

Waltham Parish Council

EST. 1894

Minutes of the virtual Parish Council Meeting held on 13th April 2021 using Google technology.

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, Ben Grillett and Carolyn Lawrence.
County Cllr Michael Northey
Parish Clerk: Tony McCord.

There were no members of the public present.

Meeting commenced at 19.35. The Chairman led a two-minute silence to mark the passing of HRH the Duke of Edinburgh on Friday the 9th of April.

A warm welcome was extended to attendees. The Chairman expressed thanks to Cllr Northey for his work and help over the past four years. Cllr Northey was late in joining the meeting due to technical difficulties, so missed this, but as part of his report said that he was contesting the election after all.

21/22.001. To receive and approve apologies for absence:

Apologies for absence were received from City Cllr Robert Thomas.

21/22.002. To receive declarations of any Disclosable Pecuniary interests or Other significant Interest:

There were no Declarations of Interest.

21/22.003. To approve the minutes of the meeting held on 1st December 2020:

The minutes were formally approved and signed by the Chairman.

21/22.004. Matters arising from previous minutes not covered by the agenda:

Item20/21.084. Grant Awarding Policy: The Chairman asked when village organisations would be invited to apply for grants under the new policy. It was suggested that the priority was to submit the Accounts for Independent Internal Audit and then to commence the process of completing the Annual Governance and Accountability Return. It was hoped to commence grant award work in May.

21/22.005. Public Session:

There were no members of the public present.

22/22.006. Reports from County and City Councillors:

- a) **County Councillor Michael Northey** had forwarded his report prior to the meeting and gave a brief summary:
 - Kent County Council has published its forward works programme outlining plans for highways maintenance across the County for the next five years.
 - This, together with the annual pothole blitz campaign and the current road resurfacing programme shows the commitment to improving the roads in Kent.

- Consultation on the Vision Zero road safety strategy for Kent has now ended. Responses will be analysed and compiled into a report which will help to produce a final version of the Strategy for Cabinet Committee approval.

b) City Councillor Robert Thomas, in giving his apologies, had forwarded his report summarised as follows:

- The City Council has a policy meeting coming up which will discuss an electric vehicle strategy.
- Grants for 2021/22 are being refreshed but are on hold until the 10th of May following elections.
- Businesses in the parish may be interested in the governments restart grant scheme. <https://news.canterbury.gov.uk/news/article/221/applications-for-restart-grant-scheme-open>.
- There is a CCC Pollinator Workshop which in due course will produce a pollinator action plan.

Both reports will be posted in the News section of the WPC website.

Action: Clerk

21/22.006. Financial Matters:

a) Annual Accounts: A summary of the Accounts had been previously circulated to Members comprising of a 2020/21 Cashbook, a comparison of income and expenditure against budget, and a report on governance arrangements.

Cashbook: A detailed report of the 31 receipts and payment transactions was discussed and clarification given on the purpose of split transactions. The veracity of the £150 payment ref:20/21:19 was questioned leading to debate about making such payments in the absence of an agreed policy. Following discussion Members unanimously **resolved** to approve the report.

NB: Following the meeting the audit trail for payment ref:20/21:19 was rechecked. The payment was made under agreed delegated powers to the Clerk/RFO and therefore is deemed correct. (RFO)

Comparison of Income and Expenditure against Budget: Members considered the report which indicated that the actual receipts were £1,347 more than predicted, and payments £464 were slightly less, with an actual balance of £1,2378.89, £1,812 more than predicted. The Chairman queried the comment 'No pay increase' against the clerk's salary and was reassured that this related to national pay scales. Members unanimously **resolved** to approve the report.

A **Report on 2020 – 2021 Governance Arrangements** had been sent to Members prior to the meeting. This demonstrates that a sound system of internal control was in place as a reassurance to the Independent Auditor and as a precursor to preparations for the Annual Governance and Accountability Return. It was unanimously resolved to approve the report.

b) Arrangements for the Annual Governance and Accountability Return: A proposed timetable for completion of the Return was considered by Members. It was **resolved** to approve the programme.

The full version of the Accounts and associated documents will be forwarded to the Internal Auditor for examination.

Action: Clerk/RFO.

c) **To authorise payments:** The Clerk/RFO presented a payments schedule for Member consideration:

Payments Schedule 1st to 31st of March 2021

Bank Balance at 01:04:2021 = £12,378.89

Transaction Number	Invoice Date	Invoice Number	Payee	Payment Summary	Net Amount	VAT	Gross Amount
21/22.01	01:04:2021	7947	KALC	Annual Subscription	£210.86	£42.17	£253.03
21/22.02	03:04:2021	-	A.S. McCord	Clerk Salary and Expenses	£218.40	£0.20	£218.60
					£429.26	£42.37	£471.63

It was unanimously **resolved** to approve the schedule.

Action: RFO

21/22.007. Notice Boards:

Further discussion occurred with a general consensus that a new, 3-bay set of notice boards could be located near the Waltham sign at the junction of Kake Street and Church Lane. The cost would be approximately £1,500 plus £425 installation and VAT, and the possibility of £2,000 grant funding from the City Council would be explored.

Cllr Robinson volunteered to seek the views of local residents on siting of the notice board and to draw up a firm proposal for Member consideration. The Clerk was asked to submit a grant funding application to the City Council.

Action: Cllr Robinson and Clerk

21/22.008. Adverse Weather Research Proposal:

Further to Cllr Robinsons offer to do some further revisions the clerk has also produced a research proposal as part of his Community Governance studies. Main elements of the research would be identifying the problem; undertaking a literature review; seeking parishioner's opinions; analysing the findings; and presenting a report to Council to assist with budget decisions. Following detailed discussion, it was **resolved** to approve the proposal.

Action: Clerk

21/22.009. Phone Box Library Proposal:

Cllr Lawrence referred back to minute 19/20.0110 and updated Members on discussions proposing a partnership arrangement with Village Hall library volunteers, with an interchange of books and any financial contributions going to the Village Hall. There would be no capital or revenue expenditure required as shelving would be installed by a local 'volunteer'. Having discussed the proposal, it was unanimously **resolved** to approve the proposal.

Action: Cllr Lawrence

21/22.010. Future Parish Council Meetings:

A court case appealing against the governments decision not to allow virtual meetings after the 7th of May is due to be heard on the 21st of April. Members were informed that until the results are known caution is advised in deciding between virtual and face to face meetings.

21/22.011. Date of next meeting: Tuesday 11th of May 2021 commencing at 7.30 pm. Venue to be confirmed.

Business having been concluded the virtual meeting closed at 9.01 pm.

Signed:

Date: 11th of May 2021