

**MINUTES OF THE NAVENBY PARISH COUNCIL MEETING
HELD ON TUESDAY 6th September 2016
IN THE VILLAGE OFFICE, THE VENUE, GRANTHAM ROAD AT 7 P.M.**

PRESENT:

Councillors: Mrs T Bond, Vice Chairman, (TB), Mr C E East (CE), Mrs K Orange (KO), Mr S McDonald (SMc), Mr K Lamyman (KL), Mr A Watts (AW), and Mr S Woollas (SW).
Mrs C Tointon (CT) was in attendance.

VICE-CHAIRMAN'S WELCOMING REMARKS

The Vice Chairman welcomed all the Parish Councillors and members of the public to the meeting and sought their patience as this was her first meeting in the Chair.

PUBLIC SESSION

There were six members of the public present.

The members wished to raise concerns as follows:-

1. Lincolnshire Road Safety Signs – It was explained that this matter had been raised at a previous meeting but with the change in personnel and councillors it appeared that this had been overlooked. The member of the public undertook to send the correspondence again.
2. Football Field - A member of the public enquired why no football was being allowed on the Football field and why it was necessary for him, and other parents, to take their children to other Clubs in the area. The Vice Chairman gave a resume of previous negotiations and the impasse that had been reached which had resulted in the closure of the football field for practice and matches and with the Football Association acting as mediator. SMc also highlighted that the rent had not been paid and that certain invoices were still outstanding. In addition, certain clauses had been removed from the Service Level Agreement. One of the main stumbling blocks had been that no communications were being received from the Chairman of the NJFC.

As the Vice Chairman of the NJFC was present he stated their position and the various initiatives they were prepared to undertake. He stated that they had lost a whole team through not being able to use the field. He also pointed out that a grant from the Football Association of £279,000 had been given to the Venue at the time of its construction; if the terms of the condition of the Grant were not being met it was possible that the funds could be clawed back.

The Vice Chairman (TB) explained that, as time was limited at the Parish Council meeting, she would liaise with SMc and get in touch with the two Officers present from the NJFC to arrange a mutually convenient meeting. In future, correspondence sent to the Chairman of NJFC would be copied to the Vice-Chairman NJFC so that he was aware of what was happening. She thanked the gentleman for explaining their position and said that it would have been very helpful to have had this conversation eighteen months ago as the Parish Council were anxious to move the situation forward. The gentleman who first raised the query thanked the Council for being so open. SW thanked the gentleman from the NJFC for coming and explaining their position in such an admirable and polite manner.

4530	APOLOGIES AND DECLARATIONS OF INTEREST Apologies for absence were received from the Chairman, Mr K E Gunning. KL expressed an interest in the forthcoming agenda item regarding the allotments.	ACTION
4531	MINUTES FROM THE PREVIOUS MEETING It was proposed by Cllr Orange and seconded by Cllr Watts that, subject to minute No. 4523 Item 2 being changed to 'We were informed there would be' instead of 'It was resolved that', the Minutes from the previous meeting on the 2 nd August 2016 be adopted. There were no objections.	

4532	FINANCIAL REPORT		
	<p>a) Payment of Accounts CT reported that as at the 2nd September 2016 there was £20,230.94 in the Business Select 14 day account and £27,635.33 in the Community Direct Plus Account. It was noted that the following accounts had been paid during the period 3rd August – 5th September 2016 and as itemised in Annex A a):-</p>		
	BT – a/c no. GP92042	Broadband – Library	£ 35.40
	Kim Bartram	Salary 1 – 30 August 2016	£888.67
	Sub-total		£ 924.07
	<p>It was proposed by SW and seconded by KL that the following accounts be paid as follows and as itemised in Annex A Item b):-</p>		
	Viking	Stationery for Parish Office	£ 43.04
	EKM	North Lane Rubber repair/High Dyke rubber Repair & fit Wicksteed end cap	£462.00
	E.On	Maintenance : Repair s/l 2 Ermine Drive	£ 28.16
	NKDC	Renewal of Premises Licence for one year 18 Sept. 16: The Venue John Cutforth Sports Field	£295.00
	The Venue	Transfer of credit in error to NPC by LCC	£228.00
	LALC*	Lunches for recent training	£ 32.00
	TJ Bookeeping & Accounts	Preparation of payslips and P45 – R Keillar	£ 25.00
	The Venue	Refund of credit received on behalf of The Venue re hire of hall	£140.00
	The Venue	Hire of Parish Office: July/August and September as per SLA	1165.00
	Chris Booth	Inserting damaged bollard	£ 75.00
	CB Ground Maintenance	Grass Cutting: John Cutforth field x 2/ North Lane playing field x 2	£373.26
	G E Parrish	Unlocking/locking North Lane Playing Field Gate	£ 74.40
	G E Parrish	Routine grounds maintenance August 2016	£341.56
	Mtek	Weld two posts – black bollard with gold Lion head	£ 50.00
	Sub-total		£3,332.42
	<p>* LALC credit of previous invoice for £82.00 – balance of £32 remained due for lunch provided on 4 training sessions</p>		
	<p>b) It was noted that the following credits had been received and as itemised in Annex A c):-</p>		
	LCC	Library Hub	£ 884.40
	LCC	Library Hub	£5115.60
	Colin Ward & Sons Funeral Directors	Burial: Mr W Wenman	£ 100.00
	Lincolnshire Co-op Funeral Services	Memorial: Mr J Shelton	£ 70.00
	NKDC	Local Access Point	£ 374.00
	LCC	The Venue – credit in error to NPC	£ 228.00
	Sub-total		£6772.00

	<p>d) Future Payments Cllr Orange gave an up-date on future payments of invoices and staff/contractor salaries and explained that it would be necessary for all of the Councillors to complete another Bank mandate in order to facilitate online banking and to update authorised signatories.</p>	Cllrs
4533	<p>DISTRICT/COUNTY COUNCILLORS REPORTS It was noted that Laura Conway had resigned from the post of District Councillor of the Cliff Villages Ward effective from the 30th August 2016. The Parish Councillors wished her well for the future. As CC Overton was on holiday there was no report.</p>	
4534	<p>POLICE REPORT PC Hanson reported that during the period 6th July 2016 to 6th September 2016 there have been two crimes recorded as follows:- 11/07/2016 – Damage to a motor vehicle in Twenty Row where a wing mirror was broken. The offender has paid for the damage. 04/08/2016 – Damage to a scarecrow in the rear yard of Macys Brasserie. It had been set alight and was burnt through.</p>	
4535	<p>CLERK'S REPORT</p> <ol style="list-style-type: none"> 1. Street Naming: Development off Chapel Lane, Navenby. As there is a street already named 'Hodson' or 'Hodsons' in LN5 it precludes Navenby from using it. Therefore it will be called 'The Old Coachyard' and official notices will be posted on site, informing any person aggrieved by this decision that they may appeal to the local Magistrates Court within 21 days. 2. Street Light No. 2 Ermine Drive. A replacement lamp photo cell and fuse has been replaced and the light is now working and the invoice has been received. 3. Training Matrix. The Clerk will be e-mailing all Councillors in September with a record of training undertaken by them during 2016 and asks that if they have been on any training courses which are not shown she would like to be informed. 	Clerk
4536	<p>PLANNING APPLICATIONS 16/0942/HOUS – erection of first floor extension over existing garage at 12 Temple Goring, Navenby. It was agreed to make no representations. 16/0052/FUL – erection of dwelling (change of house type to that previously approved under 16/0052/FUL), land adjacent 7 Megs Lane, Navenby. The Councillors had examined both sets of plans but could not see any difference between the two. They would examine the plans again on line but decided to make no representations.</p>	
4537	<p>CORRESPONDENCE</p> <ol style="list-style-type: none"> 1. Proposed Retirement Village – The latest information on this was available in the Parish Office. 2. Trees in the Cemetery – a request had been received from a Parishioner asking if the trees in the cemetery could be pruned as they were blocking the light into her conservatory and back bedroom. It was agreed that a response should be sent that the trees are inspected in the Autumn and hopefully the necessary work will be carried out. In the meantime NKDC will be contacted to ascertain if they are still carrying out their tree inspection programme and when it is likely to be. 	Clerk

	<p>3. Public Right of Way 2016 Schedule – Although the schedule had been circulated it was difficult to ascertain the difference between the provisional scheduling and the actual cut dates as the information was only available in black and white.</p> <p>4. Golf practise in the Park Area at the Venue – Cllr East had liaised with the Parishioner who had complained about the number of golf balls coming into the garden.</p> <p>5. Refusal to add a public bridleway between Grantham Road and Doncaster Gardens – it was noted that the Applicant has appealed this decision by the Lincolnshire County Council.</p> <p>6. Request for a bus shelter outside the entrance to the Venue. Grant application form obtained and in the process of completion prior to submission.</p> <p>7. Temporary Road Closure at Chapel Lane (between High Street and Overton Close) – a communication had been sent to Highways asking if they could finish the double yellow lines whilst the road is closed. As a result of a query Cllr Woollas explained the legal requirements of yellow lines and what was enforceable or only just advisory.</p> <p>8. Request for siting of SPID on Heath Road – Cllr Lamyman stated that he had placed the SPID on Heath Road in the past. At present, through work commitments, he was unable to do anything further. It was also noted that a street light on footpath between the Venue playing field and the bottom of Doncaster Gardens is not working and that the Clerk has contacted LCC but they are unable to give a time frame for rectifying it.</p> <p>9. Memorial for Mr Dennis Moss – Cllr Woollas undertook to liaise with the family regarding an appropriate memorial.</p> <p>10. Notice of the Conclusion of Audit of Navenby Parish Accounts for the year ended 31st March 2016 – Cllr Orange gave a resume of the comments made by Grant Thornton namely the order of signing the Annual governance statement and the treatment of unrepresented cheques.</p> <p>11. Internal Audit Report to 31st August 2016 undertaken by Mr M Wylie – this had been circulated to all Councillors prior to the meeting. Cllr Orange stated that unfortunately she could not argue with any points raised by Mr Wylie but that she and the Clerk were working hard to address the various points. There was agreement that Internet Banking, payment by BACS and DDMs should be pursued as a matter of urgency. It was noted with regret that Mr Wylie wished to relinquish his post of Internal Auditor after the completion of the 2016/17 audit. After deliberation two prospective names were put forward and it was proposed by Cllr Woollas and seconded by Cllr Lamyman that they be approached to see if they would be willing to undertake the post.</p>	<p>SW/KB</p> <p>SW</p> <p>Chairman</p>
<p>4538</p>	<p><u>PORTFOLIO HOLDERS</u></p> <p><u>1. Allotments</u> The Vice Chairman was pleased to report that the Allotment waiting list had been updated and that there were 10 people on the list. Discussion followed as to whether further land should be used for allotments. As the agreement for Thompson’s Close ends this October, and as this would be an area for future allotment plots, it was agreed that this should feature on the October agenda. Also it was noted that the post is rotting to the five-barred gate and should be brought to the attention of NKDC who own the land.</p> <p><u>2. Venue – Chapel Heath Footpath</u> As money has been allocated for this project it was agreed that Cllr Woollas would instruct Chris Booth to proceed.</p> <p><u>3. North Lane Play Equipment</u> The Councillors were pleased to note that work had commenced at 8.30 a.m. this morning and that it was hoped that the work would be completed by tomorrow (7th September). As more bark was needed the possibility of using rubber crumb should be explored. Although it is more expensive to purchase it lasts longer than bark so</p>	<p>SW</p> <p>AW</p>

	<p>could be more cost effective in the long term. As Councillor Watts had seen where this was used he undertook to find out the supplier and the likely cost. KL gave details of the jobs that had been completed and those that were still outstanding.</p> <p>4. Pavilion – refurbishment Cllr McDonald gave details of the two quotations he had received. One had been for £3281 plus the hire of a skip of £145. The second quote had given two options on the quality of the doors to be used. If the more expensive doors were used the quotation was £2750 and the lesser quality the quote came in at just under £2000. However, it was not clear if the second quotation included VAT. It was proposed by the Vice Chairman that subject to clarification regarding the VAT the second quotation of £2750 be accepted. This was seconded by Cllr Woollas. All were in agreement.</p> <p>5. NJFC – SLA 080616 This matter had been discussed earlier in the meeting under the ‘Public Session’ and it was hoped that the proposed preliminary meeting with members of the NJFC would result in a satisfactory conclusion.</p> <p>6. Christmas Arrangements The Vice Chairman reported that she had had a meeting with two representatives from the Navenby Business Network and they were very receptive to having a late-night opening in the Village. They also said that they would like a 20 foot Christmas tree with lights outside the Chapel, perhaps Carol singing and all the Christmas tree lights outside the various businesses to be switched on at the same time. The date they had in mind was Thursday 8th December 2016. The Vice Chairman had been asked if there was any money available from the Parish Council to put towards the cost of the tree and lights. The matter was discussed and the siting of the proposed Christmas tree was queried as it would not be in the centre of the Village. As the next meeting of the Navenby Business Network was being held on the 27th September at 6 p.m. the Vice Chairman stated that she would obtain further information and report back to the next meeting of the Parish Council.</p> <p>7. Defibrillator Training This had been organised for the 11th October 2016 between 7 – 9 p.m. in the Hall at the Venue. This would be advertised in the Parish Magazine. The Chairman, Mr K E Gunning, would be undertaking the training.</p> <p>8. John Cutforth Playing Field – Fields in Trust: Working Partnership Cllr East had been in contact with Jenny Bailey as per Minute 4525 Item 6 and reported that Navenby does not qualify as the field is well used.</p> <p>9. John Cutforth Playing Field – Open Space Assessments It was agreed to defer this item until the next meeting.</p>	<p>Clerk</p> <p>Vice-Chair</p>
4539	<p>There being no further business the Vice-Chairman declared the meeting closed.</p>	

Minutes Accepted: Dated: