wellingore
Double yellow lines at Clint Lane Junc with A607
Double yellow lines at East Road Junc with A607

Action: Cllr Overton advised that she would speak to Highways and provide NPC with an update as soon as possible.

5. To consider the financial report and authorise payments (Appendix A).

Discussion took place regarding the transactions listing presented for the month of January 2021. It was proposed by Cllr Gunning, seconded by Cllr McRitchie and therefore **RESOLVED** that all expenses listed in Appendix A were authorised. Cllr Gunning confirmed that he was able to approve the Bank payments the next day.

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6. To consider updates from District/County Councillors.

Cllr Hagues was in attendance and confirmed with the Clerk that she was in receipt of the Newsletter she had sent to the Parish Office on the 8 Feb 21. Topics covered within the Newsletter included COVID vaccinations, £40K community fund for COVID response groups, update on refuse safety measures and lanterns & balloons guidelines.

Cllr Overton was in attendance and confirmed with the Clerk that she was in receipt of the Newsletter she had sent the Parish Office on the 2 Feb 21. Topics covered within the Newsletter included COVID 1 vaccinations, GRANTS for local business, Council funding & Elections and supporting mental health.

7. To consider updates from local police.

The Clerk advised that apart from the normal monthly Police report, the Council were yet to receive a report from PC Roberts detailing crimes specific to Navenby Village. The Chairman advised that he would speak to PC Roberts, and hasten the report he promised to submit at the meeting last month.

Action: The Chairman to hasten PC Roberts for a Navenby specific crime report.

8. To consider Planning Matters

Planning Applications, Correspondence & Tree Conservation - there were no observations.

9. To consider correspondence.

Actions arising from the Correspondence received:

a. E Mail from ELANCITY regarding SOLAR SID operating conditions - Cllr Watts briefed that he had spoken with the technical support department at ELANCITY and they had advised that the detection parameters on the device could be changed to preserve battery power. They were willing to talk him through the process and asked that he bring the device into the office and then let them know an appropriate time to ring and discuss. With the weight of the device and its location, Cllr Watts requested assistance in moving it to the office. Cllr Burt & Woollas both offered their assistance.

Action: Cllr Watts to liaise with Cllrs Burt & Woollas and arrange a suitable date & time for the removal of the SOLAR SID to the Parish Office in order that the device be reconfigured.

b. Request for siting of a mobile Pizza Takeaway in the Venue Car Park – to be discussed at Agenda Item No 10.

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10. To consider and approve a request to site a mobile Pizza Takeaway in the Venue Carpark.

Discussion took place regarding the request received by the Venue Manager in respect of siting a mobile Pizza Takeaway wagon in the Venue Carpark. The Venue Manager, whilst having sent an e mail to the resident advising that the Carpark was currently closed had also asked that the Parish Council forward a formal response. It was agreed that Cllr Burt would speak with the Venue Manager and have him issue the formal response to the resident.

Actions: Cllr Burt to speak with the Venue Manager regarding a formal response.

11. Updates from Portfolios Holders:

a. Cemetery

Cllr Gunning advised that a grave plot within the Cemetery was starting to show signs of subsidence and asked that the Clerk inform the relatives of the situation.

Action: Clerk to advise Asst Clerk to locate details of the deceased and advise next of kin.

b. Highways

Green Man Road - Following on from his recent e mail update to Council members regarding progress on the Road Safety Campaign – Cllr Woollas briefed that he had received confirmation that Green Man Road would be widened and resurfaced during May 2021. The project had been delayed due to the requirement for analysis of the soil due to previous identified contamination of the land.

High Street Pedestrian Crossing – the Chairman asked if Council members would like to consider the funding of changes required to the crossing, to make it safer and easier for residents to use. It was agreed that no funding be approved in principle until such times that costed options were available for consideration. Cllr Woollas advised that LCC Highways had agreed to have the crossing markings repainted and would raise it as a job on Fix My Street.

c. Youth Club

No comments.

d. Navenby Car Scheme

Cllr Woollas updated that the Car Scheme remained suspended until further notice due to the restrictions and the need for volunteers to shield. It was hoped that the situation maybe more favourable in a few months' time.

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e. Play Areas

GRANTs Funding for Play Areas – Cllr East advised that he was still looking into available GRANTs for the purchase of new play equipment.

North Lane Play Area – Cllr Taylor advised that Navenby Facebook had highlighted that there were several queries from residents regarding the opening hours for the Play Area. It was agreed that the Clerk would contact the key holder and confirm both the current opening & closing times.

Action: The Clerk to speak with the North Lane Play Area key holder to ascertain opening & closing times.

f. Schools House Trust.

Cllr Lamyman advised that the Primary School had recently submitted a request for £1600 to buy some educational books. The request was approved by the Trust.

g. Cliff Cluster

The Chairman advised that whilst there were no Cliff Cluster meetings - he would be attending the next resilience meeting in 2 weeks' time.

h. Library

Cllr Watts advised that the library remained closed until such times as the restrictions allowed it to be open.

i. Finance & Administration

The Clerk advised that the PRECEPT submission for FY 21/22 had been submitted to NKDC and they had confirmed receipt.

j. WEBSITE/IT

The Clerk advised that the new Website was still regarded as a works in progress for the time being. She would be reviewing the Website and providing Intellitech Ltd with the required documents where necessary.

Actions: The Clerk to check the Website and advise Intellitech Ltd where it required updating.

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k. VENUE Trustee Chairman

The Venue Trustee Chairman summarized his recent e mail regarding his investigations into the Venue constitution documents. After discussion, it was agreed that the Clerk & Asst Clerk would endeavour to seek out any documents from 2013/14 pertaining to the Constitution that were held in the Parish Office and forward to the Venue Chairman for consideration.

Action: Clerk & Asst Clerk to search for 2013/14 documents relating to the creation of the Venue's Constitution.

l. Community Wellbeing

Bus Shelter Noticeboards - Cllr Taylor advised that she had pieces of plywood suitable for the purpose and would look to install as soon as possible. Once the noticeboards were up, the wellbeing posters would be displayed.

Action: Cllr Taylor & Hall to arrange for the display of posters within the Bus Shelters on the High Street.

Community Garden/Allotments – Cllr Taylor advised that she had recently attended an online seminar about Community Gardens/Allotments. These initiatives tended to be required for and found in city/town environments. Currently within Navenby, the NKDC & Towns Farm Trust Allotments seemed to be filling the need for residents requiring additional garden spaces.

m. Speed Indicator Device (SID).

SID Batteries - the Chairman thanked Cllr Morris for his continued weekly efforts in respect of keeping the battery SID operational. Cllr Morris expressed concern that the batteries (2 years old) did not seem to be keeping a full charge and advised that he had looked at the cost of replacing them. The same battery to buy new would be £36 each. Cllr Woollas advised that the batteries should be lasting longer and may not be fit for purpose. The Clerk advised she would contact ELANCITY, regarding life expectancy/warranty. Cllr Morris was asked to provide details of the Supplier and costs he had sourced.

Approval of a quote from ELANCITY for the retro fitting of a solar capability to the battery powered SID – it was agreed not to proceed until the issues with the existing solar SID and been fixed.

Action: The Clerk to check with ELANCITY regarding the life expectancy of the SID batteries and whether NPC were entitled to make a claim under warranty. Cllr Morris to forward to the Parish Office details in respect of the new batteries.

n. Defibrillators.

No comments.

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o. Street Lamps.

No comments.

The Chairman thanked all present for their participation and declared the VIDEO LINK meeting closed at 20.35 pm.

13. Date & Time of next meeting is the 2 March 2021 at 7pm.

Minutes Accepted: Chairman Date:

Navenby Parish Council

Expenditure transactions - payments approval list Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
125		£338.40	£56.40	£282.00	20/01/21	EDGE IT Systems - AdvantEdge Online 5 year contract. 5th Year contract annual fee 10/03/21 - 09/03/22	
126		£91.00	£0.00	£91.00	21/01/21	Venue Navenby - JC Playing Field - Grass Cutting for DEC 20	
132		£38.94	£6.49	£32.45	02/02/21	Viking Direct - Stationery - calculator, office wall clock, protection plus	
133		£250.00	£0.00	£250.00	09/02/21	Intellitech Services Limited - To completion of new Parish Council website	
		£1,227.19	£0.00	£1,227.19		Confidential	
Total		£1,945.53	£62.89	£1,882.64			

Signature _____

Signature _____

Date _____

Unpaid expenditure transactions

Start of year 01/04/20

Confidential

Tn no	Gross	Vat	Net	Cttee Invoice date	Details	
129	£730.50	£0.00	£730.50	SALAR 01/02/21	Susan Letham	Salary for Jan 21 - Clerk
130	£264.88	£0.00	£264.88	SALAR 01/02/21	Zoe Parr	Salary for Jan 21 - Asst Clerk
131/1	£186.80	£0.00	£186.80	SALAR 01/02/21	HMRC	PAYE for Clerk Jan 21 Salary
131/2	£45.01	£0.00	£45.01	SALAR 01/02/21	HMRC	NICs for Clerk Jan 21 Salary
Total	£1,227.19	£0.00	£1,227.19			