

PETHAM PARISH COUNCIL

Meeting to be held on Tuesday 7th January 2025 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 (5TH DECEMBER 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 – January 2025		Awaiting details from Payroll
HMRC Payment		Awaiting details from Payroll
Kikk domain services – January 2025	£19.00	Paid on 30 th December 2024 to expedite
Cloud Next – email hosting	£59.98	Due on 9 th January 2025
ICO annual subscription	£35.00	Paid by direct debit on 20 th December
Kikk domain services – final invoice	£71.25	Paid on 30 th December 2024 to expedite
Castle Water	£12.99	Paid on 30 th December 2024 to expedite
SSE Energy supply	£83.11	Paid by direct debit on 31 st December

(ii) To note the financial reconciliation record dated 30th December 2024.

6. PLANNING MATTERS (OUT FOR CONSULTATION)

CA/24/02251 The Old Rectory, Vicarage Hill, Petham, CT4 5RE

T1) Sycamore - pollard located to the front of the property.

7. PLANNING DECISIONS FROM CANTERBURY CITY COUNCIL

CA/24/01709 6 East Wootton Cottages, Garlinge Green Road, CT4 5RH

Single-storey detached garage. Decision: granted.

CA/24/01857 Woodview, Stone Street, Petham, CT4 5PP

Single-storey rear extension and first floor rear and side extension. Decision: granted.

8. HIGHWAY ISSUES & PROW

To note any updates regarding ongoing highways issues and to agree any actions that need to be taken.

9. PARISH COUNCIL IT SYSTEMS

To note that Councillor email addresses (.gov.uk) have now been created. It is expected that the new Petham Parish Council website will be 'live' this month and will replace the existing website.

10. ASSET REGISTER

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

11. RISK REGISTER

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

12. LOCAL CONTINGENCY PLAN

To review and approve the local contingency plan.

13. GROUNDS MAINTENANCE CONTRACT 2025/26

To note that the current grounds maintenance contract expires in March 2025, and that a specification needs to be agreed so that the contract can go out to tender. The Clerk has investigated the current contract and has obtained the renewal quote from the current provider.

14. REVIEW OF PRIVACY POLICY

To review and approve the current privacy policy, to be uploaded to the new Parish Council website.

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

16. DATE AND TIME OF NEXT MEETING

The next meeting of Petham Parish Council is scheduled to take place on Thursday 6th February 2025 at 7pm.