

# WALTHAM PARISH COUNCIL

*Mrs L Leach*  
(Clerk to the Council)  
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Dear Sir/Madam

I hereby give you notice that the *Annual Council Meeting* of Waltham Parish Council will be held in the Library Meeting Room, Waltham on Tuesday 3<sup>rd</sup> May 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.

26<sup>th</sup> April 2016.

*Mrs L Leach*  
Clerk to the Council

*Agenda:*

1. **To appoint a Chairman for the year 2016/2017.**
2. **Signing by the Chairman of his/her Declaration of Office.**
3. **To appoint a Vice Chairman for the year 2016/2017.**
4. **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.
5. **To receive any apologies from Members not able to attend the meeting.**
6. **Electoral Matters**
  - (a) To receive a Councillor resignation.
  - (b) To receive and consider any applications for co-option onto the Parish Council.
7. **To elect Councillors to serve on the Parish Council committees and working groups, to appoint or confirm to representation to outside bodies and to consider any amendments to the highways allocations.**
8. **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.*
9. **To consider and approve the Minutes of the Meeting held on 5<sup>th</sup> April 2016.**
10. **To receive a report from Police Liaison.**
11. **To receive a report from Fire Brigade Liaison.**
12. **To receive and confirm progress on the action sheet.**
  - (a) Issues without movement to be discussed and dealt with under the appropriate agenda heading.
13. **Clerk's Report & Correspondence received since meeting of 5<sup>th</sup> 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 19<sup>th</sup> 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.

#### **14. Planning.**

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

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

(b) *Planning applications received:*

##### **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.

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

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

#### **15. Village Celebrations-**

- (a) To receive an update on event planned for Queens 90<sup>th</sup> Birthday.
- (b) To consider holding a Senior Residents Tea Party.

#### **16. Pavements/Street Lighting/Highways.**

- (a) To discuss residents suggestion of alterations to Skinners Lane.
- (b) To receive a verbal update from NELC on Cross Street/New Road.
- (c) To receive letters from residents regarding roadworks at High Street
- (d) To consider correspondence from NELC ref Barnoldby Road bus stop

#### **17. To receive any reports from the following working groups:**

##### **(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.
- (ii) To receive information on the Give a Day of your time scheme.

##### **(b) Station Road Allotments – New plots are currently being let.**

##### **(c) Parks and Open Spaces.**

- (i) To receive residents letter of concerns on matters in Grove Park.
- (ii) To consider tenders received for the summer planting scheme.

##### **(d) Public Rights of Way.**

- (i) To discuss residents letter regarding dog waste bags on footpath 69.
- (ii) To receive any update as requested from NELC PROW officers on footpath 72.

##### **(f) Bowling Green.**

- (i) New committee to agree dates to hold meeting with Waltham Park Bowls Club.

#### **18. Burial Board Committee. – as per action sheet**

#### **19. Youth. – as per action sheet**

#### **20. Website. – as per action sheet**

#### **21. Finance Items.**

- (a) To receive a list of Accounts payable up to 3<sup>rd</sup> May 2016 and approve their payment.
- (b) To receive and approve the accounts for year 2015/2016.
- (c) To consider Insurance renewal quotations.

#### **22. 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.

#### **23. CCTV – To consider response from Chief Executive Office re CCTV link. Cllr Archer suggests that this item is taken in committee and the enclosed documentation would be subject to those rules.**

**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 5<sup>th</sup> April 2016 at 7.00 pm.**

**Present:** Councillors Woodliff (Vice-Chairman), Barratt, Conolly, Evans, Kiddle-Bailey, Mumby, Sadler, Shaw, Surtees, Weston. Ward Councillor P Jackson, 13 members of the public, PCSO Lesley Parry and the Parish Clerk.

The Chairman will be arriving late this evening. Cllr Woodliff (Vice Chairman) in the Chair.

**01.04.2016 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.

None.

(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.

**02.04.2016 To receive any apologies from Members not able to attend the meeting:**

Councillor Teanby offered his apologies as he is unwell. Ward Councillor Jackson has a prior engagement and Councillor M Archer would be arriving late due to another commitment.

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

**03.04.2016 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.**

Cllr M Archer entered the meeting. Cllr M Archer was invited to take the Chair.

A representative from CDC Architecture wished to present a proposed development for 7 dwellings on the site currently known as Tynedale, Cheapside. The Parish Council listened to the presentation and asked questions. There were no formal comments made by the Parish Council on this proposed development as this application has not yet been submitted to North East Lincolnshire Council planning department.

A resident explained she was attending on behalf of a group of residents regarding the light pollution being experienced by the properties opposite the Kings Head in Waltham. The resident explained that the light intrusion was too much for the residential properties that overlook this public house and the displays of advertisements are not in keeping with a village atmosphere. The Chairman thanked the resident for attending and said the comments would be taken into consideration when the Parish Council are looking at the amended application before them later in the meeting.

A resident wished to raise concerns that the continuing development of the village is not taking into account the amenities and improvements required to the infrastructure, such as a school and other facilities. The Chairman welcomed the resident's comments and questioned if the residents have viewed the Waltham Parish Community Led Plan, a copy of which is available on the Parish Council website as this echoes the residents' concerns.

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 stated that they had been informed by a member of the NELC planning team that the "site of Archer Road has been agreed". The Chairman questioned who

provided this information in order for the Parish Council to seek clarification on the matter for the residents. No names were forthcoming. The Chairman said that the Parish Council is here to support its residents in what is best for the whole of the village and as soon as any information is forthcoming from the Local Authority over a possible new school, this information will be provided to all the residents of this village.

A resident wished to raise concern over the growing amount of litter that is appearing on the streets of Waltham. The Chairman informed the resident that this issue is being reported to the Local Authority on a regular basis and the Parish Council (with the funding assistance of the Ward Councillors) have purchased some new bins for the village, but people must take responsibility and use them and not drop rubbish in the streets.

The Chairman thanked the residents for attending.

The Chairman reconvened the meeting.

**04.04.2016 To approve the Minutes of the Meeting held on 1<sup>st</sup> March 2016:**

**RESOLVED: The minutes of 1<sup>st</sup> March 2016 were considered and signed as a true record.**

**05.04.2016 To receive a report from Police Liaison:**

The Chairman welcomed PCSO Lesley Parry to the meeting and she read from the police report attached. The Parish Council were most concerned over the crime figures for the village during March. PCSO Parry stated that high value items are being targeted such as cycles. The “boy racer” cars that have been coming to Neville Turner Way car park are being looked into; however there has been no reported trouble or anti-social behaviour from this group. PCSO Parry was then called away from the meeting.

The Chairman thanked PCSO Parry for attending. The Chairman reiterated the Police concerns that residents should ensure that their valuables including cycles are locked with adequate security.

**06.04.2016 To receive a report from Humberside Fire and Rescue Service:**

The Clerk explained that the last report issued stated that the figures for 2016 will be produced quarterly, and as the last report issued was in January she did not expect a report until the end of April.

**RESOLVED: The Parish Council agreed to put the fire report on the May agenda.**

**07.04.2016 Electoral Matters:** - To consider any applications for co-option onto the Council.

The Clerk read an email received from an applicant. The Parish Council felt it would be fitting to invite the applicant to the next Parish Council meeting.

**RESOLVED: The Clerk is to send an invitation for the applicant to attend the next Parish Council meeting.**

**08.04.2016 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 the lone working policy.

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. The advice from ERNLLCA was read out.

**RESOLVED: The Parish Council agreed to the proposed amendments to the policy documents and agreed to adopt the lone working policy as recommended by ERNLLCA.**

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

**The Chairman reminded Councillors to adhere to the policy of dealing with matters on the action sheet at the appropriate agenda item to minimise time and discussing matters twice.**

Cllr Mumby asked if the village pump matter had been dealt with. The Clerk read out the letter sent to the resident and the Parish Council agreed that they should continue to ask for an update on the pump's condition periodically.

**09.04.2016 Clerk's Report & Correspondence received since meeting of 1<sup>st</sup> 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

All Saints Parochial Church Council have invited a member of Waltham Parish Council to attend their Annual General Meeting which is being held on Sunday 10<sup>th</sup> April at 11.15am at All Saints Church Hall.

**RESOLVED: It was agreed that the Chairman should attend the All Saints PCC Annual General Meeting; with Cllr Woodliff as stand-in should the Chairman be unavailable.**

**09.03.2016 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. The Chairman declared an interest in this matter as he has land which is included in the new Local Plan. Cllr M Archer vacated the chair but was asked to remain in the room until a resolution was proposed, as the discussion would be non-specific. Cllr Woodliff took the Chair.

This was an emotive discussion. The Parish Council were very concerned that the Local Authority had not included any mention of the Waltham Parish Community Led Plan within its documentation on the new Local Plan and as the recent appeal for a new development for land on Station Road had been allowed by planning inspectors, it was felt that the Waltham Parish Community Led Plan would have to become an evolving document to take into account these new changes.

Cllr M Archer left the meeting.

**RESOLVED: The Parish Council agreed to write to the Local Authority asking that they take the Waltham Parish Community Led Plan into consideration when producing the new Local Plan as this evolving document takes into account the residents' concerns and views of how this village should look in the future.**

Cllr M Archer returned to the meeting. Cllr M Archer in the Chair.

***(b) Planning Applications received for consideration:***

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

Display 1 externally illuminated post sign, 1 lantern, and 1 externally illuminated fascia sign – Amended Application.

**Waltham Parish Council carefully considered this amended application and recommended refusal 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 and the Parish Council questioned if the extra external lighting around the planters and strip lighting on the gable ends and around the building are to be removed as they had not been applied for on this application. There is an upstairs window that has been completely blocked by one of the signs, the drawings are misleading. On one aspect of the drawings the sign is removed and the window remains blocked and on the smaller image of the drawings the sizzler sign again has been removed, however the window is revealed on this image, the Parish Council are at a loss to establish if the window is to be revealed or remain blocked in. 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 feel that their comments are still valid.

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 show if the window is to remain or be removed. The Parish Council felt that the pole sign by way of design and materials has 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 and the neighbouring properties should not have to experience the light intrusion from this village pub.

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

Erect single storey extension to rear to include installation of rooflights – Amended Application.

**Waltham Parish Council recommended approval of this amended application.**

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

Demolish existing garage and erect single storey rear extension.

**Waltham Parish Council recommended approval of this application.**

**13.04.2016 Queens 90<sup>th</sup> Birthday Celebrations:** - To consider holding an event.

The Clerk informed the Parish Council that the Waltham Windmill Trust is keen to hold a joint event at the windmill site to celebrate the Queen's 90<sup>th</sup> Birthday. It was suggested that "A Right Royal Tea Party" is held on Saturday 11<sup>th</sup> June from 3pm to 8pm at the windmill site for the residents of the village to enjoy. The Clerk should meet with the windmill secretary to sort out details. A budget suggested of £350 per organization would be adequate to put on and advertise the event.

**RESOLVED:** The Parish Council agreed to hold an event to celebrate the Queen's 90<sup>th</sup> Birthday. A budget of £350 from the Parish Council was agreed towards the entertainment and publicity. The Windmill Trust was to be asked to consider matching the funding. The Clerk is to meet with the Windmill Secretary to discuss the arrangements.

It was requested that the Senior Residents Tea Party is added to the May agenda.

**12.04.2016 Pavements/Street Lighting/Highways.**

(a) To hear from the Chairman on highways meeting regarding Cross Street/New Road.

The Chairman updated the Council on the proposals by NELC to aid parking arrangements and vehicle movements in Cross Street and New Road. The Parish Council supported the proposals providing that the residents in these locations are fully consulted with. The Parish Council suggested that they obtained costs for the wooden posts that would be required.

**RESOLVED: The Parish Council are to forward comments on to NELC regarding the proposals to aid parking arrangements and vehicle movements in Cross Street and New Road providing the residents are fully consulted with. The Clerk is to obtain costs of the verge posts**

(b) To receive an update on roadworks at High Street.

The Chairman gave an update on the works taking place at the double roundabouts on the High Street. The Councillors were most concerned at the traffic management in place and reports were given over several near accidents due to the positioning of the road cones in this location. Councillors questioned why the works were not taking place on an evening as the signage clearly states and why the proposals that were discussed at pre-work consultations, where a Parish Council representative was present, was not the work that is being undertaken. It was suggested that a letter outlining the Parish Councils concerns is sent to the project manager.

**RESOLVED: The Parish Council agreed to write to NELC regarding their concerns over the work taking place at the double roundabouts on the High Street, in-particular the road safety and traffic management of this area.**

(c) To receive letters from two concerned residents regarding litter in the village and to discuss contractor's response re services.

The Parish Council supported the residents' concerns over the growing amount of litter in the village and agreed to write back to the residents explaining that we are receiving limited service from NELC and are looking at various options for enhancing a litter picking service. Having heard that litter picking and general maintenance services can be provided by our maintenance contractor the Clerk was asked to make further enquiries into costs for this service.

**RESOLVED: The Clerk is to write back to the two residents explaining the current service provided and make enquiries with our maintenance contractor over the cost of litter picking and general maintenance services.**

Councillors reported pot holes on Grimsby Road, Elm Road and at the entrance to Camargue. Councillors asked if there was any update on adding the footpath on Fairway for slurry sealing. The Clerk was asked to report these through to NELC customer services.

Enquiries were made if the new dress shop owns the area in front of the shop and whether they are able to stop vehicles from parking in this location. The Clerk was asked to make enquiries with the planning office as to who owns the land in front of the old post office and chemist and what planning restrictions are in place.

**13.04.2016 To receive any reports from the following Sub Committees:**

(a) **Gravel Pit Allotments.**

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

The Council were very pleased with the brickwork as it has been done to a high standard, however were concerned at the solar panel that had appeared on the front and exhaust pipes that were to be coming from the building at the rear, both being visible from the road.

**RESOLVED: The Chairman was asked to speak to National Grid regarding final details of the building.**

The allotments working group asked if they could hold a clean-up party for around the copse area and possibly look at turning the old allotment 36 into a communal compost area with erected composters and old 37 into a grassed area.

**RESOLVED: The Parish Council agreed to the working group holding a clean-up for around the copse and turning 36 into an erected communal compost area and 37 being a grassed area.**

The Clerk was asked to send 7 day letters to allotment holders who have not paid their rent for this year. Following this period 14 day letters to clear site are to be sent.

**RESOLVED: The Parish Council authorised 7 day letters to be sent to allotments that have not been paid for then 14 day letters to clear site.**

**(b) Station Road Allotments.**

- (i) To consider purchase of numbers for plot marking purposes.

Councillors questioned if numbers were needed for Station Road as they are more easily identified as all the plots are the same size and located in lines. The working group felt that smaller numbers that fitted on the post without overhang would be better.

**RESOLVED: The Parish Council agreed to order the numbers for the plots on Station Road but make them smaller so as to fit better on the posts.**

- (ii) To consider the purchase of a banner to advertise allotments for rent.

The Clerk had obtained various prices from suppliers on banners.

**RESOLVED: It was agreed to purchase a banner from Signs Express at a cost of £40 plus vat.**

The Chairman had been approached by the contractor who cuts the grass field at Station Road and Fairway land asking if he would be permitted to do this again this year.

**RESOLVED: The Parish Council agreed to the contractor cutting the grass field at Station Road and Fairway land as per the terms and conditions set last year.**

**(c) Parks and Open Spaces.**

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

**RESOLVED: The Parish Council agreed for the clerk to action recommendations by the Parks and Open Spaces working committee and to contact an architect to obtain costs on drawings for a new patio area on the village green.**

*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.*

- (ii) To receive a letter regarding the surface at Well Lane and consider response.

The Parish Council did not feel that the rural pathway of Well Lane should be surface treated as it is not a highway or designated footpath but a non-specified right of way, however the Parish Council did feel that the route should be useable and would endeavour to ensure that it is.

**RESOLVED: The Parish Council are to write to the resident explaining they will endeavour to ensure that Well Lane is useable, but will not be surface dressing this rural pathway.**

- (iii) To review the summer planting scheme and agree to send out to tender.

**RESOLVED: The Parish Council reviewed the planting specification and agreed to send it out to contractors for return at the May meeting.**

- (iv) To agree a budget for the plants for the summer planting scheme.

**RESOLVED: The Parish Council agreed a budget of £600 plus vat for plants for the summer planting scheme.**

- (v) To consider holding the Waltham in Bloom competition this year.

**RESOLVED: The Parish Council agreed to hold the Waltham In Bloom competition again this year, with the same format as last year.**

**(d) CCTV- Maintenance work due to take place 5<sup>th</sup> April 2016.**

The Clerk was concerned that the maintenance contractor did not arrive on site today. She was asked to chase this up.

The Council enquired if the Chief Executive of NELC had responded regarding the CCTV link. The Clerk was asked to chase this matter with his personal assistant.

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

The Clerk had requested an update on the status of footpath 72. There has been no response to date. The Clerk was asked to add this to the next agenda.

**(f) Bowling Green**

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

The Clerk had sent out for three tenders for work required to the Petanque area. One had been received. The Chairman was asked to open the sealed tender.

Contractor A quoted £5600.00

It was felt that the Parish Council should meet with the bowling club before any decision was taken on this quotation.

**RESOLVED: The Parish Council agreed to hold a meeting with the bowling club and bring this quotation to their attention.**

**14.04.2016 Burial Board Committee.**

(a) To hear from the Burial Board on non-conforming plots.

The rules and regulations are in place to ensure the safety of the visitors to the cemetery and the maintenance team who care for the graves. Every person grieves in their own way, however items such as glass and small stones are a safety hazard and every effort should be made to contact the next of kin who are not conforming to the rules and regulations.

**RESOLVED: The Parish Council agreed that letters should be placed on the graves of those not conforming to the rules and regulations asking them to get in touch with the Clerk.**

(b) To receive a response from the Commonwealth War Graves Commission.

Having read the response from the War Graves Commission it was agreed that extra care is given to the war graves in Waltham Cemetery and the Clerk is to inform the Commission of this.

**RESOLVED: The Parish Council is to write back to the War Graves Commission explaining that extra care is given to the graves in Waltham Cemetery.**

**15.04.2016 Fairway Land –** To consider press release for newly acquired land.

The Parish Council felt that it would not be appropriate for a press release to be held until the adjoining neighbours had been contacted. The Chairman was nominated to speak to the neighbours. The Clerk was asked to inform Norstar of this decision.

**16.04.2016 Youth:**

The BMX track has been strimmed and there is a meeting to progress the kick about wall next week.

**17.04.2016 Website:**

The working group had seen a website that was very vibrant and appealing. A suggestion was to contact our current provider to enquire if they are able to provide a similar design.

**RESOLVED: The Parish Council are to enquire if our current web provider is able to provide a vibrant and appealing design similar to the one shown.**

**18.04.2016 Parish Office Items:**

Nothing to report.

**19.04.2016 Finance Items.**

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

<b>Cheques for payment:</b>			<b>£ . p</b>
3940	Petty Cash	Colour printer purchase	125.00
3941	Anglian Water	Office/Toilets Nov 15-Feb16	94.11
3942	Anglian Water	Cemetery Nov15-Feb16	22.10
3943	Bell Waste	Cemetery waste Apr-Jun 16	261.92
3944	Mrs P Allenby	Salary March	167.80
3945	Mrs S Aslett	Salary Jan-Mar	250.00
3946	Mrs L Leach	Salary March	774.74
3947	HMRC	Tax & NI	21.97
3948	Southern Electric	March 16	262.44
3949	BT Payment Svs	Telephone Dec-Mar16	137.01
3950	CPRE	Best Kept Village Comp 2016	25.00
3951	Signs Express	Cemetery plate	19.20
3952	ERNLLCA	2016/17 membership	1026.50
3953	Glendale Svs	March maintenance	415.48
3954	Peter Hogarth Ltd	Toilet roll holder	10.94
3955	Office Friends	Colour cartridges & paper	83.52

3956	NELC	Bowling Green rates – part payment	156.00
3957	Petty Cash	Petty Cash	50.00
3958	M Dewires	Allotment Clearance Station Road	98.00

**RESOLVED: Accounts approved for payment.**

**20.04.2016 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 Personnel Committee are to hold a further meeting to investigate suggestions raised and report back at the next meeting.**

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 reminded them of the areas of lengthy debate that had elongated the meeting. The Chairman closed the meeting at 10.55pm.

Date of Meeting	Decision taken	Action	By	Status as of 26th April 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 Chief executive of Post office counters Ltd 15/4/16	
1st Sep 2015	CCTV Link still not completed PC agreed 5/4/16 to chase this matter.	Write to Chief Executive expressing concern	LL	<b>Chased with Rob Walsh 18/12/15 &amp; 10/2/16.</b> Rob has asked for update 13/4/16	On May Agenda
6th Oct 2015	Instruct joiner to undertake work required to bridge at Elm Road	Instruct joiner to carry out work to bridge	LL	Work completed 20/4/16	
1st December 2015	Accept offer of free labour for kick about wall	inform builders we accept offer	LL	Met on site 11/4/16, item progressing.	
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, item progressing.	
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 now to be placed 26/4/16.	
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	Items being collected for repair by village blacksmith when spoke to him on 14/4/16.	
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	Questions received from other parish councils 13/4/16, these being addressed.	
1st March 2016	Obtain ERNLLCA advice on purchase of materials and recharge procedure for Kirkgate parking.	Contact ERNLLCA	LL	Residents paid for goods, work to start week commencing 25/4/16	
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.	

1st March 2016	Apply for rate reduction at Bowling Green	Complete forms and send to NELC	LL	forms completed and sent to NELC on 20/4/2016	
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	work completed 14/4/16	
5th April 2016	PC agreed accounts for approval	Send out account payments due	LL	Done 6/4/16	
5th April 2016	PC agreed to submit recommendations for planning applications received	Inform NELC of planning recommendations via Planning portal	LL	Done 8/4/16	
5th April 2016	Add report from Humberside Fire & Rescue to May agenda	Add item to May agenda	LL	Added to May agenda 6/4/16	On May Agenda
5th April 2016	Invite applicant for co-option to attend the May meeting	Invite applicant to attend May meeting	LL	Invite sent 6/4/16	On May Agenda
5th April 2016	Amend policy documents as per list provided & include details of lone working policy	Amend policy documents	LL	All policies updated 14/4/16	
5th April 2016	Accept offer of attendee at All Saints Church PCC meeting.	Chairman to attend All Saints PCC meeting 10/4/16	LL/MA	informed PCC that Chairman will be attending 7/4/16	
5th April 2016	Provide letter for consultation on Local Plan consultation to NELC by 18th April 2016.	Provide letter for local plan consultation	LL	Letter sent to NELC planning 12/4/16	
5th April 2016	Proceed with organising event jointly with Waltham Windmill Trust to celebrate the Queen's 90th Birthday. A Right Royal Tea Party	Organise event for Saturday 11th June 2016	LL	Meeting held 14/4/16 item progressing. Working group added to next agenda	On May Agenda
5th April 2016	Add senior residents tea party to next agenda	Add item to May agenda	LL	Added to May agenda 6/4/16	On May Agenda
5th April 2016	Inform NELC highways that PC supports suggestions on Cross Street, providing consultation is carried out with residents in this location and enquire about costs of posts	Write to highways officers of NELC & obtain costs of posts if project progresses.	LL	Email sent 18/4/2016. Waiting to see if project progresses before costs of posts are obtained.	
5th April 2016	Make enquiries why roadworks at double roundabouts have reverted to daytime working & get clarification on correct location for island	Write to highways officers of NELC	MA	Chairman met officers on site 12/4/16	
5th April 2016	Obtain costs on cleaning/repair services from current maintenance contractor and add to next available meeting.	Make cost enquiries with service contractor	LL	written for costs 13/4/16	On Extra April Agenda

5th April 2016	Write back to residents who raised concerns over condition of village and inform them of current enquiries	reply to residents letters	LL	Letters sent 13/4/16	
5th April 2016	Check planning conditions for area behind pelican crossing on high street	make enquiries with NELC planning dept.	LL	area of land in front of 43 High Street (dress shop) is owned and registered to them, planning not able to confirm if any condition placed on original planning application as do not hold records dating back to 1960's at their office. Nothing found on microfish.	
5th April 2016	Inform NELC of various highway issues brought forward by councillors inc pot holes etc.	inform NELC of highways issues	LL	reported 13/4/16	
5th April 2016	Chairman to contact officer at National Grid regarding progression of old tool shed	Chairman to contact National Grid	MA	Chairman spoke to officers 8/4/16	
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	New information received from Ward Cllr over Give A Day Scheme. On May agenda.	
5th April 2016	PC agreed to send 7 day letters out for outstanding allotment rents	send reminder letters to non paid allotments	LL	Letters sent 7/4/16 & notice to quit on 25/4/16 for non paid.	
5th April 2016	PC agreed to order banner - allotments available	order banner	LL	completed 13/4/16	
5th April 2016	PC agreed to make enquiries for professional drawings for village bandstand	enquire as to costs for professional drawings	LL	Contacted architect for costings 13/4/16, awaiting meeting date.	
5th April 2016	PC agreed to contractor cutting grass fields at allotment and fairway land site, as per previous conditions and fees	inform contractor awarded grass cutting contract	LL	Letter sent to contractor 13/4/16	
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 - still ongoing 26/4/16.	
5th April 2016	PC agreed to respond to resident regarding Well Lane surface	PC to write to resident	LL	Letter sent 06/04/16	

5th April 2016	PC agreed to sent specification for summer planting scheme out to tender	PC to send out to a min of 3 contractors from our approved suppliers list	LL	Sent out 14/4/16	On May Agenda
5th April 2016	PC agreed to a budget of £600 plus VAT for plants	Contact suppliers for plants	LL		
5th April 2016	PC agreed to hold the Waltham in Bloom Competition for residents and businesses again this year	Advertise Waltham in Bloom competition	LL	Put on website and notice board	
5th April 2016	PC agreed to chase up CCTV maintenance contractor as they did not attend 5/4/16	Chase up CCTV contractor	LL	Rang contractor 8/4/16 coming on 27/4/16	
5th April 2016	PC agreed to obtain quotation for CCTV camera for Mount Pleasant	Obtain quotations for CCTV camera	LL	Contractor Coming on 27/4/16.	
5th April 2016	PC agreed to add update on Public Footpath 72 on May agenda	Add item to May agenda	LL	Added to May agenda 6/4/16	On May Agenda
5th April 2016	PC agreed to defer decision on Petanque area for bowling green and instead make contact with Waltham Park Bowls Club to discuss progression	Make contact with Waltham Park Bowls Club	LL/Working Group	On may agenda for new committee to arrange meeting date.	On May 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		
5th April 2016	PC agreed to respond to War Graves Commission to confirm that war graves will receive extra care providing that the maintenance fee is reinstated	Write to WGC	LL	Letter sent to War Graves Commission 18/4/16. Graves checked for subsidence and stones washed with water.WGC Confirmed payments to be reinstated.	
5th April 2016	Order numbers for posts at Station Road allotments	Place order for numbers	LL	Order placed 25/4/16	
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.	

5th April 2016	PC agreed to accept Deputy Clerk's resignation and send card and flowers as thank you for service.	purchase flowers and card for deputy clerk	LL	letter and flowers delivered 8/4/16	
5th April 2016	PC agreed for personnel committee to produce further report on personnel requirements.	Personnel committee to arrange meeting	PW/PS/KS	Meeting held 11/4/16, suggestions on next agenda	On extra meeting agenda