

# WALMER PARISH COUNCIL

**Minutes of the Meeting of Walmer Parish Council Meeting held on Wednesday 1 November 2017 at 8 The Strand, Walmer at 7.00 pm**

**Present Councillors:** P Heath J Murray Mrs M Johnson D Thompson  
Miss A Herring B Pitcher C Grant Mrs M Ludwig  
Mrs M Beard-Gould D Murphy R Hobbs

**Officer Present:** Mrs K Holroyd

## **5345 APOLOGIES FOR ABSENCE**

Cllr R Evans, Cllr Mrs S Le Chevalier, Cllr D Skinner and Cllr R Osmond had all sent their apologies.

## **5346 DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

**None received.**

## **5347 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.

## **5348 CHAIRMAN'S REPORT**

Cllr P Heath reported that he had received a letter of thanks from the Western Front Association after they borrowed the 100<sup>th</sup> Anniversary of Walmer Aerodrome event information boards from the office. Their members had found it most interesting. The organisation is always keen to welcome new members. The Clerk has details of all their forthcoming meetings.

Cllr Heath also informed members that the Council has been approached by a company called Vintage Air Rally who wish to use Hawkshill Freedown as a landing site for one stage of an event they are organising. There will be no cost to the Council and no other vehicles will be allowed on site. Pilots will attend a lunch at Walmer Castle and then continue their journey to Chilston Park Hotel. Full details will be available for Council to consider at the December meeting.

Cllr Heath would be attending a meeting at DDC's offices the following day concerning the Local Transport Plan

Lastly Cllr Heath wished to congratulate the Walmer in Bloom committee on another excellent presentation event. He has received several phone calls thanking the council for this year's campaign.

**5349 MINUTES**

Members approved the minutes of the meeting held on Wednesday, 4 October 2017 and they were duly signed as a true record by the Chairman.

**5350 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**

Cllr Grant confirmed that he had represented the Council at the recent Trafalgar Day commemoration event.

**5351 QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER**

Cllr Murphy, DDC and KCC Member for Deal and Walmer gave a report on activities at KCC over the last month. Please see attached.

**RESOLVED: members agreed to note.**

**5352 POLICE AND CRIME REPORTS**

i) The Clerk reported that PCSO Tom Daley had visited the office to introduce himself. No particular issues have been reported to the office this month.

ii) PCSO Daley is available for a joint police and council surgery on Saturday 4 November at the Parish Office.

**RESOLVED: That Cllrs Mrs Ludwig and Miss Herring will join him for a surgery from 10.30 until 12pm**

**5353 PLANNING COMMITTEE**

i) Members received the report of the Chairman and the minutes of the meeting held on Tuesday, 10 October 2017. **RESOLVED: Minute 3583: that the Assistant Clerk be permitted to purchase the e-magazine Planning Resource at a cost of £195 per annum.**

ii) Members received the report of the Chairman and the minutes of the meeting held on Tuesday, 24 October 2017. **RESOLVED: Members agreed to note.**

**5354 HAWKSHILL MONITORING GROUP**

Members received the report of the chairman on the meeting held on Thursday 28 September 2017.

**RESOLVED: Members agreed to note**

**5355 DRILL FIELD WORKING GROUP**

Members received the report of the chairman and the minutes of the meeting held on Thursday 11 October 2017.

**RESOLVED: Members agreed to note.**

**5356 WALMER IN BLOOM**

Members received the report of the chairman and the minutes of the meeting held on Tuesday 17 October 2017.

**RESOLVED:**

- i) That the requested budget of £4700 for 2018/19 be submitted to the F&GP committee for scrutiny.
- ii) That the quote from Pineham Nurseries to supply plants for 56 hanging baskets be accepted at a total cost of £794

#### 5357 WW1 COMMITTEE

- i) Members received the report of the chairman and the minutes of the meeting held on Thursday 6 October 2017.  
**RESOLVED: That a cheque for £50 be sent to Mr Whalley as a token of gratitude for the excellent photos.**
  
- i) Members received the report of the chairman and the minutes of the meeting held on Thursday 19 October 2017.  
**RESOLVED:**
  - i) That a cheque for £100 be sent to Memory Lane films as a token of gratitude for the excellent film.
  - ii) That having completed the project, the committee be brought to a close.

Having watched the film along with the rest of the Council immediately prior to this meeting Cllr Mrs Ludwig welcomed the opportunity to commend Cllrs Mrs Beard-Gould, Clive Grant and James Murray for all the effort that went into the event and the film. Cllr Mrs Beard-Gould wished to thank Cllr Murray for the huge amount of time he had spent giving technical assistance to the film makers in order that the final result is of such good quality. Members were reminded that the event had been organised by the WW1 Event Committee.

#### 5358 FINANCE AND GENERAL PURPOSES COMMITTEE

- Members received the report of the chairman and the minutes of the meeting held on Thursday 19 October 2017 .  
**RESOLVED: Members agreed to note.**

#### 5359 REPORT OF THE CLERK

- i) Members received the report of the Clerk on correspondence received  
**RESOLVED: That there is no need for an additional bench along the Strand when there are already so many along the promenade.**
  
- ii) Members received the notes of a meeting of Deal Town Council's Inward Investment Working Group which the Clerk attended on 29 September 2017.  
**RESOLVED: That the Clerk will distribute the agenda for the next meeting when she receives it and councillors will attend if available.**
  
- iii) To consider purchasing a Zoll AED Plus fully automatic defibrillator for installation at Walmer Lifeboat House  
**RESOLVED: that the defibrillator is not purchased until all costs can be considered including consumables and fitting costs from the RNLI.**
  
- iv) To consider whether the Council would like to run the Christmas Lights competition this year and assign judges  
**RESOLVED; that the competition will go ahead with Cllrs Pitcher and Miss Herring as judges.**

#### 5360 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:-**

<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
287411671	Tax and NI October salaries	HMRC	569.54	0.00	569.54
900647382	Payroll processing charge	Batchelor Coop	111.00	22.20	133.20
44384084	Toilets grant	DDC	7,732.36	0.00	7,732.36
4283	Watering, feeding, deadheading	Chapman Landscapes	1,029.35	205.87	1,235.22
dd	Office phone	BT	95.56	19.11	114.67
4284	Gratitude payment	Jim Whalley	50.00	0.00	50.00
4285	Petty cash	Cash via clerk	42.37	0.00	42.37
352415692	Travel expenses	Cllr J Murray	50.90	0.00	50.90
433510477	Grass bank cut	James Heathorn	350.00	0.00	350.00
4286	Travel expenses	Cllr M Johnson	46.35	0.00	46.35
546307186	Travel expenses	Clerk	35.10	0.00	35.10
951470109	Supply and empty bin	DDC	399.47	0.00	399.47
dd	Office photocopier	KCC Ricoh	337.05	67.41	404.46
dd	Office Stationery	viking direct	45.56	9.11	54.67
631770917	Buddleia cutting	Tree & Garden Services	75.00	0.00	75.00
977933446	Midterm audit	David Buckett	331.50	0.00	331.50
dd	Office Stationery	viking direct	49.77	9.95	59.72
4287	Transfer from current account	NatWest Bank	0.00	0.00	0.00
982790766	november salary	Assistant Clerk	713.62	0.00	713.62
141231532	november salary	Clerk	1,349.67	0.00	1,349.67
989857330	november salary	Admin assistant	340.57	0.00	340.57
451448686	LGPS	KCC	688.43	0.00	688.43
		<b>Total</b>	<b>14,443.17</b>	<b>333.65</b>	<b>14,776.82</b>

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

<b>Receipt No</b>	<b>Description</b>	<b>Customer</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
bacs	Bank interest	NatWest Bank	0.32	0.00	0.32
bacs	Bank interest	Co-op Bank	6.34	0.00	6.34
100541	Rugby club rent	Deal & Betteshanger Rugby Club	775.62	0.00	775.62
		<b>Total</b>	<b>782.28</b>	<b>0.00</b>	<b>782.28</b>

**(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:-**

<b>Nat West Current</b>	<b>£ 26,938.09</b>
<b>Lloyds Bank</b>	<b>£ 74,022.02</b>

Cooperative Bank	£ 74,850.10
NatWest SIBA	£ 40,842.05
HSBC bond	£ 75,004.18
Unity Bank	£ 31,100.52

#### 5361 COUNCILLORS' ALLOWANCES

- i) To receive the summary of recommendations of the EK Joint Parish Independent Remuneration panel for the municipal years 2015/16 to 2018/19 and consider Councillors' allowances for 2017/18. It was agreed that no councillor should be out of pocket but that it was not mandatory to accept the payment and that each councillor should look to his conscience as to whether or not to claim the allowance.

**RESOLVED: Having paid due regard to the recommendations within the report, Councillors approved the following amounts to be paid in respect of the many duties they carry out around the Parish: Councillors £420.00, Chairman £840.00**

#### 5362 DOVER DISTRICT COUNCIL

Members received information about the Snow Warden Volunteer Scheme.

**RESOLVED: That the Council continues to support the scheme by publicising it.**

#### 5363 KENT COUNTY COUNCIL

Members received information about KCC's 2018/19 budget and considered commenting.

**RESOLVED: that Councillors respond individually to the consultation if they wish.**

#### 5364 KENT ASSOCIATION OF LOCAL COUNCILS

- i) Members received information on a DCLG Consultation on proposals to strengthen rules to prevent anyone found guilty of serious crimes from serving on local councils.

**RESOLVED: That Council favours the recommendation and that the Clerk will write to DCLG to add support to the proposal.**

- ii) Members received information about the KALC Community Awards Scheme 2018. It was agreed that several local people and groups are worthy of the award and as such the item ought to be considered at the next meeting when members have had more time to consider.

*The time now being 9pm, a vote was taken on whether to continue the meeting.*

**RESOLVED That the meeting continue until the end of the agenda.**

#### 5365 INVITATIONS & EVENTS

- Deal & Walmer Chamber of Trade Christmas Lights Auction – Friday 10 November 7.30pm Deal Angling Club
- Southern Water Annual Stakeholder Workshop Monday 13 November 2017, Oakwood House, Maidstone
- KALC AGM Saturday 18 November 2017 Ditton Community Centre 9.30 – 2pm **JM and AH agreed to attend**

#### 5366 DATE OF NEXT MEETING

Wednesday 6 December 2017 at 7pm at the Parish Office, 8 The Strand

The meeting then continued in private session

**5367. HUMAN RESOURCES COMMITTEE**

Members received the report of the chairman and the minutes of the meeting held on Wednesday 25 October 2017

**RESOLVED:**

**i) Minute 76 That the changes to the Complaints Procedure be accepted with the following clarifications:**

- **That if the complaint is against the Chairman of the Council the Vice Chairman should deal with the complaint**
- **The Clerk and the Chairman of the Council will ascertain whether the Council's Code of Conduct has been breached and if so refer the complaint on to the relevant authority.**

**ii) Minute 79: That the NALC recommended pay increase be applied to all staff salaries.**

**iii) That all staff will be eligible for the five extra days annual leave (pro rata) on completion of five full years in the employment of the Council in line with the NALC model contract. The Clerk confirmed that she has already qualified for this and that the two other current members of staff will qualify in the next annual leave year (April 2018 – March 2019)**

**iv) That no further unpaid leave may be authorised except in exceptional circumstances. Councillors had noticed some disruption to office efficiency over the summer due to unpaid (extra) leave.**

**v) That staff working at weekends and bank holidays on Council events should be paid at time and a half for the hours that they work.**

The meeting closed at 9.30 pm.

Signed: .....

Date: .....