

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 July 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

29th June 2017.

Agenda:

01: 7/17 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: 7/17 To receive any apologies from Members not able to attend the meeting.

03: 7/17 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: 7/17 To consider and approve the Minutes of the meeting held on 6th June 2017.

05: 7/17 To receive a Police Report and response regarding 101 question raised.

08: 7/17 Clerk's Report & Correspondence received since meeting of 6th June 2017.

09: 7/17 To receive and confirm progress on the action sheet since publication.

10: 7/17 Planning.

a) Planning decisions, correspondence and planning matters:

- (i) The following planning decisions have been received from NELC:
None at time of publishing the agenda.
- (ii) The following planning matters are to be considered:
To receive a letter from a resident regarding planning compliance.

b) Planning applications received and to be considered:

1. DM/0607/17/FUL Helsenor, Cheapside, Waltham

Erection of seven dwellings, including garages, landscaping, access and extension to footpath.

11: 7/17 Pavements/Street Lighting/Highways

- a) To receive confirmation that NELC Enforcement team are looking into overhanging shrubs and hedges.
- b) To receive from NELC confirmation that the Sunningdale land will only be cut once per year. This information has been passed onto the Petitioners.
- c) To receive a residents concern of rats in the ditch on Barnoldby Road.
- d) To receive a response from Road Safety team over additional sites for speed enforcement.
- e) To receive information supplied on bin usage by Parish Councillors and agree to submit suggestions to NELC for consideration.

12: 7/17 To receive any reports from the following working groups:

(a) Waltham in Bloom/ Best Kept Village.

- (i) To consider items for expenditure.

(b) Parks and Open Spaces.

- (i) To act upon any recommendations regarding Fairway land at extra meeting of 27th June 2017.

(c) Bowling Green

- (i) To consider for payment of turf for croquet lawn.

(d) Youth.

- (i) To receive notice of work started on cleaning and painting of tennis courts.

13: 7/17 Parish Office Matters.

- a) To consider banner request as per drawing received from the Waltham Residents Action Group.

14: 7/17 Finance Items.

- a) To receive a list of Accounts payable up to 4th July 2017 and approve their payment.
b) To receive and consider deletion of members from bank mandate, as per financial risk assessment.

15: 7/17 Burial Board

Date of Meeting	Decision taken	Action	By	Status as of 27th June 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	Write to Mr Strawson as work not undertaken.	
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	Write to Mr Strawson as work not undertaken.	
7th February 2017	Obtain quotations for relocating or raising of teen shelter in Mount Pleasant	Bring quotes to future meeting.	LL	Contacted installers awaiting quotations, chased 13/6/17	
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.	CLrs to inform clerk of bins located on walking routes	All Councillors	Work ongoing. Reminded Councillors 13/6/17.	On July Agenda
4th April 2017	Organise details for holding of Waltham In Bloom competition	Posters, news releases, allotment notices, write to all care homes in village. Make up judging sheets, lists for Councillors organise trophies, prizes etc.	LL	Work started and is Ongoing	On Extra June & July Agenda
4th April 2017 & 2nd May 2017 & 6th June	Enquire with NELC what happened with petition re Sunningdale land, is this going to be cut this year. Contact NELC asset team to request that the whole of Sunningdale land is maintained on regular basis, as per petition	Contact NELC Asset team.	LL	NELC have confirmed they will carry out one maintenance cut per year - most likely in August after ground nesting birds have left. Petitioners informed of response received.	
4th April 2017	Inspect croquet Lawn at Bowling Club, if satisfactory payment for turf should be made.	Inspect croquet lawn	LL	Awaiting availability to inspect	On July Agenda
2nd May 2017	Once NELC Local Plan is formally approved by Inspector, to write to NELC asking for clarification that Waltham Parish Community Led Plan is still a valid document for consideration.	Contact NELC once Local Plan is approved	LL	Awaiting to hear that NELC draft Local Plan is formally adopted.	Ongoing
6th June 2017	Renumber all future minutes and agendas to new format	set up new format for number system	LL	Done 7/6/17	
6th June 2017	Contact the Police and Crime Commissioner regarding problems in reporting via the 101 number	Write letter to PCC	LL	Letter sent, Response to be brought to July meeting	On July Agenda
6th June 2017	add banner request from WRAG to next months agenda	add to next months agenda	LL	Done 9/6/17	On July Agenda
6th June 2017	Submit comments on NELC planning portal over planning applications considered	Input comments on planning portal	LL	Done 7/6/17	
6th June 2017	Contact steering group leader and ask if he would be willing to lead on an update of Community Led Plan	Make contact with steering group leader	PW	PW Left message for Steering group member, awaiting a response as currently away.	
6th June 2017	Clerk to distribute notes from ERNLLCA training	email to clrs	LL	Done 9/6/17	

6th June 2017	Contact planning inspector to inform him/her of road speed along proposed access on Grimsby Road	Write to planning inspector by 20th June	LL	Sent 13/6/17	
6th June 2017	Overhanging hedges that have been reported to NELC	chase up with NELC	LL	Previously sent to customer services now re-submitted on NELC online request form 13/6/17. Enforcement team at NELC confirmed they are looking into matter	
6th June 2017	chase up delivery of litter pickers trolley shed	chase up with MKM	LL	item received	
6th June 2017	Chase up NELC over schedule of maintenance	chase up with NELC	LL	Emailed Chris Pulford 8/6/17, Awaiting final document, it will be dropped off once completed	
6th June 2017	Contact NELC to request hardened verge parking on an area of Archer Road	Contact NELC with request	LL	Request sent to NELC 13/7/16. Meeting with highways officer on 5th July. Residents informed of progress	
6th June 2017	write second letter to New Road property asking them to cut hedge that is on Parish Land as it is causing visibility issues for drivers	send second letter to householders representative	LL	Spoken to representative. Item ongoing	
6th June 2017	Put an appeal out on Facebook, website and posters for volunteers to assist in tidying up the village for the Best Kept Village competition.	put out appeal	LL	added to Facebook and website 13/6/17	
6th June 2017	Add expenditure for Station Road allotments to the next agenda.	add to next months agenda	LL	Done 9/6/17	On Extra June agenda
6th June 2017	Add expenditure for Gravel Pit allotments banner to the next agenda.	add to next months agenda	LL	Done 9/6/17	On Extra June agenda
6th June 2017	Add plan for Fairway Land to next agenda	add to next months agenda	LL	Done 9/6/17	On extra June & July agendas
6th June 2017	Obtain quotations for patio area	obtain quotations and add to future agenda	LL	Ongoing	
6th June 2017	Obtain quotations for repair and cleaning of planters and paving around rose bed	obtain quotations and add to future agenda	LL	contactors contacted 12/6/17 awaiting quotes.	
6th June 2017	Write to NELC requesting that the gate be replaced on Footpath 66	write to NELC	LL	Request of replacement gate sent to NELC 13/6/17 Response on extra June meeting.	On Extra June Meeting
6th June 2017	Add expenditure of croquet turf to the next agenda	add to next months agenda	LL	Done 9/6/17	On July Agenda
6th June 2017	contact the contractor to arrange the cutting of the BMX track, tennis courts and grass bank next to the co-op	contact contractor to arrange work to be undertaken	LL	Work completed 27/6/17	
6th June 2017	arrange a meeting with the Lifestyler to discuss their letter	arrange meeting	LL/YS/PS/KS	Letter sent asking for a site visit 14/6/17. Awaiting response	
6th June 2017	The Clerk is to contact the company requesting to advertise a banner at the allotments.	contact the company who requested the banner advertising	LL	Email sent with refusal to banner request 8/6/17	
6th June 2017	To explore accounting packages that would be acceptable to the audit commission	investigate account packages and add to future agenda	LL	Enquiries made and quotations obtained	On extra June Agenda
6th June 2017	Send out the accounts payable for all outstanding invoices.	Send out accounts payable	LL	Done 7/6/17	
6th June 2017	Amend model publication scheme and change document on our website	amend Model Publication scheme	LL	Document changed on website 14/6/17	
6th June 2017	Contact families regarding surrendering of grave	Contact families	LL	Ongoing	
6th June 2017	Investigate taking over of grass cutting services from NELC and bring back to future agenda	investigate taking over services and add to future agenda	LL	Ongoing	