



WALTHAM PARISH COUNCIL MEETING

TUESDAY 7TH JULY 2026

AGENDA PACK

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Minutes of the Meeting of Waltham Parish Council held at the Waltham Library Meeting Room on Tuesday 23rd June 2026 at 7.00PM

Present: Councillors: Moss (Chairman), H Boothroyd, Lennox, Surtees, Teanby and Woodliff.

In attendance: The Parish Clerk and Ward Cllrs Jackson.

01:06A/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.
None
- b) To note dispensations given to any member of the council in respect of the agenda items listed below.
None

02:06A/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 Barrett, S Boothroyd, Jackson, Lee, Midgley and Smith.

03:06A/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.

No members of the public were present.

04:06A/26 Minutes of the Previous Meeting(s)

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

An amendment was moved and carried to change the word 'benches' to 'items' in agenda item 8h

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

05:06A/26 Planning

a) Planning Decisions:

To note planning decisions received from NELC.

i) Planning Application Reference: DM/0845/25/OUT

Date:

Signed:

Proposal: Outline application to erect two dwellings with garages and access to be considered (REC FLOOD RISK DETAILS - 26TH MAR)

Location: Land Adj 61 Ings Lane Waltham North East Lincolnshire

I am writing to tell you the above application was considered by the Planning Committee at a recent meeting. After having taken all matters into consideration, the Committee decided to **refuse** the application.

ii) 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 - AMENDED PLAN (LANDSCAPING AND HIGHWAYS) - REC 22-04-2026

Location: 36 The Drive Waltham North East Lincolnshire DN37 0FB

I am writing to tell you the above application was considered by the Planning Committee at a recent meeting. After having taken all matters into consideration, the Committee decided to **approve** the application.

iii) Planning Application Reference: DM/0204/26/FUL

Proposal: Erect single storey extension to form link between existing dwelling and garage, erect first floor extension to side with associated works

Location: 56 Westfield Road Waltham North East Lincolnshire DN37 0DX

I am writing to tell you the above application was considered by the Planning Committee at a recent meeting. After having taken all matters into consideration, the Committee 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/0109/26/OUT](#)

Proposal: Outline application for nine dwellings and garages with all matters reserved (Preliminary Ecological Appraisal received 4th June 2026)

Location: Eastfields Cheapside Waltham North East Lincolnshire.

RESOLVED: That Waltham Parish Council recommends refusal of this application as it is not allocated for development in the Local Plan, and the proposal would represent an erosion of the established strategic gap between settlements. In addition, the development is likely to have a detrimental effect on drainage, traffic, and local wildlife. Council noted the concerns that the Drainage Officer has raised in relation to the discharge rate for the proposed development.

ii) [Planning Application Reference: DM/0397/26/FULA](#)

Proposal: Demolish existing single storey side and rear extensions and erect new two storey side/rear extension.

Location: 74 Fairway Waltham North East Lincolnshire DN37 0LU.

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

Date:

Signed:

iii) [Planning Application Reference: DM/0206/26/FUL](#)

Proposal: Demolition of two vacant dwellings and existing office block to erect ancillary office building, expand B8 open storage area, alterations to existing access and parking, boundary treatments, landscaping, and associated works (amended plans received May 2026)

Location: Select Plant Hire Cheapside Waltham Grimsby

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

The meeting closed at 7.09PM

Date:

Signed:

Waltham Parish Council Projects Action Plan

Project	Action	Timeframe	Lead	Status	Date Actioned	Comment
Grove Park	To provide car parking spaces, new fencing gates and footpath					
	Planning Permission granted 23 March 2023. Condition 1. The development hereby permitted shall begin within three years of the date of this permission (by 23 March 2026) .		Clerk/Council	Completed	01-Dec-22	Project estimate £50-£60K. Council agreed meeting Oct 25 to wait until summer 2026 to ensure ground conditions are suitable.
	Appoint civil engineer/architectural technician		Clerk/Council	Not started		
	Obtain updated project estimate		Engineer	Completed		
	Contact drainage board re easement		Clerk/Council	Completed		
	Secure funding		Clerk/Council	In progress		Pre-app Heritage Fund - unsuccessful
	Funding Working Group to Review Grant List		Funding Working Group	Not started		
	Tender - engineer/technician to lead on procurement process.		Engineer	Not started		
	Award Contract		Council	Not started		
	Manage build and sign off		Engineer	Not started		
Neville Turner Way Under 5's Play Area	To replace the seesaw that was removed from the under 5's area.					
	Obtain quotation for new seesaw		Clerk	Completed	07/04/2025	
	Contact NELC regarding local installer		Clerk	Completed	12/06/2025	
	Contact NELC regarding licence to install		Clerk	Completed	12/06/2025	
	Apply for the NELC Stronger Communities Fund		Clerk	Completed		
	Complete NELC application form to install		Clerk	Completed	17/11/2025	
	Check existing licence will cover the new seesaw		Clerk	Completed	18/11/2025	
	Check NELC will conduct safety checks on the new seesaw		Clerk	Completed	19/11/2025	
	Accept quotation(s) - arrange installation		Clerk/Council	Completed		
	Receive NELC permission		Clerk	Completed		
	Arrange safety inspections if applicable		Clerk	Completed		
Fairway Land	To create a community open space					
	Working Group proposal to Full Council		Working Group	Completed		
	Send proposal to Humber Forest		Clerk	Completed	14/07/2025	Emailed HF 3/12 to request site visit in new year.
	Await contact from landowner re access		Clerk	Awaiting information	Letter sent 22 May 25	No response received to multiple letters
	Humber Forest					Feb meeting it was agreed that the Fairway Working Group would meet to look again at the design in light of the coverage needed for Humber Forest.
	Secure Access		Clerk	Awaiting information		No response received to multiple letters - land is now on the market
	Tender for fencing - footpath		Clerk	Not started		
	Install fencing		Contractor	Not started		
	Tree Planting		Humber Forest	Not started		
	Land management plan in place		Clerk/Council	Not started		
	Contract for land management once area is completed.		Clerk/Council	Not started		
Bowling Green	To transfer the lease for the bowling green to the Bowls Club					
	CAT Transfer to NELC			Not started		Bowls Club dealing direct with NELC Assets
Station Road Cemetery	To provide a new cemetery					
	Planning permission granted with conditions			Completed		
	Engage CDM manager/civil engineer	Aug-25		Completed	Aug-25	
	Ask NELC for list of approved contractors	Aug-25		Completed		
	PWLB (separate action plan)		Clerk	In progress		
	Engineer to lead on procurement process & work with the Council to decide on the contractor for the project			In progress		

Waltham Parish Council Projects Action Plan

	Consider access for allotment holders			In progress		Advice received 7/25 from NAS - emailed to Cemetery Committee and Allotment WG
	Consider locking/unlocking gates		Cemetery Committee	Not started		
Station Road Composting Toilet	To provide toilet facilities for the new cemetery and allotments					
	Cemetery Committee & Allotment WG to decide on location	Jul-24	CC and Allot WG	Completed	17/09/2025	
	Obtain pre-planning advice		Clerk	Completed		Planning permission not required
	Apply planning permission if required		Clerk	Completed		Planning permission not required
	Apply for Lottery Funding		Clerk	Completed		Lottery Funding Awarded
	Community Service Team to clear the plot		Clerk	Completed		
	Base and surrounding area		Clerk	In progress		Toilet has been ordered - est installation June 26
Village Green Handrail	To provide a handrail to enable safer access from the car park to village green					
	Request quotation from Council's selected contractor		Clerk	Completed	05/11/2025	Awaiting quotation - No response
Church Yew Trees	To trim the yew trees to enable a clear view of the parish clock					
	Request consent from the Church		Clerk	Completed	03/12/2025	
	Planning permission to carry out work to tree		Clerk	Not started		Will need s11 notice
	Obtain faculty		Clerk	In progress		Asked PCC for contact for faculty Apr 26 Chased 10/5 Chased 17/6
	Obtain quotations		Clerk			
	Award contract		Clerk			
	Arrange highways permit		Clerk			
	Arrange traffic management if needed		Clerk			
Church Memorial Inspection	To carry out memorial safety testing in the churchyard					Asked PCC for contact for faculty Apr 26 Chased 10/5 Chased 17/6
	Apply for permission from the church		Clerk	Faculty not started	03/12/2025	Chased info from All Saints 17/6
	Seek to obtain 2 quotations		Clerk	In progress		

Schedule of Payments

7th July 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 03	£XXXX
BACS	J Smith	Wages – Month 03	£XXXX
BACS	A Carr	Wages – Month 03	£XXXX
BACS	MES Gardening	Cemetery Maintenance - Jun 26	£810.69
BACS	Countrywide Grounds Maintenance	Grounds Maintenance - Jun 26	£386.30
BACS	Countrywide Grounds Maintenance	Grove Park Maintenance - Jun 26	£253.10
BACS	Agnieska (Agnes) Misikoniene	Cleaning Public Toilets - Jun 26	£340.00
BACS	Toops Tidy Gardens	Planter Watering	£120.00
BACS	Trophy Store	Summer Picnic Trophy	£25.49
BACS	Robinsons Farm Shop (reimburse Cllr H Boothroyd)	Compost	£24.00
BACS	Back to Brass (Rebecca Mills)	Donation for Performance at Summer Picnic 26	£50.00
BACS	Rhythm & Steel	Summer Activity Aug 2026	£200.00
BACS	Allinson	Newsletter Design and Print	£1,509.99
BACS	Cater Kwik	Replacement Toilet Roll Dispenser	£73.18
BACS	Toops Tidy Gardens	Planter Watering	£120.00
BACS	Toops Tidy Gardens	Planter Watering x 2	£240.00
DD	Ellgia	Cemetery Waste Collection	
DD	O2	Mobile Phones Monthly Bill – Jun 26	£45.83
DD	Cloudy IT	MS365 Monthly Charges - Jun 26	£269.52
DD	EDF Energy	Parish Office Electricity – Jun 26	£135.26
DD	Wave	Water - Cemetery	£17.51
DD	BT	Quarterly Phone/Broadband	£158.22
DD	Unity Bank	Monthly Service Fee - Jun 26	£7.00
DD	Unity Bank	Quarterly Charges for Cash Deposits	£12.60
DD	Lloyds Bank	Multipay Card Bill	
		M& S Auditor Hamper	£40.00
		Post Office Stamps	£28.80
		Post Office Stamps	£5.30
		Waltham Unypart - Padlock	£9.99

		Canva - Annual Subscription	£100.00
		Monthly Fee	£3.00
	<u>DD PAYMENT DATE IS 01 JUL 26</u>	Multipay Total	£187.09

2026-27 Quarter 1 Budget Monitoring Report

1. Overview

At the end of Quarter 1), the Council remains in a stable financial position:

Receipts: £63,620 (40.9%)

Payments: £62,618 (40.3%)

Surplus: £1,002

2. Overspending Areas

1. Village Green & Open Spaces
Street Furniture (new noticeboard): £1,689 actual vs £150 budget (1125.7%)
2. Grove Park
Tree Works (essential): £11,110 vs £2,000 (555.5%)
3. All Saints Churchyard & Clock
Parish Clock: £862 vs £275 (313.5%)
4. Public Toilets
Water: £578 vs £450 (128.4%)
Waste Services: Slight overspend (103.1%)
5. Station Road Allotments
Waste Services (extra skips) £1,221 vs £721 (169.3%)
6. Administration
Insurance: £1,048 vs £950 (110.3%)
7. Project & Events
Christmas: £1,060 vs £1,000 (106.0%)

3. Conclusion

Financial performance for Quarter 1 is on course, with no immediate risk to the Council's overall budget.

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
RECEIPTS						
Administration						
Precept	52,566	105,131	52,566			50.0%
VAT Reclaim	1,621	7,210	5,589			22.5%
Bank Interest	0	1,200	1,200			0.0%
Donations Income	784	0	(784)			0.0%
Wayleaves	13	12	(1)			104.2%
Admin Charge	14	0	(14)			0.0%
Merchandise Sales	7	500	494			1.3%
Newsletter Advertising Income	100	600	500			16.7%
Subtotal	55,104	114,653	59,549	0	0	48.1%
Cemetery - Ings Lane						
Admin Charge	25	0	(25)			0.0%
Interment Fees	4,040	12,000	7,960			33.7%
Burial Plot Income	2,650	6,000	3,350			44.2%
Pre-Purchased Burial Plot	0	18,000	18,000			0.0%
Memorial Income	1,120	2,000	880			56.0%
Commonwealth War Graves	25	25	0			100.0%
Family Funeral Fee	100	200	100			50.0%
Subtotal	7,960	38,225	30,265	0	0	20.8%
Village Green & Open Spaces						
Wayleaves	0	12	12			0.0%
Subtotal	0	12	12	0	0	0.0%
Allotments - Ings Lane						
Rent Income	140	750	610			18.7%
Subtotal	140	750	610	0	0	18.7%
Allotments - Station Road						
Rent Income	416	1,500	1,084			27.7%
Subtotal	416	1,500	1,084	0	0	27.7%
Project & Events						
Ticket Sales	0	240	240			0.0%
Subtotal	0	240	240	0	0	0.0%
TOTAL RECEIPTS	63,620	155,380	91,760	0	0	40.9%

PAYMENTS**Administration**

Salaries	8,371	35,320	26,949		26,949	23.7%
Employee Expenses	36	64	28		28	55.5%
SR Land & New Cem PWLB Loan	1,290	15,000	13,710		13,710	8.6%
Bank Charges	33	108	75		75	30.6%
Meeting Room Hire	0	60	60		60	0.0%
Postage/Stationery/Supplies	1,164	1,200	36		36	97.0%

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	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Parish Council Insurance	1,048	950	(98)		(98)	110.3%
Audit & Professional Fees	0	577	577		577	0.0%
Training	70	800	730		730	8.7%
Subscriptions	1,512	1,700	188		188	89.0%
Website	215	258	43		43	83.5%
Newsletter	1,926	5,871	3,945		3,945	32.8%
Calendar	207	500	293		293	41.5%
Telephone Services	115	450	335		335	25.5%
Equipment	0	200	200		200	0.0%
IT/Computers	2,017	5,570	3,553		3,553	36.2%
Refreshments	4	50	46		46	7.7%
Donations	1,391	0	(1,391)		(1,391)	0.0%
Subtotal	19,398	68,678	49,280	0	49,280	28.2%
Parish Office						
Telephone Services	132	750	618		618	17.6%
Electricity	163	1,200	1,037		1,037	13.6%
Equipment	0	25	25		25	0.0%
Repairs/Maintenance	280	330	50		50	84.8%
Subtotal	575	2,305	1,730	0	1,730	25.0%
Public Toilets						
Waste Services	289	280	(9)		(9)	103.1%
Postage/Stationery/Supplies	108	200	92		92	53.8%
Water	578	450	(128)		(128)	128.4%
Cleaning Services	1,060	4,240	3,180		3,180	25.0%
Repairs/Maintenance	313	600	288		288	52.1%
Subtotal	2,347	5,770	3,423	0	3,423	40.7%
Cemetery - Ings Lane						
Salaries	1,795	8,000	6,205		6,205	22.4%
Waste Services	259	1,450	1,191		1,191	17.9%
Reservation Plaques	0	250	250		250	0.0%
Memorial Inspection	0	1,000	1,000		1,000	0.0%
Water	37	150	113		113	24.4%
Grounds Maintenance	2,371	12,463	10,092		10,092	19.0%
Village Planting	835	0	(835)		(835)	0.0%
Subtotal	5,296	23,313	18,017	0	18,017	22.7%
Cemetery - Station Road						
Grounds Maintenance	0	8,000	8,000		8,000	0.0%
Subtotal	0	8,000	8,000	0	8,000	0.0%
Village Green & Open Spaces						
Salaries	1,648	5,990	4,342		4,342	27.5%
Postage/Stationery/Supplies	37	103	66		66	35.5%
Grounds Maintenance	956	3,789	2,833		2,833	25.2%
CCTV	0	2,000	2,000		2,000	0.0%
Trees	0	2,500	2,500		2,500	0.0%

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	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Street Furniture	1,689	150	(1,539)		(1,539)	1125.7%
Village Planting	340	1,000	660		660	34.0%
Subtotal	4,669	15,532	10,863	0	10,863	30.1%
Grove Park						
Grounds Maintenance	626	2,266	1,640		1,640	27.6%
Trees	11,110	2,000	(9,110)		(9,110)	555.5%
Grounds/Land Development	0	375	375		375	0.0%
Subtotal	11,736	4,641	(7,095)	0	(7,095)	252.9%
Fairway Land						
Grounds Maintenance	0	3,500	3,500		3,500	0.0%
Subtotal	0	3,500	3,500	0	3,500	0.0%
Mount Pleasant/Neville Turner						
Audit & Professional Fees	1,000	0	(1,000)		(1,000)	0.0%
Play Equipment/MUGA/BMX	0	5,000	5,000		5,000	0.0%
Inspections	0	100	100		100	0.0%
Subtotal	1,000	5,100	4,100	0	4,100	19.6%
War Memorial						
Postage/Stationery/Supplies	0	700	700		700	0.0%
Inspections	0	200	200		200	0.0%
Subtotal	0	900	900	0	900	0.0%
All Saints Churchyard & Clock						
Parish Clock	862	275	(587)		(587)	313.5%
Trees	830	2,500	1,670		1,670	33.2%
Subtotal	1,692	2,775	1,083	0	1,083	61.0%
Bowling Green						
Repairs/Maintenance	0	50	50		50	0.0%
Subtotal	0	50	50	0	50	0.0%
Allotments - Ings Lane						
Waste Services	0	721	721		721	0.0%
Repairs/Maintenance	0	412	412		412	0.0%
Trees	330	0	(330)		(330)	0.0%
Subtotal	330	1,133	803	0	803	29.1%
Allotments - Station Road						
Waste Services	1,221	721	(500)		(500)	169.3%
Repairs/Maintenance	45	412	367		367	10.9%
Street Furniture	5,998	0	(5,998)		(5,998)	0.0%
Subtotal	7,263	1,133	(6,130)	0	(6,130)	641.1%
Project & Events						
Postage/Stationery/Supplies	65	0	(65)		(65)	0.0%
Equipment	0	250	250		250	0.0%
Concerts	0	400	400		400	0.0%

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	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Summer Picnic	607	1,000	393		393	60.7%
Best Kept Village/WIB	32	1,700	1,668		1,668	1.9%
Remembrance Day	0	100	100		100	0.0%
Summer Events	250	850	600		600	29.4%
Christmas	1,060	1,000	(60)		(60)	106.0%
Other Events	0	250	250		250	0.0%
Subtotal	2,013	5,550	3,537	0	3,537	36.3%
VAT Data						
VAT on Payments	6,298	7,000	702		702	90.0%
Subtotal	6,298	7,000	702	0	702	90.0%
TOTAL PAYMENTS	62,618	155,380	92,762	0	92,762	40.3%
Total Receipts	63,620	155,380	91,760			40.9%
Total Payments	62,618	155,380	92,762	0	92,762	40.3%
Net Receipts over Payments	1,002	0	(1,002)			
plus Transfer from EMR	0					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	1,002	0	(1,002)			

Waltham Parish Council Freedom of Information (FOI) Policy

1. Introduction

This policy sets out how Waltham Parish Council complies with the Freedom of Information Act 2000 (FOIA).

The Council is committed to:

- Openness and transparency
- Providing access to information where possible
- Responding to requests promptly and fairly

The Council acknowledges that, as a small authority, it has limited staffing and has designed this policy to reflect that while meeting legal obligations.

2. Scope

This policy applies to:

- All recorded information held by the Council
- All FOI requests received

The Clerk is the designated FOI Officer.

3. Making an FOI Request

Requests must:

- Be in writing (email or letter)
- Include the requester's name and contact address
- Clearly describe the information requested

Requests should be sent to:

Clerk to Waltham Parish Council

4. Responding to Requests

The Council will:

- Acknowledge requests promptly
- Respond within 20 working days (as required by FOIA)
- Provide information unless exemptions apply
- If information is withheld, the response will:
 - State the exemption(s) relied upon
 - Explain why they apply

5. Internal Review Process

5.1 Right to Review

If a requester is dissatisfied, they may request an internal review within 40 working days of the response.

5.2 Conduct of Internal Review

The Council recognises best practice guidance that internal reviews should be carried out by someone not involved in the original decision. However, due to the Council having limited staff the following arrangements apply:

(a) Where possible

The Council will seek to introduce independence by:

- Referring the review to the Chair of the Council, or
- A panel of councillors, or
- A relevant committee, where available

(b) Where this is not possible

If no suitable alternative is reasonably available:

The Clerk may conduct the internal review, even where they handled the original request

In such cases:

The review will be a full and fresh reconsideration of the request

The Clerk will:

- Re-examine all evidence and decisions
- Consider the requester's arguments
- Review the application of any exemptions
- Record the reasoning clearly

The Council acknowledges that independence is limited in these circumstances and will ensure:

- Transparency in the review process
- A clearly reasoned decision

5.3 Outcome of Internal Review

The Council will:

- Respond within 20 working days (or up to 40 in complex cases)
- Clearly explain the outcome
- Inform the requester of their right to complain to the ICO

6. Complaints to the Information Commissioner

If a requester remains dissatisfied after the internal review, they may contact:

Information Commissioner's Office (ICO)

Website: <https://ico.org.uk>

Helpline: 0303 123 1113

7. Publication Scheme

The Council adopts the ICO model publication scheme and will:

- Routinely publish information where possible
- Make information available via its website or on request

8. Charges

The Council may:

- Provide information free of charge where practical
- Apply fees in accordance with FOIA regulations where applicable

9. Records Management

The Council will:

- Maintain records in an orderly manner
- Ensure information can be located efficiently

10. Review of Policy

This policy will be reviewed:

- Every 2–3 years, or
- Following significant legislative or organisational changes

Waltham Parish Council WhatsApp Group Privacy Statement

This WhatsApp group has been created to support communication and collaboration between council representatives and selected external participants.

Purpose of the Group

The group is intended for sharing relevant updates, information, and discussion related to council activities, projects, or services.

Personal Data and Visibility

By joining this group, you acknowledge that:

- Your **phone number, name, and profile picture** (if set) will be visible to all group members, including individuals who are not council employees.
- You may also see the contact details of other group members.

Use of Information

- Information shared within this group should be treated as confidential where appropriate and used only for the intended purpose of the group.
- Members must not copy, share, or distribute messages, images, or contact details outside the group without consent, unless required for official purposes.

Responsible Use

All members are expected to:

- Avoid sharing sensitive personal data unless it is necessary and appropriate.
- Comply with relevant data protection laws (including UK GDPR and the Data Protection Act 2018).

Data Security

While WhatsApp provides end-to-end encryption, it is not an official council system. Members should:

- Avoid sharing highly confidential or sensitive information.
- Report any concerns about data misuse to the group administrator or council contact.

Leaving the Group

Participation is voluntary. You may leave the group at any time, but information previously shared may remain visible to other members.

Contact

If you have any questions about how your data is used, please contact the Parish Clerk

NELC Highway Winter Service Review 2026

Dear Clerk to the Council

I am writing to you as the Clerk or identified contact for your Town, Parish or Village Council.

Following the conclusion of the 2025/26 winter service season, we are now carrying out the annual review of the Council's Highway Winter Service policy and operational plans in preparation for winter 2026/27.

As part of this review, we would welcome any comments or observations you may have on the delivery of the highway winter service, particularly where these could help inform improvements for the coming season.

The current Highway Winter Service policy, approved in September 2025, is available on the Council's website and includes the list and plan of treated routes: <https://www.nelincs.gov.uk/streets-travel-and-parking/travel-and-public-transport/gritting-and-cold-weather/>

Please share this information as appropriate and send any comments you would like considered as part of the review by Friday 31 July 2026.

Council Meeting Report

Subject: Water Trough Relocation or Removal – Allotment Site

Background

The Allotments Working Group reviewed the position of an existing water trough located on the allotment site. The trough is currently situated in the proposed location for a new waterless toilet, making it necessary to either relocate or remove it.

The allotment site presently consists of **63 plots**, of which only **19 are currently rented** at an annual fee of **£52 per plot**, generating a **total annual income of £960**.

A plot has recently been allocated for use by a local school.

There is **£367** available in the SR allotment repairs/maintenance budget, but this is allocated to the toilet installation. The other SR Allotment budget line is waste removal and that is currently **£300 overspent** due to the additional skips for the Community Payback Team. The expenditure therefore would need to come from general reserves or allotment reserves.

Options Considered

1. Relocation of the Water Trough

- **Proposal:** Move the existing trough approximately **10 metres** to a new position closer to the plots used by the school.
- **Estimated Cost: £550**

2. Removal of the Water Trough

- **Proposal:** Remove the trough entirely.
- **Estimated Cost: £410**

Discussion

Members to note the relatively low occupancy of the site, with only **19 of 63 plots currently rented**, generating **£960 annually**, which has implications for budget allocation and long-term site planning. However, the introduction of school-managed plots highlights the need to provide practical and accessible facilities for younger users.

Financial Internal Controls – Plant Stall

1. Governance and Authorisation

- Ensure the activity is formally approved by Full Council and recorded in the minutes.
 - Confirm the stall is covered under the Council's insurance policy (public liability and cash handling).
 - Assign a named responsible person (e.g. councillor or clerk) for oversight.
-

2. Separation of Responsibility

- Where possible, ensure no single person controls all aspects (collection, counting, recording, banking).
 - Cash should be:
 - Collected by one person
 - Counted and verified by two individuals
 - Recorded and banked by a different person where feasible
-

3. Secure Collection of Cash

- Use a locked donation box that is:
 - Fixed in place where possible
 - Tamper-resistant
 - Position the box in a visible, well-used area to deter theft.
 - Empty the box regularly (e.g. daily or several times per week) to limit cash held on site.
-

4. Recording Income

- Maintain a simple cash logbook or sheet recording:
 - Date of collection

- Amount collected
 - Names/signatures of those counting
-

5. Banking Procedures

- Cash should be banked promptly and in full (no deductions).
 - Avoid holding cash at a private residence longer than necessary.
-

6. Transparency and Audit Trail

- Record all income in the Council's accounts under a specific budget heading (e.g. "Plant Stall Donations").
- Retain all records (log sheets, bank confirmations) for audit purposes.
- Provide periodic financial reports to Council showing totals raised.

7. Periodic Review

- Review the arrangement periodically to assess:
 - Financial control effectiveness
 - Whether a more secure or formal system is needed (e.g. digital payments)
-

Optional Enhancement

- Provide an alternative cashless payment method (QR code, bank transfer), which:
 - Reduces cash handling risk
 - Improves traceability

Insert under Section 13 – Income (as a new sub-clause, e.g. 13.xx):

13.xx Community Donation Activities (e.g. Plant Stalls)

Where the Council operates informal fundraising or donation-based activities (including honesty-based plant stalls), the following controls shall apply:

- a) Such activities must be approved by Full Council and recorded in the minutes, including the purpose, location and nominated responsible person.
- b) All sums received shall be treated as Council income and handled in accordance with these Financial Regulations and proper practices (JPAG).
- c) The Responsible Financial Officer (RFO) shall retain overall responsibility for the supervision and accounting of all income in accordance with Regulation 13.
- d) A secure and locked receptacle shall be used for the collection of cash donations. The receptacle shall be emptied at intervals determined by the RFO.
- e) Cash collected shall, where practicable, be counted and verified by two persons and recorded on a signed collection record. Where this is not practicable, the reasons shall be documented.
- f) All income shall be recorded promptly and accurately in the Council's accounting records and banked intact in accordance with Regulation 13. No expenditure shall be deducted from income prior to banking.
- g) In accordance with Regulation 10 (Petty Cash), the Council shall not operate a cash float and all cash received shall be banked in full.
- h) The RFO shall ensure that appropriate segregation of duties is maintained so far as reasonably practicable, with compensating controls (including independent verification and reporting to Council) where full separation is not possible.
- i) The use of private property for the siting of such activities shall not result in any personal benefit to a councillor and must comply with the Members' Code of Conduct.
- j) All income received shall be reported to Council as part of regular financial monitoring and shall be subject to internal audit review.
- k) The Council shall ensure that appropriate insurance arrangements are in place to cover the activity, including cash handling and public liability risks.

Risk Register Entry (to add under FINANCIAL section)

This mirrors your existing format and language.

AREA: FINANCIAL – Community Fundraising (Plant Stall Donations)

Identified Risk:

Loss, theft, or misappropriation of cash donations due to informal collection arrangements (honesty box, private location, limited supervision)

Level of Risk:

M (Medium)

Controls:

- Activity approved by Full Council and recorded in minutes
- All income treated as Council funds and subject to Financial Regulations
- Secure, locked donation box used
- Cash removed regularly in line with RFO instructions
- Cash counted and verified by two persons where practicable
- Signed income records maintained for each collection
- All income banked intact without delay
- Records reconciled to bank statements
- Income reported to Council through regular financial reporting
- RFO oversight and inclusion within accounting system
- Inclusion within internal audit scope
- Insurance cover reviewed annually in line with risk management

Action Required:

- Monitor effectiveness of controls during operation
- Review cash collection frequency if income levels increase
- Consider introduction of cashless payment options to reduce risk
- Confirm insurance cover includes cash in temporary holding



Waltham Windmill Site Feasibility Study

Letters of Support.

Waltham Windmill Trust is trying to secure funding for a feasibility study to help secure the long term future of the Waltham Windmill site. It is our aim to make the site sustainable in order to preserve the windmill and museum for generations to come and maintain the site as a central point of the village and maintain it as a family friendly site

As a regular user of the site we are asking you if you would be willing to provide us with a letter to support our application for funding for the study. We are required to provide evidence of community support for our application. Letters should emphasise the importance of site to your organisation.

Key points are :

- An educational resource.
- N.E. Lincs tourist attraction.
- Preserving iconic buildings for the benefit of future generations.
- Preserving traditional skills and crafts.
- A local history resource base – preserving the past to give an insight of days gone by to future generation.
- Helping to maintain Lincolnshire's RAF History
- Memory work for dementia groups
- Events to involve the local community / family based events.
- Events venue for local groups – Parish Council Events – Car clubs, bike days etc
- Interest group visits – Scouts(all age groups),schools, photographic Societies. W.I.'s, care homes, paranormal groups, etc.
- Family History resource - RAF Grimsby exhibition
- Employment of students also providing life skills training for young people
- Duke of Edinburgh Awards
- Good family day out.
- Your own personal reasons for valuing the site.

Please include the items you feel are relevant and important.

Thank you for your help, it is much appreciated and will help to ensure the future of the mill site in years to come.

Youth survey results 2026

PCSO David Wright and Cllrs H and S Boothroyd carried out the survey as children leaving Tollbar Academy. The survey was also circulated to Waltham Leas Primary School and was available on our website as a link through a QR code

We received 117 replies. In some cases, the parents filled out the survey.





