

PETHAM PARISH COUNCIL

Draft minutes of the Ordinary Parish Council Meeting

held on 22<sup>nd</sup> August 2024 in

Petham Village Hall

Item	Matter	Action
24/25.055	<p><b>Present</b>                      Marion Fulton (MF)                      Scott Collins David (D )                      Gill Miller (GM)                      Phillip Collins (PC)                      Mary Henderson (Chair) (MH)</p> <p><b>Apologies</b>                      Paul Gibson                      David Longman</p> <p>Minutes by D Henderson</p>	
24/25.056	<p><b>Declaration of Interests/Update to Disclosable Pecuniary Interests Register</b>                      MH – involved with VH re solar panels                      SC – involved with VH are solar panels</p>	
24/25.057	<p><b>Approval of Annual Parish Council Meeting Minutes (3 July 2024)</b>                      Minutes proposed by SC, seconded PC Signed by MH</p> <p><b>Matters Arising</b>                      No matters arising that are not agenda items</p>	
24/25.058	<p><b>Guests</b>                      None present</p>	
24/25.059	<p><b>Recruitment of Clerk</b>                      Interview carried out by MH and SC. Candidate has experience and has had offer confirmed subject to satisfactory references. Expected start date 1.9.24</p> <p>There is an expectation that additional time will be required initially to set up administrative systems, PC and cloud access.</p> <p>It was noted that the former clerk still has access to the bank, this to be resolved as priority by the incoming clerk.</p>	Clerk
24/25.060	<p><b>Financial Matters</b>                      Monthly Accounts including payments &amp; Draft Level of Reserves had been pre-circulated with agenda and included with minutes.</p>	Clerk

	<p>An additional invoice for R Gay £809 was added for payment.</p> <p>It was requested that an “allocated funds” box be added to the reserves sheet to identify allocated but not yet spent funds.</p> <p>The above were proposed for acceptance by PC, seconded by MF.</p> <p>Other Financial Matters</p> <p>VAT It was noted VAT access login remained with the former Clerk. This is to be resolved as priority to avoid VAT return penalties.</p> <p>Kenfield Cricket Ground Cricket ground financial transactions are, going forward, to be included in the general accounts to ensure full insurance compliance in line with the recently signed Lease.</p>	MH/Clerk
24/25.061	<p><b>Planning Matters</b></p> <p>It was reported that CCC were still behind with processing applications and their website was not recovered from outage at the beginning of the year.</p> <p>CA/24/00242 Little Swarling Plans adjusted and resubmitted No comment</p> <p>CA/24/00046 Highbanks Archaeological watching brief No objections</p> <p>CA/24/01051 Orchard Cottage T1,2,3 Beech trees crown reduction, T4 Sycamore Fell No Comment</p>	
24/25.062	<p><b>Planning Decisions by CCC</b></p> <p>CA/24/00820 Debden Court Farm Lodge, Town Road, Petham CT4 5NN Approved</p>	
24/25.063	<p><b>Development of 1/3/5 Year Parish Plan – Projects</b></p> <p>Deferred until new clerk is in post.</p>	Clerk
24/25.064	<p><b>Event Planning</b></p>	

	<p><b>Village Sign</b> Sign has been delivered and planning permission obtained for erection on site.</p> <p>Awaiting structural engineering calculations to allow pole fabrication and Bossingham Groundwork's erection. Likely to be completed November/December.</p> <p>Site meeting has been undertaken re vegetation trimming required to facilitate ground works and improved visibility. R Gay to be instructed.</p> <p><b>Engagement and Consultation Event</b></p> <p>Planned as a public meeting/engagement Objective to engage and meet new and established residents, help develop a survey/questionnaire to identify future plans and projects for the village (1/3/5-year plan as above).</p> <p>Deferred until new clerk is in post</p>	<p>PC</p> <p>Clerk</p>
24/25.065	<p><b>Business Continuity</b></p> <p>Former Clerks PC has been returned, has had some reorganisation by Chair but requires thorough reorganisation and clearing of non-PC material.</p> <p>Local IT consultant (M Parrot) to be approached to review and communicate back regarding options, features, benefits and costs for MS cloud-based system using gov.uk based website/emails for long term organisation, storage, access and transparency.</p>	<p>Clerk</p> <p>Clerk and M Parrot</p>
24/25.066	<p><b>Risk Assessments</b></p> <p>Risk Assessments Basic HSE template circulated for use on Recreation Ground and other village assets/responsible activities (e.g salting of roads), also to circulated to Cricket Ground Sub committee for use to provide baseline risk assessment and to be used pre-events.</p> <p>Emergency planning The initial updated village emergency plan was circulated for comment by GM.</p> <p>Plan for document to be reviewed and circulated by drop box to all members, to facilitate wider input and completion, amongst other items required to be</p>	<p>MH</p> <p>SC</p> <p>ALL</p>

	<p>updated: Vulnerable individuals, Church Key Holder (in event VH is not usable), Current Flood Warden.</p> <p>Emergency Box – contents to be determined and storage location/ update procedure. Expectation is Minimum OS map, Directory of vulnerable individuals.</p> <p>The concept of Parish emergency plan is to be published in PAWS and online for additional feedback/ideas</p> <p>Thanks expressed to GM for all her work on the Emergency Plan.</p>	MH
24/25.067	<p><b>Asset Register</b></p> <p>Salt Bins Salt bin at end of Watery Lane requires restabilising as is considered to be precariously. R Gay to be instructed</p> <p>Salt bin list for replacement 3 remain and to be followed up as priority.</p> <p>Salt stock for parish winter road spreading to be reviewed and salt reordered early from KCC to avoid shortage as previously experienced.</p> <p>Dog Bins and General Bins New round bin at top of Church Lane is well used but not emptied – waste contractor needs to be reminded.</p> <p>Proposal for provision of same waste/dog bin positioned adjacent to existing salt bin by field path on Vicarage Hill.</p> <p>This to be purchased, erected and waste contractors advised of need to empty.</p> <p>Proposed by MF Seconded by SC.</p>	<p>R Gay</p> <p>MH</p> <p>Clerk</p> <p>Clerk</p> <p>SC &amp; R Gay</p>
24/25.068	<p><b>Beacon</b></p> <p>No progress regarding gas conversion. To be pursued by D Henderson</p> <p>Parish Council insurance requires RA and pre notification to insurance prior to a beacon event.</p>	DH
24/25.069	<p><b>Defibrillator</b></p> <p>Cleaned and visually checked and ready for emergency use.</p> <p>Defibrillator is not new, and consideration needs to be given to allocation of funds for replacement in the future. Supplier to be contacted regarding expiry date.</p>	<p>MH</p> <p>Clerk</p>

	Inspection checklist to be documented - checklist to be provided by clerk.	Clerk
24/25.070	<p><b>Highway Issues and PROW's</b></p> <p>Petham Speedwatch</p> <p>Speedwatch working well on Stone Street.</p> <p>Within the village has been harder to implement due to number of volunteers and public works on designated site.</p> <p>More volunteers required to enable consistent speedwatch monitoring.</p> <p>PROW</p> <p>Report of overgrown footpaths: Church Lane Tillard Close</p> <p>Landowners/Tenants to be identified and asked to cut and remove overgrowth.</p>	<p>P / MF</p> <p>Clerk</p>
24/25.071	<p><b>Recreation Ground</b></p> <p><b>Play equipment</b> A Play equipment manufacture has attended to draw up a plan for update equipment to include the need of older children. The awaited proposal will begin the process of design, public consultation, grant applications and progressive equipment update.</p> <p><b>Orchard</b> Orchard looks significantly better following works with several trees fruiting. Three trees have died, and decision needs to be taken in winter regarding replacement.</p> <p><b>Wilding area</b> Wilding area has been clearly demarcated, has not been recently mowed, and is gradually progressing to be a wilding area.</p> <p><b>Rear boundary trees</b> Berry season is nearly over and this can be scheduled in for tree reduction in the next few weeks.</p> <p><b>Dog bin</b> Recreation ground bin has been replaced and dog bag dispenser is in position and used.</p>	<p>MH</p> <p>Clerk</p> <p>All</p> <p>Clerk R Gay</p>

	<p>Dog bag dispenser is used but frequently over-dispenses. More user care needed by users.</p> <p>The Hedge between Recreation Ground and The Willows is overdue for cutting and has in recent years been trimmed by The Willows, the resident has offered to contribute 50% of the cost. It was agreed to contribute 50% of the cost and liaise to progress this work.</p>	Clerk R Gay
24/25.072	<p><b>Kenfield Cricket Ground</b></p> <p>It was suggested to establish a Parish Council subcommittee to run the Kenfield Cricket Ground – remit and terms to be formulated with monthly reports to be submitted to Parish Council (Norman Clark, Chair, to provide link between Petham events/CIC).</p> <p>Proposed by SC seconded by MF agreed unanimously</p>	Clerk Norman Clark
24/25.073	<p><b>Correspondence, Publications and Other Matters of an Urgent Nature</b></p> <p><b>Dog Barking</b></p> <p>Continuing noise from barking dogs have again been subject of correspondence requesting assistance with Environmental Health enforcement. Following direct communication with CCC an Electronic monitoring system has been established to document episodes and provide supporting evidence for enforcement. To be monitored.</p> <p><b>Church Grass Cutting</b></p> <p>A request from the church to assist with churchyard grass cutting, this has previously been provided at 50% of cost, currently £700. Proposal to provide £700 to Petham Church for grass cutting. Proposed by SC seconded GM.</p> <p><b>Church Lane Drains</b></p> <p>Drain reported blocked and full of weeds – CCC to be informed and request clearing.</p> <p><b>Village Hall Solar Panels</b></p> <p>There is a project being initiated by Village Hall to fit solar panels and ancillaries to assist sustainability of the Village Hall. The grant application is being administered by MH. It was discussed and agreed that the PC provide limited match funding for this project based upon actual fund raising/contribution by the Village Hall’s own efforts.</p>	MH  Clerk  Clerk
24/25.074	<b>Date of Next Meeting</b>	

	The next Ordinary Parish Council Meeting is on 3 <sup>rd</sup> October 2024 7.00 in the Village Hall.	
24/25.075	<b>The Meeting Close at 20.15</b>	