

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF NEW WALTHAM PARISH COUNCIL HELD AT NEW WALTHAM COMMUNITY PAVILION, ST CLEMENTS WAY HELD ON WEDNESDAY 4<sup>TH</sup> MAY 2016 AT 7.30pm**

**Present:** Cllr. Williams (Chairman)  
Cllrs. Barber, Thompson, Mumby, Raper, Baker, Breed, Simpson

**Apologies:** Cllr. Dolphin

**In Attendance:** Cllrs. Shreeve and Harness, NELC

There was 1 member of the press present and 1 member of the public present

**16/06 Election of Chairman**

Proposed and unanimously agreed that Cllr. Williams be appointed Chairman for year. Cllr. Williams signed Declaration of Acceptance of Office

**RESOLVED: That Cllr. Williams be appointed as Chairman for year.**

**16/07 Acceptance of Apologies**

Cllr. Dolphin due to family illness – received and accepted.

**RESOLVED: That apologies be received and accepted.**

**16/08 Declarations of Interest – Code of Conduct 2012**

Clerk explained that those members who held an allotment tenancy or had an interest in allotment tenancies had a valid DPI in allotment matters and that this would necessitate them taking no part in discussions.

DPI's in allotment matters due to holding allotment tenancies were declared by Cllr. Breed and Thomson.

Cllr. Mumby declared a prejudicial interest in planning application off Ellen Way due to adjacent residency.

**16/09 Election of Vice-Chairman**

Proposed and unanimously agreed that Cllr. Barber serve as Vice-Chairman for the year.

**RESOLVED: That Cllr. Barber serve as Vice-Chairman for the year.**

**16/10 Election of Committees (and Committee Chairmen):-**

Membership of the following Committees was agreed together with Chairman of each Committee and also agreed Terms of Reference for each Committee as follows:-

**Personnel Committee (this Committee has full delegated powers)**

Cllr. Barber (Chairman)

Members – Cllrs. Thomson and Breed and Cllr. Dolphin as named substitute.

**Pavilion Management Group**

Cllr. Williams (Chairman)

Members – Cllrs. Breed, Simpson, Thomson and Barber

**Communications and Newsletter Committee**

Cllr. Williams (Chairman)

Members – Cllrs. Barber, Thomson and Baker

**Environment Committee**

Cllr. Breed (Chairman)

Members – Cllrs. Simpson, Baker, Mumby and Dolphin

Any other committee – none.

**RESOLVED:** That Committees be appointed as above and that proposed Terms of Reference for each Committee be formally agreed and adopted

**16/11 Election of Representatives onto Outside Bodies:-**

Official voting representatives were appointed onto outside bodies as follows:

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

ERNLLCA District Committee – Cllr. Breed and Clerk

Village Hall Committee – Cllr. Baker and deputised Cllr. Mumby

Any other outside bodies - None

**RESOLVED:** That the above named members be appointed as official voting representatives as shown

**16/12 Review of governance/procedural documents for Council for year**

The Council reviewed all of its documents and made the necessary comments as follows:-

Asset Register – noted that already agreed at April 2016 meeting

Insurance provision – agreed as adequate

Publication of Information Statement – produced by Clerk and agreed

Website Provision – agreed as adequate

Risk Management Strategy inc risk assessments as appropriate – Strategy produced by Clerk and agreed. Clerk to continue with production of risk assessments over next two months.

Training Criteria and ongoing development strategy- approved that if members wished to go on training, this would be actively supported and encouraged by the Council.

Schedule of Delegation and Bank Mandate update – Scheduled produced by Clerk and agreed. Mandate satisfactory.

Bad debt recovery policy and invoicing procedures – Produced by Clerk and agreed

Governance Documents of Standing Orders and Financial Regulations – Clerk advised new versions available and so deferred to June meeting for adoption

Complaints Policy and Procedures – Produced by Clerk and agreed

Personnel Management Documentation – this would be considered and updated as necessary by Personnel Committee

Registers of Interest – Clerk reminded all members that they should revisit and check all was up to date

Policy for petitions – ok with amendment of numbers – agreed.

**RESOLVED:** That all governance documents have been considered and any actions agreed as shown

**16/13 Minutes of Meetings**

To approve the minutes of the Parish Council meetings held in April 2016

**RESOLVED:** That minutes of the April meeting, as circulated, be approved as a true record of the meeting.

**Public Session**

Nothing issues raised.

**16/14 Police/Community Report**

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

PCSO present and standing in for PC Dunks and PSCO Sutton. Thefts of pedal cycles was main activity as he went through written report already received.

Clerk advised that PCSO Sutton had requested financial contribution to provision of shed alarms within the Parish which cost approx. £5 each and it was proposed to purchase 100 for use in New Waltham.

**RESOLVED: That £500 be granted to local policing team for purchase of shed alarms within New Waltham.**

Cllr. Williams reported on installation of CCTV and waiting for NELC to agree a date to mount a dome camera on shops at Greenlands, and four on Pavilion.

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

No one in attendance and so Chairman gave report. 42 young people attending. Needed to ensure that pool table is always available for the sessions. Chairman mentioned cheques being returned due to issue of changing banks – cheques to be returned and reissued. Noted.

**16/15 Planning Matters**

The following planning applications were considered:

**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**

*Noted that already done.*

**DM/0313/16/FUL Land off Ellen Way, New Waltham**

**Erection of 204 dwellings with ancillary parking, garaging, access road and associated Works**

Cllr. Mumby had declared a prejudicial interest in the application and made representations before leaving the room and taking no part in debate or discussion.

*Letter received from resident and circulated to all and taken into consideration.*

*Concerns about traffic and drainage but fully understand that its part of the local plan and is allocated for housing. Provision has play area and access – Clerk to check directly with Cyden Homes about this provision. Specific mention made re traffic survey and disappointment that it was from 2008 and must be updated and also carried out at more appropriate times.*

**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**

*No objections.*

Planning Decisions Notifications from NELC for information only - anything received already circulated.

To receive any other planning correspondence for information – none.

**RESOLVED: That all comments as agreed on planning applications be sent to NELC**

**16/16 Future Dates**

Next Meeting Date - Wednesday 1<sup>st</sup> June 2016

Pavilion Management Group – 9<sup>th</sup> May 2015

Environment Committee – tbc

Personnel & Governance Committees – 1<sup>st</sup> June

Communications & Newsletter Committee –

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 reported that no meeting held due to poor health of Chairman

Pavilion Management Group

Cllr Williams reported. Year end accounts circulated to group – trading surplus of £1,493.81 with all bills paid and all equipment required now purchased. Have good relationship with footballers all bills up to date and two teams to play from location next year. Car Boot took over £100 with next one on 14<sup>th</sup> May – helpers thanked. Discussed key access and agreement for all key holders and security deposit taken.

Emergency Planning Group

Needs revisiting and to be deferred to June 2016 meeting.

To receive any other reports – none.

**16/18 Parish Council Matters**

a) To receive update on “Carols on the Green”

To be held 3<sup>rd</sup> December and joining forces with the church - St Matthews Church will hold Christmas fair that afternoon, Pavilion will have gazebos and selling hot food outside in the afternoon – Kingsway printers band coming along and they will play Christmas music. Lighting ceremony and the band will play. Both of the schools involved and hope it will be an event. Supporting church and promoting pavilion and the parish council.

**RESOLVED: All members were happy with arrangements for event**

b) To consider the recruitment of volunteers to the Emergency Planning Group

Deferred to June meeting.

d) To receive and consider proposed CCTV policy and to receive update on CCTV provision and agree any necessary actions

Amendment 3.1 made with regard to who would receive/access information - approved and adopted.

**RESOLVED: That official CCTV policy be adopted with amendment made**

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)

Friends of Priors Green hasn't met for over 2 years – everything that has happened for the work being done by Creative Nature has been led by the Parish Council. Chair of Priors Green no longer lives adjacent to the Green, so Clerk to write to him and ask him to either convene or disband.

Signage had been previously agreed about keeping dogs on a lead, dog fouling and no dumping etc. – agreed Clerk to organize via Signs Express.

**RESOLVED: That Clerk write to Friends Group and if no progress/response, then group be disbanded and That signage be organized for the green as agreed**

f) To consider details of provision for new village signs and agree necessary actions

Village sign competition had been well entered and winner had been chosen. Agreed that prizes of £25, £15 and £10 Waterstones vouchers be awarded to winners along with 2 x highly commended certificates. Chairman advised that £2k had been allocated to erect signs for last two financial years, totaling £4k so far saved. Agreed that healthy reserve would allow all 5 signs to be commissioned and erected and this was agreed. Members agreed that signs in style of those at Humberston would be most appropriate.

**RESOLVED: That Clerk obtain quotations for planning permission and supply and erection for 5 village Signs for New Waltham. Also that prizes of vouchers as agreed be made to competition Winners of sign design of £25, £15 and £10 for first, second and third places.**

g) To receive update on latest edition of Newsletter and agree any necessary actions for distribution

Clerk advised she would hold closing date to end of week for more articles. Clerk would organize printing and then collect when ready, organize distribution cheques as per list agreed and then take out to distributors after notifying them when Newsletter was likely to be ready.

**RESOLVED: That Clerk organize printing and distribution of June edition of Newsletters as agreed**

g) To agree date for removal of wreaths annually from the war memorial and receive details of road closure fees from NELC for Remembrance Service for 2016 and agree any necessary actions

Discussed removal of wreaths and proposed and agreed that second week in May would be date when wreaths were removed – all in favour.

Road closure - £150 for road closure had been notified from NELC. Agreed that this should be organized and roads closed be Holme Avenue and Annington Lane. Chairman and Clerk advised that this fee might be waived after representations made to the Town and Parish Liaison Committee but they would update as required.

**RESOLVED: That wreaths be removed from war memorial as a policy adopted by the Parish Council During the second week of May each year and that the official road closure be applied for At a cost of £150 for the Remembrance Day Service each year.**

**16/19 Finance**

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

List of payments to be made circulated to all members.

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

b) To receive update on new format for monthly accounts, circulation to all members and agree any necessary actions

Clerk advised that account reconciliations would be carried out at the end of each financial quarter, so June, September, December and then March each year and would be circulated to all members each time with copy of cash book to reinforce figures etc. Agreed.

**RESOLVED: That the Council receives full account reconciliations each quarter during the financial Year for approval**

c) To receive update on internal audit, agree schedule for internal and external audit and agree any necessary actions

Internal audit – pre audit when previous Clerk in post so most information had been examined and any recommendations made were being put in place by new Clerk. Clerk advised no electronic cash book had been kept for year and internal auditor had been made aware of this, but hard copy monthly accounts were being submitted. Clerk to organize delivery of all information and then report back.

**RESOLVED: Clerk to organize internal audit procedures as required and then report back**

**16/20 Any Other Business**

To receive items for information only

Clerk reported on pot hole issue outside of Enfield Academy and would report back.

Members discussed that parking enforcement officers had not been seen for some time.

Cllr. Baker - new bus timetable out to day incorporating a bus service onto Scartho top no. 11

Cllr. Simpson – Community Pride about 4 weeks ago were in village

**16/21 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**

**16/22 Payroll Information**

- a) To receive update from Clerk on new payroll/payee arrangements and agree any necessary actions

Agreed salary payments be made into bank every month with annual salaries divided into twelve payments. Clerk advised that HMRC package had been installed and this was not being used for all payroll administration. Contract of employments for all staff had now been put in place. Clerk issuing salary advices each month.

**RESOLVED: Noted that all systems as required and agreed were now in place**

- b) To receive notification of pension provision responsibilities, receive staging date and agree any necessary actions

Staging date not until 2017, but Clerk advised on various options for pension provision and it was agreed that at the time, NEST be used to provide the pension for Parish Council staff. This would now be ongoing with Personnel Committee.

**RESOLVED: That NEST be used as provider for Parish Council pension provision for staff at appropriate time**

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

**RESOLVED: That salary payments be made as per the schedule circulated.**

The Chairman closed the meeting at 8.45 pm.

Signed: .....	Date: .....
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