

# Waltham Parish Council

EST. 1894

## Minutes of the Ordinary Parish Council Meeting held on the 1<sup>st</sup> of February 2022 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), Jane Robinson, and Ben Grillet.  
Parish Clerk: Tony McCord

**In Attendance:** Kent County Councillor Mike Sole and KCC Officer Sebastian Bures  
There were two members of the public present.

The meeting commenced at 19.30 with a welcome and introductions by the Chairman

**21/22.096. To receive and approve apologies for absence:**

Apologies from Cllr Sue Browne were received and accepted.

Apologies were also received from City Councillor Robert Thomas.

**21/22.097. To receive declarations of any Disclosable Pecuniary interests or Other significant Interest:**

Due to potential Member interests in agenda items 6 b) it was agreed to apply Council's dispensation policy.

**21/22.098. To approve the minutes of the meeting held on the 7<sup>th</sup> of December 2021:**

Following an amendment that Cllr Jane Robinson had been present the minutes were formally approved and signed by the Chairman.

**21/22.099. Public Session:**

The two members of the public provided an update of their proposed amendments to the Block Plan in planning application CA/21/01960, referring to specific points about relocation of domestic waste and recycling facilities to the car park area; relocation of surface tanks for waste water close to each of the two accommodation units, and the potential for a reduction of hazards resulting from reduced service vehicle access.

A question was raised about the disposal of foul waste, and clarification was provided about the use of composting toilets at each accommodation unit.

The Chairman thanked contributors for their comments and exercised his discretion under Standing Orders to bring forward agenda item 10 relating to the application.

**21/22.100. Planning Application CA/21/01960:**

Parish Councillors discussed the points raised and as the applicant intended to submit the revised Block Plan, Members **Resolved** not to send further substantive comments to the Planning Officer but to request a copy of any material changes and the opportunity to make additional comments.

**Action: Clerk**

**21/22.101. Reports from County and City Councillors:**

- a) **KCC Cllr Mike Sole** had posted his monthly report on Waltham Facebook and presented his overview of activities in January including KCC discussions on Growth and Development; the

future of Libraries; parish council Highways Improvement Plans; meetings on traffic safety and maintenance issues; and KCC's annual budget process.

**b) City Cllr Robert Thomas** had emailed his report just prior to the meeting. The main items of interest:

: A new downloadable calendar for bin collections is available for the next three months

<https://www.canterbury.gov.uk/bins-and-waste/find-your-bin-collection-dates/>

: Information on the latest COVID grants

<https://news.canterbury.gov.uk/news/article/287/grant-scheme-to-help-omicron-hit-businesses-open-to-applications>

: CCC held a meeting last night of Community committee (31st January) to hold a question and answer session with Southern Water.

<https://news.canterbury.gov.uk/news/article/286/community-committee-holds-southern-water-q-and-a-session>

: CCC are looking to move its offices to Whitefriars

<https://news.canterbury.gov.uk/news/article/285/councillors-to-consider-offices-move-to-whitefriars>

: Challenging times in the housebuilding world in Canterbury. Arguably the unintended consequences of so many judicial reviews on the local plan and other strategic sites means additional sites, outside of the local plan, are more susceptible to having permissions granted

<https://news.canterbury.gov.uk/news/article/284/council-calls-on-ministers-to-suspend-housing-delivery-sanctions>

### 21/22.102. Financial Matters:

a) **Accounts Summary 1<sup>st</sup> of April to the 31st of December 2021.** Members had been provided with a detailed quarterly report prior to the meeting. The opening balance at 01:04:21 was £12,378.89; receipts amounted to £10,556.86 and payment £9,537.88, and the balance in the accounts at 31:12:2021 amounted to £13,399. After a point was raised for clarification Members **Resolved** to approve the report.

**b) Payment Schedule.**

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

#### Payment Schedule - 1<sup>st</sup> of December 2021 to 1st of February 2022 Bank Balance at 31:01:2022 = £13,242.32

Transaction Number	Invoice Date	Invoice Number	Payee	Payment Summary	Net Amount	VAT	Gross Amount
21/22.18	15: 01:22	25789133759	KALC	Cllr Recruitment training 24 <sup>th</sup> February	£35.00	£7.00	£42.00
21/22.19	27:01:22	-	A S McCord	Salary, allowances, email hosting	£444.80	£2.00	£446.80
21/22.20	31:01:22	3545	Cllr John Barry	Printing paper & ink	£42.50	£8.50	£51.00
21/22.21	01:02:22	2696163999	KALC	Chairmanship Networking Day	£50.00	£10.00	£60.00
<b>Total</b>					<b>£572.30</b>	<b>£27.50</b>	<b>£599.80</b>

Councillors discussed the schedule and **resolved** to approve the payments.

**Action: Clerk**

### 21/22.103. Capital Spending Priorities:

a) A City Council Capital Grant application for £500 towards the refurbishment costs of the 1937 Waltham street sign and book exchange had been approved and would be forthcoming in April. A sum of £1,000 is to be held as an earmarked reserve in the 2022-2023 budget and quotes would be obtained from suitable contractors.

**Action: Clerk**

- b) Sebastian Bures gave an overview of his findings from the traffic survey conducted in Kake Street and on Richdore Road. Results show that vehicle speeds are generally compliant and data does not suggest a 20mph limit in the village without a reduction in approach speeds down to 40mph. It is unlikely that KCC would be able to prioritise this over other areas where accidents are occurring. Discussion ensued about the potential for WPC to fund speed reduction measures and it was Resolved to establish costs of alternatives. **Action: Clerk**
- c) The provision of road signage was also discussed, and Sebastian indicated that he would press ahead with proposed provision. Members also agreed to KCC installing a Finger Post, the cost of circa £300 to be met by WPC from its Earmarked HIP Reserves. **Action: Clerk**

#### **21.22.104. Policy Reviews:**

Four policies had been previously circulated to Members, and in opening discussion the Chairman **proposed** that Members should strive to achieve compliance, especially with Standing Orders agreed in December. It was unanimously **Resolved** to support the proposal. **Action: Members and Clerk**

- a) **Complaints Procedure:** After brief discussion it was **Resolved** to approve the policy.
- b) **Code of Conduct:** It was **Resolved** to approve.
- c) **Grievance and Disciplinary Procedure:** It was **Resolved** to approve.
- d) **Reserves Policy:** Following clarification of terminology of Earmarked Reserves and General Reserves and two typographical anomalies the policy was approved by **Resolution**.

**Action: Clerk**

#### **21/22.105. Canterbury District Parish Charter:**

An executive summary of the 15-page draft charter and proposed WPC responses had been previously circulated. There was general agreement that the comments and recommendations reflected Council's view, and subject to one minor amendment it was **Resolved** that the draft document be returned to the KALC CAC indicating that further clarification and development was necessary. **Action: Clerk**

#### **21/22.106. The Queens Platinum Jubilee.**

Cllr Jane Robinson had circulated a proposal for a village celebration to mark the Queen's Platinum Jubilee on the 2<sup>nd</sup> of June and had obtained a Big Jubilee Lunch Pack of posters and ideas for an event. The majority view was that such an occasion should be supported, and discussion developed on the need for a joint approach involving village organisations and interested parishioners. Cllr Robinson agreed to continue her coordinating work on behalf of the Parish Council.

The Clerk clarified that Council had the ability to provide financial support with its General Power of Competence under the 2011 Localism Act and also under the 1972 Local Government Act. It was unanimously **Resolved** that a sum of up to £1,000 be set aside in an Earmarked Reserve administered by the Clerk. **Action: Cllr Robinson and Clerk**

#### **21/22.107. Future Meetings:**

A calendar of meetings for 2022 was noted.

**Action: Clerk**

**21/22.108. Date and time of next meeting:** Tuesday the **1st of March 2022** commencing at 7.30pm in Waltham Village Hall.

The meeting ended at 9.30 pm.

Chairman's Signature:  
1st of March 2022

