

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

Date/ Time: **Tuesday 2 November 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; Mr C East & Dr J Mills

In Attendance: Ms S Letham (Parish Clerk)

Absent/Apologies:

1. Chairman's - Welcoming Remarks

The Chairman welcomed all present.

2. Public Session

There was 1 resident in attendance at the Public Session.

NKDC Open Space @ Headland Way - the resident advised that she had contacted District Councillor Overton and the NKDC Enforcement Officer Michelle Hoyle regarding the removal of an existing hedge at the open space by Rippon Homes. She asked that NPC work with NKDC & the community to reinstate a suitable hedge and not to just allow RIPPON Homes to plant hedging whips. Cllr Gunning advised the resident that NPC and been in discussions with RIPPON Homes, Cllr Overton and the Planning Officer regarding the removal of the hedge and the replacement to the correct boundary line. Liaison between the various parties would continue until such times that the replacement hedge was in the legally correct position.

Communicating with residents – the resident asked the Council if they could look at setting up an e mail circulation list for those residents wanting to be kept informed about issues within the village, and also to receive a copy of the Monthly Council Meeting Minutes. A notice could be placed in the Graffoe LINK advising residents to contact the PC if they wished to be added to the distribution list. After discussion it was agreed that the Clerk would contact the resident to find out how it worked in another Parish Council. Cllr Carless advised the resident that the PC was currently looking at Navenby & Wellingore FaceBook(N&W FB) as an additional means of communicating within the Village.

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Action: The Clerk to liaise with the resident regarding an e mail circulation list and to advise the Council of the outcome in due course.

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 Hagues.

4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 7 September 2021.

It was proposed by Cllr Gunning and seconded by Cllr Hall and therefore **RESOLVED** that the minutes from the previous Parish Council meeting, held on Tuesday 7 September 2021, should be accepted as a true record of the meeting.

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

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

Cllr Gunning 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 her most recent monthly newsletter. In addition to which, Cllr Overton advised on the following:

COP 26 - as part of the Local Govt Assoc, she would be attending the conference.

Planning Permission – applications had been refused iro oil extraction near Louth and 4 new houses in Coleby. Having a Neighbourhood Local Plan was key to these developments not going ahead.

District Council Peer Review – being carried out by the Local Govt Assoc and would be checking performance.

RIPPON Homes Headland Way – the Enforcement Officer had been out to the Open Space to ensure that RIPPON Homes removal of the hedge was in line with planning permissions. Cllr Overton advised that the hedge had not been planted on the actual boundary line and that residents had been freely accessing the developers land for several years. Discussions with the various Planning Departments were to continue to ensure that a suitable new hedge line was in place.

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Cllr L Hagues was unable to attend the meeting.

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. Cllr Gunning advised that the vandalised streetlamp on the Catwalk had been reported to the Police and the Neighbourhood Policing Team (NPT) were to carry out door to door enquiries adjacent to the streetlamp in conjunction with a leaflet drop. The Clerk advised that she had spoken to a resident living nearby who had not received a leaflet. Cllr Gunning asked that the Clerk confirm with the NPT if they had carried out a leaflet drop as promised.

Action: Clerk to speak to NPT and confirm a that a leaflet drop had been carried out regarding the vandalised streetlamp.

8. To consider Planning Matters

Planning Applications – No comments.

Correspondence – No comments.

Tree Conservation – No comments.

9. To consider correspondence.

Actions arising from the correspondence received:

k. 14 Oct Finding Fitness – offer of Fitness Programs during the school holidays.

Action. Cllr Mills to investigate further and confirm that there was not a clash with the football program.

m. 19 Oct Resident – offer to co-ordinate the purchase & distribution of Christmas trees for the High Street residents.

The Council acknowledged the kind offer from the resident.

Request from Luke Daniels (via previous Chairman) for a contribution towards, or cover total cost, of a large Christmas tree to be placed in the Methodist Church car park.

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Action: After discussion regarding the main display tree for the Village it was proposed by Cllr McRitchie and seconded by Cllr Hall and therefor **RESOLVED** that NPC would fund the cost of purchasing a tree. The Clerk was to contact Luke Daniels and hasten their formal request for a donation. The initial request having gone directly to the previous Chairman.

p. 19 Oct Lincs Police – PRECEPT Survey Engagement request to attend a PC meeting.

Action: The Clerk to contact the PCC at Lincs Police and ask that they respond to the Chairman’s letter sent in Sep 21, prior to attending the DEC 21 meeting of the PC

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

Cllr McRitchie advised that she was still ringing round Sub Contractors to see if anyone was interested in filling the vacancy.

Action: Cllr McRitchie to continue her enquiries with local Contractors regarding the Parish Caretaker vacancy.

11. To discuss and approve a quotation in respect of cleaning the war memorial at a cost of £695 plus VAT.

After discussion it was agreed that Cllr Morris would give the war memorial a light clean as an interim measure and that the subject of a specialist clean would be revisited later. Cllr Gunning asked the Clerk to liaise with the RBL representative and obtain details on the Remembrance Day service.

Actions: Cllr Morris to clean the war memorial before the Remembrance Day service on the 14 Nov 21. The Clerk to speak to the RBL and obtain details of the Service schedule.

12. Updates from Portfolios Holders:

a. Cemetery

No comments.

b. Highways

No comments.

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c. Youth Club

Cllr Hall advised that the Youth Club attendance figures continued to be good and that the session scheduled for the 18 Oct 21 had to be cancelled. A previously supplied advert has now been passed to Cllr Carless for inclusion on the N&W FB page.

Action: Cllr Carless to arrange for an advert to go on the N&W FB page.

d. Navenby Car Scheme

Cllr Woollas advised that the Car Scheme had opened again on the 1 Sep 21 and that the uptake was currently low. Unfortunately, there was still no luck in recruiting a new Co-ordinator or any more drivers. The current Co-ordinator was likely to continue up until Oct 22.

e. Play Areas

Cllr East advised that following receipt of the ROSPA reports, he had visited both Play Areas to review the repairs that had been recommended in the report. In North Lane, remedial action was required iro the junior swings and the cold pour surface. In Twenty Row, there was shrinkage on the wooden climbing frame. Cllr East advised that he could carry out the majority of minor repairs himself, and that Newby Leisure be asked to rectify all the faults identified on the newly installed play equipment.

The Clerk advised that a resident living adjacent to the North Lane Play Area had advised her of youths scaling the wall to gain entry to the park in the early hours of the morning. In order to prevent entry by this means – it was agreed that additional fencing be considered and the local PCSO be informed of the anti-social behaviour.

Actions: Cllr East to rectify all minor repairs to the play equipment. The Clerk to contact Newby Leisure and request that they attend site to rectify all repairs required on the new play equipment & to contact the local PCSO regarding nigh time police patrols in Navenby. Cllr Lamyman to investigate additional fencing for North Lane Play Area.

f. Schools House Trust.

No comments.

g. Cliff Cluster

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

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h. Library

Cllr Watts advised that the number of people using the library was starting to increase.

i. Finance & Administration

The Clerk advised that the Budget Report printout handed out at the start of the meeting was for consideration prior to the next meeting. All those portfolio holders responsible for Budgets would need to consider the Budgets they required for FY 22/23. The next PRECEPT will need to be determined in Dec 21 and formally approved in Jan 22.

j. WEBSITE/IT

Cllr Carless advised that she had recently attended the LALC FaceBook (FB) training course. FB was well used in both Navenby & Wellingore and would be the best social media for NPC to utilise in respect of communicating with residents. After discussion it was agreed that the Clerk would contact F5 Computing and ascertain if a separate e mail address could be made available for use on the FB account?

Action: The Clerk to contact F5 Computing regarding a second e mail address for NPC.

k. VENUE Trustee Chairman

Venue Constitution 1983 – the Chairman advised that a review of the Constitution continued to be a work in progress, with Cllr Gunning assisting. Cllr Gunning confirmed that he had completed an initial revision which was with the Chairman for consideration. It was hoped to circulate the draft document to the rest of the Council prior to the Dec 21 meeting.

Action: The Chairman & Vice Chairman to finalise the initial draft revision of the Constitution document and circulate to other Cllrs prior to the 7 Dec 21.

Venue Manager – the Chairman advised that the Venue Manager would be leaving his position of the 31 Dec 21 and that a new Manager would need to be recruited in due course. This matter would be subject to further discussion at a meeting of the Venue Trustees.

l. Community Wellbeing

No comments.

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m. Speed Indicator Device (SID).

Cllr Watts advised that himself and Cllr Woollas had relocated the battery SID on Greenman Road so that it was now facing the A607 and capturing traffic travelling toward to the A15.

Unfortunately, due to a software issue he had been unable to download the data from both devices for the month of Oct 21. It was hoped that this would be rectified shortly.

n. Defibrillators.

Cllr Gunning advised that all required updates had been carried out and he had observed that the pads on the Methodist Chapel device had been recently changed following use.

o. Street Lamps.

Cllr Gunning advised that the vandalised streetlamp on the Catwalk had been repaired by EON free of charge.

The Chairman thanked all present for their participation and declared the meeting closed at 20.45 hrs.

14. Date & Time of next meeting is the 7th December 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
68		£27.00	£4.50	£22.50	01/11/21	LALC - Breakthrough Communications Training Course 8 SEP 21 - Cllr Carless	
69		£825.00	£0.00	£825.00	01/11/21	Peter Barnett - Grass Cutting Navenby Cemetery - Final Cut for 2021	
70		£276.00	£0.00	£276.00	01/11/21	CB Ground Maintenance - GM SEP & OCT 21 for North Lane/Twenty Row & Village Green areas.	
71		£23.70	£3.95	£19.75	01/11/21	BT (Parish Office) - D/DEBIT BT PO Mobile Phone OCT 21	
72		£182.00	£0.00	£182.00	01/11/21	Venue Navenby - JC Field Grass Cutting x 2 Cuts for SEP 21	
73		£1,165.00	£0.00	£1,165.00	01/11/21	Venue Navenby - PO Rent for period OCT 21 to DEC 21	
74		£562.08	£26.77	£535.31	01/11/21	E.ON - D/DEBIT - Supply of Electricity for 1 JUL 21 to 30 SEP 21.	
75		£300.00	£50.00	£250.00	01/11/21	E.ON - Streetlamp No 2 (The Catwalk) repair by EON.	
		£1,086.37	£0.00	£1,086.37		Confidential	
Total		£4,447.15	£85.22	£4,361.93			

Signature _____

Signature _____

Date _____

Unpaid expenditure transactions

Start of year 01/04/21

Confidential

Tn no	Gross	Vat	Net	CtteeInvoice date	Details
76	£805.56	£0.00	£805.56	SALAR 01/11/21	Parish Clerk Parish Clerk Salary for OCT 21
77/1	£208.80	£0.00	£208.80	SALAR 01/11/21	HMRC PAYE MTH 7 Parish Clerk
77/2	£72.01	£0.00	£72.01	SALAR 01/11/21	HMRC NICs MTH 7 Parish Clerk
Total	£1,086.37	£0.00	£1,086.37		