

WALMER PARISH COUNCIL

Minutes of the Meeting of Walmer Parish Council Meeting held on Wednesday 10 January 2018 at 8 The Strand, Walmer at 7.00 pm

Present Councillors:

P Heath	J Murray	D Murphy	D Thompson
Miss A Herring	B Pitcher	C Grant	Mrs M Ludwig
Mrs M Beard-Gould	R Evans	D Skinner	Mrs M Johnson
R Osmond			

Officer Present: Mrs K Holroyd

5387 APOLOGIES FOR ABSENCE

Apologies with reason were accepted from Cllrs Hobbs and Mrs Le Chevalier.

5388 DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.
Cllr Heath declared an Voluntary Announcement of Other Interests in item 18 (minute 5402)

5389 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.

5390 CHAIRMAN'S REPORT

Cllr Heath commended everyone involved in the judging and organising of the Christmas Lights competition which had received excellent coverage in the local press. He reported that he had attended the very enjoyable Christmas Carols on the Bandstand concert on behalf of the Council prior to Christmas. He also reported that an enquiry had been received from sandwich Town Council about the creation of a Sandwich in Bloom campaign. Cllr Heath confirmed that the chairman of the Walmer in Bloom Committee and the Assistant Clerk are happy to provide any information and advice.

5391 MINUTES

Members approved the minutes of the meeting held on Wednesday, 6 December 2017 and they were duly signed as a true record by the Chairman.

5392 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

Minute 5381: the Clerk informed members that the improvements to the Granville Road toilets are due to

commence this month. However a new door fitted to the ladies toilets just before Christmas has been broken down and the toilets are therefore out of use for a few days. Cllr Murray wished to commend Cllr Thompson for his repeated complaints to Dover District Council which have resulted in positive action being taken.

5393 QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

Members received a report from Cllr Derek Murphy, KCC member for Deal and Walmer division. Cllr Trevor Bond, KCC member for Deal and Walmer Division was also present and answered questions. The main point of interest was that of the postponement of the expansion of Deal Parochial CEP School. It has been ascertained that an expansion would have a detrimental effect on the other primary schools in the area who would experience a drop in numbers as a result. The decision will be reviewed in 2020.

5394 CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

No reports of crime or anti-social behaviour have been received in the office during the last month.

5395 PLANNING COMMITTEE

- i) Members received the report of the Chairman and the minutes of the meeting held on Tuesday, 5 December 2017. **RESOLVED: Members agreed to note.**
- ii) Members received the report of the Chairman and the minutes of the meeting held on Tuesday, 2 January 2018. **RESOLVED: Members agreed to note.**

5396 EVENTS WORKING GROUP

Members received the report of the Chairman and the minutes of the final meeting held on Tuesday 12 December 2017. Cllr Miss Herring pointed out that she was *not* present. Cllr Thompson was asked to update members on progress with the sports project. Cllr Thompson confirmed that a meeting had been due to take place the previous week but had not gone ahead due to illness. It was rescheduled for the following week after which he should be able to ascertain whether the event will be going ahead this year.

RESOLVED: Members agreed to note

5397 WALMER IN BLOOM

Members received the verbal report from the chairman on the meeting held on Tuesday 9 January 2018.
RESOLVED: Members agreed to note

5398 REPORT OF THE CLERK

- i) Members considered a request for the clerk to attend a KALC Governance, Procedures and Transparency course.

RESOLVED: That the Clerk attend at a cost of £60

- ii) Members received a report from the clerk on forthcoming changes to Data Protection Laws. It was acknowledged that this is a very complex area and legislation is still not finalised. Hence responsibilities for Local Councils are not yet clear. However the Clerk was keen for other members of the council to undergo the training to assist her on forming new policies to comply with the new laws.

RESOLVED: Councillors Grant, Mrs Johnson and Miss Herring will attend the next KALC information session on 24 January at a total cost of £90.

The Clerk was also pleased to report that she had just learned earlier that evening that the Council's application for the Foundation Level award under the NALC Local Council Award scheme had been successful. The Council will shortly be presented with a certificate and a Foundation Level logo.

5399 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 phone	BT	91.08	18.22	109.30
bacs	Quarterly fees	Unity Bank	22.95	0.00	22.95
not noted	Hawkshill signage	Absolute graphix	268.60	53.72	322.32
	Christmas greeting	KM Group	35.00	7.00	42.00
361986875	WIB Planters	Taylor made Planters LTD	598.00	119.60	717.60
311654090	Volunteer support warden	KCC	652.08	130.42	782.50
134905560	Tax and NI December salaries	HMRC	700.15	0.00	700.15
134905560	Tax and NI for Councillors allowances	HMRC	1,250.00	0.00	1,250.00
725932064	IT services	EDGE I.T	662.50	132.50	795.00
640059587	Office 365 annual fee	EDGE I.T	45.60	9.12	54.72
369503427	Office 365 email set up	EDGE I.T	120.00	24.00	144.00
947862814	Staff pension	KCC LGPS	730.57	146.12	876.69
dd	Office Electricity	Npower	83.81	4.19	88.00
dd	Office water	Business stream	52.78	0.00	52.78
4296	Grant	Dover, deal & District Citizens' advice	400.00	0.00	400.00
739375904	Brocante ads	KM Group	161.46	32.29	193.75
198140693	Hire of Walmer Green	DDC	45.00	0.00	45.00
4297	WIB Plants	Clr D Thompson	8.75	0.00	8.75
4297	Memory stick	Clr D Thompson	9.99	0.00	9.99
dd	Office Stationery	viking direct	30.91	6.18	37.09
bacs	Quarterly fees	Unity Bank	22.95	0.00	22.95
dd	Corporate credit card	LLoyds Bank	180.00	0.00	180.00
824924538	Annual membership	Deal & Walmer Chamber of	30.00	0.00	30.00

		Commerce			
145333683	HEdge cut	James Heathorn	550.00	0.00	550.00
110435298	Trade waste bags	veolia	120.60	24.12	144.72
548712259	January salary	Assistant Clerk	719.16	0.00	719.16
455149771	January salary	Clerk	1,361.60	0.00	1,361.60
464924271	January salary	Admin assistant	330.05	0.00	330.05
645127472	Asbestos removal	James Heathorn	1,800.00	0.00	1,800.00
		Total	11,083.59	707.48	11,791.07

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

Description	Customer	Net	VAT	Total
Bank interest	NatWest Bank	0.72	0.00	0.72
Bank interest	HSBC	3.76	0.00	3.76
	Total	4.48	0.00	4.48

(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	£ 22,127.84
Lloyds Bank	£ 74,022.02
Cooperative Bank	£ 74,850.10
NatWest SIBA	£ 20,843.10
HSBC bond	£ 75,012.96
Unity Bank	£ 34,492.30

The Clerk also asked for permission to take petty cash money directly from the cash machine using the corporate debit card instead of writing a cheque each time.

RESOLVED: that this is permissible up to the agreed limit of £50 as stated in the Financial Regulations.

5400 VINTAGE AIR RALLY – Friday 11 May 2018

i) Members received notes of a meeting held with the organisers on Tuesday 12 December 2017

RESOLVED: Members agreed to note

ii) Members received confirmation from DDC that the Events Safety Advisory Group will receive and consider all planning documentation for the event including risk assessment.

RESOLVED: Members agreed to note

Members received written confirmation from the Civil Aviation Authority that their permission is not necessary for this event to proceed.

RESOLVED: Members agreed to note.

iv) Members considered granting landowner's permission for Hawkshill Freedown to be used for the event.

RESOLVED: That permission be granted provided the following conditions are met:

- Approval from DDC Event Safety Advisory Group
- The provision of toilets for public use is considered
- All neighbours are notified including the farmer to the south east of the site.

- **Walmer Parish Council to be compensated for any damage to the land**
- **Organisers to arrange and evidence all necessary insurance.**

5401 INVITATIONS & EVENTS

- The Lord Lieutenant of Kent, Viscount De L'Isle MBE's annual Civic Service at Rochester Cathedral on Tuesday 20 March 2018 – **Cllr Grant and his wife to attend.**
- Dementia Friends Conference Dover Town Hall on Tuesday 27 February 2018 at 9.30 am.
- Holocaust Memorial Day Commemoration Service Saturday 27 January at 10.30am at Deal Town Hall. **Cllrs Heath and Skinner to attend.**

5402 DATE OF NEXT MEETING

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

DISCUSSIONS HELD IN CONFIDENCE UNDER PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960

i) Members received notification of a written complaint from a member of the public against a councillor. It was noted that the councillor had apologised to the complainant in writing but confirmed that at the time he had not been acting as a representative of the council.

RESOLVED: Members agreed the complaint can be regarded as closed.

ii) Members received details of a written complaint made by one councillor against another and considered how to bring it to a conclusion. Members heard how the complaint had been dealt with in accordance with the Council's Complaints Procedure. There had been no witnesses and it was therefore deemed impossible to arrive at a conclusion. In line with the Complaints Procedure Members were asked how they would like to proceed.

RESOLVED: that the two councillors in question meet privately to resolve their differences.

The meeting closed at 9.15pm.

Signed:

Date: