

**Minutes of the Meeting of the Waltham Parish Council held in the  
Waltham Library on Tuesday 4<sup>th</sup> October 2016 at 7.00 pm.**

**Present:** Councillors Archer (Chairman), Barratt, Conolly, Gilliatt, Gordon, Kiddle-Bailey, Sadler, Shaw, Surtees, Weston and Woodliff, PC Matt Stephenson & PCSO Lesley Parry, 7 members of the public, Ward Councillor I Colquhoun and the Parish Clerk.

**01.10.2016 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.

Cllr Conolly declared a conflict of interest on item 11(e) Public Rights of Way Footpath 72, due to her previous occupation. Cllr Conolly would take no part in any discussion on this footpath.

Cllrs Archer and Surtees declared a DPI on item 11(e) Public Rights of Way Footpath 72, as they are affected land owners.

(b) To note dispensations given to any member of the council in respect of the agenda items listed below.

None.

**02.10.2016 To receive any apologies from Members not able to attend the meeting:**

Apologies were received from Councillor Teanby and Ward Councillor P Jackson. The Clerk has received a letter from Councillor Evans giving her resignation due to health reasons. The Parish Council regrettably accepted Councillor Evans' resignation. The Chairman added that Mrs Evans had been on the Parish Council for many years and represented the residents well.

**RESOLVED: The Parish Council agreed to write a letter to Mrs Evans and the Chairman's fund was to be used to purchase some flowers as thanks for her service. The Clerk is to notify the electoral office at NELC of the vacancy.**

**03.10.2016 Open Forum Under Suspension of Standing Order No 21:**

**RESOLVED: The Parish Council agreed to suspend Standing Order number 21 so that residents were able to speak. Items will be listened to and if appropriate will be taken into consideration under the relevant agenda heading.**

Mr Lockwood presented a proposal for three houses at the rear of Highgate, Cheapside, Waltham, he stated that the formal application was before the Parish Council this evening and would be available for questions if required.

A resident explained she was attending as she was the resident who has asked for the two trees to be removed on the corner of Kirkgate and Cheapside to be added to the agenda. The resident has provided some photographs to display and was available for questions should the parish council require clarification on the proposal.

With there being no further residents wishing to speak the Chairman reconvened the meeting.

**04.10.2016 To approve the Minutes of the Meeting held on 6<sup>th</sup> September 2016:**

**RESOLVED: The minutes of the Meeting of 6<sup>th</sup> September 2016 were considered and signed as a true record.**

**05.10.2016 To receive a report from Police Liaison:**

The Chairman welcomed PC Stephenson and PCSO Parry to the meeting. PC Stephenson read from the October police report. Councillors were concerned that the villages seem to be a target for thefts and break-ins at the moment, with cycles being high on their list. PC Stephenson said that the police have ongoing operations that are being undertaken but was not able to give further details at this time. A question was raised over a leaflet drop that was to take place along Ings Lane. The Parish Council were told that this is ongoing.

The Chairman gave an overview of the Police and Crime Commissioner's speech at the Town Hall recently where he was questioned over increasing the police cover. Mr Hunt said that he would not take questions from Parish Council directly, however would put a contact in place for each area. Superintendent Hall added that his door was open to Parish Councils.

Councillors said they would like to hear some detection rates or good news stories. Ward Councillor Colquhoun said that this was discussed with the PCC and Superintendent Hall has been tasked to look into this. PC Stephenson said if we cared to send him this in writing he would see what he could do on a local level. He went on to say that the police are still feeling the effects of the changes made to the force last year, however things are looking promising and with the announcement of extra staff being put in place for next year.

The Chairman thanked the PC & PCSO for attending and they left the meeting.

**06.10.2016 To consider future of Fire Brigade Liaison –verbal report from Chairman.**

The Chairman read the response received from the Director of Emergency Response for Humberside Fire and Rescue Service and was a very corporate style of response. The Parish Council felt that the organisation was misunderstanding of our request. The Parish Council just wanted details on our fire station's performance, as not all 263 parishes have a fire station in their village. We were not asking for a uniformed officer to be paid to attend, when you have local fire crew who were happy to attend voluntarily in their own time to let the local community know how well their station is performing and to build back a community relationship that has been almost lost. This Parish Council were told time and time again that changing to a TRV would mean that the station would be more utilized, yet the TRV from Waltham didn't attend a small fire in Danesfield Avenue (two streets away) recently, a full engine attended instead. It was felt that our Ward Councillor Philip Jackson, who sits on Humberside Fire Authority, may be able to table an agenda item at their next meeting outlining this Parish Council's thoughts and views.

**RESOLVED: The Parish Council agreed to write to Ward Councillor Philip Jackson to ask if he could take the Parish Council's thoughts and views forward to the next Fire Authority meeting.**

**07.10.2016 To receive and confirm progress on the action sheet:**

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

The Clerk explained that the PCC had confirmed that a funding grant would be available for crime prevention projects through his office.

**RESOLVED: The Clerk was instructed to apply for the funding forms through the PCC office.**

The Clerk confirmed that the Education Officer from NELC will be attending the November meeting.

**08.10.2016 Clerk's Report & Correspondence received since meeting of 6<sup>th</sup> September 2016.**

The Post Office have sent in a response to our long outstanding request for the facility at Waltham to be looked into saying that there is an appropriate level of security and privacy at the post office till point, therefore no alterations will be undertaken. The Parish Council were disappointed to hear this response.

The ERNLLCA Annual Conference is being held at the Village Hotel in Hull on Friday 18<sup>th</sup> November at a cost of £85 plus vat. Delegates must be booked to attend.

**RESOLVED: Councillors Archer and Conolly agreed to attend at a cost of £85 per delegate.**

ERNLLCA has sent through details on the development announced by government on council tax referendum principal for local parish and town councils.

Parish Council Meeting dates announced for year 2017. It was suggested that the January meeting should be deferred until 10<sup>th</sup> January in order for the Clerk to catch up following the Christmas break.

**RESOLVED: The Parish Council agreed to the list of dates as provided, except the January meeting is to be changed to 10<sup>th</sup> January 2017.**

Correspondence received via NELC over hedge outside 127 Barnoldby Road. The Parish Council are aware that this hedge is an awarded hedge and felt that the Clerk should look up the original application in case the resident makes enquires with the Parish to remove this hedge.

**RESOLVED: The Clerk was asked to obtain the original approval for this property to be developed on Barnoldby Road.**

**09.10.2016 Planning:**

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

1. EN/1138/16 Reports of construction vehicles causing damage to verge on Ings Lane is being looked into by NELC enforcement following car having accident on damaged verge.

The Clerk confirmed the following updates received from NELC enforcement:

The gym at the rear of 45 High Street are to move premises next month and the door inserted in the building at the side of 39 High Street does require planning permission and the investigation is ongoing.

2. DM/0733/16/FUL 3 Golf Course Lane, Alterations and conversion of garage to form study and utility, conversion of loft and installation of roof lights has been approved by NELC.

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

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

Erection of a single storey detached garage.

**RESOLVED: Waltham Parish Council recommended refusal of this application on the following grounds:**

**The application showed vehicular access to this garage would be gained via Laburnham Close. Laburnham Avenue/Laburnham Close is identified as one of the most vehicular restricted roads within the Parish and as such has had to be removed from the parking traffic regulation order for Waltham.**

**There is only one turning area for the whole of these two roads and the proposed access is off this hammerhead turning area.**

**Allowing a further drive access off this could compromise traffic movements in this area.**

**The Parish Council feel that it should not be necessary to access the garage via the rear of the property when it has adequate access for vehicles at the front, off Brigsley Road.**

The second reason the Parish Council gave was that they felt, by allowing a second access to the rear of this property to a detached large garage at the bottom half of a large garden could possibly lead to a future application for garage conversion to residential use, thus possibly creating an additional dwelling off Laburnham Close.

**2. DM/0857/16/FUL            5 Golf Course Lane, Waltham**

Conversion of loft space and installation of roof lights to form bedrooms and shower room.

**RESOLVED: Waltham Parish Council recommended approval of this application**

**3. DM/0825/16/FUL            Highgate, Waltham**

Erect 3 detached dwellings with shared driveway, associated landscaping and parking.

The Councillors had questions over the proposed public footpath outside of this development.

**RESOLVED: The Parish Council agreed to suspend standing order number 21 in order to ask the developer questions.**

The developer confirmed that the footpath outside the development, funded by the developer, would include the frontage of Highgate.

The Chairman reconvened the meeting.

**RESOLVED: Waltham Parish Council recommended approval of this application with the condition that a Section 106 agreement is set up, as agreed by the developer to provide funding towards a footpath extension from Waltham centre to the edge of Highgate, in the interests of promoting health and wellbeing and pedestrian safety.**

**4. 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.

**RESOLVED: Waltham Parish Council recommended refusal of this application on the following grounds:**

**The application site is not within an area identified in the new Local Plan or the Waltham Community Led Plan for residential purposes.**

**The proposal would extend a finger development into open countryside and if approved could/would create a precedent for other applications for development of a similar nature further into the adjacent open countryside.**

**The Parish Council have concerns that piecemeal developments put greater pressure on the village infrastructure which the Local Authority will have to address and fund.**

**The boundary of the development site is not in the form of a natural rounding off of the current and existing residential development in that area, and for that reason the Parish Council feels that it is an over intensive development for that site.**

**A reduced application would also lessen the impact on foul and surface water drainage for the area.**

**5. DM/0900/16/FUL            Winterwood, 11 Cheesemans Lane, Waltham**

Alterations and erect single storey extension to rear of dwelling.

**RESOLVED: Waltham Parish Council recommended approval of this application.**

The Chairman confirmed that the question over the enforcement team taken to Town and Parish Council Liaison has been deferred to their next meeting. This action was approved by Council.

**10.10.2016 Pavements/Street Lighting/Highways.**

(a) To receive a response from NELC over petition submitted re cutting of land at Sunningdale & estimate for one off cut of this area.

The Clerk received notice from NELC that they would not accept the petition submitted as it did not have 20 signatures and the name and contact details of a lead petitioner. To this end the Clerk returned the petition by hand to the first name letter explaining that this request did have the support of the parish council but needed additional support and information in order to pass this through to NELC. To date we await further correspondence from the petitioners.

**RESOLVED: The Parish Council agreed to wait for further information from the petitioners.**

(b) To receive a resident's request via NELC to remove the Waltham in Bloom 2007 winners signs from village entrances.

This item created much discussion with the suggestion of amending the signs to read category winners 2014 & 2016 being favoured.

**RESOLVED: It was agreed to ask NELC if the Waltham in Bloom 2007 winner's signs could be amended to read: Waltham in Bloom Category Winners 2014 & 2016 and enquire over the cost of this.**

(c) To consider forthcoming budget item of new village signs.

Again this matter created much discussion, however councillors felt rather than budgeting for new signs from the precept, these should be added to the village wish list if funding became available.

**RESOLVED: The Parish Council agreed to add new village signs to the village wish list.**

(d) To receive details on outstanding highways issues following meeting held with highways officer.

The Chairman read from notes taken at a meeting with the highways officer:

The yellow line extension and removal outstanding in New Road from 2010 is to be prioritised and put on a forward plan by NELC. The earliest date this would be actioned is January 2017 as a traffic regulation order is required to move yellow lines. The lining works in Cross Street/New Road could be carried out in October 2016, if not spring 2017 as there is limited work carried out in the winter months due to the weather.

A road safety audit is to be carried out on the double roundabouts to assess how the improvements are working. Once completed NELC will provide the parish council with a copy.

(e) To consider requests from residents regarding hedges overhanging footpaths/highways/street signs in the village.

The Clerk has received three complaints from residents over trees and hedges causing an obstruction due to overhanging a public footpath. The Parish Council felt that it would be better to send a letter to the residents first rather than reporting to NELC enforcement team.

**RESOLVED: The parish Council agreed to send advisory letters to the three properties with overhanging foliage that is causing an obstruction to the public footpaths.**

**11.10.2016 To receive any reports from the following Sub Committees:****(a) Gravel Pit Allotments.**

(i) Working clearance party and skip arranged for 8<sup>th</sup> October 2016. Volunteers will be made most welcome to take part in this event.

(ii) To consider quotation for hedge cutting at allotments (Home Paddock side) and adjoining residents' questions over same hedge.

The Parish Council considered the quotations for cutting the hedge and agreed that this should be carried out by contractor A, at £185.00.

**RESOLVED: The Parish Council agreed to contractor A cutting the allotment hedge at a cost of £185.**

The Clerk read a question received regarding the hedge adjoining Home Paddock asking whose responsibility the maintenance at the back of the hedge is. The Parish Council understood that this hedge was a party hedge and that the Parish Council was responsible for cutting the allotment side and top; however the side at Home Paddock is the responsibility of the home owner to cut. The resident is therefore entitled to cut back the hedge up to the boundary line on their side if they wished to. This would be recorded on the deeds to the resident's property. The Clerk was asked to pass this information on to the home owner.

**(b) Station Road Allotments.**

No issues to report.

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

(i) To receive suggestions from Councillors on winter planting scheme.

Councillors made suggestions that the planters around the war memorial should have dwarf conifers or small cordylines with winter bedding plants around them so that they all looked the same. Plants suggested were violas, primrose and polyanthus.

**RESOLVED: The Parish Council agreed to send out to tender for the winter planting contract and purchase winter plants for the scheme.**

(ii) To discuss phase 2 of the tree work in Well Lane.

The Parish Council completed phase 1 of the tree work in Well Lane last year, this leaves the untouched trees requiring a canopy reduction and crown lift.

**RESOLVED: It was agreed to make contact with tree contractors and obtain quotations for the work to be carried out.**

(iii) To receive a resident's request to remove two trees within the conservation area (corner of Cheapside/Kirkgate).

The Parish Council was shown pictures of the trees on the corner of Cheapside and Kirkgate that the resident had asked to be removed. The resident indicated she would like to speak.

**RESOLVED: The Parish Council agreed to suspend standing order number 21 to allow the resident to explain her ideas for this location.**

The Chairman reconvened the meeting.

Councillors were concerned that by removing the two trees this would highlight the area and could make it vulnerable to anti-social behaviour, which up to now is not such a problem in this area. The removal of these trees would also expose backyard developments in a conservation area. The Parish Council suggested that the trees should be cut back and shaped rather than be removed. If they are to be removed then replanting mature evergreen shrubs should be considered.

**RESOLVED: The Parish Council agreed to ask NELC to cut and shape the two trees on the corner of Cheapside and Kirkgate, rather than removing them.**

**(d) CCTV**

(i) Work completed to upgrade the CCTV. Invoice for approval.

The Clerk informed the Council that since producing the agenda a problem had been encountered with the connection to the office, this is being rectified at no extra cost to the Parish Council. The contractor had submitted his invoice for payment; however the Clerk suggested deferring payment until all the work is completed to the satisfaction of the Council.

**RESOLVED: The Parish Council agreed to defer payment of the invoice until all the work is completed.**

**(e) Public Rights Of Way**

**(i) Progression of footpath 72.**

Cllr Archer and Cllr Surtees having declared an interest left the room.

Vice Chairman Cllr Woodliff in the Chair.

The Chairman outlined the information received by NELC with timescales for work to take place.

Ward Councillor I Colquhoun said that the schedule of works will be presented at the next planning meeting and work is to commence from 7<sup>th</sup> November. Councillors were concerned over the weather and if the ground conditions will put work back.

Cllrs Archer and Surtees returned to the meeting.

Cllr Archer in the Chair.

It was reported that the public footpath sign at the bottom of Ings Lane had been knocked over. The Clerk was asked to report this to NELC.

Ward Councillor I Colquhoun informed the Parish Council that Matthew Chaplin is the new Public Rights of Way officer for NELC from 3<sup>rd</sup> October.

**(f) Bowling Green**

**(i) To hear a report from working group meeting held 30<sup>th</sup> September 2016.**

The Chairman read from the notes taken at the working group meeting. The bowling green is now closed down for the winter season and work is ongoing to improve the croquet lawn, which is looking much better.

Waltham Park Bowls Club have continued their efforts this year in community engagement and the club were reminded that residents of Waltham are able to bowl in the public sessions for free. A small charge would be payable to the club for the rental of bowls and shoes if required. In order to bowl for the club and play in matches and competitions you must be a paid up member of the club.

The budget held for the bowling green and future projects was discussed at length.

Waltham Park Bowls Club members will discuss the possibility of them taking over the rates for the premises as they will be eligible to apply for rate relief. This will be discussed at their AGM.

The Bowls Club members gave an indication that circumstances have changed within the club and they may be in a position to once again assist with the Pentanque area if the Parish Council would still consider the purchase of the materials for the project.

The Chairman suggested to them that they put together a list of materials and costs in order to complete this project and submit this to the Parish Council for consideration at a future meeting.

**(ii) To receive notice of freedom of information request for bowling green information made from a resident via NELC.**

The Clerk explained about the FOI received and the length of time taken to collate all the information requested and obtain advice from ERNLLCA. This has put a strain on her time and meant that a meeting to progress the website was postponed. Councillors questioned about a re-charging schedule for FOI requests, however as a charge is not included in our model publication scheme this would be difficult to re-charge on this occasion.

**(g) Youth**

Work is to commence on the kick about wall week commencing 10<sup>th</sup> October 2016.

**12.10.2016 Update on Website/Facebook page.**

The work to progress the website is ongoing and a meeting has been re-arranged for 12<sup>th</sup> October. The working group are hopeful to provide some sample pages for the next meeting. The Facebook page has been opened to link in with the website. Councillors felt that a policy should be adopted for the use of this type of social media in order to protect the Council.

**RESOLVED: The Parish Council agreed to the use of a Facebook page and agreed to obtain a policy document from ERNLLCA for consideration at the next meeting.**

*Councillor Gilliatt offered his apologies and left the meeting as he had another engagement.*

**13.10.2016 To agree a date for Carols on the Green and discuss band requirements.**

The Parish Council considered dates and agreed to hold the event on Saturday 10<sup>th</sup> December starting at 4pm. Cllr Kiddle-Bailey offered to contact the Church regarding this date and enquire with them if the organist was able to play again this year.

**RESOLVED: The Parish Council agreed to hold Carols on the Green on Saturday 10<sup>th</sup> December 2016 starting at 4pm.**

**14.10.2016 Parish Office.**

(a) To receive quotations for painting of the toilets and parish office

The Chairman opened the two quotations returned. Contractor A quoted £580.00 for painting both the public toilets and interior of the parish office. Contractor B quoted £1200.

**RESOLVED: The Parish Council agreed for Contractor A to paint the parish office and public toilets at a cost of £580.00.**

(b) To receive quotations for cloaking the public toilets and basin boxes in stainless steel.

The Clerk explained the difficulty she had found in obtain quotations for this work to be carried out. Numerous appointments were made with contractors to view the job, however only one contractor submitted a quotation.

The Parish Council considered the quotation from Contractor A at a cost of £630.00 plus VAT.

**RESOLVED: The Parish Council agreed to Contractor A carrying out the stainless steel work in the public toilets at a cost of £630.00 plus VAT. The painting of the toilets is to be completed after the stainless steel work has taken place.**

**15.10.2016 Finance Items.**

(a) To receive a list of Accounts payable up to 4<sup>th</sup> October 2016 and approve their payment.

The Clerk explained that cheque number 4038 is to be deferred until the next meeting as per minute number 11.10.2016(D) (i) above.

**Cheques for payment:**

		£ . p
4029	BT Payment Svs Phone & Caller ID	203.16
4030	Mrs P Allenby Sept Salary	345.60
4031	Mrs L Leach Sept Salary	811.35
4032	HMRC Tax & NI	96.18
4033	Signs Express Cemetery plate	19.20
4034	MKM Ltd Cemetery stones	144.00



4035	ERNLLCA	Training fee x2	90.00
4036	M Dewires	Cemetery upgrade kerbed plots	587.95
4037	Office Friends	Stationery/ink cartridges	89.77
4038	Visiontec Ltd	CCTV upgrades	Deferred
4039	Browns Skip Hire	Allotments skip	200.00
4040	Petty cash	Petty cash	100.00

**RESOLVED: Accounts approved for payment.**

**16.10.2016 Burial Board Committee.**

(a) To consider amending committee numbers.

The Clerk explained that with recent resignations this has left the Burial Board Committee short of numbers. Cllrs Kiddle-Bailey and Sadler offered to join the Burial Board.

**RESOLVED: The Parish Council agreed to Councillor Kiddle-Bailey and Councillor Sadler joining the Burial Board Committee.**

Councillor Shaw as Burial Board Chairman was pleased to announce that Waltham Cemetery has been awarded the Best Kept Cemetery in Northern Lincolnshire in the recent CPRE Best Kept Village Competition. However this was somewhat overshadowed by recent reports of dumping of a householder's waste in the cemetery bin. This has meant that the Parish Council have been receiving excess costs for the emptying of their waste bin from our contractor. CCTV has been used and a culprit has been caught. The Parish Council wondered if the excess charges can be re-charged to the culprit as it did not seem fair that the residents of Waltham should pay for the removal of this homeowner's own waste.

**RESOLVED: The Clerk was asked to make enquiries if the excess waste charges could be re-charged to the fly-tipper.**

With there being no further business the Chairman thanked everyone for attending and he closed the meeting at 9.59pm.