

WALMER PARISH COUNCIL

Minutes of the Meeting of Walmer Parish Council Meeting held on Wednesday, 13 September 2017 at 8 The Strand, Walmer at 7.00 pm

Present Councillors: P Heath J Murray Mrs M Johnson R Evans
Miss A Herring C Grant D Thompson

Officer Present: Mrs K Holroyd

5309 APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllrs Mrs S Le Chevalier, Mrs M Beard-Gould, Mrs M Ludwig, B Pitcher, R Osmond, D Murphy, D Skinner and R Hobbs.

5310 DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.
None received.

5311 OPENNESS AND TRANSPARENCY

To remind those present of the following: -

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

5312 CHAIRMAN'S REPORT

Cllr Heath reported on a very busy summer and said he had been pleased to represent the Council at the Royal Marines Concert and at the Teddy Bears' Picnic and the Mayor's reception during Regatta week.

Cllr Heath also wished to record a vote of thanks and congratulations to Cllrs Mrs Beard-Gould, Grant and Thompson for their hard work in organising the superb 100th Anniversary of the Opening of Walmer Aerodrome event. Letters of appreciation and commendation had been received from many of the guests who had been impressed by the attention to detail and the high level of organisation which had resulted in a very special and poignant occasion enjoyed by all.

Lastly Cllr Heath reported on the well-attended and highly successful Picnic on the Green and on a meeting he had attended concerning the launch event for the Royal Marines Heritage Trail which is progressing very well.

Vice Chairman Cllr Clive Grant had represented the Council at the Walmer in Bloom presentation event which he said was meticulously organised and a very fun and friendly event. He wished to commend the committee who in turn commended the Assistant Clerk for her hard work over the summer period. He had also attended the Burma Star VJ Day service on behalf of the Council.

5313 MINUTES

Members approved the minutes of the meeting held on Wednesday, 5 July 2017 and they were duly signed as a true record by the Chairman.

5314 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

Minute 5303: It was noted that an additional trustee for the Walmer Charity was no longer needed.

5315 QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

Cllr Heath welcomed Asher Birt, the newly appointed KCC Volunteer Support Warden for Walmer. Asher outlined his duties, namely to support the community warden but also to be a visible presence around the parish, signposting and liaising between other services. He aims to work at least 20 hours per month and has already attended the Picnic on the green and the Gurkhas concert at the Memorial bandstand at which he was able to meet and chat to lots of local people.

Cllr Heath also welcomed Cllr Trevor Bond, KCC Member for Deal and Walmer. Cllr Bond reported on some changes at County Hall concerning bus franchises which will be of interest to local people given the current dissatisfaction with local buses. He also reported that he had recently taken the KCC area engineer on a walk about in Deal to demonstrate first-hand the effect new housing is having on the infrastructure of the town. He is happy to repeat this process in Walmer. Councillors accepted this offer. The Clerk reported that Cllr Murphy had told her he is doing the same with the Highways Engineer. Cllrs Bond and Murphy will co-ordinate the visits to maximise time efficiency. Cllr Grant raised the on-going issue of traffic restrictions at Herschell Road East. The main complainant has raised some issues which deserve further consideration. Cllr Bond will ensure that this site is visited with the engineers.

5316 POLICE AND CRIME REPORTS

- i) PCSO report: The Clerk had received a message from PCSO Kerry Skirrow announcing she has been moved to Sandwich and PCSO Tom Daley will be taking over Walmer duties.

RESOLVED:

- i) **That a letter be written to PCSO Skirrow thanking her for her service to Walmer.**
 - ii) **That a letter be sent to PCSO Skirrow's line manager commending PCSO Skirrow's work.**
- ii) Surgeries: A total of five residents had visited the surgery in July, each with issues that had been dealt with or were on-going in the office.

RESOLVED: The Clerk will contact PCSO Tom Daley to enquire whether he is able to attend Saturday morning surgeries and ask him for suitable dates.

5317 PLANNING COMMITTEE

- i) Members received the report of the Chairman and the minutes of the meeting held on Tuesday, 4 July 2017.
RESOLVED: Members agreed to note.
- ii) Members received the report of the Chairman and the minutes of the meeting held on Tuesday, 18 July 2017.

RESOLVED: Members agreed to note.

iii) Members received the report of the Chairman and the minutes of the meeting held on Tuesday, 8 August 2017.
RESOLVED: Members agreed to note.

iv) Members received the report of the Chairman and the minutes of the meeting held on Tuesday, 22 August 2017.
RESOLVED: Members agreed to note.

v) Members received the verbal report of the Chairman and the minutes of the meeting held on Tuesday, 12 September 2017.
RESOLVED: Members agreed to note.

5318 100TH ANNIVERSARY OF THE OPENING OF WALMER AERODROME

i) Members received the report of the chairman and the minutes of the meeting held on Thursday, 6 July 2017.
RESOLVED: Members agreed to note with the amendment at minute 133: an additional £500 has been allocated to this project.

ii) Members received the report of the chairman and the minutes of the meeting held on Thursday, 3 August 2017.

RESOLVED: Members agreed to note

iii) Members received a verbal report on the event including the permanent record.

Cllr Grant reported that lots of kind messages had been received in the office and it had been felt that the event had been an unqualified success. Emails had been sent out immediately afterwards to all those who had helped in organising it and formal letters with programmes and photos will follow. The DVD is complete and will be available for viewing at the next and final meeting of the committee, the date of which has yet to be fixed.

RESOLVED: Members agreed to note

5319 WALMER IN BLOOM

i) Members received the report of the chairman and the minutes of the meeting held on Tuesday, 25 July 2017.
RESOLVED: Minute 1216: That two replacement planters be purchased at a cost of £299 plus vat each.

ii) To receive the report of the chairman and the minutes of the meeting held on Tuesday, 5 September. It was agreed that the presentation event had been a great success once again.
RESOLVED: Members agreed to note.

5320 EVENTS WORKING GROUP

i) Members received the report of the chairman and the minutes of the meeting held on Tuesday, 11 July 2017.
RESOLVED: Members agreed to note.

ii) Members received the verbal report from the chairman on the meeting held on Tuesday, 12 September 2017. All agreed the Picnic on the Green had been a great success and will be repeated on Saturday 11 August 2018.
RESOLVED: members agreed to note.

Members also discussed a potential new project: a community sports day. Cllr Thompson has experience of running such an event and would like to stage it at the Drill Field in Canada Road on Bank Holiday Monday 28 May 2018.

All agreed that they were in favour of such an event taking place and that Cllr Thompson and Cllr Miss Herring should carry in developing the idea with the Events Committee. A written report along with an estimated budget will be presented at the next Council meeting in order for a formal resolution to be made.

5321 HAWKSHILL MONITORING GROUP

- i) Members received the report of the chairman and the minutes of the meeting held on Thursday, 13 July 2017.
RESOLVED: Members agreed to note.
- ii) To consider a nomination from Cllr Grant to join the committee.
RESOLVED: That Cllr Grant be appointed to the Hawkshill Monitoring Group

5322 AMENITY AND ENVIRONMENT COMMITTEE

- i) Members received the report of the chairman and the minutes of the meeting held on Wednesday, 26 July 2017.
RESOLVED: Members agreed to note.

5323 REPORT OF THE CLERK

- i) To receive the report of the Clerk on correspondence received
RESOLVED: That the Parish Office will not offer signing and validation of Proof of Life forms to residents.

- ii) To receive two requests for improvements at upper Dover Road

RESOLVED: That these matters be forwarded to Kent Highways and also to Cllr Derek Murphy who will be meeting with a highways engineer shortly.

- iii) To receive a request from a resident to buy a piece of land at York & Albany Close.
RESOLVED: That the request be turned down.

As it was now 9pm a vote was taken on whether to continue to the end of the agenda
RESOLVED: that the meeting continue to the end of the agenda.

5324 FINANCIAL ISSUES

1) Payments and Orders

Members received the report of the Responsible Financial Officer and considered Payments and Orders as detailed:

RESOLVED:-

- (i) **That payments be authorised as detailed below:-**

Cheque No	Description	Supplier	Net	VAT	Total
4258	Watering, feeding, deadheading	Chapman Landscapes	708.19	141.64	849.83
818274424	Picnic and WIB poster and leaflet	Pxl Pig Studios	78.00	0.00	78.00
818274424	Picnic and WIB poster and leaflet	Pxl Pig Studios	78.00	0.00	78.00
492490302	Clearance of boundaries	James Heathorn	250.00	0.00	250.00
752249125	York and Albany	DDC	37.45	0.00	37.45

	Grass Cut				
773542069	Stranger in the window competition	Deal & Walmer Chamber of Commerce	10.00	0.00	10.00
900241585	Payroll processing charge	Batchelor Coop	111.00	22.20	133.20
973377609	Expenses	Clr J Murray	72.09	0.00	72.09
722516712	WW1 Event invites	Adams Printers	73.00	14.60	87.60
4256	Councillors conference	KALC	60.00	12.00	72.00
dd	Office broadband	BT	93.60	18.72	112.32
dd	Office phone	BT	50.95	10.19	61.14
4257	Maintenance of MUGA	The Handyman	40.00	0.00	40.00
4263	Grant	Deal, Walmer and Betteshanger Rugby Club	400.00	0.00	400.00
4259	Donation for stewards	Deal Community Carnival Association	100.00	0.00	100.00
4260	Flag for unveiling	Clr M Beard Gould	12.99	0.00	12.99
4261	Grant	Rural Round up	1,000.00	0.00	1,000.00
426990013	Tax and NI July salaries	HMRC	569.34	0.00	569.34
331208582	Staff pension	KCC LGPS	696.22	0.00	696.22
165120258	Stamps	Royal Mail via clerk	121.00	0.00	121.00
568477006	Banner	Birdy Banners via clerk	24.99	5.00	29.99
410804621	Alarm monitoring	Eagle security alarms	180.00	36.00	216.00
dd	Office Stationery	viking direct	83.46	16.69	100.15
4262	Petty cash	Cash via clerk	38.40	0.00	38.40
	Paddling pool grant	DDC	2,500.00	0.00	2,500.00
927808497	Paddling pool grant	DDC	2,500.00	0.00	2,500.00
586189868	Toilets grant	DDC	7,732.36	0.00	7,732.36
716185176	Safety inspection	Playsafety limited	66.50	13.30	79.80
66344527	August salary	Assistant Clerk	713.42	0.00	713.42
500359956	August salary	Clerk	1,349.87	0.00	1,349.87
196990851	August salary	Admin assistant	366.21	0.00	366.21
646857903	Replacement tap	RG Williams via clerk	53.25	10.65	63.90
4265	upright fan	Tesco via clr Heath	18.33	3.67	22.00
dd	Office Electricity	Npower	81.90	4.10	86.00
4264	Grant	Deal Community Carnival Association	333.33	66.67	400.00
dd	Office Stationery	viking direct	25.89	5.18	31.07
382085590	Bramble clearance	James Heathorn	400.00	0.00	400.00
73224377	Memory stick	Clerk's credit card	14.99	0.00	14.99
371931143	Stamps	Royal Mail via clerk	123.75	0.00	123.75
594506428	Grass cut	Tree & Garden Services	450.00	0.00	450.00
622539498	I.D badges	Recognition Express	10.56	0.00	10.56
206868206	Wine for event	Sainsbury's via Cllr C Grant	77.50	15.50	93.00

4266	Reception	English Heritage	779.00	0.00	779.00
dd	Office phone and internet	BT	75.03	15.01	90.04
445178171	Staff pension	KCC LGPS	696.22	0.00	696.22
121902348	Tax and NI August salaries	HMRC	569.54	0.00	569.54
13143243	Concrete base for stand	CJ Gray	1,580.00	316.00	1,896.00
400035762	Stewards for event	TMS Protection	87.75	17.55	105.30
40802169	Hedge cut	Tree & Garden Services	45.00	0.00	45.00
730778680	new pump toilet	Four jays Group	12.00	0.00	12.00
98965891	Marquee, PA, generator	Four jays Group	1,224.50	244.90	1,469.40
120222912	External audit of annual return	PKF Littlejohn LLP	400.00	80.00	480.00
38987813	Order of Service booklets	Adams Printers	540.00	0.00	540.00
608612489	Music for ceremony	Victory War Time Band	350.00	0.00	350.00
4267	Watering, feeding, deadheading	Chapman Landscapes	588.16	117.63	705.79
206868206	Wine for event	Sainsbury's via Cllr C Grant	77.50	15.50	93.00
4268	Band at Picnic	Cash via clerk	650.00	0.00	650.00
dd	Office photocopier	KCC Ricoh	436.87	87.37	524.24
230786198	Muga locking	DDC	85.08	17.02	102.10
681855327	WW1 sundries	Cllr C Grant	10.52	0.00	10.52
4269	Hawkshill tools	Homebase via Cllr D Thompson	43.60	8.72	52.32
4271	WIB cake	Once upon a layer cake	40.00	0.00	40.00
dd	Office water	Business stream	48.08	0.00	48.08
dd	Allotments water	Business stream	112.75	0.00	112.75
dd	Office Electricity	Npower	81.90	4.10	86.00
	Buildings insurance	Mrs M Johnson	108.90	0.00	108.90
4273	Office Rent	Mrs M Johnson	1,500.00	0.00	1,500.00
4274	Poppy wreaths	Royal British Legion	55.50	0.00	55.50
10874066	Marquee and toilet hire	Four jays Group	1,177.62	235.52	1,413.14
508667327	First Aid cover	Blue light first aid services	140.00	0.00	140.00
450621585	Refreshments for stewards	Gatesy's Gutbusters	12.00	0.00	12.00
4275	Presentation event refreshments	Sainsbury's via Cllr S le Chevalier	73.35	14.67	88.02
4276	Petty cash	Cash via clerk	47.62	0.00	47.62
937228188	September pension	KCC LGPS	696.22	0.00	696.22
416889072	September salary	Admin assistant	366.21	0.00	366.21
995257327	September salary	Clerk	1,349.67	0.00	1,349.67
5613187	September salary	Assistant Clerk	713.62	0.00	713.62
763720382	Stamps	Royal Mail via clerk	121.00	0.00	121.00
dd	Office phone and internet	BT	56.65	11.33	67.98
		Total	36,658.40	1,581.43	38,239.83

(ii) That income be noted as detailed below:-

Receipt	Description	Customer	Net	VAT	Total
bacs	Bank interest	NatWest Bank	0.34	0.00	0.34
bacs	Bank interest	Co-op Bank	843.76	0.00	843.76
100537	Caterer's fees	Jamie gates	90.00	0.00	90.00
bacs	Bank interest	NatWest Bank	0.35	0.00	0.35
bacs	Bank interest	HSBC	2.47	0.00	2.47
100538	Caterer's fees	Candy floss man	30.00	0.00	30.00
100539	Caterer's fees	Melvin's Ice-cream	60.00	0.00	60.00
bacs	Bank interest	HSBC	2.55	0.00	2.55
100540	Fairground fees	Andy Burgess	150.00	0.00	150.00
bacs	Bank interest	NatWest Bank	0.35	0.00	0.35
bacs	VAT payment	HMRC	4,275.06	0.00	4,275.06
		Total	5,454.88	0.00	5,454.88

(iii) That the financial position of the Council be noted as detailed on the summary of receipts and payments and statement of monies available in the Council's bank accounts as shown below:-

Nat West Current	£ 26,170.73
Lloyds Bank	£ 74,022.02
Cooperative Bank	£ 74,843.76
NatWest SIBA	£ 40,841.38
HSBC bond	£ 75,001.63
Unity Bank	£ 37,316.71

5325 KENT ASSOCIATION OF LOCAL COUNCILS

- i) Members received information regarding the Council's application for the Foundation Level under the Local Council award Scheme.
RESOLVED: that the Clerk will gain clarity on what types of training can be considered and will collate a fully comprehensive list for the Panel's consideration.
- ii) Members received information on training opportunities over the autumn.
RESOLVED:
i) That Cllrs Mrs Johnson and Murray will attend the Finance Conference on 12 October along with the Clerk at a total cost of £180.
ii) That Cllr Thompson will attend the Crime Prevention and safety Conference on 7 December at a cost of £60
- iii) Members received a report on the Annual Councillors' Conference attended by Cllr Murray
RESOLVED: that the information be noted.

5326 INVITATIONS & EVENTS

- Mayor of Deal's Charity Quiz Night Friday 15 September 7.30pm
- Dover, Deal & District Citizens' Advice AGM Thursday 5 October 2017 12.30pm
- The Association of Men of Kent and Kentish Men Trafalgar Day Commemorative Service Saturday 21 October at 11am St Andrews Church – **Cllr Grant to attend**
- SECamb Annual Members Meeting Thursday 28 September 2017 at Ditton Community Centre

- KCC Highways and Transportation & Waste Parish Seminar 17 October 2017 at the Ramada Hotel, Whitfield – **Cllrs Evans and Murray to attend**
- Marine License Application: Invitation to attend a presentation by a key member of the Dover Western Docks Revival team. Walmer Pc to specify date and time.
- KALC have arranged a meeting at 6.45pm on 21 September at the Phoenix Centre in Sandwich at which Dover Harbour Board and Goodwin Sands SOS Group representatives will make presentations. – **Cllrs Evans and Thompson to attend.**

5327 DATE OF NEXT MEETING

Wednesday 4 October 2017 at 7pm at the Parish Office, 8 The Strand

The meeting closed at 9.30 pm.

Signed:

Date: