

# Waltham Parish Council

EST. 1894

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## Minutes of the Ordinary Parish Council held on the 4<sup>th</sup> of July 2023 at Waltham Village Hall

In line with the Transparency Code all public documents relating to the meeting are published in an agenda pack on the parish council website at <https://waltham-pc.gov.uk>

**Present:** Parish Councillors John Barry (Chair), Ben Grillet, and John Hockley.  
Parish clerk Tony McCord.

There were four members of the public in attendance.

The meeting commenced at 7.30pm with a welcome and introductions by the Chairman.

### **23/24.029 Apologies for Absence:**

Apologies were received from Cllr Jane Robinson and were accepted. Ward Councillor Alister Brady also gave his apologies due to other meetings.

### **23/24.030 Declarations of Disclosable Pecuniary Interests or Other Significant Interests:**

There were no declarations pertaining to items on the agenda.

### **23/24.031 Approval of Minutes:**

The Chairman requested comments on pages one to four of the minutes. There being no comments on accuracy it was Resolved to approve and the Chairman signed the document as a correct record.

**Action: Clerk**

### **23/24.032 Public Session:**

Two members of the public expressed an interest in item 8a) on the agenda relating to planning application CA/23/00063. Following informal discussion, the Chairman decided to bring forward that item for purposes of continuity.

### **23/24.033 Planning application CA/23/00063:**

Having briefly considered this at the June meeting and then exploring information on the Planning Portal, Members discussed in more detail the proposal to change the use of an agricultural barn to a dwelling at Gogway Farm CT4 5PX. Consideration was also given to the preliminary results of the Parish Plan project, in which identifying a sufficient supply of homes was regarded by parishioners as important. It was unanimously **Resolved** to raise no objections to the application.

**Action: Clerk**

### **23/24.034 Chairman's Report:**

- a) **Update on the Parish Plan.** Steady progress is being made on analysing the questionnaires, with clarity emerging on parishioner views on priorities for action. Sustainable transport is seen as the highest priority followed by supporting high

quality communications; identifying a sufficient supply of homes; and effective management of money. It was hoped to have the initial survey results prepared for the September meeting and it was **Resolved** to publish individual analyses on Facebook and on the website as they were produced. **Action: Clerk**

A member of the public commented that signals around Duckpit and Gogway are poor and it was noted that the original intention of erecting the telecommunications mast was to allow all providers to install transmitters. Openreach had quoted £150K for a service to cover the Duckpit area. For further exploration when constructing the Parish Plan. **Action: Clerk**

- b) **Recruitment to vacant seat.** The Chairman reported that efforts were continuing to co-opt a parishioner to complete the team of five Members on the Council.
- c) **Flat at 1 Richdore Road.** Members were advised that this social housing property has remained vacant for well over a year amid concerns about the shortage of social housing accommodation. The previous Ward Councillor had raised this with CCC Housing earlier this year, and the clerk has raised the issue again. A response is expected in the next few days which will be discussed as an agenda item at the next meeting.
- d) **Telephone Box Maintenance.** The Chairman reported that the contractor had commenced work on the 4<sup>th</sup> of July. Preparatory sanding down had revealed the need for treatment of the wood glazing bars at an additional cost of £20.00. Members **Resolved** to approve the additional expenditure and to instruct the clerk to arrange payment of the £670 invoice between meetings. **Action: Clerk**

**23/24.035 Reports from County and City Councillors.**

County Councillor Mike Sole had contributed a report for June 2023, describing his activities as Ward Councillor for Nailbourne Ward and his County Councillor responsibilities. Mike’s report is published in full on the Waltham Facebook page.

**23/24.036 Financial Matters:**

- a) **Quarterly Finance Report.** Members were advised that all expected receipts have been credited to the Unity Trust account. A VAT claim for 2022/23 of £140.12 is still outstanding. The report demonstrates the expected position at the end of the first quarter.
- b) **Receipts, Payments and Payments Schedule.** A copy of the revised report format had been circulated with the agenda pack:
  - i) **Finance Report 1<sup>st</sup> of April to 30<sup>th</sup> of June**

Balance brought forward 01:04:2023	£9,346.94
Total receipts (including B/F)	£19,661.64
Total payments	£2,024.45
Cashbook Balance	£17,367.19
Unity Trust balance	£17,367.19

ii) **Payment Schedule 1<sup>st</sup> to 30th of June 2023**

<b>Transaction Number</b>	<b>Invoice Date</b>	<b>Invoice Number</b>	<b>Payee</b>	<b>Payment Summary</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Gross Amount</b>
23/24.11	02:03:23	03	A.S.McCord	Salary & allowance	£269.60	-	£269.60
23/24.12	13:05:23	22332	A.S.McCord	Web Hosting	£23.00	£4.60	£27.60
<b>Total</b>					<b>£292.60</b>	<b>£4.60</b>	<b>£297.20</b>

Members were advised that a further payment to IONOS of £27.60 may be due because of a delay in termination of contract. It was **Resolved** that should it be required the clerk would arrange payment and claim reimbursement as previously. Meanwhile Members **Resolved** to approve the two payments, authorised by the Chairman.

**Action: Clerk**

- c) **Revisions to operational procedures**, Members were advised by the clerk/Responsible Finance Officer that some changes in documentation were necessary to conform with the new Internal Auditors recommendations, and these would be introduced and tested for acceptability as required.

**Action: Clerk/RFO**

**23/24.037 Planning Issues.**

**ENF.20/00199.** Members were given a brief resume on the history of Dene Meadow by the Chairman dating back to 2016 when planning permission was granted for the erection of a barn. Subsequently local concerns have been expressed about the location being used for residential purposes with photographic evidence being given to a parish councillor. The clerk has raised those concerns with the senior planning officer and has been advised that the situation will be investigated, with the parish council being advised on the outcome. Members **Resolved** to discuss this further as an agenda item at the September meeting.

**Action: Clerk**

**Date of Next Meeting:** Business having been concluded the Chairman thanked attendees for their contributions and closed the meeting at 8.40 pm. The next Ordinary Meeting is scheduled for **Tuesday the 5<sup>th</sup> of September** commencing at 7.30pm in Waltham Village Hall.

**NB:** The Clerk gave his apologies for being unable to attend and confirmed that locum support would be arranged.

**Chairman's Signature:**

**5<sup>th</sup> of September 2023**