

Waltham Parish Council

EST. 1894

Website: <https://waltham-pc.gov.uk>

Minutes of the Annual Parish Council meeting on 4th of June 2024 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. Please note that the minutes remain in Draft form until approved at the next meeting.

Present: Parish Councillors John Barry (chair) Jane Robinson (JR), and Yolande Barnes (YB)

In attendance: Clerk / RFO Tony McCord

The meeting commenced at 7.30pm

24/25.125 Declaration of acceptance of Office:

As Cllr Barry was not present at the Annual Parish Council meeting, he signed his Declaration before the Proper Officer, who signed as witness.

24/25.126 To receive any apologies for absence:

Apologies were received from Cllr John Hockley and KCC Member Mike Sole.

24/25.127 To Declare Disclosable Pecuniary Interests or Other Significant Interests on any agenda items:

There were no Declarations of Interest received.

24/25.128 To approve the minutes of Motions and Resolutions of the meeting held on the 7th of May 2024:

The minutes were approved and signed as a correct record.

24/25.129 Public Session: To receive representations questions and evidence from the public on agenda items:

There were no members of public in attendance.

24/25.130 Chairman's Report:

- a) As yet there had been no expressions of interest in the councillor vacancy. Discussion on encouraging a potential applicant led to an agreement to approach. **Action: JB**
- b) It was noted that glazing in the notice boards continued to deteriorate. Replacement panels had been supplied under warranty and the Chairman volunteered to install. **Action: JB**
- c) There had been no responses to the Kent wide advertisement for a Clerk/RFO published by KALC. Efforts to recruit locally are continuing. **Action: JB**
- d) An agreement with CCC for the provision of Concurrent Functions Funding was signed by the Chairman and countersigned by the Clerk/RFO. **Action: Clerk**
- e) Plans had been received from KCC Highways regarding the provision of horse warning signs and gate signs in the vicinity of Waltham village as part of a joint WPC/KCC Highways Improvement Plan priorities for 2024/25. **(minute 23/24.069)**. In discussions YB described the two initiatives as nonsensical, not in keeping with the Waltham environment, and requesting a

decision deferment until more appropriate plans could be produced. The Clerk/RFO advised Members that a Capital Grant (£552.00) for the gate signs was at risk. It was **resolved** to proceed with the horse warning signs but to defer a decision on gate signs. **Action: Clerk**

- f) **Requests for comments on Planning Applications.** The authority had received belated requests for comment on three applications:

: CA/24/00808- single storey detached garage with log store to rear. Crossacres House Sheep Court Lane. CT4 5PY. Members **resolved** to make no objections.

: CA/24/00802 – single storey side extension, 21 Richdore Road CT4 5SJ. Members **resolved** to make no objections.

: CA/24/00801 – single storey front and rear extension following removal of existing extension 23 Richdore Road CT4 5SJ. Members **resolved** to make no objections.

The Clerk will advise the City Council of the resolutions.

Action: Clerk

24/25.131 Reports from County and City Councillors:

Councillor Mike Sole had posted his report on Waltham Facebook, copied to WPC. Members noted the content.

24/25.132 Finance Report:

To note the year-to-date financial position as of 31st of May 2024.

Members commented again that the new report appeared to contain inaccuracies. The RFO advised members that the report had been circulated well in advance of the meeting to provide the opportunity for clarification. No comments had been received and it was therefore inappropriate to raise issues at a meeting where it was not possible to explore the detail.

24/25.133: To approve a Payment Schedule for the period 1st to 31st May 2024

Transaction Number	Invoice Date	Invoice Number	Payee	Summary	Amount £		
					Net	VAT	Total
24/25.07	30:04:2024	02	A.S.McCord	Salary & Expenses	287.10	0	287.10
Total					287.10	0	287.10

The Payment Schedule date was approved and signed by the RFO, initialled by JB and JR.

Action: Clerk

24/25.134 Annual Governance and Accountability Return (AGAR):

A final version of the Return had been circulated to Members on the 2nd of June.

- a) **Exemption Certificate** : It was **Resolved** that as the authority complied with the criteria for exemption a certificate would be forwarded to the External Auditor.
- b) **Internal Auditor Report** : A lengthy report had been received, summarised in a briefing report from the RFO. In essence two areas of concern had been identified:
- : **The period for the exercise of public rights had been extended by 5 days.** Members supported the RFO view that this had no material effect and therefore the response to assertion 4 in the Annual Governance Statement should be recorded as 'Yes'.
 - : **Incomplete website publication of AGAR.** The Clerk's explanation that repopulation of the new website had been delayed because of sickness was accepted by Members.
- NB: AGAR documents for the last 6 years have now been published in the Transparency section of the website.**
- c) **Annual Governance Statement:** Members reviewed the 9 assertions in the statement and **Resolved** to confirm that it met each of the requirements.

- d Accounting Statement:** The statement had been certified as correct by the RFO prior to the meeting. Members approved the statement which was then signed and dated by the Chairman.

Having completed the review it was **resolved** to publish the AGAR on the website along with an Analysis of Variances, Bank Reconciliation, and a Notice of the period for the exercise of public rights.

Action: RFO

24/25.135 WPC Financial Instructions Policy:

Members noted that apart from more detail regarding online banking arrangements there was little difference to previous versions. The Clerk pointed out that the level of spending delegated to the Clerk/RFO was too high for this small authority, and all spending decisions should be made by full council except in an emergency, where the Clerk may act in consultation with the Chairman.

Members **resolved** to approve the policy.

Action: Clerk

24/25.136 Rural Housing Research:

Cllr Barnes tabled a first draft of a rural housing survey designed to better understand the views of local residents on the issue of housing in the village before taking any, or no, action. YB suggested possible options for taking the project forward and it was resolved to discuss further at the July meeting.

Action: YB

24/25.137 Date of next meeting:

The next **Ordinary Meeting** will be held on Tuesday the 2nd of July commencing at 7.30 pm

The meeting closed at 8.50 pm

Chairmans signature:

Date: 2nd July 2024