

# WALTHAM PARISH COUNCIL

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*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 6<sup>th</sup> September 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

31<sup>st</sup> August 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 updates proposed to approve 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 2<sup>nd</sup> August 2016.**

### **5. To receive a report from Police Liaison.**

### **6. To consider future of Fire Brigade Liaison – verbal report from Chairman.**

### **7. To receive and confirm progress on the action sheet.**

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

### **8. Clerk's Report & Correspondence received since meeting of 2<sup>nd</sup> August 2016.**

- Christine Scott of the Education Department at NELC is not able to provide any update for this meeting and has provisionally rescheduled for the October meeting.

### **9. Planning.**

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

1. Application DM/0595/16/FUL 48 Cheapside, Waltham has been approved by NELC.
2. Application DM/0622/16/FUL Waltham Airfield, Waltham has been approved by NELC.
3. Application DM/0444/16/OUT Land at Ings Lane, Waltham for one dwelling has been approved by NELC with the recommended conditions.

#### *(b) Planning applications received and to be considered:*

#### **1. DM/0768/16/FUL 6 Neville Turner Way, Waltham**

Erect dwelling with attached garage (Amended Location Plan)

**2. DM/0740/16/FUL      The Grove Residential Home, Ings Lane, Waltham**  
Demolish existing bungalow and erect single storey and two storey extensions to existing care home to include the installation of rooflights with associated car parking arrangements.

**3. DM/0733/16/FUL      3 Golf Course Lane, Waltham**  
Alterations and conversion of garage to form study and utility, conversion of loft and installation of roof lights.

**4. DM/0678/16/REM      Land at Ings Lane, Waltham**  
Reserved matters application pursuant to planning permission DM/1314/14/OUT for access, appearance, landscaping, layout and scale for the erection of 1 detached dwelling with detached garage.

**5. DM/0710/16/FUL      Land south of Ings Lane (plot 1), Waltham**  
Erection of a detached house with integral garage and associated works, amended house type to Plot1 following the granting of planning application DM/1192/15/FUL.

**10. Website:**

(a) To receive an update on production of new website.

**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.**

(i) Review of planting schemes and consider sending out winter schedule for tender.

(ii) Reminder that the Waltham in Bloom presentation is being held on Friday 9<sup>th</sup> September at 7pm in Waltham Library.

(iii) To consider press release for Fairway Land.

(d) **CCTV**

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

(i) Footpath 72 - To receive an update from Ward Councillor on last planning meeting.

(f) **Bowling Green.**

(i) To consider rating status of Bowling Green and financial implication.

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

**12. Pavements/Street Lighting/Highways.**

(a) To receive a request from NELC to consider removal of a section of hedge on Bradley Road – see projected images.

(b) To receive a petition from residents of Sunningdale for action to be taken over maintenance of Sunningdale/Archer Road land.

**13. Burial Board Committee.**

**14. Notice that the Remembrance Sunday Parade is being held on Sunday 13<sup>th</sup> November.**

**15. Parish Office**

**16. Finance Items.**

(a) To receive a list of Accounts payable up to 6<sup>th</sup> September 2016 and approve their payment.

(b) To receive notice of conclusion of audit as returned by external auditors PKF Littlejohn LLP.

**17. Personnel Items.**

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

(b) To receive report on how the office closure went for Clerk's holiday.

**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.**

Date of Meeting	Decision taken	Action	By	Status as of 28th September 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	Letter received from Post Office 14/9/16. No further improvements to be made to Waltham site.	
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, Letter sent to NS 23/9/16. - <b>Work to start w/c 10th October 2016</b>	
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, Letter sent to NS 23/9/16. - <b>Work to start w/c 10th October 2016</b>	
5th January 2016	Arrange date for work and order stones for upgrade of kerbed plots in cemetery,	Contact contractor for suitable date for work	LL/KS	Work completed W/c 19/9/16	
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. Looking into possible replacement poles from donor.	
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. funding available through new P&CC - discussing at Town & Parish 29/9/16.	
1st March 2016	Examination of the croquet lawn to take place.	Arrange for site visit to view croquet lawn	LL	Work being undertaken by bowls club to level ground over closed season, croquet lawn will be ready for next April to play on. To consider payment of turf once playable surface approved.	
5th April 2016	PC agreed to make enquiries for professional drawings for village bandstand	enquire as to costs for professional drawings	LL	Emailed Architect to ask for costs to produce drawings before proceeding further 26/9/16. Awaiting price	On November agenda
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 14/6/16, Met with manager 21/9/16 will be completed before end of October	

7th June 2016	Obtain 20mph advisory posters for Grove Lane and Skinners Lane	Order signage	MA	Installed w/c 26/9/16	
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	Confirmed attendance at November meeting.	Attending November meeting.
5th July 2016	Arrange date and organise skip for clearance of copse area at Ings Lane allotments	liaise with allotments committee	LL	Advertised 8th October 10am for volunteers. Skip ordered.	
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, chased up 8/9/16 getting back to us with details.	
5th July 2016	investigate and update protocol for CCTV	Update protocol for CCTV	LL	Details obtained from Home office and Information Commissioners office Started writing up procedure	
5th July 2016	Instruct maintenance contractor to trim grass BMX Track & around tennis courts	cutting of BMX and Tennis courts	LL	Done w/c 5/9/16	
2nd August 2016	Arrange site meeting the NELC verges maintenance manager re Cheapside corner	Arrange meeting	LL/MA	Meeting held 20/9/16 site viewed and maintenance agreed.	
2nd August 2016	Arrange meeting with waste manager to discuss village bin emptying regime	Arrange meeting	LL/MA	Discussed bin regime NELC will relay to staff & try to improve, limited personnel for this	
2nd August 2016	Enquire about cost of tree carving for demised ash tree in Grove Park	Obtain costs	LL	Meeting on site 28/9/16 prices on November Agenda	On November agenda
2nd August 2016	Check with NELC if 211 notice is required for demised ash tree in Grove Park	Contact NELC	LL	No 211 notice required	
2nd August 2016	Obtain photograph of School award to put on our website	Contact Waltham Leas to ask for photograph	LL	Photo of award ceremony with parents permission to use on our website.	
2nd August 2016	Proceed with maintenance and new CCTV camera for village.	contact CCTV company to proceed	LL/MA	finalised 29/9/16	
2nd August 2016	Write to highways officers requesting formal update on TRO for Waltham, copy in Ward Councillors and Debbie Swatman	Contact Highways at NELC	LL	TRO for Waltham up and running with new exclusion signs in place.	
2nd August 2016	Obtain quotations for the painting of office and toilets	obtain costs & add to next agenda	LL	Quotations obtained 14/9/16	
6th Sept 2016	Table question over 101 call charges with Police and Crime Commissioner at next T&P	chair to raise at T&P meeting 29/9/16	MA	MA raised questions at T&P meeting	On October Agenda

6th Sept 2016	Write to Chief Fire Officer & HFA member P Jackson regarding engagement with Waltham Fire Station	Write letters	LL/MA	Letter sent 19/9/16	
6th Sept 2016	Chase up outstanding post office privacy screen for Waltham with Local MP	Contact MP for update	LL	emailed M Vickers 7/9/16, response received from post office counters 14/9/16	
6th Sept 2016	Inform ERNLLCA of attendees at AGM	Book attendees with ERNLLCA	LL	Done 8/9/16	
6th Sept 2016	Add outstanding enforcement issues to next Town & Parish Council agenda	Contact T&P to add item to agenda	LL	Sent 7/9/16	
6th Sept 2016	Send planning decisions from meeting into NELC planning department.	send in comments via planning portal	LL	Done 8/9/16	
6th Sept 2016	Inform planning officer that Waltham PC are supportive of the suggested amendments to the boundary wall at Cheapside	Contact planning officer	LL	emailed 7/9/16	
6th Sept 2016	Send copy of new website providers contract to ERNLLCA before signing.	Send copy of contract to ERNLLCA	LL	sent to ERNLLCA 7/9/16. Some suggestions received - ongoing with provider	
6th Sept 2016	Arrange a meeting with maintenance contractor to check over specification items listed in contract	Arrange a meeting	LL	Met with contractor 20/9/16, ran through spec and work men coming in w/c 26/9/16 to ensure all work on spec is carried out.	
6th Sept 2016	Councillors to bring forward ideas for winter planting scheme add to next agenda	add winter planting to next agenda	LL	Added to the next agenda 14/9/16	
6th Sept 2016	Send out details to businesses over Best Kept Village Competition comments and ask for sponsorship for next years competition	write to local businesses for support	LL	Letter drawn up. P&O spaces looking into sponsorship items.	
6th Sept 2016	Chase up solicitors for barristers information & add to next available agenda	add to next available agenda	LL	email sent to chase 7/9/16	
6th Sept 2016	Add phase 2 of Well Lane trees to next agenda	add Well Lane trees to next agenda	LL	Done 7/9/16	On October Agenda
6th Sept 2016	Take photographs of trees overhanging footpath in Grove Park	Take photos of overhanging trees in Grove Park	LL	Work to trim overhanging branches on specification to remove elderberry bush, work to be carried out before end of October	

6th Sept 2016	Inform Anglian Water that cement work around manhole in Grove Park is deteriorating and may require attention	Contact Anglian Water	LL	contacted developer services at Anglian Water to report problem 14/9/16 site visit 23/9/16 work to be undertaken to repair.	
6th Sept 2016	Write to Mr Strawson regarding disappointment over kick about wall not completed	Letter to Mr Strawson	LL	Letter sent to NS 23/9/16 work to commence w/c 10th October 2016.	
6th Sept 2016	Contact NELC regarding awarded hedge reduction at Bradley Road.	Arrange meeting to discuss awarded hedge	LL/MA	Meeting held 20/9/16 9am on site agreed to lower hedge significantly & maintain.	
6th Sept 2016	Send petition to Town Hall from Sunningdale Residents, with Parish Council support	Send petition to Town Hall	LL	Letter & Petition sent to Paul Windley at Town Hall 16/9/16	
6th Sept 2016	Investigate cost of one off cut for land at Sunningdale & enquire if NELC would allow PC to cut this area on one off basis	Investigate and bring back to next meeting	LL	Prices returned and added to agenda 16/9/16	
6th Sept 2016	Report that grass verge on Bradley Road is now getting long again and obscuring drivers view	Report to NELC	LL	Reported 12/9/16	
6th Sept 2016	Clr to attend presentation by Dong Energy at Waltham Golf Club on 27th Sept	Clr attend drop in session	PW/MA	MA Attended 27/9/16 as PW unwell.	
6th Sept 2016	Contact NELC to enquire when work will take place on marked pot holes, markings are wearing out	Contact NELC	LL	enquiry made 12/9/16, work to be completed by 7/11/16 - weather dependant	
6th Sept 2016	Chase up outstanding Highway matters and add to October agenda.	Contact Highways at NELC	LL	Meeting with senior Highways officer 15/9/16	On October Agenda
6th Sept 2016	Complete all paperwork and reports for Remembrance Sunday Parade	finalise notices	LL	completed on line forms, risk assessment and insurance information 12/9/16	
6th Sept 2016	Contact sheet metal company to obtain price on cloaking public toilet surrounds with stainless steel	bring back prices to next meeting	LL	Contacted Elite for quote 7/9/16, Contracted Blackrow 19/9/16,	On October Agenda
6th Sept 2016	Obtain costs to clean office carpet	Obtain costs and bring back to council	LL	offer from councillor to clean carpets for accepted and carried out 13/9/16	
6th Sept 2016	Sent out accounts approved for payment	Make payments on accounts payable	LL	Done 7/9/16	
6th Sept 2016	Install surveillance camera to detect fly tipping	install camera	MA	Both cameras currently with police surveillance, as soon as one is released it will be moved.	
6th Sept 2016	Order two extra bags of stone for cemetery	place order	LL	Ordered 15/9/16 & installed	