

**PETHAM PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD**  
**ON THE 4th OF JANUARY 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, the Parish Clerk and Responsible Financial Officer Mr Chris Beatrup, and twenty members of the public

The Parish and surrounding areas have been subject to a spate of recent burglaries, and there has been an increased Police presence in the area. Sergeant John Woodward kindly attended the meeting to assure residents that the Police are looking for a person in relation to these incidents. And that there was no known immediate threat to residents and persons in the area at that time. Sergeant Woodward was thanked for his briefing, and members of the public were also able to advise locations of where the person of interest may be

**1. Apologies for Absence** - Apologies were received from Cllr David Longman

**2. Declarations of Interest and Updates to the Disclosable Pecuniary Interests Register**

There were no declarations of interest or 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 7th December 2023 were approved by Cllr Scott Collins, and seconded by Cllr Phil Collins. Cllr Norman Clark duly signed the documents at the end of the meeting

Following the vacancy of a Council Member becoming available, Gill Miller was unanimously voted to be co-opted as a member to Petham Parish Council

Any further matters arising were discussed in the following minutes

**4. Discussions with Guests** Sergeant John Woodward from Kent Police gave Parish members and members of the public a briefing regarding a spate of recent burglaries in the area as above

**5. Financial Matters** (i) Members approved the following payments to be made:

Chris Tanton	£890.00	Recreation Ground strimming (already paid, but included in these minutes for accounting completeness)
KCC Commercial Services	Querying with KCC landscape services	Recreation Ground mowing (2nd payment)
Scottish & Southern Electric	£75.18	Street Light Energy - Account for December DD
HMRC	£93.20	HMRC PAYE January 2024
Parish Clerk	£373.07	Parish Clerk Salary January 2024

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

(ii) The Draft Level of Reserves as at 31.12.2023 previously circulated was reviewed, and proposed for approval by Cllr Scott Collins, and seconded by Cllr Phil Collins

**6. Planning Matters** Members were notified of, and reviewed the following planning applications

(i) CA/23/02191	Two-storey building for use as storage, gymnasium and games room. Little Swarling Watery Lane Petham Kent CT4 5QR
Comments:	Petham Parish Council do object, and will be posting their objections on the Canterbury City Council planning web site in the normal manner

(ii)	To consider any applications received following publication of the agenda
Comments:	There were no further applications published before the Petham Parish Council meeting

## 7. Planning Decisions by Canterbury City Council

(i) CA/23/02136	T1 Horse Chestnut, crown reduce by 3 metres, T2, crown reduce by 3 metres, T3 Beech, crown reduce by 3 metres, situated to the front and side. Broadway Green Farm Broadway Petham Canterbury Kent CT4 5RX - Decided - No objection
	No further decisions to report at this time

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. There is a possibility that Cllr Phil Collins may be able to join the scheme in due course. Please email [clerk@pethamparishcouncil.org.uk](mailto: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 commissioned through Canterbury City Council. To be mounted on the highway side of the telegraph / power line pole at that location. The Parish Clerk is to check on progress on this activity, and have the installation completed as soon as possible.

The Clerk has also been asked to request and chase the regular emptying of the litter bin at the village hall, by Canenco, the Canterbury City Council environmental company, on a regular basis

9. **Recreation Ground** (i) Inspection by members. At the time of the meeting the latch on the gate to the play area remained broken. It was understood that Cllr Dave Longman would be carrying out repairs to the gate and any other areas needing attention in the near future

Surface water run-off from Vicarage Hill was noted as being piped under Town Road / The Street, to enter the drainage pipes below the recreation ground. Unfortunately the recreation ground drainage pipes are completely blocked, and so water forces its way out, raising the manhole / inspection covers on the path to the recreation ground, before dispersing on the surface. Consequently flooding in the area is getting worse. The Parish Clerk was asked to contact the Environment Agency regarding this problem, and to possibly resolve by installing fresh piping directly down to the bed of the Nailbourne

(ii) Contractors. Parish Council Members requested a review of contractors being used for strimming and general maintenance in the Recreation Ground and Parish, with a view to inviting trades people within or more local to the Parish, than are currently employed, to tender for carrying out the required work. The Clerk and Council members are to progress this request, and report back at the next meeting

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

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

(i) Petham Parish Events C.I.C (Community Interest Company). No problems reported. All going well, and it was requested that this item need no longer appear on the Parish meeting agenda

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

Cllr Mary Henderson had revised eight documents following the review and amendments made at the previous Parish meeting. These are now ready for publication on the Parish Council website, and include

1. Petham Parish Council Standing Orders Version 1 Draft for Dec 23
2. Excel Spreadsheet detailing Statutory Documents, Policies and Procedures
3. Councillor Code of Conduct Petham Parish Council draft Dec 23
4. Public Participation (Public Forum) at Petham Parish Council V1 Dec 23
5. Financial Regulations Petham Parish Council - NALC Model Template
6. General Data Protection Policy draft Dec 23
7. Freedom of Information (FOI) Act Petham Parish Council (using ICO Model Policy)
8. Document Retention and Destruction Policy Petham Parish Council v1 draft Dec 23

A new release of the financial regulations template is anticipated in March 2024 from nalc, the National Association of Local Councils. Mary also kindly offered to work on and present further procedures at the next (February) Parish meeting and/or further future meetings

This minute (10.ii) records the agreement by the Parish Council of the work and documents achieved so far

Cllr Mary Henderson was thanked for her work on these matters


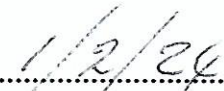
(iii) Parish Charter - Carrying forward to next meeting(s) for further discussion

(iv) Village Sign. The deposit has been paid, and final work is continuing regarding the installation of the mounting pole, being co-ordinated by Cllr Phil Collins and local resident Marcus Brickwood. Together with planning and land ownership advice from resident Rob Palmer. The ownership of the proposed site is continuing to be confirmed

Other ad hoc items discussed included arranging a date for the Parish Archives held in the village hall to be reviewed, and any items no longer relevant to be removed. An Asset Register to be found and updated (part of item 10(ii) above), and the first culvert out of the village on Duckpit road needing to be reported as being blocked, by the Parish Clerk, and being in need of clearance

The meeting concluded at 8.10pm

**11. Confirmed the Date of the next Parish Council meeting to be Thursday the 1st of February at 7.00pm in the Petham village hall. All welcome**

Signed..........Date..........

Prepared by :Chris Beatrup, Parish Clerk