



**MINUTES OF ORDINARY MEETING OF THE PARISH COUNCIL HELD ON
MONDAY 2nd MARCH 2020 AT 7.30PM.**

46/20 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, 7 members of the public and the Clerk.

Apologies: Were received from Cllrs K Percival, K Allen, K Scott and S Peall.

47/20 To declare any Disclosable Pecuniary Interests (DPI), Other significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.

None were declared.

48/20 To note and agree the minutes of meeting.

1. The minutes of the Ordinary meeting of the Parish Council on 3rd February 2020 were **agreed** and **signed as a true record**.
2. The minutes of the Wellbeing subcommittee meeting on 19th February 2019 were **agreed** and **signed as a true record**
3. The minutes of the Community and Amenities meeting on 21st February 2019 were **agreed** and **signed as a true record**.

49/20 Chairman's Report

The burial ground working party tidy up on Sunday 23rd February was aborted due to the lack of volunteers. There is a great deal of work to be carried out and volunteers are needed. There is to be a working group tidy up on Sunday 15th March from 10am – 12 noon. Clerk to advertise this event.

I would like to discuss a memorial for George Palmer. There will be an agenda item at the April Ordinary meeting of the Parish Council to discuss "Something for George". I would be interested to hear what the people of the village, who knew George, would suggest as a memorial.

I have been looking at the Parish Council Committees and I feel that the same Cllrs are on the majority of the committees. I would like an agenda item at the April Ordinary meeting of the Parish Council to discuss the Committees.

50/20 Public Contributions

A Volunteer of the Cosy Tearooms expressed her concern that the business was suffering due to ambiguity regarding previous planning approval, specifically the opening hours and the food they can and can't sell. Furthermore, the business wondered if there was a personal vendetta as the FHDC Enforcement Officer had been in contact with them to investigate anonymous complaints concerning the above matters.

The Chairman advised that it is the District Council and not Parish Council who oversee planning. However, he was sure the Parish Council would certainly support small businesses in the village.

County Councillor Susan Carey advised that the FHDC Enforcement have responded because someone has reported the issue. You have options, you can either submitted a new application or work with the previous approval. If you are having a problem submitted an application on the portal, you can take the application to the Civic Centre in person. Ultimately, it is not the responsibility of the Parish Council to give you permission.

Cllr Stanyon offered his time to assist the Cosy Tearooms with their new application, which they accepted.

The Cosy Tearooms ask would there be many objections from the Parish Council if we were to go ahead with a new application.

Cllr Arnold Newing responded that until we see a proposal the Parish Council can't comment either way.

A member of the public said that their New Years resolution was Peace and Reconciliation and the Parish Council are the first people to have done it – Well Done!

A member of the public said we have a simply gorgeous village that we live in and what has been done to enhance the landscaping with planting of bulbs around the entrance of the church etc is fantastic. Years gone by the village has done well in the Best Village competition. Elham is such a cracking village that it would not take much effort of either the Parish Council or Elham Residents Association to get support to tidy up little corners of the village that get missed. There are issues with more and more camper vans being stored around the village in various areas, I am sure that they are legally there, but are there not regulations that could encourage these to be stored on the owners property or in a nearby barn for example. There is the odd abandoned car which looks untidy. If people need help with tidying up their garden etc work parties could be called upon. Is there a member of the Parish Council or the Residents Association that could lead this?

The Parish Council felt that this is a matter for the Parish Council and ERA to work together.

Cllr Lamb explained that imminently the Parish Councils website will be live, it will be more interactive, and people will be able to focus on particular areas of interest. The Parish Council intend to use the website as a communication tool where

residents of the Parish can ask questions and the Parish Council can respond. At the present time communications are fragmented but the intention of the website is that all will be able to see what and when is happening in the parish.

Cllr Stanyon responded that he used to live in a village that has achieved the Gold Standard for the last two years. If this is something Elham would like to participate in, he would try and arrange a talk giving guidance how this could be achieved in Elham.

51/20 Little Stour & Nailbourne River Management Group

The Clerk gave an update on the request to FHDC for Flood Bunkers to be placed in Ottinge, Hog Green and North Elham. At present FHDC do not have Flood Bunkers but are now in discussions regarding providing them in the future. In the meantime, a request has been made for a delivery of sand to enable Flood Volunteers to fill the empty sandbags we have should the need arise. A Flood Group has been set up on Whats App and email should flooding occur. If resident would like to join the group, please contact the Clerk. FHDC has requested that Elham Parish Council submit a Flood Plan. The Clerk will produce this in due course.

A member of the public advised the room that they have an agreement with the Environment Agency regarding the grate that was installed near The Orchards. The residents would keep the grate clear of debris and leave it on the gantry, which is on my land, and the Environment Agency to dispose of it. The residents are clearing the grate, but the Environment Agency are reluctant to remove the debris. Unfortunately, this is not in writing.

County Cllr Susan Carey advised that an agreement like this would need to be in writing. It was suggested that the member of the public writes to the Environment Agency advising of what was verbally agreed and their concerns and copy Cllr Carey.

52/20 Wingmore Caravan Park

In the absence of Cllr Peall, the following was read to the room:

Dear Cllr Peall

Further to your request for an update on this site, you may be aware that ownership of the site has recently changed. We wrote to the previous owners advising them that residential use does not have planning permission and giving them a period of time to remove the relevant vehicles and cease the residential use. As this was not complied with the intention was to prepare a report for the Council's Planning and Licensing Committee recommending that an enforcement notice be served. However, as the site is now in new ownership we have written to the new owners and given them the opportunity to resolve the issues priority to commencing formal action. The majority of the rubbish referred to appears to relate to the residential occupants and we have required that this is removed as well.

The owners have been given until 31st May 2020 to cease all residential use; remove all caravans and motorhomes kept or stored on the land which are not being used for genuine touring purposes; and remove all equipment and paraphernalia not associated with the use of the site for genuine touring.

With regard to the site licence, this is not a planning matter, but I have spoken to the Licensing Officer and I understand that the site licence was changed to 12 months in 2018 following an application to amend it.

The Licensing Officer has commented as follows:

The variation of a caravan site licence isn't advertised publicly or consulted on as there is no requirement in law for it.

The application to vary was made in 2017 and following legal advice was granted in 2018, it had to be granted since there was no legal reason to prevent it.

The owners argued that we could only legally restrict the licence in accordance with the planning restrictions, and unfortunately there were none limiting the period of time that the licence could be used for. This is usually specified in the planning permission (hence why there was such a lot of work initially to try and revoke the original lawful development certificate).

The site now has new owners and they are already encouraging the long-term coach owners to leave so I believe they will improve the site overall.

Planning have written to the new owners highlighting that they can't have long term stayers or storage of caravans and the site manager is keen to get the site ship shape for the new season.

53/20 Community and Amenities

1. **VE Day 75 Celebrations** - It was **agreed** at the C&A Committee meeting that the Clerk would apply for a road closure for the Street Party in The Square on 8th May. There is a VE Day meeting on Wednesday 11th March at 7.30pm at The Gore. Cllr Lamb requested that Cllr Stanyon relay to working group that there have been a couple of offers from local businesses to sponsor the Street Party event.
2. **The Gore** – the background information - there was a meeting between Elham Parish Council and Sophie Ward from KCC who deals with funding for sport and associated activities. We were discussing potential funding for the Gore. If Elham Parish Council produce a grant application KCC would facilitate the funding. We now need feedback from the parishioners as to what they want for The Gore. We have a list of ideas but KCC require us to demonstrate the need for this. It was suggested that we have a grand opening for the Pavilion and ask people the people attending to give their opinions / ideas for what they want for The Gore.
3. **Communications** – Imminently the Parish Councils website will be live, it will be more interactive, and people will be able to focus on particular areas of interest. The Parish Council intend to use the website as a communication tool where residents of the Parish can ask questions and the Parish Council can respond. At the present time communications are fragmented but the intention of the website is that all will be able to see what and when is happening in the parish.
4. **Climate Crisis** – There is a meeting on 17th March.
5. **Keep Britain Tidy** – A litter pick has been organised for 5th April from 10am – 12 noon. There will be refreshments at the Gore afterwards.
6. **Royal British Legion** – It was **agreed** that the Council are in agreement for the Royal British Legion gifting a bench to the Parish Council in memory of

the fallen to be located at the War Memorial. The location for other benches is yet to be agreed.

7. **Tree Planting** – We are now in receipt of trees and hedging from Woodlands Trust. A tree planting morning will take place on Sunday 29th March at 10am at The Gore.

54/20 Grounds Maintenance

1. It was **agreed** that Contractor A (Harmers) would be awarded the ground maintenance contract for a period of 5-years, subject to a more itemised breakdown of costs being received by June 2020.

55/20 Wellbeing

1. It was **agreed** the Wellbeing subcommittee will now be a Wellbeing Committee.

56/20 County Councillors report

- Coronavirus update – Public Health England has confirmed a case of Coronavirus in Kent after a resident who'd returned from a trip to Italy fell ill. The risk to the general public remains low and we are working with health colleagues to stop the virus spreading but residents are reminded to follow national Government guidance including taking basic hygiene precautions as the best way of significantly reducing the chances of spreading any virus.
- Waste Carriers - Duty of Care Legislations, homeowners could end up with a fine if the waste disposer they hire to dispose of their waste fly tips it! Homeowners have a duty of care, protect yourself, ask to see their Waste Carrier Licence, even take a photo of it, before hiring a waste disposer.
- 5 Year Plan – Following the consultation of KCC 5 Year Plan, the new plan this is about to be introduced.

District Councillor Report

Report was read out under 52/20.

Community Warden

No report was available at the time of the meeting.

57/20 Correspondence

1. Correspondence was received and action **agreed**. See appendix 1.

58/20 Staffing

1. Further to the Clerks appraisal and the Staffing Committee meeting prior to this meeting, it was agreed that the clerk would remain on extended hours until the next Staffing Committee meeting in September 2020.

59/20 Finance

1. It was **agreed** that there is to be a working group on Tuesday 10th March to walk through the current Risk Assessment plan, the updated version will be for approval at the Ordinary meeting of the Parish Council in April.
2. It was **agreed** that the January accounts were a **true record** and were **signed** by the Chairman of the meeting.

3. It was **agreed** that the January reconciliation was a **true record** and was **signed** by the Chairman of the meeting.
4. It was **noted** that all Cllrs present received the February accounts.
5. It was **noted** that all Cllrs present received the February bank reconciliation.
6. The invoices were **agreed**, and payments were **approved**. See appendix 2.

60/20 Date for next meeting & Close

The next Ordinary meeting of the Parish Council will be on 6th April 2020.
There being no further business the meeting closed at 9.45pm

Appendix 1

February Correspondence for the March meeting

To **Note** items received and **agree** actions required:

Date	From	Contents	Action Required
07/02/20	FHDC	Otterpool Park.	Informative.
10/02/20	KALC	Lord Lieutenants Civic Service.	Clerk to respond.
10/02/20	Resident	Blue Plaques.	Clerk to respond.
11/02/20	Resident	Footpath/field in Longage Hill.	Clerk to respond.
12/02/20	Keep Britain Tidy	Spring Clean.	Clerk to advertise.
12/02/20	KCC	Confirmation of submission select Committee of Affordable Housing.	Informative.
12/02/20	KALC	South & South East Boom competition.	Clerk to respond.
12/02/20	Resident	Field in Longage Hill.	Clerk to respond.
13/02/20	EP Flood Warden	Sand.	Informative.
15/02/20	ERA	The Single use of plastics event.	Informative.
17/02/20	FHDC	Nailbourne river.	Informative.
17/02/20	FHDC	Y19/0479 (Stelling Minnis Parish).	Informative.
20/02/20	N.Hazell	January report.	Informative.
20/02/20	FHDC	Green Infrastructure workshop.	Clerk to respond.
21/02/20	FHDC	Wingmore Caravan Park.	Informative.
21/02/20	Dementia Friends	February newsletter.	Clerk to forward to Wellbeing.
26/02/20	FHDC	Nailbourne & Little Stour riverflow.	Informative.
27/02/20	FHDC	Confirmation of litter pick equipment.	Informative.
28/02/20	FHDC	Joint Committee follow up.	Informative.
29/02/20	Acrise Parish Council	Wingmore Caravan Park.	Clerk to respond.
Verbal	Resident	Fencing/dogs on the football pitch at The Gore.	Clerk to respond.
02/03/20	Lyminge PC	Climate Talk	Clerk to respond.

Appendix 2

February invoices for approval at March 2020 meeting

Payee	Cheque No.	Amount	VAT	Net	Comments
Clerk salary **	ONLINE	£978.95		£978.95	February salary
Clerks expenses *	ONLINE	£74.39		£74.39	February Expenses
HMRC **	ONLINE	£82.39		£82.39	National Insurance
123 reg. @	Debit Card	£71.99	£12.00	£59.99	SSL Certificate
Nest ***	Direct Debit	£38.43		£38.43	Clerks Pension
Omicron @	Debit Card	£12.00	£2.00	£10.00	A0 prints for Risk Plan
TOTAL		£1,258.15	£14.00	£1,244.15	

* 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