

**Minutes of a Meeting of the Waltham Parish Council held in the
Waltham Library on Tuesday 6th September 2011 at 7.00 pm.**

Present: Councillors M Archer, Clayton, Davies, Dewires, Shaw, B Taylor, Teanby and Woodliff, Ward Councillor P Jackson, 5 Residents, Fire Officer D Scott, 1 member of the press and the Parish Clerk.

The Chairman explained that due to ill health he would Chair the first part of the meeting and hand over to the Vice Chairman Cllr P Woodliff following the Open Forum but would remain at the meeting as a Councillor.

01.09.2011 Parish Councils (Model Code of Conduct Order (2007))

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

Cllr Teanby declared a Personal Interest in item 9(b) Planning as the Licence for the British Legion was to be discussed under this item.

02.09.2011 Open Forum – To enable any resident to raise any items with the Parish Council:

Mrs White of Golf Course Lane wished to speak about the speed of traffic that travels along Cheapside. She has concerns that several vehicles are doing in excess of 60mph along the road, which at the entrance to her street is designated 40mph and with children being walked to school she has fears there may be a serious accident.

The Chairman explained that the Parish Council have been actively campaigning to slow the speed of traffic in this area and would like to add this item to the agenda under item 11 Pavements/Street Lighting/Highways.

A resident wished to speak about the British Legion licence extension. She understands that the Parish Council have made a recommendation for refusal to the proposed extension to 1am and says that the residents do not wish to see the premises open until this time also. The Clerk then read out other licence restrictions on premises within the village. The Chairman said that further negotiations would need to take place between all parties but felt sure that an agreement could be reached. Cllr M Archer mentioned that the premises could look at restricting the hours to midnight, ensuring that the windows are kept closed at all times, fitting a noise monitor, ensuring that taxis do not use their horns when collecting from these premises and looking at restricting the outdoor use to smoking only by not allowing drinks to be taken outside could eliminate some of the neighbours concerns. This item would be discussed further under item 9(b) Planning.

Vice Chairman Cllr P Woodliff in the Chair.

03.09.2011 Apologies:

Apologies were received from Cllrs A Archer, Bean, Evans, Penney, Surtees, Miss R Taylor, Ward Councillor I Colquhoun and Ward Councillor P Jackson said that he would attend the meeting late.

04.09.2011 To approve the Minutes of the Meeting held on 2nd August 2011:

The Clerk wished the Council to note that Cllr A Archer did attend the last meeting and wished that this name is added to the attendees. With this being amended, the minutes of 2nd August were considered, approved and signed as a true record.

05.09.2011 Fire Brigade Liaison:

The Chairman welcomed Fire Officer Scott to the meeting. Waltham Fire Station had received 8 calls for service during August. 5 automatic fire alarms, 2 rubbish fires and

1 lift rescue. This was a particularly quiet month for the station. Cllr Davies mentioned that there had been a fire in Skinners Lane recently and felt that the time to respond was not very quick. She asked if the renovations were the cause of this. Fire Officer Scott said that he is aware that there is a different procedure to follow when opening the station but did not feel that this in any way impaired the call out timings. He explained that when you are involved in a situation and see it first hand it can seem like a long time when waiting for an engine to arrive but from the station to arrival is within the normal call out timing. Fire Office Scott did offer to look into the time on this incident.

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

06.09.2011 Police Liaison:

The Clerk read from the attached Police Report. Cllr Barrett asked if there has been any update on the allotment thefts. The Clerk said that details showing the allotment holders have been given to the PCSOs but they have explained to the Clerk that this is a very difficult area to police. They have been to the allotments and spoken to some of the allotment holders to make them more vigilant of strangers.

Cllr M Archer attended the Road Watch Scheme in August to assist the PCSOs in identifying vehicles speeding in the village. Cllr Barrett asked how many were speeding. Cllr M Archer said that in a 1 hour period approximately 7 vehicles were caught along Cheapside in excess of 38mph but he felt that some drivers were warned before arriving at the speed gun. Of those offenders who were caught warning letters will be sent.

PCSO Emily Broughton entered the meeting. The Chairman welcomed her. The PCSO ran through the police report and explained that there were 20 crimes committed in Waltham during August. Cllr Shaw asked what time a resident is allowed to play loud music until in an evening. PCSO Broughton explained that noise pollution is now covered by NELC. The Clerk explained she had the contact details for this department and would pass them on to Cllr Shaw.

07.09.2011 To hear any matters arising from the previous meeting which is not covered on the agenda items below.

The Clerk has contacted CE Electric regarding the repeated electrical interruptions being experienced in the village. She was informed that this is currently under investigation and that other residents have reported this problem to them.

08.09.2011 Clerk's Report – To receive a report on the Clerk's actions since the meeting of 2nd August 2011.

NELC are inviting Parish Councillors to attend a free training course on Partnership Problem Solving being held at Grimsby Town Hall on Tuesday 18th October from 9.30am to 4.30pm. Anyone wishing to attend should contact the clerk.

ERNLLCA are holding its AGM on Saturday 17th September 2011 at The Memorial Hall, Haxey starting at 2pm. Anyone wishing to attend should contact the clerk.

NELC are holding a Winter Service Review and are seeking comments on the delivery of its winter service during the 2010 winter season. Any issues arising which you believe could assist in the review and preparation for the forthcoming season should be forwarded to NELC at www.nelc.gov.uk/transport-streets-and-travel/roads--highways-and-pavements/ or by email to paul.Hutson@nelincs.gov.uk copying in steve.redfern@nelincs.gov.uk, or by post marked for the attention of Paul Hutson at Origin One, 1 Origin Way, Europarc, Grimsby DN37 9TZ.

The Council discussed this matter and questioned the liability when volunteers offer to clear the minor roads using their own machinery.

RESOLVED: It was agreed to ask NELC to clarify the liability aspect of volunteers clearing the roads of snow using their own machinery.

The Clerk said there have been 161 visitors to the website during August, 129 new and 32 returning.

The Clerk read an email received from ERNLLCA regarding the existing Code of Conduct. The Chairman of NALC, Cllr Michael Chater, said: "We are supporting amendments to the Bill as they reiterate NALC's manifesto call for Government to champion high standards in local councils. A code of conduct for members of all local authorities should be mandatory, not voluntary and uniform to ensure that there is no local diversity about what is appropriate conduct for councillors. Such a code of conduct does not have to be drafted by Government and our offer is to work with other bodies or associations which represent local authorities to develop such a mandatory code". The Clerk said that she will update the Parish Council on this matter as it develops.

09.09.2011 Planning Matters and to discuss the planning applications received from North East Lincolnshire Council:

The Clerk has received notification from the Licensing Committee of NELC that a hearing will be heard regarding the Waltham British Legion premises on Wednesday 14th September 11 at 2pm at Grimsby Town Hall.

Cllr Teanby having declared a Personal Interest in this item took no part in the discussion but was allowed to remain under 12.2 of the Code of Conduct.

The Clerk asked if the Council wished to make representation at the meeting.

RESOLVED: It was agreed that Cllr M Archer would attend the meeting. He was asked to suggest, as mentioned earlier, restrictions on the British Legion to help eliminate the neighbour's concerns.

The Clerk has received notification from Chris Carr that works to remove some of the dead trees and bushes will take place at 8 Station Road. He has contacted NELC to discuss this and they are not covered by a TPO but are a condition of the building works that the hedge will remain. The works will create a hole in the hedge but after informal discussions with Cllr M Archer who attended the site at Chris Carr's request it was agreed that the best course of action would be to remove the elderberry bushes and lay the existing hedge to a 7-8ft height. This would be far better in the long term to give the hedge a thicker appearance and to make it more visually pleasing. The Parish Council supported this idea.

Following a resident reporting that work has been carried out on an ash tree without the relevant TPO permission at 29 Bradley Road, NELC have said that an investigation will take place on the unauthorised work.

Miss Fletcher has been into the Parish Office and asked if the Parish Council have been to examine the works at 93 High Street, Waltham to ensure that no trees have been removed that have a TPO attached to them. The Council discussed this matter and felt that this should be a matter for the Enforcement Team of NELC.

RESOLVED: The Clerk was asked to enquire with NELC Enforcement Team if they are monitoring the trees on this site.

The Council discussed tree matters and questioned why we are not consulted on any applications.

The Clerk believes we have questioned this of NELC officers in the past, but would check and revisit this issue, as she believes there was not an answer from NELC on this matter.

The following NELC decisions were heard:

DC/547/11/WAB 5 Coral Drive, Waltham.
Demolition of existing garage and proposed alterations & extensions to existing dwelling.

Application approved.

DC/511/11/WAB 5 Frances Court, Waltham.
Alterations to provide first floor accommodation with dormer windows & convert garage to study & extend

Application approved.

DC/691/11/WAB Golf Course Lane (Plots 1.4.5.6 & 22), Waltham.
Erection of 10 detached dwellings & associated garages & landscaping being an amendment to previously approved application DC/172/04/WAB.

Application approved.

DC/465/11/WAB 75 High Street, Waltham.
Change of use of former first floor offices into flat

Application approved.

DC/536/11/WAB 123 High Street, Waltham.
Erect a single storey extension to rear.

Application refused.

The Parish Council considered the following planning applications:

DC/648/11/WAB **71 High Street, Waltham**
Retrospective application of an ATM in glazed shop front.

Recommend Approval.

DC/649/11/WAB **71 High Street, Waltham**
Retrospective application for an internally illuminated sign above ATM

Recommend Approval.

The Parish Council would like the planning office to make the owners aware that this area is covered by the village CCTV and that the illuminations would be better above the ATM machine or to even dim its output so as not to cause glare on the system. This would be in the owner's interest and to aid the protection of the customers using the machine.

(a) To discuss Planning Gains.

The Clerk explained that issue was raised by the Deputy Clerk to be added to the agenda. There is when dealing with a large or controversial application a process whereupon a Section 106 agreement could be considered. The Council agreed to suspend the meeting to allow Mr Chris Carr to elaborate on this issue. Mr Carr said that the developer could be asked to pay a contribution towards social housing, play equipment, schooling or village hall etc. The contribution would be dependent upon the size of the development. The Parish Council could suggest this kind of agreement whether it approves or refuses an application, but must be done at the time of making its consideration on the application. It cannot be an afterthought.

The Council thanked Mr Carr for his input and went back into committee.

The Council discussed this and felt it would be advisable to have a wish list for projects within the village, then should a suitable application come before the Parish Council it could consider suggesting a Section 106 agreement be placed on the application. It was suggested that the wish list could contain a new zebra crossing, an extension to the cycle path, footpath upgrading and extra parking in the village.

10.09.2011 To receive any reports from the following Sub Committees:

(a) Allotments.

1 plot has been re-let this month and there is no further evidence of rabbits on the allotments.

(b) Parks & Open Spaces.

(i) To appoint a member to inspect the village pump.

The Clerk explained that Cllr Frisby used to inspect the village pump when he was on the council. Now that he is no longer a member a new person needs to be appointed to inspect the pump, try it to check it is pumping and report back to the Parish Council.

RESOLVED: It was agreed that Cllr Teanby will inspect the pump. The Clerk will contact the owners of the property by letter and try to arrange a suitable date to inspect prior to Cllr Teanby visiting.

(ii) To hear about the Lifestyle project in Grove Park.

Humberside Police run a project during the summer holidays called The Lifestyle Project. Our local PCSO Richard Lawson has helped organise a project to paint the fencing at the entrance to Grove Park on Ings Lane. The Clerk showed the Council photos of before, during and after the project. The Council were very grateful for the time and efforts that Victoria Sadler had taken in completing this task.

RESOLVED: It was agreed that a letter of thanks go to Victoria Sadler for all her efforts in the painting of the fence and gates at Grove Park.

Cllr M Archer wished to inform the Council that a large branch from a horse chestnut tree in Grove park has fallen damaging some of the neighbour's fence and property. Cllr M Archer has cordoned off the area using yellow caution tape. The tree and woodlands officer of NELC and our insurance company has been informed.

RESOLVED: The Parish Council agreed that this urgent matter is to be dealt with as soon as possible and upon the advice given from NELC as this tree is covered by a TPO. The Clerk is to contact a tree company from our approved suppliers list and ask for a written report on the damaged tree.

Mrs Gowan of The Grove Nursing Home has been in contact with the Clerk and wished to inform the Parish Council that some of the paving in Grove Park has lifted and is difficult to manoeuvre a wheelchair around. There is also an issue with the exit from the bridge at Elm Road as the wheelchair's foot pegs catch on the pavement, she believes this is the angle of the slope.

RESOLVED: The Clerk is to check with NELC and confirm that this is not their responsibility and the Parks and Open Spaces Committee are to have a meeting at the park to view the path, bridge exit and any other issues arising. Any alterations needed to the bridge exit must meet DDA regulations.

The Clerk said that she has still not received any answer from the Conservation Officer for NELC, Elizabeth Mayle, regarding the cleaning process for the War Memorial. Cllr Taylor suggested that a sample area is used before the cleaning of the whole memorial. It was thought this was a good idea. The Clerk said she would prefer to wait to hear from the Conservation Officer before proceeding, as this memorial is too important to take any risks with.

RESOLVED: It was agreed to make further contact with the Conservation Officer, this time copying in the Ward Councillors. When the contract is awarded a sample area is to be cleaned first prior to the major clean.

The Clerk told the Parish Council that the fitting of the flagpole would take place on 14th or 15th September. Cllr Taylor asked what flag would be flown. The Clerk said that a Union Jack is coming with the pole. The Chairman said that the Church has a Union Jack and St Georges Cross.

RESOLVED: It was agreed to ask the Church their protocol on the flying of the different flags.

(c) Public Rights of Way.

Nothing to report.

(d) Bowling Green.

The Clerk said that the Pavilion is progressing and they are anticipating that the internal works can be done over the winter in readiness for the new season next year. The Clerk had received a request for an informal meeting to take place between Mr Chris Carr and the Chairman Cllr M Archer at the parish office with the Clerk present. At this meeting a request was made by Mr C Carr to view the tenders that were received, opened and awarded, for the works at the bowling pavilion. Following this meeting the Clerk has been asked by Mr C Carr to make the Parish Council aware that all the three quotations received were for different aspects of the tender and that the quote from Carr and Carr was the only tender to include every aspect of the Bowling Club's specification rather than just some of the works and on that basis it may have made their quotation look excessive. Mr Carr had told the Clerk that he has always tried hard to ensure that his prices are more than fair when quoting for work in the village. The Clerk went on to say that the specifications for this tender were set out by the Bowling Club as their wish list, anomalies were noted and the Parish Council did discuss the differences for the works and made their decision after assessing the values of the works quoted, based upon the information given to them, when the tenders were opened at the meeting.

Ward Councillor Philip Jackson entered the meeting.

Cllr M Archer asked that if the Council would allow the Ward Councillor to bring some information to the Parish Council which would have been spoken about under Parks and Open Spaces. All agreed.

(b) Parks & Open Spaces. Continued.

Ward Councillor Jackson explained that a Mr James Browne, whose family owned an investment company, which had purchased land around Waltham and New Waltham many years ago, has contacted him. Mr Browne and Mr McCarthy own a piece of land approximately 7 acres at the rear of Fairway in Waltham and are willing to gift this piece of land to the Parish Council, provided that it is used for public amenity purposes. Ward Councillor Jackson said that he is awaiting written confirmation from Mr Browne and Mr McCarthy on the full details of this offer, including the right of access off Fairway, but felt certain that this was their wish on the matter.

RESOLVED: The Council agreed this was indeed a kind and generous offer and agreed to look favourably to accepting this offer once confirmation had been received in writing.

(e) CCTV.

The Clerk spoke about an incident, which occurred, on the High Street where a vehicle was damaged. Cllr M Archer declared a Personal and Prejudicial Interest in this item and left the room. Whilst travelling along the High Street an object was

thrown at the vehicle of Mr Archer, which smashed his windscreen. The Clerk was asked to view the CCTV by the police but unfortunately a tree on the village green was obscuring the view of the camera. The youths responsible were seen in the area but the incident was out of view. This tree is believed to be covered by a TPO and some careful trimming could aid the camera in this area. There is another tree on the village green also which appears to be dead.

RESOLVED: It was agreed that the Clerk should contact NELC Tree Officers to ask if tree pruning can be done on this tree which is obscuring the view of the CCTV and at the same time to ask if the dead tree can be removed.

Cllr M Archer rejoined the meeting.

The Clerk has taken some still shots from the CCTV to show the Councillors the light pollution from illuminated signs and how light affects the efficiency of the CCTV cameras at night. The Council discussed this and how best to reduce or stop this effect on the system. It was suggested that speaking to Europarc Guarding, who maintain our system, to ask their opinion would be the best solution.

11.09.2011 Pavements/Street Lighting/Highways:

The Councillors discussed the speeding traffic within the village and in particular along Cheapside. It was suggested that it was time to look at moving the speed indicators to the alternative posts in the village. To move the Cheapside indicator to the beginning of the 30mph zone near Elm Road to make traffic more aware of their speed whilst still in the 40mph zone and to move the sign from Bradley Road to Brigsley Road as this location has not yet been used. Cllr M Archer said that some time ago at a meeting attended by Miguel Cooksey of NELC he had indicated that there was a third sign which is owned by NELC which could be used on Station Road. This would be good to request now as the speed of the road has been changed.

Cllr B Taylor asked if there was a set procedure to rotate or move the signs. Cllr M Archer said that the purchase of these was during the previous clerk's time and this is the first time we will have made a request for them to be moved.

RESOLVED: It was agreed to write to Miguel Cooksey with a request to have the two speed indicator signs moved to Brigsley Road and where you enter the 30mph zone in Cheapside. A further enquiry for NELC's sign to be placed on Station Road should also be made. The Clerk is to look into the records to find the original agreement regarding these signs.

The Clerk has received an email from Simon Moss regarding the Parish Council's request for a zebra crossing this read "*As promised, a survey has been arranged during the first school term to assess both the traffic volume, and the number of pedestrians crossing the road. This information will provide a technical analysis of the best type of crossing to install. It will also indicate whether a zebra crossing would cause extra delays to queuing traffic. This survey has been arranged for the first week in October, which is an ideal time to undertake the surveys because travel patterns are usually representative (i.e. normal). For this reason we conduct other surveys in the area which will offer some cost savings. There are many requests for pedestrian crossings in North East Lincolnshire, so it is important that we carefully prioritise where crossings are most needed. Provided that the results of the survey are satisfactory, we currently envisage that the crossing will be installed during 2012/13. The process and estimated timescales are outlined below:*

Oct 2011: *Surveys*

Nov 2011 - Mar 2012: *Survey Analysis, Preliminary Design and Costing, Approval within the 2012-13 Programme*

Apr 2012 - Mar 2013: *Detailed Design, consultation with local residents, delivery of the scheme.*

We currently envisage delivering the scheme either during the Easter holidays, or summer holidays in 2012. Of course, there are always uncertainties around timescales for schemes at this stage in their development, but I hope this provides the local community with a full update of progress, and a candid assessment of the most likely timescales.

Cllr Teanby said that he would relay this information on to the school. Ward Councillor Philip Jackson has concerns over the time this has taken to progress but he and Iain will continue to push for this crossing. The Chairman said that some progress had been made but urged all present to keep pushing for this crossing.

Cllr M Archer wished to report the pot holes in Kirkgate car park are now very deep and are causing a danger by people driving round to avoid them. There is a large pothole on Ings Lane outside the Grove Nursing home also which needs reporting.

There are no speed indicators to say you are entering a 40mph zone on Cheapside when coming from the A16, if these were installed it would raise the profile of the 40mph zone. The Clerk said she has reported the car park already but would chase this matter up and report the other items through customer requests at NELC.

12.09.2011 To discuss the trees obscuring the church clock at All Saints Church:

Cllr P Teanby and the Chairman Cllr P Woodliff declared a Personal Interest in this matter. Cllr M Archer in the Chair.

The chairman believed there might be a problem with the communications as the PCC asked NELC to carry out some maintenance on the trees. Under Code 12.2 of the Code of Conduct Cllr P Woodliff was asked to clarify this. Cllr Woodliff said that he believed that any tree works are a matter for the PCC and not the Parish Council or NELC to deal with. The Clerk confirmed that she has had this conversation with a lady from the PCC named Ruth Meek. The grass cutting and strimming became the responsibility of the Parish Council when the graveyard became closed but the tree maintenance and headstones remained the responsibility of the PCC. The Chairman asked if it was the wish of the Parish Council to contact the PCC to ask if they could carry out works on the trees to open up the view of the church without contravening any TPOs.

RESOLVED: It was agreed to write to the PCC to ask for works to be carried out on the trees to open up the view of the Parish Clock.

Cllr P Woodliff in the Chair.

13.09.2011 Youth Report:

The 3 benches have been received and are awaiting collection from the installers.

14.09.2011 To receive an update on land purchase at Station Road:

Cllr M Archer declared a Personal Interest in this item but was asked to remain in the room by the Council under 12.2 of the Code of Conduct.

The Parish Council met at the site on Friday 2nd September to take some rough measurements and discuss possible plans for the site. The Clerk read out some information received from Laceby and Humberston Parish Council on the sizes of their new allotments. The Council discussed possible sizes such as 15mtr x 6.5mtr which would give them 22 allotments per row. If initially 3 rows were set this would mean 66 plots in total but would still allow room for more as and when needed. The Council discussed having different size plots i.e. starter plots 6mt x 12mt and larger plots being the size of 2 starter plots. Cllr Barrett asked if the new land could be used. The Council asked Cllr M Archer who clarified that the gentlemen who are gifting this would like it to be used as an open area for the general public's enjoyment and the ground itself is not

ideal for allotment growing. The Council discussed parking spaces and the entrance. It was suggested that a 15mtr long by 5.3mtr wide block paved entrance be provided with a car park area suitable for 12 to 15 cars initially, this could be a matting type of standing which the grass could grow through so to keep the green aspect of the area. The fencing between the two plots should be a motorway post and rail fencing 4 rails high with the rail fixing on the outer side. Cllr Davies asked if a more secure fencing could be used to prevent thefts from the allotments. This was discussed but felt that the expense would outweigh the benefits. It was thought that natural hedging such as hawthorn and blackberry bushes placed inside the fence could act as a barrier and once established a potential thief would find them difficult to penetrate. It was thought that there might be grants available for this type of hedging.

The contracts have now been signed and the deposit cheque paid. The restrictions within the contract will not allow any works except the fencing to be started before 1st January 2012 but this will give us the opportunity to get all the permissions in place and details for works required.

The Clerk was asked to question who is responsible for the other fence on the right hand side of the field as this looked like it requires some attention.

15.09.2011 To discuss the Queen's Jubilee Celebrations:

The Queen's Jubilee committee met on Monday 22nd August in the Parish Office to discuss ideas on how to celebrate the event. It was suggested that a letter be sent to all the local businesses inviting them to attend a meeting to encourage them to take part. The celebration weekend is 2nd to 5th June 2012 and the parish council would like to put up bunting, expand the floral tubs and look at lighting a village beacon. Ideas such as a scarecrow weekend, concert in the park, planting of new trees and having fairground attractions were also discussed.

RESOLVED: The Clerk is to send a letter suggested by the Queen's Jubilee Committee to all the local businesses in the village. This letter could go out with the next newsletter.

Cllr M Archer suggested that a different beacon (bottled gas?) could be lit and which could be located on the village green in the hole where the Christmas tree is placed. This is because growing crops will surround the beacon in its present location and this would not be suitable for a naked flame. The councillors asked if NELC would have any special dispositions on street parties that weekend as they did during the Royal Wedding earlier this year.

RESOLVED: The Clerk is to look into alternative beacons and enquire with NELC if there is to be any special dispositions for street parties held over the Queen's Jubilee Celebration weekend.

16.09.2011 Waltham In Bloom:

- (a) To hear the results of the Waltham In Bloom Competition.

The winners of the Waltham In Bloom competition were:

Best Kept Allotment

- 1st Place Mr G Bryant, of Grimsby Rd
 2nd Place Mr G Wright, of Charles Ave
 3rd Place Mr S Hill, of Salisbury Drive

Best Kept Garden

- 1st Place Mr R Ford, of Camargue Avenue
 2nd Place Mrs P Saunderson, of Chestnut Close
 3rd Place Mr P Smith, of Skinners Lane

Best Kept Business Premises

Joint 1st Place The Residents of The Limes, c/o Mr & Mrs Jones 12 The Limes,

Joint 1st Place The Tilted Barrel

2nd Place Waltham Windmill Centre

The Parish Council would like to thank Hollies Secret Garden for their kind donation of a cup to be presented each year to the winners of the Best Kept Garden. This cup will be taken back to the shop in May where the winner will choose a plant of their choice.

The Councillors discussed how to make the competition even bigger next year. It was thought that a separate category for the Nursing Homes and Sheltered Accommodation should be considered.

RESOLVED: It was agreed to add a category for the Nursing Homes and Sheltered Accommodation for next year.

(b) To discuss the requirements of the winter plantings.

Cllr M Dewires declared a Personal and Prejudicial Interest in this item and left the room. The Clerk read the specification for the winter planting from 2010. It was felt that the contractor should give an indication in his quote to the amount of compost needed to top up the required areas.

RESOLVED: It was agreed to add to the specification that when quoting would the contractor please specify the amount of compost needed to top up the required area and that suggested dates as to when the works should be carried out will be confirmed.

Cllr B Taylor suggested advertising on our website for companies to apply to be approved suppliers for all types of trades. The Council thought this was a good idea but must ensure that all businesses can provide proof of Public Liability Insurance and testimonies would be advantageous.

RESOLVED: The Clerk is to advertise for businesses to be added to the Parish Council's approved suppliers list on our website.

Cllr M Dewires returned to the room.

Cllr M Archer and the Clerk viewed the planted areas of the village and had cause to complain to NELC that the round circular planter had not been weeded for some time. Cllr M Archer felt that we have not had the best service this year. Cllr Clayton asked if the Parish Council should look at planters for other areas of the village. Ward Councillor Jackson said that the Ward Councillors would look favourably upon this and could offer some funding towards the planters.

17.08.2011 To receive a report from Councillors on outside meetings attended:

None

18.09.2011 To hear from the Burial Board Committee:

The police have investigated the issue reported and carried out interviews. This appears to have resolved the issue.

RESOLVED: The Clerk is to write to the executors to inform them of this update and assure them that the Parish Council will continue to monitor the matter.

19.09.2011 To discuss the Parish Office building:

(a) To discuss the office opening hours following the Deputy Clerk's cover.

The deputy clerk Maureen Stennett covered whilst the Clerk Lesley Leach was on holiday. Maureen reported that the office is extremely busy and that found little time

to check emails, post and telephone messages uninterrupted. The Clerk agreed that the office is very busy and felt that as she is on duty from 9.15am there is more time for her to deal with items whilst the deputy covered from 10am to 12 noon, but if the situation was monitored and the clerk was finding things difficult she would report back to the Parish Council.

The Clerk said that Cllr M Archer had repaired the tile on the roof and will replace the broken guttering to the parish office as the quotations received seemed rather extreme for the works required.

20.09.2011 Personnel Items:

As of 1st October 2011 there will be an increase in the minimum wage from £5.80 to £6.08. This will affect the cleaner and litter picker wages.

The Clerk would like to take a week's holiday from 17th to 21st October. She will enquire with the deputy to see if she is available.

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

RESOLVED: Accounts approved for payment

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 9.56pm