

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 7th August 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

31st July 2018.

Agenda:

01: 08/18 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: 08/18 To receive any apologies from Members not able to attend the meeting.

03: 08/18 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: 08/18 To consider and approve the minutes of the extra meeting of 21st June and the minutes of the meeting of 3rd July 2018.

05: 08/18 To receive the Police Report for Waltham.

06: 08/18 Clerk's Report & Correspondence received since meeting of 3rd July 2018.

- Cllr Teanby has asked that praise be given to our contractor and volunteers who have kept the tubs flowering brightly during the very dry weather we have been experiencing.
- The Waltham Windmill Preservation Society has written to advise that the mailshot that they undertook with the grant provided has increased membership by 30%. The organisation is commissioning an information board with a list of the sponsors and has asked if the Parish Council would be agreeable for them to include our name on the board.
- Would the Parish Council like to put forward a submission for the Star Council Awards entries must be submitted by 17th August. The five categories are: Young Councillor of the Year, Clerk of the Year, Councillor of the Year, Outstanding Project of the Year and Council of the Year.
- ERNLLCA have written to ask if the Parish Council would like to submit any resolutions for consideration at the Annual General Meeting. Submissions must be of national or regional significance and call for a response from Government and be submitted by 14th August.
- NELC are reviewing their Winter Service Policy and as a key stakeholder we can submit comments on the review by 17th September.

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

08: 08/18 Planning.

a) Planning matters:

(i) Application DM/0405/18/OUT, 18 Brigsley Road, Waltham, has been refused under delegated powers at NELC.

(ii) Application DM/0842/17/FUL Land of Station Road, to erect 54 dwellings has been sent to appeal by the applicant. The Parish Council has until 15th August to submit any additional comments to this appeal.

(iii) Planning Enforcement has looked into the report of a new cattery business being run from a domestic property in the village and found that no breach of planning law has taken place.

(iv) To receive an update on removal of awarded hedge on Barnoldby Road and consider further implications.

(v) To discuss additional information received on Section 4 Directive and consider whether to move forward with this proposal.

b) Planning applications received and to be considered:

1. DM/0514/18/FUL 17 Church Lane, Waltham

Erect single storey and two storey extension to the rear including dormer extension.

2. 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 an installation of roof lights to the front.

3. 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.

4. DM/0602/18/FUL 25 Wheatfield Drive, Waltham

Erect single storey extension, install bay window to front with various alterations.

5. DM/0547/18/FUL Land off Cheapside, Waltham

Variation of conditions 11 (Open Space) and 13 (Ecological Enhancement) of application DM/1130/14/FUL to allow the development of plots 22,23,24,28,29,30 & 31 without the need to have an agreed open space management and biodiversity enhancements and to vary condition 9 in accordance with site compound and wheel wash details.

6. DM/0530/18/FUL 44 Skinners Lane, Waltham

Demolition of existing dwelling and erect new two storey dwelling and annex

7. DM/0285/18/REM Land at Grimsby Road, Waltham

Reserved matters application following DM/0579/16/OUT (outline application for the erection of 14 dwellings with access and drainage to be considered) Full layout of site, house types, boundary treatments and landscaping to be considered.

8. DM/0521/18/OUT Land at Grimsby Road, Waltham

Outline application for a residential development of 16 number dwellings with all matters reserved (Phase 3).

09: 08/18 Highways and Pavements

a) NELC have written explaining that following the recent clean-up of culverted sections of Buck Beck additional work has been identified which is going to cost an additional £15,700. NELC drainage team have asked if the Parish Council would consider if they are able to make a contribution towards this additional cost.

b) To discuss parking in the village – Cllr Barrett requested item.

10: 08/18 To receive any reports from the following working groups:

(a) Parks & Open Spaces

(i) To receive update on War Memorial area.

(b) CCTV – Update on maintenance and to consider any actions required.

(c) Gravel Pit Allotments – To hear about the report of an overbearing tree requiring work adjacent to the allotment.

(d) Bowling Green – To consider request from a resident to hire Pavilion for baby and toddler classes.

11: 08/18 To discuss Remembrance Sunday Parade.

12: 08/18 Parish Office

a) To consider replacement pads and charging pack for Defibrillator at £90 plus VAT and to discuss recent deployment issues.

13: 08/18 Finance Items.

a) To receive a list of Accounts payable up to 7th August 2018 and approve their payment.

14: 08/18 Fairway Land.

a) To consider taking the next two items in committee due to the sensitive nature of information provided.

b) To receive update on Fairway Land.

15: 08/18 Burial Board.

a) To give consideration to a burial request.

Date of Meeting	Resolution Taken	Action	By	Status as of 31st July 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	Burial Clerk drawing up draft document 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.	
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 & website. Competition judged in July	
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 - NELC extended time period to receive response to 20th August 2018.	
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. Email received regarding further work required. Added to August agenda.	On August 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	On August agenda
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. Hand delivered 13/7/2018	
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	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 -Received 9th July item on August agenda	On August agenda
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	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	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.	Update on August agenda
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.		Emailed 12/07/2018, Rang 31/7/18	
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	
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	Done w/c 16th July	
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	Original application details received and details obtained off Parish Award. To consider how to proceed with information held.	On August 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. Factory on shut down until 15th August, delivery expected W/C 16th 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	
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. Spoken to contractor about service.	

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 took place, work due to start week commencing 23rd July	
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.			Not started yet	
3rd July 2018	The minutes of the Meeting of 5th June were considered and approved. The Chairman then signed them as a true record.	File minutes as historical record	LL	Minutes filed	
3rd July 2018	The Parish Council agreed to submit further comments to the Planning Inspector regarding the appeal for 59 Cheapside, Waltham.	write letter to Planning Inspector & submit online before 12th July	LL	Submitted via planning inspectorate portal	
3rd July 2018	Arrange for Co-op bank cut on behalf of owners	Speak to contractor and arrange date for work to take place	LL	Work took place W/c 16th July 2018	
3rd July 2018	The Parish Council agreed to allow Ravendale Hall Residential Home to add this Parish Councils details to its emergency plan and suggest that they also contact Ashby and Brigsley Parish Council.	Write with contact details to Ravendale Hall Residential Home in case of emergency	LL	Emailed emergency contact details	
3rd July 2018	Input Parish Council recommendations on planning matters to NELC planning portal	Input on Planning Portal	LL	Details input onto portal	
3rd July 2018	The Parish Council is to enquire with NELC what approval would be required in order to change a domestic property into a commercial business.	make enquiry with planning/enforcement team at NELC	LL	Response from Planning that changes to property are permitted and licencing are informed.	
3rd July 2018	The Parish Council agreed to defer the discussion regarding parking in the village until the August meeting.	Add to August agenda	LL	Add to August agenda	On August agenda
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	Written to Area Manager of Neighbourhood Services & Portfolio Holder at Cabinet 17/7/2018.	
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	LL	Emailed Church and British Legion for suitable date for joint meeting	
3rd July 2018	The Parish Council agreed to add a nappy bin and collection service to the disabled toilet at a cost of £130 per year.	Order nappy bin for disabled toilet from current provider	LL	Order placed and Installed 17/7/2018	
3rd July 2018	The accounts were approved for payment	Send out payments	LL	Done 4/7/2018	
Clerk on Annual Leave between 23rd & 27th July.					