

PETHAM PARISH COUNCIL
DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD
ON THE 8TH OF JUNE 2023 IN THE VILLAGE HALL

In attendance were Chairman Cllr Norman Clark, Vice Chairman Cllr Scott Collins, Cllr Phil Collins, Cllr Mary Henderson, Cllr Marion Fulton, Cllr David Patrick, and the Parish Clerk and Responsible Financial Officer Chris Beatrup

1. **Apologies for Absence** Apologies were received from Cllr David Longman
2. **Declarations of Interest and Updates to the Disclosable Pecuniary Interests Register**
 Cllrs Clark and Collins declared their interests in financial matters (5(i)) below, being in receipt of payments owing. Matters arising included writing to the residents of Little Swarling about the marquee, and developing a rota for inspecting the recreation ground. These are to be addressed and reported back on at the next meeting. Any other matters were discussed in the items presented below
3. **To approve the Minutes of the last Meeting and Matters Arising** Cllr P Collins proposed, and Cllr Patrick seconded, that the minutes of the meeting held on Thursday the 11th of May 2023 should be approved and accepted as a true record. All present members agreed, and the Chairman duly signed the presented minutes
4. **Discussions with Guests** This Agenda point is to allow any matters discussed with Guests to be reported. No Guests were in attendance at this time
5. **Financial Matters** (i) Members approved the following payments to be made:

Scottish & Southern Electric	£88.95	Street Light Energy - Account for May DD
Gallagher	£1169.74	Insurance 2023-2024
Streetlights	£117.30	Invoice for footway lighting support
Cllr Norman Clark	£26.19	Cricket Ground Fuel
Cllr Scott Collins	£280.00	Wheelie Bin Stickers (20 mph)
Robert Gay Landscapes	£306.00	Village Gardening Maintenance
Carol Castle	£350.00	Internal Audit 2022-2023
HMRC	£93.20	HMRC PAYE
Parish Clerk	£373.07	Parish Clerk Salary June 2023

(ii) The Draft Level of Reserves as at 31.05.2023 were reviewed and approved by members. Approved by Cllr Patrick, and seconded by Cllr S Collins

(iii) Report from Parish Clerk / RFO regarding the audit of the 2022 - 2023 accounts. The clerk reported that the internal audit for 2022 - 2023 has been successfully completed. As expenditure for 2022-23 has exceeded £25k, the figures and forms now need to go to the external auditor for verification. This work needs to be completed by 30th June 2023 in order to avoid financial penalties. Parish council members all agreed the presented figures, and the Chairman and Clerk/RFO signed the appropriate pages (4 and 5) being Sections 1 and 2 of the Accounting Statements for 2022/23 for Petham Parish Council

(iv) Banking Mandate. Although most banking is now completed online, it will be wise to keep the mandate in line with present members. This is continuing to be worked on

6. **Planning Matters** Members reviewed the following planning applications

(i)	No new planning applications to report at time of agenda preparation (03/06/2023)
(ii)	To consider any applications received following publication of the agenda

(iii) CA/23/00996	Proposal: Change of use of industrial building to residential dwelling together with associated external alterations, landscape and ecological enhancements. Location: The Barns, Buckholt Park , Waltham Road, Petham, Kent, CT4 5RY
Comments:	No objections raised by the Parish Council

There were no further applications received following the publication of the agenda

7. Planning Decisions by Canterbury City Council

(i) CA/23/00164	Replacement of front and side windows from aluminium to UPVC and replacement front door from aluminium to composite. Little Cottage The Street Petham Canterbury Kent CT4 5QY - Decided - Granted
(ii) CA/23/00208	Application for lawful development certificate for proposed single-storey outbuilding for use as garden room. Cherry Trees Wootton Close Petham Canterbury Kent CT4 5WE - Decided - Withdrawn
(iii) CA/23/00594	Application for prior notification for installation of 15.0m monopole and associated ancillary works. Outside Thompsons Plant And Garden Centre Stone Street Petham Canterbury Kent CT4 5PW - Withdrawn
(iv) CA/23/00620	Two-storey rear extension, replacement porch to front elevation together with replacement windows from steel to aluminium and replacement doors. Pett Cottage Garlinge Green Road Garlinge Green Canterbury Kent CT4 5RP - Decided - Granted
(v) CA/23/00810	2 Leylandii to be felled located in the rear garden. Field End Broadway Petham Canterbury Kent CT4 5RX - Decided - No Objection

8. Highway Issues and PROW (i) Stone Street Traffic Regulation Order. Work of installing the 40mph limit anticipated to be starting week commencing 12/06/2023

(ii) Petham Village 20mph speed limit being developed further with KCC Highways. Clerk and Cllrs Clark and Patrick to review the latest Highway Improvement Plan, update it for a 20mph limit as required, and re-submit to KCC for their records. Also in conjunction with a Speedwatch scheme for the village

(iii) Village Trees Condition. Continuing to be monitored. Trees touching power lines on Town Road in the vicinity of Dormer Cottage and Settle House to be monitored / reported to UK Power Networks

(iv) Street Furniture. Salt, litter, and dog waste bins continue to be monitored, and reported to CCC / KCC where required

9. Recreation Ground (i) Play equipment replacement. It was reported that the play equipment is currently in good order, and that this item should be removed from future agendas until such time as further maintenance or replacement is needed

(ii) Condition report. Inspection rota and report sheet by PPC members to be created

Newly planted trees at the recreation ground need watering. Contractor Rob Gay to be asked whether a (used) Water Bowser may be purchased by the Parish Council, in order to facilitate future watering, and the cost of the water (from a metered supply) to be monitored and paid for by the Parish Council

10. Correspondence, Publications and Other Matters of an Urgent Nature (i) Sub Committee work on Community Inclusion and Cohesion. The Sub Committee presented accounts from a number of recent events, and these showed the Committee to be raising significant amounts of money. As the Parish Council is a not-for-profit organisation, and limited in the organisations that it can support, it was suggested that an independent body be created to support any groups requiring funding. Or re-investing in the Parish Council where required. This was proposed by

Cllr P Collins, and seconded by Cllr N Clark. Once such a body has been created, possibly being called Petham Events, a Community Interest Company (CIC), interaction with the Parish Council, Village Hall, School, or any other bodies, can commence

(ii) Fly Tipping / Litter Picking. Discussions continued. Canenco the Canterbury City Council environment company need to be informed of fly tipping locations, and will attend to clear away the mess. Canterbury Enforcement to be contacted, and invited to a Parish meeting, in order that the Parish Council can learn how the Council can help the enforcement team resolve the issue(s)

(iii) Village Sign. Three quotes have been received, varying from approx £2,600 + vat to in excess of £10,000. The company supplying the lowest of the quotes to be contacted in order to take the project forward. Cllr P Collins and the clerk to contact the supplier, and also Marcus Brickwood of Canterbury Steel, who may be able to supply and fit a suitable mounting column. The sign once agreed by all is to be placed on the green verge / green space at the foot of Vicarage Hill

(iv) Supporting Petham Village Hall. It was discussed that the Village Hall is probably not generating sufficient income to meet its overheads, and that Petham Events may be able to make a financial contribution, in order to help keep the venture running

11. Confirmed the Date of the next Parish Council meeting to be Thursday the 13th of July at 7.30pm in the Petham village hall. All welcome

The meeting concluded at 8.35 pm

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

Prepared by :Chris Beatrup, Parish Clerk