

## **PETHAM PARISH COUNCIL**

Meeting to be held on Thursday 5<sup>th</sup> December at 7:00pm in Petham Village Hall  
Members of the public and press are welcome to attend

### **AGENDA**

#### **1. RECORDING OF THOSE MEMBERS PRESENT & APOLOGIES FOR ABSENCE**

#### **2. DECLARATIONS OF INTEREST**

#### **3. TO APPROVE THE MINUTES OF THE LAST MEETING (7<sup>th</sup> NOVEMBER 2024) AND MATTERS ARISING**

#### **4. DISCUSSION WITH GUESTS (IF PRESENT)**

#### **5. FINANCIAL MATTERS**

(i) To approve payments as follows (final figures may not have been available at time of publishing the agenda; these will be included in the final minutes of the meeting).

Staff Salary – November 2024	£387.49	Paid by cheque
HMRC Payment	£96.80	Pending access to bank account
Microsoft subscription (monthly)	£14.83	LW paid to expedite – 07/11/2024
Kikk domain services	£19.00	Paid by cheque
Aubergine domain services	£634.80	Pending access to bank account
Castle Water Ltd	£5.16	Pending (due on 20 <sup>th</sup> November)
Norton Security – anti-virus software	£19.99	LW paid to expedite – 25/11/2024
Commercial Services Trading Ltd – quarterly grounds maintenance	£1431.28	Due 27 <sup>th</sup> December 2024

(ii) Update on Clerk obtaining access to the Parish Council bank accounts.

(iii) To approve the Parish Council budget 2025/26.

(iiii) Petham Village Hall – to review the payments to Petham Village Hall, which are provided in return for discounted residents rates.

#### **6. PLANNING MATTERS (OUT FOR CONSULTATION)**

##### **CA/24/02082 Old Hall, The Street, Petham, CT4 5QY**

T1-Poplar, reduce tree by 4 metres located to the side of the property. T2, Sycamore, reduce tree by 4 metres located to the side of the property.

#### **7. PLANNING COMMENTS (SUBMITTED)**

To note that comments for the following planning applications were agreed via email due to the consultation deadline being prior to the scheduled meeting of the Council:

**CA/24/01951 Waddenhall Woods, Stone Street, Petham, CT4 5PP**

Application for prior notification for single storey detached forestry building for use as storage and office.

Comment: Petham Parish Council has no objections to this application, provided that the building is only used for forestry purposes and is not changed into accommodation/housing in the future.

**8. PLANNING DECISIONS FROM CANTERBURY CITY COUNCIL**

**CA/24/00943 Court Lodge, Church Lane, Petham, CT4 5RD**

Application for Listed Building Consent for external and internal alterations including rearrangement of internal door openings, window and external door to ground floor, replacement windows from timber and upvc to timber together with remedial works to rear elevation. Decision: granted.

**9. HIGHWAY ISSUES & PROW**

- (i) To note that Kent County Council have been approached regarding the possibility of adding a new passing place on Chequers Hill; the Clerk is awaiting a response.

**10. PARISH COUNCIL IT SYSTEMS**

To note that the new Parish Council website is currently being built, and progress is being made with the creation of Parish Councillor email addresses.

**11. ASSET REGISTER**

To review the fixed asset register and make any necessary updates.

**12. SALT BINS**

To note an update regarding the replacement of the yellow salt bins, and regarding the current capacity of the salt bins prior to winter.

**13. RISK REGISTER**

To review the risk register and instruct the Clerk to make any necessary updates.

**14. EMERGENCY PLAN**

To review and approve the emergency plan.

**15. GROUNDS MAINTENANCE CONTRACT 2025/26**

To note that the current grounds maintenance contract expires in March 2025. The Council may wish to seek tenders for the contract for next year. Council is asked to confirm the process for the tender and the exact specification required.

**16. CORRESPONDENCE, PUBLICATIONS, AND ANY OTHER MATTERS OF AN URGENT NATURE**

- The Clerk would like to notify the Council of the intention to use six hours of annual leave w/c 23<sup>rd</sup> December 2024. The Clerk will publish the agenda for the January meeting on Friday 27<sup>th</sup> December.

#### **17. DATE AND TIME OF NEXT MEETING**

The next meeting of Petham Parish Council is scheduled to take place on Thursday 2<sup>nd</sup> January 2024 at 7pm.