

# **NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES**

Date/ Time: **Tuesday 8 December 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 A Watts; Mrs C Hall; Cllr L Taylor; Cllr M Burt; Mr S  
Woollas & Mr C East.

In Attendance: Ms S Letham (Parish Clerk)

Absent/Apologies: Cllr K Lamyman

## **1. Chairman’s - Welcoming Remarks**

The Chairman welcomed all present to the ZOOM VIDEO LINK. The recent donation of funds by NPC in respect of the Village Christmas Tree had re-established the connection with the Navenby Business Group and he hoped that this engagement would continue via other future projects. The Chairman thanked everyone for their support & hard work during the last 9 months on the Youth Club, Community Wellbeing, Speed Indicators Devices, the reopening of the Play Areas and installation of the Wheelwrights Bench up at the Venue.

## **2. Public Session**

No residents attended 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 Cllr K Lamyman.

## **4. To consider the co-option of a new Parish Councillor.**

The Chairman welcomed and introduced Mrs E McRitchie to Council members. Mrs McRitchie expressed her interest in joining the Council and discussion took place regarding the various portfolios and where she would like to be involved. This was followed by a closed session where the Council voted unanimously to accept her application to fill the vacant Councillor

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position. Upon her return to the ZOOM session, she signed the "Acceptance of Office" form and was asked by the Clerk to return the original copy to the Parish Office along with the Declaration of Interests paperwork when complete.

**Action: Cllr McRitchie to submit "Acceptance of Office" & "Declaration of Interests" paperwork to the Parish Office.**

### **5. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 3 November 2020.**

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 3 November 2020, should be accepted as a true record of the meeting.

### **6. To consider the financial report and authorise payments (Appendix A).**

Discussion took place regarding the transactions listing presented for the month of November 2020. It was proposed by Cllr Gunning, seconded by Cllr Hall and therefore **RESOLVED** that all expenses listed in Appendix A be authorised. Cllr Gunning agreed that he would approve the payments on-line by the end of the week.

**Action: Cllr Gunning to approve the payments.**

### **7. 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 6 Dec 20. Topics covered within the Newsletter included Credit Union Help, Cycling Survey for Parishes, Christmas Bin Collections & NKDC Financial Planning for FY 21/22. Cllr Overton asked that the Clerk send her a copy of the newsletter.

**Action: The Clerk to forward Cllr Overton a copy of Cllrs Hagues newsletter.**

Cllr Overton was in attendance and briefed on the following subjects:

NKDC Council Tax for FY 21/22 – to rise and fund increases in the cost of Adult care etc  
Lincolnshire Resilience Forum – concentrating efforts on the distribution of food over the festive period

Highways repairs – best reported on-line to LCCs Fix My Street

High COVID rate

Business GRANTS were available to help with the payment of rates

School attendance rates – maintaining at 85%

Cllr Woollas asked that Cllr Overton provide an update on her progress with the Navenby Road Safety Review since they last met and inspected the various problem areas back in Aug 20.

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These included the Pedestrian Crossing, Yellow lines on East Road & Clint Lane, 30-40 MPH zone with Wellingore and the condition of East & Green Man Roads. Cllr Overton asked that the Clerk re-send her the original list of Highways work/repairs that she had recently sent to the Parish Office.

**Action: The Clerk to re-send Cllr Overton's original e mail list of Highways work/repairs back to her for review.**

### **8. To consider updates from local police.**

The Chairman advised that he had spoken with the Neighbourhood Policing Team, who had advised that COVID 19 was still their main priority. After discussion, the Chairman took an action to advise the Police that speeding on the A607 remained an issue and that their help in monitoring traffic would be appreciated. He also agreed to enquire about inviting the Police Crime & Commissioner to a monthly Parish meeting.

**Action: The Chairman to hasten Sgt White of the Neighbourhood Policing Team prior to the Jan 21 meeting.**

### **9. To consider Planning Matters**

The only observation was in respect of the timeline for considering applications. It was agreed that the Clerk would write to NK Planning Dept and ask why there was no consideration of the Christmas & New Year break.

**Action: The Clerk to contact NK Planning regarding the timeline for responses to planning applications.**

### **10. To consider correspondence.**

Actions arising from the Correspondence received:

a. Navenby Primary School Safety Zone Signage - to be updated.

**Action: The Clerk to check if the times have been amended on the signage.**

b. Letter from resident regarding visibility issues at the Pedestrian Crossing.

**Action: The Clerk to write to Richard Fenwick @ Highways and ask that he visit Navenby to see the issues.**

c. PKF Littlejohn conclusion of External Audit.

**Action: The Clerk to display the "Conclusion of Audit" Notice on the Noticeboards and the Website.**

d. Faulty dog bin at Talbot Close – still not fixed.

**Action: The Clerk to speak to NKDC and advise that the dog bin is still faulty.**

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e. Old Parish Website – Subscription for monthly Admin services.

**Action; The Clerk to obtain a quote from Intellitech for the provision of monthly Website Admin services.**

### **11. To consider & approve to purchase of a Flag Pole & Union Flag to be erected at the Venue.**

Cllr Hall advised on the quotation costs she had obtained for the purchase of a 6 metre Flag Pole & various flags. After discussion it was agreed that the clerk should approach NKDC Planning to check whether permission was required before placing an order. It was proposed by Cllr Burt and seconded by Cllr Watts and therefore **RESOLVED** that the sum of £500 be approved for the purchase of a Flag Pole & Flags.

**Action: The Clerk to contact NK Planning and enquire about planning permission.**

### **12. Updates from Portfolios Holders:**

#### **a. Cemetery**

No comments.

#### **b. Highways**

Potholes on East Road - Cllr Woollas advised that whilst some holes in the road had been fixed, a large number still needed repaired and would have to be re-reported to Highways. When reporting multiple pot holes – it was important to give a precise location.

Headland Way development - discussion took place regarding the problems still being experienced by residents. The road remained closed and was being used as a storage area by the Developer. Concern was expressed that only having one entrance & exit to the Estate could possibly be an issue for emergency vehicles. It was agreed that the Clerk should write to RIPPON Homes and ask why the road had not reopened at the end of Nov 20 as previously promised.

**Action: The Clerk to write again to RIPPON Homes Area Manager regarding operating issues on and around the Site.**

#### **c. Youth Club**

Cllr Hall updated the Council that ACTS would continue to provide an on-line ZOOM Youth Club @ £40 per week up until Christmas. Thereafter, the situation would be reviewed in Jan 21.

**Action: Cllr Hall to speak to ACTS in Jan 21 regarding the anticipated uptake of the ZOOM sessions.**

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### **d. Navenby Car Scheme**

Cllr Woollas advised that the Service remained suspended due to COVID 19 restrictions. LCC had confirmed that they would pay for the Public Liability Insurance.

### **e. Play Areas**

Cllr East updated the Council on the repairs recently carried out by NEWBY Leisure in North Lane & Twenty Row Play Areas. NEWBY would be coming back to Twenty Row in the next few weeks to complete the work on the Log Slide. In respect of the FY 21/22 Budget – Cllr East asked that the Clerk meet with him to go thru the routine maintenance costs for FY 20/21 incurred so far.

**Action: The Clerk to meet with Cllr East and review the FY 20/21 Play Area portfolio maintenance costs.**

### **f. Schools House Trust.**

No comments.

### **g. Cliff Cluster**

The Chairman advised that the Cliff Cluster meetings were still suspended until further notice.

### **h. Library**

Cllr Watts advised that attendance at the Library had been on the low side, with only a few customers reserving books. Despite things being on the quiet side, the Volunteers were still happy to help.

### **i. Finance & Administration**

Cllr Burt advised that he would be meeting with the Clerk to look thru the Budget submission figures and would then send out an e mail to all members prior to the 12 Jan 21 meeting.

**Action: The Clerk to meet with Cllr Burt to review the figures for the PRECEPT.**

### **j. WEBSITE/IT**

The Clerk & Cllr Morris gave an update on progress with the new Website. Currently, Intellitech were in the process of transferring data from the old Website to the new one and aimed to have it complete by the end of Dec 20

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**Action: The Clerk took an action to contact Intellitech and obtain a quote for a monthly subscription service in respect of Website Admin.**

### **k. VENUE Trustee Chairman**

The Venue Trustee Chairman confirmed that reviewing the "Constitution" was still a work in progress.

### **l. Community Wellbeing**

Cllr Taylor updated that the posters had been put up round the Village. Once she had some plywood she would arrange for this to be put up in the Bus Shelters so that posters could be displayed.

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

### **m. Speed Indicator Device (SID).**

The Chairman thanked Cllr Morris for his continued weekly efforts in respect of keeping the battery SID operational and Cllr Watts for his efforts in respect of downloading data from both devices. It was acknowledged that the batteries on the SID were not lasting as long and that advice would need to be sought from ELANCITY regarding retrofitting the SID with a SOLAR capability, increasing battery life and thru life maintenance costs for both devices. Cllr Watts advised that the downloading of data had proved difficult -primarily due to Elancity software issues which were now hopefully resolved.

**Action: The Clerk to write to Elancity and obtain a quote for retro fitting the battery SID with a solar capability, advice on increasing battery life and thru life maintenance costs.**

### **o. Defibrillators.**

Cllr Gunning updated that the pads on the Defibrillator outside the Primary School had been changed and that the one at the Venue would be done next.

### **p. Street lamps.**

Cllr Gunning advised that all NPC owned streetlamps had now been converted to LEDs.

The Chairman thanked all present for their participation and declared the VIDEO LINK meeting closed at 21.40 pm.

**15. Date & Time of next meeting is the 12 January 2021 at 7pm.**

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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
73		£4,812.00	£802.00	£4,010.00	09/09/20	<p>Newby Leisure Limited - Additional works to our original Purchase Order No:339 at the 2no. Play areas as Quote dated 17/8/20 ref, AN/RA/1783.</p> <p>North Lane: Supply &amp; fit 2no. flat swing seats and 2no. cradle swing seats. Supply &amp; fit section of chainlink fence, posts &amp; tensioners.</p> <p>Twenty Row: Replace end plugs on balance steps. Replace decayed timbers, boards behind steps and slide and legs of Slide Cabin and make good surface. Surface repairs as detailed. Plus compulsory costs for installations.</p>	
78		£3,933.00	£655.50	£3,277.50	22/09/20	<p>E.ON - S/L 1 Clint Lane. Replace pole bracket complete with 19watt LED lantern &amp; all-night photocell together with new supply box and overhead connection. £617.50.</p> <p>S/L 2 Pottergate, 3 Clint Lane, 2&amp;3 Gas Lane, 2 Tenters Lane, 1 Maidenwell Lane, 3 Maidenwell Close, 3 Church Lane; Replace 8sox lanterns with 19 watt LED lanterns controlled by all-night photocells £2660.00</p>	
97		£112.86	£0.00	£112.86	11/11/20	LIVES Training - LIVES - Qty 2 Lifepack CR plus Chargestick & Pad replacement.	
98		£365.00	£0.00	£365.00	11/11/20	The Tree House - Tree Works for John Cutforth Sports Field - as detailed in the 2020 NKDC tree Survey.	
99		£325.00	£0.00	£325.00	11/11/20	The Tree House - Tree Works (desirable) iro the Navenby Cemetery as mentioned in the NKDC 2020 Tree Survey.	
100		£2,635.00	£0.00	£2,635.00	11/11/20	The Tree House - Tree Works - felling & crown lifting of trees along the boundaries of Navenby Cemetery.	

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



# 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
101		£245.42	£39.38	£206.04	24/11/20	Viking Direct - Stationery	
1		£236.26	£39.38	£196.88		ADMIN 3no. Toners, 5no Ream	
2		£9.16	£0.00	£9.16		ADMIN 4no. Large 1st class & 1st class stamps	
102		£84.44	£14.07	£70.37	24/11/20	Viking Direct - Stationery (second delivery). 1no Black toner.	
103		£68.40	£11.40	£57.00	03/12/20	E.ON - Street Light Quarterly Maintenaances Oct to Dec 20	
104		£60.00	£0.00	£60.00	03/12/20	T J BOOKKEEPING & ACCOUNTS LTD - Payroll Administration for period May 20 to Oct 20.	
105		£142.00	£0.00	£142.00	03/12/20	B O'Sullivan - Community Christmas Tree - reibursement of purchase costs. Expenditure agreed at NPC meeting on 3 Nov 20	
107		£182.00	£0.00	£182.00	03/12/20	Venue Navenby - Grass Cutting x 2 for Nov 20 JC Playing Field	
108		£167.00	£0.00	£167.00	03/12/20	CB Ground Maintenance - GM for North Lane/Twenty Row play areas for Nov 20.	
109		£960.00	£0.00	£960.00	03/12/20	ACTS Trust - Youth Club Services for period Sep 20 to Dec 20.	
110		£360.00	£60.00	£300.00	03/12/20	PKF Littlejohn LLP - Assurance review of AGAR for FY 19/20..	
114		£118.22	£19.70	£98.52	04/12/20	BT (Parish Office) - D/DEBIT for The VENUE Phone & Broadband. Billed in error. Cllr Hall to arrange credit by to NPC.	
115		£22.80	£3.80	£19.00	04/12/20	BT (Parish Office) - D/DEBIT for BT Mobile Phone Nov 20	
		£1,126.20	£0.00	£1,126.20		Confidential	
<b>Total</b>		£15,719.34	£1,605.85	£14,113.49			

Signature \_\_\_\_\_

Date \_\_\_\_\_

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# Unpaid expenditure transactions

Start of year 01/04/20

## Confidential

Tn no	Gross	Vat	Net	Cttee Invoice date	Details	
111	£264.88	£0.00	£264.88	SALAR 03/12/20	Zoe Parr	SALARY for NOV 20 - Asst Clerk
112	£670.00	£0.00	£670.00	SALAR 03/12/20	Susan Letham	SALARY for NOV 20 - Clerk
113/1	£169.20	£0.00	£169.20	SALAR 03/12/20	HMRC	PAYE NOV 20 Salary - Clerk
113/2	£22.12	£0.00	£22.12	SALAR 03/12/20	HMRC	NICs NOV 20 Salary - Clerk
<b>Total</b>	£1,126.20	£0.00	£1,126.20			