

PETHAM PARISH COUNCIL
DRAFT MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 3rd OCTOBER 2024 IN PETHAM VILLAGE HALL

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

24/25.076 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, Cllr David Longman, Parish Clerk and Responsible Financial Officer Mrs Lucy Wilkes, Canterbury City Cllr Mike Bland and one member of the public.

24/25.077 Declarations of Interest

Vice Chair Cllr Scott Collins reminded the Council of his ongoing role as Chair of Petham Village Hall.

24/25.078 Discussion with Guests

Canterbury City Councillor Mike Bland provided an update on flytipping. It was noted that flytipped waste is collected by an external contractor, and that waste is more likely to be collected when the contractor has received several reports of flytipping in one area. Cllr Bland will endeavour to report on how many items of waste need to be reported before the company will collect it. Cllr Bland suggested using the 'what 3 words' application to aid in reporting locations of flytipping.

Amanda Greenaway from the Ramblers Association described the role of Footpath Observers, who help to maintain and report on issues with footpaths. Amanda asked for a volunteer to be the Footpath Observer for Petham. Chair Cllr Mary Henderson offered to raise the request with Petham's community walking group.

Amanda Greenaway asked if anyone present could assist in finding volunteers for other parishes. Lucy Wilkes will raise the request at Chartham Parish Council. Cllr Marion Fulton will raise the topic with Stelling Minnis Parish Council at an upcoming event. City Cllr Mike Bland will raise the request with Upper Hardres Parish Council.

24/25.079 To approve the minutes of the last meeting and matters arising

The minutes of the last meeting on 22nd August 2024 were unanimously approved. This was proposed by Chair Cllr Mary Henderson, and seconded by Vice Chair Cllr Scott Collins.

Matters arising: Cllr Phil Collins provided an update regarding progress with the village sign. It was reported that the Council is currently awaiting a visit from an engineer with regards to installation of the sign. Chair Cllr Mary Henderson

offered to speak to Rob Palmer about applying for the necessary planning permission cut back a tree near to where the sign will be installed. Action: MH

An update was provided by Cllr Marion Fulton regarding the tree maintenance work which has been undertaken on the recreation ground. There are some remaining stones and rubble in the stream which may need to be cleared.

The Council had agreed to pay the Church £700 for grass cutting. Canterbury City Council is to be contacted about clearing drains in the village (copying in Cllr Alistair Brady, Cllr Mike Bland and Cllr Mike Sole). Action: Clerk

24/25.080 Financial matters

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

Castle Water - Cricket Ground	£47.51	LW paid to expedite - 16/09/2024
Rob Gay - general works	£1469.00	MH paid to expedite - 20/09/2024
Rob Gay - general works	£809.00	MH paid to expedite - 20/09/2024
Staff Salary - September 2024	£387.49	Not yet paid - pending access to bank account
HMRC Payment	£96.80	Not yet paid - pending access to bank account

The above were approved for payment, having been proposed by Chair Cllr Mary Henderson, and seconded by Cllr Marion Fulton.

(ii) The Clerk provided an update on the access to the Council bank accounts. The Clerk has undertaken identification checks and is awaiting log-in details from Natwest. Access to the bank account and existing signatories to be reviewed by the Clerk once log-in details have been provided.

24/25.081 Planning Matters (out for consultation)

The following planning applications were reviewed.

CA/24/01510 Silver birch tree, near our rear boundary fence, remove 15% off the height and re shape. 6 East Wootton Cottages Garlinge Green Road Garlinge Green Kent CT4 5RH

No objections from Petham Parish Council.

CA/24/01630 Details submitted pursuant to condition 4 (archaeological watching brief) of planning permission CA/24/00242/FUL. Little Swarling Watery Lane Petham Kent CT4 5QR

This is a detailed archaeological report pertinent to another planning application. The Council has no comments on this application.

CA/24/01664 T1 Leylandii tree, in front garden, fell. The Dower House Garlinge Green Road Garlinge Green Kent CT4 5RH

No objections from Petham Parish Council.

24/25.082 Planning Comments (submitted)

Comments on the following planning application were agreed via email and ratified at the meeting.

CA/24/01410 Detached double garage. The Chimneys Watery Lane Petham Kent CT4 5QR.

Comment: Petham Parish Council has no objection to this application, on the condition that the garage may only be used as an ancillary to the main residence.

24/25.083 Planning Decisions by Canterbury City Council

It was noted that the following planning application has been granted by Canterbury City Council.

CA/24/01246 Outbuilding comprising of garage and annexe and dormer window to west elevation following demolition of the existing garage. Eidart Vicarage Hill Petham Kent CT4 5RE

24/25.084 Highway Issues and PROW

- (i) Petham's footpath observers. Chair Cllr Mary Henderson to raise with local walking group. Action: MH

- (ii) Overhanging trees along Duckpit Lane. A resident has reported that the trees are not being maintained to a safe height for passing vehicles. It was proposed by Chair Cllr Mary Henderson and seconded by Vice Chair Cllr Scott Collins that the Clerk will write a letter to the owners of Petham House regarding this. Action: Clerk

24/25.085 Parish Council IT Systems

- (i) The Clerk presented options for purchasing a new laptop for the Parish Council. It was noted that a smaller screen size may be beneficial. A cost of up to

£500.00 was agreed for purchasing a new laptop, with the decision about which device to be delegated to the Clerk. This was proposed by Cllr Phil Collins and seconded by Cllr Marion Fulton and unanimously agreed. Action: Clerk

(ii) It was agreed to purchase a Microsoft 365 package for use on the parish laptop. A monthly subscription was agreed while the Council email domain is addressed, at a cost of approximately £14.00 per month. This was proposed by Cllr Phil Collins and seconded by Cllr Scott Collins and unanimously agreed. Action: Clerk

(iii) The Clerk presented options for moving the Council to a gov.uk domain name. It was noted that the website would not require much historical content to be transferred, and additional extras such as the ability to run polls could be purchased later. The Council to progress the purchase of the domain name, including transferring the website and establishing gov.uk email addresses. The Council will work with Aubergine and will meet costs required (approximately £500 for the first year). This was proposed by Cllr Phil Collins and seconded by Cllr Scott Collins and unanimously agreed. Action: Clerk

24/25.086 ICO Registration

The Council was advised by the Clerk that the ICO registration fee should be paid. This is £40.00 per annum (or £35.00 if paying by direct debit). The Council will pay the fee once the Clerk has access to the bank account. This was proposed by Cllr Phil Collins and seconded by Cllr Gill Miller and unanimously approved. Action: Clerk

24/25.087 Speculative Playground Design Quotation

It was noted that the playground will need updating in the future, and that the Council should assess the cost of this in their 1-, 3- or 5-year plan. The Council recognised that grants may be available to help meet the cost of playground upgrades, particularly for outdoor gym equipment. It was agreed that all Councillors will research possible grants to apply for in relation to play equipment, and any possible funding streams will be reported to Chair Cllr Mary Henderson. Action: All

24/25.088 Tree Requisition

Vice Chair Cllr Scott Collins reported that the Council is being provided with approximately 45 trees from the Woodland Trust in November. Vice Chair Cllr Scott Collins to speak to owners of the recreation ground and the cricket ground regarding possible tree planting in these locations. Action: SC

24/25.089 PO Box for Parish Council Correspondence

The Clerk presented options for receiving parish council letters by post. It was suggested that the Village Hall have a small post box installed on the external wall to receive any parish council correspondence. The Village Hall would require a small donation of £100.00 for this, alongside the cost of the post box to be purchased by the Parish Council. This was proposed by Chair Cllr Mary Henderson and seconded by Cllr Phil Collins and unanimously agreed. Action: SC, Clerk

24/25.090 Correspondence, Publications and Other Matters of an Urgent Nature

Emails regarding the Parish Engagement meeting, KCC Highways and Transportation seminars, and funding for community wardens to be circulated to all Councillors.

The Parish Capital Grants 2025/26 scheme: The deadline for applying is 6th December 2024. The Council could apply for a grant to help refurbish or replace the noticeboards around the village. It was agreed that all members would think about any other possible uses of the capital grant money prior to the next meeting. Action: All

Litter bins and dog poo bins: It was noted that the litter bin located at the back of the Church needs to be bigger and should be emptied more frequently. Clerk to follow this up with Canterbury City Council. Action: Clerk. An additional dog poo bin to be purchased to prevent accumulation of waste in hotspot areas. Action: MH

24/25.091 Date and Time of Next Meeting

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

The meeting concluded at 8.01 pm.