



## WALTHAM PARISH COUNCIL AGENDA

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Dear Sir/Madam

I hereby give you notice that the Annual Meeting of Waltham Parish Council will be held in the Waltham Library Meeting Room, High Street, Waltham, Grimsby, DN37 0LL on Tuesday 5<sup>th</sup> May 2026 commencing at 7.00PM.

All Members are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting hereunder.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press may attend the meeting. Members of the public wishing to speak during the Open Forum are asked to contact the Clerk in advance of the meeting if possible.

Tanya Kuzemczak  
Clerk to the Parish Council

30<sup>th</sup> April 2026

### **Agenda**

#### **01:05/26 To elect a Chair**

To elect a Chair for the year 2026/2027. The elected Member shall sign a declaration of acceptance of office, witnessed by the Proper Officer.

#### **02:05/26 To appoint a Vice-Chair**

To appoint a Vice-Chair for the year 2026/2027.

#### **03:05/26 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.
- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

#### **04:05/26 Apologies for Absence**

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

### **05:05/26 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.

### **06:05/26 Minutes of the Previous Meeting(s)**

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

### **07:05/26 Committee Membership**

- a) To review existing committees of the Council.
- b) To dissolve or approve any new committees.
- c) To review terms of reference and appoint 5 members to the Cemetery Committee.
- d) To review terms of reference and appoint 3 members and 3 substitutes to the Complaints Panel.

### **08:05/26 Waltham Windmill Trust Nominated Trustees**

To note the role and nominate three councillors to be put forward as appointed trustees of the Waltham Windmill Trust (monthly daytime meetings).

A parish councillor nominated as a trustee serves on the Trust to represent the interests of the local community while acting independently in the best interests of the Trust. They contribute to governance, strategic oversight, and decision-making, ensuring the Trust operates lawfully, effectively, and in line with its charitable objectives. While nominated by the Parish Council, the trustee must act collectively with other trustees, avoid conflicts of interest, and uphold trustee duties including accountability, financial stewardship, and safeguarding the Trust's assets and reputation.

### **09:05/26 Working Groups & External Representation**

#### **a) Working Groups**

To review the working groups required by the Council and to review the terms of reference for each group. Working groups can be discontinued by resolution of the Council if not active or required.

**Clerk recommendation** that a section is added to the **Events** Working Group to specify that event planning timelines must be presented and approved by Full Council at the time of Full Council approving the event. Rationale: To enable all legal requirements to be completed by 12 weeks before the event by the Clerk e.g. risk assessments, obtaining participants insurance documents, ESAG submission, music/lottery licences, road closures etc.

#### **Current Working Groups**

- Allotments (Ings Lane & Station Road)
- Public Rights of Way
- Speed Restrictions/Highways – confirm if still active
- Emergency Planning – confirm if still active
- Newsletter
- Events

- Drainage – confirm if still active
- Fairway Land (project terms of reference)
- Waltham in Bloom

To appoint members to the Council's working groups.

**b) External Bodies**

To outline each role and appoint representation to attend the meetings of outside bodies: -

- i) Town & Parish Councils Liaison - 2 & 1 sub (quarterly evening meetings)
- ii) ERNLLCA - 2 (an ERNLLCA slot takes place within the town and parish liaison committee meetings)
- iii) Waltham Leas School - 1 & 1 sub (no meetings to attend) – confirm if still active.
- iv) Waltham Windmill Preservation Society - 1 & 1 sub

**10:05/26 Highways Allocations**

To review and agree the work involved for any councillor wishing to take on a highways allocation and assign the allocations for the coming year. To note that councillors can report any issues found on their walks can be reported on the NELC Self-Service Portal – this can be done on a mobile phone).

**11:05/26 Meeting Dates**

To agree the dates for meetings 2026/2027.

**Full Council**

Tuesday 2<sup>nd</sup> June 2026

Tuesday 7th July 2026

Tuesday 4th August 2026

Tuesday 1st September 2026

Tuesday 6th October 2026

Tuesday 3rd November 2026

Tuesday 1st December 2026

Tuesday 5th January 2027

Tuesday 2nd February 2027

Tuesday 2nd March 2027

Tuesday 6th April 2027

Tuesday 4<sup>th</sup> May 2026 (Annual Parish Meeting and Annual Meeting of the Parish Council).

**12:05/26 Police Report**

To receive the Police Report.

**13:05/26 Finance & Governance**

- a) To approve payment of accounts.
- b) To confirm deadlines for AGAR submission – end June 2026
- c) To review Council's subscriptions: -
  - ERNLLCA – East Riding & Northern Lincolnshire Local Council
  - ICCM – Institute of Cemetery and Crematorium Management

- CPRE – Council for the Protection of Rural England (membership lapsed)
  - NAS – National Allotments Society
  - SLCC – Society of Local Council Clerks
- d) To review direct debits: -
- HMRC – tax and national insurance
  - O2 – mobile phone bills
  - BT – parish office phone/broadband
  - Ellgia – cemetery waste collection
  - ICO – annual subscription
  - Lloyds Multipay debit card
  - Anglian Water (Wave)
  - Mole Country Stores
  - Cloudy IT – to agree 26-27 quotation
  - Nest Pension
- e) To review council assets and inventory.
- f) To review ear-marked reserves of the Council and agree any ring-fencing any of the reserves for specific projects.
- g) To review delegation arrangements (unchanged Scheme of Delegation)
- h) To review Standing Orders and Financial Regulations (both unchanged).
- i) To review the Council’s employment policies and procedures: Disciplinary, Grievance, Anti-Bullying & Harassment, Whistleblowing, Lone Working and Equality & Diversity, Training & Development (new disciplinary policy – as per the NALC website).
- j) To review the Council’s policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation (unchanged data protection policy and scheme of publication).
- k) To review the Council’s complaints procedure (unchanged policy).
- l) To review the Council’s policy for dealing with the press/media (unchanged Media and Communications Policy).
- m) To review arrangements for insurance cover in respect of all insurable risks and to approve quotation.
- n) To review the Council’s financial risk assessment (unchanged).
- o) To receive the Public Works Loan Board end-of-year statement (loan for Station Road land/allotments).
- p) To review the Emergency Plan.
- q) To review the IT Policy (unchanged policy).
- r) To review the Social Media Policy (unchanged policy).
- s) To review the Assets Policy (unchanged policy).
- t) To review the Memorial Bench Policy (changes needed to policy)

**14:05/26      General Power of Competence**

To agree to continue to exercise the Council’s General Power of Competence.

### **15:05/26      Planning**

- a) Planning Decisions:  
To note planning decisions received from NELC.  
None received.
- b) Planning Applications:  
To consider any comment from the Parish Council to be submitted to NELC.
  - i) **[Planning Application Reference: DM/0202/26/FUL](#)**  
**Proposal:** Erect two storey side extension and single storey rear extension, install front porch, alteration and extension to existing dropped kerb on Mill View to create additional parking with associated hardstanding, landscaping and boundary treatments  
**Location:** 54 Cheapside Waltham Grimsby North East Lincolnshire
  - ii) **[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
  - 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  
**Location:** Select Plant Hire Cheapside Waltham Grimsby

### **16:05/26      Highways & Public Rights of Way**

- a) To receive any general correspondence regarding highways or rights of way.
- b) To agree to seek information from NELC on school crossing patrols (raised at Town & Parish)
- c) To receive any responses from NELC to the following requests: -
  - i) Request for speed sign on Cheapside to be repaired/replaced
  - ii) Request for site visit to look at the pedestrian crossing and mini roundabout on Barnoldby Road.
  - iii) Request that Highways meetings be reinstated.
  - iv) Request for zigzag lines on Sunningdale be extended.
  - v) Request for information and updates on surfacing works to part of FP66.

### **17:05/26      Village Green Noticeboard**

To receive estimates for a new 3-door noticeboard for the Village Green.

### **18:05/26      Allotments**

- a) To receive any response from NELC regarding replacing the screen at Ings Lane Allotment watercourse.
- b) To receive a request for a discount where a tenant rents multiple plots at Station Road Allotments.

**19:05/26      New Cemetery**

To agree amendments to the 2026-27 budget line – PWLB following decision of Council to apply for a loan with a shorter repayment period.

**20:05/26      Waltham All Saints**

To receive a request from Waltham All Saints Church Warden to complete tree works in the churchyard.

Legal Context. Where responsibility for a closed Church of England burial ground has transferred to the Parish Council, the Council is under a statutory duty to maintain the ground by keeping it in decent order and its walls and fences in good repair. The term “decent order” is not defined in statute and is interpreted according to ordinary meaning and principles of public-law reasonableness.

**21:05/26      Events Working Group**

- a) To agree to a Christmas Tree Switch-On Event at 4.30PM on Wednesday 27th November 2026 – ESAG needs be submitted by the end of July. To note and safety advice received from Highways.
- b) To receive a quotation for additional Christmas Tree lights for the Village Green tree.