

**Waltham Parish Council**  
**Minutes of the Parish Council Meeting**  
**held on 2 February 2016 at Waltham Village Hall**

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

Meeting started at: 19.30

**15/16.109 To receive and approve apologies for absence:**

Apologies for absence had been received from Cllr Bengé and City Cllrs Thomas and Doyle.

**15/16.110 To receive declarations of interest:** There were no declarations of interest.

**15/16.111 To approve the minutes of the meeting held on 2 February 2016:**

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

**15/16.112 Matters arising from previous minutes not covered by the agenda:**

The Clerk has contacted the planning enforcement office at Canterbury City Council expressing concern that building works may have been undertaken at Cobwebs that require listed building consent.

The Clerk was asked to chase up the matter of the pot holes reported since the last meeting.

**15/16.113 Public Session: To receive questions and comments from the public:**

There were no members of the public in attendance.

**15/16.114 To receive reports from County and City Councillors:**

There were no County or City Councillors in attendance.

**5/16.115 Highways and Environment:**

It was noted that the foundations for the additional property in Church Lane have begun to be laid and 5/6 vehicles are being parked around the area including on the access way to the recreation ground.

**15/16.116 To co-opt a new Parish Councillor.**

The Parish Council was delighted to welcome Mary Belotti. Waltham Parish Council, having complied with all of the local authority's requirements advertising the vacancy, is now in a position to co-opt Mary to the position of Parish Councillor. Both the Declaration of Pecuniary Interest form and the Declaration of Acceptance of Office were completed.

**15/16.117 Disposal of outdated records**

The Chairman and Clerk had recently looked at the storage cupboard in the Village Hall where the Parish Council keeps records and noted that the cupboard is now full. The majority of things in the cupboard are planning applications. The Parish Councillors were asked to consider whether the planning applications might be disposed of as all applications from 1987 to the present day are available online on Canterbury City Council's website. There was some discussion and Councillors are to consider what they would like to do with regard to this matter and discuss further at the next meeting.

The Clerk was also asked to obtain prices for a fireproof cabinet in order to store the minute books more safely.

**15/16.118 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**

Application No: CA//16/00107  
Address: Meadow Hill, 25 Richdore Road, Waltham, CT4 5SJ  
Application: Erection of a garage

After some discussion, it was agreed that the Clerk would respond with comments regarding concerns over this being an extension to the “Built village boundary” as the property is the last one in the road. The plot on which the garage is to be built is currently a meadow rather than being within the curtilage of the property. From this, the Parish Council concludes that this may constitute a change of use of the land.

Application No: CA/16/00140  
 Address: 1 & 2 Rose Cottages, Church Lane, Waltham, CT4 5SG  
 Application: Details submitted pursuant to conditions 03 (windows and doors), 09 (structural report) and 10 (method statement) of planning permission CA/15/01782/FUL.

This is an application pursuant of 3 of the conditions placed on the previous planning application. The application was noted.

**15/16.119 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 January, showing a cash balance of £13,673.56.
- ii. **To authorise grant for Village Hall following receipt of the grant request**  
 The Chairman shared the grant request from the Village Hall with the Council. It was agreed to pay the budgeted amount of £1330.00 rather than the request in full.
- iii. **To authorise any payments including the Clerk’s Salary**  
 The following payments were authorised:  
 Clerk’s Salary from 1<sup>st</sup> – 31<sup>st</sup> January: £187.86 to be paid by Standing Order  
 Came and Company: £273.75 paid by cheque no: 000474 for the annual insurance  
 Village Hall: £1330.00 paid by cheque no: 000475 for Grant to Village Hall 2015-16
- iv. **To update Bank signatory details**  
 Two previous signatories were removed from the account and Cllrs Tickner and Belotti added as signatories. The 2 Councillors will have to attend a branch of the bank to submit documents. This is to be undertaken at the Canterbury Branch.

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

**15/16.120 Risk Assessment**

The lack of fire-proof cabinet for storing minute books was noted.

**15/16.121 To consider/approve attendance at training/other events:**

Code of Conduct Training	-	28 December
Meeting Monday, 25th January, 2016, 7.00 pm, Rural Area Advisory Committee	-	28 December

**15/16.122 To note current consultations and correspondence that might be of interest and organise/approve/note any responses:**

CCC News	-	8, 15 and 22 January
Rural Area Advisory Committee Meeting on 25 <sup>th</sup> January	-	16 January
Bank Statements	-	15 January
HM Queen’s Birthday celebrations	-	15 January

**Consultations**

Your views on three big issues	-	18 December
Kent Mobile Library Engagement consultation	-	23 January
Public Meetings on Transport Improvements for the district	-	13 January

It was noted that KCC is proposing that Waltham will lose access to the Mobile Library. However, it was noted with interest that there is a "Home Service" for library users who are unable to get to the library. Users can register for this service on-line or at their local branch.

There is to be a national beacon lighting ceremony to celebrate the Queen's 90<sup>th</sup> birthday on 21<sup>st</sup> April. The Parish Council thinks this would be something that Waltham might be able to be involved in and will talk with WSRA about building and lighting a bonfire on the Recreation Ground.

Following discussions after the last meeting with regard to a possible event to mark the Queen's 90<sup>th</sup> birthday, it was agreed that Cllrs Browne and Tickner will attend a meeting with WSRA to discuss plans. Applications for funding from the Rural Area Advisory Committee close at the end of February.

**15/16.123 To receive updates on ongoing Parish Council or village initiatives and review reporting arrangements:**

**- Village Map**

Cllr Browne asked the Parish Councillors if they could proof-read the latest edition of the map.

**- WSRA**

A report had been received from Terry Martin and circulated. The Parish Council would consider contributing to the purchase of signs for the recreation ground car park.

**- Village Hall**

The Village Hall Committee is due to meet on 10<sup>th</sup> February. This is in order to complete the charity commission registration application.

**15/16.124 Any Other Business (for information purposes only):**

There was no further business to discuss.

The meeting was closed at 9.30 pm

**Date of next Parish Council meeting: Tuesday 1 March 2016 at 7.30 pm.**