

# Waltham Parish Council

EST. 1894

## Minutes of the Ordinary Parish Council Meeting held virtually via Zoom on 7<sup>th</sup> July 2020

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

There were no members of the public present.

Meeting commenced at: 19.30

**At commencement of the meeting Cllr Barry signed a Declaration of Acceptance of Office as Chairman for a further year as required by Covid-19 legislation. Cllr Robinson continues in her role as Vice Chairman.**

**20/21.001. To receive and approve apologies for absence:**

Apologies for absence were received from Cllr Lawrence and approved. County Cllr Northey also gave his apologies. Members expressed their condolences to City Cllr Thomas on his recent bereavement.

**20/21.002. To receive declarations of any Disclosable Pecuniary interests or Other significant Interest:**

There were no declarations relating to agenda items.

**20/21.003. To approve the minutes of the meeting held on 3<sup>rd</sup> March 2020:**

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

**20/21.004. Matters arising from previous minutes not covered by the agenda:**

There were no matters arising.

**20/21.005. Public Session - To receive questions and comments from the public:**

No members of the public were present.

**20/21.006. To receive reports from County and City Councillors:**

County Cllr Northey had conveyed his best wishes to Members and contributed a progress report prior to the meeting, summarised as follows:

- A link to the latest KCC newsletter was provided – <https://mailchi.mp/kent.gov.uk/updates-from-kent-county-council>. Waltham residents are invited to subscribe to receive updates on a regular basis.
- Cllr Northey has been elected as Vice Chairman of KCC.
- KCC is promoting the Active Travel scheme in collaboration with Central Government.
- Cllr Northey expressed delight that his Members Grant had contributed to the purchase of the leasehold for the village hall by the Village Hall Management Committee.

### 20/21.007. Financial Matters:

Having previously received a Reports Pack providing details, Members discussed the content item by item:

- i. It was **resolved** to formally approve the transfer of bank accounts from Lloyds to Unity Trust to take advantage of online banking arrangements.
- ii. It was **resolved** to approve the Statement of Financial Control for 2019-20.
- iii. Members received the Internal Auditors Report for 2019/20 and noted that no adverse comment had been made.
- iv. It was **resolved** to formally approve the Statement of Accounts for the year 2019/20.
- v. Members were advised by the clerk/RFO that Council was in a stable financial position with a bank balance of £20,471.24 on 30<sup>th</sup> June, and there was potential to agree some Capital spending.
- vi. A Payment Schedule covering the period 1<sup>st</sup> April to 7<sup>th</sup> July 2020 was discussed in detail.

#### Payment Schedule 1st April to 7<sup>th</sup> July 2020

Bank Balances at 30:06:2020 = £20,471.24

Transaction Number	Payee	Payment Summary and RFO Comments	Net Amount	VAT	Gross Amount
20/21-01	A.S.McCord	GA Watts Defib Installation. Paid by clerk on 29 <sup>th</sup> March 2020	£93.75	£18.75	£112.50
20/21-02	KALC	KALC Annual Subscription	£209.54	£41.91	£251.45
20/21-03	A.S.McCord	Eyelid Productions Website setup. Paid by clerk on 30 <sup>th</sup> April 2020.	£950.00	£0	£950.00
20/21-04	J Smallwood	J. Smallwood Internal Audit	£65.00	£0	£65.00
20/21-05	KALC	KALC Training event 16 <sup>th</sup> June	£50.00	£10.00	£60.00
20/21-06	A.S.McCord	Salary Advice March to June. Includes 4 IONOS fees plus VAT. See Salary Advice	£872.60	£2.80	£875.40

Members **resolved** to approve the payments and Cllrs Robinson and Browne agreed to authorise with the Unity Trust bank.

**Action: Clerk/RFO**

### 20/21.008. Annual Governance and Accountability Return (AGAR):

Members considered in detail the 19/20 AGAR Part 2, sections 1 and 2 in compliance with proper practices laid down in the Practitioners Guide. In particular:

1. The **Certificate of Exemption** was approved by Members and signed by the Chairman and the Clerk to be forwarded to P K F Littlejohn, External Auditors before 31<sup>st</sup> July.
2. The **Annual Internal Audit Report** confirming that control objectives were being achieved was accepted by Members.
3. The **Annual Governance Statement** was considered and Members agreed that there was a sound system of internal control as detailed in the nine statements. The document was then signed by the Chairman and later by the Clerk

4. The **Accounting Statement** covering the years ending 31<sup>st</sup> March 2019 and 2020 having been certified as correct by the Responsible Finance Officer was approved by Members and signed by the Chairman.

Having completed the AGAR, Members **resolved** that the four documents should be published on the notice board and on the website. **Action: Clerk/RFO**

**20/21.009. Provision for the Notice of Public Rights:**

Members **resolved** to publish a statutory Notice of Public Rights on 10th July 2020 announcing a 30-day inspection period between 13<sup>th</sup> July and 21<sup>st</sup> August 2020.

To comply with the Transparency Code, it was also **resolved** to publish an Analysis of Variances, and a Bank Reconciliation. **Action: Clerk/RFO**

NB. Subsequent to the meeting time constraints resulted in dates being deferred for one week. The Notice was published on 17<sup>th</sup> July, the Period of Inspection commenced on 20th July and will end on 28<sup>th</sup> August.

**20/21.010. Covid-19 Contingency Plan:**

Having informally adopted a Contingency Plan on 20<sup>th</sup> March 2020, Members discussed the effectiveness of arrangements for delegation of some responsibilities to the Clerk. It was noted that following a transfer of banking facilities and implementation of inline banking some adjustments to the Plan were needed and a Mark II version was produced on 21<sup>st</sup> June 2020. Members **resolved** to formally adopt the Mark II version and to keep the situation under review. The Plan will be posted on the website under Policies and Procedures.

**Action: Clerk**

**20/21.011. Any Other Matters for Information only:**

: **CA16/02263.** A Councillor informed other Members that building development continued at Dene Meadows, Duckpit Road and appeared to contravene planning permission for the erection of a barn, as doors and windows were seen in the construction elevations.

NB: Following the meeting the clerk established that Council had previously reported a breach of planning to Canterbury City Council and this had been acknowledged.

: A Councillor updated colleagues on the position regarding the serious interruptions to electric power supply to some households in Church Lane and the damage caused to appliances by the associated power surges.

**20/21.012. Date and time of next meeting:**

It was **resolved** that the next meeting would be held on **Tuesday 1<sup>st</sup> September commencing at 7.30 pm.** It is anticipated that this will be a virtual meeting conducted via Zoom technology.

Chairman's Signature:



Date: 1st September 2020