

6010. CHAIRMAN'S REPORT

Cllr Murray reported that he has been in contact with a local builder who wishes to donate a small piece of land for the use of the Parish. Since there is a possibility the land could be used to install EV charging points, the project will be progressed by the CEWG.

RESOLVED: Members agreed to note.

6011. MINUTES

Members considered the minutes of the meeting held on Wednesday 7 October 2020.

RESOLVED: That the minutes of the meeting be approved as a correct record and will be signed by the Chairman at the earliest opportunity.

6012. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

None

6013. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

Members agreed to suspend the meeting for up to 15 minutes to allow discussion with members of the electorate of the Parish of Walmer present at the meeting. All the comments concerned the proposed office move and the public consultation in particular. Questions centred on whether the public consultation had been carried out in line with government procedures and whether the results would be published. The chairman stressed that the council was following a process and advice had been taken to ensure due diligence.

The clerk noted the questions and comments and told residents she would respond over the following few days.

6014. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

- i) Members were due to receive information from the PCSO and Community Warden but none had been received at the office
RESOLVED: Members agreed to note
- ii) Monthly Surgeries: currently suspended

6015. WALMER IN BLOOM

Members received the report of the Chairman and the draft minutes of the meeting held on Tuesday 20 October 2020. Referring to minute 1397 Cllr Mrs Le Chevalier reported that since the next meeting of the committee was not due to be held until January the Clerk would continue to report to full council on her discussions with KCC and DDC on the issue of debris on the road at the foot of Hawkshill Camp Road after heavy rainfall.

RESOLVED: members agreed to note.

6016. PLANNING COMMITTEE

- i) Members received the report of the Chairman and the minutes of the meeting held on Tuesday 13 October 2020.

RESOLVED: Members agreed to note

- ii) Members received the report of the Chairman and the draft minutes of the meeting held on Tuesday 27 October 2020. Members were interested in the proposal at minute 4128 concerning contacting neighbouring councils to suggest the joint purchase of a piece of farmland to develop as a community woodland. A draft letter had been sent round to all councillors prior to the meeting. Concern was expressed over the potential and unknown costs of such a project, but Cllr Eddy stressed that the letter was designed to ascertain agreement in principle and the idea was at a very early stage.

RESOLVED: That the letter be sent to all neighbouring councils to ascertain interest in the joint project.

6017. FINANCE AND GENERAL PURPOSES COMMITTEE

- i) Members received the report of the chairman and the draft minutes of the meeting held on Wednesday 4 October 2020. Cllr Eddy wished to commend Cllr Mrs Le Chevalier on the production of the ethical banking report. It was noted that the Head of Assets and Building Control was due to attend the next meeting to discuss the grant for public conveniences in 2021-22 and the Clerk asked for all questions to be sent via her in advance. Cllr Heath noted the poor state of the toilets in Marke Wood.

Cllr Pitcher declared an interest in this item since he is a friend of the Astor Theatre. He did not speak or vote on this item.

RESOLVED:

i) That the grant of £38,737.99 be made to DDC in order to maintain the public conveniences for 2020-21

ii) That a grant of £1000 be made to the Astor Theatre to assist with the kitchen refurbishment.

6018. HUMAN RESOURCES COMMITTEE

Members received the report of the chairman and the draft minutes of the meeting held on Thursday 22 October 2020. Cllr Heath enquired about the absence of minutes of the second half of the meeting which was conducted without a member of staff present. Cllr Mrs Le Chevalier asked why the salary review of two members of staff had been deferred and suggested that the issue be discussed at the next appropriate committee meeting.

RESOLVED:

- i) That the nationally agreed pay award of 2.7% be applied to all three members of staff.**
- ii) That the Administrative Assistant be awarded two incremental steps on the pay scale.**
- iii) That the salary reviews of the other two members of staff be discussed at the Finance and General Purposes meeting on 25 November 2020.**

6019. CO-OPTION

Cllr Pitcher proposed that this item be moved to private session at the end of the meeting. Cllr Eddy seconded the proposal.

RESOLVED: That this item be discussed without members of the public present at the end of the meeting.

6020. REPORT OF THE CLERK

- i) Members received an update on key issues over the last three weeks. The Clerk informed members that several reports of speeding vehicles along Kingsdown Road had been received in the office, one of which had resulted in a minor collision. The PCSO has been informed and will arrange for an officer to attend with a speed indicator device as soon as possible.

RESOLVED: That the report be noted.

- ii) Members received a proposal from the Chamber of Commerce regarding Christmas Lights along The Strand. The Clerk had learned that day that the Chamber of Trade had managed to secure the hire of the scaffold for free and therefore the total cost for installing lights along the Strand would be £149.

RESOLVED: That the Council agrees to pay £149 to The Deal & Walmer Chamber of Trade to install lamppost lights along the Strand for Christmas.

- iii) Members considered whether the council would like to run the Christmas Lights competition this year.

RESOLVED: That the competition will take place and be publicised by the Assistant Clerk. Cllrs Mrs Le Chevalier and Thompson will be judges.

- iv) Members considered the purchase of a new laptop for home working. The Council's IT consultants had told the Clerk that the existing laptop is at the end of its useful life. Members considered whether all three members of staff ought to have a laptop in the interests of best practice.

RESOLVED: That three laptops be purchased at a total cost of £2061 for use by staff for home working and flexible working should the purchase of the new office go ahead.

6021. FINANCIAL ISSUES

Members received the report of the Responsible Financial Officer and considered payments and orders as detailed.

RESOLVED:-

- (i) That payments dated 21 October 2020 be authorised as detailed below:-

Description	Supplier	Net	VAT	Total
Watering, feeding, deadheading	Chapman Landscapes	649.20	0.00	649.20
WInter planting	Mary Shorten	18.00	0.00	18.00
Annual Licence	Ethical Consumer	28.52	1.43	29.95
Quarterly fees	Unity Bank	25.65	0.00	25.65
Corporate credit card	LLoyds Bank	76.97	0.00	76.97
new planter	Plantscape	235.00	47.00	282.00
Mileage	Assistant Clerk	10.58	0.00	10.58
Payroll processing charge	Batchelor Coop	138.00	27.60	165.60
Staff pension	KCC LGPS	834.46	0.00	834.46
October salary	Clerk	1,435.56	0.00	1,435.56
October salary	Assistant Clerk	960.13	0.00	960.13
October salary	Admin assistant	446.23	0.00	446.23
Tax and NI October salaries	HMRC	312.04	0.00	312.04
Corporate credit card	LLoyds Bank	169.77	0.00	169.77
Office Electricity	Npower	131.43	6.57	138.00
Annual Licence	Scribe 2000	385.00	77.00	462.00
annual fees new email	EDGE I.T	37.60	7.52	45.12
Annual Licence	EDGE I.T	971.28	194.26	1,165.54
new email set up	EDGE I.T	60.00	12.00	72.00
Watering, feeding, deadheading	Chapman Landscapes	851.50	0.00	851.50
	Total	7,776.92	373.38	8,150.30

- (ii) That income dated 21 October 2020 be noted as detailed below:-

Description	Supplier	Net	VAT	Total
Bank interest	HSBC	0.64	0.00	0.64
Bank interest	NatWest Bank	0.10	0.00	0.10
	Total	0.74	0.00	0.74

(iii) That the financial position of the Council as at 30 September 2020 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	£ 77,031.32
Lloyds Bank	£ 76,613.48
Cooperative Bank	£ 75,192.86
NatWest SIBA	£ 10,895.64
HSBC bond	£ 75,314.41
Unity Trust Bank	£ 64,962.23

RESOLVED: members agreed to note.

6022. CORONAVIRUS UPDATE

The Clerk reported that due to the second lockdown staff would now be working from home as much as possible. They would visit the office singly for printing, scanning and posting. She detailed ways in which they could each be contacted, and members discussed whether issuing each with a mobile phone would be useful.

RESOLVED: That two further basic mobile phones be purchased for staff to use whilst home working.

6023. PROPOSED OFFICE MOVE

Members discussed the on-going public consultation and the next steps of the process. Cllr Heath expressed concern at the content of the leaflet which he felt was misleading. The Clerk asked whether members would consider extending the deadline since the country had entered a second lockdown period in response to the Covid 19 pandemic and as a result some members of the public might have difficulty getting to the office to deliver their completed voting slip.

RESOLVED: That any completed forms postmarked on or prior to 10 November would be accepted even if they arrived after the deadline.

6024. DATE OF NEXT MEETING

Wednesday, 2 December 2020 at 7 pm via Zoom virtual meeting.

The following item was discussed in private under the terms of the Public Bodies (Admission to Meetings) Act 1960

6025. CO-OPTION

As reported at minute 6017 Councillors voted that the last item take place in closed session due to the personal nature of what was to be discussed.

- i) Members received the procedure for co-option of new councillors as an aide memoire
RESOLVED: Members agreed to note.
- ii) Members received the application details of four candidates in alphabetical order
RESOLVED: Members agreed to note.
- iii) Members received 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
RESOLVED: members agreed to note
- iv) Members voted for or against each candidate joining Walmer Parish Council
RESOLVED: that Gerry Bearman and Charlie Weale be co-opted onto the Council
- v) Members allocated the new councillors to committees
RESOLVED: That both Councillors be appointed to the Planning and Events committees.

Before the meeting closed Cllr Heath wished to express thanks to the three members of staff who had ensured the Council had continued to run well all despite the challenges imposed by the current pandemic. All agreed.

Cllr Pitcher asked to tender his resignation as a councillor with immediate effect. He wished to thank councillors for an enjoyable experience, and in particular Cllrs Mrs Beard-Gould and Mrs Le Chevalier for their professional support on the Amenity and Environment Committee and Walmer in Bloom committee, respectively.

Councillors thanked him for his years of service and asked him to pass on his thanks to his wife for her hard work at Hawkshill Freedown.

The meeting closed at 21.32

Signed:

Date: