

Waltham Parish Council
Minutes of the Parish Council Meeting
held on 2 May 2017 at Waltham Village Hall

Present: Parish Councillors: Mary Belotti (Chair), Jenny Benge and Sarah Tickner.
Parish Clerk: Tracey Block.
City Councillor Thomas

Meeting started at: 19.40

17/18.001 To receive and approve apologies for absence:

Apologies for absence had been received from Cllrs Browne and Robinson and City Councillors Doyle.

17/18.002 To receive declarations of interest: There were no declarations of interest received.

17/18.003 To approve the minutes of the meeting held on 4 April 2017:

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

17/18.004 Matters arising from previous minutes not covered by the agenda:

There were no matters arising from the last minutes.

17/18.005 Public Session: To receive questions and comments from the public:

There were no members of the public present.

17/18.006 Election of Chairman and any Vice Chairman for the Council year 2017-18.

Cllr Tickner proposed that Cllr Belotti be elected as Chairman of the Parish Council for 2017/18, this was seconded by Cllr Benge.

Cllr Tickner proposed that Cllr Browne be elected as Vice-Chairman of the Parish Council for 2017/18, this was seconded by Cllr Belotti.

17/18.007 Completion of the Declaration of Acceptance of Office Form by the Chairman

Cllr Belotti completed and signed the Declaration of Acceptance of Office Form, the Clerk counter signed this form. Thanks were expressed to Cllr Belotti and appreciation of her agreement to Chair the meetings was expressed.

17/18.008 To receive reports from County and City Councillors:

Cllr Thomas apologised for not making the recent meetings due to other commitments. Cllr Thomas reported that there was uncertainty at local Government level following the 4 Council potential merger which Shepway then pulled out from which has now meant that there has to be a re-think with regard to structure and resources that could potentially be shared. Following the KCC elections on 4/5/2017, The Councils will look at ways of working together and whether there will be powers devolved to City/Borough level.

A Community Governance Review is to take place and the ways in which the City Council interacts with areas further afield, potential creating Town Councils, for urban areas and way that parishes can be more involved and, potentially work together with their neighbouring parishes.

Litter enforcement and fly-tipping are topics that are being discussed at City Council level as some fly-tipping was found in Herne Bay area and the perpetrator found and fined. If people dispose of waste (large items in particular) they need to ensure they obtain a Waste transfer note from the person collecting the waste. Otherwise, should the person fly tip this, you will be liable. Canterbury City Council is responsible for collecting waste but Kent County Council is responsible for the waste disposal.

17/18.009 Highways and Environment:

It was noted that the A28 is very badly pot-holed at present.

17/18.010 Financial Matters:

To note/authorise the following:

- i. **To approve the Internal Audit Annual Review – receiving the Internal Auditor's Report**

The Clerk had received the Internal Audit report, there were no matters brought to the Councils attention.

ii. **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 £8,183.20.

iii. **To authorise any payments**

The following payments were authorised:

Basketball Backboard and Hoop bought under S.106 monies from CCC for WSRA, £307.12 paid by cheque no: 000508

Internal Audit, £60 paid by cheque no: 000509

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

The Parish Council considered no changes were necessary and all risks and insured items were covered as necessary.

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

17/18.011 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.

The following planning applications have been received:

Reference CA/17/ 00867
Proposal: Proposed detached workshop.
Location: Little Wadden Hall, Stone Street, Waltham, CT4 5PU

The Parish Council considered the application and raised no objections.

Application No: 17/00843
Proposal: Proposed single-storey side extension with 2 no roof lights following the demolition of existing conservatory together with timber framed double car port.
Location: Pleasant Acres, Whiteacre Lane, Waltham, CT4 5SR

The Parish Council considered the application and raised no objections.

Application No: 17/00878
Proposal: Proposed first-floor extension together with a single-storey rear extension following the demolition of existing conservatory, creation of additional parking and alterations to fenestration.

The Parish Council considered the application and raised no objections.

17/18.012 To consider any changes to the Risk Assessment:

There are no changes at present.

17/18.013 To consider/approve attendance at training/other events:

There were no training/events to be discussed.

17/18.014 To note current consultations and correspondence that might be of interest and organise/approve/note any responses:

This week at Canterbury City Council	4 th & 21 st April 2017
WSRA	24 th April 2017
ENF: 17/00119	24 th April 2017
Planning Applications x 3	24 th & 26 th April 2017
Planning update from CCC	5 th April 2017

17/18.015 To receive updates on ongoing Parish Council or village initiatives and review reporting arrangements:

- Community resilience Plan

Cllr Browne had reported that she had received 4 responses to the magazine article. It was agreed that the Parish Council would pursue this to co-ordinate and develop a plan suitable to a village of this size.

- WSRA

WSRA are going to rent out their old marquees.

There was some group running on the park this last weekend.

- Village Hall

There was no report from the Village Hall Committee.

17/18.016 Any Other Business (for information purposes only):

Cllr Benge handed her resignation in to the Chairman, this is effective from 30th June 2017.

The Parish Council agreed that at the next meeting there should be a discussion regarding:

Number of meetings per year, looking at minimising the environmental impact of use of paper and ink, suggested resolutions would be no printout of salary papers at the Clerk is paid by Standing Order, Combining both the Concurrent Functions budget and the actual budget into one document and stop production of appendices 1 and 2.

Date of next meeting: Tuesday 6th June 2017
Annual Parish Meeting: Tuesday 30 May 2017

The meeting closed at 8.40pm