

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 6th June 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 May 2017.

Agenda:

01.06.2017 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.

02.06.2017 To receive any apologies from Members not able to attend the meeting.

03.06.2017 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.

04.06.2017 To consider and approve the Minutes of the meeting held on 2nd May 2017 & Extra Ordinary meeting held on 23rd May 2017.

05.06.2017 To review the numbering system for the minutes and agenda.

06.06.2017 To receive a report from Police Liaison.

07.06.2017 To hear an update on Waltham Fire Station by Ward Councillor P Jackson.

08.06.2017 Clerk's Report & Correspondence received since meeting of 2nd May 2017.

- a) The Clerk has received one request for information. Following advice given by ERNLLCA confirmed to the requester that she is unable to assist and explained that the information requested is personal between the requester and individual Councillors.
- b) To receive a verbal report from Clerk on ERNLLCA training attended.

09.06.2017 To receive and confirm progress on the action sheet since publication.

10.06.2017 Planning.

a) Planning decisions, correspondence and planning matters:

(i) The following planning decisions have been received from NELC:

Application DM/0142/17/FUL 59 Mill View, Waltham has been approved under delegated powers by NELC.

Application DM/0169/17/ADV 79 High Street, Waltham has been approved under delegated powers by NELC.

Application DM/0239/17/OUT 66 Cheapside, Waltham has been approved under delegated powers by NELC.

Application DM/0247/17/FUL 12A Golf Course Lane, Waltham has been approved under delegated powers by NELC.

Application DM/0328/17/FUL 1 Wray Close, Waltham has been approved under delegated powers by NELC.

(ii) The following planning matters are to be considered:

NELC have informed the Parish Council that an appeal has been submitted for application number DM/0579/16/OUT, Land at Grimsby Road, Waltham for 14 dwellings with access and drainage to be considered. Any additional comments must be submitted in writing to the Planning Inspector by 20th June 2017.

b) Planning applications received and to be considered:

1. DM/0401/17/FUL Plot 6 Brook Lane, Waltham

Variation of Condition 15 (Approved Plans) following application DM/1192/15/FUL (Erection of 10 detached dwellings with garages and associated works (Re-design of previously approved application DC/651/11/WAB) to revise the design and appearance of dwelling with a detached garaged and associated works for Plot 6.

2. DM/0427/17/FUL 13 Gleneagles, Waltham

Erect two storey extension to side.

3. DM/0468/17/FUL 61 Westfield Road, Waltham

Install two windows, with clear glass, to side of first floor.

4. DM/0445/17/FUL 36 Chadwell Springs, Waltham

Change existing garage to smaller garage, a bedroom, ensuite bathroom and stair to new first floor bathroom and ensuite bathroom.

5. DM/0389/17/FUL 19 Laburnham Avenue, Waltham

Erect car port and first floor extension to side and erect first floor extension to rear to include the installation of rooflights and new boundary fence to side.

11.06.2017 Pavements/Street Lighting/Highways

- a) To receive a response from highways officer over planning application with proposed new access.
- b) To receive a verbal report from Councillors on meeting held with highway safety team at NELC.
- c) To discuss grass verge cutting by NELC and possible takeover of service.

12.06.2017 To receive any reports from the following working groups:

(a) Waltham in Bloom/ Best Kept Village.

- (i) To receive notes from meeting held and consider items for expenditure.

(b) Gravel Pit Allotments.

(c) Station Road Allotments.

(d) Parks and Open Spaces.

- (i) To receive an update from Solicitors on Fairway land.
- (ii) To receive notes from meeting held and consider items for expenditure.
- (iii) To receive details on highway railing planters.

(e) CCTV

(f) Public Rights of Way.

- (i) To receive an update requested from NELC on Footpath 72.
- (ii) To receive notice of alterations to gate on Footpath 66 from NELC.

(g) Bowling Green.

(h) Youth.

- (i) To consider cutting of BMX track and around tennis courts and to agree date for completion.
- (ii) To receive letter from Lifestyler with suggestion to improve BMX track.

(i) Website.

14.06.2017 Parish Office Matters.

- a) To consider marquee quotations.
- b) To consider banner request as per drawing received from The Grove.

15.06.2017 Finance Items.

- a) To receive a list of Accounts payable up to 6th June 2017 and approve their payment.
- b) To consider approval of Financial Risk Assessment as discussed at finance meeting of 23rd May 2017.
- c) To receive information from ERNLLCA on accounting procedure as discussed at finance meeting of 23rd May 2017.
- d) To review Model Publication Scheme including research fee.

16.06.2017 Burial Board

- a) To receive information from ERNLLCA on surrendering a grave.

Date of Meeting	Decision taken	Action	By	Status as of 31st May 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	7/2/17 - allow area to dry up then chairman to make contact. Contact made 28/3/17 Mr Strawson has agreed to elevate this project for completion	
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	7/2/17 - allow area to dry up then chairman to make contact. Contact made 28/3/17 Mr Strawson has agreed to elevate this project for completion	
6th Dec 2016	Investigate cost of possible replacement pole frame or marquee	Obtain costs on different solutions and add to agenda	LL/MA	12m x 6m Marquee replacement approx £500 to £1300.00 from Gala Marquees.	Quotes on June agenda. agenda full.
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	Signs received and to be installed w/c 5th June 2017	
7th February 2017	Arrange for In Bloom signs to be changed	Contact signage company and order	MA	Signs received and to be installed w/c 5th June 2017	
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	
7th February 2017	Order shed for new trolley	Place order	LL	Order placed, to be delivered w/c 5th June.	
7th March 2017 & 2nd May 2017	Investigate alternative suggestions for deploying of Defib machine and bring back to future meeting	Carry out investigations and add to future agenda	LL	Agreed to continue with current system as changes could leave PC liable.	
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.	Cllrs to inform clerk of bins located on walking routes	All Councillors	Work ongoing.	
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	
4th April 2017 & 2nd May 2017	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	emailed NELC 10/4/17, enquiries into status of petition ongoing.	
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	
4th April 2017	Purchase boards for edge of Bowling Green with donation from Bowls Club	Order materials for edge of bowling green	LL	Delivery taken 2/5/17	
4th April 2017	Change rates into Waltham Park Bowls Club name	Contact NELC rates department	LL	Provided rate office with contact details of Bowls Club	
4th April 2017	Hold Senior Residents tea party at the end of May.	Organise Tea Party	LL/PS	To be held Saturday 10th June 2017	
2nd May 2017	File details of new chairman and Vice Chairman for 2017/18	Register details	LL	Done 3/5/17	
2nd May 2017	Update details of Committees, working groups, outside bodies & highways allocation for all councillors	Update records and distribute to all councillors	LL	Done 3/5/17	
2nd May 2017	File approved minutes	File minutes	LL	Done 3/5/17	
2nd May 2017	Add details of reporting crime on our website/Facebook page	write up details with PCSO & add to media	LL/LP	Added to Facebook 9/5/17 & given to Website provider to add new page 4/5/17	

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.	
2nd May 2017	Write to NELC stating that this Parish Council strongly recommends that Local Authority should apply for CIL	Write to NELC	LL	Written to Ian King re Parish Council's support of CIL	
2nd May 2017	Investigate further the banner request for Care Home open day and bring back to next meeting.	Investigate & add to next agenda	LL	Copy of banner received and sent to councillors 4/5/17	On June agenda
2nd May 2017	Contact All Saints with approval for Summer Fair to be held on Village Green & banner to be displayed.	Contact All Saints Church Events Committee	LL	Permission granted 4/5/17	
2nd May 2017	Put comments re planning applications on NELC Planning Portal	add decisions to planning portal	LL	Planning decisions entered onto NELC planning portal 5/5/17	
2nd May 2017	Contact all parties regarding Parish Council not supporting bus shelter on High Street.	write to all parties	LL	All parties written to and letters hand delivered 8/5/17	
2nd May 2017	Forward photos of Rosedale footpath deterioration onto NELC when received from Cllr	Forward photos of footpath onto NELC	LL/AM	Photos sent to NELC along with request for inspection	
2nd May 2017	Investigate and bring back details of planters for barriers opposite War Memorial	Find out prices and bring back to next meeting	LL	Emailed NELC 9/5/17 awaiting response. Prices of new railing planters obtained.	On June agenda
2nd May 2017	Hold a village Tidy Up Day on Saturday 15th July	Advertise event via media and posters	LL	Posters printed off & advertised on Facebook and website.	
2nd May 2017	Contact contractor regarding tree work required at allotments. Make contact with neighbours to arrange a date.	contact contractor and neighbours	LL	Contracted contractor. Start date 19th June 2017	
2nd May 2017	Contact British Legion in response to request to place a bench at War memorial site. PC to view final proposal/artwork before order placed	Contact British Legion	LL	Letter sent to Secretary of Waltham Royal British Legion 9/5/17	
2nd May 2017	Contact newly approved supplier	Contact supplier	LL	Contractor informed 8/5/17	
2nd May 2017	Contact all contractors regarding awarding of summer planting scheme.	contact all contractors	LL	All parties written to 8/5/17	
2nd May 2017	Write to NELC asking for progress update on footpath 72 and date for opening.	Contact Public Rights of Way department at NELC	LL	Emailed PROW officer 9/5/17. Update provided.	Response on June agenda
2nd May 2017	Inform NELC of dumping of hedge cuttings on PROW between home paddock and allotments	report fly tipping to NELC	LL	Reported to NELC 9/5/17	
2nd May 2017	Add Humberside Police and Fire Authority details to our website. Also ask if visitors counter can be added.	Contact web provider to add page	LL	Meeting & training session held 4/5/17. Details added	
2nd May 2017	Contact alarm providers to upgrade current office alarm system	contact alarm provider to upgrade current alarm	LL	Order placed 5/5/17, installation taking place 8th June 2017	
2nd May 2017	Sent out approved accounts	sent out accounts	LL	Done 3/5/17	
2nd May 2017	Send out details for extra special finance meeting to be held on 23rd May & book room	send out details required for extra meeting	LL	Extra meeting held 23/5/17	
2nd May 2017	Internal Auditors to audit accounts	Date arranged for 4/5/17	LL	internal Audit completed 4/5/17 extra finance meeting held 23/5/17 document sent to external auditor 31/5/17	