

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 March 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.

27th February 2018.

Mrs L Leach
Clerk to the Council

Agenda:

01: 03/18 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: 03/18 To receive any apologies from Members not able to attend the meeting.

03: 03/18 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: 03/18 To consider and approve the Minutes of the meeting of 6th February 2018.

05: 03/18 To receive the Police Report for Waltham.

06: 03/18 Clerk's Report & Correspondence received since meeting of 6th Feb 2018.

- The National Citizen Service (NCS) has written to the Parish Council asking if we have any projects in the village that a group of teenagers can assist with.
- The John Roe Community Fund has been set up to help fund charities and community projects in Grimsby, Hull and Scunthorpe. Is there a project the Parish Council would like to put forward?
- The Waltham WI has asked if they can put up a banner at allotments (for 2 weeks) to promote their meetings on the 2nd Monday of each month in order to welcome new members.
- A member of the public has written in very kindly making a donation of £100 towards the repairs needed for the village clock. The resident wishes to remain anonymous.

07: 03/18 To receive and confirm progress on the action sheet since publication.

The Limes meeting took place; however other agencies failed to attend.

08: 03/18 Planning.

a) Planning matters:

Application DM/1204/17/FULA, 31 Danesfield Avenue, Waltham, Application DM/1195/17/FUL 3 Strawberry Hill, Waltham and Application DM/1202/17/FUL 85 Brigsley Road have all been approved under delegated powers at NELC.

b) Planning applications received and to be considered:

1. DM/1020/18/FUL 10A Golf Course lane, Waltham

Erect single storey extension to front of garage.

2. DM/0144/18/FUL 6 Old Farm Court, Waltham

Dormer extension to rear of existing property.

3. DM/0086/18/FUL 26 Danesfield Avenue, Waltham

Change of use from one dwelling to two dwellings.

09: 03/18 Highways/Pavements/Street lighting.

- a) To receive update on meeting held with NELC highways department.
- b) To receive notice of event to promote the draft strategic transport plan for the North at Fishing Heritage Centre on Monday 12th March between 4pm and 7pm.

10: 03/18 To hear from the Clerk on Data Protection Seminar attended at ERNLLCA.

11: 03/18 To receive any reports from the following working groups:

(a) Parks & Open Spaces

- (i) To receive quotations and award contract for Parks & Open Spaces contract for 2018/19.
- (ii) To review the summer planting scheme and agree a budget for plants and to send out for tenders for work to plant up in May.
- (iii) To view a suggested plan of improvements to Cenotaph area for 100yr anniversary by Working Group.
- (iv) To receive letter from Historic England regarding registering the War Memorial.
- (v) To consider entering the CPRE Best Kept Village Competition at a cost of £25.00

(b) Allotments

- (i) To receive quotations and award contract for cutting of Home Paddock hedge and bank and agree dates for work to be carried out.
- (ii) To consider and agree setting allotment rent for year 2018/19.
- (iii) To consider action required in light of new data protection laws.

(c) CCTV - To receive quotation from CCTV maintenance company and agree next action.

(d) Fairway Land – To receive a verbal update from meeting held at the Solicitors.

(e) Youth – To receive quotations on BMX and tennis court cutting and agree dates for work to be carried out.

(f) Bowling Green – To receive quotation for materials to complete Petanque area – free labour to be provided by Waltham Park Bowls Club.

13: 03/18 Finance Items.

- a) To receive a list of Accounts payable up to 6th March 2018 and approve their payment.
- b) To receive quarterly financial reconciliation.
- c) To receive update from the Clerk on electronic accounts system and receive and consider quotations on packages or alternative solutions.
- d) To agree upon appointment of internal auditor to complete end of year accounts.

14: 03/18 Burial Board.

- (i) To consider taking this item in committee due to the sensitive nature of items to be discussed.
- (ii) To receive letter from adjoining landowner.

15: 03/18 Personnel Items.

- (i) To consider taking this item in committee due to the sensitive nature of items to be discussed.
- (ii) To hold a salary review for existing staff.

Date of Meeting	Resolution Taken	Action	By	Status as of 27th February 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	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	
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	On March 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	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	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	installed 20/2/18	
5th Dec 2017	Make enquiries over spare bin in Borough	Contact Briggsley PC	LL	bin collected and installed 20/2/18	
9th January 2018	The Parish Council agreed to add 2 cuts to the Co-op 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	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	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
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.	
6th February 2018	The Parish Council agreed for Cllr Archer to attend the Rural Safety Conference at Hessele on 7th March 2018.	Book place on conference	LL/MA	Place booked 8/2/18	
6th February 2018	The Parish Council agreed for Councillor Conolly to attend the ERNLLCA training session on Councillors Financial Responsibilities.	Book place on ERNLLCA training	LL	Place booked 8/2/18 - Cllr Conolly unable to attend due to double booking. Clerk attended	
6th February 2018	Input planning decisions on to the NELC planning portal	Input planning decisions	LL	Done 8/2/2018	
6th February 2018	The Parish Council agreed to forward a copy of the drawing of Toll Bar roundabout to Ward Councillor Philip Jackson.	Forward drawing	LL	Done 8/2/2018	
6th February 2018	The Parish Council agreed to investigate speed reduction signs and bring these to the meeting with Debbie Swatman.	Investigate alternative speed reduction signs	MA Brake?	Meeting scheduled for 22nd February 2018.	Update On March Agenda
6th February 2018	The Parish Council agreed to advertise for volunteers to assist with the updating of the Waltham Parish Community Led Plan.	Advertise on Website, Facebook, notice board and library	LL	adverts put on social media 27/2/2018 & poster drawn up for notice board and library 28/2/18	
6th February 2018	The Parish Council agreed to the cost of repairs required to the Parish Clock at a cost of £578 plus VAT.	Contact clock repairers and issue order number	LL	order raised and sent 8/2/2018	
6th February 2018	The Parish Council agreed to grant an extension of time of 12 months for the temporary fencing put up by a neighbouring resident in Well Lane. The Clerk is to write to the resident to confirm this extension of time.	Write to resident informing them of the extension of time.	LL	Letter sent 9/2/2018	
6th February 2018	The Parish Council agreed for a rent review for the allotments to go on the March agenda. The Clerk is to obtain a price comparison for other allotments in the area.	Obtain price comparisons & add to March agenda	LL		On March Agenda
6th February 2018	The Parish Council agreed that the company suggested by NELC should be contacted as a matter of urgency to seek their advice and see if they would be able to take over the maintenance of our system.	Contact CCTV maintenance company	LL	Visited office 8/2/2018, Quotation received for investigation/maintenance of our system.	On March Agenda
6th February 2018	The Parish Council agreed that the Chairman and Clerk should attend the meeting to be arranged with the neighbours of Fairway Land and their solicitor.	Meeting with Solicitor and neighbours of Fairway Land.	LL/MA/ Solicitors	Meeting scheduled for 28th February 2018	Update On March Agenda
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	contacted company for free trial when back off holiday after 19/2/18	
6th February 2018	The Parish Council agreed the appeal for residents rates due to the extenuating circumstances provided.	Write to family	LL	Letter sent to family 9/2/2018	
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.	