

Waltham Parish Council

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<https://www.walthamparishcouncil.org.uk>

Minutes of the Parish Council Ordinary Meeting held on 3rd September 2019 at Waltham Village Hall

Present: Parish Councillors: John Barry, Jane Robinson, Sue Browne, Ben Grillet and Carolyn Lawrence.
Parish Clerk: Tony McCord.

There were three members of the public present.

Meeting commenced at: 19.30.

19/20.0065. To receive and approve apologies for absence:

There were apologies for absence from City Councillor Robert Thomas.

19/20.0066. To receive declarations of interest:

Councillors J Barry, J Robinson, and S Browne declared an Other Significant Interest regarding Item 8 on the agenda. Council had previously approved a Dispensation until May 2023.

19/20.0067. To approve the minutes of the meeting held on 30th July 2019:

The minutes were deemed to be a correct record of Resolutions and were approved.

19/20.0068. Matters arising from previous minutes not covered by the agenda:

There were no Matters Arising.

19/20.0069. Public Session: To receive questions and comments from the public:

A member of the public raised concerns about creeping development at Dene Meadow, Duckpit Lane as a mobile home appears to be occupied and construction works in the vicinity. Council **Resolved** to investigate further and requested the Clerk to liaise with Canterbury City Council.

Action: Clerk

19/20.0070. To receive reports from County and City Councillors:

City Cllr Robert Thomas, in giving his apologies, provided a summary of recent City Council activities between May and September 2019. Full details can be found on the WPC website at <https://walthamparishcouncil.org.uk>.

19/20.0071. Financial Matters:

- i) **Year to Date Finance Report.** The Responsible Finance Officer (RFO) presented a report covering the period 1st April to 30th August 2019. Receipts amounted to £10,448.89; Payments £7,668.50; giving an in-year balance of £2,775.39. Total bank balance on 30th August was £14,017.85 of which £4,000 is held in a restricted reserve to assist with the Village Hall Freehold purchase.
- ii) A **Payment schedule** was presented to Members for consideration and authorisation:

Payment Schedule September 2019

Date	Payment Summary	Cheque No:	Net Amount	VAT	Gross Amount
03/09/2019	KALC Dynamic Councillor 26 th June Inv: no: 948414951	00629	£50.00	£10.00	£60.00
03/09/2019	KALC Advanced Clerk in Action 17 th September inv: no: 996887331	00630	£60	£12	£72
03/09/2019	KALC Planning Conference 1 st July inv: no: 959616864	00631	£60	£12	£72
03/09/2019	Clerk salary & expenses for August	00632	217.40	0	£217.40
	Total		387.40	£34.00	£421.40

It was noted that the training budget had been exceeded by circa £128, covered by virement from general reserves. It was **Resolved** that the schedule of payments be approved, and cheques were authorised in line with Councils Financial Regulations. **Action: Clerk/RFO**

- iii) **Adoption of a formal Reserves Policy.** Members considered a revised Financial Reserves Policy produced by the RFO, a requirement of the Local Government Finance Act 1992. The Policy covers the management of Designated and General Reserves and recommends a designated reserve of £4,000 to cover a possible grant to the Village Hall Management Committee and also a general reserve of £3,000 which would be subject to regular review. Members unanimously **Resolved** to approve the policy which will be placed on the parish council website. **Action: Clerk.**

19/20.0072 Village Hall Freehold Purchase:

Having received a grant application for £10,000 from the Village Hall Management Committee (VHMC), Members considered the application and a preliminary report from the RFO. There were concerns about the accuracy of financial evidence presented by the VHMC and a Councillor requested clarification on the amount of money in hand and pledged to date. The Chairman of the VHMC was present and gave a figure of £38,124, the target being £45,000.

The VHMC Chairman then confirmed that the £10,000 grant application could be reduced to £4,000. Members unanimously **Resolved** to make a formal grant offer in principle of up to £4,000 subject to:

- The provision of an up to date Business Plan.
- A breakdown of funding given or pledged.
- Details of conveyancing costs;
- Confirmation that up to date advice has been requested from the Charity Commission and Action for Communities in Rural Kent.
- Receipt of a statement from the VHMC's solicitor that conveyancing arrangements are nearing completion.

The Council requested that the Clerk / RFO formally convey this decision to the VHMC and continue to monitor progress with the expectation that Council would be in a position to give a final undertaking within four to six weeks. **Action: Clerk/RFO**

It was noted that professional advice from the Kent Association of Local Councils under Legal Topic Note 21 highlighted governance issues between the Custodian Trustee role of WPC and the Management Trustee role of the VHMC. For further exploration. **Action: Clerk**

19/20.0073. Planning Matters:

There were no planning matters for consideration.

19/20.0074. Highways and the Environment:

- i) A copy of the KCC Highways Fault Report had been previously circulated. Members attention was drawn to the displaced salt bin at the Whiteacre Lane / Woods Hill junction which is awaiting attention.

19/20.0075. Any other matters for information purposes only:

General discussion took place on recent power cuts and the very supportive response from the Waltham Parish Community.

The meeting concluded at 21.20.

Next Meeting to be held on **Tuesday 1st October** commencing at 19.30 in the Village Hall.

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