

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Thursday 26th March 2020**, 18.30pm via a phone-in.

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

Present (Cllrs): Mr B O’Sullivan, Chairman; Mr K Gunning, Vice Chairman;
Mr G Morris; Mr M Burt; Mr A Watts; Mr K Lamymann; Mr C East; Mrs
L Taylor, Mrs C Hall; Mr S Woollas & Mrs J Thompson=Burt.

In Attendance: Ms S Letham (Parish Clerk)

Absent/Apologies: None

	To be actioned by
<p>1. Chairman’s - Welcoming Remarks The Chairman welcomed Councillors to the phone in EGM.</p> <p>2. Public Session No session due to COVID-19 restrictions.</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. No apologies.</p> <p>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 3rd March 2020. It was proposed by the Chairman and seconded by all other Council Members and therefore RESOLVED that the minutes from the previous Parish Council meeting, held on Tuesday 3rd March 2020, should be accepted as a true record of the meeting.</p> <p>5. To consider the financial report and authorise payments (Appendix A). Not presented at this meeting. An Appendix A to be prepared before the end of Mar 20 and forwarded to all Councillors</p> <p>6. To consider the Clerk’s report. Please see Appendix B.</p> <p>The Chairman invited observations & comments from Councillors in respect of the Clerks Report. There were none.</p>	Clerk

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<p>7. To consider updates from District/County Councillors. No updates.</p> <p>8. To consider updates from local police. No updates.</p> <p>9. To consider planning Applications Please see Appendix C:</p> <p>None to consider.</p> <p>10. To consider correspondence. Please see Appendix D:</p> <p>11. To consider & RESOLVE the issue of an error in the 20/21 PRECEPT demand which will result in an over payment of £5,320. After consideration, it was RESOLVED that the overpayment of PRECEPT funds for FY 20/21 amounting to £5,320 be ring fenced upon receipt from NKDC, and then used to recalculate the PRECEPT for FY 21/22 later this year during the Budget review process. The mistake was due to a transcription error in the submission of paperwork to NKDC. The later only being noticed on the receipt of the council tax advice. Unfortunately, NKDC were unable to amend at such a late date and advised that the money be put aside and returned via the next submission. The Chairman proposed the draft formal statement to residents - votes in favour 9 and against 1. The Clerk took an action to (1) formally respond to the resident who had enquired about the increase and (2) arrange for the statement to be uploaded to the WEBSITE.</p>	Clerk
<p>12. To consider & RESOLVE in the light of COVID 19 restrictions, the suspension of the Monthly, Annual Parish & Annual General meetings for an initial 4 month period (or as circumstances dictate). After consideration, it was RESOLVED that all face to face meetings be suspended for an initial 4 month period (or as circumstances dictate). The Chairman agreed to continue to explore the possible options of ZOOM, SKYPE & POWWOWNOW and advise in due course.</p>	Chairman
<p>13. To consider & RESOLVE the requirement for the Clerk and elected members with delegated responsibility (for an initial 4 month period) to continue to be able to raise orders, authorise and sign payments during the COVID 19 emergency. After consideration, it was RESOLVED that the Clerk along with Councillors Gunning & Lamyman (all of whom have current Bank Account delegation) would continue to process orders and payments as usual. It was agreed that the Appendix A (Expenditure Approval) continue to be circulated to all Council Members each month. The Clerk noted that only “already agreed” types of expenditure be processed and should anything “new” arise then it would have to be considered by the full Council via an e mail vote.</p>	Clerk, Cllrs Gunning & Lamyman

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<p>14. Updates from Portfolios Holders:</p> <p>a. Cemetery No comments.</p> <p>b. Highways Navenby Primary School Safety Zone – to consider & RESOLVE a request for time extension to 16.45. The Chairman proposed the amendment to the parking restrictions to all councillors in turn during the phone in session. Those in favour – 6 votes and those against 4 votes. The Clerk agreed to take an action to now forward the request and the result of the votes to Cllr Overton for her consideration & action.</p> <p>c. Youth Club ACTS Invoice – to consider & RESOLVE the proposal to pay the Invoice for the period up to 31 Mar 20. The Chairman proposed the payment to 31 Mar 20 to all Councillors in turn during the phone in session. Those in favour 4 votes and those against 6 votes. The Clerk took an action to advise ACTS of the decision and request that a revised Invoice for the period up to 16th Mar 20 only be raised and forwarded to NPC for payment.</p> <p>d. Navenby Car Scheme AGM scheduled for the 25th Mar 20 now cancelled due to COVID 19 restrictions.</p> <p>e. Play Areas To consider & RESOLVE the closure of North Lane & Twenty Row Play Area during the COVID 19 emergency. It was proposed by the Chairman and seconded by all Councillors that the Play Areas be closed to residents and only grounds maintenance (GM) activities take place. The Clerk took an action to advise CB Grounds Maintenance of the closures and to enquire whether, or not they were able to carry out an GM.</p> <p>f. Schools House Trust. No comments.</p> <p>g. Cliff Cluster To await information from Cllr Overton.</p> <p>h. Library Cllr Watts advised that the new printer was not yet installed, and that any remaining installation works were now suspended due to COVID 19 restrictions. Advice had been received that no Library customers would be fined for overdue books.</p> <p>i. Finance & Administration Review of continuing requirement for LALC Annual Subscription. After discussion, it was agreed that there was great benefit to continuing with the membership. The Clerk to arrange payment of the Invoice in Apr 20.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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<p>j. WEBSITE/IT New Town & Parish Website – LCC continue to develop the new WEBSITE. All training events have however had to be cancelled.</p> <p>k. VENUE Trustee Chairman No comments.</p> <p>l. Mrs Smiths Cottage NKDC has suspended all community engagement activities during the COVID 19 emergency.</p> <p>m. Speed Indicator Device (SID). The Chairman proposed to all Councillors that the SID remain in its current location until further notice. It was agreed by all that the SID remain at the North End of the Village.</p> <p>The Chairman thanked all present for their participation and declared the phone in meeting closed at 21.25 pm</p> <p>Date & Time of next meeting is TBA.</p> <p>Minutes Accepted: Date: Chairman</p>	
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Navenby Parish Council

Expenditure transactions - payments approval list Start of year 01/04/19

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
347		£324.00	20400/5	27/03/20	M T Harding - March 2020 Caretaker General Maintenance	
348		£109.44	20900/1	27/03/20	E.ON - Street Light Maintenance 1 Jan 20 - 31 Mar 2020	
349		£33.00	20300/3	27/03/20	BT Phone 810426 - D/DEBIT - Library Phone Line March 2020	
350		£41.76	20300/4	27/03/20	BT Broadband - D/DEBIT - Library Broadband March 2020	
351		£284.82	20500/3	27/03/20	BT (Parish Office) - D/DEBIT - BT Cloud Phone Package Jan to Mar 2020	
Sub Total		£793.02				
		£1,225.70			Confidential	
Total		£2,018.72				

Signature

Date

Signature

CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
1	Item 2	Public Session – Lindum Development, excessive mud on Green Man Road. The Clerk to report to Highways.	Actioned.
2	Item 4	NPC Minutes for 4 th Feb 20 Meeting – Clerk to amend Item 14m.	Actioned.
3	Item 5	Expenditure Txn No 336 – the Clerk to seek reimbursement from Highways for the sum of £75 for the emergency tree removal services on the A607 carried out on the 9 Feb 20.	WIP
4	Item 6 (S/No 2)	ACTS – Cllr Hall to amend DRAFT letter to include the NPC contributions and free use of a room at the VENUE.	Actioned by Cllr Hall.
5	Item 6 (S/No 15)	North Lane Play Area – the Parish Caretaker to clean up the gate signage and report back if it requires replacement. The Clerk to seek advice from the PCSO regarding the wording on the signage iro trespassing after the area closes for the day.	WIP
6	Item 8	Police Reports – the Chairman agreed to raise the issue of poor reporting at the next Cluster meeting. The Clerk also took an action to contact the PCSO regarding recent drug dealing activities in the Village.	Actioned.
7	Item 10 (S/No 29)	Army Cadets Navenby DET – request for GRANT. The Clerk to advise the Army Cadets that a GRANT had not been approved.	Actioned,
8	Item 10 (S/No 33)	RIPPON Homes – damage to Hedgerows. The Clerk to check original planning approval to ensure that there were no contraventions.	WIP
9	Item 11	Sponsorship of a bench outside the CO-OP. The Clerk to advise Mrs Agius that NPC was pleased to accept the kind offer.	Actioned.
10	Item 13	2020 NKDC Tree Survey – remedial work identified. The Clerk to seek quotes from Contractors.	WIP
11	Item 14e	North Lane Play Area – outstanding repairs. Clerk to hasten EKM Ltd.	Actioned in conjunction with Cllr Lamyman.
12	Item 14e	NJFC Pitch Improvement Proposal – the Clerk to advise NJFC of approval in principle prior to Cllr Morris drafting a formal letter.	Actioned.

13	Item 14g	Cliff Cluster – the Chairman to raise issues iro the current format of Police reporting and the condition of the roads in Navenby prior to the VE Day celebrations.	Actioned.
14	Item 14 g	VE Day Event – Cllr Taylor to look at the possibility of organising an Event in The Venue.	Actioned but no event was possible due o the VENUE being closed.
15	Item 14i	Finance – LALC Annual Subscription. The Clerk to consult with the Internal Auditor & LALC regarding the benefits of remaining in the scheme.	Actioned, the need to remain has been highlighted by the COVID 19 emergency. Agreement by e mail to continue with membership. The sum of £464.69 requires approval at the EGM.
16	Item 14m	SID – relocation of SID to post outside URBAN Angels. The Chairman to speak to RIPPON Homes regarding the removal of their traffic diversion sign from said post.	WIP

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
Pothole A607 junc with Chapel Lane southbound carriageway.	Deputy Chairman	3 Mar	Reported to Highways by Clerk.	4146137	Hastened H/ways 25th Mar 20

APPENDIX C – EGM 26th March 2020

PLANNING CORRESPONDENCE

None

PLANNING APPLICATIONS

None			

TREE WORKS

None		

APPENDIX D – EGM 26th Mar 2020

Correspondence (E Mails) received during the period 4th Mar 20 to 25th Mar 20

No	Date	From	Description of Matter	Action
1	6 Mar	Chairman NBC	Request for copy of the NBC original SLA	Replied
2		Chairman	Notification of the death of Mr G Parrish	Circ All
3	8 Mar	Cllr Hall	Final Version of the ACTS YC SLA	Office File
4	9 Mar	LALC	NALC Spring Conference Cancellation	Circ 11 Mar
5	10 Mar	LALC	E-News 9/3/20	Circ 11 Mar
6		NKDC	RIPPON Homes Street Names confirmation	Circ 11 Mar
7		Resident	Enquiry regarding poor lighting on Green Man Road	Circ 12 Mar
8		Cllr Morris	Apologies for the 7 th Apr 20 NPC meeting	Noted by Clerk
9		Resident	Report of excessive mud on Green Man Road	Reported to H/Ways
10	11 Mar	NKDC	Planning – Paperless Consultation Process	Circ 11 Mar
11		Head of Navenby Primary School	School Safety Zone – Extension of no parking up until 16.45 hrs	
12	12 Mar	LALC	Cancellation of Came & Co Event 19 Mar 20	Circ 13 mar
13		Cllr Morris	Final Version of NJFC Formal Letter	Circ 12 Mar
14	13 Mar	Resident	Confirmation of poor street lighting location – High Street/Greenman Road junction	Circ 17 Mar
15	14 Mar	Cllr Overton	Cliff Cluster meeting - AGENDA	Chairman
16	15 Mar	Cllr Burt	Cancellation of Venue Trustees meeting	Circ 15 Mar
17	16 Mar	LALC	Message on COVID 19	Circ 16 Mar
18		Chairman	Notification to Council members of PRECEPT 20/21 error.	Circ 16 Mar
19	17 Mar	NCS	Notification of suspension of Navenby Car Scheme during COVID 19	Circ 17 Mar
20		LALC	ALL COUNCILS – COVID 19 Info	Circ 17 Mar
21		F5 Computing	F5 Support during COVID 19	Circ 18 Mar
22		NKDC	NPC PRECEPT 20/21 – Acknowledgement of error.	To Cllrs O'Sullivan & Burt
23		T Elmes	COVID 19 Advice for Small Businesses.	Circ 18 Mar
24	18 Mar	NKDC LAPS	Agreement to close Parish Office.	Circ 18 Mar
25		NKDC	Cancellation of Police & Crime Commissioner Election.	Circ 18 Mar
26		Resident	Request for justification of increase to PRECEPT 20/21	To Cllrs O'Sullivan & Burt
27	19 Mar	Rev'd Michelle	COVID 19 Care List POSTER	Circ 19 Mar
28		Cliff Carnival Cttee	Cliff Carnival 2021 – approval request for community engagement.	Circ 20 Mar
29		EON	New streetlamp column connected on Crossfield Road	Circ 20 Mar
30		NKDC	RIPON Homes – street numbering plan.	Circ 20 Mar
31		LCC Town & Parish News	New WEBSITE update	Circ 20 Mar
32	23 Mar	NKDC	Notification of suspension of ALL Elections	Circ 24 Mar
33		Resident	COVID 19 – request to close Twenty Row Play Area	Circ 23 Mar
34		Chairman	Notification of NPC EGM via Phone Call 26 th Mar 20	Circ 23 Mar
35	24 Mar	T Elmes	Advice for EMPLOYERS paying wages.	Cllr O'Sullivan
36		LALC	LALC NEWS 172 Edition	Circ 25 Mar
37		LALC	LALC Enewsw/c 23/3/2020	Circ 25 Mar
38		PKF Littlejohn	2019/20 AGAR PKF Littlejohn Instructions delayed.	Circ 25 Mar
39				

