

PETHAM PARISH COUNCIL

Draft minutes of the Ordinary Parish Council Meeting 6th June 2024 Petham Village Hall

Item	Matter	Action
24/25.016	<p>Present Marion Fulton (MF) David Gibson (D) (Remote) Phillip Collins (PC) Paul Gibson (PG) (Remote) Mary Henderson (Chair) (MH)</p> <p>Apologies Gill Miller Scott Collins (Vice Chair) Chris Beatrup (Clerk)</p> <p>Paul Gibson confirmed as co-opted member</p> <p>Minutes: D Henderson</p>	
24/25.017	<p>Declaration of Interests/Update to Disclosable Pecuniary Interests Register None</p>	
24/25.018	<p>Approval of Annual Parish Council Meeting Minutes (2 May 2024) Minutes proposed by MF, seconded PC Signed by MH</p> <p>Matters Arising 24/25.009 Parish Council Website Policies and procedures - still not yet displayed on PPC website – Needs to be arranged</p> <p>24/25.010 Noticeboards Feedback outstanding regarding replacement of old noticeboards with more robust (weather resistant, metal, powder-coated, lockable) units</p> <p>To look for suitable noticeboards and bring to next meeting. Norman Clark/Rob Gay to be approached to help with installation to forward this project. Agenda item and progress report - July meeting</p> <p>Grants to be pursued for Noticeboard project when design cost received.</p>	<p>Clerk</p> <p>All Clerk</p>
24/25.019	<p>Guests None present</p>	
24/25.020	<p>Financial Matters Monthly Accounts including payments & Draft Level of Reserves had been pre-circulated and included with minutes. Year-end accounts 2023/2024 have been prepared and subject to internal audit Carol Castle.</p> <p>MH reported that Carol Castle had communicated that she had sent a copy of the signed AGAR report to the Clerk prior to this Parish Meeting.</p> <p>*Account declaration of exemption certificate (to be sent to external auditors by 30.06.24)</p>	<p>Clerk</p>

*Section 1 Annual governance statement 2023/2024
 *Final approval for Section 2 Accounting Statements

The accounts provided were proposed for acceptance by MF, seconded by PC.

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

24/25.021	<p>Planning Matters</p> <p>CA/24/00701 & CA/24/00702 1 Bank Cottage, The Street, Petham CT4 5QZ No objections</p> <p>CA/24/0702 Garlinge Court, Garlinge Court Road Garlinge Green CT4 5RT No objections</p> <p>CA/24/00820 Debden Court Farm Lodge, Town Road, Petham CT4 5NN No objections</p> <p>Communication has been received from CCC confirming registration of The Chequers as a Community Asset. This communication has been displayed on PPC notice boards to information and enable interested parties/ groups with a view to re-establish the pub.</p> <p>Petham CIC and Village Hall Committee to be notified to be able to cascade this information.</p>	Clerk
24/25.022	<p>Planning Decisions by CCC</p> <p>CA/24/00562 The Willows, Church Lane, Petham CT4 5RD Decided – No Objections</p>	
24/25.023	<p>Development of 1/3/5 Year Parish Plan – Projects</p> <p>Postponed to July meeting to allow fuller discussion.</p> <p>Members to bring village project ideas to July meeting</p>	All
24/25.024	<p>Event Planning</p> <p>Village Sign Provisionally planned for unveiling 6.9.24</p> <p>It was agreed to utilise the sign manufacturer’s team to prepare pole and arrange erection. This is likely to incur an additional cost. An agreed figure of not more than £1000.00 was proposed for this project as the sign was due to be completed within days and instruction required regarding pole and erection</p> <p>Proposed by PC, seconded by MF</p> <p>Thanks were expressed for M Brickwood’s assistance with the sign manufacturer, helping to work out the best solution for mounting and</p>	

	<p>erection.</p> <p>The design of flower beds, vegetation trimming, and Time Capsule location to be discussed with Rob Palmer and organised with Rob Gay.</p> <p>Engagement and Consultation Event</p> <p>Planned as a public meeting – provisionally 3.10.24. Objective to engage and meet new and established residents, help develop a survey/questionnaire to identify future plans and projects for the village (1/3/5-year plan).</p> <p>Member to bring ideas to July meeting (see also Minute 6.6.24)</p> <p>Invitation to be circulated to all households in advance of event.</p>	<p>PC/MH</p> <p>All Members</p>
24/25.025	<p>Business Continuity</p> <p>IT Security – cloud-based system</p> <p>The need for cloud-based storage of documents & correspondence for all PPC matters, along with the need for duplicate access to the clerk@pethamparishcouncil.org.uk was discussed. It agreed this was an essential security measure particularly in the event of illness or vacation.</p> <p>Details of suitable options are needed to allow a decision to be made.</p> <p>Report of options, features & benefits with costs for discussion and decision at July meeting.</p> <p>E-mail and Website Security – training session feedback</p> <p>CB & MH attended remote training on “gov.uk Domain Names jointly hosted by KALC and Aubergine (council-sector supplier). The most significant matter impacting PCC:</p> <p>NALC recommends that Parish Councils of all sizes operate through the gov.uk domain. Domains can be used for website and e-mail address. This will enhance security, continuity of business and ownership.</p> <p>To use this system, must also have a centrally managed (GDPR compliant) e-mail system, - suggested Office 365 (which offers discount for Parish Councils) rather than a free e-mail account.</p> <p>PPC need to establish:</p> <ul style="list-style-type: none"> • Contact details for our current website and e-mail are PCC and not linked to a specific individual • Clarify access and ownership of our website <p>MH to confirm with Clerk the above detail and to be discussed at next meeting.</p> <p>PCC to review existing website portal establishing of gov.uk email at July meeting.</p>	<p>Clerk</p> <p>Clerk/MH</p>
24/25.026	Risk Assessments	

	<p>Risk Assessments & Emergency planning</p> <p>Discussion rescheduled for July meeting</p>	
24/25.027	<p>Asset Register</p> <p>Up to date register (in Excel format) to be prepared and available before July meeting.</p>	Clerk
24/25.028	<p>Beacon</p> <p>Landowner is happy to continue hosting the village Beacon and it is available for use.</p> <p>Proposal to convert to gas to reduce risk associated with loading fuel and sparks whilst burning.</p> <p>Initial research indicates that the conversion is possible and proposals to be obtained by D Henderson (DH)</p>	DH
24/25.029	<p>Defibrillator</p> <p>MH agreed to undertake monthly defibrillator checks and report any remedial measures required.</p> <p>Existing checklist to be provided by clerk.</p>	MH Clerk
24/25.030	<p>Highway Issues and PROW's</p> <p>Petham Speedwatch</p> <p>Additional volunteers needed to give 1-2 hours a week.</p> <p>Suggestion to publicise Speedwatch practically at upcoming village events and circulate leaflet door to door to assist recruitment.</p> <p>PROW</p> <p>Report of overgrown footpaths: Church Lane Tillard Close</p> <p>Landowners/Tenants to be identified and asked to cut and remove overgrowth.</p>	P / MF Clerk
24/25.031	<p>Recreation Ground</p> <p>Play equipment</p> <p>Children's swings are still algae covered and require cleaning – Rob Gay to be asked (note they can be unscrewed to be washed off site).</p> <p>Orchard</p> <p>Some tree overgrown, requires 1 metre grass clearance around individual trees and mulching. Rob Gay to be requested to clear these and keep clear going forward.</p> <p>Wilding area</p> <p>Wilding area has unfortunately been mowed a second time as the identifying post were removed for first mow and not replaced. The post are no longer evident on the recreation ground.</p> <p>Contractor to be advised regarding extent of wilding area that should only be</p>	Clerk Clerk

	<p>mowed under instruction.</p> <p>Round indicator posts at each corner of wilding area would provide permanent indication of mowing. Rob Gay to be asked to replace indicator post.</p> <p>Rear boundary trees These have not yet been trimmed/cut back and are excessively overgrown. Rob Gay to be asked to arrange cutting.</p> <p>Dog bin The dog waste bin has been refitted with a bag to enable its short-term use. It was agreed to source a replacement bin and request Rob Gay to fit.</p> <p>Dog waste dispenser Location has been agreed, needs to be sourced and purchased and ask Rob Gay to fit.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>MF/Clerk</p> <p>MF</p>
24/25.032	<p>Correspondence, Publications and Other Matters of an Urgent Nature</p> <p>Salt Bins There has been communication identifying that the programme to change salt bins from yellow to green, implemented last year, had missed several.</p> <p>The Chair has responded to confirm investigation of the delay and it was agreed to arrange replacement of the bins without delay. The asset register is required to be updated with a list of all salt bins, design and date of installation.</p>	<p>MH/Clerk</p> <p>Clerk</p>
24/25.033	<p>Date of Next Meeting The next Ordinary Parish Council Meeting is on 3rd July 7:00 in Petham Village Hall.</p>	
24/25.034	<p>The Meeting Closed at 19.47</p>	