



**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL ON  
MONDAY 6<sup>th</sup> FEBRUARY 2023 IN THE HALL, ELHAM PRIMARY SCHOOL STARTING AT  
7.30pm**

**14.23 Those Present:**

Councillors: K Lamb (Chair), C Chapman (Vice Chair), B Swan, G Clements, S Jones, S Peall, the Clerk and 7 members of the public.

**Apologies:** Received and accepted from Councillor K Allen.

**15.23 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.

**16.23 Public Contribution**

Members of the public in attendance wished to speak during agenda item 21.23 – planning.

**17.23 Minutes of meeting.**

1. **Resolved:** The minutes of the Ordinary meeting of the Parish Council meeting of 9<sup>th</sup> January 2023 were **approved** and were **signed as a true record** by the Chairman of meeting.

**18.23 Chairman's Report**

Elham Valley Football Clubs success continues, they're top of the FA league, in the final of the Canterbury Cup, in the Semi Finals of the Whitstable Cup and the Faversham Cup.

As you are all aware the village is without a Post Office. It seems that communications regarding the relocation into the small office next to Colebrook Sturrock have broken down. If you have any suggestion where the Post Office could relocate to please contact the Clerk or myself.

**19.23 Finance**

1. It was **agreed** that the Accounts from December 2022 were a **true record** and were signed by the Chairman of the meeting.
2. It was **agreed** the Bank Reconciliation from December 2022 was a **true record** and was signed by the Chairman of the meeting.
3. It was **noted** that all Councillors received the Accounts for January 2023.
4. It was **noted** that all Councillors received the Bank Reconciliation for January 2023.

5. The January invoices were **agreed**, and payments were **approved**. *Please see appendix 1.*

## 20.23 Policies

1. The Freedom of Information Policy was reviewed, and readoption **agreed**.
2. The Freedom of Information Action Publication Scheme was reviewed, and readoption **agreed**.
3. The Tree Management Policy was reviewed, and readoption **agreed**.

## 21.23 Planning

1. The received planning applications were **noted**, and comments **agreed**:  
**22/2132/FH/TCA** - Coopers, High Street, Elham, Canterbury, Kent, CT4 6SY- Works to trees in a Conservation area comprising of T1 Yew reduce tree back to previous points by up to 1.5 metres, T2 Yew reduce tree back to previous points by up to 1 metre and T3 Robinia reduce crown by 2 metres to maintain shape and size. **Resolved: No extension granted. FHDC have approved.**  
**22/2130/FH** - Elham Village Hall, High Street, Elham, Canterbury, CT4 6SX- Erection of a community timber shed. **Resolved: NO OBJECTION.**  
**23/0029/FH** - Holly Tree Cottage, Cock Lane, Elham, CT4 6TL - Demolition of existing single storey side extension and replacement single storey extension. Replacement porch. **Resolved: NO OBJECTION.**  
**23/0053/FH/TCA** - Chichester Lodge, New Road, Elham, Canterbury, CT4 6TQ - Felling of a Conifer tree situated within a conservation area. **Resolved: NO OBJECTION.**  
**23/0071/FH** - The Coal House, The Halt, Duck Street, Elham, Canterbury, CT4 6TP - Erection of a single storey, garden office and gym outbuilding, revised scheme of approved planning permission 21/0375/FH. **Resolved: NO OBJECTION. Comments of Elham Parish Council are: That a condition be requested to restrict the use of the building to domestic use, including a home office; and to ensure the proposed building remains ancillary to the main property (The Coal House).**  
**23/0017/FH** – Mount Lodge, Mount Bottom, Elham, Canterbury, CT4 6UJ - Restoration and extension to existing garage with associated landscape works. **Resolved: Elham Parish Council are mindful not to object to this application but request that confirmation, prior to the decision being made, is received from FHDC & KCC Highways that the boundary proximity is 1 meter plus away from the highways edge. Elham Parish Council request a condition that the proposed building remains ancillary to the main property (Mount Lodge).**  
**22/2196/FH** - Pear Tree Farm Stables, North Elham Hill, Elham, Canterbury, CT4 6UY - Single storey rear extension including new roof light and internal alterations. **Resolved: NO VIEW. Elham Parish Council request confirmation from FHDC Case Officer that the Places & Policies Local plan – Policy HB8 – 9.66 , which states the extensions should generally be subordinate to the original house and should be in proportion to the original building (original as of 1.7.48), is taken into consideration should the Case Officer be mindful of approving this application.**
2. The planning applications received since the agenda was published were **noted**, and comments **agreed**:

**22/1846/FH & 22/1816/FH**– Rose and Crown, High Street, Elham -This is a re-consultation following the submission of additional details or a change in circumstance. These are detailed: Changes to existing post and rope fence to be replaced with three rail park fencing; Dark brown paint finish to close boarded fencing; Trellis panels added to existing boundary garden wall to protect privacy of neighbouring properties. **Resolved: TO OBJECT. Comments of the Council are: that the objection is based on the grounds of loss of amenity i.e. loss of privacy to garden & living area of The Old Bookshop which directly neighbours the Rose & Crown; the proposed trellis would overshadow the neighbouring property which will cause a loss of light.**

**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. **Resolved: It was agreed that the Tree Warden will inspect the trees and report back to full Council with a decision.**

3. The decisions made by Folkestone and Hythe District Council were **noted: None** were received. **None were received.**

#### **22.23 Neighbourhood Plan**

To **discuss** common issues with Lyminge Parish Council and **agree** actions. It was **agreed** that this agenda item was to be deferred due to Lyminge Parish Councillor Joyce being unable to attend meeting.

#### **23.23 C&A Committee**

- 1) **The Gore** – The planning application for the refurbishments to the Gore has been submitted to FHDC with further information requested since the submission supplied by the Clerk.
- 2) **Community Orchard** – The Clerk gave a brief report following correspondence received from Elham Community Trust and the Sir John Williams Trust. Due to the generous donation by County Councillor Susan Carey and KCC an order has now been placed for the trees.

#### **24.23 Trees**

It was **agreed** to instruct Invicta Arboriculture to carry out a negative survey of the trees that are the liability of Elham Parish Council at a cost of £475.00.

#### **25.23 Church wall**

Further to a site visit, safety barriers have been erected to the section of wall adjacent to Church Cottage as a precautionary measure. A surveyor has been instructed to inspect and recommend any required remedial actions required.

#### **26.23 County Councillor Susan Carey - Member for Elham - Valley Kent County Council - A verbal report was given.**

**KCC Leader welcomes Levelling Up funding to improve access for Dover** - The Leader of Kent County Council, Roger Gough, has warmly welcomed news its £45m bid to the government's Levelling Up Fund to improve traffic flow to the EU through the Port of Dover has been successful.

**Have your say and help us to frame Kent's future** - Kent County Council is reviewing its community services to ensure they are run as efficiently, effectively and sustainably as possible. Proposals include co-location of facilities, more flexible outreach activities, reducing the number of permanent buildings and making the most of existing and emerging digital technologies to consider the needs of residents in Kent against the need to reduce costs as one of the measures to balance the council's budget and reduce the carbon footprint. Any changes are subject to feedback from the public and a 10-week public consultation begins on Tuesday 17 January 2023. No decisions have been made and all options are at proposal stage only. Staff are also asked for their views on the new-look map of services, as well as partners who work alongside the council in delivering services. The areas being considered as part of the proposal are community services for adults with learning difficulties, adult education, children's centres and youth hubs, public health services for children and families and KCC Gateways. The proposals are driven by layered data which understands the strengths and challenges of a particular area (split into 271 council wards). A framework has subsequently been produced that reflects how different parts of the county are affected by poverty, isolation and education levels amongst other factors including distance from public buildings, and how those diverse communities could best be supported going forward. Delivering effective services to residents in a cost-efficient way is also key. The financial climate is such that it is important for KCC to explore all possible options. The proposals currently represent a saving of approximately £6m. The current backlog of maintenance costs on council buildings sits at £165m. Leader of KCC Roger Gough said: "Residents value our community services and change is difficult. However, we do need to look to adapt and evolve to make the best use of the resources and funding we have available and safeguard against rising costs. This Community Service Model is an opportunity to use all of our knowledge and information to ensure services are where they most need to be, having the most positive impact and reaching people in the most effective way to complement and enhance how they are choosing to live in Kent."

#### **District Councillor – Stuart Peall**

**Funding bid wins government backing** - Folkestone & Hythe District Council is today celebrating that it has been awarded a £19.8 million share of the government's levelling up funding.

**Dog fouling and litter lands residents in court** - Three residents from Folkestone face a bill totalling more than £2,000 between them for anti-social actions.

**Work on EV charging points is completed - All the district's new 103 charging points for electric vehicles (EV) are now up and running.** These are in 26 car parks across Folkestone & Hythe and - with the upgrade of the six existing points and the 23 charging points provided by commercial businesses - EV owners now have a greater choice and more flexibility. Folkestone & Hythe District Council partnered with Kent County Council and five other local authorities for the roll out, resulting in one of the largest networks of consistent charging points (with 600 points being installed). The new points were installed by Connected Kerb, one of the UK's biggest providers. They offer a mixture of fast 7kW and 22kW, depending on the location. KCC provided 75% of the funding, with Connected Kerb funding the remaining 25%. The other five authorities are Gravesham Borough Council, Medway Council,

Sevenoaks District Council, Thanet District Council, and Tonbridge and Malling Borough Council.

**Correspondence**

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

**28.23 Date of next meeting and Close**

The next ordinary meeting of the Parish Council will be on Monday 6<sup>th</sup> March 2023 at 7.30pm.

There being no further business the meeting closed at 9.25pm.

## Appendix 1 – January 2023 invoices approved.

### January 2023 invoices for approval at February 2023 meeting

Payee	Cheque No.	Amount	VAT	Net	Comments
EDF	ONLINE	25.14	1.19	23.95	Electric
Clerk salary **	ONLINE	1,348.41	0.00	1,348.41	January 23 Salary
Clerks expenses	ONLINE	51.00	0.00	51.00	January 23 expenses
HMRC **	ONLINE	270.02	0.00	270.02	HMRC
Viking	ONLINE	149.78	24.96	124.82	Stationary
Viking	ONLINE	79.99	13.33	66.66	Stationary
Harmer and Sons	ONLINE	9,828.72	1,638.12	8,190.00	Grounds Main
123.reg	ONLINE	43.16	7.19	35.97	Domain
Friendly Seed Company	ONLINE	175.00	29.17	145.83	Wildflower seeds
FHDC Planning ©	Debit Card	117.00	0.00	117.00	Planning fees
AM Architects	ONLINE	2,100.00	0.00	2,100.00	Design fees
Reliable Networks	ONLINE	50.16	8.36	41.80	Microsoft license
<b>TOTAL</b>		<b>£14,238.38</b>	<b>£1,722.32</b>	<b>£12,515.46</b>	

\* Bacs / Card payment authorised by 2 Councillors

\*\* Bacs / card payments authorised by 2 Councillors prior to meeting

\*\*\* Nest Direct Debit set up agreed in February 2019

© transaction authorised by Chairman prior to meeting

**APPROVED**

## Appendix 2 – Correspondence January 2023

Date	Email/ Phone Call	From	Re	Action
10.01.23	Email	EVHA	Electric charging points.	Informative.
10.01.23	Email	FHDC Planning	22/2130/FH Elham Village Hall.	Sent to all Cllrs, on website and extension requested.
10.01.23	Email	FHDC Planning	22/2132/FH/TCA Coopers.	Sent to all Cllrs, on website and extension requested.
10.01.23	Email	FHDC Case Management Officer	Receipt of planning consultations.	Clerk responded.
11.01.23	Email	FHDC Planning	23/0029/FH Holly Cottage	Sent to all Cllrs and on website.
11.01.23	Email	Castle Water	Confirmation email following Clerks query of the latest bill.	Informative.
11.01.23	Email	Elham Community Shed	Re Planning application.	Clerk responded.
12.01.23	Email	FHDC Planning	Weekly Planning List.	No Action.
12.01.23	Email	FHDC Planning	Delegated List.	No Action.
12.01.23	Email	Brogdale	Community Orchard.	Clerk responded.
13.01.23	Email	FHDC	Precept	Informative.
15.01.23	Email	Resident	Re planning application 22/2196/FH.	Sent to all Cllrs as requested.
16.01.23	Email	Zurich	An email in response to Clerks telephone call.	Informative.
16.01.23	Email	Sent to Harmers	Instructing safety barriers.	Informative.
16.01.23	Email	Sent to resident	Re safety barriers to church wall.	Informative.
16.01.23	Email	FHDC	Planning application 23/0053/FH/TCA Chichester Lodge.	Sent to all Cllrs and on website.
17.01.23	Email	County Cllr Carey	Community Orchard.	Clerk responded.
17.01.23	Email	KCC Procurement	Community Orchard.	Clerk responded.
17.01.23	Email	EPS Design	Church wall survey.	Clerk responded.
18.01.23	Email	Castle Water	Resolution Service – re latest bill.	No action required.
18.01.23	Email	Sent to ECT	Community Orchard.	
18.01.23	Email	Sent to SJWF	Community Orchard.	

19.01.23	Email	FHDC Planning	Weekly Planning List.	No Action.
19.01.23	Email	FHDC Planning	Delegated List.	No Action.
19.01.23	Email	Planning Portal	Application submitted receipt.	Informative.
20.01.23	Email	Castle Water	Resolution – case closed.	Informative.
21.01.23	Email	SJWT	Community Orchard.	Clerk responded.
22.01.23	Email	Sent to Church Wardens	Church wall.	Informative.
23.01.23	Email	Case Officer	Planning application 22/2132/FH/TC – no extension granted.	Advised Cllrs.
23.01.23	Email	FHDC Planning	Planning application 23/0071/FH The Coal House.	Sent to all Cllrs and on website.
23.01.23	Email	Case Officer	Planning application 22/2196/FH – extension granted.	Informative.
23.01.23	Email	Case Officer	Planning application 22/1665/FH Grimsacre Cottage.	Clerk responded as per minutes of Ordinary meeting.
24.01.23	Email	Case Officer	Planning application 23/0017/FH – extension granted.	Informative.
24.01.23	Email	FHDC Planning	Planning application 23/0017/FH – Mount Lodge.	Sent to all Cllr and on website.
24.01.23	Email	FHDC Planning	Gore planning application.	Clerk sent additional informative requested and paid fee.
25.01.23	Email	FHDC	Gore planning application retracting request for amendments to D&A statement.	No action.
25.01.23	Email	ECT	Community Orchard.	Clerk responded.
26.01.23	Email	FHDC Planning	Weekly Planning List.	No Action.
26.01.23	Email	FHDC Planning	Delegated List.	No Action.
26.01.23	Email	Sent to SJWT /ECT	Community Orchard.	
26.01.23	Email	SJWT / ECT	Community Orchard.	Informative.
27.01.23	Email	EWG	Distribution of seeds.	Clerk responded.
30.01.23	Email	Acrise PC Chair	Twinning.	Clerk to respond.
30.01.23	Text	Resident	Twinning.	Clerk responded.
01.02.23	Email	Barham PC	Planning application query.	Clerk responded.
01.02.23	Email	P Roberts	Twinning.	Clerk to respond.
01.02.23	Email	Lyminge PC Cllr Joyce	Neighbourhood Plan - defer	Clerk responded.



02.02.23	Email	FHDC Planning	The Gore application.	Clerk responded.
02.02.23	Email	FHDC Planning	Re-consultation 22/1846/FH and 22/1816/FH – Rose and Crown.	Sent to all Cllrs.
02.02.23	Email	KCC Highways	Road Closure – High Minnis, Stelling Minnis.	On facebook.
03.02.23	Email	Resident	Twinning.	Clerk to respond.