

WALMER PARISH COUNCIL
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Dated this 25th day of February 2021

To All Councillors

You are hereby summoned to attend a meeting of **WALMER PARISH COUNCIL** to be held on **Wednesday, 3rd March 2021** via Zoom at **7 pm** (waiting room opens at 6.45 pm) to transact the business shown on the Agenda below.

Join Zoom Meeting

<https://us02web.zoom.us/j/2245729770?pwd=OFB3WnFNMXY3SnF6Zk5mTUtBaVF2Zz09>

Meeting ID: 224 572 9770

Password: 294456

If you experience technical difficulties immediately prior to or during the meeting please call our Admin Assistant on 077357 02666 and they will assist you in gaining access.

Mrs Sue Le Chevalier
Acting Clerk to the Parish Council

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

Cllr s Le Chevalier wished to declare a VOI as is now the Acting Clerk of Walmer Parish Council

3. 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.

4. CHAIRMAN'S REPORT

5. MINUTES

To approve the minutes of the meeting held on Wednesday 3 February 2021.

Attach 1

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

7. **QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER**
i) To agree 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.
ii) To receive a report from the DCC Members for Walmer
8. **CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS**
i) Reports received at the parish office and PCSO
ii) Police Surgeries: currently suspended
9. **PLANNING COMMITTEE**
To receive the report of the Chairman and the draft minutes of the meeting held on Tuesday 16 February 2021 **Attach 2**
10. **WALMER IN BLOOM**
To receive the report of the Acting Clerk and the minutes of the meeting held on Tuesday 23 February 2021 **Attach 3**
11. **REPORT OF THE CLERK** **Attach 4**
12. **CALENDAR OF MEETINGS 2021/2022**
To receive the draft agenda of meetings 2021-2022 **Attach 5**
13. **FINANCIAL ISSUES**
i) To receive the report of the Responsible Financial Officer and consider payments and orders as detailed. **Attach 6**
ii) To discuss quote to replace office Ricoh printer contract **Attach 7**
iii) To discuss submitted invoices from DDC **Attach 8 & 9**
14. **RECORDING OF FUTURE MEETINGS**
15. **CO-OPTION**
i) To receive an update on the process to fill the two current vacancies on the Council
ii) To agree a date for carrying out the interviews according to the co-option process
16. **REPLACEMENT CLERK**
17. **DOVER ROAD TRAFFIC SPEED, UPPER WALMER**
To receive and discuss a concerned resident's email to Walmer Parish council **Attach 10**
18. **INVITATIONS AND EVENTS**
• Join our free webinar: Helping Local Councils secure external funding.
The webinars will be held on Microsoft Teams on the following days/times and will last approximately 1 hour:
Wednesday 24th March 10.30am
Wednesday 24th March 2.00pm
Thursday 25th March 10.30am
Thursday 25th March 2.00pm
19. **DATE OF NEXT MEETING**
Wednesday 7 April 2021 at 7pm via zoom video conferencing.

WALMER PARISH COUNCIL

DRAFT Minutes of the meeting of Walmer Parish Council held on Wednesday, 3 February 2021 via Zoom Video Conference.

Present Councillors:

Cllrs Murray (Chair), M Eddy, P Heath, D Thompson, J Lonsdale, Miss A Herring, G Beardman, C Weale

Officers Present:

Cllr Mrs S Le Chevalier (Acting Clerk)

Mrs J Watson (Technical Support)

6078. APOLOGIES FOR ABSENCE

Cllr Mrs M Beard-Gould, Cllr D Symons, Cllr P St Ange, Cllr B Gardner

6079. DECLARATIONS OF INTEREST

Cllr Mrs S Le Chevalier VOI as Acting Clerk Walmer Parish Council
Cllr P Heath VOI Planning Committee Agenda Item 4172 ii) member of Wellington Parade Residents Group

6080. OPENNESS AND TRANSPARENCY

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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 2018.

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6081. CHAIRMANS REPORT

The Chairman reported that a number of items had been listed on the agenda that required updates and he planned to deal with these under the Chairman's report.

Item 19. Community Housing at York and Albany Close – Our partners continue to work with Dover District Council to prepare a planning application.

Item 22 Office Review- Our application for the Mortgage has received its first assessment, questions have been answered and it has now been forwarded for a second assessment.

Cllr J Murray reported that due to the Clerk's departure we would not be holding all our committee meetings. We will still be holding Council, HR, Planning and Finance meetings and other committees would resume once a new Clerk is in post. Urgent business from a committee not being held will be brought to the Full Council.

6082. MINUTES

Members considered the minutes of the extraordinary meeting held on Monday, 25 January 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.

6083. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None.

6084. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

- i) 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. Residents from York & Albany Close attended and spoke about their concerns regarding the Community House project on Walmer Parish Council owned land within this close.

RESOLVED: Members agreed to note

- ii) Cllr P Jull reported on the planning application at Cross Roads and parking ticket increases in various car parks across Deal.
- iii) Cllr T Bond reported that KCC had been busy with budget setting; vaccination centre and proposed Custom Centre in Guston.

6085. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

- i) PCSO Adam Herod reported via zoom that crime in Walmer was low. Deal Police Station is now closed and has moved to Dover Police Station.
- ii) Police Surgeries: Currently suspended.

6086. PLANNING COMMITTEE

- i) Members received the report of the Chairman and the minutes of the meeting held on Tuesday 26 January 2021.

RESOLVED: Members agreed to note.

- ii) Draft Local Plan

RESOLVED: Cllr P Heath brought to the attention of Council that Liverpool Road was now included in this plan. For many years the allocated site had been removed but was now on this plan. This will be discussed at the next Planning meeting 16 February 2021.

6087. EMERGENCY CLIMATE CONTROL WORKING GROUP

- i) Members received the report of the Chairman and the minutes of the meeting held on Monday 6 January 2021.

RESOLVED: Members agreed to note.

Agenda Item 10 Land at Station Road

Resolved – Cllr Lonsdale to make an application for an EV Charging point(s) at that location.

Agenda Item 18 Seed Funding for Safe Bicycle lock-up at Walmer Railway Station

Resolved – Cllr Mrs Le Chevalier to investigate potential grant sources.

6088. EXTRAORDINARY FINANCE & GENERAL PURPOSES COMMITTEE

- i) Members received the report of the Chairman and the minutes of the meeting held on Monday 25 January 2021.
- ii) Members received the draft budget and considered the recommendation of the committee

- a) That expected income to be used to offset expenditure
- b) That once this is applied the level of total resources is £196,641
- c) This will result in an equivalent Band D Council tax of £58.08

RESOLVED. Members agreed with a majority vote to accept the Budget 2021/22

RESOLVED. Members agreed with a majority vote to accept the Precept Demand 2021/22

RESOLVED: Members agreed to note the minutes of the Extraordinary meeting. With the change that Cllr Beard-Gould did not propose item 1094 i) it was Cllr M Eddy.

6089. REPORT OF THE CLERK

Sarah Plews, Assistant Clerk, in the absence of a Clerk needs approval for administrative access Unity Bank.

RESOLVED: Sarah Plews, Assistant Clerk granted access.

The Clerk reported that she has been in contact with David Bucket, Financial advisor and auditor for advice whilst in her new position as Acting Clerk.

Meetings have been held with the various Committees and all have prioritised what work needs to be carried out. Thanks were given to Sarah Plews, Assistant Clerk and Joanne Watson, Admin Assistant along with Edge IT and Scribe for their help and support.

6090. FINANCIAL ISSUES

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

RESOLVED:-

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

- (i) **That the payment report dated 28 January 2021 be authorised as detailed below:-**

Description	Supplier	VAT Type	Net	VAT	Total
Toilets grant	DDC	E	8,384.49	0.00	8,384.49
Tax and NI December salaries	HMRC	E	481.32	0.00	481.32
Staff pension	KCC LGPS	E	980.08	0.00	980.08
Annual Licence	EDGE I.T	S	801.92	160.38	962.30
Training	Nalc	S	64.88	12.98	77.86
January salary	Assistant Clerk	E	1,024.55	0.00	1,024.55
January salary	Admin assistant	E	575.25	0.00	575.25
Window cleaner	David Halpin	E	10.00	0.00	10.00
January salary	Kirsty Holroyd	E	1,025.30	0.00	1,025.30
January salary	Ex Locum Clerk	E	509.30	0.00	509.30
PAYE/NI	HMRC	E	281.20	0.00	281.20
Planter for Drill Field	Plantscape	S	804.25	160.85	965.10
KALC Councillor workshop	KALC	S	50.00	10.00	60.00
Office Window Poster	Clir M Beard Gould	S	9.24	1.85	11.09
Total			15,001.78	346.06	15,347.84

- (ii) That additional payments dated 3rd February 2021 be authorised as detailed below:-

2 February 2021 (2020-2021)

Walmer Parish Council PAYMENTS LIST										
Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
214 General and Office costs	04/02/2021		Unity Bank		Clerk Advert	KM Group	E	415.66	0.00	415.66
Total								415.66	0.00	415.66

- (iii) That the financial position of the Council as at 28 January 2021 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	£ 34,862.5
Lloyds Bank	£ 76,613.48
Co-operative Bank	£ 75,192.86
NatWest SIBA	£ 10,895.82
HSBC bond	£ 75,316.29
Unity Bank	£ 38,915.74

6091. KALC

- i) Community Awards: Members received the criteria for nominating local residents for the award. Two nominations received.

RESOLVED: That Dr Paul Edlin, be put forward for an award on account of his work with both young and old in making music available.

The second nomination for the NHS during the Covid pandemic does not full within the 'group' criteria Walmer Parish Council would like to give a special thank you to all those that have and continue to work on the front line to provide services during this time.

RESOLVED Cllr M Eddy proposition was unanimously supported.
"Members of Walmer Parish Council records their grateful thanks to all those clinicians and support staff throughout society who have worked so tirelessly throughout the Covid-19 Pandemic on behalf of all of us. Walmer Parish Council asks the Kent Association of Local Councils to suggest to local Councils in Kent and Medway to promote similar Expressions of support"

6092. NALC

Members received information from NALC Consultation Briefing EPC1-21 MHCLG consultation on Right to Regenerate to turn derelict buildings into home and community assets.

RESOLVED: that this would be discussed at in the next Planning Meeting, 16 February 2021.

6093. CO-OPTION

- i) Members received an update on the process to fill the two current vacancies on the Council. Three new applications had been received.

RESOLVED: Letters to be sent out acknowledging their interest.
Referred to next HR Meeting.

- ii) Members to agree a date for carrying out the interviews according to the co-option process.

RESOLVED: to be confirmed at the next HR Meeting.

6094. LAND AT STATION ROAD

Members to receive a verbal report from Cllr Lonsdale on a potential use for the land including costs.

RESOLVED: Updated at Item 10 Emergency Climate Control Working Group

6095. SEED FUNDING FOR SAFE BICYCLE LOCK-UP AT WALMER RAILWAY STATION

RESOLVED: Updated at Item 10 Emergency Climate Control Working Group

6096. COMMUNITY HOUSING AT YORK AND ALBANY CLOSE

RESOLVED Members had received a verbal update report from Cllr J Murray during the Chairman's Report.

6097. GENERAL POWER OF COMPETENCE

Members received advice concerning the Power of Competence and considered whether to resolve to re-adopt once a new qualified Clerk is appointed.

RESOLVED: Cllr Mrs S Le Chevalier, Acting Clerk confirmed that any started projects could be continued. Acting Clerk to liaise with KALC regarding New Projects.

6098. FREEDOM OF INFORMATION REQUEST

A request had been received from a resident asking for information on Byelaws relating to UAV Flights on land owned by Walmer Parish Council.

RESOLVED: Clerk to write to Resident

6099. OFFICE REVIEW

RESOLVED Members had received a verbal update report from Cllr J Murray during the Chairman's Report.

6100. WORKING FROM HOME

Members consider whether to make a working from home payment to staff.

RESOLVED: Payment had been made to staff at the end of the first lockdown. Situation to be revisited once date of current lockdown known.

6101. DATE OF NEXT MEETING

Wednesday, 03 March 2021 at 7 pm via Zoom.

The meeting closed at 8.13 pm

Signed: Date:

WALMER PARISH COUNCIL

DRAFT Minutes of the Zoom Online meeting of Walmer Parish Council Planning Committee held on Tuesday 16th of February 2021 at 7.00pm.

Present: Councillors: Cllr J Murray (Chairman)
Cllr B Gardner
Cllr J Lonsdale
Cllr A Herring

Mr R Styles (Conservation Warden)

Officers present: Sarah Plews (Planning Clerk)
Joanne Watson (Technical Assistance)

4174. APOLOGIES FOR ABSENCE

Apologies were given and accepted from Cllr M Beard-Gould, Cllr C Weale & Cllr G Bearman

4175. DECLARATIONS OF INTEREST

4176. OPENNESS AND TRANSPARENCY

All present were reminded of the Rights and Obligations under the Local Government Audit and Accountability Act 2014.

4177. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting, held on Tuesday 16th of January 2021, were approved as a correct record, and will be signed by the Chairman at the earliest opportunity.

4178. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

There were no matters arising

4179. PLANNING DECISIONS

i) DOV/20/01368 - Seymour House 10 Walmer Castle Road Walmer

T1 - Holm Oak - pollard to previous pruning points and reduce the east facing section of the tree by approximately 3m to create a more balanced crown.

WPC: Objects

DDC: GRANTED

ii) DOV/ 20/01349 - 37 Blake Close Walmer

T1 - Sycamore - crown reduction by two metres T2 - Sycamore - crown reduction by four metres T3 - Sycamore - crown reduction by two metres T4 - Beech - crown reduction by two metres

WPC: Objects

DDC: GRANTED

iii) DOV/20/01562 - 25 Trafalgar Drive Walmer

Erection of an attached garage to side of dwelling

WPC: Positively Supported

DDC: GRANTED

iv) DOV/20/01439 - Victoria House 14 Halliday Drive Walmer
Removal of existing window and replacement with door and window
WPC: Positively Supported
DDC: GRANTED

v) DOV/20/01435 - 36 Dover Road Walmer
Variation of Condition 2 (approved plans) to amend frame materials of planning permission
DOV/19/01289 (application under Section 73)
WPC: Positively Supported
DDC: GRANTED

vi) DOV/ 20/01260 - Victoria Place Halliday Drive Walmer
London Plane (northern tree) - reduce up to ten branches growing out over neighbour's boundary wall to 4-5m from trunk, two branches over drive to 2-3m from trunk and four branches over parking bay to 2-3m from trunk - all to natural pruning points London Plane (southern tree) - main limb (on southern side), reduce by a maximum of five metres, reduce branch above by a maximum of five metres and four branches on western side of trunk by a maximum of five metres - all to natural pruning points.
WPC: Positively Supported (Although members agreed five metres was a little too excessive)
DDC: GRANTED

4180. PLANNING APPLICATIONS – NEW

i) DOV/20/01385 - 25 Cavalry Court Walmer
Replacement of ground floor window with timber French doors and replacement window to existing doorway
RESOLVED: - That the committee supports the proposal, however, WPC recommends the following:
Walmer Parish Council supports the changes outlined in the drawings that were submitted, but with the following caveats:

- On the left-hand side of the building all the windows to be of uniform width and approximating to the width of the windows in the upper 2 floors. All the windows to be of a four (4) pane design. Depth of each window to match those on the upper two floors of the right-hand side of the building.
- On the right-hand side of the building all windows including the proposed French windows to be of uniform width approximating to the existing upper floor windows. All windows including the proposed French window to be of a six-pane design. The height of the proposed new French window should approximate to the height of the existing door on the left-hand side.
- The idea is to give a balanced uniform look to the house in conformity with the balanced uniform look of the surrounding Georgian architecture.

Walmer Parish Council recommends that the DDC Conservation officer applies this precedent to similar applications that may be received from the neighbouring properties

ii) DOV/21/00122 - 81 Station Road Walmer
Erection of two storey side and single storey rear extensions, driveway and vehicular access (existing side extension to be demolished)
RESOLVED: - That the committee positively supports the proposal

iii) DOV/21/00120 - Osborne House Hawksdown Walmer

T1 - Lime - re-pollard and reduce house side by up to 2m inside previous pollard pruning points T2 - Lime - re-pollard

RESOLVED: - That the committee objects this application, as feel there is insufficient information provided within the application yet again

iv) DOV/21/00146 - 64 Station Road Walmer

Erection of single storey side, front and porch extensions and external alterations (existing side extension, front porch garage and driveway to be demolished)

RESOLVED: - That the committee positively supports the proposal

4181. DOVER DISTRICT COUNCIL

Members received and discussed correspondence relating to a proposed Consultation on draft Local Plan (Regulation 18): Jan 2021

RESOLVED: - That the committee agreed to Cllr M Eddy combining all members reports that we have received so far, for Walmer Parish Councils Planning Committees submission.

Cllr B Gardner suggested that once Cllr M Eddy has completed the report, it could be published on our website etc to ensure residents are aware and suggest that if residents also wish to comment, to send directly to Dover District Council

4182. NALC

Members received and discussed the Consultation Briefing EPC1-21 - MHCLG Consultation on Right to Regenerate to turn derelict buildings into homes and community assets

RESOLVED: - Members were advised by the Chairman to submit any comments individually.

4183. KENT COUNTY COUNCIL

Members received and discussed Kent County Council's Vision Zero: The Road Safety Strategy for Kent 2020-2026

RESOLVED: - This Agenda item has been deferred to the next meeting on the 9th of march

4184. DATE OF NEXT MEETING

9th of March 2021

The meeting closed at 20:15pm

Signed

Dated

WALMER IN BLOOM COMMITTEE

Minutes of the zoom online meeting of the Walmer in Bloom Committee held on Tuesday 23rd of February 2021 at 7.00 pm.

Present: Cllr Mrs S Le Chevalier, Cllr D Thompson & Cllr J Murray, Mr V Recas

Officer present: Sarah Plews

1413. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Mr R Oram

1414. DECLARATIONS OF INTEREST

Cllr s Le Chevalier wished to declare a VOI as is now the Acting Clerk of Walmer Parish Council

1415. MINUTES OF LAST MEETING

The Walmer in Bloom Minutes of the meeting, held on Tuesday 12th January 2021, were approved as a correct record, and will be signed by the Chairman at the earliest convenience

1416. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA.

None.

1417. HAWKSHILL

i) To receive/discuss a copy of the Hawkshill Management Plan

RESOLVED:- Cllr S Le Chevalier (Acting Clerk) wished to remind all members that due to lockdown still in place, no work can be undertaken until at the earliest the 29th of March

ii) To receive/discuss the Hawkshill inspection report and attached pictures.

RESOLVED:- Members discussed the inspection report the Assistant Clerk had carried out and the accompanying photographs.

Members agreed to the Assistant Clerk requesting a quotation from our approved contractor for the collection and disposal of fly tipping within the carpark area

1418. BUDGET

(i) To receive a budget update for 2021/2022.

RESOLVED:- Members agreed to note

1419. LOCAL CAMPAIGN 2021

A) FLORAL DISPLAYS

(i) To receive an update on: -

a) Fixed planters.

RESOLVED:- Cllr S Le Chevalier (Acting Clerk) wished to remind all members that due to lockdown still in place, no work can be undertaken until at the earliest the 29th of March

b) New Drill Field planter

RESOLVED:- Cllr S Le Chevalier (Acting Clerk) wished to remind all members that due to lockdown still in place, no work can be undertaken until at the earliest the 29th of March

c) S & SE in Bloom

RESOLVED:- Walmer Parish Council will not be entering this year.

(ii) To consider: -

a) Quotation for the Permit Application from Kent County Council

RESOLVED:- That the assistant clerk completes the permit application on behalf of the committee.

RESOLVED: That the Assistant Clerk pays up to £40 for the cost involved for the permit application

b) Quotation for Chapmans Landscapes maintenance contract

Members received a quotation, for this year's Maintenance Contract, from Chapman Landscape & Garden Contractors of £158.40, plus VAT, per week (for watering three times per week), + £130.00 plus VAT, (for transportation and erection of 56 baskets), with an estimated total cost of £2,791.12 plus VAT, for 14 weeks or £3,171.28 plus VAT, for 16 weeks

RECOMMENDATION: That the quotation from Chapmans Landscapes of £158.40, plus VAT, per week (for watering three times per week), + £130.00 plus VAT, (for transportation and erection of 56 baskets), with an estimated total cost of £2,791.12 plus VAT, for 14 weeks or £3,171.28 plus VAT, for 16 weeks be accepted.

B) KEY ACTIVITY DATES

To receive a draft copy of the Campaign's key activity dates for 2021.

Members agreed to note

C) SCHOOL/YOUTH ACTIVITIES

(i) To discuss and agree if the school poster competition will take place this year

RESOLVED:- Cllr S Le Chevalier (Acting Clerk) advised members that this year, after discussions with the school involved, this year's school poster competition will not be proceeding. However, Cllr S Le Chevalier (Acting Clerk) advised members that this year, of the proposal of construction a school poster competition made up of past winning posters.

(ii) To receive a draft copy of Walmer in Bloom publicity article

RESOLVED:- That Cllr S Le Chevalier (Acting Clerk) alongside the Assistant Clerk, to make amendments be the publicity article in view of decisions made at this meeting, and submit.

1420. DATE OF NEXT MEETING

23rd of March via 'Zoom' Video Conferencing at 7.00pm

The meeting closed at 19:35pm.

Signed _____

Dated _____

REPORT OF THE ACTING CLERK

GENERAL POWER OF COMPETENCY

At the last full council meeting I was asked the implication of not having a qualified Clerk in place has on our General Power of Competency.

I have investigated this, taking advice from KALC.

BACKGROUND

Local councils in England were given a 'general power of competence' (GPC) in the Localism Act 2011, sections 1 to 8.

The freedom of the GPC

Councils no longer need to ask whether they have a specific power to act. The GPC (LA 2011 s1(1)) gives local authorities, including eligible local councils, "*the power to do anything that individuals generally may do*" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use the GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:

- An individual can't put someone in prison – and neither can a local council (although, like an individual, the council can press for a prosecution).
- An individual can't impose taxes on other people – so a local council can't use the GPC to raise taxes.

On the other hand, an individual

- could run a community shop or post office (provided they abide by relevant rules) – so a local council can do likewise;
- can set up a company to provide a service. The GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society (s4) for this purpose.

Sometimes a council can do things that an individual can't do – such as creating byelaws, raising a precept or issuing fixed penalty notices - but it must do so using the specific original legislation.

Criteria for eligibility

The freedom of the GPC is available to local councils that meet two criteria for eligibility.

1. The number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.
2. The clerk must hold at least one of the sector-specific qualifications.

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that point in time. A resolution to this effect must be written clearly in the minutes of that meeting. The council is then required to revisit that decision and make a new resolution at every relevant annual meeting of the council to confirm that it still meets the criteria. **This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed.**

Put simply the advice from KALC

"Any projects undertaken under Kirsty and signed off could rely on the GPC. However, during any interregnum between Kirsty and your impending professional clerk you would rely on S137 powers as ever assuming there is no other appropriate power (which you must use). However, once your new clerk is in post the GPC could again be relied upon up to the Annual Parish Council Meeting that sees the end of the electoral cycle (i.e. the first after the election) and at that point the criteria would need to be tested again: i.e. two thirds elected/stood, CILCA qualified Clerk and a resolution to that effect.

Invariably S137 is used on charitable projects/grants where there is no appropriate power. Bills for the PC would fall to S111 1972 LGA."

OTHER ACTIONS TAKEN BY THE ACTING CLERK

Replied to resident FOI request about drone use on Walmer Parish Council Land.

Replied to two requests each asking for a copy of the recording of our last Full Council meeting. Both provided with the recording.

Assistant Clerk is now an authorised signature on Unity Bank and can process but not authorise payments.

Numerous letters and emails concerning a request to join the KCC works list for the removal of a small section of available parking at the Dover Road end of Station Road.

Assistant Clerk and Admin Assistant have undertaken training on managing the new website.

WALMER PARISH COUNCIL: CALENDAR OF MEETINGS

May 2021 – April 2022

SP/CLK	DATE	MEETING	VENUE	TIME
MAY 2021				
CLERK	Wed 5	ANNUAL COUNCIL MEETING	Via Zoom Video Conference	7pm
SP	Tues 18	PLANNING	Via Zoom Video Conference	7pm
CLERK	Wed 19	ANNUAL PARISH MEETING	Via Zoom Video Conference	7pm
SP	Tues 25	WALMER IN BLOOM	Via Zoom Video Conference	7pm
CLERK	Wed 26	AMENITY & ENVIRONMENT	Via Zoom Video Conference	7pm
JUNE 2021				
CLERK	Mon 7	EVENTS WORKING GROUP	Via Zoom Video Conference	7pm
CLERK	Wed 9	COUNCIL	Via Zoom Video Conference	7pm
SP	Tues 15	PLANNING	Via Zoom Video Conference	7pm
CLERK	Wed 16	FINANCE & GENERAL PURPOSES	Via Zoom Video Conference	7pm
SP	Tues 22	WALMER IN BLOOM	Via Zoom Video Conference	7pm
JULY 2021				
CLERK	Mon 5	EVENTS WORKING GROUP	Via Zoom Video Conference	7pm
SP	Tues 6	PLANNING	Via Zoom Video Conference	7pm
CLERK	Wed 7	COUNCIL MEETING	Via Zoom Video Conference	7pm
CLERK	Wed 14	AMENITY AND ENVIRONMENT	Via Zoom Video Conference	7pm
SP	Tues 20	WALMER IN BLOOM	Via Zoom Video Conference	7pm
CLERK	Mon 26	EVENTS WORKING GROUP	Via Zoom Video Conference	7pm
SP	Tues 27	PLANNING	Via Zoom Video Conference	7pm
AUGUST 2021				
SP	Tues 17	PLANNING	Via Zoom Video Conference	7pm
SEPTEMBER 2021				
CLERK	Wed 1	CLIMATE EMERGENCY WORKING GROUP	Via Zoom Video Conference	7pm
SP	Tues 7	PLANNING	Via Zoom Video Conference	7pm
CLERK	Wed 8	COUNCIL	Via Zoom Video Conference	7pm
CLERK	Mon 13	EVENTS WORKING GROUP	Via Zoom Video Conference	7pm
SP	Tues 14	WALMER IN BLOOM	Via Zoom Video Conference	7pm
CLERK	Wed 15	AMENITY AND ENVIRONMENT	Via Zoom Video Conference	7pm
CLERK	Wed 22	HUMAN RESOURCES	Via Zoom Video Conference	7pm
SP	Tues 28	PLANNING	Via Zoom Video Conference	7pm

OCTOBER 2021				
CLERK	Wed 6	COUNCIL	Via Zoom Video Conference	7pm
CLERK	Wed 13	FINANCE AND GENERAL PURPOSES	Via Zoom Video Conference	7pm
SP	Tues 26	WALMER IN BLOOM	Via Zoom Video Conference	7pm
SP	Tues 19	PLANNING	Via Zoom Video Conference	7pm
SP	Tues 26	WALMER IN BLOOM	Via Zoom Video	7 pm
CLERK	Wed 27	CLIMATE EMERGENCY WORKING GROUP	Via Zoom Video Conference	7pm
NOVEMBER 2021				
CLERK	Wed 3	COUNCIL	Via Zoom Video Conference	7pm
CLERK	Mon 8	EVENTS WORKING GROUP	Via Zoom Video Conference	7pm
SP	Tues 9	PLANNING	Via Zoom Video Conference	7pm
CLERK	Wed 17	AMENITY AND ENVIRONMENT	Via Zoom Video Conference	7pm
CLERK	Wed 24	FINANCE (BUDGET)	Via Zoom Video Conference	7pm
DECEMBER 2021				
CLERK	Wed 1	COUNCIL	Via Zoom Video Conference	7pm
SP	Tues 7	PLANNING	Via Zoom Video Conference	7pm
JANUARY 2022				
SP	Tues 4	PLANNING	Via Zoom Video Conference	7pm
CLERK	Wed 5	CLIMATE EMERGENCY WORKING GROUP	Via Zoom Video Conference	7pm
SP	Tues 11	WALMER IN BLOOM	Via Zoom Video Conference	7pm
CLERK	Wed 12	COUNCIL	Via Zoom Video Conference	7pm
SP	Tues 25	PLANNING	Via Zoom Video Conference	7pm
CLERK	Wed 26	AMENITY AND ENVIRONMENT	Via Zoom Video Conference	7pm
FEBRUARY 2022				
CLERK	Wed 2	COUNCIL	Via Zoom Video Conference	7pm
CLERK	Mon 7	EVENTS WORKING GROUP	Via Zoom Video Conference	7pm
SP	Tues 15	PLANNING	Via Zoom Video Conference	7pm
SP	Tues 22	WALMER IN BLOOM	TBA	7pm
CLERK	Wed 23	FINANCE AND GENERAL PURPOSES	TBA	7pm
MARCH 2022				
CLERK	Wed 2	COUNCIL	TBA	7pm
CLERK	Mon 7	EVENTS WORKING GROUP	TBA	7pm
SP	Tues 8	PLANNING	TBA	7pm
CLERK	Wed 9	CLIMATE EMERGENCY WORKING GROUP	TBA	7pm
CLERK	Wed 16	AMENITY & ENVIRONMENT	TBA	7pm
SP	Tues 22	WALMER IN BLOOM	TBA	7pm
CLERK	Wed 23	HUMAN RESOURCES	TBA	7pm
SP	Tues 29	PLANNING	TBA	7pm

APRIL 2022				
CLERK	Wed 6	COUNCIL	TBA	7pm
CLERK	Mon 11	EVENTS WORKING GROUP	TBA	7pm
CLERK	Tues 12	PLANNING	TBA	7pm
SP	Wed 13	FINANCE AND GENERAL PURPOSES	TBA	7pm
SP	Tues 26	WALMER IN BLOOM	TBA	7pm

Date	Event	Venue	Time
TBC August 2021	Brocante	Walmer Green	
TBC October 2021	WIB Presentation	Sea Scout Hut	4pm – 6pm
TBC 19 December 2021	Carols by Torchlight	Walmer Green	5.15pm -6pm

FINANCIAL REPORT for Council Meeting on 3 March 2021

The Responsible Financial Officer requests

a) That payments be authorised as detailed on payment list A attached dated 24 February 2021 (vouchers 215 - 218)

b) That income received this month be noted as on receipts list B dated 7 January 2021 (vouchers 30 - 35)

c) that the financial position of the Council after these receipts and payments be noted as shown by:-

i) The summary of receipts and payment by cost centre (C) dated 24 February 2021

ii) The bank reconciliation (D) along with the list of unpresented cheques and uncashed receipts dated 23 February 2021

A.

24 February 2021 (2020-2021)

Walmer Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
215	Salaries and pension	03/03/2021		Unity Bank		Feb Salary	Admin assistant	E	575.25	0.00	575.25
216	Salaries and pension	03/03/2021		Co-operative Bank		Feb Salary	Assistant Clerk	E	1,024.55	0.00	1,024.55
217	Salaries and pension	03/03/2021		Unity Bank		PAYE/NI	HMRC	E	106.28	0.00	106.28
219	Subscriptions and Trail	03/03/2021		Unity Bank		Chamber Membership	Deal & Walmer Chamber	E	30.00	0.00	30.00
220	new projects	03/03/2021		Unity Bank		Cost for Station Road	KCC	E	200.00	0.00	200.00
218	General and Office cos	03/03/2021		Unity Bank		Office Review	HR Services Partnership	S	355.00	71.00	426.00
Total									2,291.08	71.00	2,362.08

Walmer Parish Council RECEIPTS LIST

23 February 2021 (2020-2021)

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
30	Campbell Road	06/01/2021		Unity Bank	bacs	Allotment rents	Kilford 16a	E	45.00	0.00	45.00
31	Campbell Road	06/01/2021		Unity Bank	bacs	Allotment rents	C Parks	E	45.00	0.00	45.00
28	81 Hawkshill	06/01/2021		Natwest Current Acc	bacs	Wayleave payment	Openreach	E	80.11	0.00	80.11
32	Campbell Road	06/01/2021		Unity Bank	bacs	Allotment rents	T Chapman	E	56.00	0.00	56.00
33	Campbell Road	06/01/2021		Unity Bank	bacs	Allotment rents	P & L Ludwig	E	56.00	0.00	56.00
29	Campbell Road	06/01/2021		Natwest Current Acc	bacs	Allotment rents	McGroy	E	56.00	0.00	56.00
34	Interest payments	06/01/2021		HSBC Bond	bacs	Bank interest	HSBC	E	0.62	0.00	0.62
35	General Funds b/fwd	07/01/2021		Unity Bank	bacs	credit	Stephen Cooper	E	25.00	0.00	25.00
Total									363.73	0.00	363.73

Walmer Parish Council

Summary of Receipts and Payments

Summary - Cost Centres Only

Cost Centre	Receipts		Variance	Payments		Variance	Net Position +/- Under/over spend
	Budgeted	Actual		Budgeted	Actual		
Office premises				412.00	10.00	402	402
Quadrennial tree survey				3,000.00		3,000	3,000
Tree planting				5,742.00		5,742	5,742
Hawkshill Management Plan							
Events	5,650.00	550.00	-5,100	7,300.00	782.09	6,518	1,418
VAT Repayments							
Stony Path				8,875.00	450.00	8,425	8,425
Precept	162,545.00	162,545.00					
Bank Interest	1,000.00	36.80	-963				-963
Publicity and Promotion		140.00	140	1,800.00	1,067.00	733	873
Administration		0.60	1	27,420.00	16,996.91	10,423	10,424
Election Expenses				1,000.00		1,000	1,000
Staff Salaries, PAYE, NI				52,000.00	44,382.29	7,618	7,618
Audit Fees				1,200.00	1,163.00	37	37
Professional and Legal				1,675.00	2,728.23	-1,053	-1,053
Projects and Activities	100.00		-100	58,300.00	44,723.15	13,577	13,477
Grants and Donations		400.00	400	5,000.00	2,200.00	2,800	3,200
Allotments	2,000.00	508.00	-1,492	1,000.00	654.14	346	-1,146
Land Management	972.00	903.20	-69	7,900.00	1,661.15	6,239	6,170
Unallocated		1,147.75	1,148	6,500.00	2,278.37	4,222	5,369
Climate emergency				750.00	26.52	721	721
NET TOTAL	172,267.00	166,231.35	-6,036	189,874.00	119,124.85	70,749	64,714
Total for ALL Cost Centres		166,231.35			119,124.85		
V.A.T.		3,524.85			2,988.68		
GROSS TOTAL		169,756.20			122,113.53		

Walmer Parish Council

Prepared by: _____

Name and Role (Clerk/RFO etc) ActingDate: 23/02/21

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____


A	Bank Reconciliation at 23/02/2021		
	Cash in Hand 01/04/2020		261,376.28
	ADD Receipts 01/04/2020 - 23/02/2021		169,756.20
	SUBTRACT Payments 01/04/2020 - 23/02/2021		431,132.48
			119,751.45
	Cash in Hand 23/02/2021 (per Cash Book)		311,381.03
B	Cash in hand per Bank Statements		
	Cash 04/05/2020	0.00	
	HSBC Bond 07/01/2021	75,316.29	
	Natwest SIBA 15/12/2020	10,895.82	
	Lloyds 04/05/2020	76,613.48	
	Co-operative Bank 09/04/2020	75,192.86	
	Natwest Current Account 07/01/2021	35,862.93	
	Unity Bank 07/01/2021	54,599.21	
			328,480.59
	Less unrepresented payments		17,179.67
			311,300.92
	Plus unrepresented receipts		80.11
	Adjusted Bank Balance		311,381.03
	A = B Checks out OK		

FW: KCS Printer Contract

Assistant Clerk - Walmer Parish Council <assistantclerk@walmercouncil.co.uk>

Thu 25/02/2021 10:30

To: Admin - Walmer Parish Council <admin@walmercouncil.co.uk>

 1 attachments (213 KB)

WALMER PARISH COUNCIL (62228) RH 24.02.2021.docx;

From: Harris, Rebecca - CS KCS <~~Rebecca.Harris@csld.org.uk~~>

Sent: 24 February 2021 10:47

To: Clerk - Walmer Parish Council <clerk@walmercouncil.co.uk>

Subject: KCS Printer Contract

Hi Sarah,

As discussed, please see attached the quote to replace your expired Ricoh device (Serial:G706M930764). Ricoh no longer do a 35ppm so I quoted both the spec above and below. Nevertheless, they are both less than the amount you are paying now (£191.18) and have a significantly lower cost per copy rates! I look forward to hearing what the Governors think.

Kindest Regards,

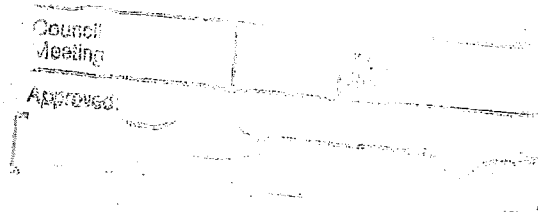
Becca

Date: 11 February 2021
Ask for: Corporate Income Team
Direct dial: 01304 872 392



WALMER PARISH COUNCIL
8 THE STRAND
DEAL
KENT
CT14 7DY

368 A



Dear WALMER PARISH COUNCIL

Reminder for payment of an invoice

The below invoice remains outstanding

Invoice number(s):1000821

Customer Number: 700020

Invoice Amount:£ 1342.66

Amount outstanding:£1342.66

Invoice Description:2020-21 Walmer MUGA locking/unlocking

Please make payment within 7 days of the date of this letter.

The reverse of this letter explains how you can pay this invoice.

If you are unable to make payment in full, please contact the Corporate Income Team on 01304 872 392 to discuss your account.

If you have paid this invoice within the last 3 days, please ignore this letter

Please take action within 7 days to avoid any recovery action.

Yours sincerely,

A handwritten signature in black ink.

On behalf of
Corporate Income Team



Date: 11 February 2021
Ask for: Corporate Income Team
Direct dial: 01304 872 392



1030668001 | 02724

WALMER PARISH COUNCIL
8 THE STRAND
DEAL
KENT
CT14 7DY

108 - 200
368 A



Dear WALMER PARISH COUNCIL

Reminder for payment of an invoice

The below invoice remains outstanding

Invoice number(s):1000672

Customer Number: 700020

Invoice Amount:£ 33537.99

Amount outstanding:£3384.49

Invoice Description:SLA public conveniences 2020-21

Please make payment within 7 days of the date of this letter.

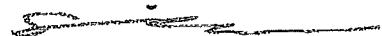
The reverse of this letter explains how you can pay this invoice.

If you are unable to make payment in full, please contact the Corporate Income Team on 01304 872 392 to discuss your account.

If you have paid this invoice within the last 3 days, please ignore this letter

Please take action within 7 days to avoid any recovery action.

Yours sincerely,



On behalf of
Corporate Income Team



What's the issue:

The background to this issue is that a group of Local residents have been communicating with KCC and DDC regarding excessive traffic speeds on the Dover Road in Upper Walmer. This led to a traffic survey being carried out in September 2020 with the results being discussed with the group at a Zoom meeting. The survey placed 2 'speed monitors' across the Dover Road, see attached photographs. The Monitor in picture 1, unsurprisingly, because of its positioning, very near two road junctions, Grams Road and Station Road recorded an average speed below 30MPH. The traffic is often at a standstill behind cars and lorries waiting to turn right into Station Road. The second monitor see picture

2 was towards the top of The Dover Road actually in the Parish of Ripple. There is already a 30MPH sign placed here that only illuminates when traffic is travelling over the speed limit. (See picture 3) This recorded an Average speed of 33MPH and prompted KCC/DCC to offer the sighting of extra 30mph signs or a moveable 'animated' sign, with the proviso that a suitable 'agency' be employed to organise and I suspect pay for the sign to be moved regularly.

We have approached DCC to get more information regarding the type of device that can be placed, how it often it should be moved, and clarification of what a suitable agency might be. We are waiting for this information, but it may be available for the WPC meeting in March. If I hear anything before then I will contact, you.

What would we like:

Ideally, we would hope that WPC is deemed a suitable Agency and would be prepared to take on the management/cost of moving the sign once installed.

If that is not possible because of costs involved, I know of other Parishes who are having similar speed issues and may be prepared to share costs with the sign being located in several parishes on a rota basis. We already know that Sholden Parish has an issue and could be approached. Also Kingsdown with Ringwould and perhaps Ripple and we would ask the WPC approaches the other parish councils to try and achieve the cooperation.

Thank you for your attention regarding this matter.

