

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 November 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 November 2017.

Agenda:

01: 11/17 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: 11/17 To receive any apologies from Members not able to attend the meeting.

03: 11/17 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: 11/17 To consider and approve the Minutes of the meeting of 3rd October and Extraordinary meeting of 24th October 2017.

05: 11/17 To hear a report from Mark Gibbons of NELC.

06: 11/17 Pavements/Street Lighting/Highways.

- a) To consider a suggestion from Councillor Conolly on easing car parking dilemma during roadworks for Station Road.
- b) To consider expenditure towards speed awareness sign upgrade.
- c) To hear update on Sunningdale land following Parish Councils request for bin and regular maintenance.

07: 11/17 To receive the Police Report for November.

08: 11/17 To consider co-option of member deferred from last meeting.

09: 11/17 Clerk's Report & Correspondence received since meeting of 3rd Oct 2017.

- A funding Fair is being held on 22nd November 10am-3pm at Centre 4, this is a free event but attendees need to book a place.
- ERNLLCA have asked for the Parish Councils views on officer attendance at the district committee meetings. Survey to be returned by 16th November.
- A young resident has written to the Parish Council looking for volunteering opportunities on evenings and weekends.
- A resident has written with concerns over the appearance of the area around the allotments and the parish seats, fences and gates.

10: 11/17 To receive and confirm progress on the action sheet since publication.

11: 11/17 Planning.

a) Planning applications received and to be considered:

1. DM/0986/17/FUL Grimsby Town Football Club, Cheapside, Waltham

Removal of condition 1(time limit) and 4 (hedge height) following planning application DC/635/12/WAB to allow permanent siting of portacabin and 4 containers.

12: 11/17 To receive any reports from the following working groups/committees:

(a) Station Road & Gravel Pit Allotments.

(i) To consider not cutting the Home Paddock Hedge at this time, following inspection by working group.

(b) Cemetery.

(i) To review maintenance contract for year 2018 and agree to send out to tender.

(c) Youth.

(i) To receive and consider options for moving of teen shelter at Mount Pleasant

(ii) To receive and consider quotations for fencing repairs/alterations at tennis court.

(d) Parks & Open Spaces.

(i) To receive and consider quotations for winter planting scheme.

(ii) To review dates for undertaking winter & summer planting schemes.-Cllr Shaw.

(iii) To consider purchase of sign for the gate at Grove Park to aid pedestrian access.

(e) Public Rights of Way.

(i) Update on Footpath 72 – For information only –NELC Cabinet has approved to relocate the electrical substation.

(ii) To receive a letter of concern from a resident over unauthorised closure of footpath 72 and consider forwarding to the local authority.

(f) Devolvement of Services.

(i) To receive a report from working group with recommendations for consideration.

13: 11/17 Parish Office Matters.

a) Remembrance Sunday Parade on 12th November 2017.

To receive an update on parade. Parish wreaths ordered and to be paid for.

b) To consider expenditure for office security items from police budget.

c) To consider placing an order for village Christmas Trees – prices remain as last year.

14: 11/17 Finance Items.

a) To receive a list of Accounts payable up to 1st November 2017 and approve their payment.

b) To receive Second quarter Bank Reconciliation (July-Sept)

Date of Meeting	Decision taken	Action	By	Status as of 31st October 2017	Red = To do/outstanding Orange = Started Green = Completed
7th February 2017	Obtain quotations for relocating or raising of teen shelter in Mount Pleasant	Bring quotes to future meeting.	LL	1 x quotation received, 1 x contractor unable to relocate. 1 awaiting quote	On November 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.	
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	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, Chased 25/7/17. Meeting arranged with Highways 27/9/17. Further meeting 29/11/17.	
6th June 2017	Obtain quotations for patio area	obtain quotations and add to future agenda	LL/ working group	Work 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	Working group set up 11/10/17. Meeting held 25/10/2017 + NELC meeting 2/11/2017	On November agenda
27th June 2017	Write to NELC Chief Executive regarding conflict of interest & seek clarification on the matter	Write to R Walsh	LL	Response received. NELC investigated and no conflict of interest found.	
27th June 2017	Contact Anglian Water to maintain ditch at allotments	Contact Anglian Water	LL	Request made for Anglian Water to clear ditch. Chased up 11/10/17 - work to be undertaken in next 2 weeks	
1st August 2017	Contact ERNLLCA regarding taking over of grass cutting services from NELC and add to future agenda.	Contact ERNLLCA	LL	Emailed ERNLLCA 7/8/17 - awaiting response. Information received 11/10/17.	
1st August 2017	Chairman to have site visit with highways officer to view zebra crossing on Barnoldby Road	Site visit to take place	MA	Meeting arranged with highways 27/9/17. Further meeting 29/11/17	
1st August 2017	CLr Conolly to contact NELC to make enquiries over accounting packages used.	Contact NELC re accounts	LC/LL	Meeting held 18/10/17. Suggested visit to other councils who run accounting packages ie Immingham & Brigg	
1st August 2017	Contact Ward Councillor PJ to liaise over information regarding restrictions to a licence	contact PJ & licencing department	LL	PJ in discussions with Licencing	
5th Sept 2017	Contact highways re residents concerns	Contact highways officer at NELC	LL	Meeting arranged with highways 27/9/17. Further meeting 29/11/17	
5th Sept 2017	Invite Traffic management to future Parish Council meeting re Tollbar alterations update	Send invite to Officer	LL	Public meeting in Waltham Library 23rd Oct 2.30-7pm.	On November agenda
5th Sept 2017	Working group to compile written procedure for In Bloom judging	Working group to compile procedure	LL	Not started yet	
5th Sept 2017	Obtain quotations for fencing at Tennis courts	contact companies for quotations	LL	Quotations on November agenda	On November agenda
5th Sept 2017	Send out tenders for winter planting scheme	send out for tenders	LL	Tenders sent out to be returned	On November agenda
5th Sept 2017	working group to meet re winter plants	working group to meet	LL	plants delivered 16/10/17	
5th Sept 2017	Add returned audit report to website	add to website	LL	completed 11/10/17	
3rd October 2017	Input details of planning decisions on NELC planning portal	Input on Planning Portal	LL	Done 5/10/17	
3rd October 2017	Pay accounts payable	Send out accounts payable	LL	Done 5/10/17	
3rd October 2017	Add Mrs C Smith as a Parish Councillor & inform authority.	Inform Electoral Svs, add to list of Councillors, Obtain reg of interest, List on ours and NELC website, add to Parish contacts.	LL	Done 4/10/17	
3rd October 2017	Contact other applicant & invite to next PC meeting	Contact applicant	LL	Done 5/10/17. Applicant away and will be attending December meeting	On November agenda
3rd October 2017	Add parish office security for expenditure for next agenda in order for police to use as a remote office.	add to next agenda	LL	Done 9/10/17	On November agenda
3rd October 2017	Obtain number of houses allocated for Waltham in New Local Plan and inform Councillors	Obtain information for Councillors	LL	Information received and sent to Councillors 9/10/17	
3rd October 2017	Contact NELC regarding additional 14 homes for inclusion on New Local Plan	Contact NELC re Local Plan consultation	LL	Done 9/10/17	

3rd October 2017	Contact NELC and ask for sweeper to attend Carnoustie and Barnoldby Road	Contact NELC	LL	request put in to NELC 9/10/17, NELC informed they attended 13/10/17	
3rd October 2017	Set up working group to take forward looking into the grass verges contact	Set up working group with Cllrs: LC,PW,AM, RB, KKB, MA	LL	Working group set up 11/10/17 meeting 25/10/17	On November agenda
3rd October 2017	Consider funding towards new speed awareness sign. Add to next agenda	add to next agenda	LL	Done 9/10/17	On November agenda
3rd October 2017	Contact Safer Roads Humber re speeding enforcement for Bradley Road, Barnoldby Road & Brigsley Road	Contact Safer Roads Humber	LL	Enforcement took place w/c 23rd Oct and will continue periodically	
3rd October 2017	Send out letter to all the residents of Manor Drive regarding suggestions for traffic movement improvements	Draw up letters & deliver to residents of Manor Drive	LL	Letters hand delivered 18/10/2017. Results to be given to Highways officer at meeting of 27/11/17	
3rd October 2017	Find out if a safety group can assist to promote use of safety helmets to cyclists. Look into possible assistance regarding posters/leaflets.	Look into cycling safety groups & make contact re assistance	LL	Email sent to Road Safety Humber & NELC 9/10/17. Leaflets downloaded and put in notice board.	
3rd October 2017	Contact NELC regarding winter schedule consultation	Contact NELC re winter schedule	LL	Emailed NELC 9/10/17	
3rd October 2017	Obtain plan/quotations to present to full council on Parks and Open Spaces suggested improvements to cenotaph & village green	draw up plans and obtain quotations	P&O Spaces Working Group	Work ongoing	
3rd October 2017	Meet with solicitors regarding Fairway Land	Set up meeting with solicitors	LL, MA	contacted solicitors to arrange a date to meet. Awaiting date	
3rd October 2017	Obtain quotations for re-pointing of anvil area & wall repairs	obtain quotations and add to future agenda	P&O Spaces Working Group	Work ongoing	
3rd October 2017	Contact NELC asking if land off Sunningdale can be cut and added to the regular schedule for cutting from next year	Contact NELC	LL	Request sent to NELC 24/10/2017, awaiting response.	On November agenda
3rd October 2017	Contact NELC asking for a bin to be placed near the entrance to the land off Sunningdale in the Lindrick Walk entrance	Contact NELC	LL	Request submitted through services form on line.	On November agenda
3rd October 2017	Contact applicant for approved suppliers list informing them of successful application	Contact approved supplier	LL	Letter sent 10/10/17	
3rd October 2017	Add options for unlet allotments on to next agenda	add item to next agenda	Allotments working group	Added to next agenda	On November agenda
3rd October 2017	Change rules and regulations for allotments to include 3 monthly inspections	change rules & regulations for allotments.	LL	Documents updated 10/10/17	
3rd October 2017	Place banner advertising allotments up for a 2 week period	put up banner for 2 weeks	Allotments working group	banner installed 16/11/17	
3rd October 2017	Sign leases for Gas Governor Building and sent to company	Sign & return lease	LL, MA	Lease signed and sent 11/10/17	
3rd October 2017	Add quotations for Home Paddock hedge to next agenda	add to next agenda	LL	Done 9/10/17	On November agenda
3rd October 2017	Complete new template forms for Remembrance Sunday Parade and send to NELC	Complete forms and send to NELC	LL	Done 5/9/17	
3rd October 2017	Obtain minimum of 4 stewards for parade & finalise details for Remembrance Sunday	Organise 4 stewards & finalise details	LL	Appeal put out for stewards	