

# WALTHAM PARISH COUNCIL

*Mrs L Leach*  
(Clerk to the Council)  
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*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 4<sup>th</sup> September 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> August 2018.

*Mrs L Leach*  
Clerk to the Council

## *Agenda:*

### **01: 09/18      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: 09/18      To receive any apologies from Members not able to attend the meeting.**

### **03: 09/18      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: 09/18      To consider and approve the minutes of the meeting of 7<sup>th</sup> August 2018.**

### **05: 09/18      To receive the Police Report for Waltham.**

### **06: 09/18      Clerk's Report & Correspondence received since meeting of 7<sup>th</sup> August 2018.**

- Invite received to the unveiling of the Waltham Windmill Preservations Society Sponsor & supporter board on Friday 21<sup>st</sup> September 2018 at 12noon. PC to consider sending representation.
- NELC are holding a Skip-It event in Waltham at the car park at Neville Turner Way on Friday 26<sup>th</sup> October. Residents can take large waste items along for free disposal between 8.30am & 3pm.
- The PC are to consider putting out on its media an amended version of the advertisement in the Driffield Town Guide in order to raise public awareness over reporting information directly to the correct authority such as council tax, dog fouling, highways issues etc.
- To consider sending a response to the consultation via ERNLLCA on adult social care and wellbeing giving our experiences to the 30 questions asked.
- The Parish Council have been invited to join the Humber and Wolds Rural Action Group and they offer support to rural communities with national and local issues. The cost is £25 per year.
- The ERNLLCA Conference is being held on Friday 23<sup>rd</sup> November at a cost of £90+VAT per delegate. The Parish Council are to consider sending representation.

### **07: 09/18      To receive and confirm progress on the action sheet since publication.**

### **08: 09/18      Planning.**

#### *a) Planning matters:*

(i) Application DM/0541/18/FUL, 40 Mill View, Waltham and application DM/0514/18/FUL 17 Church Lane, have both been approved under delegated powers at NELC. Applications DM/0475/18/FULA 23 Danesfield Avenue and DM/0448/18/FUL 49 Chestnut Road have both been approved by the Planning Committee at NELC.

(ii) To discuss applying a Section 4 Directive to the conservation area of Waltham.

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

**1. DM/0667/18/FUL Land off Cheapside, Waltham**

Variation application of condition 15 (Approved Plans) as granted on DM/1130/14/FUL (Hybrid application for the erection of 53 dwellings (C3), landscaping, access and associated on-site infrastructure (Full). Also the erection of 42 dwellings (C3) with associated landscaping and access (Outline) all to include amended plan showing proposed new roundabout on Cheapside received by the Local Planning Authority on 7<sup>th</sup> January 2015) to add garage extension to side to plot 31.

**2. DM/0631/18/FULA 17 Golf Course Lane, Waltham**

Erect single storey and two storey extension to rear.

**3. DM/0586/18/FUL 15 Coltsfoot Drive, Waltham**

Retrospective application for the conversion of roof space to provide second floor, installation of dormer to the rear and installation of roof lights to the front. (Amended Plans and details received 22<sup>nd</sup> August 2018).

**09: 09/18 Highways and Pavements**

- a) To receive an update from highways officer over outstanding highways matters.
- b) To consider request from resident to push for parking restrictions on Station Road following delays in Tollbar scheme.
- c) To receive an invite for the Chairman plus one other to attend an A18 works information meeting on 25<sup>th</sup> Sept 6-7pm at ENGIE office in Grimsby Town Centre.

**10: 09/18 To receive any reports from the following working groups:**

**(a) Parks & Open Spaces**

- (i) To receive update on War Memorial area & to consider wording & printing costs of information board for lectern.
- (ii) To review the winter planting scheme and agree budget for plants to be ordered and send out to tender for work to plant up village for winter.
- (iii) To receive results from CPRE Best Kept Village Competition.
- (iv) To discuss presentation of Waltham in Bloom Competition.

**(b) CCTV – Update on maintenance.**

**(c) Gravel Pit Allotments** – To receive an updated report from the working group and consider action required.

**11: 09/18 To discuss Remembrance Sunday Parade.**

**12: 09/18 Parish Office**

- a) To consider holding a Senior Residents Tea Party and agree upon a date.
- b) To receive report from annual computer service.

**13: 09/18 Finance Items.**

- a) To receive a list of Accounts payable up to 4<sup>th</sup> September 2018 and approve their payment.
- b) To receive the completed external audit for year 2017/2018.
- c) To receive bank reconciliation up to 8<sup>th</sup> August 2018.

**14: 09/18 Burial Board.**

- a) To consider taking this item in committee due to the sensitive nature of information provided.
- b) To give consideration to a burial request.
- c) To bring forward any items from Burial Board meeting held on 3<sup>rd</sup> September 2018.

Date of Meeting	Resolution Taken	Action	By	Status as of 29th August 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/LL	Quotations being obtained for work to be undertaken - once 3 received will add to nearest 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	Burial Clerk drafted 3 documents upon advice received from ICCM. BB To consider at their September meeting before bringing to Full Council.	
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.	
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 - Acknowledgement from NELC received, now a stage 2 complaint and due to receive response by 17th July - <b>NELC extended time period 2nd time to receive response by 4th September 2018.</b>	
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	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/Allotment working group	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/Allotment working group	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.		Contacted CCTV company 9/5/18 & 12/6/18, awaiting availability of cherry picker.	
3rd July 2018	The Parish Council agreed to chase the CCTV service contractor and hire the McCann cherry picker should this be required.	Chase up CCTV company.	LL	Emailed 12/07/2018, rang 31/7/18 chased again 23/8/18 - coming to site 31st August as footage requested by police.	
7th August 2018	The Parish Council instructed the Clerk to see alternative CCTV maintenance providers.	Contacted Companies & asked if they can assist		Appointment with 1 company 29/8/18	
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	work started and materials ordered via Parish Clerk - work nearing completion.	
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. Factory on shut down until 15th August, delivery expected W/C 27th August.	
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	Added to highways list
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	Building work completed - awaiting invoice. Working group arranged to visit site 3rd September.	
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.	Grantscape Funding or John Roe Funding	LL	Grantscape funding applied for - Next round of funding is August 2018. Applied for John Roe funding - Next round of funding is August 2018.	
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/MA	Sent to solicitor 18/06/2018 and asked him to contact adjoining property. Chased him for update 12/7/18. 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.	Make enquiries over costs involved in alternative options for burial land	LL/Burial Board	Work ongoing	
3rd July 2018	The Parish Council agreed to write to NELC over the irregular manner in which the street bins are collected and request to receive a copy of the litter bin review that is to be sent to cabinet.	Write to NELC	LL	Response received from Portfolio Holder and read out at August meeting	
3rd July 2018	The Parish Council agreed to defer replacing the two dog waste bins until the results of litter bin review are considered by cabinet at NELC.	Add to future agenda once review is considered by cabinet	LL	Item Deferred awaiting outcome of NELC Cabinet meeting	Add to agenda following NELC cabinet meeting
3rd July 2018	The Parish Council agreed to arrange a meeting with all parties to discuss the forthcoming Remembrance Parade for Waltham.	arrange meeting with All Saints & British Legion 3	LL	Meeting held 16/8/18. Risk assessment, insurance & documents completed & sent to NELC.	
7th August 2018	update records and file minutes of meetings	update for historical records	LL	records updated	

7th August 2018	Speak to PCSO regarding fires in wooded area at Mount Pleasant & report to NELC	contact PCSO & report to NELC	LL	PCSO contacted & area cleaned up by NELC	
7th August 2018	Email contactor to thank him for his efforts in keeping the tubs looking nice during the dry weather	Email contactor	LL	Email sent	
7th August 2018	The Parish Council agreed to their name being added to the board providing that the Section 137 Grant wording is included. The Clerk is to write to the Waltham Windmill Preservation Society.	Write to Preservation Society	LL	Letter hand delivered 13/8/18	
7th August 2018	The Parish Council wished to question what traffic calming measures are agreeable to officers to the Humberside Police Traffic Management Officer at the ERNLLCA Annual Conference.	Write to ERNLLCA to add to Annual Conference	LL	Submitted to ERNLLCA as a question for annual conference.	
7th August 2018	It was agreed, with the permission of the complainant that this matter be forwarded to the Waltham Windmill Trust as the Parish Council have no jurisdiction over this land.	Obtain permission of complainant to forward this matter to WWT	LL	Permission obtained from complainant and forwarded to WWT 9/8/2018. WWT have taken reported matter up and should not happen again.	
7th August 2018	It was agreed, with the permission of the complainant that the parking on verges be forwarded to NELC as the Parish Council have no jurisdiction over this matter.	Obtain permission of complainant to forward this matter to NELC	LL	complainant visited the office and refused permission for his photo or details to be passed on to NELC. Unable to proceed with this matter further.	
7th August 2018	The Clerk was asked to apply for the Section 4 Directive forms and add this as an agenda item at the next meeting.	Contact conservation officer for application forms & add to next agenda	LL	Email sent to conservation officer 14/8/18	On Sept agenda
7th August 2018	The Parish Council are to advise the residents to seek professional advice over enforcing a covenant and research regarding planning law and opening a cattery.	Speak to resident	LL	Resident visited office 10/8/18 & advice provided.	
7th August 2018	The Parish Council agreed to write to Campaign to Protect Rural England and seek their advice over the protection of awarded hedges.	contact CPRE for advice on awarded hedges	LL	Email sent to CPRE 13/8/18	
7th August 2018	Input planning resolutions onto planning portal	input on NELC planning portal	LL	Done 8/8/18 & 9/8/18	
7th August 2018	The Parish Council refused the request for funding from the North East Lincolnshire Council drainage team.	Contact the drainage team with decision taken	LL	Contacted drainage team 09/08/2018	
7th August 2018	It was agreed to put out an appeal on social media for residents to input into a discussion on parking facilities within the village and to see if they have any suggestions on how to improve the current parking.	Write article and add to website and Facebook page. Add to future agenda when comments returned	LL	Article written and posted on website & Facebook page. Poster put up in notice board 20th August 2018. Add it future agenda when comments received	
7th August 2018	The Clerk was asked to request the road sweeper to visit the village and in particularly the corner of Manor Drive, Church Lane and High Street.	request via on line reporting system.	LL	Reported on line 10/8/2018 NELC84418215 - Corners swept 17/8	
7th August 2018	The working group are to walk Well Lane and report any action required to the Clerk to make the lane accessible.	working group to walk Well Lane and report back to Clerk	Working Group/LL	Clr Barrett walked route 8/8/18, couple of briars require cutting back apart from that no issues. Work completed W/c 20/8/18	
7th August 2018	The Clerk was asked to contact Anglian Water to request that they clean out the ditch at the side of the allotments, including the grilled area that leads to Home Paddock.	Contact Anglian Water and arrange inspection/cleaning	LL	Written to Anglian Water - Inspection to take place by 10th September	
7th August 2018	The Clerk is to contact the hirer to discuss requirements and arrange a site meeting to view the pavilion. The request is then to come back to the Parish Council for consideration.	Contact hirer to obtain further information & arrange site visit	LL	Emails sent 12/7/2018 & 14/8/2018 awaiting response.	
7th August 2018	It was agreed to add a Remembrance Tea Party to the next agenda.	Add to next agenda	LL	Added to next agenda	On Sept agenda
7th August 2018	The Parish Council agreed to the purchase of a replacement defibrillator pack at £90 plus VAT and to purchase some stick on letters to put over the panel for ease of reading.	order new charger & pads for Defib. Order stick on numbers and letters for pad	LL	new battery installed into Defib 13/8/18. Numbers/ Letter ordered 23/8	
7th August 2018	The accounts were approved for payment as per the list and require sending out.	send out account payments	LL	approved accounts sent out 8/8/18	
7th August 2018	It was agreed to follow the solicitors advice and obtain a land registry compliance plan.	Contact Land Agent	MA	contacted and passed details of request 23/8/18	
7th August 2018	The Clerk is to bring forward a written appeal as and when received on burial matter.	Await to receive appeal from family	LL	Received and added to September agenda	On Sept agenda