

# Waltham Parish Council

EST. 1894

## Minutes of the Ordinary Parish Council Meeting held on the 1<sup>st</sup> of March 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:** There was one member of the public present.

The meeting commenced at 19.32 with a welcome and introductions.

**In view of the developing situation the Chairman proposed a period of silent reflection in support of people in the Ukraine.**

**21/22.109. 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.

**21/22.110. To receive declarations of any Disclosable Pecuniary interests or Other significant Interest:**

There were no declarations of interest.

**21/22.111. To approve the minutes of the meeting held on the 1<sup>st</sup> of February 2022:**

There being no comments on accuracy the minutes were formally approved and signed by the Chairman.

**21/22.112. Public Session:**

The member of the public raised a question about the continued road closure in Church Lane. The Chairman clarified that the closure was initiated by KCC due to a fallen tree resting on a tree on the other side of the lane and creating a hazard to the public. It is expected that Church Lane will reopen once the hazard is removed.

**21/22.113. Reports from County and City Councillors:**

- a) **KCC Cllr Mike Sole** had emailed his monthly report and posted on Waltham Facebook presenting his overview of activities in February, including discussions on the KCC Budget; possible pedestrian improvements in Thannington; Local issues included discussions with the City Council on budgets; car parking; and Park and Ride services. The full report can be seen on the Parish Council Website at <https://walthampc.org.uk>
- b) **City Cllr Robert Thomas** had emailed his report just prior to the meeting. The main theme is around the delivery of Housing in the district and the problems in achieving government targets and issues of sustainable development. The unabridged report can be viewed on the Parish Council Website.

#### 21/22.114. Financial Matters:

a) **Accounts Summary:** Members had been provided with an accounts summary prior to the meeting. Receipts amounted to £10,556, payments £10,292 and the balance in the accounts on 24:02:2022 amounted to £12,642. This includes a general reserve of £3,000 and an earmarked reserve of £4,000 for the Highways Improvement Programme. After some points were 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 February to 28<sup>th</sup> of February 2022

Transaction Number	Invoice Date	Invoice Number	Payee	Payment Summary	Net Amount	VAT	Gross Amount
21/22.22	15 <sup>th</sup> February 2022	-	A.S.McCord	Salary; Expenses; Admin,	£444.40	£1.00	£445.40
<b>Total</b>					<b>£444.40</b>	<b>£1.00</b>	<b>£445.40</b>

Councillors discussed the schedule and **resolved** to approve the payment. The Clerk/RFO suggested that the March payments should be initiated before the end of the financial year, authorised by two Members and reported at the next meeting. Members **resolved** to approve the suggestion.

**Action: Clerk**

#### 21/22.115. Planning Applications:

a. **CA/21/01960 Gainsborough, Church Lane:** Members noted that the revised Block Plan had been submitted to the planning department by the applicants. As the Parish Council had already commented on the revision it was **resolved** that no further action was needed at this stage.

b. **CA/22/00185:** An application for a variation of conditions for a pool house at Ashenfield Farm was noted. It was **resolved** that no objections should be raised.

**Action: Clerk**

NB: Whilst not an agenda item the Clerk advised Members that comments had been received about a potential breach of planning regulations at Dene Meadow (CA//13/00909), and that he had taken action under delegated authority to contact Planning Enforcement at the City Council. This will be a formal agenda item at the April meeting to review progress.

**Action: Clerk**

#### 21.22.116. Policy Reviews:

i) **Risk Management Policy and Register:** Members noted the revisions to the policy in relation to reduced Coronavirus risks and **resolved** to approve the documents as part of Councils portfolio.

**Action: Clerk**

ii) **Assets Register for 2022:** Members were advised that installation of new notice boards required an amendment to the previous register, and formal adoption of the Waltham sign as an asset was required if Council wished to undertake refurbishment. Members **resolved** to approve the Register.

It was noted that the sign had been damaged by a vehicle, was now a hazard and required removal while repairs were carried out. Members acknowledged that this would add significantly to the costs and **resolved** to seek quotes for repairs.

**Action: Chairman**

**21/22.117. National Award Scheme:**

Members noted that detailed work on meeting Foundation Level criteria had concluded and now **confirm** that Council demonstrates that it has the minimum documentation and information in place for operating lawfully and according to standard practice, and that information is published on its website at <https://walthampc.org.uk>

The Council also has policies for training Councillors and the Clerk and is building a foundation for improvement and development. The Clerk advised Members that the next step is to submit a portfolio to the National Association of Local Councils (NALC) and that Registration and Accreditation fees totalling £100 would be payable. Members **resolved** to support the process. **Action: Clerk**

**21/22.118. Annual Parish Meeting:**

Preliminary discussion took place on the arrangements for and content of the APM on the **26<sup>th</sup> of April**, using NALC advice on good practice as an aide memoire. It was felt that invitations and an agenda should be published well in advance in PAWnews, Facebook, on the notice board and the website. Each organisation connected with the parish should be invited to contribute reports. The Chairman's report could contain a summary of the previous year's activity and aspirations/challenges in the coming year. A comfort break and light refreshments should be followed by an informal Question and Answer session. It was **resolved** that this discussion should be the basis for further work in preparation for a draft programme to be considered at the next Ordinary Meeting. **Action: Clerk**

**21/22.119. The Queen's Platinum Jubilee:**

Cllrs Jane Robinson and Ben Grillet, (as members of the QPJ steering committee, along with Penny Best) provided an update on progress, including arrangements for: promoting the event; erecting the Marquee; coordinating refreshments; lighting the bonfire; reviewing potential insurance implications.

Ben and Angela Grillet have offered to donate a 2ft Oak tree sapling to be planted in the park, with due ceremony, in equivalent position to north of the existing one, which was planted in 2012.

Joint work will continue with a further report to the next meeting. **Action: Cllrs Robinson and Grillet**

**21/22.120. Action Plan for 2022/23:**

A revised Action Plan for the coming financial year had been previously circulated. This covers Councils statutory obligations on Governance and Accountability; the development of a Parish Plan; continuation of Highways Improvement initiatives in collaboration with KCC; and the aspiration to achieve foundation accreditation under the National Award Scheme. Members unanimously **resolved** to approve the plan and to include it in discussions at the Annual Parish meeting.

**Action: Clerk**

**21/22.121. Co-option of Parish Councillor:**

Members had been forwarded a copy of an application form from a parishioner. Having confirmed that the candidate fulfilled the application criteria it was **resolved** to proceed to interview, adopting best practice advice from the National Association of Local Councils regarding transparency.

It was considered that the interview should take place as soon as possible, and as the candidate could not attend an ordinary meeting until the 3<sup>rd</sup> of May an extraordinary meeting should be arranged. **Action: Clerk**

**21/22.122. Date and time of next meeting:** Tuesday the **5<sup>th</sup> of April 2022** commencing at 7.30pm in Waltham Village Hall.

The meeting ended at 9.20 pm.

**Chairman's Signature:**

**5<sup>th</sup> of April 2022**