

**MINUTES OF A MEETING OF NEW WALTHAM PARISH COUNCIL AT NEW WALTHAM COMMUNITY PAVILION,  
ST CLEMENTS WAY HELD ON WEDNESDAY 7<sup>th</sup> SEPTEMBER 2016 AT 7.00PM**

**Present:** Cllr. Barber (In the Chair)  
Cllrs. Thompson, Baxter, Welham, Johnson, Raper, Simpson, Breed and Mumby

**Apologies:** Cllrs. Williams, Baker and Dolphin

There were 2 members of the public present.

**16/67 Acceptance of Apologies**

Received from Cllr. Williams (work commitments); Baker (holidays) and Dolphin (family commitment) – all accepted.

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

**16/68 Declarations of Interest – Code of Conduct 2012**

None made.

**16/69 Minutes of Meetings**

To approve the minutes of the Parish Council and any Committee meetings held in August 2016

Minutes from all meetings held in August, plus the Environment Committee minutes from July, were approved as true record.

**RESOLVED:** That minutes be approved as true record of meetings held in August and from July 2016

**Public Session**

Charles Avenue – parking on pavements raised by a resident.

**16/70 Police/Community Report**

To receive a report from the Police and to consider any necessary actions – circulated

Circulated electronically prior to meeting and noted.

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

Figures - 85 attended across the month. Advertise in Newsletter for next edition.

To consider actions for a tree partially obscuring a CCTV camera and agree actions

Tree in garden of house on Farmhouse Mews partially covering the dome, agreed to approach the resident and ask if the PC can cut the tree back. Quotation already received for £75 to do the work with the PC’s gardening contractor.

**RESOLVED:** That the work be carried out as required at cost of £75.00

**16/71 Highways/Footpaths/Traffic issues**

a) To receive any report from the Clerk for information only

Winter maintenance had been circulated and no matters arising from information sent by NELC.

**RESOLVED:** That no issues regarding winter maintenance be raised.

b) To receive update on renewal of gardening contract until 2018 for information

Contractor had been advised of PC’s wishes and was in agreement.

**RESOLVED:** That the gardening contract be extended with current contractor until 2018.

c) To consider speed restrictions issue on Albery Way and agree any necessary actions

Request received from resident asking for speed bumps on Albery Way. It was agreed that this would be a low priority for NELC and no action be taken.

**RESOLVED:** That this matter not be progressed with NELC as it would be a low priority area

**16/72**      **Planning Matters**

The following planning applications were considered:

**DM/0760/16/FUL**      **13 Trafalgar Park, New Waltham**

**Erect first floor extension over garage**

*No objections.*

**DM/0712/16/FUL**      **20 Hawthorne Avenue, New Waltham**

**Erect single storey extension to rear, convert roofspace to create first floor Bedroom and erect single storey detached garage**

*No objections as long as windows are velux as shown in drawings*

**DM/0815/16/FUL**      **17 Thornton Court, New Waltham**

**Demolish existing conservatory and erect new single storey conservatory to rear**

*No objections.*

Planning Decisions Notifications from NELC for information only

Any information received already circulated electronically.

To receive any other planning correspondence for information

Cllr. Mumby advised on Becklands site and advised that the application was before the Planning Committee the following week. The plan now incorporates the dyke with Cyden homes confirming it has responsibility for the dyke. Noted.

**16/73**      **Future Dates**

Next Meeting Date - Wednesday 5<sup>th</sup> October, 2016

ERNLLCA Annual Conference – Friday 18<sup>th</sup> November 2016 – Clerk and Cllr. Welham to attend

ERNLLCA AGM – 15<sup>th</sup> September 2016 – no one attending – Clerk to send apologies.

NELC Mayor's Civic Service – Cllrs. Barber and Welham – 18<sup>th</sup> September 2016

Environment Committee and Pavilion Management Group – 31<sup>st</sup> October and 12<sup>th</sup> September

ERNLLCA Training – Tuesday 8<sup>th</sup> November 2016 – Chair and Vice-Chairman

**16/74**      **Reports (subject to availability)**

Pavilion Picnic – Sunday 7<sup>th</sup> August 2016

Event went well and had good numbers attending. Too long a gap between the music. Report for the Newsletter.

Village Hall Committee Meeting – Cllr Baker

Cllr. Baker absent. Cllr. Mumby advised that new booking clerk in place and current Caretaker will be retiring shortly. Cllr. Mumby to attend next meeting on 19<sup>th</sup> September 2016.

Environment Committee – Cllr. Breed

Minutes from July meeting have been circulated.

To receive any other reports

None.

**16/75            New Waltham Community Pavilion**To consider further on possible expansion of pavilion site and agree any necessary actions

Cllr. Barber advised on consultation carried out and results from that consultation. Copies of the information were circulated to all members. Overwhelming majority in favour of expanding the Pavilion and its facilities. Proposed, seconded and unanimously agreed that the Parish Council proceed with an expansion of the Pavilion building. Quotation had been received from Dieter Nelson Design Consultancy for provision of planning application and necessary information for £300 and Mr. D. Hickinson under same consultancy for provision of drawings at cost of £500. Agreed.

**RESOLVED:    That the Parish Council proceed with a plan to extend the Pavilion building and that This be actioned as required with NELC, the planning consultant as agreed and that Drawings as necessary be provided as agreed.**

To receive a report on Pavilion Management for the month from Chairman

Defer to next meeting. Agreed

**RESOLVED:    That this item be deferred to October 2016 meeting.**

To receive update on forthcoming Pavilion events

Walking Club – would now start on 1<sup>st</sup> October 2016. Volunteers for the Saturday mornings required.

12<sup>th</sup> October - Psychic evening

Halloween Parties – need advertising but would miss next editions of Newsletter.

Christmas Wreath Making – Wednesday 30<sup>th</sup> November and Friday 2<sup>nd</sup> December.

Car Boots next year – starting in April every Saturday through to September (12 noon to 4 pm)

All noted.

To agree amendments to Terms of Reference for PGM to increase member numbers

Agreed increasing member numbers to include Cllrs. Johnson and Welham.

Agreed to examine terms of reference for non-council members. Clerk would table for next meeting.

**RESOLVED:    That Cllrs. Welham and Johnson be coopted onto PMG and that terms of reference Be considered at next meeting with regard to non council members.**

**16/76            Parish Council Matters**

- a) To receive further information on additional CCTV cameras and agree any further necessary actions

Information given re extra camera and result of consultation of residents in Farmhouse Mews showed unanimous support from the replies received. Agreed to proceed with extra camera.

**RESOLVED:    That extra camera now be installed in Farmhouse Mews as agreed**

- b) To review content of last newsletter and agree confirmation of exact routes for distribution team where necessary

Agreed for inclusion in next edition:

Article on hedges and trees overhanging - Cllr. Baxter to provide leader article – Cllr. Welham to report on Mayors Civic Service – Cllr. Barber, the WI – Cllr. Johnson article on Christmas craft – Cllr. Simpson a recipe –

Ward Cllrs. report - Cllr. Shreeve a poem - the police report – Cllr. Williams report on consultation exercise for Pavilion expansion – Cllr. Breed – allotments and results for new Waltham in bloom with picture of presentation at Pennells etc. – Cllr. Raper – Remembrance Day article - Cyril Mumby to advise at next meeting for article.

Also advertise walking, wreath making, christmas carol concert, light switch on. Edition to also have a Christmas cover.

**RESOLVED: That all above items be included in next Newsletter – November 2016 edition**

c) Village Signs project – to receive update on progress and agree any necessary actions

Members agreed with overall design of the actual signs but did have concern over replication of picture and agreed it should be more as per the original design. Locations were agreed as per site visit held and planning permission would now be progressed through Signs Express and By Design.

**RESOLVED: Design of actual sign acceptable, picture design to be re-done to replicate original Competition winning design and locations agreed. Project to now be progressed.**

d) To receive response from Humberston Parish Council re cemetery fees issue and agree any necessary actions

Response received advising that any reduced fees for New Waltham residents would need to be supported by financial contribution. Agreed that the Parish Council could not commit to this and so would take the matter no further.

**RESOLVED: That this proposal not be viable and that no further action be taken on the matter**

e) To receive update on any Priors Green matters and agree any actions including considering future of Friends of Priors Green

Proposed that current Friends Of Group be disbanded and new group formed from 2 Parish Council members and 4 residents. Agreed that Clerk draft a letter to local residents and Cllr. Breed advised he would then deliver. Letter also to school. Members to be on the Group would be Cllrs. Breed and Baxter.

**RESOLVED: That the current Friends Of Group be disbanded and new group formed as agreed above**

f) To receive update on this year's NCS project and agree any actions

Changing rooms vastly improved and also main room. Signed off and completed. Send letter of thanks.

**RESOLVED: That the project for 2016 has been completed and letter of thanks to be sent**

g) To agree purchasing of wreath for Remembrance Day and agree actions

Cllr. Raper to get wreath. Donation to be agreed at next meeting.

**RESOLVED: That Cllr. Raper organize the wreath for Remembrance Day**

## 16/77 **Finance**

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

All payments as per list circulated, approved for payment.

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

b) To receive confirmation of final reconciliation of BT issue and note refund received

Clerk updated and this matter had now finally been resolved resulting in a credit due back to the PC which would be shortly received by cheque. Account now properly set up for the provision at the Pavilion. BT had apologized for any confusion caused.

**RESOLVED: That this matter now be closed as matters outstanding on the previous account were closed**

c) To receive and consider insurance renewal for 16/17 and agree necessary actions

Agreed that this be renewed with Came and Company.

**RESOLVED: That the insurance renewal be paid with Came and Company.**

**16/78 Any Other Business**

To receive items for information only

Discussion over robbery and assault in local shop.

**16/79 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**

**16/80 Payroll Information**

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

All salary payments were approved as per details circulated.

**RESOLVED: That all salary payments be approved to be made.**

The Chairman closed the meeting at 8.58 PM.

Signed: .....

Date: .....