

WALTHAM PARISH COUNCIL

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Dear Sir/Madam

I hereby give you notice that the Meeting of Waltham Parish Council will be held in the Library Meeting Room, Waltham on Tuesday 2nd August 2016 commencing at 7.00pm.

All Members are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting hereunder.

Mrs L Leach
Clerk to the Council

26th July 2016.

Agenda:

1. Declarations of Interest.

(a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared

(b) To note dispensations given to any member of the council in respect of the agenda items listed below.

2. To receive any apologies from Members not able to attend the meeting.

3. Open Forum Under Suspension of Standing Order No 21.

The meeting will have a period of public consultation which shall not exceed 15 minutes in total, no individual speaking for more than a maximum of 5 minutes. At the Chairman's discretion this time may be extended. If a member of the public wishes to speak on non-scheduled Agenda items, the Council may have to carry the item and/or any action forward to the next meeting.

(a) To hear an informal presentation on proposed changes to approved application number DM/1231/14/FUL 51 homes land off Station Road Waltham.

4. To consider and approve the Minutes of the Meeting held on 5th July 2016.

5. To receive a report from Police Liaison.

6. To receive and confirm progress on the action sheet.

(a) Issues without movement to be discussed and dealt with under the appropriate agenda heading.

7. Clerk's Report & Correspondence received since meeting of 5th July 2016.

- Defib machine located on Parish office wall was again deployed on 11th July 2016.
- Letter of thanks received from Waltham Methodist Church for taking part in anniversary flower festival.
- The Mayor is holding a Civic Service on Sunday 18th September at St Peters Church and is extending an invite for two representatives of the Parish Council to attend.
- North East Lincolnshire Council is seeking people's views on the updated Contaminated Land Inspection Strategy (attached) and would like to give local councillors the opportunity to consider the updated strategy and provide any feedback. This consultation is open until 18th August 2016.

There is no questionnaire for this consultation. Comments for consideration should be emailed to Shaun.Poole@nelincs.gov.uk.

8. Planning.

(a) *Planning decisions, correspondence and planning matters:*

1. Application DM/0514/16/FUL 28 Brigsley Road Waltham has been approved by NELC.

2. Application DM/1192/15/FUL Land South of Ings Lane Waltham (erection of 10 dwellings) has been approved by NELC and the Section106 agreement has been signed.
3. Application DM/0606/16/FUL 13 Chadwell Springs has been approved by NELC.
4. To consider sending comments to the consultation on The Greater Lincolnshire Devolution.

(b) Planning applications received and to be considered:

1. DM/0622/16/FUL Waltham Airfield, Waltham

Temporary site construction compound to support the onshore cable installation for Hornsea Project One Offshore Wind Farm.

2. DM/0609/16/FUL Land South of Ings lane, Waltham

Variation of Condition 14 (Secure Screen Fence) as granted on application DC/1192/15/FUL for revision to have a lockable gate instead of secure screen fencing, which is removed and replaced with a suitable fence upon commencement of Plots 9&10 and existing fencing is agreed and implemented before works commence on Plots 9&10.

3. DM/0394/16/OUT 5 Cheapside, Waltham

Outline application for the erection of two detached dwellings with garages access and layout to be considered – Amended Plans.

9. To consider a community project for village with offer from Spar Staff.

10. Website:

(a) To receive a presentation from the working group and consider proposals for new website from both existing provider and new provider.

11. To receive any reports from the following working groups:

(a) **Gravel Pit Allotments.** – update as per action sheet

(b) **Station Road Allotments.** – update as per action sheet

(c) **Parks and Open Spaces.** –update as per action sheet

(d) **CCTV**

(i) Report from Chairman on work underway on upgrade of CCTV system and issues found arising from work.

(e) **Public Rights of Way.**

(f) **Bowling Green.** – update as per action sheet.

(g) **Youth.** – update as per action sheet

12. Burial Board Committee.

(a) To consider amendments to small business rate relief.

13. Pavements/Street Lighting/Highways.

(a) NELC has informed the Parish Council that the suggested bus shelter is now not available and has sent in alternative information. – display on projector

14. Waltham In Bloom

(a) To agree a date for the annual presentation.

15. To hear about School meeting held 30th June 2016 and presentation of school award that took place on 18th July 2016.

16. Parish Office

17. Finance Items.

(a) To receive a list of Accounts payable up to 2nd August 2016 and approve their payment.

18. Personnel Items.

(a) To consider exclusion of press and public due to the sensitive nature of items to be discussed.

(b) To receive information on temporary staff and holiday cover for Clerk.

(c) To receive projected staff costs and budgets for staff for year 2016/2017.

Please remember plans are available and can be viewed on NELC's website prior to the meeting. Anyone without the internet facility can view the plans at the Parish Office.

**Minutes of the Meeting of the Waltham Parish Council held in the
Waltham Library on Tuesday 5th July 2016 at 7.00 pm.**

Present: Councillors Archer, Kiddle-Bailey, Gordon, Guilliat, Sadler, Shaw, Surtees, Teanby, Weston and Woodliff, 6 members of the public and the Parish Clerk.

01.07.2016 Declarations of Interest:

(a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

Cllrs Archer and Surtees declared a DPI in item 11(e) (i) as Cllr Archer own land that footpath 72 crosses and Cllr Surtees is a family member.

Cllr Archer also declared a Personal and Prejudicial Interest in item 9(b) (1) as he previously owned an area of land in the village that may be submitted for development.

(b) To note dispensations given to any member of the council in respect of the agenda items listed below.

None.

The Chairman reminded members that should an interest become apparent further in the agenda this should be declared at the time.

02.07.2016 To receive any apologies from Members not able to attend the meeting:

Apologies were received from Councillors Barrett, Conolly and Evans. Ward Councillor Jackson had prior engagement and Ward Councillor Colquhoun will be attending late. The Police were also not able to attend.

The Chairman read out the procedure on the recording of Waltham Parish Council meetings.

03.07.2016 Open Forum Under Suspension of Standing Order No 21:

RESOLVED: The Parish Council agreed to invoke Standing Order number 21 so that residents were able to speak. Items will be listened to and if appropriate will be taken into consideration under the relevant agenda heading.

Residents present explained that they wished to raise concerns over the proposed development for Grimsby Road. The internal roads for these 47 homes looked to be very narrow especially if they are to take dustbin collection vehicles. The residents also stated that this land has not been identified on the previous or new draft local plan as an area suitable for development and felt it is just an add-on to the previous application in a piece-meal style. The residents asked if an outline application was refused if this could go to appeal or would a full application need to be submitted. As the Ward Councillors were not present at the meeting the Parish Council were unable to answer this question.

The Chairman thanked the residents for attending.

With there being no further residents wishing to speak the Chairman reconvened the meeting.

04.07.2016 To approve the Minutes of the Meeting held on 7th June 2016:

RESOLVED: The minutes of the Meeting of 7th June 2016 were considered and signed as a true record.

05.07.2016 To receive a report from Police Liaison:

The Clerk read from the report enclosed. The Police Inspector is as yet to come back with a comparison of crime figures for last year. The Parish Council understood that collating this information may take some time.

A Councillor asked if Neighbourhood Watch is still active in the village. The Chairman felt sure that there were still active groups in the village and that the Clerk could confirm this by making an enquiry with the local PCSO and forward this information to all Councillors.

06.07.2016 To receive a report from Humberside Fire and Rescue Service:

The Clerk read the letter sent on 22nd June to the temporary Group Manager and the new Group Manager who was coming into place from July.

The Parish Council were pleased to see that a fire engine attended the All Saints Church Summer Fete and it proved a very popular attraction. The Parish Council would have liked to have seen the local TRV also in attendance, but were informed that this may not have been possible due to staffing matters.

RESOLVED: The Parish Council agreed to write to the Fire Service asking if it would be possible for the Waltham TRV to attend next year's event.

07.07.2016 To receive and confirm progress on the action sheet:

(a) Issues without movement to be discussed and dealt with under appropriate agenda heading.

No questions raised.

08.07.2016 Clerk's Report & Correspondence received since meeting of 7th June 2016.

The defibrillator machine located on Parish office wall successfully used on 14th June 2016. The Clerk confirmed following investigation that the deployment was successful and the patient is alive. The Parish Council were very pleased that the purchase of this machine has proved its worth in one use and that a press release should be sent out to advertise this successful service.

A letter of thanks has been received from a resident over prompt clearance of cow parsley at William Mews. The parishioner was very pleased with the Parish Council's assistance in this matter.

Correspondence has been received from Cllr Oxby regarding a consultation on the possibility of a Mayoral Combined Authority for Greater Lincolnshire; this consultation closes 8th August at 5pm. The Parish Council felt that this should be added to the next Town and Parish Council Liaison meeting as it affects all parishes and the response brought back to the next Waltham Parish Council meeting.

RESOLVED: The Parish Council agreed to add this for discussion at the next Town and Parish Council Liaison meeting and add this as an agenda item at our next meeting.

A resident has enquired if the playing fields on Archer Road are to have barriers installed to stop travellers. The Clerk has passed details on to NELC as owners of the land.

The Spar shop staff at Kirkgate has sent in a letter asking if there is a community project for the village that they can assist with. Funding of £250 would be donated along with staff to undertake work. The Parish Council were very grateful to them for this offer and agreed to add this as an agenda item for the next meeting as there may be matched funding available.

09.07.2016 Planning:***(a) Planning decisions, correspondence and planning matters:***

1. Application DM/0090/16/ADV signage for the The Kings Head has refused by the Planning Committee at NELC.

2. To receive details of Draft Local Plan consultation from East Lindsey District Council Date – Consultation closes 8th August at 5.30pm.

The Parish Council felt that they should reiterate the comments made in May over the possible impact on the road infrastructure in Waltham should Holton Le Clay have all the proposed developments approved. The Parish Council also wish to include that planners need to bear in mind that we have an additional development of 51 homes, outside of the Draft Local Plan, now approved by appeal, that will have an impact on the road and traffic at Tollbar roundabout.

Residents have brought concerns forward over the proposed boundary that is being constructed at the corner of Cheapside and Brigsley Road. Upon investigation the Parish Council noted that the wall and railings do not match the approved plans. The main concerns raised were regarding the height of the wall required for the level of the construction within the site, compared to the height of the wall from what was the existing level of the highway verge, and the need felt by the developer to increase the height of the verge to disguise the increased elevation of the wall. This has led to a significant slope to this verge, which was felt would cause highways maintenance problems, similar to nearby raised verge banks on Cheapside, that are now only maintained approximately twice per year. This is something that the Parish Council felt would be inappropriate so close to the war memorial and in the conservation area. It was felt that the three departments within NELC (planning, conservation and verge maintenance) should be written to requesting that they meet the developer to discuss this boundary and agree a way forward. The letter should include that the Parish Council would wish to see that the plans on the original application are adhered to in order for the street scene to replicate other walls and railings around the centre of the village.

RESOLVED: The Parish Council resolved to write to the planning officer, conservation officer and verge maintenance departments of NELC to agree a way forward with the developers.

(b) Planning Applications received for consideration:

1. DM/0606/16/FUL 13 Chadwell Springs, Waltham

Remove existing garage, alterations and erect single storey extension.

RESOLVED: Waltham Parish Council recommended approval of this application.

2. DM/0579/16/OUT Land at Grimsby Road, Waltham

Outline application for the erection of 47 dwellings with access and drainage to be considered.

Cllr Archer having declared an interest in this matter, left the room.

Vice Chairman Cllr Woodliff in the Chair.

Waltham Parish Council carefully considered this application and considered the comments made by residents in the open forum.

The following points were made throughout the debate:

The Parish Council were concerned that this is a further application of erosion into the identified strategic gap in this area of the village to a point where should there be a western relief road required for this area there will be very little space left to accommodate for this without having no strategic gap at all between the settlements.

This land was not identified in the previous Local Plan or the current Draft Local Plan as an area suitable for development.

The plans show the majority of the roads around the estate being A4A access ways and with the introduction by the Local Authority of the new Hard to Reach

Project this road width was felt would not allow sufficient access for dustbin vehicles to access and turn. The Parish Council feel that the estate road layout should be constructed to A2 throughout to facilitate traffic movements of all types.

It should be noted that the front hedge to this development is an Awarded Hedge as per the parish award for Waltham and the parish council feel that as such it should be documented that this will be retained and a condition that it is maintained to a minimum height of 3 meters, for the benefit of giving the impression of the existing rural entrance to the village and minimising the visual impact on existing developments opposite the site.

The proposal mentions contributions towards transport, and education, however there is no actual contribution towards village life and the facilities for the enjoyment of these new home owners in order to lessen the impact on the village's existing facilities.

The Parish Council feel that in this instance there would be a significant adverse impact to the character and appearance of the village and would be in conflict with Policies GEN2 and NH9 of the development plan and we feel that it would be a significant conflict as these additional 47 homes will be over and above the amount outlined in the new Draft Local Plan for the area and unless other pieces of land are removed from the plan it will be an over intensification of the infrastructure of this village.

RESOLVED: Waltham Parish Council recommended refusal on this application on the grounds as given above.

Cllr Archer was invited back into the meeting. Cllr Archer in the Chair.

3. DM/0595/16/FUL 48 Cheapside, Waltham

Alterations and single storey extension to side.

RESOLVED: Waltham Parish Council recommended approval of this application.

10.07.2016 Pavements/Street Lighting/Highways.

(a) To receive notice from NELC on Hard to Reach Properties project.

Ward Councillor Iain Colquhoun entered the meeting.

The Parish Council were most concerned over the changes to the waste collection services and questioned how many properties are affected in Waltham. It was felt that there may be some elderly or infirm residents who could be in a hard to reach area that may require assistance. The letter did not provide full details to the Parish Council of how many people this will effect.

RESOLVED: The Parish Council agreed to add this as an agenda item at the next Town and Parish Council Liaison meeting and investigate with NELC how many residents are affected in Waltham.

(b) NELC are considering implementing parking restrictions on Dorothy Avenue, residents consultation ended 27th June – Map to be displayed at meeting.

The Parish Council discussed the proposals as provided by NELC and upon viewing the map provided was concerned that the amount of area with restricted parking would push the problems out on to the High Street, Ings Lane and further down Dorothy Avenue. The Parish Council felt that by allowing parking on the left hand side only from High Street to the yellow lines on the corner of Dorothy Avenue would minimise this impact and still allow clear movement of traffic. Councillors suggested that the grass verge opposite should be verge hardened to protect it from the need of future reinstatement.

RESOLVED: The Parish Council agreed to put forward its proposals that parking is allowed on the left hand side of Danesfield Avenue from the High Street to the yellow lines proposed on the corner of Dorothy Avenue with hardened verge being

installed on the right hand side to protect the verge from the need of future reinstatement.

Councillor Teanby gave his apologies and left the meeting.

(c) To receive verbal update on the nine outstanding highways issues.

The highways officer had sent in an update which was read out to the Council. There were several items that are still under investigation or that were awaiting funding. The Clerk was asked to ensure that these are monitored on a regular basis.

The Clerk presented five options for a replacement bus shelter on Barnoldby Road as provided by NELC. A vote was taken and the preferred option was the Wallis Street Shelter.

RESOLVED: The Parish Council are to inform NELC that their preferred option for the replacement bus shelter is the Wallis Street Shelter.

(d) A resident has written with concerns over recently completed road works on High Street, to consider forwarding concerns to project manager at NELC.

The Parish Council felt that the engineer for this project would be the person best placed to answer the concerns this resident has over the changing camber of the road and now raised manhole in the centre of the carriageway.

RESOLVED: The Parish Council agreed to pass on the letter from the concerned resident to the highways engineer at NELC. The Clerk is to inform the resident that this action has been taken.

Councillors have reported that following the slurry sealing on Fairway that had recently been carried out there were several areas that now have a pond effect when it rains. The Clerk was asked to report this to the footpaths officer at NELC.

11.07.2016 To receive any reports from the following Sub Committees:

(a) **Gravel Pit Allotments.**

(i) To agree a date for volunteers to clear copse and consider if a skip is required.

The Clerk had received an email from Ward Councillor Jackson regarding the Give a Day scheme and the leaders of the project felt that the best way forward with the projects suggested was to use the Community Pay Back group instead; however this would require supervisors and welfare facilities to be provided for them. The Parish Council discussed this and having considered this group for a previous scheme felt that this scheme would not be suitable for the projects put forward.

RESOLVED: The Parish Council agreed not to proceed with the Community Pay Back group for the allotments and Grove Park projects as we would have to provide toilet and welfare facilities as well as supervisors.

Cllr Kiddle Bailey is to arrange a date for volunteers to carry out work clearing the copse area at the High Street allotments and it was agreed that a skip would be required as there has not been any clearance in this area for a number of years.

RESOLVED: It was agreed that a date will be given to the Clerk for the clear up by volunteers of the allotment copse area in order for a skip to be ordered at a cost of approximately £150.

(ii) To consider disposal of unused bricks from the rebuilding of the gas governor building.

The Chairman explained that there is an amount of uncleaned and unused bricks remaining from the rebuilding of the gas governor building. The builder has advised that they are crumbling and therefore unsuitable for reclaiming. The Councillors questioned if they could be used for a planter or similar construction. The Clerk explained that they would not be able to be used for construction in a publicly accessible area as the bricks have been deemed not suitable by a builder and if an accident occurred the parish council could be liable.

RESOLVED: It was agreed that Councillors who wished to view the bricks prior to the disposal should do so as soon as possible. It was agreed that the remainder of the bricks from the gas governor building which are deemed unusable are to be disposed of.

(b) Station Road Allotments.

Work continues to let the available allotments on this site and it was felt that the allotments working group should view the site and consider further weed control especially for the plots that have received attention in the past.

(c) Parks and Open Spaces.

- (i) To receive notes from meeting held 27th June and consider suggestions.

The Clerk read from the notes taken at the meeting held.

It was felt that a bandstand for the village green should be added to the village wish list and the Parish Council are to continue investigating the possibility of this as per the April resolution.

Phase 2 of the trees in Well Lane is to be an agenda item for expenditure at the end of the year.

- (ii) To consider expenditure for new concrete bases for the bins on the village green.

The Chairman explained that after looking at the bases under the existing bins it was clear that new concrete bases were required. The new bases would be in the region of £100.

RESOLVED: The Parish Council agreed to purchase the materials required to install new bases as required for the two new bins.

- (iii) To consider registering Fairway land as a Field in Trust.

Councillors considered registering this land; however felt it would be better to defer a decision on this until the public have been consulted with as to its future use.

The Chairman confirmed he had made contact with the homeowners as instructed previously and his recommendation to this Council is that we should take our solicitors' advice and obtain the legal definition of a barrister who specialises in land documents in relation to the access. Once this is obtained a decision can be taken on pursuing this matter.

RESOLVED: The Parish Council agreed to instruct a barrister to obtain the legal definition in relation to the access to the land off Fairway.

The Fairway Land is to come under the Parks and Open Spaces heading in the future, however the budget is to remain separate at this stage. Letters are to be sent to all the residents, whose gardens back on to the land, explaining that the Parish Council is the new owner and asking what they would like the land to be used for.

- (iv) To consider strimming the grass bank near the Co-op.

The Parish Council were conscious that this work would be at an additional cost to the Parish. The Councillors discussed writing to the shop owners for a contribution towards this work.

RESOLVED: The Parish Council agreed to instruct our maintenance contractor to trim the grass bank near to the Co-op at a cost of £155 plus VAT. Letters asking for a contribution towards the work should be sent to the shop owners.

The Brownies have confirmed that they will be planting up the Well in Well Lane and the planter at the entrance to the allotments on the corner of Ings Lane.

Councillor Shaw asked if the workman who carried out the replacement handrail would look at the slats to the bridge in Grove Lane as one appeared to be damaged.

The Chairman reported that the large branch that had fallen away from the tree in Grove Park had been removed at no cost to the Parish Council. Councillors felt that the tree should be inspected following this damage.

(d) CCTV

The work on upgrading the current CCTV system is to start week commencing 4th July. There had been four requests for CCTV footage during June.

The Chairman said that as we no longer have the link with NELC it would be good practice to review our protocol to ensure that all CCTV requests meet with the latest legislation.

RESOLVED: The Parish Council agreed to review their CCTV protocol.

(e) Public Rights Of Way

(i) To receive a verbal update from Cllr Weston on Footpath 72

Cllrs Archer and Surtees having declared an interest in this matter left the room.

Vice Chairman Cllr Woodliff in the Chair.

Cllr Weston attended the last planning committee meeting at NELC where the officers agreed to the northern and southern ends of the planned diversion, however chose to reject the proposed middle section. Cllr Weston said that there may be objections raised to this decision. Maps were shown that were provided to the planning committee when requested at their meeting. It was also noted that the substation at this location is still in use. Cllr Woodliff explained that the officers need to speak to the landowners for the best hope in getting this matter resolved.

Cllr M Archer and P Surtees returned to the meeting. Cllr M Archer in the Chair.

With the time being 10pm the Parish Council agreed to suspend standing order number 20 to allow the remainder of the items to be heard.

(f) Bowling Green

Waltham Park Bowls Club is hosting an event this evening for the Waltham WI and recently held an event for 20 children to attend from Tollbar Academy. The Parish Council were extremely grateful to Waltham Park Bowls Club for providing this service.

The Clerk has received a response to our application for a rate reduction for the Bowls Club as the rates office had increased the cost by £715 this year. The application was refused, however the small business relief that we currently receive could be transferred from the Cemetery to the Bowling Green if the Parish Council so wished.

RESOLVED: The Clerk was asked to investigate the charges for rates at the cemetery and bring this information back to the next meeting.

12.07.2016 Burial Board Committee.

The Clerk confirmed that the stones and weed retardant had arrived and the contractor will schedule a date for the work to begin.

13.07.2016 To make a decision of remaining funds from "A Right Royal Tea Party"

The Parish Council considered how to use the remaining funds of £158.88 from the Royal Tea Party event.

RESOLVED: The Parish Council agreed to use the remaining funds towards holding a senior residents tea party.

14.07.2016 The Parish Council is to hold a Senior Residents' Tea Party at the Royal British Legion on Saturday 23rd July.

The Parish Council announced that they would be holding a senior residents' tea party on 23rd July starting at 2.30pm.

15.07.2016 Waltham In Bloom.

(a) Members' nominations for judging required by 11th July.

The Parish Council are running the Front Gardens of Distinction category again this year and all members' nominations must be submitted by 11th July 2016.

16.07.2016 To hear from Cllr Teanby on School meeting held 30th June 2016.

As Councillor Teanby had to leave the meeting early this item was deferred to a future meeting.

17.07.2016 Youth.

(a) To consider second strim of BMX track and tennis courts.

RESOLVED: The Parish Council agreed to carry out a second strim of the BMX track and tennis courts; this should be undertaken before the summer break.

(b) Two residents have written asking if new play equipment could be considered for younger children as a future project.

RESOLVED: The Parish Council agreed to add new play equipment for toddlers within a fenced boundary to the village wish list.

18.07.2016 Website.

The working group have met with a possible web provider. A visual display and full details will be presented at the August meeting for consideration.

19.07.2016 Parish Office.

(a) For new members to consider working groups and highways allocation.

RESOLVED: The Parish Council agreed to amendments proposed for adding new members to working groups and highways allocation. The clerk is to update the list and distribute to all councillors.

(b) A new Councillor Guide is available free online at the ERNLLCA website or paper copies can be purchased at £2 each plus P&P.

RESOLVED: Councillors agreed to obtain copies of the new Councillor Guide online to save purchase costs.

(c) To consider having the computer serviced at a cost of £30.

RESOLVED: The Parish Council agreed to service the office computer at a cost of £30.

20.07.2016 Finance Items.

(a) To receive a list of Accounts payable up to 5th July 2016 and approve their payment.

Cheques for payment:			£ . p
3988	Mrs P Allenby	Salary – June	184.40
3989	Mrs L Leach	Salary – June	828.05
3990	HMRC	Tax & NI	55.78
3991	BT Payment	Telephone Mar-Aug	129.28
3992	Petty cash	Petty cash for weed retardant	50.00
3993	M Dewires	Turf at Cemetery	161.00
3994	Glendale Ltd	June maintenance	415.75
3995	Tulip Healthcare Ltd	Hygiene unit 2016/17	124.80
3996	Waltham Leas Academy	Donation towards newspaper	250.00
3997	Waltham Park Bowls Club	Maintenance payment	500.00
3998	Petty cash	Petty cash	100.00

RESOLVED: Accounts approved for payment.

21.07.2016 Personnel Items:

(a) To consider exclusion of press and public due to the sensitive nature of items to be discussed.

RESOLVED: The Parish Council agreed to take this item in committee. The public present were kindly asked to leave the meeting.

(b) For personnel committee to raise any items.

RESOLVED: The Parish Council agreed to investigate the costs of agency staff.

The Parish Council came out of committee and ratified the decisions taken. With there being no further business the Chairman thanked everyone for attending and he closed the meeting at 10.38pm.

Date of Meeting	Decision taken	Action	By	Status as of 27th July 2016	Red = To do/outstanding Orange= Started Green = Completed
Prior to September/ 1st March 2016	Privacy screen at post office counter in Spar Kirkgate	write to Local MP for support	LL	MP had meeting with Senior officer in Post Office he is chasing for information 26/7/16.	
1st December 2015	Accept offer of free labour for kick about wall	inform builders we accept offer	LL	Chased 25/5/16 & 28/6/16, contractor said coming back to us with start date	
1st December 2015	obtain quotations for materials for kick about wall and bring back to future agenda	obtain quotations for building materials	LL	Chased 25/5/16 & 28/6/16, contractor said coming back to us with start date	
5th January 2016	Arrange date for work and order stones for upgrade of kerbed plots in cemetery, trying where possible to get coloured stones within £1000 budget.	Contact contractor for suitable date for work and order materials within £1000 limit	LL/KS	Stones & weed retardant arrived 29/6/16. Contractor informed. Clerk and burial Board Chairman to chase for date. 26/7/16	
5th January 2016	obtain costs to replace/repair damaged poles for marquee and obtain estimates to purchase 8 no small strops.	obtain quotations required.	LL	24/5/16 taken damaged poles to blacksmiths. Costs pkt 4 ratchet straps 4.5m £14.99 plus VAT - Machine Mart	
2nd February 2016	Make enquires about rapid deployable cameras and funding from P&CC	make enquiries re Mobile CCTV units & collate information to pass on to other Parish Councils.	LL/MA	29/6/16 - provided with new funding forms to complete. Still funding available through new P&CC	
1st March 2016	Examination of the croquet lawn to take place.	Arrange for site visit to view croquet lawn	LL	Suggested dates being considered, currently liaising with working group and bowls club to fit around holidays 26/7/16	
5th April 2016	PC agreed to make enquiries for professional drawings for village bandstand	enquire as to costs for professional drawings	LL	Meeting held with architect 27/6/16 report at July meeting.	
5th April 2016	PC agreed that the Chairman should make contact with the adjoining residents before any press release is organised for the taking over of Fairway Land.	Chairman to make contact with adjoining residents	MA/LL	Contacted previous land owners explaining press release on hold until adjoining neighbours have been contacted. Letters to neighbours 28/7/16	

7th June 2016	Move plaque to the front wall of the gas governor building	arrange to have the plaque moved.	LL/MA		
7th June 2016	Start asking residents what they would like the newly donated land at Fairway to be.	Add question to website & suggestion box at Village Fete	LL	Display put on for Summer Fete with suggestion box. 2/7/16.	
7th June 2016	Proceed with work required in Grove Park. Ensuring contractor aware of any possible manhole structure under base	instruct contractor to proceed with work in Grove Park	LL	Contractor instructed by telephone, followed up in writing 14/6/16	
7th June 2016	Obtain 20mph advisory posters for Grove Lane and Skinners Lane	Order signage	MA	Ordered 27/6/16	
7th June 2016	Proceed with maintenance and new CCTV camera for village.	contact CCTV company to proceed	LL/MA	Work started 13/7/16	
7th June 2016	Invite Christine Scott to attend future PC meeting in order to provide clear information on future school provision for Waltham	send invite	LL	Invite sent with dates of future meetings 22/6/16	Provisional Date of 6th Sept Meeting
7th June 2016	Agreed to provide Waltham Parish Council Pupil Award, discuss suitable award with school	contact Waltham Leas Primary Academy	LL	Award Presented 18/7/16	
7th June 2016	Make enquiries if local business can offer website similar to Melling Parish Council site. Collate information and bring back to next meeting	add to next agenda	LL	Website working group meeting with possible provider 28/6/16 and presentation on August meeting	On August Agenda
7th June 2016	Make enquiries over holiday cover for Clerk	add to next agenda	LL	Final details obtained on August agenda.	On August Agenda
5th July 2016	Make enquiries if Neighbourhood Watch is still active in the village.	speak to local PCSO	LL	PCSO offered to speak to Cllr Teanby re neighbourhood watch 8/7/16	
5th July 2016	Write to Waltham Fire Station re TRV for summer fete next year	Write to Fire Service	LL	Letter sent 8/7/16	
5th July 2016	News article regarding the Defib being deployed in Waltham	write and send news article to Telegraph and Chronicle	LL	Press release sent 7/7/16	
5th July 2016	Add Greater Lincolnshire Devolution to next Town & Parish Liaison meeting	Contact Town & Parish Liaison re Devolution	LL	Added 12/7/16	
5th July 2016	Add Greater Lincolnshire Devolution to next Parish Council agenda	add to next agenda	LL	done 7/7/16	On August Agenda
5th July 2016	Add Spar Shop offer for village project to the next Parish Council agenda	add to next agenda	LL	Done 7/7/16	On August Agenda

5th July 2016	Respond to latest consultation for East Lindsey District Plan	Fill in consultation forms East Lindsey District Plan	LL	Sent in to East Lindsey District Council 12/7/16	
5th July 2016	Contact Planning Officer regarding development boundary at Cheapside/Brigsley Road	Contact planning officer	LL	Done 6/7/16	
5th July 2016	Contact Planning Department with recommendations from Waltham Parish Council	send in comments via planning portal	LL	Done 11/7/16	
5th July 2016	Contact NELC regarding information on the Hard to Reach properties scheme for Waltham	Contact NELC to obtain information	LL	Response received 7/7/16, one property in Waltham affected	
5th July 2016	Add Hard to Reach Properties to the next Town and Parish Council Liaison meeting agenda	Contact Town & Parish Liaison re Hard to Reach Properties	LL	Added 12/7/16	
5th July 2016	Send in recommendations regarding the road scheme for Dorothy Avenue	send in comments to Highways department	LL	Sent in to Highways Department 12/7/16	
5th July 2016	Send in Parish Councils recommendation on type of bus shelter to replace on Barnoldby Road	send in comments to Highways department	LL	Done 6/7/16	
5th July 2016	Send letters out to nominees of Waltham in Bloom competition as per councillors recommendations	send letters out to nominees	LL	24 letters written and sent 18/7/16	
5th July 2016	Arrange judges to view all nominees of Waltham in Bloom Competition	Arrange judging of competition	LL	Judging to be completed by 5th August 2016	
5th July 2016	Arrange date and organise skip for clearance of copse area at Ings Lane allotments	liaise with allotments committee	LL	Suggested by allotment working group that takes place in September after growing season ends.	
5th July 2016	Forward residents letter regarding completed road works on high street to design officer for NELC highway works.	forward letter, ask for response and inform resident of action taken	LL	Letter forwarded 12/7/16	
5th July 2016	Contact footpaths officer of NELC and ask that an inspection takes place of recent slurry sealing carried out on Fairway as ponding effect in areas	Contact footpaths officer at NELC	LL	Footpaths officer informed 12/7/16	
5th July 2016	arrange for disposal of unusable bricks remaining from old gas governor building	disposal of bricks	LL/MA	Disposed 28/7/16	

5th July 2016	Allotments working group to view Station Road allotments to see if those treated before require further treatment	allotments WG to view	KKB/PW/RB	chairman viewed 27/7/16, further work required to overgrown plots	
5th July 2016	Add bandstand to village wish list	add to list	LL	added to wish list for village 7/7/16	
5th July 2016	Arrange for materials & for new bases to be installed for bins at village green	order materials and arrange date to fit bins	LL/MA/PW	Work started 18/7/16	
5th July 2016	Arrange for solicitors to obtain barristers advice on wording of easement at land off Fairway	Contact solicitor and instruct to obtain barristers advice on easement wording.	LL	Instructed solicitor to obtain barristers advice 13/7/16	
5th July 2016	Write letters to homeowners adjoining land at Fairway	Letters to houses 97-173 Fairway and 83-95 Grimsby Road.	LL	30 Letters written and hand delivered 28/7/16	
5th July 2016	Instruct maintenance contractor to trim grass bank at co-op	instruct contractor to proceed with cutting grass bank at co-op	LL	Done 22/7/16	
5th July 2016	Write to all shop owners that Parish Council have instructed work to be undertaken to cut grass bank at co-op, ask for donation	Write to businesses at co-op shopping area	LL	Letters written and hand delivered 15/7/16. One donation towards maintenance received to date.	
5th July 2016	Investigate and update protocol for CCTV	Update protocol for CCTV	LL	Details obtained from Home office and Information Commissioners office 18/7/16. New protocol to be written up.	
5th July 2016	Brownies to plant well and tub at Ings Lane corner - obtain plants	Obtain plants for brownies	LL	plants purchased 8/7/16 & installed	
5th July 2016	Ask contractor who carried out work on handrail to look at slats on bridge at Grove Park	Make contact with contractor and instruct to inspect and provide quotation	LL	Bridge inspected and no deterioration found. All boards in good order. Suggested annual checks takes place 8/7/16	
5th July 2016	Obtain tree report on damaged tree in Grove Park	Contact tree maintenance contractor	LL	Contractor recommends felling of Ash tree as further limbs look damaged. Would require 211 Notice from NELC	
5th July 2016	Investigate rates charges for cemetery/bowling green and add to next parish council meeting	add to next meeting	LL	done 7/7/16 & findings added to August agenda.	On August agenda

5th July 2016	Remaining funds from Queens Birthday Celebrations are to be used for Senior Residents Tea Party	Transfer funds	LL	Accounts checked by KS and moved to residents tea party funds 7/7/16	
5th July 2016	Instruct maintenance contractor to trim grass BMX Track & around tennis courts	Instruct contractor to proceed with cutting of BMX and Tennis courts	LL	instructed to carry out work 7/7/16	
5th July 2016	Amend Councillors details highways/working groups	update lists	LL	Done 14/7/16	
5th July 2016	Add toddler play equipment and fencing to village wish list	add to wish list	LL	added to wish list for village 7/7/16	
5th July 2016	Arrange office computer to be serviced	instruct service engineer to visit	LL	Work completed 8/7/16	
5th July 2016	Accounts Payable	send payments as approved	LL	Payments sent out 7/7/16	
5th July 2016	Investigate costs of agency workers	contact agencies and add to next agenda	LL	Met with agencies to discuss possible use of agency workers	On August Agenda