



**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON
MONDAY 7th JUNE 2021 AT 7.30PM.**

165/21 Those Present:

Councillors: K Lamb (Chairman), G Clements, B Swan, C Kirchner, S Peall, 5 member of the public and the Clerk.

Apologies: Apologies were received and accepted from C Chapman (Vice-Chair), S Jones, E Arnold Newing and K Allen.

166/21 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.

167/21 Public Contribution

There were no contributions.

168/21 Minutes of meetings

- 1) **Resolved:** The minutes of the Annual meeting of the Parish Council of 4th May 2021 were **approved** and were **signed as a true record** by the Chairman.
- 2) **Resolved:** The minutes of the Wellbeing Committee meeting of 19th May 2021 were **approved** and were **signed as a true record** by the Chairman.
- 3) **Resolved:** The Minutes of the C&A Committee meeting of 24th May 2021 were **approved** and were **signed as a true record** by the Chairman.

169/21 Chairman's Report

We have received a letter of thanks from Elham Primary School for the donation from Elham Parish Council for the new netball equipment.

170/21 Outside Bodies

The appointment of Councillors on outside bodies was **discussed** and **agreed**:

1. *KALC Shepway Area Committee* (2 representatives) Cllr Arnold-Newing and Cllr Kirchner.
2. *Folkestone and Hythe District Council Planning User Group* - Cllr Chapman and Cllr Jones.
3. *Elham and Acrise Samaritan Fund* – Cllr Clements.
4. *Play for Elham* – Cllr Swan.
5. *Elham Primary School* – Deferred until future meeting.
6. *Flood Warden* – Jon Worrall and Cllr Allen.
7. *Tree Warden* – Cllr Clements.

171/21 Wellbeing

In the absence of the Chair of the Wellbeing Committee, the following was read to the meeting: Following our Well-being meeting on 19th May, we addressed the following

- It was felt that anxiety and mental wellbeing will be an issue as we slowly ease out of lockdown and it was crucial that we were proactive rather than just reactive in addressing this and with that in mind, we set up a small group of 4 which included the community warden and a parishioner to consider ways of engagement, with a meeting already scheduled going forward – update at the next meeting.
- National Volunteers week is 1st-7th June which is an opportunity to acknowledge the role volunteers played during lockdowns. During an exceptionally difficult year, people from the village took time to volunteer and make a huge difference to our community. The Parish Council will be showing their appreciation on Saturday 26th June (government guidelines allowing for bigger groups to meet outside after the 21st June) at the Gore with refreshments being provided. We will also be inviting some members of the community to join in with this “Vote of Thanks”

It was **discussed** and **agreed** that the Wellbeing Committee can spend £200 on the event.

172/21 Community and Amenities

Queens Green Canopy – The Queen's Green Canopy is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022. It was discussed that a working group will be set up consisting of Village organisations to lead the initiative for the Parish. Member of the Council on the Working Group are Cllr Lamb, Cllr Swan and Cllr Kirchner.

Community Memorial Table – The memorial table is in production. The proposed planting scheme to the area surrounding the table has been issued to Elham Village Hall and will be on their agenda for their meeting on 21st June. Thank you to the Elham Community Trust who have donated £500 and the Elham Residents Association who have donated £200 towards the cost of the community memorial table.

173/21 Highways

Regarding the carriageway damage in The Square caused by the tankering, KCC Highways are in discussions with Southern Water as to whose responsibility it is to commission the repair works. The damage to the highway that caused the reported incident has been repaired temporarily.

Regarding the bollards to Canterbury Road, Elham Parish Council were not consulted on this matter and are make further enquiries. Deferred until next meeting due in the absence of the Highways Lead.

174/21 Environment Working Group

After a brief discussion, it was **agreed** that a decision on the status of the Environment Working Group would be deferred until after the next Environment Working Group meeting.

175/21 King George V

A resident had expressed concern that a beech tree, growing very close to their boundary, is causing issues over overshadowing, lack of light and general encroachment upon their property. The tree was inspected, and the recommendation of the Tree Warden was that the tree be removed in the autumn and replaced with a more suitable tree. It was **agreed** that further investigation would be required.

176/21 Planning

1. The receipt of received applications was **noted** and comments **agreed**:
21/0932/FH - Harpole, Canterbury Road, Elham, Canterbury, CT4 6UE - Demolition of existing garage, sheds and rear wall Erection of rear extension/extension of rear portion of house Replacement of flat roof with pitched Associated landscaping to rear garden. **Resolved: No objection.**
21/0927/FH - Exted Farm, Exted Farm Road, Elham, Canterbury, CT4 6YG - Listed Building Consent for the replacement of 4no windows. **Resolved: No objection**
21/1075/FH - The Sycamores, High Street, Elham, Canterbury, CT4 6SY - Demolition of existing garden room and erection of part single storey and part two storey extension and to include terracing to the rear garden. **Resolved: No objection**
21/1103/FH - Jasmine, Canterbury Road, Elham, Canterbury, CT4 6UE - Proposed replacement outbuilding to form annex accommodation re-submission of 20/1787/FH. **Resolved: No Objection. The Parish Council ask for a condition that the proposed annex remains ancillary to the existing dwelling.**
21/0946/FH - Trelawney Cottage, High Street, Elham, Canterbury, CT4 6TD - Replacement of conservatory with single storey rear extension. **Resolved: No objection.**
2. There were no applications received since the agenda was issued.
3. The decisions made by Folkestone and Hythe District Council were **noted**
21/0375/FH - Single storey, timber frame garden office and gym outbuilding - The Coal House (Land Adjacent to Sleepers Cottage) The Halt, Duck Street, Elham, CT4 6TP – **Approved with conditions.**
20/1780/FH - Abbots Fireside, High Street, Elham -Listed Building Consent (retrospective) for the removal and replacement of existing bar and partition and removal of outbuildings. Proposed replacement of existing fence with new boundary wall and gate. Replacement roof windows and reinstated chimney – **Approved with conditions.**
20/1705/FH - Abbots Fireside, High Street, Elham- Application for the removal of outbuildings, replacement of existing fence with new boundary wall and gate and roof windows. Replacement roof windows and reinstated chimney. – **Approved with conditions.**
21/0484/FH - Old Hospital, The Row, Elham, Canterbury, CT4 6UL- Renovation of existing house with new build extension and garden studio.- **Approved with conditions**

177/21 Finance

1. **Resolved:** The Accounts from April 2021 were a **true record** and were signed by the Chairman.
2. **Resolved:** The Bank Reconciliation from April 2021 was a **true record** and was signed by the Chairman.

3. It was **noted** that all Councillors received the Accounts for May 2021.
4. It was **noted** that all Councillors received the Bank Reconciliation for May 2021.
5. **Resolved:** The May invoices were **agreed**, and payments were **approved**. *Please see appendix 1.*

178/21 Verbal report was received from:

District Councillor – Stuart Peall

The service - which will be operated by Stagecoach - will run from the Motis Business Centre in Cheriton near J12 of the M20, CT19 4 QJ. Users can enjoy hassle free parking paying just £5 per car to park all day. Shuttle buses will run every 30 minutes between 9am and 6pm to Folkestone Harbour via Folkestone Central Station. The park and ride service will operate every weekend until October and daily from 19 July to 31 August.

This park and ride service is a pilot to assess demand and help alleviate parking congestion in the harbour area during the summer months. The service has been made possible by Welcome Back funding from government.

FHDC are studying electric charging points with the aim of rolling this out.

It may have been noticed that Veolia have failed to empty bins and everything related to waste services within the District. This stems from a requirement from Veolia to how they deliver the services across Dover District Council and Folkestone and Hythe District Council. Veolia have changed the route, crews and other aspects of the services but not the number of vehicles used for the routes.

We expected some teething problems just due to the sheer number of properties affected by the route changes. However, the changes are taking longer than expected to bed in which means that the normally excellent levels of collection services aren't being met for a large number of households. This just isn't good enough and we apologise to all residents affected. An extraordinary meeting is being held as soon as possible to resolve this situation.

The litter pick in Elham was a success. There was not a huge amount of litter which is a testimony to the residents of Elham. Following the requests of some of the residents, I will be providing litter picking equipment to the Parish.

179/21 Consultation

The government has launched a consultation seeking views on proposed planning reforms that will allow the deployment of telecoms equipment to be quicker whilst ensuring that there are appropriate environmental protections and safeguards in place. Proposals being consulted on include permitting alteration, replacement or increases in width and height to existing masts so sites can be upgraded for 5G and for mast sharing, and enabling higher, new masts to deliver better mobile coverage and mast sharing. This technical consultation follows an earlier consultation on the principle of these proposed reforms. **This consultation closes at 11:45pm on 14 June 2021.**

It was **agreed** that Cllr Lamb and Cllr Swan would look at the consultation and if required would response on behalf of the Council.

180/21 Correspondence

The receipt of correspondence was **noted**, and any required actions **agreed**. *Please see appendix 2.*

181/21 Date of Next meeting and Close

The next ordinary meeting of the Parish Council will be on Monday 5th July at 7.30pm.

There being no further business the meeting closed at 8.37pm.

Appendix 1 - Approved Invoices / payments for May 2021

Payee	Cheque No.	Amount	VAT	Net	Comments
EDF *	ONLINE	£10.80	£0.51	£10.29	Electric
Clerk salary **	ONLINE	£1,000.60	£0.00	£1,000.60	May 21 Salary
Clerks expenses *	ONLINE	£80.35	£0.00	£80.35	May 21 Expenses
HMRC **	ONLINE	£75.79	£0.00	£75.59	National Insurance
Reliable Networks *	ONLINE	£36.48	£6.08	£30.40	Microsoft License
TOTAL		£1,204.02	£6.59	£1,197.23	

* Bacs / Card payment to be 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

APPROVED

Appendix 2 – Correspondence

Date	Email/ Phone Call	From /To	Re	Action
06/05/21	Email	To: Sir John Williams Trust	Incorrect Charity number on Trustee forms.	Email sent to Sir John Williams Trustee.
06/05/21	Email	To: FHDC	Litter bins to King George V.	Reported on My Account and sent email to Cllr Peall.
06/05/21	Email	To: FHDC Planning	21/0932/FH - Harpole, Canterbury Road, Elham, Canterbury, CT4 6UE.	Email sent requesting extension to FHDC Planning.
06/05/21	Email	To: FHDC Planning	21/0946/FH - Trelawney Cottage, High Street, Elham, Canterbury, CT4 6TD.	Email sent requesting extension to FHDC Planning.
06/05/21	Email	To: KCC Transport Innovations Programme Manager	Electric Vehicle Charging points.	Email sent to KCC for clarification.
06/05/21	Email	KCC Transport Innovations Programme Manager	Electric Vehicle Charging points.	Sent to Chair. No further action.
06/05/21	Email	EHVA	Electric Vehicle Charging points.	No further action.
06/05/21	Email	FHDC	Weekly Delegated List.	Decision notices issued to Cllrs.
06/05/21	Email	FHDC	Weekly Planning List.	No action
06/05/21	Email	KALC	April news.	No action
07/05/21	Email	FHDC Planning	21/0932/FH - Harpole, Canterbury Road, Elham.	Extension until 8 th June.
07/05/21	Email		Disbanding Telecomms Committee.	Sent to Telecomms Committee.
07/05/21	Email	FHDC Planning	21/0927/FH - Exted Farm, Exted Farm Road, Elham, Canterbury, CT4 6YG - Listed Building Consent for the replacement of 4no windows.	Sent to all Cllrs.
07/05/21	Email	To: FHDC Planning	21/0927/FH - Exted Farm, Exted Farm Road, Elham, Canterbury, CT4 6YG.	Clerk emailed requesting an extension of time. Awaiting response.
10/05/21	Email	Bodgen	Baptism information.	Referred to St Marys Church.

10/05/21	Email	Elham Newsletter	Confirmation of change to Cllr details.	No action.
11/05/21	Email	KALC	Volunteers' week.	Sent to Chair and Wellbeing Committee.
12/05/21	Email	To: Elham Newsletter	Ad for litter pick sent to elham newsletter.	No further action.
12/05/21	Email	FHDC	Weekly Delegated List.	No action
12/05/21	Email	FHDC	Weekly Planning List.	No action
12/05/21	Email	FHDC	P/R – We meet again.	Sent to all Cllrs.
13/05/21	Email	FHDC	Confirmation of case 0040930 and 00040931 missed bin collection.	No action.
13/05/21	Email	FHDC	Weekly Planning List.	No action.
13/05/21	Email	FHDC	Weekly Delegated List	No action.
13/05/21	Email	FHDC	P/R – Council investment secures future of historic rowing boat.	Issued to all Cllrs.
14/05/21	Email	Age UK	Advisory session	Clerk to email to Wellbeing.
14/05/21	Email	Resident	Planning application.	Sent to Planning Leads.
15/05/21	Email	Resident	Garden of Remembrance.	Clerk emailed awaiting confirmation.
17/05/21	Email	Resident	Planning application.	CC Cllr Chapman.
17/05/21	Email	Resident	Garden of Remembrance viewing.	Clerk arranged appointment.
17/05/21	Telephone Call	Resident	Tree in King George V.	Email sent to PC Tree Warden.
18/05/21	Email	FHDC	Update on case 00040930 and 00040931.	No action.
18/05/21	Email	KALC	Introduction to Neighbourhood Planning.	Sent to Chair and Planning Leads.
19/05/21	Email	Community Warden	Social media post removal.	Post removed.
19/05/21	Email	FHDC	21/1075/FH - The Sycamores, High Street, Elham, Canterbury, CT4 6SY - Demolition of existing garden room and erection of part single storey and part two storey extension and to	

			include terracing to the rear garden.	
20/05/21	Email	FHDC	Weekly Planning List.	No action.
20/05/21	Email	FHDC	Weekly Delegated List.	Decision Notice sent to all Cllrs.
20/05/21	Email / phone call	Harmers	Maintenance plan for King George V	No further action.
20/05/21	Email	FHDC	Planning Forum meeting info.	Sent to Planning Leads.
21/05/21	Email / phone call	G Harrison	Wellbeing	Emailed Wellbeing group
24/05/21	Email	FHDC	21/1103/FH - Jasmine, Canterbury Road, Elham, Canterbury, CT4 6UE - Proposed replacement outbuilding to form annex accommodation re-submission of 20/1787/FH.	Sent to Cllrs.
24/05/21	Portal enquiry	Caravan and Motorhomes club	Millstone Lodge.	Clerk awaiting response.
24/05/21	Email	Metcalf	Quotation.	Sent to C&A committee.
24/05/21	Email	Gore Trustee	Request sent to all Trustees.	Awaiting response from Trustees.
25/05/21	Email	Resident	Purchase of Exclusive Rights.	Clerk actioned.
25/05/21	Email / phone call	Zurich	Special events form.	Sent to EWG for completion.
27/05/21	Email	Resident	Bollards.	Clerk emailed to Cllr Lamb.
27/05/21	Telephone Call	Resident	Interment.	Clerk to liaise with funeral directors.
27/05/21	Email	Resident	Highway to The Square.	Email sent to Highways Lead and Cllr Lamb.
27/05/21	Telephone Call	Resident	Interment.	Clerk awaiting further instructions.
27/05/21	Email	FHDC Planning	Weekly Planning List.	No action
27/05/21	Email	FHDC Planning	Weekly Delegated List.	No action
27/05/21	Email	Resident	Interment.	Clerk to action.
27/05/21	Email	Resident	Bollards.	Clerk responded to email received.
27/05/21	Email	Resident	Metal Detecting.	Sent to Chair.
28/05/21	CC. Email	Resident to KCC Highways	The Square.	Sent to Chair and Highways Lead.
28/05/21	CC Email	KCC Highways to Resident	The Square.	Sent to Chair and Highways Lead.
28/05/21	Email	FHDC	P/R – FHDC Named 4 th best not for profit body.	Sent to all Cllrs.
28/05/21	Email	Resident	Bollards.	Clerk responded to the email. Sent to

				Chair and Highways Lead.
28/05/21	Email	Woodlands Trust	Community Tree grant awarded.	No action.
28/05/21	Email	Woodlands Trust	Community Tree grant awarded.	No action.
29/05/21	Email	Resident	Bollards.	Sent to Chair and Highways Lead. Response from Highways Lead sent to all Cllrs.
01/06/21	Email	To: TEAP	Interment 14 th June	No further action.
01/06/21	Email	To: TEAP	Interment 17 th June	No further action.
02/06/21	Email	Shepway Committee Meeting	Agenda. And meeting date.	Sent to Chair.
03/06/21	Email	FHDC	Weekly Planning List	No action.
03/06/21	Email	FHDC	Delegated list.	Decision notices sent to all Cllrs.
03/06/21	Email	FHDC	P/R - Have your say as place plan takes shape.	Sent to all Cllrs.
03/06/21	Email	FHDC	P/R – Park & Ride pilot.	Sent to all Cllrs.
07/06/21	Email	Resident	Litter Pick.	No further action.