

Minutes of the Meeting of the Waltham Parish Council held in the Waltham Library on Tuesday 15th January 2019 at 7.00 pm.

Present: Councillors Archer, Barratt, Conolly, Church, Kiddle-Bailey, Moss, Sadler, Shaw, Smith, Teanby, Woodliff and Gordon, Ward Councillor Philip Jackson, 6 members of the public, Mrs Jackson Locum Clerk and Donna Holmes Clerk/RFO to the Parish Council.

The Chairman read out the procedure on the recording of Waltham Parish Council meetings.

01: 01/19 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.

Declarations of interest were declared for 39 Grove Lane by Councillor Archer and Surtees, pecuniary and prejudicial.

Dispensation was given to all councillors for 39 Grove Lane in respect of Councillor Surtees having a pecuniary interest in this application.

Councillor Archer declared an interest in;

1. Planning Application for 79 Brigsley Road
2. Planning Application DM1073/18FUL 39 Grove Lane
3. Planning Application DM1084/18FUL Llanfoist

Personal and prejudicial interest.

The Chairman reminded Councillors that should an interest become apparent during the meeting they are to declare this at the appropriate agenda heading.

The New Parish Clerk/RFO Donna Holmes was introduced by the Chairman.

02:01/19 To receive any apologies from Members not able to attend the meeting.

Apologies from Councillors Surtees and Reynard, Councillor Kiddle-Bailey and Ward Councillor Pettigrew would attend later.

03:01/19 Open Forum Under Suspension of Standing Order No 21.

RESOLVED: The Parish Council agreed to suspend Standing Order number 21 so that residents were able to speak. Items will be listened to and if appropriate will be taken into consideration under the relevant agenda heading.

The Architect for the property identified on the NELC portal as 39 Grove Lane wanted to clarify that the property was actually on Skinners Lane next door to number 46 and vacant land at number 50, the portal should now be updated by NELC.

Ward Councillor Pettigrew attended at 7.05pm

A resident of Salisbury Avenue raised concerns regarding parking obstructions on the corner of Salisbury Avenue. The resident asked if yellow lines could be painted on the corner.

The Chairman said he would raise this matter under Highways.

The meeting was reconvened.

04:01/19 To consider and approve the minutes of the meeting held on 4th December 2018.

As a matter of accuracy Councillor Moss raised on behalf Councillor Kiddle-Bailey issues on the accuracy of a statement made reference Skip.

Amendment falls Councillor Woodliff seconded but was not supported.

RESOLVED: The Chairman signed them as a true record.

05:01/19 To receive the Police Report for Waltham.

Chairman raised concerns over Police attendance at the Parish Council Meetings

A resident wished to speak.

The Parish Council agreed to suspend the meeting.

A resident raised concerns over wheel nuts removed from a vehicle on Grove Lane.

Chairman advised the resident to report the matter to the police.

Meeting reconvened

Councillor Teanby reiterated the importance of reporting all crimes to the Police.

Councillor Kiddle-Bailey attended at 7.20pm

The Chairman read out the report.

Waltham will be having a new officer.

RESOLVED: Parish Council agreed to request the attendance of the new Police Officer through Sergeant Joey Clark.

06:01/19 Clerk's Report & Correspondence received since meeting of 4th December 2018

6 a)

- No reporting on Councillor Reynard's concerns. GDPR
- A comment was made that footpath 72 was rescinded on application. Councillor Archer made a declaration of interest and declined to take this matter. Councillor Moss read out a report from a resident about the new house on corner of Barnoldby/Bradley Road. Has the access to the footpath been covered, moved or fenced.

RESOLVED: The Parish Council agreed for the clerk to write to NELC.

- The Locum Clerk read out the reply she has received from Royal Mail regarding the relocation of the Post box which is currently located on High Street. The Post Office are considering the request.
- The Chairman read out a letter received from the Fire Brigade regarding the amount of unnecessary call outs to false alarms from businesses. The Fire Brigade are to consult with businesses on this matter.
- Parks and Open Spaces Group were requested to carry out an inspection on Well Lane Corner especially in light of the reinstatement of the hedge on Well Lane Corner.
- Letter received from Orsted regarding Hornsea Two Offshore Wind Farm, inviting Waltham Parish Council and the Public to an event to discuss the upcoming onshore cable installation works. Details of this are to be displayed on the Notice Board.

6 b)

The Clerk requested that the Vice Chairman, Councillor Moss read out ERNLLCA'S response to letter regarding correspondence received in the Parish Office for Councillor Archer. Councillor Archer declared an interest.

The Vice Chairman commented that it is the policy of Waltham Parish Council to not respond to correspondence of a personal nature regarding a Councillor. The Locum Clerk acted in the correct manner by refusing the second Signed for Post.

RESOLVED: The Parish Council agreed to write to WRAG regarding this matter.

07:01/19 To receive and confirm progress on the action sheet.

- Councillor Kiddle-Bailey commented on Action sheet point 1st May 2018/F that she had contacted the joiner.
- The chairman commented that CCTV and computer issues will be discussed under Parish Office.

08: 01/19 Planning.

a) Planning correspondence:

Ref: DM/0836/18/OUT - Outline application for one dwelling with access from Laburnum Close with all matters reserved - **18 Brigsley Road Waltham Grimsby North East Lincolnshire DN37 0JY** Received date: Thu 04 Oct 2018 | **Status: Refused** | Case Type: Planning Application

The Chairman confirmed this application has been refused.

Ref: DM/0997/18/FUL - 15 Coltsfoot Drive Waltham – Pending Consideration

The Ward Councillor confirmed this application has been refused.

Ref: DM/1029/18 FULA - 89 Brigsley Road Waltham – Application to remove hedge and erect wall. Decision Pending

This application is to be discussed at the next NELC Planning meeting.

Ref. No: DM/0901/17/CND - Details in Discharge of Condition 4 (Garage Foundations) pursuant to DM/0598/15/FUL (Demolish existing rear extension, erect two storey extension, demolish existing shed and replace with detached garage) - **29 Kirkgate Waltham Grimsby North East Lincolnshire DN37 0LP**

Received date: Thu 21 Sep 2017 | Status: **Conditions Complied With** | Case Type: Planning Application

The Chairman confirmed the conditions of this application have been complied with.

Ref No: DM/1015/18/PNH Proposal: Prior Notification to demolish existing conservatory and erect single storey rear extension: Extend beyond rear wall - 5m Maximum height - 3.8m Height at eaves - 3m Location: **5 Kemesham Court Waltham Grimsby North East Lincolnshire**

I write further to your recent application, under Class A1(g) of part 1 of schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015, prior approval with respect to the above proposal.

It is hereby confirmed that the Council's prior approval is not required.

b) Planning Applications:

Ref: DM/1088/18/FUL Proposal: Demolish existing conservatory and erect single storey extension to rear Location: **36 Brigsley Road Waltham Grimsby North East Lincolnshire.**

RESOLVED: The Parish Council agreed to approve this application.

The following applications Councillor Archer declared an interest and left the room.

Ref: DM/1084/18/FUL Proposal: Demolish existing dwelling and outbuildings and erect dwelling with detached garage and associated works Location: **Llanfoiste, Waltham Road, Brigsley Grimsby**

RESOLVED: The Parish Council agreed to this application subject to the requested condition that the proposed garage area be used solely for private use by the occupiers of the approved property as a garage for private cars only, as conditioned in the Local Plan.

Ref: DM/1073/18/FUL Proposal: Erect dwelling with integral garage Location: **39 Grove Lane Waltham** Grimsby North East Lincolnshire

Councillor Moss had received amendments on address and agreed to accept application DM/1073/18

A discussion took place and it was confirmed that the trees will remain in compliance with conditions of Tree Officer.

RESOLVED: The Parish Council agreed to approve this application with the condition that the trees will remain in compliance with conditions of the Tree Officer.

Two members of the public left.

Ref: DM/1053/18/OUT Proposal: Outline application to erect one of a dwelling with all matters reserved Location: **79 Brigsley Road Waltham** Grimsby North East Lincolnshire

RESOLVED: The Parish Council agreed to this application subject to the requested condition to retain as many trees as possible.

Councillor Archer returned to meeting.

Other planning matters

Councillor Archer reported to council that he had put on Town and Parish agenda the Parish Councils concerns over Planning Officers disregard to Awarded Hedges and other hedges when considering plans. The Council voted approval of Chairman's action.

The Parish Council agreed to write to Tree Officers regarding hedges retention, to retain rural aspects of village.

09: 01/19 Finance Items.

9 a)

To receive and approve accounts payable up to 31 December 2018 and approve their payment.

Accounts payable up to 31st December 2018 for approval at 4th December 2018 meeting:

Cheques for payment:		Inc. VAT £	p
4392	Cancelled	Incorrect o/time calcs. P. Allenby - destroyed chq kept in file	
4393	Mrs C. Jackson	Dec Salary + Overtime	XXXX Issued wages
4394	Mrs P. Allenby	Dec Salary + November Overtime	XXXX Issued wages
4395	HMRC	Employers Tax and NI	XXXX Issued tax + N.I. Dec.18
4396	B.T.	Phone services	285.48 Issued 20/12 due 27/12/18
4397	Office Friends	Diary and Printer ink	79.82
4398	Nitro Fire Protection	Service fire extinguishers& cert	63.86
4399	Glendale Countryside Ltd	Ground Maintenance Nov.	469.00
4400	MKM	Fence post concrete X 6	38.09
4401	Mobile Jet Clean	Bench cleaning X 3	175.00
4402	Glendale Countryside Ltd	Ground Maintenance Dec.	469.00
4403	Peter Strawson Ltd	4 X Norway Spruce	60.00
4404	Office Friends	Stationery	79.82
4405	Smiths Engineering	Xmas tree brackets X 5	120.00

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4406	Anglian Water (Wave)	Supply Toilets/Car Park	154.71
4407	Signs Express	Cemetery Plate	19.20
4408	Ellgia Ltd	General Waste Collection	274.61
4409	Info. Commissioner	Data Protection Registration	40.00
BACS	D.J.I.T. 14/12/18	Set up speed sign	30.00
BACS	D.J.I.T. 10/12/18	New computer & set up.	675.00
BACS	D.J.I.T. 21/12/18	Swap P.C.System/Printer setup	60.00

The above items are XXXX out due to the confidential nature, Clerks wages and HMRC data protection and GDPR regulations apply.

The Locum Clerk requests that, as she was advised by ERNLLCA, any Financial documents be returned to her at the end of the meeting as Clerks Wages appear on them.

RESOLVED: The Parish Council agreed for Councillor Archer to check the advice from ERNLLCA on this.

9 (b)

Councillor Archer requested a further financial meeting to take place in committee on 22nd January 2019 to discuss budget. All chairs of working groups to attend but all councillors invited.

RESOLVED: Parish Council agreed to the financial meeting on 22nd January 2019.

10: 01/19 Highways and Pavements

10 a) A discussion took place regarding litter bins.

RESOLVED: The Parish Clerk to issue a list of bins in Waltham to all Councillors who inspect roads and the information collated of their condition to be sent to NELC.

A discussion took place regarding the street lights on Station Road which are a concern for Parents when children are walking home from Tollbar School after extra tuition. It is felt that this road has insufficient lighting.

RESOLVED: The Parish Council agreed a letter would be sent to Mr White at NELC in respect of inadequate lighting.

A discussion took place regarding a resident's concerns regarding parking obstructions on the corner of Salisbury Avenue and whether yellow lines could be painted on the corner.

RESOLVED: Parish Clerk to raise this with Debbie Swatman NELC Highways Department.

A discussion took place regarding the hedge at 69 Cheapside and also drainage issues on pavement. Clerk has previously written to NELC Highways Department and is awaiting a response. The Chairman reported the hedge has been cut back.

A discussion took place regarding the potholes both on Elm Road and also at Co-Op car park.

RESOLVED: Parish Clerk to write to Highways Safety Office.

11: 01/19

- a) A discussion took place regarding a date for meeting at Immingham Town Council Offices to meet up with volunteers involved with Immingham in Bloom.

RESOLVED: Parish Clerk to confer with Immingham Town Council and inform them when attending. Councillor Conolly to co-ordinate.

A discussion took place regarding a tree down in Grove lane

RESOLVED: Councillor Archer informs that this will be dealt with by the contractor.

A discussion took place regarding a continuous pool of water on the park behind Waltham Park Bowls Club, Archer Road Playing Field.

RESOLVED: Parish Clerk to contact N.E.L.C. to ascertain whether it is foul or surface water.

Councillor Kiddle Bailey informed the Parish Council that a large tree branch near to Grove Park gates was causing an obstruction.

RESOLVED: Councillor Archer to request the Tree Surgeon to Grove Park to shred.

A discussion took place regarding The Sunday League football club leaving rubbish on the pitch and surrounding areas.

RESOLVED: Parish Clerk to contact Mr Leggitt at The Sunday League for advice.

A discussion took place regarding flooding on Grove Lane.

RESOLVED: Chairman to contact Debbie Swatman NELC Highways Department at the next Highways meeting.

A discussion took place regarding £3000 awarded for infant play area.

Parish Clerk to arrange a meeting with The Chairman, Councillor Smith and Chris Pulford from N.E.L.C. regarding this.

b) A discussion took place regarding C.C.T.V.

RESOLVED: Contract to be kept and Chairman to speak to contractor.

c) Councillor Moss is approved onto the Youth Working Group.

A discussion took place regarding Waltham J.F.C.

RESOLVED: Parish Clerk to contact Waltham J.F.C. to attend next meeting.

12: 01/19 Parish Office

a) A discussion took place regarding the Parish Office computer systems. Three possible options were discussed.

1. Keeping computers and purchasing Drop Box.

2. Upgrading old computer to windows 10 and running both computers from one tower.

3. Purchasing a new laptop and purchasing additional portable hard drive.

RESOLVED: D.J.I.T. to be contacted to seek advice on these options.

13: 01/19 Burial Board

a) A discussion took place regarding tenders received for maintenance of cemetery. Four Tenders were presented to the Council and it was proposed and carried to open them.

RESOLVED: Parish Council agreed to Tender C) Clerk to meet with Councillor Shaw and Contractor.

A discussion took place regarding the protocol to be followed regarding correspondence with bereaved families regarding burials and memorials.

RESOLVED: All future conversations with families to be conducted by e-mail and diary notes to be made.

14: 01/19

a) To consider taking this item in committee due to the sensitive nature of information

provided.

RESOLVED: The Parish Council agreed to take the remainder of the agenda in committee. The members of the public were thanked for their attendance and they left the meeting.

- b) A discussion took place regarding the employment of a Burial Clerk/Deputy Parish Clerk for 9 hours per week Monday, Wednesday and Friday 10am -1pm.

RESOLVED: The matter of employment of a Burial Clerk/Deputy Parish Clerk was to be discussed further and decided at the Finance meeting on 22nd January 2019.

With there being no further business to discuss the Parish Council came out of committee and ratified the decisions taken and the Chairman closed the meeting at 9.32 p.m.