

**MINUTES OF THE NAVENBY PARISH COUNCIL MEETING  
HELD ON TUESDAY 10 JANUARY 2017  
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.

**2. Public Session**

The Chairman stressed that the Parish Council were keen to achieve a resolution with Navenby Junior Football Club (NJFC) and was in discussions with the Football Federation (FF) to that end. He could report that the FF had not upheld the complaint made by NJFC against the Council and that, although the Council were happy to proceed with recommendations made to them by the FF regarding amendments to the current Service Level Agreement with NJFC, the NJFC were unable to do so. The FF will continue to negotiate with NJFC in an attempt to resolve matters as speedily as possible.

A complaint was received about the number of dogs on the John Cutforth Playing Field who were not on a lead when exercising and the high incidence of dog fouling.

The council were asked as to the response they had received following the recent advert in the Graffoe Link for volunteers to organise a May Day event at the Venue in 2017. As there had been no response it was agreed that there was now insufficient time to organise an event for 2017. A member of the public said they would be prepared to assist, together with their colleagues, for May Day 2018.

It was confirmed that the council would be asking for suggestions from Navenby parishioners as to how monies due from recent/future housing development (referred to as S106 monies) could best be spent to benefit the community as a whole. An advert would be placed in the Graffoe Link as soon as possible inviting ideas.

**3. Apologies for absence and declarations of interest**

The Chairman confirmed that Cllr Tracey Bond had resigned as Councillor and Vice-Chairman. It was **RESOLVED** to defer the appointment of a Vice-Chairman until the next Parish Council meeting. Apologies for absence had been received and accepted from Cllr East.

**4. Minutes from the previous meeting**

It was agreed that the minutes from the Parish Council meeting and the closed session of 06 December 2016 be signed as a true account.

**5. Financial report**

It was **RESOLVED** to make all payments as detailed in Annex A attached with the exception of invoice from Energize until the Clerk had received a response to her query regarding hourly rates quoted. It was **RESOLVED** not to pay the invoice for NKDC Small Society Lotteries (Gambling Act 2005) as there would not be a May Day event in 2017. Invoice to be referred to the Venue for payment.

**6. Clerk’s Report**

Date received	From	Description of matter	Action
06 Oct 16	n/a	Entry in BT phone directory	LALC have advised that we are not obliged to advertise in the BT telephone directory. We have two entries costing approximately £40 per month. <b>RESOLVED:</b> Clerk to cancel adverts in the BT directory.

06 Oct 16	n/a	BT Call Plan	04 Jan 17: Clerk is continuing to chase BT for a cheaper call plan.
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.	<b>RESOLVED: SM will wait until after elections to discuss with Cllr Overton further.</b>  04 Jan 17 - awaiting update following Xmas break.
23 Aug 16	Resident	Trees on cemetery boundary blocking daylight.	Inspection report conducted by NKDC. <b>RESOLVED: KL</b> to inform Clerk of possible contractors. As at 10 Jan 17 we are awaiting quotes from contractors.
	Internal Auditor vacancy wef April 2017		Terms of reference emailed to cllrs 22 Dec 16 <b>RESOLVED:</b> agreed TORs email dated January 2017 Clerk to email TORs to accountants Cllr East – potential candidate
	Bus Shelter outside 21 Grantham Road, Navenby	Consent for Erection from NKDC	05 Jan 17 – emailed to all pcs. <b>RESOLVED:</b> Parish Clerk to sign off Consent and Terms and Conditions of Loan. Clerk to obtain up-to-date quote for bus shelter.
	LAPS Meeting end of January 2017	To discuss future LAPS facilities offered through parish offices	Clerk advised the meeting would take place on either 17 or 20 January 2017. No councillor available to attend meeting. <b>RESOLVED:</b> Clerk would attend.
02 Dec 14	IT for parish office	Clerk met with IT Manager at NKDC. He will prepare costs-v-benefits analysis for future IT requirements to include business email addresses for each Cllr.	Clerk will email NKDC costs-v-benefits analysis when available to Cllrs for consideration and discussion at next parish council meeting.
28 Dec 14		Council are required to provide a pension for staff aged 22 years to state pension age where earnings £833 per month; must write to staff and automatically enrol. Staff outside of criteria; must write to staff offering opportunity to join. Council to complete Declaration of Compliance.	<b>RESOLVED:</b> Clerk to research pension providers and report back to Council.
	Dictaphone for parish council meetings.	Three Dictaphone models were presented to meeting: Sony ICDBX140 @ £23.99; Sony PX440 @ £44.99; and Sony ICDPX33D.CE7 @ £59.99.	Following discussion/comparison of models it was <b>RESOLVED</b> to purchase Sony P440 : £44.99.

## Training

No training undertaken during December 2016

## CiLCA (Certificate in Local Council Administration)

Email to all councillors 20 December 2016 advising:

- 1 Reasons why local council officers should take CiLCA
- 2 Draft Training Contract

**RESOLVED:** Parish Clerk to undertake CiLCA study and to sign a Training Contract in respect of paid hours of study.

#### TRAINING FOR FEBRUARY 2017:

LALC: Audit and Budget Setting: 07 Feb 2017 – clerk hours: 2.5 x £10 plus £8 lunch

**RESOLVED:** Clerk to attend Audit and budget setting training course.

#### TRAINING EVENTS FOR 2017

LALC have now published – copy in Councillor's Reading File. **If you would like to attend any of the courses, please advise the clerk who will book on your behalf.**

#### SOFTWARE FOR PARISH ACCOUNTS

Clerk is to visit Ancaster Parish Clerk next week to see software in action and will then obtain a quote.

#### 7. Updates from District/County Councillors

District Cllr Catherine Mills and County and District Cllr Marianne Overton attended the meeting to give brief updates.

##### Cllr Mills:

- Mrs Smith's Cottage has received monies from the Heritage fund
- NKDC will be making funds available to support the 'Great British Clean up' in March 2017
- Sits on one of local planning committees
- Would be happy to assist with any future events e.g. May Day

##### Cllr Overton:

- Concerned at evening closure of A&E Department at Grantham Hospital
- Will continue to highlight concerns regarding recent planning approval for housing development at Top Farm

#### 8. Updates from local Police

Two incidents recorded:

1. A vintage heavy stone water trough taken from front of property on High Street.
2. Vehicle driver's door lock drilled and stolen without using key (metal shavings evident).

#### 9. Planning Applications

No planning applications received during December 2016.

#### 10. Correspondence

See attached Annex A.

#### 11. Resolve Budget 2017

Cllr Orange advised that it was not possible to present a draft budget as some information was still awaited from Cllrs. **RESOLVED:** Cllrs will ensure clerk receives outstanding information as soon as possible. Budget/Precept to be agreed at February Parish Council Meeting in time for Precept deadline of 11 Feb 2017.

#### 12. Updates from Portfolio holders:

##### a. Allotments: formation of an Allotment Committee

No update.

##### b. North Lane Playing Field: provision of rubber strips

No update.

##### c. Library

**RESOLVED:** Library Volunteer meeting to be held in parish office on 31 January 2017

##### d. Bowls Club: discussion regarding potential 10 year SLA

Waiting response from Bowls Club.

#### 13. May Day Funds: resolve to allocate funds

It was **RESOLVED** to divide proceeds of May Day funds equally between the Venue and Navenby Parish Council reserves.

#### 14. Community Engagement

It was **RESOLVED** that Clerk would investigate possibilities of presenting to various Navenby groups i.e. Navenby Business Network, W.I, the role of a parish councillor with the intention of generating interest in the four current councillor vacancies. It was **RESOLVED** that Cllrs would provide the Chairman with brief reasons why they had wanted to be a councillor and why they continued to volunteer.

**15. Parish Noticeboards**

A complaint has been received regarding the posting of posters/notices on parish noticeboards. It was agreed that two of the parish noticeboards are reserved for parish notices, one directly outside the parish office and the other on the green on the main street in Navenby. The third noticeboard, outside the Co-Op is reserved for general posters/notices from Navenby groups e.g. Navenby Archaeology Group. It was **RESOLVED** that policy would remain such that posters would be posted whenever possible, space permitting. There is also a window of the parish office that will similarly display posters. Priority for displaying would not be given to any person/group.

**16. Emergency Statement for Hirers (of the Venue)**

The Clerk asked cllrs to check the 'Councillor's Reading' file before they left the meeting to ensure they had read and signed the Emergency Statement for Hirers form.

17. The meeting **RESOLVED** to exclude the public and press for consideration of confidential matters.

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

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