PETHAM PARISH COUNCIL

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

Item	Matter	Action
24/25.016	Present	
	Marion Fulton (MF) David Gibson (D) (Remote)	
	Phillip Collins (PC) Paul Gibson (PG) (Remote) Mary Henderson (Chair) (MH)	
	ivially frienderson (Chair) (Wiff)	
	Apologies	
	Gill Miller	
	Scott Collins (Vice Chair) Chris Beatrup (Clerk)	
	Simo Bodirap (Giork)	
	Paul Gibson confirmed as co-opted member	
	Minutes: D Henderson	
24/25.017	Declaration of Interests/Update to Disclosable Pecuniary Interests Register None	
24/25.018	Approval of Annual Parish Council Meeting Minutes (2	
	May 2024)	
	Minutes proposed by MF, seconded PC Signed by MH	
	Matters Arising	
	24/25.009 Parish Council Website	Clerk
	Policies and procedures - still not yet displayed on PPC	
	website – Needs to be arranged	
	24/25.010 Noticeboards	
	Feedback outstanding regarding replacement of old	
	noticeboards with more robust (weather resistant, metal,	
	powder-coated, lockable) units	
	To look for suitable noticeboards and bring to next meeting.	
	Norman Clark/Rob Gay to be approached to help with	All
	installation to forward this project.	Clerk
	Agenda item and progress report - July meeting	
	Grants to be pursued for Noticeboard project when design	
24/27.242	cost received.	
24/25.019	Guests None present	
24/25.020	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.	
	MH reported that Carol Castle had communicated that she	Clerk
	had sent a copy of the signed AGAR report to the Clerk prior to this Parish Meeting.	Cielk
	*Account declaration of examption cartificate (to be cont to	
	*Account declaration of exemption certificate (to be sent to	

	external auditors by 30.06.24)	
	*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.	
24/25.021	Planning Matters	
	04/04/00704 0 04/04/00700	
	CA/24/00701 & CA/24/00702	
	1 Bank Cottage, The Street, Petham CT4 5QZ	
	No objections	
	CA/24/0702	
	Garlinge Court, Garlinge Court Road Garlinge Green CT4	
	5RT	
	No objections	
	CA/24/00820	
	Debden Court Farm Lodge, Town Road, Petham CT4 5NN	
	No objections	
	Communication has been read to 10 000 000	
	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.	
	view to re establish the pub.	Clerk
	Petham CIC and Village Hall Committee to be notified to be	
	able to cascade this information.	
24/25.022	Planning Decisions by CCC	
	CA/24/00562 The Willows, Church Lane, Petham CT4 5RD	
0.4/0.5.000	Decided – No Objections	
24/25.023	Development of 1/3/5 Year Parish Plan – Projects	
	Postponed to July meeting to allow fuller discussion.	
	r ostponed to July meeting to allow fuller discussion.	
	Members to bring village project ideas to July meeting	All
24/25.024	Event Planning	,
,		
	Village Sign	
	Provisionally planned for unveiling 6.9.24	
	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	
	polo and dicollori	
	Proposed by PC, seconded by MF	
	Thanks were expressed for M Brickwood's assistance with	
	the sign manufacturer, helping to work out the best solution	
	for mounting and erection.	
	The decima of flower hade we retation triversian and T	
	The design of flower beds, vegetation trimming, and Time Capsule location to be discussed with Rob Palmer and	
	organised with Rob Gay.	PC/MH
	organised with Nob Cay.	i G/IVII I

	Engagement and Consultation Event	
	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).	
	Member to bring ideas to July meeting (see also Minute 6.6.24)	A.II
	Invitation to be circulated to all households in advance of event.	All Members
24/25.025	Business Continuity	
	IT Security – cloud-based system	
	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.	
	Details of suitable options are needed to allow a decision to be made.	
	Report of options, features & benefits with costs for discussion and decision at July meeting.	Clerk
	E-mail and Website Security – training session feedback	
	CB & MH attended remote training on "gov.uk Domain Names jointly hosted by KALC and Aubergine (councilsector supplier). The most significant matter impacting PCC:	
	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.	
	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.	Clerk/MH
	PPC need to establish: 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	
	MH to confirm with Clerk the above detail and to be discussed at next meeting.	
04/05 000	PCC to review existing website portal establishing of gov.uk email at July meeting.	
24/25.026	Risk Assessments	
	Risk Assessments & Emergency planning	

	Discussion rescheduled for July meeting	
24/25.027	Asset Register	Clerk
	Up to date register (in Excel format) to be prepared and available before July meeting.	Clerk
24/25.028	Beacon Landowner is happy to continue hosting the village Beacon and it is available for use.	
	Proposal to convert to gas to reduce risk associated with loading fuel and sparks whilst burning.	
	Initial research indicates that the conversion is possible and proposals to be obtained by D Henderson (DH)	DH
24/25.029	Defibrillator	
	MH agreed to undertake monthly defibrillator checks and report any remedial measures required.	МН
	Existing checklist to be provided by clerk.	Clerk
24/25.030	Highway Issues and PROW's	
	Petham Speedwatch	
	Additional volunteers needed to give 1-2 hours a week.	
	Suggestion to publicise Speedwatch practically at upcoming village events and circulate leaflet door to door to assist recruitment.	P/MF
	PROW Report of overgrown footpaths: Church Lane Tillard Close	
	Landowners/Tenants to be identified and asked to cut and remove overgrowth.	Clerk
24/25.031	Recreation Ground	
	Play equipment 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).	Clerk
	Orchard 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.	Clerk
	Wilding area 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.	Clerk
	Contractor to be advised regarding extent of wilding area	

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