

MINUTES OF A MEETING OF NEW WALTHAM PARISH COUNCIL HELD AT NEW WALTHAM COMMUNITY PAVILION, ST CLEMENTS WAY ON WEDNESDAY, 06th APRIL 2016 AT 7.00PM

Present: Cllr. Baker (In the Chair)
Cllrs. Thompson, Raper, Barber, Dolphin and Simpson and Cllr. Breed for part-meeting.

Apologies: Cllrs. Williams, Matthews and Mumby

In Attendance: Cllrs. Harness and Shreeve, NELC
2 x representatives, Holton le Clay Neighbourhood Plan
PCSO Robert Dove

There was also 1 member of the public present.

16/040 To receive apologies for absence

Received from Cllrs. Williams (work commitments), Cllr. Matthews (other commitments) and Cllr. Mumby (holiday) – all received and accepted.

RESOLVED: That all apologies be received and accepted.

16/041 Declarations of Interest under Code of Conduct 2012

None made.

16/042 Minutes of Meetings

To approve the minutes of the Parish Council meeting held on 09th March 2016.

With exclusion of item 16/036 from the approval, the minutes of the previous meeting, as circulated, were approved as true record and signed by the Chairman.

RESOLVED: That minute be accepted as true record of the meeting

Public Session

To hear from Barry Clifton, Co-ordinator of Holton le Clay Neighbourhood Development Plan Team

Short overview of the Holton le Clay Neighbourhood Plan discussed along with funding obtained and request that comments are required to prove that they have carried out neighbourhood consultation. Agreed that any comments from Cllrs. Should be sent to Clerk and she would pass on.

Resident present re Charles Avenue and verges needing reinstating. Clerk to pass on.

16/043 Police/Community Reports

To receive a report from the Police

Police report had been circulated prior to meeting. PCSO Dove present and discussed issues. PCSO Sutton was seeking financial support for a scheme to provide shed alarms for vulnerable households and it was agreed to put on May agenda for decision although members were in support in principle. PCSO Dove to seek figure for funding for May meeting and let the Clerk know.

RESOLVED: That police report be noted and that request for financial support for shed alarm provision Scheme be placed on May 2016 agenda for consideration

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

Deferred until next meeting as no representative present nor had reports been received. Cllr. Baker thanked members for their efforts with the Easter Egg Hunt and asked that this be minuted.

RESOLVED: Deferred to May 2016 meeting and thanks minuted to members involved in Easter Egg Hunt

16/044 Planning Matters

The following planning applications had been considered:

DM/0248/16/FUL – 38 Enfield Avenue

Erect single storey side and rear extensions and loft conversion with the installation of dormers. Comments by 8th April.

No objections.

DM/0255/16/FUL – 99 Peaks Lane

Erect two storey rear extension to create additional living space with an additional bedroom above & replace garage to rear. Comments by 7th April.

No objections

DM/0282/16/FUL – 29 Station Avenue

Erect single storey extension to rear and raise roof height to form rooms in roofspace, install balcony to rear with 2no rooflights to the side elevation, render cladding to all elevations and demolish existing garage. Comments by 13th April

No objections.

RESOLVED: That all comments be sent to NELC as agreed.

16/045 Other Planning Matters

Planning Decisions Notifications from NELC for information only – if any

To receive any other planning correspondence for information

None received.

16/046 Future Dates

Next Meeting Date - Wednesday 04th May 2016

Annual Parish Meeting for New Waltham – agreed for Wednesday 4th May at 7.00 pm with main Council meeting to commence then at 7.30 pm.

Pavilion Management Group – tbc

Environment Committee – tbc

Personnel & Governance Committees – tbc

Communications & Newsletter Committee – tbc

Town & Parish Council Liaison Committee – next one would be June or July 2016

ERNLLCA North East Lincolnshire District Committee - Thursday 21st April 2016

RESOLVED: That Annual Parish Meeting be held on Wednesday 4th May at 7.00 pm with the Annual Parish Council meeting to be held at 7.30 pm also on Wednesday 4th May 2016

16/047 Reports (subject to availability)

Village Hall Committee Meeting – Cllr Baker

Cllr. Baker gave brief report.

Town & Parish Councils Liaison Committee – Cllr Raper

Cllr. Raper and Cllr. Baker had attended and Cllr. Raper gave report. Police and Crime Commissioner present plus Chief Superintendent and policing issues discussed. Local plan also discussed along with budget reductions again.

Pavilion Management Group– Cllr Williams

c/f to next meeting due to Cllr. Williams' absence.

Emergency Planning Group – Cllr Matthews

c/f to next meeting due to Cllr. Matthews' absence.

To receive any other reports

None received.

16/048 Parish Council Matters

- a) To accept the resignations of Cllr Brookes, Cllr Moore and Cllr Page

Received and acknowledged and Clerk to notify NELC if not already notified with regard to casual vacancy notices.

RESOLVED: That resignations be acknowledged and necessary casual vacancy notices be actioned

- b) To consider setting up a working group to co-ordinate "Carols on the Green"

Chairman had advised that the date for this had been decided as 3rd December 2016.

RESOLVED: That date had been set as 3rd December 2016

- c) To consider the recruitment of volunteers to the Emergency Planning Group

To be carried forward to next meeting and newsletter item be organized to attract residents.

RESOLVED: That item be carried forward and Clerk put piece in next Newslettr

- d) To consider whether a CCTV policy is required

Agreed that it should be considered and Clerk to provide for next meeting.

RESOLVED: That Clerk provide policy for consideration at next meeting in May 2016.

- e) To discuss the condition of the roadway outside the Spar shop

Agreed that work needed carrying out and Clerk to write to Blakemores, as the landlord, and remind them of their responsibility.

RESOLVED: That letter be sent to landlords as agreed

- f) To consider the current standing of the Village Hall Management Committee and to
 i) agree a formal request to the VHMC to obtain copies of the accounts for 2015/16
 ii) consider an approach to the Charities Commission regarding the fitness for purpose of the current constitution of the VHMC

Chairman had requested that this item be deferred pending the appointment of a new Parish Clerk. Agreed.

RESOLVED: That this item be deferred pending the appointment of a new Parish Clerk.

- g) To agree the updated Asset Register

Draft amended Asset Register agreed and formally adopted.

RESOLVED: That amendments to Asset Register are agreed and formally adopted.

h) To receive an update on the installation of CCTV

To be carried forward to May 2016 meeting for report from Chairman with further information.

RESOLVED: To be discussed at May 2016 meeting

i) To receive an update on the Friends of Priors Green and on signage for Priors Green (see Minutes of 02nd December 2015)

Chairman had advised that Friends Group now had no official members and it was agreed to defer to next meeting.

RESOLVED: To be deferred to May 2016 meeting

16/049 Finance

To consider and approve the bank reconciliation (subject to availability of bank statements)

To agree cheques as per statement

All payments agreed as per schedule circulated and also extra payments as presented to the meeting By the locum Clerk.

RESOLVED: That all payments be authorized to be made as agreed at the meeting

16/050 Any Other Business

To receive items for information only

Items raised included Traffic Issue with regard to parking restrictions for verges and footways and Clerk Would be obtaining further information.

Station Avenue question had been raised by resident and members thought it was an official PROW.

16/051 Exclusion of Press and Public

RESOLVED: the 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

16/052 Payroll Matters

To consider payroll in-house and payment of salaries direct into bank account each month

Chairman had offered support to the proposal from locum Clerk that salaries/payee/payroll administration be carried out in house through free software from HMRC as there were only two employees and this was agreed. Also agreed that Clerk arrange for 12 equal payments, less PAYE, be made to employees based on annual salaries agreed. Clerk to contact Care4all and see if any notice period required.

RESOLVED: That the payroll/payee administration be carried out by the Parish Council through The free HMRC software package and that arrangements be put in place to pay Salaries each month direct into the employees' bank accounts as soon as possible to Arrange

Chairman closed the meeting at 8.35 pm.

Signed:

Date: