

# WALTHAM PARISH COUNCIL

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*Parish Office*  
*Kirkgate Car Park*  
*Kirkgate*  
*Waltham*  
*Grimsby*  
*DN37 OLS*

Dear Sir/Madam

I hereby give you notice that the Meeting of Waltham Parish Council will be held in the Library Meeting Room, Waltham on Tuesday 6<sup>th</sup> December 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

29<sup>th</sup> November 2016.

## *Agenda:*

### **01.12.2016 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
- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

### **02.12.2016 To receive any apologies from Members not able to attend the meeting.**

### **03.12.2016 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.*

### **04.12.2016 To consider and approve the Minutes of the Extra Meeting held on 18th October 2016 and Meeting held on 1<sup>st</sup> November 2016.**

### **05.12.2016 To receive a report from Police Liaison.**

### **06.12.2016 Planning.**

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

- DM/0394/16/OUT 5 Cheapside, Waltham, has been approved by the NELC planning committee.
- DM/0420/16/FUL Tynedale, Cheapside, Waltham, has been approved by the NELC planning committee.
- DM/0740/16/FUL The Grove Residential Home, Waltham has been approved under delegated powers by NELC.
- DM/0721/16/FUL 18 Brigsley Road, Waltham has been approved under delegated powers by NELC.
- DM/0857/16/FUL 5 Golf Course Lane, Waltham has been approved under delegated powers by NELC.
- DM/0900/16/FUL Winterwood, 11 Cheesemans Lane, Waltham has been approved under delegated powers by NELC.
- DM/0678/16/REM Land at Ings Lane, Waltham has been approved with conditions under delegated powers by NELC.
- A formal consultation on the East Lindsey District Council Local Plan runs from 30<sup>th</sup> November until 25<sup>th</sup> January 2017 at 5pm. All representations should be made using the form and documents presented will be submitted to the Secretary of State for independent examination.
- Application DN/0090/16/ADV, The Kings Head, High Street Waltham has made an appeal to the Secretary of State.

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

**1. DM/0997/16/OUT Land at Bradley Road, Waltham**

Outline application to erect 66 dwellings including drainage strategy with access and landscaping to be considered.

**2. DM/1020/16/FUL 13 Cheesemans Lane, Waltham**

Demolish existing rear extension and erect single storey extension to rear to include the installation of rooflights.

**3. DM/1084/16/FUL 91 High Street, Waltham**

Demolish existing extension; erect single storey extension to rear with alterations to include dormer to front and the installation of a rooflight.

**07.12.2016 To receive and confirm progress on the action sheet.**

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

**08.12.2016 Clerk's Report & Correspondence received since meeting of 1<sup>st</sup> November 2016.**

a) Residents' enhanced petition regarding land at Sunningdale has been returned and forwarded to NELC.

b) To receive correspondence from resident regarding development within Waltham.

c) To receive correspondence from resident regarding tree removal in Kirkgate.

**09.12.2016 Pavements/Street Lighting/Highways**

a) To receive forward notice of surface work on Waltham High Street.

b) To discuss speed awareness signs in village – Cllr Teanby.

c) Bus stop has been replaced on Barnoldby Road – Contribution towards payment now due.

d) To discuss local authority intentions re footpath on North East side of Cheapside.

e) Notification of changes to NELC recycling collection.

f) To receive notice of changes to NELC grass cutting policy.

**10.12.2016 To receive any reports from the following working groups:**

**(a) Gravel Pit Allotments.**

(i) To view photographs of trees adjacent to allotment following report from PROW officer.

(ii) To receive replacement office copy for file of the Allotments Act 1922.

**(b) Station Road Allotments.**

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

(i) To receive application for consideration to be added to Approved Suppliers List.

(ii) To receive request from resident for extension of time re hedge establishment in Well Lane.

(iii) To consider additional seating to Grove Park – Cllr Teanby

(iv) To receive any update on Fairway Land.

**(d) CCTV.**

(i) To consider adoption of revised CCTV Policy.

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

(i) To receive responses from NELC over PROW questions raised for Town and Parish.

**(f) Bowling Green.**

**(g) Youth.**

**11.12.2016 To review Remembrance Sunday Parade.**

**12.12.2016 Parish Office**

a) No calls for election. The Parish Council are now able to co-opt members.

b) To approve additional office security.

c) Carols on the Green Saturday 10<sup>th</sup> December starting at 4pm.

**13.12.2016 Finance Items.**

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

**14.12.2016 Burial Board Committee.**

a) To receive tenders for cemetery maintenance for 2017 and award contract.

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

c) To receive notice of incident.

Date of Meeting	Decision taken	Action	By	Status as of 30th November 2016	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	Chairman made contact 16/11/16 and was informed would be carried out once current job completed	
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	Chairman made contact 16/11/16 and was informed would be carried out once current job completed	
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	27/11/16 - Funding forms downloaded, work started on form completion. Next round of funding available from February 2017.	
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 November	
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 & 16/11/16. Update on December agenda	On December Agenda.
5th July 2016	Investigate and update protocol for CCTV	Update protocol for CCTV	LL	Suggested Procedure on CCTV on December agenda. Produced in conjunction with ERNLLCA	On December Agenda.
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 and letters to go out in New Year.	
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. 27/11/16 Ongoing	Estimates to be added to January agenda
4th October 2016	Send advisory letters to three reported properties overhanging public footpath	confirm addresses and send letters	LL	Letter sent 3/11/16	
4th October 2016	Order winter flowers for the winter planting scheme.	Order flowers	LL	Plants ordered - delivery 3/11/16	
4th October 2016	Contact tree surgeons to obtain quotations for work to trees on Well Lane	Contact tree surgeons	LL	site visit x1 taking place w/c 21/11/16 site visit x2 taking place w/c 28/11/16	Quotes to be added to January agenda
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 & all other parties invited 16/11/16	
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 Steel work 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	Parish Council updated information to be added to Waltham Parish Community Led Plan	Update to Parish Council adopted document	LL	Updates included 8/11/16	
18th October 2016	add possibilty of extra seat in Grove Park to agenda	add to forthcoming agenda	LL	added to December agenda.	On December Agenda.
18th October 2016	Meet with joiner to assess wooden slats on bridge at Elm Road	Meet with joiner	LL/MA	Met with joiner and all slats assessed. No immediate fails found; however price requested to consider for next year budget requirement.	
1st Nov 2016	Pass on information received for FOI made by resident re Waltham Fire Station to Ward Councillor P Jackson & Councillors	Send out information to Ward Cllr & Parish Councillors	LL	Information given to Councillors and Ward Councillors 2/11/16	
1st Nov 2016	Put details of Grantscape funding on Facebook page when details are released	Add Grantscape funding to Facebook page	LL	Details to be released in December	

1st Nov 2016	Provide business reference for approved supplier	write business reference	LL	Reference written and collected 2/11/16	
1st Nov 2016	Send Parish Councils planning recommendations through NELC planning portal	Access NELC planning portal and input information.	LL	Recommendations sent in to NELC planning portal 3/11/16	
1st Nov 2016	Send representation to NELC planning Committee meeting 9th Nov 2016	Attendance at Planning Committee meeting	MA/PW	Chairman attended	
1st Nov 2016	Report highway/lighting matters to NELC	Report Issues to NELC	LL	email sent to customer requests 2/11/16	
1st Nov 2016	Investigate Gravel Pit Allotment rent due dates from old paperwork	Investigate and bring back to future meeting	LL	Allotment Act 1922 states rents to be paid between 1st April and 29th September 2016.	On December Agenda.
1st Nov 2016	Investigate allotment trees adjoining High Street property and bring back information	Look at trees and report back	LL	Cllrs viewed	On December Agenda.
1st Nov 2016	Write to Police to see if further assistance is available when PCSO not on duty	Letter to police	LL	Letter sent 17/11/16	
1st Nov 2016	Award Winter Planting scheme	Inform contractor	LL	installed 17/11/16	
1st Nov 2016	Ask village through media if they would like to have a bandstand on village green	press release to all forms of media	LL	Sent to telegraph/chronicle put on Facebook 17/11/16	
1st Nov 2016	Ask if new PROW officer can attend T&P meeting to give vision for future in new post	Contact T&P Clerk	LL	question put forward for next T&P agenda. 2/11/16	
1st Nov 2016	Respond to NELC over informal consultation on Footpath 72	Write to NELC	LL	letter sent to NELC 2/11/16	
1st Nov 2016	Place order for Christmas Trees & obtain decorations.	Place order	LL	Order raised and emailed to supplier 2/11/16	
1st Nov 2016	Contact school to see if they are able to provide decorations for trees	Make contact with school	LL	Tree decorations to collect 1/12/16	
1st Nov 2016	Write to all businesses re Christmas Trees	Write to all businesses re trees	LL	Letter hand delivered 4/11/16	
1st Nov 2016	Add Facebook protocol as adopted document	Add new protocol to adopted documents	LL	Added 2/11/16	
1st Nov 2016	Make contact with NELC to confirm date of tree to be installed	Contact NELC re tree date	LL	NELC informed	
1st Nov 2016	Make contact with volunteer to see if able to install business trees again this year	Contact volunteer re small tree installation	LL	Persons in place to install trees	
1st Nov 2016	Receive copy of contract for new website provider, sign and return	complete contact	LL/MA	Signed and returned to contractor 24/11/16	
1st Nov 2016	Arrange suitable date/time to collect items from bank storage and transfer to NELC archives	Contact bank & NELC Archives	LL	bank storage items moved to NELC archives 9/11/16.	
1st Nov 2016	Send out accounts payable	Send out a/c payable	LL	Completed 2/11/16	
1st Nov 2016	Send letter to fly tipper caught on camera as per ERNLLCA advice provided	Send out letter	LL	Letter sent to householder 4/11/16	
1st Nov 2016	To carry out staff appraisals	Staff appraisals to be undertaken	LL/PW/KS/PS	Clerks done 4/11/16 Cleaner done 16/11/16	