

Waltham Parish Council

EST. 1894

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

Minutes of the Annual Parish Council meeting on 26th of May 2026 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 2026-27.

JR proposed that JB be elected as Chair for 2026-27, YB seconded this. All were in favour. JB took the Chair. JR proposed that JH be elected as Vice-Chair for 2026-27, 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 Cllrs Brady and Hockley.

4. To receive declarations of interest (Disclosable Pecuniary Interests 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 the meeting held on 3rd March 2026.

The minutes of the meeting held on 3rd March 2026 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 not covered by the agenda.

7. Report from District/County Councillors.

a. **County Councillor Mike Sole** – a report had been received some time ago.

b. **City Councillors** – no report received.

c. **Chairman's Report** - Canterbury City Council had asked the Parishes to undertake a review to include the mergers, amalgamation etc of PCs. There were some points raised regarding the PCs powers and what impact a merger could make on the PC. What might the costs be? We would need to consider our assets. The work that this would mean. There was a discussion regarding the possibilities.

PAW News - Waltham PC will meet with Petham PC at Petham Village Hall on 11th June to discuss this further.

Deviation of a footpath CB399 – no comments on this.

8. Public session: To receive questions and comments from the public on any agenda item.

There were no members of the public in attendance.

9. To confirm eligibility to use the General Power of Competence.

To confirm that WPC is not eligible to exercise the General Power of Competence.

Eligibility requires a minimum of three elected councillors. Loss of eligibility means that WPC will have to adhere to stricter s.137 grant funding arrangements if that option is used. The three main grant recipients are covered by other legislation.

10. Appointment and scope of the Internal Auditor.

The meeting was circulated with the Clerk's recommendations regarding the Internal Auditor for 2026-27. The Parish Council approved that Ms Lister should be appointed as the Internal Auditor for 2026-27.

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:

a) To approve the following financial documents:

i. To receive the end of year accounts

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

ii. To confirm that the Council can certify 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.

iii. To receive the report from the Internal Auditor

The Parish Council received the report from the Internal Auditor.

iv. To approve the Annual Governance Statement 2025/26, section 1 of the AGAR for the year ending 31 March 2026.

The Parish Council approved the Governance Statement 2025/26, section 1 of the AGAR for the year ending 31 March 2026.

v. To consider the Accounting Statements 2025/26 and approve the Accounting Statements 2025/26, section 2 of the AGAR for the year ending 31 March 2026 and the supporting Bank Reconciliation as at 31st March 2026 and the explanation of significant variance from 2024-25 to 2025-26. To ensure the Accounting Statements 2025/26 are signed and dated by the person presiding at the meeting.

The Parish Council considered and approved the Accounting Statements 2025/26, section 2 of the AGAR for the year ending 31 March 2026 and the supporting Bank Reconciliation as at 31st March 2026, the explanation of significant variance. The Accounting Statements 2025/26 were signed and dated by the person presiding at the meeting.

b) To note/authorise the following:

i. To note the Parish Council's financial position, Chair to initial bank statement.

The Parish Council noted a bank balance of £12092.76 as at 30th April 2026, supported by a Financial Statement and Budget over Expenditure

ii. To authorise any payments

The following payments were authorised:

Invoice	Payment
KALC	£ 322.09
S Lister	£ 60.00
Clerk	£ 261.50
HMRC	£ 62.20
Clerk	£ 261.50
HMRC	£ 62.20
Clerk	£ 261.50
HMRC	£ 62.20
John Barry (Ink)	£ 21.89

13. To review the following for the Council: Financial Regulations, Standing Orders, Asset and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks, complaints procedure, policies, procedures and practices in respect of its obligations under freedom of information

and data protection legislation (*see also standing orders 11, 20 and 21*), policy for dealing with the press/media, employment policies and procedures and IT policy

The Parish Council reviewed the Financial Regulations, Standing Orders, Asset Register and the Risk Assessment, and confirmed arrangements for insurance cover in respect of all insured risks. The Parish Council reviewed the complaints procedure, the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection (*see also standing order s 11, 20 and 21*), the policy for dealing with the press/media, employments policies and procedures and the IT Policy.

14. To discuss any matters arising from the Annual Parish Meeting

There was no change to note.

15. To discuss priorities for business in the forthcoming year.

There are lots of changes coming up, it was agreed that the priorities would be discussed at the June meeting once we have a steer following the Petham PC meeting on 11th June.

16. To discuss any preparations for the election of Councillors in May 2027

There was a discussion regarding the forthcoming year and the PC will consider a mail shot to all households alerting them to the issues going forward particularly for the elections.

17. To consider any changes to the Risk Assessment.

There were no changes to be made.

18. Planning matters: to approve the responses to any recent planning applications.

The date for the Planning Inspectorate for the residents to clear the site at Anvil Green has passed. Nothing has happened to date. The Clerk will ask what the City Council Planning Authority is undertaking with regard to this matter.

The Clerk will also ask for an update on Dene Meadows.

19. To receive any updates on Highways/Environment

There was some pothole filling being undertaken in Sole Street.

20. Any Other Business (for information purposes only):

The Clerk had received a complaint regarding the lack of garden waste collection. The Clerk had put the resident in touch with the Portfolio holder for waste.

21. Date of next meetings:

23 rd June 2026	1 st September 2026
3 rd November 2026	2 nd February 2027
2 nd March 2027	4 th May 2027

Meeting closed at 8.30pm.

Signed by:.....

Date: