

**PETHAM PARISH COUNCIL**  
**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 9<sup>TH</sup> MAY 2019**

Prior to the meeting all members present signed the Declaration of Acceptance of Office and Agreement to Abide by the Code of Practice.

In attendance were Cllrs Mrs Spratt, Warden, Clark, Mrs Obry, Nason and the Parish Clerk  
Apologies were received from Cllr Mrs Knox

**1. To Appoint. Chairman and Vice Chairman for the Municipal Year 2019-2020**

It was Proposed and seconded that Cllr Linda Spratt be appointed as Chairman and Cllr Norman Clark as Vice Chairman for the forthcoming year 2019-2020. On being put the motion was carried. The Chairman then took the chair and welcomed members to the meeting.

**2. Declarations of Interest and completion of the Declarations of Pecuniary Interest.**

All members had been provided with a copy of the Declaration of Pecuniary Interests and were reminded that these have to be returned to the City Council Monitoring Office via the Clerk within 28 days of being elected.

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

The minutes of the meeting held on 11<sup>th</sup> April were approved and signed by the Chairman as a true and correct record.

**Item 10 Ashton Villas:** The Clerk has spoken again to the East Kent Housing Association regarding the unkempt land at the rear of one of the properties, but they refused to deal with it unless we had specific written instructions from the tenants to deal with this on their behalf.

**Item 10 Parking:** The Clerk has written to the owners of the vehicle which is frequently parked on the double yellow lines in Town Road.

*Due to the late arrival of the insurance renewal and its urgency, the Chairman permitted discussion on item 4i*

**4. Financial Matters**

(i) Insurance Renewal:

Having only received the insurance renewal notice the previous day, which is due for payment by 1<sup>st</sup> June 2019, there was very little time for members to fully read and digest the information other than to compare the three quotations, it was therefore proposed and seconded that we accept the Inspire quotation in the sum of £810.54 which includes a three year contract offering a 5% reduction. This motion is subject to members reading the document and are thoroughly satisfied that we are well covered.

(ii) The following payments were approved:

Scottish & Southern Electric	£ 53.90	St Light Energy –April
KALC	£ 301.68	Annual Subscription
Came & Company	£ 810.54	Insurance Renewal
McCabe Ford Williams	£ 264.00	Operation of PAYE 2018-19
HMRC	£ 91.60	PAYE
Streetlights	£ 745.67	Half Year Maintenance
Parish Clerk	£ 41.38	Expenses & Stationery – April/May

(iii) Annual Audit Certificate of Exemption

The Clerk explained that 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.

(iv) Section 1 – Annual Governance Statement & Accountability Return 2018-2019

Having read through Section 1 Annual Governance Statement it was proposed and seconded and the motion carried that the Parish Council has followed the correct procedures. The Chairman and RFO then signed Section 1

(v) End of Year Accounts 2018-2019

Having been through the detailed figures at the last meeting it was confirmed acceptance of the End of Year Accounts, the Payment Sheet, the Kenfield Ground Payment Sheet and the Balance Sheet as at the year ending 31st March 2019

(vi) Section 2 – Accountability Return 2018-2019

The Clerk then took members through the boxed figures which compare the differences between the previous and this year. She also explained the Audit Variation figures that she is required to produce. Having agreed the figures, it was proposed and seconded approval of Section 2–Accountability Return 2018/19. On being put the motion was carried.

The Clerk advised that all papers relating to the Annual Audit are required to be publicised and placed on our website by 1<sup>st</sup> July. All that remains is the Internal Auditors Report..

The Chairman and RFO then signed all the appropriate documents.

(vii) Members noted receipt of £13317.00 Precept and £2981.60 Concurrent Functions Funding for the year 2019-2020.

(viii) The Clerk informed members that approval has been given for the 2018-2020 estimates of just below £3000.00 for running and upkeep of Kenfield Cricket Ground.

(ix) Improving Air Quality in Canterbury.

A further request has been made by Kent Environmental Community Network for funding towards a hearing before the Supreme Court. As we have supported KECN’s legal challenge previously, it was agreed to offer £250.00 in this final bid.

(x) To consider playground quotation

Members accepted a Serco quotation in the sum of £218.50 plus VAT for the cleaning of the soft surfaces, the frog, swing seats and renewing the basketball net with a chain net.

(xi) Quotations for Kenfield Cricket Ground

Members accepted a quotation of £660.00 from a local contractor to construct a 12m X 12m boules pitch.

## 5. Planning Matters

(i) CA//19/00647/MIN Flaxland Cottage, Garlinge Green Road, Garlinge Green, Petham

Non-material amendment to planning permission CA/18/00647/FUL for proposed use of detached two-storey garage as ancillary accommodation; to allow additional dormer to North West elevation. On checking the planning web this application is listed as withdrawn.

(ii) 19/00806/FUL Flaxland Cottage, Garlinge Green Road, Garlinge Green, Petham

Proposed use of detached two-storey garage as ancillary accommodation. No objection.

## 6. Planning Decisions

(i) 19/00331 Little Swarling, Watery Lane, Petham

Proposed single-storey detached dwelling with accommodation in the roof space.

Application Refused by CCC

(ii) 19/00446 Court Lodge Farm, Church Lane, Petham

Proposed boundary fence with pedestrian gate. Granted by CCC

(iii) 19/00354/LB Court Lodge, Church Lane, Petham

Application for listed building consent for external alterations to boundary treatment.

Withdrawn.

(iv) 19/00450/FUL 1, Waddenhall Farm Barn, Wadden Hall, Petham

Proposed single-storey rear extension with porch to side following demolition of existing conservatory. Granted by CCC

## 7. Co-option of Councillor

As there were insufficient candidates for election, it was agreed to advertise the vacancy on the notice boards and website – anyone interested to contact the Parish Clerk by 5<sup>th</sup> June 2019 and co-option will take place at the June meeting. As this follows an uncontested election we do not need to involve the City Council Electoral Department.

## 8. To confirm date of the next Meeting as 13<sup>th</sup> June 7.30pm

Signed.....Dare.....