

Waltham Parish Council

EST. 1894

Minutes of the Parish Council Meeting held on 4th February 2020 at Waltham Village Hall

Present: Parish Councillors: John Barry (Chair), Jane Robinson, Sue Browne, and Carolyn Lawrence
City Councillors: Robert Thomas and Matthew Jones-Roberts
Parish Clerk: Tony McCord.

In attendance at the meeting: Kevin Finnon – Community Warden.

There was one member of the public present.

Meeting commenced at: 19.35. The Chairman gave a warm welcome to attendees.

19/20.0100. To receive and approve apologies for absence:

Apologies for absence were received from Cllr Ben Grillet and County Cllr Michael Northey.

19/20.0101. To receive declarations of any Disclosable Pecuniary interests or Other significant Interest:

There were no new declarations relating to agenda items.

19/20.0102. To approve the minutes of the meeting held on 1st October 2019:

It was pointed out that minute 19/20.0093 line 6 should read . . . resolved by a majority vote . . . After agreeing this amendment minutes were approved and signed.

19/20.0103. Matters arising from previous minutes not covered by the agenda:

: A report from Les Leslie indicated that the Village Hall lease purchase was progressing well and that signatures were required for the Declaration of Trust from two Custodian Trustees, John Barry and Carolyn Lawrence, and by Les Lesley and Susan Browne as Village Hall Trustees. The Chairman reported that Les Leslie would be coming to the meeting with documents to sign.

19/20.0104. Public Session: To receive questions and comments from the public:

A member of the public raised a question about the level of Precept for 2020/21 and the impact on council tax. The Chairman gave a resume of the agreed budget for the coming financial year and the precept request for £7,161 compared to the current year of £7,611. A summary of the Budget and precept will be published on the notice board and website.

A Member asked about decisions relating to budget including the Precept and how these had been shared with councillors. The Chairman reassured everyone present that all the Councils business and decisions were, and must always be, dealt with in open meetings so that they can be open to scrutiny.

19/20.0105. To receive reports from County and City Councillors:

County Cllr Michael Northey had contributed a report, summarised as follows:

1. KCC is doing well at mending potholes but of course there is always more to do. The County Councils Network (CCN) has recently released figures that show how badly county areas are given funds to be able to fund roads. These including Kent were able to spend £20,885 per mile on potholes repairs and infrastructure. Councils within London are able to spend three times more than county authorities per mile. London is able to spend £63,250 per mile. (Source: County Council Network). There are many more figures, but this helps to show why Kent and other counties struggle to keep roads at the level of more favoured places. We do not get our fair share of the government's £2 billion pothole fund. More details on the CCN website.
2. Various press released from KCC can be found on our website. They include pointing out that this is Children's Mental Health Week, and directs people to KCC sites such as MoodSpark, the Kent Resilience Hub, HeadStart Kent. KCC was awarded £10 million from the National Lottery Community Fund to help, on top of funding from the KCC budget.
3. Roger Gough Leader of KCC had said Kent shares a lot of interests with our European neighbours and leaving the EU will still mean we work together in our common interests. West Flanders and the Hauts-de-France region of France are particularly active with KCC in continuing links, and there is a new initiative called Straits Committee, to strengthen links cross channel, which Mike Whiting, KCC Member for Economic Development is attending on 5 February in France.
4. This week is also National Apprenticeship Week, and there is more information on how KCC is promoting and encouraging apprenticeships in our region on the website.

City Cllr Robert Thomas presented his report:

1. A new taxi licence policy out for consultation <https://news.canterbury.gov.uk/consultation-item?id=1&r=4>. This includes a number of climate-friendly updates.
2. The work on youth activities and anti-social behaviour led by Councillor Matthew Jones-Roberts has finished its report and has had its 14 recommendations accepted <https://democracy.canterbury.gov.uk/documents/s106139/Youth%20activities%20working%20group.pdf>
3. Kiosks and pop-ups at Station Rd West subject to planning permission <https://democracy.canterbury.gov.uk/ieListDocuments.aspx?CId=617&MId=12186>
4. Wetherspoons in Herne Bay looking to expand overnight accommodation after CCC agreed to a disposal of land to allow for the enhancements <https://democracy.canterbury.gov.uk/ieListDocuments.aspx?CId=617&MId=12186>
5. CCC have agreed to sponsor a student bursary for a local Kent & Medway Medical School student. KMMS will train future GPs and other medical professionals <https://democracy.canterbury.gov.uk/documents/s106213/Kent%20and%20Medway%20medical%20school%20bursary%20report.pdf>

Additionally CCC have agreed to help the hospital trust with its consultation on future proposals <https://www.ekhft.nhs.uk/patients-and-visitors/about-us/delivering-our-future/>

6. CCC budget to be finalised next week. In challenging times where we need to save £5m of annual expenditure the plans contain green waste charging for the first time, various parking charges and additional investment for park and ride contract enhancements. The cost for CCC is £216 for a band D property. The budget also includes additional resources for graffiti and litter picks as well as improvements to Canterbury Castle.

7. Community Infrastructure Levy to be finalised this week. This allows for additional resources to support community infrastructure for both the city council and parish councils.

8. A draft Corporate Plan will go out for consultation and will seek views on the vision for the next two years as well as seek additional ideas to be included.

<https://democracy.canterbury.gov.uk/ieListDocuments.aspx?CId=615&MId=12182>

9. A new Climate Change Partnership Board to be established with various organisations involved to help tackle the issues in our district which cause climate change but can also help us adapt. <https://democracy.canterbury.gov.uk/ieListDocuments.aspx?CId=615&MId=12182>

10. The final destination for a new CCC office move will be finalised on 20th Feb. It would be self-financing and would provide environmental improvements by being a more sustainable building.

11. A decision on the future of East Kent Housing is due on 20th Feb.

12. Following the recent parish seminar CCC will look to put together a handbook for parish councillors, city councillors and staff to share. Future talks on concurrent functions funding will be arranged later in the month too.

City Cllr Matthew Jones-Roberts gave a brief resume of his background and his role focussing on young people in the City and tackling anti-social behaviour.

19/20.0106. Financial Matters:

i) To note the Parish Councils financial position: A set of four year to date financial reports had been distributed to Members prior to the meeting and were discussed in detail. Total receipts to date = £10,694.88; Payments £8,614.70; Balance for period £4,246.30; Balance in accounts £13,352.65. Members commented that the new Scribe accounting system was a distinct improvement on the previous manual version. It was agreed that all reports would be distributed to Members while they became acclimatised to the new structure.

It was unanimously **Resolved** to approve the report.

Action: Clerk/RFO

ii) To authorise payments:

The Clerk/RFO presented a payments schedule for Member consideration:

Date	Payment Summary	Cheque No:	Net Amount	VAT	Gross Amount
04/02/2020	KALC Accessibility Workshop	000636	£60.00	£12.00	£72.00

04/02/2020	KALC Annual Finance Conference	000637	£60.00	£12.00	£72.00
04/02/2020	Clerk Salary and Home Allowance	000638	£869.60	0	£869.60
04/02/2020	Clerk Reimbursement (Scribe)	000639	£99.00	£19.80	£118.80
04/02/2020	Clerk Reimbursement (Defibrillator)	000640	£600.00	0	£600.00
04/02/2020	Defib Store (Heated Cabinet)	000641	£529.00	£105.80	£634.80
04/02/2020	Came and Company insurance	000643	£287.71	0	£287.71
	Total Payments		£2505.31	£149.60	£2654.91

It was **Resolved** to approve the schedule and the payments were authorised in accordance with Councils Financial Instructions. **Action: Clerk/RFO**

19/20.0107. Planning Matters

- a) CA//19/10399 Priors, Church Lane, Waltham. It was **Resolved** not to object to the proposal.
- b) CA//20/00094 Holly Tree Cottages, Stone Street, Waltham. It was **Resolved** not to object to the proposal.

Action: Clerk

19/20.0108. Highways and the Environment.

- i) A check on the Parish Portal indicates a total of 19 fault reports since November; 17 recorded as resolved, two as work in progress. Concern was expressed that it was difficult to match figures against local experiences and it was **Resolved** to raise this at the forthcoming Highways Development Plan meeting with KCC.
- ii) **Adverse Weather Policy.** A draft policy had been previously circulated by the Clerk. Members discussed this in some detail, raising concerns that up to 10 Km of roads may need to be treated; raising expectations of residents; the implications of insurance cover and the need for a detailed risk assessment was highlighted as needing further examination. It was **Resolved** to defer consideration until later in the year. **Action: Clerk**

Mr Les Leslie attended the meeting at this point and business was suspended for a short period while the Declaration of Trust document was signed and witnessed.

19/20.0109. Parish Council Website.

An option appraisal had previously been completed and shared with Members. Of nine potential providers three been shortlisted on the basis of cost, accessibility compliance, and presentation. Of the three **Eyelid Productions** was regarded as the appropriate option for Website development, while **IONOS** should be a consideration for Domain and email hosting. It was Resolved that negotiations should continue with both providers; discussions should take place with Waltham Parish organisations on website participation and structure; and a decision should be made at the March meeting. **Action: Clerk**

19/20.0110. Defibrillator Project and use of Telephone Kiosk.

- i) The Clerk reported that the Intelligent Public Access Defibrillator (IPAD) had been delivered together with a comprehensive training kit including manikins and MP4 video presentations. The new website provider confirms that the videos can be on the website for reference.

A heated cabinet is on order and will be fitted in the telephone kiosk on arrival. A new contract with British Telecom allows the parish council to access the BT electrical supply. Once installed the IPAD and its location will be registered with the South East Coast Ambulance Service. **Action: Clerk**

- ii) Cllr Lawrence reported initial interest about the provision of a Library in the telephone kiosk had abated somewhat. Members agreed that the potential for shelving could be explored further as potential for development. **Action: Cllrs Robinson and Lawrence**

19/20.0111. Parish Council Policy Reviews.

The Parish Council is working towards gaining recognition in the National Council Awards Scheme which includes the development of a range of policies to support effective governance.

- i) **Training and Development Policy.** Having been previously circulated was considered by Members and it was **Resolved** to approve. Review in February 2021.
- ii) **Asset Management Plan.** Statutory regulations place a duty on councils to maintain a record of the fixed assets of the authority. Members considered an amended draft policy and **Resolved** to adopt.

Both policies will be published on the parish council website.

Action: Clerk

19/20/0112. Any Other Business for information only.

- i) **Cllr Browne** requested that the possibility of a village grant be considered at the next meeting to support 70th anniversary celebrations.
- ii) **Cllr Barry** indicated that the clerk's annual appraisal is becoming due (end of May).

There being no other business the meeting closed at 9.30 pm

Date and time of next meeting: Tuesday 3rd March commencing at 7.30 pm in the village hall.