



WALTHAM PARISH COUNCIL MEETING

TUESDAY 3RD MARCH 2026

AGENDA PACK

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Minutes of the Waltham Parish Council Meeting held at the Waltham Library Meeting Room on Tuesday 3rd February 2026 at 7.00PM

Present: Councillors: Moss (Chairman), Archer, Barrett, H Boothroyd, S Boothroyd, Lennox, McDonald, Surtees, and Teanby

In attendance: The Parish Clerk and Ward Cllr Jackson

01:02/26 Declarations of Interest:

- 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.
Cllrs Archer, Moss, and Surtees each declared an Other Registerable Interest in agenda item 21.
- b) To note dispensations given to any member of the council in respect of the agenda items listed below.
None

02:02/26 Apologies for Absence

To receive any apologies sent to the Clerk from Members not able to attend the meeting. Apologies had been received from Cllrs Gordon, Jackson, Lee, Midgley, Smith and Woodliff. Ward Cllr Jackson was unable to attend the meeting.

03:02/26 Open Forum

Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chairman of the meeting.

An address regarding agenda item 21 was heard.

04:02/26 Minutes of the Previous Meeting(s)

To approve the minutes of the previous meeting(s).

RESOLVED: That the minutes of the meeting of 6th January 2026 and the extraordinary meeting of 20th January 2026 be approved as a true record.

05:02/26 Police Report

To receive the monthly Police Report and resolve any actions.

A police report had not been received. It was agreed that crime data from the Humberside Police website would be circulated prior to each meeting.

Date:

Signed:

06:02/26 Action Plan

To receive an updated action plan and resolve any actions.

The action plan was noted.

07:02/26 Planning

a) Planning Decisions:

To note planning decisions received from NELC.

- i) Planning Application Reference: DM/0957/25/FULA Proposal: Remove existing bow windows and erect single storey extension to front elevation Location: 2 Ascot Road Waltham North East Lincolnshire DN37 0EG.

I am writing to tell you the above application has been decided under Delegated Powers. After taking all matters into consideration, it has been decided to approve the application.

b) Planning Applications:

To consider any comment from the Parish Council to be submitted to NELC.

- i) [Planning Application Reference: DM/0907/25/FUL](#) Proposal: Erect a residential development of nine dwellings including public open space, access roads, and associated infrastructure. (Amended site plan and drainage details January 2026) Location: Land Off Woodland Way Grimsby Road Waltham North East Lincolnshire

RESOLVED: That Waltham Parish Council recommends refusal of this application on the following grounds:

The Parish Council notes the amended plan. The proposed site is not allocated for housing within the North East Lincolnshire Local Plan or Waltham Community LED Plan, and forms part of the designated strategic gap between Waltham and Scartho. The NEL Local Plan seeks to protect strategic gaps to prevent the merging of settlements and preserve the character of the countryside. The development of this site would undermine this important strategic objective and lead towards the coalescence of these two distinct settlements. The Parish Council notes that homes already approved under previous phases of the development are not yet built.

- ii) [Planning Application Reference: DM/0966/25/FUL](#) Proposal: Install external emergency escape stairs to the rear and replace existing window with emergency escape door Location: Kirklees 31 Kirkgate Waltham North East Lincolnshire

RESOLVED: That Waltham Parish Council supports approval of this application.

c) Planning Appeals

Site: Grange Farm House, Waltham Road, Barnoldby Le Beck, North East Lincolnshire, DN37 0AR Proposal: Change of use of an existing outbuilding / stable block to supported living accommodation along with some extensions

Inspectorate Reference: 6003456

Application Reference: [DM/1053/24/FUL](#)

Date:

Signed:

Start Date: 19th January 2026

RESOLVED: That no further comment be made.

08:02/26 Finance & Governance

a) To approve payment of accounts.

RESOLVED: That the following payments be approved: -

<u>Ref</u>	<u>Payee</u>	<u>Item</u>	<u>Amount</u>
BACS	T Kuzemczak	Wages – Month 10	£XXXX
BACS	J Smith	Wages – Month 10	£XXXX
BACS	A Carr	Wages – Month 10	£XXXX
BACS	MES Gardening	Cemetery Maintenance - Jan 26	£810.69
BACS PAID*	MES Gardening	Machinery Hire - Cemetery	£850.00
BACS	Countrywide Grounds Maintenance	Grounds Maintenance - Jan 26	£245.00
BACS	Countrywide Grounds Maintenance	Grove Park Maintenance - Jan 26	£374.00
BACS	Agnieska (Agnes) Misikoniene	Cleaning Public Toilets - Jan 26	£360.00
BACS	On-Site PAT Testing	PAT Test	£92.00
BACS	SLCC	Annual Membership	£316.00
BACS	Amazon	No dogs signs	£26.43
BACS	Amazon	Computer mouse	£9.48
BACS	Amazon	Mouse pad	£2.79
BACS	Amazon	Extension Socket	£23.73
	Amazon	Total	£62.43
DD	Ellgia	Cemetery Waste Collection	£7.34
DD	O2	Mobile Phones Monthly Bill – Jan 26	£42.55
DD	Cloudy IT	MS365 Monthly Charges	£234.18
DD	EDF Energy	Parish Office Electricity – Jan 26	£18.17
DD	HMRC	Quarterly Bill Tax/NI	£2,431.22
DD	ICO	Annual Data Protection Fee	£47.00
DD	Unity Bank	Monthly Service Fee	£6.00
DD	Lloyds Bank	Multipay Card Bill 19/1/26	
		Post Office - Stamps	£88.72
		Trophystore - Shop Competition Trophy	£21.48
		Post Office - Stamps	£24.00
		Monthly Fee	£3.00

Date:

Signed:

	DD PAYMENT DATE IS 02 FEB 26	Multipay Total	£137.20
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b) To receive a finance/budget report/bank reconciliation.

RESOLVED: That the report be noted.

c) To note that the appointed member has verified, signed, and dated the Quarter 3 bank reconciliations and the original bank statements for all accounts.

RESOLVED: That the report be noted.

d) To note that VAT for Quarter 3 has been reclaimed.

RESOLVED: That the report be noted.

e) To note that the interest rate for UNITY Trust Bank Instant Access Rate is reducing with effect from 23 March 2026 from Gross rate*/AER** 2.10% / 2.12% to 1.95% / 1.96%.

RESOLVED: That the report be noted.

09:02/26 Highways & Public Rights of Way

To receive any correspondence relating to NELC Highways and resolve and action.

a) To note an email from NELC Highways to advise that the two non-functioning two SIDs at Barnoldby Rd and Bradley Rd will be looked at as part of a current project to review all SIDS.

RESOLVED: That the update be noted.

b) To agree to make a request to NELC for an additional dual bin outside the Spar shop on Kirkgate.

RESOLVED: That a request to NELC be made for an additional dual bin outside the Spar shop on Kirkgate, and to request a review of collection frequency.

10:02/26 Mount Pleasant/Neville Turner Way Playing Fields

a) To receive an update on the tennis courts and BMX track and resolve any action.

RESOLVED: That this item be deferred pending contact from NELC.

b) To receive an update on the new seesaw for Neville Turner Way and resolve any action.

The Parish Council thanked Cllr Pettigrew for supporting the application for ward funding.

RESOLVED: That liaison with NELC regarding the licence and ordering the seesaw be delegated to the Clerk.

11:02/26 Waltham in Bloom

a) To agree expenditure of approx. £450 exc. VAT self-watering troughs and brackets to be located on railings at bus stop on Barnoldby Road.

RESOLVED: That the expenditure be approved.

b) To agree to the purchase of a planter to be installed near the bench/parish noticeboard. The Waltham in Bloom Group intend to collaborate with local veterans on this project.

Date:

Signed:

RESOLVED: That the siting of a planter be agreed, and that the Clerk would contact NELC regarding planters.

- c) To agree to the provision for drink/food vouchers for any parish council volunteers who are volunteering at locations where there is no access to a kitchen and seating area e.g. events at Waltham Windmill.

RESOLVED: That budget of £250 be allocated, with expenditure delegated to the Clerk.

- d) To consider entry to the CPRE Northern Region Best Kept Village Competition 2026 at a cost of £40.

RESOLVED: That entry to the CPRE Northern Region Best Kept Village Competition 2026 at a cost of £40 be approved.

12:02/26 Tree Survey

- a) To receive the tree survey.

RESOLVED: That the tree survey be noted.

- b) To receive any quotations for identified urgent tree works.

The Clerk had received three quotations from companies which were referred to as Company A, B and C. Company C was selected.

RESOLVED: That a quotation from Acer Treecare of £10,550 ex VAT be approved, and that a budget of £560 be approved for traffic management.

- c) To receive information from the Clerk regarding Grove Park and agree actions.

This item was skipped as no longer relevant.

13:02/26 Fairway Land

- a) To receive an email from Humber Forest.

RESOLVED: That the Fairway Working Group would meet.

- b) To note that there has been no contact from the adjacent landowner.

RESOLVED: That the update be noted.

14:02/26 Defibrillator

- a) To note that the device at the Public Toilets has reached the end of its warranty, and the manufacturer has ceased production of the pads and battery packs.

The information was received.

- b) To receive quotations for a replacement defibrillator - £945 plus VAT. Optional carry case £90 + VAT Extra pads £115 + VAT

RESOLVED: That a quotation for a replacement defibrillator - £945 plus VAT. Optional carry case £90 + VAT Extra pads £115 + VAT be approved.

15:02/26 Parish Office Keyholders

To note the requirement to have two key holder names for the alarm system and agree two persons that would respond should the alarm be triggered.

RESOLVED: That the details of the nominated keyholders be sent to Beesafe.

Date:

Signed:

16:02/26 Tea Towels

To receive a finance report on profitability and consider a re-order.

RESOLVED **That an order is placed for 100 tea towels.**

17:02/26 Grove Park

To receive a request from a resident for a path around the perimeter of Grove Park. A resident had contacted the Council and requested that a path be created around the perimeter of Grove Park. It was discussed that this could be considered once funding has been obtained for the work.

RESOLVED: **That the Clerk write back to the resident.**

18:02/26 Waltham All Saints Closed Churchyard

- a) To receive a response from the church warden regarding proposed work to tree and agree a way forward.

RESOLVED: **That the Clerk will contact the NELC tree officer regarding a 3-metre crown reduction.**

- b) To receive a response regarding memorial testing and receive an update from the Clerk.

RESOLVED: **That this item be deferred pending a further response from the Waltham All Saints PCC.**

19:02/26 Community Payback Scheme

To consider projects suitable for the scheme – one suggestion received to clear a double plot on Station Road Allotments.

RESOLVED: **That clearing of allotment plots be put forward for the Scheme.**

20:02/26 Pride of Waltham 2026

To receive a report on any nominations received and consider making an award.

This item was moved by the Chairman to be heard after agenda item 22.

Cllrs Archer, Moss and Surtees, having each declared an interest, left the meeting.

21:02/26 Motion 1 – Waltham Windmill Trust

To consider a motion from Cllr H Boothroyd that the Parish Council make the following requests: -

Prior to the debate the Clerk advised Council regarding the nominated trustees. The governing document of the Trust gives the Parish Council the power to nominate three of the twelve trustees that make up the Trust. These are individual appointments and the appointed trustees, by law, are duty-bound to act in the best interests of the Trust. They must act independently of the Parish Council, and the Parish Council has no powers over the Trust or the trustees that it nominates. The trustees do not represent the Parish Council on the Trust.

Date:

Signed:

Council discussed how it wished this information to be better communicated to the public via the newsletter and website.

- a) Publicise the AGM date and agenda on their website.
- b) PC representatives give all Councillors, advance notice of any issues which may impact on the Council in order that the Council can decide on how to respond.
- c) PC representatives share the financial report from the AGM.
- d) PC representatives share the Waltham Trust agendas with the Council in order that the Council can have an input as and when necessary.

RESOLVED: That the Clerk shall write to the Waltham Windmill Trust to request the items listed above.

Cllrs Archer, Moss, and Surtees returned to the meeting.

22:02/26 Motion 2 – Youth Survey

To consider a motion from Cllr H Boothroyd that the Parish Council sets up the Parish Council gazebo near the Parish council noticeboard to ask students as they leave Tollbar to complete a youth survey being set up by PCSO Wright.

RESOLVED: That a youth survey session shall be organised once the weather improves.

The meeting closed at 8.45PM

A motion without notice was **RESOLVED** to exclude the press and public due to the likely disclosure of personal information.

The following item had been moved by the Chairman to be heard after agenda item 22.

20:02/26 Pride of Waltham 2026

To receive a report on any nominations received and consider making an award.

RESOLVED: That the person selected as Pride of Waltham 2026 be contacted.

The meeting closed at 8.45PM

Date:

Signed:

Draft Minutes of the Waltham Parish Council Cemetery Committee Extra Ordinary Meeting held at Waltham Parish Office, Kirkgate on Monday 23rd February 2026 at 18.30PM.

Present: Councillors: Moss (Chair), Jackson, Teanby, Surtees and Woodliff.

In attendance: The Parish Clerk and the Cemetery Clerk

01:02/2026 **Declarations of Interest:**

1) To record declarations of interest by any member of the Council in respect of the agenda items listed below. Should members become aware during the meeting that they have a disclosable pecuniary interest in any matter under consideration, they should declare the interest at that point.

None.

2) To note dispensations given to any member of the council in respect of the agenda items listed below.

None.

02:02/2026 **Apologies:**

To receive any apologies sent to the Clerk from Members not able to attend the meeting. Apologies were received from Councillor Lee.

03:02/2026 **New Cemetery Project and Precept Increase Survey Results**

To receive the results of the New Cemetery Project and Precept Increase Survey Results. The Cemetery Committee reviewed the results and discussed the low response rate for the survey. Despite consulting with Waltham residents via posters, website, social media and Parish Office drop ins, only 92 forms were completed, with the following results.

Q1. 75% of Waltham residents are in favour of going ahead with the new cemetery.

Q2 57% of Waltham residents do not support the proposed council tax precept increase for the purpose of loan repayments.

The Cemetery Committee want to ensure that as many Waltham residents can have their say and complete the survey.

RESOLVED: That the Cemetery Committee recommend to Full Council the same survey be run again in the summer edition of the Waltham Newsletter alongside a full article on the proposals and run pop-up stands during the consultation period of the survey.

The meeting closed at 19:30PM

Date

Signed

Responses Overview

Closed

Responses

91



Average Time

02:02

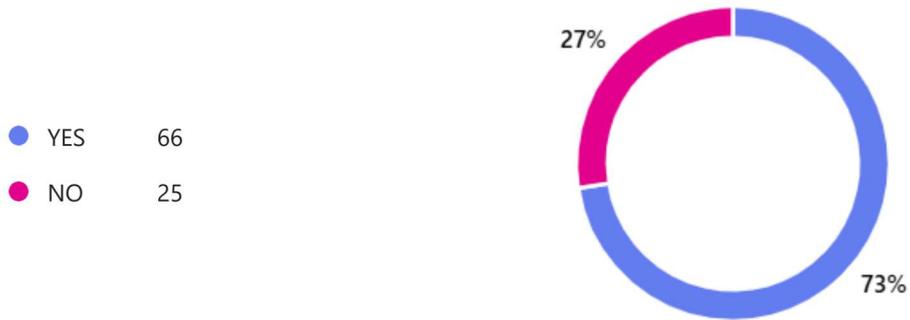


Duration

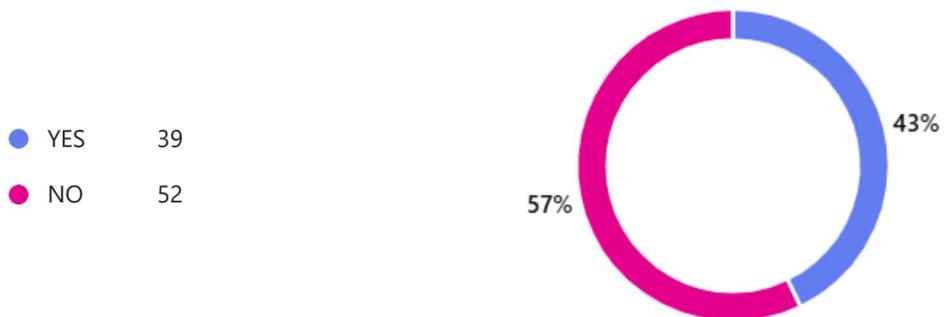
40 Days



1. Question 1. Are you in FAVOUR of the Parish Council going ahead with the New Cemetery Project?



2. Question 2. Are you in FAVOUR of the Parish Council going ahead with the New Cemetery Project if it includes a council tax precept increase of 27.5% (equivalent to £12.47 a year) for the purpose of the loan repayments?



December 2025

Location → Crime → Outcome (with month & LSOA for context)

Period	Location	Crime	Outcome	LSOA name
2025-12	On or near Petrol Station	Public order	Investigation complete; no suspect identified	North East Lincolnshire 023E
2025-12	On or near Sterling Crescent	Violence and sexual offences	Under investigation	North East Lincolnshire 023B
2025-12	On or near Waltham Road	Drugs	Under investigation	

Waltham Parish Council Projects Action Plan

Project	Action	Timeframe	Lead	Status	Date Actioned	Comment
Grove Park	To provide car parking spaces, new fencing gates and footpath					
	Planning Permission granted 23 March 2023. Condition 1. The development hereby permitted shall begin within three years of the date of this permission (by 23 March 2026) .		Clerk/Council	Completed	01-Dec-22	Project estimate £50-£60K. Council agreed meeting Oct 25 to wait until summer 2026 to ensure ground conditions are suitable.
	Appoint civil engineer/architectural technician		Clerk/Council	Not started		
	Obtain updated project estimate		Engineer	Completed		
	Contact drainage board re easement		Clerk/Council	Completed		
	Secure funding		Clerk/Council	Not started		Council agreed meeting 7/25 that the Funding WG to meet to review grants
	Funding Working Group to Review Grant List		Funding Working Group	Not started		
	Tender - engineer/technician to lead on procurement process.		Engineer	Not started		
	Award Contract		Council	Not started		
	Manage build and sign off		Engineer	Not started		
Neville Turner Way Under 5's Play Area	To replace the seesaw that was removed from the under 5's area.					
	Obtain quotation for new seesaw		Clerk	Completed	07/04/2025	
	Contact NELC regarding local installer		Clerk	Completed	12/06/2025	
	Contact NELC regarding licence to install		Clerk	Completed	12/06/2025	
	Apply for the NELC Stronger Communities Fund		Clerk	Completed		
	Complete NELC application form to install		Clerk	Completed	17/11/2025	
	Check existing licence will cover the new seesaw		Clerk	Completed	18/11/2025	
	Check NELC will conduct safety checks on the new seesaw		Clerk	Completed	19/11/2025	
	Accept quotation(s) - arrange installation		Clerk/Council	Completed		
	Receive NELC permission		Clerk	Completed		
	Arrange safety inspections if applicable		Clerk	Not started		
Fairway Land	To create a community open space					
	Working Group proposal to Full Council		Working Group	Completed		
	Send proposal to Humber Forest		Clerk	Completed	14/07/2025	Emailed HF 3/12 to request site visit in new year.
	Await contact from landowner re access		Clerk	Awaiting information	Letter sent 22 May 25	10/8 Landowner called he will get in touch in next few weeks to discuss. MA agreed to chase at Sept meeting. MA agreed to chase at Nov and Dec meetings.
	Humber Forest					Feb meeting it was agreed that the Fairway Working Group would meet to look again at the design in light of the coverage needed for Humber Forest.
	Secure Access		Clerk	Awaiting information		
	Tender for fencing - footpath		Clerk	Not started		
	Install fencing		Contractor	Not started		
	Tree Planting	Nov-25	Humber Forest	Not started		
	Land management plan in place	Nov-25	Clerk/Council	Not started		
	Contract for land management	Spring 26	Clerk/Council	Not started		
Village Green /Open Spaces	To improve seating on the village green & other areas					
	Install new metal bench near noticeboard	Jul-25	Clerk	Completed	Jun-25	
	Bench refurbishments	Jul-25	Clerk	Completed	Jun-25	
	Secure bike to noticeboard	Jul-25	Clerk	Completed	Jun-25	

Waltham Parish Council Projects Action Plan

	Move blue stone to Village Green	Jul-25	Clerk	In progress		Contractor advised will be difficult to move after visiting 3/12 will ask round other contractors
	Move bench to Ings Lane Cemetery	Jul-25	Clerk	Completed	Jun-25	
Bowling Green	To transfer the lease for the bowling green to the Bowls Club					
	CAT Transfer to NELC			Not started		Bowls Club dealing direct with NELC Assets
Station Road Cemetery	To provide a new cemetery					
	Planning permission granted with conditions			Completed		
	Engage CDM manager/civil engineer	Aug-25		Completed	Aug-25	
	Ask NELC for list of approved contractors	Aug-25		Completed		
	PWLB (separate action plan)		Clerk	In progress		
	Engineer to lead on procurement process & work with the Council to decide on the contractor for the project			In progress		
	Consider access for allotment holders			In progress		Advice received 7/25 from NAS - emailed to Cemetery Committee and Allotment WG
	Consider locking/unlocking gates		Cemetery Committee	Not started		
Station Road Composting Toilet	To provide toilet facilities for the new cemetery and allotments					
	Cemetery Committee & Allotment WG to decide on location	Jul-24	CC and Allot WG	Completed	17/09/2025	
	Obtain pre-planning advice		Clerk	Completed		Planning permission not required
	Apply planning permission if required		Clerk	Completed		Planning permission not required
	Apply for Lottery Funding		Clerk	Completed		Lottery Funding Awarded
	Community Service Team to clear the plot		Clerk	In progress		
	Base and surrounding area		Clerk	In progress		
Village Green Handrail	To provide a handrail to enable safer access from the car park to village green					
	Request quotation from Council's selected contractor		Clerk	Completed	05/11/2025	Awaiting quotation
Church Yew Trees	To trim the yew trees to enable a clear view of the parish clock					
	Request consent from the Church		Clerk	Completed	03/12/2025	NELC tree officer needs height and canopy spread
	Planning permission to carry out work to tree		Clerk	Not started		Will need s11 notice
	Obtain faculty		Clerk	Awaiting response		31/1/26 Church Warden advised she had asked Lincoln Diocese
	Obtain quotations		Clerk			
	Award contract		Clerk			
	Arrange highways permit		Clerk			
	Arrange traffic management if needed		Clerk			
Church Memorial Inspection	To carry out memorial safety testing in the churchyard					
	Apply for permission from the church		Clerk	Completed	03/12/2025	Awaiting info re faculty requirements to lay stones flat. 31/1/2026 Church warden has asked the Diocese
	Seek to obtain 2 quotations		Clerk			

Schedule of Payments

3rd March 2026

Payments inclusive of VAT

* works/expenditure authorised by the Clerk under scheme of delegation

All payments listed have been examined, verified and certified by the RFO

<u>Ref</u>	<u>Payee</u>	<u>Item</u>	<u>Amount</u>
BACS	T Kuzemczak	Wages – Month 11	£XXXX
BACS	J Smith	Wages – Month 11	£XXXX
BACS	A Carr	Wages – Month 11	£XXXX
BACS	MES Gardening	Cemetery Maintenance - Feb 26	£810.69
BACS	Countrywide Grounds Maintenance	Grounds Maintenance - Feb 26	£245.00
BACS	Countrywide Grounds Maintenance	Grove Park Maintenance - Feb 26	£374.00
BACS	Agnieszka (Agnes) Misikoniene	Cleaning Public Toilets - Feb 26	£340.00
BACS	QM Services	Repairs Public Toilets & Flagpole	£95.00
BACS	Office Friends	Printer Ink	
BACS	A A Deptford	Defibrillator	£1,272.00
BACS	Sports Direct (reimburse JS)	PPE (work boots)	£24.99
BACS	Magic Textiles	50% Deposit - Tea Towels	£248.95
BACS	Peter Hogarth	Public Toilets Supplies	£238.70
DD	Ellgia	Cemetery Waste Collection	£239.26
DD	O2	Mobile Phones Monthly Bill – Feb 26	£42.55
DD	Cloudy IT	MS365 Monthly Charges	£234.18
DD	EDF Energy	Parish Office Electricity – Feb 26	£18.17
DD	Unity Bank	Monthly Service Fee	£6.00
DD	Lloyds Bank	Multipay Card Bill	
		Post Office - Stamps	£82.24
		Co-op - Meeting Refreshments	£4.75
		Trophy Store - Award Trophy	£36.48
		M&S - Award Hamper	£32.00
		Canva - Events Banner	£56.50
		Monthly Fee	£3.00
	<u>DD PAYMENT DATE IS</u>	Multipay Total	£214.97

**Bank Reconciliation Statement as at 25/02/2026
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current & Reserve A/c	31/01/2026		79,883.64
Sweeper	31/01/2026		0.00
			<u>79,883.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			79,883.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			79,883.64
		Balance per Cash Book is :-	79,883.64
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
RECEIPTS						
Administration						
Precept	87,796	87,796	0			100.0%
VAT Reclaim	8,266	7,000	(1,266)			118.1%
Bank Interest	3,916	2,200	(1,716)			178.0%
Wayleaves	13	12	(1)			104.2%
Memorial Bench Income	200	0	(200)			0.0%
Calendar Sales	670	1,000	330			67.0%
Newsletter Advertising Income	500	500	0			100.0%
Subtotal	101,361	98,508	(2,853)	0	0	102.9%
Cemetery - Ings Lane						
Interment Fees	14,610	18,000	3,390			81.2%
Burial Plot Income	4,000	0	(4,000)			0.0%
Memorial Income	2,350	2,000	(350)			117.5%
Commonwealth War Graves	25	25	0			100.0%
Family Funeral Fee	300	0	(300)			0.0%
Subtotal	21,285	20,025	(1,260)	0	0	106.3%
Village Green & Open Spaces						
Grant Income	1,425	0	(1,425)			0.0%
Donations Income	50	0	(50)			0.0%
Wayleaves	0	12	12			0.0%
Subtotal	1,475	12	(1,463)	0	0	12291.7%
Mount Pleasant/Neville Turner						
Grant Income	3,910	0	(3,910)			0.0%
Subtotal	3,910	0	(3,910)	0	0	0.0%
Allotments - Ings Lane						
Rent Income	450	750	300			60.0%
Subtotal	450	750	300	0	0	60.0%
Allotments - Station Road						
Rent Income	1,169	1,500	331			77.9%
Subtotal	1,169	1,500	331	0	0	77.9%
Project & Events						
Donations Income	1,174	0	(1,174)			0.0%
Christmas Tree Sales	0	100	100			0.0%
Ticket Sales	172	100	(72)			171.7%
Other Event Income	38	400	363			9.4%
Subtotal	1,383	600	(783)	0	0	230.5%
TOTAL RECEIPTS	131,033	121,395	(9,638)	0	0	107.9%

PAYMENTS**Administration**

Continued over page

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Salaries	28,035	35,018	6,983		6,983	80.1%
Employee Expenses	32	70	38		38	46.1%
SR Land & New Cem PWLB Loan	2,631	8,700	6,069		6,069	30.2%
Bank Charges	87	108	21		21	80.6%
Meeting Room Hire	45	450	405		405	10.0%
Postage/Stationery/Supplies	1,307	900	(407)		(407)	145.3%
Parish Council Insurance	934	912	(22)		(22)	102.4%
Audit & Professional Fees	470	560	90		90	83.9%
Chairman's Allowance	40	0	(40)		(40)	0.0%
Training	285	800	515		515	35.6%
Subscriptions	1,631	1,650	19		19	98.8%
Website	405	250	(155)		(155)	162.2%
Newsletter	5,632	5,700	68		68	98.8%
Calendar	507	900	393		393	56.4%
Telephone Services	541	165	(376)		(376)	328.1%
Equipment	100	200	100		100	50.0%
IT/Computers	5,189	2,000	(3,189)		(3,189)	259.5%
Refreshments	7	0	(7)		(7)	0.0%
Donations	1,184	0	(1,184)		(1,184)	0.0%
Subtotal	49,065	58,383	9,318	0	9,318	84.0%
Parish Office						
Telephone Services	323	700	378		378	46.1%
Electricity	388	1,493	1,105		1,105	26.0%
Water	200	0	(200)		(200)	0.0%
Refreshments	6	66	60		60	9.4%
Repairs/Maintenance	310	175	(135)		(135)	177.1%
CCTV	0	286	286		286	0.0%
Subtotal	1,227	2,720	1,493	0	1,493	45.1%
Public Toilets						
Waste Services	276	286	10		10	96.4%
Postage/Stationery/Supplies	86	200	114		114	43.0%
Water	1,238	400	(838)		(838)	309.5%
Cleaning Services	3,500	4,200	700		700	83.3%
Repairs/Maintenance	259	500	241		241	51.8%
Subtotal	5,359	5,586	228	0	228	95.9%
Cemetery - Ings Lane						
Salaries	6,279	6,978	699		699	90.0%
Waste Services	895	825	(70)		(70)	108.5%
Memorial Inspection	0	1,000	1,000		1,000	0.0%
Telephone Services	0	150	150		150	0.0%
Water	146	165	19		19	88.7%
Grounds Maintenance	9,978	12,100	2,122		2,122	82.5%
Village Planting	25	0	(25)		(25)	0.0%
Subtotal	17,323	21,218	3,895	0	3,895	81.6%
Cemetery - Station Road						

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Grounds/Land Development	1,695	0	(1,695)		(1,695)	0.0%
Subtotal	1,695	0	(1,695)	0	(1,695)	0.0%
Village Green & Open Spaces						
Salaries	5,287	5,034	(253)		(253)	105.0%
Postage/Stationery/Supplies	154	100	(54)		(54)	153.9%
Equipment	206	0	(206)		(206)	0.0%
Repairs/Maintenance	2,420	0	(2,420)		(2,420)	0.0%
Grounds Maintenance	3,072	2,420	(652)		(652)	126.9%
CCTV	7,798	2,000	(5,798)		(5,798)	389.9%
Trees	5,500	1,500	(4,000)		(4,000)	366.7%
Street Furniture	0	600	600		600	0.0%
Village Planting	2,028	1,500	(528)		(528)	135.2%
Subtotal	26,465	13,154	(13,311)	0	(13,311)	201.2%
Grove Park						
Grounds Maintenance	2,031	2,200	169		169	92.3%
Trees	0	1,000	1,000		1,000	0.0%
Grounds/Land Development	0	2,500	2,500		2,500	0.0%
Subtotal	2,031	5,700	3,669	0	3,669	35.6%
Fairway Land						
Audit & Professional Fees	456	0	(456)		(456)	0.0%
Grounds Maintenance	0	1,000	1,000		1,000	0.0%
Subtotal	456	1,000	544	0	544	45.6%
Mount Pleasant/Neville Turner						
Audit & Professional Fees	2,480	0	(2,480)		(2,480)	0.0%
Play Equipment/MUGA/BMX	750	5,000	4,250		4,250	15.0%
Inspections	0	85	85		85	0.0%
Subtotal	3,230	5,085	1,855	0	1,855	63.5%
War Memorial						
Postage/Stationery/Supplies	112	0	(112)		(112)	0.0%
Repairs/Maintenance	140	0	(140)		(140)	0.0%
Inspections	0	200	200		200	0.0%
Subtotal	252	200	(52)	0	(52)	125.9%
All Saints Churchyard & Clock						
Parish Clock	0	275	275		275	0.0%
Subtotal	0	275	275	0	275	0.0%
Bowling Green						
Repairs/Maintenance	48	80	33		33	59.4%
Subtotal	48	80	33	0	33	59.4%
Allotments - Ings Lane						
Waste Services	0	700	700		700	0.0%
Postage/Stationery/Supplies	16	0	(16)		(16)	0.0%
Equipment	50	0	(50)		(50)	0.0%

Continued over page

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Repairs/Maintenance	0	400	400		400	0.0%
Subtotal	66	1,100	1,034	0	1,034	6.0%
Allotments - Station Road						
Waste Services	0	700	700		700	0.0%
Postage/Stationery/Supplies	27	0	(27)		(27)	0.0%
Repairs/Maintenance	0	400	400		400	0.0%
Grounds Maintenance	0	1,000	1,000		1,000	0.0%
Subtotal	27	2,100	2,073	0	2,073	1.3%
Project & Events						
Postage/Stationery/Supplies	23	0	(23)		(23)	0.0%
Equipment	382	250	(132)		(132)	152.9%
Summer Picnic	888	400	(488)		(488)	221.9%
Best Kept Village/WIB	115	150	35		35	76.9%
Remembrance Day	82	100	18		18	81.7%
Summer Events	672	600	(72)		(72)	112.0%
Christmas	319	1,000	681		681	31.9%
Other Events	52	250	198		198	20.8%
Subtotal	2,533	2,750	217	0	217	92.1%
VAT Data						
VAT on Payments	7,483	2,044	(5,439)		(5,439)	366.1%
Subtotal	7,483	2,044	(5,439)	0	(5,439)	366.1%
TOTAL PAYMENTS	117,258	121,395	4,137	0	4,137	96.6%
Total Receipts	131,033	121,395	(9,638)			107.9%
Total Payments	117,258	121,395	4,137	0	4,137	96.6%
Net Receipts over Payments	13,774	0	(13,774)			
plus Transfer from EMR	1,615					
less Transfer to EMR	200					
Movement to/(from) Gen Reserve	15,189	0	(15,189)			

Post-Storm Tree Inspection Form

1. Basic Information

Site name: _____

Area type: Village Green / Park / Allotment

Inspector name: _____

Date: _____ Time: _____

Type of storm/weather: _____

2. Tree Location

Tree location description (e.g., "next to bench", "beside path"):

Tree ID number (if known): _____

3. What to Look For (only from the ground)

A. Top of the Tree (Branches & Leaves)

- Hanging or stuck branches
- Branches broken off
- A large part missing
- Branches touching wires or lights
- Looks uneven compared to before

Notes: _____

B. Trunk (Main Stem)

- Cracks or splits
- Bark missing
- A large hole or wound
- Tree looks twisted or damaged
- Fungus/mushrooms on trunk

Notes: _____

C. Bottom of the Tree (Roots & Ground)

- Ground lifted or cracked
- Tree leaning more than before
- Soil washed away
- Roots sticking out more than usual
- Flooding around base

Notes: _____

4. Safety Around the Tree

- Footpath
- Road or car park
- Allotment structures
- Benches or seating
- Nothing nearby

Immediate dangers noticed: _____

5. Suggested Next Steps

- Area should be taped off
- Needs a tree surgeon/arborist
- Fallen branches need clearing
- Tree might need removing
- Looks safe but check again later
- No action needed

Notes: _____

6. Photos

Insert photos of damage, whole tree, and ground around base.

Community Adopt-a-Planter Scheme – Terms & Conditions

Purpose of the Scheme

The Adopt-a-Planter Scheme encourages community pride and enhances the village through seasonal planting and care of agreed public planters.

Who Can Adopt

Adoptions are open to:

- Individuals (aged 18+)
- Community groups, charities, clubs, schools (with a named adult lead)
- Businesses (subject to sponsorship/branding rules in Section 12)

Adoption Period

- The adoption period runs from planting (before Easter) until the 2nd week of November (so that the village looks its best for Remembrance Day), depending on weather and planting.

Planter Allocation

- Planters are allocated by the Council and remain Council property at all times.
- The Council reserves the right to reassign planters if an adopter is unable to maintain them or if circumstances change (e.g., works, safety, damage).

What the Council Will Provide

The Council will:

- Prepare the planter(s) prior to planting by providing fresh compost (and/or topping up as required).
- Provide watering throughout the season as part of routine rounds (where feasible and subject to operational conditions such as drought demand, breakdowns, emergencies, contractor availability, and access).
- Provide basic guidance on suitable planting if requested.
- Confirm key dates (planting window, judging month, end-of-season arrangements).

Note: Council watering is supportive but does not replace sensible plant choice and routine care by the adopter (e.g., deadheading, weeding).

What the Adopter Will Do

The adopter agrees to:

- Plant the allocated planter(s) before Easter.
- Maintain the planter(s) to a good standard until mid-November, including:
 - Regular weeding
 - Deadheading and light pruning where appropriate
 - Monitoring plant health and replacing failed plants if desired
- Use plants that are appropriate for the location and season.

Planting Standards & Acceptable Materials

To keep planters safe, attractive, and suitable for public spaces, adopters must:

- Use non-invasive and non-toxic planting suitable for public areas (particularly where children and pets may be present).
- Avoid plants with excessive thorns/spikes or known allergenic risks in high-footfall areas.
- Avoid planting that obstructs sightlines or causes hazards (e.g., spilling into footways).
- Use good quality plants/plug plants/bedding.
- Not use stones, gravel, sharp ornaments, glass, or anything that could create a hazard.

Not permitted (unless expressly agreed in writing by the Council):

- Trees, shrubs that will outgrow the planter, or deep-rooting species likely to damage the planter
- Pesticides, herbicides, or chemicals (see Section 8)
- Fixings, signs, structures, or attachments to street furniture/planters
- Plastic flowers or ornaments

Chemicals, Pesticides & Peat

- The use of chemical weedkillers/pesticides is not permitted.

Health & Safety (Important)

Adopters must:

- Take reasonable care for their own safety and that of the public.
- Only work on the planter when it is safe to do so (e.g., avoid peak traffic times, poor visibility, icy conditions).
- Wear suitable clothing/footwear and use tools safely.
- Ensure any tools/materials are not left unattended and do not create trip hazards.

Vandalism, Theft, and Damage

- The Council cannot accept responsibility for vandalism, theft, weather damage, or accidental damage by third parties.
- Adopters should report significant damage, hazards, or persistent issues to the Council as soon as possible.
- The Council will decide whether repair/replacement is possible.

Missed Maintenance / Withdrawal

If a planter is not being maintained to a reasonable standard:

- The Council will contact the adopter to agree support.
- If no improvement is made within a reasonable timeframe, the Council may:
 - Remove the adopter from the scheme
 - Reassign the planter
 - Restore the planter to a standard Council planting arrangement (where resources permit)

Adopters may withdraw at any time by notifying the Council.

Branding, Sponsorship & Signage

- Small “Adopted by...” recognition (if offered) is at the Council’s discretion.
- Advertising, logos, or promotional signage is not permitted unless agreed in writing as part of an approved sponsorship arrangement.
- No items may be attached to nearby street furniture, railings, posts, or trees.

Judging and Prizes (Top 3)

- Planters will be judged in July by a panel appointed by the Council.
- The Council will award prizes to the top three planters.
- Judging will consider (example criteria):
 - Overall visual impact and colour
 - Plant health and condition
 - Creativity and design
 - Seasonal suitability
 - Tidiness and presentation
 - Appropriateness for the location/public space
 - Biodiversity e.g. bee-friendly flowers

Judges' decisions are final.

Photos and Promotion

By joining the scheme, adopters agree that:

- The Council may take photos of planters for publicity (website, social media, newsletters, press).
- The Council may name the adopter/group in promotional materials unless the adopter requests anonymity in writing.

Data Protection

- Contact details will be used only for the administration of the scheme and managed in accordance with applicable data protection legislation.
- Adopters can request access to or deletion of their data subject to legal requirements.

Agreement

By signing up (or confirming by email), the adopter confirms they have read and understood these Terms & Conditions and agrees to follow them for the duration of the adoption period.

WALTHAM WINDMILL TRUST

Telephone: 07487 379769

Email: walthamwindmilltrust@outlook.com

The Mill Office
Waltham Windmill
Brigsley Road, Waltham
Grimsby
North East Lincolnshire
DN37 0JZ

18 February 2026

To: Waltham Parish Council

Thank you for your email dated 5th February 2026, the contents of which were discussed at the Trust Meeting held on Monday 9th February 2026.

I forward to you on behalf of the Trustees their response:

Cllr's Archer, Moss and Surtees declared an interest in the following item, left the room and took no part in the discussion.

The Chair was taken by Cllr Ron Shepherd.

The Trust agreed that the following response would be forwarded to the Parish Council.

1. Waltham Windmill Trust is a charitable trust, it is independent and governed by its trust deed and the Charities Act regime, not by the Parish Council (unless the council itself is the charity's sole/holding trustee which is not the case here). The Parish Council cannot compel the Trust to share agendas, internal papers or draft decisions, or to give "advance notice" of business, unless there is a lawful basis, (e.g., as a contracting party, landlord/tenant covenants, grant-fund condition, or a specific agreement that the Trustees judge to be in the charity's best interest). Trustees must ensure any sharing serves the charity's purposes and complies with CC29 and confidentiality.
2. Financial information: The Trust is already subject to Charity Transparency (annual reports/accounts) to the Charity Commission, (subject to thresholds.) These accounts are published on the Charity Commission website and are available for all to view. Trustees must guard against releasing material that could prejudice the charity or breach duties to beneficiaries or data subjects.

To view the accounts, Click on Charity Commission, find a charity enter Waltham Windmill Trust charity number 512475 and the details appear.

With kind regards

Cllr Ron Shepherd

On behalf of Waltham Windmill Trust

Waltham Windmill Trust Registered Charity Number 512475