

PETHAM PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD
ON THE 11TH OF MAY 2023 IN THE VILLAGE HALL

In attendance were Scott Collins, Phil Collins, David Patrick, David Longman, Marion Fulton, and Chris Beatrup

1. **Apologies for Absence** Apologies were received from Norman Clark and Mary Henderson
2. **Welcome to Petham Parish Council Members** Following the election of May 4th 2023, introductions were made amongst elected members, a co-opted member, and the Parish Clerk

2.1 Election of Chairman and Vice Chairman It was proposed (Cllr S Collins) and seconded (Cllr D Patrick) that Cllr Norman Clark be appointed as Chairman. Then that Cllr Scott Collins (proposed by Cllr P Collins, and seconded by Cllr D Longman) be appointed as vice Chairman for the forthcoming year 2023-2024. On being put the motions were carried. The Vice Chairman then took the chair, and welcomed members to the meeting

2.2 Co-option of person(s) for unfilled vacancies The election was uncontested, and six out of seven vacancies were filled. There was a unanimous vote that Marion Fulton be appointed to the remaining role of Councillor. Cllr M Fulton then joined the meeting. Mr Chris Beatrup was pleased to continue as Parish Clerk and Responsible Financial Officer

2.3 Councillors (2) to sign any future licensing agreements on behalf of Petham Parish Council It was proposed and seconded that *any* two Council members be authorised to sign any future licensing agreements on behalf of the Parish council. This stems from the usage of a local field for a public event in 2022 where the landowner / leaseholder requested signatures for licensing / insurance purposes

3. **Declarations of Interest and Updates to the Disclosable Pecuniary Interests Register**
 There were no personal declarations of interest on matters presented on the meeting agenda. The Clerk also reported that there were no matters arising since the last meeting, other than those being discussed below
4. **To approve the Minutes of the last Meeting and Matters Arising** Cllr S Collins proposed, and Cllr Patrick seconded, that the minutes of the meeting held on Thursday the 13th of April 2023 should be approved and accepted as a true record. All present members agreed, and the Vice Chairman duly signed the presented minutes

5. Financial Matters

(i) Members approved payments for the following items :

Scottish & Southern Electric	£86.13	Street Light Energy – Account for April DD
McCabe Ford Williams	£283.20	Invoice for work on Parish Council's payroll affairs
Streetlights	£523.48	Invoice for footway lighting support
HMRC	£93.20	HMRC PAYE May 2023
Parish Clerk	£373.07	Parish Clerk Salary May 2023

(ii) The Income, Payment Sheet, and Draft Level of Reserves as at 30.04.2023 were reviewed and approved by members. Approved by Cllr Collins, and seconded by Cllr Patrick. The clerk also accepted an action to revise the banking mandate, as a result of new members joining the Council, and previous members leaving. Most banking is now performed on-line, but the banking mandate should be kept in line with present council members

(iii) Report from Parish Clerk / RFO regarding audit of 2022 - 2023 accounts. The clerk reported that work was on-going in preparing the 2022 - 2023 accounts for internal and external audit. This work needs to be completed by 30th June 2023 in order to avoid financial penalties

(iv) Clarification of sub-committee financial position / use of card machine. It has been understood that the Parish Council are not supposed to financially support the church or the school via the sub-committee. The clerk is to follow this up with the Kent Association of local councils, in order to clarify the matter. The previous clerk knew nothing of a machine for taking card payments being used. This too will be followed up at the next council meeting

5. Planning Matters. Members reviewed the following planning applications

(i) CA/23/00694	Single-storey outbuilding for use as garden room. Cherry Trees Wootton Close Petham Canterbury Kent CT4 5WE
Comments:	No objections from the Parish Council
	To consider any applications received following publication of the agenda
	There were no further applications received following the publication of the agenda

6. Planning Decisions by Canterbury City Council

(i) CA/23/00309	T1) Oak tree reduce overhanging branches 2m away from the house.T2) Sycamore tree crown reduced by 15%. T3) Hazel reduce by 50% to clear power lines. Gardeners Cottage Garlinge Green Road Garlinge Green Canterbury Kent CT4 5RL Decided. No Objection
(ii) CA/23/00329	Replacement of existing flat roof with pitched roof, new cladding to all elevations and replacement of all windows from aluminium to timber . Stable Lodge Broadway Petham Canterbury Kent CT4 5RX - Decided - Granted
	No further planning decisions to report at this time

7. Highway Issues and PROW

(i) Stone Street Traffic Regulation Order and implementation. In progress. Concerns raised that Church Lane / Chequers Hill / Stone Street to be closed at the same time, giving no access to School. 24/05/23 for up to two days. Clerk to follow up with KCC Highways. 20 mph limit for Petham Village to be developed further with KCC Highways. Clerk and Cllr Patrick to review the latest Highway Improvement Plan, update it for a 20mph limit as required, and re-submit to KCC for their records

(ii) Village Tree Condition. Continuing to be monitored. Recent works have improved the overall village appearance. Contractor Rob Gay to be asked to clean village signage, and cut back vegetation obscuring the former where possible. Clerk to investigate obtaining 'Area of outstanding natural beauty' signage as seen in neighbouring parishes, to add to signage where practical

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

8. Recreation Ground

(i) Play equipment replacement. This is a long term project, and will be continued through further Parish meetings

(ii) Condition report. Inspection rota and report sheet by PPC members to be created. The access gate to the swings / play equipment area needs to have a latch installed, rather than the existing bolt

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

(i) Sub Committee work on Community Inclusion and Cohesion. Going well. Coronation celebrations were successful. See PAW news and facebook for further details

(ii) Litter Pick. It is understood that litter picking by volunteers will only be endorsed by KCC / CCC where the road has a pavement (Health and Safety). As much of the Parish is rural, with limited pavements, but still lots of litter / fly tipping in the hedgerows, the Council are considering other ways in which this may be achieved


(iii) Other matters. Members discussed a 'Petham' sign to be placed on the green verge / green space at the foot of Vicarage Hill. Clerk to circulate details of three quotes received to date

(iv) Marquee at a property on Watery Lane. The Parish Council have received reports of a weather worn marquee at Little Swarling. Clerk requested to write to property owners, to request removal or repair or replacement of the structure in due course

Finally the Parish Council are arranging writing to residents and including 20mph stickers, requesting that they be attached to wheelie bins for when they are kerbside, to try to reduce the speeding in the Parish

10. Confirmed the Date of the next Parish Council meeting to be Thursday the 8th of June at 7.30pm in the village hall. Preceded by members meeting at the recreation ground at 7.00pm where possible, to evaluate works needing doing on the recreation ground, before proceeding to the main meeting at the village hall. All welcome

The meeting concluded at 8.25 pm

Signed..........Date.....8/6/23.....

Prepared by :Chris Beatrup, Parish Clerk