

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 5th June 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

30th May 2018.

Agenda:

01: 06/18 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: 06/18 To receive any apologies from Members not able to attend the meeting.

03: 06/18 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: 06/18 To consider and approve the minutes of the meeting of 1st May 2018.

05: 06/18 To receive the Police Report for Waltham.

06: 06/18 To report from Fire Station Liaison Councillor.

07: 06/18 Clerk's Report & Correspondence received since meeting of 1st May 2018.

- A resident has asked, if as part of the word wide event to honour the 2,000 pipers who died in the First World War, could he play his bagpipes at 6am on 11 November 2018 at the war memorial site in Waltham. This is part of a national event and the piper will need to register his location.
- Allotment tenancy agreements have been issued and are now being returned.
- Lincs Inspire have asked if they can place a large deckchair on the village green on Tuesday 14th August to attract people to a drop-in event they are running to promote a children's summer reading programme.

08: 06/18 To receive and confirm progress on the action sheet since publication.

09: 06/18 To consider change from Cllr Woodliff to Cllr Moss on outside body of Waltham Windmill Trust.

10: 06/18 To receive an update on meeting held at The Limes with Councillors and Lincolnshire Housing Partnership (LHP)

11: 06/18 Planning.

a) Planning matters:

(i) Application DM/0207/18/FUL, 18 Laburnum Avenue, Waltham, DM/0525/17/FULA 23 Danesfield Avenue, Waltham and DM/0186/18/FUL Airfield site, Cheapside have all been approved under delegated powers at NELC.

(ii) Our enquiry to install a "Tommy" silhouette at the War Memorial has been returned stating that planning permission is required. We are to consider applying for permission.

(iii) The enforcement team at NELC are looking into the unauthorised advertisement and change of use to 12A High Street, Waltham. This shop is within the conservation area.

(iv) To hear an update on development at 59 Cheapside, Waltham.

b) Planning applications received and to be considered:

1. DM/0315/18/FUL 1 Summerfield Avenue, Waltham

Demolish existing garage, erect two storey extension to side and erect single storey extension to rear to include various alterations.

2. DM/0313/18/FULA Fairway View, Ings Lane, Waltham

Erect single storey rear extension to include installation of a rooflight.

3. DM/0335/18/FUL 23 Chiltern Drive, Waltham

Erect single storey extension to rear including the installation of rooflights and extend dormer to rear.

4. DM/0376/18/FUL Grimsby Town Football Club, Cheapside, Waltham

Change of use of land to site 1 portacabin.

5. DM/0405/18/OUT 18 Brigsley Road, Waltham

Outline application for the erection of one dwelling with all matters reserved.

12: 06/18 Highways and Pavements

- a) To hear from Chairman on Devolvement of Services session attended at Town Hall.
- b) To receive details on replacement vehicle speed sign and consider placing order for one unit with financial assistance from NELC.
- c) Numerous complaints and letters received over the condition of the grass verges and open spaces in Waltham. At time of printing agenda no response from NELC on complaints Parish Council has raised. To consider any further action to be taken.

13: 06/18 To receive any reports from the following working groups:

(a) Parks & Open Spaces

- (i) To hold an early review of Parish grass maintenance contract for Village Green & Grove Park.
- (ii) Building maintenance work has been completed for anvil area and rose beds- Account for consideration under finance items.
- (iii) To consider any quotations for work to the War Memorial area.
- (iv) A resident has asked if the Parish Council would like 6 or 7 small conker trees for the village. Parish Council to consider offer and possible location for trees.

(b) Youth

- (i) To receive quotation for fencing of small children's play area at Neville Turner Way and to consider applying for funding for the project.

14: 06/18 Parish Office

- a) To receive update on GDPR and consider adoption of Privacy Policy.
- b) RBS are due to install new electronic accounting system on office computer on 7th June.

15: 06/18 Finance Items.

- a) To receive a list of Accounts payable up to 5th June 2018 and approve their payment.

16: 06/18 Fairway Land.

- a) To consider taking this item in committee due to the sensitive nature of information provided.
- b) To receive update from land agent and any quotations received for right of access to land.

17: 06/18 Burial Board.

- a) To consider taking this item in committee due to the sensitive nature of information provided.
- b) To discuss future burial ground in Waltham.

| Date of Meeting | Resolution Taken | Action | By | Status as of 30th May 2018 | Red = To do/outstanding Orange = Started Green = Completed |
|-------------------|---|---|-----------------|--|--|
| 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 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 for estimate | On June agenda |
| 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 | JM of NELC says gully wagon overloaded with work, need to provide addresses on reporting system and will be looked at. | |
| 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 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 | Tenancy agreements sent out | |
| 1st May 2018 | Log Chairman's details | Update records | LL | Notice Board/Website/NELC updated | |
| 1st May 2018 | Log Vice-Chairman's details | Update records | LL | Notice Board/Website/NELC updated | |
| 1st May 2018 | Log new committees, working groups, outside representation and highways allocation | Update records | LL | Notice Board/Website/Councillors updated | |
| 1st May 2018 | It was agreed to pass on a copy of the response received from NELC to the resident at the meeting and offer the Parish Council's support should they choose to take this matter up with the ombudsman. | Pass on copy of letter to resident | LL | Resident received a copy at the meeting. | |
| 1st May 2018 | The Parish council also agreed to write to the Health and Safety Executive and the Local Authority with our concerns over the lack of enforcement provided for the removal of hazardous waste from this site. | Write to HSE & NELC Enforcement team | LL | Letter sent to NELC and on-line complaints form submitted to HSE 23/5/18 | |
| 1st May 2018 | It was agreed to take the footway flooding issues to the next the highways meeting with NELC | Take item to highways meeting with NELC | LL | Reported to NELC 8/5/18 - NELC are looking into matter and damaged kerb to be repaired by 1st June - Resident notified | |
| 1st May 2018 | To ask NELC tree officer to attend a site visit in order to enquire why the work that was promised on the overgrown tree has not been undertaken. | Ask NELC for a site meeting | LL | Reported to NELC 8/5/18 - NELC have passed work onto Ground work team - Resident notified | |
| 1st May 2018 | To file approved minutes as matter of record | File minutes | LL | Done . | |
| 1st May 2018 | Notify action group of refusal for placing a banner, as it does not meet our planning condition. | Contact action group | LL | Email sent to action group. | |
| 1st May 2018 | Make enquiries to see if the culverted drain cleaning in the village has been completed | Contact NELC drainage team. | LL | Emailed for update 8/5/19. | |
| 1st May 2018 | It was agreed to invite the next NELC Planning Committee Chairman to a future Waltham Parish Council meeting to hear about the Waltham Parish Community Led Plan. | Once committee members have been decided upon send out invite | LL | Invite sent to Councillor James 29/5/18. currently on annual leave awaiting response on her return. | |
| 1st May 2018 | It was agreed to add a Section 4 Directive as a future agenda item once further information is collated. | Contact conservation officer for advice | LL | Made contact awaiting example documents & further advice from | |
| 1st May 2018 | Send planning decisions through on the Planning Portal | Update planning portal with decisions | LL | Done. | |
| 1st May 2018 | The Parish Council agreed to ask NELC for a copy of its litter plan with zones for the Borough and add this to a future agenda when the information is received. | write to Angela Cullerton at NELC | LL | Letter sent asking for litter plan 15/5/18, awaiting response from NELC officer | |
| 1st May 2018 | The Parish Council agreed to write and update all the residents of Manor Drive and Leas Close on the response received from NELC. | Write back to all residents of Manor Drive and Leas Close | LL | Letter drafted - awaiting printing and distributing to 115 properties. | |

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| 1st May 2018 | The Parish Council agreed to the repair work being undertaken on the village green rockery and anvil area at a cost of £450 | Inform builders of quotation accepted | LL | Work completed 24/5/18. | |
| 1st May 2018 | The Parish Council agreed to obtain costs from blacksmiths on the iron work needed for the War Memorial area. The prices are to be brought back to a future meeting for consideration. | Obtain quotations and add to future agenda | MA/LL | MA visited, awaiting quotation. | |
| 1st May 2018 | The Parish Council agreed not to have the War Memorial cleaned at this time. | Contact cleaning company to inform them of decision | LL | Emailed company 4/5/18. | |
| 1st May 2018 | The Parish Council agreed to enquire if planning permission is needed to install a "Tommy" figure at the War Memorial. | Obtain map of area and submit enquiry form with payment | LL | Planning Dept. have said planning permission is required as there is no permitted development rights for this site. On June agenda. | |
| 1st May 2018 | The Parish Council agreed to write to NELC with a complaint about the grass cutting service in the village. | told to report on-line | LL | On-line Report submitted 4/5/18, chased up with email to CP 15/5/18 | |
| 1st May 2018 | Enquire with tree officer if tree on football training ground is being monitored | contract tree officer for NELC | LL | Officer states no planning restrictions on tree only the hedge, therefore no further action can be taken re tree | |
| 1st May 2018 | Contact enforcement team for update on removed awarded hedge on Barnoldby Road | Email enforcement | LL | Emailed enforcement for update 15/5/18 - Enforcement looking into. | |
| 1st May 2018 | It was agreed to hire two skips, one for each site, when required by the working group to remove the debris left on unlet allotments, at a cost of £158.33 plus VAT per skip. | Working group to inform Clerk when to order skip | LL | Allotments Working group to notify clerk when they require skips ordering. | |
| 1st May 2018 | The Parish Council agreed to order the materials for the notice boards for both allotments at a total cost of £105.23 plus VAT. | Working group to inform Clerk when to order materials | LL | Allotments Working group to notify clerk when they require notice board materials ordering. | |
| 1st May 2018 | The Parish Council agreed to rent the grassland at Fairway and Station Road allotments under the same terms and conditions as last year. | write to farmer re rental of grassland | LL | Letter sent & payment received and banked. | |
| 1st May 2018 | The Parish Council agreed that the new CCTV maintenance company are to investigate further the two cameras that are not connecting. The Parish Council are aware that this may necessitate the hire of a cherry picker, dependent upon where the faulty connection is located. | Contact CCTV company to instruct to undertake further work | LL | Contacted CCTV company 9/5/18, awaiting availability of cherry picker work | |
| 1st May 2018 | The Parish Council agreed for Waltham Park Bowls Club to complete the pentanque area at the bowling green for a cost of materials at £1480. | Contact Waltham Park Bowls Club to proceed with Pentanque area | LL | Informed Bowls club to proceed with Pentanque area - club to liaise with Clerk over ordering of materials etc. | |
| 1st May 2018 | The Parish Council agreed to order the first cut of the season for the BMX track and tennis courts. | Contact contractor to order first cut | LL | Contractor asked to carry out first cut on 16/5/18 | |
| 1st May 2018 | The accounts were approved for payment as per the list above. Salary figures are obscured as they are covered by Data Protection. | Send out approved payments | LL | Done 2/5/18 | |
| 1st May 2018 | The Parish Council approved its Annual Governance Statement as per the audit document. | Send Audit Document to External Auditors and put a copy on website | LL | Done | |
| 1st May 2018 | The Parish Council approved its Accounting Statement 2017 /2018 as per the audit document. | Send Audit Document to External Auditors and put a copy on website | LL | Done | |
| 1st May 2018 | The Parish Council received and approved its End of Year Accounts 2017/2018. | Send Audit Document to External Auditors and put a copy on website | LL | Chairman & Clerk signed all documents and added update to website - Done | |
| 1st May 2018 | The Parish Council agreed to renew its Parish Council insurance with Zurich at a cost of £827.96 | Review insurance documents for forward payment | LL | Done | |
| 1st May 2018 | As the Parish Council are still awaiting quotes for Fairway Land it was agreed to add this to the next agenda. | obtain quotations | LL/MA | Quotations now received | On June agenda |
| 1st May 2018 | The Parish Council agreed the need to establish boundary ownership at Fairway land before any negotiations were undertaken with other neighbours | obtain land registry documents | MA | Land agent is obtaining land registry documents. Awaiting copies | |