

Waltham Parish Council

EST. 1894

Minutes of the Ordinary Parish Council Meeting held on the 5th of July 2022 at Waltham Village Hall

In line with the Transparency Code all public 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), Sue Browne, Ben Grillet. and Chris Crowley.
Parish Clerk: Tony McCord.

In Attendance: Ward Councillor Robert Thomas

The meeting commenced at 19.30 with a welcome by the Chairman.

22/23.035 Apologies for absence:

Apologies were received from Cllr Jane Robinson and were accepted.

22/23.036 Declarations of any Disclosable Pecuniary interests or Other significant Interests:

There were no declarations of interests. The Chairman pointed out that the council's policy on dispensations applied to agenda items 7 a) and 7 b).

22/23.037 Approval of Minutes:

The minutes of the Ordinary Meeting of Council on the 7th of June were approved as a correct record of business and resolutions.

22/23.038 Public Session:

There were no members of the public present.

22/23.039 Chairman's report:

Cllr Barry gave a verbal report

- a) **Defibrillator Awareness sessions.** The need to raise parishioner awareness on how to use the defibrillator is recognised, St John Ambulance volunteers are prepared to lead familiarisation sessions which will be arranged when Covid safety issues can be addressed and when space for sessions is available. **Action Clerk**
- b) **Defibrillator Maintenance.** A thorough check of battery condition and defibrillation pads had revealed that the latter were nearing the expiry date. Two new sets of pads had been purchased and installed with the old ones retained for training purposes. The Defibrillator is registered on the British Heart Foundations national database and with SECAMB.
- c) **Telephone Kiosk Refurbishment.** Arrangements are in hand to seek the support of Community Payback to do minor repairs and to repaint the Kiosk. **Action: J Barry**

22/23.040 Reports from County and City Councillors:

- a) A report from **County Councillor Mike Sole** had previously been sent to the Parish Council and published on Facebook and the parish website, giving a summary of his activities representing Canterbury South at KCC and Nailbourne Ward at the City Council. Topics on this occasion included KCC's Mental Health & Wellbeing Awards; Involvement in the new

City Council Cabinet System; Efforts to have parts of Kake Street and The Broadway resurfaced; and pushing for speed restrictions in Nailbourne Ward.

b) **City Councillor Robert Thomas** presented his updating report including:

1. The city council are proposing to keep the trees on St George's Street
<https://news.canterbury.gov.uk/news/article/318/new-st-georges-street-plans-would-see-trees-retained>
2. The Queen's Baton relay arrives on Thursday 7th
<https://news.canterbury.gov.uk/news/article/322/one-week-until-the-queens-baton-relay>
3. Kent County Council is having a fourth round of Crowdfund Kent with workshops for further details due imminently
<https://kccmediahub.net/kent-community-groups-invited-to-apply-for-fourth-round-of-crowdfund-kent745>
4. There are free bus passes for young people over the summer holidays
<https://kccmediahub.net/reconnect-this-summer-with-a-free-young-persons-bus-pass745>
5. Similarly, there are activities for young people over the summer with extra support for those from low income families
<https://www.kent.gov.uk/education-and-children/schools/reconnect/reconnect-leisure-centre-passes>

22/23.41 Grant Awards:

Members considered applications for grants from two parish organisations:

- a) **Waltham Village Hall Management Committee** request for £2,500, an increase of £364 over the previous years award. Following careful consideration of the latest set of accounts, and noting the significant level of Reserves, Members **resolved** to award £2,250. **Action: Clerk**
- b) **Waltham Sports and Recreation Association** request for £2,500 includes the £2,034 Concurrent Functions Funding allocation (CFF). On perusing the accounts members noted that this amount is insufficient to cover basic running costs and the association holds limited reserves well below recommended levels. It was therefor **resolved** to award £2,500 and to consider further financial support should difficulties arise. **Action: Clerk**

22/23.042 Financial Matters:

- a) **Quarterly Financial Report:** The Clerk/RFO presented a spreadsheet covering the period 1st of April to the 30th of June. Total payments for June were £1,350 and a balance of £18,857 (rounded sums). Members were advised that this showed a healthy position with spending flexibility within transaction categories and within reserves. It was **resolved** to approve the report. **Action: Clerk**
- b) **Payment Schedule:** A revised payment schedule had been emailed to Members and was amended during the meeting following resolutions on Grant Awards.

Payment Schedule – 8th June to 30th of June 2022

Bank Balance @ 27:06:22 = £18,856.81

Transaction Number	Invoice Date	Invoice Number	Payee	Payment Summary	Net Amount	VAT	Gross Amount
22/23.12	27:06:22	-	A.S.McCord	Salary & Expenses	£245.60	£1.00	£246.60

22/23.13	25:06:22	22476	A.S.McCord	Foursquare Order iPad Defibrillator pads x 2	£80.96	£16.19	£97.15
22/23.14	29:06:22	-	WSRA	Concurrent Functions Funding + top up grant £2,500 requested	£2,500	£0	£2,500
22/23.15	30:06:22	18905	MicklePrint	Replacement of A0 Parish Map	£30.00	£6.00	£36.00
22/23.16	24:06:22	-	WVHMC	Grant for Village Hall Running Costs £2,500 requested	£2,250	£0	£2,250
Total					£5,106.56	£23.19	£5,129.75

Members **Resolved** to approve the revised schedule which was duly initialled for subsequent internet banking authorisation. **Action: Clerk**

22/23.043 Updating the Canterbury District Parish Charter:

The Clerk presented a report to Members on progress made between the City Council and the 24 Parish Councils on negotiations on a Parish Charter and giving recommendations on the way forward. Members unanimously **resolved** to support the recommendations. **Action: Clerk**

22/23.044 Concurrent Functions Funding:

The Clerk reported news from KALC CAC that the proposed CFF audit by Canterbury City Council has been postponed until further work has been undertaken on the Open Space Strategy, Draft Local Plan and when there are more resources available to appropriately carry out a comprehensive audit. The implications for Waltham Parish Council (WPC) are that the current level of CFF amounting to £2,174 will continue until April 2025 and will be indexed linked to inflation. £140 of that sum is provided to WPC for bus shelter maintenance.

22/23.045 Highways Improvement Plan (HIP):

Members noted the development of KCC's Highways Improvement Teams for East and West Kent and the provision of detailed advice for individual projects. Cllr Robert Thomas informed Members that he had requested a short focus enquiry on HIP's. It was **resolved** that the current HIP would be reviewed over the summer recess to set out what WPC believes to be the main traffic issues for the parish using the traffic survey data and other information, and to validate those findings through the Parish Plan process. To be discussed again at the September meeting. **Action: Cllr Crowley/Clerk**

22/23.046 Waltham Parish Plan:

- a) A report from the Clerk on a proposed ten-point action plan was discussed in detail with some scepticism expressed by one Member. A further progress report will be produced for the September meeting. **Action: Clerk**
- b) The Clerk recommended that a subscription to the Parish Online mapping service @ £45 pa + VAT would complement work on the Parish Plan. Following discussion, it was **resolved** to subscribe for one year then review. **Action: Clerk**

22/23.047 Date of next meeting:

It was confirmed that the next Ordinary Meeting would be held as planned on the 6th of September 2022 commencing at 7.30 pm. Business having been concluded the Chairman closed the meeting at 9.20 pm.

Chairman's Signature:

6th September 2022