

PETHAM PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD
ON THE 1st OF FEBRUARY 2024 IN THE VILLAGE HALL

In attendance were Chairman Cllr Norman Clark, Vice Chairman Cllr Scott Collins, Cllr Mary Henderson, Cllr Marion Fulton, Cllr Phil Collins, and the Parish Clerk and Responsible Financial Officer Mr 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, being in receipt of payments in Financial Matters, section 5(i) below. There were no updates to the disclosable pecuniary interests register
3. **To approve the Minutes of the last Meeting and Matters Arising** The minutes of the last meeting on 4th January 2024 were approved by Cllr Phil Collins, and seconded by Cllr Marion Fulton. The only matter arising not included in the items below, was that the Police have successfully located the person being sought, following the spate of burglaries in the Parish over Christmas and New Year 2023
4. **Discussions with Guests** No guests present
5. **Financial Matters** (i) Members approved the following payments to be made:

Defib Warehouse	£154.80	For replacement defibrillator pads, for the defibrillator on the village hall (already paid, but included in these minutes for accounting completeness)
Mazars	£252.00	Work on 2022-23 Audit Review
Chairman Cllr Norman Clark	£16.99	Locks for Parish Notice boards
Scottish & Southern Electric	£72.90	Street Light Energy - Account for January DD
Robert Gay	£368.00	General Landscape Works
Petham Village Hall	£250.00	Local Residents bookings subsidy Feb-Apr 2024
HMRC	£188.60	HMRC PAYE February 2024 including back pay
Parish Clerk	£754.30	Parish Clerk Salary February 2024 including back pay
Vice Chairman Cllr Scott Collins	£214.74	Litter bin for village bus stop

All of the above were approved for payment, having been proposed by Cllr Mary Henderson, and seconded by Cllr Phil Collins

(ii) The Draft Level of Reserves as at 31.01.2024 was reviewed, and proposed for approval by Cllr Scott Collins, and seconded by Cllr Phil Collins

Members requested a further breakdown of money spent on the Cricket Ground, in order that any further funding may be applied for in due course. The clerk/rfo agreed to supply this information in time for the next meeting

6. **Planning Matters** No new planning applications were known of at the time of the agenda preparation. The electronic CCC planning application system being down, while a cyber incident was being investigated
7. **Planning Decisions by Canterbury City Council** No new planning decisions were known of at the time of the meeting. The electronic CCC planning application system being down, while a cyber incident was being investigated

8. **Highway Issues and PROW** (i) Petham Village (Speedwatch and the Highway Improvement Plan). Work and deployments are continuing with the Speedwatch project, throughout the Parish. Volunteers to support the activity are constantly sought, and so anyone with an hour or two to spare a month will be welcomed. Please email clerk@pethamparishcouncil.org.uk for further information

Work on the Highway Improvement plan is developing with assistance from Petham resident Paul Gibson. Any further help on this role/exercise will also be appreciated

(ii) Street Furniture - A new litter bin at the bus stop by Lyon House and Duke House has been ordered through Cllr Scott Collins, on behalf of the Parish Council. The parish notice board previously attached to Duke House removed for house painting, has been refurbished and is ready to be re-attached to the property with the arrival of better weather. The clerk was requested to draft a letter to this effect to the property residents, for approval by the chair and vice chair of the council

9. **Recreation Ground** (i) Inspection by members. With the time of year only now coming in to lighter evenings, the swings and other play equipment were looking particularly deteriorated, and in need of a good clean-up. As the weather improves, so such work will be further considered. The matter is being continued over in to the next (March) meeting

A fence panel on the pedestrian path down to the recreation ground was noted as being out of place, but it was understood that remedial works for this are in progress

Vegetation at the bottom of the ground by the stream (Nailbourne) was noted to be overgrown, and the gate latch to the fenced-off play area, although recently repaired by council member(s), appears to have been bent out of shape

(ii) Contractors. The chairman and vice-chairman agreed to look in to hiring local contractors to resolve the problems in (i), with administrative support from the clerk, who doesn't actually live in the parish. Together with reviewing the contractors currently employed for landscape maintenance through 2024. Possibly looking to hire contractors more local to the parish than at present

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

No correspondence or publications relevant to the whole Parish Council had been received

Councillors are planning a litter pick on Broadway on Sunday 18th February, commencing at 10.00 am. All welcome to help. Please wear protective gloves and suitable (bright) clothing

(i) Standing Orders, Policies, and Procedures (Governance Documentation)

Cllr Mary Henderson had revised, and members approved, six documents for publication on the Parish Council website. Including

1. Code of conduct of Petham Parish Council Councillor
2. Public Participation at Parish Council Meetings
3. Freedom of Information at Petham Parish Council
4. Document retention at Petham Parish Council
5. Data protection at Petham Parish Council
6. Standing Orders at Petham Parish Council

Further documents in preparation are financial regulations, and a grievance and disciplinary procedure, based on templates from The Kent and National Association of Local Councils (KALC and NALC)

Cllr Mary Henderson was thanked for her work on these matters

(ii) Parish Charter - Carrying forward to next meeting(s) for further discussion. This is available for inspection on the Petham Parish Council website (www.pethamparishcouncil.org.uk)

(iii) Village Sign - with regret the Parish Council has learned that the proprietor of Eastwell Iron works, Leigh, has recently passed away. His son Brad has assured us that our order for the village sign will continue to be honoured. So we await further news. A card has been sent expressing our condolences. Planning permission for installing the sign continues to be sought

Other ad hoc items discussed included the representation of Petham Parish Council on the KALC website (click-through facility) which will continue to be investigated

The meeting concluded at 8.05 pm

11. Confirmed the Date of the next Parish Council meeting to be Thursday the 7th of March at 7.00pm in the Petham village hall. All welcome

Signed..........Date.....7/3/24.....

Prepared by :Chris Beatrup, Parish Clerk