

PETHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON LINE
ON THURSDAY 11TH JUNE 2020 11AM
The meeting was held remotely via Zoom.
No members of the public requested to observe the meeting

In attendance were Cllrs Mrs Spratt, Norman, Mrs Knox, Mrs Obry, Nason, Patrick (part of the meeting due to difficulties accessing Zoom) and the Parish Clerk.

1. Apologies for Absence

There were no apologies for absence

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

Cllr Mrs Spratt declared an interest in item 4i Finance Payments and Cllr Norman declared an interest in several payments in item 4i Finance Payments.

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

The minutes of the meeting held on 14th May 2020 were approved and signed by the Chairman as a true and correct record.

Item 5 Website: The webmaster has offered to attend a meeting any time in the morning to suit us. It was agreed to hold a remote meeting at 11am on 18th June 2020.

4. Financial Matters

(i) To approve payments as follows:

Scottish & Southern Electric	£ 18.77	St Light Energy – May DD
Cllr Norman Clark	£ 74.05	B&Q Pavilion Repairs Equipment KG
Cllr Norman Clark	£ 141.13	Equipment for Kenfield Pavilion KG
Cllr Norman Clark	£ 185.00	Two New Mower Tyres KG
Cllr Norman Clark	£ 14.39	Zoom Fee - Meeting
Cllr Norman Clark	£ 61.07	Jewson Standard Wallboard KG
Cllr Norman Clark	£ 476.45	B&Q Kitchen Units KG
Cllr Norman Clark	£ 277.00	Worktop Express, Kitchen Worktop KG
Cllr Mrs Spratt	£ 18.00	Travel Expenses
HMRC	£ 89.40	PAYE which includes back pay from April
Parish Clerk	£ 17.26	Expenses & Stationery

(ii) Members approved the Draft Level of Reserves for the current financial year 2020-2021

PETHAM PARISH COUNCIL

Draft Level of Reserves as at 1st May 2020

Balance B/Fwd 01.04.18	34026.99
Income Received to Date	
Precept	15048.00
Concurrent Functions Funding	2972.00
Street Lighting Grant	1350.00
Kenfield Funding	2957.00
Bus Res Account Interest	5.32
Village Assets Account Interest	1.98
Total	22334.30
	56361.29
Less expenditure to date	391.83
Balance	55969.46
NatWest Current Account sheet 371	50.00
NatWest Reserve Account sheet 234	42365.02
NatWest Village Assets Replacement Fund sheet 156	14001.31
Total at 1st May 2020	56416.33
Less unrepresented cheques from 2019-20	446.87
Total	55969.46

- (iii) Coronavirus (COVID-19) Update on any issues relating to Local Councils.
A recent email from KALC reminded those councils financially assisting during the pandemic, to continue to operate due diligence.
- (iv) To consider quotations for conversion of street lights to LED
Two quotations were received. Although Streetlights conversion costs of £5850 + VAT was considerably less than that of Prime 1 in a sum of £8772.30 + VAT. Streetlights maintenance costs were the higher of the two in the region of £1080.00 PA whilst Prime 1 is around £333.00 PA.
It was agreed that whilst we are mindful to accept one of the quotes, we wish to enquire whether Streetlights operate a remote management system for the onsite repairs. In the meantime, members to be circulated with the written details of the quotations.
- (v) Section 1 – Annual Governance Statement 2019-2020
Having read Section 1 Annual Governance Statement it was proposed and seconded and the motion carried that the Parish Council has followed the correct procedures.
- (vi) End of Year Accounts, Balance Sheet and Bank Reconciliation
Having been through the detailed figures of the end of year accounts it was confirmed acceptance of the accounts and balance sheet as at 31st March 2020
- (vii) Section 2 – Annual Accounting Statement 2019-2020 and Variation letter
The Clerk then took members through the boxed figures on the Accounting Statement which compares the figures for the current year with those of the previous year. Any variation Between the two years over a certain percentage has to be explained. The Clerk has provided written details of the Audit Variations which she is required to produce for the External Auditor. It was then proposed and seconded approval of Section 2 Accounting Statement.
- (viii) Kenfield Cricket Ground – Business Rates Registration
The Clerk has finally managed to speak to the officer at CCC dealing with business rates who advised that we need to complete a questionnaire and once accepted by the city council we will become liable for business rates for Kenfield Cricket Ground. The Clerk also asked whether we would be eligible to apply for the £10000.00 grant that was offered but refused by the Cricket Club as they were no longer responsible for the ground, the Clerk was informed that we may.

5. Planning Matters

- (i) CA/20/00995 Dormer Cottage, The Street, Petham
Proposed 2 no. single-storey detached outbuildings. No objection
- (ii) CA/20/010017 Field End, Broadway, Petham
Single-storey rear extension together with of bi-folding doors and roof lights, along with solar panels following demolition of existing outbuilding and removal of chimney. No objection.
- (iii) CA/20/01120 Petham Lodge, Broadway, Petham
T.P.O. no 13, 1990/G8-Sweet Chestnut – Crop to approximately 25 feet. No objection.
- (iv) CA/20/01128 Swarling Manor, Swarling Hill, Petham
T.P.O. no2 1959: T1 Pine - reduce to 10 feet; T2 Lime - remove lowest branch; T3 Pine - fell; T4 Sycamore - fell. No objection
- (v) Communication & Questionnaire from CCC Planning re future District Plan.
Cllr Nason agreed to continue completing the questionnaire.

6. Planning Decisions Granted by CCC

- (i) CA/20/00430 Slippery Sams, Stone Street, Petham
Proposed change of use from 1 no. holiday let to 1 no. dwelling together with erection of fence and formation of parking area.
- (ii) CA/20/00784 Buckholt Park, Waltham Road, Petham
Removal of condition 7 (occupancy) of Planning Permission CA/05/01192/FUL for the construction of stables and covered walkway, formation of gallop, use of land for horse-keeping, alteration of agricultural occupancy condition to incorporate equestrian use on site.

- ## 7. Highway Issues and PROW
- Letter of reply from landowner re remaining part of fallen tree, Garlinge Green*
A very lengthy heated discussion took place regarding communications on this item, during which it was agreed an acknowledgement of the landowners letter be sent along with a request to have

sight of the report which states that the tree is safe. In the meantime the correspondence relating to the tree be circulated to all members.

8. Recreation Ground

Cllr Mrs Spratt stated that she will be carrying out the recreation ground inspections this month.

9. Village Signs

10. Correspondence, Publications and any other matters of an urgent nature.

Cllr Nason advised that he had obtained electronic versions of the Parish Magazine for the past two years.

11. Staffing *Due to its confidential nature this item will be taken with the press and public excluded*

It was agreed that due to Covic-19 and having to hold all meetings remotely, we write to both applicants who have shown an interest in the position of Clerk, informing them that we are deferring the interviews and appointment until we can meet openly, and to ask if they are happy for us to keep their details on file until the position is reconsidered.

12. Confirmed the date of the next meeting as 9th July 2020 11am

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