

# Waltham Parish Council

EST. 1894

## Minutes of the Ordinary Parish Council Meeting held on the 1st of June 2021 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, Sue Browne, Ben Grillet. KCC and City Councillor Robert Thomas.  
Parish Clerk: Tony McCord.

There were no members of the public present.

The meeting commenced at 19.30. The Chairman gave a warm welcome to attendees.

**21/22.023. To receive and approve apologies for absence:**

Apologies for absence due to illness were received from Cllr Lawrence and approved. Members wished her a continued recovery.

**21/22.024. To receive declarations of any Disclosable Pecuniary interests or Other significant Interest:**

There were no Declarations of Interest.

**21/22.025. To approve the minutes of the meeting held on 25<sup>th</sup> of May 2021:**

The minutes were formally approved and signed by the Chairman.

**21/22.026. Matters arising from previous minutes not covered by the agenda:**

**CA/21/00710** Cllr Grillet empathised with the resolution regarding the Sarness Farm application.

**21/22.027. Public Session:**

There were no questions or comments from members of the public.

**21/22.028. Reports from County and City Councillors:**

**a) Cllr Mike Sole** had previously circulated his second Canterbury South report covering KCC and City Council issues, including his Parish Tours; enhanced Covid-19 testing; an E-scooter trial; the Canterbury Local Plan; Broadband; bins; and household waste sites. The Report has been published in full on the Parish Website.

**b) Cllr Robert Thomas** gave a verbal report on City Council issues, summarised as follows:

- Covid 19 surge testing continues at five sites in the City as a result of an increase in cases.
- There is to be a levelling up fund for Heritage projects.
- Consultation on Local Plan options will continue until the end of July. Decisions will be influenced by water catchment area issues.
- Joined up thinking is needed on the problem of rough sleepers and the potential to provide permanent accommodation.

A follow up discussion on councillor concerns regarding the bus service for the Parish revealed options to explore Kent Karrier community transport scheme. **Action: Clerk**

**21/22.029.Financial Matters:**

- a) Councillors were advised that the bank balance on the 25<sup>th</sup> of May stood at **£21,242.26**. A quarterly report in income and expenditure against budget will be presented at the July Meeting. **Action: Clerk**
- b) A payment schedule had been sent to Members prior to the meeting:

**Payment Schedule - 1<sup>st</sup> April to 31<sup>st</sup> May 2021      Bank Balance at 26:05:2021 = £21,242.26**

Transaction Number	Invoice Date	Invoice Number	Payee	Payment Summary	Net Amount	VAT	Gross Amount
21/22/03	2 <sup>nd</sup> April 2021	2617	Eyelid Productions Ltd.	Website Maintenance	£100.00	£0	£100.00
21/22/04	10 <sup>th</sup> May 2021	3021	J. Smallwood	Internal Audit	£65.00	£0	£65.00
21/22/05	26 <sup>th</sup> May 2021	-	A.S.McCord	May Salary & expenses	£222.40	£1.00	£223.40
					<b>£387.40</b>	<b>£1.00</b>	<b>£388.40</b>

Councillors discussed each transaction and **Resolved** to approve the payments. **Action: Clerk**

**21/22.030 Notice of the Period for the Exercise of Public Rights:**

Councillors formally **Resolved** that the Notice should be announced on or before the 7<sup>th</sup> of June 2021. It was also **Resolved** that the period of inspection will be from Monday the 14<sup>th</sup> of June to Friday the 23<sup>rd</sup> of July, both dates inclusive. **Action: Clerk**

**21/22.031. Annual Governance and Accountability Return:**

Documentation had previously been provided in the Agenda Pack, and councillors agreed to comment on each section.

- a) **Declaration of exemption from External Audit:** Having met the criteria Members **Resolved** to support the Declaration.
- b) **Internal Annual Audit Report:** There being no issues arising from the Report members noted the contents.
- c) **Annual Governance Statement:** Having received a report from the Responsible Finance Officer, members considered each of the nine key areas in detail and **Resolved** that the Authority conformed to a sound system of internal control.
- d) **Accounting Statement:**  
The Responsible Finance Officer had previously prepared the statement and confirmed that it fairly represented the financial position of the Authority. After due consideration Members **Resolved** to approve the statement.
- e) **Explanation of Variances:**  
The Responsible Finance Officer gave a brief explanation of the 21% increase in receipts and the 18.1% increase in balances carried forward compared to the previous financial year. Members accepted that the causes were an unexpected KCC grant of £600, plus an accumulation of restricted Capital Reserves.

**f) Bank Reconciliation:**

Members noted that the final Cash Book amount exactly matched the end of year Bank Statement.

Having concluded consideration of the Annual Governance and Accountability Return Members **Resolved** to support subsequent action and publication. **Action: Clerk**

**21/22.032: Adverse Weather Policy Research:**

The Clerk gave an update on progress since the April meeting (minute 21/22.008). The Research Proposal has received ethical approval from De Montford University and the Questionnaire has now been published on the Parish Website, on Facebook, and has been signposted in PAWNNews. Responses are starting to be returned, and regular reminders will be published to ensure a representative sample of parishioner views.

**Business having been completed the meeting was closed at 8.40pm**

**21/22.033. Date and time of next meeting:** Tuesday the **6th of July 2021** commencing at 7.30pm in Waltham Village Hall

**Chairman's Signature:**

**6th of July 2021**