



TO ALL COUNCILLORS

9th May 2023

THERE IS TO BE AN ANNUAL MEETING OF THE PARISH COUNCIL ON MONDAY 15th MAY 2023. IT WILL BE HELD IN THE HALL AT ELHAM PRIMARY SCHOOL FOLLOWING THE ANNUAL PARISH MEETING WHICH STARTS AT 7.00pm.

YOU ARE HEREBY SUMMOND TO ATTEND.

THE AGENDA IS AS FOLLOWS:

76.23 To record those present and list any apologies.

77.23 Election of Chairman

The Chairman, on being elected, is to sign a Declaration of Acceptance of Office.

78.23 Election of Vice-Chairman

The Vice-Chairman, on being elected, is to sign a Declaration of Acceptance of Office.

79.23 To declare any Disclosable Pecuniary Interests (DPI), Other significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.

The meeting will be adjourned for 80.23.

80.23 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 81.23 onwards.

81.23 To note and agree minutes of (to be signed in person by the Chairman of the meeting)

1. The Annual Parish meeting of 9th May 2022.
2. The Ordinary meeting of the Parish Council of 3rd April 2023.

82.23 Committees

1. To **discuss** and **agree** appointment of Councillors on committees:
 - i. Staffing Committee
 - ii. C&A Committee
 - iii. Wellbeing Committee

- iv. Telecomms Committee
- 2. To **consider** and **agree** Terms of Reference for:
 - i. Staffing Committee
 - ii. C&A Committee
 - iii. Wellbeing Advisory Committee
 - iv. Telecomms Committee
- 3. To **discuss** the Highways representative and **agree** actions.
- 4. To **discuss** the Environmental Working Group representative and **agree** actions.

83.23 Outside Bodies

To **discuss** and **agree** appointment of Councillors on outside bodies:

- i. KALC Shepway Area Committee (2 representatives)
- ii. Folkestone and Hythe District Council Planning User Group
- iii. Sir John Williams Trust
- iv. Elham Community Trust
- v. Elham and Acrise Samaritan Fund
- vi. Play for Elham
- vii. Assistant Flood Warden
- viii. Little Stour and Nailbourne River Group
- ix. Tree Warden

84.23 Standing Orders

To **review** the Standing Orders in line with clerks' recommendations and **agree** adoption.

85.23 Financial Regulations

To **review** the Financial Regulations in line with the clerks' recommendations and **agree** adoption.

86.23 Code of Conduct

To **review** the Code of Conduct in line with the clerks' recommendations and **agree** adoption.

87.23 Finance

- 1. To **note** and **agree** the Accounts from March 2023 and **authorise** the Chairman to sign.
- 2. To **note** and **agree** the Bank Reconciliation from March 2023 and **authorise** the Chairman to sign.
- 3. To **note** the receipt of the Accounts for April 2023 – *to be circulated to all Councillors prior to meeting.*
- 4. To **note** the receipt of the Bank Reconciliation for April 2023- *to be circulated to all Councillors prior to meeting.*
- 5. To **consider** insurance quotations and **agree** actions.
- 6. To **agree** April invoices and **agree** payments- *to be circulated to all Councillors prior to meeting.*

88.23 Planning

1. To **note** the receipt of applications and **agree comments**.
Re-consultation - 23/0274/FH Old Mount Barn, Mount Hill, Rhodes Minnis, Canterbury, CT4 6YD - Part Retrospective Application for the erection Single storey extension to existing house, and pergola, addition of swimming pool and pool house with the partial conversion with external works to garage.
23/0618/FH - Miniver House, Canterbury Road, Elham, Canterbury, CT4 6UG - Erection of an Orangery and two storey extension to rear and side and erection of a detached garage and store.
23/0589/FH - Fir Tree Farm, Chapel Lane, Rhodes Minnis, Canterbury, CT4 6XR - Rebuilding of agricultural building including extension, to convert to a single holiday let accommodation unit.
2. To **note** the receipt of applications since the agenda was issued and **agree comments**.
3. To **note** any decisions made by Folkestone and Hythe District Council.

89.23 Church wall

To **receive** an update and **agree** action if required.

90.23 The Community Orchard

To **receive** an update and **agree** actions.

91.23 The Gore

To **receive** an update and **agree** action if required.

92.23 Trees

To **receive** an update and **agree** action if required.

93.23 Policies

To **consider** and **agree** the adoption of the Memorial Bench policy and application.

94.23 To hear verbal reports from

1. County Councillor – Susan Carey
2. District Councillor -

95.23 Correspondence

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

96.23 Date of next meeting and Close.

Signed

Clairę Greenwood

Parish Clerk