

Waltham Parish Council

EST. 1894

Minutes of the Annual Parish Council Meeting held on 4th June 2019 at Waltham Village Hall

Present: Parish Councillors: John Barry, Sue Browne, Ben Grillet and Carolyn Lawrence.

Parish Clerk: Tony McCord.

There were no members of the public present.

Special Note: It was with great sadness that the Parish Council learned of the death of Jill Metcalf. She has been a stalwart of village life for over forty years.

She will be greatly missed for her selfless support for those in need and her unfailingly cheerful disposition.

SJB

Meeting commenced at: 19.30.

19/20.0030. To receive and approve apologies for absence:

Apologies were received from Cllr Jane Robinson, County Cllr Michael Northey and City Cllr Robert Thomas

19/20.0031. To receive declarations of interest:

There were no declarations of interest on items on the agenda.

19/20.0032. To approve the minutes of the meeting held on 7th May 2019:

Item 19/20.2004. Cllr Browne requested that the words *and visibility* be added at the end of the third bullet point.

Item 19/20.2007. Cllr Browne pointed out that the heading should be *Annual Parish Meeting*.

Having accepted suggested amendments Council **Resolved** to approve the minutes which were duly signed and dated by the Chairman.

19/20.0033. Matters arising from previous minutes not covered by the agenda:

- a) Item 19/20.0025. Work on the Annual Governance and Accountability Return (AGAR) had taken priority so banking arrangements would be deferred to later in the year.
- b) Item 19/20.0026 The Chairman reported that he and Cllr Robinson had conducted a Performance Review with the Clerk following his probationary period and subsequently confirmed him in post.
- c) Item 19/20.0027. The Chairman gave brief feedback on the annual Parish Meeting. While attendance was low there had been good levels of discussion on a variety of topics which will be considered further by the Parish Council.

19/20.0034. Public Session: To receive questions and comments from the public:

No members of the public were present.

19/20.0035. To receive reports from County and City Councillors:

City Cllr Robert Thomas had forwarded a brief report, summarised as follows:

In terms of an update we're only four weeks into the new council but there's a few snippets for information:

: City centre bollards are being finalised for pedestrian safety

: The council have agreed to vote in favour of a second term of the Business Improvement District for the city centre with its 15 votes. If the majority of the businesses approve the five-year plan there will be more resources for graffiti cleaning, cleaner streets and support for rolling out free Wi-Fi.

: An ice rink in the Dane John Garden is planned for 5 weeks at Christmas.

: A review of people's shopping habits is being undertaken which will help in the next Local Plan review. This will help shape what is planned for areas like Wincheap Industrial Estate

: The district also won some awards for its beaches!

19/20.0036. Financial Matters:

a) To note the Parish Councils Financial position:

The Responsible Finance Officer gave a brief year to date overview. Receipts £9,791.88; Payments £2,679.96; Balance in accounts £18,374.76

b) To authorise any payments:

The Clerk presented a payments schedule for Member consideration:

Payment Schedule June 2019

Date	Payment Summary	Cheque No:	Net Amount	VAT	Gross Amount
04/06/2019	D. Haywood. Computer backup installation	0619	76.50	0	£76.50
04/06/2019	Clerks Salary 20 hrs @ £10.30 hr				
	Plus, Office at home allowance	0620	212.60	0	£212.60
	Total		289.10	0	289.10

After careful consideration both payments were authorised in accordance with Councils Financial Instructions.

The Clerk/Responsible Finance Officer (RFO) proposed that grant payments should be made in July rather than at the end of the financial year to give more certainty to organisations financial management. It was **Resolved** that payments would be approved at the next meeting.

Action: Clerk/RFO

19/20.0037. Preparation for the Annual Governance and Accountability Return (AGAR).

Documents having previously been circulated Members were reminded of accounting information for 2018/2019 including a cash book statement; Bank Reconciliation; and budget v Expenditure Statement. Accounts have now been examined by the Internal Auditor and confirmed as correct.

The Chairman then guided Members through each element of the 2018/2019 Return in the following order:

- a) **Certification of Exemption.** It was **Resolved** that the Council wished to exempt itself from a limited assurance review. The form was completed, signed by the RFO and the Chairman and will now be forwarded to the External Auditor.
- b) **Annual Internal Audit Report.** Members noted the contents of the internal auditors written report and her positive assessment of Internal Control Objectives.
- c) **Annual Governance Statement.** Having carefully considered each of the nine items in turn against the Internal Audit Report, Members **confirmed** agreement and the Statement was signed by the Chairman and Clerk.
- d) **Accounting Statement.** Members explored each of the ten receipts and payment categories and the disclosure note re Trust Funds and **confirmed** that figures matched the previously circulated data. The Statement was signed by the Chairman and RFO.
- e) **Analysis of Variances.** Members were made aware of some significant receipts and payments differences between the 2017/18 and 2018/19 accounts. Reasons for those variances were satisfactorily explained.

Having completed work on the return Members **Resolved** to accept the findings and agreed that the Clerk publish the documents on the notice board and website, seeking external assistance in the process if required.

The RFO advised Members that the commencement date for the exercise of public rights would be on **Friday 28th June** and would end 30 working days later on **Friday 9th July** **Action: Clerk/RFO**

19/20.0038. Planning Matters

- a) CA//19/00352 Members commented that providing Planning had taken AONB concerns into account WPC would not object to the revised application.
- b) CA//19/00902 No objections were raised to this application.
- c) CA//19/01024 No objections raised.

19/20.0039. Highways and the Environment.

A check on the KCC Parish Portal indicates four new items on the Portal. Three had been addressed, one where works are being programmed on potholes in Ansdore Road.

19/20.0040. Any other matters for discussion:

- a) Cllr Lawrence raised a query about Waltham Park gates being locked and possible access problems in an emergency. It was suggested that this was a matter for WRSA, and Cllr Grillet undertook to take this forward.
- b) Cllr Browne queried the continued existence of "What's on in Canterbury this week". Clerk to follow up.

The meeting concluded at 9.10 pm.

Next Meeting to be held on Tuesday 2nd July commencing at 7.30pm in the Village Hall.