

WALTHAM PARISH COUNCIL

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

Parish Office
Kirkgate Car Park
Kirkgate
Waltham
Grimsby
DN37 OLS

Dear Sir/Madam

I hereby give you notice that the Meeting of Waltham Parish Council will be held in the Library Meeting Room, Waltham on Tuesday 1st November 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.

21st October 2016.

Mrs L Leach
Clerk to the Council

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. To hear a short presentation on school provisions in Waltham from Christine Scott, Senior Officer NELC.

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 Meeting held on 4th October 2016.

6. To receive a report from Police Liaison.

7. To receive any responses from Fire Brigade.

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 4th October 2016.

- Grantscape (Dong Energy) funding will be available to groups and organisations in Waltham of between £1,000 and £50,000. Details are still to be finalised but funding is due to be launched in December 2016.

10. Planning.

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

1. DM/0710/16/FUL Land South of Ings Lane (plot1), Variation of conditions has been approved by NELC under delegated powers.

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

1. DM/0721/16/FUL 18 Brigsley Road, Waltham

Erection of a single storey detached garage – Amended application.

2. DM/0768/16/FUL 6 Neville Turner Way, Waltham

Erect dwelling with attached garage. –Amended application.

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

Demolish existing dwelling and erect 5 detached houses and one pair of semi-detached houses including garaging, landscaping and access –Amended application.

4. DM/0597/16/OUT Land At, Grimsby Road, Waltham

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

11. Pavements/Street Lighting/Highways

12. 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 tenders and consider awarding the contract for the winter planting scheme.

(ii) To consider quotation for the drawings to be made up for a village bandstand by an architect.

(d) CCTV.

(e) Public Rights of Way.

(i) To consider any PROW items for inclusion in next Town and Parish Council agenda.

(ii) To receive informal consultation from NELC of proposed diversion of public footpath 72.

(f) Bowling Green.

(i) To receive and consider quotation provided by Waltham Park Bowls Club for completion of pentanque area.

(g) Youth.

13. To consider quotation and placing order for Christmas Trees for the village.

14. Update on Remembrance Sunday Parade - 13th November Councillors meeting at 10.30am at the Royal British Legion and consider any cost implications.

15. Parish Office

(a) To consider adoption of the Facebook policy as provided by ERNLLCA.

(b) To receive samples of new website pages.

(c) To consider moving documents in storage at the bank.

(d) To receive date for finance committee meeting of Tuesday 29th November 2016, 7pm at Parish Office for precept considerations.

16. Finance Items.

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

17. Burial Board Committee.

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

Date of Meeting	Decision taken	Action	By	Status as of 20th October 2016	Red = To do/outstanding Orange = Started Green = Completed
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, - Work to start w/c 10th October 2016	
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, - Work to start w/c 10th October 2016	
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	20/10/16 - Funding forms downloaded, work ongoing.	
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	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	Work completed 8th October 2016	
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 Update on December agenda	On December Agenda.
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	
2nd August 2016	Enquire about cost of tree carving for demised ash tree in Grove Park	Obtain costs	LL	Decision deferred to see what budget is remaining at end of year.	
6th Sept 2016	Arrange a meeting with maintenance contractor to check over specification items listed in contract	Arrange a meeting	LL	Done 17/10/16	
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	Take photographs of trees overhanging footpath in Grove Park	Take photos of overhanging trees in Grove Park	LL	Done 17/10/16	
4th October 2016	Letter to Mrs Evans re her resignation as Parish Councillor	Write letter to Mrs Evans	LL	letter written and sent 6th October 2016	
4th October 2016	Purchase flowers and deliver to Mrs Evans	Purchase flowers from Chairman's fund	LL	flowers purchased and delivered 6th October 2016	
4th October 2016	Inform electoral office at NELC of resignation of Councillor and new vacancy.	Inform electoral office at NELC, write notices	LL	Sent to Electoral services and notice placed on village notice board 6/10/16	
4th October 2016	Write to PC Stephenson regarding detected crime reporting	Write to PC Stephenson	LL	Email sent 7/10/16	
4th October 2016	Write to Ward Councillor Jackson, who sits on Humberside Fire Authority, asking if he can assist with communication matters	Contact Philip Jackson	LL	Email sent 10/10/16, Cllr Jackson passing on concerns and speaking to relevant officers	
4th October 2016	Add Councillors Archer and Conolly to the ERNLLCA Annual Conference in November	Contact ERNLLCA and add councillors to attend	LL	Completed booking forms sent 10/10/16	
4th October 2016	Produce list of meeting dates for 2017	list of dates to library, notice board, website and send to contacts	LL	list produced and distributed 10/10/16	
4th October 2016	Send in planning recommendations via NELC planning portal	input information on planning portal	LL	Done 5/10/16	

4th October 2016	Clerk to check planning portal for awarded hedge restrictions on Barnoldby Road.	Clerk to check planning portal	LL	Original build of property not on planning portal, made enquiry through NELC planning office 10/10/16. Emailed details to be kept on file.	
4th October 2016	Ask NELC to provide details of costs on amending the In Bloom Winners signs in the village	Obtain costs from NELC	LL	Email sent to officer 10/10/16 added and added to highways list. NELC advised would be cheaper to obtain own quotations.	
4th October 2016	Send advisory letters to three reported properties overhanging public footpath	confirm addresses and send letters	LL		
4th October 2016	Instruct contractor to cut the allotment hedge at Home Paddock side	instruct contractor to proceed with work	LL	Instructed 10/10/16, work completed 18/10/16	
4th October 2016	Contract neighbouring resident regarding party hedge at allotments	contact neighbour re party hedge	LL	Spoke to neighbour 10/10/16	
4th October 2016	Send out to tender for the winter planting contract	send out tenders for November meeting	LL	Sent out tenders and added to November agenda	On November agenda
4th October 2016	Order winter flowers for the winter planting scheme.	Order flowers	LL		
4th October 2016	Contact tree surgeons to obtain quotations for work to trees on Well Lane	Contact tree surgeons	LL	Made contact with three contractors coming to view in order to provide a quote on clerks return from holiday	
4th October 2016	Contact NELC and ask that they cut back and shape the two trees on Kirkgate corner	Contact NELC	LL	Contacted NELC 18/10/16 - work to be done December or January	
4th October 2016	Report knocked down public right of way sign at the bottom of Ings Lane	Inform PROW officers at NELC	LL	Reported to NELC 18/10/16. Will be repaired in due course	
4th October 2016	Add bowling green petanque area to next agenda	add petanque to next agenda	LL	Added to November agenda	On November agenda
4th October 2016	Obtain policy document for Facebook page from ERNLLCA.	Add Policy to next agenda	LL	Documents obtained from ERNLLCA and on November Agenda for consideration.	On November agenda
4th October 2016	Make enquires to see if the excess waste charges can be re-charged to flytipper	Ring NELC & check with ERNLLCA	LL	Rang NELC - nothing to do with them it will be a civil matter. Emailed ERNLLCA for advice	
4th October 2016	Date for Carols on the Green 10th December 2016.	Inform church, may queen, mayors office and advertise event	LL	Church informed 5/10/16	
4th October 2016	Send out accounts payable	Send out accounts payable	LL	Sent 6/10/16	
4th October 2016	Arrange for painting of parish office and public toilets	contact painting contractor	LL	Office completed 13th - 18th Oct, toilets to be done after other works completed	
4th October 2016	Contact company to carry out work in public toilets	contract stainless steel contractor	LL	Instructed to carry out work. Date for installation to be confirmed.	
18th October 2016	Letter to Mr Weston re his resignation as Parish Councillor	Hand deliver letter to Mr Weston	LL	Letter hand delivered 20/10/16	
18th October 2016	Draw up letter in response to NELC Local Plan further consultation	Send Letter to NELC	LL	Response submitted 21/10/16	
18th October 2016	Parish Council amendments to be made to Waltham Parish Community Led Plan	Amendments to Parish Council adopted document	LL		
18th October 2016	Inform electoral office at NELC of resignation of Councillor and new vacancy.	Inform electoral office at NELC, write notices	LL	Informed 20/10/16	
18th October 2016	Send in planning recommendations via NELC planning portal	input information on planning portal	LL	Done 20/10/16	
18th October 2016	Write letter to Minister for Housing regarding considering upgrading community led plans to form part of Local Plans	Write letter & send to Minister, copy local MP	LL	Done 19/10/16	