

MMINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF NEW WALTHAM PARISH COUNCIL HELD AT ST MATTHEWS CHURCH, NEW WALTHAM ON WEDNESDAY 3RD MAY 2017 AT 7.15PM

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

Apologies: Cllr. Baker

In Attendance: Cllrs. Shreeve and Harness, Ward Cllrs., NELC
PCSOS – Burrows and Pullett

There were no members of the public present.

17/16 Election of Chairman

Cllr. Williams proposed and elected unanimously and signed Acceptance of Office.

RESOLVED: That Cllr. Williams be elected as Chairman for the year

17/17 Acceptance of Apologies

Cllr. Baker – holiday and Cllr. Fenty as Ward Cllr.

RESOLVED: That apologies be received and accepted.

17/18 Declarations of Interest – Code of Conduct 2012

None made.

17/19 Election of Vice-Chairman

Cllr. Barber proposed and elected unanimously as Vice-Chairman for the year.

RESOLVED: That Cllr. Barber be elected as Vice-Chairman for the year

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)

Chairman – Cllr. Barber

Members – Cllrs. Dolphin and Thompson with Cllr. Baxter as named substitute.

Pavilion Management Group

Chairman – Cllr. Williams

Members – Cllrs. Breed, Baxter, Johnson, Barber, Welham, Thompson and Simpson

Communications and Newsletter Committee

Agreed no longer required as a Committee.

Environment Committee

Agreed no longer required as a Committee.

Any other committee

None

And to consider and agree terms of reference for each of these committees

Clerk had circulated terms of reference for these Committees and these were agreed and signed by the Chairman.

RESOLVED: That those elected as shown serve on Committees as shown and that Terms of Reference Be adopted as agreed for each Committee

17/21 Election of Representatives onto Outside Bodies:-

Town and Parish Liaison – Cllr. Raper and Cllr. Welham

ERNLLCA District Committee – Cllr. Breed and Clerk

Village Hall Committee – Chairman proposed that Cllr. Baker not serve and instead proposed Cllr. Johnson which was agreed.

RESOLVED: That the above representatives serve on outside bodies as shown

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

Clerk advised there were no changes to operations since last year and only changes would be to Asset Register for Village Signs etc. No new policy documents to adopt and no new versions to update agreed.

RESOLVED: That all governance documents be approved as appropriate and in force for New Waltham Parish Council and no amendments required apart from additions to Asset Register as Appropriate.

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

RESOLVED: That all minutes be approved as a true record of the meetings and signed by the Chairman

Public Session

No one here

17/24 Police/Community Reports

To receive a report from the Police

Report read out and PSCO Burrows advised main focus of work at moment was in schools with issues needing attention. ASB figures have decreased. Ward Cllrs had met with PC Dave Cave and they had advised of Humberside Police's strategy for engaging with the Community. Community events had been highlighted and police presence had been requested.

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

Chairman received report from Drop In. Consistent numbers and Vice Chair and Chairman visited and advised of policy for signing in scheme via postcodes. Situation sorted of moving them into the changing rooms whilst building work going on. Request from young people is for ice box in freezer and bigger pool table. Good engagement taking place. Noted.

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

Response received and circulated and concerns recognized but no remit to act. Martin Vickers MP had also responded and had raised it in the House and received the same response. Advice taken from ERNLLCA and as a PC there is no avenue to do anything more. Chairman advised that residents can take the matter to the Ombudsman which would be down to individuals and he will do it as an individual and if others wanted to do the same, he advised they should. Remove item from agenda from now on.

RESOLVED: That no further action can be taken on this issue by the Parish Council and that the matter Be removed from the agenda

- 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

ENGIE had cancelled meeting and trying to rearrange. Need to discuss various issues including exclusion of Thornton Court. Wardens are taking advantage of the TRO which is unacceptable and this needs to be addressed with ENGIE. Noted.

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

None.

17/26 Planning Matters

The following planning applications were considered:

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

Objections Impact on street scene, size scale density impact. Support neighbours objections

DM/0265/17/FUL 36 Pretymen Crescent, New Waltham

Demolish existing detached garage, erect two storey side extension and erect single Storey rear extension

Objections Impact on street scene, size scale density impact.

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

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

17/27 Future Dates

Next Meeting Date - Wednesday 7th June 2017

Pavilion Management Group – Monday 22nd May 2017

ERNLLCA Training – Cllr. Johnson x 3; Cllr. Simpson first session only; Cllr. Thomson x 3; Cllr. Baxter x 3; Cllr.

Welham first session only

Office Closure – 15th to 19th May inclusive

17/28 Reports (subject to availability)**Village Hall Committee Meeting – Cllr Baker**

No report as Cllr. Baker absent – Cllr. Johnson to scan and circulate minutes in future as received.

Pavilion Management Group– Cllr Williams

Drop in issues being addressed. Car boot sales going well so far and well supported with over 30 cars and getting good feedback. Bad debt from football which will be settled and team not wanted back next year due to general untidiness and damage in the changing rooms. Chairman can replace with alternative teams. Noted.

To receive any other reports

None.

17/29 Parish Council Mattersa) **To receive update on new village signs and agree necessary actions**

Official unveiling held today and article appearing in Chronicle etc. Three signs up so far. Simpsons Fold and one of corner of Tollbar still outstanding due to problems with utilities in the ground. NELC had informed the agent, Mr. Smith, that a fresh application should be made and paid for which members thought unacceptable. Agreed to forward details to Cllr Shreeve as Ward Cllr. for taking up the issue directly with NELC.

RESOLVED: That the issue of siting of two remaining signs be passed to Cllr. Shreeve as Ward Cllr. To liaise directly with planning and contractors

b) **To receive update on latest edition of Newsletter**

Chairman advised that last edition contained much better copy although he would like to see still more contributions. Church free advert approved.

RESOLVED: That advert for Church event be given free of charge

c) **To consider the provision of a defibrillator and agree necessary actions**

Defer until resident raises issue again. Agreed.

RESOLVED: That this item be deferred pending contact from the resident

d) **To consider the provision of dedicated Parish Council email addresses and agree any necessary actions**

Clerk explained issue behind the proposal and it was agreed that dedicated email addresses were good idea and looked more professional and assisted members with keeping Parish business separate from personal issues. Agreed £60 fee as quoted by Mariner Computers and Clerk to liaise with Mariner to organize.

RESOLVED: That Mariner Computers provided dedicated email addresses for all Parish Council Members at cost of £60

e) **To consider street cleaning schedules and agree final versions**

Deferred to next meeting.

17/30 Priors Greena) **To consider scheduled works outstanding and recosting of works and agree any necessary actions**

Agreed to revisit any works required to Priors Green in the Autumn and that all works currently cease over the Summer period. Agreed to revisit the Site and any outstanding works in September. Stile to be installed on 11th May 2017.

RESOLVED: That no further works be carried out in Priors Green and that the issue be revisited in September 2017 and review of any works required take place at that time

b) To receive update on bird/bat boxes after visit to school and agree any necessary actions
Still with school for decoration/finishing and Clerk to liaise with Alexander Hubbards re installing with the children and fix date. Noted.

c) To consider issues of lone working and agree any necessary actions
Chairman expressed some concern over the street cleaner and lone working. Although supervised by Cllr. Breed the need for a structured system to be put in place was discussed for when Cllr. Breed is absent. Councillor Mumby volunteered to find out further information and then report back on lone working policies etc.

RESOLVED: That Cllr. Mumby source information on lone working policies and report back to the Council

17/31 New Waltham Community Pavilion

a) To receive quotations for building works and agree appointment of contractor
The Parish Council had been asked to look at lease between NELC and GYPO and Chairman had spoken to Jack Fox and rather than a new lease, it was agreed that NELC novate the lease to us and we hold the lease. Building quotations received from Bannister Developments, Topcon, Jembuild and Denniss and Marwood and ranged from £99k to £126k. There was a technical issue with the design of the roof which both Jembuild and Marwoods had recognized. Topcon were the only contractor quoted who didn't come and look inside the building. Members agreed that the best value appeared to come from Denniss and Marwood quotation. Agreed that a further £5k for a kitchen and £2k for storage needed to be budgeted for this. Penny Humphries is trying to get funding for kitchens etc. through her role as funder for the Pavilion Management Group but this was not guaranteed so this figure should be in overall budget. Proposed that the estimate from Dennis and Marwood be accepted with extra contingencies built in for roof, general contingency and kitchen and storage which would take the total build to approx. £159k. Required to put money in from the PC's reserved and agreed that £15k from reserves be allocated and that the Parish Council apply for a loan of £145k. Clerk advised that VAT might not be able to be claimed back and this would take the PC over the limit for VAT but Clerk would check with ERNLLCA as there may be a way to claim it back. Borrowing term 25 years agreed and Chairman advised of a 6 week build time and chosen contractor could start mid-June. All unanimously agreed.

RESOLVED: That the quotation from Denniss and Marwood be accepted for the extension project for £126k and that contingencies be added for kitchen refurbishment and storage facilities, Additional works to the roof design and general contingency which would total £159k for Total project, that £15k of PC's own reserves be used for project and that loan should be Applied for of £145k over a 25 year repayment term.

b) To approve the completion and submission of application to PWLB for financing
Agreed as above and Clerk would now complete application and submit.

RESOLVED: That application for permission to borrow from PWLB be submitted as shown in item 17/31(a) above

Members agreed to move Standing Orders to 9.15 pm.

- c) To consider arrangements for Pavilion whilst building works take place – including storage of items in container and CCTV provision and agree necessary actions

Container on the car park agreed as per prices obtained by the Chairman which included delivery and collection – this could then be used for storage. Agreed quotation from Vision CCTV for £545 to move existing equipment whilst build takes place, and then reinstall with extra cameras on the facility.

RESOLVED: That the Chairman organize a container for storage on the car park whilst the build Takes place and also that the quotation for CCTV relocation and reinstallation with Extra cameras also be accepted. Both dependent on obtaining loan borrowing approval For project to proceed.

- d) To consider any necessary actions for future events and agree

None.

16/32 Finance

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

Payments approved as per list circulated.

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

- b) To receive and consider ERNLLCA membership subscription for year 17/18 and agree action

Agreed renewal of subscription for year.

RESOLVED: That the ERNLLCA membership be renewed for the year

- c) To receive and approve final year accounts for fy 16/17

Clerk had circulated full year end accounts for fy16-17 with cash book and account reconciliation to end of year. These were formally received and approved and signed by the Chairman. Chairman advised that all resources for the current year needed to be directed at the new build project.

RESOLVED: That the year end accounts for fy 16-17 be formally approved

- d) To receive notification of date for internal audit and necessary arrangements and agree any necessary actions

Internal audit would take place on 1st June 2017 and Clerk advised any members who wished to attend that they were welcome to do so. Internal audit report would then be presented to full Council at the June meeting together with the Annual Return for completion and submission for external audit.

RESOLVED: That the Clerk progress the procedures required to satisfy the end of year auditing Requirements

16/33 Any Other Business

To receive items for information only – none.

16/34 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

16/35 Payroll Information

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

Approved.

RESOLVED: That salary payments be approved to be made as per schedule.

The Chairman closed the meeting at 9.12 pm.

Signed: Date: