

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 5th March 2019, 7pm.**

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

Present(Cllrs): Mr K Gunning, Chairman; Mr B O’Sullivan, Vice Chair; Mr G Morris;
Mr S McDonald; Mr C East; Mr K Lamyman
Ms S Letham (Clerk).

In Attendance: No Members of the Public

Absent/Apologies: Mr S Woollas, Mr A Watts & Mr M Burt

	To be actioned by
<p>1. Chairman’s Welcoming Remarks The Chairman welcomed everyone to the meeting.</p> <p>2. Public Session There were no residents present at the Public Session.</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. Apologies for absence iro Mr S Woollas, Mr A Watts & Mr M Burt.</p> <p>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 5th February 2019. It was proposed by Cllr East and seconded by Cllr McDonald and therefore RESOLVED that the minutes from the previous Parish Council meeting, held on Tuesday 5th February 2019, should be accepted as a true record of the meeting.</p> <p>5. To consider the financial report and authorise payments (Appendix A). Discussion took place regarding the transactions listing presented for the month of February 2019. EDGE Reconciliation up to 28 February 19 – the Clerk advised this was pending the receipt of the latest paper Bank Statement and read out the balance of each account as at 28 February 19. It was proposed by Cllr O’Sullivan, seconded by Cllr Morris and therefore RESOLVED, that all expenses listed in appendix A should be authorised to be paid.</p> <p>Action: Clerk to arrange payment off all approved expenditure.</p>	<p>Clerk</p>

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>6. To consider the Clerk's report. Please see Appendix B.</p> <p>The Chairman read out the key points from the Clerks Report. There were the following actions arising from the items detailed on the Appendix B:</p> <p>Ser No 4 – Clerk to e mail LCC (Countryside) and request the redefinition of the pathway from Addison Close to Centurion Close.</p> <p>Ser No 6 – Cllr East to speak to resident in Maidenwell Close regarding overhanging tree issue.</p> <p>Ser No 8 – Item 7 (2) Clerk to obtain update from Cllr Overton iro speaking to other PCs regarding the 23% rise in the cost of electricity. Item 7 (3) – Cllr Overton to hasten action iro the damaged road surface on Navenby High Street @ the junction with Church Lane.</p> <p>Ser No 11 – Clerk to download information from LALC WEBSITE on Parish Council GRANTS and inc the Subject of the AGENDA for April 2019.</p> <p>Ser No 16 – Play Areas replacement Swing Seat. Clerk to discuss at AGENDA Item 18e.</p> <p>Ser No 18 – Library, Clerk to speak to The VENUE Manager regarding progress on the 2 quotes for the footpath lighting.</p> <p>HIGHWAYS REPORT</p> <p>Maidenwell Close Street Light – Cllr East to (1) speak to the Tree Officer. and (2) Speak with the residents regarding land ownership etc.</p> <p>Potholes In Navenby – Clerk to monitor progress of requested work via Fix My Street.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr East</p> <p style="text-align: center;">Clerk Cllr Overton</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr East</p> <p style="text-align: center;">Clerk</p>
<p>7. To consider updates from District/County Councillors. Updates were given by Cllr Overton on the following subjects:</p> <p>Care Commissioning Group – concerns over GP Surgeries and general direction toward centralising these facilities.</p> <p>Transport FORUM – road transport up by 42% in the last 15 years on rural roads and 6% in Lincoln.</p> <p>Heritage Services – LCC looking to save £750K of their Budget. Everyone encouraged to complete the on-line Survey.</p>	

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>Highways (Rural Roads) – support for maintaining rural roads was getting less and that the repair turn round time of 28 days being extended to 90 was no longer acceptable.</p> <p>Voter ID Trial – District Council had provided a detailed list of the potentially allowable documents!</p> <p>Great British Spring Clean March 22nd to April 23rd 2019 – everyone is actively encouraged to participate.</p> <p>8. To consider updates from local police. Report received for the period 5th February 2019 to 5th March 2019 advised that there had been no recorded crime.</p> <p>9. To consider planning Applications Please see Appendix C:</p> <p>The Chairmen read out details of the correspondence and new Planning Applications received. After discussion, there were no objections or actions arising.</p> <p>10. To consider correspondence. Please see Appendix D:</p> <p>The matters arising (Actions) from the Correspondence were:</p> <p>Ser No 9 – Proposed Hail & Ride Bus Service. Clerk to hasten Transport Office @ LCC and ascertain if a decision has been made regarding the Options for spending the £5K provided by Lindum Homes.</p> <p>Ser No 13 – removal of Street Light by Linden Homes. Clerk to hasten Linden Homes Site Manager for a formal response to NPCs letter of the 13th Feb 19.</p> <p>Ser No 19 – The Chairman read out a letter of thanks from a resident in Wales regarding the support received from NPC Cllrs iro investigating an air crash in 1949.</p> <p>Ser No 30 – A letter, dated 25 Feb 19, has been received from a resident in which a concern has been raised that the minutes of a specific Parish Council meeting were incorrect. The resident also complained that Parish Council meetings were not correctly advertised and that the council's website is out of date. Copies of this letter have been sent, by the resident, to NKDC and to LALC. The Chairman read out the letter in full, as per the residents' request, and the matter was discussed. The Council did not agree that the specified minutes were incorrect, nor did they accept that meetings were incorrectly advertised. Pending comment from either NKDC or LALC, it was agreed that no further action would be taken with respect to these two matters. However, the Council acknowledge that there is a problem with the website; it has neither the trained staff nor the IT resources to maintain the website</p>	<p>Clerk</p> <p>Clerk</p>
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NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>in its current form. Cllr O'Sullivan has taken an action to investigate potential ways forward and will report back at the next meeting.</p>	<p>Cllr O'Sullivan</p>
<p>11. To consider & discuss the Wellingore Parish Council request to relocate the Advertising Tyre.</p> <p>The Chairman advised that the Wellingore Parish Council Chairman had been in touch to ask if the Tyre could be removed. A general discussion took place iro both advertising tyres and the pros & cons of leaving them permanently on displayed v's removing after each event. The Clerk took an action to speak to the Wellingore Chairman regarding temporary or permanent removal. Cllr Lamyman also took an action to investigate why the securing chains on the tyre at the North end of the village had been cut.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. Clerk to contact Wellingore Council Chairman and discuss temporary or permanent removal of the tyre South of the Village. 2. Cllr Lamyman to investigate the positioning of the tyre at the North end of the Village. 	<p>Clerk Cllr Lamyman</p>
<p>12. To consider the date for the Navenby Parish Council Annual Parish Meeting (APM) & Annual General meeting (AGM).</p> <p>Following discussion it was proposed by Cllr O'Sullivan and seconded by Cllr East and therefore RESOLVED that the APM would be held on the 23rd April 2019 and the AGM on the 7th May 2019. The Clerk took an action to place an advert in the Graffoe Link advising all residents.</p> <p>Action: Clerk to place an advert in the Graffoe Link advertising both the APM & AGM dates.</p>	<p>Clerk</p>
<p>13. To review the revised Pay Scales for the Parish Clerk & Assistant Parish Clerk.</p> <p>After discussion, Cllr O'Sullivan agreed to take an action to ascertain the current Pay Scale Spine Points and the proposed advancement and report back to the Council at the next meeting.</p> <p>Action: Cllr O'Sullivan to investigate current and proposed new Pay Scale Spine Points for Parish & Assistant Parish Clerk.</p>	<p>Cllr O'Sullivan</p>
<p>14. To consider & discuss the Voter ID Pilot Issue & advertising requirements.</p> <p>Discussion took place regarding the Voter ID Trial and the recently received request from NKDC to participate in the distribution of additional advertising material etc. The Council considered the amount of advertising currently underway and unanimously agreed that no further literature needed to be distributed throughout the Village.</p>	

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

15. To consider progress with the Speed Indicator Device (SID).

Discussion took place regarding the Survey recently carried out by LRSP/Highways iro the proposed locations for the siting of the SID. Advice from LRSP was that if the Council still wished to proceed with the ELANCITY model, then alternative/new traffic or street sign posts would have to be identified as the street lighting columns were not suitable for the size of the device. It was agreed that the Clerk would write to LRSP and request new locations be identified. Also, the Clerk took an action to contact the Bracebridge Heath Parish Clerk and ascertain whether they were still proceeding with the ELANCITY model in light of the advice from LRSP.

Actions:

1. Clerk to write to LRSP, advising that the Council wished to proceed with LRSP identifying suitable new locations for the SID.
2. Clerk to contact Bracebridge Heath Parish Clerk and confirm if they are still proposing to purchase the ELANCITY.

Clerk

Clerk

16. To consider the use of the Sports Field by Model AC Operators.

The Chairman read out a letter from a resident who was seeking to gain permission from NPC to occasionally fly his model ac on the Sports Field. After discussion, it was decided that Clerk should contact NKDC and ascertain what their policy was regarding the flying of Model ac in public spaces.

Action: Clerk to contact NKDC iro their Policy regarding the flying of Model ac in Public open spaces.

Clerk

17. To consider the revised Contract for the Parish Groundsman.

Discussion took place regarding the proposed revised Contract & Schedule of Grounds Maintenance requirements. Following agreement to the amendments proposed to the Contract it was proposed by Cllr McDonald and seconded by Cllr Lamyman and therefore **RESOLVED** that the Chairman should submit a final draft of the Contract to the Clerk in readiness for signature by the Contractor.

Action: Chairman to finalise DRAFT Contract and submit to Parish Clerk.

Chairman

18. Update from Portfolio Holders:

- a. **Cemetery**
Nothing to report.
- b. **Highways**
Nothing to report.
- c. **Youth Club**

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

<p>Nothing to report.</p> <p>d. Navenby Car Scheme Nothing to report.</p> <p>e. Play Areas The Clerk advised the Council that she had been unable to place an order (as agreed at the February 2019 meeting) with Sutcliffe Play for the two replacement swing seats as the 10% discount only applied to on line orders. The revised quote would now be £84.12 exc VAT. After discussion it was proposed by Cllr O’Sullivan and seconded by Cllr Lamyman and therefore RESOLVED that the Clerk look to purchase swing seat replacements at the revised cost of £84.12.</p> <p>Action: Clerk to place purchase order for x 2 replacement Junior Swing seats.</p> <p>f. Schools House Trust. Nothing to report.</p> <p>g. Cliff Cluster Nothing to report.</p> <p>h. Library In the absence of Cllr Watts – the Clerk read out an e mail received from him regarding his attendance at a Library Co-ordinators meeting. LCC have now agreed to fund Hub Libraries the sum of £5,167 per annum for the period 2020 to 2021. Funding will be reviewed on an annual basis.</p> <p>The Chairman thanked all present for their participation and declared the meeting closed at 21.15pm.</p> <p>Date & Time of next meeting to be the 2nd April 2019 @ 7pm.</p>	Clerk
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Minutes Accepted: Date:
Chairman

Correspondence

No	Date	From	Description of Matter	Action
1	8 Feb	Savills (UK) Ltd City Rd, P'Boro	Letter regarding Anglian Water Services Ltd and the Lincoln to Grantham Resilience pipeline scheme and Archaeological site survey excavations.	
2	20 Feb	Resident	Letter requesting permission to fly model aircraft on the Venue playing field.	
3	5 Feb	Resident	Request to site memorial bench in the Cemetery	WIP by Asst Clk
4		NK	Mobile Phone Coverage Survey	Circulated 7 Feb
5	7 Feb	Cllr Overton	Latest Budget Position	Circulated 7 Feb
6		Cllr Watts	Confirmation of Library Revenue GRANT	
7	5 Feb	Interserve(Justice)	Community Payback Details	Circulated 7 Feb
8	8 Feb	Keep Britain Tidy	2019 Campaign details for ENTRY	Circulated 8 Feb
9	7 Feb	LCC	Details of Hail & Ride Service	Circulated 8 Feb
10	4 Feb	CPRE	Best kept Village Competition	Circulated 8 Feb
11	4 Feb	LALC	Notification of VAT Changes	Circulated 8 Feb
12	11 Feb	Greenwich Leisure	Outreach Day – Request to site Climbing Wall	Fwd VENUE 12 Feb
13	12 Feb	EON	Notification of Street Light removal.	Fwd CM 12 Feb
14	13 Feb	PPL PRS Ltd	Music Licence renewal	Fwd VENUE 13 Feb
15	13 Feb	Images by Hand	Offer of Illustrated Parish Map	To CM 13 Feb
16	13 Feb	EON	Updated Street Light Inventory List	To CM 13 Feb
17	15 Feb	LRSP	ELANCITY – new posts required to be installed.	Circulated 19 Feb
18	18 Feb	Brace PC Clk	Request for contribution to Cluster SPID	Replied 18 Feb
19	18 Feb	Wales Resident	Letter of Thanks to NPC for Air Crash 1949 assistance.	
20	19 Feb	PPL PRS Ltd	Receipt of New License	Fwd VENUE 20 Feb
21	20 Feb	NK	Navenby LAP Accommodation details request.	Fwd CM 20 Feb
22	20 Feb	NK	Voter ID – Advertising Request	Circulated 21 Feb
23	20 Feb	NK	Nominations & Elections update.	Circulated 21 Feb
24	21 Feb	Cllr Davis	Reporting Highways Issues	Circulated 21 Feb
25	21 Feb	Lincs CC	Email from Democratic Services concerning Traffic Regulations Orders.	Circulated 26 Feb
26	22 Feb	Cllr Overton	Voter ID Question – Formal Response	Circulated 5 Mar
27	23 Feb	Cllr Overton	Rural Roads @ risk.	Circulated 26 Feb
28	25 Feb	Cllr Overton	A607 Road Safety	Circulated 26 Feb
29	22 Feb	Army Cadets	Email offering their assistance at community events	Acknowledged – discuss at meeting
30	26 Feb	Resident	Letter of Complaint iro NPC.	With CM
31	26 Feb	TV Licensing	Confirmed renewal receipt.	Copy retained
32	26 Feb	Cllr Lamyman	Confirms CO-OP Community Funding success	Circulated 26 Feb
33	27 Feb	Community Lincs	Letter advising changes to administration of insurance policy.	
34	27 Feb	Resident	Shed on allotment damaged by hedge cutting at Venue	Advised Venue Manager 27 02 19
35				

Navenby Parish Council

Expenditure transactions - payments approval list Start of year 01/04/18

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
158		£35.28	20300/4	22/02/19	BT Broadband - Direct Debit - Library Broadband for Feb 19	#Type!
159		£31.08	20300/3	22/02/19	BT Phone 810426 - Direct Debit - Library Phone for Feb 19	#Type!
160		£1,080.00	20100/5	22/02/19	ACTS Trust - Energize Activity Club Jan, Feb, Mar & Apr 2019 sessions.	#Type!
161		£5,820.00	20900/3	22/02/19	E.ON - Replacement of Street Lights & Lanterns in Church/Gas/Clint/North Lanes & Catwalk Footpath.	#Type!
162		£138.00	20700/1	22/02/19	LALC - Annual Training Scheme for April 2019 to March 2020	#Type!
163		£1,386.84	20800/2	22/02/19	Glasdon UK Ltd - Purchase of 2 BRUNEL Litter Bins with Gold Banding, Gold Stubber Plate & Concrete Foundation bolts.	#Type!
165		£274.59	20400/5	01/03/19	G E Parish - Routine Grounds Maintenance for February 2019	#Type!
167		£100.95		01/03/19	CB Ground Maintenance - February 2019 Grass Cutting	#Type!
1		£40.45	20400/6		1xcut & 1x strim North Lane playing field	
2		£32.50	20400/7		1xcut & 1strim Twenty Row play area	
3		£28.00	20400/8		1x cut Chapel Lane & Verge Heading to John Paul transp	
168		£52.27		01/03/19	Viking Direct - Stationery	#Type!
1		£43.18	20000/2		2 Boxes of A4 photocopying paper	
2		£1.91	20000/2		12 part A4 Dividers	
3		£4.79	20000/2		Jan- Dec Colour A4 Dividers	
4		£2.39	20000/2		Box of Staples	
170		£1,386.84	20800/2	05/03/19	Glasdon UK Ltd - 2no. Brunel Recy. Black C/W Metal liners	#Type!
		£1,463.24			* Confidential	
Total		£11,769.09				

Signature

Signature

Date

CLERK'S REPORT

Ser No	Minute Reference	Description of matter	Action
1	Item 5	Clerk to arrange payment of all expenditure via on-line banking.	Actioned 6 Feb 19
2	Item 6 (5)	Clerk to add Pay Scales Review to Mar 19 AGENDA	Actioned
3	Item 6 (11)	Clerk to write to LCC transport officer to determine what constitutes a Hail & Ride Bus Service.	Actioned. Response detailed that bus stopped on request or is flagged down by a pedestrian.
4	Item 6 (13)	Clerk to write to LCC regarding the perimeter path around the school and The Smoots.	Asst Clerk forwarded an e mail to LCC Countryside
5	Item 6 (14)	Clerk to download example Election Posters from LALC WEBSITE & forward to Cllr Woollas.	20 Feb 19 - Asst Clerk downloaded & laminated posters. Now with Cllr Woollas for distribution.
6	Item 6 (Highways Report)	Clerk to write to residents regarding ownership of land in Maidenwell Close. Also to check grass cutting Contract for responsibilities.	Letters hand delivered 26/02/19. Both residents confirmed in person that the land was not theirs. Re-discuss at Council Meeting 5 Mar 19.
7	As above	Multiple Pot holes – clerk to report on Fix My Street.	Update – a review of all pot holes in Navenby undertaken on the 15 Feb 19. Letter sent to Highways 28 Feb 19 & acknowledged. A/W programme of works.
8	Item 7	Update from District Councillor - Cllr Overton to: <ol style="list-style-type: none"> 1. Write to MP regarding the Voter ID Pilot. 2. Speak to other PCs regarding 23% rise in electricity costs. 3. Report the road surface damage on the High Street to Highways & investigate the quality of pot hole repairs. 	20 Feb 19 – reminder e mail sent to Cllr Overton regarding letter to the MP. Response received 22 Feb 19. E Mailed to Cllrs 5 Mar 19.
9	Item 10 (25)	Request to locate SCOPE Clothing Bank – Clerk to write to organiser & provide details of previous locations.	Actioned 21 st Feb 19.
10	Item 10 (29)	Request to amend Parish Minutes (4 th Dec 18 Meeting) – Clerk to write to resident to advise no amendment was necessary.	Actioned 13 th Feb 19.
11	Item 11	Donation to the Waddington Guides – Clerk to write to Organiser giving a POC for Navenby Towns Farm Trust. Also, to forward a copy of the letter to the Venue Trustees and contact LALC for guidance on GRANT funding POLICY.	Letter forwarded to Venue 14 th Feb 19. Asst. Clerk sent Reply to Guides 26/02/19 LALC Website contains only a model GRANT. Further investigation required.

12	Item 13	New Parish Noticeboard – Clerk to write to resident of 19 High Street advising of proposal to erect a Noticeboard.	Asst Clerk sent letter 20 th Feb 19. Still awaiting a formal response.
13	Item 14	Two New replacement Litter Bins – Clerk to order 2 new Brunel style Litter Bins.	Actioned by Cllr Woollas 15 th Feb 19. Received from GLASDON 5 Mar 19. A/W instructions from Cllr Woollas about installation.
14	Item 15	LRSP Speed Indicator Device Location Survey – Clerk to write to LRSP & request clarification of the process & for approval to proceed with the ELANCITY SID.	Actioned 15 Feb 19. Response from LRSP circulated to all Cllrs 19 Feb 19.
15	Item 16	NPC Standing orders & Financial Regulations – Clerk to contact LALC for the latest templates.	Actioned – LALC WEBSITE contains the templates. Clerk to speak to Cllr Burt and arrange to update existing orders & regulations during Mar 19.
16	Item 17 E	Play Areas – Clerk to arrange for 2 new replacement junior swing seats to be purchased.	20 Feb 19 unable to order on WEBSITE as requires card payment. Also 10% discount does not apply to Tel orders. New costs require NPC approval before purchase. Discuss & agree at meeting on 5 Mar 19.
17	Item 17 H	Library – Clerk to advise Cllr Watts when revenue was received.	Actioned
18	Item 17 H	Library - Cllr Watts to contact the venue regarding 2 quotes for the footpath lighting.	Actioned

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
Column 002 Maiden Well Close is obscured by Tree Foliage	Sarah Pye LCC on behalf on behalf of a resident.	19 Sep 18	There is now a dispute over the land that the tree is on. Possible land Registry enquiry to ascertain who owns the land (resident or the Developer). To be discussed 5 Mar 19.		No
POTHOLES in Navenby. Drive round conducted and multiple holes identified. Too many to report individually.	Mr Parish/Parish Clerk	15 Feb 19	Report logged on "Fix My Street" as at 28 Feb 19	4119778	

PLANNING CORRESPONDENCE

PLANNING APPLICATIONS

19/0239/HOUS	54 Heath Road, Navenby, LN5 0TT	First floor extension over existing garage.
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19/0190/HOUS	2 Temple Goring, Navenby LN5 0TX	1 st Floor extension over Double garage & replace Existing Conservatory with an Organgery style rear extension.