

**NAVENBY PARISH COUNCIL MINUTES OF THE PARISH COUNCIL**

MEETING HELD ON **TUESDAY 02 AUGUST 2016** IN THE VILLAGE OFFICE, THE VENUE,  
GRANTHAM ROAD AT 7 P.M.

	<p><u>PRESENT</u> Councillors: Mr K E Gunning (Chairman), Mrs T Bond (TB) , Mr C East (CE), Mrs K Orange (KO), Mr S McDonald (SMc), Mr K Lamyman (KL), Mr A Watts (AW) and Mr S Woollas (SW). Mrs K Bartram (KB), Parish Clerk was in attendance.</p>	ACTION
	<p><u>CHAIRMAN'S WELCOMING REMARKS</u> The Chairman welcomed all the Parish Councillors and members of the public to the meeting and Mrs Kim Bartram to her first meeting as Parish Clerk.</p>	
	<p><u>PUBLIC SESSION.</u> There were three members of the public safety present. The members wished to raise concerns regarding the development of land at the rear of 2 Crossfield Road which were summarised as:</p> <ol style="list-style-type: none"> <li>1. A 1.5 storey dwelling with skyline windows would adversely affect the privacy of existing properties.</li> <li>2. The opening of an access road from Henson Drive constituted a concern being situated on a 90° bend.</li> <li>3. The opening of an access road from Henson Drive and the development of a 1.5 storey dwelling would set a precedent for future development.</li> <li>4. The development was within one metre of an existing property's boundary line.</li> <li>5. The development of a 1.5 storey dwelling would adversely affect neighbouring rights to sunlight.</li> </ol> <p>A letter expressing an additional member of the public's concern regarding the development was received. Whilst the meeting noted that the current application was for outline planning permission only, the Chairman assured the members of public in attendance their concerns would be raised with NKDC Planning Department.</p>	KB
4520	<p><u>APOLOGIES AND DECLARATIONS OF INTEREST</u> No apologies for absence were noted and there were no declarations of interest.</p>	
4521	<p><u>MINUTES FROM THE PREVIOUS MEETING</u> It was proposed by Cllr East and seconded by Cllr Orange that, subject to minute no. 4514 being amended to include planning application 16/0716/HOUS, the minutes from the previous meeting on 05 July 2016 be adopted. There were no objections.</p>	
4522	<p><u>FINANCIAL REPORT</u> a) <b>Payment of Accounts</b> The Clerk reported that in the Business Select 14 day account there was £19,112.38 and in the Community Direct Plus Account £27635.33 as at 02 August 2016.</p>	

It was agreed the following accounts be paid:-			KB
Chris Booth	Removal of bollards (Chinese restaurant)	£105.00	
Viking	Stationery	£4.55	
Viking	Stationery	£36.29	
Ruth Keillar	Payment of back wages/holiday entitlement	£512.29	
Carol Tointon	Administration -hours worked	£270.00	
Mr G E Parish	Unlocking and locking gate @ North Lane Playing Field	£74.40	
Mr G E Parish	Routine Grounds Maintenance July 2016	£301.56	
Mrs M. Lyons	Hospital Car Scheme – purchase of laptop	£398.98	
Mrs K. Bartram	Salary July 2016 (plus additional hours worked)	£550.22	
Peter Barnett	Grass cutting/spray tree – cemetery and Hedges and grass - Venue	£836.75	
E-On	'Sportsfield' Account No: 2319 2249 6000	£53.56	
LALC	Annual Training Scheme	£100.00	
Cartridge Save Ltd	Replacement inkjet cartridge for office photocopier	21.89	
C B Ground Maintenance	Grass cutting: John Cutforth Field, North Lane playing field, twenty row play area and Chapel Lane plus headland	£373.26	
		<u>£3,638.75</u>	
	Balance remaining after deductions	<u><b>£15,473.63</b></u>	
<p><b>b) Accounts paid during period 06 July – 01 August 2016</b>  It was noted that, as previously agreed, a cheque for the deposit due to Playdale Playgrounds, in the sum of £3,842.52, had been signed and issued. Cllr Lamyman is liaising with the contractors who are to install the play equipment within the next few weeks.</p>			KL
<p><b>c) Cheques received</b></p>			
Mr Mrs Greenwood	Plot reservation	£90.00	
Mr Stopper Draper	Plot reservation	£180.00	
Memorials	Elkington – memorial stone	£70.00	
Draper Memorials	Simons/Shirley – memorial stone	£95.00	

	<p>d) <b>Future payments</b>  It was proposed by Cllr Orange, seconded by Cllr Bond and agreed unanimously that in future, payments due to utility companies would be made by direct debit (DDM). Such payments would be quicker, less time consuming to administer, and would attract a discount per bill. Cllr Orange/parish clerk would liaise with the utility companies to arrange online statements which would attract a further discount on average of £4 per statement.</p>	KO/KB
4523	<p><b>CLERKS REPORT</b></p> <ol style="list-style-type: none"> <li>1. LALC AGM (Tue 18 Oct 16, 5-9pm, Waddington Village Hall) All cllrs had received details of the AGM; it was resolved they would advise the parish clerk if they wished to attend.</li> <li>2. We were informed there would be a 'Counsellors' Reading Folder' where general items of post would be filed. It was each Cllr's responsibility to read. All emails received by the Parish Clerk which may be of interest to Cllrs would be circulated by email.</li> <li>3. It was resolved that Memorial stone applications would be authorised by the Parish Clerk provided they met the Counsel's previously agreed criteria.</li> <li>4. Councillor's checked and updated their contact details during the meeting.</li> <li>5. It was resolved that the Parish Clerk would keep registers of post and planning applications received.</li> <li>6. All Cllrs confirmed that the Parish office email is: <a href="mailto:navenby@n-kesteven.gov.uk">navenby@n-kesteven.gov.uk</a></li> <li>7. NKDC had emailed parish clerks to ask if they could ensure that rubbish bins had not become overgrown with grass/weeds. The parish clerk advised that all bins in the parish were easily accessible and clear of grass/weeds.</li> <li>8. E.ON – Street lighting. The no 2 streetlight in Ermine Drive has been out for a number of weeks and has been reported by a parishioner on two separate occasions. The parish clerk has spoken with E.On who are sending an engineer to survey the streetlight and then provide costs for either replacing the bulb with another sodium bulb or replacing the bulb with LED bulbs.</li> <li>9. Councillor Training Day 03 Aug 16. Parish clerk advised the meeting that she had cancelled the reservation for Cllr O'Boyle.</li> <li>10. The parish office photocopier is presently unable to scan. The manual relating to the photocopier has been downloaded and this refers to a disc. It was resolved that the parish clerk would contact Roger Spolling who looked after IT during his time as caretaker to locate the disc.</li> <li>11. Training – the parish clerk advised that a list of training opportunities was available for all Cllrs. Anyone wishing to book a course should do so through the clerk.</li> </ol>	<p>Cllrs</p> <p>KB/ Cllrs</p> <p>KB</p> <p>KB</p> <p>KB</p>

4524	<p><b><u>PLANNING APPLICATIONS</u></b> The following planning applications were discussed:-</p> <p>PAR: 16/0853/OUT: Erection of 1 dwelling with garage - Land rear of 2 Crossfield Road, Navenby. This application had been discussed in detail with members of public at the beginning of the meeting. It was resolved that the council would:</p> <ol style="list-style-type: none"> <li>1. List and support the objections of residents to include the letter handed into the meeting on behalf of a further parishioner</li> <li>2. Recommend that, because the property is close to a junction, the overall design should have its own turning circle.</li> <li>3. Stress that, as the property would be surrounded by bungalows, the development must be single storey, not 1.5 storey as suggested in the application.</li> </ol>	KB
4525	<p><b><u>CORRESPONDENCE</u></b></p> <ol style="list-style-type: none"> <li>1. Lincolnshire County Council - deletion of Public Footpath 13. All Cllrs had read the correspondence and agreed that no action was required.</li> <li>2. NKDC – NPC suggestion for street naming – development off Chapel Lane. Following discussion it was proposed and resolved to recommend ‘Hodson’s Approach’ for the development. Cllr Woollas would approach the Hodson family before recommending to NKDC.</li> <li>3. NKDC – proposed NKDC Corporate Open Space Strategy. Cllrs are reading. Request that NKDC provide a key to colour coding.</li> <li>4. Parishioner’s proposal for a highway crossing near exit/entrance to The Venue. The Parish clerk would advise the resident they should take up the matter with Highways at NKDC</li> <li>5. Parishioner’s correspondence with Lincolnshire County Council regarding parking restrictions in Navenby were noted. Rather than double yellow lines along the A607 around the junctions, LCC were proposing to hatch this area out with paint and to lay an H-bar across the two adjacent driveways. Cllr Woollas would draft a response.</li> <li>6. Fields in Trust: Working Partnership. Cllr East is in contact with Jenny Bailey regarding this matter. She is presently on holiday until 08 Aug 16. Cllr East would report further at the next parish council meeting.</li> <li>7. NKDC – Devolution plans for greater Lincolnshire. NKDC letter 26 Jul 16 had been circulated and was currently being considered by Cllrs.</li> <li>8. LALC had written to clerk enquiring whether any Cllrs wished to attend the Community Engagement &amp; Emergency Planning; stage 2 &amp; 3. LALC advised Cllr Malcolm Smith had attended the 1<sup>st</sup> stage.</li> <li>9. ROSPA Play Safety emailed to advise that annual inspections had taken place during August at: High Dyke and Green Main Road and North Lane.</li> <li>10. NKDC – email seeking views on the ‘Navenby Conservation Area Appraisal and Management Plan’. Email has been forwarded to councillors for their consideration and response.</li> <li>11. NKDC – email drawing attention to the current consultation exercise ‘Devolution Plans for Greater Lincolnshire’. Email forwarded to Councillors for their consideration and response.</li> </ol>	<p>KB</p> <p>KB</p> <p>KB</p> <p>SW</p> <p>CE</p> <p>Cllrs Cllrs</p>

4526	<p><b><u>PORTFOLIO HOLDERS</u></b></p> <p><b>1. <u>Bus shelter</u></b> Copy emails between parishioner and Lincoln County Council have been received and noted. No action required.</p> <p><b>2. <u>Allotments</u></b> Cllr McDonald has completed a survey of the allotments and has made available a copy for the parish office file. The allotment plan will be forwarded to NKDC. Cllrs Bond and Orange are reviewing the waiting list</p> <p><b>3. <u>Library</u></b> Cllr Watts advised that footfall is good; 100 transactions per month. Has advertised twice in Graffoe Link requesting suggestions for additional opening hours. Seems to be no interest for additional opening. Will advertise again in September after the summer holidays.</p> <p><b>4. <u>Venue – Chapel Heath Footpath.</u></b> Two quotes have been received which Cllr Watts is presently reviewing.</p> <p><b>5. <u>North Lane Play Equipment</u></b> Equipment has been ordered from Playdale Playgrounds and AMG are to install as agreed (£1,500 ex VAT). They will give us a start date within the next two weeks. Repairs to rubber surfaces have been completed. Repair to the stone wall has been completed and the stones will be removed asap. The high fence on the eastern side needs additional ties to make it secure. It was resolved that a letter of thanks would be sent to Pete Lyons and George Parrish To thank them for all their hard work removing ivy from the north wall of north lane playing fields.</p> <p><b>6. <u>Cutforth Field – Car Park Surface</u></b> Nothing to report.</p> <p><b>7. <u>Pavilion Refurbishment</u></b> Cllr McDonald has received one quote of £3,270 which includes guttering, sills, fascias, porch supports as well as replacement windows. Second quote is outstanding and will be chased. It was resolved that the car park resurfacing and the internal refurbishment of the pavilion should be deferred until we have feedback from NJFC. Proposed Cllr Woollas, seconded Cllr Watts. No objections.</p> <p><b>8. <u>Youth Club</u></b> There will be a week of summer activities commencing 15 August 2016. Youth Club will resume as mid-September 2016.</p> <p><b>9. <u>Communications</u></b> Matter to be discussed once all councillor vacancies have been filled.</p> <p><b>10. <u>NJFC – SLA190716</u></b> Meeting of NJFC took place Friday 29 July 2016. Parish Council invoice for £400 has been sent to NJFC. No response from NJFC to-date. All locks will be changed by the end of next week.</p> <p><b>11. <u>NAG Display Cabinet Project</u></b> No decision made regarding the site of display cabinets. It was resolved that a decision should be made between the Venue and NAG there being no requirement for the parish council to be involved.</p> <p><b>12. <u>Defibrillator Training</u></b> The Chairman advised the meeting that he is currently researching defibrillator training providers and would report at the next parish council meeting. It was noted that the Chairman was the defibrillator guardian with Cllr McDonald as his second.</p>	<p>KB</p> <p>TB/KO</p> <p>AW</p> <p>AW</p> <p>KL</p> <p>KB</p> <p>SMc</p> <p>KEG</p>
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	<p><b>13. Xmas Trees</b> It was resolved to canvass properties along the High Street regarding the provision of xmas trees and/or brackets via Graffoe Link in September and via hand delivery of leaflets during October 2016. Price of trees from Doddington Hall would be confirmed together with the cost of brackets (estimated to be approximately £20 per bracket). It was resolved that Cllr Bond would investigate the possibility of: a late night shopping in the High Street together with a band/choir (potentially in the Lion and Royal car park).</p> <p><b>14. Councillor vacancies</b> There are still three councillor vacancies despite advertising on parish noticeboards and in the Graffoe Link.</p>	TB/KB  Cllrs
4527	<p><b><u>REPORTS FROM DISTRICT/COUNTY COUNCILLORS</u></b> No reports received and no apologies received for absence.</p>	
4528	<p><b><u>REPORT FROM LOCAL POLICE.</u></b> No reports received and no apologies received for absence.</p>	
4529	<p><b><u>CLOSED SESSION</u></b> <b>This resolution was passed, members of the public and press left the meeting at this stage.</b></p>	
	There being no further business the Chairman declared the meeting closed.	

Minutes accepted:-

Chairman.....Date.....