



**DRAFT MINUTES OF ORDINARY MEETING OF THE PARISH COUNCIL HELD
ON**

MONDAY 1st JUNE 2020 AT 7.30PM (held virtually on zoom)

80/20 To record those present and list of apologies

Those Present: Councillors: K Lamb (Chair), E Arnold Newing (Vice Chair), B Swan, C Stanyon, G Clements, K Allen, K Scott and S Peall, County Councillor S Carey, 13 members of the public and the Clerk.

Apologies: None were received.

81/20 To declare any Disclosable Pecuniary Interests (DPI), Other significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.

Agenda item 91/20 - Cllr Clements declared an Other Significant Interest and will be leaving the room and will not be voting.

82/20 To note and agree minutes of (will be signed in person by the Chairman at the next available opportunity.)

1. The Annual Parish Meeting minutes were agreed and are to be signed as a true record by the Chairman of meeting at the next available opportunity.
2. The Ordinary meeting of the Parish Council of 4th May 2020 were agreed and are to be signed as a true record by the Chairman of meeting at the next available opportunity.

83/20 Chairman's Report

Longland Farm, Exted The Parish Council has responded to this planning application for use of land for the stationing of a mobile home for a temporary period for key agricultural workers and the use of part of an agricultural building for the incubation and hatching of poultry.

Owing to the large number of comments and correspondence from local people objecting to this proposal the Parish Council conducted a very in-depth analysis of the planning application and a comprehensive response was submitted to FHDC Planning Department. We are currently awaiting the outcome. For all the residents that were concerned about this application please be assured that we have considered all the issues raised to us and brought them to the attention of the District Planning Department.

There was a car crash on the High Street at the weekend. There have been several over the last 12 months. We have previously had requests for double yellow lines on the High Street opposite the War Memorial, this highlights the critical importance of not having yellow lines installed through the village. If the High Street was clear of vehicles the traffic would flow even faster through the Village with potentially dire consequences. The cars parking along the High Street actually help slow down the flow of traffic.

There are contractors working in the Churchyard preparing for the new building works to the church. This will be providing a useful facility, however I was dismayed when it was brought to my attention that the contractors have spread all the sub-soil all over the grass in the graveyard. This is a poor idea considering we get correspondence on a regular basis from residents asking the Parish Council to have more environmental sensitivity to the ecology in the graveyard. We do not know who gave authorisation for this to happen but we need to take action quickly, this is the initial stages of the construction phase, what we don't want to happen is that the sub-soil from the footings is also spread all over the grass as well.

During the high winds, a limb came off of the maple tree at the North end of the King George V. On the advice of a local tree surgeon the tree was felled as a matter of urgency for safety reasons. Whilst on site it was noticed that the birch adjacent to the maple is deteriorating and, in their opinion, needs to be removed.

This is an appropriate time to consider the future of the King George V. Play for Elham are responsible for running it on behalf of the Parish Council; they liaise with the Community and Amenities Committee (C&A) of the Parish Council. We have had tentative discussions about upgrading the pitch or the provision of a MUGA (multi use games area) this is at very early stages of discussions. We have also received suggestions that it should become more of a wildlife area. We are open to suggestions, but it is important that the integrity of the playfield is maintained. Whilst at the King George V I inspected the goal posts which are sadly loose, I think the concrete set in the ground has moved, particularly the set at the North end. We need to look at removing this set promptly for safety reasons, a conversation with Play for Elham and the C&A committee will be arranged.

We have received correspondence asking how the Parish Council manage their land assets with regard to environmental concerns. Recently, for the first time, we have conducted an audit of our assets so we can look at how things are managed. It is misguided to think that just not cutting the grass is the answer, when without management, it will be the start of weed infested areas of thistle and bramble. We have to have a sound management plan with some areas being maintained for safety reason. The Environment Group is working really hard and are establishing aims and objectives for the parish. This is just in its infancy. It is disappointing that people are starting to criticise this when the group is newly formed and finding their feet

We have now published the results of the mobile phone signal questionnaire. We have also received two consultations; one is for a new mast at Lickpot Hill and the other is an upgrade to a mast at Millhill Farm, which are to be discussed later in the meeting.

84/20 **Public Contribution**

A member of the public suggested that it would be a nice gesture if the Parish Council were to write a formal letter to Vino, the proprietor of Elham Valley Store, to thank him and his staff for all their efforts during the difficult last few weeks.

A member of the public has several questions regarding the disabled parking bay and the Methodist Church planning application which were sent through prior to the meeting. Cllr Lamb advised that before the questions are asked it would be beneficial for Cllr Peall to speak as he has been liaising with FHDC on this.

Cllr Peall gave a brief synopsis – it is his understanding that guidelines were followed. This is not part of a planning application; it had been forwarded to FHDC from KCC as a request that has been considered by KCC and then passed to FHDC to approve and action. This has now been put on hold. A discussion needs to take place between the Cllrs to consider action if any

85/20 **Disabled Parking Bay**

A discussion took place regarding the installed disabled bay. It was **agreed** that Cllr Peall would write to FHDC and request that the disabled parking bay be removed, and the area resurfaced if required. It was agreed to investigate alternative solutions including the possibility of time sensitive parking.

86/20 **Telecommunications**

1. A summary of the results were read out to the meeting. It was **agreed** that no further action was necessary as the results had been published on the Parish Council website, in the noticeboard and on social media. A copy of the results has also been issued to FHDC.
2. After a brief discussion regarding the proposed telecommunications development at Site 11313, Millhill Farm, Elham it was **agreed** that Cllr Stanyon would finalise a response on behalf of the Parish Council for the Clerk to issue to Daly International.
3. After a brief discussion regarding the pre-planning application for the proposal for the installation of a mast and ancillary equipment on behalf of EE at Lickpot Hill, Cranford it was **agreed** that Cllr Stanyon would finalise a response on behalf of the Parish Council for the Clerk to issue to Harlequin Group Limited.

87/20 **Planning**

1. The receipt of received applications was noted and comments agreed:
20/0558/FH - Little Orchard, Extend Hill, Elham - Change of conservatory to dining room and new front porch to replace existing. **Resolved: no objections/no comments.**
20/0600/FH - Downsview, Wingmore, Elham CT4 6LS- proposed dormer to the front elevation. **Resolved: no objections/no comments.**
20/0591/FH - Updown Cottage, The Row, Elham, Canterbury, CT4 6UL - Conversion of existing conservatory to include new roof & brickwork modifications. **Resolved: no objections/no comments.**
20/0693/FH - Updown Cottage, The Row, Elham, Canterbury, CT4 6UL - Conversion of existing conservatory to include new roof & brickwork modifications (listed building consent). Resolved: no objections/no comments.

2. Decisions made by Folkestone and Hythe District Council were noted:
None were received.

88/20 County Councillor – Susan Carey

It was noted the following report was received prior to the meeting.

I'm pleased to start with some good news. St Mary's church, Elham applied to me for help with their project to install better drainage, a toilet and tea station in the church to support both use of the church and wider community events and I have awarded them £1,000.

The best place for up to date information continues to be the website [Kent.gov.uk](https://www.kent.gov.uk) as the situation can change very quickly.

Remember KentTogether the 24 hour phone line ([03000 41 92 92](tel:03000419292)) and online form for people to ask for help for themselves or others. KentTogether complements the work of the community hubs and there is no 'wrong door' in contacting one of the hubs or KentTogether.

A Kent issue that has recently risen to national prominence is the sharp rise in the number of Unaccompanied Asylum Seeking Children (UASC) arriving in Kent. KCC is currently caring for 469 under 18 UASC Looked After Children (LAC) and 932 UASC Care Leavers (18 to 25 years old). We have had to cope with 160 new arrivals in 2020 so far. This is on top of our responsibility to 1,450 of our own indigenous LAC and 1400 children placed in Kent by other local authorities. We calculate that the additional cost of the UASC arrivals and demands of Covid 19 for isolation is in the region of £200,000 spent and £672,000 in future commitments. These are costs that are not in our budget and are simply unfair for Kent residents to meet. We have called on the Government to respond quickly and positively on this most pressing issue.

The Government has asked County Councils to take on the role of overseeing work in care homes to prevent the spread of Covid-19. We will also be in the lead for the new 'track and trace' process.

There's lots more going on in help for businesses, recovery plans, new school buildings and our plans to reduce carbon emissions and improve the environment here in Kent. More meetings at the County Council are being held in public online and there's lots of information on the website so you can see what's going on.

District Councillor – Stuart Peall

It was noted the following report was received prior to the meeting.

Let me begin by once again thanking everyone for their response to the situation we all find ourselves in. the majority have stayed at home and when venturing out respect the safety guidelines.

I continue to have regular virtual meetings with officers relating to my Portfolio responsibilities.

On Tuesday 18th May the Councils Overview and Scrutiny Committee held its first online meeting which was webcast live. Cabinet had its first formal online meeting on Wednesday 27th which went very well.

KCC have opened waste collection Centres for essential use only with strict controls and a booking system. Details can be found on the <https://www.kent.gov.uk/> under Waste , Planning and Land.

The following outlines Folkestone & Hythe District Councils response to the Pandemic.

Operational response:

- In line with government guidance, our working arrangements will continue as in recent weeks with the majority of our staff able to work from home. Our operation grounds maintenance team continue to observe social distancing and we are working through the latest guidance of providing a covid-secure workplace.
- Parts of the civic centre will be open to tenants that cannot work remotely, and for specialist IT maintenance, with additional cleaning regimes being put in place.
- In order to keep close to our employees, a second survey has gone out to staff to ask them what processes and behaviours have adopted during this period of working remotely that they would like to retain. This survey closes this week and I will share a summary of the results in a subsequent update.
- We continue to make the best use of video, skype and zoom technologies to allow us to feel connected to our colleagues. If any councillor would like to send a video in for distribution to staff, with messages of support or an update on their portfolio, then I would be grateful for your endeavours. Those that have been sent have certainly been well received; thank you Cllrs Monk, Hollingsbee and Godfrey. If you need any support on this,

Economic response:

- Our business rates team continues to process support grants. As of last Friday, the team has distributed £23,845,000 (more than 82% of the total allocation) to more than 93% of eligible businesses; amazing job well done.
- A letter was sent out yesterday to ask that the remaining 150 eligible businesses either claimed support or let us know that they do not wish to claim.
- This week MP Amanda Solloway from the Department of Business, Energy and Industrial Strategy called the manager of the team, Jo Robinson, to express her gratitude. A nice touch and well deserved praise.
- We are working through the guidance on discretionary payments and will be able to advise you more in the coming few days.

Working with partners:

- Over the past few weeks the Head of Paid Services had numerous calls with govt officials at DCN and MHCLG. This is in addition to the ongoing

rhythm of county based Kent Resilience Forum (KRF) calls that the wider response team are also undertaking.

- Kent Police continue to run their domestic abuse campaign which we are supporting on social media.

Please stay safe everyone.

89/20 Finance

1. It was **agreed** that the March accounts were a true record and are to be signed by the Chairman of meeting at the next available opportunity.
2. It was **agreed** that the April accounts were a true record and are to be signed by the Chairman of meeting at the next available opportunity.
3. It was **agreed** the Bank Reconciliation from March 2020 was a true record and are to be signed by the Chairman of meeting at the next available opportunity.
4. It was **agreed** the Bank Reconciliation from April 2020 was a true record and are to be signed by the Chairman of meeting at the next available opportunity.
5. It was **noted** that all Councillors received the accounts for May 2020.
6. It was **noted** that all Councillors received the Bank Reconciliation for May 2020.
7. It was **agreed** that the replacement laptop for the Clerk could be purchased at the sum £755.40.
8. It was **agreed** that the Clerk would request a breakdown of the £350 grant request from Elham Primary School. The amount of £350 was **agreed** subject to the Chairmans decision once the breakdown was received.
9. The May invoices were **agreed**, and payments were approved. *Please see Appendix 1.*

90/20 Correspondence

It was **noted** that the following correspondence was received and **agree** actions required:

Date	From	Contents	Action Required
04/05/20	Resident	Copy of objection letter for 20/0304/FH	Informative
04/05/20	Resident	Copy of objection letter for 20/0304/FH	Informative
04/05/20	Elham Valley Walkers	C.c. grant application.	Informative
11/05/20	Elham Valley Walkers	C.c grant application correspondence.	Informative.
11/05/20	Resident	Objection to 20/0304/FH	Informative
13/05/20	Resident	King George V tree	Actioned.
15/05/20	FHDC	Public toilets	Informative.
18/05/20	Church Warden	Method Statement and Risk Assessment	Informative.
18/05/20	Resident	Maintenance to St Marys Churchyard	Clerk to respond.

22/05/20	Resident	King George V tree	Clerk to respond.
25/05/20	Resident	Shrubbery / trim trees	Clerk to respond.
25/05/20	Church Warden	Maintenance to church wall	Clerk to respond
31/05/20	Resident	Parking by War Memorial	Clerk to respond.

91/20 Co-option of Casual Vacancy

1. A verbal report was received from the 3 interested applicants.
2. A vote took place in the form of a secret ballot, **by way of votes it was decided** that Christeen Chapman would be Co-Opted.
It is to be noted that Christeen Chapman signed the Declaration of Acceptance of Office, witnessed in the presence of the Members of Office and the Clerk via Zoom.

92/20 Date of next meeting and Close

An Ordinary meeting of the Parish Council will take place virtually on Monday 6th July 2020 at 7.30pm.
There being no further business the meeting closed at 8.38pm.

Appendix 1 – May invoices and payments 78/20 (7)

May invoices for approval at June 2020 meeting					
Payee	Cheque No.	Amount	VAT	Net	Comments
Clerk salary **	ONLINE	£984.04		£984.04	May Salary
Clerks expenses *	ONLINE	£58.38		£58.38	May Expenses
HMRC **	ONLINE	£67.47		£67.47	National Insurance
Zurich	ONLINE	£922.20		£922.20	20/21 Insurance
Wraights	ONLINE	£540.00	£90.00	£450.00	King George V
Nest	Direct Debit	£40.18		£40.18	Pension
	TOTAL	£2,612.27	£90.00	£2,522.27	
* Bacs / Card payment authorised by 2 Councillors					
** Bacs / card payments authorised by 2 Councillors prior to meeting					
*** Nest Direct Debit set up agreed with February 2019					
© transaction authorised by Chairman prior to meeting					