

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

Date/ Time: **Tuesday 7 September 2021** at 7.00 pm.

Location: The Club Room @ The Venue, Navenby.

Present (Cllrs): Mr M Burt, Chairman; Mr K Gunning, Vice Chairman; Mrs E McRitchie; Mrs C Hall; Mr S Woollas; Mr G Morris; Mr K Lamyman; Mrs E Carless & Mr Watts

In Attendance: Ms S Letham (Parish Clerk)

Absent/Apologies: Mr C East & Dr J Mills

1. Chairman's - Welcoming Remarks

The Chairman welcomed all present.

2. Public Session

There were no residents in attendance at the Public Session.

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 Cllrs East & Mills.

4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 3 August 2021.

It was proposed by Cllr Gunning and seconded by Cllr Watts and therefore **RESOLVED** that the minutes from the previous Parish Council meeting, held on Tuesday 3 August 2021, should be accepted as a true record of the meeting.

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

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

It was proposed by Cllr Gunning seconded by Cllr Hall and therefore **RESOLVED** that all expenses listed in Appendix A were authorised.

Cllr Lamyman confirmed that he would approve the payments on-line.

6. To consider updates from District/County Councillors.

Cllr M Overton – the Clerk confirmed she had received apologies from Cllr Overton as well as, a copy of her most recent monthly newsletter.

Cllr L Hagues – confirmed with the Clerk that she had received a copy of her newsletter for the month of August.

7. To consider updates from local police.

After discussion it was agreed that the latest monthly report from the Neighbourhood Policing Team was a lot more informative regarding crimes within and surrounding the village.

8. To consider Planning Matters

Planning Applications – No comments.

Correspondence – No comments.

Tree Conservation - (Applications 21/1303/TCA T1 Ash Fell) – the Clerk advised that comments from Cllr East had been received just prior to the meeting and that she would look to forward his e mail to the rest of the Council in due course.

Action: The Clerk took an action to forward Cllr East's e mail to all Council members.

9. To consider correspondence.

Actions arising from the correspondence received:

b. 3 Aug – British Legion request for Poppy Display.

Action. The Clerk to advise the resident that it was unable to give official permission as it did not own the streetlamps or telegraph poles. However, there was no objection to a display of poppies along the High Street.

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

l. 11 Aug – RIPPON Homes Invite to Phase 2 Development meeting.

Action. The Clerk to advise RIPPON Homes that representatives from the Council would be able to meet on Site on the 22 Sep 21 @ 10.00hrs.

o. 13 Aug – LCC Highways response on proposed ZEBRITE solution for the pedestrian crossing.

Action: Cllr Woollas to speak to Richard Fenwick @ Highways regarding NPC having to contribute to future maintenance costs of the proposed new beacon lights.

q. 23 Aug – NKDC Invite to apply for 2021 Littering Picking GRANT.

Action: The Clerk to speak to the Walking Wombles POC and obtain information on the litter picking activities within the village.

s. 24 Aug – ROSPA 2021 Annual Play Area Inspection report for North Lane & Twenty Row.

Action: Cllr East to categorize the repairs into quick fixes, repairs under guarantee & repairs not under guarantee. See Also Item 13.

t. NJFC – request from NJFC to locate ISO container on the John Cutforth Field.

Action: The Clerk to advise the Venue Manager that more information was required from the Football Club before approval could be given.

u. 3 Sep – resident request (via Cllr Overton) for NPC to cut the grass path between Doncaster Gardens & the A607.

Action: The Clerk to advise Cllr Overton that the path was on privately owned land and therefore it could not cut the grass path.

10. To discuss the Parish Caretaker job specification and the readvertising of the vacancy.

After discussion, it was agreed that Cllr McRitchie would ring round local Contractors and other Parish Councils to see if anyone was interested in filling the vacancy.

Action: Cllr McRitchie to enquire with local Contractors & other Parish Councils regarding the Parish Caretaker vacancy.

11. To consider the guidance contained in the NALC and SLCC National Agreement of 2004 on Salaries for Clerks and agree the following items individually: (a) that the NPC will follow the Agreement's guidance to set the Clerk's salary level; (b) that the NPC Clerk's role best

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

matches Profile 2 of the Agreement's 4 definitions; and (c) that our current Clerk be placed on the mid-point of the current spinal column point range.

This item was moved & discussed in a closed session following the main meeting.

12. To consider the advice offered by other Parish Councils and agree a figure for the NPC's Responsible Finance Officer's salary that best balances this advice, the NPC Clerk's salary level, and the spinal column points for posts other than the Clerk.

This item was moved & discussed in a closed session following the main meeting.

13. Updates from Portfolios Holders:

a. Cemetery

No comments.

b. Highways

Cllr Woollas led the discussion on the following matters:

Community Speed Watch (CSW) – Cllr Woollas advised to call for volunteers via adverts in the Graffoe LINK, Facebook and the NPC Website.

East Road – Cllr Woollas advised that the condition of the road surface continued to deteriorate and that there was still no date for the promised resurfacing work. It was agreed that the Clerk would speak to Cllr Overton & Richard Fenwick (Highways) to get an update.

Action: The Clerk to contact Cllr Overton & Richard Fenwick to get an update of the East Road resurfacing project.

c. Youth Club

Cllr Hall advised that the Youth Club attendance figures were 10 children at the weekly session at the end of last term, increasing to 22 children on the 6 Sep 21. In respect of the advertising poster produced by ACTs – it was found not to be suitable and that she would be requesting a poster specifically advertising the activities at the Navenby Club.

Action: Cllr Hall to speak to ACTs regarding producing a poster specifically for the Navenby Club.

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

d. Navenby Car Scheme

Cllr Woollas advised that the Car Scheme had opened again on the 1 Sep 21 and already had 4 journeys booked. Unfortunately, there was still no luck in recruiting a new Co-ordinator or any more drivers. Cllr McRitchie expressed an interest in being both a driver and the co-ordinator.

e. Play Areas

The Clerk advised that she was in receipt of an e mail from Cllr East which detailed the repairs recommended in the ROSPA reports for both North Lane & Twenty Row play areas. It was agreed that the Clerk would forward the e mail to Council members for information. The Clerk advised that she would contact Newby Leisure in respect of providing a quotation for some of the works.

Action: The Clerk to forward Cllr East's e mail report to Council members and to contact Newby Leisure for a quotation.

f. Schools House Trust.

No comments.

g. Cliff Cluster

Awaiting an update from Cllr Overton, therefore deferred to the next meeting.

h. Library

No comments.

i. Finance & Administration

No comments.

j. WEBSITE/IT

Cllr Carless advised that she would be attending the LALC FaceBook training course on the 8 Sep 21 and also looking at all the available information regarding managing & populating the new NPC Website.

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

k. VENUE Trustee Chairman

Venue Constitution 1983 – the Chairman advised that he had received confirmation from the Charity Commission (CC) that they were happy for the Trustees to use the 2013 document as a management tool only. Any changes to the original document would be extremely slow and complex. However, the Chairman said he would look again at the 2013 document to see if it needs to be refreshed to better reflect what happens now and to provide an updated audit trail for NPC successors. Cllr Gunning took an action to review the 2013 document and make a proposal to amend it.

Action: Cllr Gunning to review the Venue Constitution 2013 document.

l. Community Wellbeing

No comments.

m. Speed Indicator Device (SID).

Following an action taken at the last meeting, Cllr Watts advised that he was unable to display the monthly SID data in bar chart format.

In respect of recent resident complaints regarding speeding thru the Village - the Chairman confirmed to the Clerk that his draft letter to the Lincs Police & Crime Commissioner could now be sent off.

Action: The Clerk to e mail the Chairman's letter on speeding issues thru the Village to the Lincs Police & Crime Commissioner.

n. Defibrillators.

Cllr Gunning advised that he would be carrying out the routine checks of the defibrillators in due course.

o. Street Lamps.

Catwalk streetlamps - EON maintenance report, it was proposed by Cllr Gunning and seconded by Cllr Hall and therefore RESOLVED that the sum of £350 exc VAT be approved for the required repairs to Lamps 2 & 3 on the Catwalk. Cllr Gunning asked that the Clerk report the vandalism of Lamp No 3 to the Neighbourhood Policing Team (NPT) and request that they visit the adjacent properties to discuss the matter.

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

Action: The Clerk to advise EON to proceed with the repairs and to speak to the NPT regarding the vandalism of Lamp No 3.

The Chairman thanked all present for their participation and declared the meeting closed at 20.00 hrs. A closed session of the Council followed to discuss Agenda Items 11 & 12.

14. Date & Time of next meeting is the 5th October 2021 at 7pm. It should be noted that this will be held in the Club Room of The Venue to adhere with current Covid regulations.

Minutes Accepted: Chairman Date:

Navenby Parish Council

Expenditure transactions - payments approval list Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
46		£35.00	£0.00	£35.00	18/08/21	T J BOOKKEEPING & ACCOUNTS LTD - Preparation of Monthly Payslips for period Apr 21 to Jul 21.	
47		£35.00	£0.00	£35.00	18/08/21	Information Commissioner's Office - D/Debit for Data Protection Renewal Fee 2021	
48		£23.70	£3.95	£19.75	18/08/21	BT (Parish Office) - D/DEBIT for BT PO Mobile Phone AUG 21	
49		£364.00	£0.00	£364.00	18/08/21	Venue Navenby - John Cutforth Field Grass Cutting for JUN & JUL 21	
50		£26.13	£0.00	£26.13	18/08/21	Venue Navenby - NPC Hire of Main Hall in The Venue for Monthly Meeting	
51		£453.60	£75.60	£378.00	18/08/21	E.ON - EON Electrical Testing of 14 Street Lights	
52		£360.00	£60.00	£300.00	20/08/21	PKF Littlejohn LLP - External Audit Review of AGAR for Yr Ending 31 Mar 21	
53		£168.00	£0.00	£168.00	01/09/21	CB Ground Maintenance - GM (grass cutting & strimming) for Aug 21 North Lane/Twenty Row Play Areas, the Catwalk & the path around NPS.	
54		£181.20	£30.20	£151.00	01/09/21	Playsafety Limited - ROSPA 2021 Annual Inspection of Twenty Row & North Lane Play Areas	
55		£68.40	£11.40	£57.00	01/09/21	E.ON - Streetlamp Maintenance - Quarter ending 30 SEP 21	
		£997.26	£0.00	£997.26		Confidential	
Total		£2,712.29	£181.15	£2,531.14			

Signature _____

Signature _____

Date _____

Unpaid expenditure transactions

Start of year 01/04/21

Confidential

Tn no	Gross	Vat	Net	CtteeInvoice date	Details
56	£752.46	£0.00	£752.46	SALAR 03/09/21	Susan Latham Parish Clerk Salary for AUG 21
57/1	£193.00	£0.00	£193.00	SALAR 03/09/21	HMRC PAYE MTH 5 Clerks Salary
57/2	£51.80	£0.00	£51.80	SALAR 03/09/21	HMRC NICs MTH 5 Clerks Salary
Total	£997.26	£0.00	£997.26		