

MINUTES OF THE NAVENBY PARISH COUNCIL MEETING
HELD ON TUESDAY **06 December 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 and members of the public to the meeting.

PUBLIC SESSION

The meeting was well supported by residents. The Chairman was thanked for his letter of complaint to the Chief Executive at North Kesteven District Council regarding the recent Eastgate Planning Committee meeting to discuss the planning application for a housing development at Top Farm, Navenby.

Questions were asked by members and parents of footballers at Navenby Junior Football Club (NJFC). They requested an update with regard to any decision from the Football Association (FA) and Football Federation (FF), and raised the issue of an apparent safeguarding matter in relation to the footballers.

The question of allocation of monies under Section 106, in respect of the development at Top Farm, was raised.

2. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies were received and accepted from Cllr Bond.

3. MINUTES FROM THE PREVIOUS MEETING

It was **RESOLVED** to accept the minutes of the Parish Council meeting on 02 November 2016 subject to an amendment: page 6, item 12 should read ‘Cllr Bond agreed to minute the closed session’.

4. FINANCIAL REPORT

The Clerk referred the meeting to Annex A (attached). It was **RESOLVED** to authorise payment of all invoices.

It was **RESOLVED** to hold pending payment: the invoice from NKDC regarding annual fee under the Gambling Act 2005 awaiting outcome of an advert in the Graffoe Link for volunteers to organise a May Day celebration in 2017; and an invoice from Energize Activity club awaiting a report from Cllr Woollas.

It was **RESOLVED** to invoice the Venue @ Navenby and Happy Days Nursery £170 and £32 respectively in relation to OUT160.

ACTION

Clerk

SW

Clerk

5. CLERK’S REPORT

Date received	From	Description of matter	Action
n/a	n/a	Organising Xmas trees for properties on Navenby High Street.	Trees received and despatched to all residents. One tree and bracket awaiting collection/payment.

06-Oct-16	n/a	Entry in BT phone directory	LALC have advised that we are not obliged to advertise in the BT directory. We have two entries @ £7.75 per month each (monthly saving £15.50). RESOLVED: defer to next meeting.
06-Oct-16	n/a	BT Call Plan	Clerk is continuing to chase BT for a cheaper call plan.
08, 22 Nov 16	Residents x 3	Dog bins: request for a bin on grassed area at the beginning of 'The Rise'; Replace dog bin in Doncaster Gdns, bin - lid has no handle and is unhygienic; request for a dog warden. Jenny Bailey at NKDC advises Navenby parish council pay for their own dog bins and suggested Glasdon UK Ltd for one quote.	RESOLVED: KL and SW will survey all dog bins and report back.
16-Sep-16	Cllr McDonald	Cllr Overton asked whether there is a group of Navenby councillors who would work with her to gain weekly refuse lorry for the village. 21 Oct 16 Cllr McDonald advised.	RESOLVED: SM will wait until after elections to discuss with Cllr Overton further.
23 Aug 16	Resident	Trees on cemetery boundary blocking daylight.	Inspection report conducted by NKDC. RESOLVED: KL to inform Clerk of possible contractors. Clerk to obtain three quotes.

TRAINING

Training undertaken during November 2016:

Clerk's Training Day (full day):

Clerk

IT Skills - Beyond Basics: (full day)

Clerk, Cllr Orange

Council's Financial Responsibilities & Risks inc VAT (full day):

Clerk, Cllr Orange

CILCA x 2 day (full days)

Clerk

CiLCA (Certificate in Local Council Administration)

Page 6: Description of course (handout)

Discuss in staffing issues: additional paid time to train

LALC recommend complete course within six months: 10hrs pw training during work hours plus 4.6hrs pw in addition to work hours (if course undertaken within twelve months).

Page 15: Resources (handout) – recommend purchase Arnold-Baker on Local Council Administration (approx. £73.60 for SLCC members) as minimum. **RESOLVED: purchase Arnold Baker on Local Council Administration.**

Training booked for December 2016:

Social Media (1-4pm)

Clerk, Cllr Orange

New course for 2017

Funding and Bid Writing: identify sources of funding; and how to write an effective funding bid

20 April 2017 and 26 or 27 Sep 2017

Parish Office requirements following employment of Assistant Parish Clerk

New desk: Kirsty to sit at front desk with NKDC computer, Kim to sit at rear of office. Cllr Orange recommended we consider a curved desk. **RESOLVED:** purchase a new desk up to a maximum cost of £150 excluding VAT.

New telephone: two handsets. **RESOLVED:** to purchase new telephone up to a maximum cost of £70 including VAT.

Recording machine for parish council meetings. **RESOLVED:** Clerk to provide recommendations for next parish council meeting.

Software for parish accounts

Looking at two packages, one recommended by parish clerk at Waddington (full details and quote received (Alpha Quotes happy to visit office to present system/benefits); and the second package recommended by parish clerk at Ancaster. Clerk to provide costs-v-benefits analysis to follow.

Postal correspondence

It was **RESOLVED** that any post received into the parish office which was addressed 'The Venue, Grantham Road, Navenby' would be deemed to be post specifically for 'The Venue' and would not be opened but placed into the postal tray for 'The Venue'. Cllr McDonald will advise the Booking Clerk at The Venue.

6. REPORTS FROM DISTRICT/COUNTY COUNCILLORS

No reports from District/County Councillors.

7. LOCAL POLICE

Two crimes recorded during the period 05 November to 06 December 2016: 1. An outbuilding forced but nothing taken. Offenders disturbed and made off; and 2. Attempt made to doors in a rear yard; no entry gained.

8. PLANNING APPLICATIONS

PAR: 16/1319/HUL

Erection detached bungalow
Land adjacent to 12 Doncaster Gardens, Navenby

PAR17/0607/HOUS

Replacement of windows with woodgrain effect UPVC windows
The Old Barn, Clint Lane, Navenby

16/1591/TCA

Reduce walnut tree by 2m
Weelwright Barn, 6 East Road, Navenby

Further information in relation to an environmental statement accompanying a planning application received pursuant to Regulation 22 of the EIA Regulations

2011: Former RAF Fulbeck Airfield. Can be viewed at

www.southkesteven.gov.uk/planningsearch/

RESOLVED: no objections to planning applications. Copy of further information details to Malcolm Smith.

9. CORRESPONDENCE

Date received	From	Description of matter	Action
02 Nov 16	Resident	Standing water on the grass verge outside the Venue, report emailed to KEG 02 Nov 16.	RESOLVED: Monitor and report to Highways NKDC if standing water continues.
04 Nov 16	Minerals and Waste, Lincolnshire County Council	Email notifying pre submission draft of Site Locations for Lincolnshire Minerals and Waste Local Plan. Document available on LCC website or at	RESOLVED: Chairman reviewed – no comments. All cllrs to review not specific to Navenby.

		NKDC in Sleaford. Submit representation form by email/writing by 5pm Mon 19 Dec 16.	
02, 14 Nov 16	NKDC	The Future of Local Access Points. Funding to be reduced but all LAP offices to remain open. Reduced footfall: cost of service per customer 2014/2015 = £5.15; 2015/16 = £11.97. Hayley Kent-Simpson, NKDC, meeting with parish clerks Mon 12 Dec 16.	RESOLVED: Clerk to ask NKDC whether Hayley Kent-Simpson will be meeting with cllrs and, if not to arrange a meeting.
18 Nov 16	Navenby residents	Outlining concerns regarding Eastgate Planning Committee (Top Farm development). Request for Chairman of Parish Council to communicate their concerns regarding the conduct of that meeting.	Chairman emailed official response to Chief Executive, Lincolnshire County Council on behalf of parish council and Navenby residents on Fri 02 Dec 16 (copies to Cllrs Overton and Mills).
22 Nov 16	Navenby resident	12 years of age. Requesting NPC consider building a skatepark in the village suitable for scooter, BMX bikes and skateboards.	RESOLVED: Possible use of Section 106 monies. Ideas from residents to be sought for monies, which could include a skate park, together with quotes for costs.
24 Nov 16	Copy of email correspondence between Navenby resident and NKDC	Extension of 30mph restriction on A607 to take into account increased construction traffic during construction and domestic traffic thereafter,	Condition 19 of Code of Practice required to be in place with developer prior to commencement of construction. Erection of white gates marking the extension of 30mph boundary on A607 towards Boothby – referred to Highways for comment.
29 Nov 16	NKDC	Withdrawal of funding for dog wardens.	We do not have this funding.
30 Nov 16	NKDC	Notification of intended works to reduce trees in a conservation area: Wheelright Barn, 6 East Road, Navenby.	Comments to be made within 21 days of 30 November 2016.
01 Dec 15	HMRC	Asking ALL customers to make all PAYE payments electronically.	

10. PORTFOLIO HOLDERS

1. Allotments – formation of an allotment committee

A committee has not yet been formed.

2. North Lane Playing Field – provision of rubber strips

Rubber strips have been put down. **RESOLVED:** pay invoice from supplier. Clerk has verified that rubber strips are acceptable to ROSPA.

Clerk

3. NJFC

Chairman awaiting decision from Jayne Gibson, Football Federation regarding NJFC's complaint against Navenby parish council.

4. Open Space Assessments

No action required.

5. Library

Library has three new volunteers as a result of advert. Considering extra sessions: either additional two-hour sessions on Monday and Thursday afternoons, OR an additional day's session per week.

6. Bowls Club – discussion regarding 10 year SLA

RESOLVED: If the Bowls Club form a management committee a ten-year SLA

can be drawn which will include an annual rental review of pavilion. The SLA would be an agreement between the Bowls Club and the Venue not the Parish Council.

11. MAY DAY FUNDS - allocation

RESOLVED to discuss in January 2017.

12. INTERNAL AUDITOR VACANCY

RESOLVED: to consider Terms of Reference for the vacancy to ensure they remain relevant prior to advertising.

Clerk

13. Loss of Noticeboard in the Newsagent's window

RESOLVED: parish council to write to OneStop to ask if they would replace the Noticeboard somehow. If a replacement is not possible, parish council to write to Navenby Business Group to enquire whether any of their members would be willing to provide a Noticeboard area for the village.

Clerk

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

RESOLVED: exclude public and press for consideration of confidential staffing matters.

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

Minutes Accepted: Date:

Chairman