

WALTHAM PARISH COUNCIL

Mrs L Leach
(Clerk to the Council)
Tel: 01472 826233
Email: walthampc@btconnect.com
Web Site: www.walthamparishcouncil.org.uk

Parish Office
Kirkgate Car Park
Kirkgate
Waltham
Grimsby
DN37 OLS

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 5th April 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.

29th March 2016

Mrs L Leach
Clerk to the Council

Agenda:

Guidance on the recording of meetings by the Chairman.

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.

4. To approve the Minutes of the Meeting held on Tuesday 1st March 2016.

5. To receive a report from Police Liaison.

6. To receive a report from Humberside Fire and Rescue Service.

7. Electoral Matters – To consider any applications for co-option onto the Council.

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

(a) To consider the review and proposed amendments to policy documents including advice from ERNLLCA on lone working policy.

(b) Issues without movement to be dealt with under appropriate heading.

9. Clerk's Report & Correspondence received since meeting of 1st March 2016.

- A resident has reported excessive radio noise being experienced in Mayfair Drive. The Clerk has put the resident in touch with Community Pride at NELC.
- The damaged bus shelter on Barnoldby Road has been reported to NELC
- The damaged phone box on Barnoldby Road has been reported to BT

10. Planning.

(a) *Planning decisions and planning matters:*

1. DM/0049/16/FUL 24 Ings Lane, Waltham has been approved by NELC with conditions.
2. DM/0028/16/FUL Field House, Station Road, Waltham has been approved by NELC.
3. To consider sending any comments over the consultation for the new Local Plan.

(b) *Planning Applications received for consideration:*

1. DM/0090/16/ADV, Kings Head, Waltham

Display 1 externally illuminated post sign, 1 Lantern, 1 externally illuminated fascia sign – Amended Plans.

2. DM/0072/16/FUL, 5 Laburnum Avenue, Waltham

Erect single storey extension to rear to include installation of rooflights- Amended Plans.

3. DM/0181/16/FUL, 33 Danesfield Avenue, Waltham

Demolish existing garage and erect single storey rear extension.

11. Queens 90th Birthday Celebrations- To consider holding an event.

12. Pavements/Street Lighting/Highways.

- (a) To hear from Chairman on highways meeting regarding Cross Street/New Road
- (b) To receive an update on roadworks at High Street.
- (c) Copies attached of two letters received from residents regarding litter in the village & to discuss contractors response re services.

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

(a) Gravel Pit Allotments.

- (i) To receive comments on gas governor building.

(b) Station Road Allotments.

- (i) To consider purchase of numbers for plot marking purposes.
- (ii) To consider purchase of a banner to advertise allotments to rent.

(c) Parks and Open Spaces.

- (i) To receive report from working group and consider recommended actions.
- (ii) To receive a letter regarding the surface at Well Lane and consider response.
- (iii) To review the summer planting schedule and agree to send out to tender.
- (iv) To agree budget for the plants for the summer planting scheme.
- (v) To consider holding the Waltham in Bloom Competition this year.

(d) CCTV- maintenance work taking place 5th April 2016.

(e) Public Rights of Way – Update requested from NELC.

(f) Bowling Green.

- (i) To receive and consider tenders for the Petanque area.

14. Burial Board Committee.

- (a) To hear from Burial Board on non-conforming plots.
- (b) To receive a response from Commonwealth War Graves Commission.

15. Fairway Land – To consider press release for newly acquired land.

16. Youth. – As per action sheet.

17. Website

- (a) To receive report from working group and consider recommended actions.

18. Parish Office Items

19. Finance Items.

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

20. Personnel Items.

- (a) To consider exclusion of press and public due to the sensitive nature of items to be discussed.
- (b) To receive a report from Personnel Committee.

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 1st March 2016 at 7.00 pm.

Present: Councillors Archer (Chairman), Barratt, Conolly, Kiddle-Bailey, Mumby, Sadler, Shaw, Surtees, Weston and Woodliff. Ward Councillor P Jackson, 10 members of the public and the Parish Clerk

01.03.2016 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.

Councillor Kiddle-Bailey declared a Personal and Prejudicial Interest in item 9(b)(3) planning application as this is a personal friend.

(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.

02.03.2016 To receive any apologies from Members not able to attend the meeting:

Councillor Evans offered her apologies and Councillor Teanby and Ward Councillor Colquhoun would be arriving late due to other commitments.

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

03.03.2016 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.

A resident enquired if the recycling bins in Kirkgate car park are to be replaced. The Chairman explained that new ones were on order and these were due to be installed this week.

A resident explained he was attending as the applicant for planning application DM/0072/16/FUL, should any of the councillors have any questions regarding the application.

A group of residents raised questions regarding a possible new school for the village and concerns over a possible site being the green playing field at Archer Road. The residents questioned if the public would be consulted. The Chairman explained that the playing field at Archer Road was only one possible site that the Local Authority is looking at and that there are other possible sites in the village and that a full consultation process will be adhered to by the Local Authority if or when any land is put forward for a possible new school site. The Chairman explained to the residents that they should make notes of their concerns and bring them forward when formal consultation takes place over a possible new school site.

Questions were asked over the current school intake. The Clerk explained that the Parish Council are not involved in this process and that this is between the Local Authority and the relevant school, details of the formal process for Waltham Leas Primary Academy intake can be viewed on their website or NELC website under "schools and education" heading.

A resident questioned over the loss of playing fields if the playing fields were to be used as a new school site. The Parish Council felt that any loss of playing field would have to be replaced, but until a proposal is received the Parish Council are not able to make any formal comments as it may find it excludes itself from the consultation on the grounds of pre-judging.

A resident asked where the new Fairway land was located. The Chairman explained that this is a seven acre piece of land that is currently being gifted to the Parish Council

by a company called Norstar Investments. This is not developable land and is for community/public recreation use only. The Parish Council once in ownership will consult with local residents on what they would like the land to be used for, however with its covenants this will be restricted to parkland, woodland, nature area etc. rather than being built upon.

The Chairman thanked the residents for attending.

The Chairman reconvened the meeting.

04.03.2016 To approve the Minutes of the Meeting held on Tuesday 2nd February 2016:

RESOLVED: The minutes of 2nd February 2016 were considered. An amendment on page 83 that the word residence be changed to properties in item 10.02.16 (2) was proposed and seconded. With this amendment being made as a matter of accuracy the minutes were then signed as a true record.

05.03.2016 To receive a report from Police Liaison:

The Clerk read the police report attached and informed the Parish Council that persons have been found, arrested and are currently on bail in connection with the cycles stolen on Woodhall Drive. Councillors questioned if there was any update on whether we can be provided with the outcomes of crimes in our area. The Clerk was asked to chase this matter.

06.03.2016 To receive a response from Lincolnshire Fire and Rescue Service regarding a fire in Holton Le Clay:

The Clerk read a report received from the Area Response Manager of Lincolnshire Fire and Rescue Service regarding the fire incident that occurred in Holton Le Clay. The Chairman felt that a copy of this letter should be forwarded to the home owner as it has conflicting information as to the response times quoted by both parties.

RESOLVED: The Parish Council agreed to forward a copy of the letter from Lincolnshire Fire and Rescue to the home owner.

07.03.2016 To receive and confirm progress on the action sheet:

(a) To consider the review and proposed amendments to policy documents.

The Parish Council considered the proposed amendments and a question was raised over the Lone Working Policy and the use of volunteers and Councillors to undertake tasks on their own.

RESOLVED: The Clerk is to obtain information from ERNLLCA regarding the Lone Working Policy and add this to the next agenda.

Cllr Teanby entered the meeting.

(b) To progress issues without movement.

The Parish Council considered the items on the action sheet that had no movement over the last month.

RESOLVED: The Parish Council agreed to write to the Post Office Counters expressing their disappointment that since raising the privacy issue at the Kirkgate post office counter last September there have been no alterations to the current system despite assurances that plans were being drawn up.

RESOLVED: The Parish Council agreed to leave the non-conforming plots in the cemetery for a further month to allow the Deputy Clerk and Chairman to make contact with the family.

RESOLVED: The Website committee are to arrange a meeting to take forward. Suggestions are to be put forward to the April meeting.

08.03.2016 Clerk's Report & Correspondence received since meeting of 2nd February 2016.

Clean for the Queen is being held in Waltham on Saturday 5th March from 10am to 12 noon meeting at the Parish Office. A litter pick will take place in the village and all volunteers will be made most welcome.

Waltham Windmill Trust have responded to our letter to say they would like to be included in any planned event to celebrate the Queens 90th birthday and suggested maybe a joint venture could be the way forward.

All Saints Church has asked for permission from the Parish Council to place the cross for Easter on the village green.

RESOLVED: Waltham parish Council permits All Saints Church to place the cross on the village green for Easter providing the usual terms and conditions are met.

09.03.2016 Planning:

(a) Planning decisions and planning matters:

1. DM/1056/15/FUL, 34 Marian Way, Waltham. This application has been withdrawn.
2. DM/0001/16/FUL, 9 Golf Course Lane, Waltham has been approved by NELC with conditions
3. DM/1207/15/PNC 17 High Street, Waltham has been approved by NELC.
4. DM/1202/15/FUL 15 Church Lane, Waltham has been approved by NELC with conditions.

The Clerk announced the consultation period for the final stage of the new Local Plan that runs until 13th April 2016 and urged all Councillors to look at the proposals, including the amended development areas. There is a paper copy of the consultation documents in the Parish office. This will be an agenda item for the April meeting.

(b) Planning Applications received for consideration:

1. DM/0090/16/ADV, Kings Head, Waltham

Display 1 externally illuminated post sign, 1 externally illuminated name board & logo sign, 1 lantern, 1 externally illuminated fascia sign, 1 non-illuminated post sign

Waltham Parish Council recommended refusal of this application on the following grounds:

As the applicant has already completed the work prior to approval it is clear to see that there are several anomalies in the application. Not all the lighting is included in the application. There is an upstairs window that has been completely blocked by one of the signs and this is a material change to the outside appearance of this building. Several residents have made their concerns to the Parish Council, stating that the building no longer gives the appearance of a village pub, and has been referred to as a petrol station and in an evening is lit up like an airport waiting lounge. The Parish Council were very concerned by the light intrusion that the neighbouring cottage properties are having to experience and have taken a photograph showing the building at night (attachment number 1).

Signage is a very important element of the conservation area. Well-designed signage can make a vast difference to the quality of the character of the area. Lighting can successfully be incorporated to bring vibrancy but it needs to be carefully thought out and considered. Designing signage in traditional styles requires attention to detail along with the proportion of lighting within the design process of which the parish Council felt very aggrieved at the loss of a traditional style pub sign being replaced with a logo design on a metal pole.

Waltham's recent Conservation Area Appraisal (as written and presented by the NELC conservation officer) has identified that it is imperative that the management plan for the conservation area is adhered to, to ensure that Waltham retains its conservation area status and protects and enhances the buildings within it in a manner that will meet Historic England guidance. These principles were the driving force in the previous application for this site, resulting in a more suitable design being achieved previously and the Parish Council feel that more consideration should be given to the conservation impact in this case.

REASONS FOR REFUSAL: The deposited application is incorrect, in as much as the application does not state the removal of a window. The Parish Council felt that the signage, due to the amount, design, materials, size, neon style internal

illumination and position result in a clutter and visual intrusion in the area and have a significantly detrimental impact on the visual appearance of the host building, the street scene and the Conservation Area as a whole and will therefore be in direct conflict with saved Policies GEN17 and BH1 of the North East Lincolnshire Local Plan 2003, Planning Policy Guidance note 19 (outdoor Advertisements) and Planning Policy Statement 5 (Planning for the Historic Environment). Part of the illumination of the site is up-lighting which will compromise the effectiveness of the village CCTV system.

2. DM/0072/16/FUL, 5 Laburnum Avenue, Waltham

Erect single storey extension to rear to include installation of rooflights.

Cllr Teanby having recently entered the meeting, declared an interest in this application and left the room.

Waltham Parish Council recommended approval of this application.

Cllr Teanby was called to rejoin the meeting.

3. DM/0168/16/FUL, 13 Ings Lane, Waltham

Erect single storey extension to side and rear to include installation of rooflights.

Cllr Kiddle-Bailey having declared an interest in the application left the room.

Waltham Parish Council recommended approval of this application.

Cllr Kiddle-Bailey was called to rejoin the meeting.

The Parish Council has received a Revocation Order for the trees associated with the Archer road estate. The Chairman explained that this would mean that the trees on Barnoldby Road would no longer be covered by a Tree Protection Order. The trees on Carnoustie on NELC land, one on Sunningdale and one on Barnoldby Road which are in private gardens would be issued with new TPOs along with the group of trees in Pear Tree Farm and a tree in a property at Pear Tree Close. NELC would also like to raise a new TPO for the lime tree at 20 Barnoldby Road. The remainder of the trees along Barnoldby Road under ownership of NELC would not be subject to a TPO. The Parish Council were in agreement of adding the Lime to the order, however showed great concern that the old trees on Barnoldby Road would no longer be subject to a TPO and therefore could in future years fall foul of excessive pruning or even removal without any restrictions or consequence. The Parish Council strongly opposed the removal of the TPO for the old trees under NELC's control on Barnoldby Road.

RESOLVED: The Parish Council is to write to the Tree Officer to ask NELC to reconsider the removal of the Tree Protection Order for the old established trees in NELC's control on Barnoldby Road.

10.03.2016 Pavements/Street Lighting/Highways.

(a) To receive and consider resident's request to move the bus stop opposite Danesfield Avenue back to previous location.

The Parish Council considered a resident's request to move the bus stop opposite Danesfield Avenue and considered the implications of the suggested site. It was felt that this request should be looked at by Stage Coach who operates the bus service in this area.

RESOLVED: The Parish Council are to forward the resident's request and point out the difficulties being experienced to Stage Coach in order for them to review the bus stops in this location.

Ward Councillor Colquhoun entered the meeting.

(b) To receive a verbal report on the proposed changes to Tollbar roundabout.

The Chairman gave an overview of the meetings held about proposals to change Tollbar roundabout to a traffic light system. The Chairman said that there had been significant opposition to the proposed changes with concerns for it having a dramatic impact on the movement of traffic in this area. The Chairman explained that at the meetings held he had put forward Waltham Parish Council's suggestions. These along with other ideas are being considered by the Highways team of NELC. Updates will be reported upon.

(c) To receive a verbal report on meeting held with NELC regarding grass verge maintenance.

A meeting was held with representatives within NELC to discuss the possibility of taking over the grass verge maintenance from NELC. The Parish Council were made aware that further cuts to the NELC grass cutting service are looking possible again this forthcoming year and the Parish Council were keen to investigate if this service could be carried out by the Parish Council at a cost reduction to the Local Authority. The Parish Council are to receive a new map showing the grass verges and open spaces in the village which will be used to work out costings.

The Clerk explained that NELC are running a course on 19th April for Business Plan writing and finance training. This is a free session being run for parties in the COMA programme.

RESOLVED: The Clerk is to attend the COMA training programme on 19th April 2016.

(d) To receive a verbal update on parking area for cottage residents in Kirkgate.

The Parish Council have received notice that the residents of Kirkgate would be willing to fund the materials required for a parking area for the cottages. The Clerk was asked to firstly obtain advice from ERNLLCA into the legalities of co-ordinating this project.

RESOLVED: The Clerk is to contact ERNLLCA to obtain advice on co-ordinating the parking on Kirkgate project in order to ensure that the Parish Council acts legally and does implicate itself for future maintenance.

The Chairman reported on a serious road accident that had occurred on Barnoldby Road and the need to call out the Local Authority out of hours to attend in order to provide maintenance to dangerous railings. The Chairman was concerned at the time it took for the emergency team to attend especially when the crew went to the wrong location in the first instance.

RESOLVED: The Parish Council agreed to write to NELC expressing its concerns over the out of hours cover that was experienced at a recent accident in the village.

11.03.2016 To receive any reports from the following Sub Committees:

(a) Gravel Pit Allotments.

The Parish Council were provided with an update on the gas governor building located on the corner of the allotments. National Grid had provided two options for ventilation plates that are required in the building. These would be located on the allotment side. The Parish Council chose option one, which would be for two ventilation plates rather than option two which was for six smaller plates.

(b) Station Road Allotments.

(i) Plot clearance update.

The set of 10 plots are to have their final spray and they will be ready to be let. There is currently no waiting list for this site. Cllr Woodliff reported that vehicles have been driving over the grass to pick up manure from the neighbouring stables. It was felt that posts should be used to prevent driving on the grass field.

(c) Parks and Open Spaces.

(i) To consider entrance into the CPRE best kept village competition 2016.

RESOLVED: The Parish Council agreed to enter the best kept village competition.

(ii) To receive quotations and agree a contractor for the 2016/2017 grounds maintenance contract.

The Chairman opened the sealed tenders.

Contractor A quoted £5,885.00

Contractor B quoted £16,860.00

Contractor C quoted £4,157.50

It was confirmed that all three contractors have carried out work for the Parish in the past.

RESOLVED: The Parish Council awarded the grounds maintenance contract for the year 2016/2017 to Contractor C.

(iii) Resident's request for planter on Mount Pleasant/Fairway junction.

A resident has asked if a planter could be placed on the grass area on the corner of Mount Pleasant and Fairway in order to protect the verge from being constantly driven and parked on. The resident offered to fill and maintain the planter on a yearly basis.

RESOLVED: The Parish Council agreed to place the spare planter on the corner of Mount Pleasant and Fairway. The resident is to fill and maintain the planter on a yearly basis.

The Councillors questioned if there were any spare planters in NELC's yard that were not utilised. The Clerk was asked to make an enquiry with NELC.

(d) **CCTV- Verbal update on maintenance by Clerk.**

The Clerk has made contact with our maintenance contractor and is awaiting a date when the cherry picker would be available to access the cameras.

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

Cllr Weston has walked all the available routes in the village there are no obstructions to report.

(f) **Bowling Green – Report of incident.**

The Chairman explained about an incident when a person inside the bowling green was almost hit by a golf ball which appeared to have come from the playing field at Neville Turner Way. These playing fields are under the ownership of NELC and the Clerk has confirmed with NELC that no golf practice is allowed to take place on this public areas. NELC are to periodically monitor the area.

The Petanque specification has been completed and sent out to contractors with a view to considering quotations at the April meeting.

The Parish Council felt that the croquet lawn will require examination in the spring.

The WI have asked if they could hold an early evening tea at the bowling green, they wished to do this last year but unfortunately time was an issue.

RESOLVED: The Clerk is to get in touch with the Chairman of Waltham Park Bowls Club to arrange a suitable date for the Waltham WI to attend the bowling green.

The Rate Valuation Office has carried out an assessment of the bowling green and pavilion and there has been an adjustment of the rates on these premises. There is a rate relief application that can be applied for sports clubs and charities; however there is no guarantee that this sports facility would be eligible as it is under Parish Council ownership.

RESOLVED: The Parish Council agreed to apply for rate reduction funding for the bowling green.

12.03.2016 Burial Board Committee.

(a) To consider a request to use motorised equipment for personal maintenance of burial plots.

The Parish Council learned that there are visitors who are carrying out grass cutting in the cemetery with motorised strimmers and mowers. Questions were raised over the insurance if a neighbouring stone was damaged and questions whether our approved contractor could be assumed to have done the damage. It was felt that the rules and regulations should be amended to state that "no motorised equipment to be used without prior approval", that way the Parish Council could ensure that adequate insurance cover was in place.

RESOLVED: The Parish Council agreed to amend the rules and regulation to include that "no motorised equipment is to be used without prior approval".

(b) To receive a letter from Commonwealth War Graves Commission and to consider a response.

The Chairman read a letter received from the Commonwealth War Graves Commission regarding them withdrawing from the long term agreement to pay a nominal fee of £5 per year to maintain the war graves in Waltham Cemetery. The Parish Council were disappointed to hear that the Commonwealth War Graves Commission had written to cancel the agreement in place as they believe that this agreement was instead of charging for burials of war personnel. The Clerk was asked to question the War Graves Commissions interpretation of the agreement.

13.03.2016 Fairway Land – Update as per Action Sheet.

The Parish Council have received all documentation and are seeking clarification on having title of land. Cllr Conolly was asked to look over the documentation.

RESOLVED: Once clarification has been received over having title of land and Cllr Conolly has had a chance to look over the paperwork then the Parish Council agreed for this to be signed by the Chairman and Clerk and it be returned to the solicitors.

14.03.2016 Youth:

(a) To receive and consider quotations for fencing repairs around the tennis court.

The Parish Council considered the quotations received for the fencing repairs.

Contractor A quoted £270.00 plus vat

Contractor B quoted £250 plus vat.

RESOLVED: The contract for the repair of the fencing at the tennis courts was awarded to contractor B.

(b) Maintenance of BMX track.

RESOLVED: The Parish Council agreed that the final cut for year 2015/2016 should take place at the end of March.

15.03.2016 Parish Office Items:

(a) To receive and consider quotation for a colour printer.

The Parish Council considered the quotations received and preferred a printer with the capability of producing A3 posters.

RESOLVED: The parish Council agreed to purchase a Brother MFCJ-6520DW machine at a cost of £103.34 plus VAT.

(b) To consider response from ERNLLCA regarding reducing membership numbers.

ERNLLCA has informed the Parish Council that to change the number of councillors a Parish Council must now use the Community Governance Review mechanism to examine the situation.

RESOLVED: The Parish Council agreed to not change the number of councillors and continue to advertise the three vacancies.

(c) Clerk to report on a response from ERNLLCA regarding changing status and legal requirements of sub-committees.

ERNLLCA has advised that it is a case of what works best for each Council. Working groups do not have the governance structure and can be very useful in collating information to bring back to full council. Working parties have no powers and are purely explorative groups which cannot commit the council to expending resources.

It is recommended that the Burial Board, Personnel and Grievance committee remain as committees.

RESOLVED: The Parish Council agreed that the former sub-committees become working groups who will report back to full council. The Burial Board, Personnel and Grievance committees are to remain as committees.

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.

16.03.2016 Personnel Items:

RESOLVED: The Parish Council agreed to move this item to the end of the agenda.

17.03.2016 Finance Items.

(a) To receive a list of Accounts payable up to 1st March 2016 and approve their payment.

Cheques for payment:

		£	p
3927	CPRE	Membership 2016/17	36.00
3928	SSE Electrical	Electric Oct-Jan 16	335.73
3929	BT Services	Internet Feb-Apr 16	128.06
3930	Mrs P Allenby	Feb Salary	167.60
3931	Mrs L Leach	Feb & Jan o/time Salary	886.85
3932	HMRC	NI & Tax Feb	88.71
3933	Mh-p	Website hosting 2016/17	72.00
3934	ERNLLCA	Advanced Chairman Training	120.00

3935	NELC	Bowling Green Rates 2016	193.45
3936	Signs Express	Cemetery Plates	57.60
3937	Glendale Ltd	February maintenance cost	415.48
3938	Office Friends	Printer toner	55.91
3939	Petty Cash	Petty Cash	50.00

RESOLVED: Accounts approved for payment.

16.03.2016 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) To receive information from Tukes regarding services contract.

RESOLVED: The Clerk was asked to enquire if any current service contractors offer a cleaning/repair service for the village.

(c) To receive notification of living wage applicable from 1st April 2016.

RESOLVED: The Parish Council agreed to pay the new living wage from 1st April 2016.

(d) To receive notice of Pension Regulator requirements and consider appropriate action.

RESOLVED: The Parish Council agreed to send letters to meet the Pension Regulator requirements. Personnel are to prepare a staffing level report for the April agenda.

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 closed the meeting at 10.15pm.

Date of Meeting	Decision taken	Action	By	Status as of 30th March 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 letter of disappointment to Post Office Counters over no changes	LL	Letter sent to Post office counter over disappointment no progression on this matter 10/3/2016. Response attached	Response attached
1st Sep 2015	CCTV Link still not completed	Write to Chief Executive expressing concern	LL	Chased with Rob Walsh 18/12/15 & 10/2/16. Rob has asked for update from his officers on this matter will get back to us asap	No Movement this month
1st September/ 1st March 2016	Non conforming plots in cemetery.	MA & SA to speak to family. Add to April agenda.	MA/ SA	To be added to the April agenda	On April Agenda
22nd Sep 2015	Provide Pentanque area at bowls club	New Spec to be drawn up.	LL/ MA	Specification sent out to 3 contractors to be returned for April agenda.	On April Agenda
6th Oct 2015	Instruct joiner to undertake work required to bridge at Elm Road	Instruct joiner to carry out work to bridge	LL	Chased 22/2/16 back at work from 29/2/16 & 29/3/16 meet on site this week in order to proceed.	
6th Oct 2015	Enquire with NELC if Remembrance Sunday Parades will be subject to road closure costs in future.	Email to Chief Exec enquiring if to be charged in future	LL	Response received 22/3/16 fee of £150.00	Response attached
3rd November 2015	Suggest sign on zebra crossing asking pedestrians to pause and look both ways before crossing	Write to highways asking if sign could be installed on crossing	LL	Chased 23/2/16, Gone to maintenance department. Replied 29/2/16- Not standard installation signage will not be installed	
3rd November 2015	Ask NELC if they could extend lighting on footballers pavilion to light up end of building	write to NELC to ask if they could extend existing lighting	LL	NELC work order produced 2/3/16, Installed week commencing 21/3/16.	
1st December 2015	Accept offer of free labour for kick about wall	inform builders we accept offer	LL	Meeting on site w/c 29/3/16 to discuss materials required awaiting 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	Meeting w/c 29/3/16 in order to obtain list of materials.	
1st December 2015/ 1st March 2016	Progress Website upgrade	Working group to meet to take forward	KKB/PT/AW	Meeting date of 16th March arranged. Suggestions to be put forward for April meeting.	On April Agenda

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	Awaiting to place order for materials, as may need extra stones for Petanque area. Save on delivery costs	
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	original supplier no longer in existence. Take poles to local blacksmith for quote to replace/repair	No Movement this month
2nd February 2016	Arrange to meet with NELC highways officers to discuss Cross Street and New Road vehicle movements.	Arrange meeting with RM of NELC highways	LL/MA	Site meeting arranged for 9.30am 3/3/16	On April Agenda
2nd February 2016	Arrange for CCTV maintenance to be carried out.	Contact Visiontec to arrange maintenance	LL	Work to be carried out 5/4/16	
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	Prices obtained for cameras and letters sent to Parish Councils asking if they were able to make a contribution towards if needed 22/3/16.	
1st March 2016	Chase up police to see if they are able to provide update on crimes on monthly report	Make contact with Immingham Station	LL	Email sent to AW 8/3/2016.	Response attached
1st March 2016	Copy of letter from Lincolnshire Fire and Rescue Service should be sent to the home owner.	Send copy of letter to home owner.	LL	Done 11/3/16	
1st March 2016	Obtain advice from ERNLLCA on volunteers for the Parish and if they are lone working. Add item 7(a) to April agenda.	Contact ERNLLCA	LL	Email sent to ERNLLCA 2/3/16. Response received 3/3/16	On April Agenda
1st March 2016	All Saints Church are give permission to place the cross on the village green, under the usual terms and conditions	The Clerk is to write with approval to All Saints church	LL	Letter sent 11/3/16	
1st March 2016	Planning Decisions to NELC	Put forward planning recommendations to NELC Planning Dept.	LL	Done 2/3/16	
1st March 2016	Accounts for approval	Send out approved Accounts	LL	Done 2/3/16	
1st March 2016	Contact Stagecoach regarding residents comments re: bus stop opposite Danesfield Avenue	Write to Stage Coach	LL	Written to Stagecoach who informed us it was NELC. Passed to NELC 8/3/16	

1st March 2016	Consultation over removal of Tree Protection Order for Village	Make Parish Councils comments to Tree Officer at NELC	LL	Email sent confirming PC's request for trees on Barnoldby Road to remain with TPO 15/3/2016.	
1st March 2016	Clerk to attend COMA meeting on 19th April 2016	Book Clerk on to COMA meeting 19th April	LL	Booked on to course 2/3/16	
1st March 2016	Obtain ERNLLCA advice on purchase of materials and recharge procedure for Kirkgate parking.	Contact ERNLLCA	LL	ERNLLCA advice received 8/3/16. Residents informed of current situation awaiting residents to proceed	Response attached
1st March 2016	Contact NELC over concerns with regards to out of hours call taking and experiences with Zebra crossing railings at Barnoldby Road	Letter to NELC	LL/MA	Letter sent 29/3/16 with Parish Councils concerns.	
1st March 2016	Make contact with National Grid with preferred option 1 for ventilation to gas building. Ensure that security is taken into consideration.	Contact National Grid	MA	Spoke to National Grid 2/3/16 and confirmed option 1.	
1st March 2016	Set posts into grass area at Station Road allotments to stop vehicles from driving over grass field	Arrange for posts to be purchased and installed	PW & MA		
1st March 2016	Enter Best Kept Village competition 2016	Complete entry forms and send in payment	LL	Entry forms completed, payment on accounts for approval in April	
1st March 2016	Contact tenderers for Grounds Maintenance 2016/17 and award contract	contact all tenderers and inform contractor C of awarded contract	LL	Completed 10/3/2016	
1st March 2016	Arrange for spare planter to be placed on verge corner of Mount Pleasant/Fairway. Resident to maintain and plant	Arrange for spare planter to be delivered	MA	Delivered 22/3/16	
1st March 2016	Enquire with NELC if they have any spare planters they wish to dispose of.	Contact grounds team at NELC re: planters	LL	contacted NELC, no planters available.	
1st March 2016	Examination of the croquet lawn to take place in Spring.	Arrange for site visit to view croquet lawn	LL	To take place in April	
1st March 2016	Contact bowling club to arrange dates for WI to hold a early evening tea at the Bowling Green	Contact Waltham park Bowls and Waltham WI	LL	Email sent to Waltham Park Bowls Club 2/3/16. Dates provided to WI	

1st March 2016	Apply for rate reduction at Bowling Green	Complete forms and send to NELC	LL	Forms downloaded and in process of being completed. 21/3/16	
1st March 2016	Amend cemetery rules and regulations to include that any persons wishing to cut/maintain their own family graves with motorised machinery must have the approval of the Parish Council and adequate insurance cover.	Amend cemetery rules and regulations.	LL	Rules amended to include motorised equipment and new rules dated 1st April 2016.	
1st March 2016	Write to War Graves Commission with a response to letter received over no further payment for the care of war graves	Write response to War Graves Commission	LL	Letter sent 10/3/2016. Response attached. On April agenda.	On April Agenda
1st March 2016	EC to look over solicitors documents regarding the taking over of Fairway Land	EC to look over documents prior to returning	EC/MA	Documents confirmed, signed and posted back to solicitors 2/3/16.	
1st March 2016	Make contact with tenderers for the repairs to the fencing at Mount Pleasant and arrange for work to be carried out by awarded contractor	Make contact with contractors and proceed with work	LL	Informed 8/3/2016. Start date to be agreed.	
1st March 2016	Arrange for cut of BMX track to take place at the end of March 2016	Contact contractor to arrange cutting of BMX track.	LL	Booked for cutting W/C 28/3/16	
1st March 2016	Purchase brother colour copier for office	Call at Currys to collect copy machine	LL	Purchased and installed 4/3/16	
1st March 2016	Make arrangements to change sub committees to working groups of the Parish Council	Change documentation	LL	Done 22/3/16	
1st March 2016	Enquire to see if any current service contractors can supply and cleaning/repair service in village	Make contact with service contractors	LL	Enquiry made 10/3/16, response attached on April agenda.	On April Agenda
1st March 2016	Ensure PC meet legal requirements regarding National Living Wage for employees that qualify	Amend payroll details	LL	Done 2/3/16 to apply from 1st April 2016.	
1st March 2016	Ensure PC meet Pension Regulation requirements for employees that qualify	Send letters as required & update staging information for HMRC	PW/KS/PS	Letters sent 2/3/16 & HMRC updated via online forms	
1st March 2016	Advertise Councillor vacancies	Advertise on website, notice board and press	LL	Done 4/3/16	On April Agenda

1st March 2016	Personnel to repair a report and add to April agenda	Personnel to meet & prepare report.	PW/KS/PS	Initial meeting held 2/3/16, second meeting held 10/3/2016 Items to be put forward for April agenda.	On April Agenda
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Post office Counters:

Good Morning Lesley,

I am sorry to hear of the Parish Council's disappointment regarding their privacy concerns.

I have spoken to Post office Limited again and they have promised me a response in the next couple of weeks. As soon as I receive this response I shall contact you again.

Kind regards

Stewart Waldron - Post Office Counters for Blakemore Ltd.

Police Updates:

Hi Lesley

Just to let you know, I've made the request to the analysts who are currently engaged on other projects but will let me have something in due course. However, whenever I include crime details, if there is an outcome such as somebody arrested, interviewed, community resolution etc. I do include this on the report.

Cheers

Andy Wood - Humberside Police.

ERNLLCA Advice:

ERNLLCA cannot purchase materials on behalf of its residents, this would then been seen as a gift to those residents and would have tax implications if the vat was re-claimed. Residents are able to purchase materials themselves but no invoice or receipt is to be in Waltham Parish Council's name.

Service Contractor:

Hi Lesley,

Many thanks for that, i will get the BMX track done last week of March

We can offer all types of grounds maintenance services, which would include litter picking, and cleaning.

We also have 2 fully qualified tree maintenance teams working around the county who would be able to carry out and tree pruning or felling requirements.

As far as handyman services goes, although we don't specialise in this sort of thing, we have the staff and equipment to carry out many different tasks. We would be pleased to supply quotations for any of your requirements, so please let me know if there is anything you need.

Many thanks, Pat

Remembrance Sunday Parade Fee:

Good Afternoon

I have had it confirmed to me this morning that the NELC are implement a small fee for the publication and making of any temporary road closures for the following events for 2016:

- HRH Queen Elizabeth 90th Birthday Street Party Street Party Road Closures
- Remembrance Sunday as allocated by the Royal British Legion as Sunday 13th November 2016

The set fee will be £150. I have advised the councillors and asked them to advise applicants for any temporary closures or street partys please direct people to the website; <http://www.nelincs.gov.uk/roads-streets-transport-business-apply/> - this is the link which will take them directly to apply for a street party or temporary closure. They can also send information to traffic@nelincs.gov.uk to support their application. They will also be required to provide a reference number for invoicing purposes.

I trust this meets with your approval and assure you of our best attention at all times.

Kind regards,

Laura Hunt BA (Hons) | Traffic Tech Admin Assistant | North East Lincolnshire Council | ENGIE

Loan Working Policy -Advice from ERNLLCA:

Lesley

It is important to grasp that this is a “worker” policy. A worker can be an employer or a volunteer so the latter category will be covered. You could simply insert the word “volunteer” into the policy.

Councillors are not volunteers nor are they workers, they are statutory figures and the council’s employment policies would not apply.

Alan Barker

Executive Officer

ERNLLCA