

# Waltham Parish Council

EST. 1894

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

## Minutes of the Annual Parish Council meeting on 29<sup>th</sup> of May 2025 at Waltham Village Hall

**In line with the Transparency Code all public documents relating to the meeting are published 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 (JB) (Chair), John Hockley (JH), Hugh Robinson (HR), Jane Robinson (JR) and Yolande Barnes (YB).

**In attendance:** RFO Tracey Block

The meeting commenced at 7.30pm

JB welcomed all to the meeting.

### **1. Election of the Chairman and any Vice-Chairman for the Council year 2025-26.**

YB proposed that JB be elected as Chair for 2025-26, JH seconded this. All were in favour. JB took the Chair.

JR proposed that JH be elected as Vice-Chair for 2025-26, YB seconded this. All were in favour.

### **2. Completion of the Declaration of Acceptance of Office Form by the Chairman.**

JB completed the Declaration of Acceptance of Office Form.

### **3. To receive and approve apologies for absence.**

Apologies for absence had been received from Cllr Brady.

### **4. To receive any declarations of interest (Disclosable Pecuniary Interest and Other Significant Interests). The nature as well as the existence of any such interest must be declared.**

There were no declarations of interest made.

### **5. To approve the minutes of Motions and Resolutions of the meeting held on the 1<sup>st</sup> of April 2025.**

The minutes of the meeting held on 1<sup>st</sup> April 2025 were signed as a true record.

### **6. To discuss matters arising from the above minutes not covered by the agenda.**

There were no matters arising from the above minutes.

### **7. Public Session: To receive representations questions and evidence from the public on agenda items.**

There were no members of the public in attendance.

### **8. Chairman's Report. To receive an update on current issues:**

- a) Feedback from the Annual Parish Meeting.  
All Councillors had attended the APM.

### **9. To receive reports: from County and City Councillors.**

- a) County Councillor Mike Sole – no report received.
- b) City Councillors – no report received.

### **10. Appointment and scope of the Internal Auditor.**

The meeting was circulated with the Clerk's recommendations regarding the Internal Auditor for 2025-26. The Parish Council approved that Ms Lister should be appointed as the Internal Auditor for 2025-26.

**11. To review the effectiveness of the system of Internal Controls: Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance Statement.**

The document was updated to state that the payment of the Clerk is now undertaken by online payment. The Parish Council reviewed and agreed the System of Internal Controls.

**12. Financial matters:**

**ai. To approve the following financial documents:**

The Parish Council received and approved the end of year accounts.

**aii. To confirm that the Council can verify itself as exempt from the “limited assurance review” and complete the Certificate of Exemption.**

The Parish Council confirmed that it can verify itself as exempt from the limited assurance review and completed the Certificate of Exemption.

**aiii. To receive the report from the Internal Auditor**

The Parish Council received the report from the Internal Auditor.

**aiv. To approve the Annual Governance Statement 2024/25, section 1 of the AGAR for the year ending 31 March 2025**

The Parish Council approved the Governance Statement 2024/25, section 1 of the AGAR for the year ending 31 March 2025.

**av. To consider and approve the Accounting Statements 2024/25, section 2 of the AGAR for the year ending 31 March 2025 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2025, the explanation of significant variance. To ensure that the Accounting Statements 2024/25 are signed and dated by the person presiding at the meeting.**

The Parish Council considered and approved the Accounting Statements 2024/25, section 2 of the AGAR for the year ending 31 March 2025 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2025, the explanation of significant variance. The Accounting Statements 2024/25 were signed and dated by the person presiding at the meeting.

**avi. To approve the arrangements for the exercise of electors’ rights.**

The arrangements for the exercise of Electors Rights were agreed to run from 3<sup>rd</sup> June to 14<sup>th</sup> July inclusive.

**b) To note/authorise the following:**

**i. To note the Parish Council’s financial position.**

The Parish Council noted a bank balance of £12,971.21 as at 30<sup>th</sup> April 2025, supported by a Financial Statement and Budget over Expenditure

**ii. To authorise any payments.**

The following payments were authorised:

|                           |         |
|---------------------------|---------|
| KALC Annual Membership    | £290.16 |
| S Lister (internal Audit) | £60.00  |
| Clerk Salary (May)        | £253.70 |
| HMRC                      | £60.40  |
| Clerk Salary (June)       | £253.90 |
| HMRC                      | £60.20  |

**13. To review Financial Regulations, Standing Orders, Asset Register and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks.**

The Parish Council reviewed the Financial Regulations, Standing Orders, Asset Register and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks.

**Resolved:** The Parish Council will re-visit the Risk Assessment at the July meeting.

**14. Review of the Council's complaints procedure.**

The Parish Council reviewed the Complaints Procedure.

**15. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information (see also standing orders 11, 20 and 21).**

The Parish Council reviewed the Council's policies, procedures and practices in respect of its obligations under freedom of information (see also standing orders 11, 20 and 21).

**16. Review of the Council's employment policies and procedures.**

**Resolved:** The Clerk will create the Council's employment policies and procedures.

**Resolved:** The Clerk is to remove the Employment Contract from the website.

**Resolved:** The Parish Council will review the Grievance and Disciplinary Policy and the Inclement Weather Policy.

**17. To consider any changes to the Risk Assessment.**

**Resolved:** The Parish Council will re-visit the Risk Assessment at the July meeting.

**18. To receive any updates on Highways/Environment.**

The Quiet Lanes policy was revisited. It would take a KHS Officer to be involved.

**19. Any Other Business (for information purposes only).**

Planning – Appeal to the Enforcement at Anvil Green, to make comments by 3/7/25. The PC will support the City Council. JB to pull together some comments.

Dene Meadows received retrospective application. In the area of National Landscape and incongruous to the area. This is against the Local Policies of CCC. JB to put together an objection to be circulated.

**20. Date of next meetings:**

|                               |                                |                               |
|-------------------------------|--------------------------------|-------------------------------|
| 1 <sup>st</sup> July 2025     | 2 <sup>nd</sup> September 2025 | 7 <sup>th</sup> October 2025  |
| 4 <sup>th</sup> November 2025 | 9 <sup>th</sup> December 2025  | 3 <sup>rd</sup> February 2026 |
| 3 <sup>rd</sup> March 2026    | 7 <sup>th</sup> April 2026     | 26 <sup>th</sup> May 2026     |

**Meeting closed at 20:25**