

PETHAM PARISH COUNCIL
DRAFT MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 5th DECEMBER 2024 IN PETHAM VILLAGE HALL

Please note that the minutes remain in draft form until approved at the next meeting

24/25.106 Recording of those members present & apologies for absence

In attendance were Chair Cllr Mary Henderson, Vice Chair Cllr Scott Collins, Cllr Phil Collins, and Parish Clerk Mrs Lucy Wilkes. Cllr Paul Gibson joined the proceedings online.

Cllr Marion Fulton, Cllr Gill Miller and Cllr David Longman gave apologies due to prior commitments.

24/25.107 Declarations of Interest

Vice Chair Cllr Scott Collins declared an interest as Chair of the Petham Village Hall Management Committee.

24/25.108 To approve the minutes of the last meeting and matters arising

The minutes of the last meeting on 7th November 2024 were unanimously approved.

Matters arising: It was noted that the Canterbury City Council Parish Capital Grants scheme closes tomorrow. Chair Cllr Mary Henderson has worked on drafting the grant application regarding replacement noticeboards, and a consultation has been carried out with residents using social media.

It was acknowledged that, to be successful in obtaining the grant, Petham Parish Council would need an element of match funding. It was proposed by Vice Chair Cllr Scott Collins, and seconded by Cllr Phil Collins, and unanimously agreed that Petham Parish Council would agree to 50% match funding for the noticeboards, which is estimated to be a cost of around £2744.10. Petham Parish Council would also need to pay for installation of the new noticeboards.

The requisition of trees from the Woodland Trust was briefly discussed. SC will be speaking with Norman Clark on 6th December 2024 regarding the initial planting of the trees.

24/25.109 Discussion with Guests

Two members of the public were present and observed the proceedings.

24/25.110 Financial matters

(i) Members approved the following payments to be made:

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	MH paid – awaiting reimbursement
Aubergine domain services	£634.80	Pending access to bank account
Castle Water Ltd	£5.16	Pending access to bank account
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 th December 2024
C. Beatrup – assistance with banking matters	£200.00	
New dog waste bin	£335.26	MH paid – awaiting reimbursement
Rob Gay – November 2024	£497.00	
Staff Salary – December 2024	£457.25	To be paid on 20 th December 2024

The above were approved for payment, having been proposed by Vice Chair Cllr Scott Collins, and seconded by Cllr Phil Collins.

- (ii) It was noted that the issues with the online banking access are close to being resolved, pending the setting up of biometric approval for the Clerk.
- (iii) The Petham Parish Council budget 2025/26 was discussed. It was suggested that a report or article could be written to explain to residents what the Parish Council funds are used for. The budget 2025/26 was approved, including an increase of 5% to the precept compared to last year. This was proposed by Cllr Phil Collins, and seconded by Vice Chair Cllr Scott Collins, and unanimously agreed.
- (iv) The payments to Petham Village Hall were reviewed. Petham Parish Council currently pays £250 every three months to Petham Village Hall, in exchange for the hall offering a 50% discount for residents who wish to hire the hall. It was noted that this could be better advertised, and that statistics could be provided to show whether it is influencing the amount of hall bookings. It was agreed that these payments would continue but would be reviewed on a quarterly basis. This was proposed by Cllr Phil Collins and seconded by Chair Cllr Mary Henderson, and unanimously agreed.

24/25.111 Planning Matters (out for consultation)

The following planning applications were reviewed.

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.

No objections from Petham Parish Council.

24/25.112 Planning Comments (submitted)

Comments on the following planning application were agreed via email and ratified at the meeting.

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.

24/25.113 Planning Decisions by Canterbury City Council

It was noted that the following planning application has been granted by Canterbury City Council: CA/24/00943 Court Lodge, Church Lane, Petham, CT4 5RD.

24/25.114 Highway Issues and PROW

It was noted that Kent County Council has been approached regarding the possibility of adding a new passing place on Chequers Hill; the Clerk is awaiting a response. It was suggested that James Hickman might be able to assist the Parish Council with the installation of a new passing place. The Clerk to contact Mr Hickman. Action: Clerk.

24/25.115 Parish Council IT Systems

It was noted that the new Parish Council website is currently under production by Aubergine, and that progress is being made with the creation of Parish Councillor email addresses. It was acknowledged that old emails in the Clerk inbox may need to be deleted before switching over to a new email address, to ensure sufficient storage space in the new mailbox.

24/25.116 Asset Register

It was noted that the sign where the new village sign is to be situated should be added to the asset register as a 'pending' item. A land survey needs to be

carried out before this can be officially added. The asset register to be reviewed at the next meeting.

24/25.117 Salt Bins

It was noted that the green salt bin which had recently been installed near Kenfield has been stolen, and the salt has been emptied out. This salt bin had been gifted by a benefactor but will need to now be replaced by the Parish Council, at a cost of approximately £450. Chair Cllr Mary Henderson to write to the benefactor about this matter. Action: MH.

24/25.118 Risk Register

It was noted that the risk register still appears to be generally relevant. The biggest risk to the village is thought to be loss of power. Risk register to be circulated and reviewed again at the next meeting.

24/25.119 Emergency Plan

It was agreed that the Emergency Plan document should be renamed to the 'Local Contingency Plan'. There are items on the plan which need updating, including the list of vulnerable people (which should be stored as an encrypted document) and the lists of residents who have access to trucks and generators. It may be beneficial for the Parish Council to purchase a generator to be stored at the Village Hall, for use in emergencies. The Local Contingency Plan to be circulated and reviewed again at the next meeting.

24/25.120 Grounds Maintenance Contract

It was noted that the current grounds maintenance contract expires in March 2025. To seek tenders for next year, the specification for the grounds maintenance contract needs to be established and agreed. Elements of the current grounds maintenance were briefly discussed. It was thought that Norman Clark may have more extensive knowledge of what is needed and what the Council's current commitments are. Clerk to contact Norman Clark regarding this. Action: Clerk

24/25.121 Correspondence, Publications and Other Matters of an Urgent Nature

The schedule of meeting dates for 2025 was noted. It was agreed that the January meeting will take place on Thursday 9th January instead of Thursday 2nd January due to Councillor availability.

It was noted that the Clerk will take eight hours of annual leave week commencing 23rd December 2024 and will return to work on 30th December 2024.

It was noted that the Council are still awaiting a structural engineer to make an assessment regarding the village sign installation. It was agreed that Chair Cllr. Mary Henderson would contact Rob Gay regarding this. Action: MH.

24/25.122 Date and Time of Next Meeting

Next Ordinary Parish Council meeting to be held on Thursday 9th January at 7pm in Petham Village Hall.

The meeting concluded at 7.33pm.