



## **PETT PARISH COUNCIL**

I hereby give notice that a Meeting of Pett Parish Council will take place on  
Tuesday 21st May 2019 at 7.30pm at Pett Village Hall  
and you are hereby summoned to attend.

Mary Philo (Clerk to Pett Parish Council)

Signed *M E Philo* Date: 15 May 2019

(Members are reminded to make any declarations of interests prior to the appropriate agenda item)

### **AGENDA:**

1. To establish a quorum and elect a member to the position of chairman to remain in office till the annual meeting in 2020. Proposer and seconder required. Nominees must accept the nomination. Following the vote acceptance of office to be signed upon election.
2. To elect a member of the council to the position of vice-chairman till the annual meeting of 2020. Proposer and seconder required. Nominees must accept the nomination. Following the vote acceptance of office to be signed upon election.
3. Formalities
  - i) Apologies and reasons for absence. LGA1972 sch12, 12
  - ii) Returning councillors to consider their register of interest form and advise of any amendments. New councillors to be reminded to complete the form by the end of the month.
  - iii) Declarations of interest and whether prejudicial.
  - iv) To consider any requests for dispensations that have been received in writing prior to the agenda date. Code of Conduct
4. **To approve as a true record and to authorise the chairman presiding to sign the minutes of the full council meeting held on 19<sup>th</sup> March 2019 and 1<sup>st</sup> May 2019** (available from [www.pettnet.org.uk](http://www.pettnet.org.uk))  
LGA1972 sch12,19.1
5. To take note of any matters arising from those minutes which are not dealt with on the agenda.
6. Chairman's announcements
7. To agree to receive electronic agenda. Councillors to sign acceptance
8. To agree to authorise the Chairman, Mike Wilkins and Tim Rothwell to write articles on behalf of the parish council
9. To elect Councillors as representatives on the following bodies:
  - i) Village Hall

- ii) Rother Association of Local Councils/Surrey and Sussex Association of Local Councils
- iii) Pett Sports Association

Adjournment of the meeting for Public Time - District and County Cllrs will report  
Reconvening of the meeting

#### 10. Finances

#### Pett Financial Regulations

i) Bank account balance as at 30<sup>th</sup> April 2019:

Project Remember £ 941.63

Treasurer's Account £ 31,128.97

ii) Receipts (Income)

From	Description	Amount
April		
Reliable Car travel	Parish magazine advert invoice 570	£50.00
It Training	Parish magazine advert invoice 569	£50.00
Reliable Dogs	Parish magazine advert invoice 571	£50.00
I Chapman	Parish magazine subscription deposit 500081	£15.00
Rother Pest Control	Parish magazine advert invoice 572	£50.00
Telly Adicts	Parish magazine advert invoice 573	£50.00
Capability Chris	Parish magazine advert invoice 566	£50.00
Hannington- Gilbert	Parish magazine advert invoice 568	£100.00
Tic Toc	Parish magazine advert invoice 574	£100.00
Iden PC	Mobile Phone share	£9.12
Edgerton Publishing Services	Project Remember – book sales	£144.00

iii) Payments made since the last meeting

Payee	Description	Vat	Gross Amount
April			
M Philo	April Salary 9 hours per week (Net) plus 6 hours	N/A	£373.32
East Sussex Pension Fund	April Employers/ employees pension contribution	N/A	£136.27
M Philo	Admin costs: room and car	N/A	£55.02
HMRC	March PAYE	N/A	£91.02
HMRC	April PAYE	N/A	£93.20
EE	Mobile Phone	5.35	£32.71
East Sussex Association of Local Councils	Annual Subscription invoice 657	N/A	£288.23
Pett Village Hall	January – March Hall Hire invoice 259	N/A	£25.00
Maiden Accountancy	Payroll Services January – June 2019 invoice 2397	£12.00	£72.00
Impression IT	May magazine print invoice 13087	N/A	£334.75

iv) Agreement of payments to be made

Payee	Description	Vat	Gross Amount
May			
M Philo	May Salary 9 hours per week (Net) plus 5 hours	N/A	£373.12
East Sussex Pension Fund	May Employers/ employees pension contribution, plus difference due for April resulting from contribution changes	N/A	138.74 £2.47

HMRC	May PAYE	N/A	£93.40
M Philo	Admin costs: room £17.34, car £37.68, Stamp 58p, File £3.0, dividers £1.60	£0.78	£72.95
Moody sewage	Cesspit empty 3 <sup>rd</sup> May invoice 69873	N/A	£120.00
Impression IT	May magazine printing cost invoice 13152	N/A	£290.07
Glasdon Uk Limited	Gateway sign invoice SI7783874	£146.69	£880.16
Rother District Council	Dog Bin Clearance – Annual Fee invoice 85232593	£49.40	£296.40
Maiden Accountancy	Internal Audit	£25.00	£150.00
Bo hopper Books /O Donoghue	Project Remember – Plants for war memorial invoice 235		£73.18

v) **To agree to pay £600 towards the cost of maintaining St. Mary and St. Peter Churchyard.** Payment to be made this month.

vi) To consider quotes and to agree renewal of the council insurance

Vi) Financial Report - Clerk

vii) To review the internal auditors report

viii) **To review the 9 assertions of governance and agree section 1 of the Annual Governance and Annual Return (AGAR).** Chairman to sign

vii) **To review the Accounting Statements and agree section 2 of the (AGAR).**

11. Planning (details on planning applications is available from Rother District Council Website)

Town and Country Planning Acts 1990 sch1/2010

i) Enforcements Notified - None

ii) Local Planning Authority (R.D.C.) Planning Decisions Notified

a) RR/ 2019/511/P Little Orchards, Pett Road – Refused

b) RR/2019/522/P 11 Coastguard Cottages, Toot Rock: Remodelling of kitchen to front, erection of dormers to front and back - Granted

iii) **Planning Applications to be consider and voted on:**

**a) RR/2019/981/P Elmara, Pett Level Road- Demolition of 3 bedroom timber framed single storey dwelling and its replacement with a new 3 bedroom timber framed ground plus two storey dwelling to passive house low energy standards**

12. Village Amenities

i) Parish maintenance contract

ii) Recreation ground including play area and pavilion

Play area

Water leak update

Hedge between the bowls club and Gatehurst Farm

iii) Footpaths

iv) Highways

Village gateway corner of Rosemary Lane Pett Road

13. **To agree the monthly or bi monthly date for the council meetings**

14. Neighbourhood watch

15. Information for Councillors (not for agreement)

Wreck Post

Marsham Parishes next meeting – Wednesday 24<sup>th</sup> July 7pm Guestling Village Hall

Cllrs training seminars.  
Footpath Team Co-ordinator- Judith Dean  
Jet Skis at Pett Level  
Archive and Resource Centre  
Election Expenses Form  
Play area inspection by RoSPA in June

16. Date of next meeting to be confirmed 7.30pm at the Pett Village Hall.