



**DRAFT MINUTES OF ORDINARY MEETING OF THE PARISH COUNCIL HELD ON  
MONDAY 3<sup>rd</sup> FEBRAURY 2020 AT 7.30PM.**

**19/20 To record those present and list of apologies**

**Those Present:** Councillors: K Lamb (Chair), E Arnold Newing (Vice Chair), B Swan, K Allen, C Stanyon, G Clements, K Scott, 7 members of the public and the Clerk.

**Apologies:** Were received from Cllrs K Percival and S Peall.

**20/20 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.

**21/20 To note and agree the minutes of meeting.**

1. The minutes of the Ordinary meeting of the Parish Council on 6<sup>th</sup> January 2019 were **agreed** and **signed as a true record**.
2. The minutes of the Community and Amenities meeting on 21<sup>st</sup> January 2019 were **agreed** and **signed as a true record**. It was **noted and agreed** that there is an amendment to minute 17/20 (3) ***“Burial Ground – It was agreed that discussing the Burial Ground fees would be deferred until after the Clerk has attended the training workshop for Burial Ground Management.”***

**22/20 Chairman's Report**

It is with great sadness I report the passing of George Palmer who was a long-standing Councillor for over 30years. He will be missed dearly by the people of Elham.

Thank you to all the people that helped deliver the mobile phone signal questionnaire.

**23/20 Public Contributions**

A resident asked, what is the current situation with the Wingmore Caravan Park.? It is unsightly in an AONB. It was discussed that this has been previously reported to Cllr Peall, who unfortunately was unable to attend tonight's meeting. The Clerk is to collate the historical information to ascertain how the application has changed to enable the Caravan Park to be open 12 months of the year.

A member of the Elham Gardening Society approached the matter of a possible redesign/ revamp of The Shrubbery. It was discussed that this matter would be mentioned at the next meeting of the Elham Gardening Society and suggestions

could be put to the Parish Council. The land is owned by Kent County Council but as previously agreed, the Parish Council would include low maintenance to The Shrubbery in the schedule of Grounds Maintenance, which is currently out for tender. Another member of the audience suggested that having more seating in The Shrubbery may make this area more usable.

#### **24/20 Little Stour & Nailbourne River Management**

1. Following a brief report from Cllr Lamb, it was **agreed** that the Clerk would contact FHDC to request flood bunkers, sand and sandbags. If successful in our request, these would be located at Ottinge, Hog Green and North Elham. It was **agreed** that the Clerk would contact the Elham Flood Warden and put into place an Emergency Plan should flooding occur.

#### **25/20 Community and Amenities**

1. **Communications** – Cllr Scott reported that the new useable and accessible website is progressing, and tests of the system are being carried out.
2. **VE Day 75 Celebrations**– Cllr Scott reported the Parish Council will be carrying out the mandatory events on Friday 8<sup>th</sup> May. The working party are organising a Street Party on 8<sup>th</sup> May, a Dinner and Dance on the 9<sup>th</sup> May. Elham Historical Society will be holding a WW2/VE exhibition. The working group are meeting on 5<sup>th</sup> February in the pavilion at The Gore.
3. **The Gore** – Due to the current weather conditions, we are unable to make a firm date for the tidy up / working group at The Gore to take place. When there is a window of dry weather a notice will be sent out to all confirming the time and dates. It was **agreed** that advertisements/updates for the working groups would be placed in the noticeboard at The Gore.

#### **26/20 Consultations**

1. KCC Strategic Statement – 5 year plan - it was **agreed** that no action was required, and that Cllrs could respond as individuals should they wish.
2. Government Consultation on Strengthening Police Powers to tackle authorised encampments – It was **agreed** Cllrs would submit a delegated response on behalf of all Cllrs following a meeting on Thursday 17<sup>th</sup> February. The response would be emailed to all Cllrs prior to submission.
3. Places and Policies Local Plan – It was **agreed** that Cllrs would submit a delegated response on behalf of all Cllrs following a meeting on Thursday 17<sup>th</sup> February. The response would be emailed to all Cllrs prior to submission.
4. KCC Select Committee on Affordable Housing – It was **agreed** that the Clerk would submit a response requesting that the term Affordable Housing be abolished.

#### **27/20 Calendar of Meetings**

1. It was **agreed** that the draft calendar of meetings would be **adopted**. See appendix 1.
2. It was **discussed** and **agreed** that the Annual meeting of the Parish would be held on 4<sup>th</sup> May at 7pm prior to the Annual Parish Meeting and would be conducted in the current format.

## 28/20 County Councillors report

Apologies, I need to be at another meeting at Stelling Minnis tonight. A short report on KCC.

Highways England have now removed the Operation Brock barrier which most people will probably welcome. It does however mean that if there is any cross Channel disruption then the response will be Operation Stack. KCC is pressing the Government to make sure that 'smart borders' are implemented at our ports to facilitate traffic and for a better long-term solution to the many problems brought by such a high concentration of HGV traffic through Kent.

The KCC consultation on our priorities for the next 5 years which I reported on at your last meeting is still open and runs until 17 February 2020 and can be seen at [www.kent.gov.uk/5yearplan](http://www.kent.gov.uk/5yearplan). Do please take this opportunity to help shape our future direction.

KCC's budget meeting is on 13 February. For the first time since 2010 our Government grant has increased rather than reduced but not enough to meet the gap between rising demand for our services and our income. There are two nationwide issues affecting KCC – demand for adult social care which increases with the rise in the number of frail elderly and the sharp increase in the number of children assessed with needing Special Education. We are increasing the amount of investment in our roads and continuing to fund the building of new schools to meet a rising population. We are proposing a 2% increase for all services and an extra 2% ringfenced towards the social care costs making 4% in all.

## District Councillor Report

No report available.

## 29/20 Planning

1. The receipt of received applications was **noted** and comments **agreed**:  
Y29/1462/FH – Dapple Grey, Collards Lane, Elham – Erection of two storey dwelling following demolition of existing. – **Resolved – 7 Cllrs voted no objections with the following comment - Elham Parish Council would like Folkestone and Hythe District Council to consider that the existing flowering cherry to the front of the property be retained as it contributes strongly to the street scene of Collards Lane.**
2. The following decisions made by Folkestone and Hythe District Council were **noted**: Y19/1129/FH - 2 Lime Villas, High Street, Elham, Canterbury, Kent CT4 6TA - Installation of a rear dormer window in second floor bedroom to replace existing. **Approved with conditions.**  
Y19/1298/FH - The Old House, High Street, Elham, Canterbury, Kent CT4 6TB - Works to trees in a Conservation Area to re-pollard four Limes and three Sycamores back to previous cuts. **No objections.**

## 30/20 Correspondence

1. Correspondence was received and action **agreed**. See appendix 2.

**31/20 Finance**

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

**32/20 Date for next meeting & Close**

The next Ordinary meeting of the Parish Council will be on 2<sup>nd</sup> March 2020.  
There being no further business the meeting closed at 9.23pm

## Appendix 1

### Calendar of Meetings

(Adopted 3<sup>rd</sup> February 2020 Minute 27/20)

Meeting of	Date	Time	Location
Ordinary Parish	6 <sup>th</sup> January 2020	7.30pm	Peggy Pike room
C&A Committee	20 <sup>th</sup> January 2020	7.30pm	Methodist Church Hall
Ordinary Parish	3 <sup>rd</sup> February 2020	7.30pm	Peggy Pike Room
C&A Committee	21 <sup>st</sup> February 2020	7.30pm	Pavilion, The Gore
Wellbeing Sub-Committee	??? February 2020	7.30pm	Pavilion, The Gore
Staffing Committee	2 <sup>nd</sup> March 2020	7.00pm	Peggy Pike Room
Ordinary Parish	2 <sup>nd</sup> March 2020	7.30pm	Peggy Pike Room
C&A Committee	16 <sup>th</sup> March 2020	7.30pm	Pavilion, The Gore
Wellbeing Sub-Committee	25 <sup>th</sup> March 2020	7.30pm	Pavilion, The Gore
Ordinary Parish	6 <sup>th</sup> April 2020	7.30pm	Peggy Pike Room
C&A Committee	13 <sup>th</sup> April 2020	7.30pm	Pavilion, The Gore
Wellbeing Sub-Committee	29 <sup>th</sup> April 2020	7.30pm	Pavilion, The Gore
Annual Parish Meeting (AGM)	4 <sup>th</sup> May 2020	7.30pm	Peggy Pike Room
Annual Meeting of the Parish	TBC	TBC	TBC
C&A Committee	18 <sup>th</sup> May 2020	7.30pm	Pavilion, The Gore
Ordinary Parish	1 <sup>st</sup> June 2020	7.30pm	Peggy Pike Room
Ordinary Parish Meeting (Finance – Audit)	8 <sup>th</sup> June 2020	7.30pm	Peggy Pike Room
C&A Committee	15 <sup>th</sup> June 2020	7.30pm	Pavilion, The Gore
Wellbeing Sub-Committee	17 <sup>th</sup> June 2020	7.30pm	Pavilion, The Gore
Ordinary Parish	6 <sup>th</sup> July 2020	7.30pm	Peggy Pike Room
C&A Committee	20 <sup>th</sup> July 2020	7.30pm	Pavilion, The Gore
Wellbeing Sub-Committee	29 <sup>th</sup> July 2020	7.30pm	Pavilion, The Gore
Ordinary Parish	3 <sup>rd</sup> August 2020	7.30pm	Peggy Pike Room
Staffing Committee	7 <sup>th</sup> September 2020	7.00pm	Peggy Pike Room
Ordinary Parish	7 <sup>th</sup> September 2020	7.30pm	Peggy Pike Room
C& A Committee	21 <sup>st</sup> September 2020	7.30pm	Pavilion, The Gore
Wellbeing Sub-Committee	30 <sup>th</sup> September 2020	7.30pm	Pavilion, The Gore
Ordinary Parish	5 <sup>th</sup> October 2020	7.30pm	Peggy Pike Room
Ordinary Parish (Finance – budget and precept)	19 <sup>th</sup> October 2020	7.30pm	Peggy Pike Room
Ordinary Parish	2 <sup>nd</sup> November 2020	7.30pm	Peggy Pike Room
C&A Committee	16 <sup>th</sup> November 2020	7.30pm	Pavilion, The Gore
Wellbeing Sub-Committee	25 <sup>th</sup> November 2020	7.30pm	Pavilion, The Gore
Ordinary Parish	7 <sup>th</sup> December 2020	7.30pm	Peggy Pike Room
Ordinary Parish	4 <sup>th</sup> January 2021	7.30pm	Peggy Pike Room
C&A Committee	18 <sup>th</sup> January 2021	7.30pm	Pavilion, The Gore
Wellbeing Sub-Committee	27 <sup>th</sup> January 2021	7.30pm	Pavilion, The Gore
Ordinary Parish	1 <sup>st</sup> February 2021	7.30pm	Peggy Pike Room
C&A Committee	15 <sup>th</sup> February 2021	7.30pm	Pavilion, The Gore
Wellbeing Sub-Committee	24 <sup>th</sup> February 2021	7.30pm	Pavilion, The Gore
Staffing Committee	1 <sup>st</sup> March 2020	7.00pm	Peggy Pike Room
Ordinary Parish	1 <sup>st</sup> March 2020	7.30pm	Peggy Pike Room

## Appendix 2

### January Correspondence for the February meeting

Date	From	Contents	Action Required
Undated	Resident	Meeting re Chicken Farm	Informative.
7/01/20	Woodlands Trust	Successful application for trees.	Informative.
10/01/20	FHDC	Nailbourne and Little Stour river flow	Informative.
12/01/20	FHDC	Places and Policies Local Plan	Agenda item.
14/01/20	Church Warden	Shrubbery	Clerk to action.
21/01/20	Sullivan and Son	Purchase of burial plot	Clerk actioned.
25/01/20	Lyminge Parish Clerk	Ottinge Court Farm footpath	Clerk actioned.
25/01/20	Resident	Verge outside Caisters	Clerk to action.
27/01/20	Lyminge Parish Chair	Ottinge Court Farm footpath	Clerk to action.
28/01/20	Keep Britain Tidy	Spring Litter pick	Clerk to action.

## Appendix 3

### January invoices for approval at February 2020 meeting

Payee	Cheque No.	Amount	VAT	Net	Comments
Clerk salary **	ONLINE	£998.10		£998.10	January salary
Clerks expenses *	ONLINE	£43.99		£43.99	January Expenses
HMRC **	ONLINE	£88.26		£88.26	National Insurance
Boys & Maughan ©	ONLINE	£83.60		£83.60	Rent for The Gore
Boys & Maughan ©	ONLINE	£40.00		£40.00	Land Reg fee
Viking	ONLINE	£60.38	£10.06	£50.32	Stationary (PMQ)
Viking	ONLINE	£61.22	£10.20	£51.20	Stationary (PMQ)
Viking	ONLINE	-£12.46	-£2.08	-£12.46	Stationary (PMQ)
Newline-bifold	ONLINE	£1,180.99		£1,180.99	The Gore, refurb
123 reg.	Debit Card	£7.19	£7.19	£7.19	VAT for Previous 123 payment
Nest ***	Direct Debit	£38.43		£38.43	Clerks Pension
EVHA	1462	£10.00		£10.00	Subscription
<b>TOTAL</b>		<b>£2,599.70</b>	<b>£25.37</b>	<b>£2,579.62</b>	

\* 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