

PETHAM PARISH COUNCIL
Draft Minutes of the Ordinary Parish Council Meeting
3rd July 2024 Petham Village Hall

24/25.035 Present

Marion Fulton (MF) Paul Gibson (PG) Phillip Collins (PC) Gill Miller (GM) Mary Henderson (Chair) (MH) Scott Collins (Vice Chair) Chris Beatrup (Clerk) and two members of the public, Dane Henderson (DH), and Norman Clark (NC).

Apologies

David Longman Minutes: Chris Beatrup (Clerk).

24/25.036 Declaration of Interests/Update to Disclosable Pecuniary Interests Register Scott Collins and Phil Collins declared an interest in planning application CA/24/00919. This was a non pecuniary and non prejudicial interest as a matter of record, and so they were able to take part in the debate. Similarly as the item is being put forward by the Parish Council, all Parish Councillors have the same interest, effectively being the applicants. Mary Henderson declared an interest in planning application CA/24/00943.

24/25.037 Approval of Parish Council Meeting Minutes (6 June 2024) The June meeting minutes were reviewed, and minor amendments discussed and made. All present then agreed these to be a true record of the meeting. Proposed by SC, seconded by MF.

Matters arising were discussed in the following minutes

24/25.038 Discussions with Guests (if present) No significant discussions. The members of the public guests were present for other matters, including the village sign, and the beacon.

24/25.039 Financial Matters Payment was approved to Castle Water (retrospective), Eastwell Ironworks (retrospective), and Streetlights. The internal auditor, HMRC for tax, and the Parish Clerk (July Salary). Proposed by MF, and seconded by SC.

Castle Water - Cricket Ground	£7.51	Paid in advance to expedite 26/06/2024
Eastwell Ironworks Village Sign	£780.00	Paid in advance to expedite 26/06/2024
Streetlights	£354.00	Lighting Maintenance (pruning around lights)
Carol Castle	£350.00	Internal Audit
HMRC	In the region of £100 (20% basic rate)	HMRC PAYE + Employer NI
Parish Clerk	In the region of £400	Parish Clerk Salary July 2024

(ii) The draft level of reserves was reviewed, proposed for acceptance by PC, and seconded by GM.

(iii) The year end accounting AGAR papers were reported as having been successfully completed and published by the Clerk.

24/25.040 Planning Matters

CA/24/00919 Erection of Village Sign Land Adjacent to The Street and Vicarage Hill, Petham

The Village sign is a Parish Project, and has encountered problems with planning regarding the Town Road / Vicarage Lane. Highways have reminded us of line of site, and have been informed by Rob Palmer on our behalf, of fencing present to prevent parked cars. We are awaiting further communication with planning. This in turn has prevented potential raised beds on the site from being designed until the sign location is confirmed. Trimming of the trees and shrubs was agreed, and Rob Gay to be instructed. Unexpected costs for the mounting pole and ground works led to a plan for all interested parties to be invited to a meeting, to plan a way forward, co-ordinated by Cllr Phil Collins. SC proposed, and MF seconded, that £7500 from the Parish funds be allocated to cover these costs. All present agreed. The unveiling of the completed project currently remains to be 6th September 2024.

CA/24/00943 Court Lodge, Church Lane, Petham CT4 5RD

No objections

CA/24/00950 The Old Bake House The Street Petham Kent CT4 5QY

No objections

CA/24/00951 The Old Bake House The Street Petham Kent CT4 5QY

No objections

CA/24/01027 Lane End House Wootton Close Petham Kent CT4 5WE

No objections

CA/24/00242 Little Swarling

Members felt that the adjusted application remains unacceptable, as the development could easily still be turned in to a residential chalet. It was agreed that the previous objections regarding long term change to a residential property remain valid, and should be logged with the council. The Clerk was asked to report back to Canterbury City Council planning accordingly.

24/25.041 Planning Decisions

CA/24/00703 Garlinge Court Garlinge Court Road Garlinge Green Kent CT4 5RT

Decided - No objection

24/25.042 Development of one/three/five year plan - projects Thinking continues on future plans. Carrying forward to the August meeting.

24/25.043 Event Planning A Parishioner engagement and consultation event is proposed for early of October, linked to the future plans above.

24/25.044 Business Continuity

(i) IT security. A secure cloud-based system is desired as an electronic online repository of Parish Council records and documentation. The Clerk reported that he had investigated Microsoft Office 365 but had had trouble importing external

documents. A local contractor to be contacted for assistance. Other options included Drop Box, and investigations are continuing. Action: MH, SC

(ii) email and website security. MH to contact IT supplier Aubergine, with regard to acquiring a .gov.uk website domain. Action: MH

24/25.045 Risk Assessments and Emergency Planning Risk Assessments to be formulated for Village locations including the Recreation Ground, the Cricket Ground, the Village Sign project, the Recreation Ground Bridge, the Bus Stop(s), and Gritting / Salt routes during inclement weather. The Clerk was asked to try to retrieve documentation originally generated some eight or nine years ago (2015). MH to provide HSE Templates for Risk Assessments to MF, SC, PC. Action: MH.

Similarly an Emergency Planning policy is being worked on by GM. Continuing on to next meeting.

24/25.046 Asset register The Asset register is being worked on by the Clerk, and includes Street Lighting, Salt Bins, Play and exercise equipment, and land owned by Petham Parish Council.

24/25.047 Beacon A local resident (DH) is working with suppliers to enable the Beacon to be gas fuelled. Action: DH

24/25.048 Defibrillator (monthly checks) MH intends to clean and is undertaking monthly checks of the Defibrillator attached to the Village Hall. The Clerk was asked to supply a checklist for ensuring that the device remains operational. Action: Clerk

24/25.049 Highway Issues and PROW (i) Speedwatch continues. More volunteers sought. Co-ordinator Paul Gibson was welcomed in person as a member on to the Parish Council. It was discussed that the Speedwatch group be publicised to PAW news, and on the Parish noticeboards. The equipment and group will be able to be publicised further at the October event above.

(ii) The Highway Improvement Plan (HIP) had been reviewed at a previous meeting, and the focus of the current work of PPC was to support Speedwatch. A copy of the HIP guidance to be sent to PG for his information. Also 'Area of Outstanding Natural Beauty' signs were again requested to be procured. Clerk to chase. Excessive speed of the Regent bus service through the village was recently noted. Company to be contacted. Clerk and others (facebook) have requested landowners to clear hedges and footways. Letters have been sent to Council and tenants as outlined in previous meetings. It is possible that further reminders may be necessary. Action: Clerk

24/25.050 Recreation Ground MF reported issues with the recreation ground including the play equipment (cleaning needed) and the back gate needing attention. The Clerk has requested the former Chairman, and the local landscape gardener, to undertake action points raised in the June meeting. Coming now to the end of the bird nesting season, cutting back the overgrown vegetation will soon be possible. The Orchard area has also been reported as the trees being

strangled by the undergrowth. Rob Gay has been asked to assist with unwanted plant clearance.

24/25.051 Correspondence, Publications, and Other Matters of an Urgent Nature A litter pick for the Village was proposed for a date yet to be arranged in August. Noticeboards (replacement) were discussed as being possibly supplied by a firm in Crundale, to be of an oiled oak material. Further (free) trees have been applied for from Woodland Trust. Permission to be sought from owners of the Recreation ground to create a copse area. Action: SC

Barking dogs. Residents are asked to keep a diary of when the noise is heard in the Parish, in order to help Canterbury City Council Environmental Health curb the problem. For other (loud) noise issues in the Parish, the Council are adopting a 'good neighbour' policy, and asking residents to be respectful of their neighbours. The Council are asking for residents to inform their neighbours of noisy events or those involving fireworks, in order that they may be publicised in the Parish Magazine, on noticeboards, and on facebook. Finally a Sickness Policy has been drafted for the Council, to be uploaded to the Parish Council website

24/25.052 Date of Next Meeting Thursday 1st August 2024 in the Petham Village Hall at 7.00pm

24/25.053 Resignation The Parish Clerk tendered his resignation, which was accepted.

24/25.054 The meeting closed at 20.10