

# Waltham Parish Council

EST. 1894

## Minutes of the Ordinary Parish Council Meeting held on the 7th of December 2021 at Waltham Village Hall

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 Ben Grillet.  
Parish Clerk: Tony McCord was absent (adverse weather)

There were two members of the public present.

The meeting commenced at 19.30 with a welcome and introductions by the Chairman

**21/22.082. To receive and approve apologies for absence:**

Apologies for absence were received from City Councillor Robert Thomas.

**21/22.083. To receive declarations of any Disclosable Pecuniary interests or Other significant Interest:**

There were no Declarations of Interest.

**21/22.084. To approve the minutes of the meeting held on the 28<sup>th</sup> of September 2021:**

There being no matters of accuracy the minutes were formally approved and signed by the Chair.

**21/22.085. Public Session:**

The two members of the public expressed concern about agenda item 12b - planning application CA/21/01960, referring to specific points about change of use, environmental impact of the sewerage system, and potential hazards resulting from service vehicle access.

The Chairman thanked contributors for their comments and exercised his discretion under Standing Orders to bring forward agenda item 12 b) relating to the application.

**21/22.086. Planning Application CA/21/01960:**

Parish Councillors discussed the application in depth, noting the detail provided in the Planning Portal; Guidance on planning considerations; and the Canterbury District Local Plan. A wide range of points were raised, including the impact on an AONB; change of land use from equestrian to residential; potential hazards from increased service traffic, and concerns about the environmental effects of the development.

Members **resolved** not to support the application and requested that should Officers be minded to approve CA/21/01960 the application should be brought to the attention of the Ward Councillor with a view to referral to Committee. **Action: Clerk**

**21/22.087 Reports from County and City Councillors:**

- a) **KCC Cllr Mike Sole** had posted his monthly report on Waltham Facebook, including items of general interest to parishes, involvement with KCC meetings, and the Wincheap bypass.

- b) **City Cllr Robert Thomas** had emailed his report just prior to the meeting. The main item of interest was the resignation of the City Council Chief Executive, to take effect in April 2022. In relation to the Lord Mayors Christmas Hampers, Members had identified three parishioners who may benefit from the initiative and it was **Resolved** to forward those nominations. **Action: Clerk**

**21/22.088. Financial Matters:**

- a) **Accounts Summary 1<sup>st</sup> of April to the 30<sup>th</sup> of November 2021.** Members had been provided with a detailed 'cash book' report prior to the meeting. The opening balance at 01:04:21 was £12,378.89; a total of 23 receipts and payment transactions had been recorded and the balance at 03:12:21 was £13,399.71. The receipts and payments continue to reconcile with Councils Unity Trust bank statements. The Members **Resolved** to approve the report.

b) **Payment Schedule.**

A payment schedule had been sent to Members prior to the meeting:

**Payment Schedule - 1<sup>st</sup> to 30<sup>th</sup> of November 2021** **Bank Balance at 30:11:2021 = £13,399.71**

Transaction Number	Invoice Date	Invoice Number	Payee	Payment Summary	Net Amount	VAT	Gross Amount
21/22/16	29 <sup>th</sup> November	-	A.S.McCord	November Expenses	£222.40	£1.00	£223.40
21/22/17	29 <sup>th</sup> November	6750	Notice Board Company	Purchase x2 notice Boards	£1,692.00	£338.40	£2,034.40
<b>Total:</b>					<b>£1,914.40</b>	<b>£339.40</b>	<b>£2,257.80</b>

Councillors discussed the schedule and **resolved** to approve the payment. **Action: Clerk**

c) **Draft Budget Proposal.**

Members discussed in detail the final draft of a budget proposal for the next financial year. It was agreed that no increase to the Precept was required as routine payments and Capital expenditure can be managed within available resources and hopefully access to external grants. It was **resolved** to approve the budget and to request a Precept of £7,161 via the City Council. **Action: Clerk/RFO**

**21/22.088. Capital Spending Priorities**

It was noted that an order had been placed for two Ventus notice boards and that Council was awaiting confirmation of a delivery date. A Capital Grant application towards the costs of street furniture had been forwarded to the City Council and a decision is expected in mid-January.

**21/22.089. Councillor Recruitment Policy:**

Members noted that an initial Facebook advertisement on the 22<sup>nd</sup> of November had yet to produce results. In the interim a draft Recruitment Policy had been produced and following discussion Members **resolved** to approve the Policy subject to two minor amendments. **Action: Clerk**

**21/22.090. Review of Standing Orders:**

A draft of a revised policy on Standing Orders had been produced to ensure improved compliance with Accessibility Criteria. Members **resolved** to approve the document subject to two amendments.

**Action: Clerk**

**21/22.091. Grant Awarding Policy:**

Members noted that the policy had been reviewed to ensure compliance with the Accounts and Audit Regulations (2015) and Councils Financial Instructions. It was **resolved** to approve the policy subject to amendments.

**Action: Clerk**

**21/22.092. Concurrent Functions Funding:**

A consultation document from the City Council had been circulated with the agenda pack. Having discussed the methodology and options there was unanimous support for option two which proposes a departure from historical applications to a more scientific approach of basing awards on the number of Band D properties and the amount of land to be maintained. It was **resolved** to recommend the adoption of Option 2.

**Action: Clerk**

**21/22.093. Other Planning Matters:**

**CTIL23617321\_TEF480684\_ORAN\_GA\_REV A plans:**

Great Britain Communications (GBC) had invited comments from the Parish Council on proposed alterations to the O2 mast at Sarness Farm. Having considered drawings of the existing and proposed site plans and elevations council **resolved** to make no objections to the proposals. It was also **resolved** to seek support from GBC to improve phone reception in the area by allowing the mast to be used by other providers.

**Action: Clerk**

**21/22.094. Future Meetings:**

Proposed dates for council meetings and the Annual Parish Meeting were discussed. It was suggested that meetings should not be held immediately following a bank holiday and that the potential for earlier starting times should be explored. For final discussion at the next meeting.

**Action: Clerk**

**21/22.095. Date and time of next meeting:** Tuesday the **1st of February 2022** commencing at 7.30pm in Waltham Village Hall.

The meeting ended at 9.30 pm.

**Chairman's Signature:**

**1st of February 2022**

