

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 2nd October 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

21st September 2018.

Agenda:

01: 10/18 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: 10/18 To receive any apologies from Members not able to attend the meeting.

03: 10/18 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: 10/18 To consider and approve the minutes of the meeting of 4th September 2018.

05: 10/18 To receive the Police Report for Waltham.

06: 10/18 Clerk's Report & Correspondence received since meeting of 4th September 2018.

- The Waltham Royal British Legion on Barnoldby Road is having a defibrillator installed outside their premises for patrons and the surrounding community.

07: 10/18 To receive and confirm progress on the action sheet since publication.

08: 10/18 Planning.

a) Planning matters:

(i) Applications DM/0376/18/FUL, Grimsby Town Football Club, Cheapside, Waltham and application DM/0530/18/FUL 44 Skinners Lane, have both been approved by the Planning Committee. Application DM/0586/18/FUL 15 Coltsfoot Drive Waltham has been refused by the Planning Committee at NELC.

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

(iii) To discuss response received from NELC re: our complaint submitted 59 Cheapside, Waltham – asbestos removal from site (emailed to Cllrs marked Private & Confidential).

09: 10/18 Highways and Pavements

- a) To receive a verbal update from Chairman re: meeting held with NELC highways officer
- b) To discuss speeding matters – Cllr Reynard requested item.

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

(a) Parks & Open Spaces

- (i) To receive tenders for winter planting scheme and award contract.
- (ii) To hear receive a report from working group re: observations from site inspection held.
- (iii) To receive and consider quotations for work to bridge at Grove Park.

(b) CCTV

- (i) To receive information from Surveillance Camera Commissioner and consider further action needed.

11: 10/18 Parish Office

- a) To receive and consider suggested advertisement for reporting of services.

12: 10/18 Finance Items.

- a) To receive a list of Accounts payable up to 2nd October 2018 and approve their payment.

13: 10/18 Burial Board.

- a) To consider adopting the appeal procedure as put forward by the Burial Board.

14: 10/18 Christmas Celebrations & Trees

- a) To consider contacting local businesses regarding Christmas trees and agree to order large tree for village green.
b) To agree a date for Carols on the Green –Saturday 1st, 8th or 15th.

15: 10/18 Personnel Matters

- a) To consider taking this item in committee due to the sensitive nature of information provided.
b) To discuss personnel matters.

Date of Meeting	Resolution Taken	Action	By	Status as of 19th September 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.	On October Agenda
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 NELC and given to all Councillors. NELC admit partial non-compliance and have looked closely into what actions they will need take to ensure that they are fully compliant in the future. PC to consider if further action is required.	On October Agenda
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.	
4th Sept 2018	The Chairman is to obtain a firm completion date for the ironwork required at the War Memorial area, should this not be possible then an alternative should be sought.	Chairman to contact blacksmith	MA		
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	
4th Sept 2018	The Parish Council agreed to cease the previous engagement and instruct the new contractor to undertake the work required to the CCTV system.	Make contact with contractor		New provider contacted arranging a suitable date for work to take place - Clerk away 24th -28th September	
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	NELC making arrangements for installation, copy of invoice sent for contribution.	
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 and again 19th 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 - Decision due Early November. Applied for John Roe funding - Next round of funding is August 2018 - No decision as yet.	
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.	
7th August 2018	It was agreed to follow the solicitors advice and obtain a land registry compliance plan.	Contact Land Agent	MA	Awaiting land registry confirmation from Land agent. contacted and passed details of request 23/8/18	
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 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. Meeting being held 26th September, awaiting outcome	On November agenda
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	Meeting held 16/8/18. Risk assessment, insurance & documents completed & sent to NELC.	
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.		Email sent to conservation officer 14/8/18	On October Agenda
4th Sept 2018	The Clerk is to draft an example of a Section 4 Directive and add this to the next agenda and she is to re-send the email of examples provided by the Conservation Officer to all Councillors.	complete a report for Council and include example of Section 4 items for consideration	LL	Document and report drafted and added to October agenda	
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 - chased 19/9/2018.	
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 - poor response to date add to November agenda.	On November agenda
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 - chased for update 19/9/2018	
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 -19/9/18 nothing further from emails sent.	
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 pack & pads installed New numbers installed on panel	
4th Sept 2018	update records and file minutes of meetings	update for historical records	LL	records updated 5/9/18	
4th Sept 2018	Councillor Moss offered to attend the unveiling event at Waltham Windmill on behalf of the Parish Council.	RSVP to Waltham Windmill Trust	LL/AM	RSVP sent to Waltham Windmill Trust, Councillor Moss to attend 21st Sept	
4th Sept 2018	It was agreed to advertise the NELC Skip-It event on all forms of Parish media and bring this to the attention of the resident who suggested hosting a volunteer day.	Add to website & Facebook page and pass details to resident	LL	Added to website, Notice Board & Facebook 7/9/18 & details passed on to resident	
4th Sept 2018	The Clerk is to make a draft of the public awareness notice and add it for consideration at next month's meeting.	make draft notice and add to next agenda	LL	draft notice made & added to Oct agenda.	On October Agenda
4th Sept 2018	It was agreed that a small working party of Councillors Conolly and Smith along with the Clerk draw up a response to the adult social care questionnaire and send in a response by the 12th September deadline.	hold working group to put forward a response to the questionnaire	LL/CS/LC	Meeting held and submission sent 6/9/2018	
4th Sept 2018	It was agreed not to take up membership with Humber and Wolds Rural Action Group.	Inform Humber Wolds Action Group of decision	LL	Email sent 6/9/2018	
4th Sept 2018	It was agreed that the Chairman and Clerk should attend the ERNLLCA conference.	Fill in forms to book onto conference	LL	Conference booked	

4th Sept 2018	Input planning resolutions onto planning portal	input on NELC planning portal	LL	Done 6/9/2018	
4th Sept 2018	The Parish Council agreed to meet with the Highways officer to discuss the new speed awareness sign and add speed limits to next month's agenda.	Arrange meeting with highways officer & add speed limits to the next agenda	LL	Meeting arranged with highways officer for 11/9/2018 & speed limits added to next agenda	On October Agenda
4th Sept 2018	The Parish Council agreed to push forward the request for a clearway on Station Road Waltham as soon as possible.	speak to highways officer when she comes to officer re: speed signs	LL	discussed with DS 19/9/18, officer looking into timescales of clearway and extending TRO and will get back to PC	
4th Sept 2018	Councillors Archer and Kiddle-Bailey agreed to attend the A18 event.	log Cllr Archer & Kiddle-Bailey as attending the A18 event	LL	Email confirmation sent on A18 event	
4th Sept 2018	It was agreed to report the white line fading on the corner of Ings Lane and Grove Lane through to NELC highways.	Send report of highway lining required to NELC	LL	reported via on line reporting system 7/9/2018. Informed by NELC marked and will be completed within 4 months	
4th Sept 2018	The Parish Council agreed to take this list of issues raised by Councillor Reynard to the select committee review meeting at Grimsby Town Hall.	Take list to select committee review meetings.	LL	List of issues to select committee review meetings via Cllrs attending. Copy also given to Ward Councillors to take. 10/9/18	
4th Sept 2018	Report grass bank on corner of Mill Road and Sunningdale Land not been cut this year to NELC	Report to NELC	LL	NELC said will be cut week commencing 17th September	
4th Sept 2018	The Clerk is to make contact with the Archivist at the library and bring forward a make-up of a board for the next meeting.	Contact Lincs Inspire Archivist & bring make-up of board to next PC meeting	LL	Contacted Archivist at NELC, Jenny away information starting to come forward to build up board.	
4th Sept 2018	It was agreed to order the winter plants from our usual supplier up to the £467 budget and send out for tender to install the plants prior to Remembrance Sunday.	Order Plants & send out for tenders for installing	LL/P & O Spaces Working group	Tenders sent out for return at October meeting. Plants ordered by Working group	On October Agenda
4th Sept 2018	The Clerk is to advertise for tenderers on our media outlets.	Put advert for tender on our website	LL	Added to website	
4th Sept 2018	Arrange Parks and Open Space working group meeting in Grove Park	Arrange time & contact all attendees	LL	Meeting arranged 19/9/2018 at 1pm in Grove Park	
4th Sept 2018	The Parish Council agreed to obtain alternative quotations for the repairs/replacement of the wooden bridge in Grove Park.	Contact alternative company for quotation to repair/replace bridge in Grove Park	LL	meeting arranged with alternative company 19/9/18 - working group in attendance	
4th Sept 2018	The Parish Council agreed to ask NELC if raised planters could be installed on their land around the village, if volunteers would assist in keeping them planted up.	Contact NELC Neighbourhood Services	LL	Email sent asking NELC if raised planters would be allowed on their land - awaiting a response.	
4th Sept 2018	The Clerk is to report to the drainage team at NELC Buck Beck is overgrown and contains a lot of rubbish at the rear of the tennis courts at Mount Pleasant and the back of Marian Way.	Report to drainage team at NELC	LL	email sent 10/9/18	
4th Sept 2018	Councillors Sadler, Shaw and Surtees volunteered to attend the CPRE presentation evening at Immingham Civic Centre on 26th September starting at 7.30pm.	Book into presentation evening.	LL	Councillor attendance booked in 10/9/18, venue changed to Brigg & Councillors informed.	
4th Sept 2018	The Clerk is to organise all the prizes, trophies, certificates and refreshments for the Waltham in Bloom presentation evening being held on Thursday 20th September 2018 at 7pm.	order prizes and certificates, refreshments etc. for Waltham in Bloom presentation evening.	LL	Prizes ordered & collected. Grimsby Telegraph contacted and event took place 20/9/2018	
4th Sept 2018	The Parish Council are to host a Senior Residents Tea Party in conjunction with the Royal British Legion on or around the 17th of November.	Organize Senior Residents Tea Party	LL/PS	PS speaking to British Legion	
4th Sept 2018	The Clerk is to arrange a meeting to be held with our Youth Working Group and the Waltham Junior Football team committee.	Obtain dates from all parties and arrange meeting	LL	Obtained dates from Youth Chair awaiting dates from football club	
4th Sept 2018	It was agreed to send out notice to quit letters to plots that remain un-kept and halve plots where required on the Gravel Pit site.	Send out letters to unkept allotments	LL	14 day letters sent to un-kept allotments.	
4th Sept 2018	Complete end of year audit information as required under the new transparency code	ensure website is updated with completed audit & file as public record	LL	website updated to meet new transparency code and audit files as public record	
4th Sept 2018	The Parish Council approved the bank reconciliation and original statements as presented by the Clerk.	File details as public records	LL	Details recorded and filed 10/9/2018	
4th Sept 2018	The Parish Council agreed not to uphold the appeal and the application for resident's rates was dismissed.	To inform the family of the outcome of the appeal	LL	Letter sent to the family 6/9/2018	
	Clerk on holiday 24th - 28th September				