

MINUTES OF THE NAVENBY PARISH COUNCIL MEETING  
HELD ON TUESDAY **01 November 2016**  
IN THE VILLAGE OFFICE, THE VENUE, GRANTHAM ROAD AT 7 P.M.

**PRESENT:**

Councillors: Mr K G Gunning ,Chairman (KG); Mrs T Bond, Vice-Chairman (TB); Mr C East (CE); Mrs K Orange (KO); Mr S McDonald (SM); Mr S Woollas (SW); Mr A Watts (AW); Mrs K Bartram, Clerk, (KB).

**CHAIRMAN'S WELCOMING REMARKS**

The Chairman welcomed Parish Councillors and members of the public to the meeting.

**PUBLIC SESSION**

The Chairman and Cllr Watts were thanked for presenting the views and concerns of Navenby residents at the sub-committee on Tuesday 18 October 2016 regarding the Planning Application for the erection of 127 houses at Top Farm.

The council were asked by a parent of one of the footballers at Navenby Junior Football Club (NJFC) why the club were being denied full access to the club room and store room at the Venue. The Chairman stated that access was by arrangement until the SLA agreed at the working group meeting on Friday 28 October 2016 could be signed. Confirmation of the details of the complaint made to the Football Federation by NJFC against the Trustees and Council was required. The Chairman had rung the Football Federation immediately upon receipt of their letter advising a complaint had been made however, he had not been able to speak with the correct official and to-date he awaited their response. The Chairman will chase the Football Federation's response.

**1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies were received from Cllr Lamyman. There were no declarations of interest.

**2. MINUTES FROM THE PREVIOUS MEETING**

It was **RESOLVED** to accept the minutes of the Parish Council meeting on 04 Oct 2016 subject to the following amendments:

**Public Session**, paragraph 3, line 4: delete 'working from the SLA'; and last paragraph, final sentence: delete 'and' to now read: 'any Navenby resident aged eighteen or over can apply by writing to the Council enclosing their up-to-date curriculum vitae'.

**Clerk's Report**, item 3, line 4: should read: 'There are two current entries; the clerk is enquiring'.

**Report from Police** should read: 'The Police report for the period 06 September to 04 October 2016 recorded no crimes.'

It was noted that the minutes of the Parish Council meeting on 06 September 2016, section 4537, item 8 should refer to 'Heath Lane' rather than 'Heath Road'.

**3. FINANCIAL REPORT**

It was **RESOLVED** to make all payments noted under Annex A and that the cheques would be signed after the council meeting by Cllrs Gunning and Woollas.

It was **RESOLVED** to make payment upon completion of the Library footpath

**ACTION**

**KEG**

to the contractor in the sum of £6,000.

#### 4. CLERK'S REPORT

- a. Clerk Training Day 10am – 4pm  
Office will be closed with notice on door.
- b. Recording parish council meetings  
It was **RESOLVED** to record future parish council meetings. Clerk to investigate recording equipment and compare costs.
- c. Timing each section of agenda  
It was **RESOLVED** to time the public session and adhere to the 15 minute allotted time to prevent the meeting running too long.
- d. Advertising availability of allotments in the Graffoe Link  
It was **RESOLVED** that this matter would be deferred until the Farm Business Tenancy Agreement has been renewed.

KB

KB

See Annex B for further updates.

			Progress		
Date	From	Description of matter	Action	Date	Action
04-Oct-16	Public Session	Can Council investigate potential prosecution being brought by the <b>Environment Agency against Anglian Water re Church Lane and Smoots.</b>			<b>Resolved: Clerk to investigate.</b> Clerk investigated but unable to find details of any prosecution. Member of public advised. No further action reqd.
04-Oct-16	Public Session	Could article be put in Graffoe Link regarding availability of <b>allotments.</b>	<b>Resolved: Council to consider.</b>	01-Nov-16	<b>RESOLUTION: decision to advertise pending formation of a committee.</b>
04-Oct-16	Damaged dog bin no 10	NKDC advised operative could not access bin to empty	Dog bin sprayed with WD40 04 Oct 16.	22-Oct-16	SP advised bin is in working order. NKDC advised. No further action reqd.
04-Oct-16	NKDC	Email 15 Sep 16 - The 2018 Boundary Review - Initial Proposals for new Parliamentary Constituency Boundaries. <b>Consulation period ends 05 Dec 16</b>	<b>Resolved: Cllrs to review and discuss at next NPC mtg.</b>		<b>Resolved: No comments to make.</b>
04-Oct-16	NKDC	Lincolnshire Community Building Cluster Meeting	25 Oct 16 Cllr T Bond advised she will be attending.		
04-Oct-16	NKDC	Open Space Assessments	<b>Resolved: Clerk to ascertain whether assessment forms</b>	12-Oct-16	NKDC advise ok to submit 'please feel free to send information to me whenever you can'

			<b>can still be submitted.</b>		
19-Oct-16		Navenby High Street Xmas Tree Display		19-Oct-16	Xmas tree/bracket order forms distributed along High Street x 53.
26-Aug-16	Email to IT at NKDC	Unable to use scanner on printer - cannot upload software onto NKDC server. Would NKDC provide printer/scanner which they could upload with acceptable software.	07 Oct 16 - chased IT. Given Chris Dean's name (IT Manager). Left messages on Chris's phone.	21-Oct-16	Clerk discussed IT with NKDC who have agreed to provide a printer/scanner with software. No maintenance contract, they will replace when necessary. <b>NKDC email addresses for Councillors which they can use/access at home being researched.</b>
29-Jul-16	LALC	Emergency Planning Stages 2 & 3 - training places available.	<b>04 Oct 16 Resolved: Cllrs check their diaries for Feb 2017 to enable volunteers to be put forward at next NPC meeting.</b>		<b>Resolved: Cllr Bond will check her diary as she would like to attend.</b>
16-Sep-16	Email to Marianne Overton	Chase of request for a weekly refuse lorry for Navenby residents (MO had indicated there may be funding available).	20 Oct 16 clerk emailed MO for update. Possible solution as part of a wider business plan. Is there a group of Cllrs who could work with MO to achieve? Suggested Cllr SM as starting point.	21-Oct-16	Email to Cllr SM to update.
06-Oct-16	Entry in BT Phone Directory	<b>Resolved check legal position with LALC regarding entry into BT phone book.</b>	20 Oct 16 NKDC advise they do not require NPC to advertise in the phone book.	01-Nov-16	<b>RESOLUTION: Clerk to chase response from LALC.</b>
06-Oct-16	BT Call Plan	Can BT offer a cheaper call plan? Last bill 6hrs of calls cost £127.71.	04 Oct 16 Katie Palmer advises need to get authorisation to quote plan from BT for us - explained they had referred me to her.	18, 20, 27 & 28 Oct 16	Clerk chased BT Business - Katie Palmer at Linx Business Comms Ltd.
06-Oct-16	NKDC - requesting response to Conservation Area Consultation	<b>Resolved: Cllrs Woollas and East to provide clerk with draft response.</b>	07 Oct 16 - email to Marianne Porter at NKDC attach email response from Cllr East. Requested acknowledgment.	28-Oct-16	Advised Cllr East's response has been submitted to consultation.
06-Oct-16	Western Power – Wayleave Consent	<b>Resolved: Clerk to obtain copy of Consent form/£1000 payment.</b>		<b>01 Nov 16</b>	<b>Rcvd copy of original consent signed in 2014 by A. McDonald</b>

## 5. DISTRICT/COUNTY COUNCILLORS

Cllr Overton stated her disappointment at the outcome of the sub-committee planning meeting for Top Farm. She expected the decision would invoke numerous complaints in particular: the committee's acceptance of additional material after submission

deadline; the high number of abstentions at the final vote; the number of roads in the new development which will not be made-up resulting in the cost of maintenance will be the responsibility of the residents; refuse bins will not be collected from un-made roads which will result in the need for residents to take their bins to the nearest made-up road for collection. The question of who will take responsibility, i.e. district or parish councils, has yet to be made. Cllr Overton will be making her objections at the forthcoming Enquiry, in the meantime however, she urged the Council to write to the Chief Executive of the Planning Committee to demand a response to their complaints and concerns.

Cllr Overton was asked whether she had seen a recent Radon gas report for Navenby and she advised that she was organising a test and would forward results directly.

## 6. REPORTS FROM LOCAL POLICE

Three crimes were reported during October 2016: a garage burglary in Chapel Lane; an outbuilding burglary in Church Lane; and criminal damage to a vehicle in Chapel Lane.

With regard to the on-going parking problems along Navenby High Street, the Police would urge residents to contact the enforcement contractors for each and every incident. The contractors are much more likely to deem Navenby worthy of enforcement officers' time if the incident rate is high.

## 7. PLANNING APPLICATIONS

### 15/1282/FUL – Erection of 127 dwellings: land at Top Farm

The Chairman attended the planning meeting on 11 Oct 2016 together with residents of green man road. The planning application was approved. It was **RESOLVED** that the Chairman would write to the Chief Executive of the Planning Committee to complain about the process in particular the number of submissions accepted after the closing date.

KEG

## 8. CORRESPONDENCE

The Clerk referred the meeting to Annex C:

Date	From	Description of matter	Action
26 Oct 16	LALC	Referendum Principles Template	Deadline to submit letters: 28 Oct 16. <b>RESOLUTION:</b> Council will not be using template to respond.
17 Oct 16	NKDC	Proposed Council Tax Support Scheme 2017/18	Consultation period ends 18 Nov 16. Give feedback online.
20 Oct 16	Pedal Electric Cycles	Can xmas tree bracket be used to support a flag advertising the shop?	Referred to Cllr East who has advised that planning approval would need to be sought from NKDC.
04 Oct 16	LALC	Lincolnshire Medicines Management Consultation	Poster provided has been placed on parish/village noticeboards. 3 drop in events – Boston, Louth and Skegness!
25 Oct 16	Cllr East	State of pavement in front of the car park for Lion/Royal Public House	Pavement has now been repaired.
25 Oct 16	Lincs County Council	Sharing Parish Council Communications with Councillors	<b>RESOLUTION:</b> No objection to information sharing.
25 Oct 16	NKDC	Poster: Do you have an idea to improve environmental impact up to £500.	Posters placed on parish/public noticeboards

28 Oct 16	Marianne Overton	Central Lincolnshire Local Plan Examination commences 01 Nov 16	Cllr Overton to give update during Parish Council meeting.
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**9. PORTFOLIO HOLDERS**

1. Allotments – Parish Field

It was **RESOLVED** that the Chairman and Cllr Woollas will meet with the current tenant of the parish field on Tuesday 08 November 2016 to discuss/agree the renewal of the Farm Business Tenancy Agreement. Cllr Orange would discuss the formation of an Allotment Committee with the current allotment holders and those on the waiting list. The Committee would be asked to present proposals to the council regarding costs and implications of: providing water and access to any future potential allotments in the parish field.

KEG/SW

KO

2. North Lane Playing Field

ROSPA inspection report received; no major concerns/repairs required. Cllr Bond is organising an invoice and safety notice from Belvoir (UK) Ltd. It was **RESOLVED** to arrange for the supply of rubber strips from Belvoir. The Clerk recommended that a second quote be sought for comparison; she would ask ROSPA for comment on the safety notice provided by Belvoir (UK) Ltd for insurance purposes.

TB

Pavilion Refurbishment

Cllr McDonald confirmed that the refurbishment has been completed satisfactorily. It was **RESOLVED** that an invoice including an additional £90 for work to guttering and bargeboard be paid.

KB

3. NJFC SLA 080616

The Chairman reiterated the current position; the council has not received details of the complaint made by NJFC to the Football Federation. The council had felt that the SLA should not be sent to NJFC committee until details of the complaint were known. Following discussions regarding the terms of the SLA it was **RESOLVED** that Cllr McDonald would send the SLA, with an increased rental of £6 per hour, together with a covering letter stating that the SLA cannot be signed until details of the complaint made to the Football Federation are known and satisfied. Cllr McDonald to email SLA to NJFC Chairman and Treasurer and the parent representative.

4. Xmas

Cllr Bond and Cllr East have not heard from the Navenby Business Group (NBG) since their last meeting. NBG were advised that the parish council were not able to cover the cost of a twenty foot Xmas tree to be erected outside the Methodist Church. Cllrs advised NBG that the council would be willing to donate £50 towards the cost.

5. Defibrillator Training

Nine people attended the recent training session at the Venue, which was organised in conjunction with LIVES. Further sessions can be arranged. The defibrillator cabinet outside the Methodist Hall has been replaced (key pad failed). None of our defibrillators have failed but they will be replaced anyway. A potential fault has been identified nationally with defibrillators of the sort we use, none of ours have failed but they will be replaced by the manufacturer as a precautionary measure.

6. Open Space Assessments

It was **RESOLVED** to defer this item to the next parish meeting.

7. Library Update

Cllr Watts advised that, following the recent advert in the Graffoe Link for volunteers, he had received three volunteer applications.

8. Bowls Club – consider SLA

The Bowls Club has been applying for grants to upgrade their pavilion without success. The Chairman had discussed the possibility of the Council providing an SLA for 10 years, to include a regular review of costs. With a long-term SLA the Bowls Club should be able to make a successful application for a grant to upgrade their pavilion. The Chairman had advised the Bowls Club that under these circumstances the Bowls Club pavilion would automatically become the property of the charity. It was **RESOLVED** that the Chairman would discuss a 10 year SLA further with the Bowls Club.

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KEG/SW/  
TB

9. Councillor vacancies – consider leaflet drop in Navenby to generate interest  
There are still three councillor vacancies. It was **RESOLVED** that Graffoe Link would be approached regarding an insertion in the December/January edition of the Graffoe Link advertising the vacancies. Clerk to investigate cost of printing insert and cost of insertion in the Graffoe Link. The Chairman and Cllrs Woollas and Bond would provide draft potential leaflets.

**10. MAY DAY FUNDS**

The May Day event provided a £1,400.00 profit. Cllr Bond advised the meeting that she wished to resign from the May Day Committee. There were no volunteers from the Council to organise a May Day event for 2017. It was **RESOLVED** to place an advert in the Graffoe Link as soon as possible asking for volunteers to organise May Day 2017; if there are no volunteers the May Day celebrations will have to be cancelled. It was **RESOLVED** to defer the decision regarding the allocation of the May Day profits until the next parish council meeting.

KB

**11. Discuss resolution to exclude the public and press for consideration of confidential matters**

It was **RESOLVED** to exclude the public and press for consideration of confidential matters.

**12. To consider staffing issues**

The Clerk left the meeting. Cllr Bond agreed to minute the closed session.

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

Minutes Accepted: ..... Date: .....  
Chairman