

MINUTES OF A MEETING OF NEW WALTHAM PARISH COUNCIL HELD AT NEW WALTHAM COMMUNITY PAVILION, ST CLEMENTS WAY ON WEDNESDAY 7th DECEMBER 2016 AT 7.00PM

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

Apologies: Cllr. Thompson and Cllrs. Dolphin and Barber will arrive later in meeting

In Attendance: PCSO Burrows and PCSO Dove, Humberside Police
Cllr. Harness, NELC Ward Cllr.

There were 6 members of the public present.

At the commencement of the meeting, Cllr. Mumby proposed that a minute's silence be held for the passing away of Mr. Matthews. Cllr. Williams advised that the Council could not hold a minute's silence for every resident who passed away but Cllr. Mumby asked the Council to consider doing so for Mr. Matthews – Cllr. Baker seconded the proposal, it was agreed by a majority vote and a minute's silence was held.

16/109 Acceptance of Apologies and to consider a request from Cllr. Thompson for a six-month Sabbatical and agree any actions

Apologies received from Cllr. Thompson due to illness and noted that Cllrs. Barber and Dolphin would arrive late – apologies received and accepted

RESOLVED: That apologies be received and accepted

Agreed that Cllr. Thompson be granted a 6 month sabbatical commencing from January 2017 meeting.

RESOLVED: That Cllr. Thompson be granted a 6 months sabbatical commencing January 2017 and Concluding after the June 2017 meeting.

16/110 Declarations of Interest – Code of Conduct 2012

Cllr. Baker declared personal interest in Toll Bar roundabout issues due to living nearby.

16/111 Minutes of Meetings

To approve the minutes of the meetings held in November 2016 –

Main Council meeting, Pavilion Management Group and Environment Committee

And to endorse the recommendations from the Committee Meetings

All minutes of all meetings listed approved as a true record and signed by the Chairman with recommendations from Committees also endorsed.

RESOLVED: That all minutes be accepted as true record of meetings and that the recommendations Made by Committees be endorsed for action

Public Session

Matters of youths gathering raised by residents, particularly around the bus shelter area. Clerk to write to NELC and follow up request made by Cllr. Harness for light inside shelter. Residents praised local policing team for responding. Residents requested the PC fund a private road sign by this was declined by members. All public then left the meeting.

16/112 Police/Community Report

To receive a report from the Police and to consider any necessary actions

Written report circulated prior to meeting. LPT hoping to hold surgeries in both Humberston and New Waltham and would use the Pavilion building to do so within New Waltham. Noted.

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To receive a report from the Young People's Drop In & Community Football Scheme

Chairman reported that numbers are increasing and community football scheme has been stopped and will recommence in new year.

16/113 **Highways/Footpaths/Traffic issues**

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

NELC had sent courtesy copy letter which had gone out to local residents re road surfacing works at Toll Bar. Noted.

b) To receive report on latest meeting re Toll Bar Roundabout and agree any actions

Cllr. Williams had attended meeting with ENGIE along with Ward Cllrs. and other interested parties. One prominent scheme which ENGIE appears to favour. Agreed that letter be sent to ENGIE, Mark Scarr, asking that full public consultation be undertaken before any scheme is formally approved as local input was vital to the process.

RESOLVED: That letter be sent to NELC/ENGIE asking for full public consultation again on any scheme

c) To receive and agree formal routes and rounds for litter picking in the village

Deferred to January 2017 meeting.

RESOLVED: That this item be c/f to January 2017 meeting.

d) To consider issue of provision of road sweeping service and agree actions

Agreed from Environment Committee recommendation that the PC apply to NELC for any redundant road sweeping equipment and look to employ driver and provide road sweeping within the village itself. Agreed to contact Humberston Parish Council as part of same ward to work in partnership.

**RESOLVED: That request be sent to NELC asking for donation of any redundant road sweeping equipment
To the Parish Councils to undertake road sweeping duties themselves**

16/114 **Planning Matters**

The following planning applications were considered:

DM/0883/16/FUL 24 Peaks Lane New Waltham

Demolish existing bungalow, alterations to access and erection of 7 dwellings with Garaging, landscaping and associated works

Parish Council still has objections based on access/egress to site. Amendments have not addressed the PC's original objections and it is the location which is the major concern.

DM/0984/16/FUL Toll Bar farm, Louth Road, New Waltham

Hybrid application to demolish existing barn structure and erect 1 dwelling to include

Refurbishment of existing farmhouse (full). Erect 3 dwellings with access to be considered (outline)

No objections and will improve the corner and area in general.

DM/1080/16/ADV Hewitts Avenue/Louth road/Station Road (New Waltham Village Signs), New Waltham

Replacement of the new Waltham village signs on each entrance to the village

No objection as Parish Council's own application.

Planning Decisions Notifications from NELC for information only – all circulated as received electronically.

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To receive any other planning correspondence for information:

Including further information received regarding 5A Hawthorne Avenue, New Waltham

Planning Officers and resident had contacted the Clerk as whole application had not been retrospective and details had been misrepresented on planning application. Agreed to remove all previous objections by the Parish Council.

RESOLVED: That all previous applications to the application be removed.

16/115 Future Dates

Next Meeting Date – Wednesday 4th January 2017

Pavilion Management Group – Monday 30th January 2017

Environment Meeting – Monday 30th January 2017

16/116 Reports (subject to availability)

Village Hall Committee Meeting

No meeting held in November.

Environment Meeting Report – 28th November 2016

As per recommendations and minutes from meeting held. School had confirmed liaison work on project for bird and bat boxes. Contractor would be planting outstanding items in new year. Information board agreed and this would be actioned in New Year.

ERNLLCA Annual Conference – Friday 18th November 2016

Clerk and Cllr. Baker had attended. Informative and interesting. Workshops attended included insurance, role of NALC and member's responsibilities for audit processes at end of financial year.

ERNLLCA Training – Tuesday 8th November 2016

Cllrs. Barber, Welham and Clerk had attended. Common sense approach to staffing matters advised and handouts also provided.

Town and Parish Liaison – Thursday 1st December 2016

Cllrs. Baker and Raper had attended. Mainly concerning police matters with Chief Constable present. Also enforcement issues with NELC regarding posters and banners etc. Cllr. Raper to monitor this matter and continue to follow up for information.

Remembrance Day – Sunday 13th November 2016

Cllr. Williams thanked all those who had attended. NELC would not give permission for full road closure on Peaks Lane due to traffic impact but this might be readdressed in 2017. Thanks to Cllr. Breed for tidying up and agreed budget for frame for wreaths around the memorial.

Christmas Tree Lighting Event – Saturday 3rd December 2016

Chair thanked Cllr Dolphin for report. Major problems with timings on the day but all did come together. Agreed to budget for event next year.

To receive any other reports

None received.

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16/117 **New Waltham Community Pavilion**

a) To receive update on Pavilion extension project and agree any necessary actions

NELC had agreed in principle to the Parish Council taking an extended lease on the building and adding an extension and refurbishing the building at its own cost. Approximate budget would be £90k and it was agreed to allocate £3k to have plans produced and take the first stage through to obtaining planning permission. Agreed that loan from PWLB would be taken and length of loan to run as long as lease and to build into the next year's budget the first repayment installment of any loan.

**RESOLVED: That the Parish Council proceeds with the extension/refurbishment of the Pavilion project
And that £3k be allocated to engage Mr. D Nelson to provide plans and obtain planning
Permission for the project**

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

Three very successful events had been held and Chairman thanked all those who had made these possible – the Psychic Nights, the Halloween Parties and the Wreath making classes. The wreath making was a particularly successful venture and thanks to everyone's efforts over £10k had been taken over the course of the year. CCTV would also be accessed by Clerk on PC computer as back up and Chairman still organizing with Vision to access on other device.

c) To receive update on forthcoming Pavilion events

Drop in would close before Christmas and return on 12th January 2017. Stock running down for the Christmas period and agreed that any members take ice cream stock who wished to do so. Cleaner had now been employed and an improvement can already be seen.

16/118 **Parish Council Matters**

a) Village Signs project – to receive update on progress and agree any necessary actions

Decision on planning application awaited. Agreed plaques for the signs showing who had designed them etc. and these would be put on the signs also. Clerk to progress with installation when planning permission obtained. Noted.

b) To receive update on any Priors Green matters and agree any actions

Clerk had given letters to Cllr. Simpson to deliver to neighbouring properties to try and initiate another volunteer group for the site. Noted.

16/119 **New Waltham Village Newsletter**

To review November edition of the Newsletter including – content; contributions by Council members; cost to produce; distribution difficulties; cost to distribute and revenue received from advertising and agree any necessary actions

Chairman expressed concern at the cost of both production and distribution of the Newsletter each quarter. He thanked the Clerk for providing the majority of the material in the latest edition. Agreed that it be published online for next two editions and that a small amount of 250 be printed and put into the shops in the village. Cllr. Breed asked for it to be minuted that he was against this proposal. During that time, reaction to be gauged and then item be reconsidered in late Summer 2017.

RESOLVED: That Newsletter be published online only for the next two editions and that only 250 be Printed of each edition to be available free of charge in the village shops. Clerk to contact Distributors and advise and also newsletter advertisers and advise, offering refunds if Requested for any pre-paid advertisements.

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16/120 **Finance**

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

All payments, as per schedule circulated, approved to be made.

RESOLVED: That all payments be made as per schedule circulated.

b) To receive information re precepts from NELC and agree date for budget and precept setting for fy 17/18.

NELC had advised on draft figures for local council tax support grant, although it would meet on 21.12.17 to confirm and then contact Parish Councils after that date. Agreed that budget be set at the January 2017 meeting to be held on Wednesday 4th January 2017 and that precept requirement also be agreed at that meeting.

RESOLVED: That budget setting and precept requirement be agreed at January 2017 meeting

c) To consider appointment of internal auditor for current financial year and agree any necessary actions

Considered current situation and agreed that cost was too high and that Mrs. M. Stennett, who carried out Humberston Internal Audit, be approached to see if she would also carry out New Waltham's. Clerk advised of approximate cost by Mrs. Stennett of £100-£120.00. Agreed.

RESOLVED: That Mrs. M. Stennett be appointed internal auditor for fy 16/17 at cost of £100/£120.

d) To consider contribution towards Clerk's membership of SLCC and agree any action

Agreed to support Clerk with contribution of £40.00.

RESOLVED: That a contribution of £40.00 be made towards the Clerk's SLCC membership for 2017.

16/121 **Any Other Business**

To receive items for information only

Items discussed included possible Farmer's Market on Pavilion Site suggested by Cllr. Baker.

16/122 **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

16/123 **Payroll Information**

a) To approve payment of salaries as per salary schedule circulated noting new member of staff

Agreed that all salaries be paid as per the schedule circulated.

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

Chairman closed the meeting at 9.00 pm.

Signed:

Date: