

MINUTES OF A MEETING OF NEW WALTHAM PARISH COUNCIL HELD AT NEW WALTHAM COMMUNITY PAVILION, PAVILION WAY, NEW WALTHAM ON WEDNESDAY 7TH JUNE 2017 AT 7.00 PM

Present: Cllr. G. Williams (Chairman)
Cllrs. Welham, Breed, Dolphin, Thompson, Barber, Baker, Raper and Mumby
Cllr. Johnson from 7.50 pm.

Apologies: Cllr. Simpson and Cllrs. Johnson to arrive later

In attendance: Cllrs. Harness and Shreeve, NELC Ward Cllrs

There were no members of the press or public present.

17/36 Acceptance of Apologies

Received from Cllr Simpson – holidays and Cllr. Johnson would arrive later in meeting.
Also received from Cllr. Fenty, NELC Ward. Cllr.

RESOLVED: That minutes be received and accepted

17/37 Declarations of Interest – Code of Conduct 2012

Personal interest in school items declared from Cllr. Dolphin and Barber due to children attending the school.
Noted.

17/38 Minutes of Meetings

To approve the minutes of the Parish Council meetings held in May 2017:

Main Council meeting minutes; Annual Parish meeting minutes and Pavilion Management Group minutes all approved as true record and signed by the Chairman.

RESOLVED: That minutes be approved as true record of the meetings

Public Session

No one in attendance.

17/39 Police/Community Report

To receive a report from the Police -

Apologies received from PCSO Burrows. Written report circulated to all members.

17 crimes reported in New Waltham and Chairman read out report. Chairman took issue with vehicle accident outside of the Pavilion which hasn't been reported because it was not a community issue but a traffic issue. PCSO has addressed issue of fires on BMX and youths on roof at schools etc. All noted.

Member of the public turned up at this point in the meeting and Chairman advised that the public break had been missed and so the member of the public then left.

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

No report from Drop In received. Chairman had taken a look at register and still getting attendances from outside the Village. Noted.

17/40 Highways/Footpaths

a) To receive update from ENGIE over TRO re parking and agree any necessary actions

Meeting with ENGIE had been cancelled and despite numerous dates put forward, none has been found. Clerk to progress with NELC.

RESOLVED: That Clerk contact NELC to rearrange meeting as matter of urgency

b) To consider the issue of speeding cars on the Greenlands Estate and agree any action

Chairman has seen comments on Facebook about speeding cars on Estate. Cars speeding and residents noticing. Agreed that request be made to NELC asking for a 20 mph on Greenlands Estate.

RESOLVED: That request be made to NELC re 20 mph speed limit on Greenlands Estate

c) To receive correspondence from Enfield Primary re land adjoining school access and agree any necessary action

Letter received from school who have received letter from Land Developers Lincs. Cllr. Harness had been contacted re the state of the road by the School. NELC's Kerry Walker is in discussion with the developers about maintaining the land. It appeared progress had been made until receipt of the letter. NELC is continuing to try to negotiate with the landowners and this was acknowledged and it was agreed to defer pending any update to be received from NELC.

RESOLVED: That this matter be deferred pending update from actions being progressed with NELC

d) To receive any other highways/footpaths items for information only

None raised.

17/41 **Planning Matters**

The following planning applications were considered:

DM/0494/17/FULA 39 Mellor Way, New Waltham

Erect single storey extension to rear

No objections.

DM/0497/17/FULA 43 Peterson Drive, New Waltham

Erect single storey extension to the rear

No objections.

DM/0398/17/FUL 2 Whimbrel Way, New Waltham

Demolish existing detached garage, erect two storey extension to side to provide

Garage and ensuites at first floor and extend existing driveway

No objections

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

To receive any other planning correspondence for information – none received.

RESOLVED: That all comments as agreed to submitted to NELC.

17/42 **Future Dates**

Next Meeting Date - Wednesday 5th July 2017 – At the Church for July, August and September meetings.

Pavilion Management Group – Monday 19th June 2017

Office Closure – 26th to 30th June 2017 inclusive

17/43 Reports (subject to availability)**Village Hall Committee Meeting**

Had a report from Village Hall. Treasurer replaced. Needed a new member so they are coopting Cllr. Baker from a residential position. Chairman and Clerk reinforced that he would need to declare an interest if he joined. Cllr. Baker advised he had not confirmed take up of the position yet. Noted.

Pavilion Management Group– Cllr Williams

NELC want to do kitchen inspection and now deferred pending reopening after extension completed. Paper copies of accounts circulated and noting recommendations from auditor – spreadsheet now shared on one drive. Continue to be doing well and revenue coming in and car boots are main stay during the Summer. Football teams lined up ready for next year. Cllrs. Williams and Breed attended with NELC to see how goal posts can be dismantled. Left one pitch enabled for summer friendlies. Paint goal posts in close season. BJB sponsors had pulled out of sponsoring village day but Cyden homes are now doing it and will hang a banner for sponsorship. First private party booking taken for December 2017. All noted

17/44 Parish Council Mattersa) To receive update on new village signs and agree necessary actions

Thanks minuted to Cllr. Shreeve for intervening with NELC for village signs. Issues now sorted and site drawings showing services obtained free of charge by Chairman from Cyden Homes and these would now be passed to contractor to complete the works. Noted.

b) To receive update on latest edition of Newsletter

12th July closing date for August newsletter. Agreed to consider increased print run at July meeting.

RESOLVED: That increased print run for distribution via shops etc. be considered at next meeting

c) to receive progress report on provision of dedicated Parish Council email addresses and agree any necessary actions

Format discussed and agreed that first name, dot, second name be used and Clerk to invite Mariner to attend the next committee night if possible and then arrangements taken from there.

RESOLVED: That format agreed for dedicated email addresses and Clerk to instruct contractor to now proceed

d) To consider street cleaning schedules and agree final versions

Defer to July meeting.

RESOLVED: That this item be deferred to July meeting.

f) To receive update on lone working risk assessments and method statements and agree any necessary actions and policies

Agreed that Clerk download the necessary documents from ERNLLCA website and present to future meeting.

RESOLVED: That Clerk source documents and present to future meeting for lone working policies

Member of public attended – Cllr. Bob Reynolds from Humberston Parish Council and remained until the close of the meeting. 8.00 pm.

g) To receive and consider a request from the Seafarers Association and agree any action

Flag flying day notified. Would need to purchase a flag and everyone agreed that it should be supported it since we are a seafaring town. Chairman said that we would ask if we can get a flag loaned and Cllr. Shreee, NELC, interjected and said this particular day was gaining importance so it was agreed to buy a flag and fly it. Date - September 3rd

RESOLVED: That flag be purchased and flown on 3rd September 2017

h) To consider issue of ID badges for Council members and agree any action

Agreed that ID badges be organized by the Clerk for all members.

RESOLVED: That ID badges be obtained for all members.

17/45 Priors Green and Environmental Matters

a) To receive update/consider the following items and agree any necessary actions:

- Installation of bird/bat/insect boxes – 19th July agreed with school.
- Benches provision – Clerk to remind Alexander Hubbard.
- Notice Board – c/f
- Directional signs – Engie Debbie Swatman – Clerk to pursue
- Installation of stile – in place and completed.
- Management – September to review whole plan
- Few updates – Priors Green transfer of £3k into current account to cover recent expenditure.

All noted. Cllr. Harness, NELC advised that member of the public had advised he thought grass was too long – members advised that it was a natural area and grass should be left this time of year. Dogs are running loose and dog fouling taking place and this was noted. Reporting that vandalism and some fires may be taking place. Chairman to visit and inspect and PCSO's to be advised to add extra patrols. Noted.

b) To consider and discuss Village Green and agree any necessary actions

NELC not cutting enough and agreed that PC should ask NELC if the PC could cut it on their behalf for a reduced cost.

RESOLVED: That NELC be approached to see if the PC could take on responsibility for the village green With supported sum from NELC

17/46 New Waltham Community Pavilion

a) To receive update on extension Pavilion, including confirmation of borrowing approval, report from site visit held with contractor on 01.06.17 and agree any necessary actions

Loan application went through and permission to borrow now received. Chair, Vice-Chair and Clerk had met with developers and agreed a start date of 10th July 2017. Couple of changes agreed due to technical reasons, with roof issue agreed with a pillar to support the roof due to going 2 metres outwards. 60 tonnes of soil will be dug out and Rodney Clayton said that he will take it. Other issue is window on the wall facing the bowling green which will now be removed. Arranged for Vision to move the CCTV box, shipping container coming on 30th June. 12 week build period projected and items needed to be discharged – one soakaway for rain water going on corner of bowling green and needed to choose lighting to face the door. Kitchen refurbishment – Chairman will be meeting Howdens to come up with design to bring to meeting and then builders will fit it for us. Decide at July meeting on schedule of payments and draw down of loan to be agreed. No deposit needed. VAT will total about £26k and company had quoted for recovery of VAT. Agreed that we engage them for £1.2k for VAT.

RESOLVED: That if required company be engaged to claim back VAT on building project, that all Other updates be noted and that draw down of loan be agreed at July meeting.

- b) To receive update on car parking issues and relocation of barrier at car park and agree any necessary actions

Issues with car accident which had occurred. Chairman had spoken to local residents and the car park is being used until early hours of the morning. Agreed to move the swing barrier off the field entrance and put it across the entrance to the car park and we lock it from dusk to dawn. Resident has requested to park his van in car park and has offered to lock and unlock the barrier on our behalf. Agreed price of £386 from Hodson and Kauss to move it and so it is locked open and couple of extra keys will also be obtained. Agreed to carry out after village day due to fairground vehicles accessing the site.

RESOLVED: That the field barrier be moved to the access to the car park, that it be locked and unlocked Each day with arrangement with resident in exchange for car parking for company vehicle And that Hodson and Kauss relocate the barrier after village day at cost of £386.00.

To consider and discuss 10th Anniversary Village Day and agree any necessary actions

Will now be 10th anniversary as event started in 2007. Well supported village day - £1k budgeted but agreed that it be raised to £1.5k maximum as it was an anniversary event.

RESOLVED: That budget allocated for Village Day be increased to £1.5k.

- c) To receive update on Picnic at the Pavilion Event and agree any necessary actions

New sponsor is Cyden Homes. Theatre works OK to attend. Agreed at PMG meeting that no bouncy castle be provided. Questions or points to raise – none.

RESOLVED: That bouncy castle not be provided for the Picnic at the Pavilion event

16/47 Finance

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

All payments as circulated, approved to be made.

RESOLVED: That all payments be approved to be made as per list circulated.

- b) To receive internal audit report and agree any necessary actions

Received and circulated with all points noted. Nothing of concern raised and Chairman pointed out the cost of the report compared to previous year, with £600 saving made.

RESOLVED: That internal audit report be officially received and noted.

- c) To consider and complete governance section of Annual Return, agree signing of Annual Return and submission to external auditors as required

Copy of Annual Return circulated to all members and Chairman went through Governance Section and all members agreed completion and approved the Chairman to sign the section. Chairman and Clerk then approved to sign the Annual Return and submit to external auditors. Section 2 – assets updated.

RESOLVED: That the Annual Return be signed by Chairman and Clerk and submitted for Annual Audit By external auditors PKF Little John.

- d) To note the dates set for public rights of inspection for external audit process

Noted and notice displayed on notice board.

RESOLVED: That the public rights of inspection were being complied with as required.

16/48 Any Other Business

To receive items for information only –

Clerk asked to resend letter to Blakemores re the verge area to Willenhall where head office was situated. Cllr. Breed reported on NCS and 2 teams of 15 to attend village during July and August and agreed a list at th July meeting. Chairman had borrowed 30 crash barriers from Armed Forces Association for village day.

16/49 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

16/50 Payroll Information

a) To approve payment of salaries as per salary schedule circulated.

Approved as per list circulated.

RESOLVED: That all salary payments be made as per list circulated.

Closed the meeting at 8.55 pm.

Signed: Date: