

**MINUTES OF A MEETING OF NEW WALTHAM PARISH COUNCIL HELD AT NEW WALTHAM COMMUNITY PAVILION, ST CLEMENTS WAY ON WEDNESDAY 5<sup>th</sup> APRIL 2017 AT 7.00PM**

**Present:** Cllr. Williams (Chairman)  
Cllrs. Baxter, Dolphin, Baker, Johnson, Simpson, Mumby, Raper, Welham, Barber and Breed

**Apologies:** Cllr. Thompson

**In Attendance:** Cllrs. Fenty and Harness, Ward Cllrs., NELC

There were 4 members of the public present.

**17/01 Acceptance of Apologies**

Cllr. Thompson (sabbatical) and received also from Cllr. Shreeve as a Ward Cllr. And from PCSO Burrows

**17/02 Declarations of Interest – Code of Conduct 2012**

None made.

**17/03 Minutes of Meetings**

To approve the minutes of the meetings held in March 2017 – Main Council meeting, Environment Committee and Pavilion Management Group Meeting and to approve the Committee Minutes c/f from February meeting.

The minutes of all of the meetings listed were approved as a true record and signed by the Chairman.

**RESOLVED: That minutes of main meeting held in March and Committee meetings held in March and Committee meetings held in February all be approved as true record of the meetings**

**17/04 Police/Community Report**

To receive a report from the Police and to consider and discuss Police CCTV access and agree any necessary actions

Chairman had spoken to PCSO regarding asb and she had provided full details. Concern that Police should be communicating directly with the PC rather than putting it in monthly report.

Chairman drew attention to Police still now allowing control room to access the CCTV. Agreed that since PCC donated funding for the system, that letter be sent suggesting they arrange access to the system.

**RESOLVED: That letter be sent to PCC and local Police Inspector regarding access to the CCTV system.**

To receive a report from the Young People's Drop In

Chairman had received report. Identified that some attending are not from New Waltham. Discussed and agreed that all young people attending have to register and that they be allowed to bring maximum of two friends in with them, with anyone not from New Waltham having to be signed in. Chair would organize a meeting with Hayley and set down the ground rules.

**RESOLVED: That young people from New Waltham be registered and that each be allowed to sign in A maximum of two friends who had to be identified. Chairman to organize meeting with Drop In to ensure new rules were adhered to.**

**Public Session – 7.15 pm**

Residents present reference planning application for 24 Peaks Lane New Waltham – objections given although it would not be discussed by the PC until the Committee night of 24<sup>th</sup> April. Objections over extra property in general.

Resident has problem on Station Road with dog fouling and agreed that further posters be put up and Chairman did advise of measures already taken. 7.32 pm closed the session.

**17/05      Highways/Footpaths/Traffic issues**

a) To receive any report from the Clerk for information only

Clerk raised two correspondence items regarding parking and Chairman advised that these would be c/f to meeting to be held with ENGIE in late April. Noted.

b) To receive and consider further information re Toll Bar Roundabout, including any response to letter sent to Government and agree any actions

No response received at present time. Noted.

c) To consider and agree litter picker's schedules and agree any actions

Cllr. Breed advised that there were two routes in existence, one for term-time and then an alternative for school holidays. Agreed that flexibility was required to meet the needs of residents with regard to litter picking. Agreed that at the next Environment Committee the rounds will be formally reviewed. Me to send out first. 24th Environment Meeting.

**RESOLVED: Litter picking schedules to be discussed at Environment Committee Meeting**

**17/06      Planning Matters**

The following planning applications were considered:

**DM/0127/17/FUL      Pavilion, St Clements Way, New Waltham**

**Erect single storey extension to existing pavilion to include the installation of rooflights**

All members declared an interest in this application and no comments were agreed.

**DM/0156/17/FUL      50 Priors close, New Waltham**

**Erect single storey rear extension**

No objections.

**DM/0157/17/FUL      20 Peaks Lane, New Waltham**

**Demolish existing detached garage and greenhouse, erect single storey side And rear extensions and attach garage to side to include the installation of block paved area at front and decking area to rear**

No objections.

**DM/0146/17/FUL      30 Station Avenue, New Waltham**

**Conversion of roofspace to create additional bedroom with en-suite to include the Installation of rooflights and rooflift**

No objections.

Planning Decisions Notifications from NELC for information only:

Chairman advised that outline application for development at Toll Bar has been refused – thanked Cllr. Fenty and Baxter for attending meeting etc. and speaking against the application.

To receive any other planning correspondence for information - none.

**17/07      Future Dates**

Next Meeting Date – Wednesday 3<sup>rd</sup> May 2017 - the Annual Parish Council Meeting

Agreed venue of St Mathews Church and also reserved for June meeting. 7.15 pm start for May meeting.

Committee Night for April – Monday 24<sup>th</sup> April 2017 and also planning meeting.

To set a date for the Annual Parish Meeting – agreed same night as meeting so Wednesday 3<sup>rd</sup> May 2017 and commence at 7.00 pm.

Easter Office Closure – Friday 14<sup>th</sup> and Monday 16<sup>th</sup> April 2017

Office closure – 15<sup>th</sup> to 19<sup>th</sup> May inclusive

ERNLLCA NE Lincs District Meeting– Stallingborough Village Hall - 20<sup>th</sup> April 2017 – 7.30 pm.

### **17/08            Reports (subject to availability)**

#### **Village Hall Committee Meeting**

Cllr. Baker attended. WiFi enquired about but not going to provide. No April meeting as it was Bank Holiday. Chairman advised of contact between himself and Chairman of Village Hall Committee. They had discussed the AGM arrangements. Noted.

#### **Environment Report**

National Spring Clean Day was a success and article in last week's Chronicle. All matters covered in Minutes from Committee Meeting – noted.

#### **Report from Representations made at Planning Committee – 29.03.17**

Received from Cllr. Baxter and noted.

#### **To receive any other reports - town and Parish Liaison – 16.03.17**

Cllr. Baker and Cllr. Raper attended – PCC attended and majority of meeting covered that.

### **17/09            New Waltham Community Pavilion**

#### **a) To receive a report on Pavilion Management for the month from Chairman**

Finance – exited the year with balance of approx 4.4k and made 3.1k approx. in the year. 25% from NELC for this year for maintenance which meant NELC were cutting the main ground area. Finance for 17/18 will be undertaken by Clerk with joint access to files from Chairman and Vice-Chairman. Agreed that current grounds maintenance gardener for the PC be employed to cut the grass at the bowling green at once a month initially at cost of £75.00 per cut. Extra cuts could be ordered as required.

**RESOLVED: That grass cutting at the Bowling Green be carried out once a month initially at cost of £75.00 by Mr. K. Allison.**

Ward Cllrs. left the meeting at this point.

#### **b) To receive lease from NELC for Pavilion and agree any necessary actions**

Proposed and agreed that it be signed by the Chairman. Rent will be £1 a year with a 25 year lease. Agreed unanimously. Also within this land there is a separate lease for the GYPO at 25 years. They will be the PC's tenants now instead of tenants of NELC. Unanimous.

**RESOLVED: That the Parish Council accepts the 25 year lease from NELC for the Pavilion and the Chairman Sign the lease as agreed above**

#### **c) To receive update on building project and agree any necessary actions**

Expected planning decision by 17<sup>th</sup> April – only one objection of 38 Tintagel Way – doesn't object to building but objects to users. NELC raised question on external lighting – front door and rear door to be more accessible on winter nights – but this will be dealt with by conditions.

Agreed that costs look to be reduced by hiring a mini digger and using the PC's own grounds maintenance contractor to remove the soil. Will produce about 40 tonnes and it was agreed to see if it could firstly be sold and then if not it could be given away.

**RESOLVED:** That prices be sought with ground works identified so the PC could look at reducing costs By carrying out this work itself. Also agreed that soil could be sold and if not, then given Away.

d) To receive confirmation that bowling green will be vacant and agree any necessary actions  
Members all made aware and noted.

e) To receive update on forthcoming Pavilion events  
Easter egg hunt to be held as per arranged by Cllr. Johnson.  
Village Day - Funfair from Thursday to Sunday and owners will donate 20% of gross takings. Options for the Saturday evening discussed and would be agreed later.  
Car boots start on 22<sup>nd</sup> April – Chairman reminded everyone of need to pledge assistance as volunteers wherever possible. Noted.

f) To receive confirmation of small gaming licence to enable raffles etc.  
Clerk had applied for small gaming licence and this had been received. Proper raffle to be held for Village Day and Cllr. Baxter to do letters seeking prizes. Clerk passed paperwork to Cllr. Baxter for including the gaming number on all tickets etc.

**RESOLVED:** That raffle be held for Village Day – gaming licence had been obtained and Cllr. Baxter to Organize tickets and prizes

g) To consider transfer of the BMX track and agree any necessary actions  
Discussed and agreed previously. Noted.

#### 17/10 Parish Council Matters

a) Village Signs project – to receive update on installation and agree any actions  
Alternative contractor will now erect the signs as they had necessary qualifications etc. Problem with two sites but this could be overcome and date now awaited for erection of signs. Noted.

b) To receive update on any Priors Green matters and agree any actions including the purchase of nesting boxes and an information board for Priors Green  
Members would be going into school on Wednesday 26<sup>th</sup> April to help assemble the boxes with the schoolchildren. Stile had been booked and log benches agreed with contractor going to confirm price. Cllr. Barber to continue work on information board. Tourist signs needed updating and Clerk would contact Highways for this. Bluebells had been purchased and planting would be organized with Guides by cllr. Bazter. Scheme needed to be recosted and this would be on next agenda. Noted.

c) To receive an update on the 2017 Village Day and agree any necessary actions  
Done under Future dates and noted.

d) To consider youth engagement within the Village and agree any necessary actions  
Cllr. Barber had been considering schemes for engagement and encouraged members to come up with ideas. Liaison with drop in would take place and engagement is ongoing through the Drop In. Considered Teddy Bears picnic at Priors Green to engage with school and Clerk suggested idea of Young People's Council. All noted.

e) To consider project for 2017 NCS scheme and agree any actions  
Cllrs Breed and Simpson had noted Bowl on side of BMX Track and down the walkway which both needed clearing/litter picking etc.; Track down the old railway – a resident had requested another visit;

Outdoor areas – pathway between traffic lights and pumping station needed cleaning of the paths; Village Green – posts want varnishing/restaining and to clear all the stones from round the posts; Benches need varnishing and to clean flagpole. All agreed by members as suitable for the scheme.

**RESOLVED: That Cllr. Breed report back to next meeting with definitive list of actions/works**

f) To consider provision of more notice boards in the Village and agree necessary actions

Discussion took place on provision of notice boards. Cllr. Baker to take proposal back to Village Hall committee that the small board be removed and put in the PC's bus shelter and then a larger one provided by the PC and positioned facing the footpath. GB to report back.

**RESOLVED: That proposal be taken to Village Hall committee re replacement Notice Board by Cllr. Baker.**

Agreed at 9.00 pm to move Standing Orders to 9.15 pm.

### **17/11      New Waltham Village Newsletter**

To note next edition for May 2017 and agree any necessary actions

All members encouraged to provide articles/items for next Newsletter and Clerk would then collate and publish. Noted.

### **17/12      Finance**

a) To approve accounts for payment as per payment schedule circulated

All payments as listed approved to be made.

**RESOLVED: That all payments be approved to be made.**

b) To receive notification of timetable and dates for external audit and agree necessary actions

Clerk advised that all paperwork had to be submitted by 12<sup>th</sup> June. Internal auditor had been arranged for May and all necessary reports and paperwork would be made available to the Council at the June meeting.

**RESOLVED: That Clerk action necessary paperwork and schedules to comply with audit process**

### **17/13      Any Other Business**

To receive items for information only:

Members discussed Annual Parish Meeting – defibrillator provision for the village.

### **17/14      Exclusion of Press and Public**

**RESOLVED: exemption of press and public under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information**

### **17/15      Payroll Information**

a) To approve payment of salaries as per salary schedule

All salaries payments approved to be made.

**RESOLVED: That all salaries be paid as per schedule.**

b) To note the increase in salaries due to changes in national salary scales for officers from NALC/SLCC and increase to national living wage.

Increases to salaries under National Living Wage increase and Officers' NALC/SLCC pay scales noted and agreed and actioned with effect from 01.04.17. Personnel Committee had already noted these increases.

**RESOLVED: That pay increases be agreed and paid as per information provided.**

Chairman closed the Meeting at 9.10 pm.

Signed: .....

Date: .....