



WALTHAM PARISH COUNCIL MEETING

TUESDAY 5TH MAY 2026

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Minutes of the Waltham Parish Council Meeting held at the Waltham Library Meeting Room on Tuesday 7th April 2026 at 7.00PM

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

In attendance: The Parish Clerk, Ward Cllrs Jackson and Pettigrew and seven members of the public.

01:04/26 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.

Cllr Moss declared an Other Registerable Interest (ORI) in agenda item 10:04/26 and a prejudicial interest in agenda item 07:04/26b)iii)

- b) To note dispensations given to any member of the council in respect of the agenda items listed below.
None

02:04/26 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 and McDonald.

03:04/26 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.

A member of the public addressed the Parish Council to suggest a way forward to resolve the issue of flooding at Ings Lane Allotments.

A member of the public spoke about the unresolved issue of the poor surface condition along Footpath 66, and the protracted length of time since this matter was first reported to NELC.

Three members of the public spoke about planning applications on the agenda for 36 The Drive.

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

- a) To approve the minutes of the previous meeting and the extraordinary meeting held on Tuesday 17th March 2026.

Date:

Signed:

RESOLVED: That the minutes be approved as a true record.

- b) To note the draft minutes of the Personnel Committee Meeting held on Monday 16th March.

RESOLVED: That the draft minutes be noted.

The Chairman brought forward the agenda items relating to Footpath 66 and the allotment flooding.

05:04/26 Police Report

To receive the monthly Police Report and resolve any actions.

None received.

06:04/26 Action Plan

To receive an updated action plan and resolve any actions.

The action plan was noted.

07:04/26 Planning

- a) Planning Decisions:

To note planning decisions received from NELC.

Planning Application Reference: DM/0034/26/FUL Proposal: Erect single storey extension with roof lantern to rear Location: 46 Sunningdale Waltham North East Lincolnshire DN37 0UG 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/0124/26/FUL](#) Proposal: Variation of Conditions 2 (Approved Plans) to allow for revised layout of Plot 2 with supporting information relating to Conditions 3 (Materials), 4 (Drainage), 5 (Water Efficiency), 7 (Construction Traffic Management Plan), 8 (Access) and 10 (Landscaping) pursuant to DM/0944/25/FUL Location: 36 The Drive Waltham North East Lincolnshire DN37 0FB

RESOLVED: That Waltham Parish Council recommends refusal of this application on the grounds of inadequate tree retention and the absence of any meaningful landscape plan to show how appropriate compensatory measures will be taken e.g. replacement planting.

- ii) [Planning Application Reference: DM/0170/26/FUL](#) Proposal: Variation of Conditions 2 (Approved Plans) to allow for revised layout of Plot 1 with supporting information relating to Conditions 3 (Materials), 4 (Drainage), 5 (Water Efficiency), 7 (Construction Traffic Management Plan), 8 (Access) and 10 (Landscaping) pursuant to DM/0944/25/FUL Location: 36 The Drive Waltham North East Lincolnshire DN37 0FB

Date:

Signed:

RESOLVED: That Waltham Parish Council supports approval of this application but wishes to request a condition be imposed. The plans include an office building that does not show direct access from the main dwelling to the home office. As this outbuilding has the potential to be used independently of the principal residence, the Parish Council requests that a condition is imposed to ensure the building is not used for any business, commercial, or separate residential purposes.

Cllr Moss, having declared an interest, left the meeting.

- iii) [Planning Application Reference: DM/1063/25/FUL](#) Proposal: Demolish existing store, erect single and two storey rear extension to include single storey side projection to enlarge shop space and create additional living space at ground floor ancillary to the existing first floor residential use with associated works (amended plans and description March 2026 to remove roof terrace)

RESOLVED: That Waltham Parish Council supports approval but wishes to request a condition be imposed. The Parish Council notes that the amended plans remove the previously proposed roof terrace and replace the doors with windows. While this change is welcomed, the Council requests that a planning condition be imposed to ensure that no access is permitted to the flat roof for any form of amenity use.

Cllr Moss returned to the meeting.

- iv) [Planning Application Reference: DM/0139/26/FUL](#) Proposal: Installation of new access ramp and low noise condenser unit to rear of existing funeral care facility. Location: Waltham Funeral Directors 19- 21 High Street Waltham North East Lincolnshire

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

- v) [Planning Application Reference: DM/0128/26/FUL](#) Proposal: Erect single storey rear and side extensions with roof lights Location: 2 Mount Pleasant Waltham North East Lincolnshire DN37 0LZ

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

- vi) [Planning Application Reference: DM/0183/26/FULA](#) Proposal: Remove existing porch to side and dormers to front, various internal/external works to include, extension to rear, raise roof height, installation of new dormers to front and rear and erection of porch to front. Location: 150 Fairway Waltham North East Lincolnshire DN37 0PX

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

- vii) [Planning Application Reference: DM/0068/26/FUL](#) Proposal: Variation of Condition 1 (Approved Plans) as granted on DM/0864/24/FUL to revise house types for Plots 13, 14, 46-50 and 53-56, removal of garages from Plots 11, 12 and 51, erection of garage to Plot 52 and revise layout for Plot 62 Location: Land Off Torbay Drive Waltham North East Lincolnshire

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

Date:

Signed:

- viii) [Planning Application Reference: DM/0195/26/FULA](#) Proposal: Erect single storey extension to front/side to provide a link between the existing dwelling and garage with formation of a car port, alterations to front porch, alterations to first floor rear window, rooflights and various associated works.

Location: 32 The Drive Waltham North East Lincolnshire DN37 0FB

RESOLVED: That Waltham Parish Council supports approval of this application but wishes to request a condition be imposed that the proposed storage building is used for personal/domestic storage purposes only and not for any business or commercial use.

- ix) To receive Statutory Consultation for the Proposed Stallingborough Combined Cycle Gas Turbine (CCGT) Generating Plant with Carbon Capture Plant (“the Proposed Development”): 11 March 2026 to 6 May 2026

RESOLVED: That Waltham Parish Council makes no comment on the proposals.

08:04/26 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 Yr 25-26 Month 12	£XXXX
BACS	T Kuzemczak	Mileage - March 26	£35.54
BACS	J Smith	Wages – Month Yr 25-26 Month 12	£XXXX
BACS	A Carr	Wages – Month Yr 25-26 Month 12	£XXXX
BACS	MES Gardening	Cemetery Maintenance - Mar 26	£1,460.69
BACS	Countrywide Grounds Maintenance	Grounds Maintenance - Mar 26	£245.00
BACS	Countrywide Grounds Maintenance	Grove Park Maintenance - Mar 26	£374.00
BACS	Agnieska (Agnes) Misikoniene	Cleaning Public Toilets - Mar 26	£360.00
BACS	Cartridge Save	Printer Toner	£46.98
BACS	Fred Margasen	Repair to Leak Station Road Allotments	£54.00
BACS	Allinsons	Newsletter Design & Print	£1,509.99
BACS	Smith of Derby	Deposit Agreed Works to Parish Clock	£1,034.40
BACS PAID	Browns Skip Hire	Skips x 4 - GP & SR Allotments	£980.00
BACS PAID	Browns Skip Hire	Skips SR Allotments	£235.00
BACS PAID	Browns Skip Hire	Skip 2 SR Allotment	£245.00
BACS	ERNLLCA	Annual Subscription	£1,342.22
BACS	Waltham Methodist Church	Concerts Donation	£765.42
BACS	Cancer Research UK	Concert Donation	£177.42
BACS	St Andrew's Hospice	Concert Donation	£86.00
BACS	Grimsby Orpheus Choir	Concert Donation	£155.00

Date:

Signed:

BACS	Bearded Fishermen	Concert Donation	£207.00
BACS	Royal Mail	Newsletter Delivery	£498.96
BACS	Magic Textiles	Waltham Tea Towels	£248.93
BACS	Nunny's Farm	Farm Visit	£300.00
BACS	Wilkin Chapman	Legal Services Final Bill (Mount Pleasant)	£1,200.00
BACS	Nomad Studio	Annual Website Subscription	£215.40
BACS	Healthmatic	Public Toilet Door Call Out	£375.00
BACS	Rialtas	Allotments Software	£598.80
BACS	Rialtas	Annual Licence	£504.00
BACS	Acer Tree Care	Removal Dead Tree All Saints Burial Ground	£996.00
BACS	Acer Tree Care	Tree Survey Works - Well Lane, Grove Park, Village Green.	£13,332.00
DD	Anglian Water (Wave)	Water - Public Toilets	£577.83
DD	Anglian Water (Wave)	Water - Cemetery	£36.67
DD	BT	Quarterly Bill Phone & Broadband	£153.42
DD	O2	Mobile Phones Monthly Bill – Mar 26	£42.55
DD	Cloudy IT	MS365 Monthly Charges - Mar 26	£234.18
DD	EDF Energy	Parish Office Electricity – Mar 26	£18.17
DD	Unity Bank	Monthly Service Fee - Mar 26	£7.00
DD	Lloyds Bank	Multipay Card Bill 17/3/26	
		Post Office - Stamps	£34.80
		Monthly Fee	£3.00
	<u>DD PAYMENT DATE IS 31 March 26</u>	Multipay Total	£37.80

b) To receive a finance/budget/bank reconciliation report.

RESOLVED: That the report be noted.

c) To note PKF Littlejohn Annual Governance and Review correspondence.

RESOLVED: That it be noted that PKF Littlejohn are appointed as the external auditor.

09:04/26 Highways & Public Rights of Way

a) Bradley Road Roundabout - junction widening works at the Bradley Road/Barnoldby Road/Waltham Road junction. The works will also include a new footway, new zebra crossing, tactile crossings, traffic signs, carriageway resurfacing, and road markings. These works will begin on Monday 30 March 2026 for 12 weeks and are programmed to be completed on Friday 19 June 2026.

The information was received and noted.

Date:

Signed:

- b) To receive resident's concerns regarding the yellow zigzag lines outside the school on Sunningdale.

RESOLVED: That the Clerk shall make a request via the NELC Portal for zigzag lines to be extended to match the opposite side of the road.

- c) To receive residents' concerns regarding Footpath 66.

RESOLVED: That the Clerk shall contact the NELC Public Rights of Way Officer to ask why the works are not being prioritised, and to request an update.

- d) To receive concerns regarding the crossing on Barnoldby Road near the Limes.
Council heard concerns over a significant number of near misses on the crossing due to the speed of traffic turning off the roundabout onto Barnoldby Road.

RESOLVED: That the Clerk shall contact NELC to request that a review of this crossing takes place from a road safety perspective.

- e) To receive concerns regarding the roundabout at Archer Road junction on Barnoldby Road.

Council heard safety concerns regarding the roundabout, particularly in light of the proximity to a children's nursery school.

RESOLVED: That the Clerk shall request a site visit with NELC Highways to look at this roundabout, and also the pedestrian crossing outside the Limes.

- f) To agree to report speed sign not working on Cheapside near Mill View.

RESOLVED: That the Clerk shall report this via the NELC Portal.

- g) To consider requesting that meeting with NELC Highways be reinstated.

RESOLVED: That the Clerk shall write to NELC to request that meetings are reinstated, with a copy sent to the NELC portfolio holder.

Cllr Moss, having declared an interest, left the meeting.

10:04/26 Waltham Windmill Trust

To receive correspondence from the Waltham Windmill Trust and agree any actions in response to the letter.

RESOLVED: That this matter be deferred until the May Meeting of the Parish Council.

Cllr Moss returned to the meeting.

11:04/26 Allotments

- a) To receive a quotation for moving one bath as part of the allotment toilet project.
One quotation had been obtained.

RESOLVED: That the Clerk shall arrange the work after seeking alternative estimates.

- b) To consider any action required in respect of flooding at the Ings Lane allotments. A tenant had reported that the weed screen at the allotments watercourse blocks and causes water to back up.

RESOLVED: That the Clerk shall write to NELC to ask if a different type of screen can be installed to enable the debris to be raked off.

Date:

Signed:

- c) To consider applying for planning permission for advertising banners on the hedge at Ings Lane Allotment (over and above the permission already granted by the Local Planning Authority)

RESOLVED: That no further action be taken at the present time.

12:04/26 All Saints Churchyard Memorial Testing

To note that the PCC has notified the Clerk that a faculty will be needed from the Lincoln Diocese.

RESOLVED: That the Clerk shall apply for a faculty.

13:04/26 Grove Park

To receive a report from the Clerk on the National Lottery Heritage Fund and agree next steps for the Grove Park Project.

RESOLVED: That the Clerk shall use the pre-application service and report back on the outcome.

14:04/26 Waltham in Bloom Group

To consider the following requests:

- a) Purchase some primroses and Russian Sage for the rockery.

RESOLVED: That this item be skipped.

- b) Move and fill the donated planter on the village green.

RESOLVED: That the Clerk shall arrange for this work to be done.

- c) Ask one of the contractors to remove the two tall standard roses on the dedicated beds on the village green which are unsuitable for that area as they overhang the public footpath.

RESOLVED: That Cllr Archer shall remove the roses.

- d) Agree to add the draft section on tree replanting into the Council's Tree Policy.

RESOLVED: That the draft additions be approved.

- e) Replace the Parish Council noticeboard opposite the chemist with a three panelled notice board that can also be used for community notices.

RESOLVED: That the Clerk shall report back to Council with estimates.

15:04/26 Motion 1 – Cllr Barrett

To consider contacting Lincs Inspire regarding the heating in Waltham Library.

It was noted that Lincs Inspire is the tenant and NELC the property owner. It was further noted that repairs had now taken place.

RESOLVED: That the Clerk shall write to the owner of the building (NELC) to request that before next winter, the heating systems are checked and spares are held.

The meeting closed at 9.12PM

Date:

Signed:

Waltham Parish Council Cemetery Committee

Terms of Reference

1. Purpose

The Cemetery Committee is established by Waltham Parish Council to oversee the effective management, maintenance, and development of Ings Lane and Station Road Cemeteries. The Committee shall ensure that the cemeteries are operated in accordance with statutory obligations, council policies, and in a respectful manner consistent with their purpose.

2. Membership

- a. The Committee shall consist of no fewer than 5 members of the Parish Council.
 - b. Members shall be appointed at the Annual Meeting of the Parish Council.
 - d. A Chair shall be elected by the Committee at its first meeting following the Annual Meeting.
-

3. Quorum

The quorum for a meeting shall be 3 members.

4. Meetings

- a. The Committee shall meet as required, with a minimum of 4 meetings per year.
 - b. Meetings shall be convened by the Cemetery Clerk. Additional meetings may be convened by the Cemetery Clerk as required.
 - c. Notices and agendas shall be posted in accordance with Council standing orders and relevant legislation.
 - d. Minutes shall be taken and submitted to the full Parish Council for noting or approval.
-

5. Responsibilities

The Cemetery Committee shall be responsible for:

- a. Management and maintenance of the cemeteries' grounds, including paths, boundaries, street furniture, and vegetation.
- b. Oversight of burial records, plots, and interment procedures, ensuring accurate documentation and compliance with legislation.
- c. Considering and making recommendations on cemetery policies, fees, and regulations.
- d. Reviewing and approving memorial applications in line with agreed guidelines. Applications that meet the Council's guidelines are approved by the Cemetery Clerk on behalf of the Cemetery Committee.
- f. Developing and recommending long-term plans for the future use and sustainability of the cemetery.
- g. Monitoring cemetery-related budgets and making recommendations to the Council for expenditure.
- h. Reporting regularly to the Parish Council on activities, issues, and any recommendations requiring Council approval.

6. Delegated Authority

The Committee shall have delegated authority to act on behalf of the Parish Council within the remit of these Terms of Reference, except where decisions are reserved for the full Council (e.g., budget approval, changes to policy).

7. Review

These Terms of Reference shall be reviewed annually at the Annual Meeting of the Parish Council and may be amended by resolution of the Council.

Waltham Parish Council Complaints Committee

Terms of Reference

1. Purpose

The Complaints Committee is established by Waltham Parish Council to consider complaints received from members of the public regarding the Council's procedures, decisions, or conduct in line with the Council's adopted complaints policy.

2. Membership

- The Complaints Committee shall consist of three members of the Parish Council, appointed annually at the Annual Meeting of the Council.
 - The Committee shall elect a Chair from among its members at its first meeting each year.
 - In the event of a vacancy or absence, a substitute may be appointed by the Council to maintain a quorum.
-

3. Quorum

- The quorum of the Complaints Committee shall be 3 members.
-

4. Meetings

- Meetings shall be convened as required, when a formal complaint has been received that cannot be resolved informally by the Clerk or the Chair.
 - Notice of meetings shall be given in accordance with statutory requirements.
 - Meetings may be held in public or in private session, depending on the nature of the complaint and in line with the Council's complaints policy and relevant legislation (e.g., GDPR and Data Protection).
-

5. Responsibilities

The Complaints Committee shall:

- Consider written complaints in accordance with the Council's Complaints Procedure.
- Ensure all parties are treated fairly and that the complaint is heard without prejudice or bias.
- Gather any necessary evidence and invite relevant parties to provide information as required.
- Make decisions or recommendations to resolve complaints, ensuring outcomes are fair and proportionate.

- Refer any complaints concerning alleged breaches of the Members' Code of Conduct to the Monitoring Officer of North East Lincolnshire Council.
 - Report any general findings or recommendations (anonymised where appropriate) to the full Parish Council to inform improvements in practice or procedures.
-

6. Authority

The Committee is authorised by Waltham Parish Council to:

- Make decisions within the scope of the Council's Complaints Policy.
 - Recommend actions or remedies to the Council.
 - Seek advice from external bodies where necessary (e.g., ERNLLCA).
-

7. Review

- These Terms of Reference shall be reviewed annually by the Parish Council and amended as necessary.

Terms of Reference – Personnel Committee

Membership:

Membership of the Committee will consist of 3 members. 3 substitutes will be nominated by Full Council.

Quorum: A minimum number of three committee members of the Council are required for decision making purposes.

In the event that a member of the Committee is unable to attend a meeting, nominated substitutes may stand in. This is subject to written notification of the substitution having been received by the Clerk at least two working days prior to the meeting. A duly nominated substitute will have full voting rights.

Purpose of the Committee:

The Personnel Committee will have delegated powers on management of Council employees in line with relevant legislation and the Council's policies and Standing Orders.

Meeting Arrangements and Frequency:

One ordinary meeting of this committee will be scheduled annually at the Annual Parish Council Meeting, in October to inform the budget setting process. Additional meetings may be called by the Chairman of the Committee in consultation with the Clerk/RFO as and when deemed necessary, subject to 5 working days' notice.

The Clerk or other delegated person will take the minutes of the meetings.

Terms of Reference:

Full Council will review these Terms of Reference each year at the Annual Parish Council Meeting and when necessary, make any changes.

Voting:

Only appointed committee members may vote and participate at a meeting. In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

Admission of the Public, Press and Non-Member Councillors:

The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders. However, there will be no public participation session and non-member councillors/ members of the public/press may not speak unless invited to do so by the Chairman of the Committee. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 where the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item. Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

Minutes of Meetings:

The minutes of the meetings will be approved at the next meeting of the Committee. If the Committee does not meet before the next Full Council meeting the draft minutes will be presented

at the Full Council meeting to note and to resolve approval or otherwise of any recommendations of the Committee.

The Chairman will provide a verbal update to Full Council on any issues of relevance.

Responsibilities:

The Committee will:

- Advise Full Council on the establishment and review of salary pay scales.
- Take a lead in the recruitment and appointment of staff and make recommendations to Full Council. Staff to be appointed by Full Council.
- Advise Full Council on new employment contracts and changes to contracts.
- Establish and review performance management – including annual Pay Reviews and staff development programs:
 - The Clerk to be reviewed by the Personnel Committee, which then reports to Full Council.
 - All other staff to be reviewed by the Clerk who then reports to the Committee.
- To keep under review staff working conditions and health and safety matters, bringing recommendations to Full Council.
- Monitor and address regular or sustained staff absence.
- To advise Full Council on staffing related expenditure.
- To consider and advise Full Council on any grievance or disciplinary matter and any appeal.
- To address any other matters relating to HR issues.

Delegated Powers:

- To review staffing structures and levels and make recommendations to the Council.
- To review annually contracts of employment, job descriptions and person specifications for staff and make recommendations to the Council.
- To review annually staff salaries and terms of conditions and make recommendations to Council.
- To appoint from the Full Council membership, members needed to hear any grievance or disciplinary hearings or appeals.
- To review health and safety at work for all Council employees.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.

Qualification: It is fundamental that a local council understands that decisions relating to employment cannot be delegated to individual councillors, including the Chairman. Members of the Human Resources must have a good knowledge and understanding of employment and local council legislation, and effective employment practices.

Note: In accordance with the Local Government Act 1972 (s101) any arrangements made by Full Council for the discharge of functions does not prevent Full Council from exercising those functions when required.

Date adopted/reviewed:

Date of next review:

Waltham Parish Council Allotments Working Group

Terms of Reference

1. Purpose

The purpose of the Allotments Working Group is to support and advise Waltham Parish Council on matters relating to the management, maintenance, and development of the parish allotments, ensuring they are well-maintained, sustainable, and meet the needs of the local community.

2. Objectives

The Working Group will:

- Review and make recommendations on allotment policies, procedures, and tenancy agreements.
- Monitor the condition and usage of allotment plots.
- Facilitate communication between the Parish Council and allotment tenants.
- Explore and advise on improvements, grants, or funding opportunities.
- Encourage best practices in cultivation and sustainability.

3. Membership

The Working Group shall consist of:

- Three (3) members of Waltham Parish Council.
- Three (3) current allotment tenants within the parish.

Membership shall be approved by the Parish Council. In the event of a vacancy, the Council shall appoint a replacement as appropriate.

4. Quorum

The quorum for a meeting shall be three (3) members, which must include at least one (1) Parish Councillor.

5. Meetings

- Meetings shall be held as required and convened by the Chair or as requested by the Parish Council.
- Notes of each meeting shall be recorded and submitted to the Parish Council for consideration.

6. Authority

The Working Group is advisory in nature and has no decision-making powers. All recommendations must be submitted to the Parish Council for approval.

7. Reporting

The Working Group shall report directly to Waltham Parish Council and may be invited to provide updates at Parish Council meetings.

8. Review

These Terms of Reference shall be reviewed annually by the Parish Council or as deemed necessary.

Waltham Parish Council Public Rights of Way Working Group

Terms of Reference

1. Purpose

The Public Rights of Way Working Group is established by Waltham Parish Council to support the preservation, improvement, promotion, and accessibility of public rights of way (PROW) within the parish. The group will gather information, engage with stakeholders, and make recommendations to the Council regarding the ongoing maintenance, usage, and enhancement of local footpaths, bridleways, and byways.

2. Objectives

The Working Group will:

- Identify and monitor the condition of public rights of way in the parish.
 - Liaise with local landowners, residents, and relevant authorities (e.g., the local Highway Authority) on matters relating to rights of way.
 - Promote the appropriate use and enjoyment of public paths and tracks by the public.
 - Encourage community involvement in maintaining and reporting on rights of way.
 - Support initiatives to improve signage, access, and information relating to public rights of way.
 - Report findings and make recommendations to the Parish Council for action.
-

3. Membership

- The Working Group will consist of at least one parish councillor and up to 3 additional members of the public.
 - Membership will be reviewed annually at the Annual Meeting of the Parish Council.
 - A Chair will be appointed by the group or designated by the Council.
 - Additional members may be co-opted with the agreement of the Parish Council.
-

4. Meetings

- The group will meet as required and may meet in person or remotely.
 - Notes of meetings will be recorded and circulated to the Parish Council for information.
 - A quorum for meetings will be 3 members, including one councillor.
-

5. Authority

- The Working Group is an advisory body and does not have decision-making powers.
 - All recommendations or requests for action must be submitted to Waltham Parish Council for formal approval.
 - The group may not commit or authorise expenditure without prior approval from the Council.
-

6. Reporting and Accountability

- The group will report to the Parish Council at regular intervals or as required.
 - Reports should include updates on current projects, key issues, and recommendations for Council consideration.
 - An annual summary report will be provided at the end of each financial year.
-

7. Review

- These Terms of Reference will be reviewed annually by the Parish Council and may be amended as necessary.

Waltham Parish Council Speed Reduction Working Group

Terms of Reference

1. Purpose

The Speed Reduction Working Group (SRWG) is established by Waltham Parish Council to investigate, assess, and recommend practical measures to address traffic speed concerns within the parish. The group will work to identify viable solutions for improving road safety and reducing vehicle speeds through evidence-based proposals, community engagement, and liaison with relevant authorities.

2. Objectives

The Working Group will:

- Review and assess current speed-related issues across the parish.
- Gather input from residents, local organisations, and other stakeholders.
- Identify potential speed reduction measures (e.g., traffic calming, signage, speed limits).
- Liaise with North East Lincolnshire Council, Humberside Police, and other bodies as appropriate.
- Make formal recommendations to the Parish Council for action and/or funding.
- Monitor the effectiveness of any implemented measures and report back findings.

3. Membership

- The Working Group shall consist of at least two members of the Parish Council and may include co-opted members of the public with relevant interest or expertise.
- A Chair shall be appointed by the group at its first meeting.
- Membership shall be reviewed annually or as needed.

4. Meetings

- Meetings will be held as required and agreed by members.
- Notes of each meeting shall be taken and shared with the Parish Council.
- The group does not have decision-making powers but may make recommendations for Parish Council consideration.

5. Reporting

- The Chair or a designated member will report progress to each full Parish Council meeting.
- All formal recommendations will be submitted in writing for Parish Council approval.

6. Authority

- The group operates under the authority of Waltham Parish Council.
- It may not commit the Council to any expenditure or course of action without prior approval.

7. Review

- These Terms of Reference shall be reviewed annually or at the request of the Parish Council.

Waltham Parish Council Emergency Plan Working Group

Terms of Reference

2. Purpose:

The purpose of the Emergency Plan Working Group is to develop, implement, and regularly review the emergency plan for Waltham Parish to ensure that the community is prepared for various types of emergencies and can respond effectively in times of crisis. The Working Group will work towards improving local resilience, enhancing communication, and ensuring resources are available to support the community during emergencies.

3. Objectives:

- To assess potential risks and hazards within Waltham Parish, including natural disasters, pandemics, civil emergencies, and other potential crises.
- To develop a comprehensive Emergency Plan, which includes clear roles, responsibilities, and actions for the community and emergency services.
- To ensure the plan is regularly updated and tested to reflect changes in circumstances, hazards, and best practices.
- To liaise with local emergency services, local authorities, and other relevant stakeholders to ensure coordination and cooperation during emergencies.
- To facilitate public awareness and education on emergency preparedness through local communications, workshops, and events.
- To identify and allocate key resources (e.g., shelters, supplies, personnel) required to implement the emergency plan effectively.

4. Membership:

- The Working Group shall consist of members of Waltham Parish Council, emergency service representatives (if applicable), local volunteers, and any relevant experts or individuals with experience in emergency planning, risk management, or crisis management.
- The Working Group will be chaired by a designated Councillor or a person appointed by the Parish Council.
- Membership is open to any person with an interest in emergency planning, subject to approval by the Parish Council.
- The Working Group may invite external experts or consultants as needed for specific advice or tasks.

5. Role and Responsibilities of the Working Group:

- Developing the Emergency Plan: Create a detailed plan that outlines the actions to be taken in various emergency scenarios, such as flooding, fires, and health crises.
- Reviewing and Updating the Plan: Ensure the plan is reviewed regularly, particularly after an emergency or following changes in local circumstances.

- **Communication and Public Awareness:** Develop a communication strategy to ensure that all community members are aware of the emergency plan and know how to respond in times of need.
- **Resource Identification:** Identify and secure essential resources, such as shelters, medical supplies, and emergency contact lists, to support the implementation of the plan.
- **Reporting:** Provide regular updates to Waltham Parish Council on the status of the Emergency Plan, including any improvements or changes.
- **Collaboration:** Work closely with neighbouring parishes, local authorities, emergency services, and voluntary organizations to ensure a coordinated response to emergencies.

6. Meetings:

- The Working Group will meet at least quarterly or more frequently as required, particularly in the lead-up to significant updates or reviews of the emergency plan.
- Meetings will be scheduled by the Chairperson.
- A quorum for a meeting will be 3, including one councillor

7. Authority:

The Working Group is advisory in nature and has no decision-making powers. All recommendations must be submitted to the Parish Council for approval.

8. Reporting:

The Working Group will report to Waltham Parish Council regularly on its progress and any key developments regarding the emergency plan.

- Annual reports will be submitted to the Parish Council to review the effectiveness of the plan and to identify areas for improvement.

9. Review of Terms of Reference:

The Terms of Reference will be reviewed at least once every two years to ensure that the Working Group's objectives and scope remain relevant to the needs of the community and to incorporate any legislative or operational changes.

Waltham Parish Council Newsletter Working Group

Terms of Reference

1. Purpose

The purpose of the Newsletter Working Group is to support the production, design, content development, and distribution of the Waltham Parish Council Newsletter. The group will ensure that the newsletter effectively communicates Council news, local events, community updates, and other relevant information to residents of the Parish.

2. Responsibilities

The Working Group shall:

- Develop and maintain a schedule for newsletter publication (e.g., quarterly, biannually).
- Generate and curate content that reflects the interests and needs of the local community.
- Liaise with Parish Council members, local groups, and residents to gather relevant information.
- Ensure all content meets the Parish Council's standards for accuracy, relevance, and inclusivity.
- Oversee the design and layout of the newsletter.
- Monitor feedback and suggest improvements for future editions.

3. Membership

- The Working Group shall comprise a minimum of 3 members, including at least one Parish Councillor.
- Membership may include non-council members (e.g., local residents) with relevant experience or interest in communications, journalism, or community engagement.
- The Parish Council will approve the appointment and removal of group members.
- The group will appoint a Chair from its members.

4. Meetings

- The Working Group will meet as required, depending on the newsletter production schedule.
- Notes of meetings will be recorded and reported to the Parish Council.

5. Reporting and Accountability

- The Working Group will report to the Parish Council and provide regular updates on progress.
- The group has no decision-making authority; all key decisions and expenditures must be approved by the Parish Council.

6. Budget

- The Parish Council will allocate a budget for the production and distribution of the newsletter.

7. Review

- These Terms of Reference will be reviewed annually by the Parish Council and amended as necessary.

Waltham Parish Council Events Working Group

Terms of Reference

1. Purpose

The Events Working Group (EWG) is established by Waltham Parish Council to support the planning, organisation, and delivery of community events that promote civic pride, community spirit, and local engagement within the parish of Waltham.

2. Objectives

- To identify and propose suitable community events for the parish.
- To coordinate the planning and delivery of agreed events.
- To promote inclusivity, sustainability, and accessibility in all event planning.
- To liaise with local groups, organisations, volunteers, and external stakeholders.
- To ensure events reflect the interests and values of the Waltham community.

3. Membership

- Membership shall include at least three parish councillors and may include co-opted community members.
- A Chair shall be appointed from among the councillor members.
- Membership will be reviewed annually at the Annual Meeting of the Parish Council.

4. Roles and Responsibilities

- Prepare event proposals for approval by the Parish Council, including budgets and risk assessments.
- Organise logistics for approved events (venue, equipment, licences, etc.).
- Coordinate publicity, marketing, and community engagement efforts.
- Seek sponsorship and funding opportunities where appropriate.
- Report progress and outcomes to the Parish Council, including post-event evaluations.

5. Authority

- The Working Group does not have delegated decision-making powers.
- All recommendations and expenditures must be approved by the full Parish Council.

6. Meetings

- The Working Group will meet as required to fulfil its responsibilities.
- Notes of meetings shall be taken and circulated to the Parish Council.
- A quorum shall consist of at least 3 members, including one councillor.

7. Review

These Terms of Reference will be reviewed annually by the Parish Council or as required to reflect any changes in objectives or membership.

Waltham Parish Council Project Working Group

Terms of Reference

1. Purpose

The Waltham Parish Council Project Working Group ("the Working Group") is established to support the delivery of [Project Name / Description]

The Working Group will research, plan, advise, and assist the Parish Council in achieving project goals efficiently, transparently, and in the best interests of the community.

2. Objectives

- To investigate and gather information relevant to the project.
- To engage with stakeholders, including residents, businesses, and local organisations.
- To develop recommendations and propose actions to the Parish Council.
- To assist in project delivery as authorised by the Council.
- To monitor progress and report regularly to the Council.

3. Authority

- The Working Group has no delegated decision-making powers.
- All recommendations and proposals must be submitted to Waltham Parish Council for approval.
- The Working Group may liaise with contractors, consultants, and third parties but cannot commit the Council to any expenditure or legal obligations.

4. Membership

- Membership will comprise Parish Councillors and, where appropriate, co-opted members from the local community with relevant skills or knowledge.
- A minimum of two Parish Councillors must be members.
- The Working Group will appoint a Chair at its first meeting.
- Membership shall be reviewed periodically and amended by the Council as necessary.

5. Meetings

- Meetings will be held as required, either in person or virtually.
- Notes of meetings will be recorded and circulated to members and the Parish Clerk.

6. Governance

- The Working Group will operate in accordance with Waltham Parish Council's Standing Orders, Financial Regulations, and any relevant policies.
- All Working Group activities must uphold the principles of openness, transparency, and accountability.

7. Reporting

- Summary updates will be reported to full Parish Council meetings, where appropriate.
- Any significant issues or risks must be reported to the Parish Clerk immediately.

8. Review

- These Terms of Reference will be reviewed annually or at the conclusion of the project, whichever is sooner.
- Any amendments must be approved by the Parish Council.

Waltham Parish Council Drainage Working Group

Terms of Reference 1. Purpose

The Drainage Working Group (hereafter “the Working Group”) is established by Waltham Parish Council to investigate, monitor, and provide recommendations on drainage-related concerns within the parish. Its aim is to support effective flood mitigation, improve water management, and ensure residents' concerns are considered in future drainage planning and maintenance.

2. Objectives

The Working Group shall:

- Identify and assess key drainage problems within the parish.
- Engage with residents to collect local knowledge and concerns regarding drainage and surface water issues.
- Liaise with relevant authorities and stakeholders, including local landowners, North East Lincolnshire Council, the Environment Agency, Anglian Water, and Internal Drainage Boards.
- Recommend practical solutions or improvements to the Parish Council for consideration and possible implementation.
- Monitor the progress of drainage-related projects and interventions.
- Advocate for improved infrastructure and long-term drainage planning.
- Assist in developing emergency response or flood resilience strategies where applicable.

3. Membership

- The Working Group shall consist of at least two Parish Councillors and may include co-opted members from the public with relevant expertise or interest.
- Membership shall be approved and reviewed by the Parish Council.
- A Chair shall be elected from within the Working Group.

4. Reporting and Accountability

- The Working Group is advisory only and holds no decision-making powers.
- All formal decisions must be referred to and approved by the Parish Council.
- Meeting notes or summaries will be shared with the Parish Council and made available to the public as appropriate.

5. Meetings

- The Working Group will meet as needed, either in person or virtually, to progress its objectives.
- The frequency and format of meetings shall be determined by the Group in response to workload and urgency of issues.

6. Review

- These Terms of Reference shall be reviewed annually by the Parish Council or sooner if necessary.
- The Parish Council reserves the right to amend the Terms of Reference or dissolve the Working Group at any time.

Waltham Parish Council Waltham In Bloom Working Group

Terms of Reference

1. Purpose

The Waltham Parish Council “In Bloom” Working Group (“the Working Group”) is established to assist the Parish Council in planning, promoting, and delivering activities that enhance the natural environment and appearance of Waltham through the “In Bloom” initiative. The Working Group will be made up of volunteers and will act in an advisory and delivery capacity.

2. Objectives

- To promote civic pride by improving and maintaining public spaces in Waltham through floral displays, planting schemes, and community-led environmental initiatives.
- To plan, organize, and implement projects that contribute to the annual “In Bloom” campaign.
- To encourage community involvement and engagement in environmental improvements.
- To liaise with external bodies, sponsors, local businesses, and residents to support “In Bloom” initiatives.
- To support Waltham Parish Council in entering regional or national “In Bloom” or “Best Kept Village” competitions where appropriate.

3. Membership

- Membership of the Working Group will be open to all volunteers with an interest in the aims of the group.
- A minimum of two Parish Councillors will sit on the Working Group to act as a liaison between the Working Group and the Council.
- Membership will be reviewed annually.

4 Meetings

- Meetings will be held as often as necessary to fulfill the objectives, but at least quarterly.
- Any notes from meetings will be circulated to all members and copied to the Parish Clerk.

6. Accountability

- The Working Group operates under the authority of Waltham Parish Council and reports directly to the Council.
- Recommendations or funding requests must be submitted to the Parish Council for approval before action is taken.
- The Working Group does not have the authority to make decisions or financial commitments on behalf of the Parish Council without explicit Council approval.

7. Budget and Finance

- The Working Group may make requests to the Parish Council for funding to support its activities.
- Any external funding, sponsorship, or donations sought must be pre-approved by the Parish Council.

8. Code of Conduct

- All members must adhere to the principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty, and leadership).
- Members should act respectfully and collaboratively at all times.
- Conflicts of interest must be declared and appropriately managed.

9. Review

- These Terms of Reference will be reviewed annually by the Parish Council, or sooner if necessary.

Committees of Waltham Parish Council 2025/2026

Cemetery Committee

Cllrs Moss (Chair), Lee (Vice-Chair), Surtees, Teanby and Woodliff (substitute Cllr Jackson)

Personnel

Cllrs McDonald (Chair), Lennox and Smith (substitutes: Cllrs Barrett, Gordon and Midgley)

Complaints

Cllrs Moss (Chair), Barrett, and Smith (substitute: Cllr McDonald)

Working Groups of Waltham Parish Council

Allotments (Ings Lane & Station Road)

Cllrs Barrett, H Boothroyd, and Woodliff, plus 3 allotment holders

Public Rights of Way

Cllrs Gordon, Lee, and Woodliff

Speed Restrictions/Highways

Cllrs Archer, Moss, and Surtees

Emergency Plan

Cllrs Archer, Barrett, and Moss

Newsletter

Cllrs H Boothroyd, S Boothroyd, Midgley, Moss, McDonald, Smith, and Woodliff

Calendar

Cllrs H Boothroyd, S Boothroyd, Midgley, Moss, Lennox, Smith, and Woodliff

Events:

Cllrs H Boothroyd, S Boothroyd, Lee, Lennox, McDonald, Midgley, Moss, and Smith

Drainage

Cllrs Archer, Barrett, Jackson, and Woodliff

BMX

Cllrs Midgley, Moss, and Smith

Fairway

Cllrs H Boothroyd, S Boothroyd, Midgley Moss, Smith, and Woodliff

Waltham in Bloom

Cllrs H and S Boothroyd and members of the community.

Representation to Outside Bodies

ERNLLCA

Cllrs Archer and Moss

Waltham Leas Primary Academy and Waltham Gateway Primary Academy

Cllr Gordon

Waltham Windmill Preservation Society

Cllr Moss (Cllr Woodliff as nominated substitute)

Town & Parish Councils Liaison

Cllrs Archer and Moss

Police Liaison

Cllrs Lee and Jackson

Nominated Trustees

Waltham Windmill Trust Cllrs Archer, Moss, and Surtees (Cllr Woodliff as nominated substitute)

Highways Allocations 2025-2026

Councillor H Boothroyd

Ings Lane, Grove Lane, Skinners Lane, Cheeseman's Close, Cheeseman's Lane, Home Paddock

Councillor P Teanby:

Church Lane, Cross Street, New Road, Kirkgate, All Saints Close, Manor Drive, Leas Close

Councillor Lee:

Cheapside from Mill View to Waltham Boundary, Greenway, Elm Road, The Drive, Golf Course Lane

Councillor P Woodliff:

Cheapside from Brigsley Road to Mill View - South entrance/exit, Kirkgate, Mill View, Mill Close, Atkinson Lane

Councillor:

Grimsby Road to Waltham Boundary, Fairway to Danesfield Avenue, Danesfield Avenue, Philip Avenue, Dorothy Avenue

Councillor P Surtees:

Fairway from Danesfield Avenue to and including Meadow Croft, Summerfield Avenue, Summerfield Close, Norsefield Avenue, Doughty Close

Councillor: S Boothroyd

Station Road, Camargue Avenue, Keme-shame Court, Markham Mews, Shears Court, Nunnerley Place, Geipel Close

Councillor: S Boothroyd

Fairway (High Street end) to Meadow Croft, Mount Pleasant, Ludgate Close, High Street from Station Road to Barnoldby Road

Councillor R Barrett:

Brigsley Road, Westfield Road, Mayfair Crescent, Chiltern Drive, Cotswold Drive

Councillor R Gordon:

Barnoldby Road - from High Street to Chestnut Road, Brian Avenue, Laburnum Avenue, Laburnum Close, Salisbury Avenue, Salisbury Drive

Councillor M Archer:

Barnoldby Road from Chestnut Road to Bradley Road, Bradley Road,

Councillor C Smith:

Archer Road, Turnberry Approach, Ascot Road, Rosedale, Fountain Close, Albertine Court, Peacehaven, Cardinal Court, Coral Drive, Sweetbriar, Neville Turner Way, Orchard Court

Councillor R Gordon:

Sunningdale, Carnoustie, Birkdale, Gleneagles, Muirfield

Councillor T McDonald:

Woodhall Drive, Strawberry Hill, Chadwell Springs, Alderley Edge, Ashbourne, Lindrick Walk

Councillor T McDonald:

Marian Way, Coltsfoot Drive, Drury Close, Wheatfield Drive, Wray Close, Old Farm Court, Frances Court, Harvest Crescent, Barkworth Court

Councillor K Lennox:

Chestnut Road, Chestnut Close, Lytham Drive, Elsham Drive, Sterling Crescent

Schedule of Payments

5th May 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 01	£XXXX
BACS	J Smith	Wages – Month 01	£XXXX
BACS	A Carr	Wages – Month 01	£XXXX
BACS	MES Gardening	Cemetery Maintenance - Apr 26	£810.69
BACS	Cllr Midgley	Mileage ERNLLCA Conference	£32.25
BACS	Countrywide Grounds Maintenance	Grounds Maintenance - Apr 26	£245.00
BACS	Countrywide Grounds Maintenance	Grove Park Maintenance - Apr 26	£374.00
BACS	Agnieska (Agnes) Misikoniene	Cleaning Public Toilets - Apr 26	£340.00
BACS	Cartridge Save Limited	Printer Toner	£153.80
BACS	ICCM	Annual Membership 26-27	£110.00
BACS	Amazon	Events - Giant Playing Cards	£8.25
BACS	Amazon	Events - Outdoor Game	£35.99
	Amazon	Total	£44.24
DD	HMRC	Tax/Ni Feb-Apr 26	£2,421.36
DD	PWLB	SR Land Loan Repayment	£1,290.39
DD	Ellgia	Cemetery Waste Collection	£34.90
DD	O2	Mobile Phones Monthly Bill – Apr 26	£45.83
DD	Cloudy IT	MS365 Monthly Charges - Apr 26	£234.18
DD	EDF Energy	Parish Office Electricity – Apr 26	£18.17
DD	Unity Bank	Monthly Service Fee - Apr 26	£7.00
DD	Lloyds Bank	Multipay Card Bill 17/4/26	
		Timpson Ltd - Office Keys Cutting	£45.00
		Post Office - Stamps	£43.20
		Lincs Co-op Meetings Refreshments	£3.85
		Trophystore - Tug of War Medals	£17.11
		Ropes Direct - Tuf of War Rope	£118.74
		Monthly Fee	£3.00
	DD PAYMENT DATE IS 01 MAY 26	Multipay Total	£230.90

Waltham Parish Council Asset Register 2025-2026 to 31 March 26

Date of Acquisition	Description of Asset	Location	Cost	Method of Valuation	Value	Date of Disposal	
1980	Grove Park	Ings Lane	£0.00	Community Asset	£1.00		
1980	Grove Park	Ings Lane	£25,000.00	Community Asset	£1.00		
1980	Grove Park	Ings Lane	£32,500.00	Community Asset	£1.00		
1920	Land for site of war memorial	Cheapside		Community Asset	£1.00		
	War Memorial	Cheapside		Nominal Value	£1.00		
1920	Village Green	High Street	£2,150.00	Community Asset	£1.00		
1907	Allotments and Tool Shed (leased to British Gas)	Ings Lane		Community Asset	£1.00		
1907	Village Pump and Surrounding Land	49a Cheapside		Community Asset	£1.00		
1907	Land Fairway Waltham HS 236161 0.015 acres	Fairway		Community Asset	£1.00		
1907	Land Spring Well and 2 Blue Stones 0.049 acres	Well Lane		Community Asset	£1.00		
1904	Cemetery 1.5 acres	Ings Lane	£250.00	Community Asset	£1.00		
Jun-05	Cemetery Extension 0.43 acres	Ings Lane		Community Asset	£1.00		
Feb-11	Land Station Road Allotments 4 acres	Station Road	£43,500.00	Community Asset	£1.00		
Nov-95	Bowling Green and Security Fencing	Neville Turner Way		Community Asset	£1.00		
Aug-97	Automatic Irrigation Sysytem	Neville Turner Way	£307.85	Purchase Price	£307.85		
May-00	Waltham 2000 Time Capsule	Village Green		Community Asset	£1.00		
2011	Flagpole	Cheapside	£842.16	Purchase Price	£842.16		
Feb-11	Play Equipment	Mount Pleasant Play Area	£96,900.03	Community Asset	£0.00		
Apr-95	Osmond Silver Cup (Allotments Comp)	Parish Office	£665.00	Replacement Value	£665.00		
Jun-98	CCTV System	Waltham Library	£8,725.30	Purchase Price	£8,725.30		
Sep-00	2 Benches	Waltham Cemetery	£396.00	Purchase Price	£396.00		
Nov-00	Christmas Tree Lights	Waltham Library	£807.80	Purchase Price	£807.80		
Dec-02	Basketball Nets & Posts	Mount Pleasant Playing Fields	£1,325.00	Purchase Price	£1,325.00		
Jun-05	CCTV System Extension Library	Waltham Library	£1,589.00		£1,589.00		
Jun-05	CCTV War Memorial	War Memorial	£7,825.00		£7,825.00		
Dec-10	12m x 6m Marquee	Parish Office	£355.00	Purchase Price	£0.00	01/12/2024	£355.00
Oct-06	Parish Office	Kirkgate		Nominal Value	£1.00		
Mar-00	Signage		£278.00	Purchase Price	£278.00		
Mar-07	Gates		£612.00	Purchase Price	£612.00		
Mar-07	Office Counter	Parish Office	£700.00	Purchase Price	£700.00		
Mar-07	Blinds		£570.21	Purchase Price	£0.00	01/04/2023	£570.21
Jan-09	Desk	Parish Office	£441.08	Purchase Price	£441.08		
Aug-12	Brother Printer	Parish Office	£349.99	Purchase Price	£349.99		
May-06	Planters x 29		£0.00	Nominal Value	£1.00		
	Hanging Baskets x 9	Cemetery Shed	£0.00	Nominal Value	£1.00		
2006	Bench x 8		£0.00	Nominal Value	£1.00		
	Picnic Benches x 1	Grove Park	£0.00	Nominal Value	£1.00		

Waltham Parish Council Asset Register 2025-2026 to 31 March 26

	Parish Noticeboard	Village Green		Nominal Value	£1.00	
	Village Clock	All Saint's Church	£0.00	Community Asset	£1.00	
Mar-14	Notebook Computer	Parish Office	£274.99	Purchase Price	£274.99	
Mar-17	Litter Picker Trolley	Compound	£657.00	Purchase Price	£657.00	
Jan-18	Tennis Court Fencing	Mount Pleasant Playing Fields	£546.00	Purchase Price	£546.00	
Mar-18	War Memorial Bench & Lectern	War Memorial	£1,293.00	Purchase Price	£1,293.00	
Mar-18	Tommy Figure	War Memorial	£651.30	Purchase Price	£651.30	
May-18	Wheeled Strimming Machine	Parish Council Storage	£270.50	Purchase Price	£270.50	
Oct-18	Speed Sign		£1,538.00	Purchase Price	£1,538.00	
Jan-18	Desktop PC	Parish Office	£735.00	Purchase Price	£735.00	
Mar-19	HP Laptop I3	Parish Office	£500.00	Purchase Price	£500.00	
Jan-20	Dell Latitude Laptop	Parish Office	£564.00	Purchase Price	£564.00	
Nov-20	Desk & Chair	Parish Office	£246.00	Purchase Price	£246.00	
Jan-20	HP Printer	Parish Office	£260.00	Purchase Price	£260.00	
Mar-20	Fencing Under 5's Play Area	Mount Playing Playing Fields	£8,125.00	Purchase Price	£8,125.00	
Jun-20	Play Equipment	Mount Pleasant Playing Fields	£7,470.00	Purchase Price	£7,470.00	
Dec-20	Christmas Tree Lights	Parish Office	£1,470.00	Purchase Price	£1,470.00	
Apr-21	Post & Rail Fencing	Station Road Land	£9,421.00	Installation Price	£9,421.00	
May-21	Bench	Grove Park	£445.54	Purchase Price	£445.54	
Mar-22	CCTV	Parish Office	£217.41	Installation Price	£217.41	
Apr-22	Meeting Table	Parish Office	£277.76	Purchase Price	£277.76	
Jul-22	Noticeboard	Cemetery	£558.00	Purchase Price	£558.00	
Jul-22	Noticeboard	High Street	£2,244.00	Purchase Price	£2,244.00	
Oct-22	Automatic Locking Door	Public Toilets	£4,662.00	Purchase Price	£4,662.00	
Dec-22	Video Door Entry System	Parish Office	£777.82	Purchase Price	£777.82	
Jan-23	Dell Vostro Laptop	Parish Office	£624.00	Purchase Price	£624.00	
Feb-23	CCTV	Public Toilets	£390.74	Purchase Price	£390.74	
May-23	2 x Gazebos	Parish Office	£1,790.00	Purchase Price	£1,790.00	
Apr-24	Noticeboard	Ings Lane Allotment	£681.00	Purchase Price	£681.00	
Apr-24	Noticeboard	Station Road Allotment	£681.00	Purchase Price	£681.00	
Jul-24	5 x Water Troughs	Station Road Allotment	£741.30	Purchase Price	£741.30	
Oct-24	2 x PA System, 2 x Microphone & Stand	Parish Office	£855.39	Purchase Price	£855.39	
Dec-24	Farm Gate & Posts	Fairway Land	£317.94	Purchase Price	£317.94	
Jan-25	Story Circle Fencing	Mount Pleasant Playing Fields	£3,180.00	Purchase Price	£3,180.00	
Mar-25	Timber Story Circle	Mount Pleasant Playing Fields	£2,136.00	Purchase Price	£2,136.00	
Mar-25	Vehicle Activated Speed Sign	Cheapside	£3,000.00	Purchase Price	£3,000.00	
Aug-25	2 x Gazebo - Heavy Duty Wheeled Carry Bag	Parish Office	£217.98	Purchase Price	£217.98	
Aug-25	CCTV Column & Cameras	Neville Turner Way Car Park	£8,193.60	Purchase Price	£8,193.60	

Waltham Parish Council Asset Register 2025-2026 to 31 March 26

Feb-26	Defibrillator	Public Toilets	£1,272.00	Purchase Price	£1,272.00		
					£92,171.45		

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
325 EMR BB New Cemetery	46,908.00		46,908.00
326 EMR AF BB Memorial Inspections	3,900.00		3,900.00
327 EMR PWLB New Cemetery	12,000.00		12,000.00
328 EMR New Cemetery Grounds Maint	3,000.00		3,000.00
330 EMR Election Costs	3,000.00		3,000.00
350 EMR Youth Funds	10,000.00		10,000.00
351 EMR AF Tree Surveys 2028	500.00		500.00
352 EMR AF Flagpole Service	400.00		400.00
354 EMR Grove Park Trees	2,000.00		2,000.00
355 EMR Parks & Open Spaces	9,554.46		9,554.46
356 EMR AF MUGA Sink Fund	15,000.00		15,000.00
357 EMR Events - Concerts	400.00		400.00
360 EMR Fairway Land	8,823.50		8,823.50
370 EMR Christmas Lights	30.00		30.00
375 EMR Allotments	1,758.42		1,758.42
380 EMR CCTV	4,614.00		4,614.00
385 EMR Parish Office	5,750.00		5,750.00
390 EMR Memorial Benches	237.22		237.22
395 EMR Rialtas	2,000.00		2,000.00
396 EMR Volunteer Refreshments	250.00		250.00
397 EMR Seesaw	3,910.12		3,910.12
398 EMR SR Allot Toilet	15,495.00		15,495.00
	149,530.72	0.00	149,530.72

WALTHAM PARISH COUNCIL'S DISCIPLINARY POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice.
2. It also takes into account the ACAS guide on discipline and grievances at work.
3. The policy is designed to help council employees improve unsatisfactory conduct and performance in their jobs. Wherever possible, the council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
4. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
5. This policy confirms:
 - Informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance.
 - The council will fully investigate the facts of each case.
 - The council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information, see ACAS Performance Management.
 - Employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case.
 - Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing.
 - Employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
 - The council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions.
 - If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an

alternative date that is within seven calendar days of the original meeting date, unless it is unreasonable not to propose a later date.

- Any changes to specified time limits in the council's procedure must be agreed to by the employee and the council.
- Information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR).
- Audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.
- Employees have the right to appeal against any disciplinary decision. The appeal decision is final.
- If an employee who is already subject to the council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure.
- Disciplinary action taken by the council can include a written warning, a final written warning or dismissal.
- This procedure may be implemented at any stage if the employee's alleged misconduct warrants this.
- Except for gross misconduct, when an employee may be dismissed without notice, the council will not dismiss an employee on the first occasion that it decides there has been misconduct.
- If an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The council will write to the employee to confirm any period of suspension and the reasons for it.
- The council may consider mediation at any stage of the disciplinary procedure where appropriate (for example, where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

Examples of misconduct

6. Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct (the list is not exhaustive):
 - Unauthorised absence.
 - Poor timekeeping.
 - Misuse of the council's resources and facilities, including telephone, email and internet.
 - Inappropriate behaviour.
 - Refusal to follow reasonable instructions.
 - Breach of health and safety rules.

Examples of gross misconduct

7. Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct (the list is not exhaustive):

- Bullying, discrimination and harassment.
- Incapacity at work because of alcohol or drugs.
- Violent behaviour.
- Fraud or theft.
- Gross negligence.
- Gross insubordination.
- Serious breaches of council policies and procedures, e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology.
- Serious and deliberate damage to property.
- Use of the internet or email to access pornographic, obscene or offensive material.
- Disclosure of confidential information.

Suspension

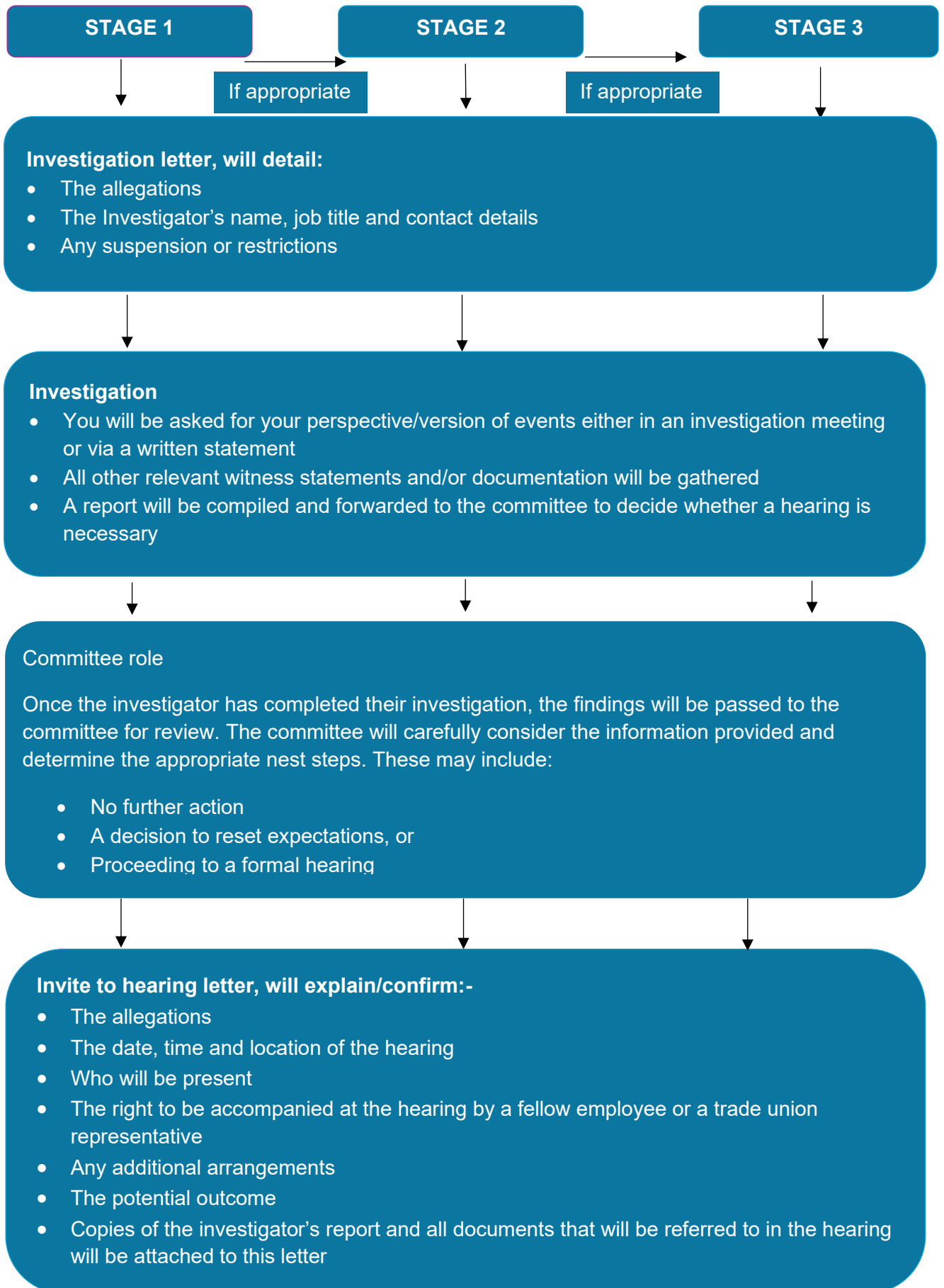
8. If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
9. While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or discuss this matter with any other employee or councillor.
10. The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

11. The following list contains some examples of unsatisfactory work performance (the list is not exhaustive):

- Inadequate application of management instructions/office procedures.
- Inadequate IT skills.
- Unsatisfactory management of staff.
- Unsatisfactory communication skills.

The procedure



The Hearing

- An appropriate level of management will conduct the disciplinary hearing ('the Chair'), and there may also be a note-taker present. In some cases, a Human Resources Partner will also be present
- The Chair will explain the role of all those in attendance, the allegations and go through the evidence that has been gathered
- You will be given the opportunity to respond in full. This will include time to ask questions and present evidence. If you intend to call any witnesses, you must give us advance written notice that you intend to do this
- The Chair will adjourn at the end to consider their decision
- Where possible, the outcome will be given the same day. Where this is not possible, because for example, the Chair requires further time to consider their decision or complete further investigation, you will be informed
- You will be informed of the outcome verbally (either in person or by phone) and then in writing

**Potential outcome:
First Written
warning**

**Potential outcome:
Final Written
warning**

**Potential outcome:
Dismissal (with or
without notice/pay
in lieu of notice)**

Outcome letter will advise:

- The nature of the misconduct that has led to the outcome (including any prior warnings that have been taken into account, if appropriate)
- The action or improvement required
- The timescale for implementing such action (if relevant)
- That this is a first/final written warning and that the next stage may be final written warning/dismissal if there is no sustained improvement or change
- That the warning will remain live for 12 months
- That whilst the warning will not remain active after this time in relation to future disciplinary matters, a record of what has occurred will be kept and may be referred to if relevant
- The right of appeal

Outcome letter will advise:

- The reasons for dismissal
- Any prior warnings that have been taken into account, if appropriate
- The date on which employment will end
- The right of appeal

12. Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
13. If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.
14. Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

15. A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
16. If a formal disciplinary investigation is required, the Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
 - The allegations or events that the investigation is required to examine.
 - Whether a recommendation is required
 - How the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report.
 - Who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
17. The Investigator will be asked to submit their findings, usually within 35 Calendar days of appointment, where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
18. The Staffing Committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that they have a

reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the council's disciplinary procedure. The council will also inform the employee that when they meet with the Investigator, they will have the opportunity to comment on the allegations of misconduct.

19. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
20. If there are other persons (e.g. employees, councillors, members of the public or the council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
21. The Investigator has no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Staffing Committee whether or not disciplinary action should be considered under the policy.
22. The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:
 - The employee has no case to answer, and there should be no further action under the council's disciplinary procedure.
 - The matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally.
 - The employee has a case to answer, and a formal hearing should be convened under the council's disciplinary procedure.
23. The Investigator will submit the report to the staffing committee, which will decide whether there is no case to answer; the matter should be considered informally, or a formal Disciplinary Hearing should be convened. If the Investigator is a member of the Committee making the decision, they should recuse themselves from any formal votes or decision-making regarding their findings as to whether there is a case to answer at a Disciplinary Hearing.
24. If the council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

25. If the Staffing Committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors to formally hear the allegations. The staffing sub-committee will appoint a Chair from one of its members. The Investigator shall not sit on the sub-committee. The staffing sub-committee will be given the delegated authority to make a decision in relation to the Disciplinary.
26. No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:

- The names of its chair and the other two members.
- Details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting.
- A copy of the information provided to the sub-committee, which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure.
- The time and place for the meeting. The employee will be given reasonable notice of the hearing so that they have sufficient time to prepare for it.
- Whether witnesses may attend on the employee's and the council's behalf, and if they may, both parties should inform each other of their witnesses' names at least two working days before the meeting.
- The employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

27. The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- The chair will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing.
- The chair will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation).
- The chair will invite the employee to present their account.
- The employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements).
- Any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness.
- The employee (or companion) will have the opportunity to sum up.

28. The chair will provide the employee with the sub-committee's decision with reasons, in writing, within 7 calendar days of the meeting. The chair will also notify the employee of the right to appeal the decision in the event that formal action is taken.

29. The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

30. If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning:

31. If the employee's conduct has fallen below acceptable standards, a first written warning will be issued. A first written warning will set out:

- The reason for the written warning, the improvement required (if appropriate) and the time period for improvement.

- That further misconduct/failure to improve will result in more serious disciplinary action.
- The employee's right of appeal.
- That a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning:

32. If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- The reason for the final written warning, the improvement required (if appropriate) and the time period for improvement.
- That further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal.
- The employee's right of appeal.
- That a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal:

33. The council may dismiss:

- For gross misconduct.
- If there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning.
- If another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

34. The council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal:

35. An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the council within seven calendar days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

36. The grounds for appeal include:

- A failure by the council to follow its disciplinary policy.

- The sub-committee did not support the sub-committee's disciplinary decision.
 - The disciplinary action was too severe in the circumstances of the case.
 - New evidence has come to light since the disciplinary meeting.
37. Where possible, the appeal will be heard by a panel of 3 members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of 3 members of the council who may include members of the staff committee. The appeal panel will appoint a chair from one of its members.
38. The employee will be notified, in writing, within 14 calendar days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
39. At the appeal meeting, the chair will:
- Introduce the panel members to the employee.
 - Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision.
 - Explain the action that the appeal panel may take.
40. The employee (or companion) will be asked to explain the grounds for appeal.
41. The chair will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
42. The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained in the employee's personnel file.
43. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
44. The appeal panel's decision is final.

Important notice

This is an example of an employment policy designed for a small council, adhering to statutory minimum requirements, and does not constitute legal advice. As with all policies, it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) for the purpose of its members. Every effort has been made to ensure that the contents of this document are correct at the time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Date of policy:
Approving committee: Full Council
Date of committee meeting: 5 May 2026
Policy version reference:
Supersedes: [Name of old policy and reference]
Policy effective from: 5 May 2026
Date for next review: May 2027



PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2026

7 April 2026

WALTHAM PARISH COUNCIL(N E LINGS)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW498905	04 May - 04 Nov	FIXED	EIP	£20,240.00
TOTAL OUTSTANDING BALANCE:				20,240.00
TOTAL NUMBER OF LOANS:				1

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact pwlb@dmo.gov.uk if you have any queries.

WARD	Waltham
PARISH	Waltham
AGENDA	

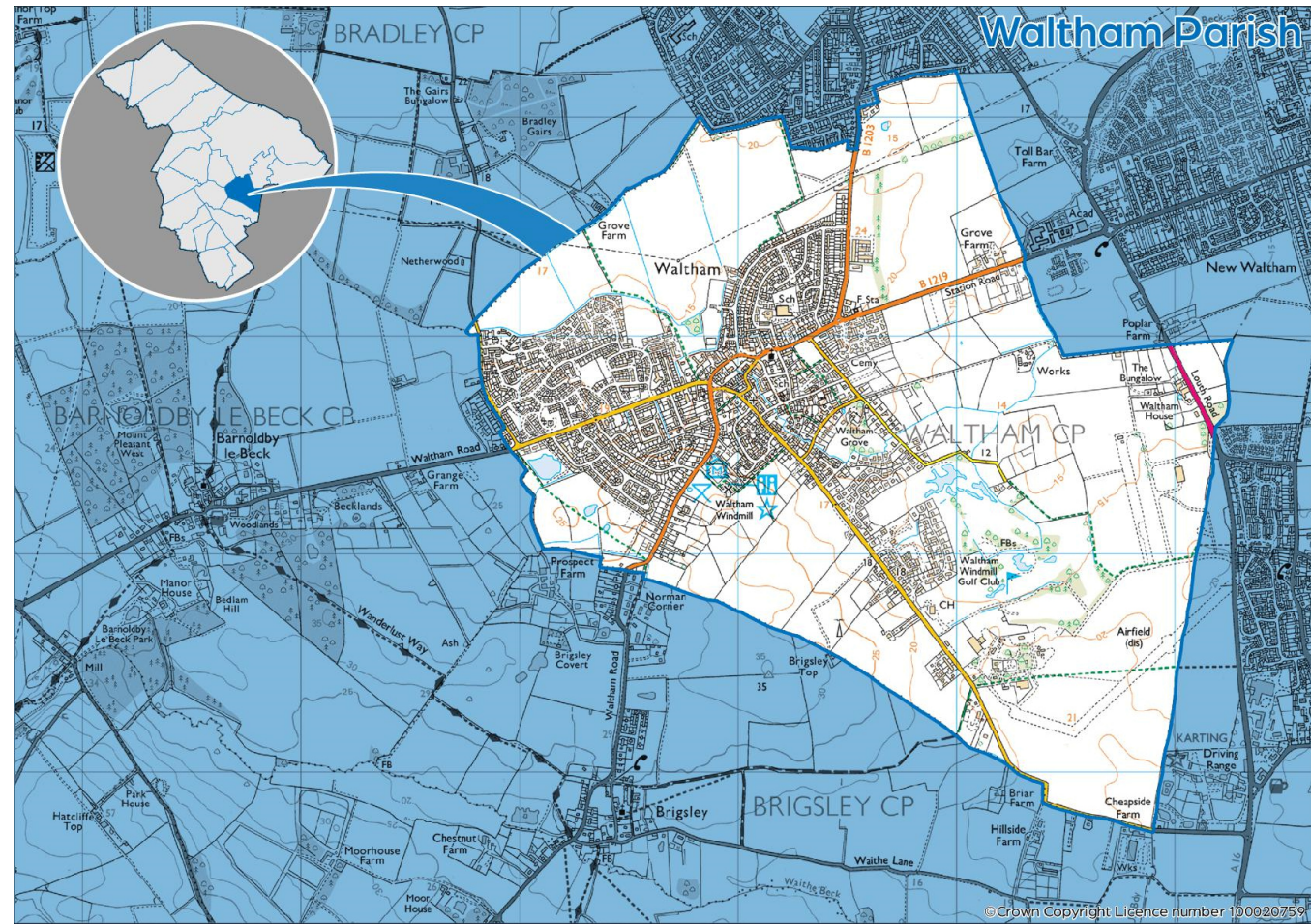
- Emergency Response Sub-Committee**
- AGENDA**
- Notice of Meeting** - To confirm that notice has been given in accordance with standing orders.
 - Attendees** - To not attendees.
 - Chairman** - To nominate a Chairman of Emergency Response Sub-Committee.
 - Situation Report** - To receive an update on the current situation and any incidents occurred in relation.
 - The location of the emergency and type of incident .
 - Number of people and / or properties involved
 - The type of support that might be needed
 - Any contact with the representatives of any responding organisations
 - Actions Required** - To agree actions to be taken to alleviate / mitigate the emergency and it's effects on the community.
 - Date / Time of next meeting** - To decide the date and time of the next meeting of the Sub—Committee if required.

USEFUL CONTACTS IN AN EMERGENCY

In an emergency dial 999, Follow the emergency services advice at all times, and always be aware of your own safety and the safety of those around you.

Anglian Water	03457 145 145
North East Lincolnshire Council	01472 313131
Electricity Emergency Service & Supply Failure	105
Environment Agency Floodline	03459 88 11 88
Fire Service– non emergency	01482 565333
Gas Emergency Service & Gas Escapes	0800 111 999
NHS- non emergency	111
Police - non emergency	101
Yorkshire Water	08451 24 24 24

- If you need to evacuate and you have time to do so:
- Turn off electricity, gas and water supplies and unplug appliances.
 - Take your mobile phone and charger.
 - Pack some spare clothes and any medication needed
 - Remember cash and credit cards
 - Lock all doors and windows
 - Make sure animals are safe and have access to food and water
 - If you leave by car, take bottled water a duvet or blankets. Tune into the local radio for emergency advice and instructions.



POPULATION (2020 estimate)	
5806	

NUMBER OF RESIDENTIAL PROPERTIES (APPROX)	NUMBER OF COMMERCIAL PROPERTIES (APPROX)
2959	55

CLOSEST LOCAL AUTHORITY EMERGENCY SHELTER
Cleethorpes Leisure Centre (5 Miles Approx)

SECTION 137 AMOUNT (24/25)
£57,638 Approx

TRANSPORT PICK-UP POINT	
Location	What 3 Words
Waltham Fire Station, Station Road, Waltham, DN37 0PP	rooms.hung.boot
Waltham Park Bowls Club, Neville Turner Way, Waltham, DN37 0YJ	stop.employ.spare
Waltham Windmill, Brigsley Road, Waltham, DN37 0JZ	couches.gown.slang
Waltham Windmill Golf Club, Cheapside, Waltham, DN37 0HT	cove.spin.proof
Brigsley Village Hall, 27 St Helens Crescent, Brigsley, DN37 0RG	given.feel.tribal

MAIN CONTACT DETAILS	
Tanya Kuzemczak, Parish Clerk clerk@walthamparishcouncil.org.uk 01472 826233	

WARNING AND INFORMING		
Type of Communication	Details	Access
Noticeboard Location	Village Green	Parish Clerk 01472 826233
Website	https:// www.walthamparishcouncil.org.uk	Parish Clerk 01472 826233
Facebook		Parish Clerk 01472 826233

WARD COUNCILLORS	
Name	Contact Details
Cllr Philip Jackson	01472 823740 philip.jackson@nelincs.gov.uk
Cllr Nick Pettigrew	01472 823225 nick.pettigrew@nelincs.gov.uk

EMERGENCY RESPONSE SUB-COMMITTEE MEMBERS	
Name	Contact Details
Cllr Martin Archer	martin.archer@walthamparishcouncil.org.uk
Cllr Andrew Moss	andrew.moss@walthamparishcouncil.org.uk
Cllr Ray Barrett	ray.barrett@walthamparishcouncil.org.uk

COMMUNITY EMERGENCY SHELTER(S)		
Address	What 3 Words	Keyholder(s)
All Saints Church Hall, High Street, Waltham	radio.files.launch	Mr David Tingle 01472 822576
Waltham Methodist Church Hall, 21 Cheapside, Waltham	softly.rips.stars	Mrs Ruby Munnings 01472 827110 Rev Neil Vickers 01472 871199
Waltham Leas Primary Academy, Manor Drive, Waltham	device.farm.finely	01472 822419 Jon Moore 07895 777720

DEFIBRILLATOR LOCATION	
Address	What 3 Words
Public Toilets Block, Kirkgate Car Park, Kirkgate, Waltham, DN37 0LS	jaws.host.hangs

POTENTIALLY VULNERABLE SITES IN THE PARISH		
Name	Location	Contact
Schools / Nurseries / Childcare		
Waltham Leas Primary Academy	Manor Drive, Waltham	01472 822576
Residential Care Homes / Housing		
The Gove Residential Home	Ings Lane, Waltham, Grimsby	01472 821127
Kirklees Residential Home	31 Kirkgate, Waltham, Grimsby	01472 825296
Ashlea Court Residential Home	Church Lane, Waltham, Grimsby	01472 828067
The Limes, Group Dwellings, Shoreline	Barnoldby Road, Waltham, Grimsby	01472 572178
Norsfield Group Dwellings, Shoreline	Norsfield Avenue, Waltham, Grimsby	01472 572178
Ronald Farmer Court, Group Dwellings, Shoreline	Archer Road, Waltham, Grimsby	01472 572178
Other Buildings		
All Saints Church Hall	High Street, Waltham	01472 822576
Waltham Methodist Church Hall	21 Cheapside, Waltham	01472 827110
Waltham British Legion Club	Ross Hall, Barnoldby Road, Waltham	01472 822465

NEIGHBOURING PARISHES	
Name	Contact Details
Brigsley	clerk@brigsleyparishcouncil.com
Barnoldby le Beck	barnoldbyPC@outlook.com
Ashby cum Fenby	clerk@ashbycumfenbypc.com
New Waltham	clerk@newwalthamparishcouncil.com

WALTHAM PARISH COUNCIL MEMORIAL BENCH POLICY

Waltham Parish Council will consider fully all requests for memorial benches in Waltham Cemetery and other Parish Council land. All requests must be made in writing on the Council's application form and in agreement with the next of kin, personal representative and/or the executors.

- Benches must be purchased from the Parish Council's approved supplier(s) in consultation with the applicant.
- The applicant should ensure at all times that the Parish Clerk is in possession of current contact details. It is important that we are able to contact you, or the future of the bench could be uncertain.
- Benches will be of the type and colour agreed with the Council to be in keeping with the intended location.
- All benches should be paid for by the applicant before the completion of the installation. The Council will charge a maintenance fee of £200 per 15-year period to be paid before the completion of the installation. In areas of the village where benches require a hard-standing base, the applicant will also be required to pay for the cost of this work. The costs must be paid before the completion of the installation and will be as follows:

Two slabs onto grass at either end of the bench - £200

Full base and slabbed area £425

Ground works and ground fixing shall be undertaken by the Council.

- Where appropriate, the bench will be fitted to a slabbed area under and directly in front of the bench to allow for ease of use by the public.
- Memorial plaques fitted to benches should be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the uppermost lath of the back of the bench. They should be in a style agreed with the Council and the inscription must be agreed with the Council.
- No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc. shall be permitted on or around the bench.
- The Council accepts no liability for damage to any benches from vandalism, third parties or whilst the Council carries out routine maintenance around the bench.
- The Council reserves the right to remove any memorial benches that have been damaged and deemed by the Parish Council to be beyond economical repair. □ The Council retains the right to re-site a bench should this become necessary.
- The Council will maintain the bench in line with the current maintenance regime for benches.

- The Parish Council will retain ownership of the benches and they will be covered under the Parish Council insurance.
- The Council accepts no replacement liability for the plaque or the bench at the end of its useful life. Any replacements of benches or plaques will be the responsibility of the original applicant.
- Any maintenance carried out by a third party will be in strict agreement with the Council and by appointment only.

Date adopted: 6 April 2021

Date for review: April 2024

The General Power of Competence **An introduction to key facts for local councils¹**

Local councils in England were given a 'general power of competence' (GPC) in the Localism Act 2011, sections 1 to 8. This paper explains the freedom granted by the general power, the criteria to be met before a local council can use it and some restrictions on using the power. It notes the CiLCA questions and pass criteria (see also the Portfolio Guide 2012) and some useful weblinks. The power does not apply to parish meetings or to local authorities in Wales.

The freedom of the GPC

Councils no longer need to ask whether they have a specific power to act. The GPC (LA 2011 s1(1)) gives local authorities, including eligible local councils, "*the power to do anything that individuals generally may do*" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use the GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:

- An individual can't impose taxes on other people – so a local council can't use the GPC to raise taxes.

On the other hand, an individual

- could run a community shop or post office (provided they abide by relevant rules) – so a local council can do likewise;
- can set up a company to provide a service. The GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society (s4) for this purpose.

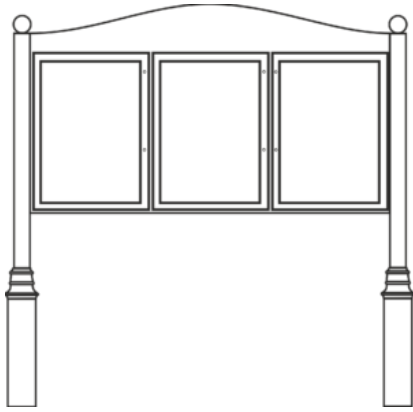
Sometimes a council can do things that an individual can't do – such as creating byelaws, raising a precept or issuing fixed penalty notices - but it must do so using the specific original legislation. The GPC does not mean that the council can delegate decisions to individual councillors – this is a procedural matter that remains enshrined in law.

The Government hopes that the GPC gives local councils confidence in their legal capacity to act for their communities. It encourages councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people. The council can lend or invest money; it can trade; it can even sell energy to the National Grid. If another authority has a statutory duty, then it remains their duty to provide that service (eg education, waste collection, social services) but local councils can still help out. For example, a local council can support a school in many ways, just as an individual might. It could even help a community trust to run a local school.

The council can undertake activities using the GPC anywhere – not just in the parish (s1(4a)). It isn't necessary to worry whether the activity is for the benefit of the council, the area or the community (s1(4c)) although, in practice, parishioners might object if they can't see the benefit! And unlike the Local Government Act 1972, s137, it doesn't matter whether there are any other specific powers permitting the council to take action (s1(5)). So, for example, a council can use the GPC to build a sports facility even though there is another power enabling it to do the same thing (Local Government (Miscellaneous Provisions) Act 1976 s19).

As always, the council is expected to act in accordance with the general principle of 'reasonableness' established by the Wednesbury court case in 1948. The judgement made it clear that a council can exercise reasonable discretion when interpreting legislation provided that it justifies its decision in terms of relevant, rather than irrelevant, matters.

¹ Parish, town and neighbourhood councils in England



POWDER-COATED

To match the one opposite the church 3 doors

Ornate posts

Shaped header

A1 display: **£2440** + VAT

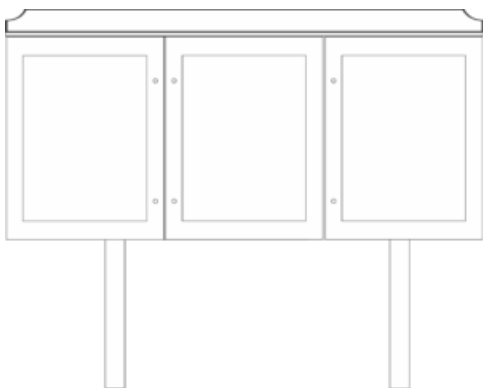
A2 display: **£2225**+ VAT

Plus, extras for text, keys and delivery + installation approx. £150

OAK

To replace with material similar to what is there already.

Here is the price for our most popular option in the Oak notice board range. If you compare like-for-like, we can't ever be beaten on price. View our price list for the full range of options.



- 3 doors
- 'V-carved' header
- Free-standing

A1 display: **£2330**+ VAT

A2 display: **£1920**+ VAT

Plus, extras for text, keys and delivery + installation approx. £150

Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
101 Administration						
1056 Precept	87,796	105,131	0	0	0	0
1060 VAT Reclaim	7,000	7,210	7,498	7,798	8,110	8,434
1100 Bank Interest	2,200	1,200	1,248	1,298	1,350	1,404
1110 Wayleaves	12	12	12	12	12	12
1170 Calendar Sales	1,000	500	520	541	563	586
1175 Newsletter Advertising Income	500	600	624	649	675	702
Total Income	98,508	114,653	9,902	10,298	10,710	11,138
4000 Salaries	35,018	35,320	36,733	38,202	39,730	41,319
4005 Employee Expenses	70	64	67	70	73	76
4100 SR Land & New Cem PWLB	8,700	15,000	31,684	31,346	31,009	30,671
4115 Bank Charges	108	108	112	116	121	126
4120 Meeting Room Hire	450	60	62	64	67	70
4145 Postage/Stationery/Supplies	900	1,200	1,248	1,298	1,350	1,404
4150 Parish Council Insurance	912	950	988	1,028	1,069	1,112
4155 Audit & Professional Fees	560	577	600	624	649	675
4165 Training	800	800	832	865	900	936
4175 Subscriptions	1,650	1,700	1,768	1,839	1,913	1,990
4180 Website	250	258	268	279	290	302
4185 Newsletter	5,700	5,871	6,106	6,350	6,604	6,868
4195 Calendar	900	500	520	541	563	586
4201 Telephone Services	165	450	468	487	506	526
4204 Equipment	200	200	208	216	225	234
4205 IT/Computers	2,000	5,570	5,793	6,025	6,266	6,517
4207 Refreshments	0	50	52	54	56	58
Total Overhead Expenditure	58,383	68,678	87,509	89,404	91,391	93,470
Net Income over Expenditure	40,125	45,975	(77,607)	(79,106)	(80,681)	(82,332)
150 Parish Office						
4201 Telephone Services	700	750	780	811	843	877
4202 Electricity	1,493	1,200	1,248	1,298	1,350	1,404
4204 Equipment	0	25	26	27	28	29
4207 Refreshments	66	0	0	0	0	0
4220 Repairs/Maintenance	175	330	343	357	371	386
4320 CCTV	286	0	0	0	0	0
Total Overhead Expenditure	2,720	2,305	2,397	2,493	2,592	2,696
Net Income over Expenditure	(2,720)	(2,305)	(2,397)	(2,493)	(2,592)	(2,696)
155 Public Toilets						
4065 Waste Services	286	280	291	303	315	328
4145 Postage/Stationery/Supplies	200	200	208	216	225	234
4203 Water	400	450	468	487	506	526
4215 Cleaning Services	4,200	4,240	4,410	4,586	4,769	4,960
4220 Repairs/Maintenance	500	600	624	649	675	702
Total Overhead Expenditure	5,586	5,770	6,001	6,241	6,490	6,750

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Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Net Income over Expenditure	(5,586)	(5,770)	(6,001)	(6,241)	(6,490)	(6,750)
200 Cemetery - Ings Lane						
1140 Interment Fees	18,000	12,000	12,000	12,000	10,000	8,000
1141 Burial Plot Income	0	6,000	6,000	6,000	0	0
1142 Pre-Purchased Burial Plot	0	18,000	0	0	0	0
1145 Memorial Income	2,000	2,000	2,000	2,000	2,000	2,000
1146 Commonwealth War Graves	25	25	25	25	25	25
1147 Family Funeral Fee	0	200	200	200	200	200
Total Income	20,025	38,225	20,225	20,225	12,225	10,225
4000 Salaries	6,978	8,000	8,320	8,653	8,999	9,359
4065 Waste Services	825	1,450	1,508	1,568	1,631	1,696
4075 Reservation Plaques	0	250	260	270	281	292
4090 Memorial Inspection	1,000	1,000	1,000	1,000	1,000	1,000
4201 Telephone Services	150	0	0	0	0	0
4203 Water	165	150	156	162	168	175
4300 Grounds Maintenance	12,100	12,463	12,962	13,480	14,019	14,580
Total Overhead Expenditure	21,218	23,313	24,206	25,133	26,098	27,102
Net Income over Expenditure	(1,193)	14,912	(3,981)	(4,908)	(13,873)	(16,877)
225 Cemetery - Station Road						
1140 Interment Fees	0	0	2,500	3,750	5,000	6,500
1141 Burial Plot Income	0	0	2,500	3,750	5,000	6,500
1145 Memorial Income	0	0	500	500	500	500
Total Income	0	0	5,500	8,000	10,500	13,500
4300 Grounds Maintenance	0	8,000	5,200	5,408	5,624	5,849
Total Overhead Expenditure	0	8,000	5,200	5,408	5,624	5,849
Net Income over Expenditure	0	(8,000)	300	2,592	4,876	7,651
250 Village Green & Open Spaces						
1110 Wayleaves	12	12	12	12	12	12
Total Income	12	12	12	12	12	12
4000 Salaries	5,034	5,990	6,230	6,479	6,738	7,008
4145 Postage/Stationery/Supplies	100	103	107	111	115	120
4300 Grounds Maintenance	2,420	3,789	3,941	4,099	4,263	4,434
4320 CCTV	2,000	2,000	2,080	2,163	2,250	2,340
4415 Trees	1,500	2,500	2,600	2,704	2,812	2,924
4420 Street Furniture	600	150	156	162	168	175
4430 Village Planting	1,500	1,000	1,040	1,082	1,125	1,170
Total Overhead Expenditure	13,154	15,532	16,154	16,800	17,471	18,171
Net Income over Expenditure	(13,142)	(15,520)	(16,142)	(16,788)	(17,459)	(18,159)
255 Grove Park						

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Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4300 Grounds Maintenance	2,200	2,266	2,357	2,451	2,549	2,651
4415 Trees	1,000	2,000	2,080	2,163	2,250	2,340
4425 Grounds/Land Development	2,500	375	0	0	0	0
Total Overhead Expenditure	5,700	4,641	4,437	4,614	4,799	4,991
Net Income over Expenditure	(5,700)	(4,641)	(4,437)	(4,614)	(4,799)	(4,991)
260 Fairway Land						
4300 Grounds Maintenance	1,000	3,500	3,640	3,786	3,937	4,094
Total Overhead Expenditure	1,000	3,500	3,640	3,786	3,937	4,094
Net Income over Expenditure	(1,000)	(3,500)	(3,640)	(3,786)	(3,937)	(4,094)
265 Mount Pleasant/Neville Turner						
4435 Play Equipment/MUGA/BMX	5,000	5,000	5,000	5,000	5,000	5,000
4440 Inspections	85	100	104	108	112	116
Total Overhead Expenditure	5,085	5,100	5,104	5,108	5,112	5,116
Net Income over Expenditure	(5,085)	(5,100)	(5,104)	(5,108)	(5,112)	(5,116)
270 War Memorial						
4145 Postage/Stationery/Supplies	0	700	0	0	0	0
4440 Inspections	200	200	200	200	200	200
Total Overhead Expenditure	200	900	200	200	200	200
Net Income over Expenditure	(200)	(900)	(200)	(200)	(200)	(200)
275 All Saints Churchyard & Clock						
4315 Parish Clock	275	275	286	297	309	321
4415 Trees	0	2,500	0	0	0	0
Total Overhead Expenditure	275	2,775	286	297	309	321
Net Income over Expenditure	(275)	(2,775)	(286)	(297)	(309)	(321)
280 Bowling Green						
4220 Repairs/Maintenance	80	50	52	54	56	58
Total Overhead Expenditure	80	50	52	54	56	58
Net Income over Expenditure	(80)	(50)	(52)	(54)	(56)	(58)
300 Allotments - Ings Lane						
1096 Rent Income	750	750	750	750	750	750
Total Income	750	750	750	750	750	750
4065 Waste Services	700	721	750	780	811	843
4220 Repairs/Maintenance	400	412	428	445	463	482
Total Overhead Expenditure	1,100	1,133	1,178	1,225	1,274	1,325

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Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Net Income over Expenditure	(350)	(383)	(428)	(475)	(524)	(575)
350 Allotments - Station Road						
1096 Rent Income	1,500	1,500	1,500	1,500	1,500	1,500
Total Income	1,500	1,500	1,500	1,500	1,500	1,500
4065 Waste Services	700	721	750	780	811	843
4220 Repairs/Maintenance	400	412	428	445	463	482
4300 Grounds Maintenance	1,000	0	0	0	0	0
Total Overhead Expenditure	2,100	1,133	1,178	1,225	1,274	1,325
Net Income over Expenditure	(600)	367	322	275	226	175
400 Project & Events						
1160 Christmas Tree Sales	100	0	0	0	0	0
1180 Ticket Sales	100	240	250	260	270	281
1185 Other Event Income	400	0	0	0	0	0
Total Income	600	240	250	260	270	281
4204 Equipment	250	250	260	270	281	292
4322 Concerts	0	400	0	0	0	0
4323 Summer Picnic	400	1,000	1,040	1,082	1,125	1,170
4325 Best Kept Village/WIB	150	1,700	1,768	1,839	1,913	1,990
4326 Remembrance Day	100	100	104	108	112	116
4327 Summer Events	600	850	884	919	956	994
4328 Christmas	1,000	1,000	1,040	1,082	1,125	1,170
4329 Other Events	250	250	260	270	281	292
Total Overhead Expenditure	2,750	5,550	5,356	5,570	5,793	6,024
Net Income over Expenditure	(2,150)	(5,310)	(5,106)	(5,310)	(5,523)	(5,743)
999 VAT Data						
515 VAT on Payments	2,044	7,000	7,280	7,571	7,874	8,189
Total Overhead Expenditure	2,044	7,000	7,280	7,571	7,874	8,189
Net Income over Expenditure	(2,044)	(7,000)	(7,280)	(7,571)	(7,874)	(8,189)
Total Budget Income	121,395	155,380	38,139	41,045	35,967	37,406
Expenditure	121,395	155,380	170,178	175,129	180,294	185,681
Movement to/(from) Gen Reserve	0	0	(132,039)	(134,084)	(144,327)	(148,275)

Email from Waltham All Saints Warden

below are pictures of the Yew tree which I spoke of recently. being so close to the wall of the Disabled toilet that it is causing mould and moisture penetration on the inside.

The Quinquennial refers to this under

The Yew tree on the New Road entrance at the back of the hall, right by the cleaning cupboard. Quinquennial 2024 (p.45) advises.....

“The evergreen tree growing against the wall should be removed and also the Ivy growth should be removed and roots killed.”

Also advised that any trees close to Church and Hall, should be heavily pruned or removed “... as branches are rubbing against the roof and the parapet coping at the west end of the North Aisle.” and therefore hanging too close to buildings.

Many thanks for considering this.

Linda.