Present: Councillors, Archer (Chairman), Barrett, Conolly, Gordon, Kiddle-Bailey, Moss, Mumby, Sadler, Shaw, Smith, Surtees, Woodliff.
In attendance: 4 members of the public, the Parish Clerk and the Deputy/Burial Clerk.
The Chairman opened the meeting at 7PM.

01: 11/19 Declarations of Interest:

a) To record declarations of interest by any member of the Council in respect of the agenda items listed below.
   None
b) To note dispensations given to any member of the Council in respect of the agenda items listed below.
   None

02: 11/19 To receive any apologies from Members not able to attend the meeting:
   Apologies were received from Cllrs Leaning and Teanby. Apologies were received from Ward Cllrs Jackson and Pettigrew who may join the meeting later.

03: 11/19 Open Forum Under Temporary Suspension of Standing Order No 21:
   RESOLVED: The Parish Council agreed to temporarily suspend Standing Order number 21 so that residents were able to speak.
   a) A member of the public representing Explorosity Education addressed the Parish Council. The member of the public requested that an amendment be added to the draft minutes of the meeting held on October 1st, 2019 in order to provide clarity. He explained that any delays were down to North East Lincolnshire Council and not the landowner, who wanted matters to progress as quickly as possible. The Chairman explained that the minutes were not a verbatim record and provided an explanation of the wording of the resolution (minute reference 06: 10/19). The Chairman explained that Cllrs would consider the draft minutes in agenda item 04: 11/19. He also advised the member of the public that the Parish Council had received an update from the Public Rights of Way Officer, and that this would be discussed later in the meeting.
   b) A member of the public addressed the Parish Council and stated that residents in Salisbury Avenue and Salisbury Drive were against the diversion of the footpath to around the outside of the grassed area. He stated that there had been no information provided regarding the height of the fence and the width of the path, and that residents still wanted the footpath to follow the existing route.

04: 11/19 To consider and approve the minutes of the meeting on 1st October 2019:
   The minutes of the Parish Council Meeting held on 1st October 2019 were considered. Cllrs considered that the minutes were an accurate record of the meeting.
   The Chairman signed the minutes as a true record.

05: 11/19 Presentation by Wayne Goodwin, Community Speed Watch Coordinator:
   The Community Speedwatch Co-ordinator gave a presentation to the Parish Council. The Community Speedwatch Scheme needs a minimum of 6 volunteers from the local
community, and can be run on roads that are not currently receiving enforcement from Safer Roads Humber or Humberside Police.

**RESOLVED:** The Clerk to request a list of roads that a Community Speedwatch Scheme would be permitted to cover.

**06: 11/19**  
Clerk’s Report & Correspondence received since 1st October 2019.

To consider correspondence received by the Clerk, not placed within the agenda, and to resolve any responses as required:

- The Clerk had received an email from a resident offering to donate trees to the Parish Council if land is available for planting.

**RESOLVED:** The Clerk to reply thanking the resident and taking up the offer of trees for land that the Parish Council plans to develop for social recreation.

- The Clerk had received an email to report concerns that overgrown trees are obstructing footway lighting opposite the Cemetery.

**RESOLVED:** The Burial Board to inspect the trees.

- The Clerk had received a letter from Waltham Royal British Legion to inform the Parish Council that the Branch had agreed to purchase two ‘Tommys’ and would like approval to site these in the village.

**RESOLVED:** The Clerk will obtain advice from NELC Highways regarding the siting of the ‘Tommys’

- The Clerk had received an email from a resident with concerns regarding the condition of the footpath Cheapside to Brigsley Road. Shrubs are encroaching onto the steps and a gate post is loose.

**RESOLVED:** The Clerk to report to the Public Rights of Way Officer.

- The Clerk had received an email from NELC regarding A18 Safer Road Scheme – An engagement survey has been launched for stakeholders to provide feedback on the preliminary proposals for the planned road safety improvements on the A18.

- The Clerk had received an email from NELC enquiring if the Parish Council could sweep the steps leading to Footpath 68.

**RESOLVED:** The Clerk to arrange the steps to be swept.

- The Clerk had received an email from NELC to advise that the Toucan crossing at Tollbar roundabout was completed ahead of schedule. The original scheme to remove the existing roundabout is being reviewed.

- The Clerk had received an email from NELC regarding Ash Tee dieback with links to a document highlighting symptoms to look out for.

- The Clerk had received an email from NELC to inform that the sandbags in the Beck on Barnoldby Road have been inspected. Flow characteristics and the capacity of the channel are satisfactory and the Drainage Team will continue to monitor.

- The Clerk had received an email from Waltham Leas Academy to request permission to hold a whole-school (420 children with teachers and teaching assistants) sing-along on the Village Green on December 6th at 2PM.

**RESOLVED:** The Parish Council agreed subject to the appropriate risk assessment being provided to the Parish Council, and safety measures being put in place by the Academy.

- The Clerk had received an email from NELC regarding CCTV provision across NEL.

**RESOLVED:** The Clerk to write and enquire about the current cost.

- The Clerk had received via email a Freedom of Information request from a member of the public and had responded.
• The Clerk had received an email from a resident with concerns about the speed of lorries through the village.
RESOLVED: The Clerk to pass the information on to Safer Roads Humber.
• The Clerk had received an email from ERNLLCA responding to a query regarding the disposal of Parish Council surplus items.
RESOLVED: The surplus office desk will be donated to the British Heart Foundation.
• The Clerk had received a letter from a resident regarding parking issues on Salisbury Avenue / Salisbury Drive.
RESOLVED: The Clerk to pass on the information to NELOC Parking Enforcement.
• The Clerk had received an email from ERNLLCA giving a statement from the National Association of Civic Officers regarding the position of those persons who were Members of Parliament, up to its closure, participating officially at Remembrance Day events.

07: 11/19 To receive the Police Report for Waltham:
The Police Report for November was received.

08:11/19 To receive and confirm progress on the action sheet since publication:
Councillors received the action list. The dyke at Gravel Pit Allotments was discussed.
RESOLVED: The Clerk to write to Anglian Water to inform that access to the dyke has now been cleared and to request that the dyke be cleared of debris.

Cllr Woodliff reported that the church clock had stopped working.
RESOLVED: The Clerk to contact the clock repairer to request a quotation for repair.

09: 11/19 Planning:
a) Planning Notifications and Decisions
Planning Application Reference: DM/0523/19/FUL Proposal: Change of use of land to residential garden and erection of a detached building which includes swimming pool, gym, storage areas, garaging with the installation of dormers to front and rear along with roof lights to the side elevations Location: 89 Brigsley Road Waltham Grimsby North East Lincolnshire. APPROVED
Planning Application Reference: DM/0704/19/OUT Proposal: Outline application for the erection of one dwelling with access from Laburnum Close with all matters reserved (Amended Proposed Site Plan received 20th September 2019) Location: 18 Brigsley Road Waltham Grimsby North East Lincolnshire. APPROVED
Planning Application Reference: DM/0803/19/FUL Proposal: Proposed roof lift and installation of dormers to form first floor Location: 1 Elsham Drive Waltham Grimsby North East Lincolnshire. APPROVED

b) Planning Applications
i) Planning Application Reference: DM/0969/19/OUT Proposal: Outline application to erect a detached bungalow with all matters reserved Location: 61 Mill View Waltham Grimsby North East Lincolnshire
RESOLVED: Waltham Parish Council recommends approval of this application.
Cllr Pettigrew joined the meeting at 8.05PM.

10: 11/19 Finance Items:

a) To receive a list of accounts payable up to 5th November and to approve their payment.

- SLCC Training £20.00
- KC Landscapes Allotment Hedge Maintenance £280.00
- Viking Office Supplies £90.13
- SSE Electricity Supply £285.55
- Glendale Cemetery – September £554.90
- Glendale Grounds – September £481.80

Total £1,036.70

- On-Site PAT Testing PAT Testing £65.50
- ERNLLCA Good Cllr Guides £9.62
- ERNLLCA Training £42.00
- ERNLLCA Training £135.00

Total £186.62

- Waltham Park Bowls Club Annual Maintenance Payment £2,250.00
- ENGIE Tree Survey Grove Park/Cemetery £582.00
- Cartridge Save Printer Toner £117.70
- Millstone Garden Centre Waltham in Bloom Prize Vouchers £234.96
- Ellgia Cemetery Waste Services £345.59
- Office Friends Office & Public Toilets Supplies £61.08
- Glendale Cemetery Maintenance – October £554.90
- Glendale Grounds Maintenance – October £481.80

RESOLVED: These accounts were approved for payment.

b) To receive the finance report for month ending 1st October 2019.

Councillors received the budget report up to 1st October 2019.

RESOLVED: The Clerk to present an update at the next meeting.

11: 11/19 Highways and Pavements:

a) To receive parking enforcement statistics from NELC.

The Clerk had received a set of parking enforcement statistics from NELC and it was noted that there had been some instances of parking enforcement action in Waltham.

b) To receive and respond if required to any correspondence received by the Parish Council.

i) The Clerk had received a letter from NELC to advise that the Toucan Crossing at Tollbar had been completed ahead of time. Cllrs expressed concern regarding the positioning of the crossing and the way students were using the crossing.

ii) Cllrs expressed concern that there are numerous outstanding highways matters with little progress being seen.

iii) Cllr Shaw reported that the newly micro-asphalted surface on Elm Road was already showing signs of wear, with the surface coming loose in several places.
RESOLVED: The Clerk to write a letter expressing the concern to the Interim Head of Highways.

12:11/19 To receive any reports from the following working groups:

a) Parks & Open Spaces
   i) To receive a quotation for taking down the hanging baskets

RESOLVED: A quotation of £64.00 was accepted.
   ii) To consider village information boards.

RESOLVED: To defer this item to the next meeting as the proposer was not present at the meeting.
   iii) To review the summer grounds maintenance contract.

RESOLVED: To defer this item to the next meeting once legal advice from ERNLLCA had been obtained.
   iv) To receive an update from the Clerk on Neville Turner Way Under 5’s Play area.

   The Clerk provided an update on the schedule of works and the grant funding draw down.

RESOLVED: The Clerk to report progress at the next meeting.
   v) To receive any quotations for the cloaking of the Village Green litter bin.

RESOLVED: The Clerk to arrange quotations.
   vi) To resolve to order Christmas Trees.

   Cllr Archer advised that this year it will be possible for the Parish Council to purchase the large Christmas Tree direct from the grower and that the tree can be chosen on site.

RESOLVED: To purchase the large trees direct from the supplier and the smaller trees from Strawson Woodlands.
   vii) To receive an update from the Clerk on litter bins in Grove Park.

   The Clerk had received a telephone call from NELC to advise that a new bin had been placed outside the entrance of Grove Park. The old bin has been left in situ temporarily, and the waste will be transferred to the new bin by the NELC operatives. Cllrs expressed concern over overflowing bins at the Cenotaph. Various options were discussed for the emptying of the Cenotaph bins.

RESOLVED: To monitor bin use and explore the option of the bin being emptied by the Parish Council.
   viii) To receive an Arboricultural Report for Grove Park.

   The report was received and discussed. One dead tree was reported. Several trees were not able to be inspected due to growth at the bases of the trees.

RESOLVED: To have the dead tree in Grove Park removed. The Working Party to report back at the next meeting regarding the growth around tree bases.

b) Waltham in Bloom
   i) To receive information regarding a Lincolnshire Co-operative Community Champions Award of £1672.20

RESOLVED: Cllr Barrett will obtain further information regarding the original application.
   ii) To resolve to donate a £10 garden voucher as requested by the Waltham in Bloom Prize Winner.

RESOLVED: To donate the voucher to The Limes.
c) Youth.
   To receive a reply from Waltham FC
   An email had been received from Waltham FC to inform the Parish Council that the club
   wishes to continue to operate out of Mount Pleasant but has no room for expansion.
   **RESOLVED:** The Clerk to make enquiries with NELC to ascertain the status of both
   pavilions.

d) Allotments.
   i) To receive an update on the Anglian Water Inspection.
      Cllr Archer reported that remedial work had been completed to meet water
      regulations. Further work was required at Ings Lane Allotments and options were
      discussed.
      **RESOLVED:** To purchase 4 further top boxes at a cost of £80 each.
   ii) To consider a proposal by Cllrs on the Working Group to give a discount/waiver of
       allotment fees for plots leased after the end of September in any given year.
      **RESOLVED:** To give a 50% discount on the leasing of new plots after the end of October
      and waive the fees for new plots leased after the end of December.
      iii) Cllr Barrett raised a question regarding the timescale for removal of the hedge
           cuttings from a vacant plot.
      **RESOLVED:** The Clerk to contact the contractor to ask if the information can be provided.

  e) Waltham Park Bowls Club.
     To receive any updates.
     No updates to report.

  f) Public Rights of Way.
     To receive any updates.
     i) The Clerk had received an email from the Public Rights of Way Officer regarding
        Salisbury Court. The Officer advised that the landowner is making a planning
        application for changes to the site. Included in the application is a request to divert
        the route of the footpath from the current position to around the edge under the
        Town & Country Planning Act. Further information on the funding for additional
        lighting is to follow.
     ii) The Clerk had sent allotment holders user evidence packs in support of the DMMO
         for the footpath from Church Lane to the allotments and had received a number of
         competed forms back.
     **RESOLVED:** The Clerk to put up posters at Ings Lane Allotments to ask allotment holders
     to complete the forms and return to the Parish Office.
     iii) An update on Footpath 72 was requested.

  g) CCTV.
     To receive any updates.
     Cllr Archer reported the CCTV is in the process of being updated. As part of the updating
     an alternative lifter had been authorised under emergency repairs.
     **RESOLVED:** The expenditure was approved.

  h) Celebrations & Community Projects.
To receive any updates.
   i) The Christmas Tea Party will take place on 7th December 1.30PM to 3.30PM. Councillors are encouraged to attend.
   ii) Carols on the Green is December 14th at 4PM
   iii) A second speaker is required for the Remembrance Day Parade.

**RESOLVED:** To purchase sound equipment (speaker) needed for Remembrance Sunday.

13: 11/19  Public Toilets:
   a) To receive any quotations for floor tiling.
      **RESOLVED:** Cllr Archer to obtain prices for floor and wall tiles.
   b) To receive a quotation for levelling the ground and erecting the storage shed.
      **RESOLVED:** A quotation of £264 was accepted.

14: 11/19  Parish Office:
   a) To receive quotations for a laptop and IT support.
      **RESOLVED:** A quotation of £812 was accepted for a Dell Laptop, set up etc and £440 annual IT support contract.
   b) To receive a letter from NELC regarding business rates for the public toilets block/Parish Office.
      **RESOLVED:** The Clerk to write and ask for copies of letters and the contract.
   c) To resolve a contract for electricity supply to the Parish Office block.
      **RESOLVED:** A new electricity contract to achieve best value was approved.
   d) To consider options for code entry to the Parish Office.
      **RESOLVED:** A door entry pad was approved at a cost of £45

15: 11/19  Burial Board:
   a) To approve additional fencing for the Station Road land.
      **RESOLVED:** The additional fencing was approved.
   b) To receive an update on the cemetery maintenance options regarding the cemetery hedge cutting.
      **RESOLVED:** To seek legal advice from ERNLLCA
   c) To approve maintenance on the gates at the entrance to the Cemetery.
      **RESOLVED:** The Burial Clerk to obtain a quote for maintenance of the gates.
   d) To approve the purchase of a fire-proof filing cabinet, at an approximate cost of £1200 new and £500 repurposed, following advice from ICCM.
      **RESOLVED:** Expenditure up to £500 was approved.

Cllr Barrett gave apologies and left the meeting.

**RESOLVED:** To suspend Standing Orders so that the meeting can continue after 10PM

To consider taking the next item in committee due to the sensitive nature of information provided.

**RESOLVED:** To take the next item in committee
   e) i) To consider the use of QR codes in the Cemetery in respect of a recent memorial application.
      A report from the Burial Board was received, which included advice from both ERNLLCA and ICCM. Both organisations advised that there
were risks associated with the on-going control of the content on the website that the QR code links to. The matter was discussed at length.

**RESOLVED:** To maintain the current Parish Council position that QR codes are not permitted on headstones in the Cemetery.

  ii) The Burial Board advised that information had been received regarding the length of time and process required for a new cemetery on Station Road land.

**RESOLVED:** The Burial Clerk will arrange pre-planning advice.

With there being no further business to discuss the Parish Council came out of committee, ratified the decisions taken, and the Chairman closed the meeting at 10.25PM.