

# NEW WALTHAM PARISH COUNCIL

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**COUNCILLORS – YOU ARE SUMMONED TO THE ANNUAL PARISH COUNCIL MEETING OF NEW WALTHAM PARISH COUNCIL AT NEW WALTHAM COMMUNITY PAVILION, ST CLEMENTS WAY ON WEDNESDAY 4<sup>TH</sup> MAY 2016 AT 7.30PM**

*KJ Peers*

Clerk – 28.04.16

## **A G E N D A**

*Members of the public and press are welcome to attend. The meeting will have a period of public consultation which shall not exceed 15 minutes in total. The public can speak on items contained in the Agenda below with no individual speaking for more than a maximum of 5 minutes. If a member of the public wishes to speak on other issues, if these are not scheduled Agenda items, the Council may have to carry the item and/or any action forward to the next meeting.*

PLEASE NOTE THAT THE PARISH COUNCIL HAS A FORMAL POLICY WHICH GOVERNS THE RECORDING OF ITS MEETINGS. PRIOR NOTICE MUST BE GIVEN TO THE CHAIRMAN AND/OR CLERK PRIOR TO THE COMMENCEMENT OF THE MEETING AND ANY RECORDING MUST ADHERE TO THE OFFICIAL POLICY ADOPTED BY THE COUNCIL.

- 16/06 Election of Chairman
- 16/07 Acceptance of Apologies
- 16/08 **Declarations of Interest – Code of Conduct 2012**  
(a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.  
(b) To note dispensations given to any member of the council in respect of the agenda items listed below.
- 16/09 Election of Vice-Chairman
- 16/10 **Election of Committees (and Committee Chairmen):-**  
To consider membership of and appoint members to the following Committees together with Chairman of each Committee:  
Personnel Committee (this Committee has full delegated powers)  
Pavilion Management Group  
Communications and Newsletter Committee  
Environment Committee  
Any other committee  
And to consider and agree terms of reference for each of these committees
- 16/11 **Election of Representatives onto Outside Bodies:-**  
Town and Parish Liaison  
ERNLLCA District Committee  
/over...

Village Hall Committee  
Any other outside bodies

16/12 Review of governance/procedural documents for Council for year  
To review and agree any amendments/necessary actions on the following:  
Asset Register – noted that already agreed at April 2016 meeting  
Insurance provision  
Publication of Information Statement  
Website Provision  
Risk Management Strategy inc risk assessments as appropriate  
Training Criteria and ongoing development strategy  
Schedule of Delegation and Bank Mandate update  
Bad debt recovery policy and invoicing procedures  
Governance Documents of Standing Orders and Financial Regulations  
Complaints Policy and Procedures  
Personnel Management Documentation  
Registers of Interest

16/13 Minutes of Meetings  
To approve the minutes of the Parish Council meetings held in April 2016

Public Session

16/14 Police/Community Reports  
To receive a report from the Police and to consider financial assistance towards shed alarm scheme provision managed by PCSO Sutton and agree any action  
To receive a report from the Young People's Drop In & Community Football Scheme

16/15 Planning Matters  
To consider the following planning applications:

**DM/0282/16/FUL 29 Station Avenue, New Waltham**  
**Erect single storey extension to rear and raise roof height to form rooms in Roofspace, install balcony to rear with 2 no. rooflights to the side elevation, render cladding to all elevations and demolish existing garage**

**DM/0313/16/FUL Land off Ellen Way, New Waltham**  
**Erection of 204 dwellings with ancillary parking, garaging, access road and associated Works**

**DM/0347/16/FUL Peaks Top Farm, Hewitts Avenue, New Waltham**  
**Erect single storey extension to existing building to provide winery with retail area Incorporating change of use of existing bedrooms to freezer/storage areas**

Planning Decisions Notifications from NELC for information only – if any  
To receive any other planning correspondence for information  
/over...

16/16

**Future Dates**

Next Meeting Date - Wednesday 1<sup>st</sup> June 2016  
Pavilion Management Group – tbc  
Environment Committee – tbc  
Personnel & Governance Committees – tbc  
Communications & Newsletter Committee – tbc  
Town & Parish Council Liaison Committee – June or July 2016  
ERNLLCA North East Lincolnshire District Committee - 21<sup>st</sup> July 2016

16/17

**Reports (subject to availability)**

Village Hall Committee Meeting – Cllr Baker  
Pavilion Management Group– Cllr Williams  
Emergency Planning Group – Cllr Matthews  
To receive any other reports

16/18

**Parish Council Matters**

- b) To receive update on “Carols on the Green”
- c) To consider the recruitment of volunteers to the Emergency Planning Group  
Emergency planning via e.mail
- d) To receive and consider proposed CCTV policy and to receive update on CCTV provision  
and agree any necessary actions
- e) To receive an update on the Friends of Priors Green and on signage for Priors Green (see  
Minutes of 02<sup>nd</sup> December 2015)
- f) To consider details of provision for new village signs and agree necessary actions
- g) To receive update on latest edition of Newsletter and agree any necessary actions for  
distribution
- g) To agree date for removal of wreaths annually from the cenotaph and receive details  
of road closure fees from NELC for Remembrance Service for 2016 and agree  
any necessary actions

16/19

**Finance**

- a) To approve accounts for payment as per payment schedule circulated
- b) To receive update on new format for monthly accounts, circulation to all members and  
agree any necessary actions
- c) To receive update on internal audit, agree schedule for internal and external audit and  
agree any necessary actions

16/20

**Any Other Business**

To receive items for information only

16/21

**Exclusion of Press and Public**

To consider 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

/over...

16/22

**Payroll Information**

- a) To receive update from Clerk on new payroll/payee arrangements and agree any necessary actions
- b) To receive notification of pension provision responsibilities, receive staging date and agree any necessary actions
- c) To approve payment of salaries as per salary schedule circulated.

***Kjp/28.04.16***