

# Waltham Parish Council

EST. 1894

## Minutes of the Parish Council Meeting held on 5<sup>th</sup> February 2019 at Waltham Village Hall

**Present:** Parish Councillors: John Barry (Chair), Sue Browne and Sarah Tickner  
Parish Clerk: Tony McCord.  
1 member of the public attended for item 14 a).

Meeting started at: 19.30

**18/19.0677 To receive and approve apologies for absence:**

Apologies for absence had been received from Cllr Robinson and were approved. City Councillors Doyle and Thomas and County Councillor Northey also gave their apologies.

**18/19.0678 To receive declarations of interest:** There were no declarations of interest on items on the agenda.

**18/19.0679 To approve the minutes of the meeting held on 5<sup>th</sup> November 2018:**

Following one correction (WSRA) the minutes were approved as an accurate record. Cllr Barry signed the minutes.

**18/19.0680 Matters arising from previous minutes not covered by the agenda:**

Item 18/19.067 The owner of the old airfield has been identified as residing in an adjoining parish.

**18/19.0681 To receive an update on the siting of the Airfield Plaque.**

Cllr Barry appraised Members of the options that had been explored. The most practical was the entrance to the airfield or alternatively at the Compasses Inn opposite. As both sites were in a neighbouring parish it was **Resolved** that the Clerk should liaise on the issue.

**Action: Clerk.**

**18/19.0682 Public Session: To receive questions and comments from the public:**

There being no members of the public present at this point nothing to report.

**18/19.0683 To receive reports from County and City Councillors:**

Cllr Thomas had forwarded a written report summarised as follows:

1. The council tax base has been agreed by Council. For Waltham this is 98.9% of 211.53 band D properties therefore 209.2 which is a small decrease on 209.84 from this current year. The level of council tax is due to be set Thursday of next week.
2. The Lost Words project has secured the full funding without any KCC funding. Canterbury in Bloom are looking for funding to host a series of workshops for a Canterbury's Nature: Lost Words project over 2019.
3. There is a portal for bus feedback [www.kent.gov.uk/busfeedback](http://www.kent.gov.uk/busfeedback) for all the good, bad and indifferent.

4. There is a concept plan for the station at Canterbury West station. Hopefully my article on this will appear in PAW News this month. The CCC update can be seen at <https://news.canterbury.gov.uk/concept-map-for-station-road-west-transport-hub-published/>
5. The city council are currently in discussions about renewing CCTV which will also have the capability of allowing Wi-Fi too amongst other services. There may be scope of a joined-up approach with parish councils and more details will be circulated on this in time.
6. Household waste collection method post 2021 has been agreed as twin-stream –fortnightly plus dedicated vehicle for weekly food waste.

**18/19.0684 Financial Matters:**

**a) To note the Parish Councils Financial position:**

The Clerk had previously circulated a list of Year to Date transactions for 31<sup>st</sup> December and a YTD Finance report for the agenda (Appendix 1). The report demonstrates a healthy financial position with no matters of undue concern. It was **resolved** that the retention of two instant savings accounts was not necessary and they should be merged. **Action: Clerk.**

**b) To authorise any payments:**

The Clerk presented a payments schedule for Member consideration:

Payment Schedule February 2019

Date	Payment Summary	Net Amount	VAT	Gross
5/2/19	Came and Co. (Insurance)	£341.20	-	£341.20
5/2/19	WSRA (Notice Board)	£402.00	-	£402.00
5/2/19	WSRA (Field Maintenance)	£160.00	-	£160.00
5/2/19	KALC (Annual Planning Conference)	£60.00	£12.00	£72.00
5/2/19	Clerks Salary (ten weeks)	£531.50	-	£531.50
5/2/19	Waltham PCC (Cemetery Grant)	£850.00	-	£850.00
	Total	£2,344.70	£12.00	£2,356.70

After careful consideration all six payments were approved in accordance with Councils Financial Instructions.

**18/19.0685 Planning matters:**

Application No: 18/02480: Members considered an addendum adding a swimming pool and **Resolved** to raise no objections. **Action: Clerk**

**18/19.0686 Preparations for May elections:**

Cllr Barry raised points about encouraging Waltham residents to consider standing for election and suggested ways to disseminate information. It was **Resolved** that a draft format be produced. **Action: Chair and Clerk.**

**18/19.0687 Any other matters for discussion:**

Mr Les Leslie attended the meeting at this point and was welcomed by the Chair.

In view of the ongoing issue of salt bins there was general discussion about KCC's Winter Service Policy and the need for a joint approach.

**18/19.0688 Programme of Meetings for 2019 – 2020:**

An outline programme was discussed through to November 2019. A suggestion to increase the frequency of meetings was deferred until after the May elections when new members preferences would be explored. **Action: Chair and Clerk**

**18/19.0689 Date of Next Meeting:**

It was confirmed that the date of the next meeting would be Tuesday 5<sup>th</sup> March 2019 commencing at 7.30 pm at Waltham Village Hall. **Action: Clerk**

**18/19.0690 Exclusion of the Public:**

Due to the sensitive nature of discussions it was **Resolved** to exclude the press and members of the public under section 100 a) (4) of the Local Government Act 1972.

- a) **Waltham Village Hall Update:** Mr Les Leslie, Chair of Waltham Village Hall Trust was formally welcomed to the meeting and presented an overview of the Trusts intention to purchase the land lease, due to expire in 2026. Discussion continued on the financial challenges of the project and Members signalled their ongoing support of the Trusts endeavours.
- b) **Contract of Employment:** The Clerks Contract of employment and remuneration was discussed, agreed, and formally signed by both the Chair and the Clerk.
- c) **Matters concerning internal administration:** Four Policy Documents have been reviewed in the light of changes in legislation and on advice from the National Association of Local Councils.
  - : **Standing Orders** identifying the statutory and good practice measures needed to run an effective Council.
  - : **Financial Instructions** required to ensure good Governance of the council.
  - : **Disposal of Records Policy** designed to ensure compliance with the new General Data Protection legislation.
  - : **Training and Development Policy** intended to focus attention on the training needs of Councillors and the Clerk and to inform budget decisions as the council develops its Quality Assurance programme.

Each of the policies was formally approved and will now be placed on the website as public documents. Work will continue on a number of others required to achieve Foundation Level in the National Award Scheme.

**There being no other points for discussion the meeting ended at 9.20 pm.**

Waltham Parish Council  
Year to Date Finance Report to 30th January 2019

Appendix 1

Code	Budget	Category	Amount
<b>Receipts</b>			
a		Precept	£ 7,500.00
b		Interest from Deposit Account	£ 1.98
c		Reclaimed VAT	£ 110.07
d		Other Income	£ 2,122.63
e		Concurrent Functions Funding	£ 2,198.29
<b>Total Receipts</b>			<b>£ 11,932.97</b>
<b>Payments</b>			
P1	£ 2,374.00	Clerk net Salary + HMRC	-£ 1,510.72
P2	£ 120.00	Work from home allowance	-£ 75.00
P3	£ 50.00	Postage, Stationery, IT	-£ 347.99
P4	£ 30.00	Clerks mileage expenses	-£ 14.85
P5	£ 50.00	Chairman's Allowance	£ -
P6	£ 120.00	Training for Councillors & Clerk	£ -
P7	£ 286.00	PC Insurance	£ -
P8	£ 200.00	Internal Audit	-£ 60.00
P9	£ -	Election	£ -
P10	£ 280.00	KALC - ACRK Subscriptions	-£ 234.12
P11	£ 850.00	General Grants & Donations	£ -
P12	£ 964.00	WRSA Concurrent Functions Funding	-£ 1,353.17
P13	£ 1,350.00	Village Hall Grant	March
P14	£ 150.00	Contingencies inc. Councillor expenses	-£ 2,770.36
P15	£ 100.00	Hall Hire Fee	March
P16	£ -	VAT	-£ 630.21
<b>£ 6,924.00 Total Payments to date</b>			<b>-£ 6,996.42</b>
Balance for period 1.4.18 to 29.1.19			£ 4,936.55
Balance in Current Account			£ 9,152.84
Balance in Instant 1466			£ 3,262.19
Balance in Instant 4752			£ 1,469.29
<b>Total Balance</b>			<b>£ 13,884.32</b>

**Notes to the Report:**

- : Account Transactions reconciled with Bank Statements - no anomalies.
- : Significant expenditure due before year end (circa £2,956).
- : Total year end expenditure circa £9,953 leaving surplus of £1,979 against income.
- : Propose that WPC debate the need for two instant savings accounts & possible merging.
- : No budget identified for elections in 2019. Investigate potential costs?
- : Recommend that WPC hold reserves of £3,750. (50% of Precept).

WPC/asm/ 30:01:2019