

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 3rd July 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

27th June 2018.

Agenda:

01: 07/18 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: 07/18 To receive any apologies from Members not able to attend the meeting.

03: 07/18 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: 07/18 To consider and approve the minutes of the meeting of 5th June 2018.

05: 07/18 To receive the Police Report for Waltham.

06: 07/18 To discuss item brought forward from extra meeting held 21st June 2018 -
Application DM/0735/17/FUL 59 Cheapside Waltham has submitted an appeal to the planning inspector. The Parish Council has until 12th July to submit any additional comments in writing it wishes to make to the Planning Inspector.

07: 07/18 Clerk's Report & Correspondence received since meeting of 5th June 2018.

- Ravendale Hall Residential Home have asked if the Parish Council would allow their details to be added to their contingency plan as a contact who would be willing to help in an emergency. Parish Council are to consider request.

08: 07/18 To receive and confirm progress on the action sheet since publication.

09: 07/18 To receive a verbal update on second meeting held at The Limes with Councillors and Lincolnshire Housing Partnership (LHP)

10: 07/18 Planning.

a) Planning matters:

- (i) Application DM/0315/18/FUL, 1 Summerfield Avenue, Waltham, has been approved under delegated powers at NELC.
- (ii) NELC have reviewed our "Tommy" figure planning application and rescinded their need for planning permission for this figure to be erected at the War Memorial.
- (iii) To hear verbal report on meeting held with Councillor Ros James, new Planning Chairman at NELC.

b) Planning applications received and to be considered:

1. DM/0488/18/FUL 49 Chestnut Road, Waltham

Convert roof space to provide additional floor. Installation of dormer to side to include roof lift and installation of roof light.

2. DM/0475/18/FULA 23 Danesfield Avenue, Waltham

Retrospective application for the erection of log cabin including the installation of flue, install decking and erect 2.2 metre high timber fence to boundaries to rear of property.

11: 07/18 Highways and Pavements

- a) To receive revised drawing of proposed markings for Cross Street.
- b) To discuss parking in the village – Cllr Barrett requested item.
- c) To receive a verbal report on meeting held between Chairman/Vice Chairman, Ward Cllrs & NELC Neighbourhood Services regarding litter bin/street cleaning/grass verge cutting.
- d) To consider replacement dog waste bins at Neville Turner Way – Cllr Conolly requested item.

12: 07/18 To receive any reports from the following working groups:

(a) Parks & Open Spaces

- (i) To receive update on War Memorial area.
- (ii) To set judging dates for Waltham in Bloom competition and agree a date for presentation evening.
- (iii) To consider requesting a cut of the grass at the Co-op bank side.

(b) CCTV – Update on maintenance

13: 07/18 To discuss Remembrance Sunday Parade.

14: 07/18 Parish Office

- a) RBS installed the new electronic accounting system and training took place 20th June.
- b) To report that drains were blocked to public toilets, Clerk needed to call out emergency drainage company to clear blockage & consider additional sanitary bin for disabled toilets
- c) To receive verbal report of advice to Chairman from ERNLLCA regarding personnel matters in light of a recent stated case in the High Court.

15: 07/18 Finance Items.

- a) To receive a list of Accounts payable up to 3rd July 2018 and approve their payment.

16: 07/18 Fairway Land.

- a) To consider taking this item in committee due to the sensitive nature of information provided.
- b) To receive update on Fairway Land.

| Date of Meeting | Resolution Taken | Action | By | Status as of 27th June 2018 | Red = To do/outstanding Orange = Started Green = Completed |
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| 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 obtained for adding village watercourses onto. | |
| 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. | |
| 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 | Response received from HSE and contents discussed at June meeting - Awaiting response from NELC | |
| 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. Work still ongoing 18/6/18 | |
| 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 | Councillor James visited PC office 21st June 2018. | Report on July agenda |
| 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 | Emailed Section 4 Directive examples to Councillors 27/6/18. Further questions asked - to be added to August agenda for discussion/consideration | To add to August agenda |
| 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 | Officers visited office 27/6/18 | Update on July meeting |
| 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. | |
| 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 to write to NELC with a complaint about the grass cutting service in the village. | told to report on-line | LL | Officers visited office 27/6/18 | Update on July meeting |
| 1st May 2018 | Contact enforcement team for update on removed awarded hedge on Barnoldby Road | Email enforcement | LL | Enforcement state there is no restrictions over hedge outside 127. PC requested a copy of original planning application - Chased 26/6/18 | |
| 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 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 & 12/6/18, awaiting availability of cherry picker | |
| 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, chased 16/6/18 & meeting to be held with contractor 29/6/18 | |
| 5th June 2018 | The minutes of the Meeting of 1st May were considered and approved. | Log & file minutes | LL | Done | |
| 5th June 2018 | The Parish Council agreed to allow a bag piper to play his bagpipes at 6am on Sunday 11th November at the War Memorial site in Waltham as part of a national event to honour those who died in the First World War. The Clerk is to send letters to the adjoining residents and advertise this on our various media outlets. | Write to all adjoining neighbours and advertise event on website, Facebook and Notice Board. Contact Bagpiper giving approval | LL | Bag piper contacted and approval given. Letters hand delivered by clerk to neighbouring 10 properties 26/6/18 | |
| 5th June 2018 | The Parish Council agreed to Lincs Inspire using the village green to promote its children's summer reading programme. | Contact Lincs Inspire with approval | LL | Email sent to Lincs Inspire 7/6/18 | |
| 5th June 2018 | The Parish Council agreed that items should remain on the action sheet until the outside bodies have completed the task asked of them. | Amend Action Sheet programme | LL | Amended for future use 7/6/18 | |
| 5th June 2018 | It was agreed by all parties that as Councillor Moss is Vice-Chairman of the Parish Council he will take over as representative to the Windmill Trust. | Contact secretary of the Windmill Trust to confirm action and amend all parish records | LL | Emailed Trust secretary, amended parish records and changed website to read new information. | |
| 5th June 2018 | The Parish Council agreed to apply for planning permission to install "Tommy" at the war memorial. | Contact NELC Planning Team and put through planning application | LL | Planning office now retracted need for planning permission. Installation ok to proceed. | |
| 5th June 2018 | Input Parish Council recommendations on planning matters to NELC planning portal | Input on Planning Portal | LL | Done 6/6/2018 | |

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| 5th June 2018 | The Parish Council asked that the Clerk requests a copy of the original planning application for 127 Barnoldby Road and refers the enforcement team to the Parish Award showing the awarded hedges for the village. | request planning permissions and check Parish Award for details of awarded hedges. | LL/MA | 1988 reserved matters application has no details of awarded hedge - awaiting original outline application to come from NELC. MA checked Parish Award for hedges | |
| 5th June 2018 | The Chairman is to attend the follow up meeting on Devolved Services. | MA to attend follow up meeting with NELC | MA | Meeting arranged for 15/6/18 | Report on July agenda |
| 5th June 2018 | The Parish Council agreed to purchase a replacement speed reduction sign through ElanCity with financial support from NELC. | Place order for sign | LL | Order placed 26/6/18 | |
| 5th June 2018 | The Parish Council agreed to add the grass verge cutting service to the next Town & Parish Liaison meeting and arrange a meeting with the Neighbourhood Services manager. | Add to Town & Parish agenda Arrange meeting with Neighbourhood Svcs | LL | Requested on next Town & Parish Council agenda 15/6/18 Emailed AC for meeting arranged for 27/6/19 | Report on July agenda |
| 5th June 2018 | The Clerk was asked to request a 1mtr strip be cut the length of Bradley Road to aid drivers visibility near the bends. | Report via on line services | LL | work carried out by NELC | |
| 5th June 2018 | The Clerk is to report the Kirkgate/High Street junction to NELC Highways team to see if they can offer any suggestions to making this junction safer. | Report via on line services | LL | Reported 6/6/18, response from Highways team is to put list for Golden River system -will be in touch with date for being installed | |
| 5th June 2018 | The Parish Council agreed that a courtesy letter from the Parish Council should be sent to residents with hedges and bushes overhanging the footpaths before reporting the matters to NELC. | devise letter to send to residents | LL | Letter drafted - Ongoing - each time there is a report | |
| 5th June 2018 | The Parish Council agreed to add parking in the village to the July agenda. | Add to July agenda | LL | Added to July agenda | On July agenda |
| 5th June 2018 | The Parks and Open Spaces working group are to meet with the contract manager to discuss the cutting schedule. | arrange meeting to suit working group | LL/PS | Meeting arranged for 29/6/18 | |
| 5th June 2018 | The Parish Council agreed to the building work taking place at the War Memorial at a cost of £25.00 per hour. The Parks and Open Spaces Chair is to meet on site to discuss requirements. | arrange meeting to suit working group | LL/PS | Meeting arranged for 29/6/18 | |
| 5th June 2018 | The Parish Council agreed to seek and apply for funding grants for fencing the small children's play area at Neville Turner Way. | | | Not started yet | |
| 5th June 2018 | The Parish Council approved the adoption of the new Privacy Policy as sent by ERNLLCA. The Clerk is to personalise these for Waltham Parish Council and add them to our Governance Documents. | Add adopted documents to our portfolio | LL | Made bespoke to ourselves and forwarded to our web provider, website updated 26/6/18 | |
| 5th June 2018 | The accounts were approved for payment | Send out Accounts payable | LL | Sent 07/06/18 | |
| 5th June 2018 | The Parish Council agreed with the land agents proposals and is to send this information through to our solicitor. We still wait to see the land registry documents that the land agent is to provide. | Send letter to solicitor | LL | Sent to solicitor 18/06/2018 and asked him to contact adjoining property. Awaiting land registry confirmation from Land agent. | |
| 5th June 2018 | The Clerk provided an update and the Parish council agreed to look into all options available to them for future burial land. | | | Not started yet | |
| 18th June 2018 | Send letter to Station Rd allotment holders re combination lock | letter to all allotment holders | LL | Sent 18/6/18 | |
| 21st June 2018 | Input Parish Council recommendations on planning matters to NELC planning portal | Input on Planning Portal | LL | Done 26/6/18 | |