

NEW WALTHAM PARISH COUNCIL

MINUTES OF THE MEETING OF NEW WALTHAM PARISH COUNCIL HELD ON WEDNSDAY 4th JUNE 2014 AT THE NEW WALTHAM VILLAGE HALL

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

Officers: L Dyas, Clerk to the Council

Also present: Councillors Fenty and Harness (Ward Councillors)
Humberstone Police, three members of the public
and a member of the press

		Action
14/65	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Cllrs Raper and Norton. Cllr Baker was in attendance at another meeting and would be late attending the Parish Council meeting.</p>	
14/66 (A)	<p><u>Declarations of Interest</u></p> <p>Cllr Breed declared a personal interest in agenda item 14/70 12a Janton Court and 14/72 (i) Cllr Simpson declared a personal interest in agenda item 14/72(i) Cllrs Gibson and Mumby declared a personal interest in agenda item 14/70 Toll Bar Academy In the absence of Cllr Baker, Cllr Breed declared a personal interest in agenda item 14/72(h) on behalf of Cllr Baker</p>	
(B)	<p>There were no dispensations issued in respect of the business to be transacted.</p>	
14/67	<p><u>Minutes of meetings</u></p> <p>(A) Minutes of the Parish Council meeting held on 7th May 2014</p> <p>Resolved: That the minutes be accepted and agreed as a true record.</p> <p>(B) Minutes of the Annual Meeting of New Waltham Parish Council held on 7th May 2014</p> <p>Resolved: That the minutes be accepted and agreed as a true record.</p>	
14/68	<p><u>Police & Community Reports</u></p> <p>(A) <u>Police Report</u></p> <p>A representative of Humberstone Police reported that there had been thirteen thefts from motor vehicles in the Humberstone/Cleethorpes area in the past two weeks, mostly from unlocked vehicles. Quite a few items taken as people tend to leave possessions in glove boxes. There have also been some rogue traders reported in the area, looking to repair roofs. These incidents have been reported on Twitter and Facebook but asked for the word to be spread for people to view online so they don't become victims of crime.</p>	

<p>(B)</p>	<p>Cllr Williams said there was another newsletter due to be published in six weeks' time and a relevant article can be inserted. The newsletter reaches a wider audience as it is circulated to all houses in the village. Cllr Gibson said an article can be put on the New Waltham Community Facebook page as it is accessed by thousands of people. PCSO Sutton said they had held sessions in the local schools informing pupils about the importance of looking out for the community. Cllr Williams said the Police have done a good job and thanked them for their support</p> <p>Resolved: That the report be received with thanks.</p> <p>Community Pride Team Cllr Williams went through the report and requested the Clerk to ask for more detail</p>	<p>Clerk</p>
<p>(C)</p>	<p>Resolved: That the Community Pride Team will be contacted and asked to provide the parish council with a more detailed report.</p>	
<p>(D)</p>	<p>Football Scheme Cllr Williams read out the report from Graham Rodgers regarding the football scheme. Cllr Fenty declared an interest in this and asked if any comments could be directed to the other two ward councillors.</p>	
<p>(E)</p>	<p>Young Peoples' Support Service No report had been received in time for the meeting. A discussion ensued that the Council actually funded the service and required information on such provision.</p> <p>Resolved: That the clerk informs the Young Peoples' Support Service of the requirement to have a report circulated before the monthly Parish Council meetings.</p>	<p>Clerk</p>
	<p>Village Hall Committee Meeting Cllr Mumby circulated a report from the last Village Hall Committee meeting. Cllr Mumby reported that the Committee had said that if anyone uses the village hall, a rental had to be charged to pay for any ongoing costs. The Chairman of the Village Hall Committee passed Cllr Williams a letter from the Committee. Cllr Williams said that a letter had never actually been sent to the Village Hall Committee asking for the Parish Council to use the hall free of charge. The point he was making was that the Council had handed over the hall to the village many years ago in order for them to rent out. However, the hall belonged to the people of New Waltham and the precept was used to pay for the hall. As there was no movement from the Village Hall Committee, it was time to draw a line under this and to move on. Cllr Gibson said we should be supporting the village hall Committee as they carry out a good job with the funding they receive from the rental; possibly we could look at some funding to support the village hall. Cllr Mumby agreed. It was proposed and seconded to write to the Village Hall Committee to say that the Parish Council would support moving forward in order to improve the hall together. Cllr Williams declined to vote in favour.</p> <p>Resolved: That the clerk informs the Village Hall Committee of the Parish Council's intentions.</p>	<p>Clerk</p>

14/69	<p><u>Highways/Footpaths/Environment</u> Cllr Breed asked the clerk if Nicola Hardy had sent any forms to complete and the clerk replied she hadn't received any. Resolved: Cllr Breed will send the clerk Nicola Hardy's e-mail address so she can be contacted.</p> <p>.</p> <p>Public Participation Resolved: That the meeting be closed to allow for a period of public participation.</p>	
14/70	<p><u>Planning Matters</u></p> <p>(A) DM/0465/14/FUL – Grange Farm Lane, New Waltham, Grimsby Resolved: That the application be supported.</p> <p>(B) DM/0521/14/FUL – 12a Janton Court, New Waltham, Grimsby Cllr Breed declared an interest and left the room Resolved: That the application be supported</p> <p>(C) DM/0408/14/ADV – Tesco Stores Ltd., Hewitts Circus Retail Park, Hewitts Avenue, Cleethorpes Resolved: That the application be supported</p> <p>(D) DM/0540/14/FUL – Tollbar Academy, Station Road, New Waltham Resolved: That the application be supported.</p> <p>(E) Notification of planning decisions There were no matters to report.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
14/71	<p><u>Reports</u></p> <p>(A) <u>ERNLLCA Training</u></p> <p>Chairmanship Training - Cllr Gibson said it was very informative and interesting. A Barker said that Chairmen should keep receipts in order to claim the Chairman's Allowance as HRMC can refer back to seven years of records.</p> <p>(B) Handling Grievances and Disciplinary Matters training – The clerk said she had only received confirmation from two members about attending this training. It was agreed that a Tuesday night would be preferable. Resolved: The clerk to arrange a date to be agreed with ERNLLCA for an in house seminar to which all members of the Council will be urged to attend. Cllr Gibson requested that all members of the Personnel Committee be included.</p> <p>Cllr Baker joined the meeting at 7.45pm</p>	<p>Clerk</p>

14/72	<u>Parish Council Matters</u>	
(A)	<p>Management of local park/bowling green from NELC and possible transfer of assets – Cllr Williams and the clerk will be attending a meeting with NELC on the 18th June 2014 at 4pm. Cllr Gibson requested that she also attend and the clerk will e-mail her relevant details. Cllr Breed enquired about the covenant and Cllr Williams said this will be brought up at the meeting with NELC. Cllr North asked whether a meeting could be organised at the building in order to look at the inside and to determine some idea of what the costs could be. Cllr Williams said it could be arranged at a later date. Cllr Williams said we needed to meet with NELC, find out what is on offer, what are the liabilities, any covenants and income versus expenditure. Cllr Baker asked if he could be involved in the initial meeting and the clerk will action this.</p>	Clerk
(B)	<p>Resolved: Cllr Williams would come back to the next Council meeting with as much information as possible.</p>	Clerk
(C)	<p>Replacement Signage at Priors Green – Cllr Williams said he would put a sticker over the old telephone number.</p>	Cllr Williams
(D)	<p>Each Committee will present its existing terms of reference to next meeting of Council – Cllr Gibson said she had a template for terms of reference. She also had minutes produced by Cllr Coulbeck from the Personnel Committee held on the 28th August 2013 and would circulate them to Cllr Williams and the clerk.</p>	Cllr Gibson
(E)	<p>Peaks Parkway – East Lincolnshire Railway – Cllr Williams said they were asking for support and advised that the Council should write to them saying we admire their spirit but could not support them financially.</p> <p>Cllr Breed enquired whether it was the same company who ran the Ludborough line and Cllr Williams replied it wasn't.</p>	Clerk
(F)	<p>Resolved: That the Council write to the company letting them know the Council could not support them financially</p> <p>Procurement for grounds maintenance contract – The contract was due for renewal on the 12th August 2014. There was a general consensus about the state of the flowerbeds and members said they were disappointed with the standards. Cllr Gibson said that moving forward, the Council needed to be stricter and to communicate more with the contractor. Cllr Simpson requested the clerk to contact the contractor to express their disappointment with the general state of the grounds maintenance. Cllr Williams said there was only six weeks left of the contract to run and suggested the Environment Committee should look at the terms of the contract and clarify whether it was fit for purpose. Cllr Gibson said the Council should obtain a sample best practice template to use from ERNLLCA and give it to the Environment Committee for their consideration. They can then bring it back to the Council meeting on the 2nd July.</p>	
(G)	<p>Resolved: That the Environment Committee bring back to the Council meeting on the 2nd July their recommendation for procurement of the grounds maintenance contract.</p>	
(G)	<p>Shaw Trust – G Major's Employment Contract – Cllr Gibson proposed to defer this until the next meeting.</p>	
	<p>Resolved: That this item will be presented at the next Council meeting</p> <p>Verge or Footway Parking restrictions – Cllr Gibson said there has been some parking concerns raised by a resident (C Gloyn) re Earle Street (where his daughter lives) and read out an e-mail from Mr Gloyn.</p>	

	<p>The restrictions seemed to be working on the thoroughfares; however, there were still some anomalies in the smaller side streets. After a Discussion on the definition of narrow streets, it was decided to defer this until the next meeting, and to invite Dave Poucher from NELC to update the Council on the continuation of the scheme.</p> <p>Cllr Williams also asked for C Gloyne to be responded to and Cllr Gibson said both the clerk and herself had responded to Mr Gloyne.</p> <p>Resolved: That Dave Poucher from NELC be invited to the next meeting to give an update on the continuation of the scheme.</p> <p>(H) Village Newsletter – Cllr Baker declared his intention of passing on the newsletter to the clerk. He will spend some time with her in order to pass on his knowledge and experience. Cllr Williams asked for a leader article to be inserted; he said he would write a lead article on the Village Day and would also put together a page on the pavilion. Cllr Gibson thought it would be a good idea to look at a different format for the newsletter after this edition. Perhaps we could look at the cost effectiveness and how young people could be more involved.</p> <p>Cllr Williams requested Cllr Breed to write a piece on environment issues and the allotments. Cllr Breed said the allotment tenants had received free offers of water butts and composters. Cllr Breed also wanted to involve young people with regard to allotments. Cllr Baker reminded members that any articles should be sent to the clerk before the 16th July as it takes the printers seven days to produce the newsletter. He thanked Cllr Harness for his contribution and Cllr Gibson for her Facebook contribution.</p> <p>Resolved: That Cllr Williams and Cllr Breed will write some articles for the newsletter.</p> <p>(I) Allotments – Cllrs Breed and Simpson declared a personal interest in the allotments and left the meeting. Cllr Williams asked the clerk if the rents had been collected for 2014/15 and the clerk said Cllr Breed had given her a cheque for £200.00 on behalf of the tenants. She now had a complete list of tenants along with their plots. Tenancy agreements had been raised for all tenants and Cllr Breed had volunteered to hand these out.</p> <p>Cllr Williams enquired about the rents for 2013/14 and the clerk replied that the paying in book had only identified £20.00 being received for an allotment rent. However, there was an amount of £195.00 paid in which had not been identified. Cllr Gibson proposed a letter be sent to allotment tenants to enquire whether they had paid their rents for 2013/14 and if they had received a receipt. The Council potentially might not have received these rents.</p> <p>Resolved: That the clerk send a letter to allotment tenants to confirm what had been paid and if they received a receipt.</p> <p>(J) Standing Orders – Cllr Williams asked if all members had had a chance to look through the suggestions that Cllr Gibson had made. Cllr Gibson thought it was necessary for the council to adopt the standing orders at this meeting; members had had them for some time previously with the opportunity to highlight any required amendments. Cllr Gibson proposed they were adopted tonight and then sent to Alan Barker for his approval or otherwise.</p> <p>Resolved: That the Standing Orders 2013 (with amendments) be adopted and sent to Alan Barker for his approval or otherwise</p>	<p>Clerk</p> <p>Cllr Williams and Breed</p> <p>Clerk</p> <p>Clerk</p>
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(K)	<p>The Ward Councillors left the meeting at 8.35pm</p> <p><u>Merger of Comms and Newsletter Committee</u> – Cllr Williams thought the two committees should be merged. Cllr Gibson said it was a recommendation of ERNLLCA that committees should be devolved as it gives them a purpose and accountability. However, Cllr Simpson said she would not feel comfortable spending monies without the permission of the Council. Cllr Gibson said the process would be open and transparent. Cllr Baker said we already had a budget for the newsletter and there are three more newsletters before the end of the financial year. Cllr Gibson proposed to devolve the powers and the budget to the Newsletter Committee but would seek terms of reference from ERNLLCA on how best to manage it. Cllr Mumby seconded this; Cllrs Williams, Baker, Gibson, North, Matthews and Mumby were in favour; however, Cllrs Simpson and Breed objected to the proposal.</p> <p>Proposed nominations for the joint Committee were Cllrs Baker, Gibson, and Mumby with the Clerk being co-opted. Members of the community and press could also be invited.</p> <p>Cllr Mumby asked to be taken off the Governance Committee.</p> <p>Resolved: All voted in favour of the nominations for the joint Committee</p>	
14/73	<p><u>Future Dates</u></p> <p>Environment Committee meeting – It was agreed that the Clerk would arrange a venue for the meeting to be held at 6.30pm on the 10th June 2014 and send out an agenda accordingly. The Chair asked the Committee to agree a grounds maintenance plan for New Waltham Parish Council.</p> <p>Resolved: That the Clerk arrange the meeting and agenda, and the Environment Committee agree a grounds maintenance plan.</p> <p>Personnel Committee – The Clerk to arrange a meeting for the 18th June 2014 at 7pm – venue to be confirmed</p> <p>Resolved: That the Clerk arrange the meeting and posts the agenda</p>	Clerk Environ Committee
14/74	<p><u>Information update</u></p> <p>There was nothing to report.</p>	
14/75 (A) (B) (C)	<p><u>Finance</u></p> <p>Cheques for payment Cllr Gibson said that invoices should be raised by distributors who circulate the newsletter. Cllr Williams said it was difficult as some school children delivered the newsletter. Cllr Williams asked the Clerk to put together a proforma and to check with ERNLLCA to ensure it complied with audit accountability. Resolved: All voted in favour for the Clerk to produce a proforma and to check with ERNLLCA re audit compliance.</p> <p>DPI Cllr Gibson stated that any Councillor who received a payment for distributing the newsletter should leave the room when the newsletter is on the agenda.</p> <p><u>Chairman's Allowance</u> Cllr Gibson advised that the cheque for the Chairman's allowance could not be authorised as payments had already been made during</p>	Clerk

	<p>January – April 2014. This was in line with information received during the Basic Chairmanship training course. Cllr Williams asked to defer the Chairman’s allowance until advice had been confirmed with ERNLLCA. However, the Chairman thought that the newsletter distribution cheques should still be made as he did not think it fair to withhold the payments.</p> <p>Resolved: That the Chairman’s Allowance cheque be deferred until advice received from ERNLLCA.</p> <p>Resolved: That the cheques be paid to the newsletter distributors. All were in favour except Cllr Gibson who objected.</p> <p>Resolved: That the salary cheque be paid to the Clerk and the tax element to be paid to HMRC.</p>															
(D)	<p>To agree NWPC Asset Register</p> <p>The Clerk had produced some information based on evidence collected from the previous year’s audit records. After a discussion, the following asset description and costs were agreed:</p> <table border="0" data-bbox="295 757 837 996"> <tr> <td>War Memorial</td> <td>£15,500</td> </tr> <tr> <td>Village Youth Shelter</td> <td>£ 6,738</td> </tr> <tr> <td>Purchased of Benches</td> <td>£ 1,557</td> </tr> <tr> <td>New Posts</td> <td>£ 2,761</td> </tr> <tr> <td>Flagpole and flag</td> <td>£ 500</td> </tr> <tr> <td>Neighbourhood signs</td> <td>£ 500</td> </tr> <tr> <td>Priors Green Carpark</td> <td>£25,000</td> </tr> </table>	War Memorial	£15,500	Village Youth Shelter	£ 6,738	Purchased of Benches	£ 1,557	New Posts	£ 2,761	Flagpole and flag	£ 500	Neighbourhood signs	£ 500	Priors Green Carpark	£25,000	
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(E)	<p>The Clerk was asked to check in the minutes re the purchase of Xmas lights and grit bins and to insert them on the register if necessary.</p> <p>Resolved: To produce an updated Asset Register for purposes of the annual audit for 2013/14.</p> <p>Funds for the Village Day</p> <p>Cllr Williams said there was a recommendation for fancy dress, some prizes also needed to be sorted out and they needed to rent a bouncy castle. He thought that five prizes at £20 each and £60.00 to rent a bouncy castle. Cllr Breed recommended that £1000.00 be put aside for funding the Village Day as it was a prestigious event. After a discussion it was proposed, seconded and voted in favour to award £200.00. Cllr Gibson did not want a vote recorded against her.</p> <p>Resolved: The Clerk to distribute the 2014/15 budget to ensure there were sufficient funds for the Village Day.</p>	<p>Clerk</p> <p>Clerk</p>														
(F)	<p>Financial Regulations</p> <p>Resolved: That the Financial Regulations (with amendments) be adopted and sent to Alan Barker for his approval or otherwise</p>															
14/76	<p>Any other business – for information only</p> <p>There was no other business and the meeting closed at 9.54pm</p>															