

PETHAM PARISH COUNCIL
DRAFT MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 7TH JANUARY 2025 IN PETHAM VILLAGE HALL

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

24/25.123 Recording of those Members Present & Apologies for Absence

In attendance were Chair Cllr Mary Henderson, Vice Chair Cllr Scott Collins, Cllr Phil Collins, Cllr Marion Fulton, Cllr Paul Gibson, Cllr Gill Miller and Parish Clerk Mrs Lucy Wilkes.

Cllr David Longman gave apologies due to prior commitments.

24/25.124 Declarations of Interest

None.

24/25.125 To approve the minutes of the last meeting and matters arising

The minutes of the last meeting on 5th December 2024 were unanimously approved.

Matters arising: Regarding the village sign installation, Vice Chair Cllr Scott Collins proposed that he would speak with his local contact to progress cutting back the tree near where the sign will be placed. Vice Chair Cllr Scott Collins also agreed to speak to the local primary school regarding the potential time capsule project, and about the possibility of involving the schoolchildren in planting bulbs around the sign. Action: SC.

24/25.126 Discussion with Guests

One member of the public was present and observed the proceedings.

24/25.127 Financial matters

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

Staff Salary – January 2025	£404.93	To be paid on 24 th January 2025
HMRC Payment – Month 10	£101.20	
Kikk domain services – January 2025	£19.00	Paid on 30 th December to expedite
Cloud Next – email hosting	£59.98	
ICO annual subscription	£35.00	Paid by direct debit – 20 th December
Kikk domain services	£71.25	Paid on 30 th December to expedite
Castle Water	£12.99	Paid on 30 th December to expedite

SSE Energy supply	£83.11	Paid by direct debit – 31 st December
Jared Newell – structural engineer for village sign	£360.00	
Chris Tanton – grass cutting	£850.00	
Chris Tanton – strimming by sign	£40.00	
Chris Tanton – strimming by noticeboard	£50.00	

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

- (ii) The financial reconciliation record dated 30th December 2024 was noted. Councillors spoke briefly about the precept, and upcoming projects.

24/25.128 Planning Matters (out for consultation)

The following planning applications were reviewed.

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

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

No objections from Petham Parish Council.

24/25.129 Planning Decisions from Canterbury City Council

It was noted that the following planning applications have been granted by Canterbury City Council:

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

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

24/25.130 Highway Issues and PROW

The Council noted that there is a build-up of waste along Stone Street and other areas in the village, and that the Watery Lane flytipped waste is still present. No response has been received to an email which the Clerk sent on 19th December. It was agreed that the Clerk would contact Canterbury City Council again, copying in local city councillors as well as council leaders. Council would also like to invite city councillors to attend a meeting to speak about flytipping and environmental issues. Action: Clerk.

It was noted that one of the pavements in the village is becoming obstructed by vegetation. It was agreed that Chair Cllr Mary Henderson would speak to the residents involved and arrange for this to be resolved. Action: MH.

24/25.131 Parish Council IT Systems

It was noted that new councillor email addresses have been created; these will be gradually brought in to use.

It is anticipated that the new Petham Parish Council website will be 'live' this month. Once the website is up and running, it was proposed that a competition be created to promote it, and that this could tie in with the unveiling of the village sign. The Clerk to send current councillors examples of other council websites to look at councillor biographies. Action: Clerk.

24/25.132 Asset Register

The asset register was reviewed. It was noted that the land where the village sign is to be placed should have a land reference number. The Clerk to investigate this with the architect. Action: Clerk.

The asset register was approved by Council, and it was agreed that this should be reviewed at least every six months. It was noted that it would be beneficial if the asset register contains the original purchase price, the current forecast replacement price, and a depreciation column.

24/25.133 Risk Register

To be reviewed at the next meeting.

24/25.134 Local Contingency Plan

It was agreed that the Clerk will draft a list of things that are currently missing from the Local Contingency Plan and will share this with council. This will include a register of people with generators, 4x4s, and the provision of an emergency 'grab bag'. Once the list is created, residents to be approached at a social evening to volunteer to fill in some of the gaps. Action: Clerk.

24/25.135 Grounds Maintenance Contract 2025/26

It was noted that the current grounds maintenance contract expires in March 2025. The existing contract was discussed by Council, and there was uncertainty about the services that Council are currently paying different providers for. It was acknowledged that it would be beneficial if all current grounds maintenance works could be amalgamated into a sole agreement.

It was agreed that the Clerk will contact the current providers and seek clarification, copying in Vice Chair Cllr Scott Collins. Action: Clerk.

Once clarification is obtained, a new tender can be agreed, and other local contractors can be approached to provide competitive quotations.

24/25.136 Review of Privacy Policy

The current privacy policy was reviewed and approved unanimously. The next review date to be January 2027.

24/25.137 Correspondence, Publications and Other Matters of an Urgent Nature

Churchyard grounds donation: It was proposed by Vice Chair Cllr Scott Collins, seconded by Cllr Gill Miller, and unanimously agreed that the council would give a £850 donation to the church to cover grounds maintenance. A donation of this kind had been agreed at a previous meeting but had not yet been actioned.

KALC website: Chair Cllr Mary Henderson asked the Clerk to resolve the log-in issues on the KALC website. Action: Clerk.

Salt bins: Chair Cllr Mary Henderson gave an update on salt bins. It was agreed that the Clerk will contact the KCC Highways Manager regarding the ongoing switchover to green salt bins. Action: Clerk.

Postboxes: It was reported that three postboxes appear to have been stolen. This has already been reported to the Police and can be followed up with our local PC.

Signage: Residents have requested new 20mph signs for bins. It was agreed that Vice Chair Cllr Scott Collins will order new signs. A road sign encouraging users to slow down on entering Petham needs to be repainted. Chair Cllr Mary Henderson to ask Mr Gay to quote for this. Action: MH and SC.

Council discussed having a sign which shows the area as one of an Area of Outstanding Natural Beauty. The Clerk to progress this with relevant authorities. Action: Clerk.

Recreation ground: It was reported that fencing by the recreation ground is leaning and obstructing a pathway. Cllr Marion Fulton agreed to speak to the relevant homeowners. Chair Cllr Mary Henderson to ask Mr Gay to collect leaves in this area. Action: MF and MH.

Bins: It was reported that the bin on Church Lane is overflowing, and that this location would benefit from a bigger bin. It was agreed that Chair Cllr Mary Henderson will research options for buying a larger bin (in a black heritage style). The smaller bin can then be relocated. Action: MH.

It was agreed that the Clerk will draft a letter to local benefactor asking permission to place a bin at the gate by the chapel. Action: Clerk

24/25.138 Date and Time of Next Meeting

Next Ordinary Parish Council meeting to be held on Thursday 6th February at 7pm in Petham Village Hall.

The meeting concluded at 8:07pm.