

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 7th June 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

31st May 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. Electoral Matters

(a) To receive and consider any applications for co-option onto the Parish Council.

4. 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.

5. To consider and approve the Minutes of the Extra Meeting held on 29th April 2016 and Minutes of the Annual General Meeting held on 3rd May 2016.

6. To receive a report from Police Liaison.

7. To receive a report from Fire Brigade Liaison.

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

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

9. Clerk's Report & Correspondence received since meeting of 3rd May 2016.

10. Planning.

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

1. To receive planning decisions from NELC.

2. To receive a response from East Lindsey District Council on letter sent re District Plan.

(b) *Planning applications received:*

1. DM/0444/16/OUT Land at Ings Lane, Waltham

Outline application for erection of one dwelling with all matters reserved.

2. DM/0420/16/FUL Tynedale, Cheapside Waltham

Demolish existing dwelling and erect 5 detached houses and one pair of semi-detached houses to include garaging, landscaping & access.

3. DM/0514/16/FUL 28 Brigsley Road, Waltham

Demolish existing garage and stores and erect single storey extension to rear.

11. Village Celebrations.

(a) To receive an update on event planned for Queens 90th Birthday.

(b) To agree a date for holding a Senior Residents Tea Party.

- 12. Pavements/Street Lighting/Highways.**
(a) To receive an update on outstanding highway matters.
- 13. To receive any reports from the following working groups:**
- (a) Gravel Pit Allotments.**
 - (b) Station Road Allotments.**
 - (c) Parks and Open Spaces.**
 - (i) To receive information on Fields in Trust.
 - (ii) To receive a response on possible grant funding re book on Waltham's Fallen Heroes
 - (iii) To consider quotation from our maintenance contractor on work required in Grove Park.
 - (d) CCTV**
 - (i) To receive report from maintenance contractor on work required to CCTV system and consider expenditure for maintenance.
 - (ii) To receive and consider quotation on rapid deployable camera for Mount Pleasant.
 - (e) Public Rights of Way.**
 - (i) To receive verbal report on North Lincolnshire Parish Paths Agreement.
 - (f) Bowling Green.**
- 14. Burial Board Committee.** – as per action sheet
- 15. To receive information following Waltham Leas Primary Academy meeting.**
- 16. To consider providing a Waltham Parish Council Pupil Achievement Award.**
- 17. To consider contributions towards All Saints Church and Leas Academy newspapers as we submit news articles for publishing.**
- 18. Youth.** – as per action sheet
- 19. Website.** – Electronic display of Melling Parish Council website.
- 20. Parish Office**
 - (i) To receive information requested on office telephone system and consider quotation on telephone display unit.
- 21. Finance Items.**
 - (a) To receive a list of Accounts payable up to 7th June 2016 and approve their payment.
- 22. Personnel Items.**
 - (a) To consider exclusion of press and public due to the sensitive nature of items to be discussed.
 - (b) To receive information from ERNLLCA and consider personnel requirements.

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 Annual General Meeting of the Waltham Parish Council held in the Waltham Library on Tuesday 3rd May 2016 at 7.00 pm.

Present: Councillors M Archer, Kiddle-Bailey, Sadler, Shaw, Surtees, Teanby and Woodliff, Ward Councillor I Colquhoun, 5 members of the public, 1 press officer and the Parish Clerk.

01.05.2016 To appoint a Chairman for the year 2015/2016.

The Clerk opened the meeting and asked if there were any nominations for Chairman for the year 2016/2017.

Cllr M Archer was proposed and seconded, there were no other nominations. Cllr M Archer was unanimously elected as Chairman. Councillor M Archer thanked the Council for their continued support.

02.05.2016 Signing by the Chairman of his/her Declaration of Office.

Cllr M Archer signed his Declaration of Office.

03.05.2016 To appoint a Vice Chairman for the year 2016/2017.

Cllr P Woodliff was proposed and seconded, there were no other nominations. Cllr P Woodliff was unanimously elected as Vice Chairman.

04.05.2016 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.

Cllr Teanby declared a Personal and Prejudicial interest on item 6 (b) as one of the applicants is a relation.

(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.

05.05.2016 To receive any apologies from Members not able to attend the meeting:

Councillor Evans offered her apologies as she is unwell, Cllrs Barrett, Conolly and Weston are away and Ward Councillor Jackson has a prior engagement.

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

06.05.2016 Electoral Matters:

(a) To receive a Councillor's resignation.

Cllr Mumby has written to the Parish Council and tendered her resignation with immediate effect. The Chairman said that Cllr Mumby was an effective and pro-active councillor who showed great support. The Chairman and Councillors wished her well and suggested sending a letter of thanks.

RESOLVED: The Parish Council accepted the Councillor Mumby's resignation and agreed to send a letter of thanks to her.

(b) To receive and consider any applications for co-option onto the Parish Council.

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

The Chairman read out the first applicant's letter. The applicant was present at the meeting.

RESOLVED: Mr L Gilliatt was duly co-opted as a member of Waltham Parish Council.

Cllr L Gilliatt signed his acceptance of co-option and was welcomed as a member of Waltham Parish Council and took a seat at the meeting table.

Cllr Teanby returned to the meeting.

The Chairman read out the second applicant's letter. This applicant was not able to be present this evening.

Cllr Woodliff declared a personal and prejudicial interest in this matter as this applicant was a relation. Cllr Woodliff left the room.

The Parish Council felt it would be appropriate to invite the applicant to the next meeting in order for the Parish Council to meet him in person.

RESOLVED: The Parish Council agreed to invite the applicant to the next parish council meeting.

Cllr Woodliff returned to the meeting.

07.05.2016 To elect Councillors to serve on the Parish Council Committees and working groups, to appoint or confirm representation to outside bodies and to consider any amendments to highways allocations

The Committees, Working Groups and Highways were agreed as follows:

Committees of Waltham Parish Council 2016/2017**Burial Board:**

Cllrs Evans, Shaw, Surtees and Woodliff

Personnel:

Cllrs Shaw, Surtees and Woodliff

Grievance:

Cllrs Archer, Teanby and Evans

Working groups of Waltham Parish Council 2016/2017**New & Old Allotments:**

Councillors Barrett, Kiddle-Bailey & Woodliff plus 3 elected allotment holders.

Public Rights of Way:

Cllrs Teanby, Weston and Woodliff.

Planning:

All Councillors.

Parks & Open Spaces:

Cllrs Barrett, Conolly, Evans, Sadler, Shaw, Surtees and Weston

Bowling Green – Management Group:

Cllrs M Archer, Gilliatt, plus vacancy, also 3 members of Waltham Park Bowls Club

Youth:

Cllrs Sadler, Shaw and Surtees

CCTV:

Cllrs M Archer, Shaw and Surtees

Finance:

Chairmen and Vice Chairmen of Allotments, Parks & Open Spaces, Bowling Green, Youth, Burial Board, Personnel Committee and the Clerk.

Waltham in Bloom:

Cllrs Barrett, Evans, Shaw, Teanby, Weston and Woodliff

Waltham Celebrations:

Cllrs Conolly, Sadler, Surtees and Woodliff

Website:

Cllrs Kiddle-Bailey, Conolly, Teanby and Weston

The Representation to Outside Bodies 2016/2017**ERNLLCA:**

Cllrs Archer and Conolly.

Waltham Leas Primary Academy:

Cllr Teanby

Waltham Windmill Management Trust:

Cllrs Archer, Woodliff & Surtees (Cllr K Shaw was nominated as a substitute)

Waltham Windmill Preservation Society:

Cllr M Archer

Town & Parish Councils Liaison:

Cllrs Archer and Kiddle-Bailey

Fire Brigade Liaison:

Cllr M Archer

Highways Allocations 2016/2017**Councillor Kiddle-Bailey:**

Ings Lane, Grove Lane, Skinners Lane, Chessman's Close, Home Paddock.

Councillor Teanby:

Church Lane, Cross Street, New Road, Kirkgate, All Saints Close, Manor Drive, Leas Close

Councillor Shaw:

Cheapside from Mill View to Waltham Boundary, Elm Road, Greenway, The Drive, Golf Course Lane

Vacancy:

Cheapside from Brigsley Road to Mill View - South entrance/exit, Kirkgate, Mill View, Mill Close, Atkinson Lane

Councillor Woodliff:

Grimsby Road to Waltham Boundary, Fairway to Danesfield Avenue, Danesfield Avenue, Philip Avenue, Dorothy Avenue

Councillor Surtees:

Fairway from Danesfield Avenue to and including Meadow Croft, Summerfield Avenue, Summerfield Close, Norsefield Avenue, Doughty Close

Councillor Teanby:

High Street from Church Lane to Station Road, Station Road, Camargue Avenue, Kemeshame Court, Markham Mews, Shears Court, Nunnerley Place, Geipel Close.

Councillor Surtees:

Fairway (High Street end) to Meadow Croft, Mount Pleasant, Ludgate Close, High Street - from Church Lane to Barnoldby Road

Councillor Barrett:

Brigsley Road, Westfield Road, Mayfair Crescent, Chiltern Drive, Cotswold Drive

Councillor Gilliatt:

Barnoldby Road - from High Street to Chestnut Road, Brian Avenue, Laburnum Avenue, Laburnum Close, Salisbury Avenue, Salisbury Drive

Councillor Archer:

Barnoldby Road from Chestnut Road to Bradley Road, Bradley Road, Chestnut Road, Chestnut Close, Lytham Drive, Elsham Drive, Sterling Crescent

Councillor Weston:

Archer Road, Turnberry Approach, Ascot Road, Rosedale, Fountain Close, Albertine Court, Peacehaven, Cardinal Court, Coral Drive, Sweetbriar, Neville Turner Way, Orchard Court

Vacancy:

Sunningdale, Carnoustie, Birkdale, Gleneagles, Muirfield

Councillor Sadler:

Woodhall Drive, Strawberry Hill, Chadwell Springs, Alderley Edge, Ashbourne, Lindrick Walk

Councillor Conolly:

Marian Way, Coltsfoot Drive, Drury Close, Wheatfield Drive, Wray Close, Old Farm Court, Frances Court, Harvest Crescent, Barkworth Court

The Chairman explained that further consideration would be given to these appointments upon new councillors arriving and clarification from councillors who are not in attendance this evening.

08.05.2016 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 group of residents raised concerns over the parking on the junctions of Old Farm Court and Drury Close off Marian Way. The residents felt this was dangerous and causes an obstruction, they wished to request that these junctions are considered for the inclusion of double yellow lines. The chairman explained that if an actual obstruction is caused this can be reported through to police, however if the vehicles parked are not causing an obstruction and they are taxed and tested the police are not able to have them moved away. The Chairman went on to explain that he has a meeting with the road safety officer for the local authority later this week and should the parish council deem appropriate, when debated, he will take the residents' concerns to the officer for some suggested answers or solutions. The Clerk explained that the local authority would have to apply for a traffic regulation order to install double yellow lines and that this is a lengthy process involving a full consultation process that can take up to nine months to implement.

A resident enquired when the Chairman would be reporting on the fields of remembrance as was deferred several months ago. The Chairman explained that the information has been collated; however it was not received in time for this agenda.

The same resident also enquired what the timescale would be for phase 2 of the tree maintenance in Well Lane. The Clerk explained that the new working group has just been decided this evening and upon their meeting suggestions will be put forward for the Parish Council to consider, this will most likely include phase 2 of Well Lane as it has been budgeted for work this year.

The Chairman thanked the residents for attending.

The Chairman reconvened the meeting.

09.05.2016 To approve the Minutes of the Meeting held on 5th April 2016:

RESOLVED: The minutes of 5th April 2016 were considered and signed as a true record.

10.05.2016 To receive a report from Police Liaison:

The Clerk read from the report enclosed. The Parish Council were still very concerned over the high numbers of crimes, but thanked the residents for taking the time to report matters to give a true figure of what is happening with crime in the village. The Chairman felt that there was a noticeable spike in crime when the PCSO was not on duty for long periods of time. Cllr Teanby would like to see updates on crimes on the report to enable the public to see that their efforts in reporting matters

are not going un-detected. The Clerk explained that this has been asked for previously and the co-ordinating officer at Immingham police station is adding updates as they come in, but the judicial process is not expedient and it may be several months before any update is received. The Parish Council felt that this question should be directed to the new Police and Crime Commissioner and Area Inspector.

RESOLVED: The Parish Council agreed to write to the new Police and Crime Commissioner copying in the Area Inspector to ask if updates on crimes can be included on the news reports that the parish councils receive.

11.05.2016 To receive a report from Humberside Fire and Rescue Service:

There has been no report received from Humberside Fire and Rescue Service for the Waltham station this last quarter.

The Parish Council was most disappointed that for a second month there was no quarterly report received from Humberside Fire and Rescue Service, despite a reminder being sent. The Chairman expressed deep concerns that this service is distancing itself from the local community that helped to save it and that Humberside Fire and Rescue are no longer community orientated. The Parish Council have in the past enjoyed a good liaison with Waltham Fire Station and this was appreciated by all parties, however we had to understand that budget and time constraints meant that the liaison enjoyed in the past would have to change. The Parish Council agreed that they would trial the suggestions made by Paul McCourt last year and to date have been patient with this undertaking. The Parish Council felt it was not acceptable that Humberside Fire and Rescue had not kept their end of the bargain. The quarterly report that was due in early April had still not been received for this meeting despite sending a reminder.

RESOLVED: The Parish Council agreed to write to Councillor Philip Jackson, as a member of the Humberside Fire Authority, expressing Waltham Parish Council's disappointment at the lack of engagement currently received from officers at Humberside Fire and Rescue service.

12.05.2016 To receive and confirm progress on the action sheet:

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

Councillors questioned if a copy of the letter sent to the Chief Executive of the Post Office should be sent to our local MP in order to add weight to the campaign to obtain privacy protection for people using our local facility.

RESOLVED: The Parish Council agreed to send a copy of the letter sent to the Chief Executive of the post office to our local MP Martin Vickers.

13.05.2016 Clerk's Report & Correspondence received since meeting of 5th April 2016.

A letter of thanks has been received from the former Deputy Clerk for the flowers and kind words from the Council upon her resignation.

Two Parish Council representatives have been invited to attend the Mayor Making Ceremony on Thursday 19th May at 7pm in Grimsby Town Hall.

Five letters have been received from residents over litter in the village, roadworks at the High Street, Grove park matters and dog waste bags littered on a public footpath and suggested alterations to Skinners Lane. These have been added under the appropriate heading on the agenda.

All Saints Church has written to ask if they could use the village green for their annual fete being held on Saturday 2nd July.

RESOLVED: The Parish Council agreed to All Saints Church using the village green for their annual fete, subject to the usual terms and conditions.

The Parish Council have received a notice that a flower festival is being held on Saturday 11th June from 10am to 2pm at the Waltham Methodist Church. They would like as many businesses and organisations in Waltham as possible to have a floral display. The Parish Council felt this would be an ideal opportunity to promote the Parish Council and suggested using a model windmill to site a floral display.

RESOLVED: The Clerk was asked to make enquiries with a local flower arranger to see if they would assist with a floral display. Details are to be brought back to the next meeting.

The Parish Council have been asked if they would loan out their projector equipment to a local research volunteer who is holding a talk on the Battle of Jutland in Waltham Library on 31st May 2016.

RESOLVED: The parish Council agreed to loan their projector to a local research volunteer who is holding a talk in Waltham Library on 31st May. The Parish Clerk volunteered her time to accompany the equipment.

The same local research volunteer has written about a project he is undertaking called the Lincolnshire Remembers Project. He is carrying out research on the fallen heroes of our village from the Great War. All his work has been carried out in his own time and wondered if the parish council knows of any organisations that may be able to fund the printing and publishing of the research once completed. This would then be accessible to the school, library and wider public domain.

The Clerk was aware of grant funding from the War Memorials Trust and was asked to investigate this possibility further and bring the information received back to a future meeting.

14.05.2016 Planning:

(a) Planning decisions and planning matters:

1. To hear a report from Cllr Archer on Holton Le Clay Neighbourhood Plan.

The Chairman had been contacted by a councillor who was leading the Holton le Clay Neighbourhood Plan. He informed Cllr Archer about the proposed new housing for Holton le Clay and the draft East Lindsey District Plan that is currently out for consultation. The Parish Council were surprised and concerned to learn that there may be between 750 and 1000 homes planned for Holton le Clay, some of which come up to the boundary of Waltham. Questions were raised over where the secondary children would go to school as it was felt that Tollbar must be nearing its capacity and the effects on the roads such as the A16 and Cheapside. The Chairman said that he was aware of a recent survey that had been carried out of the road structure at Cheapside and it was considered inadequate.

RESOLVED: The Parish Council agreed to write with concerns over the effects the proposed developments in Holton le Clay will have on the school and road structures of the surrounding areas and agreed to try to obtain a copy of the survey of Cheapside.

(b) Planning Applications received for consideration:

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

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

This site is located within the Conservation Area of Waltham and as such should take into account the setting of any listed buildings and/or buildings of local heritage merit which may be in the vicinity as well as open spaces and road layout. The parish council felt that the increased traffic using this access would have a detrimental effect on the privacy on the neighbouring properties at Kirkside and Cheapside and that this single driveway exits adjacent to the War Memorial straight onto a main road with bus stop, an area which already experiences intrusive street parking.

The site is also located at the rear of a busy public house with beer garden and a restaurant with outdoor entertainment area with children's play area along with other local businesses. A residential development in this location would conflict with the existing business practices as there are currently events and live music held at these establishments and by placing residential properties next to this established practice this would cause conflict.

The land that this site is proposed on has a steep slope towards the car park area in Kirkgate and any hard scape surface water runoff from these properties would compromise the current drainage system in this location if an engineering solution is not first agreed upon, as the drain located in Kirkgate that recently flooded into a nearby business, resulted in an investigation where it was found that a 6" drain steps down to a 4" drain.

Although the heritage statement suggests that the mature trees/shrubs within this garden are to be retained it is common practice to either remove or severely prune such trees to provide light for such properties either at the construction stage or after. (an example of this happened to the trees at the rear of All Saints Church Waltham following successful planning application) the loss of any greenery in this area would open up this site.

The heritage statement is also not style specific and the Parish Council would wish to see any applications within the conservation area being full applications.

This site was not identified in the extensive investigations for the Waltham Parish Community Led Plan as being necessary for development and was also not identified as a development site in the draft local plan as published by the local authority.

Recent planning law amendments support a local authority's case for refusing planning application within a conservation area (8.1 Article 4 of the Waltham Conservation Area) Parish Council believes that development of this site "to assist the areas shortage of housing" (from applicants heritage statement) is not a strong enough argument to grant permission.

The Parish Council feel should this application succeed it will compromise the recently approved Conservation Statement by NELC as back land development within the conservation area adds nothing to the village, and would set a precedent for other potential sites identified in the statement.

RESOLVED: Waltham parish Council recommended refusal of this application on the grounds given above.

2. DM/0311/16/FUL, The Kings Head, High Street, Waltham

Installation of children's play equipment onto existing lawned area..

Waltham Parish Council recommended approval of this amended application.

15.05.2016 Village Celebrations:

(a) To receive an update on event planned for Queen's 90th Birthday

The Clerk updated the Parish Council on the planned event. The working group agreed to offer assistance as required.

(b) To consider holding a senior residents' tea party.

The celebrations committee is to look at dates in June or July to hold a senior residents' tea party at the Royal British Legion.

16.05.2016 Pavements/Street Lighting/Highways.

(a) To discuss residents suggestion of alterations to Skinners Lane.

The Parish Council agreed with the resident's comments that Skinners Lane, like Grove Lane is a very poor road for visibility and that it is used on occasion as a rat run to avoid High Street traffic. Councillors questioned if these roads can be considered for 20mph

zones similar to the side streets in Cleethorpes. The Councillors also considered if a 20mph zone is not possible for these streets to install our own 20mph advisory poster signs in these two locations.

RESOLVED: The Parish Council are to ask for 20mph speed limits being installed in Grove Lane and Skinners Lane, if this is not possible quotations should be brought back to 20mph advisory poster signs.

(b) To receive a verbal update from NELC on Cross Street/New Road.

The Parish Council is awaiting an updated drawing of the proposals for this area. The Chairman was asked to chase this and all outstanding highway matters at the meeting being held on Wednesday 4th May. Ward Councillor Colquhoun was invited to attend.

(c) To receive letters from residents regarding roadworks at High Street.

The Parish Council have received several letters of concern from residents and businesses regarding the roadworks taking place at the High Street. The Parish Council felt the comments made were relevant and these reiterated the parish council's concerns over the work being undertaken in this location. It has been suggested that as the works are in their final evening that they are allowed to complete the work and then an evaluation of the traffic movement takes place. The Parish Council were disappointed that their comments and the time taken to provide an input for these works were not taken into consideration and that the local authority reverted back to the initial drawings that the Parish Council had concerns with. The Parish Council agreed to wait to evaluate the new road structure before making comment to the local authority.

(d) To consider correspondence from NELC re Barnoldby Road bus stop.

The Parish Council had reported that the bus stop on Barnoldby Road was damaged and in need of replacement. The local authority have said that they will get the bus shelter repaired and cleaned as soon as possible, however wondered if the Parish Council would consider a donation towards getting this shelter changed to a wooden shelter the same as the others on Barnoldby Road. The Ward Councillor and Parish Council supported this suggestion and under power number 31.40 of the Local Government Act are allowed to purchase or make a contribution towards a bus shelter or seat.

RESOLVED: The Parish Council agreed to make a donation of £250 towards a new wooden bus stop on Barnoldby Road to replace the damaged plastic one. The Ward Councillors also offered funding and would confirm the amount once their budget had been agreed.

The Chairman informed the Parish Council that a lamp post on Barnoldby Road opposite Westfield Road has been replaced as it was showing signs of having a rotten base.

17.05.2016 To receive any reports from the following Sub Committees:

(a) Gravel Pit Allotments.

- (i) To receive verbal update on the gas governor building and to agree on wording for the plaque to be added to the door of the building.

The Chairman updated the Parish Council on the completion of the gas governor building. The Parish Council considered the wording to be used for the plaque.

RESOLVED: The Parish Council agreed that the wording for the plaque would read:

“This building was constructed in the 1700's and used as the office during the excavation of gravel to maintain the highways of Waltham.

Rebuilt in the original bricks by National Grid in 2016 following demolition in error.”

The Clerk was to place an order for the plaque, this invoice would then be forwarded to National Grid for re-imburement.

- (ii) To receive information on the Give a Day of Your Time scheme.

The Give a Day of Your Time scheme was sent to the Parish Council by the Ward Councillor, this scheme is an Interserve initiative where employees can request paid leave to assist with a local community project. The Parish Council felt that this scheme could be considered for the painting of the bridge at Grove Park and the clearance of the allotments along with our volunteers. The Clerk was asked to make our interest known to Ward Councillor Philip Jackson.

Councillors questioned if Anglian Water had responded regarding the dry ditch work on Ings Lane. The Clerk was asked to chase up a response.

(b) Station Road Allotments.

The banners advertising the allotments for rent have been a success and allotments are currently being taken. Cllr Archer volunteered to attempt to rotovate the unlet plots. Councillor Kiddle-Bailey suggested that advertisements are also put into the local newsagents' windows.

RESOLVED: The Parish Council agreed to placing advertisements in the local newsagents' windows advertising the available allotments.

(c) Parks and Open Spaces.

- (i) To receive a resident's letter of concern on matters in Grove Park.

The items that the resident had written about have been addressed. The neighbouring property owner has been contacted over debris in the beck and assurances given that debris arising from his work has been cleared and answers over the litter operative have been given. The rope around the lime tree will be removed when identified as our first inspection failed to locate the lime tree in question.

- (ii) To consider tenders received for the summer planting scheme.

The Parish Council asked the Chairman to open the sealed tenders received.

Contractor A quoted: £955.00 for the summer planting scheme

Contacto B quoted: £980.00 for the summer planting scheme

The Clerk confirmed when questioned that both contractors have worked for the parish, however contactor A has not completed the summer planting yet.

RESOLVED: The Parish Council agreed to contractor A to undertake the summer planting scheme, after confirming with them that watering will be undertaken as per the specification.

The Chairman confirmed that the new handrail had been fitted to the bridge in Grove Park, this would now benefit from all being painted.

Councillor Teanby asked if NELC could look at the dyke on Skinners Lane as this was very overgrown. The Clerk was asked to report this through to NELC.

(d) Public Rights of Way

- (i) To discuss resident's letter regarding dog waste bags on footpath 69.

The Clerk read out a letter from a landowner who is grazing cows on the land adjoining footpath 69 who is concerned over the amount of dog waste in bags being thrown into the field. The Parish Council suggested that a waste bin is installed at the exit on Cheapside to encourage dog owners to use a bin at the end of their walk. The Parish Council also felt that NELC public rights of way officers should receive a copy of the resident's letter in order for them to consider putting up signs.

RESOLVED: The Parish Council agreed to send a copy of the resident's letter to NELC public rights of way officers and suggest that a bin is installed at the exit on Cheapside. The Parish Council would offer to supply and install the bin.

- (ii) To receive any update as requested from NELC PROW officers on footpath 72.

The Clerk confirmed that no response had been received from NELC PROW officers.

The Chairman said that following conversations with ERNLLCA recently it was noted that several other boroughs have devolved public rights of way responsibilities to parish councils.

The Clerk was asked to make enquiries on this with ERNLLCA.

(e) Bowling Green

(i) The new committee are to agree dates to hold a meeting with Waltham Park Bowls Club.

Work to finalise the working group is required, once this is completed a date will be agreed for a meeting between to the two parties to be held.

18.05.2016 Burial Board Committee

Nothing to report.

19.05.2016 Youth:

Nothing to report.

20.05.2016 Website:

The working group are still undertaking investigations into a new website. It would appear that our current provider is not able to provide the graphics that were appealing to this council on the Melling Parish Council website. The working group were asked to provide a display of the site for the next meeting.

21.05.2016 Finance Items.

(a) To receive a list of Accounts payable up to 3rd May 2016 and approve their payment.

Cheques for payment:			£ . p
3959	Mrs P Allenby	April Salary	184.60
3960	Mrs L Leach	April Salary	852.66
3961	Mrs S Aslett	Final Salary	60.00
3962	HMRC	NI & Tax	74.88
D/Debit	PWLB	Allotment loan	1627.11
3963	Platers Fencing	Tennis court fence repairs	300.00
3964	S Sawyckyj & Son	Handrail replacement Grove park	350.00
3965	Signs Express	Allotment banner	48.00
3966	Petty Cash	Petty Cash	50.00
D/Debit	PWLB	Parish office loan	2879.81
3967	Signs Express	Allotment numbers	74.46

RESOLVED: Accounts approved for payment.

(b)To consider the annual governance and accounting statement for year 2015/2016. The Clerk presented the annual governance and accounting statement for the year 2015/2016.

(b)RESOLVED: The Parish Council approved the annual governance statement for year 2015/2016.

(b)(i) RESOLVED: The Parish Council approved the accounting statement for year 2015/2016.

(c)To consider insurance renewal quotations.

The Clerk had obtained four quotations for the Parish Council Insurance. The cover provided within these quotations and the length of cover was considered by the Parish Council.

RESOLVED: The Parish Council agreed to undertake the insurance through Zurich Insurance for a 3 year long term agreement at a cost of £802.50 per year.

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.

22.05.2016 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 a report from the Personnel Committee.

The Clerk left the meeting in order for the Council to discuss personnel matters.

RESOLVED: The Parish Council agreed to the amendments to the Clerks contract as suggested by the Personnel Committee.

The Clerk returned to the meeting.

RESOLVED: The Parish Council agreed to seek the advice from ERNLLCA prior to advertising the vacancies for administration assistant and handyman.

23.05.2016 CCTV:

(a) To consider response from Chief Executive re CCTV Link.

The response received created much discussion.

RESOLVED: The Parish Council agreed to decline the offer from NELC as this would create an ongoing cost to the rate payer and revert back to the stand alone system previously enjoyed.

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 10.19pm.

Date of Meeting	Decision taken	Action	By	Status as of 31st May 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 has meeting with Senior officer in Post Office in few weeks. Will get back to us.	
1st December 2015	Accept offer of free labour for kick about wall	inform builders we accept offer	LL	Met on site 11/4/16, chased for possible date 25/5/16.	
1st December 2015	obtain quotations for materials for kick about wall and bring back to future agenda	obtain quotations for building materials	LL	Met on site 11/4/16, chased for possible date 25/5/16.	
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	No decision on Petanque area, order for cemetery stones is to be placed. Rang for prices 24/5/16.	
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	Questions received from other parish councils 13/4/16, these being addressed. Enquiries being made if funding still available as there is a new PCC now.	
1st March 2016	Obtain ERNLLCA advice on purchase of materials and recharge procedure for Kirkgate parking.	Contact ERNLLCA	LL	Work completed 18/5/16	
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	Posts obtained awaiting installation	
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 when new working group meet.	
5th April 2016	PC agreed to allotment working party recommendations. Work to tidy up and install communal composting area to proceed	working party authorised to carry out tidy up at allotments	PW/KKB/LM /RB	Working group to arrange date to meet.	

5th April 2016	PC agreed to make enquiries for professional drawings for village bandstand	enquire as to costs for professional drawings	LL	Meeting held 9/5/16, various options discussed, to meet with working group after his holiday looking at w/c 16/06/16	
5th April 2016	PC agreed to Parks and Open Spaces working groups recommendations and these are to be actioned	action P&O spaces committee recommendations	LL	Works started on issues , costs obtained and on June agenda.	On June Agenda
5th April 2016	PC agreed to a budget of £600 plus VAT for plants	Contact suppliers for plants	LL	Plants ordered 18/5/16. Delivery due beginning of June.	
5th April 2016	PC agreed to chase up CCTV maintenance contractor as they did not attend 5/4/16	Chase up CCTV contractor	LL	Report received on June agenda.	On June Agenda
5th April 2016	PC agreed to obtain quotation for CCTV camera for Mount Pleasant	Obtain quotations for CCTV camera	LL	quotation received on June agenda.	On June Agenda
5th April 2016	PC agreed that burial board should make every effort to make contact with NOK of non-conforming plots	Make contact with Next of Kin of non conforming plots	LL	Letters sent to NOK families details held. 3 x notes put on graves of those we do not have details of 18/5/16	
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 7/4/16.	
5th April 2016	PC agreed that working group should pursue upgrade of current website and enquire if current provider can provide site similar to Melling Parish Council's.	contact current website provider	LL	emailed current web provider 13/4/16 Response sent to working group 14/4/16.	
3rd May 2016	Electoral Matters	Inform NELC of changes to Councillors/website etc.	LL	NELC informed & notice of vacancy published, website changed 4/5/16	
3rd May 2016	Letter to Mrs Mumby	Write letter of thanks to Mrs Mumby	LL	Letter hand delivered 4/5/16	
3rd May 2016	Invite applicant for co-option to the next Parish Council meeting.	Send invite to applicant	LL	Invite sent 5/5/16	
3rd May 2016	New lists of councillors on working groups/committees	Update working groups/ highways allocation etc.	LL	Lists updated 5/5/16	
3rd May 2016	Fields of remembrance on next agenda	add to June agenda	LL	added to June agenda 5/5/16	On June Agenda

3rd May 2016	Updates on crimes in village	write to new PCC & area inspector	LL	Letter to new PCC & Inspector sent 10/5/16	
3rd May 2016	Write to Cllr P Jackson as member of Humberside Fire Authority over disappointment with lack of liaison with local fire station	write to Cllr P Jackson	LL	Letter sent 10/5/16, response received	
3rd May 2016	Send copy of Post Office letter to local MP for support	Send copy of letter to M Vickers office.	LL	Letter sent 10/5/16	
3rd May 2016	Letter to All Saints Church to approve use of village green for fete	email to All Saints Church	LL	Email sent 5/5/16	
3rd May 2016	Enquire with local flower arranger about possible floral display for flower festival at Methodist church	Make enquiries with local flower arranger	LL	Cllr Shaw agreed to make a flower arrangement for the parish council	
3rd May 2016	Clerk to accompany projector to talk at Waltham library	Attend local event with projector	LL	Event held on 31st May 2016	
3rd May 2016	Research information on funding for war remembrance project	obtain information from ERNLLCA on war memorial project funding	LL	War Graves Comm will not fund for book on fallen war hero's only upkeep/upgrade of actual memorial.	On June Agenda
3rd May 2016	Letters to East Lindsey District Council re District Plan and homes planned for Holton Le Clay. CC in Holton le Clay PC and NELC	Letter to district authority	LL	Letter sent to East Lindsey District Council 17/5/16	
3rd May 2016	Obtain copy of survey for road at Cheapside	Obtain copy of survey	LL	received 4/5/16	
3rd May 2016	Planning Decisions	inform NELC via planning portal	LL	Emailed through planning portal 9/5/16	
3rd May 2016	Add Celebrations working group to list	Update working groups list	LL	Lists updated 6/5/16	
3rd May 2016	Celebrations working group to organise date to hold senior residents tea party	Date for tea party on next agenda	LL/PS	dates for suggestion on June agenda	On June Agenda
3rd May 2016	Hold meeting with highways safety officer for NELC suggestions of: 20mph zone Skinners Lane & Grove Lane. To give him copies of letters re roadworks from residents plus other outstanding issues.	Contact NELC officer to arrange meeting	LL/MA	Meeting held 5/5/16	On June Agenda
3rd May 2016	Contact NELC regarding replacing damaged bus stop with wooden one on Barnoldby Road	Contact NELC	LL	Email sent to J Ford 4/5/16. Bus shelter on list for replacement.	

3rd May 2016	Order plaque for gas governor building	Order plaque and send invoice to National Grid	LL	Item collected 25/5/16 & installed	
3rd May 2016	Chase Anglian Water regarding dyke clearance at allotments site.	Contact Anglian Water		Anglian water confirmed that they have not carried out work on the dry dyke. Clearance of the dyke on the Ashley Court side has been carried out w/c 9th May 2016	
3rd May 2016	Advertise vacant allotment in newsagents windows	visit all local newsagents with advert	LL/KKB	CLlr KKB designing advertisements for local newsagents 16/5/16	
3rd May 2016	Send responses to all residents who have written in to Parish Council	Respond to residents letters x 7	LL	Letters completed 16/5/16	
3rd May 2016	Award summer planting contract	contact tenderers	LL	Contacted winning contractor and wrote to all 11/5/16	
3rd May 2016	Report dyke at Skinners Lane as being overgrown	Contact Drainage team	LL	Reported to NELC 11/5/16	
3rd May 2016	Install bin on Cheapside near to exit of public right of way upon NELC approval	Install bin	LL	NELC PROW agreed to bin location 23/5/16. Bin installed 24/5/16	
3rd May 2016	Send a copy of residents letter to PROW officer at NELC	forward copy of letter to PROW at NELC	LL	Copy of residents letter sent to PROW officers and residents letter responded to 11/5/16	
3rd May 2016	Make investigations with ERNLLCA over devolved PROW to Parish Councils	Contact ERNLLCA	LL/MA	Rang Haxey PC 18/5/16, verbal response on June agenda.	On June Agenda
3rd May 2016	Sent out accounts payable	Send out approved accounts	LL	Accounts paid 4/6/2016	
3rd May 2016	File approved end of year accounts and arrange for auditor to examine before sending to external auditors	contact external auditor	LL	Internal audit carried out 25/5/16, A/c's sent to External auditors 31/5/16	
3rd May 2016	Contact insurance company for renewal on 3 year term.	Contact Insurance Company	LL	Contacted Insurance company and documents being drawn up 10/5/16	
3rd May 2016	Obtain ERNLLCA advice on personnel items	Contact ERNLLCA	LL/PW	Response added to June agenda.	On June Agenda
3rd May 2016	Investigate caller ID for telephone system	Obtain details and add to next agenda	LL	Prices of caller ID phones obtained & details from current provider.	On June Agenda
3rd May 2016	Write to NELC/Ward Councillor re CCTV Link	Letter to NELC/Ward Councillor	LL	Letter sent to NELC and Ward councillor 17/5/16	
3rd May 2016	Register interest with Ward Councillor over Give a Day scheme	Email PJ re interest in scheme	LL	Email sent 16/5/16	