



TO ALL COUNCILLORS

27th April 2021

THERE IS TO BE AN ANNUAL MEETING OF THE PARISH COUNCIL ON **TUESDAY 4th MAY 2021. IT WILL BE HELD **VIA ZOOM FOLLOWING THE ANNUAL PARISH MEETING WHICH STARTS AT 7pm**.**

Parish Councils have now been given authority to proceed with virtual meetings. Elham Parish Council will use the Zoom app to hold the Annual meeting of the Parish Council.

The following agenda will be published on the Parish Council website and in the Parish Council noticeboard. All members of the public are invited to make a request to join the meeting by emailing the Clerk (cgreenwood@elhampc.co.uk) before 3pm on Tuesday 4th May 2021.

YOU ARE HEREBY SUMMOND TO ATTEND.

THE AGENDA IS AS FOLLOWS:

- 134/21 To Record those present and list any apologies.**
- 135/21 Election of Chairman**
The Chairman, on being elected, is to sign a Declaration of Acceptance of Office.
- 136/21 Election of Vice-Chairman**
The Vice-Chairman, on being elected, is to sign a Declaration of Acceptance of Office.
- 137/21 To declare any Disclosable Pecuniary Interests (DPI), Other significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.**
- 138/21 Public Contribution**
(For members of the public to ask questions – This item will last no more than 15 minutes)
- 139/21 Co-option of Casual Vacancy**
(Folkestone and Hythe District Council have confirmed following the publication of the Notice of Casual Vacancy that the required number of requests for an election has not been received and that the Parish Council can fill the vacancy by co-option).

1. To **review** and **consider** the co-option candidates and **approve** the co-option to Elham Parish Council to fill open casual vacancy. (*application(s) circulated prior to meeting*)
2. Co-opted Councillor to **sign** declaration of office.

140/21 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 1st March 2021.
- 2) The Ordinary meeting of the Parish Council of 12th April 2021.
- 3) The C&A Committee meeting of 26th April 2021.

141/21 Committees

1. To **discuss** and **agree** appointment of Councillors on committees:
 - i. Staffing Committee
 - ii. C&A Committee
 - iii. Wellbeing Committee
 - iv. Telecomms Committee
2. To **consider** and **agree** Terms of Reference for:
 - i. Staffing Committee
 - ii. C&A Committee
 - iii. Wellbeing Committee
 - iv. Telecomms Committee
3. To **discuss** the Highways Committee and **agree** actions.
4. To **discuss** the Environmental Working Group and **agree** actions.

142/21 Standing Orders

To **review** the Standing Orders in line with clerks' recommendations and **agree** adoption.

143/21 Financial Regulations

To **review** the Financial Regulations in line with the clerks' recommendations and **agree** adoption.

144/21 Finance

- 1) To **note** and **agree** the Accounts from March 2021 and **authorise** the Chairman to sign at the next available opportunity.
- 2) To **note** and **agree** the Bank Reconciliation from March 2021 and **authorise** the Chairman to sign at the next available opportunity.
- 3) To **note** the receipt of the Accounts for April 21 – *to be circulated to all Councillors prior to meeting.*
- 4) To **note** the receipt of the Bank Reconciliation for April 2021- *to be circulated to all Councillors prior to meeting.*
- 5) To **agree** April invoices and **agree** payments
(*A list will be handed out at the meeting if not circulated prior*)

145/21 Planning

1. To **note** receipt of received application and **agree** comments:
21/0841/FH/PA- Land at Longland Farm, Exted Hill, Canterbury, CT4 6UD-
Determination as to whether the prior approval of the Local Planning Authority
is required under Schedule 2, Part 16, Class A of the Town and Country

Planning (General Permitted Development) (England) Order 2015 for the proposed 12M greenfield column and associated supporting apparatus

2. To **note** receipt of received application since the agenda was issued and **agree** comments.
3. To **note** any decisions made by Folkestone and Hythe District Council.

146/21 Risk Assessment

To **consider** the face-to-face meeting risk assessment and **agree** adoption.

147/21 Date of next meeting and Close.

Signed

Clairz Greenwood

Parish Clerk