

WALMER PARISH COUNCIL

Minutes of the Meeting of Walmer Parish Council Meeting held on Wednesday, 12 September 2018 at 8 The Strand, Walmer at 7.00 pm

Present Councillors: Mrs S le Chevalier R Evans Miss A Herring D Murphy
Mrs M Beard-Gould P Heath J Murray D Thompson

Officer Present:

Mrs K Holroyd

5535 APOLOGIES FOR ABSENCE

Apologies with reason were accepted from Cllr B Pitcher and Mrs M Johnson

5536 DECLARATIONS OF INTEREST

None received.

5537 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.

5538 CHAIRMAN'S REPORT

Members received the written report from Cllr Mrs Le Chevalier

RESOLVED: Members agreed to note

5539 CO-OPTION

i) Members received the application details of five candidates in alphabetical order followed by a verbal presentation from each candidate on why they would like to join Walmer Parish Council and what skills and experience they can bring to the role. Members subsequently voted for or against each candidate joining Walmer Parish Council.

RESOLVED: That Alan Bailey, Emma Orridge, Lucy Orridge, Peter St Ange and Richard Styles be co-opted onto Walmer Parish Council. All five councillors signed the Declaration of Acceptance.

ii) Members allocated the new councillors to committees

RESOLVED:

i) That councillors Bailey, St Ange and Styles be appointed to the Planning Committee

- ii) That Cllrs Miss E Orridge and Miss L orridge be appointed to the Events Working Group
- iii) That Cllr Styles be appointed to the Finance and general Purposes Committee
- iv) That Cllrs Bailey, St Ange, Miss E Orridge and Miss L Orridge be appointed to the Amenities and Environment Committee.

5540 MINUTES

Members received the report of the Chairman and the minutes of the meeting held on Wednesday 4 July 2018.

RESOLVED: Members agreed they were a true record of the meeting with the amendment that Cllr Miss Herring did not attend. They were duly signed by the Chairman.

5541 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

Minute 5525: The Clerk reported that the grant to the Royal British Legion had been paid and the concert would go ahead on Saturday 14 September

5542 QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

Cllr Murphy, KCC Member for Deal and Walmer gave a report on his work in the Division over the past two months. He also reported that the recent traffic survey in the Dover Road/ Archery Square area undertaken by KCC and part sponsored by Walmer PC had failed to justify the need for an additional pedestrian crossing. Cllr Bond, KCC Member for Deal and Walmer encouraged everyone to respond to the KCC consultation on proposed fee changes at the household waste disposal sites.

5543 CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

i) The Clerk reported that once again reports of Anti-social behaviour at Marke Wood park had been received at the office.

ii) Police Surgeries: the next surgery will take place on Saturday 6 October. Cllrs Miss Herring and Styles will attend.

5544 PLANNING COMMITTEE

i) Members received the report of the Chairman and the minutes of the meeting held on Tuesday, 3 July 2018. **RESOLVED: Members agreed to note.**

ii) Members received the report of the Chairman and the minutes of the meeting held on Tuesday, 24 July 2018. **RESOLVED: Members agreed to note.**

iii) Members received the report of the Chairman and the minutes of the meeting held on Tuesday, 14 August 2018. **RESOLVED: Members agreed to note.**

iv) Members received the report of the Chairman and the minutes of the meeting held on Tuesday, 4 September 2018. **RESOLVED: Members agreed to note.**

Chairman Cllr Murray reported that the additional posting of yellow notices on lamp-posts appears to be working well in drawing the attention of members of the public.

5545 WALMER IN BLOOM

Members received the report from the chairman and the minutes of the meeting held on Tuesday 31 July 2018.

RESOLVED: Members agreed to note.

5546 HAWKSHILL FREEDOWN

- i) Members received the report from the chairman and the minutes of the meeting held on Thursday 12 July 2018.

RESOLVED: Members agreed to note

5547 AMENITY AND ENVIRONMENT COMMITTEE

- i) Members received the report from the chairman and the minutes of the meeting held on Wednesday 18 July 2018.

RESOLVED: Members agreed to note.

5548 EVENTS WORKING GROUP

- i) Members received the report from the chairman and the minutes of the meeting held on Monday 3 September 2018.

RESOLVED: Members agreed to note

- ii) Members considered ways in which WPC can mark the 100th Anniversary of the end of WW1.

RESOLVED:

i) that the Council participate in the “Battle's Over - a Nations Tribute & WW1 Beacons of light event on 11th November 2018. The Clerk will make the necessary arrangements with the Cricket Club.

ii) That a budget of £100 be allocated for this event.

ii) That a wreath be laid at the Walmer Aerodrome memorial on Sunday 11 November

Cllr Mrs Le Chevalier wished to give a vote of thanks to Cllr Mrs Beard-Gould for arranging the poignant display in the office window.

5549 REPORT OF THE CLERK

- i) To consider a request from the Clerk to attend the KALC Clerks’ conference on Thursday 13 September 2018 at a cost of £60 plus vat.

RESOLVED: That the Clerk attend the event.

- ii) To consider a request from the Clerk to attend the Finance Conference on 18 October 2018 at a cost of £60 plus vat.

RESOLVED: That the Clerk attend the event.

5550 FINANCIAL ISSUES

1) Payments and Orders

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

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

Cheque No	Description	Supplier	Net	VAT	Total
707257081	Exterior office paint	Mrs M Johnson	600.00	0.00	600.00
392208883	Tax and NI August salaries	HMRC	973.40	0.00	973.40
968938841	Travel expenses	Cllr R Evans	49.90	0.00	49.90
24014919	Payroll processing charge	Batchelor Coop	165.60	0.00	165.60
840129103	Stony path clearance	James Heathorn	300.00	0.00	300.00
706956000	Stranger in the window competition	Chamber of Trade	10.00	0.00	10.00
4328	Watering, feeding, deadheading	Chapman Landscapes	562.80	112.56	675.36
383424234	Grant	Royal Marines Heritage Trail - Deal & Walmer	400.00	0.00	400.00
156058533	Debris clearance	James Heathorn	950.00	0.00	950.00
dd	Office phone	BT	108.26	0.00	108.26
dd	Office Electricity	Npower	83.81	4.19	88.00
4329	Petty cash	Cash via clerk	47.15	0.00	47.15
595261474	August salary	Admin assistant	376.83	0.00	376.83
184534914	August salary	Assistant Clerk	795.28	0.00	795.28
828935293	Travel expenses	Assistant Clerk	9.00	0.00	9.00
193757217	LGPS	KCC	704.42	0.00	704.42
127951030	Salary August	Clerk	1,369.92	0.00	1,369.92
510970559	Conference	KALC	144.00	0.00	144.00
584443181	WIB Sundries	Cllr B Pitcher	55.19	0.00	55.19
638715672	PII contribution	SWCAA	15.00	0.00	15.00
869720459	uV Window film	Kent Window Film	450.00	0.00	450.00
328101552	Safety inspection	RoSPA	79.80	0.00	79.80
dd	Office Stationery	viking direct	58.14	0.00	58.14
dd	Corporate credit card	LLoyds Bank	113.50	0.00	113.50
979061344	Sundry repairs	RW Crowther	50.00	0.00	50.00
dd	Office phone	BT	103.18	20.64	123.82
4330	Wreaths	Royal British Legion	74.00	0.00	74.00
4331	Grant	Royal British Legion Downs Branch	350.00	0.00	350.00
4332	Watering, feeding, deadheading	Chapman Landscapes	714.40	142.88	857.28
751723836	Award ceremony tickets	S & SE in Bloom	75.00	0.00	75.00
103729525	Hanging Baskets	Pineham nurseries	952.00	0.00	952.00
364539842	Tax and NI August salaries	HMRC	487.89	0.00	487.89
69796884	Funeral wreath	Clerk	50.00	0.00	50.00
296200025	September salary	Clerk	1,369.92	0.00	1,369.92
857055231	September salary	Admin assistant	376.83	0.00	376.83
4251826	September salary	Assistant Clerk	795.28	0.00	795.28

dd	Office Electricity	Npower	83.81	4.19	88.00
	union flags for window	Cllr M Beard Gould	7.24	0.00	7.24
bacs	Quarterly fees	Unity Bank	26.55	0.00	26.55
dd	Allotments water	Business stream	157.64	0.00	157.64
dd	Office water	Business stream	48.44	0.00	48.44
21926821	Fence repairs	Royd Southall	420.00	0.00	420.00
999937112	Staff pension	KCC LGPS	704.42	0.00	704.42
868687093	Office Rent	Mrs M Johnson	1,500.00	0.00	1,500.00
556032135	Alarm monitoring	Eagle security alarms	180.00	36.00	216.00
913099478	Buildings insurance	Mrs M Johnson	134.33	0.00	134.33
407377446	GDPR conference	KCC	75.00	0.00	75.00
670369779	Legal advice	Hardmans Solicitors	52.50	10.50	63.00
246817171	Planters for Parish Hall	Plantscape	575.00	115.00	690.00
667705399	Pothole filling	James Heathorn	130.00	0.00	130.00
313235969	Tax and NI for September salaries	HMRC	487.89	0.00	487.89
691332711	Travel expenses	Cllr J Murray	73.80	0.00	73.80
4333	WIB Plants	Cllr D Thompson	8.32	1.66	9.98
dd	Office Stationery	viking direct	44.92	8.98	53.90
	Travel to South East in Bloom	Cllr S le Chevalier	60.10	0.00	60.10
		Total	18,590.46	456.60	19,047.06

(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
100570	Allotment deposit and rent plot 2	Mr Harty	100.00	0.00	100.00
bacs	Bank interest	NatWest Bank	0.83	0.00	0.83
100571	Allotment deposits	Tenants	150.00	0.00	150.00
bacs	VAT refund	HMRC	0.00	5,131.11	5,131.11
bacs	Bank interest	HSBC	4.32	0.00	4.32
100572	Allotment deposit	Tarzio plot 12a	80.00	0.00	80.00
bacs	Bank interest	NatWest Bank	0.91	0.00	0.91
		Total	340.52	5,131.11	5,471.63

(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	£ 9,671.70
Lloyds Bank	£ 75,005.20
Cooperative Bank	£ 74,861.76
NatWest SIBA	£ 20,850.03
HSBC bond	£ 75,043.47
Unity Bank	£ 86,745.14

- ii) Members considered whether to top up the grants budget for 2018/19.

RESOLVED:- That the Clerk continue to accept application forms at the office and each one will be judged in the usual way. If it passes all the normal criteria, money will be allocated form a contingency budget.

5551 STANDING ORDERS

- i) To receive and consider new model standing orders from NALC. The Clerk explained that the proposed amendments were small and reflected changes in legislation. They did not represent a great change from the document which was amended and adopted by Council in December 2017.

RESOLVED: That all the changes both mandatory and optional as outlined by the Clerk be accepted and the new Standing Orders be adopted.

5552 KENT ASSOCIATION OF LOCAL COUNCILS

- i) Members received a report from Cllr Miss Herring on the recent Councillors' Conference

RESOLVED: Members agreed to note.

- ii) Members received a report from Cllr Miss Herring on the recent KALC Branch meeting

RESOLVED: Members agreed to note.

5553 EDGE I.T

- i)Members received information about the advantages of Office 365 with regard to GDPR

RESOLVED: Members agreed to note

- ii) Members received a quote to migrate office machines to Office 365. There had been a discrepancy with the quote at the last meeting when Edge IT seemed to be recommending the Business Premium package but had quoted for the Business Essentials package. The Clerk was able to clarify that the Council already paid for many of the additional (Premium) features in its existing package so the basic (Essentials) plan would be sufficient.

RESOLVED: That the quote be accepted at £432 plus vat for set up and install and ££90.60 plus vat for annual fees.

5554 PLASTIC FREE DEAL

Helen Matthews, a volunteer with local environment group, Deal With It, attended the meeting and gave a brief presentation about a new local initiative, Plastic Free Deal which has its roots in the nationwide campaign "Surfers against Sewage". The group is encouraging businesses throughout the town to go plastic free and has a range of practical tips and advice on how to do so. Cllr Mrs Le Chevalier asked what Walmer PC could do to help. Ms Matthews suggested pledging support, perhaps nominating a councillor to sit on the steering group which meets twice a year.

RESOLVED: That Walmer Parish Council unanimously supports this initiative. It will be referred to the Amenity and Environment committee where the exact level of support will be discussed.

5555 GOODWIN SANDS

Joanna Thompson from local group Save Our Sands attended the meeting to give an update. The MMO granted the Port of Dover a licence for dredging the Goodwin Sands the week after the public consultation closed. The group has decided to investigate the possibility of taking the case to judicial review and needs funds to enlist the help of a barrister who is an expert in such matters. As such Ms Thompson was asking the Council to assist by making a financial donation.

RESOLVED: That the project is eligible to apply for funding and that Ms Thompson apply for a small grant via the usual method of the Finance and General Purposes Committee

5556 ADMIRALTY MEWS

A resident of Admiralty Mews attended the meeting to ask for assistance with two matters:

i) One of the properties at Admiralty Mews is in a deplorable state with much rubbish, debris and broken vehicles strewn across the site. The Fire Service has visited to ask the resident to tidy up as have DDC officers using powers under the Town and Country Act. However nothing has actually been done yet.

RESOLVED: That the Clerk write to DDC asking for some action to be taken to resolve the issue.

ii) The East Barracks Management Co. is investigating the possibility of repairing the historic clock at Admiralty Mews. A bid for funding is being prepared for the Heritage Lottery Fund and residents would like to ask Walmer PC to financially support the project too.

RESOLVED: That the project is eligible to apply for funding and that the EBMC be invited to apply for a small grant via the usual method of the Finance and General Purposes Committee.

5557 GENERAL DATA PROTECTION REGULATIONS

i) Members received the Council’s Privacy Notice for Staff, Councillors and Role Holders

RESOLVED: Councillors agreed to note

5558 INVITATIONS AND EVENTS

- Royal British Legion Service of Commemoration 15 September 2018 - Chairman to attend
- Deal’s Charter Day Service St Leonards Church on 14 October 2018 – Chairman to attend
- The Association of Men of Kent and Kentish Men Trafalgar Day Commemorative Service on 20 October 2018 – Chairman to attend

Cllr Mrs Le Chevalier reported that she had received two additional tickets to the RBL concert on Saturday evening. Cllrs Mrs Beard-Gould and Miss Herring accepted them.

5559 DATE OF NEXT MEETING

Wednesday 3 October 2018 at 7 pm at the Parish Office, 8 The Strand, Walmer.

The meeting closed at 20.46 pm.

Signed:

Date: