



**UNCONFIRMED MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL ON MONDAY 3<sup>rd</sup> APRIL 2023 IN THE HALL, ELHAM PRIMARY SCHOOL STARTING AT 7.30pm**

**52.23 Those Present:**

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

**Apologies:** Received and accepted from Councillor Jones.

**53.23 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.

**54.23 Public Contribution**

Members of the public wished to contribute under agenda item 59.23.

**55.23 Minutes of meeting.**

1. **Resolved:** The minutes of the Staffing Committee meeting of the Parish Council meeting of 6<sup>th</sup> March 2023 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 meeting of 6<sup>th</sup> March 2023 were **approved** and were **signed as a true record** by the Chairman of meeting.

**56.23 Chairman's Report**

Nothing to report.

**It was agreed to bring agenda item 59.23 forward.**

**59.23 Planning**

1. The received planning applications were **noted**, and comments **agreed:**  
**23/0342/FH-** The Sycamores, High Street, Elham, Canterbury, CT4 6SY- Demolition of existing garden terrace and steps and erection of two storey extension to include decking to the rear garden. **Resolved: No objection.**  
**Re-consultation - 22/0740/FH -** Briar Gate, White Horse Lane, Rhodes Minnis, CT4 6XP - Erection of detached dwelling with associated parking following the demolition of existing dwelling. **Resolved: No Objection. Comments of the Council: Elham Parish Council request that further details are submitted for the drainage as this application does not address the issue of the current cesspit problem.**

**Planning Appeal - AP-6565** - Boyke Bungalow, Boyke Lane, Rhodes Minnis, Canterbury, CT4 6XN-Appeal against non-determination of 21/2520/FH - Erection of a replacement dwelling. Planning Inspectorate Number - APP/L2250/W/22/3311083.**Resolved: Previous comments of Elham Parish Council are to be submitted to the Planning Inspectorate.**

**23/0477/FH/TCA** - Abbots Cottage, Cullings Hill, Elham, Canterbury, CT4 6TE - Works to trees in a Conservation area comprising of T1 & T2 Western Red Cedar fell to ground. **Resolved: No Objections.**

2. The planning applications received since the agenda was published were **noted**, and comments **agreed. None were received.**

3. The decisions made by Folkestone and Hythe District Council were **noted: 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 – **Decision – Approved with conditions.**

**23/0053/FH/TCA** - Chichester Lodge, New Road, Elham, Canterbury, CT4 6TQ - Felling of a Conifer tree situated within a conservation area. **Decision – No Objections.**

**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. **Decision - Approved with conditions.**

**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. **Decision – Approved with conditions.**

### 57.23 Finance

1. It was **agreed** that the Accounts from February 2023 were a **true record** and were signed by the Chairman of the meeting.
2. It was **agreed** the Bank Reconciliation from February 2023 was a **true record** and was signed by the Chairman of the meeting.
3. It was **noted** that all Councillors received the Accounts for March 2023.
4. It was **noted** that all Councillors received the Bank Reconciliation for March 2023.
5. The March invoices were **agreed**, and payments were **approved. Please see appendix 1.**
6. The amended budget was considered and **approved. Please see appendix 2.**
7. It was **agreed** to transfer £18373.01 from the current account to the reserve account.

### 58.23 Policies

1. The Document Retention and Disposal policy was reviewed, and adoption **agreed.**
2. The Meeting Attendance Policy was reviewed, and adoption **agreed.**
3. The Data Protection Policy was reviewed, and adoption **agreed.**
4. The Noticeboard Policy was reviewed, and adoption **agreed.**
5. The Public Participation Policy was reviewed, and adoption **agreed.**

**Agenda item 59.23 was moved prior to agenda item 57.23.**

### **60.23 Trees**

A report was received from the EPC Tree Warden on the Tree Survey commissioned by Invicta Arboriculturist. It was **agreed** that quotes will be obtained for the suggested works and that necessary planning applications will be submitted.

### **61.23 C&A Committee**

1. Application for memorials were considered and **agreed** for:
  - a) Register of Purchased Grave 352
  - b) Register of purchased Grave 281
  - c) Register of Purchased Grave 353
2. An update on The Gore planning application was given and **agreed** responses to Consultees would be submitted to FHDC.
3. It was **agreed** to expend up to £100 for the repairs to the burial ground water supply.
4. It was **agreed** to obtain a quote to change the locks to the main area of the Parish Council noticeboard.

### **62.23 Wellbeing Advisory Committee**

A brief report was given. The Wellbeing Advisory Committee submitted a response on behalf of the Parish to KCC Community Services consultation. At the April meeting of the committee, we will be discussing Mental Health Week that takes place in May.

### **63.23 Environment Working Group**

A brief report was given. It was **agreed** that the Environment Working Group can expend £150 on wildflower seeds for the KGV.

### **64.23 Twinning**

It was **agreed** that the interested parties will be put in contact with Ambletuse representative to push this initiative forward.

### **65.23 17 Bus Route Working Group**

Below is the report submitted on behalf of the SOS 17 bus route campaign.

#### Update on SOS Campaign

*After last month's Elham Parish Council meeting, it was decided that a 'working party' would be set up.*

*We, firstly, arranged a meeting with some members of the Parish Council and with Susan Carey to get more information about the Council's stand on the matter.*

*It is pretty clear that KCC are not going to do anything as, this is a done deal, as far as the Council is concerned.*

*Our own little working party, consisting of four of the SOS Group, have had a discussion, together with some advice from Mike Sole (Member for Canterbury South), who was involved in another campaign to save village buses in the past. Some of the villages along the route affected by these cuts fall under his jurisdiction.*

*We have a meeting planned with Stagecoach on Friday 14th April to discuss the matter and see what they actually need in terms of passenger numbers to help us to reinstate either one or both of our evening buses.*

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

Information given by David Brazier, Cabinet Member for Highways and Transport at KCC meeting held on 23<sup>rd</sup> March 2023 at KCC about the reduction of the Bus Service Subsidy.

*“The budget available to KCC to support bus services is limited and when we reduced the number of services supported in 2022/23, it was those services with very low use and high passenger journey subsidy which were removed.*

*Set out at the time, the services from which support was withdrawn were assessed, based on use, subsidy per passenger and to ensure that the analysis was fair KCC’s Public Transport team used pre pandemic use data. It should also be noted that they provided 2020/21 passenger data for members, as part of the robust discussions that took place regarding the supported bus reduction. Therefore, the impact of the change has been fully outlined and detailed.*

*Regarding service 17, the number of evening journeys was 15,550 in 2019/20 and these were subsidised by KCC at £3.01 per passenger journey. In 2020/21 this number had reduced to 10,885 journeys increasing the KCC subsidy to £4.28 per passenger journey.*

*It should also be noted that the commercially provided 17, run by Stagecoach, operates hourly from early morning to early evening, Monday to Saturday and a Sunday service is also provided. If there was demand for an evening service 17 it would be provided commercially.*

*The Public Transport team will continue to monitor the Kent bus network, its viability and where appropriate will respond to changes as best they can, however there are no plans to review the services withdrawn in 2022/23 nor is there funding available to do so.”*

Please remember there is help available for individuals and families struggling to pay bills (including council tax) and a useful place to look is on the KCC website under the ‘Kent Together’ banner or ring 03000 41 92 92.

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

**District Councillor – Stuart Peall**

**Red Arrows return to Folkestone skies** - The world-famous Reds Arrows will be returning to thrill crowds this summer at the 2023 Folkestone Air Display. The breathtaking flying skills of the Royal Air Force aerobatic team will be joining the hugely popular display on Sunday 20 August. Also due to join the line-up are the Battle of Britain Memorial Flight Lancaster, Hurricane and Spitfire and the RAF’s Typhoon aircraft.

**Guarding against the risk of tidal flooding** - Essential beach management work that will help to protect more than 3,000 homes from flooding is to start next week. The

recycling and regrading of shingle between Fisherman's Beach in Hythe and Folkestone Harbour is carried out twice a year to guard against any risk of tidal flooding. The latest round will commence on Monday 27 March and take up to eight weeks to complete.

**63.23 Correspondence**

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

**64.23 Date of next meeting and Close**

The next meeting of the Parish Council will be The Annual Meeting of the Parish Council on Monday 15<sup>th</sup> May 2023 at 7.30pm following the Annual meeting of the Parish.

There being no further business the meeting closed at 9.30pm.

**Appendix 1 – March 2023 invoices approved April 23 meeting**

<b>Payee</b>	<b>Cheque No.</b>	<b>Amount</b>	<b>VAT</b>	<b>Net</b>	<b>Comments</b>
<b>EDF</b>	ONLINE	£18.14	£0.91	£17.23	Electric
<b>Clerk salary **</b>	ONLINE	£1,359.26	£0.00	£1,359.26	March 23 Salary
<b>Clerks expenses</b>	ONLINE	£71.40	£0.00	£71.40	March 23 Expenses
<b>HMRC **</b>	ONLINE	£278.05	£0.00	£278.05	National Insurance
<b>Viking</b>	ONLINE	£51.22	£8.54	£42.68	Stationery
<b>Amazon</b>	Debit Card	£38.99	£6.50	£32.49	Stationery
<b>Elham Valley Football Club</b>	ONLINE	£150.00	£0.00	£150.00	Goals
<b>Land Registry</b>	Chq 001474	£45.00	£0.00	£45.00	ADV 1
<b>Reliable Networks</b>	ONLINE	£31.92	£5.32	£26.60	Microsoft License
<b>TOTAL</b>		<b>£2,043.98</b>	<b>£21.27</b>	<b>£2,022.71</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**

**Direct Debits approved for 2022/23**

**NEST (Clerks Pension)**

<b>Date Taken</b>	<b>Payee</b>	<b>Amount</b>	
08/04/2022	NEST	£56.91	22/23
04/05/2023	NEST	£41.01	22/23
30/05/2023	NEST	£41.01	22/23
18/08/2022	NEST	£35.70	22/23
07/09/2022	NEST	£39.48	22/23
19/10/2022	NEST	£158.62	22/23
27/10/2022	NEST	£60.82	22/23
28/11/2022	NEST	£63.95	22/23
10/01/2023	NEST	£62.51	22/23
26/01/2023	NEST	£72.13	22/23
27/02/2023	NEST	£61.55	22/23
27/03/2023	NEST	£73.33	22/23
<b>TOTAL</b>		<b>£767.02</b>	

<b>ICO (Information Commissioner's Office)</b>			
<b>Date Taken</b>	<b>Payee</b>	<b>Amount</b>	
05/08/2022	ICO	£35.00	22/23
	<b>TOTAL</b>	<b>£35.00</b>	

<b>ICCM</b>			
<b>Date Taken</b>	<b>Payee</b>	<b>Amount</b>	
08/04/2023	ICCM	£95.00	22/23
	<b>TOTAL</b>	<b>£95.00</b>	

## Appendix 2 – Amended Budget 2023/24.

### ELHAM PARISH COUNCIL 2023-2024

	<b>Budget 2023/24</b>	
Balance Bought Forwards	£66,399.17	
Ring fenced for Churchyard and Wall		£9,940.00
Ring fenced for Community & Amenities (C&A) Contingency		£26,180.00
Ring fenced for War Memorial		£1,000.00
Ring fenced General Reserves		£7,500.00
Ring fenced for Elections		£1,700.00
Ringfenced for Community & Amenities (The Gore)		£7,365.53
Ring fenced donation VS 2019		£300.00
Ring fenced Community Orchard (was Queens Green Canopy)		£1,885.00
Ringfenced for Wellbeing (P4E donation)		£1,053.64
Ringfenced for Burial Ground		£100.00
Ringfenced Allotments		£500.00
<b>Available funds b/f (excluding ring fenced / funds on deposit)</b>	<b>£8,875.00</b>	<b>£57,524.17</b>
<b>Revenue</b>		
Precept	£60,208.31	
Burial Fees	£500.00	
Interest	£50.00	
Rent	£600.00	
VAT refund	£2,500.00	
Electric Rebate	£800.00	
Misc.	£0.00	
Donations	£0.00	
<b>Total Revenue</b>	<b>£64,658.31</b>	
<b>Available funds (excluding ring fenced / funds on deposit)</b>	<b>£73,533.31</b>	
<b>Expenses</b>		
Clerk salary	£20,273.06	
Training	£1,200.00	
Clerks Office expenses	£862.00	
Office Expenses	£2,621.68	
Audit fees	£400.00	
Room Hire	£400.00	
Insurance	£1,500.00	
Subs.	£1,220.00	
Grounds mtn.	£9,828.72	
Tree mtn.	£2,175.00	
Street furniture	£500.00	
Defibrillator	£400.00	
Burial ground	£1,000.00	
Grants & donations	£1,000.00	
Elections	£0.00	





**Appendix 3 – Correspondence March 2023**

<b>Date</b>	<b>Email/ Phone Call</b>	<b>From</b>	<b>Re</b>	<b>Action</b>
06.03.23	Email	FHDC Case Officer	23/0074/FH – The Gore.	Clerk responded.
07.03.23	Email	FHDC Democratic Services	Upcoming District and Parish Council.	Informative.
07.03.23	Email	Resident	SOS 17 Bus route.	Clerk responded.
07.03.23	Email	Resident	SOS 17 Bus route.	Clerk responded.
07.03.23	Email	Resident	SOS 17 Bus route.	Clerk responded.
07.03.23	Email	PROW	Response to 23/0074/FH The Gore.	Clerk to respond.
07.03.23	Email	EPS Design	Trial Hole, Church wall.	Clerk actioned.
07.03.23	Email	Resident	SOS 17 working group.	Clerk responded.
08.03.23	Email	NHW	Suspect vehicles.	Posted on Facebook.
08.03.23	Email	Resident	Street lighting to Hog Green.	Sent to Cllr Peall.
09.03.23	Email	Hopkins +	Defib report.	Informative.
09.03.23	Email	FHDC Case Officer	23/0074/FH The Gore application description.	Clerk responded.
09.03.23	Email	FHDC Planning	Weekly Planning List.	No Action.
09.03.23	Email	FHDC Planning	Delegated List.	No Action.
09.03.23	Email	Sports England	23/0074/FH The Gore.	Clerk to respond.
10.03.23	Email	Resident	SOS 17 working group.	Clerk responded.
10.03.23	Email	Little Stour & Nailbourne	AGM Agenda.	Sent to Flood Warden and Cllr Allen.
13.03.23	Email	Church Warden	Church Wall.	Sent to Chair, Clerk responded.
13.03.23	Email	Resident	Parking outside the Shambles.	Sent to Chair.
13.03.23	Email	SOS 17 Working Group	Bus Consultation.	Clerk responded.
14.03.23	Email	NHW	March 23 Newsletter.	Posted on Facebook.
14.03.23	Email	NHW	Scam alert.	Posted on Facebook.
14.03.23	Email	To FHDC Case Office	23/0074/FH – The Gore – change to description.	No response received.
14.03.23	Email	DAS Secretary	Visit to Church wall.	Clerk responded.
14.03.23	Email	SOS 17 Working Group	Consultation report.	Clerk responded.
14.03.23	Email	DAS Secretary	Visit to Church Wall.	Clerk responded.
14.03.23	Email	Church Warden	Church Wall.	No action.

14.03.23	Email	Invicta Arb.	Tree Survey enquiry.	No action required.
14.03.23	Email	NHW	March Kent Magazine.	Posted on Facebook.
14.03.23	Email	FHDC Democratic Services	Notice of Election.	In noticeboard from 17.03.23 and on website.
15.03.23	Email	DAS Secretary	Church wall visit.	Clerk responded.
16.03.23	Email	FHDC Planning	23/0342/FH – The Sycamores.	Sent to all Cllrs.
16.03.23	Email	FHDC Planning	Weekly Planning List.	No Action.
16.03.23	Email	FHDC Planning	Delegated List.	No Action.
19.03.23	Email	SOS 17 Working Group	Decision Publicised.	Clerk responded.
20.03.23	Email	FHDC Customer Services	Bin to Burial Ground.	Clerk responded and email Cllr Peall.
20.03.23	Email	Past resident	Burial Ground.	Clerk to respond.
21.03.23	Email	Keith Holmes	Memorial application.	Clerk to respond following meeting.
21.03.23	Email	Came & Co.	EPC request for a quotation.	Clerk to respond.
22.03.23	Email	DAS Secretary	Church wall visit.	Clerk responded.
22.03.23	Email	Harmers	Wild flowering area to KGV.	Clerk responded.
23.03.23	Email	Medway Memorials	Fees for probate.	Clerk responded.
22.03.23	Email	Invicta Arb.	Tree survey report.	Sent to all Cllrs.
22.03.23	Email	Environment Working Group	Climate Conference presentation.	Informative.
23.03.23	Email	KCC Cllr Carey	Cc email following Highways and Transport Council meeting re Bus Service.	No action.
23.03.23	Email	FHDC Democratic Services	Notice of Election information.	No action required.
23.03.23	Email	FHDC Planning	Weekly Planning List.	No Action.
23.03.23	Email	FHDC Planning	Delegated List. 22/2196/FH, 23/0029/FH, 23/0053/FH/TCA decision notice.	Sent to all Cllrs.
27.03.23	Email	Hopkins +	Defib report.	No action required.
28.03.23	Email	KALC	Great Big Green Week Funding.	Sent to EWG.
28.03.23	Email	DAS Secretary	Church wall visit.	Clerk responded.

28.03.23	Email	Flood Warden	Little Stour & Nailbourne AGM.	Clerk emailed Assistant Flood Warden.
28.03.23	Email	FHDC Planning	23/0477/FH/TCA Abbots Cottage.	Sent to all Cllrs.
29.03.23	Email	Environment Working Group	Wild flowering area to KGV.	Clerk responded.
29.03.23	Email	Environment Working Group	Meeting notes.	No action.
30.03.23	Email	FHDC Planning	Weekly Planning List.	No Action.
30.03.23	Email	FHDC Planning	Delegated List. 23/0071/FH decision notice.	Sent to all Cllrs.
30.03.23	Email	Lyminge PC	17 Bus Route.	Clerk responded. Clerk to send a further reply after meeting.