

PETHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD
ON THE 7th OF DECEMBER 2023 IN THE VILLAGE HALL

In attendance were Chairman Cllr Norman Clark, Cllr Mary Henderson, Cllr Marion Fulton, Cllr Phil Collins, the Parish Clerk and Responsible Financial Officer Mr Chris Beatrup, and one member of the public

The member of the public declared an interest in commenting on item number 8 on the agenda - Highway Issues and PROW. This was acknowledged by the Chairman, and noted for when the item was to be discussed

1. Apologies for Absence - Apologies were received from Vice Chairman Cllr Scott Collins, and Cllr David Longman

2. Declarations of Interest and Updates to the Disclosable Pecuniary Interests Register

There were no declarations of interest or updates to the disclosable pecuniary interests register

3. To approve the Minutes of the last Meeting and Matters Arising As the November meeting was cancelled due to adverse weather, both the October minutes and financial notes from the November financial matters document were reviewed. The October minutes referred to an action (10.2) to look in to the maintenance of the defibrillator at the village hall. The clerk agreed to look in to this matter further. No further matters arising than issues discussed in the following minutes arose

The minutes were approved by Cllr Mary Henderson, and seconded by Cllr Phil Collins. The Chairman Cllr Norman Clark duly signed the documents at the end of the meeting

Cllr David Patrick has now resigned from the Parish Council. Canterbury City Council have been informed, and the process to elect or co-opt a replacement member has begun

4. Discussions with Guests Not guest speakers present

5. Financial Matters (i) Members approved the following payments to be made:

KCC Commercial Services	Querying with KCC landscape services	Recreation Ground mowing (2nd payment)
Scottish & Southern Electric	£70.86	Street Light Energy - Account for November DD
Streetlights	£117.30	Street Lighting Photocell Repair / Replacement
HMRC	£93.20	HMRC PAYE December 2023
Parish Clerk	£373.07	Parish Clerk Salary December 2023

Between the publication of the agenda, and the cancellation of the meeting, the following invoices were received for payment

Rob Gay	£168	Recreation Ground Watering
Petham Village Hall	£500	Previously undocumented grant towards new sound system for hall
PAW News	£5	Petham Parish Council Subscription

All of the above were approved for payment, having been proposed by Cllr Phil Collins, and seconded by Cllr Mary Henderson

(ii) The Draft Level of Reserves as at 30.11.2023 previously circulated was reviewed, and proposed for approval by Cllr Mary Henderson, then seconded by Cllr Marion Fulton



(iii) The Parish Precept for 2023-24 previously agreed and applied for, was noted as being for £15,800

(iv) The Parish Clerk Salary request to be raised from £13.45 to £14.70 per hour, backdated to 1st April 2023, was approved. Proposed by Cllr Phil Collins, and seconded by Cllr Marion Fulton

6. Planning Matters Members were notified of, and reviewed the following planning applications

(i) CA/23/02036	Two storey side extension. Blue Poppy Barn (formerly Samain) Duckpit Road Petham Kent CT4 5QE (previously reported and email commented on)
Comments:	No objections from Petham Parish Council
(ii) CA/23/02136	T1 Horse Chestnut, crown reduce by 3 metres, T2, crown reduce by 3 metres, T3 Beech, crown reduce by 3 metres, situated to the front and side. Broadway Green Farm Broadway Petham Canterbury Kent CT4 5RX
Comments:	No objections from Petham Parish Council
(iii)	To consider any applications received following publication of the agenda
(iv) CA/23/02191	Two-storey building for use as storage, gymnasium and games room. Little Swarling Watery Lane Petham Kent CT4 5QR
Comments:	Petham Parish Council wish to examine in further detail, and report back

7. Planning Decisions by Canterbury City Council

(i) CA/23/01706	Single-storey front and rear extension two-storey side extension, single-storey double car port together with swimming pool to rear garden following removal of existing rear extension and outbuildings to the side. Garlinge Court Garlinge Court Road Garlinge Green Canterbury Kent CT4 5RT - Decided - Granted
(ii) CA/23/01866	TPO no 3 1959 T1 Sycamore. Fell Woodland Opposite 1 Wootton Oast Garlinge Green Road Garlinge Green Canterbury Kent CT4 5RJ - Decided - Granted
(iii) CA/23/01881	Details submitted pursuant to condition 3 (watching brief) of planning permission CA/23/00267FUL for the single storey rear extension following demolition of existing single story rear extension. 1 Bank Cottages The Street Petham Canterbury Kent CT4 5QZ - Decided - Approved
(iv) CA/23/01907	Pollard Weeping Willow in front garden. Prune back a weeping willow tree to previous cutting points. Little Kroft Vicarage Hill Petham Canterbury Kent CT4 5RE - Decided - No objection
	No further decisions to report at this time

8. Highway Issues and PROW (i) Petham Village (Highway Improvement Plan) - The responsible member David Patrick now having resigned from the Parish Council, has kindly agreed to pass his work to date back to the Parish Council. We at the Council are currently working to co-opt a new member to the Parish Council, and it was discussed that this would take place in the new year. It is hoped that the highways role will then be taken over by the new member in due course

(ii) Street Furniture - Litter bins at bus stop and village hall. A member of the public spoke regarding objecting to having a litter bin placed between Lyon House and Duke House at the bus stop, due to lack of space, and possible encroachment on property boundaries. The Parish Council responded to say that a bin is planned to be mounted on the telegraph pole between Lyon House and Duke House at the bus stop. This will be on the highway side of the pole, away from property boundaries, and that the clerk will be progressing this in due course

The clerk also agreed to request the City Council (Canenco) to empty the litter bin at the Village Hall on a regular basis

9. Recreation Ground (i) Inspection by members (October : Cllr Marion F, November : Cllr David L) A broken latch has been reported on the gate to the play area, and various bolts on the play

equipment being in need of greasing. Cllr Longman has kindly offered to review and repair the equipment where feasible. Or if not possible, then the Parish Council could approach local contractor Rob Gay for assistance

Cllr Marion Fulton has offered to inspect the recreation ground on a regular basis, being one of the closest residents to the site. The Parish Council gratefully accepted the offer, but insisted that Cllr Fulton work with other members to maintain inspections when Cllr Fulton is unavailable due to holidays or other commitments

(ii) Tillard Close Playground. Requested to be removed from the agenda, as this is the responsibility of Canterbury City Council

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

Received publications were passed to the Parish Council for later inspection

(i) Petham Parish Events C.I.C (Community Interest Company). No problems reported. All going well

(ii) Village Hall defibrillator. The Parish Clerk agreed to seek maintenance support as per item 3 above

(iii) Village Hall Support. Funding was agreed to continue in order to try to encourage hire of the hall by local residents

(iv) Standing Orders, Policies, and Procedures (Governance Documentation)

Cllr Mary Henderson had drafted eight documents for review at the meeting. These included

1. Petham Parish Council Standing Orders Version 1 Draft for Dec 23
2. Excel Spreadsheet detailing Statutory Documents, Policies and Procedures
3. Councillor Code of Conduct Petham Parish Council draft Dec 23
4. Public Participation (Public Forum) at Petham Parish Council V1 Dec 23
5. Financial Regulations Petham Parish Council - NALC Model Template
6. General Data Protection Policy draft Dec 23
7. Freedom of Information (FOI) Act Petham Parish Council (using ICO Model Policy)
8. Document Retention and Destruction Policy Petham Parish Council v1 draft Dec 23

These were reviewed and commented on at the meeting. Cllr Henderson agreed to revise the documents in line with the discussions, and re-present them for approval at following meeting(s). Together once approved to be published on the Parish website. Also to work on other documents in the excel spreadsheet, including employment policies and procedures

This minute (10.iv) records the agreement of the list on the Excel spreadsheet

Cllr Henderson was thanked for her work on these matters

(v) Parish Charter - Carrying forward to January meeting for further discussion

(vi) Village Sign. Now in the final stages of design. Cllr Mary Henderson proposed, and Chairman Cllr Norman Clark seconded that the design should be accepted, and progressed to production

11. Confirmed the Date of the next Parish Council meeting to be Thursday the 4th of January at 7.00pm in the Petham village hall. All welcome



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

Prepared by :*Chris Beatrup, Parish Clerk*