

WALTHAM PARISH COUNCIL

Mrs L Leach
(Clerk to the Council)
Tel: 01472 826233
Email: walthampc@btconnect.com
Web Site: 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 1st May 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.

23rd April 2018.

Mrs L Leach
Clerk to the Council

Agenda:

- 01: 05/18 To appoint a Chairman for the year 2018/2019.**
- 02: 05/18 Signing by the Chairman of his/her Declaration of Office.**
- 03: 05/18 To appoint a Vice Chairman for the year 2017/2018.**
- 04: 05/18 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.
- 05: 05/18 To receive any apologies from Members not able to attend the meeting.**
- 06: 05/18 To elect Councillors to serve on the Parish Council committees and working groups, to appoint or confirm to representation to outside bodies and to consider any amendments to the highways allocations.**
- 07: 05/18 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.
- 08: 05/18 To consider and approve the Minutes of the meeting of 3rd April 2018.**
- 09: 05/18 To receive the Police Report for Waltham.**
- 10: 05/18 Clerk's Report & Correspondence received since meeting of 3rd April 2018.**
- The crowning of the May Queen is being held on Sunday 6th May at 3pm at All Saints Church. This is a Parish Council assisted event which requires representation.
 - An invitation has been received for a Parish Council member plus guest to attend the Mayor Making Ceremony. This is being held at 7pm on Thursday 17th May at Grimsby Town Hall. Members are to consider attendance.
 - An email has been received asking if the Parish Council would allow permission to display a banner on behalf of Tollbar Roundabout Action Group at the allotment site. Members are to consider granting permission.
 - NELC are holding two drop in sessions to allow Parish Councillors and Ward members to have a better understanding of the approach to Community Asset Transfers, these are on Monday 21st May 10am -12noon and Thursday 24 May 9.30am to 11.30am both at the Town Hall.
- 11: 05/18 To receive and confirm progress on the action sheet since publication.**

12: 05/18 Planning.

a) Planning matters:

(i) Application DM/0144/18/FUL, 6 Old Farm Court, Waltham, has been approved under delegated powers at NELC and Application DM/0102/18/FUL 10A Golf Course lane, has been approved at planning committee and is against Parish Councils recommendations.

(ii) To receive a response from Ian King (NELC Planning) regarding the continued status of the Waltham Parish Community Led Plan and consider future actions regarding the document.

(iii) To receive a response from NELC officers further to a letter sent to the Chief Executive regarding the Parish Councils concerns over removal of an asbestos building in the village and to receive correspondence from concerned residents of further work undertaken.

(iv) To discuss amended building colour within conservation area –Cllr Barrett requested item.

b) Planning applications received and to be considered:

1. DM/0252/18/FULA 23 Danesfield Avenue, Waltham

Erect single storey extension to rear.

13: 05/18 Highways and Pavements

- a) To receive correspondence from a resident over changes to her green waste collection.
- b) To discuss the Street litter plan for Waltham –Cllr Reynard requested item.
- c) To receive response from NELC highways on Manor Drive questionnaire undertaken and consider updating residents concerned.

14: 05/18 To receive any reports from the following working groups:

(a) Parks & Open Spaces

(i) To consider quotations for re-pointing anvil area, securing splitting walls of rose beds and making good the wall around the circular planter all on village green.

(ii) Consider obtaining costs from blacksmiths on iron work needed for memorial area.

(iii) Consider quotation for cleaning of war memorial and surrounding stonework.

(iv) To approve sending in forms asking if planning permission is needed for “Tommy to be installed at £30 plus and obtain a scale plan that must accompany the request.

(b) Allotments

(i) To consider estimates for the hire of a builders skip for both sites.

(ii) In light of no wheeled strimmers available for hire locally, the Parish Council are to consider granting permission for clerk to engage with local supplier of a “try before you buy” machine to test its suitability and consider providing delegated powers to the Clerk to purchase the machine if suitable and within budget.

(iii) To consider quotations for notice boards for both sites.

(iv) To consider renting of allotment grassland and Fairway field to farmer as per terms and conditions imposed last year.

(c) CCTV

(i) To receive an update on initial site visit attended by new company and consider further action required.

(d) Bowling Green.

(i) To hear a verbal update on working group meeting held 26th April at bowling green.

(e) Youth

(i) To hear a verbal update on meeting held with Lincs Inspire

(ii) To agree a date for first cut of BMX track.

15: 05/18 Finance Items.

a) To receive a list of Accounts payable up to 1st May 2018 and approve their payment.

b) To receive and consider the Annual Governance Statement 2017/18 (Section 1)

c) To receive and consider the Accounting Statement 2017/18 (Section 2)

d) To receive and approve end of year accounts as audited by our internal auditor and agree to send off all documents to the external auditors.

e) To consider insurance renewal quotations.

16: 05/18 Fairway Land.

- (i) To consider taking this item in committee due to the sensitive nature of information provided.
- (ii) To receive and consider any quotations received for right of access to land.
- (iii) To receive correspondence from neighbouring property and consider content.

Date of Meeting	Resolution Taken	Action	By	Status as of 24th April 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.	On May Agenda
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 May 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 May 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	Meeting held 9/4/18	Update on May 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 confirmed - work ongoing	
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 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	Contacted contractors awaiting quotations	
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	Work started 17th April 2018	Update on May agenda
6th March 2018	The Working Group is to arrange a meeting with the Bowls Club to discuss the Petanque are further.	arrange meeting with Bowls Club	LL	Meeting held 26/4/18	Update on May agenda
3rd April 2018	Input planning decisions on to the NELC planning portal	Input planning decisions	LL	Input onto planning portal 4/4/18	
3rd April 2018	The Clerk was asked to investigate if there was a direct method of reporting noise problems through to NELC.	Investigate options	LL	Details sent to Councillors 5/4/18	
3rd April 2018	The Clerk is to put together a pledge form and submit this to NCS for consideration.	Complete forms, check on insurance etc.	LL	Forms completed & sent. NCS use own insurance.	
3rd April 2018	The Parish Council declined the request to install a cabin with a woodworking business on the allotment site.	Inform the member of public over PC decision	LL	Written to member of public declining suggestion of cabin on allotments	
3rd April 2018	It was agreed to purchase an electronic account package through Rialtas Business Solutions at an initial cost of £636 for the first year and £116 for subsequent years.	Contact Rialtas and engage their services to supply an electronic account package	LL	Contacted 5/4/18 - Date of 7th June supplied for installation and training.	
3rd April 2018	The Parish Council agreed to ask NELC if the gully cleaning programme is being undertaken this year and if so when will the work be carried out in Waltham.	Contact NELC to make enquiries	LL	Emailed via on line report form - awaiting a response.	
3rd April 2018	The Parish Council agreed to Contractor 2 being awarded the Summer Planting scheme	Contact all tenderers of outcome	LL	Letters sent to all tenderers	
3rd April 2018	It was agreed to send out for the War Memorial tender for prices to be returned in time for the May meeting.	Specification sent out to 3 contractors on approved suppliers list and put on website	LL	Specifications sent out to approved contractors and added to website.	
3rd April 2018	The Parish Council agreed to run the Waltham in Bloom competition and allow sponsorship to businesses at £50 per tub (2 x adverts). The competition will be advertised on our website, Facebook and notice board with judging to take place around week commencing 16th July.	Posters for competition and sent out letters to all sponsors	LL	Posters for competition done 16/4/18 leaflets sent to all residential homes 16/4/18 & put on notice board.	
3rd April 2018	The Parish Council awarded the cutting of the allotment hedge to Contractor 2, which was Glendale Ltd at a cost of £225.00 per cut.	Contact all companies re allotment contract	LL	Letter sent to all contractors	
3rd April 2018	The Parish Council agreed in principal to hiring a skip for the removal of waste from the gravel pit site; however an exact price and date would need to be added to a future agenda. Costs are also required for the purchase and installation of the notice boards.	Add to future agenda when required	LL	Allotments meeting held 17/4/18	On May Agenda
3rd April 2018	The Parish Council agreed to ask a local land agent who is competent in tenancy agreements to look over the tenancy agreement. With his recommendations taken on board the Parish Council agreed to adopt the allotment tenancy agreement.	Ask land agent to look at draft allotment tenancy. With any amendments carried out PC to send out to all allotment holders with covering letter	LL/KKB/MA	Land agent reviewed and minor amendments carried out. Letter yet to be sent out - Clerk ran out of time to complete this month.	
3rd April 2018	The Parish Council agreed to hire a wheeled machine for the cutting of the overgrown allotments in the first instance before the commitment of purchasing.	Check on availability of hire/demo machine locally	LL/MA/KKB	Allotments meeting held 17/4/18	Update on May agenda
3rd April 2018	The accounts were approved for payment as per the list.	Send out payment of accounts	LL	Accounts sent to suppliers 4/4/18	
3rd April 2018	Following an amendment to the date on the report the Parish Council agreed the reviewed Parish Council financial risk assessment for 2018.	Amend date & add to end of year audit information	LL	Task completed	
3rd April 2018	The Parish Council agreed to the propose rate increase for burials to take place in Waltham Cemetery.	Amend rates and send details to all funeral director/stone masons & change website.	LL	Amended and sent out to all parties	
3rd April 2018	The Parish Council agreed to pursue negotiations with the adjoining neighbours	Contacted neighbours and updated them of PC meeting - also updated our solicitor.	LL/MA	met contractors to price up fencing	Update on May agenda

Also to complete end of year accounts, hold meeting with internal auditor to review accounts & audit, then prepare accounts for May Parish meeting.

