

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Thursday 23<sup>rd</sup> April 2020** 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 M Burt; Mr A Watts; Mr K Lamymann; Mrs L Taylor,  
Mrs C Hall; Mr S Woollas & Mrs J Thompson-Burt.

In Attendance: Ms S Letham (Parish Clerk)

Absent/Apologies: Mr C East

	To be actioned by
<p><b>1. Chairman's - Welcoming Remarks</b> The Chairman welcomed Councillors to the ZOOM VIDEO LINK.</p> <p><b>2. Public Session</b> No session due to COVID-19 restrictions.</p> <p><b>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.</b> Mr C East.</p> <p><b>4. To consider and sign the minutes from the previous Parish Council Meeting (EGM), held on Thursday 26th March 2020.</b> It was proposed by Cllr Gunning and seconded by Cllr Hall and therefore <b>RESOLVED</b> that the minutes from the previous Parish Council meeting, held on Thursday 26th March 2020, should be accepted as a true record of the meeting.</p> <p><b>5. To consider the financial report and authorise payments (Appendix A).</b> Discussion took place regarding the transactions listing presented for the month of April 2020. The Clerk advised that the quarterly Direct Debit for EON (iro street light electricity supply) for the sum of £530.16 needed to be added. The Current Account balance as reconciled at end of March was read out. It was proposed by Cllr Gunning, seconded by Cllr Taylor and therefore <b>RESOLVED</b>, that all expenses listed in Appendix A as well as the EON Direct Debit should be authorised to be paid.</p>	

<p><b>6. To consider the Clerk's report.</b> Please see Appendix B.</p>	<p><b>Chairman</b></p>
<p>The Chairman invited observations &amp; comments from Councillors in respect of the Clerks Report. There were actions in respect of the following:</p> <p>Ser No 5 – Navenby Primary School Safety Zone. Proposed extension of time in respect of parking. The Clerk advised that there had been no response from Cllr Overton. The Chairman took an action to contact Cllr Overton regarding progress of the application.</p>	
<p><b>7. To consider updates from District/County Councillors.</b> No updates.</p>	
<p><b>8. To consider updates from local police.</b> No updates.</p>	
<p><b>9. To consider planning Applications</b> Please see Appendix C:</p> <p>None to consider.</p>	
<p><b>10. To consider correspondence.</b> Please see Appendix D: The matters arising (Actions) &amp; decisions from the Correspondence were:</p> <p>Ser No 5 – NJFC Pitch Maintenance Programme. The chairman advised that NJFC required the Parish Clerk to submit a formal letter regarding her delegated authority to sign off letters on behalf of and for Navenby Parish Council. The Clerk took an action to forward a letter to NJFC.</p>	<p><b>Clerk</b></p>
<p>Ser No 10 – proposed Art Installation on the High Street. Following discussion, it was agreed that the Parish Council was not in a position to give approval as it did not own the telegraph pole in question. Only BT could give approval in this instance, and therefore the Clerk was to draft a reply to the resident which would be reviewed by Cllr Morris.</p>	<p><b>Clerk/Cllr Morris</b></p>
<p>Ser No 15 – ACTS Energize proposal during COVID-19. The Chairman advised on the proposal by ACTS to assist with welfare support and agreed to forward on a copy of the e mail to Council members.</p>	<p><b>Chairman</b></p>
<p>Ser No 19 – Community HUB GRANT FY 20/21. Cllr Watts to update at AGENDA item No 14h.</p>	
<p><b>11. To consider &amp; RESOLVE a request from the Revd Michelle Godling to fund a COVID-19 welfare support MAIL SHOT Leaflet Drop.</b> The Clerk advised that following the e mail from Cllr Taylor she had written to the Revd Michelle and asked that she confirm whether or not</p>	

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>she had approached the Lincolnshire Resilience FORUM for funding. At the time of the meeting, confirmation of funding availability and the style of MAIL SHOT were still awaited. After discussion, it was agreed that the matter be put on hold until the Revd Michelle confirmed the support she required. The Clerk took an action to hasten as required.</p>	Clerk
<p><b>12. To consider &amp; RESOLVE the duties of the Assistant Parish Clerk during the COVID-19 emergency.</b></p> <p>The Clerk advised that Assistant Clerk was now able to resume work following a period of absence. With COVID-19 restrictions in place, it was agreed that the Assistant Clerk be furloughed with effect from the 21<sup>st</sup> Apr 20. It was proposed by Cllr Burt and seconded by Cllr Gunning and therefore RESOLVED that NPC would pay 100% of the salary and reclaim 80% back from the Government. The Chairman took an action to speak with the Assistant Clerk, and the Clerk took an action to inform the Accountant of the decision.</p>	Chairman/Clerk
<p><b>13. To consider &amp; RESOLVE the proposal to hold a 2020/21 New Year's Eve function for residents in The Venue.</b></p> <p>After consideration, it was agreed that Cllr Taylor would make enquiries with the Venue Manager regarding availability/use of a room on the night of 31<sup>st</sup> Dec 20 and report back at the next meeting</p>	Cllr Taylor
<p><b>14. Updates from Portfolios Holders:</b></p> <p><b>a. Cemetery</b> No comments.</p> <p><b>b. Highways</b> Cllr Woollas advised that the tarmac surface had eroded on the pavement outside Nos 3 &amp; 5 on the High Street. The Clerk took an action to report the matter to Highways as a priority.</p> <p><b>c. Youth Club</b> The Clerk advised that an amended Invoice for the period up to the 16<sup>th</sup> Mar 20 had been received from ACTS and a BACs payment made on the 17<sup>th</sup> Apr 20.</p> <p><b>d. Navenby Car Scheme</b> Service suspended due to COVID 19 restrictions.</p> <p><b>e. Play Areas</b> Following receipt of an e mail from NKDC, the Council discussed whether or not to reopen both the North Lane &amp; Twenty Row Play Areas. It was agreed that both areas were small and did not constitute a normal park like environment. With the NKDC Open Spaces providing a suitable recreational environment for residents to exercise – it was decided that the areas would remain closed. The Clerk took an action to formally advise NKDC of the decision.</p>	Clerk

# NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p><b>f. Schools House Trust.</b> No comments.</p> <p><b>g. Cliff Cluster</b> The Chairman advised that he would be contacting Cllr Overton and suggesting that they use ZOOM for the next meeting.</p> <p><b>h. Library</b> Cllr Watts advised that he had just submitted an application for the Community Hub GRANT for FY 20/21 and if successful would result in a revenue of £5,176 for the Library. The Clerk took an action to monitor the bank account for the receipt of funding.</p> <p><b>i. Finance &amp; Administration</b> NPC Remote meetings - the Chairman gave a brief on the ZOOM Annual subscription proposal &amp; costs. In order to get a remote meeting (lasting more than 40 mins) set up for the 23<sup>rd</sup> Apr 20, the Chairman advised that he had to pay the subscription fee up front. After discussion, it was agreed that ZOOM be the accepted forum for future meetings and that the Chairman be reimbursed the sum of £72. Motion voted for and accepted. The Clerk asked the Chairman to forward the Invoice for payment.</p> <p>Transfer of Funds to NPC Deposit Account – the Clerk advised that the End of Year Accounts Process Part 1 had been completed and that the new FY 20/21 had been set up on the EDGE Financial system. Following advice from the Internal Auditor, it was proposed by Cllr Hall and seconded by Cllr Taylor and therefore RESOLVED that the Clerk would transfer all monies except the PRECEPT to the DEPOSIT Account where it would attract interest. The Clerk took an action to arrange for the transfer when she had spoken with the CO-OP Bank regarding the terms &amp; conditions of the DEPOSIT Account.</p> <p><b>j. WEBSITE/IT</b> New Town &amp; Parish Website – LCC continue to develop the new WEBSITE.</p> <p><b>k. VENUE Trustee Chairman</b> The Clerk advised that the Venue Manager had been successful in obtaining a £10K GRANT from NKDC for the Venue.</p> <p><b>l. Mrs Smiths Cottage</b> The Chairman welcomed sight of the latest Mrs Smith’s Newsletter from NKDC which included LINKS to the various on-line articles regarding progress at the cottage.</p> <p><b>m. Speed Indicator Device (SID).</b> The Chairman thanked Cllr Morris for his continued weekly efforts in respect of keeping the SID operational. Discussion took place</p>	<p style="text-align: center;"><b>Chairman</b></p> <p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>Chairman</b></p> <p style="text-align: center;"><b>Clerk</b></p>
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## NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

regarding extending the battery life of the SID and the need to seek advice from ELANCITY regarding the choosing of infographics that were less power hungry. Cllr Watts advised that once COVID-19 restrictions were lifted, action also needed to be taken to seek the removal of the redundant “crossing” sign at the North end of the Village.

The Chairman thanked all present for their participation and declared the VIDEO LINK meeting closed at 8.45 pm

Date & Time of next meeting is TBA.

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

# Navenby Parish Council

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

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1		£5.00	20500/6	17/04/20	A Watts - Provision of a LOCK from B&Q on behalf of NPC for Speed Indicator Device.	
2		£1,260.00	20900/3	17/04/20	E.ON - Supply & Install of new Column on Crossfield Road. Disposal of old Column & transferring the WPD Elec Supply.	
3		£464.69	20000/7	17/04/20	LALC - Annual Membership	
4		£900.00	20100/5	17/04/20	ACTS Trust - Provision of Energize Youth Club Sessions 6 Jan 20 to 16 Mar 20.	
5		£141.11	21200/1	17/04/20	NKDC - Navenby Burial Ground - Rates for FY 20/21	
6		£35.04	20300/3	17/04/20	BT Phone 810426 - Library Landline for April 2020	
7		£41.76	20300/4	17/04/20	BT Broadband - Library Broadband for April 20	
8		£77.00	20400/6	17/04/20	CB Ground Maintenance - Grounds Maintenance for North Lane, Twenty Row & Village Green.	
9		£1,485.80		17/04/20	Public Works Loan Board - D/DEBIT for PWLB Loan No 2 - 14 April 2020 Payment.	
1		£527.73	20600/2		PWLB Loan 2 Principle	
2		£958.07	20650/2		PWLB Loan 2 Interest	
Sub Total		£4,410.40				
<b>Total</b>		£4,410.40				

Signature

Date

Signature

## CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
1	Item 5	Appendix A – Expenditure Approval. For the remaining Mar 20 payments, the Clerk took an action to forward an Appendix A to all Cllrs once compiled.	Actioned 20 Apr 20
2	Item 11	FY 20/21 PRECEPT Error. The Clerk took an action to formally respond to the resident who had enquired about the increase.	Actioned by Email 1 Apr 20
3	Item 12	Possible future NPC meetings by VIDEO LINK. The Chairman took an action to explore alternative Video Link Forums and advise in due course.	Actioned ZOOM Meeting scheduled for the 23 <sup>rd</sup> Apr 20
4	Item 13	Delegated Authority for the Bill payment. The Clerk & Cllrs Gunning & Lamyman agreed to continue to process orders & payments as normal. Any “new” expenditure would continue to be presented to the full Council for approval.	WIP
5	Item 14b	Highways – Navenby Primary School Safety Zone – request for time extension. The Clerk took an action to forward the results of the Vote to Cllr Overton for further action.	Actioned E Mail sent to Cllr Overton 1 Apr 20. To date – no acknowledgement.
6	Item 14c	ACTS Youth Club – Invoice. The Clerk took an action to request a revised Invoice for the period up to the 16 <sup>th</sup> Mar 20 only and then arrange for payment.	Actioned & Invoice authorised 17 Apr 20
7	Item 14e	North Lane & Twenty Row Play Areas – closure during COVID 19 restrictions. The Clerk took an action to contact the Contractor and make him aware of the decision to close, as well as enquiring if he would still be able to carry out Grounds Maintenance tasks.	Actioned
8	Item 14i	LALC Annual Subscription – Approval to continue. The Clerk took an action approve payment after end of year accounting was complete.	Actioned – Invoice to be paid in Apr 20.
9			
10			
11			
12			
13			
14			
15			

**Reports to Highways, Lincolnshire County Council**

**Reports re. Street Lighting (Lincs County Council and E.ON)**

<b>Problem</b>	<b>Reported by:</b>	<b>Date</b>	<b>Action Taken</b>	<b>Ref No:</b>	<b>Resolved</b>
<b>None</b>					



## APPENDIX C – 23rd April 2020

## PLANNING CORRESPONDENCE

None

## PLANNING APPLICATIONS

None			

## TREE WORKS

None		

**APPENDIX D – 23rd April 2020****Correspondence (E Mails) received during the period 27th March 2020 to 21st April 2020**

<b>No</b>	<b>Date</b>	<b>From</b>	<b>Description of Matter</b>	<b>Action</b>
<b>1</b>	27 Mar	NKDC	Enquiry reference NPC Play Areas	Replied 27 Mar
<b>2</b>		CB Maintenance	Grounds Maintenance – Update on availability	Circ 27 Mar
<b>3</b>		Revd Michelle	Graffoe LINK Distribution Update	Circ 27 Mar
<b>4</b>		NKDC	Business Rates – GRANT Assistance up to £10K	Fwded to Venue Manager
<b>5</b>	28 Mar	NJFC	Football Pitch Maintenance & Upgrade Work	Chairman
<b>6</b>		Police	BBH Neighbourhood Police Team Newsletter	Circ 30 Mar
<b>7</b>		Revd Lawton	Offer of Support to NPC	Circ 30 Mar
<b>8</b>		Resident	Assistance Offer – re-directed to Revd Michelle	Replied 30 Mar
<b>9</b>	31 Mar	LCC	New Parish Website – Request for Domain details	Replied 1 Apr
<b>10</b>	3 Apr	Resident	Art Installation Proposal	Circ 3 Apr
<b>11</b>	6 Apr	PWLB	Audit Statement for FY 19/20	Circ 6 Apr
<b>12</b>		EON	Street Lamp Testing requirement reminder	Replied 7 Apr
<b>13</b>	13 Apr	Resident	Report of Gypsies on High Dyke	Replied 14 Apr
<b>14</b>	14 Apr	ACTS	Revised Invoice for period up to 16 Mar 20	
<b>15</b>		ACTS	Energize provision to Navenby during lockdown	
<b>16</b>		NKDC	Closure of Play Areas – request to review	Circ 14 Apr
<b>17</b>		Revd Michelle	Request for MAILSHOT funding	Circ 15 Apr
<b>18</b>	17 Apr	LALC	Plunkett Foundation WEBINAR	Circ 17 Apr
<b>19</b>	20 Apr	LCC	Community HUB (Library) GRANT for FY 20/21 – Application Form	Fwded Cllr Watts 21 Apr
<b>20</b>	21 Apr	NKDC	Mrs Smiths Cottage - Newsletter	Circ 21 Apr
<b>21</b>				
<b>22</b>				
<b>23</b>				
<b>24</b>				
<b>25</b>				