

*****Minutes of the Meeting of the Waltham Parish Council held in the Waltham Library on Tuesday 4th December 2018 at 7.00 pm.**

Present: Councillors Archer, Barratt, Conolly, Church, Gordon, Kiddle-Bailey, Moss, Reynard, Sadler, Shaw, Smith, Surtees, Teanby and Woodliff, Ward Councillor Philip Jackson, 12 members of the public, and Mrs Jackson Locum Clerk.

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

01:12/18 Declarations of Interest.

None recorded.

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

02:12/18 To receive any apologies from Members not able to attend the meeting.

Full Council attendance. Ward Councillor Pettigrew would attend later.

03:12/18 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.

- A resident requested Parish Council have a discussion on an item on the Action Sheet referring to bollards and the reluctance to install by NELC but the Highways Officer stated she will get enforcement to monitor. However the resident commented that we don't get enforcement and we need something done about parking in Kirkgate, on footpaths and verges.
- A resident wanted to discuss 15 Coltsfoot Drive Refusal of Application. The resident commented that it was Contrary to Policy 5 2015. It is a big extension creating a 3rd storey. Permitted Development Rights are not allowed in this area. Ward Councillor Jackson commented that the colour of the outside of the extension was not a substantial change. It was rejected on other grounds. On the Retrospective Plan it stated that the two opening windows to be obscured. The resident said that he objected to this.
- A resident asked if Parish Council could come and look at 15 Coltsfoot Drive. The Chairman stated that Councillors had been asked to look at the site prior to this meeting.
- A resident informed the meeting that Building Control had been involved. Permitted Development Rights had been withdrawn in this area of Waltham. The same resident informed the council that it was a bedroom and can't understand why there is a privacy problem as it is a bedroom not a living area. The Building Inspector had been and Planning Enforcement and there was no breach.

Cllr. Reynard asked that residents who are speaking to identify themselves. The Chairman declared that we are in suspended Standing Orders and cannot propose at this time, but said that the residents were now aware of his request.

- A Station Road Allotment tenant said that the skip requested 12 months ago has not been organised. He requested a date to tidy up.
- A resident wanted to discuss 15 Coltsfoot Drive regarding the obscure windows. The resident stated that these were bedrooms only and not living areas. The Chairman stated that the Parish Council had supported obscure windows, but NELC make the final decision.

The meeting was reconvened.

The Chairman asked Cllr Reynard if he wanted to propose the identification of residents. The Chairman said we would need to take advice on this with regard to GDPR.

RESOLVED: The Parish Council agreed that advice should be sought on Residents identifying themselves at Parish Council meetings.

04:12/18 To consider and approve the minutes of the meetings held on 6th November 2018.

As a matter of accuracy in that Cllr. Reynard sent in his apology by email and would like his apology recorded. Cllr. Kiddle-Bailey requested the minutes to show that she did declare an interest on Planning Application DM0707/18/FUL and that she left the room whilst this was being discussed and returned with Cllrs. Archer and Surtees after this matter had been discussed.

RESOLVED: Subject to the above amendments The Chairman signed them as a true record.

05:12/18 To receive the Police Report for Waltham.

The Chairman read out the report. Waltham will be having a new officer. Cllr. Teanby commented that too much time was spent on shoplifting. Cllr Moss said that shoplifting was a crime and Cllr. Connolly said that the perpetrators' personal circumstances were often not taken in to account. It was commented on that there was a massive lack of policing in the village. The Chairman asked that all crimes be reported. The Rural Crime Panel which the Chairman is a member of, have said that policing of an area is dependent on the amount of recorded crimes. People can use the 101 service to do so or use the online service. Crimes in progress should be reported on 999.

A discussion took place regarding flooding on the footpath at Barnoldby Road and Chestnut corner of. The Chairman asked if the Council was happy to discuss this in Highways.

RESOLVED: The Parish Council agreed to discuss the matter of footpath flooding in Highways.

06:12/18 Clerk's Report & Correspondence received since meeting of 6th November 2018

- The Clerk advised that she had received a signed for letter addressed to Cllr. Martin Archer. Cllr. Archer left the meeting room. Cllr. Moss took the Chair. The letter was marked Confidential and she had not opened it, however she had signed for it. The letter was on a personal matter and the Clerk asked that any such letters for Councillors should be addressed to their home address not to the Parish Office.

Cllr. Connolly said that advice should be taken from ERNLLCA.

RESOLVED: The Council agreed to take this matter to ERNLLCA.

Cllr. Surtees did not vote on this matter.

Cllr. Archer came back in to the meeting room.

The Loan to NELC interest rate has been increased.

- The Clerk reported that she had received several emails commenting on the Cenotaph
- The Clerk had received an email asking if we would be interested in advertising Waltham Parish Council Office on the roundabouts in the area. A discussion took place and it was decided not to take up this offer.
- Broadband business broadband to be investigated further
- PCSO Lesley Parry had also sent an email regarding the service at the Cenotaph and how proud she was to have placed a wreath on behalf of Humberside Police.

07:12/18 To receive and confirm progress on the action sheet.

- Cllr. Kiddle-Bailey asked for a date for the demonstration of the leaf picker machine.

RESOLVED: The Parish Council agreed to have the machine available for demonstration on 15th December 2018. Kirkgate Car-park 10 a.m.

- Cllr. Surtees' Tea Party is Saturday 8th December @ 1.30pm. Raffle Prizes gratefully received.
- Notice Board for Allotment - when is this being done? Cllr. Kiddle Bailey commented that the plan was to order wood but they would then need a joiner to fit

RESOLVED: The Parish Council agreed to get a joiner to supply and fit.

- The matter of the Bollard as discussed at the meeting on 6 November 2018 to be raised at Highways 09: 12/18

08: 12/18 Planning.**a) Planning matters:****Ref: DM/0579/16/OUT**

i) Application Reserved matters application following (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, discharge of conditions 3 and 4 of DM/0579/16/OUT (AMENDED DRAINAGE DETAILS OCTOBER 2018) - Land At Grimsby Road Waltham North East Lincolnshire.

The Chairman informed the meeting that this had been approved by NELC with conditions.

Ref. No: DM/0285/18/REM | Received date: Wed 11 Apr 2018 | Status: Approval with Conditions | Case Type: Planning Application

ii) Blue Atlas Cedar (T1) - lift crown from 2m to 6m including removal of major limb extending towards house, to increase daylight access. - 25 New Road Waltham Grimsby North East Lincolnshire DN37 0EN

The Chairman informed the meeting that this application had been Approved by NELC.

Ref. No: DM/0864/18/TCA | Received date: Mon 15 Oct 2018 | Status: Approved | Case Type: Planning Application

The Chairman informed the meeting that this application had been Approved by NELC.

iii) Ref: DM/0707/18/FUL Firlands, 51 Ings Lane Waltham

Erect detached single garage. Received date: Mon 20 Aug 2018 | Status: Approval with Conditions | Case Type: Planning Application

RESOLVED: Parish Council agreed that this was not in accordance with Parish Council condition request and would write to NELC.

iv) T10 Cedar: Reduce canopy spread to between 3.5m - 4m radius from base of tree. Reduce height to 9m. - 5 Cheapside Waltham Grimsby North East Lincolnshire DN37 0LN
Ref. No: DM/0888/18/TCA | Received date: Fri 05 Oct 2018 | Status: Approved | Case Type: Planning Application

RESOLVED: This Application has been approved by NELC.

v) Prior notification to install electronic communications equipment - Roof Of Bt Telephone Exchange Grimsby Road Waltham Grimsby North East Lincolnshire DN37 0PR
Ref. No: DM/0953/18/NTC | Received date: Mon 05 Nov 2018 | Status: No observations (NTC) | Case Type: Planning Application

RESOLVED: Parish Council Agreed with this application.

b) Planning Applications

Ref No: DM/0983/18/FUL – land at Ings Lane Waltham

RESOLVED: The Parish Council agreed to Approve this application with the condition that the Awarded Hedge be retained and maintained with no loss of maturing saplings.

Ref No: DM/0997/18/FUL - 15 Coltsfoot Drive Waltham

A discussion took place and photographs were shown.

Councillors were concerned on grounds of loss of privacy amenity and this property does not have Permitted Development Rights.

RESOLVED: The Parish Council by majority agreed to Refuse this application.

Members of the public other than 1 person left the meeting.

Ref No: DM/1029/18 FULA - 89 Brigsley Road Waltham

A discussion took place and photographs were shown.

RESOLVED: The Parish Council agreed to Refuse this application as it is not in keeping with the street-scene and there is a protected hedge.

Ref No: DM/0931/18/FUL - 145 Grimsby Road Waltham

RESOLVED: The Parish Council agreed to Approve this application.

09: 12/18 Highways and Pavements

- a) Update on meeting with Highways Officers.

Yellow lines – needs new Application for Traffic Regulations Orders.

The Ward Councillor commented that there was a maximum of 40 weeks.

RESOLVED: The Parish Council agreed to request yellow lines implemented as a Traffic Regulation Order for new road.

A copy was requested to Mathew Patrick (Portfolio holder) and Ward Cllr. Jackson

- b) Update on installation of new traffic sign.

The Chairman informed the meeting that this was waiting to be initialised.

RESOLVED: The Parish Council agreed to employ the Parish IT Consultant to initialise.

- c) Public Footpath 67 to consider irregularities on the current Definitive Map of Public Footpaths in Waltham

Enquiry by resident of Church Lane map modification of footpath as goes through garage which PC has recently approved planning for.

RESOLVED: The Parish Council agreed to write to encourage footpath officer to update map.

- d) Bollards on Kirkgate – The Highways Department are reluctant to install.

D Swatam to instruct enforcement to visit on a more regular basis.

RESOLVED: The Parish Council to request enforcement to visit, monitor and report back their findings on the matter of vehicles parking in this area.

- Cllr Shaw large tree in Elm Road has been removed.

RESOLVED: The Parish Clerk is to investigate if this tree had a TPO.

Cllr Reynard commented that a lot of leaves remained on the path in Ings Lane, Church Lane south side and Church Lane/Church View. He also commented regarding the fly-posting on Manor Drive/ChurchView. The Chairman said that this had been addressed.

- A discussion took place about the gap filled in across from Co-op entrance at Fairway.

RESOLVED: The Parish Clerk to contact the Local Authority to reinstate crossing point footpath to Co-op carpark.

- Post-box to be relocated.

RESOLVED: The Parish Clerk to contact the Post Office to request Post-box near chemist be relocated in a more prominent position.

Ward Councillor Pettigrew attended the meeting.

- Grove Lane/67 Cheapside hedge overgrown.

RESOLVED: The Parish Clerk to write to resident about the hedge so that residents can walk down the pavement safely avoiding the overgrown hedge.

- 51 Archer Road Hedge overgrown

RESOLVED: The Parish Clerk to write to the resident about the overgrown hedge encroaching the footpath.

- Carnoustie – a large amount of leaves on the pavement causing the footpath to be very slippery.

RESOLVED: The Parish Clerk to write to NELC requesting they send their pavement leaf cleaner/sweeper down Carnoustie.

Grove Lane (South of)/Ings Lane incident

RESOLVED: The Parish Council will obtain more '20 is Plenty' posters.

- Chestnut/Barnoldby Road Corner. Grove Lane/Cheapside. Barnoldby Road outside Harrisons shop.

RESOLVED: The Parish Clerk to write to NELC Footpath officers to build dry-line to walk through by tarmacking the centre of the path higher than the edges.

10: 12/18 To receive any reports from the following working groups:

(a) Parks & Open Spaces

- (i) To consider quotations for Grove Park's works.

It was agreed that the Tender be opened. Tender received from Ross Jones Tree Services at a cost of £1300.00.

RESOLVED: The Parish Council agreed to get the work done by Ross Jones. Parish Clerk to inform him.

Cllr Teanby volunteered to trim overhanging briars at Ings Lane entrance.

- (ii) To consider any additional expenditure ref. War Memorial upgrade

RESOLVED: The Parish Council agreed to rectify the date on the plaques.

Cllr. Connolly reported on Immingham Constitution which was given to the Parish Clerk. Cllr. Connolly asked that anyone interested in visiting on a Monday in Immingham to find out how they operate In Bloom. It was agreed that a date be arranged for a fact-finding tour to Immingham.

Grove Park Bridge - Cllr Surtees commented that Traditional Joiners of Cleethorpes had made an excellent job of the bridge.

(b) CCTV

- (i) The Chairman discussed the current status of our CCTV equipment.
- (ii) To consider quotation from our CCTV provider

RESOLVED: PC agreed for BeeSafe to do upgrade at a cost of £1626.40 + V.A.T. and to obtain a date of completion of this contract.

(c) Youth Working Group

Report from Group that met with representative of the Football Club on 7th November. The Football Club will write their proposals and bring back to full Council.

Chairman reported on Streetscape (Matthew Day) will be at Neville Turner Way on Friday

7th December 2018 at 12.30 if anyone could attend.

13: 12/18 Parish Office

(a) To consider purchase of new computer and advice by our IT consultant.

The cost of a new computer and tower is £480.00 plus ancillaries. Total cost of £650.00 including installation and encrypted hardware.

RESOLVED: The Parish Council agreed to have this installed at a cost of £480 plus ancillaries as required.

A discussion took place regarding email address and the Chairman recommended that Councillors have a separate email address for Council business as recommended by ERNLLCA.

(b) Clerk's concerns regarding compromised email addresses.

RESOLVED: The Parish Council Agreed that the Parish Clerk speak to our IT Consultant regarding this matter.

14: 12/18 Finance Items.

To receive and approve accounts payable.

Accounts payable up to 30th November 2018 for approval at 4th December 2018 meeting:

Cheques for payment:		inc VAT	£	p
4378	Petty Cash	Petty Cash includes Tea Party	200.00	
4379	Mrs P Allenby	Nov salary + October Overtime	xxxxx	
4380	Mrs C Jackson	Oct Salary + O/time and expenses	xxxxx	
4381	HMRC	Employers Tax and NI	xxxxx	
4382	Signs Express	Rigid Poster for Cenotaph	60.00	
4383	Mark Dewires	Cemetery 2018 contract	5500.00	
4384	Peter Hogarth & Sons Ltd	Toilet Rolls	31.54	
4385	Glendale	Grounds maintenance October 2018	469.00	
4386	The Royal British Legion	Purchase of All Poppies	108.50	
4387	Lyke Ltd	Website Training	40.00	
4388	Trad.Joiners&Carpenters Ltd	Oak decking Bridge Grove Park	1176.00	
4389	Strawsons Ltd	Christmas Trees	412.50	
4390	DJIT Services	Virus check	30.00	

RESOLVED: The accounts were approved for payment as per the list above. Salary figures and payments to HMRC are obscured as they are covered by Data Protection

(c) Temporary loan interest rates with NELC Parish Clerk to report.

The Clerk reported that she had received a notification from NELC that the loan interest rate to them had been increased to 0.50% from 01/10/2018.

15: 12/18 Burial Board.

a) To consider taking this matter in Committee due to the commercially and sensitive nature of matters to be raised by the Chair of the Burial Board Committee.

RESOLVED: The Parish Council agreed to take in Committee. Press and public excluded.

b) To consider QR coding gravestones

A discussion took place and Chairman suggested we take advice on this.

RESOLVED: The Parish Council agreed that we need to seek advice from any of the organisations we belong to with regard to what can be displayed within the coding to comply with GDPR.

- c) Chairpersons report.

Tenders have been sent out for Cemetery Maintenance to be opened at full council.

16: 12/18 Personnel Matters

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

RESOLVED: The Parish Council agreed to take in Committee. Press and public excluded.

- b) To update on management of Website/Facebook

RESOLVED: The Parish Council Agreed to defer this to next meeting.

- c) Outcome of interviews for post of Parish Clerk/RFO.

Cllr. Woodliff reported that two candidates were interviewed and the Personnel committee would like to offer the position to one of the candidates.

RESOLVED: Job offer to be given to one of the candidates with a probationary period of 6 months.

- d) To consider new Clerk's training on IT systems.

RESOLVED: The Parish Council agreed to train up to budget available.

Cllr. Shaw asked that the employment of a Burial Board/Deputy Clerk be discussed at the next meeting.

The Parish Clerk stated she would be on holiday until the second week in January and the office will not be manned.

RESOLVED: Parish Council agreed to the next meeting being held on the 15th January 2019 due to the Locum Parish Clerks' holidays.

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 9.37 p.m.