



**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL  
HELD ON  
MONDAY 4<sup>th</sup> APRIL 2022 AT 7.30PM.**

**66/22 Those Present:**

Councillors: K Lamb (Chair), C Chapman (Vice Chair), G Clements, K Allen, 3 members of the public and the Clerk.

**Apologies:** Received and approved from Cllr Jones, B Swan, S Peall.

**67/22 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.

**68/22 Public Contribution**

Members of the public requested to comment on agenda item 74/22.

**69/22 Minutes of meetings**

1. **Resolved:** The minutes of the Ordinary meeting of the Parish Council of 7<sup>th</sup> March 2022 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 the Parish Council of 14<sup>th</sup> March 2022 were **approved** and were **signed as a true record** by the Chairman of the meeting.
3. **Resolved:** The minutes of the Telecomms Committee meeting of the Parish Council of 21<sup>st</sup> March 2022 were **approved** and were **signed as a true record** by the Chairman of the meeting.
4. **Resolved:** The minutes of the extraordinary meeting of the Parish Council of 23<sup>rd</sup> March 2022 were **approved** and were **signed as a true record** by the Chairman of the meeting.

**70/22 Chairman's Report – (Chairman of the meeting)**

A reminder that the Royal British Legion will be holding a Dedication Ceremony, following the installation of their memorial bench, on Saturday 9<sup>th</sup> April at 10.30am on New Road, adjacent to Church Walk.

**71/22 Policies**

**Resolved:** To **re-adopt** the Risk Management Register.

**72/22 Risk Assessments**

1. **Resolved:** To **re-adopt** the risk assessment for The Gore.

2. **Resolved:** To **re-adopt** the risk assessment for the Well.
3. **Resolved:** To **re-adopt** the risk assessment for the War Memorial.
4. **Resolved:** To **re-adopt** the risk assessment for the Burial Ground.
5. **Resolved:** To **re-adopt** the risk assessment for King George V.
6. **Resolved:** To **re-adopt** the risk assessment for Churchyard.

**73/22 Finance**

1. **Resolved:** The Accounts from February 2022 were a **true record** and were signed by the Chairman of the meeting.
2. **Resolved:** The Bank Reconciliation from February 2022 a **true record** and was signed by the Chairman of the meeting.
3. It was **noted** that all Councillors received the Accounts for March 2022.
4. It was **noted** that all Councillors received the Bank Reconciliation for March 2022.
5. **Resolved:** The March 2022 invoices and 2021/2022 direct debits were **agreed**, and payments were **approved**. *Please see appendix 1.*
6. **Resolved:** The updated budget was **agreed**. *Please see appendix 2.*
7. **Resolved:** The Asset Register and risk assessment was **adopted** with the amendment to KGV2 (stock fencing and gates to King George V).

**74/22 Planning**

1. The receipt of received applications were **noted** and comments **agreed**. **20/0747/FH & 20/0752/FH** - Kings Arms, The Square, Elham, Canterbury, CT4 6TJ. This is a re-consultation following the submission of additional details or a change in circumstance. These are detailed below: Revised Plans added 22.03.2022 **Resolved: No objections. Comments of the Council were: Although Elham Parish Council are pleased overall to see that the scheme has been revised as per recommendations, the councillors REMAIN extremely concerned over the existing car parking issues in and around The Square which may be substantially aggravated by the very large increase from 60 covers to 140 covers under this planning application.**
2. No further planning applications were received since the agenda was issued.
3. No decisions made by Folkestone and Hythe District Council were received.

**75/22 Queens Green Canopy**

**Resolved:** The Platinum Jubilee Tree will be planted on the North boundary of the play area to the King George V. We are awaiting a response from the Sir John Williams Trust to the proposed Community Orchard on the Triangle.

**76/22 C&A Committee**

**Resolved:** Following a discussion regarding the facilities at The Gore, it was **agreed** that the Clerk is to apply for planning permission for the improvement to the existing facilities and to seek permission from the Trustees for the Gore.

**77/22 Trees**

**Resolved:** The Tree Warden can expend up to £1100.00 for the tree works recommended in the Arboriculturist Survey dated 13<sup>th</sup> November 2021.

**78/22 Environment Working Group**

A report was received. It is **noted** that the EWG have £171.40, agreed in 20/21, to purchase wildflowers for the King George V.

**79/22 County Councillor Susan Carey**

The response to the situation in Ukraine remains a big issue for KCC and you can find the most up to date information on the KCC website [www.kent.gov.uk](http://www.kent.gov.uk)  
The consultation on the reduction in subsidies to bus services is open to [20 April](#).

The consultation on Plan Tree, KCC's tree establishment strategy is open [till 02 May](#) and a consultation on KCC's plans to take on enforcement of moving traffic offences is open to [09 May](#). You'll find them all at <https://letstalk.kent.gov.uk/>

I'm pleased to report significant progress on reducing both carbon emissions and energy costs for KCC with the purchase of two solar parks, one in Kent and one in the West Country. Together they will cut our carbon emissions by 34% and our energy bill by nearly £1m a year. This saving is particularly welcome as the rise in inflation looks set to hit many of our other costs.

The final number of households registering an interest in our SolarTogether scheme for solar panels and battery storage was nearly 10,000 (more than double the number which registered when we last ran the scheme).

Recent days have been dominated by problems to the cross channel traffic. Storms, damage to ships, the P&O problems and a train stuck in the Channel Tunnel have all contributed to the current delays. The Kent Resilience Forum brings together Kent Police, National Highways (formerly called Highways England and responsible for the motorways), Kent Highways and other public agencies to deal with emergencies such as these. Traffic is getting through and two more ships are expected to resume operation this week. However, looking ahead, more bad weather is expected as well as a further increase in traffic ahead of Easter. The new Inland Border Facility at Sevington appears to be working well and I'm told it has taken around 400 HGVs which would otherwise be on the M20. A small mercy in a difficult situation.

**Susan Carey,**  
**Member for Elham Valley, Kent County Council**

**District Councillor – Stuart Peall**

**In the absence of District Councillor Peall no report was available.**

**80/22 Correspondence**

The receipt of correspondence was **noted**, and any required actions **agreed**. *Please see appendix 3.*

**81/22 Date of next meeting and Close**

The next meeting of the Parish Council will be the Annual meeting of the Parish on Monday 9<sup>th</sup> May 2022 at 6.30pm followed by the Annual Parish Meeting at 7.30pm.

There being no further business the meeting closed at 9.13pm.

## Appendix 1

### March 2022 invoices approved on April 22 meeting

Payee	Cheque No.	Amount	VAT	Net	Comments
EDF	ONLINE	£9.24	£0.46	£8.78	Electric
Clerk salary **	ONLINE	£1,179.22	-	£1,179.22	March 22 Salary February 2022
Clerks expenses	ONLINE	£51.00	-	£51.00	Expenses
HMRC **	ONLINE	£203.59	-	£203.59	National Insurance
K Giles	1469	£215.00	-	£215.00	Queens Green Canopy
Viking	ONLINE	£31.15	£5.19	£25.96	Stationery
ICCM	ONLINE	£95.00		£95.00	Subs
Elham Primary School	ONLINE	£57.00	-	£57.00	Room Hire
Reliable Networks	ONLINE	£31.92	£5.32	£26.60	Microsoft License
<b>TOTAL</b>		<b>£1,873.12</b>	<b>£10.97</b>	<b>£1,862.15</b>	

#### Direct Debits 2021/2022

#### NEST (Clerks Pension)

Date Taken	Payee	Amount	
08/04/2021	NEST	£40.84	21/22
30/04/2021	NEST	£43.40	21/22
02/06/2021	NEST	£37.38	21/22
28/06/2021	NEST	£39.74	21/22
29/07/2021	NEST	£34.28	21/22
08/09/2021	NEST	£35.74	21/22
30/09/2021	NEST	£43.21	21/22
28/10/2021	NEST	£38.90	21/22
02/12/2021	NEST	£38.90	21/22
05/01/2022	NEST	£39.64	21/22
28/01/2022	NEST	£35.17	21/22
24/02/2022	NEST	£38.90	21/22
<b>TOTAL</b>		<b>£466.10</b>	

#### ICO (Information Commissioner's Office)

Date Taken	Payee	Amount	
05/08/2021	ICO	£35.00	21/22
<b>TOTAL</b>		<b>£35.00</b>	

\* 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 4.1 Financial Regs

**APPROVED**

## Appendix 2 – Elham Parish Council - Updated Budget agreed 4th April 2022

	<b>Proposed 22/23</b>	<b>Funds on deposit</b>
C/fwd funds on deposit		£53,337.11
Ring fenced for Churchyard and Wall		£5,000.00
Ring fenced for Community & Amenities (C&A) Contingency		£22,500.00
Ring fenced for War Memorial		£500.00
Ring fenced Overheads		£4,500.00
Ring fenced for Elections		£1,700.00
Ring fenced C&A The Gore		£9,500.00
Ring fenced Queens Platinum Jubilee		£2,100.00
Ring fenced donation VS 2019		£300.00
		<b>£7,237.11</b>
<b><u>Revenue</u></b>		
Precept	£51,023.99	
Burial Fees	£500.00	
Interest	£5.00	
Rent	£600.00	
VAT refund	£2,500.00	
Donations	£0.00	
<b>Total Revenue</b>	<b>£54,628.99</b>	
<b>Total Available funds (excluding funds on deposit)</b>	<b>£61,866.10</b>	
<b><u>Expenses</u></b>		
Clerk salary	£14,500.00	
Training	£1,000.00	
Clerks expenses	£862.00	
Office expenses	£884.00	
Audit fees	£370.00	
Room Hire	£361.00	
Insurance	£1,300.00	
Subs.	£1,126.00	
Grounds mtn.	£9,828.72	
Tree mtn.	£2,250.00	
Street furniture	£500.00	
Defibrillator	£360.00	
Burial ground	£1,750.00	
Grants & donations	£1,000.00	
War Memorial	£500.00	
Highways	£1,000.00	
Church yard/wall	£1,000.00	
Contingency	£2,000.00	

Professional Fees	£2,250.00	
C&A	£6,000.00	
Environment	£1,000.00	
Wellbeing	£1,000.00	
Queens Green Canopy	£1,000.00	
Members Allowance	£250.00	
Increased ear marked funds shown in 23/24 funds on deposit	£2,500.00	(see note 2)
<b><u>Total Expenditure</u></b>	<b><u>£54,591.72</u></b>	

**Surplus / Deficit** £7,274.38

Note 2.

£1500 to be vired into 23/24 C&A ring fenced

£500 to be vired into 23/24 war memorial ring fenced

£500 to be vired to 23/24 ring fenced overheads

## Correspondence Log – March 22

Date	Email/ Phone Call	From /To	Re	Action
08/03/21	Email	Neighbourhood Watch	Local Crime.	Posted on Social Media.
09/03/22	Email	P Roberts	Twinning.	Clerk responded
09/03/22	Email	EVHA	Draft QPJ flyers.	Clerk responded.
09/03/22	Email	PROW	Public footpath HE100 (Part) Elham confirmation.	Forwarded to all Cllrs.
11/03/22	Email	FHDC Planning	Weekly Planning List.	No action.
11/03/22	Email	FHDC Planning	Delegated List.	No action.
11/03/22	Email	NALC	Chief Exe. Newsletter.	No action.
12/03/22	Email	Rev. Deb	Burial Ground enquiry.	On-going.
14/03/22	Email	SLCC	FILCA registration.	No action.
15/03/22	Email	P Roberts	Twinning.	Clerk responded.
15/03/22	Email	KALC	AGAR.	No action.
15/03/22	Email	FHDC	No Petition.	Clerk to action.
16/03/22	Email	Resident	Elham Website login details.	Clerk to action / ongoing.
18/03/22	Email	FHDC Planning	Weekly Planning List.	No action.
18/03/22	Email	FHDC Planning	Delegated List.	No action.
19/03/22	Email	Royal British Legion	Invitation to memorial bench celebration.	Clerk responded. Sent to Chairman.
21/03/22	Email	P Roberts	Twinning visit 10 <sup>th</sup> May 2022.	More information to follow. Clerks to action.
21/03/22	Email	Resident	Objection to CTIL 30038300.	Sent to Chairman.
22/03/22	Email	Resident	Burial enquiry.	Clerk responded.
24/03/22	Email	EHVA	QPJ invoice response.	Clerk to keep log of invoices.
24/03/22	Email	FHDC Planning	Weekly Planning List.	No action.
24/03/22	Email	FHDC Planning	Delegated List.	No action.
24/03/22	Email	Resident	Bird scarer – Hog Green.	Clerk responded and actions.
25/03/22	Email	K Giles	QGC tree invoice.	Clerk actioned.
25/03/22	Email	TEAP	Catch up.	Clerk responded.
25/03/22	Email	Clarke Telecoms	Receipt of PC response.	No action.
25/03/22	Email	PKF Littlejohn	Audit documents.	Clerk to action.
25/03/22	Email	Resident	New gate to King George V.	Clerk responded.
28/03/22	Email	Resident	Ukraine Refugees.	Sent to ELHFUR.
29/03/22	Email	Resident	Kings Arms re-consultation.	Sent to all Cllrs.
29/03/22	Email	Chittendens	Burial enquiry.	Clerk to action.

30/03/22	Email	Resident	New gate to King George V.	No action.
30/03/22	Email	Resident	Ukraine Refugees.	Sent to ELHFUR.
31/03/22	Telephone	Ex resident	The state of the burial ground.	Clerk to keep in contact.
31/03/22	Email	KALC	Audit 21/22.	Informative.
31/03/22	Email	FHDC Planning	Weekly Planning List.	No action.
31/03/22	Email	FHDC Planning	Delegated List.	No action.
01/04/22	Email	ICCM	Annual subscription.	Clerk to action.
01/04/22	Email	FHDC Environment Enforcement	Dog Fouling.	Clerk actioned.
01/04/22	Email	Resident	Ukraine Refugees.	Sent to ELHFUR.