

**PETHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING**  
**HELD ON 14<sup>TH</sup> JUNE 2018**

In attendance were Cllrs Mrs Spratt, Patrick, Warden and Mrs Knox.

**1. Apologies for Absence**

Apologies were received from Cllrs Clark, Mrs Sewell and Mrs Obry. The Parish Clerk also sent her apologies and requested the Chairman to explain her current predicament which prevented her from attending

**2. Declarations of Interest and Update to Disclosable Pecuniary Interests Register**

Cllr Mrs Spratt declared an interest in item 4i financial payments.

**3. To approve the Minutes of the last Meeting and Matters Arising**

The minutes of the meeting held on 17<sup>th</sup> May 2018 were approved and signed by the Chairman as a true and correct record.

**4. Financial Matters**

(i) The following payments were approved:

Scottish & Southern Electric	£	55.64	St Light Energy – May DD
Streetlights	£	49.50	Repair to light 30
Parochial Church Council	£	700.00	Ground Maintenance Grant
Carol Castle	£	200.00	Internal Audit
L. Spratt	£	56.41	APM Refreshments
M. Harris	£	75.00	Computer Repairs
HMRC	£	74.60	PAYE
Parish Clerk	£	36.51	Stationery & Expenses

(ii) Computer, Website and email address

It was explained that due to a windows 10 update causing a national problem, the clerk's computer was affected, as a result all data since 2015 including emails, addresses, files etc has been lost and cannot be retrieved. Professional help had to be used to reinstate the system, therefore the clerk has split the bill for the repairs. Members must now use the [clerk@pethamparishcouncil.org](mailto:clerk@pethamparishcouncil.org) to contact the Clerk.

(iii) GDPR Update

This matter is ongoing

(iv) Insurance

Members approved the action of the clerk in consultation with the Chairman in accepting a Came and Company three year contract in the sum of £763.85PA (less 5% each subsequent year)

(v) Cricket Ground Lease and Insurance

Following further conversations with our insurers, we are informed that our public liability insurance only covers events that the Parish Council put on at the cricket ground. However, we are covered should an accident occur as a result of our negligence, which would have to be proven. Our insurance does not cover the cricket team, matches, or any other body putting on an event – with or without our permission.

Unfortunately the licence needs to be amended as it should not stipulate 'The licence shall be in the personal name of (a Councillor) for and on behalf of the Parish Council' as its inclusion places the Councillor in the awkward position of having to declare an interest. The clerk has already spoken with Strutt & Parker regarding the possible change.

As previously mentioned, it is imperative that the funding is controlled by the Parish Council in its own bank account.

In order to make our insurance valid, we would need to do weekly checks on the cricket ground in addition to the recreation area.

(vii) Approval of the Draft Level of Reserves and Payments Sheet was deferred to the next meeting

**5. Planning Matters**

- (i) 18/00955 Sappington Court, Garlinge Green Road, Garlinge Green, Petham  
Application for Listed Building consent for replacement of existing metal and timber windows with timber windows. No objection
- (ii) 18/00978 Sappington Court, Garlinge Green Road, Garlinge Green, Petham  
Application for listed building consent for proposed single-storey rear extension following demolition of existing conservatory. No objection
- (iii) A resident drew the Parish Council's attention to the development of a building in Denge Woods that appears to be available for let. A member to investigate and confirm whether this is the approved application for a wooden storage building for housing tools and quad bikes and will report this to Enforcement Officer at the Planning Authority. The findings and response to be reported at the next meeting.

**6. Planning Decisions by CCC**

There were no planning decisions

**7. Highways**

- Member noted the placement by CCC Contractors of a bollard on the North eastern corner of the Green at Garlinge Green. A member suggested that reflection tape is placed around the bollard as it is close to the road.
- Following a request from a Parishioner, the Clerk to write to a resident re the cutting down of the nettles on the verge in Church Lane.

**8. Recreation Ground**

- The April and May Serco reports both mention the latch on the gate to the play area being broken thereby stopping closure of the gate. When the Clerk mentioned this last month, members notified her that it had been repaired. The Chairman to inspect the gate.
- A member is to report the blocked drain in Church Lane.

**9. To consider roll of Councillors.**

Finance: The Chairman  
Planning: Cllr Mrs Knox  
Garlinge Green: Cllr Mrs Knox  
Stone Street & Highways: Cllrs Patrick and Warden  
Defibrillator Monitoring: Cllr Patrick.  
The remainder to be discussed at the next meeting.

**10. Correspondence, publications and other matters of importance**

**11. Confirmed the date of the next Parish Council meeting as 12<sup>th</sup> July 2018 7.30pm**

Signed.....Date.....