

**PETHAM PARISH COUNCIL**  
**THE NEXT ORDINARY PARISH COUNCIL MEETING WILL BE HELD**  
**ON THURSDAY 6th June 2024 AT 7.00 PM IN THE VILLAGE HALL**  
Members of the public and press are welcome to attend

**A G E N D A**

1. **Recording of those members present, apologies for absence.**
2. **Declarations of Interest and Updates to the Disclosable Pecuniary Interests Register.**
3. **To approve the Minutes of the last Meeting (May 2024) and Matters Arising.**
4. **Discussions with Guests (if present).**
5. **Financial Matters.**

(i) To approve payments as follows (final figures may not have been available at time of agenda preparation. These will be included in the final minutes of the meeting).

Castle Water - Cricket Ground	£72.99	Paid in advance to expedite 20/05/2024
KM Media Grp - Village Sign ad	£1586.30	Paid in advance to expedite 20/05/2024
Planning Portal - Village Sign	£216.50	Paid in advance to expedite 20/05/2024
McCabe Ford Williams	£283.20	Operation of PAYE
HMRC	In the region of £100 (20% basic rate)	HMRC PAYE + Employer NI
Parish Clerk	In the region of £400	Parish Clerk Salary June 2024

(ii) To approve Draft Level of Reserves as at 31.05.2024. Note that due to the Clerk being on holiday from 30.05.2024, final full figures are not yet available. These will be presented at the next (July 2024) meeting, including those for June 2024.

(iii) Year end accounts 2023/2024. Final preparation is being done on the year end accounts before publication. Internal auditor Carol Castle has approved the draft figures. Approval is sought from members for the declaration of exemption certificate to be sent to the external auditors by 30th June 2024. Also approval for Section 1 - Annual Governance Statement 2023/24. Finally approval for Section 2 - Accounting Statements 2023/24.

**6. Planning Matters (Out for consultation)**

CA/24/00701 Variation of condition 2 (drawings) of planning permission CA/23/00267/FUL for the single storey rear extension following demolition of existing single story rear extension; to allow replacing brickwork with cladding to the side elevation and roof window replacing the sun pipe. | 1 Bank Cottages The Street Petham Kent CT4 5QZ.

CA/24/00702 Variation of condition 2 (drawings) of Listed Building Consent of CA/23/00268/LB for the application for Listed Building Consent for single-storey rear extension, addition of a doorway to side elevation and erection of internal stud work following demolition of existing single storey rear extension; to allow replace cladding with brickwork and sun pipe with roof light. | 1 Bank Cottages The Street Petham Kent CT4 5QZ.

CA/24/00703 T1 Tilia X Europaea, in front garden, fell. G1 Mixed species row of trees Sycamore, lime and ash approx. 80m in length, with the lower epicormic growth forming a hedge along the boundary with Flaxland Lane: -CUT back/hedge trim back to the boundary line from the junction with Garlinge Green Rd. to the "off-road track" (80m approx.) the epicormic growth, keeping as a hedge -CROWN lift all trees over the road to KCC Highways spec. In practice there are not that many trees to crown lift, most are of acceptable clearance. | Garlinge Court Garlinge Court Road Garlinge Green Kent CT4 5RT.

No more planning applications known of at time of agenda preparation. CCC planning application system slowly recovering after the cyber incident. Should be checked again before the meeting.

**7. Planning Decisions by Canterbury City Council.**

CA/24/00562 Cherry tree to east side of property. Fell. The Willows, Church Lane, Petham, Kent. CT4 5RD. Decided. No objection.

No further planning decisions known of at time of agenda preparation. CCC planning application system slowly recovering after the cyber incident. Should be checked again before the meeting.

**8. Development of one/three/five year plan - ideas for project work.**

**9. Event Planning.**

- (i) Erection of village sign.
- (ii) Engagement and Consultation Event.

**10. Business continuity.**

- (i) IT Security - Cloud based system.
- (ii) E-mail and Website Security - training session feedback.

**11. Risk Assessments.**

**12. Asset register.**

**13. Beacon.**

**14. Defibrillator (monthly checks).**

**15. Highway Issues and PROW.**

- (i) Petham Village (Speedwatch).

**16. Recreation Ground.**

- (i) Inspections by members.

**17. Correspondence, Publications, and Other Matters of an Urgent Nature.**

**18. To Confirm Dates and Times of Future Meetings.**

The Ordinary Parish Council Meeting on Wednesday 3rd July 2024 at 7.00 pm, in the Village Hall.

*Chris Beatrup, Parish Clerk*