

Waltham Parish Council
Minutes of the Parish Council Meeting
held on 5 April 2016 at Waltham Village Hall

Present: Parish Councillors: Jenny Oram (Chair), Jenny Bengé, Sue Browne, Mary Belotti and Sarah Tickner.
Parish Clerk: Tracey Block.

Meeting started at: 19.30

15/16.141 To receive and approve apologies for absence:

No apologies for absence had been received.

15/16.142 To receive declarations of interest: There were no declarations of interest.

15/16.143 To approve the minutes of the meeting held on 1 March 2016:

The wording of the minutes was amended to read:

- **Village Map**

Cllr Browne reported that a resident had shown an interest in altering the design of the map. It was considered that these suggestions were more suited to a tourist map, not to the type of map envisaged by the *Parish Council* and KCC.

- **WSRA**

A report had been received from Terry Martin, *the Chairman of WSRA* and circulated. The Parish Council considered whether the no parking sign should show the Parish Council's name. It was considered that there might be problems with the Clerk being contacted should people continue to park in front of the gate. *It is yet to be established whether the no parking is enforceable.*

Cllr Browne requested that the phraseology used in the minutes needs to be as diplomatic as possible.

The minutes were then approved as an accurate record. Cllr Oram signed the minutes.

15/16.144 Matters arising from previous minutes not covered by the agenda:

The Clerk is to continue to research fire-proof cabinets.

The library article was published in the April edition of PAW News.

The Clerk had received confirmation that the bank account signatories have been updated.

Cllr Browne asked what the CCA element of the Council Tax was as it appeared in the report from Cllr Robert Thomas last month. The Clerk will ask Cllr Thomas about this via email.

15/16.145 Public Session: To receive questions and comments from the public:

There were no members of the public in attendance.

15/16.146 To receive reports from County and City Councillors:

There were no County or City Councillors in attendance.

15/16.147 Highways and Environment:

The Clerk reported that the pot holes on the road by Grandacre have been repaired.

15/16.148 To complete the adoption of the Telephone Kiosk

The Clerk had received notification that the adoption of the Telephone Kiosk has not been completed so a new adoption agreement was signed and a further cheque for £1 written as the previous cheque is now out of date.

15/16.149 Financial Matters:

To note/authorise the following:

- i. **To note the Parish Council's financial position:** The Parish Council's book and cash balances had been reconciled as at 31 March, showing a cash balance of £10,215.77.
- ii. **To authorise any payments including the Clerk's Salary**
The following payments were authorised:
Clerk's Salary from 1st – 31st March: £187.86 to be paid by Standing Order

KALC: £203.64 annual membership paid by cheque no: 000480
Action for Communities in Rural Kent: £50.00 Annual Membership paid by cheque no: 000481
BT Payphone: £1.00 paid by cheque no: 000482 for the telephone kiosk.
Kent County Council: £435.65 for the printing of the Village Map paid by cheque no: 000483

iii. **To consider the findings of the Review of Effectiveness of the System of Internal Controls**

The Parish Councillors considered the system of internal control. The following internal controls are maintained and properly recorded as shown below:

1. An up to date register of assets is attached and a copy kept with the minutes, updated when assets purchased/discarded. They are 2 notice boards and a bus shelter.
2. Regular staining/repairing of notice boards and bus shelter
3. Review of the risks – undertaken at each meeting under separate item on the agenda.
4. Checking of insurance cover – undertaken annually
5. Having standing orders and financial controls within which the Council operates – standing orders were adopted by the Council at its meeting on 1 April 2014 and financial regulations were adopted at the Council's meeting on 6 May 2014. Copies of both documents have been circulated to all Councillors.
6. Arrangements to detect fraud/corruption:
 - All monies are kept at bank with none as ready cash.
 - 2 x signatories on every cheque, the Clerk is not a signatory .
 - Councillors must sign only fully-completed cheques and any that are cancelled are to be kept on file.
 - Cheque stubs to be initialled by signatories and checked with payment documentation.
7. Regular bank reconciliations, checked against bank statements - reviewed by the entire Council at each meeting and by the internal auditor annually. Bank account details - reported in the minutes of each meeting.
8. Proper approval of all Council expenditure –cheques written and recorded within meetings/expense approved within the meetings. Details of expenditure included in minutes. A written report of expenditure against budget tabled at each meeting.
9. Regular returns to HMRC as an employer – The Clerk's monthly salary is worked out and reported through HMRC Basic PAYE Tools; any Tax is then paid in accordance with the figure presented by the HMRC software. A copy of the 'Employee pay and deduction record' produced by the software is made available at each meeting. Copies of our annual return are held on file and are seen by the Internal Auditor, they are available at the meeting where the accounts are signed by the Council in Full and again at the Annual Parish Meeting.
10. Regular reclaiming of VAT - again accounted for in the annual accounts – will show in Financial Statement dated 31st March as VAT is reclaimed annually.
11. Minutes properly recorded and kept in safekeeping - fireproof safe with minute books stored inside
12. Procedures in place for document circulation, response, handling and filing – these procedures are in practice
13. Procedures in place for recording and monitoring members' interests – at the AGM the Chairman signs a form and when Councillors are elected they sign the members' interests form
14. Adoption of codes of conduct for members - the code of conduct is standard and all Councillors agree to abide by this at the meeting following an election.
15. Regular auditing of accounts – An annual internal audit is carried out; an annual audit by an External Auditor is currently a statutory requirement to be completed within deadline given. Statement/report and any recommendations by Internal and/or External Auditor to be sent to Councillors and reported at first available meeting after each audit
16. Procedures in place to safeguard information kept electronically – regular back-up of computer.

The Parish Councillors felt that these controls were effective and acknowledged that the review of the internal controls had been completed in May 2015 with no reported issues.

iv. **To approve the Annual Governance Statement 2015/16 by Resolution**

The Parish Councillors unanimously approved, by resolution, the Annual Governance Statement 2015/16. It was duly signed and dated by the Chair of the meeting, Cllr Oram.

v. **To consider the Accounting Statements 2015/16**

The Parish Councillors considered the Accounting Statements for 2015/16. Having been checked the figures appear to be correct.

vi. **To approve the Accounting Statements 2015/16 by resolution**

The Parish Councillors approved, by resolution, the Accounting Statements for 2015/16.

vii. **To ensure the Accounting Statements 2015/16 are signed and dated by the person presiding at the meeting**

The Accounting Statements 2015/16 were signed and dated by the Chair of the meeting, Cllr Oram.

The heading on the Budget for WSRA Grant of £500 was discussed. This should be amended to read, Grant for Community Activities.

The Clerk had circulated an expenditure against budget spreadsheet and a concurrent functions expenditure against budget spreadsheet before the meeting.

The celebration of HM Queen Elizabeth's 90th Birthday on 21st April was discussed. This event will have an outlay of cakes, napkins, candles and bubbly. The Parish Council approved expenditure of up to £150 for this event.

15/16.150 To consider any changes to the Risk Assessment.

The Risk Assessment was considered and the lack of a fireproof safe was again highlighted.

The notice boards are in need of some maintenance as they both leak. It was agreed that Mr Les Leslie will be asked to look at the notice boards and advise as to whether they are repairable.

15/16.151 Planning matters: to authorise a response to any application(s) and to note any recent planning decisions by Canterbury City Council or any correspondence on planning matters.

Reference CA/16/00462
Address Well Bungalow, Kake Street, Waltham
Proposal Proposed first-floor extensions creating a two-storey dwelling with internal alterations, demolition of existing conservatory, creation of additional parking and alterations to fenestrations

The Parish Council, having considered this application raised no objections.

Reference CA/16/00532
Address Cobwebs, Kake Street, Waltham
Proposal Retrospective application for recent and proposed works to the garage

The Parish Council, having considered this application raised no objections.

Reference CA/16/00534
Address Cobwebs, Kake Street, Waltham
Proposal Retrospective application for recent works to an external store

The Parish Council, having considered this application raised no objections.

15/16.152 To consider/approve attendance at training/other events:

Community Resilience and Emergency Planning Workshop 29th March
Kent County Cricket Club, The Spitfire Ground on 6th May

Parish Plan or Neighbourhood Plan? Workshop on 16th April 5th April
Cllr Tickner is to consider attending the workshop on 16th April.

15/16.153 To note current consultations and correspondence that might be of interest and organise/approve/note any responses:

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| Insurance – Spring Update | 29 th March |
| CCC News | 1 st , 8 th , 15 th , 22 nd and 29 th March |
| Bulletin on National Developments and Meetings - 29 January 2016 | 5 th March |
| Bank Statements | 8 th March |
| Kent County Council Consultation : Review of KCC Funded Bus Services | 29 th March |

It is not thought that the Bus Services Review will affect this area.

15/16.154 To receive updates on ongoing Parish Council or village initiatives and review reporting arrangements:

- Village Map

A cheque for printing the map has been raised so printing will progress.

- WSRA

A report had been received from Terry Martin, the Chairman of WSRA. The Clerk had circulated the report. In the report WSRA requested a £500 grant from the Parish Council to enable an extra marquee to be purchased for the village. Following some discussion with regard to storage of the marquee and the cost of such an item, Councillors agreed that, in principle, a new marquee would be beneficial to the village and its storage should be discussed with the Village Hall Committee. As a Parish Council, VAT can be reclaimed from Council purchases and it was, therefore, considered a good idea for the Parish Council to offer to purchase the marquee rather than WSRA.

- Village Hall

Alastair Bailey (Chairman of the Village Hall Committee) arrived for this discussion

Cllr Browne offered to become the Parish Council representative on the Village Hall Committee once Cllr Oram is no longer a resident of the parish. The Village Hall Committee had discussed the idea of a flag pole for the Village Hall but it was felt that this was not viable. The wooden structure of the village hall is not strong enough for a flagpole to be attached to the front of the building and there are too many cables in the way of a free-standing pole. A discussion then followed regarding the future of the Village Hall as the end of the 99 year lease approaches.

Alastair Bailey left the meeting

15/16.155 Any Other Business (for information purposes only): None.

The meeting was closed at 9.40 pm

Date of next meeting: Tuesday 3 May 2016
Annual Parish Meeting: Tuesday 26 April 2016