

Waltham Parish Council

EST. 1894

Draft Minutes of the Ordinary Parish Council Meeting held on the 28th of September 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), Sue Browne, and Ben Grillet.
County Councillor Mike Sole
Parish Clerk: Tony McCord.

There were no members of the public present,

The meeting commenced at 19.50.

21/22.058. To receive and approve apologies for absence:

Apologies for absence were received from Cllrs Jane Robinson and Carolyn Lawrence and were approved. Apologies were also received from City Councillor Robert Thomas.

21/22.059. To receive declarations of any Disclosable Pecuniary interests or Other significant Interest:

There were no Declarations of Interest.

21/22.060. To approve the minutes of the meeting held on the 7th of September 2021:

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

21/22.0461. Matters arising from previous minutes not covered by the agenda:

Members noted the Proper Officer's clarification of the Statutory Restriction under LGA 1972 s.100 b) that any decisions under this item may be potentially unlawful and will no longer be used.

21/22.062. Public Session:

There were no members of the public present.

21/22.063. Reports from County and City Councillors:

a) **Cllr Mike Sole** gave a brief resume of KCC issues including a shortage of HGV drivers and the impact on essential services; challenges concerning Public Rights of Way; drain clearing issues, and a reminder that there was a small amount of money remaining in the Covid-19 Grant pot. Mike's full report will follow and will be posted on Waltham Facebook and on the Parish Website.

b) **Cllr Robert Thomas** had emailed his report just prior to the meeting. The main item of information concerned the City Councils decision to remove the grounds maintenance contract from Serco and to bring it under direct control.

<https://news.canterbury.gov.uk/news/article/265/grounds-maintenance-work-to-come-under-canenco-control>

21/22.064. Financial Matters:

a) **Accounts Summary 1st of April to the 28th of September 2021.** Members had been provided with a detailed year to date analysis of Receipts and Payments by category, coupled with a prediction of the financial position on the 31st of March 2022. After brief discussion members **resolved** to approve the summary in the knowledge that it will form the basis for 2022/23 budget setting priorities and the Precept demand. It was also **resolved** that a contribution of up to £280 should be made to the Waltham Village Hall Committee towards repairs and redecoration of the bus shelter. **Action:Clerk/RFO**

b) **To Authorise a Payment Schedule.**

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

Payment Schedule - 1st to 30th of September 2021

Bank Balance at 23:09:2021 = £16,724.46

Transaction Number	Invoice Date	Payee	Payment Summary	Net Amount	VAT	Gross Amount	RFO Comments
21/22/11	23 rd September	A.S.McCord	September Expenses	£222.40	£1.00	£223.40	Ref: Salary Advice 23 rd September.

Councillors discussed the schedule and **resolved** to approve the payment.

Action: Clerk

21/22.065. Parish Charter:

The Clerk had provided a Position Statement on the Parish Charter in his role as the working group project lead on behalf of KALC Canterbury Area Committee. In brief there is clearly an impasse and attempts to resolve this will be made in a round table discussion to be held sometime in October, with the deadline for completion by the 31st of December. The Chairman expressed the view that it is important to support the KALC CAC in its attempts to achieve what is regarded as national best practice.

Action: Clerk

21/22.066. Notice Board Renewal:

Cllr Browne gave a visual presentation of three options for notice boards. Detailed discussion ensued with support for the following key points:

- New notice boards would be placed on the front face of the bus shelter.
- Aluminium construction preferred over wood because of longevity and minimal maintenance.
- Colour should be green to match the Waltham Village Hall sign.

It was **resolved** that the parish clerk should coordinate the final selection process in consultation with Members. A maximum price guide amount of £2,228 including 50% match funding received from the City Council.

Action: Clerk

21/22.067. Adverse Weather Policy:

A draft policy had been previously circulated and covered the parameters of service provision; the alignment of the service with KCC's Winter Services Policy; and suggestions for liaison with KCC Officers regarding routing arrangements and partnership working. After detailed discussion it was **resolved** to approve the Policy. Cllr Mike Sole volunteered to establish an appropriate contact point for Liaison.

Action: Clerk

21/22.068. Highways Improvement Plan (HIP):

Members considered a set of five priorities for completion in 2021/2022 including:

1. The installation of road signs warning of horses and children.
2. Conducting an ATC Tube survey in Kake Street.
3. Provision of narrow road warning signs for HGV's on Church Lane and Whiteacre Lane.
4. Provision of Waltham finger post signs at the Sole Street/Pennypot junction and at the Waltham Road/Anvil Green junction.
5. Investigate the provision of a gate sign in Kake Street at the entrance to Waltham Village.

It was recognised that the current Highways improvement plan was a step forward in addressing road safety issues but that more work was needed when considering the implications of KCC's Vision Zero road safety strategy,

Members **resolved** to approve the priorities *in principle* pending further discussions with KCC Highway's Schemes Project Managers on cost projections and practicalities. **Action: Clerk**

NB: A question was raised about KCC responsibilities for signposting and Parish Council involvement. A Proper Officer check on legislation confirms that Parish Councils have the Discretionary Power to provide traffic signs on roads (Road Traffic Regulations Act 1984), and to make payments to a highway authority for traffic calming schemes for the benefit of the council's area (Highways Act 1980).

21/22.069. Planning Application CA/21/02081 Well Cottage:

Members confirmed that they had viewed the online application and while there had been some concerns primarily about drainage it was **resolved** to make no objection to the application.

Action: Clerk

Business having been completed the meeting was closed at 9.20 pm.

21/22.070. Date and time of next meeting: Tuesday the 2nd of November 2021 commencing at 7.30pm in Waltham Village Hall

Chairman's Signature:

2nd of November 2021