

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 4th April 2017 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

28th March 2017.

Clerk to the Council

Agenda:

01.04.2017 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.

02.04.2017 To receive any apologies from Members not able to attend the meeting.

03.04.2017 To consider any applications for co-option as a member of Waltham Parish Council.

04.04.2017 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.

05.04.2017 To consider and approve the Minutes of the Meeting held on 7th March 2017.

06.04.2017 To receive a report from Police Liaison.

07.04.2017 To raise planning related matters with Martin Vickers MP.

08.04.2017 Clerk's Report & Correspondence received since meeting of 7th March 2017.

- a) Estuary TV have written asking if the Parish Council would consider having a representative that could act as a "media hound" providing news and information to Estuary TV on a regular basis.
- b) A resident written asking if there are still shopper's parking spaces allocated along the wall of the Kings Head.
- c) The Clerk has received one anonymous letter that had been posted through an ex-councillors letterbox. No action has been taken as this letter was anonymous.
- d) The Parish Council have received a request asking if All Saints Church can use the village green to mount the Cross for Easter.
- e) A resident has asked if it would be possible to consider a bus shelter at the stop opposite Ings lane.

09.04.2017 To receive and confirm progress on the action sheet since publication.

10.04.2017 Planning.

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

- (i) Application DM/1052/16/FUL 12 Kirkgate, Waltham has been approved under delegated powers by NELC.
- (ii) Application DM/0058/17/FULA 45 Golf Course Lane, Waltham has been approved by the Planning Committee of NELC.
- (iii) Application DM/1194/16/FUL Waltham Airfield, Waltham has been granted temporary approval under delegated powers by NELC.
- (iv) To receive a response from Planning Manager regarding footpath link to Helsenor.
- (v) Enforcement has notified the Parish Council that they are looking into the hedge encroachment in Grove Lane.
- (vi) To receive a report on planning training attended including issues raised and to discuss Neighbourhood & Community Planning.

b) Planning applications received and to be considered:

1. DM/0148/17/OUT 59 Cheapside, Waltham

Outline application to demolish existing commercial outbuildings and erect 3 dwellings with all matters reserved. Resubmission of expired application.

2. DM/0247/17/FUL 12A Golf Course Lane, Waltham

Erect single storey rear extension and first floor side extension over existing garage to include the installation of a dormer to the front and rooflights to the rear.

3. DM/0142/17/FUL 59 Mill View, Waltham

Convert existing garage to family room, erect single storey extension to side to provide new garage and laundry room and erect first floor extension to rear to include the installation of a rooflight.

4. DM/0239/17/OUT 66 Cheapside, Waltham

Outline application to erect one dwelling and garage with access to be considered.

5. DM/0169/17/ADV 79 High Street, Waltham

Display one internally illuminated fascia sign.

11.04.2017 Pavements/Street Lighting/Highways

- a) To receive a response from NELC regarding buses turning at Barnoldby Road
- b) To receive a request to cut back laurel bush on Parish Land

12.04.2017 To consider holding the Parishes own Waltham In Bloom Competition

13.04.2017 To consider entry into CPRE Best Kept Village Competition

- a) To agree a budget for summer floral display and consider going out to tender.

14.04.2017 Website.

- a) To promote launch of the new website.

15.04.2017 To receive any reports from the following working groups:

- (a) **Gravel Pit Allotments.**
- (b) **Station Road Allotments.**
- (c) **Parks and Open Spaces.**
- (d) **CCTV – There have been four police requests for CCTV footage this month.**
- (e) **Public Rights of Way.**
- (f) **Bowling Green.**
 - (i) To receive notes from meeting held and consider possible expenditure.
- (g) **Youth.**

16.04.2017 Parish Office Matters.

- a) To consider affiliation to the Lincolnshire Wolds Community Group bus at £5 for the year.
- b) To receive an update on representation to Waltham Windmill Preservation Society.
- c) To consider holding a Senior Residents Tea Party.

17.04.2017 Finance Items.

- a) To receive a list of Accounts payable up to 4th April 2017 and approve their payment.

18.04.2017 Burial Board Committee.

- a) To consider exclusion of press and public due to the sensitive nature of matters to be discussed.
- b) To receive items brought forward from the Burial Board.

Date of Meeting	Decision taken	Action	By	Status as of 27th March 2017	Red = To do/outstanding Orange = Started Green = Completed
1st December 2015 - 1st Nov 16	Accept offer of free labour for kick about wall - Chase up building of kick about wall	Make contact with builder	LL	7/2/17 - allow area to dry up then chairman to make contact. Contact made 28/3/17 Mr Strawson has agreed to elevate this project for completion	
1st December 2015 - 1st Nov 16	obtain quotations for materials for kick about wall and bring back to future agenda - Chase up	Make contact with builder	LL	7/2/17 - allow area to dry up then chairman to make contact. Contact made 28/3/17 Mr Strawson has agreed to elevate this project for completion	
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	Not continuing due to amount of funding required from parish councils. All Parish Council Clerks informed. 23/3/17. Mobile units are available for police from NELC in emergency situations	
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	On April agenda.	On April agenda
4th October 2016	Arrange for painting of parish office and public toilets	contact painting contractor	LL	Completed 3/3/17	
6th Dec 2016	Investigate cost of possible replacement pole frame or marquee	Obtain costs on different solutions and add to agenda	LL/MA	12m x 6m Marquee replacement approx £500 to £1300.00 Gala Marquees.	
10th January 2017	Carry out update of Emergency Plan for village	carry out update	LL	ongoing 16/3/17	
10th January 2017	Invite Martin Vickers to future Parish Council meeting	Send invite to MP	LL	Attending April meeting unless called away	On April agenda
10th January 2017	Write to planning enforcement asking if they will instruct to reinstate verge on Cheapside	Contact planning department	LL	NELC confirmed once painting in black is done to railings verge will be reinstated.	
10th January 2017	Make further enquiries about signage for extra recycling centre in Neville Turner Way & advertise recycling on Facebook	Contact NELC & Ward Councillors & put up advert on Facebook	LL	Advert put on Facebook 24/1/17. New sign ordered 10/2/17. Chased 22/3/17.	
7th February 2017	Send letter to Fire Authority copy in PJ over lack of information	Write to Fire Authority/copy PJ	LL/MA	Cllr Jackson to take letter forward at next Fire Authority meeting.	
7th February 2017	Send details of recycling signage with quote to Ward Councillors	Obtain quote and forward to Ward Councillors	LL	Ward Funding has been spent for year 2016/17.	
7th February 2017	Arrange for In Bloom signs to be changed	Contact signage company and order	MA	Visited company 10/2/17, chased 22/3/17.	
7th February 2017	Draw up schedule of works for trees at allotments and contact tree officer for advice	draw up schedule of works and ask tree officer for advice	LL	Contacted Tree officer 16/3/17, no TPO's on trees. Spec drawn up and meeting with contractors for prices to bring back to council.	Prices to be submitted for May Agenda
7th February 2017	Obtain quotations for relocating or raising of teen shelter in Mount Pleasant	Bring quotes to future meeting.	LL		
7th February 2017	Order shed for new trolley	Place order	LL	prices obtained. Awaiting purchase	Update on May Agenda
7th March 2017	Book Cllr Moss onto planning training with ERNLLCA	Make booking	LL	Done 8/3/17	
7th March 2017	Contact the Cycle Hub to confirm use of the village green for the Dr Bike Events - note times children leave school to them.	Contact The Cycle Hub	LL	emailed confirmation 8/3/17	
7th March 2017	To contact the Waltham Residents Action Group and provide details of the Inspectors visit re: NELC Draft Local Plan.	Contact WRAG	LL	Emailed 9/3/17	
7th March 2017	Contact EMAS re protocol on deploying and returning of community defibrillators	Contact EMAS	LL	Copy received and distributed to all councillors.	
7th March 2017	Investigate alternative suggestions for deploying of Defib machine and bring back to future meeting	Carry out investigations and add to future agenda	LL		
7th March 2017	Contact BBC Radio 4 Listening Programme to arrange details over their visit to Waltham on 4th August	Contact BBC Radio 4	LL	arrangements made 10/3/17	
7th March 2017	Submit further comments on the Louth Road development to NELC planning and forward information to WRAG.	Send in details and inform WRAG	LL	WRAG informed 9/3/17 further details sent to planning 10/3/17	
7th March 2017	Investigate previous planning conditons to property on Brigsley Road	Investigate through planning portal	LL	Previous application found without limiting conditons 10/3/17	
7th March 2017	Write to Martin Vicker MP with concerns over disregard for conservation area in planning terms.	Write to MP	LL	Attending April meeting unless called away	On April agenda

7th March 2017	To investigate the planning application in relation to the railings on the corner of Cheapside	Contact planning department	LL	Rang Ian Trowsdale 14/3/17, followed up by email confirmation CC Ward Cllrs	
7th March 2017	To chase up enforcement over the reinstatement of the grass verge outside development on Cheapside	Contact planning department	LL	Railings to be painted black, once completed verge will be reinstate.	
7th March 2017	Send photos of trees/bushes overhanging the footpath on to NELC.	Forward to NELC	LL	Passed to NELC 14/3/2017	
7th March 2017	Request the use of a speed gun on Barnoldby Road from Humber Roads Policing at Malton	Send in Request to Humberside Police	LL	Request submitted 24/3/17	
7th March 2017	Councillors to provide information on bins on their walking area and bring back suggestions to the Clerk who will collate the information.	Cllrs to inform clerk of bins located on walking routes	All Councillors	Work ongoing.	
7th March 2017	Write to Blakemore (the delivery company) re lorries exiting New Road and make Spar shop manager aware of vehilces driving on verge at the end of New Road	Write to Blakemore	LL	Letter sent 24/3/17. Blakemore have responded to say they will endeavour to ensure their drivers do not damage the grass verges in the village.	
7th March 2017	Contract the complainant and inform of action to be taken re New Road verge.	Email response to resident.	LL	Done 14/3/17	
7th March 2017	Report damaged bollard outside Unypart to NELC.	Report to NELC	LL	Done 8/3/17	
7th March 2017	Write to NELC to ask if improvements could be made to the Barnoldby Road roundabout to aid busses turning in this location.	Write to NELC copying in the Ward Councillors	LL	email sent 14/3/17 - NELC have confirmed that they are looking into this matter. Added to highways list.	
7th March 2017	Seek advice from NELC over newly planted hedge in Grove Lane.	Contact NELC	LL	email sent 16/3/17	
7th March 2017	Draw up list of questions for Educational officer	Send over list of questions	LL	list sent to Education Officer 27/3/17.	Response on May agenda
7th March 2017	Contact WRAG to ask if they have any questions for the Educational officer	Contact WRAG	LL	Emailed 9/3/17 - no questions provided by WRAG by 27/3/17.	
7th March 2017	Make Contact with allotment holders to notify them of rent for year 2017/2018.	put up posters at allotments	LL	Done 24/3/17	
7th March 2017	Advertise available allotments on all media outlets available to us	make up press release and send out	LL	Facebook 16/3/17 Notice board 17/3/17	
7th March 2017	Award contract and notify all companies who quoted for the work	Award contract & write to all tenderers	LL	3 no Letters sent 16/3/17	
7th March 2017	contact our Solicitor and challenge the map provided and inform them of the 6ft fence that has been erected over the access.	write to solicitor	LL	Encroachment of land measured & new sscale maps drawn up. Letter to solicitor sent 27/3/17. Awaiting response.	Response on May Agenda
7th March 2017	Write to the contractor to crop the land at Fairway and Station Road	write to the contractor	LL	Letter sent 16/3/17	
7th March 2017	Put forward to NELC for hedge to be cut back at Sunningdale/Archer Road land	Write to NELC	LL	email sent 16/3/17. Work on hedge cutting does not take place until after nesting season in September.	
7th March 2017	Ask NELC to consider fencing in the small childrens play area at Neville Turner Way	Write to NELC	LL	email sent 16/3/17	
7th March 2017	Amend the Standing Orders	Amend Standing Orders	LL	Documents amended 16/3/17	
7th March 2017	Amend the Financial Regulations	Amend Financial Regulations.	LL	Documents amended 16/3/17	
7th March 2017	Accounts Payable to be sent out	Send out approved accounts	LL	Done 8/3/17	
7th March 2017	Amend Clerk & Cleaners salaries from 1st April 2017	Amend payroll information	LL	Done 27/3/17	