

Waltham Parish Council

EST. 1894

Draft Minutes of the Ordinary Parish Council Meeting held on the 6th of June 2023 at Waltham Village Hall

In line with the Transparency Code all public documents relating to the meeting are published in an Agenda Pack on the Parish Council Website at <https://waltham-pc.gov.uk>

Present: Parish Councillors: John Barry (Chair), Jane Robinson, Ben Grillet and John Hockley.
Parish Clerk Tony McCord

The meeting commenced at 7.30pm with a welcome by the Chairman.

23/24.017. Apologies for absence:

Apologies were received from County Cllr Mike Sole, City Councillors Mike Bland and Alister Brady

23/24.018 Declarations of any Disclosable Pecuniary interests or Other significant Interests:

There were no declarations of interest.

22/24.019 Approval of Minutes:

The draft minutes of the Annual Meeting of Council held on the 16th of May were considered and deemed to be correct with no amendments.

23/24.020 Public Session:

There were no members of the public present.

23/24.021 Chairman's report:

a) Update on migration to .gov.uk.

The Chairman reported that the migration of the website and email system from the .org to the .gov domain had been completed successfully, and the majority of Councillors and the clerk are now using Cloud Next as the email provider. Discussion ensued on the need to ensure value for money and the clerk volunteered to undertake a review prior to the autumn budget setting.

Action: Clerk

b) Coronation Celebrations:

Members noted the very good feedback from parishioners on Waltham Facebook and commented that the successful family-oriented weekend was due to the level of collaboration between members of the Waltham Sports and Recreation Association and the Waltham Village Hall Management Committee. It was felt that more formal arrangements between the two charitable trusts would bring added benefit to the parish, and councillors agreed that the council should offer practical support should the two organisations wish to explore this further.

Action: Councillors and Clerk

23/24.022 Reports from County and City Councillors:

- a) A report from **County and City Councillor Mike Sole** had previously been sent to the Parish Council and published on Waltham Facebook. Mike's report included the May elections

and the swing to a Labour/Lib Dem coalition; continuation of pothole problems and a threefold increase in the number of claims; plus the election of Jean Butler as Lord Mayor and her interest in attending village events.

23/24.023 Financial Matters:

a) **Financial Report:** Members had received a cumulative report covering the period 1st of April 2022 to the 31st of May 2023, details as follows:

- Balance brought forward 01:04:2023 = £9,346.94
- Total receipts 1st April to 31st May = £7,923.70
- Total payments 1st April to 31st May = £1,265.84
- Cashbook balance at 31st May = £16,004.80
- Unity Trust balance at 31st May = £16,004.80

The report was checked and initialled by Cllr Robinson and it was unanimously **resolved** to approve the report. **Action: Clerk/RFO**

b) **Payment Schedule:** A payment schedule had been included in the agenda pack.

Payment Schedule 1st to 31st of May 2023

Transaction Number	Invoice Date	Invoice Number	Payee	Payment Summary	Net Amount	VAT	Gross Amount
23/24.07	02:03:2023	-	A.S.McCord	Salary & allowance	£269.60	-	£269.60
23/24.08	02:03:2023	3255	Eyelid Productions	Website and email migration	£120.00	-	£120.00
23/24.09	18:05:2023	0075	April Skies Accounting	Internal Audit	£200.00	-	£200.00
23/24.10	15:05:2023	-	J. Robinson	Expenses Claim	£150.45	£18.56	£169.01
Total					£740.05	£18.56	£758.61

Members **Resolved** to approve the schedule subject to internet banking authorisation by Cllrs John Barry and Jane Robinson. The Chairman authorised the payment schedule. **Action: Clerk**

2023/24.024 Annual Governance and Accountability Return (AGAR):

a) **Certificate of Exemption:**

Members checked that the parish council met the qualifying criteria then declared itself exempt from sending the AGAR return for external audit. The certificate was signed and will be published and forwarded to the external auditor by the 30th June deadline. **Action: Clerk**

b) **Internal Auditors Report:**

The qualified auditors report concluded that all 15 control objectives had been achieved to an adequate standard. To be published with the AGAR documentation. **Action: Clerk**

c) **Annual Governance Statement:**

Members had discussed the statements confirming a sound system of internal control during the meeting on the 16th of May, and duly confirmed the 9 statements as correct. **Action: Clerk**

d) 2022-23 Accounting Statement:

The statement had been completed by the Responsible Finance Officer on the 15th of May, examined in detail at the 16th of May Annual Meeting, and reconciled with bank statements and the cash book. To be signed by the Chairman prior to publication. **Action: Chair**

e) Notice of Public Rights:

Having formally confirmed that the period of public rights to inspect the accounts would be between the 12th of June and the 29th of July it was agreed to publish the notice on the website and on the notice board. **Action: Chair**

2023/24.025 Internal Auditor Report Recommendations:

On producing his report for AGAR the internal auditor had made helpful and supportive recommendations on improvements to the accounting system and associated policies:

a) 2023 Risk Register:

This had been adopted under delegated powers following inquorate meeting in February 2023. Members unanimously **Resolved** to approve the register and to record this in these minutes. **Action: Clerk**

b) 2023-24 Budget:

Again, adopted under delegated powers, Members unanimously **Resolved** to formally approve the budget and to have that recorded in these minutes. **Action: Clerk**

c) Improvements to accounting and online banking procedures:

The internal auditor recommended that the finance report should be more fully explained in the minutes, checked against the bank statement and initialled by a responsible Councillor. Members noted that some changes had been implemented and further improvements would be included in the quarterly report. **Action: Clerk**

2023/24.026 Planning Applications:

a) CA/23/00771:

Members had examined the application for a single storey extension and dormer windows at 24 Richdore Road, Waltham and **Resolved** to make no objections. **Action: Clerk**

b) CA/23/00863:

A request for comments had been received from the City Council regarding a change of use of an agricultural barn to a dwelling at Gogway Farm. In view of other issues in the area and concerns about the lack of social housing, Members felt that more detailed research was required and it was **Resolved** to defer comment for consideration at the next meeting on the 4th of July. **Action: Councillors & Clerk**

c) CA/16/0233 – ENF/20/00199:

Members discussed concerns raised by parishioners regarding the barn at Dene Meadow, referring to photographic evidence of the interior being used for a reception; the arrival of storage containers on site; and the positioning of a static caravan adjacent to the barn. Members felt that this could be a breach of the original planning consent and it was **Resolved** to alert CCC Planning Enforcement of the situation. For further discussion at the July meeting. **Action: Clerk**

2023/24.027 Parish Council Action Plan:

Members considered the Action Plan for 2023-24 and Resolved to approve subject to continual review as the results of consultation on the Parish Plan begin to emerge. **Action: Clerk**

Date of Next Meeting: Business having been concluded the Chairman closed the meeting at 8.40pm. The next meeting will be held on Tuesday the 4th of July commencing at 7.30pm.

Chairman signature:

Date: 4th of July 2023