

Waltham Parish Council

EST. 1894

Minutes of the Ordinary Parish Council Meeting held on the 4th of October 2022 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://walthampc.org.uk>

Present: Parish Councillors: John Barry (Chair), Jane Robinson, Sue Browne, and Ben Grillet

In Attendance: Ward Councillor Robert Thomas

The meeting commenced at 19.30 with a welcome by the Chairman.

22/23.060 Apologies for absence:

Apologies were received from Cllr Chris Crowley. The Parish Clerk had sent apologies for absence due to illness.

22/23.061 Declarations of any Disclosable Pecuniary interests or Other significant Interests:

There were no declarations of interests.

22/23.062 Approval of Minutes:

The minutes of the Ordinary Meeting of Council on the 6th of September were approved as a correct record of business and resolutions.

22/23.063 Public Session:

There were no members of the public present.

22/23.064 Chairman's report:

- i) The Chairman proposed a vote of thanks for the fine work undertaken by Cllr Grillet in remounting the Parish Map.
- ii) **Notice Boards** Replacement acrylic glazing has now been received (gratis) from the supplier. It will be necessary to arrange fitting locally and efforts will be made to recover these costs from the supplier. **Action: Clerk**
- iii) **Defibrillator Familiarisation:** Confirmed that this will take place on 13/10/22 1900 to 21.30 at Petham Village Hall. Further efforts to publicise the venue. **Action: Clerk**
- iv) **Future Elections:** It was noted that Councillors terms of office will end in May 2023 and that parishioners should be kept informed of arrangements **Action: Clerk**
- v) **Parish Charter:** Launch at the Guildhall on 21/11/22 @17.30. The Chair will aim to attend.
- vi) **Phone Box:** Little progress since last meeting. Chair to draw up a list of works required and contact local firms for quotes.

22/23.065 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 Facebook and the parish website.

Mike’s activities in September included raising the profile of Highways Improvement Plans, involvement in Local Plan housing developments with parishes, and in particular environmental issues relating to Stodmarsh.

b) City Councillor Robert Thomas presented his updating report including:

- New financial support for businesses and organisations
<https://news.canterbury.gov.uk/news/multi-million-pound-fund-to-help-businesses-grow-in-tough-times/> and <https://news.canterbury.gov.uk/news/strategic-grants-open-for-bids/>
- Support for residents in hardship with a new referral scheme called Refer Kent <https://kccmediahub.net/referkent-launches-to-streamline-financial-support-referrals/>
- New Kingsmead housing delivered <https://news.canterbury.gov.uk/news/council-builds-green-homes-for-local-families/>
- Having suggested a Short Focused Inquiry on Highways Improvement Plans I shall be chairing a cross party group of backbenchers over the next two months to review governance, funding and other improvements.

22/23.066 Financial Matters:

a) Half year Financial Report: Members had received a spreadsheet report covering the period 1st of April of June to the 30th of September. Finances to date are as predicted with no anticipated problems at year end. It was unanimously **resolved** to approve the report.

An indicative budget for 2023 – 2024 had also been circulated in preparation for formal discussion in November and a final decision in December.

Action: Clerk

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

Payment Schedule – 1st to 30th September 2022

Bank Balance @ 25:09:22 = £12,113.54

Transaction Number	Invoice Date	Invoice Number	Payee	Payment Summary	Net Amount	VAT	Gross Amount
22/23.20	10:03:22	39569	KALC	Councillor training (Delayed payment)	£50.00	£10.00	£60.00
22/23.21	24:09:22	-	A.S.McCord	Salary & expenses	£263.60	£4.60	£268.20
Total					£313.6	£14.60	£328.20

Members **Resolved** to approve the schedule subject to internet banking authorisation by Cllrs J Robinson and S Browne.

Action: Clerk

A question arose in relation to the payments being made to extend the capacity of councillors official email accounts. The Chair reminded councillors that they had agreed this at a previous meeting [\[22/23055\(b\)\]](#) and advised that if councillors felt the need for this to be reviewed, they should formally propose a motion to do so for discussion at a future meeting.

c) Appointment of a qualified Independent Auditor (IA):

The clerk had reported that the appointment had been confirmed. The accounting system would now be reviewed to ensure compliance with the auditor’s assessment criteria. Councillors unanimously approved the proposed review

Action: Clerk

d) Draft Budget:

The draft figures were noted and broadly accepted by all. For more detailed discussion at the November meeting when the Clerk is present. **Action: Clerk**

22/23.067 Planning Application CA/22/01890

Members considered the application for a two-storey rear extension and other works at 3 Church Lane, Waltham. It was resolved to make no objections to the proposed plans. **Action: Clerk**

22/23.068 Highways Improvement Plan

- i) Progress report on discussion with KCC. Cllr Chris Crowley not being present this item was deferred to the November meeting. **Action: Cllr C Crowley**
- ii) The recent Capital Grant application in respect of a village gate and 30mph roundel was noted with appreciation.

22/23.069 Waltham Parish Plan:

Councillors noted with approval the two documents submitted in relation to this matter, however further discussion in relation to:

- a) Modifications to the list of topics for parishioner prioritisation.
- b) An outline of a Project Management Plan.

was deferred to next month.

Action: Clerk & Councillors

22/23.070 Date of next meeting:

It was confirmed that the next Ordinary Meeting would be held as planned on the 1st of November 2022 commencing at 7.30 pm.

Business having been concluded the Chairman closed the meeting at 21.30.

Chairman's Signature

1st November 2022