

# WALTHAM PARISH COUNCIL

*Mrs L Leach*  
(Clerk to the Council)  
Tel: 01472 826233  
Email: [walthampc@btconnect.com](mailto:walthampc@btconnect.com)  
Web Site: [www.walthamparishcouncil.org.uk](http://www.walthamparishcouncil.org.uk)

*Parish Office*  
*Kirkgate Car Park*  
*Kirkgate*  
*Waltham*  
*Grimsby*  
*DN37 OLS*

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 3<sup>rd</sup> April 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.

29<sup>th</sup> March 2018.

*Mrs L Leach*  
Clerk to the Council

## *Agenda:*

### **01: 04/18      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: 04/18      To receive any apologies from Members not able to attend the meeting.**

### **03: 04/18      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: 04/18      To consider and approve the Minutes of the meeting of 6<sup>th</sup> March 2018.**

### **05: 04/18      To receive the Police Report for Waltham.**

### **06: 04/18      Clerk's Report & Correspondence received since meeting of 6<sup>th</sup> Mar 2018.**

- The National Citizen Service (NCS) has written with suggestions of work that the NCS could be involved with – Parish Council to consider suggestion put forward.
- To receive correspondence from person looking for hardstanding to place timber cabin for woodworking business – Parish Council to consider proposal.

### **07: 04/18      To receive and confirm progress on the action sheet since publication.**

### **08: 04/18      Planning.**

#### *a) Planning matters:*

Application DM/0086/18/FUL, 26 Danesfield Avenue, Waltham, has been approved under delegated powers at NELC and Application DM/0607/17/FUL Helsenor, Cheapside, has now had its Section 106 agreement signed, therefore a decision notice has been issued.

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

#### **1. DM/0186/18/FUL      Former runway site, Cheapside, Waltham**

Change of use for additional storage area as an extension of temporary on site construction compound to support the onshore cable installation for Hornsea Project One.

#### **2. DM/0207/18/FUL      18 Laburnum Avenue, Waltham**

Demolish existing kitchen and WC at rear, removal of all chimneys, erect extension to rear to include first floor rooms in roof space and conversion of existing roof space to include the installation of a dormer also to the rear, demolish existing garage and erect new detached garage, creation of porch canopy to front to include various internal and external alterations

**09: 04/18      Flooding & Drainage**

- a) To hear brief verbal report on drainage camera in Cheesemans Close by Cllr Church.
- b) To hear from Chairman on drainage seminar attended at Lincoln Showground

**10: 04/18      To receive any reports from the following working groups:**

**(a) Parks & Open Spaces**

- (i) To receive quotations and award contract for Summer Planting scheme.
- (ii) To receive update and suggested specification from Working Group for work required to war memorial area and agree to send out to tender.
- (iii) Waltham in Bloom, to consider sponsorship and discuss promoting event and suggest a date for judging to take place.

**(b) Allotments**

- (i) To reconsider quotations for cutting of Home Paddock hedge due to contactor pulling out.
- (ii) To receive update from Working Group including collection dates.
- (iii) To consider draft tenancy agreement for all allotment holders.
- (iv) To consider quotations for a walk behind strimmer to clear unlet allotments.

**11: 04/18      Finance Items.**

- a) To receive a list of Accounts payable up to 3<sup>rd</sup> April 2018 and approve their payment.
- b) To receive update from the Clerk on electronic accounts system and receive and consider quotations on packages or alternative solutions.
- c) To consider ERNLLCA membership for year 2018/19.
- d) To receive and approve reviewed financial risk assessment.

**12: 04/18      Burial Board.**

- (i) To consider Burial Board proposals for a rate review.

**13: 04/18      Fairway Land.**

- (i) To consider taking this item in committee due to the sensitive nature of information provided.
- (ii) To receive a update from meeting held at the Solicitors.

Date of Meeting	Resolution Taken	Action	By	Status as of 27th March 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	Plan formally adopted 22nd March 2018. Email sent to Ian King 27/3/18 - awaiting response.	
6th June 2017	Obtain quotations for patio area	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	On April Agenda
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	1 x quote received 9/3/18	On April Agenda
7th Nov 2017	Purchase and install additional security items for Parish Office	Purchase & install additional items	MA	Items purchased and awaiting installation	
6th February 2018	The Chairman is to make contact with Lincs Inspire to make enquiries over the possibility of youth engagement in the village.	Make Contact with SH of Lincs Inspire	MA	Contact made initial enquiry good response - Meeting of all parties required. Emailed suggested dates.	
6th February 2018	The Parish Council agreed to undertake a free trial of the RBS Alpha system and add electronic accounting to the next agenda.	Get in touch with RBS and accept offer of free trial	LL	free trial took place 22/3/18.	On April Agenda
6th February 2018	The Parish Council agreed to review the appeal system with the assistance of ICCM once membership is valid.	Burial Board to review appeal system	LL/Burial Board	Membership to start April 2018. Forms completed & cheque raised for approval at April meeting.	
6th March 2018	The Clerk was asked to contact the Tree Officer for NELC to enquire if anything can be done to protect the oak tree on private land in Archer Road.	Contact Tree Officer at NELC as soon as possible.	LL	Email sent 7/3/18 - Tree protected by planning condition. House owner aware tree is protected.	
6th March 2018	Make enquiries over the ownership of Buck Beck	look back in historical documents/contact NELC drainage team/ELDB	MA	Anglian Water camera down drains in Cheesemans Close 21/3/18. Map being printed to input drainage info onto.	
6th March 2018	The Parish Council agreed to write to the Chief Executive of NELC regarding a residents attempts in having a neighbouring site cleared safely of asbestos and the NELC's officers not carrying out their responsibilities in this matter.	Write to Rob Walsh Chief Exec of NELC	LL	Letter sent to Rob Wash 15/3/18. cc. Ward Cllrs and Resident. Response received to say W Cllrs informed him also and matter is being followed up 15/3/18.	
6th March 2018	Input planning decisions on to the NELC planning portal	Input planning decisions	LL	Done 8/3/18	
6th March 2018	The Parish Council agreed to obtain costs on fencing in the small children's play area at Neville Turner Way and apply for funding through the John Roe Community Fund for this project.	Obtain quotations and apply for funding.	LL	Emailed NELC to enquire if they would allow fencing around equipment. Permission granted upon confirmation of ongoing maintenance & check if planning is required.	
6th March 2018	The Parish Council agreed to the Waltham WI putting up a banner at the allotment site for 2 weeks.	Approval given	LL	Banner on display 7/3/18	
6th March 2018	Write a letter of thanks to resident who made a donation towards the repairs to the village clock	write a letter to resident	LL	Letter sent 9/3/18	
6th March 2018	The Clerk was asked to promote the NELC Public Right of Way survey on our website, notice board and Facebook page.	Add to media outlets	LL	Added to Media outlets 9/3/18	
6th March 2018	Write a letter to the CEO of Mayflower who has taken over from Shoreline regarding problems being experienced at The Limes.	Letter to Mr McDonald of Mayflower	LL/MA	Letter sent 15/3/18. Response sent to Councillors.	
6th March 2018	The Clerk is to place an update on our media outlets on the update on Toll Bar roundabout.	Update all media outlets	LL	Update added to original post 8/3/18	
6th March 2018	The Parish Council agreed to Contractor 2 being awarded the village maintenance contract for 2018/2019 at a cost of £4690.00. This is awarded to Glendale Countryside Ltd.	Inform all tenderers of outcome	LL	All contactors notified 12/3/18	
6th March 2018	Send out for the summer planting tender for prices to be returned in time for the April meeting. The Working Group is to arrange the plants within the £500 budget set.	Send out amended specification for summer planting. Working Group to arrange plants	LL/ Working Group	Tenders sent out 14/3/18	On April Agenda
6th March 2018	The Parish Council agreed to order the bench, lectern, poppies and Tommie figure at a figure of £2167 and to revisit the planting scheme for the area. The Clerk is to obtain costs on the purchase and installation of a cobblestone circle for under the flagpole and base for the new bench.	Place orders & draw up tender for work	LL	Pro Former invoices received & spec for work to install on April agenda	On April Agenda
6th March 2018	The Parish Council are to write to Historic England opposing the registration of the War Memorial.	Contact Historic England	LL	Email sent to Historic England 13/3/2018	
6th March 2018	The Parish Council agreed to enter the CPRE Best Kept Village Competition this year at a cost of £25.00.	Complete & send in application forms, with cheque raised.	LL	Forms completed with payment made 17/3/18	
6th March 2018	The Parish Council awarded the cutting of the allotment hedge to Contractor 3, which was Continental Landscapes Ltd at a cost of £206.50	Inform all tenderers of outcome	LL	Item to be brought back to Council as contractor 3 pulled out of tender after being awarded contract.	On April Agenda
6th March 2018	The Parish Council agreed to ask NELC for a blank copy of their tenancy agreement in order to ensure that our new tenancy agreement meets with data protection laws.	Ask NELC for a blank copy of their Allotment Tenancy Agreement.	LL	Parish Council's own allotment tenancy agreement is being reviewed for addition to the April agenda.	On April Agenda
6th March 2018	The Parish Council agreed to set the rent at £10.00 for the Gravel Pit site and £52.00 for the Station Road site for the year 2018/2019, with the due date as Easter Monday. Further investigations are to be brought forward by the Working Group on rent due dates and the tenancy agreement update.	Do posters for both allotments advertising rent due and put up on sites.	LL	Posters made and put up 15/3/18. Awaiting working group work on tenancy agreement	On April Agenda
6th March 2018	It was agreed to accept the quotation presented from N Force Security Solutions Ltd to carry out an initial inspection of our system at a cost of £195.00	Make contact to arrange initial assessment of CCTV system.	LL	Emailed 14/3/18, awaiting dates for initial inspection.	
6th March 2018	The Parish Council awarded the contract to cut the BMX track and tennis court to Contractor 2 which is Glendale Ltd at a cost of £169.00 per cut.	Inform all tenderers of outcome	LL	letters sent 14/3/18	
6th March 2018	The Working Group is to arrange a meeting with the Bowls Club to discuss the Petanque area further.	arrange meeting with Bowls Club	LL	Date to be agreed	
6th March 2018	The accounts were approved for payment as per the list.	Send out payment of accounts	LL	Accounts paid 7/3/18	
6th March 2018	It was agreed to appoint the usual internal auditor to complete the end of year accounts.	Make Contact to book internal auditor	LL	Internal Auditor booked 16/3/19	
6th March 2018	The Parish Council agreed to write back to the landowner asking for further information in order to make an informed decision.	Send letter to adjoining landowner	LL	Letter sent 15/3/18. Response will be added to next appropriate agenda when received.	
6th March 2018	The Parish Council approved a salary review as presented by the Personnel Committee for its staff	Implement parish councils salary review	LL	Carried out 14/3/18	