

**PETHAM PARISH COUNCIL**  
**MINUTES OF THE MEETING HELD ON 9<sup>TH</sup> NOVEMBER 2017**

In attendance were Cllrs Mrs Spratt, Warden, Mrs Obry. Mrs Sewell and the Clerk

**1. Apologies for Absence**

Apologies were received from Cllrs Clark, Patrick and Mrs Knox

**2. Declarations of Interest**

Cllr Mrs Spratt declared an interest in item 4ii Finance Payments

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

The minutes of the meeting held on 14<sup>th</sup> October were approved and signed by the Chairman as a true and correct record.

**4. Financial Matters**

(i) To consider obtaining a quotation for maintenance of street lighting

The clerk had spoken with the Clerk of Barham to enquire with whom they have their street lights maintenance contract and was advised the name of their contractor who came highly recommended. It was suggested that a casual contract is taken out as it should work out considerably cheaper than the annual fixed charge we are paying. It was agreed the clerk contact the contractor.

(ii) To approve the following invoices:

Scottish & Southern Electric	£ 53.90	St Light Energy – DD
Streetlights	£ 702.90	Half Year Maintenance
L Spratt	£ 10.00	Christmas Tree
HMRC	£ 78.40	PAYE - November
Parish Clerk	£ 24.11	Stationery & Expenses

(iii) Christmas Tree Festival 2017: The Chairman and Cllr Mrs Obry will be decorating the tree this year.

(iv) Defibrillator Training: Having requested the VH Secretary to contact the organisations using the hall to appoint a representative to be trained in the use of a defibrillator, only three volunteers have indicated an interest so far..

(v) To consider and approve estimates and set precept for 2018-2019:

Members considered and agreed the draft estimates for 2018-2019 subject to an increase in the budget of around £354.00. Following calculations, the recreation ground rent is increased to £250.00 and £200.00 placed in the defibrillator fund. It is therefore proposed and seconded that we set a budget of £13034.00 which, minus the Council Tax Support Grant of £124.72 allows us to set a precept of £12909.28. As several members were absent, it was agreed this be a recommendation to the next meeting.

(vi) The draft level of reserves and payment sheet were approved as follows:

**DRAFT LEVEL OF RESERVES 1<sup>ST</sup> NOVEMBER 2017**

Balance B/Fwd 01.04.16		27446.70
<b>Income Received to Date</b>		
Precept & Council Tax Support Grant	12531.21	
Concurrent Functions Funding	4179.41	
CCC Section 106 Payment	516.78	
Bus Res Account Interest	1.44	
Village Assets Account Interest	.57	
<b>Total</b>	<b>17229 41</b>	<b>44676.11</b>
Less expenditure to date		14167.64
<b>Balance</b>		<b>30508.47</b>
NatWest Current Account sheet 341		50.00
NatWest Reserve Account sheet 204		20498.38
NatWest Village Assets Replacement Fund sheet 126		9960.09
<b>Total at 1<sup>st</sup> November 2017</b>		<b>30508.47</b>

- (vii) To agree the transfer of funds from Village Assets Account to Current account.  
It was Proposed and seconded that we instruct our bankers to transfer the sum of £2500.00 from the Village Assets Account to the Business Reserve Account. On being put the motion was carried unanimously.

**5. Planning Matters**

There were no Planning applications this month

**6. CCC Planning Decisions**

- (i) 17/01909 Cloverleigh, Chequers Hill, Petham.  
Proposed single-storey side extension together with 2no. roof lights to front elevation.
- (ii) 17/01454 Virginia Cottage, The Street, Petham. Granted by CCC  
Proposed single-storey rear extension following demolition of existing garage and workshop together with single-storey detached double garage. Granted by CCC
- (iii) 17/01455 Virginia Cottage, The Street, Petham  
Application for listed building consent for proposed single-storey rear extension following demolition of existing garage and workshop together with internal and external alterations including replacement of windows to rear extension with doors. LB consent granted by CCC.  
The clerk had been contacted twice by the Planning Authority and advised that they have taken on board our concerns. The proposed garage will now be located to the garden of Virginia Cottage and the extension has been altered and reduced in height. The wall will be of brick matching the existing.

**7. CCC Consultation on Community Governance Review**

Members were pleased to note that the City Council's recommendation for Petham is for no change to the boundary of the Parish. It was agreed the Clerk write accepting the decision.

**8. Recreation Ground**

A new draft licence for the use of the recreation ground was received, unfortunately it did not arrive in time for the agenda and as it contains an item relating to finance, the matter stands adjourned to the next meeting. This will give members adequate time to consider the new licence and compare it with the current agreement. The Clerk to write to the Trustees explaining this.

**9. Highways**

An update was received from Cllr Patrick On the issues of Stone Street. He advised that the speed check is progressing apart from the prospect of Clancy Docwra working on Stone Street installing water meters. They should have started on 16/10/17, there is a proviso that if road works etc are happening the check can be delayed! Cllr Patrick will check with Cllr Northey.

**10. Correspondence, publications and other matters of importance**

A member requested that the item of salt bins is placed on the next agenda.

**Circulated in the folder**

Clerks & Councils Direct

Wicksteeds brochure

**11. To confirm the date of the next meeting as 14<sup>th</sup> December 2017 at 7.30pm**

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