

WALMER PARISH COUNCIL

Minutes of the Meeting of Walmer Parish Council Meeting held on Thursday, 14 June 2018 at 8 The Strand, Walmer at 7.00 pm

Present Councillors: Mrs S le Chevalier J Murray D Thompson B Pitcher
Mrs M Beard-Gould P Heath Mrs M Johnson Miss A Herring

Officer Present: Mrs K Holroyd

5494 APOLOGIES FOR ABSENCE

Apologies with reason were accepted from Cllrs D Murphy and R Evans.

5495 DECLARATIONS OF INTEREST

None received

5496 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.

5497 CHAIRMAN'S REPORT

Cllr Mrs Le Chevalier was pleased to present a framed certificate to former councillor David Skinner in recognition of his service to the Parish of Walmer. Other councillors who had recently left the Council had been unable to attend this meeting and will have their certificates posted to them.

Cllr Mrs Le Chevalier also made a presentation of an engraved glass plaque to former Chairman Cllr Pat Heath in recognition of 17 years as chairman of Walmer Parish Council. Cllr Mrs Le Chevalier was pleased to be able to report that Cllr Heath will be continuing his service as a councillor on the Parish and District Councils.

The Chairman also reported that she had recently attended the Mayor-Making ceremony at Deal Town Hall. Cllr Nicholas Tomaszewski has been nominated Mayor and councillors joined Cllr Mrs Le Chevalier in congratulating him and look forward to the possibility of working together.

5498 MINUTES

Members received the report of the Chairman and the minutes of the meeting held on Wednesday, 2 May 2018.

RESOLVED: Members agreed they were a true record of the meeting and they were duly signed by the Chairman.

5499 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

Minute 5482: the Clerk confirmed that Martin Leggatt had agreed to attend the F&GP meeting on June 20 when he will discuss the proposed rise in grant allocation for the running of the Parish's toilets.

Minute 5491: Councillors noted that the painting of the exterior of the building was now underway.

5500 QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

Members received the report from Cllr D Murphy, KCC Member for Deal And Walmer

RESOLVED: Members agreed to note.

5501 CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

i) The Clerk reported on two incidents of anti-social behaviour which had been reported to the office by members of the public. However no details have yet been forthcoming from the Police.

ii) The next Police and councillor Surgery will take place on Saturday 23 June from 10.30 until 12pm. Cllr Miss Herring will attend. Cllr R Evans as Police Liaison Councillor will be requested to attend.

5502 PLANNING COMMITTEE

i) Members received the report of the Chairman and the minutes of the meeting held on Tuesday, 8 May 2018.

RESOLVED: Members agreed to note.

ii) Members received the report of Chairman and the minutes of the meeting held on Tuesday, 22 May 2018.

RESOLVED: Members agreed to note.

iii) Members received the verbal report of the chairman on the meeting held on Tuesday 12 June 2018. It was confirmed that the frequency of meetings has changed from twice per month to every three weeks to relieve the burden from the four councillors on the committee until such time as the committee is back to full strength (six councillors or more) **RESOLVED: Members agreed to note.**

5503 WALMER IN BLOOM

Members received the report from the chairman and the minutes of the meeting held on Tuesday 29 May 2018.

RESOLVED: Members agreed to note.

5504 HAWKSHILL WORKING GROUP

Members received the report from the chairman and the minutes of the meeting held on Thursday 3 May 2018. Cllr Mrs Beard-Gould confirmed that since this committee only has two voting members, all decisions will be passed through the A&E committee.

RESOLVED: Members agreed to note.

5505 EVENTS WORKING GROUP

Members received the report from the chairman and the minutes of the meeting held on Tuesday, 8 May 2018.

RESOLVED: Members agreed to note.

5506 AMENITY AND ENVIRONMENT COMMITTEE

Members received the report from the chairman and the minutes of the meeting held on Wednesday 23 May 2018. Cllr Pitcher reported that a tree in York and Albany Close had received an urgent inspection after residents expressed concern at the fact that it was losing its leaves. The Clerk had used her discretionary powers to request a visit from the Council's arboriculturist at a cost of £75. David Sephton had written a report concluding that the plane tree is suffering from a temporary and very common ailment and should recover by late summer. He confirmed that there was no potential harm to humans.

RESOLVED:

i) That a quote from James Heathorn be accepted at a cost of £1450 to remove all the woody debris which has been cut back by volunteers over the last two years.

ii) That an upfront payment of £500 be made to Mr Heathorn to enable him to hire the necessary equipment.

iii) That the idea of an outdoor gym somewhere on Walmer Green is supported in principle. A figure of £20,000 was suggested but feasibility studies and public consultation will be mandatory. A more accurate idea of cost will be available once the location is confirmed. Funding sources could include s106 agreements from local developments

5507 HUMAN RESOURCES COMMITTEE

i) Members received the report from the chairman and the minutes of the meeting held on Thursday 26 April 2018.

RESOLVED: Members agreed to note.

ii) Members received and considered three complaints procedures regarding complaints against the council's decisions or administration, complaints against councillors by members of the public and complaints against councillors by other councillors.

RESOLVED: That all three documents be accepted. Cllr Heath abstained from voting.

iii) Members received and considered adopting the new terms of employment document. The Clerk confirmed this was the NALC/SLCC document which had been updated by the HR Partnership to reflect changes in legislation. All members of staff had received it and were happy to migrate to the new document.

RESOLVED: That the new document be adopted and existing members of staff migrate to it.

iv) Members received and considered the new appraisal process and form
The Clerk confirmed that this document too had been reviewed and amended by the HR Partnership.

RESOLVED: That the appraisal process and form be adopted for use this autumn.

v) Members received the report of the chairman and the minutes of the meeting held on Monday 4 June 2018.

RESOLVED:

- i) That the Clerk be paid in lieu of annual leave not taken during 2017/18 due to heavy work load and attempting to keep the office open as much as possible. Total sum payable for 54 hours approximately £850.**
- ii) That in future no annual leave may be carried over unless agreed by Council as per the staff Terms of Employment.**
- iii) That in future staff, in liaison with councillors, consider closing the office for two weeks in August to allow all staff to take a proper break.**
- iv) That the members of the public who has returned a CV and Nomination form in respect of the current vacancies be asked in for an interview as soon as possible.**

vi) Members received and considered a list of amendments to the Council's Standing Orders.

RESOLVED: That all the amendments be adopted. The Special Responsibility Allowance of £50 per annum to all councillors serving on the planning committee be implemented subject to checks with KALC that it is permissible for co-opted councillors to receive it. Cllr Mrs Johnson wished to record that she opposed this resolution.

5508 REPORT OF THE CLERK

The Clerk reported on the following matters

- A scam awareness talk by the KCC Community Warden is to take place on Friday 22 June at 11am at Walmer Baptist Church.
- The traffic surveys sponsored by Walmer Parish Council along with Cllr Derek Murphy are due to take place at the Herschell Square and Archery Square area of Dover Road from 14 to 20 June 2018
- The Boundary Commission has released its draft proposals for new District Council wards.
- DDC are running a conference on Community Housing at Discovery Park on June 28.

5509 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
187337015	Kites	Poundland via clerk	76.99	0.00	76.99
698283565	Office crockery	Amazon via Clerk	35.00	0.00	35.00
47308923	Toilets hire	Four jays Group	440.73	88.15	528.88
161672976	May pension	KCC LGPS	704.42	0.00	704.42
890913589	Tax and NI May salaries	HMRC	487.89	0.00	487.89
685250422	First Aid cover	P Wave Medical	158.40	0.00	158.40
835043802	Annual	KALC	1,275.00	255.00	1,530.00

Subscription					
4316	WIB Prizes	Downs CEP School	30.00	0.00	30.00
4317	Petty cash	Cash via clerk	44.25	0.00	44.25
118244090	Walmer Green hire	DDC	46.00	0.00	46.00
4318	Fuel for mower	Graham Harris	22.61	4.52	27.13
4319	Gift for retiring chairman	White cliffs engraving via assistant Clerk	17.50	3.50	21.00
dd	Office Electricity	Npower	83.81	4.19	88.00
dd	Corporate credit card	Lloyds Bank	93.85	0.00	93.85
dd	Office water	Business stream	109.40	0.00	109.40
416367432	Pathway maintenance	James Heathorn	800.00	0.00	800.00
442005162	Pathway maintenance	James Heathorn	2,270.00	0.00	2,270.00
641131421	June salary	Assistant Clerk	795.28	0.00	795.28
453446853	June salary	Admin assistant	376.83	0.00	376.83
162984631	June salary	Clerk	1,369.00	0.00	1,369.00
162984631	Brocante overtime payment	Clerk	207.33	0.00	207.33
400	Traffic survey	KCC	400.00	0.00	400.00
137451755	WIB Posters and leaflets	Pxl Pig Studios	160.68	0.00	160.68
899945865	Brocante stewards	TMS	390.00	78.00	468.00
503664508	Grass cut	DDC	271.06	0.00	271.06
590529133	WIB Prizes	Crafty Arts via Assistant Clerk	32.97	0.00	32.97
593376555	WIB Plants	Clr S le Chevalier	29.90	5.98	35.88
45300198	Internal audit fee	David Buckett	331.50	0.00	331.50
904432663	Kites caterer	Poundland via clerk	32.99	0.00	32.99
937594096	Office Rent	Mrs M Johnson	1,500.00	0.00	1,500.00
714655769	Hanging Basket permission	KCC	26.50	0.00	26.50
920874360	Fence panel	Quality Fencing	146.40	0.00	146.40
97914288	LGPS	KCC LGPS	780.46	0.00	780.46
dd	Quarterly fees	Unity Bank	25.95	0.00	25.95
4320	WIB Plants	Archers Low Nursery via Mary Shorten	44.83	8.97	53.80
dd	Office water	Business stream	35.71	0.00	35.71
dd	Office phone	BT	98.91	19.78	118.69
109183456	Tree inspections	Invicta arboriculture	75.00	0.00	75.00
101208299	Kite flying event	Kent Kite Flyers	150.00	0.00	150.00
4321	Donation for stewards	Deal Community Carnival Association	100.00	0.00	100.00
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4322	Donation from Brocante valuations	Walmer Lifeboat	54.50	0.00	54.50
4323	Donation for Brocante use	Deal Memorial Bandstand Trust	104.50	0.00	104.50
Total			14,336.15	468.09	14,804.24

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

Receipt No	Description	Customer	Net	VAT	Total
bacs	Bank interest	HSBC	4.46	0.00	4.46
bacs	Rugby club rent	Deal & Betteshanger Rugby Club	791.13	0.00	791.13
100563	Brocante caterer	KAren Evans	150.00	0.00	150.00
100564	Brocante caterer	Solley's Ice cream	75.00	0.00	75.00
100564	Kites caterer	Solleys	75.00	0.00	75.00
100565	Brocante caterer	Mr M Nobbs	75.00	0.00	75.00
100566	WIB donation	J Dilnot Smith Limited	150.00	0.00	150.00
100567	Brocante bookings	various	80.00	0.00	80.00
bacs	Bank interest	NatWest Bank	0.91	0.00	0.91
100568	Brocante bookings	various	280.00	0.00	280.00
100569	Donation from Brocante valuations	various	108.73	0.00	108.73
bacs	Bank interest	HSBC	4.32	0.00	4.32
		Total	1,794.55	0.00	1,794.55

(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	£ 5,979.49
Lloyds Bank	£ 75,005.20 (now termed long term investment)
Cooperative Bank	£ 74,861.76
NatWest SIBA	£ 20,847.41
HSBC bond	£ 75,034.69
Unity Bank	£ 14,402.99

2) Members considered new signatories for the Unity Bank current account. The Clerk confirmed there were only three signatories at present.

RESOLVED: That Cllrs James Murray, Miss Amy Herring and Brian Pitcher be authorised as signatories on the Unity Bank account.

5510 ANNUAL NEWSLETTER

Members received the final draft and considered whether it is still relevant

RESOLVED: that the content is out of date but a revamped version of the document should go ahead and be delivered to every house in Walmer. The Clerk will work with the Chairman and Vice-Chairman to achieve this.

5511. KENT ASSOCIATION OF LOCAL COUNCILS

Members received information about the Councillors' Conference on Tuesday 10 July and considered sending delegates.

RESOLVED: that Cllrs J Murray and Miss A Herring be permitted to attend at a cost of £60 each.

5512. OFFICE HEATING

i) Members received a report from the heating consultant as requested by Council at the last meeting. Cllr Mrs Beard-Gould explained that the report showed that the quotes already received did not quite achieve the desired effect. Consequently the three contractors who quoted originally had been asked to resubmit their quotes taking into consideration the recommendations of the independent consultant. One had done so before the stated deadline. Another had sent his report late but it was distributed to councillors nonetheless.

ii) Members considered the two quotes.

RESOLVED: That Philip Hartley be asked to install the office heating system at a cost of £2987.17

Cllr Mrs Johnson declared a pecuniary interest and did not vote. Cllrs B Pitcher and Mrs Beard-Gould also abstained from voting.

5513. OFFICE PREMISES

Members received two quotes for the fitting of solar film to the front office windows in order to reduce incoming heat in the summer.

RESOLVED: that the quote from Kent Window Film be accepted at a cost of £450.

Members also discussed a cooling system, particularly for during meetings on warm evenings. It was agreed that if felt necessary a Dyson Tower cooler could be purchased at an approximate cost of £350.

5514. INVITATIONS AND EVENTS

- Dover and Deal Sea Cadets Annual Awards Night Friday 22 June 2018, Dover Town Hall – *no-one available*
- GDPR Conference County Hall 28 June 2018 – morning and afternoon sessions available. *Cllrs J Murray and R Evans to attend*

DATE OF NEXT MEETING

Wednesday 4 July 2018 at 7 pm at the Parish Office, 8 The Strand, Walmer.

The meeting closed at 9.20 pm.

Signed:

Date: