

PETHAM PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD ON THURSDAY 6th MAY 2021
The meeting was held remotely via Zoom
There were no members of the public attending

In attendance were Cllrs Mrs Spratt, Clark, Patrick, Mrs Knox, Henderson, Collins and the Parish Clerk.

1. Appointment of the Parish Council Chairman and Vice Chairman

It was proposed and seconded that Cllr Clark be appointed as Chairman and Cllr Collins as Vice-Chairman for the year 2021-2022. On being put the motion was carried. Cllr Mrs Spratt was thanked for the years she served as Chairman

2. Apologies for Absence

Cllr Warden sent his apologies

3. Declarations of Interest

Cllrs Clark and Collins declared an interest in item 5i Finance

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

The minutes of the meeting held on 8th April 2021 were approved and signed by the Chairman as a true and correct record.

Item 5ii P60: Having reported at the last meeting that the tax element was short by 20p, the clerk re-checked the figures and found them to total correctly with no shortfall.

Item 5iii Kenfield Insurance: The clerk has instructed our insurers to settle the claim for the water leak at Kenfield Cricket Ground, to which they have agreed.

On the issue of the last water invoice in the sum of £37.37 this is now included in the 2021-22 financial payments and deleted from the accounts of 2020-21.

5. Financial Matters

(i) Members approved the payments as follows:

Scottish & Southern Electric	£ 19.71	St Light Energy – January DD
McCabe Ford Williams	£ 270.00	Operation of PAYE
Came & Co	£ 866.44	Renewal of Insurance
Cllr Collins	£ 240.00	Fee for membership of Plunkett Foundation
Cllr Norman Clark	£ 14.39	Zoom Fee for May Meeting
Cllr Norman Clark	£ 50.91	Fire Extinguishers for Kenfield Pavilion
HMRC	£ 86.60	PAYE – payable 5 th June 2021
Parish Clerk	£ 18.79	Expenses & Stationary – March/April

The Clerk advised that we have been notified of payment of our precept of £15048.00.

(ii) End of Year Accounts

Members having read the detailed figures, it was proposed and seconded approval of the End of Year Accounts, Payment Sheet and Balance Sheet as at the year ending 31st March 2021.

On being put the motion was carried. During this item a member asked how the Kenfield Cricket Ground expenses worked. Cllr Clark explained the history of how the Parish Council acquired responsibility for the area, and the Clerk explained that all the finance is included in The Parish Council's Accounts, but that in future it may be that Kenfield has its own account

(iii) To approve Certificate of Exemption re audit of AGAR 2020-2021

The Clerk explained that the audit regulations no longer require Smaller Authorities with receipts or payments of less than £25000.00 to submit their papers to the External Auditor unless circumstances require this. The Certificate of Exemption was approved and signed by the Chairman and Responsible Finance Officer. The Clerk then stated that she felt it essential that members should understand and go through with her, the whole End of Year Audit including the Accountability Governance Audit Report (AGAR).

It was further agreed to appoint our regular Internal Auditor to carry out the internal audit.

(iv) Kenfield Cricket Ground.

Members approved the purchase of a suitable generator for use at Kenfield Ground at a cost of £ 1169.99 including VAT, of which £800.00 is from the Kenfield Budget with the Parish Council making up the shortfall.

(v) Community Asset – Update by members

Cllr Collins has spoken to the owners of The Chequers Inn and will now put in writing to them a draft of what we hope to achieve. There was a brief discussion on the pop up venue in Broadway and a few comments that our proposal is out of the village centre.

(vi) COVID-19 Update on remote meetings

The Clerk advised that as from 7th May 2021 all Council meetings will cease to be held remotely and must return to face to face meetings in public. However to do this we have to provide a risk assessment of our own and not rely on the venue's risk assessment.

6. Planning Matters

(i) CA/21/00807 Kenfield Hall, Kenfield Road, Petham

TPO no 2 of 1958 – T1) lateral branch reduction to Cedar tree by approximately 2 metres.
No objection

(ii) CA/21/00853 Flaxlands, Flaxland Lane, Garlinge Green, Petham

Single-storey side extension. No objection

(iii) CA/21/00884 China Court, Church Lane, Petham

Installation of new window and replacement timber windows to front elevation. No objection

(iv) CA/21/00886 China Court, Church Lane, Petham

Application for Listed building consent for internal alterations including reconfiguration of existing bathroom and installation of new bathroom requiring changes to internal partition walls and doorways, installation of new window and replacement timber windows to front elevation, restoration of 2no Chimney stacks including removal of existing paint. No objection

(v) CA/21/00805 Kenfield House, Kenfield Road, Petham

Detached single-storey outbuilding. No objection

7. Planning Decisions by CCC

(i) CA/21/00887 Earley House, Waltham Road, Petham

Creation of a secondary vehicular access and construction of looped drive. Refused by CCC

8. Highway Issues and PROW Stone Street Traffic and HIP

- The clerk heard from KCC Highways that they are aware of the poor road surface between Chequers Inn and Thompsons Nursery and is already earmarked for patching.
- Due to computer difficulties Cllr Patrick has been unable to complete the HIP and has requested a new template from Highways. Regarding the Stone Street issue, he has been advised by Highways that he should not pay too much attention to the HIP costs document at this time. Cllr Patrick has also heard from Grant Steele the Kent traffic police sergeant who has indicated that they would have no objection the speed limit being lowered.
Members were again asked to notify Cllr Patrick of highway issues that need attention or items they consider would improve the village road system.

9. Recreation Ground *To note and act upon any issues raised on the Recreation Ground*

Members considered and accepted the quotation in the sum of £650.00 for work to the Ash tree in the recreation ground. The Clerk has spoken and written to CCC Planning who advise that we need to apply in writing with a diagram and full details. Cllr Clerk has prepared and sent the application to Planning which will take six weeks before determination

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

A late communication was received from a resident requesting the Parish Council to give consideration to finding a location near the school for a coffee and pizza truck for two days a week. This item to be deferred to the next Parish Council meeting.

11. Date of the Next Meeting will be 24th June 2021 5pm to be followed at 6.30pm by the Annual Parish Meeting

12. Staffing *Due to the confidential nature of this item the press and public were excluded*

Confidential - Staffing

The Parish Council received three applications, two being from applicants already employed as Parish Clerks for two Parishes in each case. The third applicant, although specialising in IT, did not appear to have Parish Council experience. However during discussion it was agreed to interview all three applicants. It was suggested that interviews take place in the village hall, commencing at 6pm and two days be set aside in case one date is not convenient for all candidates.

A Councillor stated that it is important that all the applicants are asked the same questions and dependant on their reply the question may then be expanded. He will also arrange for a score grid paper for the Interviewing Panel.

It was agreed the Interviewing Panel is made up of three members as follows: Cllr Clark, Cllr Mrs Spratt and Cllr Collins.

The meeting closed at 7.30pm

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