

NAVENBY PARISH COUNCIL MINUTES OF THE AGM OF NAVENBY PARISH COUNCIL MEETING HELD ON TUESDAY 10TH MAY 2016 IN THE VILLAGE OFFICE, THE VENUE, GRANTHAM ROAD AT 7 P.M.

	<p><u>PRESENT</u> Mr S Woollas (Chairman), Mr K Gunning, Mr A Watts, Mrs T Bond, Mr C East, Mrs K Orange, Mr K Lamyman, Mr S McDonald, Mr K O'Boyle, R Keillar (Clerk)</p>	ACTION
	<p><u>CHAIRMAN'S WELCOMING REMARKS</u> Cllr Woollas welcomed everyone to the meeting. He announced that District Councillor Laura Conway had resigned from the Parish Council. It was agreed to send a letter of thanks to Laura. He announced that Ruth Keillar as resigned as Clerk to Navenby Parish Council. Councillor Woollas stood down from his position as Chairman</p>	
	<p><u>PUBLIC SESSION</u> There were two members of the public present. a) Both members of the public commented that May Day event held on Monday 2nd May had been very enjoyable. b) A member of the public conveyed thanks to the Parish Council for all the hard work that is undertaken on behalf of the village. It was also suggested that members of the public could be encouraged to work with the Parish Council in the capacity of a working group. c) Highway issues were raised particularly with reference to 55 High Street and increased parking expected. Cllr Woollas suggested that a meeting with LCC Highways to discuss specific issues. A meeting will be requested.</p>	
4489	<p><u>APOLOGIES AND DECLARATIONS OF INTEREST</u> Apologies were received from District Cllr Conway. The Clerk, as Proper Officer, reported the resignation of the Chairman and called for nominations for the Election of Officers: a) Chairman – It was proposed by Cllr Bond, seconded by Cllr East and it was resolved that Cllr Gunning be Chair of Navenby Parish Council. The Declaration of Acceptance was signed by Cllr Gunning. b) Vice Chairman – It was proposed by Cllr East, seconded by Cllr Orange and it was resolved that Cllr Bond be Vice-Chairman of Navenby Parish Council. The Declaration of Acceptance was signed by Cllr Bond. Responsible Financial Officer (RFO) – It was unanimously resolved that the Clerk be RFO of Navenby Parish Council</p>	
4490	<p><u>MINUTES FROM THE PREVIOUS MEETING</u> It was proposed by Cllr Gunning, seconded by Cllr Orange and it was resolved that the minutes of the meeting of the Parish Council held on Tuesday 5th April 2016 be signed as a true record.</p>	
4491	<p><u>MATTERS ARISING</u> Outer office door disabled access – it was proposed by Cllr Orange, seconded by Cllr Watts and it was resolved that a door bell would be purchased as previously agreed – item 4483.d.ii. Cllr East abstained</p>	

4492	<p><u>FINANCIAL MATTERS</u></p> <p>a) To consider the financial report. Payment of accounts. Current account £42,098.85 Deposit Account £27,635.33</p> <p>b) Income LAP grant £476.00 ref p00787</p> <p>It was proposed by Cllr Woollas, seconded by Cllr East and all agreed that the following accounts be paid:</p> <table border="0"> <tr><td>Peter Barnett – 1st quarter grass cutting</td><td>£368.75</td></tr> <tr><td>R Spollin – library fit April 2016</td><td>£ 47.25</td></tr> <tr><td>A Spollin – library – lock/fixings etc</td><td>£ 67.88</td></tr> <tr><td>Philip Baumber – hedge play field/NKDC field</td><td>£384.00</td></tr> <tr><td>CB Ground Maintenance – April</td><td>£186.63</td></tr> <tr><td>Chris Booth – replace damaged bollard High Street</td><td>£ 75.00</td></tr> <tr><td>C Tointon – clerical assistance £9 ph – April</td><td>£184.50</td></tr> <tr><td>I McAlpine – May Day rosettes reimburse</td><td>£ 45.54</td></tr> <tr><td>E-On – pavilion/sports field</td><td>£ 73.19</td></tr> <tr><td>HMRC – Income tax – months 10/11/12</td><td>£198.05</td></tr> <tr><td>G E Parish – groundsman – April £9.23 ph</td><td>£301.56</td></tr> <tr><td>G E Parish – North Lane play area lock – April</td><td>£ 72.00</td></tr> <tr><td>R. Keillar – Clerk’s salary – April £8.70 ph</td><td>£825.73</td></tr> <tr><td>Of which expenses £15.05</td><td></td></tr> <tr><td>HMRC – Tax month 1</td><td>£ 40.10</td></tr> <tr><td>Mteck – repair to bollard – High Street</td><td>£ 80.00</td></tr> <tr><td>NPF & Venue – library chair re-charge</td><td>£ 99.94</td></tr> <tr><td>BT – Library phonline</td><td>£ 32.41</td></tr> <tr><td>BT – Library Broadband</td><td>£ 13.00</td></tr> <tr><td>NPF & Venue – repayment of E-ON refund</td><td>£426.10</td></tr> </table> <p>Accounts have been checked and balanced and are ready to proceed to overview from the internal Auditor.</p> <p>The prepared end of year accounts will be available to sign at the next Parish Council meeting on 7th June, for submission on 10th June.</p> <p>Bank Mandate – new signatories will need to be decided.</p> <p>Renewal of the Microsoft Office 365 yearly subscription has been received and has auto-renewed from Mr Malcolm Smith’s personal account; an invoice is expected shortly from Mr Smith to refund this and arrangements should be made to transfer the auto-renew details.</p>	Peter Barnett – 1 st quarter grass cutting	£368.75	R Spollin – library fit April 2016	£ 47.25	A Spollin – library – lock/fixings etc	£ 67.88	Philip Baumber – hedge play field/NKDC field	£384.00	CB Ground Maintenance – April	£186.63	Chris Booth – replace damaged bollard High Street	£ 75.00	C Tointon – clerical assistance £9 ph – April	£184.50	I McAlpine – May Day rosettes reimburse	£ 45.54	E-On – pavilion/sports field	£ 73.19	HMRC – Income tax – months 10/11/12	£198.05	G E Parish – groundsman – April £9.23 ph	£301.56	G E Parish – North Lane play area lock – April	£ 72.00	R. Keillar – Clerk’s salary – April £8.70 ph	£825.73	Of which expenses £15.05		HMRC – Tax month 1	£ 40.10	Mteck – repair to bollard – High Street	£ 80.00	NPF & Venue – library chair re-charge	£ 99.94	BT – Library phonline	£ 32.41	BT – Library Broadband	£ 13.00	NPF & Venue – repayment of E-ON refund	£426.10	
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4493	<p><u>CLERK’S REPORT</u></p> <p>a) A quote has been received regarding the proposed removal of tree growth in the property adjacent to North Lane Play Area at No 3 North Lane. The quote includes preparation and submission of planning application to NKDC. Total price is £1020 plus VAT.</p> <p>b) The Clerk and Cllr Orange attended Council Finances, Risk Assessment and VAT Training event on Thursday 28th April.</p> <p>c) An IT Taster Day which was held on Wednesday 13th April was a great success with 15 people attending. We now have a Digital Champion (DC) in Navenby, who is enthusiastic and very experienced in many aspect of IT. We are now offering one-to-one sessions with Mr Ralph Woods, our DC, and these can be booked by calling the Village Office. The uptake is growing weekly.</p>																																									

	<p>d) NKDC Customer Engagement Manager, Hayley Kent-Simpson, came to meet with the Clerk on Thursday 14th April for the regular LAP office update and information share.</p> <p>e) The Annual Parish Meeting took place on 26th April; this was headed by Chairman Woollas and the Clerk, eight Parish Councillors and four Parishioners attended.</p> <p>f) Street Numbering: Hyacinth Cottage, 12B East Road, Navenby, Lincoln, Lincolnshire, LN5 0EP. Notification has been received from NKDC regarding the new street numbering scheme for the above, which will take immediate effect.</p> <p>g) An application of proposed works to trees in the conservation area at 10 Church Lane, Navenby for comment.</p> <p>h) A letter of resignation has been received from Cllr Laura Conway.</p> <p>i) The Clerk has tendered a letter of resignation, giving one month's notice.</p> <p>j) A quote has been received for the pathway across the Venue field following a meeting between Cllr Woollas and a Contractor.</p>	
4494	<p><u>ANNEX A – CORRESPONDENCE</u></p> <p>a) LCC Highways – parking restrictions update from Graeme Butler.</p> <p>b) A letter has been received regarding road safety, expressing disappointment at the Parish Council for suggesting a speed reduction as a condition of approval for the Care Village.</p> <p>c) A letter has been received regarding proposed parking restrictions in the Maidenwell Lane area and additional parking issues caused by the new venture at 55 High Street.</p> <p>d) A letter has been received offering the purchase of a memorial seat to be sited at the Venue.</p> <p>e) A letter has been received from Navenby Bowls Club, requesting consideration of a lease of the land used by the Bowls Club; this will enable them to apply for a Sport England Grant to replace their existing pavilion.</p> <p>f) A letter has been received regarding damage to a wheel caused by a pothole. The sender has been advised to contact LCC Highways re this.</p> <p>g) A letter has been received concerning a footpath in Clint Lane. The details were passed onto LCC Highways and their representative has responded to the issue and copied the PC. A further correspondence has been received from the original resident to express disappointment that the matter was circulated to Highways as it had been intended for the PC only. The resident has subsequently called into the office to request an appointment with the Chairman to discuss the issues.</p> <p>h) ICCM – Death Certification Reform – ENGLAND AND WALES – The Ministry of Health has provided a <u>Frequently Asked Questions</u> sheet and a Governance Overview on the above.</p> <p>NEW</p> <p>i) Damage to pavilion door – email from Mr Roger Spollin</p> <p>j) Damage to NAG gazebo – move to May Day meeting</p> <p>k) An anonymous letter has been received the contents of which have been circulated.</p> <p>l) A number of anonymous telephone calls have been received including messages and hang-ups. The Police have been notified and the situation is being monitored.</p> <p>m) Insurance for Navenby Parish Council is due for renewal on 1st June 2016. It is currently with Community Links; please note that many PC's use Came and Company who specialise in insurance for Parishes.</p>	

	n) A copy of a letter sent to NKDC objecting to aspects of 55 High Street has been received reference signs and windows.	
4495	<p><u>ANNEX B – PLANNING</u> 16/0412/FUL – 55 High Street – Erection of signage and canopy and replacement door and windows to the ground floor (part retrospective). Comments by 18th May.</p> <p>16/0040/OUT – Care Village – notification that the application is to be considered at the Planning Sub-Committee on 10th May, 5 p.m. at NKDC. <u>Erection of two storey rear extension (resubmission of 14/1656/HOUS – The Old Barn 21 Clint Lane Navenby Lincoln LN5 0EX</u> Ref. No: 16/0294/HOUS/Received date: Tue 08 March 2016/Status: Approved/Case Type: Planning Application. <u>Erection of 78 No dwellings, public open space and associated infrastructure – Land Off High Dike and Headland Way and Winton Road Navenby Lincolnshire</u> Ref. No: 15/0031/FUL / Received date: Tue 13 Jan 2015 / Status: Approved/ Case Type: Planning Application. <u>Erection of non-illuminated advertising canopy and hanging signs together with illuminated information board – 55High Street, Navenby Lincolnshire LN5 0DZ</u> Ref. No: 16/0142/ADV/ Received date: Mon 08 Feb 2016/Status: Approved / Case Type: Planning Application.</p>	
4496	<p><u>ELECTION OF REPRESENTATIVES</u> Cliff Cluster – Councillor Bond, Councillor Watts Hospital Car Scheme – Councillor Woollas NAG – Councillor East School House Trust – Councillor Bond, Councillor Lamyman</p>	TB/TW SW CE TB/KL
4497	<p><u>AREAS OF RESPONSIBILITIES</u> Administration/Finance – Councillor Orange, Councillor Bond, Councillor O’Boyle Allotments – Clerk, LAP Cemetery – Councillor Gunning, Councillor East. Councillor Bond, Councillor Woollas Communications – Councillor O’Boyle Defibrillators – Councillor Gunning, Councillor McDonald Highways – Councillor Woollas, Councillor Lamyman Planning – Councillor East, Councillor Woollas Playing Fields – Councillor Lamyman, Councillor East Youth Club – Councillor McDonald, Councillor O’Boyle</p>	KO/TB/ KO’B RK KG/CE/ TB/SW KO’B KG/SM SW/KL CE/SW KL/CE SM/ KO’B
4498	<p><u>PROJECT UPDATES</u></p> <p>a. North Lane Play Area - Councillor East presented quote for chosen replacement play equipment, delivered and installed the total would be £10148.00. Following discussions it was proposed by Councillor Woollas, seconded by Councillor East that Councillor O’Boyle would approach both Biffa and Wren to ascertain what, if any, grants were available.</p> <p>b. Youth Club Support - It was proposed by Councillor McDonald and seconded by Councillor Watts that Councillors Woollas, McDonald and</p>	KO’B

	<p>O'Boyle will meet with the Youth Club regarding amalgamating the age groups to 8 – 14 years.</p> <p>c. Defibrillators - It was proposed by Councillor Gunning and seconded by Councillor East that the electricity supply to the defibrillator at the Primary School site be connected at a cost of £315.00 + vat.</p>	<p>SW/SM/ KO'B</p> <p>KG</p>
4499	<u>REPORTS FROM DISTRICT/COUNTY COUNCILLORS & LOCAL POLICE.</u>	
	There being no further business the Chairman declared the meeting closed.	

Minutes accepted:- Chairman.....

Date.....