



WALTHAM PARISH COUNCIL MEETING

TUESDAY 2ND DECEMBER 2025

AGENDA PACK

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Minutes of the Waltham Parish Council Meeting held at the Waltham Library Meeting Room on Tuesday 4th November 2025 at 7.00PM

Present: Councillors: Moss (Chairman), Archer, Barrett, H Boothroyd, S Boothroyd, Gordon, Jackson, Lee, Lennox, McDonald, Midgley, Smith, Surtees, Teanby and Woodliff

In attendance: The Parish Clerk, Cllr P Jackson, and Cllr Pettigrew.

01:11/25 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.

Cllr Surtees disclosed a pecuniary interest in agenda item 07:11/25b) vi)

Cllr Archer declared a personal interest in agenda item 07:11/25b) vi)

Cllr Midgley declared a personal interest in agenda item 07:11/25b) i)

Cllrs S Boothroyd declared a personal interest in agenda item 07:11/25b) ii)

Cllr H Boothroyd declared a personal interest in agenda item 07:11/25b) ii)

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

None

02:11/25 Apologies for Absence

To receive any apologies sent to the Clerk from Members not able to attend the meeting.

No apologies had been received.

03:11/25 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.

- a) To receive a report from the NELC Enhanced Bus Quality Partnership Coordinator on the Bradley Road & Waltham Road roundabout, pedestrian crossing (Waltham Road), and footpath (Waltham Road) preliminary design, and for Members to ask any questions.

A presentation was received, and Members had the opportunity to ask questions.

- b) To hear from any members of the public wishing to speak.

No members of the public were present at the meeting.

Date:

Signed:

04:11/25 Minutes of the Previous Meeting(s)

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

RESOLVED: That the minutes of the meeting of 6th October 2025 be approved as a true record.

05:11/25 Police Report

To receive the monthly Police Report and resolve any actions.

No report was available at the time of the meeting.

06:11/25 Action Plan

To receive an updated action plan and resolve any actions.

RESOLVED: That the details of the Village Green handrail project be resent to a local supplier.

07:11/25 Planning

a) Planning Decisions:

To note planning decisions received from NELC.

None received.

b) Planning Applications:

To consider any comment from the Parish Council to be submitted to N

i) [Planning Application Reference: DM/0315/25/FUL](#)

Alternative Reference PP-13955600

Application Validated Tue 07 Oct 2025

Address 45 Chadwell Springs Waltham North East Lincolnshire DN37 0UU.

Proposal Erection of 1.8-metre-high fencing to side (amended plans and ownership certificate received)

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

ii) [Planning Application Reference: DM/0758/25/FUL](#)

Proposal: Variation of Condition 13 (Approved Plans) following DM/0674/24/FUL to amend house type for new house type design, orientation, additional vehicular access/driveway, terrace, and detached outbuilding at plot 8 (3 Claydon Way). Location: Land Off Cheapside Waltham North East Lincolnshire

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

iii) [Planning Application Reference: DM/0749/25/OUT](#)

Proposal: Outline application for nine dwellings and garages with all matters reserved Location: Land Off Mushroom Lane Brigsley North East Lincolnshire DN37 0BJ

RESOLVED: That Waltham Parish Council notes that the site is not in Waltham. The Council objects to the application on grounds that the site is not allocated for housing in

Date:

Signed:

the Local Plan, and that the drainage plan is not clear, giving cause for concern over potential impact on Brigsley Road.

iv) [Planning Application Reference: DM/0468/25/OUT](#)

Proposal: Outline application to erect 42 dwellings and associated infrastructure with all matters reserved (Amended site layout plan, Flood Risk Assessment, Ecological Update and Tree Report October 2025) Location: Land Parcel at Waltham Road Barnoldby Le Beck North East Lincolnshire

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

1. Inconsistency with the NEL Local Plan and Strategic Gap Protection

The proposed site is not allocated for housing within the North East Lincolnshire Local Plan. The site, on the boundary with Waltham encroaches into the strategic gap between Waltham and Barnoldby le Beck.

2. Loss of Countryside and Impact on Wildlife

The site in question is currently an area of open countryside. Development of this land would lead to the permanent loss of this green space and have a significant detrimental impact on the surrounding environment and local wildlife habitats.

3. Traffic Safety Concerns and Connectivity

The proposed access to and from the development site is close to the roundabout at the Barnoldby le Beck/Bradley Road junction, giving rise to safety concerns for traffic turning right out of the proposed access road. There is no footpath linking the proposed site to Waltham and residents would therefore be reliant on accessing local amenities by car.

4. Pressure on Local Infrastructure

The proposed development would add considerable pressure to the already overstretched infrastructure of Waltham. Local facilities and transport networks are already operating near capacity. The increase in population resulting from the proposed development would exacerbate these issues, leading to reduced service levels and further strain on local resources.

v) [Planning Application Reference: DM/0879/25/FULA](#)

Proposal: Erect single storey extension to side, extension to front to provide stone portico to entrance, alterations to first floor rear window, single storey extension to side of garage and associated works, Location: 32 The Drive Waltham Grimsby North East Lincolnshire

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

Cllr Surtees and Cllr Archer, having declared an interest, left the meeting.

vi) [Planning Application Reference: DM/0845/25/OUT](#)

Proposal: Outline application to erect two dwellings with garages and access to be considered Location: Land Adj 61 Ings Lane Waltham North East Lincolnshire

Date:

Signed:

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

Cllr Surtees and Cllr Archer returned to the meeting.

- c) To receive a verbal report from the Clerk regarding a resident complaint about the visual impact of a tank at the Waltham Gateway School.

Cllr Pettigrew reported that a planning application will be made for the (water sprinkler system), tank and that the Parish Council will be consulted.

RESOLVED: That the issue be reviewed when the Parish Council receives the planning consultation for the tank.

08:11/25 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 7	£XXXX
BACS	J Smith	Wages – Month 7	£XXXX
BACS	A Carr	Wages – Month 7	£XXXX
BACS	MES Gardening	Cemetery Maintenance - Oct 25	£810.69
BACS	Countrywide Grounds Maintenance	Grounds Maintenance - Oct 25	£245.00
BACS	Countrywide Grounds Maintenance	Grove Park Maintenance - Oct 25	£374.00
BACS	Agnieska (Agnes) Misikonienė	Cleaning Public Toilets - Oct 25	£360.00
BACS	H Boothroyd	Mileage - CPRE Event	£23.00
BACS (PAID)	Hampshire Flag	Union Flag	£134.50
BACS (PAID)	Magic Textiles Ltd	Additional two tea towels	£9.48
BACS	Toops Tidy Gardens	Planter Watering	£100.00
BACS	Cartridge Save	Printer Toner	£81.81
BACS	CFG (reimburse private individual)	Strimmer Cable	£30.00
BACS	ERNLLCA	Conference Tickets x 2	£192.00
DD	HMRC	Quarterly Tax/NY Bill	£2,516.04
DD	Ellgia	Cemetery Waste Collection	£4.49
DD	O2	Mobile Phones Monthly Bill – Oct 25	£42.55
DD	Cloudy IT	MS365 Monthly Charges	£234.18
DD	PWLB	SR Land Loan Repayment	£1,307.23
DD	EDF Energy	Parish Office Electricity – Oct 25	£18.17

Date:

Signed:

DD	Unity Bank	Monthly Service Fee	£6.00
DD	Lloyds Bank	Multipay Card Bill 17/10/25	
		Poppy Shop - Lamppost Poppies	£50.00
		One4All Halloween Prizes	£51.99
		Monthly Fee	£3.00
	<u>DD PAYMENT DATE IS 31.10.2025</u>	Multipay Total	£104.99

b) To receive and consider the first draft of the budget for the year 2026-2027.

RESOLVED: That the draft budget be noted and that further consideration shall be made at the December and/or Jan meetings.

c) To agree transfer of the IT support contract from Atomic IT to JMLH IT.

RESOLVED: That the transfer of the IT support contract from Atomic IT to JMLH IT be approved.

09:11/25 Highways & Public Rights of Way

a) To consider a response to a consultation for a new public right of way in Waltham.

RESOLVED: That the Council shall request a dual bin to be placed at either end of the path, including the junction of Kestrel Way and Brigsley Road.

b) To receive a verbal report from the Public Rights of Way Working Group on the condition of Footpath 66.

The Public Rights of Way Working Group reported issues with Footpath 66 following a complaint from a resident.

RESOLVED: That the Clerk shall report the matter to NELC via the Portal and request surface infill and the cutting back of overgrowth.

c) To agree a response to the plans for a Bradley Road & Waltham Road roundabout, pedestrian crossing (Waltham Road), and footpath (Waltham Road).

RESOLVED: That the following comments be submitted to NELC. The Parish Council wish to suggest that the footpath on the southern side of Barnoldby roads links to Footpath 72 and to Sterling Crescent. To minimise disruption to bus passengers, the Council would like the buses to turn around at the A18 roundabout.

d) To receive an email from a resident regarding parking issues near Waltham Gateway School.

RESOLVED: That this issue be reviewed after the works have been completed.

e) To receive an email regarding Brian Avenue.

An email had been received regarding parking on Brian Avenue. It was noted that a resident had been signposted to NELC Highways.

10:11/25 National Grid Grimsby to Walpole

To receive an update from the National Grid.

Date:

Signed:

The National Grid Grimsby to Walpole Engagement Team had emailed to advise that the second stage of the consultation had ended. Dates for the next stage will be announced.

RESOLVED: That the update be noted.

11:11/25 Flagpole

To receive a quotation for a replacement halyard door system for the flagpole at the War Memorial.

RESOLVED: That a quotation of £139.80 plus VAT be accepted from the Flagpole Company.

12:11/25 Allotments

To receive a written report on planning consent and to agree a policy on flags/flagpoles at the Council's allotment sites.

RESOLVED: That the allotment terms and condition shall be amended to stipulate that flagpoles may not be erected on allotment plots.

13:11/25 Fairway Land

To receive an email from Humber Forest and agree next steps.

RESOLVED: That a site visit with Humber Forest be requested, with the Fairway Working Group to attend.

14:11/25 Tree Surveys

To receive quotation for tree surveys and award the contract.

RESOLVED: That a quotation of £2,100.00 plus VAT from Acer Tree Care Ltd be accepted.

15:11/25 Neville Turner Way Seesaw

To receive any response regarding ward funding for a replacement seesaw at the under-five's play area at Neville Turner Way.

The ward councillors present advised that that a decision will be sent to the Clerk in the near future.

RESOLVED: That this item be deferred to the next meeting.

16:11/25 Community Payback Scheme

To receive an email from the NEL Community Payback Placement Co-ordinator.

An email had been received outlining the scheme and inviting the Council to consider putting forward projects.

RESOLVED: That the Clerk shall ask what the Parish Council would need to provide in terms of rest facilities to participate in the scheme.

17:11/25 Events

- a) To receive a verbal report on the Sunday afternoon concerts that took place during October.

Date:

Signed:

To consider a series of lunchtime concert shall be held at the Waltham Methodist Church in March 2026.

To consider an Ear-Marked Reserve (EMR) for these concerts of £400

- b) To agree a schedule of events for 2026.
 - i) Sunday concerts – March
 - ii) Summer Picnic – May-June
 - iii) Summer Activities - August
 - iv) Remembrance Sunday Parade – November
 - v) Christmas Competitions

RESOLVED: That all proposals listed above be approved.

18:11/25 Adopt a Planter Scheme 2026

To consider running an 'Adopt a Planter' scheme for 2026 and agree expenditure for prizes.

RESOLVED: That an Adopt a Planter scheme for 2026 be approved.

19:11/25 Pride of Waltham Award 2026

To consider an award for 2026, set a deadline for nominations and agree expenditure for prizes.

RESOLVED: That a 2026 Pride of Waltham award be approved, with a closing date of 31st January 2026, and that nominations be open to the community.

20:11/25 Waltham Calendar 2027

To consider producing a calendar or other items to be sold in December 2026.

RESOLVED: That a calendar or other Christmas item be approved, with the details to be agreed at a future meeting.

21:11/25 Waltham News 2026

To agree the number of issues/ for the budget year 2026-27.

RESOLVED: That the publication of three issues in 2026 be approved.

22:11/25 Christmas Trees 2026

To agree to the purchase of large tree for the Village Green.

RESOLVED: That the purchase of a large Christmas tree be approved.

Resolution to exclude the Public and Press

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that it could involve legal privilege or the likely disclosure of private and confidential information.

RESOLVED: That the public and press be excluded from the meeting for the matters set out below on the grounds that it could involve legal privilege or the likely disclosure of private and confidential information.

Date:

Signed:

23:11/25 BMX/MUGA

To receive any update from NELC regarding the lease for the tennis courts.

RESOLVED: That a meeting with NELC Assets be requested to discuss the lease/licence for areas of Mount Pleasant Playing Fields.

The meeting closed at 9.12PM

Date:

Signed:

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	SUMMER 26	Engineer	Not started		
Multi Use Games Area (MUGA)	To transform the old tennis courts on Mount Pleasant into a MUGA					
	Sign NELC draft lease		Clerk	In progress	Aug-25	Lease received - to be signed a meeting. Deferred pending meeting with NELC on 3/12/2025
	Apply for planning permission within 3 months of the date of lease		Clerk	Not started		
	Obtain updated project estimate		Clerk	Not started		
	Secure funding		Clerk/Working Group	Not started		Council agreed 7/25 that the Funding WG to meet to review grants
	Funding Working Group to Review Grant List		Funding Working Group	Not started		
	Tender		Clerk/Working Group	Not started		
	Award Contract		Council	Not started		
	Manage build and sign off within 24 months of date of lease		Clerk/Working Group	Not started		
BMX/Pump Track	To replace the old BMX track with a new pump track					
	Obtain design proposal and cost estimate - Working Group to make recommendations to Full Council.		Clerk	Completed	Jun-25	
	Apply pre-planning advice		Clerk	Completed	22/05/2025	Received - planning consent is required.
	Apply to NELC for permission (under the licence granted) to build		Clerk	Completed	22/05/2025	Meeting with NELC arranged for 3/12/2025
	Planning permission		Clerk	Not started		
	Secure funding		Clerk/Working Group	Not started		Council agreed 7/25 that the Funding WG to meet to review grants
	Decide on companies to approach for quotations		Council	Not started		
	Tender		Clerk/Working Group	Not started		
	Award Contract		Council	Not started		
	Manage build & sign off		Clerk/Working Group	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	Awaiting response from NELC Assets
	Check existing licence will cover the new seesaw		Clerk	Completed	18/11/2025	Awaiting response from NELC Assets
	Check NELC will conduct safety checks on the new seesaw		Clerk	Completed	19/11/2025	Awaiting response from NELC Assets
	Accept quotation(s) - arrange installation		Clerk/Council	Not started		
	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	
	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.
	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	
	Move blue stone to Village Green	Jul-25	Clerk	In progress		Contractor will visit the donor to assess
	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		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		
Village Green Handrail						
	Request quotation from Council's selected contractor		Clerk	Completed	05/11/2025	Awaiting quotation

Schedule of Payments

2nd December 2025

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 8	£XXXX
BACS	J Smith	Wages – Month 8	£XXXX
BACS	A Carr	Wages – Month 8	£XXXX
BACS	MES Gardening	Cemetery Maintenance - Nov 25	£810.69
BACS	Countrywide Grounds Maintenance	Grounds Maintenance - Nov 25	£245.00
BACS	Countrywide Grounds Maintenance	Grove Park Maintenance - Nov 25	£374.00
BACS	Agnieszka (Agnes) Misikonienė	Cleaning Public Toilets - Nov 25	£340.00
BACS	Waltham Methodist Church	Sunday afternoon concert donation of proceeds	£819.00
BACS	Sheffield Children's Hospital	Sunday afternoon concert donation of proceeds	£100.00
BACS	St Andrew's Hospice	Sunday afternoon concert donation of proceeds	£265.00
BACS	National Allotment Society	Annual Membership	£84.00
BACS	Allinsons	Newsletter Design & Print	£1,509.99
BACS	Toops Tidy Gardens	Planter Watering	£100.00
BACS	Cartridge Save	Printer Toner	£155.80
BACS	Millstone Garden Centre	Daffodil Bulbs	£90.00
BACS	Windsock Company	Flagpole Door	£167.76
BACS	Earthbound Misfits	Circus Workshop Aug 25	£262.00
BACS	Roya Mail	Newsletter Delivery	£440.64
BACS	ERNLLCA	SLCC Training Event	£30.00
DD	Anglian Water (Wave)	Quarterly Water Bill - Ings Lane Cemetery	£37.09
DD	Ellgia	Cemetery Waste Collection	£260.16
DD	O2	Mobile Phones Monthly Bill – Nov 25	£42.55
DD	Cloudy IT	MS365 Monthly Charges	£234.18
DD	EDF Energy	Parish Office Electricity – Nov 25	£18.17
DD	Unity Bank	Monthly Service Fee	£6.00
DD	Lloyds Bank	Multipay Card Bill	
		Post Office - stamp	£5.75
		Post Office - postage agenda packs	£43.20
		Waltham co-op - meeting refreshments	£6.20
		Monthly Fee	£3.00

	<u>DD PAYMENT DATE IS 01 DEC 25</u>	Multipay Total	£58.15
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RECEIPTS**Administration**

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Precept	87,796	87,796	0			100.0%
VAT Reclaim	3,863	7,000	3,137			55.2%
Bank Interest	3,478	2,200	(1,278)			158.1%
Wayleaves	13	12	(1)			104.2%
Memorial Bench Income	200	0	(200)			0.0%
Calendar Sales	0	1,000	1,000			0.0%
Newsletter Advertising Income	400	500	100			80.0%
Subtotal	95,750	98,508	2,758	0	0	97.2%

Cemetery - Ings Lane

Interment Fees	10,090	18,000	7,910			56.1%
Burial Plot Income	2,700	0	(2,700)			0.0%
Memorial Income	1,570	2,000	430			78.5%
Commonwealth War Graves	25	25	0			100.0%
Family Funeral Fee	200	0	(200)			0.0%
Subtotal	14,585	20,025	5,440	0	0	72.8%

Village Green & Open Spaces

Donations Income	50	0	(50)			0.0%
Wayleaves	0	12	12			0.0%
Subtotal	50	12	(38)	0	0	416.7%

Allotments - Ings Lane

Rent Income	260	750	490			34.7%
Subtotal	260	750	490	0	0	34.7%

Allotments - Station Road

Rent Income	1,118	1,500	382			74.5%
Subtotal	1,118	1,500	382	0	0	74.5%

Project & Events

Donations Income	980	0	(980)			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	1,189	600	(589)	0	0	198.2%

VAT Data

VAT on Receipts	194	0	(194)			0.0%
Subtotal	194	0	(194)	0	0	0.0%

TOTAL RECEIPTS	113,146	121,395	8,249	0	0	93.2%
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PAYMENTS**Administration**

Salaries	19,957	35,018	15,061		15,061	57.0%
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	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Employee Expenses	32	70	38		38	46.1%
SR Land & New Cem PWLB Loan	1,324	8,700	7,376		7,376	15.2%
Bank Charges	63	108	45		45	58.3%
Meeting Room Hire	15	450	435		435	3.3%
Postage/Stationery/Supplies	746	900	154		154	82.9%
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	100	800	700		700	12.5%
Subscriptions	1,561	1,650	89		89	94.6%
Website	405	250	(155)		(155)	162.2%
Newsletter	3,755	5,700	1,945		1,945	65.9%
Calendar	507	900	393		393	56.4%
Telephone Services	435	165	(270)		(270)	263.6%
Equipment	100	200	100		100	50.0%
IT/Computers	4,114	2,000	(2,114)		(2,114)	205.7%
Refreshments	7	0	(7)		(7)	0.0%
Subtotal	34,566	58,383	23,817	0	23,817	59.2%
Parish Office						
Telephone Services	188	700	512		512	26.8%
Electricity	336	1,493	1,157		1,157	22.5%
Refreshments	0	66	66		66	0.0%
Repairs/Maintenance	310	175	(135)		(135)	177.1%
CCTV	0	286	286		286	0.0%
Subtotal	834	2,720	1,886	0	1,886	30.7%
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	2,460	4,200	1,740		1,740	58.6%
Repairs/Maintenance	259	500	241		241	51.8%
Subtotal	4,319	5,586	1,268	0	1,268	77.3%
Cemetery - Ings Lane						
Salaries	4,374	6,978	2,604		2,604	62.7%
Waste Services	674	825	151		151	81.7%
Memorial Inspection	0	1,000	1,000		1,000	0.0%
Telephone Services	0	150	150		150	0.0%
Water	110	165	55		55	66.4%
Grounds Maintenance	6,487	12,100	5,613		5,613	53.6%
Village Planting	25	0	(25)		(25)	0.0%
Subtotal	11,670	21,218	9,548	0	9,548	55.0%
Cemetery - Station Road						
Grounds/Land Development	1,695	0	(1,695)		(1,695)	0.0%
Subtotal	1,695	0	(1,695)	0	(1,695)	0.0%

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	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Village Green & Open Spaces						
Salaries	3,659	5,034	1,375		1,375	72.7%
Postage/Stationery/Supplies	150	100	(50)		(50)	149.6%
Equipment	206	0	(206)		(206)	0.0%
Repairs/Maintenance	2,420	0	(2,420)		(2,420)	0.0%
Grounds Maintenance	2,137	2,420	283		283	88.3%
CCTV	6,828	2,000	(4,828)		(4,828)	341.4%
Trees	3,400	1,500	(1,900)		(1,900)	226.7%
Street Furniture	0	600	600		600	0.0%
Village Planting	1,733	1,500	(233)		(233)	115.6%
Subtotal	20,533	13,154	(7,379)	0	(7,379)	156.1%
Grove Park						
Grounds Maintenance	1,419	2,200	781		781	64.5%
Trees	0	1,000	1,000		1,000	0.0%
Grounds/Land Development	0	2,500	2,500		2,500	0.0%
Subtotal	1,419	5,700	4,281	0	4,281	24.9%
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%
Inspections	0	200	200		200	0.0%
Subtotal	112	200	88	0	88	56.0%
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%
Repairs/Maintenance	0	400	400		400	0.0%
Subtotal	66	1,100	1,034	0	1,034	6.0%

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	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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	14	0	(14)		(14)	0.0%
Equipment	382	250	(132)		(132)	152.9%
Summer Picnic	888	400	(488)		(488)	221.9%
Best Kept Village/WIB	92	150	58		58	61.5%
Remembrance Day	42	100	58		58	41.7%
Summer Events	250	600	350		350	41.7%
Christmas	0	1,000	1,000		1,000	0.0%
Other Events	52	250	198		198	20.8%
Subtotal	1,720	2,750	1,030	0	1,030	62.5%
VAT Data						
VAT on Payments	5,927	2,044	(3,883)		(3,883)	290.0%
Subtotal	5,927	2,044	(3,883)	0	(3,883)	290.0%
TOTAL PAYMENTS	86,619	121,395	34,776	0	34,776	71.4%
Total Receipts	113,146	121,395	8,249			93.2%
Total Payments	86,619	121,395	34,776	0	34,776	71.4%
Net Receipts over Payments	26,527	0	(26,527)			
plus Transfer from EMR	115					
less Transfer to EMR	200					
Movement to/(from) Gen Reserve	26,442	0	(26,442)			

Hello Tanya,

Thank you for coming back to me BUT I feel that the issue with transport in the village needs to be resolved by the Parish Council - residents are becoming increasingly disappointed by the ineffectiveness of the Parish Council in resolving issues and feel that its time they stood up and sorted these issues out, especially as the council is to a part funded by the residents within council tax payments. The voice of the council is louder than that of an individual. The issues with transport are only going to get worse with the planned increased building within Waltham.

The following really need to be resolved :-

- Pavement cycling throughout the village
- The high street being used as a race track - why is there not a 20m speed restriction between the 2 mini roundabouts at the both ends of the high street.
- Cars constantly driving through the zebra crossing at the church
- Cars driving through the lights near the Kings Head.
- Parking on yellow lines at Waltham Leas and also blocking driveways.

Waltham is becoming an increasingly unpleasant place to live due to these issues and its really about time the Parish Council resolved these on behalf of lots of unhappy residents. The village is about more than the Allotments and the Cemetery and my understanding of a Parish Council is that:

A parish council serves as the local authority for a community, making decisions that impact

residents' quality of life and representing their interests in local governance.

Whilst out walking this evening on 3 instances my dogs were almost run over by cars failing to stop when they should. With the winter nights now drawing in its only a matter of time that an accident will occur.

Thanks

REDACTED

Hi Tanya,

I had a chat with Andrew yesterday regarding the amount of cycling on pavements which is becoming increasingly dangerous and it is only a matter of time before someone is hurt.

On the stretch of the high street between 8am to 9am and 3 pm to 4pm it's pretty much a no go area for anyone wanting to use this pavement for walking at out with dogs as the cyclists completely take over the pavements. Why are they not using the roads as the majority are 13plus (and adults). They do not stop for anyone and ride 4/5 abreast. I really feel this needs to be taken seriously as people I speak to are scared to leave their homes and are spoken to very rudely by the boys on cycles.

I'd also like to add a further note about the parking in manor drive in the afternoons where there is parking on double lines and even on the corner of a major road.

PLEASE can the council look into this matter urgently.

Many Thanks

REDACTED

Risk Assessment: Flagpole – Waltham War Memorial Area

Location: Waltham War Memorial

Assessment Date: 9 October 2025

Assessor: Tanya Kuzemzak

Review Date: October 2026

Description of Activity: Permanent display of flags on a fixed flagpole located at the Waltham War Memorial, including routine maintenance, raising/lowering of flags, and inspections.

1. Hazard Identification and Risk Evaluation

No.	Hazard	Persons at Risk	Potential Harm	Likelihood	Severity	Risk Rating	Control Measures in Place	Further Action Required
1	Structural failure of flagpole (collapse or snapping)	Public, maintenance personnel	Serious injury or fatality	Low	High	Medium	Annual structural inspection; pole installed to manufacturer's specifications; secure foundation	Record and log all inspections; replace or repair if damage found
2	Falling objects (e.g., finial, clips, or flag fittings)	Public, maintenance personnel	Minor to serious injury	Low	Medium	Medium	All fittings checked during each flag change; corrosion-resistant hardware used	Replace worn or corroded fittings promptly

No.	Hazard	Persons at Risk	Potential Harm	Likelihood	Severity	Risk Rating	Control Measures in Place	Further Action Required
3	High winds causing flag detachment, excessive strain, or pole movement	Public, nearby property, maintenance personnel	Impact injury, property damage, flag tearing	Medium	Medium	Medium	Flags to be lowered in wind speeds of Beaufort Force 6–7 (approx. 25–38 mph / 39–61 km/h) and above; regular weather monitoring; secure anchoring	Inform staff and councillors of wind-speed limits; maintain wind guidance chart
4	Trip hazard from base or flagpole area	Public	Trips, slips, minor injuries	Low	Low	Low	Base flush with ground or clearly marked; area kept tidy	Regular site walkovers
5	Unauthorized access, climbing, or tampering	Public (especially children)	Fall from height, injury	Low	Medium	Low	Tamper-resistant fittings; smooth pole design to discourage climbing	Community watch or CCTV review if issues arise
6	Manual handling or strain when raising/lowering flag	Volunteers, maintenance staff	Sprains or minor musculoskeletal injuries	Low	Low	Low	Use of halyard system; staff trained in safe lifting and rope handling	Instructions provided and staff/councillors advised to use safe handling methods.

2. Overall Risk Level

Residual Risk: *Low to Medium*

With inspections, safe weather protocols, and proper maintenance, the flagpole presents a low ongoing risk to the public and authorized personnel.

3. Control Measures & Monitoring

- **Inspections:** Full inspection of pole, fittings, and halyard system at least annually and after any storm or high-wind event.
- **Weather Protocol:**
 - Flags to remain flying under normal conditions.
 - **Flags must be lowered when wind speeds reach Beaufort Force 6–7 (approximately 25–38 mph) or above**, or when high-wind warnings are issued.
 - Use reliable local weather forecasts or a handheld anemometer to assess wind conditions if in doubt.
- **Maintenance:** Immediate repair or replacement of any corroded, frayed, or worn components.
- **Access Control:** Only trained or authorized personnel to operate halyard or handle flags.
- **Public Safety:** Flagpole base area to be kept clear and well-maintained; cordon off during maintenance if needed.
- **Record Keeping:** Maintain inspection and maintenance log with date, actions, and responsible person's name.