

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: **Tuesday 4th December 2018**, 7pm.

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

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

In Attendance: 5 Members of the Public

Absent/Apologies: Mr K Lamyman

	To be actioned by
<p>1. Chairman’s Welcoming Remarks The Chairman welcomed everyone to the meeting.</p>	
<p>2. Public Session Present at the session were 5 residents who came to express their individual concerns regarding the proposed development on land adjacent to No 41 Grantham Road. The Chairman acknowledged their concerns and that they had all written to NPC. Each of the 5 residents gave a short brief on how they felt that the development was detrimental to adjacent properties and the wider environment. The Chairman advised that resident letters not copied to the Planning Department, would be forwarded by NPC. Further discussion regarding this particular planning issue would be discussed within the CLOSED session at AGENDA Item 9.</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.</p> <p>Mr K Lamyman.</p>	
<p>4. To consider and sign the minutes from the previous Parish Council Meeting, held on Tuesday 6th November 2018 It was proposed by Cllr Burt and seconded by Cllr Watts and therefore RESOLVED that the minutes from the previous Parish Council meeting, held on Tuesday 6th November 2018, should be accepted as a true record of the meeting.</p>	Clerk
<p>5. To consider the financial report and authorise payments (Appendix A). Discussion took place regarding the transactions listing presented for the month of November 2018. EDGE Reconciliation up to 30 November 18 – the</p>	

Tuesday 4th December 2018

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>Clerk advised this had been successfully carried out and read out the balance of each account. It was proposed by Cllr Morris, seconded by Cllr East and therefore RESOLVED, that all expenses listed in appendix A should be authorised to be paid.</p>	Clerk
<p>6. To consider the Clerk's report. Please see Appendix B.</p>	
<p>Actions in respect of:</p>	
<p>Item 1 – Clerk to attend a walk about with CB Grounds Maintenance on the 6th Dec 18 in order to review current schedule of works.</p>	Clerk
<p>Item 2 – Cllr McDonald to speak to The VENUE Manager regarding the proposed SLA.</p>	Cllr McDonald
<p>Item 8 – Cllr East to view the hard copy drawings.</p>	Cllr East
<p>Item 17 – Clerk to e mail E.ON, and formally request a inspection is carried out along with the required LED changes.</p>	
<p>Item 18 - Clerk to contact Resilience Team regarding the disposal of degraded SALT stocks.</p>	Clerk
<p>Item 20 – Clerk to liaise with Cllr Woollas, regarding the specification & purchase of a new Litter Bin.</p>	Cllr Woollas/Clerk
<p>Street Lighting Reports:</p>	
<p>Primary School entrance light – EON had confirmed that this light belongs to the school and is their responsibility to fix. Asst Parish Clerk advised that the school had been informed.</p>	
<p>7. To consider updates from District/County Councillors.</p>	
<p>Cllr Overton firstly expressed her deep sadness in respect of the child who had been injured earlier in the day outside the William Robertson Academy. She then went onto advise that the LCC Chief Exec would be leaving his post in due course. Concern was expressed at the recruitment process, the high salaries and the restructuring of Senior officer posts. The District Council was holding Workshops in order to canvas any good ideas. One of which was to look at a lot more local recycling sites – this would create more opportunities for easier waste disposal. It was confirmed that the Leadenham Tip is still not available for public use and that Fly Tipping is not currently an issue. Cllr Woollas mentioned pot holes and the poor practice of just filling one when there were several further along the same road! Cllr Overton agreed to investigate. With £13.7M allocated to Lincolnshire Highways for next year – the SELECT Committee advised we are only just scratching the surface of what needs to be done.</p>	

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>NB Further news updates from Cllr Overton can be found in her December 2018 Newsletter.</p>	
<p>8. To consider updates from local police. Report received for the period 6th November to 4th December 2018 advised that no crime had been recorded. This statement did not reflect that there had been some crime reported. The Clerk took an action to contact the Community Beat Manager and advise him of the error.</p>	<p>Clerk</p>
<p>9. To consider planning Applications Please see Appendix C:</p> <p>Actions in respect of:</p> <p>18/1507/RESM – erection of Dwelling adjacent to 37 Grantham Rd.</p> <p>The majority of objections were related to:</p> <p>the potential overdevelopment of the Site. a possible conflict with the “build line” – Clerk to seek confirmation from Planning. increased traffic levels. the visual effect conflict with adjoining properties.</p> <p>It was agreed that the Clerk would forward a letter to Planning outlining the major concerns.</p> <p>18/1538/FUL – Chapel House, change of use.</p> <p>The Chairman advised that the comment regarding the road having been widened, was in fact incorrect.</p> <p>18/1572/TCA & 18/1573/TPO – works to Trees in Conservation Area.</p> <p>Cllr East took an action to survey the areas in question.</p>	<p style="text-align: center; vertical-align: middle;">Clerk</p> <p style="text-align: center; vertical-align: middle;">Clerk</p> <p style="text-align: center; vertical-align: middle;">Cllr East</p>
<p>10. To consider correspondence. Please see Appendix D:</p> <p>The matters arising from the Correspondence were:</p> <p>Item 12 – with NPCs remote Lap Top access now denied access by NKs IT system – the Cllrs took an action to consider no longer being formally attached to NKDC and to source a new operating system.</p>	

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

<p>Item 13 – District * & Parish Elections May 2019. The Clerk took an action to issue the paperwork to the Cllrs when received.</p>	Clerk
<p>Item 17 - Review of NK member Code of Conduct. All Cllrs agreed to comply with the code.</p>	
<p>Item 20 – Lincoln to Grantham Pipeline Proposal Plans. The Clerk took an action to forward the e mail to Cllr Overton for “Cliff Cluster” consideration.</p>	Clerk
<p>11. To consider the Annual Co-ordination & Supply of Christmas Trees to High Street Residents.</p>	
<p>The Council discussed the recent purchase & co-ordination and agreed that overall it had been a success. However, some residents had been disappointed at receiving such small trees. It was agreed that NPC would look to continue with the annual co-ordination but ensure that the trees purchased for 2019 were suitably bigger.</p>	
<p>12. To consider the proposed revised Grounds Maintenance Schedule for 2019.</p>	
<p>The Chairman distributed copies of the proposed revised schedule to Cllrs for their comment. All Cllrs agreed that the revised schedule should now be formally presented to Mr Parish for his consideration. The Clerk took an action to arrange a meeting with Mr Parish to discuss the revised document.</p>	Clerk
<p>13. To consider & discuss the DRAFT Lease for The Navenby Bowls Club.</p>	
<p>Further to the e mail circulated to all Cllrs for consideration – the Chairman advised that the Bowls Club had spent a considerable sum of money on having the DRAFT Lease written. It was agreed that a Lease was previously thought to be necessary when persuing GRANT funds for a permanent structure which required proof of security of tenure. Now that the Bowls Club had opted for an alternative option of a new temporary structure, NPC agreed that a SLA would be more appropriate. NPC would not be contributing toward the cost of the DRAFT Lease and in respect of the outstanding Bowls Club facilities rental charge for 2017/18 – the Clerk was tasked with raising an Invoice on The Navenby Bowls Club. Clerk also to advise The Venue Manager of NPC's decision regarding an SLA and request that an Invoice be raised for the 18/19 rental charge.</p>	
<p>14. To consider the proposed WINTER SELF-HELP & Mutal Aid Scheme for Winter 2018-19.</p>	
<p>Discussion took place regarding the NPC's proposed participation in the scheme. With problems regarding the storage of such large volumes of SALT and the distribution of it across the prioritized areas – it was agreed that NPC would decline the offer. Instead opting to utilize the GRIT that was located in bins across the village. The Clerk took an action to formally advise the Resilience Team of NPC's decision.</p>	Clerk

**NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES**

<p>15. Update from Portfolio Holders:</p> <ul style="list-style-type: none">a. Cemetery Nothing to report.b. Highways Cllr Woollas gave an update on the final bollard repair. It was agreed that the Clerk should send a letter of thanks from NPC to the Contractor.c. Youth Club Points already covered at AGENDA item No 6.d. Navenby Car Scheme Nothing to report.e. Play Areas Cllr East confirmed that all remedial repairs had been carried out.f. Schools House Trust. Nothing to report.g. Cliff Cluster Nothing to report.h. Library Nothing to report. <p>16. CLOSED SESSION</p> <p>The Council discussed matters of a sensitive & confidential nature?</p> <p>The Chairman thanked all present for their participation and declared the meeting closed at 21.45pm.</p> <p>Date & Time of next meeting to be the 8th January 2019 @ 7pm.</p>	<p>Clerk</p>
--	---------------------

NAVENBY WITH SKINNAND PARISH COUNCIL
MEETING MINUTES

Minutes Accepted: Date:
Chairman

Tuesday 4th December 2018

Navenby Parish Council

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

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
119		£615.00	20100/2	06/11/18	Doddington Hall - 41 x Christmas Trees (Norway Spruce 3'3" x 4'1") delivered to Top Farm	
120		£737.50	21200/2	15/11/18	Peter Barnett - 2nd Half invoice for Grass Cutting etc., Navenby Cemetery.	
121		£15.00	20800/3	15/11/18	East Restorations - Supply of RESIN Pattern for Lion Head motif.	
122		£35.28	20300/4	15/11/18	BT Broadband - Library Broadband Charges 1 Nov - 30 Nov 18	
123		£31.08	20300/3	15/11/18	BT Phone 810426 - Library Phone Line Charges for 1 Nov - 30 Nov 18	
124		£134.40	20100/3	22/11/18	Ermine Engineering Co Limited - 3no. Christmas Tree brackets in galvanised/black gloss	
125		£10.19		22/11/18	Zoe Parr - Stamps and stationery	
1		£5.00	20000/3		4 1st Class stamps & 4 2nd class Stamps	
2		£1.69	20000/2		Duplicate Cash Receipt Book	
3		£3.50	20000/2		2019 Office Diary and Yearly Wall Planner	
128		£72.00	20400/3	03/12/18	G E Parish - November 2018 - Locking & Unlocking Gates at North Lane Playing Field (30 days)	
129		£274.59	20400/5	03/12/18	G E Parish - November 2018 - Grounds Maintenance	
131		£288.55	20500/6	03/12/18	The Kings Head, Navenby - Parish Council Christmas Buffet 2018 - for 29 people. NB - funded by individuals.	
132		£134.95		03/12/18	CB Ground Maintenance - November 2018 - Grass cutting & strimming	
1		£40.45	20400/6		North Lane Grass cutting & strimming	
2		£42.50	20400/7		Twenty Row Play Area - grass cutting & strimming	
3		£52.00	20400/8		Chapel Lane & Headland grass cutting	
		£3,582.56			Confidential	
Total		£3,610.72				

Signature _____

Signature _____

Date _____

CLERK'S REPORT

No.	Minute Reference	Description of matter	Action
1	Item 5	Grounds Maintenance – Clerk to investigate the requirement @ the “Headland” and who had responsibility to manage the open space on Ermine Drive.	29 Nov 18 – confirmed with CB Grds that the “Headland” is the verges either side from Pauls Transport up to Twenty Row Play Area. Also confirmed that the Ermine Drive Open Space is the responsibility of NK.
2	Item 6 (SN 8)	DRAFT ACTs SLA – Clerk to hasten The Venue Manager for the final version of the document.	14 Nov 18 – e mailed Venue Manager. 30 Nov 18 – Venue Manager response received.
3	Item 6 (SN 10)	DRAFT Bowls Club SLA – Clerk to hasten The Venue Manager for sight of DRAFT SLA.	14 Nov 18 – e mailed Venue Manager. A/W response.
4	Item 6 (SN13)	NPC Cascade List – Clerk to draw up a Contact List for NPC personnel.	21 Nov 18 – Asst Clerk produced & forwarded new Contact List.
5	Item 6 (SN13)	Play Areas – Cllr East to confirm repairs to play equipment were complete.	9 Nov 18 – e mailed Cllr East to advise that Mr Parish had completed repairs.
6	Item 9	18/1459/HOUS – Clerk to hasten Planning Enforcement Officer regarding an update on status.	8 Nov 18 – e mailed Planning to hasten update. Response received stating Enforcement Officer still to confirm details. 29 Nov 18 – hastened again.
7	Item 9	18/1285/VARCON – Clerk to investigate & report on outcome of Planning Application for 14 East Road.	16 Nov 18 – e mail sent to all Cllrs advising that Planning Approval had been refused.
8	Item 9	18/1264/TCA – Clerk to hasten why no drawings have been received.	9 Nov 18 – e mailed Planning. Response received advising they did not send out drawings for tree works! Since then drawings have been received iro St Peters Church tree works!.
9	Item 10 (SN 9)	Verge Cutting Scheme – Clerk to formally respond declining the offer.	13 Nov 18 – e mailed formal response declining the offer.
10	Item 10 (SN 11)	No Ball Games Sign Request – Clerk to reply to resident.	8 Nov 18 – e mail to resident advising that the land is formal “Open Space”.
11	Item 10 (SN 14)	Electoral Role Publication – Clerk to complete application form.	19 Nov 18 – application posted.
12	Item 10(SN 15)	Green Man Road Traffic – Clerk to contact Linden Site Manager & request more appropriate management of heavy construction vehicles.	8 Nov 18 – Clerk visited Site Manager and was advised that they would be using Fork Lift Drivers to guide traffic in and out of the Yard.

13	Item 10 (SN 24)	GRIT Bin replenishment – Clerk & Cllr Woollas to review bin locations and conditions before formally responding.	WIP
14	Item 12	Navenby Towns Farm Trust – Clerk to forward formal response iro Audited Accounts & Appointment of a new Trustee.	28 Nov 18 – e mailed Towns Farm Trust Chairman.
15	Item 14	North Lane Playing Field – Clerk to advise Mr Parish that locking & unlocking of gates to cease for a trial period WEF 1 Dec 18.	7 Nov 18 – Clerk advised Mr Parish.
16	Item 15	Bowls Club DRAFT Lease – Clerk to scan formal document & e mail to all Cllrs.	9 Nov 18 – Lease scanned & e mailed to all Cllrs.
17	Item 16	E.ON Maintenance Report for Street Lights - Clerk to contact E.ON and advise to proceed with proposed maintenance plan.	13 Nov 18 – e mailed E.ON. Acknowledgement received from E.ON 14 Nov 18.
18	Item 17	Winter SELF-HELP Scheme 2018/19 – Cllr Lamyman to check existing SALT stocks and confirm condition. The Clerk to confirm with The Venue whether there was storage capacity to hold SALT stocks.	14 Nov 18 – e mailed Venue Manager. Response received confirming no suitable storage. Cllr Lamyman also confirmed that existing salt stocks have degraded.
19	Item 19	GOVT backed Emergency Incident Text Alert Scheme – Clerk to obtain POC details & forward to Lincs Fire & Rescue.	w/c 19 Nov 18 – POC details received. WIP with Lincs Fire & rescue.
20	Item 21b	New Litter Bin by Doncaster Gardens pathway – Clerk to investigate cost of procuring a replacement.	WIP – price details & specifications available for Cllrs to review at 4 Dec meeting.
21	Item 21c	ACTs SLA – Clerk to hasten The Venue Manager for the final version of document.	Already covered @ Ser No 2
22	Item 21e	Play Area repairs – Cllr East to confirm all repairs are complete.	Already covered @ Ser No 5
23	Item 21e	CO-OP Community Fund – Clerk to submit application for funding consideration.	13 Nov 18 – CO-OP application posted.

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	Clerk to hasten arboreal works.		Still a/w works.
Belisha Beacon lights are out on the High Street Crossing.	Dillon of LN5 0EH	26 Sep 18	Clerk to hasten LRSP for an update.	4111669	Fixed
Un-numbered column on ramp leading to primary school is out.	Cllr O'Sullivan	6 Nov 18	Clerk to identify who is responsible & report.		WIP with E.ON

PLANNING CORRESPONDENCE

18/1507/RESM

1. Letter from Resident dated 16/11/18 enclosing Copy of Objection Letter sent to Planning Dept, NKDC.

2. Letter from Resident dated 17/11/18

Comments on proposed new development.

3. Letter from Resident dated 19/11/18.

Comments on proposed new development.

4. Letter from Resident dated 22/11/18

Comments on proposed new development.

5. Letter from Resident dated 23/11/18.

Comment on proposed new development.

6. E Mail from Resident dated 29/11/18.

Comments on proposed new development.

7. Letter from Resident dated 30/11/18.

Comments on proposed new development.

NB Para 1 – 7 above ALL relate to Planning Application 18/1507/RESM.

18/1420/HOUS – Erection of Greenhouse 5 Winton Gardens, NAVENBY

29 Nov 18 – Notification of Decision (APPROVED)

18/1374/HOUS – Erection of Single Storey Front & Rear Extension, 19 The Rise, NAVENBY

29 Nov 18 – Notification of Decision (APPROVED)

PLANNING APPLICATIONS

18/1420/HOUS

5 Winton Gardens, Navenby, LN5 0TA

Erection of Greenhouse. *Entered onto November Appendix but Planning application documents had not been received in Navenby Parish Office at that stage.*

18/1507/RESM

Land adjacent to Lynton, 37 Grantham Road, Navenby, LN5 0JJ

Erection of Dwelling following Outline Approved Development 17/1576/OUT, dated 18/12/2017.

18/1538/FUL

Chapel House, Chapel Lane, Navenby, LN5 0ER

Change of use from residential to part residential and part bed and breakfast use.

18/1572/TCA & 18/1573/TPO

St Peter's Church, Church Lane, Navenby

Works to Trees in Conservation area; OCXH Cherry – fell, OCXJ Yew – crown lift and remove elder.

Works to Trees subject to Preservation Order; OCXO Lime – fell, OCX7 Lime & OCX5 Sycamore – clear church building by 2m.

18/1602/LBC

10 High Street, NAVENBY

Erection of rear extension Listed Building Consent Deadline 23 Dec 18 for comments.

18/1599/HOUS

10 High Street, NAVENBY

Erection of rear extension. Deadline 23 Dec 18 for comments.

Correspondence

No	Date	From	Description of Matter	Action
1	2 Nov 18	LCC	Schools Admissions Policy Consultation 2020 Intake	Circulated 2 Nov 18
2	8 Nov 18	Fields in Trust	Centenary Fields legacy	Circulated 2 Nov 18
3	8 Nov 18	LCC Lighting	Maidenwell Close – Light obscured by tree branches. Notification that it should be Divisional Highways	Replied 8 Nov 18
4	8 Nov 18	Keep Britain Tidy	Dark Night Dog POO	Circulated 9 Nov 18
5	12 Nov 18	Harmston PC	Notification of new Parish Clerk	Circulated 13 Nov 18
6	12 Nov 18	NK	Fund NK Money Available	Circulated 13 Nov 18
7	14 Nov 18	NK	NKDC Contaminated Land Strategy – 11 Dec 18 Deadline for responses.	Circulated 14 Nov 18
8	13 Nov 18	K G	Internal Auditor offering services.	Replied 14 Nov 18 declining offer.
9	15 Nov 18	LALC	Town & Parish Council Safeguarding Conference & Workshop – 28 Nov 18	Circulated 16 Nov 18
10	16 Nov 18	Resident	Confidential – Letter of Complaint (to be discussed in the CLOSED SESSION)	Circulated 16 Nov 18
11	16 Nov 18	Resident	Confidential – Phonecall Complaint (to be discussed in the CLOSED SESSION)	Circulated 16 Nov 18
12	16 Nov 18	NK	NPC – IT Remote Access (Laptop), NO longer being allowed.	To be discussed on the 4 Dec 18
13	20 Nov 18	NK	District & Parish Elections May 2019	Circulated 21 Nov 18
14	20 Nov 18	Pelican Trust	Supply of wooden noticeboards for parish Councils.	Replied 28 Nov 18 .
15	21 Nov 18	LCC	Library Funding confirmation.	Notified to Cllr Watts 28 Nov 18
16	22 Nov 18	Charity Commission	Confirmation of personal details updates.	Circulated 22 Nov 18
17	23 Nov 18	NK	Review of NK Member Code of Conduct – Deadline 14 Dec 18.	Circulated 23 Nov 18
18	25 Nov 18	Resident	Confidential - Letter of Complaint(to be discussed in the CLOSED SESSION)	Circulated 28 Nov 18
19	26 Nov 18	LALC	Legal Response to DRAFT Lease Enquiry	Circulated 28 Nov 18
20	28 Nov 18	Anglian Water	Lincoln to Grantham Pipeline Proposal Plans	Circulated 28 Nov 18
21	29 Nov 18	NK	Preventable House Fire Deaths	Circulated 29 Nov 18
22	30 Nov 18	NK	Response from Planning – 10 High Street x 2 Applications	Circulated 30 Nov 18.
23	30 Nov 18	St Barnabas	Christmas Tree recycling for a Donation	Chairman to advise @ meeting.
