

Waltham Parish Council

EST. 1894

Minutes of the Ordinary Parish Council Meeting held on the 6th of September 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 Chris Crowley.

In Attendance: Ward Councillor Robert Thomas and County Councillor Mike Sole.

There was one member of the public present.

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

22/23.048 Apologies for absence:

Apologies were received from Cllr Ben Grillet and were accepted. The Parish Clerk had sent apologies for absence due to illness.

22/23.049 Declarations of any Disclosable Pecuniary interests or Other significant Interests:

There were no declarations of interests.

22/23.050 Approval of Minutes:

The minutes of the Ordinary Meeting of Council on the 5th of July were approved as a correct record of business and resolutions.

22/23.051 Public Session:

The member of the public did not address the meeting.

22/23.052 Chairman's report:

Cllr Barry gave a verbal report

- a) **Defibrillator Awareness sessions.** Members noted the arrangements for a St John Ambulance 'pop-in' session on the 13th of October at Petham Village Hall. This will be advertised on social media and on the parish website. **Action Clerk**
- b) **Defibrillator Maintenance.** It was noted that the defibrillator battery, whilst fully functional, would need replacing in 2023. It was **Resolved** that costs would be included in budget setting for 2023 – 2024 **Action: Clerk**
- c) **Telephone Kiosk Refurbishment.** The Clerk had received an informal quote for the provision of library shelving at a cost of circa £600 - £700. Members expressed the view that there was little demand, that facilities existed in the Village Hall, and the priority was for repainting and minor repairs. It was **Resolved** to continue to seek the support of Community Payback or to obtain quotes from local tradesmen. **Action: Chairman**
- d) **Notice Boards.** Members were advised that cracks had appeared in the Perspex windows of two of the four notice board doors. Photographic evidence was being prepared to support a warranty claim to the supplier **Action: Clerk**

22/23.053 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. Efforts continue to have parts of Kake Street and The Broadway resurfaced. Cllr Sole also highlighted the KCC Household Support Fund and the provision of food and energy vouchers, information at <https://www.kent.gov.uk/.../benefits/household-support-fund>. Cllr Sole was thanked by Members for his efforts to support the continuation of rural bus services.
- b) City Councillor Robert Thomas** presented his updating report including:
1. Latest CCC Forward Plan has been published outlining the key decisions to be taken in the near future including the Parish Charter and Local Plan consultation
<https://democracy.canterbury.gov.uk/mgListPlanItems.aspx?PlanId=291&RP=755>
 2. Changing places toilet at Reculver
<https://news.canterbury.gov.uk/news/new-changing-places-toilet-open-at-reculver/>
 3. Annual voter registration update has commenced
<https://news.canterbury.gov.uk/news/annual-check-of-the-electoral-register-underway/>
 4. New Curzon cinema has opened at Canterbury Riverside. The commercial element of the scheme is owned by the council.
<https://news.canterbury.gov.uk/news/rundown-part-of-city-becomes-home-to-cinema-and-restaurants/>
 5. New government formed as of today. We don't know what it means yet but funding and regulations for local government will obviously be of interest amongst all other aspects of public services.
 6. Further to the above the CCC budget will be under pressure both in terms of keeping the cost for residents down while trying to balance its books with salary increases and increasing utility costs etc. consultation will commence in the coming weeks.

22/23.054 Grant Awards:

Members considered an application for a grant of £1,000 from St Bartholemew's Church towards churchyard grass cutting. Detailed discussion occurred on the church accounts, and on current governance advice from the National Association of Local Councils balanced against the benefits to the local community. Members **Resolved** to support the application with the provisor that church accounts should identify the actual costs incurred each year, and any underspending must be returned to the Parish Council.

Action: Clerk

22/23.055 Financial Matters:

- a) **Financial Report:** Members had received a spreadsheet downloaded from Unity Trust covering the period 20th of June to the 29th of July. Income of £4.45. Total payments were £6.434 a and a balance of £13,712 (rounded sums). Members were advised that this showed a healthy position with spending flexibility within transaction categories and within reserves. It was **resolved** to approve the report.
- Action: Clerk**
- b) **Payment Schedule:** A revised payment schedule had been emailed to Members and was amended during the meeting following resolutions on a Grant Award.

Payment Schedule 1st July to 31st August 2011

Bank balance @28:08:22 = £13,711.56

Transaction number	Invoice date	Invoice number	Payee	Payment summary	Net amount	VAT	Gross amount
22/23.17	28:08:22	-	A.S.McCord	Salary & expenses	£563.97	£16.55	£580.52
22/23.18	-	-	St Bartholemew's	Grant Application	£1,000	-	£1,000
22/23.19	30:08:22	-	Petham Village Hall	Defibrillator awareness session 13:10:22	£17.50	-	£17.50
Total					£1,581.47	£16.55	£1,598.02

Members **Resolved** to approve the revised schedule subject to internet banking authorisation. Members also confirmed that a £22.66 pcm Direct Debit should be arranged for IONOS web support, email storage and hosting. **Action: Clerk**

- c) Appointment of a qualified Independent Auditor (IA):** Following unfruitful local requests for expressions of interest an IA specialising in local authority accounting from Farnham submitted a bid. Members considered the Audit Fee, the audit process, reporting back to the authority, level of experience and confirmation of Independence from the Authority. It was unanimously **Resolved** to accept the bid and the Clerk was requested to make appropriate arrangements.

Action: Clerk

22/23.056 Highways Improvement Plan

Cllr Chris Crowley had proposed a motion providing background information on traffic issues and potential road safety concerns; comments on the recent traffic survey; assumptions about those concerns and recommending that:

: Those assumptions are tested as part of the proposed Parish Plan

: Engagement develops with adjacent parish Councils on possible joint approaches

: WPC engages with the KCC Highways Improvement Team to establish viable solutions to the issues.

KCC Cllr Mike Sole suggested that there *may* be some funding available to support this work.

Members **Resolved** to support the recommendations. For an update at the October meeting.

Action: Cllr C Crowley

22/23.057 Councillor Responsibilities:

A draft list of Councillor Responsibilities had been previously circulated by the clerk. It was noted that Cllr Grillet's name was missing from the WSRA position in the draft document. Due to potential changes debate on this item proved inconclusive and no resolutions were agreed.

22/23.058 Waltham Parish Plan:

Members discussed a briefing report introducing the concept, a proposed vision for the future of the parish, outline objectives, and the work required on background information. Overall, it was felt that more work was needed on developing the objectives, that WPC needed to be more engaging, and more information was needed so that parishioners have a clear idea of what it is about.

Action: Clerk and Councillors

22/23.059 Date of next meeting:

It was confirmed that the next Ordinary Meeting would be held as planned on the 4th of October 2022 commencing at 7.30 pm. Business having been concluded the Chairman closed the meeting at 21.15

Chairman's Signature:

4th October 2022