

Waltham Parish Council

EST. 1894

Minutes of the Ordinary Parish Council Meeting held on the 2nd of November 2021 at Waltham Village Hall

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

Present: Parish Councillors: John Barry (Chair), Sue Browne, and Ben Grillet.
Parish Clerk: Tony McCord.

PCSO Emma Coyle and KCC Community Warden Kevin Finnon were in attendance for part of the meeting. There was one member of the public present.

The meeting commenced at 19.40 with a welcome and introductions by the Chairman and an impromptu but informative Q&A discussion on roles and responsibilities of the PCSO and Community Warden.

21/22.071. To receive and approve apologies for absence:

Apologies for absence were received from Cllr Jane Robinson and City Councillor Robert Thomas.

21/22.072. To receive declarations of any Disclosable Pecuniary interests or Other significant Interest:

There were no Declarations of Interest.

21/22.073. To approve the minutes of the meeting held on the 28th of September 2021:

There being no matters of accuracy the minutes were formally approved and signed by the Chair. It was noted that an incorrect date had been published on the agenda.

21/22.074. Public Session:

There were no issues or questions raised by the member of the public.

21/22.075. Reports from County and City Councillors:

- a) **KCC Cllr Mike Sole** had posted his monthly report on Waltham Facebook. Items of note included his attendance at various CCC and parish council meetings and a discussion with the NFU; CCC parking restrictions; potential traffic flow changes in Wincheap and fly tipping issues. The full report is on the parish website.
- b) **City Cllr Robert Thomas** had emailed his report just prior to the meeting. The main items for information included CCC's plans about the Canterbury market being 'called in'; consultation on the City Council's budget for 2022/23 with an aim to increase the capacity of Planning Enforcement; and a request for nominations for the Lord Mayors Christmas fund parcels. On discussing this latter point Councillors mentioned two potential recipients and **Resolved** to seek further nominations via Waltham Facebook, stressing the need to maintain confidentiality.

Action: Clerk

21/22.076. Financial Matters:

- a) **Accounts Summary 1st of April to the 28th of October 2021.** Members had been provided with a detailed year to date report of Receipts and Payments by category in their Agenda

Pack. Income was £22,850.19 including £12,378.89 brought forward, payments amounted to £6,814.68, leaving a balance of £16,035.51. The receipts and payments continue to reconcile with Councils Unity Trust bank statements. The Members **Resolved** to approve the report.

b) Payment Schedule.

A payment schedule had been sent to Members prior to the meeting:

Payment Schedule - 1st to 31st of October 2021 Bank Balance at 31:10:2021 = £16,035.51

Transaction Number	Invoice Date	Invoice Number	Payee	Payment Summary	Net Amount	VAT	Gross Amount	RFO Comments
20/21/12	09:09:21	1876359919	KALC	Finance Conference 20/10/21	£50.00	£10.00	£60.00	Chair approval
20/21/13	10:09:21	1848399734	KALC	Project Management workshop 09/10/2021	£35.00	£7.00	£42.00	Chair approval
20/21/14	12:10:21	-	Waltham Village Hall Committee	Contribution to bus shelter upgrade	£280.00	-	£280.00	Minute 21/22.064
21/22/15	19:10:21	-	A.S.McCord	October Expenses	£222.40	£1.00	£223.40	Ref Salary Advice 19 th of October
Total					£587.40	£18.00	£605.40	

Councillors discussed the schedule and **Resolved** to approve the payment. **Action: Clerk**

c) Draft Budget Proposal.

Members discussed in detail the first draft of a budget proposal for the next financial year. It was noted that no increase to the Precept was anticipated as routine payments and Capital expenditure can be managed within available resources and hopefully access to external grants. It was **Resolved** to support the RFO's recommendation to have a single budget head for grant awards and to consider individual applications under Councils Grant Awarding Policy.

Action: Clerk/RFO

At this point PCSO Emma Coyle and Community Warden Kevin Fannon gave their apologies and left the meeting after being thanked by the Chairman.

21/22.077. Notice Board Renewal:

Members discussed in detail the shortlist of options for two notice boards, comparing them to the criteria and deciding on aluminium construction; dark green colour to match the Waltham Village Hall sign; two door side opening; printed arc blended headers with black upper-case lettering, one with WALTHAM COMMUNITY NOTICES; the other with WALTHAM PARISH COUNCIL; landscape orientation and magnetic inner panels. It was **Resolved** by a majority vote of two to one that the choice should be the Noticeboards Online Ventus 8xA4 model with the Community board having public access fastenings and the Parish Council board having standard locks. The Clerk was requested to proceed with an order.

Action: Clerk

21/22.078. Highways Improvement Plan:

The Clerk had provided an update on progress following discussions at the 28th of September meeting (Item 21/22/068)

1. KCC are looking at suitable locations to place a couple of the horse signs, which will be KCC funded. Consultation with the Parish Council will occur before placement.

2. KCC is also arranging for a road traffic survey to monitor traffic speeds through the village. Again, this is coming out of the KCC budget.
3. KCC is investigating suitable signage for the provision of narrow road warning signs for HGVs on Church Lane and Whiteacre Lane. The Parish Council is advised to seek the views of businesses around concern.

Action: Clerk

Due to work pressures KCC colleagues will be looking at priorities 4 and 5 in the new year:

4. Provision of Waltham finger post signs at the Sole Street/Pennypot junction and at the Waltham Road/Anvil Green junction.
5. Investigate the provision of a gate sign in Kake Street at the entrance to Waltham Village.

KCC has advised Council that consideration is needed about too many warning signs in such a small space, although warning signs are useful for people unfamiliar with the road, too many can distract drivers and often become less powerful. Worth thinking about this on Church lane where there may be horse signage, road narrows signs, bend signs and playground signs all in the space of 50m from the junction. Also, complaints are often received about too many signs 'blotting the landscape' particularly in rural areas.

The Chairman proposed a vote of thanks to Sebastian Bures, KCC Project Manager for his work in this area. Unanimously supported by Members.

Action: Clerk

21/22.079. Street Furniture additions and Maintenance:

Members noted that an application for a Capital Grant of £550.00 had been submitted to the City Council as match funding for refurbishment of the Waltham sign; phone box internal and external redecoration; and provision of shelving for a community library. If successful work will commence early in the new financial year.

Action: Clerk

21/22.080. Development of a Parish Plan:

Members discussed the concepts of a Parish Plan as described in the Agenda Pack and the value of creating a Waltham version which:

- Provides a statement of how the community sees itself developing over the next few years. It:
- Reflects the views of all sections of the community.
- Identifies which features and local characteristics people value.
- Identifies local problems and opportunities.
- Spells out how residents want the community to develop in the future.
- Prepares a plan of action to achieve this vision.

It was unanimously **Resolved** to support the project and it was noted that provision had been set aside in the Draft Budget.

Action: Clerk

21/22.070. Date and time of next meeting: Tuesday the **7th of December 2021** commencing at 7.30pm in Waltham Village Hall.

On closing the meeting at 9.40 pm The Chairman offered Councils thanks to Cllr Ben Grillet for his work on a most successful bonfire this year.

The Member of the Public was also congratulated on his stamina in remaining to the end of the meeting.

Chairman's Signature:

7th of December 2021