

WALMER PARISH COUNCIL  
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Dated this 29th day of October 2020

To All Councillors

You are hereby summoned to attend a meeting of WALMER PARISH COUNCIL to be held on  
Wednesday 4 November 2020 via Zoom video conferencing at 7pm (waiting room opens at 6.30pm)

Join Zoom Meeting

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

Meeting ID: 224 572 9770

Password: 294456

Phone (free of charge) 0203 695 0088

If you experience technical difficulties immediately prior to or during the meeting please call the office mobile on 07828 221924 and either the Admin Assistant or the Assistant Clerk will be able to help you.

Mrs Kirsty Holroyd  
Clerk to the Parish Council

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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 right to record, film and to broadcast meetings of the council, committees and sub committees.
4. **ELECTION OF VICE CHAIRMAN OF THE COUNCIL**  
To receive the nominations and appoint a new vice Chairman for the remainder of 2020/21
5. **CHAIRMAN'S REPORT**
6. **MINUTES**  
To approve the minutes of the meeting held on Wednesday 7 October 2020. **Attach 1**
7. **MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**
8. **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 KCC and DDC Members for Walmer

9. **CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS**  
i) To receive any information from PCSOs and Community Wardens  
ii) Monthly Surgeries: currently suspended
10. **WALMER IN BLOOM**  
To receive the report of the Chairman and the draft minutes of the meeting held on Tuesday 20 October 2020 **Attach 2**
11. **PLANNING COMMITTEE**  
i) To receive the report of the Chairman and the minutes of the meeting held on Tuesday 13 October 2020 **Attach 3**  
ii) To receive the report of the Chairman and the draft minutes of the meeting held on Tuesday 27 October 2020 **Attach 4**
12. **FINANCE AND GENERAL PURPOSES COMMITTEE**  
To receive the report of the chairman and the draft minutes of the meeting held on Wednesday 14 October 2020 **Attach 5**
13. **HUMAN RESOURCES COMMITTEE**  
To receive the report of the chairman and the draft minutes of the meeting held on Thursday 22 October 2020 **Attach 6**
14. **CO-OPTION**  
i) To receive the Procedure for co-option of new councillors as an aide memoire **Attach 7**  
ii) To receive the application details of four candidates in alphabetical order **ENCS 1-4**  
iii) To receive 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  
iv) To vote for or against each candidate joining Walmer Parish Council  
v) To allocate the new councillors to committees
15. **REPORT OF THE CLERK**  
i) To receive an update on key issues over the last three weeks  
ii) To receive a proposal from the Chamber of Commerce regarding Christmas Lights along The Strand **ENC 5**  
ii) To consider whether the council would like to run the Christmas Lights competition this year and assign judges  
iii) To consider the purchase of a new laptop for home working. **Attach 8**
16. **FINANCIAL ISSUES**  
To receive the report of the Responsible Financial Officer and consider payments and orders as detailed. **Attach 9**
17. **CORONAVIRUS UPDATE**  
A new standing item to facilitate discussion and consideration of ways in which the Council can play a role locally during the on-going pandemic.
18. **PROPOSED OFFICE MOVE**  
To receive updates on the public consultation and consider next steps dependent upon the outcome.
19. **DATE OF NEXT MEETING**  
Wednesday 2 December 2020 at 7pm via Zoom.

## WALMER PARISH COUNCIL

**DRAFT Minutes of the meeting of Walmer Parish Council held on Wednesday, 7 October 2020 via Zoom Video Conference.**

### **Present Councillors:**

J Murray  
M Eddy  
J Lonsdale  
P St Ange

Miss Herring  
D Symons  
Cllr B Pitcher  
D Thompson

Mrs Beard-Gould  
P Heath

### **Officer Present:**

Mrs K Holroyd (Clerk)

Ms S Plews (Technical support)

### **5989. APOLOGIES FOR ABSENCE**

Apologies with reason were accepted from Cllr Mrs Le Chevalier

### **5990. DECLARATIONS OF INTEREST**

None received

### **5991. 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 2018.

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.

### **5992. CHAIRMAN'S REPORT**

Cllr Murray reported that he has been busy corresponding with residents over the proposed office move and has also helped a resident who was struggling to contact the relevant person to remove vegetation growing over into her garden. He also reported that he had received notice from Cllr Miss Herring of her intention to stand down as vice chairman of the Council at the next meeting. This is due to securing

full time employment which will prevent her from dedicating the amount of time that the role demands. All congratulated Miss Herring on the appointment and agreed that a new vice chairman would be voted in at the next meeting.

#### **5993. MINUTES**

Members considered the minutes of the meeting held on Wednesday 30 September 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.**

#### **5994. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**

Cllr Eddy questioned whether Cllr Heath ought to have declared a DPI at minute 5986 Purchase of Freehold Property for the Purpose of Parish Offices since he owns and rents out properties on The Strand. Cllr Heath confirmed he no longer owns any property on The Strand. Cllr Eddy questioned whether Cllr Heath had any business relationship with Margaret Johnson, the current landlord. Cllr Heath denied any business relationship but stated he is a long-standing friend of Mrs Johnson - as are other councillors - due to her being a parish councillor and vice chairman of the Council for a long time. He is a director of the Chamber of Trade and declares this as the necessity arises during all meetings.

#### **5994. 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. No-one wished to speak.
- ii) Members received a report from the KCC and DDC Members for Walmer. None were in attendance. Cllr Vinson had sent apologies.

#### **5995. 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. Cllr Mrs Beard-Gould reported that pavement parking continues to be a nuisance at the top of Drum Hill. She has reported it to the PCSO and has also made enquiries about the possibility of tree planting in the area to stop it.

**RESOLVED: Members agreed to note**

- ii) Monthly Surgeries: currently suspended

#### **5995. WALMER IN BLOOM**

Members received the report of the Chairman and the draft minutes of the meeting held on Tuesday 15 September 2020. Members agreed that the baskets had been very good this year.

**RESOLVED: That the quote for Young's Nursery to produce the hanging baskets for summer 2021 be accepted at a cost of £763.84.**

#### **5996. PLANNING COMMITTEE**

Members received the report of the Chairman and the draft minutes of the meeting held on Tuesday 8 September 2020. The chairman commended the Assistant Clerk for her efforts in chasing plans up but voiced frustration at DDC for sometimes submitting incomplete plans for the committee's consideration. Cllr Bond, DDC member for Walmer had joined the meeting by this point and noted the comment.

**RESOLVED: Minute 4111 that the Council become a Tree Charter branch.**

#### **5997. AMENITY & ENVIRONMENT GROUP**

- i) Members received the report of the chairman and the draft minutes of the meeting held on Wednesday 16 September 2020.

**RESOLVED: Members agreed to note**

- i) Members considered a request from the Climate Emergency Working Group that £4000 be allocated as match funding towards the KCC Parishes EV Charging points scheme. Cllr Lonsdale confirmed that the money may not be needed but that having it available would ensure the application was looked upon favourably.

**RESOLVED: That £4000 from the budget "New Projects" be ringfenced for possible match funding for EV charge points.**

#### **5998. REPORT OF THE CLERK**

- i) Members received an update on key issues over the last three weeks. The Clerk reported that the DDC community networking meetings which she had been attending and finding useful were moving to a Friday morning and she would no longer be able to attend.

**RESOLVED: That Cllr St Ange in his role as Police Liaison Councillor would attend the meetings if possible.**

- ii) Members received an update on the co-option process and agree a date for a Human Resources Committee meeting to review the applications.

**RESOLVED:** Now that three completed applications had been received an HR committee meeting can be organised held to meet with the candidates.

iii) Members received an update on the new website.

The Clerk confirmed that the new accessible website is nearly ready and should be signed off by the committee under delegated powers soon. In the meantime, she had also learnt that the old website will continue until January 2021.

**RESOLVED:** Members agreed to note.

### 5999. FINANCIAL ISSUES

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

**RESOLVED:-**

(i) That payments dated 30 September 2020 be authorised as detailed below:-

| Description                     | Supplier              | Net             | VAT           | Total           |
|---------------------------------|-----------------------|-----------------|---------------|-----------------|
| WIB Baskets                     | Young's nurseries     | 890.40          | 0.00          | 890.40          |
| Office Telephone                | BT                    | 92.14           | 18.43         | 110.57          |
| Office photocopier              | KCC Ricoh             | 338.23          | 67.65         | 405.88          |
| External audit of annual return | PKF Littlejohn LLP    | 400.00          | 80.00         | 480.00          |
| Survey Y & A                    | Graham Ford           | 150.00          | 0.00          | 150.00          |
| Office water - 8 the Strand     | Business stream       | 29.83           | 0.00          | 29.83           |
| adjustments to chairman's chain | Vaughtons             | 10.52           | 2.10          | 12.62           |
| Buildings insurance             | M Johnson             | 152.82          | 0.00          | 152.82          |
| Office Rent                     | M Johnson             | 1,500.00        | 0.00          | 1,500.00        |
| alarm repair                    | Eagle security alarms | 18.00           | 3.60          | 21.60           |
| Volunteer support warden        | KCC                   | 585.00          | 0.00          | 585.00          |
| sundries for window             | Clr M Beard Gould     | 6.22            | 1.25          | 7.47            |
| Finance and Legal Conference    | KALC                  | 50.00           | 10.00         | 60.00           |
| Window cleaner                  | David Halpin          | 10.00           | 0.00          | 10.00           |
| Clerk's Conference              | KALC                  | 50.00           | 10.00         | 60.00           |
|                                 | <b>Total</b>          | <b>4,283.16</b> | <b>193.03</b> | <b>4,476.19</b> |

(ii) That income dated 30 September 2020 be noted as detailed below:-

| Description   | Supplier     | Net         | VAT         | Total       |
|---------------|--------------|-------------|-------------|-------------|
| Bank interest | NatWest Bank | 0.08        | 0.00        | 0.08        |
|               | <b>Total</b> | <b>0.08</b> | <b>0.00</b> | <b>0.08</b> |

(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 | £ 77,442.09 |
| Lloyds Bank      | £ 76,613.48 |
| Cooperative Bank | £ 75,192.86 |
| NatWest SIBA     | £ 10,895.54 |
| HSBC bond        | £ 75,313.77 |
| Unity Trust Bank | £ 67,608.85 |

ii) Members received confirmation that the Annual Governance and Accountability Return has been concluded by the external auditor with no issues arising.

**RESOLVED:** members agreed to note.

#### **6000. PUBLIC CONSULTATION – BORROWING APPROVAL**

i) Members received a template document from MHCLG regarding the public consultation and considered additional information to be added to the leaflet to assist local residents and inform their decision. The chairman invited comments on the draft leaflet which had been circulated earlier that day. All councillors were given the opportunity to comment. It was clarified that a meeting would take place with KALC the following day to discuss the agreed leaflet to ensure due process was being properly adhered to. The fine detail would be discussed with KALC but it was anticipated that one leaflet would be delivered to each house in Walmer and one response per household permitted.

**RESOLVED:** That various suggestions and comments from councillors be added into the leaflet in the interests of clarity and that once agreed by KALC the leaflet be sent to print for delivery to every house in Walmer. Cllr Heath was unable to support this proposal without seeing the finished leaflet first.

#### **DATE OF NEXT MEETING**

Wednesday, 4 November 2020 at 7 pm via Zoom virtual meeting. The meeting closed at 19:56

Signed: .....

Date: .....

WALMER IN BLOOM COMMITTEE

Minutes of the Zoom Online meeting of Walmer Parish Council Walmer in Bloom Committee held on Tuesday 20<sup>th</sup> of October 2020 at 7.00pm.

Present: Cllr Mrs S Le Chevalier, Cllr Mr D Thompson, Mr Richard Oram, Cllr B Pitcher & Cllr Mr D Symons

Officers present: Sarah Plews (Walmer in Bloom Clerk)

**1394. APOLOGIES FOR ABSENCE**

Apologies with reason were received and accepted from Cllr A Herring and Janice & John Gooding

**1395. DECLARATIONS OF INTEREST**

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

**1396. MINUTES OF LAST MEETING**

The Walmer in Bloom Minutes of the meeting, held on Tuesday 21<sup>st</sup> of July 2020, were approved as a correct record and will be signed by the Chairman at the earliest convenience

**1397. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA.**

*Mins 1388 iii*) Cllr S Le Chevalier requested an update from the Assistant Clerk.

**RESOLVED: - The Assistant Clerk had liaised with the Clerk regarding the email from Kent Highways. The committee agreed that the Assistant Clerk request further information from Dover District Council and update members with any information**

**1398. HAWKSHILL**

i) To receive a verbal report from Cllr D Thompson

Cllr D Thompson suggested that the volunteers should meet weekly now. The volunteers and himself have carried out various tasks including rubbish clearance and clearing footpaths etc.

**RESOLVED – Members agreed to note**

ii) To receive information regarding mins 1378 – if a meeting was carried out at Hawkshill

**RESOLVED – The Assistant Clerk asked if a meeting had yet been carried out with Cllr D Thompson, Mr R Oram and Cllr B Pitcher? Cllr B Pitcher and Mr R Oram apologised that this meeting has unfortunately not successfully been arranged yet but will meet up as soon as possible.**

iii) To review a copy of the Working Group yearly planner and discuss any work to be carried out

**RESOLVED – The Assistant Clerk advised members that Leaf and Rhino have still not carried out the specified work that we are aware of yet. Rhino have advised council that the grass cut of the plateaux will happen in September and Leaf have now given a date of either the 8<sup>th</sup>/9<sup>th</sup> of December for the hand cutting of the hedge.**

iv) To receive October 2020 inspection report to consider any work necessary

Cllr D Symonds advised members that after reviewing the Assistant Clerks inspection report, he has made safe the collapsed fence adjacent to car park and is no longer of any risk to the public.

Cllr D Thompson advised members that he had arranged a meeting with the gardener at Walmer Castle to assess the overhanging trees as also recognised in the Assistant Clerks inspection report.



## 1399. BUDGET

Members received a budget update for 2020/2021

**RESOLVED: Members agreed to note**

## 1400. LOCAL CAMPAIGN 2020

### A) FLORAL DISPLAYS

To consider the following: -

#### i) Summer bedding clearance and winter planting proposals

Members noted there was sufficient funds available to be allocated for purchasing plants/compost for the planters.

The plants/compost would need to be allocated to specific planters within the Walmer Parish.

**RECOMMENDATION: That Members carry out winter planting to their own time scale and purchase plants up to a value of £30 per planter for all winter planting.**

#### ii) To Consider: -

Cllr D Thompson & Cllr D Symonds informed members of their New proposal at Drill Field

**RESOLVED: That Cllr D Symonds and Cllr D Thompson advised members that they had met up at the site and will defer this item till the next agenda in order to provide more exact details**

#### iii) To Consider: -

Members considered a quotation from Plantscape Ltd for a new larger planter at the entrance to the Drill Field at a cost of £769.25 + Vat plus £35 for delivery

**RECOMMENDATION: Members agreed that the That the quotation from Plantscape Ltd for a new larger planter at the entrance to the Drill Field at a cost of £769.25 + Vat plus £35 for delivery be accepted**

### B) KEY ACTIVITY DATES

Members received an updated copy of the Campaign's key activity dates for 2020.

**RESOLVED: Members agreed to note**

### C) REVIEW OF CAMPAIGN 2020

Members reviewed different aspects of the campaign and consider any changes to be made in 2020: -

#### i) Publicity, to receive local press release

**RESOLVED: Members agreed to note and agreed it was worth the wait**

#### ii) Youth projects – School Poster Competition

**RESOLVED: The Assistant Clerk advised members that all pupils have now received a certificate in this year's school poster competition. We were also advised that all pupils were made up with the certificates this year from The Downs school**

### D) LOCAL COMPETITION

#### i) To receive a report detailing competition statistics.

**RESOLVED: The Assistant Clerk advised members that the exact number of commended certificates delivered is not feasible, as all members either delivered more than their allocation or returned some to the office. The Assistant Clerk would guess around 300. The Assistant Clerk also advised members that 24 gardens went through to the final**

#### ii) To offer feedback on this year's judging process, such as area designation, Categories, number of rounds and certificate distribution, and to make suggestions for improvement

All members agreed that the new competition category 'Wildlife Friendly' was greatly received by residents and councillors.

**RESOLVED: Mr R Oram suggested that next year the committee provides residents with 'Wildlife Friendly' guidelines to help promote this category**

iii) The Assistant Clerk suggested to members a bunch of flowers be sent to the RHS external Judge Mrs J Doulton a token of appreciation for assisting the committee remotely this year

**RESOLVED: Members agreed to this lovely gesture**

**RECOMMENDATION: That the Assistant Clerk purchases a bunch of flowers and has them delivered to Mrs J Doulton at a cost of up to £40.00**

**1402. ISSUES FOR INCLUSION ON NEXT AGENDA**

- a. Cllr D Thompson and Cllr D Symonds would like to add to the next agenda a new project at the Drill field including costings and plans
- b. Access road for Hawkshill
- c. Sponsorship of Planters.

**1403. DATE OF NEXT MEETINGS**

Zoom Online Walmer in Bloom meeting of Walmer Parish Council on Tuesday the 12<sup>th</sup> of January 2021 at 19:00

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The meeting closed at 20:05pm.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## WALMER PARISH COUNCIL

Minutes of the Zoom Online meeting of Walmer Parish Council Planning Committee held on Tuesday 13<sup>th</sup> of October 2020 at 7.00pm.

**Present: Councillors:**

- Cllr B Gardner
- Cllr J Lonsdale
- Cllr M Beard-Gould
- Cllr A Herring (Vice Chair)
- Mr R Styles (Conservation Warden)

**Officers present:**

- Sarah Plews (Planning Clerk)
- Joanne Watson (technical assistance)

### 4113. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Chairman Cllr J Murray, Vice Chairman Cllr A Herring will chair this meeting in his place

### 4114. DECLARATIONS OF INTEREST

There were no declarations of interest declared on this occasion

### 4115. OPENNESS AND TRANSPARENCY

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

### 4116. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting, held on Tuesday 29<sup>th</sup> of September 2020, were approved as a correct record, and will be signed by the Chairman at the earliest opportunity

### 4117. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

i) *Mins 4109*

viii) DOV/20/00841 - 18A Somerset Road Walmer

Variation of condition 2 (approved plans) of planning permission DOV/20/00349 to vary design (application under Section 73)

**RESOLVED:** - That the committee objects to the proposal for the following reasons:

a) The planning application itself is incomplete.

b) The plans provided within the application form under section 5 are not referred to correctly so councillors were unable to assess them fully

c) Therefore, members could not support an application they were unable assess correctly

**RESOLVED:** - **The Assistant Clerk has been advised by members, that after receiving correspondence from the Dover District council planning officer, they are still unable to support this application. The Assistant Clerk is to re submit members consultee comments for objecting to this application.**

**Cllr A Herring suggested that Cllr J Murray should write to DDC again regarding the lack of documents supplied within this application**

ii) *Mins 4110.*

Members considered an email regarding Betteshanger Planning Application (20/00419)

Members also discussed Betteshanger Planning Application (20/00419)

RESOLVED: - That Cllr B Gardner submits a response on behalf of Walmer Parish council Planning committee.

**RESOLVED: - Cllr B Gardner requested if the Assistant clerk had submitted his response to Friends of Betteshanger, the Assistant Clerk will on the 14<sup>th</sup> of October**

iii) *Mins 4111.*

Members received and discussed a report from Cllr A Herring regarding a NALC Tree Webinar she attended

RESOLVED: - Members thanked Cllr A Herring for such an inciteful interesting report

RECOMMENDATION:- That the Assistant Clerk signs up Walmer Parish Council as a Tree Charter Branch

**RESOLVED: - The Assistant clerk has signed up Walmer Parish Council as a Tree Charter Branch.**

#### **4118. PLANNING DECISIONS**

**i) DOV/20/00897 - Goodwins 18 Wellington Parade Walmer**

Erection of a dormer roof extension with glass balustrade to east elevation

***WPC: Positively Supported***

**DDC: GRANTED**

**ii) DOV/20/00841 - 18A Somerset Road Walmer**

Variation of condition 2 (approved plans) of planning permission DOV/20/00349 to vary design (application under Section 73)

***WPC: Objected***

**DDC: GRANTED**

**iii) DOV/20/00882 - 7A Station Cottages Station Drive Walmer**

Variation of Condition 2 (approved plans) of planning permission DOV/20/00289 to allow enlargement of approved extension (application under Section 73)

***WPC: Positively Supported***

**DDC: GRANTED**

#### **4119. PLANNING APPLICATIONS – NEW**

**i) DOV/20/01040 - Land On The South East Side Of Gladstone Road Walmer**

Pollard tree

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

**ii) DOV/20/01026 - 6 Greenacre Drive Walmer**

T1- Holm Oak Fell. Tree has evident signs of Squirrel damage around the canopy with a few declining branches. There is excessive shading on the property and neighbouring property, with a lot of leaf litter clogging cluttering and drains. Client wishes to plant a more suitable specimen in its place. (Sorbus Joseph Rock) has been suggested

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

**Members all agreed that they do not see any reason for the tree to be felled. However, members all agreed that a sensitive management plan be put into place to protect the tree**

**iii) DOV/20/00995 - 14 Trafalgar Drive Walmer**

London Plane - fell

**RESOLVED: - That the committee objects to the proposal for the following reasons:**

- i) TPO trees should only be felled if it is diseased or you have fears that it might break or fall**
- ii) Members agreed that the building developers deliberately set out to cause possible destruction of this TPO tree**
- iii) Insufficient oversight of Dover District Councils tree protection officer**
- iv) The arboriculturist report included within the application states that the tree shows good form and vitality.**
- v) Walmer Parish councils appointed tree warden advised members that there appears to be no safety issues from the tree.**

**iv) DOV/20/01116 – Camelot, 30 Blake Close**

G1 - three sycamores - reduce in height by a maximum of four metres

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

*(Cllr M Beard-Gould left the meeting at 19:58)*

**4120. DATE OF NEXT MEETING**

Tuesday 27<sup>th</sup> of October 2020

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The meeting closed at 20:10pm

Signed ..... Dated .....

## WALMER PARISH COUNCIL

Minutes of the Zoom Online meeting of Walmer Parish Council Planning Committee held on Tuesday 27<sup>th</sup> of October 2020 at 7.00pm.

**Present: Councillors:**  
 Cllr J Murray (Chairman)  
 Cllr B Gardner  
 Cllr J Lonsdale  
 Cllr M Beard-Gould  
 Cllr A Herring  
 Mr R Styles (Conservation Warden)

**Officers present:** Sarah Plews (Planning Clerk)  
 Joanne Watson (technical assistance)

**4121. APOLOGIES FOR ABSENCE**

There were no Apologies for absence

**4122. DECLARATIONS OF INTEREST**

There were no declarations of interest declared on this occasion

**4123. OPENNESS AND TRANSPARENCY**

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

**4124. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting, held on Tuesday 13<sup>th</sup> of October 2020, were approved as a correct record, and will be signed by the Chairman at the earliest opportunity

**4125. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**

Mins 4119 Cllr A Herring advised members that Mr D Broadfield (DDC tree officer) had replied to the letter that the planning committee had sent to him regarding the tree felling at Trafalgar Drive. If a protective fence surrounding the tree in question does not get erected as soon as possible, Cllr A Herring will contact the appropriate DDC Planning Enforcement officer.

**RESOLVED: Members wished to thank Cllr A Herring for her help and dedication in this agenda item.**

**4126. PLANNING DECISIONS**

**i) DOV/20/00922 - Episode Hawksdown Walmer**

Erection of two storey front/side extensions and front porch

**WPC: Positively Supported**

**DDC: GRANTED**

**ii) DOV/20/00938 - 57 Balfour Road Walmer**

Conversion of garage to habitable accommodation and insertion of a front window

**WPC: Positively Supported**

**DDC: GRANTED**

**iii) DOV/20/00701 - 29 Granville Road Walmer**

T1 and T2 Sycamores. Pollard to a height of approximately 9m and reshape as appropriate, matching height of adjacent pollarded Poplar. The trees are losing leaf early and appear to be suffering from a leaf miner. The reduction is to increase light to the property and to prevent them becoming too big for their situation.

*WPC: Positively Supported*

**DDC: GRANTED**

#### **4127. PLANNING APPLICATIONS – NEW**

##### **i) DOV/20/01120 – ‘Horizon’ 56 Wellington Parade Walmer**

Erection of single storey side and rear ground floor extensions (existing side extension to be demolished)

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

##### **ii) DOV/20/01125 - Site At Cross Road Deal**

Outline application for the erection of up to 100 dwellings (with landscaping, appearance, layout, and scale to be reserved)

**RESOLVED: That the committee objects to the proposal for the following reasons:**

**Members would like to oppose this application as per Walmer Parish Councils decision on the 13<sup>th</sup> of November 2019**

**a) The revised traffic safety plans make only minor improvements to traffic management in close vicinity to the development site. There is no fundamental change to any of the key traffic problems off the site. The additional traffic produced by the development still has to access the site via the Cross Road/St Richards Road junction or via the Cross Road/Ellen's Road junction which are single track roads. Ellen's Road turns into Station Road as it approaches the railway bridge and Sydney Road junction. While there is some small improvement to the traffic priority system on Ellen's Road, the problem is the narrowness of the roads generally and the lack of sight lines. Having looked at the extremely useful maps in the 2002 Local Plan, the site sits at the head of a dry valley along the bottom of which runs Ellen's Road. The dry valley flows into the Lydden valley at Sholden. Building on the site will increase surface run off, which will end up in Sholden. This valley should not be developed as it 1) is essential for surface drainage, 2) it is essential for the maintenance of the underlying aquifer, and 3) it forms a clear boundary to the urban area.**

**b) Members also agreed to uphold the original decision made by the Dover District Council planning committee, in the matter of this application. Whilst its important for officers to advise councillors on the possible legal liabilities, it is also appropriate for the Dover district Council officers to advise on the planning grounds and legal liabilities of a planning appeal by Gladman's in this matter. It is not satisfactory for those planning officers to say to elected members that they will refuse to defend the application decision made by elected members in this matter. If elected members require it, the Dover district council officers, should implement what they have been told to do. Elected members make decisions on all councils, officers implement those decisions**

iii) **DOV/20/01152 – ‘Ashdon’ Hawksdown Walmer**

T1 - Maple opposite ‘Whitstone’ - crown raise to five metres above highway

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

4128. Cllr J Lonsdale would like to suggest that in future meetings, instead of just objecting to planning application we are consulted on, members come up with an alternative proposal should Dover District Council disagree with members agreed decisions. Cllr J Lonsdale’s suggestion is to approach other town councils to see if a counter proposal could be put together to purchase farmland to create a community woodland. To try to prevent this land just being concreted over with mass housing being built. Cllr J Lonsdale suggested writing to other local town and parish councils to achieve a co-operation with this proposal and see if they share members’ interest.

**RESOLVED: That the committee agrees to a letter of possible cooperation be sent out to all local town and parish councils.**

4129. **DATE OF NEXT MEETING**

Tuesday 10<sup>th</sup> of November 2020

---

The meeting closed at 19:57pm

Signed .....

Dated .....



**Minutes of the meeting of the Finance & General Purposes Committee held at 7pm on Wednesday 14 October 2020 via Zoom Video Conference**

Present Councillors: M Eddy (Chairman), Mrs S Le Chevalier, P Heath, A Herring, J Murray & D Symons

**Officers Present:** Mrs K Holroyd (Clerk), and Mrs S Plews (Technical Support)

**1068. WELCOME AND APOLOGIES FOR ABSENCE**

**1069. DECLARATIONS OF INTEREST**

Cllr Mrs Le Chevalier declared an interest in item 5ii) (minute 1072) since she is a Friend of the Astor Theatre.

**1070. MINUTES OF THE PREVIOUS MEETING**

i) The minutes of the meeting held on Wednesday 17 June 2020 were approved as a true record and will be signed by the chairman at the next opportunity.

ii) The minutes of the extraordinary meeting held on Tuesday 23 June 2020 were approved as true record and will be signed by the chairman at the next opportunity.

**1071. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**

None

**1072. GRANTS**

i) Members received an update on the grant budget for 2020/21

**RESOLVED: Members agreed to note**

ii) Members received and considered a grant application from the Astor Theatre. James Tillitt, the theatre's manager attended the meeting and answered Councillors' questions.

**RECOMMENDATION: That a capital grant of £1000 be awarded to the theatre for its kitchen upgrade project.**

**1073. BUDGETS AND ACCOUNTS**

i) Members reviewed Council expenditure

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

ii) Members received and considered the bank reconciliation report as at 6 October 2020

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

#### 1074. DDC GRANT REQUEST FOR TOILETS

i) Members received a summary report from the Clerk.

**RESOLVED: Members agreed to note**

ii) Members received the outstanding request for assistance in the current year 2020/21

Members noted that although the toilets had been closed for the 78 days of lock down, and the paddling pool had not opened at all, DDC had still incurred certain costs. Any savings made due to the closure could not be passed on this year.

**RECOMMENDATION: That the grant be approved at a total cost of £38,537.99 to cover the four toilets and the paddling pool.**

iii) Members received the new request for the coming year 2021/22

**RESOLVED: That the Head of Assets and Building Control be asked to attend the next meeting on order that Councillors can discuss the proposal in detail.**

#### 1075. AUDIT AND FINACIAL MANAGEMENT

i) Ethical Banking. Members received and considered the report produced by Cllr Mrs Le Chevalier on behalf of the Climate Emergency Working Group.

**RESOLVED: That Cllr Mrs Le Chevalier be commended for an excellent report and the recommendations within it be approved.**

- **Close HSBC account and open a deposit account with Triodos**
- **Close the Lloyds account when it matures and open an account with TSB**
- **Keep the NatWest accounts as there is a good business case for having one bank you can “visit”**
- **Keep the current account with Unity Bank.**
- **Keep the current spread of accounts using the Co-operative Bank and NatWest deposit accounts.**

ii) Preferred contractors' policy

Members received and considered the updated policy

**RESOLVED: That the policy is fit for adoption.**

#### 1076. GOVERNANCE

i) **Health and Safety Policy**

Members received the Council's policy and considered whether is it still fit for purpose. Cllr Mis Herring was not happy with some of the wording.

**RESOLVED: That Cllr Miss Herring and the Clerk work on the document together and submit the updated copy to the council's insurer for approval.**

**ii) Equality and Diversity Policy**

Members received the Council's policy and considered whether it is fit for purpose. Cllr Miss Herring was not satisfied that the document up to date in its terminology. Other members warned against the dangers of unpicking a document which has been produced by professionals and may lose integrity if it is amended too much.

**RESOLVED: that the Clerk will verify the origins of the document and if appropriate will amend it slightly with Cllr Miss Herring to reflect current terminology.**

**1077. WEBSITE**

The Clerk reported that the working group had met the previous day and identified a list of changes to the new website. This has been sent to the developer and it is hoped that the new site can go live within a couple of weeks. In the meantime, the old site will be hosted by KCC until January 2021 and it will be maintained and kept up to date.

**1078. DATE OF NEXT MEETING**

Wednesday 25 November 2020 at 7pm

The Meeting closed at 7.46 pm

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

**WALMER PARISH COUNCIL  
HUMAN RESOURCES COMMITTEE**

Minutes of a meeting held on Thursday 22 October 2020 at 11 am via Zoom.

**Present:**

**Councillors:** Mrs M Beard-Gould, P St Ange, Miss A Herring, P Heath, J Murray & M Eddy

**Officer:** Mrs Kirsty Holroyd (Clerk)

**163. WELCOME AND APOLOGIES**

Apologies with reason were accepted from Cllr B Gardner

**164. DECLARATIONS OF INTEREST**

Cllr Eddy Declared a VAOI since he knows two of the candidates, Sue Morbey and Gerry Bearman in a personal capacity

**165. MINUTES**

The minutes of the meeting held on Wednesday 18 August 2020 were approved as a true record and duly signed by the chairman.

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

Minute 161 The Clerk was questioned about the external review. She had not received a brief from the councillors mentioned but she had contacted the identified two suitable companies. However both wanted to know both current and future plans for the council and would use this as a start point for the review. Since the possible office move is such a huge project and will have an enormous effect on staff it would seem prudent to wait for the outcome of the public consultation before starting the office review.

**167. CO-OPTION**

i) Members received the procedure document for information only

**RESOLVED: Members agreed to note.**

ii) Members received copies of the applicants' CVs. Each applicant was invited to join the Zoom meeting at a previously agreed time. Cllr Mrs Beard-Gould introduced each candidate to those present and then explained a little bit about Walmer Parish Council. She explained that the Council was forward thinking and innovative but that it depended on a certain amount of time and commitment from its councillors, not just attending meetings but working and supporting other councillors to meet the council's objectives. She asked each candidate to reflect upon the amount of time they were able to commit. She then asked each candidate the following three questions:

- Why do you want to be a Walmer Parish Councillor?
- From your knowledge of Walmer Parish Council, where do you see yourself adding most value?
- How many of the Parish Council's meetings have you attended?

Candidates were interviewed in the following order:

1. Charlie Weale
2. Gerry Bearman
3. Sue Morbey

4. Vernon Recas

**RESOLVED:** That all four candidates were suitable for consideration and that they should all be invited to the next Council meeting to give a short presentation before a vote is taken to fill the three vacancies.

*Due to the confidential nature of the rest of the business, this meeting was terminated, and Cllr Mrs Beard-Gould invited councillors to a private Zoom meeting fifteen minutes later.*

**168. STAFF SALARIES**

i) Members received a report from the Chairman and considered the recommendations therein.

**RESOLVED:** Members agreed to note

ii) Members received the 2020-21 NALC National Salary Award Scales.

**RECOMMENDATION:**

i) That the annual pay award of 2.7% be applied to all members of staff and back dated to April 2020.

ii) That the Administrative Assistant be moved two spinal points up the salary scale.

iii) That other salary decisions be deferred.

**169. DATE OF NEXT MEETING:** A further Zoom meeting to be held on Thursday 29 October if any other candidates come forward. A closing date of Tuesday 26 October to be declared.

.....  
Signature

.....  
Date

**Procedure for Co-option of new councillors – recommended by HR Committee October 2013 and approved by Council November 2013**

**Amended by Council 10 June 2015**

Once Dover District Council has informed us that the time for electors to call an election has passed the following procedure will be followed:

1. Press release to local press publicising vacancy.
2. All those local residents who have expressed an interest in becoming a councillor to be sent a letter informing them of the vacancy.
3. The Clerk calls a meeting of the HR Committee to review and amend the person specification as appropriate to the vacancy that has arisen
4. To those who show an interest the following pack is sent:
  - Covering letter (KH Skills for co-option)
  - NALC and Electoral Commission Booklet: All about Local Councils
  - Walmer PC structure
  - Consent to Nomination form
  - Calendar of meetings for the forthcoming year
  - Parish Council Budget for the current year
  - Map of Walmer Parish
  - Terms of Reference of committees where vacancy has arisen
5. Interested applicants are asked to return their Consent to nomination form, a CV and a covering letter to the Parish Office by a specified date.
6. After this date a second meeting of the HR Committee will establish whether the applicants are eligible.
7. Each applicant will be called for an informal interview by the HR Committee and the Clerk to ascertain eligibility and suitability. No recommendation will be made to Council
8. The covering letter and CV of all those candidates who wish their names to go forward and who are deemed suitable will be copied on purple paper (Confidential) to all councillors with the agenda for the subsequent Council meeting.
9. The vacancy will be discussed in open session and candidates will be invited to attend and give a short (3-4 minutes) presentation on why they wish to be a parish councillor.
10. A vote will be taken in line with Standing Orders 3t

**Voting on a question shall be by a show of hands or, if at least two members so request, by signed ballot. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

Additional items suggested by HR Committee June 4 2018 –*approved by Council 14 June 2018*

- Training to be provided.
- Council to be able to allocate new councillors to committees according to the requirements of the Council for the remainder of the financial year. After this a skills audit will be undertaken to allocate the most appropriate people to each committee in the new financial year.

Attach 8

## Clerk - Walmer Parish Council

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**Subject:** FW: Invoices 34588 & 32589 - Microsoft 365 Additional Licences and Setup  
**Attachments:** Q16630A - IT Support - Supply of Laptop.pdf

**From:** Admin - EDGE IT Systems <admin@edgeitsystems.com>  
**Sent:** 20 October 2020 15:52  
**To:** Clerk - Walmer Parish Council <clerk@walmercouncil.co.uk>  
**Subject:** RE: Invoices 34588 & 32589 - Microsoft 365 Additional Licences and Setup

Hi Kirsty,

Our recommendation would be a HP 250 Laptop, i5, 8GB Ram (Can expand that later if needed), 256SSD Drive and Windows 10 Professional.

I've attached a quote to purchase from us and we can ship it direct to you and would then charge one hours (Charged at £72) to get it all up and running for you.

If you have any further questions or queries, please either reply to this email or call our helpdesk on 02476 667 337.

Best regards

Craig

**Craig Shannon**  
IT Helpdesk Manager



**E-mail:** [craig@edgeITsystems.com](mailto:craig@edgeITsystems.com)

EDGE IT Systems Limited, Enterprise House, Courtaulds Way, Coventry, CV6 5NX, United Kingdom

**Office:** +44(0)24 7666 7337 **Website:** [www.edgeITsystems.com](http://www.edgeITsystems.com)

EDGE IT Systems Limited is a member of the EDGE IT Holdings (UK) Ltd group

**[Click Here](#)** for a live update on our service status for AdvantEDGE & Epitaph

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**EDGE IT Systems Limited**  
Enterprise House | Courtaulds Way | Coventry | CV6 5NX  
T: 024 7666 7337 | F: 024 7666 7657  
E: admin@edgeITsystems.com  
www.edgeITsystems.com

**TO** K. Holroyd, Clerk  
Walmer Parish Council  
8 The Strand  
Walmer  
Kent  
CT14 7DY

**Quote Date:** 20/10/20  
**Quote No:** Q16630A

## QUOTE

### IT Support - Supply of Laptop

- Supply of a HP 250 G7 Laptop, i5, 256SSD, 16Gb, Windows 10 Professional SKU Code: 14Z88EA#ABU
  - Including 8Gb additional memory to make 16Gb
  - Crucial 8GB DDR4 2400 MT/S 1.2V memory module 2400 MHz SKU Code: CT8G4SFS824A

| Details   | Qty | Unit Price | Net Amount |
|---|-----|------------|------------|
| <b>GOODS</b>  |     |            |            |
| HP 250 G6, i5, 256Gb SSD, 16Gb, Windows 10 Pro Laptop | 1   | £682.20    | £682.20    |
| Freight   | 1   | £5.00      | £5.00      |

Net Total £687.20  
VAT Total £137.44  
**Quote Total £824.64**

I the undersigned accept this quotation:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### TERMS

- Prices quoted are valid for 1 month from quote date
- Edge IT Systems Ltd. terms and conditions of sale apply & copies are available on request
- Extra terms and conditions for AdvantEDGE and Epitaph apply if these products are quoted

Please print, sign, scan/ email or fax the order.

**FINANCIAL REPORT for Council Meeting on 4 November 2020**

**The Responsible Financial Officer requests**

- a) That payments be authorised as detailed on payment list A attached dated 21 October 2020 (vouchers 128- 147)
- b) That income received this month be noted as on receipts list B dated 21 October 2020 (vouchers 22-23)
- 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 21 October 2020
  - ii) The bank reconciliation (D) along with the list of un-presented cheques and uncashed receipts dated 21 October 2020

Attach 9

### Walmer Parish Council PAYMENTS LIST

| Voucher Code                 | Date       | Minute | Bank                  | Cheque No | Description                   | Supplier           | VAT Type | Net             | VAT           | Total           |
|------------------------------|------------|--------|-----------------------|-----------|-------------------------------|--------------------|----------|-----------------|---------------|-----------------|
| 128 Walmer in Bloom          | 05/10/2020 |        | Unity Bank            | 96041249  | Watering, feeding, deadheadir | Chapman Landscapes | E        | 649.20          | 0.00          | 649.20          |
| 129 Walmer in Bloom          | 05/10/2020 |        | Unity Bank            | 239952897 | W/inter planting              | Mary Shorten       | E        | 18.00           | 0.00          | 18.00           |
| 130 Climate emergency        | 05/10/2020 |        | Unity Bank            | 644615905 | Annual Licence                | Ethical Consumer   | L        | 28.52           | 1.43          | 29.95           |
| 131 General and Office costs | 05/10/2020 |        | Unity Bank            | 91541737  | Quarterly fees                | Unity Bank         | E        | 25.65           | 0.00          | 25.65           |
| 132 General and Office costs | 05/10/2020 |        | Unity Bank            | dd        | Corporate credit card         | Lloyds Bank        | E        | 76.97           | 0.00          | 76.97           |
| 133 General Funds b/fwd      | 07/10/2020 |        | Unity Bank            | 891197292 | new planter                   | Plantscape         | S        | 235.00          | 47.00         | 282.00          |
| 134 General and Office costs | 07/10/2020 |        | Unity Bank            | 376338417 | Mileage                       | Assistant Clerk    | E        | 10.58           | 0.00          | 10.58           |
| 135 Payroll Processing       | 07/10/2020 |        | Unity Bank            | 155620556 | Payroll processing charge     | Batchelor Coop     | S        | 138.00          | 27.60         | 165.60          |
| 136 Salaries and pension     | 07/10/2020 |        | Unity Bank            | 333224890 | Staff pension                 | KCC LGPS           | E        | 834.46          | 0.00          | 834.46          |
| 137 Salaries and pension     | 07/10/2020 |        | Unity Bank            | 6236035   | October salary                | Clerk              | E        | 1,435.56        | 0.00          | 1,435.56        |
| 138 Salaries and pension     | 07/10/2020 |        | Unity Bank            | 406431020 | October salary                | Assistant Clerk    | E        | 960.13          | 0.00          | 960.13          |
| 139 Salaries and pension     | 07/10/2020 |        | Unity Bank            | 684695571 | October salary                | Admin assistant    | E        | 446.23          | 0.00          | 446.23          |
| 140 Salaries and pension     | 07/10/2020 |        | Unity Bank            | 532916999 | Tax and NI October salaries   | HMRC               | E        | 312.04          | 0.00          | 312.04          |
| 141 General and Office costs | 07/10/2020 |        | Unity Bank            | dd        | Corporate credit card         | Lloyds Bank        | E        | 169.77          | 0.00          | 169.77          |
| 142 General and Office costs | 12/10/2020 |        | Natwest Current Accou | dd        | Office Electricity            | Npower             | L        | 131.43          | 6.57          | 138.00          |
| 143 General and Office costs | 20/10/2020 |        | Unity Bank            | 387063792 | Annual Licence                | Scribe 2000        | S        | 385.00          | 77.00         | 462.00          |
| 144 IT                       | 20/10/2020 |        | Unity Bank            | 428815746 | annual fees new email         | EDGE I.T           | S        | 37.60           | 7.52          | 45.12           |
| 145 IT                       | 20/10/2020 |        | Unity Bank            | 616198577 | Annual Licence                | EDGE I.T           | S        | 971.28          | 194.26        | 1,165.54        |
| 146 IT                       | 20/10/2020 |        | Unity Bank            | 616198577 | new email set up              | EDGE I.T           | S        | 60.00           | 12.00         | 72.00           |
| 147 Walmer in Bloom          | 21/10/2020 |        | Unity Bank            | 964415919 | Watering, feeding, deadheadir | Chapman Landscapes | E        | 851.50          | 0.00          | 851.50          |
| <b>Total</b>                 |            |        |                       |           |                               |                    |          | <b>7,776.92</b> | <b>373.38</b> | <b>8,150.30</b> |

**Walmer Parish Council**  
**RECEIPTS LIST**

| Voucher Code         | Date       | Minute | Bank         | Receipt No | Description   | Supplier     | VAT Type | Net         | VAT         | Total       |
|----------------------|------------|--------|--------------|------------|---------------|--------------|----------|-------------|-------------|-------------|
| 22 Interest payments | 30/09/2020 |        | HSBC Bond    | bacs       | Bank interest | HSBC         | E        | 0.64        | 0.00        | 0.64        |
| 23 Interest payments | 12/10/2020 |        | Natwest SIBA | bacs       | Bank interest | NatWest Bank | E        | 0.10        | 0.00        | 0.10        |
| <b>Total</b>         |            |        |              |            |               |              |          | <b>0.74</b> | <b>0.00</b> | <b>0.74</b> |

**Walmer Parish Council**  
**Summary of Receipts and Payments**  
**Summary - Cost Centres Only**

| Cost Centre               | Receipts          |                   |               | Payments          |                  |                | Net Position         |
|---------------------------|-------------------|-------------------|---------------|-------------------|------------------|----------------|----------------------|
|                           | Budgeted          | Actual            | Variance      | Budgeted          | Actual           | Variance       | +/- Under/over spend |
| Administration            |                   | 0.60              | 1             | 27,420.00         | 10,713.42        | 16,707         | 16,707               |
| Allotments                | 2,000.00          | 250.00            | -1,750        | 1,000.00          | 588.08           | 412            | -1,338               |
| Audit Fees                |                   |                   |               | 1,200.00          | 781.50           | 419            | 419                  |
| Bank Interest             | 1,000.00          | 34.74             | -965          |                   |                  |                | -965                 |
| Climate emergency         |                   |                   |               | 750.00            | 28.52            | 721            | 721                  |
| Election Expenses         |                   |                   |               | 1,000.00          |                  | 1,000          | 1,000                |
| Events                    | 5,650.00          | 550.00            | -5,100        | 7,300.00          | 646.22           | 6,654          | 1,554                |
| Grants and Donations      |                   | 400.00            | 400           | 5,000.00          | 1,200.00         | 3,800          | 4,200                |
| Hawkshill Management Plan |                   |                   |               |                   |                  |                |                      |
| Land Management           | 972.00            | 823.09            | -149          | 7,900.00          | 258.50           | 7,642          | 7,493                |
| Office premises           |                   |                   |               | 412.00            |                  | 412            | 412                  |
| Precept                   | 162,545.00        | 162,545.00        |               |                   |                  |                |                      |
| Professional and Legal    |                   |                   |               | 1,675.00          | 1,596.27         | 79             | 79                   |
| Projects and Activities   | 100.00            |                   | -100          | 58,300.00         | 13,565.40        | 44,735         | 44,635               |
| Publicity and Promotion   |                   | 140.00            | 140           | 1,800.00          | 592.00           | 1,208          | 1,348                |
| Quadrennial tree survey   |                   |                   |               | 3,000.00          |                  | 3,000          | 3,000                |
| Staff Salaries, PAYE, NI  |                   |                   |               | 52,000.00         | 28,200.05        | 23,800         | 23,800               |
| Stony Path                |                   |                   |               | 8,875.00          | 450.00           | 8,425          | 8,425                |
| Tree planting             |                   |                   |               | 5,742.00          |                  | 5,742          | 5,742                |
| Unallocated               |                   | 1,122.75          | 1,123         | 6,500.00          | 1,479.37         | 5,021          | 6,143                |
| VAT Repayments            |                   |                   |               |                   |                  |                |                      |
| <b>NET TOTAL</b>          | <b>172,267.00</b> | <b>165,866.18</b> | <b>-6,401</b> | <b>189,874.00</b> | <b>60,099.33</b> | <b>129,775</b> | <b>123,374</b>       |

|                            |  |                   |  |  |                  |  |  |
|----------------------------|--|-------------------|--|--|------------------|--|--|
| Total for ALL Cost Centres |  | 165,866.18        |  |  | 60,099.33        |  |  |
| V.A.T.                     |  | 3,524.85          |  |  | 1,688.76         |  |  |
| <b>GROSS TOTAL</b>         |  | <b>169,391.03</b> |  |  | <b>61,788.09</b> |  |  |

## Walmer Parish Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

|          |   |           |                   |
|----------|---|-----------|-------------------|
|          | <b>Bank Reconciliation at 21/10/2020</b>            |           |                   |
|          | Cash in Hand 01/04/2020                             |           | 261,376.28        |
|          | <b>ADD</b><br>Receipts 01/04/2020 - 21/10/2020      |           | 169,391.03        |
|          |   |           | 430,767.31        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2020 - 21/10/2020 |           | 61,788.09         |
| <b>A</b> | <b>Cash in Hand 21/10/2020</b><br>(per Cash Book)   |           | <b>368,979.22</b> |
|          | Cash in hand per Bank Statements                    |           |                   |
|          | Cash 04/05/2020                                     | 0.00      |                   |
|          | HSBC Bond 30/09/2020                                | 75,314.41 |                   |
|          | Natwest SIBA 12/10/2020                             | 10,895.64 |                   |
|          | Lloyds 04/05/2020                                   | 76,613.48 |                   |
|          | Co-operative Bank 09/04/2020                        | 75,192.86 |                   |
|          | Natwest Current Account 12/10/2020                  | 77,031.32 |                   |
|          | Unity Bank 05/10/2020                               | 64,962.23 |                   |
|          |   |           | <b>380,009.94</b> |
|          | Less unrepresented payments                         |           | 11,030.72         |
|          |   |           | 368,979.22        |
|          | Plus unrepresented receipts                         |           | 0.00              |
| <b>B</b> | <b>Adjusted Bank Balance</b>                        |           | <b>368,979.22</b> |
|          | <b>A = B Checks out OK</b>                          |           |                   |

**Walmer Parish Council**  
**Uncashed payments/transfers out (All banks)**  
**(Upto 21/10/2020)**

| Voucher           | Date       | Cheque No. | Description                     | Total            | Bank                    |
|-------------------|------------|------------|---------------------------------|------------------|-------------------------|
| 85                | 03/08/2020 | 2696664    | light panels                    | 335.63           | Unity Bank              |
| 87                | 03/08/2020 | 899577629  | Training                        | 42.00            | Unity Bank              |
| 88                | 03/08/2020 | 823879411  | Training                        | 84.00            | Unity Bank              |
| 115               | 14/09/2020 | dd         | Office photocopier              | 405.88           | Natwest Current Account |
| 118               | 23/09/2020 | dd         | Office water - 8 the Strand     | 29.83            | Natwest Current Account |
| 119               | 29/09/2020 | 326064215  | adjustments to chairman's chain | 12.62            | Unity Bank              |
| 120               | 29/09/2020 | 664340751  | Buildings insurance             | 152.82           | Unity Bank              |
| 121               | 29/09/2020 | 390479721  | Office Rent                     | 1,500.00         | Unity Bank              |
| 122               | 29/09/2020 | 589674588  | alarm repair                    | 21.60            | Unity Bank              |
| 123               | 29/09/2020 | 717520169  | Volunteer support warden        | 585.00           | Unity Bank              |
| 124               | 29/09/2020 | 565781596  | sundries for window             | 7.47             | Unity Bank              |
| 125               | 29/09/2020 | 715869175  | Finance and Legal Conference    | 60.00            | Unity Bank              |
| 126               | 29/09/2020 | 77483042   | Window cleaner                  | 10.00            | Unity Bank              |
| 127               | 29/09/2020 | 575262861  | Clerk's Conference              | 60.00            | Unity Bank              |
| 129               | 05/10/2020 | 239952897  | Winter planting                 | 18.00            | Unity Bank              |
| 130               | 05/10/2020 | 644615905  | Annual Licence                  | 29.95            | Unity Bank              |
| 133               | 07/10/2020 | 891197292  | new planter                     | 282.00           | Unity Bank              |
| 134               | 07/10/2020 | 376338417  | Mileage                         | 10.58            | Unity Bank              |
| 135               | 07/10/2020 | 155620556  | Payroll processing charge       | 165.60           | Unity Bank              |
| 136               | 07/10/2020 | 333224890  | Staff pension                   | 834.46           | Unity Bank              |
| 137               | 07/10/2020 | 6236035    | October salary                  | 1,435.56         | Unity Bank              |
| 138               | 07/10/2020 | 406431020  | October salary                  | 960.13           | Unity Bank              |
| 139               | 07/10/2020 | 684695571  | October salary                  | 446.23           | Unity Bank              |
| 140               | 07/10/2020 | 532916999  | Tax and NI October salaries     | 312.04           | Unity Bank              |
| 141               | 07/10/2020 | dd         | Corporate credit card           | 169.77           | Unity Bank              |
| 143               | 20/10/2020 | 387063792  | Annual Licence                  | 462.00           | Unity Bank              |
| 144               | 20/10/2020 | 428815746  | annual fees new email           | 45.12            | Unity Bank              |
| 145               | 20/10/2020 | 616198577  | Annual Licence                  | 1,165.54         | Unity Bank              |
| 146               | 20/10/2020 | 616198577  | new email set up                | 72.00            | Unity Bank              |
| 147               | 21/10/2020 | 964415919  | Watering, feeding, deadheading  | 851.50           | Unity Bank              |
| 210               | 03/12/2019 | 4362       | Councillors' Allowances         | 420.00           | Natwest Current Account |
| 302               | 06/03/2019 | 4346       | WIB Plants                      | 43.39            | Natwest Current Account |
| <b>Total-----</b> |            |            |                                 | <b>11,030.72</b> |                         |