

**Minutes of a Meeting of the Waltham Parish Council held in the
Waltham Library on Tuesday 7th June 2011 at 7.00 pm.**

Present: Councillors A Archer, M Archer, Barrett, Bean, Clayton, Dewires, Evans, Penney, Shaw, Surtees, B Taylor and Woodliff, Ward Councillor I Colquhoun, 13 Residents, 1 member of the press, Fire Officer D Scott and the Parish Clerk.

01.06.2011 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 14 (a) Waltham In Bloom as he has submitted a tender for consideration.

Cllr M Archer declared a Personal & Prejudicial Interest in item 9(d) Bowling Green and item 13 Land at Station Road. Cllr Clayton declared a Personal Interest in item 8 (b) application number 1.

02.06.2011 Open Forum – To enable any resident to raise any items with the Parish Council:

Mr Ryder of Brigsley Road wished to speak regarding planning application number DC/303/11/WAB with reference to the piece of land on the corner of Brigsley Road and Cheapside, Waltham. He has seen the plans on North East Lincolnshire Council's website and strongly objects to them. He feels that the proposed development is not in keeping with the surrounding properties on Brigsley Road and Cheapside and not in accordance with the original outline application document dated 1966 that states that permission was granted subject to a condition that not more than 3 dwellings shall be erected on the site. The plot of land already has two properties number 3 and number 5 Brigsley Road; this plot should therefore accommodate the remaining one dwelling. The building lines of numbers three and five cut right through the proposed second development. Mr Ryder went on to say that there are several neighbours' objections on the NELC website against this development and in every case there are concerns about the lack of open space in the village, the traffic access, road safety and parking. Mr Ryder questioned if the Parish Council have received copies of the objections from neighbours that are on the NELC website. The Chairman explained that the Parish Council are a Statutory Consultee on planning applications and do not make the final decision on whether an application is approved or not, just recommendations based on the information with which they have been provided. This does not include neighbours' comments, which are sent to NELC. The Parish Council allow neighbours to bring any of their comments to the Parish Council meeting in the Open Forum section. The Chairman stated that he had read the objections but could not speak for any other Councillors. The Parish Council will only consider items brought before them and are not obliged to seek out neighbours' comments from a third party's website when considering an application. If Councillors wished to view any comments themselves before attending the meeting they are within their own rights to do so, but must not make any decision on the application until it is brought before them at the meeting.

Mrs Clarke of Brigsley Road wished to raise the issue of parking. There are currently vehicles parked around the village, in lay-bys, outside TBS Flooring and on the roadside due to the current insufficient parking arrangements in this area. Road safety is a big issue, with the proposed area for development currently being used as a pick up and drop off point for the rural school buses. Mrs Clarke went on to say that the development is right on top of a dangerous junction and to increase the traffic in the

area would only increase the danger, she feels that people do not stop at the second roundabout and cars leaving the development would have to cross two lanes of traffic to exit the site. Mrs Clarke wished to point out that a proposed development further down Brigsley Road was refused by NELC because of traffic concerns and that this development needs further careful consideration.

Mrs Boothroyd of Brigsley Road said that she has lived in this area for 20 years and moved there because of the open character of the area. Mrs Boothroyd said that she was led to believe that the site would accommodate one property only and felt that to put 4 properties in this area is unreasonable. The plot is the gateway to Brigsley Road and Cheapside and the development should be in keeping with the existing developments in that area and not with others on the High Street. Mrs Boothroyd said that she felt her property will be overlooked and will experience a loss of privacy.

Mrs Blacklock of Brigsley Road spoke to say that the entrance to this development would be directly opposite her property and she felt she would experience a loss of privacy with traffic coming out onto Brigsley Road, she also expressed concern over the road safety of vehicles leaving the development onto a busy road.

Mr D Carr asked to speak. Mr Carr said that his solicitors have looked at the deeds and found nothing prohibiting him from placing more than one property on this site. He went on to say that he has been to all the neighbouring properties and held talks with the Highways Department who found no objections to the access being on Brigsley Road. Mr Carr went on to say that a lot of thought and consideration has been put into this development and they have tried to involve the local community with this development. He is a local person with a pride in the village and this may not be considered by any other developer but is reflected in this development.

The Chairman explained to the residents present that should this application be heard at the Planning Committee of NELC, there is a strict 5-minute rule, which will be timed and adhered to. The applicant will have 5 minutes and the objectors will have 5 minutes also, but if there are 5 objectors they will only receive 1 minute each. The planning committee will however receive copies of all the objections, which have been sent in regarding this application.

Mrs Bond wished to add that this one of the most prominent pieces of land in the village.

Mrs Ogley of Cheapside addressed the Council. She wished to ask if there was any update on the speeding traffic on Cheapside. She has noted that several HGV vehicles have been travelling along Cheapside at excessive speeds, one of which shook her house when it came past. Mrs Ogley felt the speeds being experienced in this area are dangerous and unacceptable. She has come to the Parish Council for some guidance on where to go next.

The Chairman explained that there have been several speed watch operations run with the help of volunteers from the village, one of which is the Chairman. The local police have two speed indicator machines in operation but these are to cover the borough not just this area. Also the Parish Council have placed speed awareness indicators at points in the village, which NELC can download information from to build up a picture of speed in the area. One of these is located on Cheapside and can be moved to a location closer to the 40mph zone. The Chairman said that the speed camera campaign would be ongoing throughout the summer period. Mrs Ogley asked if there was anything further she could help with. The Chairman suggested that a letter to the Grimsby Traffic Division of Humberside Police outlining her concerns would aid further investigation into the speed of traffic in this area.

03.06.2011 Apologies:

Apologies have been received from Ward Councillor Jackson and Councillors Davies, Miss R Taylor and Teanby.

04.06.2011 To approve the Minutes of the Annual General Meeting held on 10th May 2011.

The minutes of 10th May 2011 were considered, resolved and signed as a true record.

05.06.2011 To hear any matters arising from the previous meeting, which are not covered on the agenda items below.

The Clerk said that she is still looking into CRB Checks for Councillors with regards to the supervision of the litter picker and is in contact with Nicola Price of NHS Care Trust Plus to have this issue resolved. The Clerk will bring any update received to the Council.

The Clerk has received a response from Mrs Stennett secretary for the Waltham Windmill Trust with regards to the street parking during a car boot sale. Mrs Stennett says that she visited the car boot sale twice last Sunday, the 1st time (Approx 7.30am) there were no cars in Westfield Road and no noise at all.

The 2nd time (approx 9.00am there were 4 cars parked on Brigsley Road, The mill site was fairly full, but organised. At the top of Westfield Road there were 3 cars parked but nobody blocking drives. There were no cars parked in Chiltern Drive. There was no loud noise and very few people about in this area.

Mrs Stennett went back on site at approx 12 noon and spoke with Preservation Society and they reported no problems. The PCSO's had been on site. There was a sign on the fence stating free on site car parking. NELC Parking Services Department have responded to say that they did not make the last car boot sale, but would endeavour to attend the next one to experience the issues for themselves.

06.06.2011 Fire Brigade Liaison:

The Chairman welcomed Fire Officer David Scott to the meeting. Fire Officer Scott said there had been 10 calls for service during May. 6 were local and 4 into Lincolnshire. These calls included 6 property fires, 1 special call, 1 false alarm and 2 care home calls. Waltham Fire Station has carried out 8 home safety checks and fitted 10 smoke alarms. The Station also attended the Windmill Fun Day. There are now 21 crew running out of Waltham and are 100% available. There is no news as yet on a start date for the significant works to be undertaken at the station.

07.06.2011 Police Liaison:

The Chairman read from the police report attached.

Cllr Penney expressed concern that when crimes are committed it takes several weeks before residents are made aware of a problem in the area. In some cases the local newspapers report issues that are five weeks old. The Chairman explained that there is a link on our website for Humberside Police and Humberside Police are also opening a Twitter page for instant updates. He explained that the police are trying to look at other ways of reaching people quickly.

Cllr Barrett asked if the recent crimes could be put on our website for example – bikes stolen in the village. There followed some discussion.

RESOLVED: It was agreed that the Clerk should investigate with ERNLLCA and the Police if there was any reason why we cannot put details of recent village crimes on our website. This item would be discussed further once information has been received.

08.06.2011 Planning Matters and to discuss the planning applications received from North East Lincolnshire Council:

- (a) To hear a report from the Clerk on submitting a planning application via the planning portal website.

The Clerk gave a report on the problems she experienced as a first time user of the Planning Portal and submitting an application via the Internet. Waltham Parish Council wondered if other Parish Councils have experienced the same issues and felt that this should be highlighted via the Town & Parish Council meeting.

RESOLVED: It was agreed to ask the Town & Parish Council to have this experience of using the Internet for submitting a planning application as an agenda item at their next meeting.

The Clerk received a response from NELC regarding the development at 93 High Street. Mr Trowsdale of NELC confirms that grey slates have not been approved for Plots 1 and 2 and that the approved materials for both dwellings are Lake Green Slate. Copper is not the finished material. He goes on to say that the site has been regularly monitored in respect of tree protection and tree removal. No discrepancies have come to light, nevertheless the site will be checked again to ensure the development is proceeding in accordance with the plans.

Cllr Bean said she felt sure that during the presentation given by the architect it was said that a green roof similar to Kirmington church would be given to the property nearest the roadside. The Councillors discussed this matter and asked if the second property, that is not yet built, could have a green roof installed as per the illustrations shown on the planning website.

RESOLVED: The Clerk is to write to the Planning office to ask if the roof of property number 2 at 93 High Street, Waltham could have a green roof as shown in the illustration on application number DC/394/09/WAB on the NELC planning page.

The Clerk said she has spoken to the planning office regarding the hedge outside 84 Brigsley Road, Waltham. It had been brought to her attention by a resident that the hedge outside this property has been removed, contravening planning consent. The response from NELC was that they were aware that the hedge has been removed and there has been some damage caused to the kerb and verge in front of this property. NELC are ensuring that the applicant replaces the hedge and reinstates the kerb and verge once the works to this property are completed.

The Clerk has received several complaints in the parish office regarding the new signage outside the Kings Head Public House. One resident thought it looked similar to a petrol station. The Clerk can confirm that these signs were erected without planning consent or approval and that the Enforcement Officers are looking into the matter. The Councillors discussed this matter and had concerns that the illuminations from the sign would cause problems to the CCTV system at night and that the old wooden sign would have been more in keeping with a conservation area. The Councillors also thought that the new sign overshadows that of the Shires Restaurant and is not sympathetic to competition. Mr Roberts the new Manager of the Kings Head was present at the meeting.

RESOLVED: It was agreed to write to the Enforcement Team and the Brewery expressing the Parish Council's concerns. The Council asked Mr Roberts if he would provide the Clerk with contact details for the Brewery.

The following NELC decisions were heard:

DC/575/10/WAB Cheapside (The Airfield), Waltham.
Change of use of land from disused airfield to storage of clean inert demolition material for a temporary period of 9 months.

Application approved, with conditions that the time period runs out on 11th February 2012. Prior to any further removal of material from site, a method statement setting out measures to prevent nuisance from dust shall be submitted, and this permission allows temporary storage of existing materials only and no crushing or other processing of materials shall be carried out on site and no further materials shall be brought to site.

The Council discussed this matter and felt that they would like to receive a copy of the method statement as outlined in the conditions once the applicant has produced it.

RESOLVED: The Clerk is to ask the planning team for a copy of the method statement as per the conditions of approval regarding application number DC/575/10/WAB.

DC/279/11/WAB 58 Cheapside, Waltham.
Alterations and extensions to dwelling house, to also include a single storey linked extension to provide a 'granny annexe' and construction of new vehicular access.

Application approved, with the condition that the proposed annexe shall be used only in conjunction with and ancillary to the main dwelling and shall not be let, sold or rented separately therefrom.

DC/289/11/WAB 49 Grimsby Road, Waltham.
Erect entrance porch extension to front.

Application refused.

DC/144/11/WAB 8 Station Road, Waltham.
Construction of single storey extension to rear.

Application approved.

The Parish Council considered the following planning applications:

DC/303/11/WAB **Brigsley Road/Cheapside (land at), Waltham**
Erect 4 new dwellings

The Clerk confirmed that she has received one written objection into the Parish Council office from Mr, Mrs and Miss Boothroyd. The Chairman read out the information received. The Council discussed this application at length and suspended standing orders to seek clarification from Mr D Carr, who was present, about the size of the on site parking outlined on the proposed development. Mr Carr confirmed that the application was for 6 parking spaces. The Council received further information from Mrs Clarke that the rural school buses stop at the proposed entrance to this site. The Council went back into the meeting and the following recommendations were made.

Recommend refusal on the following grounds:

1. This is an over intensive development of a different character from neighbouring properties.
2. The density, orientation and forward position of the development would mean that it would have a detrimental effect on neighbouring properties, by reason of overlooking, visual intrusion and possible light intrusion resulting in loss of privacy. This development could lead to an unacceptable level of noise,

general disturbance and an increase in vehicular and pedestrian traffic, affecting the neighbouring properties.

Policy H10 (i) & (ii) of the local plan.

3. If approved the application shows the access to the development onto Brigsley Road. The Parish Council with their local knowledge believe that any traffic access to this site should be from Cheapside to minimise the effect of crossing the natural flow of traffic.
4. The proposed exit point of this site is used as a rural bus stop including school buses.
5. The applicants' plan shows only parking provisions for 6 vehicles. The Parish Council feel that the inadequacy of the off-street parking facilities would result in additional demands for kerbside parking on this busy street and in surrounding residential streets with consequential detriment to the safe and free flow of traffic in this location, which is already experiencing severe problems.

DC/371/11/WAB 84 Woodhall Drive, Waltham

Erect conservatory to rear.

Recommend approval.

DC/400/11/WAB 29 Kirkgate, Waltham

Variation of condition 2 attached to planning application DC/44/10/WAB to install a window to kitchen and reduce length of boundary wall with close boarded fencing.

Recommend approval with the following conditions:

1. The fencing remains at all times for the security and maintenance element of the beck.
2. That obscure glass is used in the window, which would allow light through and also preserve the privacy currently enjoyed by the neighbours.

DC/383/11/WAB 19 The Drive, Waltham

Insert first floor window to North East side elevation.

Recommend approval.

DC/312/11/WOL 57 Bradley Road, Barnoldby Le Beck.

Change of use from garage and storage building to create a new dwelling with access.

Recommend refusal on the following grounds:

1. The proposal, if approved, would result in an over-intensive form of development contrary to Policy H9 in the revised Deposit Draft North East Lincolnshire Local Plan.
2. The proposal represents an unsatisfactory form of tandem development, which, if approved, would have a detrimental effect on the residential and visual amenities of the occupiers of neighbouring dwellings contrary to policies GEN 1 and H5 and H9 in the revised Deposit Draft North East Lincolnshire Local Plan.
3. This development would create a third access onto Bradley Road immediately adjacent to two existing accesses from this site and would contravene policy H10 6.85 development adjacent to open countryside.

DC/372/11/WAB 5 Coral Drive, Waltham.

Demolition of existing garage and proposed alteration & extension to existing dwelling.

Recommend refusal on the following grounds:

1. This application to extend this property is an over intensification of the site and is contravening policy H10 in as much as it would deny the occupiers of number 6 Coral Drive the enjoyment of natural sunshine in the rear of their property where there is a sun room on the rear of that property.
2. The proposed development would leave a very narrow outside access to the rear of this property.
3. Roof lights of bedroom 3 will intrude into neighbour's privacy see policy H10.

09.06.2011 To receive any reports from the following Sub Committees:**(a) Allotments.**

The Clerk confirmed that allotment 1a has now been re-let and the work to the public right of way entrance has been completed and we are awaiting an account for payment.

The Chairman said he had been called to a water leak from a tap on the allotment. This tap requires some maintenance works carrying out on it and asked the councillors if they would consider replacing the tap with a bath and ballcock system as there is elsewhere on the allotment. This will stop this tap from flooding the allotments in this area.

RESOLVED: The Council agreed to have the maintenance works carried out on the tap at the allotments and replace the tap with a bath and ballcock system to avoid future flooding.

(b) Parks & Open Spaces.

- (i) To discuss Parish land at New Road with regards to property for sale.

The Chairman informed the Council that the property of 12a New Road has been placed for sale, this property owner was allowed to fence a small area of Parish land at the front of its property because of Anti Social Behaviour being experienced. This piece of land is documented at the Land Registry Office. The Chairman asked the Council what it wished to do with the house being for sale. Cllr Woodliff asked if the selling agent is aware that not all the front of the property belongs to the seller. The Chairman replied that it is not mentioned on the selling literature but the agents are now aware that this piece of land belongs to the Parish Council having been informed by the Chairman. There followed much discussion.

RESOLVED: It was agreed that as the current occupier is selling the property this piece of land should be returned back to the Parish Council and that the fencing be removed and the area reinstated back to its original condition.

- (ii) To discuss update on installing a Flag Pole at the War Memorial.

The Clerk has contacted Dave Haxby of NELC to enquire about a flagpole being placed at the Cenotaph similar in size and design to the one placed in New Waltham. Dave Haxby said that as far as Highways are concerned they would wish that the pole is positioned so that when it is lowered it does not obstruct the footway or the road. He advised speaking to Glen Greetham of Neighbourhood Services and to check with Planning that the rules have not changed since New Waltham erected their flagpole. The Clerk confirmed that she has contacted both as suggested by Dave Haxby and is awaiting their response.

- (iii) To receive a letter from Memorial Memories regarding the cleaning of the War Memorial.

The Clerk read a letter from Memorial Memories, which offered to clean the War Memorial at a reduced cost in return for some publicity when the area is unveiled. Ward Councillor Colquhoun explained that the Ward Funds have made a donation of £1600 towards the flag pole and cleaning of the memorial.

RESOLVED: It was agreed the Clerk is to send out 3 tenders for the cleaning of the War Memorial. These will be opened and the contract awarded at the next meeting whereupon the works can commence as soon as possible.

(c) Public Rights of Way.

Nothing to discuss.

(d) Bowling Green.

- (i) To receive and consider tenders received for the ground works for the bowling pavilion.

The Chairman declared a Personal Interest in this item and under section 12.2 of the Code of Conduct remained in the room. Vice Chairman Cllr Woodliff in the Chair.

The Clerk handed the 3 sealed tenders received to Cllr Woodliff. He opened them and read as follows:

Carr & Carr £8165 plus VAT for ground works as per the plans and base specification sent. This price also included moving the fencing, which had not been asked for.

Sean McCan Civils £5700 plus VAT for ground works as per the plans and base specification sent.

A R Dickson Ltd £10951.00 plus VAT for ground works as per the plans and base specification sent.

The Council discussed these quotations. It was agreed to suspend standing orders to ask of the Bowling Club members present at the meeting if they had received any other quotations for the moving of the fencing. Mr Arundel said that he had given a copy to the Clerk. The Clerk confirmed she had a copy of a quote addressed and sent to the Bowling Club, which gave a price of £560 plus VAT to move the existing steel gates. The Clerk said she is not able to accept with this quotation as it is not addressed to the Parish Council and would not be able to be processed through the council accounts without our details on the paperwork. The council reconvened the meeting and there followed further discussions.

RESOLVED: It was agreed to accept the quotation from Sean McCan Civils to complete the ground works contract at the Bowling Green. The Clerk is to confirm this in writing and once planning permission is granted the works are to commence immediately. The Parish Council is to seek further quotations for the relocation of the existing double gates.

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

Cllr M Archer returned to the chair.

(e) CCTV.

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

The Chairman explained about the current DVR unit, which only records for a maximum 10-day period and the police are struggling to retrieve information for evidential purposes. The Clerk read the specification of a suggested replacement unit as suggested by our maintenance contractors Europarc. This unit would offer a 2tb

hard drive with built in DVD writer and provide up to 1 month's recording with the highest quality recording detail.

The cost included installation, programming and user instruction for £823.50 plus VAT.

RESOLVED: The Council agreed to purchase this replacement DVR equipment for the CCTV system.

10.06.2011 Clerks Report – To receive a report on the Clerk's actions since the meeting of 10th May 2011.

NELC are carrying out a public consultation exercise on future plans for the area's 15 square miles of open spaces. Copies of the questionnaire will be distributed by the Clerk and need to be completed and returned by 5pm on 1st July.

Vanel are holding a training workshop on Effective Grant Applications on Wednesday 22nd June 2011 at West Marsh Community Centre between 10am and 4pm. The cost is £20 per person. Anyone interested in attending should contact the Clerk.

The Clerk has received a letter of receipt from NELC on the 7-Day Temporary Investment made with them for £40,000.00.

RWE npower renewables have written to the Parish Council to inform them that they have decided to progress Triton Knoll Offshore Wind Farm as two separate packages. Package 1 is the wind farm itself and consultation will start on 1st June 2011. Package 2 is the electrical system and includes the cable route. No date has yet been set for this consultation as further investigation is being carried out on the electrical system.

Documentation relating to Package 1 is now available to view at the parish office.

The Clerk asked if the Councillors would amend their Committees of Waltham Parish Council list to delete Cllr Teanby from the Youth Committee.

The Clerk has received a letter from Mr Howells with regards to a member of his family experiencing problems with noisy neighbours. He has been in contact with Community Pride but felt that their working hours did not coincide with the problems he was experiencing. He has asked the Parish Council for their help.

RESOLVED: It was agreed that the Clerk should write to NELC and ask them to extend some flexibility towards Mr Howell's family in order to assist a local resident in achieving a solution to the problem.

11.06.2011 Pavements/Street Lighting/Highways:

- (a) To receive any update on funding for a zebra crossing.

After completing the fund finder forms as suggested by Lisa Gibson of the Area Action Group it has returned the result that there is no funding available for such a project apart from seeking it through NELC and the LTP3 fund. The Clerk was disappointed that this was the result and in an email received from Simon Moss and Jason Longhurst they acknowledged the support for a zebra crossing and explained the scheme is being considered for funding through the LTP3 and must prioritise its limited funding. If funding is provided NELC would like to complete the feasibility studies this year and on completion of these studies detailed consultation will be undertaken with the Parish Council to determine the preferred options. The Council discussed the fact that the investigative works would not be required as this data was collected under a previous request. The Council felt that this crossing was needed as a matter of urgency.

RESOLVED: It was agreed to write to Jason Longhurst and Simon Moss to express the urgency in having a crossing in this area and to include copies of the letters of support received.

12.06.2011 Youth Report:

Cllr Bean said that she is hoping to hold a Youth Sub Committee meeting in the near future and will send out a date for the meeting.

The Clerk has sent out for tender the strimming of the BMX track these will be returned in time for the next meeting.

13.06.2011 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 Wilkin Chapman Grange our solicitors in this matter. They confirmed that an agreement has now been reached with the current tenant agreeing to surrender his tenancy. The paperwork is now being drawn up between the current owners and tenant to finalise this, then the sale can proceed. The solicitor has said we can look at applying for planning permission now to have this in place once the sale is finalised. The Council wished to wait until the Council owns the land before permission is sought.

Cllr M Archer returned to the meeting and the Chair.

14.06.2011 Waltham In Bloom/Best Kept Village:

- (a) To receive and consider tenders for the Summer Planting Scheme.

Cllr M Dewires having declared a Personal and Prejudicial Interest in this item left the room.

The Chairman opened the two tenders returned from the three sent out for the summer planting scheme.

M Dewires quote was £440.00 including watering of the large tubs.

NELC quote was £813.00

RESOLVED: It was agreed to accept the quotation from M Dewires.

Cllr Dewires returned to the room.

15.06.2011 To receive a report from Councillors on outside meetings attended:

Cllr Teanby attended the Leas Extended Service Centre Meeting on 17th May 2011 and Cllr Bean attended the AAG Workshop at the Town Hall on Tuesday 24th May 2011. Notes from these have been sent to all Councillors.

16.06.2011 To hear from the Burial Board Committee:

- (a) To consider a second draft letter to be sent to plots, which are breaching the burial board rules and regulations.

The Clerk read out a suggested letter to be sent to plots, which are breaching the burial board rules and regulations. The Council considered the letter and suggested adding the words "free of charge" in the sentence; if you are having any difficulties in carrying out the necessary works please do not hesitate to contact me and I will organise *free of charge* assistance.

RESOLVED: It was agreed to send out the letter with the amended wording to plots that are breaching the burial board rules and regulations.

- (b) To consider additional wording to item 2a of the Burial Board Rules and Regulations.

The Clerk explained that in rule 2a it was not clear that any correspondence relating to a grave would be corresponded to and received by all executors, therefore the Clerk is suggesting the following be the last sentence in rule 2a;

All correspondence regarding the grave and or memorial will be communicated to and received from all executors.

RESOLVED: The Council agreed to the amendment being made to rule 2a of the Burial Board rules and regulations.

17.06.2011 To consider an amendment to Standing Order number 21, Members of the Public:

The current Standing Order number 21 states:

21. Members of the Public

The Chairman may allow any member of the public to address the meeting in relation to the business to be transacted at that meeting.

The Chairman explained that this order does not give the public clear indication of the times and details of when they are allowed to speak in the Open Forum by amending it to read the following will give the public a clearer view.

21. Members of the Public (Open Forum)

In the Open Forum the Parish Council allows any member of the public to address the meeting appertaining to any issue relating to the Parish of Waltham.

The Chairman will allow 5 minutes per person. The information is not to be a replication of what another member of public has already brought before the Council at that meeting. If appropriate the item will be debated during the meeting under the relevant agenda heading. It will not be debated during the Open Forum.

Presentations can be given if prior notice has been given to the Clerk, they will be presented in the Open Forum section of the Agenda and they should last for no longer than 15 minutes. The Parish Council reserves the right to cancel any presentation prior to the agenda being published.

Members of the public are not allowed to make comment or speak during the remainder of the meeting unless invited to do so, where upon the Council must agree to suspend Standing Orders in order to invite the member of public to speak. The Parish Council must then reconvene to continue the debate.

RESOLVED: It was agreed to make the amendments to Standing Order number 21 as detailed above.

18.06.2011 To consider the adoption of a Habitual or Vexatious Complaints Policy.

The Chairman explained that the Parish Council and indeed NELC do not have a Vexatious Complaints Policy in place. The Chairman felt that the Parish Council should take every precaution to protect itself and its staff from the possibility of this threat.

The Clerk had issued all members with a policy produced by ERNLLCA that he will be suggesting other Parish Councils look at also adopting. The Council considered the policy.

RESOLVED: Waltham Parish Council agreed to adopt the Vexatious Complaints Policy as set out by ERNLLCA.

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 10.55pm