

**Minutes of a Meeting of the Waltham Parish Council held in the  
Waltham Library on Tuesday 10<sup>th</sup> May 2011 at 7.00 pm.**

**Present:** Councillors A Archer, M Archer, Clayton, Davies, Dewires, Shaw, Surtees, B Taylor, R Taylor, Teanby and Woodliff, Ward Councillor I Colquhoun, 6 Residents, 1 member of the press, PCSO Lawson and the Parish Clerk.

The Clerk welcomed everyone to the first meeting of the new council and asked for the Council's approval on bringing items 4 to 7 forward on the agenda. The Council approved.

**04.05.2011 Signing by Councillors of their Declaration of Office.**

All the Councillors present signed their declaration and the Clerk witnessed this.

**05.05.2011 To appoint a Chairman for the year 2011/2012.**

Cllr M Archer was unanimously elected as Chairman.

**06.05.2011 Signing by the Chairman of his Declaration of Office.**

The Chairman signed his Declaration of Office and the Clerk witnessed this.

**07.05.2011 To appoint a Vice Chairman for the year 2011/2012.**

Councillor Woodliff was unanimously elected as Vice Chairman

**01.05.2011 Parish Councils (Model Code of Conduct Order (2007))**

**Declaration of Interest by Members of the Parish Council in relation to the agenda below:**

Cllr Dewires declared a Personal & Prejudicial Interest in item 25 a (i) allotments and item 27 accounts payable.

Cllrs A Archer and P Surtees declared a Personal Interest in item 25 c-Public Rights of Way, and Cllr M Archer declared a Personal and Prejudicial Interest in items 25 c Public Rights of Way, 19-Land at Station Road and 25 d (i)-Bowling Green.

The Chairman reminded Councillors that should any issue arise during the meeting where a Councillor feels they either have a Personal or a Personal and Prejudicial Interest they are to declare it.

**02.05.2011 Open Forum – To enable any resident to raise any items with the Parish Council:**

Mrs Bond asked the Council if the developers have removed more trees than approval has been given for at 93 High Street, Waltham, as the area to the side of the rectory is looking very sparse. The Chairman said that if she felt that trees have been taken out without the necessary permission NELC would investigate. It was agreed to discuss this item under planning.

A resident wished to mention the bush at the top of the High Street near the war memorial, which has become known as the ugly bush. Following the last Best Kept Village competition the resident asked if there were there any more plans to cut this bush back further. The Chairman explained that the Council took the decision to have this rather large bush cut back at the end of last season. It was not removed, as this would have created a large open space. The Council are awaiting the re-growth of this bush to see how it blooms. There will be a committee containing new members to look at this whole area to see how improvements can be made when drawing up the plans for a flagpole and paved area at that location. Mrs Mumby wished to say that she was pleased the bush is sprouting but explained it was at a very low level and asked if it needed the larger branches cut back further. The Chairman said that the

Council will be guided by the advice given from the Contractors who maintain this area.

**03.05.2011 Apologies:**

Apologies have been received from Ward Councillor Jackson and Councillors Barrett and Bean.

**08.05.2011 To consider co-option to fill vacancies onto Waltham Parish Council.**

The Clerk explained that following the advertising of two vacancies on Waltham Parish Council she has received 3 applications for members to be co-opted. The Clerk read out letters received from Mr P Greenfield, Mr E Penney and Mrs N Evans. There followed a vote. Mr Penney received 7 votes, Mrs Evans received 5 votes and Mr Greenfield received 4 votes. Councillor A Archer abstained from voting. Mr Penney and Mrs Evans were co-opted onto Waltham Parish Council.

**09.05.2011 To elect Councillors to serve on the Burial Board Committee and Sub Committees & Consider highways allocations.**

**Burial Board**

Cllrs Shaw (Chairman), Surtees (Vice Chairman), A Archer, Evans, Davies, Penney and Woodliff.

**Allotments**

Councillors Dewires (Chairman), Barrett & Woodliff

**Public Rights of Way**

Cllrs Clayton, Davies, Dewires, Penney, Teanby and Woodliff

**Planning**

All Councillors

**Bowling Green – Management Group**

Cllrs M Archer (Chairman), Dewires, B Taylor and 3 members of Waltham Park Bowls Club.

**Youth**

Cllrs Bean (Chairman), Dewires, Surtees and R Taylor.

**CCTV**

Cllrs M Archer (Chairman), Bean, Clayton, Shaw and Surtees.

**Finance**

Chairman and Vice Chairman of Allotments, Parks & Open Spaces, Bowling Green, Youth, Burial Board, Personnel Committee and the Clerk.

**Waltham In Bloom**

Cllrs Davies, Shaw, Dewires, R Taylor, Teanby and Woodliff.

**Personnel**

Cllrs Woodliff (Chairman), Shaw and Surtees.

**Grievance**

Cllrs M Archer (Chairman), Dewires and Penney.

**Councillor responsible for P Jolly**

Cllr Woodliff

**Traffic Sub Committee**

**RESOLVED: it was agreed that as the Committee had presented its findings and this was now completed this Committee was no longer needed.**

The Council considered a new Sub Committee for the Queen's Diamond Jubilee. Cllr Surtees explained that there is an account that the Parish Council opened called the Waltham 2000 Committee. This committee invited businesses and the public to participate and help make arrangements for the 2000 celebrations.

**RESOLVED: All Agreed that the Waltham 2000 Committee to be amended to the Queen's Diamond Jubilee Sub Committee.**

**Queen's Jubilee Sub Committee**

Cllrs Davies, Shaw, Surtees, Teanby and outside bodies by invitation.

The Clerk was asked to contact Cllr Barrett as he had indicated to Cllr Teanby that he wished to be on the Waltham In Bloom Sub Committee but was not present at this meeting.

The Chairmen of the Committees will remain until the first meeting is held of the new Committees. The first item to discuss will be the appointment of a Chairman for that Committee.

The Councillors considered the Highways Allocations.

Cllr B Taylor will take over Church Lane, Cross Street, New Road, Kirkgate, and All Saints Close.

Cllr Miss R Taylor will take over Marian Way, Coltsfoot Drive, Drury Close, Wheatfield Drive, Wray Close, Old Farm Court, Harvest Crescent, and Barkworth Court.

Cllr Teanby will take on the additional area of Fairway, Mount Pleasant to High Street, Ludgate Close, Mount Pleasant, and High Street – from Church View to Barnoldby Road.

All other routes and named Councillors remain unchanged.

**10.05.2011 To appoint or confirm representation to outside bodies.**

**ERNLLCA**

This has no representation at present. Cllr Bean is to be asked if she wishes to represent Waltham Parish Council at any local ERNLLCA meetings held.

**Waltham Leas School**

Cllr Teanby

**Waltham Windmill Management Trust**

Cllrs M Archer, Woodliff and Surtees. (Cllr A Archer as nominated substitute)

**Waltham Windmill Preservation Society**

Cllr M Archer

**Town & Parish Councils Liaison**

Cllrs A Archer and Bean (Chairman Cllr M Archer as nominated substitute).

**CPRE**

Cllrs Dewires, Penney and R Taylor.

**Fire Brigade Liaison**

Cllrs Barrett and Clayton

**NELC Tourism Forum.**

This forum group no longer exists. Representation by the Ward Councillors will be made at the new Tourism NELC panel.

**11.05.2011 To approve the minutes of the meetings held on 5<sup>th</sup> April 2011 and the extra meeting held on 26<sup>th</sup> April 2011:**

The minutes of 5<sup>th</sup> April 2011 were considered, resolved and signed as a true record. The minutes of the extra meeting held on 26<sup>th</sup> April 2011 were considered, resolved and also signed as a true record.

**12.05.2011 To receive a report from the Fire Brigade Liaison:**

The Clerk read from a report received that during April Waltham Fire Station had a total of thirteen fire calls, four calls to building fire alarms activated with good intent, three small fires which involved property, two small rubbish fires, three stand by at

Peaks Lane Fire Station and attended the large building fire in Grimsby at the old GPE building on the Docks, (a total of 6 pumps, Hydraulic Platform and the Water Support Unit).

During April the crew also carried out five Home Fire Safety checks and fitted eight smoke alarms in total.

The Chairman said that at a recent meeting of the Area Action Group the Fire Brigade spoke about new items being discussed such as self-extinguishing ash trays and are currently looking for funding towards these items.

**13.05.2011 Police Liaison:**

The Chairman welcomed PCSO Richard Lawson to the meeting. PCSO Lawson read from the police report that was issued to all the Councillors. He explained the top priority is anti-social behaviour in the village as there have been many calls relating to this issue during the last month. PCSO Lawson also spoke about the Road Watch scheme, which was held in Waltham during April. 43 speeders were recorded in a 4-hour period at various points around the village. Letters will be sent to these offenders. The Clerk read a letter of concern from Mrs Ogle of Cheapside. The Chairman said that the Council should update Mrs Ogle of the results from the Road Watch exercise recently undertaken in her area. The Chairman thanked the PCSO and fellow colleagues for undertaking this exercise as it highlighted there are some serious speeding offences in the village. The Council were pleased that this operation will take place again in the future.

Cllr Davies asked if there was any update on parking on grass verges, as this continues to be a problem around the village and in particularly in Skinners Lane. The Chairman said that any offences should be reported directly through to NELC Civil Parking Enforcement Team on 01472 313131. The Chairman said that sign will be replaced and if there was an obstruction of the highway being caused then this is a police matter but otherwise NELC are to manage this issue. Cllr A Archer asked if NELC would operate on an evening and when events are being held at the Tea Gardens. The Chairman said that NELC will be able to cover different times of operation once the order of obtaining the powers is confirmed.

**14.05.2011 To hear any matters arising from the previous meeting which are not covered on the agenda below:**

The Clerk explained that she has looked into the matter of CRB checks and the Directgov website says that anyone who is working regularly with children or vulnerable people unsupervised should have a CRB check and as the Youth Committee attend the Youth Bus when NELC officers who are CRB checked and are not left unsupervised with children then there is no need for CRB checks. Cllr Woodliff said that the issue of the litter picker needs to be looked at as he may be considered a vulnerable adult. The Clerk was asked to look into this matter further.

**15.05.2011 To receive a report on the Clerk's actions since the meeting of 5<sup>th</sup> April 2011:**

ERNLLCA are holding 3 training seminars on The Role of the Clerk, Meeting Procedure and Understanding the role of a Councillor, each costs £30 per person and are being held at various dates and venues from May to September. Anyone wishing to attend please contact the Clerk.

The Parish Council has received 4 tickets to the Mayor Making Ceremony being held at Grimsby Town Hall on Thursday 19<sup>th</sup> May 2011. These are for two Parish Councillors and their guests. Anyone wishing to attend should notify the Clerk before Friday 14<sup>th</sup> May 2011.

Road works are due to commence on 9<sup>th</sup> May 2011 for 3 days on the High Street. Temporary lights will be in operation this is for gas main repairs.

The website had a total of 146 visitors for April, 101 new and 45 returning.

Parish Council and Participatory Budgeting are launching a National PB toolkit for Parish Councils. A presentation launch is being held on 25<sup>th</sup> May 2011 at St Georges Centre in Leeds and starts at 10am. Anyone wishing to attend should notify the Clerk as soon as possible.

ERNLLCA, YLCA and YHRTP are running a joint regional training conference over the weekend of Friday 23<sup>rd</sup> September to Sunday 25<sup>th</sup> September 2011 at the Ramada Jarvis Hotel, Willerby, East Yorkshire. It includes various workshops. You can attend a day conference only at a reduced cost of £85 per delegate. Anyone requiring further information please contact the Clerk.

**16.05.2011 Planning Matters and to discuss the planning applications received from North East Lincolnshire Council:**

*The following NELC decisions were heard:*

**DC/135/11/WAB** Station Road (Farm Shop), Waltham.  
Erect new replacement entrance porch to front and extension to rear.

**Application approved.**

**DC/84/10/WAB** Ings Lane (The Old Tanyard), Waltham.  
Erection of a detached replacement dwelling.

**Application approved.**

**DC/1164/10/WAB** High Street (Kings Head), Waltham.  
Erect entrance porch extension to front.

**Application refused.**

**DC/144/11/WAB** 8 Station Road, Waltham.  
Conversion of integral garage into sitting room and erect new attached garage.

**Application approved with the condition that no trees and or hedges within the application site are to be wilfully damaged, cut-down, up-rooted, pruned, felled or destroyed without prior written consent.**

**DC/181/11/WAB** 87 Grimsby Road, Waltham.  
Erect extension above existing garage.

**Application approved.**

**DC/226/11/WAB** Grove Lane (Wood Grove), Waltham.  
Erect two single storey side extensions to existing bungalow & external alteration to main entrance.

**Application approved.**

The Clerk has received notice that the appeal held for application number DC/434/10/WAB site r/o 31 Brigsley Road, Waltham has been dismissed.

Cllr B Taylor enquired if the Parish Council consults any of the applicant's neighbours when they put in an application. The Chairman explained that the Parish Council does not undertake any consultation with neighbours and that this process is carried out by NELC. The only time neighbours' comments are taken into consideration is when they are brought before the Parish Council in the form of a letter or in person at the open forum section of the meeting. If a resident wishes the

Parish Council to be made aware of issues prior to it making any decision they are able to do so in this way.

***The Parish Council considered the following planning applications:***

The Chairman declared a Personal Interest in the first application and left the room whilst this was heard. Vice Chairman Cllr P Woodliff in the Chair.

**DC/279/11/WAB                      58 Cheapside, Waltham**

Alterations and extension to dwelling house, to also include a single storey linked extension to provide a 'granny annexe' and construction of a new vehicular access.

**Recommend approval with the following condition:**

This annexe should not be rented or sold as a separate dwelling and should remain as an integral part of the existing dwelling with a joint family access arrangement. Family being the key to recommending this application.

Cllr M Archer returned to the meeting and to the Chair.

**DC/324/11/WAB                      76 Westfield Road, Waltham**

Erect conservatory to rear of existing dwelling.

**Recommend approval.**

**DC/289/11/WAB                      49 Grimsby Road, Waltham**

Construction of single storey extension to rear.

**Recommend approval.**

**DC/276/11/WAB                      High Street (Kings Head), Waltham**

Display 2 internally & externally illuminated fascia signs, 1 externally illuminated fascia sign, 1 internally illuminated logo, 1 internally illuminated post sign & 1 non-illuminated post sign.

**Recommend refusal on the following grounds:**

1. This development is in a conservation area. The style, type and position of the signage would be totally out of character with being in this conservation area.
2. The Parish Council have received no indication from the conservation officer on their thoughts regarding this application.
3. The Parish Council realise signage is core to advertising the venue but the parish council feel that the large signage indicated would be better placed at either end of the car park frontage only, so as not to impact on the existing Kings Head sign, which the parish council wish to see retained, as this does add to the visual impact within the conservation area. There is no indication on this application that the traditional existing sign is to be retained.
4. No light impact survey has been done to ensure the illuminations would not have any impact on the ability of the CCTV system in the village with regards to backlight pollution.
5. To allow this application would detract from the open aspect of the newly refurbished public house.

The Chairman asked if the Parish Council would consider discussing the issue of 93 High Street or Green Roofs as it is referred to locally. Cllr Dewires suggested contacting P Chaplin the tree officer for NELC to enquire if the schedule of tree removal has been adhered to. Cllr Woodliff asked if at the same time the matter of the roofing materials used on the new building close to the roadside is also looked at as it does not appear to be in the green roofing materials which were specified and appears to be grey in colour. The Chairman said that the applicant would have to apply for amendments to the approved application and the parish council do not have any such notification of the front dwelling being amended. Councillors were reminded that Mr P Snape and his architect Mr Hendry agreed at their presentation to the Parish Council, prior to approval, that they would roof the front dwelling with copper to maintain a green roof appearance, as this was the only material available to give a green roof appearance. They stated at the time, "It would end up a similar appearance to the Kirmington Church roof".

**RESOLVED: It was agreed to write to NELC Planning Officers to make enquiries over the tree removal schedule and if there had been any alteration to the agreed roofing materials to be used for the first dwelling.**

**17.05.2011 Pavements/Street Lighting/Highways:**

- (a) To receive an email from a resident with reference to parking on Brigsley Road/Westfield Road.

The Clerk read an email received from Mr Broadey of Westfield Road, Waltham.

Cllrs B Taylor and R Taylor declared a Personal and Prejudicial Interest in this item and left the room.

Mr Broadey wished the Council to know of the problems he is experiencing when the Windmill hold their Car Boot sales. The Chairman sympathised with the resident and said that the Windmill car boot sales have been a victim of their own success. The Police have stated that if car owners are causing an obstruction to the highway then this is a matter for the police. If parking obstructions on the verges are being caused then this is a matter for the parking officers of NELC, but if the vehicles are taxed, tested and parked legally without causing an obstruction there will be little the authorities can do. The Windmill Preservation Society who hosts the event is not in control of what happens off site. Cllr Woodliff explained that there is free parking for 50 cars on site and this needs to be emphasised to the public.

**RESOLVED: It was agreed to write and send a copy of Mr Broadey's letter to the parking officers of NELC and the Police and ask if they could both be present at the next car boot sale to help assess the situation. The Clerk is to also forward a copy of this request onto the Preservation Society.**

Cllrs B Taylor and R Taylor return to the meeting.

- (b) To receive any update from NELC on the proposed zebra crossing at High Street and Manor Drive.

The Clerk read an email received from Dave Poucher, highways officers for NELC saying that the zebra crossing will hopefully be addressed as a bid within the LTP3 programme, which has been made, although he is not able at present to confirm whether this has been accepted.

The Clerk has received letters of support for this crossing from All Saints Church, Waltham Leas Primary School, the local Brownies and Waltham Pre School.

The Chairman said that at the recent Area Action Group he explained about the plight of this council to get a zebra crossing installed on this busy main road, and Lisa Gibson the AAG coordinator enquired if we knew how much it would cost, the Chairman said approximately £17,000. Lisa Gibson offered to assist in raising part or all of the funding required for this project through the Fund Finder system to which she has access. The

Chairman asked the Councils' thoughts on this. There followed some discussion of whether the Council should wait to see the results from the LTP3 or to proceed with Fund Finder.

**RESOLVED: The Clerk was asked to enquire of Lisa Gibson if funding could be found through the Fund Finder as the Council felt this crossing was needed as a matter of urgency. The Parish Council is still to pursue top priority from NELC funding within LTP3.**

Potholes were reported at Ings Lane corner, between lampposts numbers 5 & 6 on Grimsby Road and on Grove Lane opposite the entrance to Grove Nursing Home.

The slurry seal applied to the footpath outside All Saints Church is crumbling away and is considered dangerous.

The Clerk is to report the above items to NELC.

The Clerk reported that consultation has been sent out to residents of Chestnut Close, Chestnut Road, Stirling Crescent and Westfield Road for the replacement of the streetlights.

#### **18.05.2011 Youth Report:**

Cllr Bean has asked the Clerk to mention in her absence that the BMX track at Mount Pleasant needs to be strimmed. Cllr Dewires declared a Personal and Prejudicial Interest in this matter and left the room. The Chairman said that this work was not carried out last year but will need attending to this year.

**RESOLVED: It was agreed to prepare a specification and send out to tender to 3 companies.**

Cllr Dewires returned to the meeting.

The Chairman said that the new equipment has been put through its paces recently and there has been some damage caused. This has been reported to NELC and they are attending to the matter.

#### **19.05.2011 To receive an update on land purchase at Station Road:**

The Chairman declared a Personal and Prejudicial Interest in this item and left the room. Vice Chairman Cllr P Woodliff in the Chair.

The Clerk read a letter received from Cuff & Co stating that there is delay to the completion of the purchase of this land due to a dispute on the existing tenancy and he has recommended not to pay for the land until all issues are resolved. This information has been forwarded onto our Solicitors and negotiations are on going with regards to this matter and the fencing costs. The Chairman explained that this will continue to be an agenda item each month until completion. Cuff & Co have submitted their invoice for the works completed in negotiating this land deal and that is £450 plus vat. The Clerk explained that is just over 1% and a very good rate.

**RESOLVED: The Council agreed the payment of the Cuff & Co invoice and added this to the accounts payable list.**

Cllr M Archer returned to the meeting and the Chair.

#### **20.05.2011 To discuss Parish Council having a policy in responding to correspondence:**

The Clerk explained that Waltham Parish Council does not currently have a policy on responding to correspondence received from the public. The parish office is a part time operation and sometimes the expectations from the public on the time in which the parish council should respond can be unreasonable. The public however have the right to a speedy response as far as practicable and the Clerk believes that in most cases a written response to any correspondence should be received within 10 working days, other than when the Clerk is on holiday or when not able to. Adopting this policy does not affect the public's statutory rights under the Freedom of Information Act, which states 28 days for a

response. The Clerk would like the Parish Council to consider this for addition to its policy document.

**RESOLVED: It was agreed to adopt the policy as suggested by the Clerk and to add it to the Policy Document for the Parish Council.**

**21.05.2011 To receive an update from All Saints Church:**

Cllrs Teanby and Woodliff declared a Personal Interest in this item. It was agreed to allow them to remain under item 12.2 of the Code of Conduct to provide information.

- (a) To hear a report on the progress of telephone line being installed at Parish Office for Church answerphone.

The Clerk confirmed that the telephone line for the Church was installed into the Parish Office on 4<sup>th</sup> May 2011. This has been tested and is working correctly. The Clerk clarified for the new Councillors that this number has been redirected from the Rectory to the Parish Office. The Clerk does not have to answer the phone as messages are retrieved remotely and the Parochial Church Council is meeting all costs for this.

- (b) To receive a request for a letter of support to be sent from the Parish Council for All Saints Church to apply for funding to restore and renovate the Pipe Organ.

**RESOLVED: It was agreed to forward a letter of support for funding to Mr Chesman of All Saints Church for the renovation of the Pipe Organ at the Church.**

The Clerk has received a letter of thanks from Reverend Shelton for the lovely leaving gifts, which the Parish Council had purchased and says he will keep in touch with events in the village.

**22.05.2011 Waltham In Bloom/Best Kept Village:**

- (a) To review the summer planting specification and agree to send out the tender.

Cllr Dewires declared a Personal and Prejudicial Interest in this matter and left the room. The Council reviewed the specification from 2010. It was thought that the plants at the entrances to the village do suffer due to lack of watering. The Chairman asked if any of the Councillors would be willing to offer to adopt a bed and agree to water it regularly throughout the summer period. Cllr Davies suggested using water-retaining crystals when planting the entrance beds.

**RESOLVED: It was agreed to add water-retaining crystals to the entrance beds in the specification for tender and that the Councillors will look at watering the entrance beds during the hot summer months. The tender is to be sent to three contractors and should be returned in time for the next meeting.**

Cllr Dewires returned to the meeting.

- (b) To consider sending out letters of sponsorship for Waltham In Bloom.

Cllr Teanby suggested speaking to Cllr Barrett regarding sponsorship from the Lincolnshire Co-op.

**RESOLVED: The Clerk is to send out letters for sponsorship for the Waltham In Bloom Competition.**

Cllr Teanby asked if the Waltham In Bloom Committee could have a copy of the last results from the CPRE judging. The Clerk is to forward this to Councillors on the Waltham In Bloom Sub Committee.

**23.05.2011 To receive a report from Councillors on outside meetings attended:**

The Chairman and the Clerk attended the Area Action Group meeting held at Waltham Windmill Golf Club. The Parish Council have received the information relating to the zebra crossing which was obtained at this meeting. Cllr Woodliff and

the Clerk attended the crowning of the new May Queen at All Saints Church and the Rector's leaving function.

**24.05.2011 To hear from the Burial Board Committee:**

- (a) To consider an amendment to rule number 8 of the Burial Board Rules and Regulations.

The Chairman read the current rule number 8 and read the suggested amendment as follows:

8. Flowers

a. Vases, flower or containerised plants must be part of the memorial. These may be placed on the grave during the first six months following interment and pending the erection of a permanent memorial or reinstatement by the Parish Council. Glass, China, Plastic, Jars or Bottles are not allowed. Any such items may be removed at the discretion of the Parish Council.

b. Once a permanent memorial is erected or after the grave is reinstated no flowers, saplings or shrubs may be planted in the grave space, the cremation area or around the memorial plaques unless within 30cm of the headstone as all plots will be grassed and therefore must not be dug out.

c. Flowers, Wreaths and Arrangements for special occasions, anniversaries etc. will be allowed but these will be removed once they are dead.

d. Loose chippings/gravel must not be placed on the gravesite as these create a Health and Safety issue during maintenance.

e. No responsibility can be accepted by the Parish Council for the removal of flowers or containers by any unauthorized person.

**RESOLVED: It was agreed to amend item 8 of the Burial Board Rules and Regulations to read as above.**

The Clerk read a suggested letter to be sent to families whose plots are breaching the rules and regulations of the cemetery.

There followed much discussion. The Chairman felt that with this being such a sensitive issue some of the restrictions should be considered carefully and brought to the next meeting.

**RESOLVED: The issue of the suggested draft letter to families breaching the rules and regulations of the cemetery is to be an agenda item at the next meeting.**

**25.03.2011 To receive any reports from the following Sub Committees:**

(a) **Allotments.**

- (i) To receive quotations for the trimming back of the trees overhanging the public footpath.

Cllr Dewires having declared a Personal and Prejudicial Interest leaves the room.

The Clerk confirmed that three tenders were sent out. The Chairman opens the two, which have been returned.

Mark Dewires quote for the work on the allotments is £350.

NELC quote for the work on the allotments is £200.

**RESOLVED: It was agreed to accept the quote from NELC and ask them to complete the works as soon as possible.**

Cllr Dewires returned to the meeting.

The Clerk confirmed that one allotment holder has not paid his fees for 2011 and that is allotment 1a. A reminder letter was sent on 27<sup>th</sup> April and still no fee has been paid.

**RESOLVED: It was agreed to re-let allotment 1a with immediate effect.**

(b) **Parks & Open Spaces.**

The Clerk confirmed that the exposed well in Grove Park has been capped according to our specification.

The Chairman said that the manager of the Co-op has asked for a list of village events. The Parish Council agreed to give him these details and pass on this request to the Church Council also.

**(c) Public Rights of Way.**

The Chairman declared a Personal & Prejudicial Interest in this item and left the room. Vice Chairman Cllr Woodliff in the Chair.

The Chair said that the Council has been sent a copy of the Statutory Notice in respect of the Waltham no 72 Definitive Map Modification Order 2010. The Order has been confirmed as an unopposed order. However due to objections received to the proposed diversion of the new present route, the Order to divert this has not been confirmed. Further consultation will take place with the relevant landowners and the Parish Council will be notified in due course.

Cllr M Archer returned to the meeting and the Chair.

NELC has notified the Parish Council that they will be carrying out way clearance on the public rights of way within our parish over the next few weeks.

**(d) Bowling Green.**

- (i) To receive an update on the wooden pavilion.

The Clerk has received confirmation from the Planning Office and Building Regulations departments that the plans are now able to be submitted and that the tenders for the ground works have been sent out. We have received a letter from our lessors, NELC saying that they give permission for a wooden pavilion to be erected at the bowling green site, subject to planning permission being sought.

**RESOLVED: It was agreed to apply for planning permission for the Bowling Green Pavilion.**

The Chairman said that if possible a special meeting may be called to open the tenders received and at that point the Parish Council could agree ask the planning office if works can start under delegated powers.

**(e) CCTV.**

- (i) To consider replacement of the DVR unit.

The Chairman outlined the CCTV system that the Parish Council own and manage in the village, for the benefit of the new Councillors. It came to light recently that the recording capability of the current system was severely compromised when the removable hard drive was seized by the police and reduced the recording capability down from 10 days to 5 days. Last year the Council agreed to re look at replacing the DVR in the new financial year and the Chairman said that it would be a good time to look at what type of equipment was on the market.

**RESOLVED: It was agreed to investigate what types of DVR's there are on the market that would be compatible with our and NELC's system and investigate the costs and benefits involved in replacing the current DVR.**

With the time being 10pm the Parish Council agreed to suspend Standing Orders to allow the remainder of the agenda to be completed.

**26.05.2011 To discuss the Parish Office:**

The Clerk had received an Insurance Renewal quotation of £1566.79 for the year 2011/2012 from AON Insurance. Having shopped around and receiving another quotation from Aviva Insurance she then went back to AON who agreed to match the Aviva quotation of £1327.16 with no loss of cover.

**RESOLVED: The Council agreed to the AON Insurance quotation of £1327.16 for the year 2011/2012. This invoice is to be added to the list of accounts payable.**

The Chairman said that the public toilets have been painted and within 36 hours there had been a telephone number in marker pen scribed on the wall. The police have taken this number and are looking into the matter. The cleaner has managed to remove the number from the wall.

**27.05.2011 To receive and approve the accounts for Year 2010/2011.**

The Clerk issued the Council with the accounts for the Year 2010/2011. The Clerk explained the minor alterations made to the presentation of these in order to make them easier reading and understandable.

**RESOLVED: The Council agreed the accounts for Year 2010/2011 and the Chairman signed them.**

**21.05.2011 Accounts for Approval:**

- (a) To receive a list of Accounts payable up to 10<sup>th</sup> May 2011 and approve their payment.

The Chairman declared his interests in accounts 3129 and 3131.

<b>Cheques for payment:</b>		<b>£</b>	<b>. p</b>
3108	Mrs L Leach	Salary April	701.30
3109	Mrs P Allenby	Salary April	144.58
3110	HM Revenue & Customs	NI & Tax	71.02
3111	NELC Rates Dept	Bowling Green (2months)	129.50
3112	Southern Electric	Electric bill Jan-April	246.26
3113	Newglaze Ltd	Parish Office window	54.00
3114	ERNLLCA	Membership 2011/12	794.79
3115	Office Friends	Repair of photocopier	18.00
3116	Northcliff Media	Newsletter April	53.36
3117	M Dewires	Grove Park snow damage	250.00
3118	M Dewires	Cemetery section markers	30.00
3119	Peter Hogarth Ltd	Toilet rolls	23.62
3120	Office Friends	Copier paper	12.90
3121	Bell Waste Control	Cemetery Waste Apr/Jun	181.74
3122	Europarc Group Ltd	Refit hard drive (police)	42.00
3123	Sureflow Services Ltd	Sprinkler repair B/green	168.00
3124	Europarc Group Ltd	Replacement camera	354.00
3125	Mrs L Leach	Petty cash	100.00
3126	NELC	7 day Loan Investment	40,000.00
3127	BT Payment Services	Internet May/July	71.96
3128	GBS-Public Works Loan	Loan Payment ½ year	2879.81
3129	Sean McCan Civils	Emergency well capping	804.00
3130	AON Insurance	Insurance premium	1327.16
3131	B Cuff	Land Agent Station Rd	540.00

**RESOLVED: Accounts approved for payment.**

**The Parish Council went into committee to discuss the remainder of the items.**

The Council came out of committee and re-convened to ratify the decisions taken in Committee.

The Chairman thanked everyone for attending and the meeting closed at 10.25pm