

**PETHAM PARISH COUNCIL**  
**MINUTES OF THE MEETING HELD ON LINE VIA ZOOM**  
**THURSDAY ON 14<sup>TH</sup> MAY 2020 6PM**

In attendance were Cllrs Mrs Spratt, Clark, Patrick, Warden, Mrs Knox, Nason and the Parish Clerk. No members of the public wished to be included to observe the meeting.

**1. Apologies for Absence**

There were no apologies for absence

**2. Annual Parish Council Meeting and Chairmanship**

The Clerk reported that Parish Councils have been advised that due to the coronavirus pandemic they need not hold their AGM this year and that the current Chairman and Vice Chairman remain in office until May 2021. On being put to the vote this was accepted and agreed.

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

Cllr Mrs Spratt declared an interest in item 5i Village Hall payments and Cllr Clark declared an interest in item 5i Zoom payments for April and May.

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

The minutes of the meeting held on 16<sup>th</sup> April 2020 were approved and signed by the Chairman as a true and correct record.

**5. Financial Matters**

(i) The following invoices were approved for payment.

Scottish & Southern Electric	£ 18.22	St Light Energy –April DD
McCabe Ford Williams	£ 270.00	Operation of PAYE
Came & Co	£ 842.66	Insurance Renewal 2020-2021
Streetlights	£ 762.07	Half Yearly Payment for Maintenance
Streetlights	£ 117.30	Repair to light
Cllr N. Clark	£ 28.78	Zoom April & May Meetings £14.39 X 2
Petham Village Hall	£ 136.50	Annual VH Rent 2020
HMRC	£ 86.60	PAYE
Parish Clerk	£ 18.66	Expenses & Stationery

The Clerk advised that £2000.00 has been transferred to the Village Assets Bank Account.

(ii) Members noted receipt of £15048.00 Precept for 2020-2021, receipt of £2972.00 Concurrent Functions Funding for 2020-2021 and £1350.00 Lighting Grant for 2020-2021.

(iii) Coronavirus (COVID-19): This brought members to a discussion about the Parish Council website during which it was agreed that the Webmaster be invited to join us at a meeting to be decided, in order to discuss improvements and the Accessibility requirement to the web. In the meantime the Clerk to circulate the original instructions on the latter.

(iv) Although the Clerk has written to two contractors regarding a quotation for conversion of the street lights to LED, she has not yet received a response.

(v) To complete the Annual Audit Certificate of Exemption

The Clerk explained that the regulations no longer require Smaller Authorities with receipts and payments individually of less than £25000.00 to submit their papers to the External Auditor, apart from a few and if circumstances require this. However, the original signed Certificate of Exemption is required by the External Auditor before 30<sup>th</sup> June. It was proposed and seconded that the Certificate of Exemption be approved and signed by the Chairman and Clerk, on being put the motion was carried.

(vi) (vii) (viii) End of Year Accounts and Annual Governance & Accountability Sections 1 and 2.

The clerk advised that due to COVID-19 there have been alterations in the dates for the completion and submission of the End of Year accounts and the Annual Governance and accountability Return 2019-2020 (AGAR), which have all been put back by two months. The 30 working days Public Inspection period this year does not have to comply with the inclusion of the first 10 days of July but must have a starting date of no later than the 1<sup>st</sup> September. The Clerk then asked that items vi, vii and viii be deferred to the June meeting. It was proposed and seconded and on being put the vote was carried.

(ix) The Clerk has received the P60 form from the Accountants which unfortunately shows a discrepancy of 20pence on the tax payment, however the Clerk has spoken with the Accountant and now has it in writing that being such a small amount it is most unlikely HMRC will ask for this to be made up.

During discussion of the finances a number of questions were raised regarding local Council Tax, the Clerk briefly explained that the precept we set is divided by the number of dwellings in the Parish which then gives a figure based on band D (average), however this does not take into account the deductions for single occupancy dwellings nor the number of properties receiving council tax relief. The Clerk said she is happy to hold a special meeting to discuss this and also to review the Standing Orders. If members so wished.

## 6. Planning Matters

- (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. No objection other than to request that the single entrance is designed adequately to ensure the safety and visibility of the entrance.
- (ii) CA/20/00910 Earley House, Waltham Road, Petham  
TPO 9 1989 and TPO 13 1990 works as tree audit schedule. No objection

## 7. Planning Decisions

- (i) CA/20/00730 Field off Waltham Road, Petham  
Application for prior notification for agricultural storage building. Prior application refused.

## 8. Highway Issues and PROW

In response to a member's email regarding the excessive speeds along the B2068 the Clerk was informed that the police are not currently monitoring traffic speeds due to COVID-19 and man shortage.

## 9. Recreation Ground

- Cllr Patrick carried out an inspection of the ground and equipment and has raised a few issues. It appears that majority of the issues were put on hold during the lockdown, but are now in hand and will be rectified shortly.

## 10. Village Signs

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

- The Clerk read a communication from a long distant walker who has been walking Kent PROW for the permitted one hour per day during lockdown. He compliments Petham for its clean, well marked and well signed footpaths. He further refers to the website with its guided walks booklet as excellent and wishes to offer his congratulations. Members stated that much of this is down to the local farmers.
- Two members asked if we had received a response to 1) the boundary fence encroaching a PROW and 2) the broken tree at Garlinge Green along the road towards Downs Road. The answer is that we have not had a response to either.

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

The Chairman advised that we have received two replies to the job advertisement, both expressing an interest. The application period continues until 31<sup>st</sup> May 2020.

## 13. Confirmed the date of the next meeting as 11<sup>th</sup> June 2020 11am

*The meeting closed at 7.25pm*

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