



**DRAFT MINUTES OF ORDINARY MEETING OF THE PARISH COUNCIL HELD ON
MONDAY 4th MAY 2020 AT 7.30PM (held virtually on zoom)**

65/20 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, 9 members of the public and the Clerk.

Apologies: None were received.

66/20 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.

72/20 To note and agree minutes of (will be signed in person by the Chairman at the next available opportunity.)

1. The Staffing Committee meeting of 2nd March 2020 were **agreed** and are to be **signed as a true record** by the Chairman of meeting at the next available opportunity.
2. The C&A Committee meeting of 16th March 2020 were **agreed** and are to be **signed as a true record** by the Chairman of meeting at the next available opportunity.
3. The Extraordinary meeting of 29th April 2020 were **agreed** and are to be **signed as a true record** by the Chairman of meeting at the next available opportunity.

73/20 Chairman's Report

Very sadly Ken Percival has passed away. Ken was a longstanding and hardworking Councillor, who contributed a great deal to the community over many years, often behind the scenes. When I became a Councillor, Ken was very generous with his time in helping me find my feet, he will be greatly missed by many people. We were prevented from attending his funeral due to Covid regulations. I would like to mark his passing with a minute silence. *The meeting was asked to turn their screens off and be muted.*

The meeting resumed.

As previously mentioned with the passing of George Palmer, I would like to consider a form of remembrance for Ken in due course. For those of you that knew Ken and would like to suggest ideas please contact the Clerk.

The Wellbeing group has been absolutely astonishing, the whole village has come together and rallied round. I would like to say thank you to everybody that has been involved, a tremendous effort by all.

74/20 Public Contribution
None were received.

75/20 Planning

1. The receipt of received applications was **noted** and comments **agreed**:
20/0373 - 2 The Halt, Duck Street, Elham CT4 6TP - Erection of a single storey timber orangery. **Resolved: No objections/ no comments.**
20/0443 – Grimsacre Cottage, Grimsacre Farm, Canterbury Road, North Elham, CT4 6NG - Removal of existing stable block and erection of new link connected single storey building containing home office, utility and boot room, plus external store. **Resolved: No objections/ no comments.**
20/0304 – Longland Farm, Exted Hill, Elham - 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. **Following a brief discussion, it was resolved: to object and submit a considered report to FHDC.**
2. Decisions made by Folkestone and Hythe District Council were **noted**:
20/0101/FH – The Oast, Fir Tree Hill, Bladbean - Erection of two storey extension following the demolition of existing. **Refused.**
20/0461 – Longland Farm, Exted Hill, Elham - 28 day Notice to install 3 x 9m wooden poles (7.3m above ground) **No objection.** It was **noted** that Elham Parish Council did not receive this application. The Clerk is to ascertain why it was not received.
Y19/1462/FH- Dapple Grey, Collards Lane, Elham - Erection of two storey dwelling following demolition of existing. **Approved with conditions.**
3. Elham Parish Council comments were **noted** on applications prior to virtual meetings during Covid 19 lockdown.
20/0164/FH – Little Graces, Park Gate Hill, Elham – Erection of a single storey three bay carriage house. – **Resolved – No objections/no comments.**

76/20 Wellbeing

A brief update was given by the Clerk on the wellbeing group. A wellbeing flyer/newsletter has been delivered to all residents of the parish.

77/20 It was **noted** the following reports were received prior to the meeting.

1. County Councillor – Susan Carey

So very sad that we have lost Ken Percival. He and I spoke by phone just his birthday.

Let me bring to your attention Kent Together which is the contact point for anyone in Kent who needs support during the Covid-19 emergency. [Kent.gov.uk/kenttogethee](https://www.kent.gov.uk/kenttogethee) or 03000 41 92 92 This is a 24 hour a day, 7

days a week service where people can ask for help for themselves or other people. The help can include shopping, prescriptions, dog walking or just a friendly talk through one of the community hubs set up and funded by the district councils in Kent involving charities and volunteers. Between launch on 01 April to 25 April, the Kent Together service has received 2,893 referrals and 4,293 requests for help. Over half of the requests are for help with food shopping. The Kent Together contact details are being widely advertised and your help in making sure people know that help is available would be appreciated.

KCC has been making good use of its BREXIT contingency plans in helping cope during the crisis. All staff who can work remotely are doing so and a surprising amount of ‘business as usual’ is being done such as the award of a new contract for the processing of food waste and the adoption of the Biodiversity Plan produced by the Kent Natural Partnership.

One of the challenges that KCC has been Meeting is the enormous demand for PPE (Personal Protective Equipment) for our own staff, the care sector and the NHS.

I am pleased to be able to report on the extensive work that KCC has been doing in delivering PPE within the county. At close of business on 23rd April, we had supplied over 1.4m pieces of PPE in over 700 separate deliveries since the 3rd April. The table below provides details of the equipment delivered – all of it essential to support the safe provision of services to the most vulnerable.

Items	Total
Type IIR Masks (or equivalent)	258,400
Respirator masks (or equivalent)	10,660
Extra-large gloves	10,260
Large gloves	251,420
Medium gloves	380,300
Small gloves	155,400
Aprons	319,200
Protective Goggles	14,307
Sanitiser 100ml	4,825
Sanitiser 500ml	120
Sanitiser 5L	112
Clinical waste bags.	16,000

Deliveries have happened every day, with the exception of Easter Sunday, and even that day was covered by our daily out of hours service. The weekend of 18th and 19th April saw 170 separate deliveries.

All PPE and deliveries have been made free of charge. By working closely with our partners in the Kent Resilience Forum our supply chain, which includes Kent based suppliers, has got and continues to get more robust. We now have more substantial stocks of some key items including over 600,000 of the Type IIR Surgical Mask with more on the way, which were in very short supply only a few weeks ago.

None of this is plain sailing and some items, such as Respirator Masks, are still quite scarce, albeit we have now sourced a reliable supply. Demand for equipment and deliveries from KCC continues to rise. The average daily delivery of Type IIR Masks over the last 21 days has been 12,300. On 23rd April 25,000 were despatched with over 29,000 already ordered for delivery on the 24th April. Forecasting demand has been and continues to be very difficult, exacerbated by the evolving national guidance on the correct use of PPE which has been a challenge both in terms of supply but also for our own services and provides in their provision of clear guidance to front line carers and staff.

Last week we heard the news that a national online portal allowing primary and social care providers to order supplies of PPE will not be fully operational for another five weeks. This acts as a reminder that even with the huge amount of work described here, the situation will always remain fragile, reflecting the rapid use of the equipment, changes in national guidance and fluctuations in deliveries from the centre. Given these extreme difficulties that are widely acknowledged to exist in this area, it is right to be proud of the excellent work that has been done by KCC and the Kent Resource Forum.

Stay safe!

2. District Councillor – Stuart Peall

Thank you too for your support through the crisis. The response from colleagues, partners and volunteers has been quite overwhelming and I am extremely grateful for all the effort and attention that has been given in supporting our communities.

F&H DC's Social Response

You may already know that a large part of our response was to support the setting up of three community support hubs across the district.

- The Folkestone Community Hub at Three Hills Sports Centre;
- The Hythe Community Hub with Age UK Hythe and Lyminge; and
- The Romney Marsh Community Hub with the Romney Marsh Day Centre.

In addition, the dedicated COVID-19 district hotline set up by the council has received 656 calls and colleagues have responded to 942 emails.

All 55,000 properties across the district have received leaflets to promote the support available through the hubs.

F&H DC's Economic Response

Our Business Rates team have been working really hard to get the government support grants processed as quickly as possible. As of last week they have paid out an amazing £19,245,000 in support grants to over 1,679 businesses across our district.

Our Economic Development team have accelerated the delivery of a new business support programme to help local retail and hospitality businesses through this tough time. This scheme provides tailored support to help businesses adjust to these new circumstances.

We also part-funded a helpline for businesses – 0333 3602300 - which is being run by the Kent Invicta Chamber of Commerce. Our Economic Development team are also sending out information to their local business email list signposting to available support.

F&H DC's Operational Response

Our priority remains the welfare of residents and as such we've taken measures to deter people from visiting the district at this time.

As a result of in-depth discussions with the Police, and in response to non-compliance of social distancing reported, we closed certain play areas, car parks and parks. We will continue to review all our assets regularly in response to central government guidance.

Our enforcement officers have been out warning those not adhering to national guidance – particularly over weekends.

Our cemeteries, memorial grounds and parks are open as a result of the latest government guidance. Play areas and equipment remain closed to help stop the spread of COVID-19.

F&H DC's Communications

All our COVID-19 related information can be found at www.folkestone-hythe.gov.uk/coronavirus

You can also watch a message from Leader Cllr David Monk to residents here.

Details of the local community hubs continues to be shared on all our channels and through proactive publicity.

We continue to amplify government messaging through our channels, particularly through sharing on social media. We are also working closely with the Kent Resilience Forum to work together to promote regional messaging.

We are also promoting positive stories like the below:

- Incredible response to district's response for help
- £8m in grants issued to local businesses
- Please don't come to our district
- Support for resident's facing financial issues
- Volunteers make Doreen's 89th birthday extra special
- Volunteers rally round the vulnerable as hubs go live

If you use social media please do follow our channels and help share our messages: follow us on Facebook: @FolkestoneandHytheDC and on Twitter: @fstonehythedc

F&H DC COVID-19 contact details

The council's district-wide COVID-19 helpline is 01303 761116 (open from 9am to 5pm every day) or via email at Covid-19@folkestone-hythe.gov.uk

Residents and businesses can find out about help and assistance available to them both locally and get signposted to national support. Residents can also feedback helpful information or concerns about their community or individuals.

78/20 Finance

1. It was **agreed** that the February accounts were a **true record** and are to be **signed** by the Chairman of meeting at the next available opportunity.
2. It was **agreed** the Bank Reconciliation from February 2020 was a **true record** and are to be **signed** by the Chairman of meeting at the next available opportunity.
3. It was **noted** that all Councillors received the accounts for March 2020 and April 2020.
4. It was **noted** that all Councillors received the Bank Reconciliation for March 2020 and April 2020.
5. It was **agreed** to adopt the revised budget of April 2020, issued to all Councillors on Monday 4th May. *Please see Appendix 1*
6. It was **agreed** to proceed with the 3-year long term agreement (LTA) renewal with Zurich insurance, this will begin on 1st June 2020.
7. It was **noted** that the March invoices and payments were made under Section 4.1 of the Financial Regulations. *Please see Appendix 2*
8. The April invoices were **agreed**, and payments were **approved**. *Please see Appendix 3.*
9. The grant application from Elham Valley Walkers was briefly discussed and it was **agreed** due to the current situation this item will be deferred.

79/20 Date of next meeting and Close

An Ordinary meeting of the Parish Council will take place virtually on Monday 1st June 2020 at 7.30pm.

There being no further business the meeting closed at 8.38pm.

Appendix 1 – 78/20 (5) amended budget April 2020

Elham Parish Council Budget 20/21

	Amended 04/2020
	Actual
Balance Bought Forwards	£27,580.35
Ring fenced for Churchyard and Wall	£10,000.00
Ring fenced for Community & Amenities (C&A) Contingency	£10,000.00
Ring fenced for War Memorial	
Ring fenced Grant expenditure 19/20	£1,728.62
Ring fenced donations (VS 19)	£300.00
Available funds b/f (excluding ring fenced)	£5,551.73
Revenue	
Precept	£42,705.05
Burial Fees	£1,000.00
Interest	£30.00
Rent	£550.00
VAT refund	£2,500.00
Donations	£0.00
Total Revenue	£46,785.05
Available funds (excluding ring fenced)	£52,336.78
Expenses	
Clerk salary	£16,000.00
Training	£1,100.00
Clerks Office expenses	£1,800.00
Audit fees	£375.00
Room Hire	£550.00
Insurance	£957.47
Subs.	£1,000.00
Grounds mtn.	£9,636.00
Street furniture	£500.00
Defibrillator	£350.00
Burial ground	£1,300.00
Grants & donations	£1,000.00
Elections	£1,700.00
War Memorial	£1,000.00
Highways	£1,000.00
Contingency	£2,000.00
Professional Fees*	£2,000.00
C&A	£10,000.00
Totals	£52,268.47
Unallocated funds	£68.31

Appendix 2 – March invoices and payments 78/20 (7)

March invoices for approval at April 2020 meeting - authorised under 4.1 of the Financial Regulations

Payee	Cheque No.	Amount	VAT	Net	Comments
Clerk salary **	ONLINE	£1,076.80		£1,076.80	March salary
Clerks expenses *	ONLINE	£43.99		£43.99	March Expenses
HMRC **	ONLINE	£112.44		£112.44	National Insurance
Viking *	ONLINE	£11.24	£1.87	£9.37	Stationary
Viking *	ONLINE	£49.72	£8.29	£41.43	Stationary
Viking *	ONLINE	£22.03	£3.67	£18.36	Stationary
Viking *	ONLINE	£52.06	£7.28	£44.78	Stationary
EVHA *	ONLINE	£51.00		£51.00	Room Hire
SLCC **	Debit Card	£72.00	£12.00	£60.00	Clerks Training
SLCC **	Debit Card	£18.00	£3.00	£15.00	Clerks Training
KALC *	ONLINE	£691.80	£115.30	£576.50	Subscription
RW Guilding (Trustee for the Palmer Trust.) *	ONLINE	£225.00		£225.00	Rent The Gore
Nest ***	Direct Debit	£36.84		£36.84	Clerks Pension
TOTAL		£2,462.92	£151.41	£2,311.51	

* 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

Appendix 3 – April invoices and payment 78/20 (8)

April invoices for approval at May 2020 meeting

Payee	Cheque No.	Amount	VAT	Net	Comments
Clerk salary **	ONLINE	£1,024.63		£1,024.63	April salary
Clerks expenses *	ONLINE	£43.99		£43.99	April Expenses
HMRC **	ONLINE	£96.40		£96.40	National Insurance
Viking *	ONLINE	£47.77	£6.44	£41.33	Stationary
Viking *	ONLINE	£32.70	£5.45	£27.25	Stationary
B. Passmore *	ONLINE	£240.00		£240.00	Payroll
Affinity for Business *	ONLINE	£36.53		£36.53	Water Supply
TOTAL		£1,522.02	£11.89	£1,510.13	

* 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