

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 4th August 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; Mrs L Taylor, Mrs C Hall; Mr S
Woollas & Mr C East.

In Attendance: Ms S Letham (Parish Clerk)

Absent/Apologies: Mrs J Thompson-Burt & Cllr K Lamyman

1. Chairman’s - Welcoming Remarks

The Chairman welcomed Councillors to the ZOOM VIDEO LINK and thanked the Clerk & Assistant Clerk for their efforts over the last few months.

2. Public Session

One resident attended the meeting and raised the following point:

Reopening of Play Areas – the resident expressed her concerns regarding both the Play Areas remaining closed and the effect it had on mental and physical health. Speaking on behalf of a number of residents in the Village she advised that parents were absolutely desperate to get themselves and their children back out into the open and enjoy these recreational areas once more. With the Methodist Chapel Play Group also closed this meant that residents were having to travel to Wellingore and Lincoln. The resident offered to assist the Council with the reopening the Play Areas and mentioned that they would be happy to look at crowd funding for a possible new third Play Area. Cllr Taylor explained to the resident that the Council is bound by the Govt Regulations and that a Risk Assessment was in the process of being carried out and only when that was complete and all identified actions taken would the Play Areas be able to reopen. Cllr Taylor asked that a notice regarding the current situation with the Play Areas be produced and displayed on the front gates. The Clerk advised that she would provide the Chairman with an update at the end of the week regarding what progress had been made with grounds maintenance and the power washing of equipment and surfaces, so that he could post on FACEBOOK. The Council advised that this issue was down to be discussed in more detail later in the meeting at Item 14e.

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

Actions: (1) Cllr Taylor to complete Risk Assessments for both Play Areas. (2) The Clerk to put up Advisory Notices at both Play Areas and to advise the Chairman on progress in respect of reopening activities by the end of the week. (3) Chairman to post update on FACEBOOK.

Purchase of a temporary/permanent Flag Pole and Union Flag – further to the Chairmans proposal to purchase the latter items, Cllr Gunning proposed that the matter be forwarded to the Venue Trustees as an Agenda item for their next meeting.

Action: The Clerk to forward the Chairman’s proposal to the Clerk to the Trustees.

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 Mrs J Thompson-Burt & Mr K Lamyman.

4. To consider and sign the minutes from the previous Parish Council Meeting (EGM), held on Tuesday 7th July 2020.

It was proposed by Cllr Gunning and seconded by Cllr Taylor and therefore RESOLVED that the minutes from the previous Parish Council meeting, held on Tuesday 7th July 2020, should be accepted as a true record of the meeting.

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

Discussion took place regarding the transactions listing presented for the month of July 2020. It was proposed by CllrWatts, seconded by Cllr East and therefore RESOLVED, that all expenses listed in Appendix A should be authorised to be paid. Cllr Gunning confirmed that he would approve the payments on-line the following day.

Action: Cllr Gunning to approve on-line Bank Payments 5 August 2020.

6. To consider the Clerk’s report.

The Chairman invited observations & comments from Councillors in respect of the Clerks Report (Appendix B). There was an action in respect of the following:

Ser No 3 Police Report – following an update from the Chairman regarding his general discussion with Sgt White, the Chairman advised that he would re-engage to discuss the current format of the Police newsletter and its limited content & value to Navenby Village.

Action: Chairman to re-engage with Lincs Police (Sgt White)

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

7. To consider updates from District/County Councillors.

Cllr Overton's Newsletter submission had been distributed to all Council members.

Cllr Hagues was in attendance and briefed the Parish Council:

Planning Applications for premises that were used for dining would be able to apply to use pavements for tables & chairs. The process for dealing with such applications was to be speeded up.

Navenby Primary School (NPS) Safety Zone = the Chairman asked Cllr Hagues if she could enquire at LCC as to progress on the application to extend the time frame on the Safety Zone?

Action: Cllr Hagues to hasten progress on NPS Safety Zone request.

8. To consider updates from local police.

Already discussed at Item 6.

9. To consider planning Applications

Please see Appendix C:

No observations or comments in respect of the Planning Applications detailed at Appendix C.

10. To consider correspondence.

Please see Appendix D:

There were actions arising from the Correspondence received:

Ser No 7 Doncaster Gardens Right of Way – Cllr Woollas advised that Clerk that Mr Overton (the landowner) could be contacted and advised of the resident's concerns regarding grounds maintenance. Cllr Woollas had walked the Right of Way and advised that it was currently passable.

Ser No 13 Overgrown Tree at North Lane impacting power cable – the Clerk advised that Western Power Distribution had been in touch and that they would be cutting back the tree.

Ser No 21 Cliff Carnival Committee Update – Cllrs Hall & Taylor advised that they would be interested in finding out more about the 2021 Carnival. In respect of the Carnival utilising the football pitch and extending the event up to 9pm – the Council members asked that this be forwarded to the Clerk to the Venue Trustees for discussion at the next meeting.

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

Actions: (1) Clerk to pass on Cllr Hall & Taylors details to Cliff Carnival Committee. (2) Clerk to forward Carnival Committees request to Clerk to the Venue Trustees.

Ser No 39 Anti Social behaviour in North Lane – the Clerk advised that another report had been received from a resident. Advice from the Parish Office was to independently report the incident directly to the Police.

11. To approve & sign the Annual Governance & Accounting Return for FY 19/20.

After consideration, it was agreed that Cllr Burt (as Finance & Admin Portfolio Holder) would check the proposed submission prior to the Clerk despatching to PKF Littlejohn. It was proposed by Cllr Hall and seconded by Cllr Taylor and therefore RESOLVED that the FY 19/20 AGAR be approved and signed by the Chairman and Clerk.

Action: Cllr Burt to check AGAR submission and advise Clerk prior to forwarding to PKF Littlejohn.

12. To consider an update from the Parish Caretaker.

After consideration of the current Caretakers update, it was agreed that a decision on when it would be best to recruit a replacement Parish Caretaker should be delayed until the next meeting. This would allow the Council to see what tasks remained following a visit from Cllr Overton's Highways Gang in August 2020.

Action: Item to be discussed at the next meeting.

13. To consider & discuss Parish Office E Mail Communications.

The Clerk advised that the amount of e mail traffic over the past 6 weeks had been "unprecedented". She asked that e mails only be sent when absolutely necessary and that care be taken when inputting the Chairman's e mail address ie its ".co.uk" and ".com". The issue of e mails to third parties was also addressed and the Clerk asked that anyone wishing to contact a Contractor do it thru the office in the first instance.

14. Updates from Portfolios Holders:

a. Cemetery

The Clerk advised the Council that "The Tree House" Contractor will be undertaking the "desirable" works in the Cemetery on the 28 August 2020 and the more extensive works in the weeks commencing 14 & 21 September 2020.

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

b. Highways

Road Safety Issues – due to the growing number of complaints being received from residents and non-residents’ in respect of the following issues:

Speeding thru Navenby Village on the A607
Nuisance parking on double yellow lines and at junctions
Poor visibility at the Pedestrian crossing
Damage to roads by heavy haulage traffic
Use of Church Lane as a short cut by heavy haulage traffic
40 MPH zone between Navenby & Wellingore

it was decided that the Parish Council will look to undertake another Road Safety review in conjunction with Lincolnshire Road Safety Partnership, Highways & Cllr Marianne Overton. It was agreed that the Clerk would write to the various stakeholders and invite them to a meeting to discuss the road safety issues and what could be done to make the village roads safer.

Action: The Clerk to write to Stakeholders.

Letters from Navenby Residents – Cllr Woollas agreed to provide the Parish Clerk with a formal response that could be sent out to those residents that had recently expressed their concerns.

Action: Cllr Woollas to prepare a formal response to forward to residents.

The case of the Missing Sign Post = Cllr Woollas advised that a footpath sign on the High Dyke (relating to Turner Close) had vanished. It was agreed that the Clerk would report the incident to Highways.

Action: The Clerk to write to Highways.

Passive Speed Signs – after discussion, it was agreed that the Clerk should place another order for signs. It was proposed by Cllr Woollas and seconded by Cllr Taylor and therefore RESOLVED that Qty 10 Passive Speed Signs be purchased at a cost of £100 from LRSP or another Supplier.

Action: The Clerk to purchase Qty 10 Passive Speed Signs.

c. Youth Club

Cllr Hall updated the Council on the latest news regarding ACTS & the Youth Club. Whilst it was not possible to hold a Summer Club, there was the possibility of holding 2 sessions later on in the year for different age groups. ACTS had expressed an interest in running a Club in October 2020, however the Venue Manager had advised that the big hall was not available. It was agreed that the situation would be reviewed again at the next meeting.

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

d. Navenby Car Scheme

Service suspended due to COVID 19 restrictions. Cllr Woollas advised that all the Volunteer drivers were over 70 years of age and therefore unlikely to be able to offer up their services this month. The situation would be reviewed again prior to next month's meeting.

e. Play Areas

Twenty Row & North Lane Play Areas – required repairs identified prior to LOCKDOWN. The Clerk advised that she had arranged for PLAYDALE to visit the areas on the 10 August 2020 and provide a quotation. The GM Contractor had now completed the tidy up of both areas and a Contractor would be visiting on the 5/6 August 2020 to pressure wash equipment and surfaces. Cllr East advised that he had also arranged for a Contractor to visit the Play Areas and provide a quote by the end of the week.

f. Schools House Trust.

No comments.

g. Cliff Cluster

The Chairman advised that whilst no Cliff Cluster meetings were taking place, the Lincs Resilience Forum meeting was being held instead. Recognition of individuals outstanding efforts were being made and there was to be a follow-on meeting.

h. Library

Cllr Watts advised that the Library would be reopening on the 2 September 2020 for the collection of pre ordered books only. A meeting to discuss was scheduled for the 4 August 2020 and a Risk Assessment would have to be completed. A Volunteer ROTA was also being produced.

i. Finance & Administration

Already discussed at Item No 11.

j. WEBSITE/IT

Website – the Clerk advised that she had attended the LCC refresher training and had managed to obtain a better User Guide which she had forwarded to Cllr Morris. LCC had advised that the existing WEBSITE would no longer be supported by them and that it would be switched off at the end of December 2020. Parish Councils needed to submit their "Accessibility Plan" to LCC

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

by the 23 September 2020. Currently LCC only have 1.5 members of staff available to support 200 Parish Councils with the implementation of the new WEBSITE.

The Clerk advised the Council that a decision needed to be made regarding the documentation that was to be transferred to the new site and how far back they wished to go in respect of the meeting minutes. It was agreed that Minutes for the current FY and the previous year be loaded initially.

Action: The Clerk to liaise with Cllr Morris regarding the information to be transferred from the old WEBSITE to the new one.

k. VENUE Trustee Chairman

After discussion, it was agreed that the proposals received in respect of:

the provision of a Projector & Screen for use by Customers.
charging for use of WI-FI.
the provision of “for profit” and “not for profit” cinema nights

be forwarded by the Clerk to the Clerk for the Venue Trustees for inclusion in the Agenda for the next meeting.

Action: The Clerk to forward all proposals to the Clerk to The Venue Trustees.

l. Mrs Smiths Cottage

The Chairman advised that the Cottage was now up and running (Sat, Sun & Mon 12-4 pm). Bookings can be made in advance at a cost of £3.50 via the NKDC WEBSITE.

m. Speed Indicator Device (SID).

The Chairman thanked Cllr Morris for his continued weekly efforts in respect of keeping the SID operational.

Discussion took place regarding the purchase of a second SID and whether it was to be a battery or solar version. It was proposed by Cllr Burt and seconded by Cllr Woollas and therefore RESOLVED that a second SID (SOLAR version) be purchased (at a cost of £1795) and located on the post outside URBAN Angels on the A607. The Clerk was to contact ELANCITY in respect of placing a second order.

Action: The Clerk to contact ELANCITY and place a second order.

Cllr East advised that whilst the SID post outside Urban Angels was of the correct diameter, the one opposite Odlings shop was not. However, an outer sleeve could be manufactured to correct the diameter. It was agreed that this solution should be investigated further.

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

Action: Cllr East to look into the manufacture of an outer metal sleeve for the SID post opposite Odlings the Butchers.

The Chairman thanked all present for their participation and declared the VIDEO LINK meeting closed at 21.30 pm.

15. Date & Time of next meeting is the 1st September 2020.

Minutes Accepted: Chairman Date:

Navenby Parish Council

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

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
42		£41.76	20300/4	24/07/20	BT Broadband - D/DEBIT Library Broadband for JULY 20	
43		£35.04	20300/3	24/07/20	BT Phone 810426 - D/DEBIT Library Phone Service for JULY 20	
44		£75.00	20800/3	24/07/20	Chris Booth - Repairs to damaged bollard - Junc of High Street & East Road.	
45		£530.16	20900/4	24/07/20	E.ON - D/DEBIT Unmetered Electricity Supply for 1 APR 20 to 30 JUN 20.	
46		£5.18	20000/2	24/07/20	Viking Direct - Stationary Order for Staples x 2 Boxes	
47		£298.31	20000/2	24/07/20	Viking Direct - Stationery Order for Paper, x 4 Toner Carts & Staples.	
48		£44.33		29/07/20	Viking Direct - Stationery	
1		£39.77	20000/2		Laminating pouches, A4 folder & Dividers, Tippex, Pens, Protection Plus	
2		£4.56	20000/3		6no 1st Class stamps	
49		£75.00	20800/3	04/08/20	Chris Booth - Repair to Bollard outside Ice cream shop on 31/07/20	
50		£280.00	20800/2	04/08/20	Chris Booth - Installation of 2no. Benches. One (new) outside Co-Op shop and one (replacement) at Green Man Rd junction.	
51		£148.00	20400/6	04/08/20	CB Ground Maintenance - Grass Cutting July 3no cuts North Lane play area & 2no cuts Twenty Row, 1no strim both areas. 1no Cut & Strim The Green	
Sub Total		£1,532.78				
Total		£1,532.78				

Confidential

Signature _____

Signature _____

Date _____

Navenby Parish Council

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

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
52		£100.00	20000/6	06/08/20	Denise Gascoyne - Visit & Assist with Year End Mar 20 Accounts. Completion of Internal Audit & Signing off of Accounts.	
Sub Total		£100.00				
		£1,421.34			Confidential	
Total		£1,521.34				

Signature _____

Signature _____

Date _____

Unpaid expenditure transactions

Start of year 01/04/20

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Tn no	Gross	Vat	Net	Cttee Invoice date	Details	
53	£792.86	£0.00	£792.86	SALAR 06/08/20	Susan Letham	SALARY for Clerk JUL 20
54	£354.59	£0.00	£354.59	SALAR 06/08/20	Zoe Parr	SALARY for Asst Clerk JUL 20
55/1	£205.20	£0.00	£205.20	SALAR 06/08/20	HMRC	PAYE for JUL 20
55/2	£68.69	£0.00	£68.69	SALAR 06/08/20	HMRC	NICs for JUL 20
Total	£1,421.34	£0.00	£1,421.34			

CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
1	Item 5	Payment of JUL 20 Expenditure – Cllr Lamyman to approve.	Actioned 8 th Jul 20
2	Item 6 (Ser No 5)	CO-OP Deposit Account – Clerk to transfer funds to the 35 Day account.	WIP
3	Item 8	Lincs Police – Chairman to contact Team Sgt regarding the Newsletter, on-line & telephone reporting of crime and presence in the Village.	Actioned & summary of discussion forwarded to Cllrs by e mail.
4	Item 11	Reopening of the Parish Office to Visitors – Clerk to conduct Risk Assessment and purchase all necessary sundries to effect a safe opening.	WIP – Venue Manager has offered to help with Risk Assessment.
5	Item 12	Village Office building sign – Clerk to contact Caretaker in respect of updating the sign.	WIP – Caretaker self isolating. To approach ALLEN signs for quotation.
6	Item 14a	Cemetery – the Clerk took actions to: <ul style="list-style-type: none"> a. Formally accept the chosen Contractors Quotation for the Cemetery & John Cutforth Playing Fields tree works. b. Write to residents in Centurion Close & Ermine Drive advising them of the intended tree works along with a copy of the NKDC Tree Survey for 2020. 	Actioned by Assistant Clerk
7	Item 14b	Highways – the Clerk took an action to liaise with Cllr Woollas regarding the collection of the remaining large passive speed safety signs	Actioned – Cllrs Lamyman & Woollas replaced faded signage and relocated signs as necessary.
8	Item 14c	Youth Club – Cllr Hall to contact ACTS in respect of booking an Autumn Youth Club session in Oct 20.	To update on the 4 th Aug 20
9	Item 14e	Play Areas – Cllr East took an action to provide the Clerk with details of other Contractors who might be interested in quoting for the Play Area repairs. Cllrs East & Lamyman took actions to look at the regulations for the reopening of Play Areas. The Clerk in conjunction with the Caretaker took an action to arrange for laminated signs to be put up on the Play Area gates.	Actioned Cllr Taylor Actioned 29 Jul 20
10	Item 14k	VENUE Trustees = Chairman to speak with the Manager and arrange a ZOOM meeting.	To update 4 th Aug 20

11	Item 14m	<p>Speed Indicator Device – the Clerk took actions to:</p> <ul style="list-style-type: none"> a. Obtain an additional quote for the purchase of 2 solar devices. b. Contact Highways regarding the removal of a crossing sign on the A607. c. Contact a resident requesting approval to install a paving slab adjacent to the SID post located by their flowerbed. d. Contact the police regarding a visit from the Speed Safety Camera Van. 	<p>Actioned</p> <p>Overtaken by events. Item added to the list of job to be given to the Highways Gang.</p> <p>Actioned – approval declined.</p> <p>Covered off by Chairman in formal discussions with the Police.</p>
12			
13			
14			
15			

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
Pavement outside No 3&7 on High Street – tarmac surface has eroded,	Cllr Woollas	26 Jun 20	Clerk reported to CSC Highways	4149409	No – response advised that the works were not significant enough to warrant repair.
Multiple Potholes on Green Man Road.	Cllr Woollas	26 Jun 20 & 1 Jul 20	Clerk reported to CSC Highways	4149408 & 4149548	WIP
Multiple potholes on East Road.	Cllr Woollas	26 Jun 20	Clerk reported to CSC Highways	4149543	WIP

APPENDIX C – 4th August 2020

PLANNING CORRESPONDENCE

20/0520/HOUS – 21 Top Farm Avenue, Navenby – approval for the erection of a 2 storey rear extension.
 20/0515/HOUS – 15 Twenty Row, Green Man Road Navenby – approval for off road parking inc
 hardstanding & crossover.

PLANNING APPLICATIONS

20/0931/HOUS	18 Headland Way, NAVENBY LN5 0TR	Proposal for rear extension.

TREE WORKS

None		

APPENDIX D – 4th August 2020

Correspondence (E Mails) received during the period 7th Jul to 29th Jul 20

No	Date	From	Description of Matter	Action
1	7 Jul	Contractor	Quote for Tree Works	
2		Play Safety	Confirmation of ROSPA Visit to Play Areas in Aug 20	
3		Play Safety	Confirmation of Order for personalized Play Area Check Lists.	
4		LALC	E NEWS 6 Jul 20	
5		NKDC	Statement of Licensing Policy	Circ 10 Jul
6	8 Jul	LCC	Recycling TIP Information Poster	Circ 10 Jul
7		Resident	Enquiry reference Right of Way Doncaster Gdns to A607 – grounds maintenance responsibilities.	Asst Clerk
8		Cllr Taylor	Assigned as additional Portfolio Holder for Play Area	Clerk
9	9 Jul	LALC	SCAM & FRAUD Information	Crc 10 Jul
10		Caretaker	Info on H&S risk Assessments for Play Areas	Circ 7 Jul
11		NKDC	Reopening of Buildings following LOCKDOWN advice.	Cic 10 Jul
12		ACTS	Proposal for Summer & Autumn Youth Club activities.	Cllrs O'Sullivan & Hall
13	10 Jul	Resident	Overgrown tree in North Lane affecting power cable.	
14		ELANCITY	Additional Quote for 2 nd Speed Indicator Device	Circ 15 Jul
15	13 Jul	LCC	Notification of Bogus TARMAC contractor operating.	Circ 15 Jul
16		Western Power	Notification of Tree Works.	Circ 14 Jul
17	13 Jul	LALC	Advice on reopening of Play Areas	
18		NKDC via NPC Chairman	Advice on reopening of Play Areas.	Circ 13 Jul
19	14 Jul	NTFT	Poster - Towns Farm Trust GRANT for 2020	Clerk
20	15 Jul	Play Safety	Play Safety – Aug 20 Inspection.	
21		Cliff Carnival Cttee	Vision for 2021	Circ 15 Jul
22	15 Jul	Cllr Taylor	LALC Play Area Reopening Event - Brief	Circ 15 Jul
23		NPC Chairman	Acceptance of Cllr Taylors offer to conduct a Risk Assessment.	
24	16 Jul	RAF Waddington	Offer of Local Community Engagement	Circ 16 Jul
25		Resident via Telecon	Play Area Enquiry	
26		Clerk	Notification to Cllrs that EKM Ltd unable to conduct work in Play Area.	
27		Playdale	Confirmation of Visit on the 29 Jul 20.	
28		Countryside ACCESS	Doncaster Gardens to A607 Right of Way – Notification of GM responsibility.	
29		NPC Chairman	Update from LINCS Police	Circ 16 Jul
30	17 Jul	Resident	A607 Road Safety issues thru Navenby	Circ 17 Jul
31		Zurich Insurance	Reopening of Play Areas - Confirmation of impact on Policy	Circ 17 Jul
32	20 Jul	Cllr Taylor	Reopening of Play Areas – Info required for Risk Assessment.	Circ 20 jul
33		LALC	LALC Update	Circ 21 Jul
34	21 Jul	Contractor	Twenty Row Play Area – pressure washing quote.	
35	22 Jul	PKF Littlejohn	AGAR Submission date – extension to deadline	CM 22 Jul
36		LCC	New Parish Website Refresher Training	
37	23 Jul	LRSP	Process for road safety petitions	Circ 23 Jul

38	24 Jul	NJFC	Football Pitch – Upgrade works	
39	26 Jul	Resident	Anti Social behaviour in North Lane Play Area	Circ 26 Jul
40	27 Jul	Resident	Heavy Traffic on A607 thru High Street	Clerk
41	28 Jul	Resident Telecon	Enquiry ref the reopening of both Play Areas	Circ 28 Jul
42	29 Jul	Resident	As above, by E Mail.	Circ 29 Jul
43		Contractor	Play Area Equipment – Final Quote for pressure washing in Twenty Row & North Lane.	Clerk
44		Cliff Carnival	Carnival Proposals for 2021 – Update for Council	Circ 30 Jul
45		Boothby Graffoe Resident	Navenby High Street – Pedestrian Crossing	Circ 30 Jul