



**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL
HELD ON
MONDAY 6th SEPTEMBER 2021 AT 7.30PM.**

253/21 Those Present:

Councillors: K Lamb (Chair), C Chapman (Vice-Chair), G Clements, B Swan, C Kirchner, S Jones, S Peall, County Cllr Susan Carey, 10 members of the public and the Clerk.

Apologies: Apologies were received and accepted from Cllr E Arnold Newing and K Allen.

254/21 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.

257/21 Public Contribution

A member of the public –A statement regarding the proposed diversion of footpath HE100(part) at Elham was read to the room.

A member of the Elham Historical Society – An objection letter has been submitted to KCC. Following an impromptu site meeting these objections still stand.

258/21 Minutes of meetings

1. **Resolved:** The minutes of the Ordinary meeting of the Parish Council of 2nd August 2021 were **approved** and were **signed as a true record** by the Chairman of the meeting.
2. **Resolved:** The minutes of the C&A Committee meeting of 16th August 2021 were **approved** and were **signed as a true record** by the Chairman of the meeting.

259/21 Chairman's Report

The car park at The Gore is now completed. A big thank you to Skeltons Plant Hire, who generously loaned the machinery required. A special thanks to Cllr Allen, Chapman, Jones, Swan and Jane Lamb for all their hard work over the course of the weekend.

Play for Elham have negotiated the use of The Gore, this season, with Barham Football Club whilst their pitch is being re-laid.

260/21 Community and Amenities

1. **Memorial/ friendship table** – It was **agreed** that a brass plaque would be purchased at the cost of £36.50.
2. **Elham Living** – The initial survey has now been distributed via the newsletter. The deadline for responses is the 30th September 2021.
3. **Bus Shelter** – It was **agreed** that the Clerk would arrange for the bus shelter to be cleaned.
4. **The Pound** - It was **agreed** that a maintenance specification for the painting of the railing would be drafted by the C&A committee for tenders. Tenders received will be put to full Council.

261/21 Highways

1. In the absence of the Highways Lead, Cllr Allen, a report was read to the room: *The Square* – A report has been sent to the Street Works Team for them to visit site and hopefully defect the entire reinstatement/patching that Southern water had undertaken for the purpose of them replacing all the shocking/damaged carriageway.
Bollards – KCC have the removal of the plastic bollards and their replacements programmed in for approximately 4 weeks time.
2. Following a lengthy discussion regarding the proposed diversion of footpath HE100(part) at Elham, it was **agreed** that the Clerk would write to KCC requesting clarification on the route of the proposed diversion and an extension for comments to be received on this proposal.

262/21 Staffing Committee

Further to the Clerks appraisal at the Staffing Committee meeting on 6th September 2021 the Full Council **agreed** to the Staffing Committees recommendations of:

- The Clerk to remain on increased hours until the next Staffing Committee meeting in March 2022.
- The Clerks salary will increase one spinal column point (SPC8) and in line with the National Salary Awards, when agreed, backdated to April 2021.

263/21 Environment Working Groups

Following a discussion, it was **agreed** that the Council would cover costs for the Green Horizons Eco Day should the costs not be met by donations given at the event.

264/21 Planning

1. The receipt of received applications was **noted** and comments **agreed**:
21/1668/FH - 5 Hunters Bank, Old Road, Elham, Canterbury CT4 6SS – Erection of first floor side extension. **Resolved – No objections.**
21/1705/FH- Verneys, High Street, Elham, Canterbury, CT4 6TD - Installation of extended flue to serve existing wood burning site. **Resolved – No objections.**
21/1733/FH - Mount Lodge, Mount Bottom, Cullens Hill, Elham, Canterbury, CT4 6UJ - Erection of replacement extension following demolition of existing; Loft conversion with 3 no. dormer windows and 2 no. rooflights; External timber cladding. **Resolved – No objections.**
2. It was noted that one application had been received since the agenda was published. *21/1752/FH/NMA*- Verschoyles Farm, Verschoyles Lane, Elham, Canterbury, CT4 6NN - non material amendment to planning permission *Y16/0007/SH* Erection of a two storey extension, with a new Kitchen and

living area to the ground floor and two new bedrooms to the first floor together with two detached double carports (demolition of single storey side extension) to allow for a single four bay garage as opposed to 2 x two bay garages.

Resolved – No Action.

3. The decisions made by Folkestone and Hythe District Council were **noted** 21/1417/FH - 8 The Orchards, Elham, Canterbury, CT4 6TR - Two Storey Side extension. – **Decision – Approved with conditions.** 21/1471/FH - Cullings Farm, Boyke Lane, Ottinge, CT4 6XL - Lawful development (proposed) for the erection of rear extension to existing dwelling. – **Decision – Lawful.**

265/21 Finance

1. **Resolved:** The Accounts from July 2021 were a **true record** and were signed by the Chairman of the meeting.
2. **Resolved:** The Bank Reconciliation from July 2021 was a **true record** and was signed by the Chairman of the meeting.
3. It was **noted** that all Councillors received the Accounts for August 2021.
4. It was **noted** that all Councillors received the Bank Reconciliation for August 2021.
5. The grant application received from Elham Village Hall Association was discussed and it was **agreed** that this would be deferred until the Ordinary meeting of Elham Parish Council in October.
6. **Resolved:** The August invoices were **agreed**, and payments were **approved**.
Please see appendix 1.

266/21 Verbal report was received from:

- **County Councillor – Susan Carey**

Kent County Council is holding its usual public consultation on its budget for 2022/23. The effects of Covid have reduced council tax revenue whilst costs of supporting residents especially the most vulnerable increased significantly. The Government provided generous funding during the pandemic, but we cannot rely on emergency funding as a long-term plan. We want to set a 5-year plan for the council's finances and are asking for Kent's residents to give us their views on spending priorities. The consultation was launched on 28 July and runs until 19 September. To take part, visit www.kent.gov.uk/budget

Consultation opens on future of booking system for Household Waste Recycling Centres. Residents are being asked for their views on the future of the booking system for Kent County Council's Household Waste Recycling Centres (HWRCs). Introduced as an emergency measure to ensure social distancing during the pandemic, the booking system has evolved in response to customer feedback and the easing of restrictions. Now a consultation has been launched to canvass views on whether its use should continue. Kent County Council's Cabinet Member for Environment, Susan Carey, said: "The booking system has been one of the ways we have been able to keep visitors and staff safe at our HWRCs. "We know, from people surveyed, that it has proved popular with the majority who have taken part in our questionnaires, but we want to hear from those who may not have shared their thoughts with us before. "We are therefore canvassing wider views on the booking system, and I would like to encourage as many people as possible, no matter the type of experience they have had, to take part in the consultation." Kent's 18 HWRCs

have been back at full capacity since 19 July with slots available every half hour through the council's website. Customers without internet access or an email address can call KCC's contact centre.

There is no limit to the number of visits that can be made, and bookings can be amended or cancelled

- Bookings can currently be made for the next day and up to a month in advance
- In a normal year, 140,000 tonnes of waste are taken to the HWRCs for disposal in 3.3 million visits
- What cannot be recycled is turned into energy and less than 1% is sent to landfill

KCC's website also has advice for residents on how to reduce or reuse waste as part of the Kent Green Action campaign.

The consultation is open, and residents have until 30th September to give their views by completing the consultation questionnaire www.kent.gov.uk/wasteconsultation. For queries or requests for hard copies, mail wastedisposalstrategy@kent.gov.uk or call 03000 41 73 73 using the reference HWRC Consultation.

Susan Carey
Member for Elham Valley
Kent County Council

• **District Councillor – Stuart Peall.**

Resettlement of Afghan refugees -As a district council we will be working with our partners to welcome and support Afghan refugees.

We had been standing by with other local authorities ready to help resettle Afghan families and the offer of homes in the district came as more information about the government scheme, known as Operation Warm Welcome, were announced.

Homes will be provided in the district's private rented sector and the council will work with partner agencies to provide ongoing support to the families as they begin their new lives in the UK.

Arrivals under the Afghan Relocations and Assistance Policy (ARAP) have worked alongside the British Military and UK Government in the UK and will be given indefinite leave to remain.

Home Office's future use of Napier Barracks – update - Folkestone & Hythe District Council has been advised that the government is intending to extend its use of Napier Barracks to house those seeking asylum in the UK until September 2025.

Have your say on proposed licensing policy - Residents and businesses have a chance to comment on a new licensing policy for the district until 27 October 2021.

Each licensing application is determined on its own merits but the council's licensing policy provides guidance when evaluating these. The proposed updated version of the policy contains recommended opening hours as a guide.

This licensing policy is required to be refreshed every five years and the latest update will cover the period from 2021 - 2026.

Consultation on this licensing policy will be open for nine weeks after which time all feedback will be collated and considered, and any amendments made to the document as appropriate. It is intended that this subsequent version of licensing policy will return to Planning and Licensing Committee and then full council in November 2021.

To view the draft of the Licensing Policy and find out how to comment please visit folkestone-hythe.gov.uk/consultations

MyAccount use rising rapidly - Nearly 70% of council interactions with the council are now online with more than 22,000 signed up to MyAccount.

More than 22,000 people have signed up for the free user-friendly MyAccount service which is the quickest and easiest way to interact with the council.

MyAccount users are able to see council information relevant to them all in one place - including bin collections, benefits and council tax - as well as making payments and tracking the progress of reports made to officers.

Clean bill of housing health and safety - Folkestone & Hythe housing tenants have been further reassured that the work being undertaken to ensure their health and safety is first-rate.

A breach of Consumer Standards notices, issued by the government's Regulator of Social Housing, is being lifted reflecting the huge turnaround in the performance of the council's landlord housing service.

The notice had been issued in September 2019 when the arms-length management organisation, East Kent Housing, was running F&HDC's service along with those of Canterbury, Dover and Thanet councils.

Problems identified included not following up actions arising from the inspection of fire precaution works, failing to repair faulty emergency lights, not carrying out repairs to lifts and failure to address a large number of recommendations to prevent legionella in water supplies.

In October 2020, the landlord service was brought back into the Council and a new team created who have worked quickly to bring about major improvements in the service for tenants in the Folkestone & Hythe district.

267/21 Correspondence

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

268/21 Date of next meeting and Close

The next ordinary meeting of the Parish Council will be on Monday 4th October at 7.30pm.

There being no further business the meeting closed at 9.15pm.

Appendix 1

August 21 invoices approved at September 21 meeting

Payee	Cheque No.	Amount	VAT	Net	Comments
EDF *	ONLINE	£8.76	£0.42	£8.34	Electric
KALC (Events Brite) **	DEBIT CARD	£77.86	£12.98	£64.88	Rural Housing event
Clerk salary **	ONLINE	£985.73	£0.00	£985.73	August 21 Salary
Clerks expenses *	ONLINE	£66.17	£0.00	£66.17	August 21 Expenses
HMRC **	ONLINE	£64.94	£0.00	£64.94	National Insurance
R Golding (Palmer Trust)	ONLINE	£225.00	£0.00	£225.00	Gore rent
K.P.F.A	ONLINE	£20.00	£0.00	£20.00	Subscription
Viking	ONLINE	£60.88	£10.15	£50.73	Stationery
Reliable Networks	ONLINE	£36.48	£6.08	£30.40	Microsoft License
TOTAL		£1,545.82	£29.63	£1,516.19	

* 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 Log – August 21

Date	Email/ Phone Call	From /To	Re	Action
04/08/21	Email	CSU PCSO – Shepway East Division	Dates of Parish Council meetings.	Clerk responded.
04/08/21	Email	Church Walk Warden	Tree to the Pound.	Sent to Tree Warden.
04/08/21	Email	Resident	The Gore.	Clerk to respond.
04/08/21	Email	ICO	Renewal confirmation / registration certificate.	No action.
04/08/21	Email	FHDC Events App	Confirmation of receipt of Remembrance Day Road Closure.	No action.
05/08/21	Email	Church Walk Warden	Hedge to front of Church Walk.	Sent to Cllr Clements
05/08/21	Email	FHDC	Weekly Planning List.	No action.
05/08/21	Email	FHDC	Weekly delegated list.	No action.
05/08/21	Email	FHDC Events App	Confirmation of change of status.	No action.
06/08/21	Email	PROW	Ref: 210841278 footpath Vicarage Lane.	No action.
06/08/21	Email	PROW	Ref: 210899847 footpath Cock Lane.	No action.
09/08/21	Email	Rhodes Minnis Village Hall	Email of thanks.	Sent to all Cllrs.
09/08/21	Email	Zurich	Invoice for Green Horizons Day.	Clerk actioned.
10/08/21	Email	PKF Littlejohn	Confirmation of receipt of response to enquiries.	No action.
11/08/21	Email	KALC	Rural affairs under the spotlight – newsletter.	Sent to all Cllrs.
11/08/21	Verbal	Resident	Request for Bus Shelter to be cleaned.	Sept Agenda.
11/08/21	Verbal	Resident	Request for the lime trees in church yard adjacent to Church	Clerk sent to Tree Warden

			Walk to be pollarded.	
11/08/21	Verbal	Resident	Re-instatement of yellow lines to Pound Lane (nearest the Square).	Sent to Highways Lead.
11/08/21	Verbal	Resident	Repair works to The Square / Pound Lane.	Sent to Highways Lead.
12/08/21	Email	FHDC	Planning application 21/1668/FH Hunters Bank.	Sent to all Cllrs.
12/08/21	Email	FHDC	Weekly Planning list.	No action.
12/08/21	Email	FHDC	Weekly delegated list.	No action.
13/08/21	Email	FHFC	Planning application 21/1705/FH Verneys.	Sent to all Cllrs
13/08/21	Email	KALC Shepway Area Committee	Agenda.	No action.
16/08/21	Email	KCC	Proposed footpath diversion HE100 (part) at Elham.	Sent to all Cllrs.
16/08/21	Email	FHDC- Events App	Confirmation PLI satisfactory.	No action.
16/08/21	Email	Skeltons	Plant hire for The Gore.	Sent to Chair.
17/08/21	Email	Sandgate PC	Twinning enquiry.	Sent to Chair.
17/08/21	Verbal	Resident	Bus Shelter.	Agenda item Sept.
17/08/21	Verbal	Resident	Trees to the Church yard adjacent to Pound Lane.	Sent to Tree Warden.
18/08/21	Email	P Roberts	Twinning with Ambleteuse.	Clerk responded.
18/08/21	Email	FHDC	Planning application 21/1733/FH Mount Lodge.	Sent to all Cllrs.
19/08/21	Email	FHDC	Weekly Planning list.	No action.
19/08/21	Email	FHDC	Weekly Delegated list.	21/1471/FH – sent to all Cllrs.
25/08/21	Email	KALC Shepway Area Committee	August Minutes.	Sent to all Cllrs.
26/08/21	Email	FHDC	Weekly Planning list.	No action.
26/08/21	Email	FHDC	Weekly Delegated list.	21/1471/FH – decision notice sent to all Cllrs.

27/08/21	Email	Resident	Elham Living.	Send questionnaire.
27/08/21	Email	Resident	Elham Living.	Send questionnaire.
27/08/21	Email	Resident	Tress to the High Street.	Sent to PC Tree Warden.
27/08/21	Email	Planning Applicant	Re Kings Arms.	Clerk responded. Agenda item 4 th October.
31/08/21	Email	FHDC	Weekly Planning list.	21/1752/FH/NMA sent to all Cllrs.
31/08/21	Email	FHDC	Weekly Delegated list.	21/1417/FH – decision notice sent to all Cllrs.
02/09/21	Email	FHDC	Remittance Advice Precept 2.	No action.
02/09/21	Email	Woodlands Trust	Delivery dates.	Emailed to Chair.
02/09/21	Email	FHDC	Press Release Afghan.	Sent to all Cllrs.
02/09/21	Email	FHDC	Licensing Policy consultation.	Clerk to send to all Cllrs.
02/09/21	Email	Hopkins +	Defibrillator money report.	No action.
02/09/21	Text	Resident	Elham Living.	Send questionnaire.
03/09/21	Email	Resident	Proposed footpath diversion.	Sent to Chair.
04/09/21	Telephone	Resident	Elham Living / possible exchange.	No action at present.
04/09/21	Email	Royal British Legion Poppy Appeal	Wreath.	Clerk ordered wreath.
04/09/21	Verbal	Royal British Legion	Memorial Bench.	Location agreed. Clerk to inform RBL.