

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 February 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
Clerk to the Council

31st January 2017.

Agenda:

01.02.2017 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.

02.02.2017 To receive any apologies from Members not able to attend the meeting.

03.02.2017 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.

04.02.2017 To consider and approve the Minutes of the Meeting held on 10th January 2017 and extra Meeting held on 17th January 2017.

05.02.2017 To receive a report from Police Liaison.

06.02.2017 Clerk's Report & Correspondence received since meeting of 10th January 2017.

- a) A resident has written with concerns over the speed of traffic using Barnoldby Road.
- b) A resident has reported trees overhanging the footpath in Chadwell Springs.
- c) NELC have confirmed that the new Local Plan has been submitted to the Secretary of State for consideration.

07.02.2017 To receive and confirm progress on the action sheet.

08.02.2017 Planning.

a) Planning decisions, correspondence and planning matters:

- (i) Application DM/1084/16/FUL 91 High Street, Waltham has been approved under delegated powers by NELC.
- (ii) Enforcement are looking into a report that work has been carried out on 9 & 11 Cheapside without conservation area approval.

b) Planning applications received and to be considered:

1. DM/0058/17/FUL 45 Golf Course Lane, Waltham

Conversion of roof space with external timber clad, dormer to rear and alterations.

2. DM/1206/16/FUL 79 Barnoldby Road, Waltham

Retrospective application to erect fence and gate around dwelling boundary.

3. DM/1194/16/FUL Waltham Airfield, Waltham

Additional storage area as an extension of temporary on site construction compound to support the onshore cable installation for Hornsea Project One (further to DM/0922/16/FUL)

09.02.2017 Pavements/Street Lighting/Highways

- a) To receive response re footpath on North East side of Cheapside.
- b) To receive quote and view mock-up of changed Waltham in Bloom sign.
- c) To discuss changes announced by NELC to Tollbar roundabout.
- d) Chairman to report on meeting held with Highways officer at NELC.
- e) To put forward highways for consideration for repairs to NELC.

10.02.2017 To receive any reports from the following working groups:

(a) Gravel Pit Allotments.

- (i) To discuss site visit to view trees on allotment boundary.

(b) Station Road Allotments.

(c) Parks and Open Spaces.

- (i) To receive further details for amended In Bloom signage for village entrances.

(d) CCTV.

(e) Public Rights of Way.

(f) Bowling Green.

(g) Youth.

11.02.2017 Parish Office

- a) To consider purchase of litter collection trolley and storage facility for litter picker.
- b) The Clerk is booked to attend lone workers/personal safety training at NELC on 2nd March 6-8.30pm.

12.02.2017 Finance Items.

- a) To receive a list of Accounts payable up to 7th February 2017 and approve their payment.

13.02.2017 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 31st January 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	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	
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.	
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	Arrange for painting of parish office and public toilets	contact painting contractor	LL	Office completed 13th - 18th Oct, toilet steel work completed 8/12/16, painting to be carried out when weather improves	
6th Dec 2016	Advertise on Facebook possible cycle tagging scheme	put article on Facebook page	LL	Asked PC Stevenson to provide leaflets on products 9/12/16	
6th Dec 2016	Investigate cost of possible replacement pole frame or marquee	Obtain costs on different solutions and add to agenda	LL/MA		
10th January 2017	Contact NELC and change records to show new member Cllr A Moss	Contact NELC & add Cllr Moss to parish records	LL	Done 11/1/2017	
10th January 2017	Advertise on Facebook, friendship at home scheme	add item to Facebook page	LL	Done 11/1/2017	
10th January 2017	Put forward Cllr Conolly and the Clerk to attend a session inside the Speed camera van	Contact PCSO Parry to arrange	LL	Email sent 23/1/17	
10th January 2017	Make donation from Carols on the Green to local Guides group	Write to Local guides group	LL	Contacted guides 12/1/17	
10th January 2017	Send declaration to NELC Archives department	complete and send declaration to archives	LL	Completed forms and delivered them 12/1/16 & collected empty boxes	
10th January 2017	Join in the Great British Spring Clean scheme, ask if NELC can assist in rubbish disposal	register on line for Great British Spring Clean Scheme	LL	registered event on line 11/1/17, NELC confirmed that they are able to collect rubbish from central point.	

10th January 2017	Carry out update of Emergency Plan for village	carry out update	LL	Started 13/1/17	
10th January 2017	Put Cllr Shaw forward for Royal Garden Tea Party	Provide ERNLLCA with details	LL	Nomination sent 16/1/17	
10th January 2017	Submit comments to the NELC draft housing strategy	Submit comments	LL	Comments submitted 12/1/17	
10th January 2017	Add to already provided comments of East Lindsey District Council Local Plan	add comments	LL	Comments submitted 12/1/17	
10th January 2017	Obtain information on Neighbourhood Planning	send details to Councillors.	LL	sent out on line to Councillors	
10th January 2017	Add Neighbourhood Plan v Community Led Plan to the next Town and Parish Council agenda	Ask for item to be added to agenda	LL	Request sent to NELC 16/1/16	
10th January 2017	Invite Martin Vickers to future Parish Council meeting	Send invite to MP	LL	Invite sent 18/1/17, awaiting response	
10th January 2017	Organise extra meeting of Waltham PC on 17th Jan 2017 to hear planning application for land at Brigsley Road	Arrange extra meeting for 17th Jan 2017	LL	Done 11/1/2017	
10th January 2017	Write to planning enforcement asking if they will instruct to reinstate verge on Cheapside	Contact planning department	LL	contacted developer & planning enforcement. Awaiting response	
10th January 2017	Input planning decisions from meeting into NELC planning portal	Input on NELC planning portal	LL	Done 11/1/2017	
10th January 2017	Copy of letter to Ward Councillors that was sent to Cllr Burton in order for them to chase up.	Send copy to Ward Councillors	LL	Copy sent 12/1/17	
10th January 2017	arrange site meeting for Parks and Open Spaces working group	Set up site meeting	LL	site meeting held 3/2/17	
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	Asked CD 12/1/17 for info on line manager. Advert put on Facebook 24/1/17	
10th January 2017	Respond to resident who enquired about a Western Relief Road for Waltham	respond to resident	LL	Letter sent to resident 18/1/17	
10th January 2017	Take safety issues for Station Road to meeting with Highways officer scheduled for 16th Jan 17	Station Road parking to be discussed at meeting with highways officer	LL	Meeting scheduled for 16th Jan 2017	On February agenda
10th January 2017	Write to Angela Cullerton regarding litter bin collection in Waltham	Write to officer	LL	Meeting scheduled with ourselves, Ashby/Brigsley/Barnoldby	
10th January 2017	Award contract for phase 2 of trees in Well Lane	Award Contract	LL	Contract awarded & 211 notice applied for	
10th January 2017	Send out for tender specification for main maintenance contact for village	send out tender	LL	Tenders sent out to be returned for March agenda	On March Agenda
10th January 2017	Arrange for amended waltham in bloom village sign mock up and bring to PC for approval	instruct sign company to do mock up of WIB amended sign	MA	Quotation on February agenda	On February agenda
10th January 2017	Write to Public rights of Way to approve proposed diversion of FP72 at Brigsley Road end	Contact PROW at NELC	LL	Email sent 16/1/17	
10th January 2017	Look into further lone worker safety matters	investigate and bring back findings	PW/EC/LL	Clerk booked on lone worker/personal safety training 2/3/17	
10th January 2017	Send out accounts approved for payment	send out accounts	LL	Sent out 11/1/2017	
10th January 2017	Hold a review of the financial regulations with advice from ERNLLCA	Review financial regulations	Finance Working Group		
10th January 2017	Send details of agreed precept to NELC	send details of precept to NELC	LL	Request sent to NELC 16/1/16	