

WALMER PARISH COUNCIL

Minutes of the Meeting of Walmer Parish Council Meeting held on Wednesday 6 December 2017 at 8 The Strand, Walmer at 7.00 pm

Present Councillors: Miss A Herring J Murray C Grant D Thompson
Mrs M Beard-Gould B Pitcher R Hobbs Mrs M Ludwig
Cllr R Osmond R Evans

Officer Present: Mrs K Holroyd

5368 APOLOGIES FOR ABSENCE

Apologies with reason were accepted from Cllrs P Heath, Mrs S Le Chevalier, D Murphy, D Skinner and Mrs M Johnson. In the absence of the chairman, the Vice Chairman, Cllr Clive Grant chaired the meeting. It was noted that Cllrs Heath, Mrs Le Chevalier and Murphy were at a DDC meeting and would come along to this meeting afterwards if time allowed. In this case Cllr Heath would take over as chairman in line with LGA 1972 Sch. 12 para 11 (1).

5369 DECLARATIONS OF INTEREST

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

5370 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.

5371 CHAIRMAN'S REPORT

Cllr Grant reported that Cllr Heath had represented the Council at both the Armistice Day Service and the Remembrance Day Service in Deal. He had also attended a Local Transport Plan meeting at DDC and would update members on this upon his arrival at this meeting.

Cllr Grant also reported that the Council was in receipt of two formal complaints: one is from a councillor against another councillor. The second is from a member of the public against a councillor. Work is on-going to bring both complaints to satisfactory conclusions and Members will be kept informed in accordance with the Council's complaints procedure.

5372 MINUTES

Members approved the minutes of the meeting held on Wednesday, 1 November 2017 and they were duly signed as a true record by the Chairman.

5373 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

The Clerk reported that the Community Defibrillator project is moving ahead and she is waiting to hear from the RNLI legal department concerning the installation.

Minute 5357: the Clerk explained this is a typing error. The WW1 committee did not recommend its determination at the meeting of 19 October but at the 3 November. The recommendation is to be considered later in this meeting.

5374 QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

Cllr Derek Murphy was absent due to the meeting at DDC but had given a report (please see attached). In addition he asked the Clerk to report that there had been a possible break-in at Markewood pavilion. This had been reported to DDC and the police. He also informed members that he had assurances from KCC officers that the lights in the park were now fixed. Cllr Mrs Beard-Gould reported this was incorrect information: four or five of the lights near the play area were still out that morning. The Clerk will let Cllr Murphy know.

Cllr Murphy also brought it to councillors' attention that Walmer Parish Council is not an official consultee for the Thanet Wind Farm expansion public consultation.

RESOLVED: That Councillors will respond individually if they wish.

5375 POLICE AND CRIME REPORTS

- i) PCSO Tom Daley has been contacted for some suitable surgery dates in the New Year and these will be discussed at the next meeting. No police issues had been reported at the office this month.

5376 PLANNING COMMITTEE

- i) Members received the report of the Chairman and the minutes of the meeting held on Tuesday, 7 November 2017. **RESOLVED: Members agreed to note.**
- ii) Members received the report of the Chairman and the minutes of the meeting held on Tuesday, 21 November 2017. **RESOLVED: Members agreed to note.**
- iii) Members received the verbal report from the Chairman on the meeting held on Tuesday, 5 December 2017.

5377 WW1 EVENT COMMITTEE

Members received the report of the Chairman and the minutes of the final meeting held on Friday, 3 December 2017. **RESOLVED: That since the project is complete, the committee be determined. Cllr Pitcher wished to record his thanks to the committee.**

5378 HAWKSHILL MONITORING GROUP

- i) Members received the report of the chairman on the meeting held on Thursday, 9 November 2017. **RESOLVED: That the budget recommendation of £3900 be incorporated into the Council's budget for 2018/19**

Members received a report from Vintage Air Rally requesting permission to use Hawkshill Freedown as an air field for vintage planes on 9 May 2018.

During the discussion Cllrs Heath and Mrs Le Chevalier entered the meeting

RESOLVED:

- i) That a decision cannot be reached on the information currently available.**
- ii) That a meeting take place with the organiser on Tuesday 12 December at 9am at which all aspects of health and safety, planning and permissions be discussed.**

The Clerk asked whether those councillors attending the meeting should be afforded delegated powers to make a decision due to the short time scale.

RESOLVED: That the decision must be made by Council at the next meeting on January 10 2018

At this point Cllr Grant handed the chair back to Cllr Heath and invited him to report on the Local Transport Plan as he would ordinarily had done under the Chairman's report.

Cllr Heath explained he had been invited to the meeting hosted by DDC to find out more about the proposed new local Transport Plan which external consultants have been commissioned by DDC to carry out. Money has been made available to fund traffic counting devices and Cllr Heath had secured these for Walmer Village, adjacent to the Thompson Bell pub on Dover Road and along Station Road. There is to be a visual count using cameras at the junction of Station Road and Dover Road. Electronic counting devices have also been installed at the bottom of Drum Hill at the junction of Granville Road and Salisbury Road and on The Strand adjacent to Admiralty Barracks. The data collected by these devices should provide a valuable insight into traffic movements around Walmer.

5379 AMENITY AND ENVIRONMENT

- i) Members received the report of the Chairman and the minutes of the meeting held on Tuesday, 15 November 2017. Minute 972i) : The Clerk explained that she had given erroneous advice concerning the allotment fees. Fees are due to rise in 2018 by £5 as agreed in September 2016. The increase recommended at the meeting of November 15 2017 is less than that already approved.

RESOLVED:

- i) That recommendation at 972 i) be disregarded.**
- ii) Minute 972 That the quote from Quality Fencing for the boundary at the allotment be approved at a cost of £823**
- iii) Minute 974 That the quote from James Heathorn to cut the hedge at York and Albany Close be accepted at a cost of £550**
- iv) Minute 976 That approximately 18 trees be planted in the Lower Walmer area as guided by Kent County Council. The remainder of the budget set aside for this project totalling £5742 may be used.**

- ii) Members received and considered a revised quote to remove the asbestos from the allotments.

RESOLVED: that the quote from James Heathorn be accepted at a cost of £1800. This will only take place after a meeting to inform tenants and local residents.

5380 FINANCE AND GENERAL PURPOSES COMMITTEE

- i) Members received the report of the Chairman and the minutes of the meeting held on Wednesday, 22 November 2017.

RESOLVED:

- i) 2018/19 Budget: That expected income be used to offset the expenditure
- ii) 2018/19 Budget: That any underspend from 2017/18 be used to offset the expenditure
- iii) 2018/19 Budget: That reserves be used to offset expenditure in order to offset the effect of the loss of the government grant.
- iv) That members favour keeping the council tax as near as possible to the current 2017/18 levels
- v) That the wording of the Financial Regulations be changed to permit the passwords for the electronic banking to be kept in the Parish Office.
- vi) That a grant of £400 be made to the Deal and District Citizens Advice
- vii) That a quote to install Office 365 be accepted from Edge I.T at a cost of 120 for initial migration and £45.60 per annum thereafter.
- viii) That Walmer Parish Council adopts Dover District Council's wording for Section One: Rules of Debate in the Standing Orders with the exception of clause 1.j *When a motion is under debate, no other motion may be moved except the following procedural motions: g on the hour of 10 pm being reached "that the Council do proceed with the business remaining on the agenda";* This to be changed to 9pm

ii) Members considered nominations from Cllrs Miss Herring and Mrs Ludwig to join the F&GP committee

RESOLVED: That these councillors be appointed to the committee

iii) Members received the draft budget and considered options

RESOLVED: That the anticipated total resource requirement of £136,049 be achieved by a precept demand of £121,692. The shortfall will be taken from reserves and this year's underspend. This will result in a band D Council Tax charge of £37.13. This represents an increase of 0% on the current year.

5381 REPORT OF THE CLERK

i) Members received the written report of the Clerk on correspondence received. She also informed those present that the refurbishment works to the toilets at Granville Road as requested by this Council were out to tender.

RESOLVED:

- a) that the report be noted.
- b) that gifts be purchased for those volunteers who assist the Parish Council throughout the year at a cost of approximately £5 per person.
- c) that a small Christmas greetings advert in the East Kent Mercury be taken out at a cost of £35

ii) Members received a quote from Edge I.T to continue IT support for one year.

RESOLVED: that the quote be accepted at a cost of £662.50

5382 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
dd	Office Electricity	Npower	81.90	4.10	86.00
4288	Donation for film	Derek Hough	100.00	0.00	100.00
4289	WIB Plants	Linda Bailey	29.98	0.00	29.98
dd	Office Stationery	viking direct	58.98	11.80	70.78
dd	Office phone	BT	116.38	23.28	139.66

4290	Petty cash	Cash via clerk	44.57	0.00	44.57
4291	WIB Plants	Mary Shorten	57.40	0.00	57.40
287145465	Communication workshop	KALC	72.00	0.00	72.00
710474051	Planning subscription	Planning magazine	180.00	0.00	180.00
164476764	Tax and NI Nov salaries	HMRC	563.14	0.00	563.14
711122618	Staff pension	KCC LGPS	688.43	0.00	688.43
648989265	WIB Planter stain	Clerk	21.13	0.00	21.13
341182834	Vouchers for volunteers	Clerk	25.00	0.00	25.00
985134759	Travel expenses	Clr J Murray	68.40	0.00	68.40
818936809	Hawkshill Info boards	Clare Limbrey	100.00	0.00	100.00
688481641	Accountancy software licence	Scribe 2000	462.00	0.00	462.00
258807518	Councillors' Allowances	Clr B Pitcher	336.00	0.00	336.00
206663670	Councillors' Allowances	Clr C Grant	336.00	0.00	336.00
414373098	Councillors' Allowances	Clr D Murphy	400.40	0.00	400.40
184608727	Councillors' Allowances	Clr D Skinner	336.00	0.00	336.00
134029750	Councillors' Allowances	Clr M Beard Gould	336.00	0.00	336.00
210534618	Councillors' Allowances	Clr M Johnson	210.00	0.00	210.00
387515706	Councillors' Allowances	Clr M Ludwig	336.00	0.00	336.00
508997916	Councillors' Allowances	Clr R Evans	402.00	0.00	402.00
202334080	Councillors' Allowances	Clr S le Chevalier	336.00	0.00	336.00
852828061	Councillors' Allowances	Clr R Osmond	336.00	0.00	336.00
781085632	Councillors' Allowances	Clr R Hobbs	402.00	0.00	402.00
4292	Councillors' Allowances	Clr D Thompson	408.00	0.00	408.00
4293	Councillors' Allowances	Clr P Heath	672.00	0.00	672.00
240437288	Finance and Legal Conference	KALC	144.00	0.00	144.00
160499611	Membership of CPRE	CPRE	36.00	0.00	36.00
dd	Office Electricity	Npower	83.81	4.19	88.00
bacs	Debit card set up fee	Unity Bank	50.00	0.00	50.00
dd	Allotments water	Business stream	182.57	0.00	182.57
4294	Grass plateau cut	Rhino Plant Hire	820.00	164.00	984.00
4295	Liverpool road hedge flail cut	Rhino Plant Hire	190.00	38.00	228.00
	Office Rent	Mrs M Johnson	1,500.00	0.00	1,500.00
	WIB Plants	Clr S le Chevalier	25.00	0.00	25.00
904269860	Dec salary	Assistant Clerk	769.33	0.00	769.33
728011631	December salary	Clerk	1,732.56	0.00	1,732.56
56292366	December salary	Admin assistant	430.40	0.00	430.40
	Total		13,479.38	245.37	13,724.75

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

Receipt No	Description	Customer	Net	VAT	Total
bacs	Bank interest	HSBC	2.47	0.00	2.47
bacs	Bank interest	NatWest Bank	0.33	0.00	0.33
bacs	Bank interest	HSBC	2.55	0.00	2.55
		Total	5.35	0.00	5.35

(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	£ 46,147.84
Lloyds Bank	£ 74,022.02
Cooperative Bank	£ 74,850.10
NatWest SIBA	£ 20,842.38
HSBC bond	£ 75,009.20
Unity Bank	£ 18,547.66

5383 HUMAN RESOURCES COMMITTEE

Chairman of the committee Cllr Murray proposed that Cllr Murphy be appointed to this committee.

RESOLVED: That Cllr Derek Murphy be appointed to this committee

5384 KENT ASSOCIATION OF LOCAL COUNCILS

i) Members received a verbal report on a meeting held on Friday 3 November 2017 between the Clerk, Cllr Murray and Clive Powell and Terry Martin of KALC. The idea of internships and work placements had been discussed. The KALC representatives are to discuss the idea further with colleagues at National Level.

RESOLVED: That the report be noted

ii) Members received a report on the KALC AGM from Cllr Murray. **RESOLVED: that the report be noted.**

iii) Members considered nominees for the Community Award Scheme. **RESOLVED: that Fred Wilson of Deal Victoria and Barnes Close Cricket Club be nominated in recognition of his contribution to the Club and to the local community.**

5385 INVITATIONS & EVENTS

- KALC General Data Protection Regulation: Canterbury 14 December 2017

RESOLVED: That the Clerk attend at a cost of £30

5386 DATE OF NEXT MEETING

Wednesday 10 January 2018 at 7 pm at the Parish Office, 8 The Strand, Walmer.

The meeting closed at 9.15 pm.

Signed:

Date: