

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 February 2018 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 February 2018.

Agenda:

01: 02/18 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: 02/18 To receive any apologies from Members not able to attend the meeting.

03: 02/18 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: 01/18 To consider and approve the Minutes of the meeting of 9th January 2018 and Extraordinary meeting held on 23rd January 2018.

05: 02/18 To receive the Police Report for Waltham and notice of a Rural Safety Conference taking place in March.

06: 02/18 Clerk's Report & Correspondence received since meeting of 9th Jan 2018.

- Waltham Windmill Preservation Society has written thanking the Parish Council for the Section 137 Grant of £105 and donations from the Carols on the Green. This will go a long way in helping preserve the windmill.
- ERNLLCA are holding a training session on Councillors Financial Responsibilities at New Waltham Pavilion on Wednesday 28th February at 7pm. The cost is £37.50 per person to attend.

07: 02/18 To receive and confirm progress on the action sheet since publication.

08: 02/18 Planning.

a) Planning matters:

Application DM/1104/17/FUL, 35 Westfield Road, Waltham, Application DM/1034/17/OUT Rear of 2 Elm Avenue, Waltham and Application DM/0541/17/FUL 3 Home Paddock have all been approved under delegated powers at NELC.

b) Planning applications received and to be considered:

1. DM/1195/17/FUL 3 Strawberry Hill, Waltham

Erect single storey rear extension to include the installation of rooflights linking to existing detached outbuilding.

09: 02/18 Highways/Pavements/Street lighting.

- a) To hear an update from the Chairman on the Cabinet meeting held regarding Toll Bar roundabout changes.
- b) To receive a drawing on the suggested speed indicator sign as forwarded by NELC.

- 10: 02/18** To discuss the **Waltham Parish Community Led Plan**
- 11: 02/18** To receive notice on work required to village clock in All Saints tower and consider quotation received.
- 12: 02/18** To receive any reports from the following working groups:
- (a) Parks & Open Spaces**
- (i) Councillors are to consider extending the permission for temporary fencing sited whilst a hedge becomes established on our land in Well Lane.
 - (ii) To hear an update from Ward Councillors on grass verge cutting.
- (b) Allotments**
- (i) To consider holding a rent review for both allotment sites and ask the Clerk to obtain price comparisons in time for the March agenda.
- (c) CCTV** - To receive update on CCTV maintenance company and consider action.
- (d) Fairway Land** – To receive an update from Solicitors.
- 13: 02/18** **Finance Items.**
- a) To receive a list of Accounts payable up to 6th February 2018 and approve their payment.
 - b) To receive information from the Clerk on electronic accounts and the affect this has on future audits.
- 14: 02/18** **Burial Board.**
- (i) To consider taking this item in committee due to the sensitive nature of items to be discussed.
 - (ii) To consider an appeal for residents rates to be applied.

Date of Meeting	Resolution Taken	Action	By	Status as of 31st January 2018	Red = To do/outstanding Orange = Started Green = Completed
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	Obtain quotations for patio area	obtain quotations and add to future agenda	LL/ working group	contacted 3 builders awaiting to see if they are willing to undertake work - No uptake - working group to re-assess meeting held 2/2/18	
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	Working group met 2/2/18, to discuss with hope to bring forward suggestions at March meeting	
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	contacted 3 builders awaiting to see if they are willing to undertake work - No uptake - Working group to re-assess meeting held 2/2/18	
7th Nov 2017	To instruct contractor to undertake work to chain link fence at Tennis Courts	Instruct contractor	LL	Completed 3/1/18	
7th Nov 2017	Purchase and install additional security items for Parish Office	Purchase & install additional items	MA	Items purchased and awaiting installation	
5th Dec 2017	Contact NELC re site of Nexus bin	contact NELC	LL	NELC informed 6/12/17, awaiting installation	
5th Dec 2017	Make enquiries over spare bin in Borough	Contact Brigsley PC	LL	email sent 7/12/17, used bin acquired from Brigsley PC, awaiting delivery	
5th Dec 2017	Working group for Devolvement of Services to continue to investigate with NELC re taking over the grass/verge cutting.	Obtain further information and pass on to Councillors	LL	Working group met 2/2/18, to discuss with hope to bring forward suggestions at March meeting	On February agenda
9th January 2018	Send Police Report to Councillors and put on website as soon as received	Send to Councillors & put on website	LL	Done 9/1/2018	
9th January 2018	Waltham Parish Council agreed to renew it CPRE membership for 2018 at a cost of £36.00	Raise cheque and send to CPRE	LL	Cheque raised 9/1/18	
9th January 2018	Waltham Parish Council agreed offer a partial grant of £105.00 to the Waltham Windmill Preservation Society in order for them to promote membership for the upkeep of the windmill.	Raise cheque and send to WWPS	LL	Cheque raised 10/1/18	
9th January 2018	Waltham Parish Council agreed to donate the funds received from Carols on the Green to the Waltham Windmill Preservation Society.	Send payment to WWPS	LL	Funds donated to WWPS	
9th January 2018	Waltham Parish Council agreed to renew the Data Protection annual registration at a cost of £35.00.	Raise cheque and complete registration and send to Information Commissioners Office	LL	Renewed registration	
9th January 2018	Members agreed to follow ERNLLCA's advice and inform WRAG that they are not empowered to require a councillor to declare any level of interest and the Clerk is to forward the letter from the Chairman of WRAG to Councillor Archer.	Contact WRAG & pass on letter to Councillor Archer	LL	Done 10/1/2018	
9th January 2018	The Clerk is to send out a copy of the Waltham Parish Community Led Plan to all Councillors and try to make contact with members of the Steering Group in order to see if there is any interest in updating the plan.	Copy Community Led Plan to all Councillors & send generic email to Steering Group members.	LL	Emailed to all Parish Councillors Emailed steering group members, one responded unable to assist and one responded would assist.	On February agenda
9th January 2018	Add Waltham Parish Community Led Plan update to next agenda	Add to next agenda	LL	On February agenda	On February agenda
9th January 2018	Add Waltham parish Council comments onto Planning portal at NELC	Input comments onto planning portal	LL	Comment input onto planning portal	
9th January 2018	The Chairman was asked to take forward the concerns of the Parish Council over the proposed removal of Toll Bar roundabout and installation of a traffic light system.	Chairman to put forward PC's concerns at working group meeting	MA	Meetings held 15 & 16th January 2018 Extraordinary meeting called 23/1/18 to bring info back to PC	
9th January 2018	Take forward concerns of PC to highways engineer over speed of traffic and pedestrian safety along High Street	Add to next highways meeting with NELC	LL	Next meeting with NELC highways dept. 22/2/2018.	
9th January 2018	The Parish Council agreed to add 2 cuts to the Cop bank to the grounds maintenance specification for 2018 and send out to tender.	Clerk to amend specification and send out to tenderers	LL	Letters sent out 17/1/18 with a return date of 2nd March.	On March Agenda
9th January 2018	The Parish Council approved the advice notes for the Waltham in Bloom competition including amending the number of entries to a maximum of 3 per area and using one independent judge to accompany two Parish Councillors.	Amend advice notes and retain on file for forthcoming competition	LL	amended and filed 17/1/2018	
9th January 2018	It was agreed to send out for prices in maintaining the allotment hedges during 2018.	submit maintenance schedule for tender	LL	Sent out to tender	On March Agenda
9th January 2018	It was agreed to send out for prices to maintain the BMX track and around the tennis courts during 2018.	submit maintenance schedule for tender	LL	Sent out to tender	On March Agenda
9th January 2018	Clr Teanby was asked to enquire if there were any plans for a school newspaper this year.	Contact Waltham Leas Primary Academy	PT	Email sent - Does not look likely that they will be producing a newspaper this year but will let us know if this changes.	
9th January 2018	Contact resident at the Limes regarding fire alarm	Contact resident at The Limes	LL	Multi Agency meeting arranged for 21st February 10am at The Limes	On March agenda
24th January 2018	The Parish Council agreed to submit its concerns and suggestions to Cabinet over the proposed fully signalled junction at the A16 Toll Bar in letter by the deadline of 12noon on 25th January 2018.	Submit comments to Cabinet at NELC	LL	Letter submitted AM on 25/1/2018	