

Waltham Parish Council

EST. 1894

Minutes of the virtual Parish Council Meeting held on 2nd February 2021 using Google technology.

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, and Carolyn Lawrence.
City Cllrs Ben Fitter-Harding and Robert Thomas.
Parish Clerk: Tony McCord.

There was one member of the public present. Cllr Ben Grillet was absent.

Meeting commenced at: 19.50, delayed due to Google technical difficulties. The Chairman gave a warm welcome to attendees.

20/21.062. To receive and approve apologies for absence:

Apologies for absence were received from Kent County Cllr Michael Northey, and Canterbury City Cllr Matthew Jones-Roberts.

20/21.063. To receive declarations of any Disclosable Pecuniary interests or Other significant Interest:

There were no Declarations of Interest.

20/21.064. To approve the minutes of the meeting held on 1st December 2020:

The minutes were formally approved and electronically signed by the Chairman.

20/21.065. Guest Speaker:

A warm welcome was extended to Cllr Ben Fitter-Harding, Leader of Canterbury City Council, who gave an overview of the financial challenges facing CCC, a housing issues raised by Cllr Lawrence, and Business grants. Regarding the latter anyone in the parish running a business that has been impacted negatively by COVID needs to head to the Canterbury City Council website and fill out the application form. This will help us get much needed grant funding to them. <https://www.canterbury.gov.uk/coronavirus-advice-businesses>

Discussion followed with the WPC Chair expressing appreciation of the City Council decision to extend Concurrent Functions Funding for a further two years, and also warm appreciation of the role of Ward Councillors as the link between the Parish Council and CCC.

20/21.066. Matters arising from previous minutes not covered by the agenda:

a) Cllr Robinson expressed concern that item **20/21.010** Dene Meadows remained unresolved. Work continues on what appears to be a residential development and an associated environmental impact. Cllr Ben Fitter-Harding offered to follow this up and the Clerk was requested to provide him with background information. **Action: Clerk**

b) **Item 20/21.032.** Cllr Browne expressed frustration about the lack of progress regarding Notice Boards. It was pointed out that there was still no Member resolution on agreed siting, and that discussion was needed with the Village Hall Committee on possible options.

Action: Councillor representatives on Village Hall Committee

20/21.067. Public Session:

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

20/21.068. Parish Charter Update:

The Clerk gave a verbal briefing on work developing a Joint Charter between 27 Parishes and the City Council. Following research into national best practice a draft for discussion has been finalised and this will form the basis for consideration by a working party with Parish and City Council representation.

The ultimate aim of the working party will be to engage with Kent County Council on the development of a three tier Charter. Cllr Robert Thomas expressed his support for the initiative and requested that he be kept updated on developments **Action: Clerk.**

20/21.069. Reports from County and City Councillors:

- a) **County Cllr Michael Northey** had contributed a Media release on Children’s Mental Health week between the 1st and 7th February.
- b) **City Cllr Robert Thomas** presented a summary of a 15-page report in his capacity as both a County and a City Councillor. The report covers a range of issues including, among others, Covid-19; Brexit, Education, Highways and Transport; Health and wellbeing and Council Tax. February is Make a Will Month and Pilgrims Hospices are offering one in return for suggested donation. [Make a Will Month - Pilgrims Hospices](#)
- c) **City Councillor Matthew Jones-Roberts** had contributed a report covering advice on business grants, waste collection, fire safety, consultation on CCC’s Corporate Plan and information on a climate change action plan.

20/21.070. Financial Matters:**a) Year to Date budget position:**

An Income and Expenses statement for the period 01:04:2020 to 24:01:2021 had been distributed prior to the meeting. This showed income of £20,696.71 including £10,481.53 carried over from the previous year, expenditure of £8,066.28 and a healthy balance of £12,630.43 in the bank account. Members unanimously resolved to accept the statement.

b) To authorise payments:

The Clerk/RFO presented a payments schedule for Member consideration:

January Payments Schedule.

Transaction Number	Invoice Date	Invoice Number	Payee	Payment Summary	Net Amount	VAT	Gross Amount
20/21:14	17:12:2020	1559747841	KALC	Planning seminar	£50	£10	£60
20/21:15	04:01:2021	-	A.S.McCord	Clerk Salary & Expenses	£218.40	£0.20	£218.60
20/21:16	27:01:2021	-	A.S.McCord	Clerk Salary and Expenses	£218.40	£0.20	£218.60
					£486.80	£10.40	£497.20

The Clerk pointed out that transactions 20/21:14 and 20/21:15 had been actioned and approved between meetings. It was **Resolved** to approve the schedule and the payment for transaction 20/21:16 was authorised in accordance with Councils Financial Instructions. **Action: RFO**

20/21.071. Planning Applications:

CA/20/02908. Members had considered the details of the application for a single storey dwelling at Waddenhall Barns CT4 5PX and **resolved** to raise no objections. **Action: Clerk**

20/21.072. Review of Policy Documents

- a) **Action Plan for 2021-2022.** Councillors discussed a draft Action Plan for the forthcoming year and **Resolved** to support the proposals. For further discussion at the Annual Parish Meeting in May. **Action: Clerk**
- b) **Scheme of Delegation.** Members were advised by the Clerk that the continuing Covid-19 pandemic increased the need for flexibility in taking action between meetings. The revised policy lists the normal range of responsibilities, those that may arise, and the necessary reporting arrangements. It was **Resolved** to approve the scheme. **Action: Clerk**

20/21.073. Any Other Matters for information only.

- a) Cllr Browne raised concerns about the problem of dog faeces in and around the children's play area, suggesting that the Parish Council provide finances to enable the area to be fenced off. The Clerk pointed out that responsibility for the playing field and the children's play area rested with the Waltham Sports and Recreation Association. It would not be appropriate for the Parish Council to direct policy and it should be for WSRA to determine its own priorities.
- b) Cllr Browne also raised a query about the draft Grant Awarding Policy, initially circulated in mid-November, asking why it had not been discussed. The Clerk advised that other agenda items had received priority but it was expected that the Policy would be on the agenda for March.

20/21.074. Date of next virtual meeting: Tuesday 2nd March 2021 commencing at 7.30 pm.

Business having been concluded the virtual meeting closed at 9.10 pm.

Chairman's Signature :



Date: 02:02:2021

WPC/asm/02:03:2021