



WALMER TOWN COUNCIL  
62 The Strand, Walmer, Deal, Kent CT14 7DP

Tel: 01304 362363

Web site: [www.walmercouncil.co.uk](http://www.walmercouncil.co.uk) E-mail: [clerk@walmercouncil.co.uk](mailto:clerk@walmercouncil.co.uk)

Dated 30<sup>th</sup> September 2021

To All Councillors

You are hereby summoned to attend the **OCTOBER MEETING** of **WALMER TOWN COUNCIL** to be held on **Wednesday 6th October 2021** at Deal Parochial C of E Primary School, Gladstone Road, Walmer. At 7pm.

Richard Styles  
Clerk

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#### 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.

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 Council meeting held on Wednesday, 8th September 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/KCC Members for Walmer
8. **CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS**
  - (i) PCSO Report
  - (ii) Councillor Surgeries: Deferred till the October meeting.
9. **COMMITTEE REPORTS + MINUTES**  
To receive any reports and any agreed minutes as follows:
  - a. Amenities + Environment – Agreed minutes 26<sup>th</sup> May. **Attach 2**
  - b. Finance + General Purposes – None for reception
  - c. Walmer in Bloom – Agreed minutes 20 July **Attach 3**
  - d. Events Committee – Agreed minutes 27 July **Attach 4**
  - e. Planning Committee – Agreed minutes 6 July + 10 August **Attach 5**
  - f. Climate Emergency Working Group – Agreed report 31 August **Attach 6**
10. **REPORT OF THE CLERK**
  - i) To receive the verbal report of the Clerk on matters received.
11. **FINANCIAL REPORT**
  - a) Bank balances October 2021. **Attach 7**
  - b) Payments & Orders October 2021. **To Follow**
12. **ADAPTION/REFURBISHMENT/REPAIR OF COUNCIL OFFICES**  
Final report. **To Follow**
13. **REVIEW OF GOVERNANCE DOCUMENTS**

**14. INVITATIONS & EVENTS**

**15. CHAPLAIN FOR THE COUNCIL**

Verbal Report

**16. RECOVERY OF WALMER AERODROME WW1 FLYERS MEMORIAL**

Report.

**To Follow**

**Confidential to be held under the Public Bodies (Admission to Meetings) Act 1960**

**17. RECRUITMENT OF DEPUTY TOWN CLERK**

Report.

**CONFIDENTIAL ENC: 1**

**To Follow**

**18. LEASE NO 8 THE STRAND**

Report.

**CONFIDENTIAL ENC: 2**

**To Follow**

**19. DATE OF NEXT MEETING**

Wednesday 3<sup>rd</sup> November 2021 at 7pm TBC



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**WALMER TOWN COUNCIL**

**Minutes of the Meeting of Walmer Parish Council held on Wednesday, 8<sup>th</sup> September 2021 at Deal Parochial C of E School, Walmer.**

**Present Councillors:**

Cllr J Murray (Chair), Cllr M Eddy (Vice-Chair), Cllr T Byfield, Cllr Mrs S Fisher, Cllr P Jull, Cllr D Thompson, Cllr Mrs S Le Chevalier, Cllr B Gardner, Cllr J Lonsdale, Cllr P St Ange, and Cllr C. Weale

**Officers Present:**

Richard Styles, Clerk

**6210. APOLOGIES FOR ABSENCE**

Cllr G Bearman. Cllr Miss A Herring. Cllr P Heath. Cllr Mrs M Beard-Gould.

**6211. DECLARATIONS OF INTEREST**

None.

**6212. OPENNESS AND TRANSPARENCY**

The Chairman read out the Council statement and policy on openness and transparency.

**6213. CHAIRMAN'S REPORT**

Cllr James Murray reported the following: -

- Office closure for 2 weeks following the move to No 62, The Strand.
- A review of all contracts held by Walmer PC.
- Complaints received about the conduct of the Chairman.
- Brocante – Successful and the event format and date will be reviewed by the events Cttee.
- Asst Clerk, Mrs Plews, has left WPC and the Chairman thanked her for her past work and commitment to the Council.

#### **6214. MINUTES**

Members received the minutes of the Council meeting held on Wednesday, 7th July 2021.

**RESOLVED: That both set of minutes be approved.**

Proposed by: Cllr Eddy.

Seconded by: Cllr Fisher.

#### **6215. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**

- Minute 6206: Thermal Imaging camera. The Council agreed to go ahead with the purchase of this instrument which will cost up to £1,000, and that the Climate emergency working group will recommend the appropriate model and how it will be deployed.

Proposed by: Cllr Eddy,

Seconded by Cllr Lonsdale.

**RESOLVED**

#### **6216. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER**

- i) None of the members of the public present wished to speak.
- ii) Cllr Bond gave a report on DDC and KCC matters as follows:
  - Progress was being made to resolve speeding in Station Road and that temporary traffic lights would be fitted at the junction of Station Road and Dover Road. These lights may act as a trial to something more permanent.
  - He urged the public to respond to the consultation on HWRC's in Kent.

**RESOLVED: Note the report.**

#### **6217. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS**

- i) Cllr Weale as WPC's police liaison Cllr gave the following report.
  - PCSO Herod is leaving Deal/Walmer for Thanet.
  - A community speed watch group will need to be trained and issued with equipment that is either borrowed or purchased, as a way of increasing public awareness and cooperation in reducing speeds in Walmer
  - Work is going on to reduce anti-social behaviour in various parts of Walmer and the details will go on the website.
  - He invited WPC (now WTC) to apply for some of his members grant to help fund a speed camera.

**RESOLVED: Report received and noted.**

- ii) Councillor Surgeries: the matter will be reviewed at the October meeting. Chairman asked for comments beforehand.

## **6218. COMMITTEE REPORTS AND MINUTES**

Members received the reports and agreed minutes as follows:

- a. Amenities + Environment – **Nothing reported.**
- b. Finance + General Purposes -**Agreed minutes 16<sup>th</sup> June 2021.**
- c. Walmer in Bloom – **Agreed minutes 29<sup>th</sup> June 2021.**
- d. Events – **Agreed minutes 5<sup>th</sup> July 2021.**
- e. Planning – **Agreed minutes 15<sup>th</sup> June 2021.**
- f. Climate Emergency working group – **Agreed report 11<sup>th</sup> August 2021.**

**RESOLVED:** Members agreed to note the reports.

Proposed by: Cllr Eddy.

Seconded by: Cllr Murray.

## **6219. REPORT OF THE CLERK**

This item was taken with the financial report.

## **6220. FINANCIAL REPORT**

- The Clerk outlined various items that had come to his attention such as the contract for the copier/printer and Insurance for No 8 The Strand. These matters had been resolved, but that he and the Chairman of the F+GP Cttee would review all current council contracts and make sure they are fit for purpose.
- The cash balances held by the council were described and that work was ongoing regarding the management of bank accounts.
- The Chairman of the F+GP Cttee stated that Cllr auditor appointments would be reviewed at the next F+GP Cttee meeting.
- Members received the report of the Clerk and Responsible Financial Officer.

**RESOLVED: members agreed to note the report**

- 11 Payments were received and approved.

**RESOLVED: members agreed to approve the payments.**

Proposed by: Cllr Eddy.

Seconded by: Cllr Murray.

## **6221. INVITATIONS & EVENTS**

- Deal Town Council 'Charter Day' – To be attended by Cllr Weale as Civic representative.

## **6222. ADAPTION/REFURBISHMENT/REPAIR OF NEW COUNCIL OFFICES**

- The report was in 2 parts current and future.
- All works required to convert the building into Council offices are complete, with the final invoice now due.
- The work to reduce the carbon footprint and increase the building's resilience will be based on the 'Conker' report and other possible options. The Climate

Emergency Working Group will issue a report in conjunction with the Clerk on how this may be achieved in due course.

- The Council was asked whether it wanted CCTV to be fitted at No 62, The Strand.

**RESOLVED:** That the Clerk be empowered to engage with Eagle security to fit a suitable CCTV system to cover the building front and rear.

Proposed by Cllr Eddy.

Seconded by Cllr Murray.

#### **6223. REVIEW OF GOVERNANCE DOCUMENTS**

- The Clerk reviewed the Council Standing orders and found them fit for purpose and in conformity with the NALC model standing orders. His only recommendation was to reformat the standing orders without altering any wording, so that they can be more easily referenced.

**Noted.**

#### **6224. CHANGE OF STYLE OF THE COUNCIL**

The Council agreed to change the style of the Council from Walmer Parish Council to Walmer Town Council with immediate effect, and that from now on any documents reading 'Walmer Parish Council', shall be taken, or read as saying 'Walmer Town Council'.

Proposed by Cllr Eddy.

Seconded by Cllr Byfield.

**RESOLVED**

There were 9 Cllrs in favour, 1 against and 1 abstention.

#### **6225. Exclusion of the Public under the Public bodies (admission to meetings) Act 1960**

**RESOLVED:** Under the terms of the Public bodies (Admission to meetings) act 1960 by virtue of the business to be transacted involving contractual terms for Walmer Town Council staff

Proposed by Cllr Eddy.

Seconded by Cllr Murray.

#### **6226. WTC STAFF STRUCTURE**

- The council received the reports from the Clerk and the recommendations of the HR Cttee.
- It was resolved to accept the staff structure and succession process as indicated within the reports and to authorise the Clerk to engage with the Kent Messenger group for an online and press campaign to recruit a new Deputy Town Clerk. The cost of the campaign to be no more than £1640 + vat.

Proposed by: Cllr Weale.

Seconded by: Cllr Gardner.

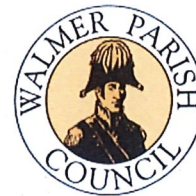
**RESOLVED**

**6227. DATE OF NEXT MEETING**

Wednesday, 6<sup>th</sup> October 2021, Deal Parochial School, Walmer.

**The meeting closed at 8.10pm.**

Signed: ..... Date: .....



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**Minutes of the meeting of the Amenity and Environment Committee held on Wednesday  
26 May 2021 at 7pm at 8 The Strand, Walmer.**

**Present: Councillors:**

Cllr M Eddy  
Cllr J Lonsdale

Cllr Mrs Beard-Gould

Cllr T Byfield

**Officer Present:**

Richard Styles (Clerk)

**1218. ELECTION OF CHAIRMAN**

Cllr Beard -Gould proposed Cllr Eddy as Chairman.

Seconded: Cllr Lonsdale.

**RESOLVED: Cllr Eddy proposed Cllr Lonsdale as Vice Chairman.**

Seconded by Cllr Beard-Gould.

**1219. WELCOME AND APOLOGIES FOR ABSENCE**

Apologies received from Cllr St Ange- Family matters.

**1220. COMMITTEE TERMS OF REFERENCE**

Cllr Beard-Gould proposed adoption of the unchanged terms of reference for another year.

Seconded by Cllr Lonsdale.

#### **1221. DECLARATIONS OF INTEREST**

None received.

#### **1222. MINUTES OF THE PREVIOUS MEETING**

Members approved the minutes of the meeting held on Wednesday, 18th November 2020 and it was agreed that they be signed as a true record by the Chairman.

Proposed by Cllr Beard-Gould.

Seconded by Cllr Lonsdale.

**RESOLVED.**

#### **1223. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**

None.

#### **1224. CLIMATE EMERGENCY**

Cllr Lonsdale gave a report:

- 62, The Strand, was in the process of being surveyed to reduce its carbon footprint etc. Quotations for the survey are being sought and will be submitted at the next Council meeting in June.
- EV charging point in Canada Rd is 'signed off' and awaiting work by UK Power networks.
- The EV charger at Station Road may not go ahead, but the bike storage scheme is also 'signed off' awaiting a decision and funding.
- DDC have several EV charging point schemes for Canada Rd and The Strand.

The Committee noted the report.

#### **1225. YORK AND ALBANY CLOSE**

The Clerk inspected report with photographs on the condition of the land. The clerk suggested calling in the Kent Wildlife trust to advise on managing the land in a sustainable way, with maintain and improving biodiversity.

The Committee noted the report and asked that the Clerk contact other wildlife groups to seek their opinions on biodiversity.

Proposed by Cllr Eddy.

Seconded by Cllr Lonsdale.

**RESOLVED.**

Cllr Eddy declared a personal interest with the Kent Wildlife Trust.

**1226. STONY PATH**

These two items were taken together.

Cllr Eddy inspected report. The committee noted.

Cllr Eddy proposed that Cllr Byfield is designated as lead Cllr for allotments.

Proposed by Cllr Lonsdale.

**RESOLVED.**

**1227. DRILL FIELD**

The Clerk gave a report on anti-social behaviour reported by residents living near the field. He had referred the matter to the police and given a statement to Cllr Weale for discussion during the Community policing meeting. The rugby club had also been contacted and encouraged to increase its security in the ground.

**RESOLVED: members agreed to note.**

**1228. HISTORIC VILLAGE PANELS**

Cllr Beard-Gould said the new panel was in hand and that replacement panels for Upper Walmer, the Strand and Walmer Castle are in the process of renewal.

**RESOLVED: Members agreed to note.**

**1229. TREE PLANTING PROJECT**

Cllr Beard-Gould gave a report and stated that though the pandemic had slowed progress on tree planting projects, KCC were seeking partners to find planting places for urban trees and suitable sites might be Dover Road, Salisbury Road, Gothic Close and at Marke wood, in non-sports ground areas.

**RESOLVED: members agreed to note**

**1230. GRANVILLE ROAD TOILETS**

Cllr Beard-Gould gave a report. The new sign has been installed. There is a proposal to improve the area around the toilets with a planting scheme, and it is possible the head gardener at Walmer Castle might assist, but it requires the cooperation of DDC, to assist with ongoing care of those plants, if the scheme is implemented.

**RESOLVED: members agreed to note**

**1231. MILLERS RETREAT**

Cllr Eddy gave a report.

The new development has created traffic congestion issues, because of a) builders vehicles parking along Station Road and adjoining roads, b) the future when the development is completed and other developments near Ellens Road comes on stream.

The Clerk was asked to write to the developer of Millers retreat, DDC and the local DDC + KCC councillors. The views of the Fire service pertaining to emergency access in Station Road and Menzies Avenue will be sought, and Stagecoach will be contacted to find out how bus operations are affected by the parking problem.

Proposed by Cllr Eddy.

Seconded by Cllr Beard -Gould.

**RESOLVED.**

**1232. BT TELEPHONE BOX – THE STRAND**

BT has stated that it wishes to remove the phone box on the Strand. DDC are appealing the decision, but the committee agreed that a fallback position, in the event of the appeal failing of buying the box for a nominal £1 and using the box as a Visitor information kiosk, is appropriate.

Proposed by Cllr Eddy.

Seconded by Cllr Beard-Gould.

**RESOLVED.**

**1233. DATE OF NEXT MEETING**

Wednesday 14th July 2021 at 7pm.

The Chairman thanked the members of the public for their attendance and input and closed the meeting at 20.15.

.....  
Signature

.....  
Date



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Minutes of the meeting of the Walmer in Bloom Committee held on Tuesday 20<sup>th</sup> of July 2021 at 8 The Strand, Walmer, Deal at 7.00 pm.

Present: Cllr Mrs S Le Chevalier, Cllr Mr P Jull & Cllr Mr D Thompson

Officer present: Sarah Plews

Also Present: Mr R Oram & Mr V Recas

**1463. APOLOGIES FOR ABSENCE**

Apologies with reason were received and accepted from Cllr A Herring

**1464. DECLARATIONS OF INTEREST**

No declarations of interest were received from Members in respect of business to be transacted on the agenda.

**1465. MINUTES OF LAST MEETING**

The Minutes of the meeting, held on Tuesday 29<sup>th</sup> of June 2021, were approved as a correct record and signed by the Chairman

**1466. HAWKSHILL**

i) Management issues

Members discussed the need for a dog waste bag dispenser to be available adjacent to the dog waste bin.

**RESOLVED: Members agreed that The Assistant Clerk discusses with Dover District Council the possibility of purchasing one and having it installed.**

ii) To receive a verbal report from Cllr D Thompson

Cllr D Thompson advised members that all paths and walkways have been cleared of bramble and overhead branches

iii) New welcome posters for Hawkshill, 1 per entrance

Mr R Oram had not received any quotes to date before the meeting to share but will update members when he does receive any.

**1467. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA.**

No matters arising

**1468. BUDGET**

(i) Members received a budget update for 2021/2022

**RESOLVED: Members agreed to note**

**1469. LOCAL CAMPAIGN 2021**

**A) FLORAL DISPLAYS**

i) Fixed planters

i) Cllr D Thompson advised members that small old office planter has now been stained in the same colour as the new one

**RESOLVED: Members agreed to note**

ii) Hanging Floral Displays

The Assistant Clerk advised members that she had been informed by our contractor that a hanging basket had been stolen. Our contractor then advised the Assistant Clerk that he had already replaced it with a spare. The Assistant Clerk notified the Police of the theft

**RESOLVED: Members agreed to note**

**B) KEY ACTIVITY DATES**

Members received an updated copy of the Campaigns key activity dates for 2021

**RESOLVED: That the information be noted**

**C) LOCAL COMPETITION**

Final Judging

To consider the arrangements for this year's final round judging and procedure  
Cllr Sue Le Chevalier informed members that the Assistant Clerk had received an email from our external judge Janine Doulton, that this year she would visit the office at 10am on the 22<sup>nd</sup> of July. The Assistant Clerk arranged for Cllr S Le Chevalier and Janine Doulton to meet to carry out this year's final judging round.

**1470. PRESENTATION OF AWARDS**

To consider: -

The Presentation of Awards event

**RESOLVED: Members agreed to defer this item until the 14<sup>th</sup> of September as members still felt a little uncertain regarding covid at the moment**

**1471. ISSUES FOR INCLUSION ON NEXT AGENDA**

None

**1472. DATE OF NEXT MEETING**

Monday 20 of September 2021 at 7:00pm at the Town Office, 8 The Strand,  
Walmer, Deal.

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The meeting closed at 7:45pm.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

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**WALMER PARISH COUNCIL**

**Minutes of the Events Committee held on Tuesday, 27 July 2021 at 8 The Strand, Walmer at 7pm**

Present: Cllr Mrs M Beard-Gould (Chairman), Cllr G Bearman, Cllr Mrs F Fisher, Cllr P Heath

Officers Present: Mrs J Watson (Admin)

**708. WELCOME AND APOLOGIES**

Apologies received from Cllr D Thompson.

**709. MINUTES OF THE PREVIOUS MEETING**

Members considered the minutes of the meeting held on 5 July 2021.

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

**710. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

Councillors thanked the Admin Assistant for her diligent organisation skills to date with organising the Brocante for the first time.

**711. Brocante – Bank Holiday Monday, 30 August 2021**

a) Event Management Plan.

**RESOLVED:** Document with Dover District Council awaiting confirmation by 28 July 2021.

b) Risk Assessment Document.

**RESOLVED: RESOLVED:** Document with Dover District Council awaiting confirmation by 28 July 2021.

c) Stewarding Guidelines.

**RESOLVED:** Document with Dover District Council awaiting confirmation by 28 July 2021.

- d) Site Plan.

**RESOLVED:** Document with Dover District Council awaiting confirmation by 28 July 2021.

- e) Caterers'.

**RESOLVED:** All payments and documents received from vendors.

- f) Members received an update on the number of bookings/Charity stalls already booked for 2021.

**RESOLVED:** We have three charity pitches booked. All Regular pitches are sold and 4 Large pitches are still available.

- g) External marshals to assist with the event.

**RESOLVED:** Probe Security Ltd have been contacted to supply two marshals for the day from 5 am to 3 pm. Two additional marshals approved by committee from 5 am to 9 am to assist with the setting up of the event. Awaiting confirmation from Probe Security Ltd that they can supply.

- h) Advertising.

**RESOLVED:**

- a) An advert to be placed on 19 August 2021, East Kent Mercury (covering Dover, Deal & Sandwich) + The What's On magazine (countywide coverage) 8x3 (8cm x 10.1cm). Also an advert and editorial piece be placed in the Outlook Magazine on 30 July.
  - b) Facebook advertising to be focused on pages outside of Deal.
  - c) Large advertising banners to be placed around Walmer.
- i) Marshalls and Layout of Walmer Green.

Cllr M Beard-Gould produced an updated map showing layout of Walmer Green and Cllr P Heath explained to members the process for parking vehicles on the day. Discussions regarding providing refreshments for marshals throughout the day were had.

**RESOLVED:**

- a) That a document giving information that would assist marshals in helping on the day approved and will be distributed to all involved.
- b) It was agreed that on Sunday, 29<sup>th</sup> August, several Councillors will meet on Walmer Green and go over procedures for the morning; spray paint the grass and prepare the area ready for the arrival of pitch holders.

- c) Cllr M Beard-Gould to update spreadsheet detailing times marshals available to help throughout the day.
- d) The Clerk to approach local food establishments along the Strand to see if they would be able to provide refreshments for marshals and arrange payment after the event. A set amount would be given for drinks; breakfast; lunch – entitlement would be determined by the hours worked. Vouchers will be produced for use.
- j) Members discussed notifying several organisations prior to the event to make them aware.

**RESOLVED:** The Admin Assistant has contacted PCSO's; Veolia for an extra bin round; DDC for extra toilet rolls for Marine Road Toilets; Bandstand Trust to confirm keys etc.

#### **712. CAROLS BY TORCHLIGHT – Saturday, 18 December 2021**

Members discussed investigating if they could move the event to the other side of the Lifeboat Station and asking the Sea Café if they would assist with providing services – electricity for PA system.

**RESOLVED:** To be discussed at next meeting.

#### **713. OTHER EVENTS**

**RESOLVED:** To be discussed at future meetings.

#### **714. DATE OF NEXT MEETING**

Councilors resolved to meet again immediately prior to the Brocante to mark out rows – date to be confirmed.

**Tuesday 21 September - Walmer Parish Office**

The meeting closed at 20.15 pm

Signed .....

Date .....



## WALMER PARISH COUNCIL

Minutes of the meeting of Walmer Parish Council Planning Committee held on Tuesday 6<sup>th</sup> of July 2021 at 7.00pm at 8 The Strand, Walmer

**Present: Councillors:**

- Cllr J Murray (Chairman)
- Cllr J Lonsdale
- Cllr G Bearman
- Cllr S Fisher
- Cllr P Jull
- Cllr T Byfield
- Cllr B Gardner
- Cllr Marguerite Beard-Gould

**Officers present:** Richard Styles (Clerk)

### 4231. APOLOGIES FOR ABSENCE

Apologies were given and accepted from Cllr A Herring

### 4232. DECLARATIONS OF INTEREST

None given

### 4233. OPENNESS AND TRANSPARENCY

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

### 4234. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting, held on Tuesday 18<sup>th</sup> of May 2021, were approved as a correct record, and will be signed by the Chairman at the earliest opportunity

### 4235. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

There were no matters arising

### 4236. PLANNING DECISIONS

#### a) DOV/21/00666 - Former Walmer Science College Salisbury Road Walmer

Display of 4no non illuminated fascia signs

**WPC: Supports**

**DDC: GRANTED**

#### b) DOV/21/00442 - 27 Granville Road Walmer

G1 - group of three sycamores - crown reduce by four metres and crown lift to 5.2m and to re-balance.

T1 - sycamore - crown reduce by four metres to match G1 and remove secondary ascending limb

**WPC: Supports**

**DDC: REFUSED**

**c) DOV/21/00453 - Rear Of Hope Villa 10 Station Road Walmer**

Erection of a detached dwelling and formation of parking for existing dwelling

**WPC: Supports**

**DDC: REFUSED**

**d) DOV/21/00609 - 1A Herschell Road East Walmer**

Erection of a detached double garage

**WPC: Supports**

**DDC: GRANTED**

**4237. PLANNING APPLICATIONS – NEW**

**a) DOV/ 21/00861 - 31 York Road Walmer**

Erection of a two-storey rear, single story side/rear extensions with 1no. roof lantern, and insertion of a rear roof dormer window to facilitate a loft conversion (existing rear extension to be demolished)

**RESOLVED: - That the committee objects for the following reason: -**

**1<sup>st</sup> floor and ground floor extension will not allow sufficient light onto neighbouring property.**

**Also that the neighbour's windows are only 1 to 1.4 metres away from the party wall, not the 1.6 metres that the architect based her calculations on. The new extension height should be calculated to take account of this more accurate distance via the 45-degree rule, until this is done the application should not proceed**

**b) DOV/ 21/00901 - Tonkers Hawksdown Road Walmer**

Variation of condition 2 (approved plans) to allow various design changes of planning application reference: 19/00947

**RESOLVED: - That the committee positively supports the proposal**

**c) DOV/ 21/00891 - 36 Churchill Avenue Walmer**

Erection of a rear conservatory extension

**RESOLVED: - That the committee positively supports the proposal**

**d) DOV/21/00887 - Lynstead House 75 Salisbury Road Walmer**

T1 - Red Chestnut (Buckeye) - reduce by up to three metres in height and two metres laterally

**RESOLVED: - That the committee positively supports the proposal**

**e) DOV/21/00858 - The Store York Road Walmer**

Change of use and conversion to a holiday let

**RESOLVED: - That the committee positively supports the proposal**

**f) DOV/21/00974 - Royal Marines Association 37 The Strand Walmer**

Erection of a front porch extension and ramp to facilitate disabled access (existing porch and ramp to be demolished)

**RESOLVED: - That the committee positively supports the proposal**

**g) DOV/21/00963 - 71 Campbell Road Walmer**

Conversion of detached garage to form ancillary annexe

**RESOLVED: - That the committee positively supports the proposal**

**h) DOV/21/00928 - 9 Belmont Walmer**

Erection of single storey front extension (existing porch to be demolished)

**RESOLVED: - That the committee positively supports the proposal**

**i) DOV/21/01029 - 6 King Charles Court Lord Warden Avenue Walmer**

T1 - Ash - pollard to five metres in height

**RESOLVED: - That the committee positively supports the proposal**

**4238. DATE OF NEXT MEETING**

10<sup>th</sup> of August 2021 at 7pm at 8 The Strand, Walmer

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Signed .....

Dated .....

## **WALMER PARISH COUNCIL**

**Minutes of the meeting of Walmer Parish Council Planning Committee held on Tuesday 10<sup>th</sup> of August 2021 at 7.00pm at 8 The Strand, Walmer**

**Present: Councillors:** Cllr J Murray (Chairman)  
Cllr S Fisher  
Cllr T Byfield  
Cllr Marguerite Beard-Gould

**Officers present:** Richard Styles (Clerk)

### **4239. APOLOGIES FOR ABSENCE**

Apologies were given and accepted from Cllr A Herring, Cllr J Lonsdale, Cllr G Bearman & Cllr B Gardner

### **4240. DECLARATIONS OF INTEREST**

None given

### **4241. OPENNESS AND TRANSPARENCY**

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

### **4242. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting, held on Tuesday 6<sup>th</sup> of July 2021, were approved as a correct record, and will be signed by the Chairman at the earliest opportunity

### **4243. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**

There were no matters arising

### **4244. PLANNING DECISIONS**

#### **a) DOV/21/00754 - Pentlands St Clare Road Walmer**

Erection of a two-storey side extension

**WPC: Supports**

**DDC: GRANTED**

#### **b) DOV/21/00858 - The Store York Road Walmer**

Change of use and conversion to a holiday let

**WPC: Supports**

**DDC: GRANTED**

#### **c) DOV/21/00550 - 5 Beach Mews Kingsdown Road Walmer**

Erection of an outbuilding for ancillary use

**WPC: Other**

**DDC: GRANTED**

#### 4245. PLANNING APPLICATIONS – NEW

**a) DOV/21/01039 - South Meadow Hawksdown Walmer**

Erection of single and two storey side extensions, two storey and three storey rear extensions with balconies and glass balustrade over, basement and roof extensions, dormer to front roof slope, front porch, installation of 7no. rooflights, alterations to existing external walls, external steps, 2 no. lightwells, new windows and doors (existing conservatory, porch canopy and garage to be demolished)

**RESOLVED: - That the committee supports the proposal. Members also agree that the archaeological watching brief should remain within the preexisting planning conditions**

**b) DOV/21/00583 - 35 Ravenscourt Road Walmer**

Erection of two storey and single storey rear extensions (re-advertisement, amended drawings)

**RESOLVED: - That the committee strongly opposes for the following reasons**

- 1. Over looks other properties**
- 2. Over development**
- 3. Cuts light to nearby No 36 Ravenscourt property**

**c) DOV/21/01025 - 8 The Old Gymnasium Halliday Drive Walmer**

External works to incl. replacement of existing rooflight with glazed roof; insertion of 4no. rooflights; relocation of sun pipe; new window to south-west elevation. Internal works to incl. creation of new door opening; widening of existing opening; removal of existing and erection of new partition walls.

**RESOLVED: - Members raise no objection**

**d) DOV/21/01123 - The Old Garage Cottage York Road Walmer**

Change of use and conversion from light industrial (B1) to two holiday lets (retrospective).

**RESOLVED: - Members raise no objection**

**e) DOV/21/01024 – 8 The Old Gymnasium Halliday Drive Walmer**

Insertion of glazed roof, insertion of 4no. rooflights, relocation of sun-pipe, reinstate window and insertion of new window and replacement stable door to south-west elevation (existing rooflights to be removed)

**RESOLVED: - Members raise no objection**

**f) DOV/21/01177 - 9 Wellesley Avenue Walmer**

Certificate of Lawfulness (existing) for a replacement roof and guttering on a lean-to

**RESOLVED: - Members raise no objection**

**g) DOV/21/01191 - 34 Blake Close Walmer**

Erection of single storey rear extension, garage conversion and exterior changes

**RESOLVED: - Members support the application**

**h) KCC/DO/0119/2021 - Former Walmer Science College, Salisbury Road, Walmer**

Installation of fixed play equipment and retrospective application for construction of 2 access slopes and retaining walls already constructed to accommodate and provide access to the fixed play equipment

**RESOLVED: - Members raise no objection**

**4246. STATION ROAD PROPOSED TRAFFIC REGULATION ORDER**

To receive a report in regard of the proposed Traffic Regulation Order to extend the existing 30 mph speed limit along Station Road and new double yellow lines at Station road, Cross road and St Richard road

**RESOLVED: -Members discussed the proposed Traffic Regulation Order and their response raises the following concerns**

**CROSS ROAD –**

**Inadequate Drawings**

**St Richards Road Junction**

**No Community Benefit**

**Does not reduce excessive speed**

**Double yellow lines inadequate**

**Hazard to pedestrians especially primary school children crossing the road**

**STATION ROAD**

**Inadequate Drawings**

**Increase in traffic speeds is likely with this layout**

**Harmful to pedestrians and equine users using the road**

**Reductions in already inadequate parking availability**

**\*The full response letter will be added as an addendum to this minute**

**4247. DATE OF NEXT MEETING**

**7<sup>th</sup> of September 2021 at 7pm at 8 The Strand, Walmer**

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Signed .....

Dated .....

## Report of the Climate Emergency Working Group Meeting

Held 31st August 2021 Via Zoom

**Present** Cllrs J Lonsdale (Chair) M Eddy, P St Ange, Mrs S Le Chevalier (taking notes)

**Apologies** Cllr D Thompson

**Minutes of the Meeting 11<sup>th</sup> August 2021** Agreed as accurate

**Matters Arising not covered elsewhere** - none

### Priorities and Actions

#### **Biodiversity**

Bee Bombs for residents. CCWG supported this in October 2020. SLC to prepare a report for A&E to approve spending. Spring distribution.

Advertising via EK Mercury, website. FREE 1 per household. Proof of Walmer residency. Feedback via photos/1 year on

#### **Transport**

EV Charging Points - Some slippage, should be connected this week or next Request made by JL to KCC for a sign to be placed on the post at the entrance to the Canada Road site saying Public Charging point. Sign to include WPC logo.

Borrow Pitt Car Park. DDC progressing with plans to charge for use of the car park. ME/JL to arrange a meeting with Leader of DDC. (Cllr Bartlett). Request that monies raised by this new parking charge be used at that site to enhance the car park and install EV points.

Electric Buses. Research from the Parish Clerk Richard Styles to be shared amongst all Parish Council members. Infrastructure for Electric Buses also to be discussed with DDC Leader

Cycle Storage Walmer Railway Station. Following an update email from Nina Peak, Southeastern, revised application now in.

Outdoor Gym. Cllr DT is fine tuning the site plan with Martin Leggate DDC. Electronic version of specification now available. We are probably at the stage of looking for funding. ME/JL to liaise with RS once the Office move has completed, at the end of September to use sites identified on the KCC list Inside Track to obtain grants.

#### **Outside Projects.**

Thermal Heat-loss Camera.

Cllr Jull unable to provide details of a phone app system. JL/ ME to prepare report to return this to Full Council.

**62, The Strand.**

Reports received from Conker Conservation. JL now obtaining 3 quotes for supplier to make a planning consent application for suggested works.

Office move will be happening mid September so any works will be retro-fit.

RS has found a radical solution from Dutch Company "Energy Sprong". For consideration.

**Training events – None**

**Changing CEWG from a Working Group to a committee.**

Remain as a working group. SLC to arrange zoom sessions/type up report JL to prepare agenda.

Office to circulate agenda to DT

**New Projects/AOB**

JL to ask Cllr Sarah Fisher to join CEWG

NALC bulletin – New local Research on Community Based Climate Action. JL to contact/asses usefulness.

**Next meeting Tuesday 5<sup>th</sup> October 2021 7pm Zoom.**

## WALMER TOWN COUNCIL

8 The Strand, Walmer, Deal, Kent CT14 7DY

Tel/Fax: 01304 362363

Web site: [www.walmercouncil.co.uk](http://www.walmercouncil.co.uk) E-mail: [clerk@walmercouncil.co.uk](mailto:clerk@walmercouncil.co.uk)

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**ITEM:** *Finance report.*

**MEETING:** *Council*

**DATE:** *Wednesday 6<sup>th</sup> October 2021.*

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### **INFORMATION:**

**The cash balances are as follows:**

**Unity Trust Bank:** £112,052.17

**Lloyd's bank:** £77,795.79.

**NatWest Current account:** £38,002.63.

**NatWest SIBA account:** £10,896.45.

**COOP bank:** £75,468.63.

**Total cash balances:** £314,215.67

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### **AGAR:**

The AGAR has been received back from the external auditors and this year there is a clean sheet, showing that they were satisfied that WTC had met the requirements for the audit. The details are attached.

### **LEGACY ISSUES:**

Items are still arising such as:

- ❖ **Copier contract:** I found that the existing contract was not valid, and that the original contract ended in December 2019 (**Before Covid**), when a new machine should have been delivered. KCS and the Council have agreed to run the existing arrangements until 31<sup>st</sup> December 2021 but with the intention of replacing the old machine with a new Konica/Ineo Development copier before then. You will be furnished with at least 3 quotations at the meeting for a decision.
  - ❖ **Scribe:** The situation is as stated at the last meeting.
- 

**Council to note/approve**

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

*WALMER PARISH COUNCIL*

our responsibility for ensuring that there is a sound system of internal control; including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

*29/06/21*

and recorded as minute reference:

*6190*

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

*www.walmercouncil.co.uk*

## Section 2 – Accounting Statements 2020/21 for

### WALMER PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	171,367	185,168	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	148,513	162,545	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	16,507	9,395	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	50,827	57,090	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	100,392	135,640	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	185,168	170,328	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	185,168	170,328	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	212,461	213,385	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

*[Signature]*  
29/04/21

I confirm that these Accounting Statements were approved by this authority on this date:

29/06/21

as recorded in minute reference: 6190

*[Signature]*

Signed by Chairman of the meeting where the Accounting Statements were approved

## Section 3 – External Auditor Report and Certificate 2020/21

In respect of

WALMER PARISH COUNCIL – KE02998

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

### 3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

16/09/2021

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Walmer Parish Council

## Notice of conclusion of audit

### Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for <b>Walmer Parish Council</b> for the year ended 31 March 2021 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of <b>Walmer Parish Council</b> on application to:	
(a) <u>RICHARD STYLES</u> <u>TOWN CLERK - WALMER TOWN COUNCIL</u> <u>62, THE STRAND WALMER CT14 7DP.</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>9AM TO 1PM</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ <u>1</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>RICHARD STYLES - TOWN CLERK</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>30th SEPTEMBER 2021</u>	(e) Insert the date of placing of the notice