

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 March 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

1st March 2017.

Agenda:

01.03.2017 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.

02.03.2017 To receive any apologies from Members not able to attend the meeting.

03.03.2017 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.

04.03.2017 To consider and approve the Minutes of the Meeting held on 7th February 2017.

05.03.2017 To receive a report from Police Liaison.

06.03.2017 Clerk's Report & Correspondence received since meeting of 7th February 2017.

- a) Ian Kemp is the Programme Officer who is examining the North East Lincolnshire Council Local Plan. He is holding an open session at 10am on 4th April at Humber Seafood Institute on Origin Way to consider the soundness of the plan. Members of the public are able to attend and observe.
- b) ERNLLCA is inviting Parish Councillors to attend "Planning Day" training on Friday 24th March 2017 at the Village Hotel, Priory Way Hull. This training costs £85 plus VAT per member and only ten spaces are available.
- c) The Clerk has received one Freedom of Information request and two general requests for information that would be freely available on our website.

07.03.2017 To receive and confirm progress on the action sheet.

08.03.2017 Planning.

- a) *Planning decisions, correspondence and planning matters:*
 - (i) Application DM/1161/16/OUT 61 Mill View, Waltham has been approved under delegated powers by NELC.
 - (ii) Application DM/1147/16/FUL Plot 5 Brook Lane, Waltham has been approved with conditions under delegated powers by NELC.

b) Planning applications received and to be considered:

1. DM/1052/16/FUL 12 Kirkgate, Waltham

Erect two storey extension to rear.

2. DM/0116/17/FUL 21 Golf Course Lane, Waltham

Erect single storey sun room to rear, partial conversion to garage into utility and conversion of roof space to form bedrooms to include the installation of roof lights.

3. DM/0168/17/FULA St Andrews Cottage, 7 The Drive, Waltham

Erect single storey extension to existing detached garage.

09.03.2017 Pavements/Street Lighting/Highways

- a) To view photographs taken of trees overhanging footpaths and consider action.
- b) To receive a verbal response to enquiries over use of speed camera van in village.
- c) To receive a report on meeting held with Neighbourhood Services at NELC.

10.03.2017 To receive a verbal update on educational places for Waltham.

11.03.2017 Website.

- a) To view the new website prior to going live and to consider promoting a launch.

12.03.2017 To receive any reports from the following working groups:

(a) Gravel Pit Allotments.

- (i) To consider allotment rent for the year 2017/2018.

(b) Station Road Allotments.

- (i) To consider allotment rent for the year 2017/2018.

(c) Parks and Open Spaces.

- (i) To receive sealed tenders and award maintenance contract for the year 2017/2018.
- (ii) To receive a verbal update from Solicitor on Fairway land and to deal with any matters arising.

(d) CCTV.

(e) Public Rights of Way.

(f) Bowling Green.

(g) Youth.

- (i) To receive notice that Waltham Football Club has been in contact with the Parish Council.

13.03.2017 Parish Office

- a) To consider review of Standing Orders and Financial Regulations as provided by ERNLLCA.

14.03.2017 Finance Items.

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

15.03.2017 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.

16.03.2017 Personnel Items.

- a) To receive notification of changes to minimum wage from 1st April 2017.
- b) To hold a review of Clerks salary.

Date of Meeting	Decision taken	Action	By	Status as of 17th February 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	7/2/16 - allow area to dry up then chairman to make contact.	
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	7/2/16 - allow area to dry up then chairman to make contact.	
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	Feb 17 - Inform parish councils of contributions required with PCC funding.	
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, Work on Toilets week to commence 6th March.	
6th Dec 2016	Advertise on Facebook possible cycle tagging scheme	put article on Facebook page	LL	details put on Facebook page 10/2/17	
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	Carry out update of Emergency Plan for village	carry out update	LL	Started 13/1/17	
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	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	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.	
10th January 2017	Write to Angela Cullerton regarding litter bin collection in Waltham	Write to officer	LL	Meeting scheduled with ourselves, Ashby/Brigsley/Barnoldby 1st March	On March Agenda
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	Hold a review of the financial regulations with advice from ERNLLCA	Review financial regulations	LL	Completed 17/2/16	On March Agenda
7th February 2017	Report condition of cut through between Chadwell Springs & Marian Way to NELC	Report to NELC	LL	Done 13/2/17 Ref: CRM1858834	
7th February 2017	Report pavement lifting on Archer Road/Rosedale close to post box due to tree roots	Report to NELC	LL	Done 16/2/17 Ref: CRM1860305	

7th February 2017	Put article on Facebook over ensuring property and vehicles are locked.	put article on Facebook page	LL	Done 8/2/17	
7th February 2017	Enquire if speed camera can be used on Barnoldby Road	Contact PCSO to enquire	LL	emailed PCSO 8/2/17 & speed van operator 10/2/17- Phonecall received 13/2/17.	Response on March Agenda
7th February 2017	Write back to resident over speeding traffic on Barnoldby Road	Write to resident	LL	Letter sent to resident 16/2/16	
7th February 2017	Add trees overhanging the public path to the next agenda. Cllrs to provide photographs.	add item to next agenda	LL	Item added to next agenda 3/10/17	On March Agenda
7th February 2017	Send letter to Fire Authority copy in PJ over lack of information	Write to Fire Authority/copy PJ	LL/MA	Letter drafted, awaiting sending on Clerks return from holiday	
7th February 2017	Send details of recycling signage with quote to Ward Councillors	Obtain quote and forward to Ward Councillors	LL	quote requested 08/02/17	
7th February 2017	Send recommendations on planning applications to planning portal at NELC	Add details on planning portal	LL	Input onto planning portal 09/02/17	
7th February 2017	Send letter to Planning manager challenging decision taken over footpath on Cheapside	Letter to planning manager / copy Cllr Burton	LL	Letter sent to Martin Dixon 10/2/17	
7th February 2017	Arrange for In Bloom signs to be changed	Contact signage company and order	MA	Visited company 10/2/17	
7th February 2017	Write to Cabinet over proposed changes to Tollbar roundabout	write to cabinet	LL/MA	letter drawn up and sent to cabinet member 08/02/17	
7th February 2017	Put forward consideration of humping the zebra crossing on Barnoldby Road to Highways officer	add details on highways items	LL	request added to highways items for Debbie Swatman 08/02/17	
7th February 2017	Send through to NELC list of urgent/longstanding highways requiring resurfacing	Send list to NELC	LL	List sent to Highways 08/02/17	
7th February 2017	Check on permission for tree work on Cheapside	look through planning portal/contact tree officer	LL	Checked planning portal. No planning application submitted. Not within conservation area.	
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		
7th February 2017	Contact adjoining neighbour to allotments to inform them of update from meeting.	Write to neighbour of allotments	LL	Letter sent 17/2/16	
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 new litter pickers trolley & send details to Ward Councillors	Place order & email IC	LL	details sent to Ward Councillors for ordering 09/02/17 - Order placed from NELC	
7th February 2017	Order shed for new trolley	Place order	LL		
7th February 2017	Send out accounts approved for payment	send out accounts	LL	Sent out 08/02/17	
7th February 2017	Put up notice should any funerals take place on a Sunday	place notice on cemetery gates when required	LL	As and when required	
7th February 2017	Chairman to send letter to Family S after 14th February	Letter to Family S	MA	Letter sent 17/2/16	

Please note the Clerk was on holiday from 12noon on 17th February 2017 to 1st March 2017