

Waltham Parish Council

EST. 1894

Minutes of the Annual Parish Council Meeting held on the 16th of May 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

Ward Councillor Alister Brady was also in attendance.

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

23/24.017 Nominations and Election of Chairperson:

Cllr Jane Robinson proposed that Cllr Barry be elected, seconded by Cllr Hockley. Cllr John Barry accepted the responsibility and signed an acceptance of office form which was countersigned by the Proper Officer.

23/24.18 Election of a Vice Chair:

23/24.009 Apologies for absence:

Apologies were received from County Cllr Mike Sole

23/24.010 Declarations of any Disclosable Pecuniary interests or Other significant Interests:

There were no declarations of interest.

22/24.011 Approval of Minutes:

The draft minutes of the Ordinary Meeting of Council held on the 2nd of April were considered and deemed to be correct subject to three amendments:

1. Item 23/24.005 replace 1972 APM with 2022 APM.
2. Item 23/24.008 relates to planning application CA/23/04498 to which there were no objections.
3. 23/24.009 date of next meeting.

The Clerk will make the necessary amendments and obtain the Chairman's signature. **Action: Clerk**

23/24.012 Public Session:

Mr John Hockley, the member of the public, attended as a successful candidate in the forthcoming Parish Elections, and will formally sign his acceptance of office at the Annual Parish Council Meeting on the 16th of May.

23/24.013 Chairman's report:

- a) **Parish Plan:** Cllr John Barry updated Members on progress. 22 completed questionnaires had been received. It was agreed that a short extension may encourage greater engagement during the Coronation celebrations. The Clerk would then commence the analysis stage culminating in a preliminary report for the September agenda.

- b) **Feedback from the Annual Parish Meeting:**

The Chairman considered that despite the low parishioner attendance the APM to be a very successful meeting. All parish organisations contributed reports which stimulated active discussion during presentations which carried on following a comfort break. City Councillor Robert Thomas marked his last attendance with reflections on his 10+ years of involvement with WPC and the pleasurable experiences working with the Parish.

c) Telephone Kiosk Refurbishment:

A quote had been received from an Ashford based contractor to paint the exterior of the telephone Kiosk for £400, or both the exterior and interior for £650 including paints. Members unanimously **Resolved** to approve full refurbishment at £650 and to instruct the contractor to proceed at the earliest opportunity.

Action: Clerk

23/24.014 Reports from County and City Councillors:

- a) A report from **County Councillor Mike Sole** had previously been sent to the Parish Council and published on Waltham Facebook. Mike's report included ongoing pothole issues across Canterbury South, and his work with the KCC Highways Improvement Team reviewing the status of parish council Highways Improvement Plans.
- b) **City Councillor Robert Thomas** presented his report at the meeting, building on his detailed report to the Annual Parish Meeting with a reflection on his rewarding work with Waltham Parish Council over the last decade. Members expressed appreciation for his endeavours and wished him well for the future.

23/24.015 Financial Matters:

- a) **Financial Report:** Members had received a cumulative transaction report covering the period 1st of April 2022 to the 30th of April 2023. Total receipts for the year, including a bring forward balance of £9,346.94 amounted to £17,270.64. Payments amounted to £616.58 leaving a carry forward balance of £16,654.06. Members 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 30th of April 2023 Bank Balance @ 26:04:23 = £9,493.00

Transaction Number	Invoice Date	Invoice Number	Payee	Payment Summary	Net Amount	VAT	Gross Amount
23/24.03	25:04:2023	01	A.S. McCord	Salary & Expenses	£264.60	-	£264.60
23/24.04	01:04:2023	8634	KALC	Annual Subscription	£217.55	£43.51	£261.06
23/24.05	26:04:2023	2339	KALC	Finance for Councillors (JH)	£40.00	£8.00	£48.00
23/24.06	26:04:2023	0419	KALC	Internal Controls (JH)	£40.00	£8.00	£48.00
Total					£562.15	£59.51	£621.66

Members **Resolved** to approve the schedule subject to internet banking authorisation by Cllrs Jane Robinson, Sue Browne, and John Barry In view of email communication problems. **Action: Clerk**

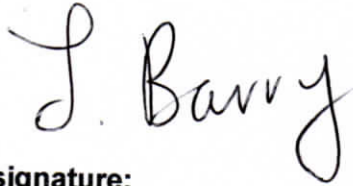
2023/24.016 Annual Governance and Accountability Return:

a) **Annual Governance Statement:** Members examined in detail each of the eight sections and **Resolved** to approve them as an accurate reflection of AGAR compliance. The Statement will be included in the documents pack for the 2022 – 23 Audit. **Action: Clerk**

b) **Draft Accounting Statement:**

A draft Statement of Accounts for 2021/22 and 2022/23 had been previously circulated. Members noted that the details reconciled with monthly and quarterly reports throughout the year and **Resolved** to approve them as an accurate reflection. **Action: Clerk**

Date of Next Meeting: Business having been concluded the Chairman closed the meeting at 8.35pm. The **Annual Parish Council** meeting will be held on Tuesday the 16th of May, and the next **Ordinary Meeting** will be on Tuesday the 6th of June, both commencing at 7.30pm.



Chairman signature:

Date: 6th of June 2023