

PETHAM PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD
ON THURSDAY 12TH MAY 2022 IN THE PETHAM VILLAGE HALL

In attendance were Vice Chairman Cllr Collins, Cllr Mrs Spratt, Cllr Mrs Knox, Cllr Henderson, Cllr Patrick, Cllr Warden, the Parish Clerk Mr Beatrup. Also present Mr Joe Phillips, in order to discuss wild flower planting on the recreation ground (item 5(vi))

1. **Appointment of the Parish Council Chairman and Vice Chairman.** It was proposed (by Cllr Patrick) and seconded (by Cllr Collins) that Cllr Clark be appointed as Chairman, and Cllr Collins (proposed by Cllr Henderson, and seconded by Cllr Warden) as Vice-Chairman for the year 2022-23. On being put the motion was carried
2. **Apologies for Absence.** Apologies were received from Chairman Cllr Clark. It was proposed by Cllr Patrick and seconded by Cllr Henderson that Vice Chairman Cllr Collins should chair the meeting. On being put the motion was carried
3. **Declarations of Interest and Update to Disclosable Pecuniary Interests Register** There were no declarations of interest by members on the agenda items presented
4. **To approve the minutes of the last Meeting and Matters Arising** The minutes of the meeting held on the 14th of April 2022 were approved (proposed by Cllr Mrs Spratt, seconded by Cllr Mrs Knox) and signed by the vice chairman as a true and correct record. Matters arising from the previous meeting were reviewed and discussed further in the minute items below

5. Financial Matters

(i) Members approved the following payments:

Scottish & Southern Electric	£ 45.19	St Light Energy – Account for May DD
Streetlights	£ 498.55	Footway lighting contract payment 1 of 2
McCabe Ford Williams	£ 372.00	MFW Accountancy Services
Kent Surrey Sussex Air Ambulance	£ 200.00	Donation
KALC Membership	£ 338.57	Renewal
HMRC	£ 84.60	HMRC PAYE (Parish Clerk to pay)
Parish Clerk	£ 338.68	May 2022 (Parish Clerk Salary)

- (ii) The Payment Sheet and Draft Level of Reserves as at 29.04.2022 were reviewed and approved by members. Adding new members to the banking mandate remains in progress
- (iii) To approve the certificate of exemption re audit of end of year accounts. The clerk explained that the certificate of exemption (as both income and expenditure are both below £25k) has to be signed and returned to auditors PKF Littlejohn as soon as possible. The accounts are currently with the external auditor for examination and checking. Once returned and agreed, the document can be signed, dated, and returned. Probably before the next Parish meeting. Members approved this plan of action
- (iv) Adding new members / officers to the banking mandate remains in progress. The clerk is to continue to follow-up on arranging internet banking
- (v) The Parish Council are planning a Queens Jubilee Party for Saturday 4th June, from mid-day at the village hall. Members agreed a £100 donation to the village hall, for allowing the venue to be suitably decorated, and provisionally the use of Parish funds to purchase accessories for the day, including bunting, union flags, bunting, and table cloth rolls. A road closure of Church Lane outside the village hall has been approved by Kent County Council for the day

(vi) Queens platinum jubilee community orchard. Joe Phillips from The Broadway attended, and outlined plans for a wild flower meadow on the margins of the recreation ground. Members provisionally agreed, and asked Joe to come back with more detailed designs and costs, in order that the project can be given the go-ahead. This may include perhaps 12 apple and pear trees, selected to fruit at different times of year if possible. Clerk to contact KCC Commercial Services who mow the ground, to ascertain the size of the mower, to allow easy access around the proposed new meadow beds and trees

6. Planning Matters. Members reviewed the following planning applications

(i) CA/22/00851	T1 Birch. Reduce height from 8 metres to 6 metres, T2 Eucalyptus. Reduce height from 10 metres to 5 metres, T3 Yew. Reduce height from 4 metres to 3 metres and spread from 4 metres to 3 metres, T4 Willow. Reduce height from 5 metres to 4 metres and spread from 4 metres to 3 metres, at the front and side of the property. 1 Wootton Oast Garlinge Green Road Garlinge Green Canterbury Kent CT4 5RJ
Comments:	No objections raised by the Parish Council
(ii)	To consider any applications received following publication of the agenda
Comments:	There were no further applications received following the publication of the agenda

7. Planning Decisions by Canterbury City Council

(i) CA/22/00375	Application for Listed Building Consent for external and internal alterations including porch to rear elevation Old Hall The Street Petham Canterbury Kent CT4 5QY. Approved
(ii) CA/22/00670	Application for the removal of 35 Willow trees at The Old Chapel, Town Road, for highway safety / visibility purposes, replacing with Hornbeam. Approved

8. Highway Issues and PROW

(i) Speed limit issue of Stone Street. Traffic Regulation Order consultation now in progress by KCC Highways. Open until 30th May for comment. The more positive comments are received, the better the chances that the scheme will go through. <https://letstalk.kent.gov.uk/stone-street-petham-speed-limit>

(ii) Salt Bins. Clerk to re-open negotiations with KCC to allow green salt bins in the area

(iii) PROW CB431 Vicarage Hill. KCC Public Rights of Way team have reported under-funding, resulting in this report remaining to be addressed. KCC Cllr Mike Sole to follow this up with the KCC responsible member

9. Recreation Ground

(i) Play equipment re-painting scheduled to be carried out during the last week in May. Cllr Norman Clark to re-publish the inspection rota by councillors, for health and safety purposes

(ii) Adult fitness equipment. Installation scheduled to begin week commencing 23rd May 2022

(iii) Grounds maintenance. Regular mowing appears to be in progress. Reports received of overgrown traffic island at Garlinge Green. Clerk to contact contractor Christopher Tanton to discuss, and have the vegetation trimmed

10. Correspondence, Publications and Other Matters of an Urgent Nature

The purchase of a defibrillator for Garlinge Green telephone box (listed, not adopted, by the Parish Council) was discussed. Clerk was asked to contact other parish councils in the area who have adopted phone boxes for defibrillators in this manner, to ascertain the costs of the regular upkeep of such phone boxes with defibrillators

The clerk reported that the Annual Governance and Accountability Return (AGAR) is being prepared at present, and is hoped to be approved by members at the next Parish Council Meeting

Parish notice board perspex has been ordered in order to replace the existing material, that has deteriorated, seriously reducing transparency

The renewal of the Parish Council insurance policy has been received, being over £1000. Cllr Scott seeking other quotes from insurance companies that he has dealings with. Progress to be reported at next Parish Council meeting

11. Confirmed the Date of the next Parish Council meeting as Thursday the 9th of June at 7.30pm in the Village Hall. All welcome

The meeting concluded at 8.15 pm



9th June 2022

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

Vice Chairman

Minutes prepared by Chris Beatrup
Clerk to Petham Parish Council