



**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL ON
MONDAY 9th May 2022. STARTING AFTER THE ANNUAL PARISH MEETING WHICH STARTED
AT 7pm**

90/22 Those Present:

Councillors: K Lamb – (Presiding Chair), B Swan, C Chapman (presiding Vice Chair), S Jones, K Allen, 2 members of the public and Clerk.

Apologies: Received and accepted from Cllr G Clements. Not received from Cllr Peall.

91/22 Election of Chairman

Nominations were requested for Chairman for the coming year; Cllr Lamb was proposed by Cllr Swan and seconded by Cllr Jones. There being no other nominations it was **resolved** that Cllr Lamb was duly elected. The Acceptance of Office form was duly signed.

Cllr Lamb took the chair.

92/22 Election of Vice-Chairman

Nominations were requested for Vice-Chairman for the coming year; Cllr Chapman was proposed by Cllr Swan and seconded by Cllr Allen. There being no other nominations it was **resolved** that Cllr Chapman was duly elected. The Acceptance of Office form was duly signed.

93/22 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.

94/22 Public Contribution – There were none.

95/22 Minutes of meeting.

1. **Resolved:** The minutes of the Annual Parish Meeting of 4th May 2021 were **approved** and were **signed as a true record** by the Chairman of meeting.
2. **Resolved:** The minutes of the Ordinary meeting of the Parish Council of 4th April 2022 were **approved** and were **signed as a true record** by the Chairman of meeting.

96/22 Committees

1. It was **discussed** and **agreed** that the following Councillors would become members of the following committees:
 - i. Staffing Committee - Cllr Lamb, Cllr Chapman and Cllr Swan.

- ii. C&A Committee - Cllr Lamb, Cllr Chapman, Cllr Swan and Cllr Clements.
 - iii. Wellbeing Advisory Committee – Cllr Chapman.
 - iv. Telecomms Committee – Cllr Lamb and Cllr Swan.
2. **Terms of Reference for:**
- i. Staffing Committee – It was **agreed** that the committee would review the terms of reference at their first meeting and recommendations made to full Council for approval.
 - ii. C&A Committee - It was **agreed** that the committee would review the terms of reference at their first meeting and recommendations made to full Council for approval.
 - iii. Wellbeing Advisory Committee - It was **agreed** that the committee would review the terms of reference at their first meeting and recommendations made to full Council for approval.
 - iv. Telecomms Committee – It was **agreed** that the committee would review the terms of reference at their first meeting and recommendations made to full Council for approval.
3. Highways – It was **agreed** that Cllr Allen would remain Highways Lead reporting back to full Council.
4. Environmental Working Group- It was **agreed** that Cllr Swan would replace Cllr Lamb as the Council representative.

97/22 Outside Bodies

It was **discussed** and **agreed** that the following Councillors would be representatives of the following outside bodies:

- i. KALC Shepway Area Committee (2 representatives) Cllr Clements.
- ii. Folkestone and Hythe District Council Planning User Group – Cllr Chapman and Cllr Jones.
- iii. Sir John Williams Trust - Cllr Lamb.
- iv. Elham Community Trust – Cllr Swan.
- v. Elham and Acrise Samaritan Fund – Cllr Clements.
- vi. Play for Elham – Cllr Swan.
- vii. Elham Village Hall – Deferred to July Ordinary meeting of the Parish Council.
- viii. Elham Primary School Deferred to July Ordinary meeting of the Parish Council.
- ix. Flood Warden – Mr J Worrall and Cllr Allen as Assistant Flood Warden.
- x. Tree Warden – Cllr Clements.

98/22 Standing Orders

The Standing Orders were **reviewed**, and adoption **agreed**.

99/22 Financial Regulations

The Financial Regulations were **reviewed**, and adoption **agreed**.

100/22 Code of Conduct

The Code of Conduct was **reviewed**, and adoption **agreed** with amendments in line with the recommendations made by the Clerk.

101/22 Finance

1. **Resolved:** The Accounts from March 2022 were a **true record** and were signed by the Chairman of the meeting.
2. **Resolved:** The Bank Reconciliation from March 2022 was a **true record** and were signed by the Chairman of the meeting.
3. It was **noted** that all Councillors received the Accounts for April 2022.
4. It was **noted** that all Councillors received the Bank Reconciliation for April 2022.
5. **Resolved:** The April invoices were **agreed**, and payments were **approved**. *Please see appendix 1.*

102/22 Planning

1. The received planning applications were **noted** and comments **agreed**:
22/0159/FH - Barn, Old Mount Farm, Mount Hill, Rhodes Minnis, CT4 6YD - Installation of a ground mounted solar PV array sited to the rear of the back garden. Resolved – No objections.
Re-consultation 21/2520/FH - Boyke Bungalow, Boyke Lane, Rhodes Minnis, Canterbury, CT4 6XN. The reason for the re-consultation is that revised drawings have been submitted to FHDC. Resolved: To Object. Elham Parish Council have requested that should FHDC Planning Case Officer be minded to approve this application that it is called in for FHDC Planning Committee to decide, if the Case Officer is minded to turn down this application Elham Parish Council are happy for this to be an Officers decision.
2. The received planning application since the agenda was issued was **noted** and comments **agreed**
22/0673/FH/PA - Land at Ottinge Pumping Station , Bereforstal Hill, Elham, CT4 6XJ - 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 a proposed radio base station with 25m lattice tower and equipment cabinets. Resolved: that prior approval shall not be granted and that a full planning application is submitted. Comments of Elham Parish Council, Elham Parish Council Telecoms Committee and Connect Elham are:

Main Points

- The proposed base station would be a significant development in the Kent Downs Area of Outstanding Natural Beauty and should be the subject of a full planning application, to ensure proper public scrutiny. Prior approval should, therefore, not be granted.
- There would be negligible benefit to Elham village. The coverage maps show that the improved 4G signal will only reach the residents of Ottinge and a few residents to the south of Elham village, on Canterbury Road. As such the harm to the Area of Outstanding Natural Beauty far outweighs the local benefits to be gained, and the application should be refused. Many references in the Supplementary Information Document to ‘this area of Elham’ are misleading, as the area covered is insignificant. A solution that benefits the majority of Elham parish needs to be found.

Additional Points

- No consideration is given to mast sharing when it is the Government’s policy to encourage this. The impression is given that mast sharing is not

possible for technical reasons, in which case these technical reasons need to be overcome. Otherwise, there will never be any mast sharing.

- Cornerstone appears to be trying to roll out a one-size-fits-all network of masts to suit themselves and their budgets, as opposed to considering local issues and constraints. As such, no other designs, less harmful to the Area of Outstanding Natural Beauty, have been seriously considered.
 - Given that Cornerstone point out the proposed mast has to be tall in order for the top of the mast to be above the trees, it is surprising that none of the sites that they have considered are in an elevated position, where the mast, or pole, could be shorter, more integrated into the landscape and, therefore, have less adverse impact on the Area of Outstanding Natural Beauty. Cornerstone needs to look at elevated sites, even if these are more expensive and more difficult to realise.
 - Cornerstone point out that a mast needs to be near to the residential area and then indicates that it has been deliberately sited away from the village, a contradiction that results in a proposed solution that is woefully inadequate.
 - It is all very laudable forward planning for 5G, but when the 4G signal in Elham is so poor, that is a luxury. The signal for 4G in Elham needs to be the immediate priority.
3. Decisions made by Folkestone and Hythe District Council were **noted**:
22/0209/FH - The Stable, Henbury Lane, Elham, Canterbury, CT4 6NL-
Enlargement of existing domestic shed to form double garage. – **Approved with conditions.**
 4. The application 22/0682/FH - *St Marys Church The Square, Elham, CT4 6TT* was **noted. Resolved: No Comments to be submitted. The Clerk has contacted the Diocese of Canterbury regarding this application.**
 5. It was **agreed** that discussing a Neighbourhood Plan would be deferred to a future Ordinary meeting of the Parish Council.

103/22 Verbal reports were not received from:
County Councillor – Susan Carey – report given in Annual meeting of the Parish prior to this meeting.
District Councillor - Stuart Peall – No report available in Cllr Pealls absence.

104/22 Correspondence
The receipt of correspondence was **noted**, and any required actions **agreed**. *Please see appendix 2.*

105/22 Date for next meeting & Close
The next ordinary meeting of the Parish Council will be on Monday 6th June at 7.30pm.
There being no further business the meeting closed at 9.33pm.

Appendix 1 - April 2022 invoices approved

Payee	Cheque No.	Amount	VAT	Net	Comments
Clerk salary **	ONLINE	£1,033.39	£0.00	£1,033.39	April Salary
Clerks' expenses *	ONLINE	£51.00	£0.00	£51.00	April 22 Expenses
Clerks Pension ***	DIRECT DEBIT	£59.61	£0.00	£59.61	Clerks Pension
HMRC **	ONLINE	£101.17	£0.00	£101.17	HMRC
C. Stanyon	ONLINE	£46.58	£0.00	£46.58	Seeds
Zurich	ONLINE	£1,214.49	£0.00	£1,214.49	Insurance
L Robbins	ONLINE	£120.00	£0.00	£120.00	Internal Auditor
Rural Kent	ONLINE	£90.00	£0.00	£90.00	Rural Kent
Reliable Networks	ONLINE	£108.00	£18.00	£90.00	Website back up
Reliable Networks	ONLINE	£31.92	£5.32	£26.60	Microsoft license
TOTAL		£3,303.05	£46.23	£3,256.82	

* 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

APPROVED

Appendix 2 – Correspondence

Date	Email/ Phone Call	From /To	Re	Action
06/04/22	Email	FHDC	Planning application 21/2520 re-consultation Boyke Bungalow.	Sent to all Cllrs and requested an extension from FHDC.
06/04/22	Email	Resident	Kings Arms.	Clerk responded.
07/04/22	Email	FHDC Planning	Weekly Planning List.	No action.
07/04/22	Email	FHDC Planning	Delegated List.	22/0209/FH decision sent to all Cllrs.
07/04/22	Email	Friends of St Marys Church	St Marys Church.	Clerk to respond.
11/04/22	Email	KALC Shepway Area Committee	April meeting date.	Sent to all Cllrs.
11/04/22	Email	Resident	Gold Park Leisure, Wingmore.	Sent to all Cllrs.
11/04/22	Email	Resident	The Square.	Clerk responded.
12/04/22	Email	FHDC	Planning application 22/0159/FH Old Mount Farm.	Sent to all Cllrs and put on website
14/04/22	Email	EVHA	Invoices for QPJ.	Noted.
14/04/22	Email	FHDC Planning	Weekly Planning List.	No action.
14/04/22	Email	FHDC Planning	Delegated List.	No action.
20/04/22	Email	P Roberts	Twinning.	Clerk responded.
21/04/22	Email	FHDC	Electoral Register (Alterations)	Informative.
21/04/22	Email	FHDC Planning	Weekly Planning List.	No action.
21/04/22	Email	FHDC Planning	Delegated List.	No action.
25/04/22	Email	Resident	King George V trees.	Clerk to respond.
26/04/22	Email	Resident	Boyle Bungalow.	Sent to Planning Lead.
27/04/22	Email	P Roberts	Twinning (new date).	Clerk to respond.
28/04/22	Email	FHDC Planning	Weekly Planning List.	No action.
28/04/22	Email	FHDC Planning	Delegated List.	No action.
29/04/22	Email	Pension Regulator	Confirmation of re-enrolment.	Noted.
29/04/22	Email	Resident	King George V trees.	Clerk to respond.
29/04/22	Email	Hopkins +	Installation of metronome.	Noted.
29/04/22	Email	St Marys Church	Annual Report.	Noted.
01/05/22	Email	Elham Sports Club	Annual Report.	Noted.
01/05/22	Email	Sir John Williams Trust	Community Orchard.	Clerk responded.
01/05/22	Email	Sir John Williams Trust	Annual Report.	Noted.

01/05/22	Email	Elham Community Trust	Annual Report.	Noted.
03/05/22	Email	FHDC	Planning application 22/0682 St Marys Church.	Sent to all Cllrs and put on website.
03/05/22	Email	Resident	Lamp posts.	Clerk responded.
03/05/22	Email	Past resident.	Burial Ground.	Clerk responded.
04/05/22	Email	KALC Shepway Area Committee	April Minutes.	Sent to all Cllrs.
04/05/22	Email	FHDC	Planning application – 22/0673 Land at Ottinge Pumping Station.	Sent to all Cllrs and put on website.
04/05/22	Email	P Roberts	Twinning.	Clerk to respond.
04/05/22	Email	Flood Warden	Annual Report.	Noted.
05/05/22	Email	Gardening Society	Annual Report.	Noted.
05/05/22	Email	AGE UK	Engage and help to review strategic direction.	Sent to Wellbeing Chair. Clerk to reply by 13 th May.
05/05/22	Email	L. Robbins	Internal Audit Report.	June agenda. Sent to Chair.
05/05/22	Email	Play for Elham	Annual Report.	Noted.
05/05/22	Email	Rural Kent	Membership renewal.	Noted.
06/05/22	Email	Friends of St Marys	Annual Report.	Noted.