

NAVENBY WITH SKINNAND PARISH COUNCIL MEETING MINUTES

Date/ Time: Tuesday 10th June 2025 at 7.00 pm.

Location: The Parish Office @ The Venue, Navenby.

Present (Cllrs): Mr M J Burt (Chair); Mr K Gunning; Mr R Baker; Mrs J Thompson-Burt;
Mr C Mills

In Attendance: Ms S Letham (Parish Clerk) & Mr A Callander (Asst Clerk/RFO)

Absent/Apologies: Mrs E Carless (Vice Chair); Mrs H McFaul; Mr C East

1. **Chairman's Welcoming Remarks.** The Chairman welcomed everyone to the meeting.

2. **Public Session.**

a. Mr James Gallagher, representing Cliff Villages Solar Action Group (CVSAG) referred the Parish Council to the deadline (15th June) for responses to the Green Man Road Battery Energy Storage System (BESS) planning application. CVSAG had provided a consultation report and executive summary, that detailed its objections based on concerns relating to traffic, aquifer, visual character, agricultural land grade and cumulus of impact. CVSAG asked the Parish Council (PC) to consider submitting its own views to NKDC. **Action:** On the basis that the PC had previously voted to submit objections, the Chair agreed to draft a letter to NKDC, based on the CVSAG executive summary, for consideration by councillors.

b. Mr Craig Elliot (Headmaster Navenby Primary School) and Mrs Sue Hellard (School Governor) explained their request to the PC to support a TRO to amend the advisory School Safety Zone by extending the timings to 1630 hrs and by making it statutory. **Action:** The Chair agreed the PC would discuss what was considered possible, before responding and subsequently representing the school's views to NKDC Highways.

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.

Absences: Mrs E Carless (Vice Chair); Mrs H McFaul; Mr C East
Declaration of Interests: None.

4. **To consider and sign the minutes from the previous Parish Council Meeting, held on 6th May 2025.** It was proposed by Cllr Mills and seconded by Cllr Thompson-Burt and therefore **RESOLVED** that the minutes from the previous PC meeting held on 6th May 2025, should be accepted as a true record of the meeting. All Cllrs voted in favour of the motion.

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5. **To consider the financial report and authorise payments (Appendix A).** The Chair briefed Cllrs on the Financial Status Sheet. After consideration, it was proposed by Cllr Gunning and seconded by Cllr Mills and therefore **RESOLVED** that all expenses listed in Appendix A were authorised. All Cllrs voted in favour of the motion.
6. **To consider updates from District/County Councillors.** Cllr Hagues present - newsletter supplied. Cllr Overton not present.
7. **To consider updates from local police.** None
8. **To consider Planning Matters.**
 - a. **Planning Applications.** J. E. Porter Ltd, Barn Farm, Church Lane, Low Fields. 25/0548/FUL. Erection of agricultural storage building, farm office, integrated crop sprayer shed, open side tractor shed/chemical store building and grain store with integral dryer, ancillary grain silos, water storage tank, hardstanding, access and attenuation system. **No objections.**
 - b. **Correspondence.** 40 High Street Navenby. 24/1495/FUL. Siting of InPost parcel locker. **Approved.**
 - c. **Tree Conservation.** Smoots Top, 25 Clint Lane. 25/0616/TCA (Tree). Norwegian Spruce – Remove. New extension being built on south side. **No objections.**
9. **To consider correspondence.**
 - a. 20 May 2025. Councillor Overton. To consider and agree (retrospectively) to a request for a free meeting room once per month for 20 to hold CVSAG meetings (noting requirement to fit around other bookings). **Action:** To be discussed at next NPFA meeting.
 - b. 20 May 2025. Councillor Overton. To consider a request to help fund the activities of CVSAG, noting that Thorpe on the Hill Parish Council has contributed £1000. **Action:** As no further information had been provided as requested, this item would be postponed until the next PC meeting.
 - c. 21 May 2025. Mrs Hellard, Governor, Navenby CofE Primary School. To consider a request to alter the advisory School Safety Zone to make it statutory through the issue of a Traffic Regulation Order, and to support related traffic survey. **Action:** Cllr Mills would approach NKDC Highways through Cllr Overton to discuss potential solutions.
 - d. 21 May 2025. LCC Highways. DM/308 - Winton Road, Navenby - Proposed Parking

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Restrictions (Amended). NKDC Highways Dept visits have confirmed no significant demand for on street parking on Winton Rd and parking observed did not impact on traffic flow or visibility. Therefore, NKDC Highways propose restrictions to protect junction and approach to it, only, and they do not believe that further intervention is required for purposes of highway safety. **No further action.**

e. To consider and agree that the PC joins the LALC Annual Training Scheme for £192 (incl VAT). Otherwise, individual courses will need to be paid for at greater expense ie £84 for recent course attended by Clerk/Assistant Clerk. After consideration, it was proposed by Cllr Thompson-Burt and seconded by Cllr Baker and therefore **RESOLVED** that the Parish Council would join the LALC Annual Training Scheme for £192 (incl VAT). All Cllrs voted in favour of the motion.

f. To consider and agree requirement to identify councillors for training or refresher training. **Action:** Clerk to provide list of councillors requiring training and required courses.

g. To consider a request to thank resident Jayne Wilson (Eleanor Gardens) for pruning/managing plants overlooking the Open Space. **Action:** The Chair agreed to write a letter of thanks.

h. To approve a sum of up to £1500 + VAT to pay for legal advice on Councillors' liabilities for their work as Managing Trustees of the Navenby Playing Field Association, and how any risks from these can best be mitigated. After consideration, it was proposed by Cllr Thompson-Burt and seconded by Cllr Baker and therefore **RESOLVED** that the Parish Council would pay a sum of up to £1500 +VAT for legal advice on Councillors' liabilities for their work as Managing Trustees of NPFA. All Cllrs voted in favour of the motion. **Action:** Clerk to confirm with solicitor.

10. **Navenby Christmas Lights Switch On 2025 – to consider PC support for event.** Postponed to next Parish Council meeting due to absence of key Cllr.

11. **Annual Governance & Accountability Return (AGAR) 2024/2025:**

a. To read out, fill in and sign Section 1 – Annual Governance & Accountability Return AGAR 2024/2025. Read out and signed by the Responsible Finance Officer (RFO), as well as signed by the Chair.

b. To accept and sign Section 2 – Accounting Statement 2024/2025 of the AGAR. Proposed by Cllr Thompson-Burt and seconded by Cllr Gunning and therefore **RESOLVED** to accept Section 2 of the Accounting Statement. Signed by the Chair and the RFO.

c. To accept Statement of Accounts and authorise the Chair to sign them. Proposed by

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Cllr Thompson-Burt and seconded by Cllr Gunning and therefore **RESOLVED** to accept the Statement of Accounts. Signed by the Chairman and the RFO.

d. To accept the Internal Auditor Report. Read out and signed by the Responsible Finance Officer (RFO), as well as signed by the Chair.

12. **Updates from Portfolios Holders:**

a. **Cemetery.** Nothing to report.

b. **Highways.** The Chair advised that the Community Speed Watch (CSW) had 2 new potential volunteers. The Deputy Police and Crime Commissioner (DPCC) is due to accompany CSW on 28th June. The team will participate in the national speed watch day on 11th July.

c. **Play Areas.**

Redesign of 20 Row Play Area. **Action:** Cllr Thompson-Burt and Asst Clk to conduct a site survey to define precise scope of redesign before seeking potential contractors.

North Lane Play Area. To agree a sum of up to £1000 to pay a contractor to strip and dispose of all vegetation from the wall of the North Lane playpark as a precursor to a full survey of the condition of the wall. **Action:** Clk to check deeds to confirm wall belongs to Parish Council. **Action:** Cllr Mills to seek building surveyor to scope entire project. **Action:** Cllrs to provide alternative contractor suggestions to Clk.

d. **Library.** Nothing to report.

e. **Website/IT.** The Clerk would arrange a meeting with Cllr Mills to discuss improvements to the PC website.

f. **Venue Trustee Chairman.**

To agree that the amount to be paid to the Venue to secure exclusive use of the Parish Office be set at either £13 500 (to reflect the cost of room hire paid by other users) or £7000 (in recognition of the lower support costs generated by the PC and the regular business we provide), based on the annual expenditure for running each area of the building, or £6280 based on the area we occupy and the cost per square foot for local office rental. **Action:** It was agreed to defer this matter to the next PC meeting when all Councillors were expected to be present and could offer their views on what seems to be a contentious subject.

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To consider whether to recover the loan of £2500.00 to the Venue, used to buy the fireworks for last year's event. **Action:** Noting VAT had already been claimed back on services/goods purchased with the £2500 by the PC on behalf of the Venue, it was agreed that the loan should be reclassified as a grant.

g. **Community Wellbeing including Youth Club & Youth Café.** To consider and agree to pay an annual sum of £200 to support the activities of the Dementia Carers' Café as part of broadening the wellbeing portfolio to include support for older village residents. (add to wellbeing portfolio alongside Youth Café). After consideration, it was proposed by Cllr Thompson-Burt and seconded by Cllr Mills and therefore **RESOLVED** that the Parish Council would pay a sum of £200 to support the activities of the Dementia Carers' Café. All Cllrs voted in favour of the motion.

h. **Speed Indicator Device (SID).** The Chair advised that there was a need to purchase a further 3 SIDs: 2 for both ends of the High Dyke and another one for Green Man Road. **Action:** Chair to write a case for the additional SIDs; and to borrow Parish Office laptop to download SID data.

i. **Defibrillators.** Cllr Gunning advised all defibrillators were in-date for serviceability.

j. **Streetlamps.** Nothing to report.

12. **Date & Time of next meeting:** 1st July 2025, 7.00pm.

Minutes Accepted **Original Signed by M Burt** (Chair)

Date: 1 July 2025