

MINUTES OF THE NAVENBY PARISH COUNCIL MEETING
HELD ON **TUESDAY 07 March 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); Mr S McDonald (SM); Mr K Lamyman (KL); Mr S Woollas (SW); Mr A Watts (AW);

Parish Clerk: Mrs K Bartram (KB)

1. Chairman's Welcoming Remarks

The Chairman welcomed Parish Councillors and a member of the public to the meeting advising that it would be recorded by digital recorder.

2. Public Session

Cllr Orange's resignation was noted with sadness by both the member of public and Cllrs.

3. Apologies and Declarations of Interest

There were no apologies for absence, declarations of interest in accordance with the requirements of the Localism Act 2011, or applications for dispensations in relation to disclosable pecuniary and/or prejudicial beneficial interests.

4. Vice-Chairman

The Chairman asked for volunteers for the following responsibilities which are a result of the resignation of Cllrs Bond and Orange:

- a. Vice-Chairman
- b. Administration and Finance functions within Navenby Parish Council (two volunteers required)
- c. Cliff Cluster
- d. School House Trust

There were no volunteers for: the post of Vice Chairman; to oversee the Finance function; or as Cllr representative on the School House Trust. It was **RESOLVED** that Cllr Watts would continue to be Navenby Council's representative in the Cliff Cluster. Cllr East volunteered to oversee the Admin function which the Council **RESOLVED** to accept.

5. Minutes from the previous meeting

It was **RESOLVED** that, the minutes from the Parish Council meeting of Tuesday 07 February 2017 be signed as a true account once Cllr Woollas' name was deleted from the list of Cllrs in attendance that evening.

6. Financial report/authorisation of payments (Appendix A)

- a. It was **RESOLVED** to make all payments as detailed in Appendix A attached.
- b. It was **RESOLVED** to accept the quotation for grass cutting and strimming of: the John Cutforth field; North Lane play area; Twenty Row; and Chapel Lane at £180 per month throughout 2017
- c. It was noted that the Clerk had received a security token for online banking and the Chairman had spoken with the bank to request his token. Cllrs Woollas and Lamyman agreed to attend the parish office as soon as possible in order to request their tokens. It is hoped that payments will be made online with effect from April 2017 thereby saving staff costs and postage.

7. Budget/Precept 2017/18

An increase of Navenby Precept of 3.73% was **RESOLVED**.

8. Clerk's Report (Appendix B)

See attached Appendix B.

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9. Updates from District/County Councillors

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

Cllr OVERTON

Please see Cllr Overton's Spring Newsletter (posted on Parish Noticeboards throughout March).

Cllr Overton suggested that the idea of a weekly refuse lorry for Navenby might be effectively discussed and considered at a meeting of cluster villages with the intention of taking proposals to NKDC who had been open to the concept during her recent discussions with them. NKDC no longer fund the cliff cluster and, following the resignation of Cllr Conway, there have been no further meetings. Large/electrical items can be collected by NKDC and collection can be arranged either by phone or online.

The Chairman asked Cllr Overton to look into both the incidence and the amount of money being spent by NKDC in clearing sites where fly-tipping has occurred since the tip at Leadenham closed. It would be interesting to compare the costs of clearing fly-tipping with the costs of running the tip.

Cllr MILLS

With budgets being squeezed, Cllr Mills stressed the need to be proactive in applying for grants to improve parish facilities/services. There is a Grant Advice Service within NKDC who can guide and offer advice.

Waste removal policy review is underway and this should go out to consultation probably in September 2017 (last review 2007). Although the review was unlikely to affect costs for residents directly it would affect parish halls, residential homes etc.

10. Updates from local Police

An update was not available.

11. Planning Applications

PAR17/0158/FUL

Hodgsons Yard, Chapel Lane, Navenby
Conversion of barn

17/0208/HOUS

52 Headland Way, Navenby
Demolish conservatory and erect single storey extension

No comments were submitted to NKDC in respect of the planning permissions.

12. Correspondence (Appendix D)

See attached Appendix D.

13. Review of Navenby Parish Council Financial Regulations for 2017

Having considered the NALC model document it was **RESOLVED** the Chairman would draft a document in more concise and appropriate terms for Navenby Parish Council use. The draft will be emailed to Councillors for consideration and it will then be discussed fully at the next Parish Council Meeting.

14. Community Engagement

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With five Councillor Vacancies at the present moment it was **RESOLVED** unanimously that every effort should be made to recruit Councillors which would include:

- a. Cllr McDonald advised he would be able to recruit four people to form a Management Committee for the Venue which would relieve the pressure on Councillors. The Management Committee would meet regularly to oversee the day-to-day business of the Venue and the Parish Councillors, as Trustees, would then only be required to meet two or three times a year rather than monthly as at present.
- b. Cllr Lamyman will post a notice for the Councillor vacancies on tyres on the A607 coming into Navenby
- c. Cllr East will organise suggestion boxes and their placement, if possible, in the shops along the High Street with the intention of gathering residents suggestions as to how the S106 monies could be spent to best serve the community
- d. Cllr Woollas will take photos of items provided for Navenby by the Council in 2016 i.e. Library footpath, bus shelter on Grantham Road, Defibrillators,
- e. All Cllrs will provide the Chairman with their thoughts on 'So You Want to be a Councillor' to enable him to prepare a presentation to be delivered at local groups i.e. WI, Navenby Business Group etc.

15. Accounts software package

The Clerk summarised the information which had been emailed to Cllrs detailing the benefits and costs for two accounts software packages. It was **RESOLVED** the system which offered cloud back-up was preferential and that the Clerk would arrange for training and implementation of the software in time for the new financial year commencing 06 Apr 17, if possible. The accounts system would provide a reliable, more efficient method of recording accounts/budgets and also reduce the time required to input information and provide reports/reconciliations. It was **RESOLVED** that the maximum spend on software be limited to £1034.10 net.

16. 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