

## NEW WALTHAM PARISH COUNCIL

### MINUTES OF THE MEETING OF NEW WALTHAM PARISH COUNCIL HELD ON WEDNSDAY 2<sup>ND</sup> JULY 2014 AT THE NEW WALTHAM VILLAGE HALL

**Present:** Chairman – Councillor G. Williams  
Councillors R Breed, G. Baker, L. Gibson, J. Matthews, C Mumby,  
D Raper and P Simpson

**Officers:** L Dyas, Clerk to the Council

**Also present:** Councillor Harness (Ward Councillor)

Dave Poucher, Cofely, Humberside Police, six members of the public  
And a member of the press

		<b>Action</b>
<b>14/78</b>	<p><b><u>Apologies for Absence</u></b></p> <p>Apologies were received from Cllrs North, Fenty and Norton.</p>	
<b>14/79 (A)</b>	<p><b><u>Declarations of Interest</u></b></p> <p>Cllr Breed declared a personal interest in agenda item 14/88 Village Newsletter Cllrs Gibson declared a personal interest in agenda item 14/83 Toll Bar Academy</p>	
<b>(B)</b>	<p>There were no dispensations issued in respect of the business to be transacted.</p>	
<b>14/80</b>	<p><b><u>Minutes of meetings</u></b></p> <p><b>(A) Minutes of the Parish Council meeting held on 4<sup>th</sup> June 2014</b> Under 14/71(A), Cllr Gibson explained there were two ways to administer a Chairman’s Allowance:  <ul style="list-style-type: none"> <li>a) Reimburse on production of receipt (as the council previously had done)</li> <li>b) Devolve budget to Chair, either cash or cheque, for which he should keep receipts in order that they can be produced for audit purposes as HMRC can refer back to seven years of records.</li> </ul>                     Under 14/72(I), Cllr Gibson said she had asked the Clerk to write to allotment holders to ask what was paid, by what method and whether they had received a receipt.                      Under 14/75(A), Cllr Gibson had asked for a recorded vote.                      Under 14/72(I), Cllr Breed said that Cllr Matthews also left the room as he had a personal interest in the item.                      Under 14/72(H), Cllr Baker thanked Cllr Breed for declaring a DPI on his behalf  <b>Resolved:</b> That the minutes be accepted and agreed as a true record.</p> <p><b>(B) Minutes of the Environment Meeting held on 10<sup>th</sup> June 2014</b>  <b>Resolved:</b> That the minutes be accepted and agreed as a true record.</p> <p><b>(C) Minutes of the Personnel Committee Meeting held on 18<sup>th</sup> June 2014</b>                      Under 14/P25, the casual user rate should be the recommended rate as the size of the car could be changed.</p>	

	Under 14/P28, it should be ILCA and not CILCA. <b>Resolved:</b> That the minutes be accepted and agreed as a true record	
<b>14/81</b>	<b><u>Police &amp; Community Reports</u></b>	
<b>(A)</b>	<p><b><u>Police Report</u></b> A representative of Humberside Police reported that there had been 5 crimes reported for June and 10 incidents of anti-social behaviour. The five offences were theft from the Spar shop, damage to a fence near Toll Bar Academy whilst the travellers were there, a theft in a dwelling, unauthorised use of a credit card and the possession of a small amount of cannabis leaf by a pupil at Toll Bar. Cllr Williams requested additional presence for the summer season; however, PCSO Copley said they had less resources now. Cllr Baker also asked to record the Council's concern about the reduction of police staff resulting in less police presence in the village. <b>Resolved:</b> That the report be received with thanks.</p> <p><b><u>Public Participation</u></b> <b>Resolved:</b> That the meeting be closed to allow for a period of public participation. A member of the public requested information from a Councillor but the Chair said that issue was already being dealt with as a FOI request.</p> <p>With regard to item 14/72 Allotments, Mr Greenaway, the Chair of the Allotment Association, said they had not received receipts for twelve years for their rents. The Chair said there had been no intention to cause any concern but there had been a lack of information within the accounts. However, that information had now been provided after the last meeting. Mr Greenaway said the allotment holders were not happy with the statement issued and thought an apology should be issued from NWPC to the association. The Chair reported that the issue was picked up during the internal audit; however, how the press report it is another matter as they sell newspapers. The Chair apologised to the Allotment Association if they had been offended and said the new Clerk had implemented new procedures. Mr Greenaway accepted the apology.</p> <p>A member of the public enquired whether there were any available allotments and it was confirmed there had been some half plots. There was a query re any further progress on additional plots for allotments. Cllr Harness will enquire if there is anything within the S106 agreement and will inform Mr Onn.</p> <p>The public session finished at 7.25pm</p>	
<b>(B)</b>	The Clerk said there was no report submitted from the Community Pride Team and will chase them for next month's report	<b>Clerk</b>
<b>(C)</b>	<p><b><u>Young People's Support Service</u></b> The Chair asked for comments on the submitted report. Cllr Baker asked when the two footballing sides would be combined but the Chair said nothing else had been received. <b>Resolved:</b> That the report be received with thanks</p>	
<b>14/82</b>	<b><u>Highways/Footpaths/Environment</u></b> Cllr Breed will give an update later in the year re progress on the	

	<p>cycle/footpath extension scheme.</p> <p>The Chair said a meeting had been arranged between NWPC and NELC to discuss the management of the local park/bowling green. A model and business plan needed to be formulated based on the information received from NELC, which was fairly limited. Waltham has already put together a model and the Chair said we should approach Waltham Parish Council to use their plan. Cllr Raper asked when the lease was taken out and the Chair thought it was 5 years ago.</p>	
14/83	<p><b><u>Planning Matters</u></b></p> <p><b>DM/0513/14/FUL-Toll Bar Academy, Station Road, New Waltham</b> Re-roofing and cladding of existing classroom <b>Resolved:</b> That the application is supported</p> <p><b>DM/0566/14/FUL – 12 Mellor Way, New Waltham</b> Erect single storey to rear <b>Resolved:</b> That the application is supported</p> <p><b>DM/0502/14/FUL – Land off Station Road, Waltham</b> (For information) – Erection of 51 dwellings inc garages, vehicular access, landscaping and attenuation ponds. This application was noted.</p>	Clerk
14/84	<p><b><u>Future Dates</u></b></p> <p>Next meeting date 6<sup>th</sup> August 2014 The Chair asked to leave this in the diary in case we received any planning applications</p> <p>Village Day 5<sup>th</sup> July 2014 Town &amp; Parish Liaison Committee 31<sup>st</sup> July 2014</p>	
14/85	<p><b><u>Reports</u></b></p> <p>Village Hall Committee Meeting – Cllr Mumby gave the Clerk the minutes from this meeting held on the 16<sup>th</sup> June to circulate.</p> <p>ERNLLCA Training – Cllr Baker asked if he could be included on the Financial Management training to be held on the 23<sup>rd</sup> July. The Clerk will reserve a place for them both.</p>	Clerk
14/86	<p><b><u>Parish Council Matters</u></b></p> <p>(A) <b>Allotments</b> – The Chair read out a statement from the ex-Clerk, Kathy Peers.</p> <p>(B) <b>Verge or Footway Parking Restrictions</b> – Dave Poucher, Principal Traffic Engineer for Cofely, said that the current restrictions introduced using an Experimental Traffic Regulation Order (ETRO) was made in March 2013 and will expire by the end of September 2014. The Parish Council now needs to decide whether it wishes to see the restrictions continue or be abandoned. He will write to the Clerk and ask what they wish to see happening to the restrictions. Cllr Simpson asked for this to be put on the next agenda and D Poucher will send a report for the next meeting. If the Council wish to exclude any streets from the Restrictions, they would need to take into consideration future signing for the village. The Chair said we would consider this before the next meeting.</p>	

(C)	<p><b>Priors Green and Village Green</b> – Mr M Onn said he was of the opinion that Priors Green had not been maintained and made a proposal that the area should be transformed into a nature reserve. The project will cost several thousand pounds but there will be rewards and benefits for the people of New Waltham. The project can be completed in a matter of weeks if the funds are available. However, two thirds of the site is currently inaccessible, is neglected and rampant with weeds.</p> <p>The Chair thanked Mr Onn for his presentation and asked for a copy to be circulated to the Parish Council. Cllr Breed requested that the Friends of Priors Green were involved in any project and the Chair agreed. Cllr Baker asked for the report to be circulated to the Planning Committee.</p> <p><b>Resolved:</b> To consider the report and give feedback at the next meeting</p>	Clerk
(D)	<p><b>Terms of Reference – Personnel Committee</b> – The Chair read out an e-mail from Cllr Breed and asked for this item to be deferred until advice had been received from ERNLLCA. Cllr Gibson said they had been adopted by the Personnel Committee but not ratified by the full Council.</p> <p><b>Resolved:</b> Defer this item till the next meeting when advice received from ERNLLCA</p>	
(E)	<p><b>Tender for Grounds Maintenance Contract</b> – The Chair asked what areas should be looked at. Cllr Gibson said that part of the Priors Green site was the car park, which had been omitted from the previous contract, and was not included in the current information recommended by the Environment Committee. The Chair asked how many hours it would take to clear the car park, but not to confuse litter picking with grass cutting. Cllr Simpson thought it would be another 2 hours a month for strimming the car park grass. Cllr Baker asked if there was a willingness from Friends of Priors Green to maintain it but the Chair thought it should be included on the contract.</p> <p>The Chair requested the Clerk to place an advert in the Cleethorpes Chronicle and the Grimsby Evening Telegraph as per the specification, with a budget of up to £500.00.</p> <p><b>Resolved:</b> The Clerk to place a public notice in both local newspapers for the procurement of grounds maintenance services</p>	
(F)	<p><b>Village Day</b> – The Chair updated the meeting with progress on the Village Day. He requested assistance from councillors on the day from 8-8.30am onwards and thanked everyone for their help.</p>	
(G)	<p><b>Shaw Trust</b> – The Chair thought the Clerk should have another meeting with Shaw Trust and explain our position with regard to the litter picker. Cllr Gibson said we have not received anything about a change in circumstances and it was vital we had something in writing.</p> <p><b>Resolved:</b> The Clerk to write to Shaw Trust asking for notification of the change in circumstances with regard to the litter picker.</p>	Clerk
(H)	<p><b>Social Media Policy</b> – Cllr Gibson said the Facebook page was set up by her and is nothing to do with the Council. The Chair asked Cllr Gibson to check whether there was a statement on the Facebook page to that effect. The Chair enquired whether we should have a social media policy.</p>	Cllr Gibson
(I)	<p><b>Cllr Coulbeck's Resignation</b> – The Chair said it was Cllr Coulbeck's decision to resign and the Council accepted her resignation.</p>	
(J)	<p><b>Casual Vacancy</b> – The Clerk has posted a casual vacancy on the noticeboard and has sent the Returning Office a copy.</p>	

(K)	<p><b>To consider the possible rail cuts from North East Lincolnshire –</b>  The Chair proposed the Council writes expressing their dissatisfaction at the cut in rail services.  <b>Resolved:</b> The Clerk to draft a letter from NWPC to the Secretary of State for Transport and the Railways Minister</p>	
14/87	<p><b><u>Information Update</u></b>  Nothing to report</p>	
14/88	<p><b><u>Village Newsletter</u></b>  Cllr Baker asked for the following to be included in the newsletter which will be printed at the end of July.</p> <ul style="list-style-type: none"> <li>- Cllr Williams to write an article on the success of the Village Day</li> <li>- A contribution from the Ward Councillors</li> <li>- Cllr Simpson – half a page</li> </ul>	
14/89 (A)	<p><b><u>Finance</u></b>  <b>Chairman’s Allowance</b> – Cllr Gibson queried the amount for the Chairman’s allowance. The Chair read out an advisory note from ERNLLCA. However, he was of the opinion it was for costs incurred while Cllr Breed was carrying out duties on behalf of the Council, as well as interim Clerk duties. As far as he was concerned, Cllr Breed had saved the Council money. Cllr Williams said he would not be claiming the Chairman’s Allowance for 2014/15 as it was not budgeted. However, we would need to look at it for 2015/16.</p>	
(B)	<p>The list of cheques were approved</p>	
(C)	<p><b>Internal Audit 2013/14</b> – The Chair said that everyone had received a copy of the audit report and asked for any comments or observations. It was noted that the covering letter from the auditor commended the Clerk for her work. Cllr Williams said we should adhere to the recommendations and work closely with R Dixon.  Cllr Gibson asked for an action plan in view of the recommendations and for some of the findings to be looked into i.e. Point 8. The Chair queried whether it was necessary. Chair asked for this to be taken as an exempt item for the next meeting or to be taken up with the Personnel Committee. Cllr Gibson asked if the document had been made public and the Clerk said not yet.  <b>Resolved:</b> That the report be taken to the next Personnel Committee meeting</p>	
(D)	<p><b>Quarterly update on 2014/15 budget –v- actual costs-</b> It was queried whether we needed to review the budget. The Chair said the budget was extremely tight and we needed to be mindful of what we spent. He thought the budget had been set inadequately. Cllr Mumby said we had been mindful but it was an attempt to keep the precept down. Cllr Gibson said we did not have enough information at the time and we did the best we could.</p>	
(E)	<p><b>To agree cheque signatories</b> – The Chair said we had a meeting with the bank about 4 weeks ago to resolve the bank mandate.</p>	
14/90 (A)	<p><b><u>Any Other Business – for information only</u></b>  Cllr Baker said there was going to be a re-organisation of Service 12 (Stagecoach) and a major re-organisation of the bus services within the next few months.  The meeting closed at 9.25pm</p>	

