

**PETHAM PARISH COUNCIL**  
**MINUTES OF THE MEETING HELD ON 17<sup>th</sup> MAY 2018**

In attendance were Cllrs Mrs Spratt, Clark, Patrick, Warden, Mrs Knox, Mrs Sewell and the Parish Clerk.

**1. Election of Chairman and Vice Chairman for the year 2018-2019**

It was proposed and seconded that Cllr Linda Spratt be appointed as Chairman and Cllr Norman Clark Vice Chairman for the year 2018-2019. On being put to the vote the motion was carried.

**2. Apologies for Absence**

Cllr Mrs Obry

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

Cllr Mrs Spratt declared an interest in item 6ii Payments

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

The minutes of the meeting held on 19<sup>th</sup> April were approved and signed by the Chairman as a true and correct record.

**Item 5 Recreation Ground:** The clerk has queried with the grass maintenance contractors their claim that they mowed the grass inside the fenced area last year. A reply is awaited

**Item 8 Reply from PCC re Grant:** In response to a number of questions, the PCC explained:

- 1) That irrespective of beliefs anyone living in the village is eligible to be buried in the Churchyard.
- 2) Much of the work is carried out by volunteers other than grass cutting and tree cutting.
- 3) Finance assistance towards Churchyard costs comes from voluntary donation and statutory Parochial fees charged for burials, interment of ashes and the erection of monuments, in addition to the voluntary grant of £700.00 received annually from the Parish Council.
- 4) A copy of the year end accounts is available for viewing in the Church but the Parish Council may have a copy if they wish.

It was proposed and seconded that the 2018-19 voluntary grant of £700 be given this year towards the upkeep of the Burial Ground. On being put the motion was carried.

**5. To consider Councillors Responsibilities**

The Clerk explained that this is a standard item on most Parish Councils Annual General Meeting agenda, but due to the vast turnover of members at the last election, she had let it lapse in order for new members to familiarise themselves with council procedures.

The Clerk further explained that following her absence she now really feels that members should be taking responsibility for some PC activities. For example there have been no play area reports since the one from Cllr Knox in December and that was the first for some time. Perhaps Cllr Patrick can continue with the Stone Street issue and highway issues, another member could check out the numerous surveys received on line, Cllr Knox could look after Garlinge Green matters and perhaps three members could take over planning issues, this may require a visit to the applicants premises and may help during discussion at meetings. If Cllr Clark is prepared to take over Maintenance checks (much the same as he does now) that would be a great help. It was agreed that this item be placed on the next agenda.

It was proposed and seconded and the motion carried that the Parish Clerk is appointed as the Proper Officer and the Responsible Financial Officer (RFO) of the Parish Council.

**6. Financial Matters**

(i) Annual Insurance for 2018-19

The clerk explained that she is still awaiting Came & Co to come back to her with an amended quotation following their request for a copy of the Cricket Ground License.

(ii) A letter from Streetlights advised of an increase of 3% in maintenance charges. Members agreed to the increase for the next six months but in the meantime make enquiries with other maintenance suppliers for a new quotation.

(iii) The following invoices were approved:

Scottish & Southern Electric	£	50.76	St Light Energy April – DD
Streetlights	£	117.30	Repair to street light
Streetlights	£	723.96	Half year Maintenance Fee
McCabe Ford Williams	£	258.00	Operation of PAYE
Came & Co	£	TBA	National Insurance
L. Spratt	£	18.00	Travel Expenses – April
HMRC	£	78.40	PAYE - May
Parish Clerk	£	37.20	Stationery & Expenses

(iv) To consider increase in street light energy charges

Due to the pressure of work the Clerk has not managed to deal with this item.

(v) To resolve issues carried over from the last meeting on the cricket ground license

The clerk advised that a copy of the lease/license has been sent to our Insurance Company to ensure the correct issues are covered, irrespective of who is paying for it as it comes under the name of Petham Parish Council.

The clerk then advised on other issues carried over from the last meeting.

Bank Account

It was proposed and seconded that a bank account is opened in the name of Petham Parish Council Kenfield Cricket Ground. All cheques to be signed by any two signatories of the Parish Council. On being put the motion was carried.

The License has been amended with two signatures and a copy sent to the Land Agents.

The Clerk explained that due to the issue of a councillor's ongoing involvement in the management and maintenance of the cricket ground places him in a position of having to declare an interest on every occasion the cricket ground is discussed.

(vi) Progress on new GDPR regulations

The clerk advised that at least three issues need to be dealt with urgently and that it is important we consider our privacy policy, we arrange for wording for the privacy notice on our email communications and to draft a contact consent form.

The Chairman had also carried out some research and provided a data spread sheet on which to list our progress, she stated that members email addresses need to be amended to that similar to the clerks and advised that the tabled amendment that PC's should not require a Data Protection officer was carried by parliament, however this is yet to be approved by the Lords.

The Chairman will source out a draft policy and wording for a consent form.

(vii) Annual Governance and Accountability Return 2017-18 - Certificate of Exemption

The new regulations no longer require Smaller Authorities with an income or payments of less than £25000.00 to submit their papers to the External Auditor unless circumstances require this. Members approved the Certificate of Exemption of the Annual Governance & Accountability Return.

(viii) Internal Auditors Report

Members noted the Internal Auditors Report, there were no matters arising.

(ix) Section 1 – Annual Governance Statement & Accountability Return 2017-2018

Members read and approved Section 1 Annual Governance Statement 2017-18 of the Annual Governance and Accountability Report 2017-18.

(x) Section 2 – Accountability Return 2017-2018

Having agreed the figures, members approved Section 2–Accountability Return 2017/18.

It was noted that the period for inspection of the accounts by the public commences on 4<sup>th</sup> June 2018 and finishes on 13<sup>th</sup> July 2018. Working days only. The notices will be placed on the web.

## 7. 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. As response is not required until 16 June it was agreed to defer

(ii) 18/00976 Sappington Court, Garlinge Green Road, Garlinge Green, Petham

Application for listed building consent for proposed single-storey rear extension following demolition of existing conservatory. To respond as above

(iii) Canterbury District Green Infrastructure Strategy 2018-2031 Consultation

The above report can be viewed on the website [www.canterbury.gov.uk/consultations](http://www.canterbury.gov.uk/consultations) and

responses on <http://canterbury-consult.objective.co.uk/portal> by 22 June 2018

(iv) 17/01917/AS Thruxted Mill, Penny Pot Lane, Godmersham

An email was received from a private planning consultant to the above application – which is still to be determined due to further ecological survey work. The communication asked that under a S106 agreement whether Petham Parish Council has a list of projects towards which it is seeking contributions from projects such as the Penny Pot Lane application. The applicant is keen to work with the local community and is happy to consider specific projects.

Following a mixed discussion it was proposed and seconded that whilst we strongly object to the application we would wish to be considered for S106 finance towards a project should the application be successful. On being put the motion was carried three for, two against and one abstention.

## **8. Planning Decisions Granted by CCC**

(i) 18/00291 Marble Barn, Church Lane, Petham.

Proposed single-storey detached garage together with external alterations including insertion of doors and windows and erection of wall to existing garage.

## **9. Recreation Ground**

A quotation was received for a number of works as follows:

Climbing rope repair 15.00. Clean and spray path with a pre emergence weed killer £60.00. Spray under wire on dog proof fencing with pre emergence weed killer £25.00. Grind rust from childrens climbing frame, repaint fully including swing safety barriers £285.00. Remove weed and tidy newly planted village bank (Gardeners Plot) £40.00.

Total cost of all works including materials £425.00. It was proposed, seconded and the motion carried, acceptance of the quotes.

## **10. Highways - Highway issues on Stone Street B2068**

A Councillor has been frequently asked whether there is any progress on addressing the speeding problem on Stone Street. Agreed to ask the question of our KCC Cllr at the APM.

## **11. Correspondence, publications and other matters of importance**

## **12. Confirmed the date of the next Meeting as 14<sup>th</sup> June 2018**

*The meeting closed at 7.20pm*

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