

Waltham Parish Council

EST. 1894

Minutes of the Ordinary Parish Council Meeting held on the 7th of June 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), Jane Robinson, Sue Browne, and Ben Grillet.
Parish Clerk: Tony McCord.

In Attendance: Ward Councillor Robert Thomas and PCSO Emma Coyle.

Those present noted with great sadness the passing of Brian Law, remembering his invaluable contributions to the village over many years and his involvement with many organisations within and outside the parish community.

“An Incredible Testament to the Community and to Village Life”

The meeting commenced at 19.30 with a welcome by the Chairman, who took the opportunity to thank all those who helped make the Platinum Jubilee celebrations such a success, especially Jane Robinson, Ben Grillet and Penny Best, but not forgetting Mike Thompson for his musical talents and all those parishioners who helped to erect the marquee and arrange the tables and chairs.

22/23.023 Apologies for absence:

Apologies were received from Cllr Chris Crowley and were accepted.

22/23.024 Declarations of any Disclosable Pecuniary interests or Other significant Interests:

There were no declarations of interests.

22/23.025 Approval of Minutes:

The minutes of the Annual Meeting of Council on the 3rd of May were approved as a correct record of business and resolutions.

22/23.026 Councillor Responsibilities:

A preliminary discussion document had been circulated with the Agenda Pack, and Cllr Crowley had indicated his willingness to take on Data Protection monitoring. The need to provide support to WSRA was seen as a priority, and the balance of Council representation on both charitable organisations was discussed at length. Members contributed suggestions on their areas of interest, and the document will now be worked into a final draft for individual discussions. **Action: Clerk**

22/23.027 Public Session:

There were no members of the public present. The Chairman invited PCSO Emma Coyle to enlarge on her previously circulated May report. Ensuing discussions included a spate of burglaries in the Chartham area and the need to be security aware; ‘Hot spots’ of thefts of fuel from parked lorries; and questions raised about the frequency of patrols in the area. The Chairman thanked Emma for her contribution.

22/23.028 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. The main points were Mike's attendance at Annual Parish Meetings; KCC involvement in Growth and Development; Environment and Transport; and the KCC Annual Meeting together with local initiatives around Canterbury.
- b) **City Councillor Robert Thomas** presented the highlights of his report including developments of the CCC Local Plan; KCC 's Strategic Statement; Highways and Transport issues; Health and well-being; Business Economy and Regeneration; Environment; Community and Housing. A full copy of Roberts report has been posted on Facebook and on the parish website. The Chairman thanked Robert for his contribution.

22/23.029 Financial Matters:

- a) **Financial Report:** The Clerk/RFO gave a written report covering the period 1st of April to the 25th of May. Total income amounted to £20,808 including £10,923 carried forward; Total payments £667, and a balance of £20,141 (rounded sums). It was **resolved** to approve the report.
- b) **Payment Schedule:** A payment schedule had been emailed to Members prior to the meeting, and a revised schedule was tabled including an additional transaction:

Payment Schedule - 1st May to 7th of June 2022

Reconciled Bank Balance @ 29:05:22 = £20,141.27

Transaction Number	Invoice Date	Invoice Number	Payee	Payment Summary	Net Amount	VAT	Gross Amount
22/23.07	05:05:22	-	Cllr J Robinson	APM & Jubilee expenses	£54.40	0	£54.40
22/23.08	20:05:22	66	J Austen	Waltham Sign Restoration	£786.00	0	£786.00
22/23.09			J Austen	Verge trimming	£41.00	0	£41.00
22/23.10	27:05:22	-	A.S.McCord	Salary & Expenses	£245.60	£1.00	£246.60
22/23.11			Cllr J Robinson	Jubilee Celebrations	£138.76	£18.00	£156.76
Total					£1,265.76	£19.00	£1,284.76

Members **Resolved** to approve the revised schedule which was duly initialled for subsequent internet banking authorisation. Cllr Browne then questioned the accuracy of the figures and this led to further debate.

NB: After the meeting the figures were rechecked and found to be correct

Action: Clerk

- c) **WPC Financial Regulations:** The Regulations required a few minor amendments because of changes to the national Governance and Accountability Regulations (AGAR) and internal accounting arrangements. Having previously received a copy Members **resolved** to approve the revised version.

Action: Clerk

22/23.030 Annual Governance and Accountability Return (AGAR):

A timetable of action needed for completion of AGAR prior to the statutory inspection period showed that all requirements had been met and that good progress has been made. A formal report on the outcome will be prepared for the September meeting. **Action: Clerk**

22/23.031 Appointment of Internal Auditor:

Members considered a report circulated prior to the meeting. The consensus was that it would be preferable to appoint a Qualified Accountant in preference to a bookkeeper, and that the Scope for Internal Audit Testing should conform to national standards.

It was recognised that this would result in significantly increased expenditure, and it was **Resolved** to explore Auditor availability and costs, reporting back to the July meeting.

Action: Cllr Robinson/Clerk

22/23.032 Planning Applications:

Having studied previously circulated details and discussed applications **CA/22/00593** and **CA/22/01003** Members resolved not to object to either application. **Action: Clerk**

22/23.033 Notice of Motion - Parish Map:

Cllr Browne proposed that a reprint of the A0 parish map be purchased and that parishioners be asked if they would like to order individual A2 versions. Initial discussions with the cabinet maker indicated that it could be fitted into the original frame, and that UV filtered glass or Perspex might increase longevity.

Three quotes had been obtained ranging between £20 to £45 excluding VAT for the A0 versions. The Clerk advised Council that purchasing A2 versions on behalf of parishioners would produce added accounting complications and it would be better to manage this as a separate arrangement.

Members felt that as the existing map had lasted approximately eight years any additional expense for UV filtered glass was not appropriate.

It was **resolved** that a replacement A0 map should be purchased from Mickle Creative at a total cost of £54.00 including VAT. Cllr Browne agreed to coordinate the purchase and the Council would reimburse the costs on production of a receipt. **Action: Cllr Browne / Clerk**

The Clerk advised Members that a PDF version of the Parish Map had been successfully loaded on to the Parish Website. The experience of one parishioner has revealed that at 59.1 MB it can take longer than usual to download, especially in areas where there is poor network connectivity.

22/23.034 Date of next meeting:

It was confirmed that the next Ordinary Meeting would be held as planned on the 5th of July 2022 commencing at 7.30 pm. Cllr Jane Robinson gave her apologies in advance as she is on holiday.

The meeting ended at 9.10 pm.

Chairman's Signature:

5th of July 2022

WPC/asm/15:06:2022