



**TO ALL COUNCILLORS**

**28<sup>th</sup> February 2023**

**THERE IS TO BE AN ORDINARY MEETING OF THE ABOVE PARISH COUNCIL ON **MONDAY 6<sup>th</sup> MARCH 2023**. IT WILL BE HELD IN **THE HALL, ELHAM PRIMARY SCHOOL** STARTING (following the Staffing Committee meeting) **7.30pm**.**

**YOU ARE HEREBY SUMMOND TO ATTEND.**

**THE AGENDA IS AS FOLLOWS:**

- 35.23 To record those present and list any apologies.**
- 36.23 To declare any Disclosable Pecuniary Interests (DPI), Other significant interests (OSI's) or a voluntary interest relating to items on the agenda.**

*A member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part unless a relevant Dispensation has been granted.*

*A member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote.*

*Councillors may also declare a voluntary interest if they are unsure of their position. Inclusion and voting will be decided at the time of the declaration unless this has been discussed with the clerk prior to the meeting.*

*The meeting will be adjourned for 37.23*

- 37.23 Public Contribution**  
*(For members of the public to ask questions – This item will last no more than 15 minutes)*

*The meeting will be reconvened to discuss 38.23 onwards.*

- 38.23 To note and agree minutes of**  
1. The Ordinary meeting of the Parish Council of 6<sup>th</sup> February 2023.

- 39.23 Chairman's Report**  
*(Please note, no decisions can be made on items under this heading)*

#### 40.23 Staffing Committee

To **consider** and **agree** recommendations for the Staffing Committee.

#### 41.23 C&A Committee

1. **Church wall** - To **consider** quotation received and **agree** actions if required.
2. **Burial Ground** – To **consider** and **agree** application for additional inscription to memorial.

#### 42.23 Finance

1. To **note** and **agree** the Accounts from January 2023 and **authorise** the Chairman to sign.
2. To **note** and **agree** the Bank Reconciliation from January 2023 and **authorise** the Chairman to sign.
3. To **note** the receipt of the Accounts for February 2023 – *to be circulated to all Councillors prior to meeting.*
4. To **note** the receipt of the Bank Reconciliation for February 2023- *to be circulated to all Councillors prior to meeting.*
5. To **consider** end of year virements and **agree** actions. – *circulated to all Councillors prior to meeting,*
6. To **agree** February invoices and **agree** payments- *to be circulated to all Councillors prior to meeting.*
7. To **consider** the instruct of internal auditor and **agree** actions.
8. To **review** and **agree** re-adoption of Grant Award policy - *circulated to all Councillors prior to meeting.*
9. To **review** the Asset Register and Risk assessment and **agree** re-adoption - *circulated to all Councillors prior to meeting.*

#### 43.23 Policies

1. To **review** and **agree** the re-adoption of the Risk Management Register- *circulated to all Councillors prior to meeting.*
2. To **review** and **agree** the re-adoption of Social Media and Electronic Communication Policy - *circulated to all Councillors prior to meeting.*
3. To **review** and **agree** the adoption of Communications Procedure - *circulated to all Councillors prior to meeting.*
4. To **review** and **agree** the re-adoption of Complaints Procedure - *circulated to all Councillors prior to meeting.*

#### 44.23 Risk Assessments (*emailed to all Councillors prior to the meeting*)

1. To **consider** risk assessment for The Gore and **agree** re-adoption.
2. To **consider** risk assessment for the Well and **agree** re-adoption.
3. To **consider** risk assessment for the War Memorial and **agree** re-adoption.
4. To **consider** risk assessment for the Burial Ground and **agree** re- adoption.
5. To **consider** risk assessment for King George V and **agree** re- adoption.
6. To **consider** risk assessment for Churchyard and **agree** re-adoption.

#### 45.23 Planning

1. To **note** receipt of received application and **agree** comments:  
**23/0163/FH/TCA** - The Sycamores, High Street, Elham, Canterbury, CT4 6SY - Works to trees in a Conservation area comprising of T1 Fir crown reduction by 4 metres and T2 mixed hedge to be removed.

**23/0149/FH** - Kings Arms, The Square, Elham, Canterbury, - 3 new timber fascia panels (2 to front elevation and 1 to barn outbuilding), 1 new swing sign mounted on existing bracket. Existing gold lettering to be located above new main entrance to the side elevation (fixed to roof of new lobby).

**23/0208/FH** - Kings Arms, The Square, Elham, Canterbury, CT4 6TJ - *Listed Building Consent* for 3 new timber fascia panels (2 to front elevation and 1 to barn outbuilding), 1 new swing sign mounted on existing bracket. Existing gold lettering to be located above new main entrance to the side elevation (fixed to roof of new lobby).

**23/0201/FH** - Longland Farm, Exted Hill, Elham, Canterbury, CT4 6UD - Installation of roof-mounted solar photovoltaic panels on agricultural building.

**23/0074/FH** – The Gore, Park Lane, Elham - Alterations and extension to the existing sports pavilion.

**23/0270/FH & 23/0283/FH** -Listed Building Consent- Manor Cottage, The Row, Elham, Canterbury, CT4 6UL - Single storey rear extension.

**23/0274/FH**- Old Mount Barn, Mount Hill, Rhodes Minnis, Canterbury, CT4 6YD - Single storey extension to existing house, an additional outbuilding and external works to garage.

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.

#### **46.23 Annual Meetings**

1. To **consider** the dates of the Annual meeting of the Parish Council and **agree** actions.
2. To **consider** the date of the Annual meeting of the Parish and **agree** actions.

#### **47.23 Bus Service**

1. To **consider** options for replacement of 17 bus route service and **agree** actions.
2. To **consider** setting up a working group for the above agenda item and **agree** actions.

#### **48.23 Consultations**

1. To **review** KCC Community Services Consultation and agree actions. *Circulated to Councillors on 24<sup>th</sup> February. Closing date 26<sup>th</sup> March 2023 at 5pm.*

#### **49.23 To hear verbal reports from**

*(Please **note** received reports will be included in the minutes)*

County Councillor – Susan Carey  
District Councillor – Stuart Peall

#### **50.23 Correspondence**

To **note** correspondence received and **agree** actions if required.

#### **51.23 Date of next meeting and Close**

**Signed**      Claire Greenwood      **Parish Clerk**