

**Minutes of a Meeting of the Waltham Parish Council held in the  
Waltham Library on Tuesday 4<sup>th</sup> October 2011 at 7.00 pm.**

**Present:** Councillors A Archer, Barrett, Bean, Clayton, Davies, Dewires, Penney, Shaw, Surtees, B Taylor, R Taylor, Teanby and Woodliff, Ward Councillors I Colquhoun and P Jackson, 3 Residents, Waltham Fire Station Crew Manager Mark Smith, 1 member of the press and the Parish Clerk.

Vice Chairman Cllr P Woodliff in the Chair.

**01.10.2011 Parish Councils (Model Code of Conduct Order (2007))**

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

Cllr Bean declared a Personal and Prejudicial Interest in item 9(a) the proposed Bridge House development. Cllr Dewires declared a Personal and Prejudicial Interest in item 10 b (i) as he has submitted a tender for consideration. Cllr A Archer and P Surtees declared a Personal Interest in item 9(a) the proposed Bridge House development.

**02.10.2011 Open Forum – To enable any resident to raise any items with the Parish Council:**

Mr C Carr stated has come to the meeting this evening on behalf of the residents of 123 High Street, Waltham, for an application that has previously been rejected by the Parish Council and NELC. Further discussions have taken place with the authority and amended plans are now before the Parish Council. Mr Carr went on to say that the neighbours have no objections to the proposed extension.

The Chairman thanked Mr Carr and said this will be taken into consideration when the application is heard.

**03.10.2011 Apologies:**

Apologies were received from Cllr M Archer and Cllr N Evans.

**04.10.2011 To approve the Minutes of the Meeting held on 6<sup>th</sup> September 2011:**

The Clerk wished the Council to note that Cllr Barrett did attend the last meeting and wished that this name were added to the attendees. On page 55 item 17.8.2011 should read 17.9.2011. With these being amended, the minutes of 6<sup>th</sup> September were considered, approved and signed as a true record.

**05.10.2011 Fire Brigade Liaison:**

The Chairman welcomed Crew Manager Mark Smith to the meeting.

Fire Officer Smith said that there have been 13 calls for service in September, 7 into Waltham, 3 into Lincolnshire and 3 into Grimsby. The refurbishments are almost complete and the building has been signed over minus the new automated up and over doors. Once these have been installed the Parish Council are welcome to come and view the newly refurbished building.

The Clerk asked if the Waltham crew were called to the fire in Mount Pleasant at the end of last month. Fire Officer Smith did not believe they were called.

The Chairman thanked Fire Officer Smith for attending the meeting. He then withdrew from the meeting.

**06.10.2011 Police Liaison:**

The report from the Police is attached. No officer was able to attend the meeting. The Clerk read an email from PC Terry Oakley explaining that after two and half years he has been moved to Humberston and New Waltham area. It was never the intention for him to remain a PC for Waltham for longer than 3 months. He will be continuing with his duties as Wildlife Officer and Road Watch Lead for A Division. He thanked the Parish Council for all their help and support whilst in this area. The Clerk read out the list of officers and PCSOs who will be covering the Immingham and Wolds area.

**RESOLVED: The Council asked the Clerk to send PC Oakley a letter of thanks and to wish him all the best for the future.**

**07.10.2011 To hear any matters arising from the previous meeting, which is not covered on the agenda items below.**

The Clerk reported that the owner of the property in Archer Road that had overhanging trees has failed to respond to the letter, which the Parish Council sent. This has now been passed onto NELC.

The Clerk contacted Paul Chaplin the Tree Officer for NELC and asked him why the Parish Council is not consulted on applications relating to Tree Preservation Orders. He replied that NELC have no legal obligation to consult or inform the Parish Council on these matters and any decisions taken are under delegated powers and do not go to the planning committee. The Council discussed this matter.

**RESOLVED: It was agreed to bring the issue of not being consulted on TPOs at the next Town & Parish meeting.**

The Clerk has spoken to Andrew Hutson regarding the trees on the development at 93 High Street, he has given his assurances that no tree covered by a TPO has been or will be removed or worked on without the necessary permission and he will continue to make frequent visits to the site to ensure that this is the case. The Clerk has relayed this information on to the resident with concerns.

**08.10.2011 Clerk's Report – To receive a report on the Clerk's actions since the meeting of 6<sup>th</sup> September 2011.**

You are now able to recycle aerosol cans alongside your food and drink cans. These include deodorants, hairspray, fly spray, polish, air fresheners and hair mousse cans. It is important to note that aerosols that have previously contained propane or butane gas, paints or oils will not be accepted.

The next Town & Parish meeting is on Thursday 6<sup>th</sup> October 11, Cllr M Archer and J Bean will be attending.

NELC are carrying out a strategic passenger transport review, this includes buses, education, social services transport, trains, taxis and community minibuses. You can access this review via the NELC website.

The website has had 237 visitors during September. 187 new and 50 returning.

The Boundary Commission for England published on 13<sup>th</sup> September its initial proposals for new parliamentary constituencies in England. They are consulting on the proposal until 5<sup>th</sup> December 2011. Please visit their website to view the full proposals and to make comments.

[www.independent.gov.uk/boundarycommissionforengland](http://www.independent.gov.uk/boundarycommissionforengland)

Confirmation has been received that the Clerk is booked onto the ERNLLCA Finance course on 24<sup>th</sup> October 2011.

Waltham Library is holding a fund raising day on Friday 28<sup>th</sup> October from 10am. The library staff is appealing for any unwanted gifts that can be used as prizes. Come along and help raise funds for the treatment and research of breast cancer.

A food store has been fined £1600 by Grimsby magistrates for receiving early morning deliveries outside of the permitted hours. Jason Longhurst head of development for NELC said that “planning conditions of this nature are designed to set reasonable boundaries in which companies can operate, so as to reduce any detrimental impact on the local neighbourhood”.

**09.10.2011 Planning Matters and to discuss the planning applications received from North East Lincolnshire Council:**

Cllr M Archer represented Waltham Parish Council at the Waltham British Legion Licensing meeting. This resulted in the establishment being granted additional opening hours on a Friday and Saturday evening until midnight. The conditions applied were that: Windows and doors must remain closed at all times during live and recorded entertainment, all external doors and inner lobby doors to enable automatic closing at all times, drinking outside of the property to be prohibited at all times, a site exit policy to be imposed to ensure that all patrons have left the premises 30 minutes after the cessation of the licensable activities and a representative of the committee to be appointed, as part of their duties, for the last hour of licensable activity and for 30 minutes thereafter, every day to undertake specific duties to include, ensuring that smoking is conducted in the smoking area only, ensuring drinks are not consumed external to the building, ensuring that the doors and windows remain closed during live and recorded entertainment, discouraging taxis from noise nuisance when picking up their fares and ensuring that all patrons are encouraged to be mindful of the residents of the area when leaving the premises. Ward Councillor Philip Jackson said that he also attended and spoke at the meeting. He is pleased about the conditions as this means that they now are enforceable and will be monitored.

***The following NELC decisions were heard:***

**DC/592/11/WAB** 16 Neville Turner Way, Waltham.  
Erection of first floor dormer extension to create a larger bedroom and en-suite.  
**Application approved.**

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

**DC/670/11/WAB** **85 Manor Drive, Waltham**  
Alterations and erect a two storey side and single storey rear extension to existing dwelling

**Recommend approval**

**DC/691/11/WAB** **14 Cheesemans Lane, Waltham**  
Demolish existing conservatory & erect single storey extension to side.

**Recommend approval**

**DC/731/11/WAB** **123 High Street, Waltham**  
Erect a single storey extension to rear.

The Clerk read two letters received from 125 High Street, the neighbouring property of this application.

**Recommend approval**

**DC/651/11/WAB                      Ings Lane (Land Rear of Bridge House), Waltham**

Erection of 8 detached dwellings, 6 detached garages, new access road, car parking and associated works.

Cllr J Bean having declared a Personal and Prejudicial Interest in this item left the room. Cllr P Surtees having declared a Personal Interest also left the room and Cllr A Archer took no part in the discussions or voting.

The Councillors carefully considered this application. They noted that the allotments and bridge into Grove Park had been removed and that the position of the properties on this development appeared to be considerate to the neighbours. The Council discussed the possibility of requesting a Section 106 restraint on this application, as there will be a road safety issue with the additional families attending the local school. The Council agreed that this is one of the last rural lanes in Waltham and that it should remain a rural lane without any footpaths. Concerns were raised that the tree at the entrance is to be removed due to it being in a poor state and this should be replaced with a semi mature specimen so to preserve the rural aspect and aesthetic view when travelling along this lane.

**Recommend approval with the following conditions:**

1. The Tree in the report at the entrance to this development T1a, a Horse Chestnut that has been designated for removal should be replaced with a semi mature tree so to preserve the aesthetic view when travelling along this rural lane.
2. The Parish Council would like NELC to consider imposing a Section 106 Agreement on this development, as a road safety issue with the increase in the volume of foot traffic that this development will create. The Parish council would like the developer to provide a new zebra crossing at the top end of the High Street/corner of Manor Drive. This would aid the families in this new development to cross the road safely whilst on their way to school.

**10.10.2011 To receive any reports from the following Sub Committees:****(a) Allotments.**

An allotment holder has contacted the Parish Council. They are to move out of the village at the end of the month but wish to keep up their allotment. They have won prizes for the last 3 years and promise to maintain it as it is currently. The Council discussed this and details regarding the new allotment. They discussed possibly having a two tier-pricing schedule similar to the cemetery and two lists for each of the allotments.

**RESOLVED: It was agreed to allow the allotment holder to keep their allotment next year and to review this and all non-residents when the new allotments are ready.**

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

- (i) To receive tenders for the winter planting scheme.

Cllr M Dewires having declared a Personal and Prejudicial Interest left the room. The Clerk said that 4 tenders had been sent out for pricing. Only 2 had been returned. The Clerk read out the specification sent. The Chairman opened the sealed tenders. NELC quote was for £664.00. NELC did not include as requested the amount of compost needed to top up the areas. M Dewires quote was for £260.00. He had included that each planter would require 1 x 50ltr bag of compost.

**RESOLVED: It was agreed to accept the quotation from M Dewires. The large planters around the war memorial should be left until after Remembrance Sunday.**

- (ii) To agree a date for Carols on the Green.

The Council discussed holding the event this year on a Saturday to encourage more families to attend and hopefully the local businesses will still be open at that time.

**RESOLVED: The date of Saturday 17<sup>th</sup> December 2011 starting at 4pm was agreed. The Clerk is to notify the usual list of attendees and helpers.**

The Clerk had reported a deer carcass at the end of Ings Lane on the public footpath to NELC on 12<sup>th</sup> September. She explained she was disappointed to say that this carcass was not removed until 27<sup>th</sup> September, despite two further reminders.

The resident with the village pump in her garden has responded to a letter sent last month asking for a councillor to view and try the pump. The letter received says that “the pump is in plain view and there is no need for you or your representative to enter my property”. The Council discussed this matter and felt that if they do not request each year to view the pump the homeowner may be given the impression that the Parish Council do not have any right to the pump and this is not the case. The Parish Council felt that to start a legal battle at this time would not be viable financially.

**RESOLVED: The clerk is to continue to write to this resident each year to ask for access to this pump and explain that it would only be a 5 minute inspection. This will build up written evidence that the Parish Council will not give up its rights to the pump.**

The Clerk read an email received from the Conservation Officer of NELC and the War Memorial Trust on cleaning a limestone memorial.

The method they suggest is to clean using a soft natural bristle brush and water, a steam cleaner or a low-pressure water spray.

**RESOLVED: It was agreed to go back to the companies who tendered and provide them with a new specification for the cleaning of the memorial and ask them if they wish to re-tender for the works. The Clerk has been given the name of another company who could replace the company from Doncaster who failed to supply a quote. The quotations should come back to the clerk prior to the next meeting. It was agreed that the Parks & Open Spaces committee could meet to open and award the contract so that the works can be carried out as soon as possible.**

The Council discussed other options for the war memorial area including encasing the plastic planters with wood or decking boards and planting bulbs around them for the spring. Some concerns were raised by Cllr Shaw who said that they had done this in Scartho and some of them were looking a little shabby. Cllr B Taylor said that driving past them reminded him of being on the M180 and not in a conservation area. These ideas were to be considered when adopting phase 2 of the area. The Clerk has contacted Mr Brooks the contractor who wished to do a project for the village. He has a small project to do for the pre-school but said he was very interested in doing something for the Parish Council. The Clerk is to meet Mr Brooks at the war memorial area in the near future to show him the idea of paving at the bottom of the flagpole and sectioning the circular planter.

Cllr M Archer and the Clerk met with Paul Chaplin, Tree Officer for NELC at Grove Park. A discussion on the management of the park took place and he suggested that the Parish Council look at having a tree report done on the older trees in the park of which there are about 20, to put together a plan for the short, medium and long term future of the area. This plan would allow the Parish Council to assess its current needs and budget for the future. The Council thought this would be a good idea and would cover them from a Health and Safety point of view should an incident occur.

**RESOLVED: The clerk is to send out to a minimum of 3 Arboriculturalists a tender for producing a report on the 20 older trees in Grove Park. This should be returned by the next meeting in order to be included into next year's budget.**

The clerk said that there is some work that requires to be done on the large horse chestnut tree whose branch fell during the high winds. Paul Chaplin has suggested that a 30 percent reduction and the extending limb be removed from this tree. The sycamore is in no immediate danger of falling and this should be considered on the future plan of the area. Permission needs to be applied for in order to carry out this work.

The Clerk said that a specification for works on the footpath and exit from the bridge needs to be discussed. The Clerk said that she could put a spray dot on the paving which requires attention and that a 2sqm of tarmac would suit the exit from the bridge to reduce the gradient.

**RESOLVED: the Clerk is to draw up a specification for the works to the footpath and exit from the bridge. She must include the number of slabs to be worked on and confirm with the disabled access officer of NELC what the gradient should be on the exit from the bridge before sending to our usual contractors.**

The Council discussed placing some fruit trees near the nursing home in Grove Park this would help to mask the exposed area, which the removal of the large trees within their grounds has caused. It was thought that there could be some funding for this via the government. The Clerk is to look further into this matter.

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

Nothing to report.

**(d) Bowling Green.**

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

The Clerk reported that youths had gained access to the Bowling Green on 22<sup>nd</sup> September. No damage was caused; they had just left litter around. The club have asked if any further thoughts have been given to having some CCTV in the area. The Council felt that if this area was covered then the allotment holders may want the same for their area.

**RESOLVED: The clerk was asked to look into the cost of a stand-alone system.**

The Clerk had contacted our insurers and asked them for a cost on insuring the building, as we will be the owner once completed. The quote was returned at £977.12. The Clerk has since contacted two further companies and is awaiting their quotations.

**(e) CCTV.**

Cllr Surtees felt that the CCTV post on the village green needs painting, as it is looking rather rusty.

**11.10.2011 Pavements/Street Lighting/Highways:**

The Clerk said that NELC are holding a borough-wide parking review and that the aim is to fully support local businesses, shops and tourism by improving safe access and reducing congestion. The Clerk then went on to mention that she and Cllr M Archer are very disappointed not to have received a satisfactory response to the problems of the potholes in Kirkgate car park. Ward Councillor Phillip Jackson said he will take this issue forward.

The Clerk has received a response from NELC on the question asked following the Winter Service Review regarding liability for volunteers. Mr Paul Hudson has said that "Advice to support and encourage self-help within the community was published by the Government last winter and has been made available on the Council's web site.

This advice makes it clear that provided the guidance is followed, and reasonable care exercised then liability should not be an issue. However where persons are providing support within the community using heavy machinery they are responsible to ensure that appropriate insurance cover is in place, including public liability insurance.

The Council are keen to work with Parish Councils in partnership, to ensure that all available resources, including voluntary help, are effectively deployed, particularly during extreme weather conditions. The Highways Operational team will work with Parish Councils to explore options and support the co-ordination of arrangements”.

The Council agreed to suspend Standing Orders and invited Mr Carr to explain his arrangement for insurance. Mr Carr said that his insurance does not cover him for volunteer works, so in his situation he would have to charge to carry out clearing, something like a peppercorn charge would have to be applied. The meeting was reconvened. The Council felt that NELC’s response to this was unacceptable and that they should be able to offer a disposition to assist people who volunteer to help their community.

**RESOLVED: The Council agreed that the issue of volunteers having to use their own insurance to assist the community be taken to Town & Parish Council.**

The Clerk said that she has forwarded the matter regarding moving the flashing speed indicator signs up within NELC as she has still not received a response from the officer on this matter. Ward Councillor Philip Jackson said he will be looking into this further. The Clerk did find the original costings sent through by NELC on the flashing signs and the relocation cost was £93.96 and these costs were funded by NELC. Cllr Penney explained that there were little or no signs indicating the new speed outside Toll Bar School as you approach from the other side of the roundabout. The Chairman said that these areas are not within Waltham Parish Council’s jurisdiction but we can bring this to the attention of New Waltham Parish Council.

(a) To discuss the PedalPark Community Cycle Parking Scheme.

The Clerk has been sent details on a PedalPark Cycle Parking Scheme by NELC. Following her being blocked into the parish office when a lady parked and chained 3 bikes to her iron security gate she felt this would be a good idea for people visiting the library and office on bikes.

**RESOLVED: We are to apply for 3 cycle parking stands to be installed on the area outside of the library on the edge of the green.**

(b) Civil Parking Officers visit.

Following a report of several vehicles parking on double yellow lines in Kirkgate, the Clerk had a visit into the office by the Civil Parking Officer. He has said that there were initially 15 officers but this has now been reduced and a further reduction leaving 8 is likely to happen over the next few months. The Chairman said that he felt there was little service in the village at present, with the possibility of further reductions he said this area like other rural communities would miss out.

Cllr B Taylor wished to inform the Council that he had witnessed the hairdressing business at the very top of the High Street putting out its commercial waste 2-3 bags of hair cuttings on a Friday evening and they are left there until collected on Monday. The Council discussed this matter and the Clerk reminded the Council that the problem of waste collection for this area has been looked at previously and to our knowledge this has not yet been resolved.

**RESOLVED: It was agreed to send the hairdressing business a letter asking them not to put out their waste as they are a commercial premises and should not be leaving bags outside for the domestic waste collection.**

**12.10.2011 To receive details from All Saints Church on flying of flags:**

The Clerk has received from the Church a list showing their protocol on the flying of the Union Flag.

**RESOLVED: The Clerk is to contact the Royal British Legion and inform them of the new pole and Union Flag and ask them if they would like it flown on 11<sup>th</sup> November for Remembrance Day.**

No response has been received to date on the trees in the Churchyard.

**13.10.2011 Remembrance Sunday Parade:**

The Remembrance Sunday Parade is being held on 13<sup>th</sup> November 2011. The Parade will assemble by 10.30am. The Clerk said that she has contacted Mr Perry and discussed the parade. This year there will be a bagpiper but no bugler. The Chairman said that he would ask Mr Norris if he was able to operate the PA system, as in previous years Mr Frisby's son carried this out. The Clerk was asked to order the usual wreaths.

**14.10.2011 Youth Report:**

(a) To receive a letter from Waltham Football Club for Section 137 funding.

The Clerk read a letter from Mr J Farrell who is the manager of Waltham Football Club. The Club has 45 members aged between 5 and 8 years old and all of them apart from 5 live in the village and attend Waltham Leas Primary School. He is looking for funding to be able to provide the 3 teams with waterproof training kits and training for new coaches.

**RESOLVED: The Council agreed that £200 from the Section 137 Budget be awarded to Waltham Football Club to help with training for coaches and towards waterproof training kits.**

**15.10.2011 To receive an update on land purchase at Station Road:**

The Clerk has received confirmation that the contracts on this land have been exchanged. She has a map showing where the water supply runs from and has received the forms to change the use of the land. There is some work required on the drawing up of the proposed entrance and car hard standing to scale before these can be submitted.

The Clerk has received an email from a Mr Smith who identified himself as the new owner of the land adjoining ours at Station Road. He has made enquiries regarding the fencing as he wishes to use his plot for grazing and would like the fence installed as soon as possible. The Council discussed this and felt that a quotation for both 3 and 4 rail high fencing is required. Cllr Taylor informed the council that there may be grants available for hedging agricultural land.

**RESOLVED: The Council agreed that the tenders for this fencing are sent out. The specification should be for 2 quotations, 3 rail high and 4 rail high, motorway post and rail fencing which is to be nailed from the eastern side.**

**16.10.2011 To receive an update on offer of land to be gifted at Fairway:**

The Clerk read a letter sent from Mr Browne gifting the Parish Council some 7 acres of land lying to the north of Fairway in Waltham in perpetuity, providing that it be used for public amenity purposes. The Company's solicitors, Wilkin Chapman Grange will be able to set out the precise nature of the right of access, but it is not dependant in any way upon permission from the owner of 161 Fairway. The communication states, "There is an obligation upon the company, if required, to contribute to the upkeep of the right of way".

**RESOLVED: The Clerk is to write to Mr Browne and thank him for his very generous offer. The Parish Council is very pleased to accept this offer and will ensure that the land is used for public amenity purposes. The Parish Council will discuss the right of way onto this land with the company's solicitors.**

**17.10.2011 To discuss the Queen's Jubilee Celebrations:**

The Clerk has delivered letters to over 43 businesses in Waltham. These letters invite the business owners to attend a meeting on Thursday 27<sup>th</sup> October 2011 at 7pm in

Waltham Library to discuss events for the Queen's Diamond Jubilee. She has confirmed the booking of the room with the Library and will be able to attend herself. The Clerk has found some information on a portable gas powered beacon, which could be used on the village green for the event from a company called Bullfinch. This was to be discussed further at the meeting of 27<sup>th</sup> October.

**18.10.2011 Waltham In Bloom:**

(a) To receive the results of the Best Kept Village competition.

The Clerk said that Waltham village achieved joint 2<sup>nd</sup> place in the Best Kept Village competition. The bank area outside the group of shops at the co-op was commented on as being very overgrown with weeds, which have gone to seed.

Cllr Teanby felt that the sub committee next year should concentrate on winning this event.

(b) To discuss the Christmas tree order.

The prices of the Christmas trees are not available yet. Cllr B Taylor said that he knows of a tree which is available free of charge. The Chairman said that NELC normally reimburse the Parish Council with this expense, but is not aware if the changes to Balfour Beatty will affect this. The Clerk will look into this. Cllr Teanby has seen an advertisement for solar powered trees with lights and felt this would be a better option for the businesses as they can re-use them each year. He gave the advertisement to the clerk for them to be priced up. This is to be an agenda item next month.

**19.10.2011 To receive a report from Councillors on outside meetings attended:**

Cllr M Archer attended the Licensing meeting for the Waltham British Legion which was heard earlier in the meeting and Cllr M Archer also attended the Planning Inspectors visit to R/o 31 Brigsley Road, Waltham.

*With the time being 10pm the Parish Council agreed to suspend Standing Orders to allow the remainder of the items to be heard.*

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

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 10.04pm