

# NEW WALTHAM PARISH COUNCIL

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**COUNCILLORS – YOU ARE SUMMONED TO THE ANNUAL PARISH COUNCIL MEETING OF NEW WALTHAM PARISH COUNCIL AT ST MATTHEWS CHURCH, NEW WALTHAM ON WEDNESDAY 3RD MAY 2017 AT 7.15PM**

*KJ Peers*

Clerk – 26.04.17

## **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.

- 17/16 Election of Chairman
- 17/17 Acceptance of Apologies
- 17/18 **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.
- 17/19 Election of Vice-Chairman
- 17/20 **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
- 17/21 **Election of Representatives onto Outside Bodies:-**  
Town and Parish Liaison  
ERNLLCA District Committee  
/over...

Village Hall Committee  
Any other outside bodies

- 17/22      Review of governance/procedural documents for Council for year  
To review and agree any amendments/necessary actions on the following:  
Asset Register  
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  
Any other documents/policy/procedure documents

- 17/23      **Minutes of Meetings**  
To approve the minutes of the Parish Council meetings held in April 2017:  
Main Council meeting and minutes of Environment Committee,  
Extra Planning Meeting and PMG Minutes

**Public Session**

- 17/24      **Police/Community Reports**  
To receive a report from the Police  
To receive a report from the Young People's Drop In & Community Football Scheme

- 17/25      **Highways/Footpaths**  
a) To receive response from Secretary of State and MP over proposals for Toll Bar roundabout and agree any necessary actions  
b) To receive update on meeting with ENGIE over parking/highways matters and agree any necessary actions and consider issue of parking on Station Road  
c) To receive any other highways/footpaths items for information only

- 17/26      **Planning Matters**  
To consider the following planning applications:

**DM/0358/17/FULA    17 Oderin Drive, New Waltham**  
**Demolish existing detached garage, erect single storey rear extension, two storey Side extension to include conversion of roofspace to create second floor and the Installation of roof lights**

/over...

**DM/0265/17/FUL 36 Pretymen Crescent, New Waltham  
Demolish existing detached garage, erect two storey side extension and erect single  
Storey rear extension**

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

17/27

**Future Dates**

Next Meeting Date - Wednesday 7<sup>th</sup> June 2017  
Pavilion Management Group – Monday 22<sup>nd</sup> May 2017  
Environment Committee – tbc  
Office Closure – 15<sup>th</sup> to 19<sup>th</sup> May inclusive

17/28

**Reports (subject to availability)**

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

17/29

**Parish Council Matters**

- a) To receive update on new village signs and agree necessary actions
- b) To receive update on latest edition of Newsletter
- c) To consider the provision of a defibrillator and agree necessary actions
- d) To consider the provision of dedicated Parish Council email addresses and agree any necessary actions
- e) To consider street cleaning schedules and agree final versions

17/30

**Priors Green**

- a) To consider scheduled works outstanding and recosting of works and agree any necessary actions
- b) To receive update on bird/bat boxes after visit to school and agree any necessary actions
- c) To consider issues of lone working and agree any necessary actions

17/31

**New Waltham Community Pavilion**

- a) To receive quotations for building works and agree appointment of contractor
- b) To approve the completion and submission of application to PWLB for financing
- c) To consider arrangements for Pavilion whilst building works take place – including storage of items in container and CCTV provision and agree necessary actions
- d) To consider any necessary actions for future events and agree

16/32

**Finance**

- a) To approve accounts for payment as per payment schedule circulated
- b) To receive and consider ERNLLCA membership subscription for year 17/18 and agree action
- c) To receive and approve final year accounts for fy 16/17
- d) To receive notification of date for internal audit and necessary arrangements and agree any necessary actions

/over...

16/33

**Any Other Business**

To receive items for information only

16/34

**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

16/35

**Payroll Information**

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

***Kjp/26.04.17***