

MINUTES OF THE NAVENBY PARISH COUNCIL MEETING
HELD ON **Tuesday 04 October 2016**
IN THE VILLAGE OFFICE, THE VENUE, GRANTHAM ROAD AT 7 P.M.

PRESENT:

Councillors: Mr K E Gunning ,Chairman (KG); Mr C East (CE); Mrs K Orange (KO); Mr S McDonald (SM); Mr K Lamyman (KL); Mr S Woollas (SW); Mr A Watts (AW); Mrs K Bartram, Clerk, (KB).

1. CHAIRMAN'S WELCOMING REMARKS

The Chairman welcomed Parish Councillors, members of the public, and District and County Councillor Marianne Overton to the meeting.

PUBLIC SESSION

The public session was well attended.

ACTION

The council was asked whether it was aware of a prosecution being brought by the Environment Agency against Anglian Water in respect of Church Lane and Smoots. The Chairman advised that the council were unaware but would investigate.

KB

The council was asked, by representatives of the parents of NJFC members, why they were not prepared to sit down with the committee and parents to discuss the present situation. The Chairman pointed out that at no stage had the Council refused to meet parents or the Committee. The parents stated they were aware of the position of the NJFC committee members and would like now to hear the parish council's position. The Chairman stated that Navenby Parish Council (NPC) was not directly involved in the running of the Venue although the council was the sole trustee of the Venue. He understood that, as no agreement had been reached between the NJFC committee and the Venue Trustees, the matter had been referred to the Football Foundation and that their decision was pending. That said, the parish council were aware that £400 was still outstanding to parishioners for the period 01 April 2015-31 March 2016. A representative of the NJFC committee advised that the monies had been paid last week. The Chairman thanked the committee for any payment although, to date, he was unaware that any funds had been paid into the parish bank account. The parents asked whether a working committee of Venue trustees, NJFC committee members and parents could sit down and move the situation forward.

A spokesman for the parents asked whether they could have an agreement from the parish council to set up a working group of 2/3 members from each side to parents. The Chairman deferred to Cllr McDonald (Chairman of the Venue Trustees): who agreed to the meeting and advised that the working group would have to be made up from Venue trustees, NJFC committee members and parents. The Chairman stated the position of the parish council was that the playing field had to be maintained for all parishioners. He advised they had hoped to be able to give responsibility of running the Venue to a committee formed from volunteers from the parish but, owing to the lack of volunteers, the parish councillors had taken on the role.

It was agreed that a working group comprising four members of the Venue trustees and four members NJFC committee/parents would meet on Friday 07 October 2016 at 7pm in the parish council office. District Councillor Marianne Overton offered to attend if she could assist. The Chairman thanked her but advised that, for the time being, the meeting should be restricted to the working group.

A representative of the Navenby Archaeology Group wished to offer his thanks to the parish council for their support during the excavation of Green's paddock and for trying to help sort out exhibition cabinets.

The council were asked whether an article could be placed in the Graffoe Link regarding the availability/waiting list for parish allotments, as it was likely to create a lot of interest. The Chairman said the council would consider the request.

Catherine Mills, who is campaigning for the present District Councillor vacancy in the forthcoming elections, introduced herself to the meeting and stated that, if elected, she looked forward to working with the parish council and the residents of Navenby.

The Chairman thanked the members of the public and reminded them that there were three Councillor vacancies at the present time. He explained that the Council had not received any nominations for the vacancies nor had any individuals put their names forward for consideration. The Chairman informed the public that any Navenby resident aged eighteen or over can apply by writing to the Council and enclosing their up-to-date curriculum vitae.

2. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Cllr Bond.

Cllr Lamyman declared his interest regarding the planning application for Top Farm, Green Man Road, Navenby.

3. MINUTES FROM THE PREVIOUS MEETING

It was resolved that, subject to Minute 4537/6 being amended to state: 'Grant application form obtained but not yet submitted', the Minutes from the previous meeting on 06 September 2016 be adopted.

4. FINANCIAL REPORT

The Financial report had been updated and copies made available to councillors prior to the meeting. It was agreed unanimously that all costs outlined be paid. It was resolved that, in order to avoid delaying the meeting, authorisation of invoices and signing of cheques be conducted immediately after the meeting or first thing tomorrow. Proposal agreed unanimously. The Chairman and Cllr Woollas would authorise/sign.

KG/SW

Deposit account	Balance	as at Tue 04 October 16	£46,337.57
Current account	Balance	as at Tue 04 October 16	£27,635.33

a) Accounts during the period 06 September - 04 October 2016

DATE	FROM/TO	Category	RCVD £	Category	PAID £	DESCRIPTION
14/9/16	NKDC	Precept	29,181.33			2nd payment
14/9/16	Monies rcvd from Cllr A Watts	Library	30.00			Library fines
27/9/16	Mrs Christine Parkinson	Cemetery	90.00			Grave G58 Mrs Christine Parkinson
4/10/16	BT Business			Library	27.09	Phone GP 00092041
4/10/16	VAT paid on OUT111			VAT paid	5.42	GP 0009 2042
4/10/16	BT Business			Parish Office	295.84	
4/10/16	VAT paid on OUT112			VAT paid	59.17	
4/10/16	Viking Direct			Parish Office	46.30	

4/10/16	VAT paid on OUT113			VAT paid	9.26	
4/10/16	Roger Spollin			Other	15.00	IT support for printer+ laptop security
4/10/16	ROSPA			Play Areas	136.50	Annual inspection
4/10/16				VAT paid	27.30	
4/10/16	Grant Thornton UK LLP			Admin	300.00	Fee in respect pf the 2016 Annual Return
4/10/16				VAT paid	60.00	
4/10/16	E.On			Street Lights	189.96	Maintenance - quarter end 30 Sep 16
4/10/16				VAT paid	37.99	
4/10/16	PWLB loan			Loan 2	1,485.80	Loan payment due 13 Oct 16 Ref 413 08747
4/10/16	Playdale Playgrounds			Play Areas	3,202.10	Balance of payment due following installation
4/10/16	VAT on OUT119			VAT paid	640.42	
4/10/16	Mr G. Parish			Groundsman	301.56	
4/10/16	Mr G. Parish			Play Areas	72.00	
22/9/16	BT Business			Library	29.50	Broadband a/c GP0009 2042 01522 810426
22/9/16				VAT paid	5.90	
22/9/16	Anglian Water			Other	94.42	playing field/club house 22.06.16-20.09.16
4/10/16	Staff			Salary	125.94	11 hours for September plus mileage 48 miles @ £0.45 per mile plus stamps £5.04
4/10/16	HMRC			Nat Insurance	133.41	Employer NI contributions for Aug and Sep 16.
4/10/16	Staff			Salary	927.75	Salary for Sep 16 less: employee NI contribution Aug 16
4/10/16	CB Ground Maint			Groundsman	373.26	Sep-16
28/9/16	NKDC	LAP	425.00			P00831
			29,726.33		8,605.49	

The Chairman reminded Councillors that budget submissions should be made available to Cllr Orange as soon as possible. In doing so, Councillors should remember to set aside provision in each budget to replace any depreciating assets. Monies could be set aside to accumulate monthly for a period of up to ten years.

Cllrs

5. CLERK'S REPORT

1. Community Engagement & Emergency Planning

As Councillors were unable to attend the two training session planned for this year, it was resolved that Councillors would check their diaries for February 2017 to enable volunteers to be put forward at the next parish council meeting. Cllr Orange cannot attend in February 2017.

Cllrs

2. Refuse Lorry

The Council has already approached District/County Councillor Marianne Overton. A chase-up email was sent to Cllr Overton on 28 Sep 16 and progress will be monitored. District Council have made a saving of £9k pa from the closure of Leadenham tip.

KB

3. BT

Resolved to check with LALC legal position regarding our requirement to have an entry into BT phone book. Each entry in the BT phone directory is charged at a rate of £7.75 per month. There are two current entries; the clerk is in enquiring with BT to see what savings can be saved and will report back to the next parish council meeting.

KB

6. REPORTS FROM DISTRICT/COUNTY COUNCILLORS and LOCAL POLICE

Cllr Overton brought the following matters to the Parish Council's attention:

1. She is trying to get an extension of the submission deadline for comments on the planning application in respect of Top Farm, Green Man Lane.
2. A public meeting to discuss the County Plan will take place at 10am on 01 November 16 at Brayford Pool, Lincoln.
3. Devolution plans are for a combined authority with a Mayor at a cost of approximately £2 million pounds. County Council to vote on 20 October 2016. NKDC are for a mayoral authority however, the County Council are not. Lincolnshire County Council will be the least funded in the country following a £78 million reduction in the budget and it is extremely worrying as to where the council can make further cuts. Cuts to heritage services are being considered along the same lines as those to library services which will see volunteers replacing paid workers and assets being selling off.
4. The government has asked NHS to say how they are going to cope with their budget in the future. The County Council has not seen the proposal but it understands it has been submitted to the government. It is understood that budgets will be signed off by mid December 2016.
5. The local plan recommends another 68,000 coming into Lincolnshire.

The Police report for the period 06 September to 04 October 2016 recorded no crimes.

7. PLANNING APPLICATIONS

1. PAR: 16/1028/HOUS. TOP FARM. Parish Council have submitted their comments to NKDC taking into account the concerns raised by the residents of Green Man Road group.

8. CORRESPONDENCE

1. Conservation area.

Cllr Woollas believes that the farmyard west of B1607 may be part of the conservation area and, as such, it is important to protect the land. If it is part of the conservation area it would provide a better level of cover as to the type of building permitted in future. Cllrs Woollas and East will provide clerk with a draft response.

CE/SW

2. Street lights

When speaking with NKDC regarding street light repairs the clerk was advised that all repairs were subject to delay as current street light project was to be completed before any repairs. It was resolved that a quote from the County Council's website about the current street light project would be posted to parish noticeboards to inform residents. NKDC have indicated that street lights number 2 and 3 in Maidenwell Lane are their responsibility. The clerk will ascertain whether Navenby parish council have been paying for repairs to these lights under the E.On maintenance contract.

KB

KB

3. **Centenary Birthday Celebrations**

Navenby Parish Council received its first request to send a congratulatory card to a Navenby resident on their 100th birthday; a card was delivered by hand. It was resolved that in future, residents' centenary celebrations would be acknowledged by the council with a birthday card and flowers to be funded from the chairman's allowance. The council would depend upon notification from family/friends or nursing home.

4. **Damaged dog bin**

NKDC reported that dog bin number 10 was stuck and impossible to open when the council operative attempted to empty the bin. The bin has now been sprayed with WD40 and will be visited again within the next few days to see whether it can be opened.

KB

5. **NKDC – National Energy Action ‘Preparing for Winter’ course**

Details of the course have been circulated to councillors, Navenby Hospital Car Scheme, and the Venue. Cllr Orange will make details of the course available to Navenby WI.

TO

6. **Boundary Review 2018**

Details from NKDC regarding the initial proposals for new Parliamentary constituency boundaries have been received. Cllrs to review and discuss at the next parish council meeting.

Cllrs

7. **Lincolnshire Community Building Cluster Meetings**

NKDC invitation received for the North Kesteven Cluster Meeting on Tuesday 08 November 2016. Cllr Bond is the nominated council representative for the Cluster Group.

TB

8. **Open Space Assessment**

Councillors will consider the plans sent from NKDC together with the open space assessment forms. Clerk will ascertain whether assessment forms can still be submitted and advise Cllrs.

KB

9. **PORTFOLIO HOLDERS**

1. **Allotments**

Cllr Orange reported that the gate on High Dyke has been fixed. The post had rotted and this may be a result of rubbish being piled up against it. Cllr McDonald will speak to the groundsman to ensure that rubbish is not piled up against the post in future. Cllr Orange is updating the online waiting list for allotments. There are currently 10 residents on the waiting list.

The parish field lease is due for renewal however, Cllr Orange has been unable to locate lease agreements after 2006. There is no time to put the lease of the field out to tender as the current rental agreement finishes at the end of October 2016. Cllr Woollas informed the meeting that NPC does not have to go out to tender as the rental agreement can simply be renewed, however, Cllr Woollas understood that the council is obliged to give its tenant one year's notice of any change to the rental agreement. There is a clause in the agreement, which allows the council to take back an acre for allotment purposes, which would equate to twelve to fifteen allotments plus footpaths 1.7m wide. Cllr Orange confirmed there are ten residents on the allotment waiting list however; she noted there may be other residents who might want an allotment once they became aware of the possibility of the council providing additional allotments.

It was agreed that before any action could be agreed upon it was vital that:

1. the most recent lease agreement be found
2. the council's legal responsibility to provide allotments for those residents on the parish allotment waiting list be established
3. the cost of converting an acre of land from light industrial to allotment usage be identified
4. the Department of the Environment be approached to arrange the change of land usage from light industrial to allotment
5. the feasibility of providing an entrance to the allotments be investigated with Highways at Lincoln County Council

**KG/TO/SW/
CE**

2. North Lane Play Equipment

The new equipment has been installed satisfactorily and appears to be in good working order. It was resolved that the council would make the final payment to Playdale as detailed in Annex A.

Examples of two types of rubber chips for the play area were provided for the Cllrs to consider. The small chips provided by Conica Limited were deemed unsuitable. It was resolved that the flatter larger chips provided by Monster Mulch were suitable, subject to ROSPA certification, and that a quote for the chips would be sought and presented to the next parish council meeting for authorisation.

KL/CE/TB

3. Pavilion refurbishment

The external refurbishment was expected to be finished by the end of October. It was resolved that the quote from John Heather be accepted rather than the quote from McGlade.

4. NJFC – SLA 080616

This matter had already been discussed in some detail during the public session of this meeting. It was resolved that Cllr McDonald would email Lindsey at the Football Association to invite her to the meeting on Friday 07 October 2016. Cllr McDonald explained that the council would need to decide whether to offer the pavilion or clubroom to NJFC. It was noted that the pavilion may not be suitable for NJFC's purposes as it is unheated.

SM

5. Xmas

Cllrs East and Bond attended a meeting of the Navenby Business Network where it was resolved to provide a 20 foot Xmas tree to be erected outside the Methodist Chapel. No decision had been reached regarding late night Christmas shopping event before Cllrs East and Bond had to leave the meeting.

TB/CE

6. Defibrillator Training

The Chairman confirmed that defibrillator training would take place at the Venue on Tuesday 11 October 2016. There are currently nine participants registered for the course.

7. John Cutforth Playing Field (deferred from previous meeting)

Clerk to investigate whether this matter required further discussion and, if so, place on agenda for next parish council meeting.

KB

8. Dennis Moss Memorial

Lincoln County Council has advised that a decision has been taken to ensure that there road names are not duplicated within a postcode. As there is a 'Moss Road' already within the LN5 postcode it will not be possible to name a 'Moss Road' in Navenby. It was resolved that Cllr Woollas would speak with the Moss family to explain and to investigate whether the family would consider placing a name plaque on one of two benches within the parish.

SW

9. Fields in Trust Working Partnership/Open Space Assessments

It was resolved that Cllrs would consider the open space assessment paperwork with the intention of agreeing who would complete the assessments at the next parish council meeting. Fields In Trust Working Partnership - refer to item 4538/9, Navenby Parish Council Minutes, September 2016.

Cllrs

10. Cemetery Trees

NKDC has provided a copy of the most recent tree report on the parish cemetery dated December 2014 and it was understood that inspections would normally be carried out every three years. It was noted that the cost of the inspection would be £40 per hour plus mileage. It was resolved that a survey on the trees identified as

KB

blocking light from neighbouring properties would be organised by the clerk who would then advise the resident(s) affected.

11. Bus Shelter – Grant Application

It was resolved that Cllr Woollas would meet with the clerk to complete and submit a grant application to fund the erection of a bus shelter on Grantham Road close to the Venue entrance/exit.

SW/KB

12. Library Update

Nothing to report.

13. Parking Restrictions in Navenby

District/County Cllr Overton had received a complaint from a resident regarding the lack of parking restrictions enforcement. It was noted that Lincoln County Council sub-contracts parking restriction enforcement to a private company, APOAC, and that, with only 25 parking officers throughout Lincolnshire, they directed their resources to where they were most needed. It was resolved that the Chairman would outline residents' complaints in writing to Cllr Overton who would continue to pursue this matter and would report back to the next parish council meeting.

KB/MO

10. WAYLEAVE CONSENT REQUEST FROM WESTERN POWER

The clerk has spoken with Western Power to advise that, according to parish minutes, the council resolved to sign the Wayleave Consent for a fee of £1,000.00, however, there did not appear to be a copy of the Consent on file or confirmation of receipt of the fee. The clerk has requested that Western Power provide a copy of the Consent form and payment of £1,000.00 and in the meantime, parish records will be investigated further.

KB

11. MAY DAY FUNDS

It was resolved to discuss the matter at the next parish council meeting to enable Cllr Bond to provide a detailed report on the outcome before any decisions were made as to how the May Day funds should be dealt with.

TB

12. MR G PARISH

It was resolved to accept that Mr Parish would sub-contract his duties until he was able to resume responsibility.

13. NOTIFICATION OF HOLIDAYS

It was resolved that in future, Cllrs and staff would confirm their holiday arrangements by email to each other.

Cllrs/KB

14. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS

The Council resolved to exclude the public and press for consideration of confidential matters to consider staff issues. All members of public left the meeting. There were no members of the press present.

There being no further business, the Chairman declared the meeting closed.

Minutes Accepted: Date:
Chairman