



**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL ON
MONDAY 15th MAY 2023 IN THE HALL, ELHAM PRIMARY SCHOOL FOLLWING THE
ANNUAL MEETING OF THE PARISH STARTING AT 7.00pm**

76.23 Those Present:

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

Apologies: Cllr Allen received and accepted.

77.23 Election of Chairman

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

Cllr Lamb took the chair.

78.23 Election of Vice-Chairman

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

79.23 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.

80.23 Public Contribution

No contributions.

81.23 Minutes of meeting.

1. **Resolved:** The minutes of the Annual meeting of the Parish meeting of 9th May 2022 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 3rd April 2023 were **approved** and were **signed as a true record** by the Chairman of meeting.

82.23 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 Committee* – Defer until Ordinary meeting of Parish Council on 5th June.
 - iv. *Telecomms Committee* – it was considered and **agreed** that the Telecomms Committee would disband, any further developments would be discussed by full Council.
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 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* – Committee disbanded, to be reviewed should committee reconvenes.
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 and Cllr Lamb would remain as Council representative.

83.23 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.
- iii. *Sir John Williams Trust* - Cllr Lamb.
- v. *Elham Community Trust* – Defer until future Ordinary meeting of Parish Council.
- iv. *Elham and Acrise Samaritan Fund* – Cllr Clements.
- v. *Play for Elham* – Cllr Swan.
- vi. *Assistant Flood Warden* – Mr J Worrall remains as Flood Warden and Cllr Allen as Assistant Flood Warden.
- vii. *Little Stour and Nailbourne River Group* – Flood Warden and Assistant Flood Warden.
- viii. *Tree Warden* – Cllr Clements.

84.23 Standing Orders

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

85.23 Financial Regulations

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

86.23 Code of Conduct

The Code of Conduct was **reviewed**, and re-adoption **agreed**.

87.23 Finance

1. It was **agreed** that the Accounts from March 2023 were a **true record** and were signed by the Chairman of the meeting.
2. It was **agreed** the Bank Reconciliation from March 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 April 2023.
4. It was **noted** that all Councillors received the Bank Reconciliation for April 2023.
5. It was **agreed** to renew the insurance with Zurich on a 3-year LTA at the cost of £1251.65.
6. The April invoices were **agreed**, and payments were **approved**. *Please see appendix 1.*

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. **Resolved: is No Objection, subject to a condition that all outbuildings remain ancillary to the main property.**
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. **Resolved: No Objection.**
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. Resolved: **is No Objection, subject to a condition that all outbuildings / holiday lets remain ancillary to the main property.**
2. The receipt of the following applications since the agenda was issued were **noted** and **agree comments**.
23/0689/FH/TCA - Kings Arms, The Square, Elham, Canterbury, CT4 6TJ - Works to trees in a Conservation area comprising of removal of T1 Hawthorne & T2 Holly. **Resolved: No Objection.**
23/0682/FH/TCA - St Marys Church, The Square, Elham, CT4 6TT - Works to trees in a Conservation area comprising of T13 Amelanchier spp remove east facing limb at 1.5 metres above ground, T15 Yew reduce length of the south facing lateral branch by a maximum of 2.5 metres, T23 Yew reduce length of all north and east facing lateral branches by a maximum of 2.5 metres. **Resolved: No comment as Parish Council are the applicants.**
3. To **note** any decisions made by Folkestone and Hythe District Council
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. – **Approved with conditions.**
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. – **No objections.**

89.23 Church wall

Following a site meeting with the Diocese Archeologist, the Parish Council are now waiting for the Diocese recommended Structural Engineer to make an appointment to view the wall / give their report on the section where concerns were raised.

90.23 The Community Orchard

The Clerk has received notification that many of the trees ordered are ready for delivery. Trail holes need to be dug to establish the soil conditions. The Clerk will liaise with Brogdale and KCC.

91.23 The Gore

KCC PROW objected to the planning application for the Gore, subsequently a site meeting with Kent PROW East Kent Area Manager was arranged in regard to the footpath. It was confirmed that the position of the public right of way is as per drawings submitted to FHDC and that the objection would be withdrawn. We are still waiting for a response from FHDC Case Officer.

92.23 Trees

It was **agreed** to defer discussing the received Tree Survey to a future Ordinary meeting of the Parish Council.

93.23 Policies

The Memorial Bench Policy was reviewed, and adoption **agreed**.

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

Kent County Council report to Elham Parish Council 15 May 2023

The Coronation was both a solemn and joyful event so I thought I'd continue the optimism of the occasion and use this month's report to highlight some good news.

I've reported before about KCC's 'No Use Empty' initiative. It started in 2005 and lends money to developers to renovate buildings that have become derelict and are hard to finance. It's been a great success in providing new homes which start paying council tax and stop being a blight on their neighbourhoods. Defaults have been very low and as the loans are repaid the money is loaned again so that in total £55m has been lent by KCC and partner district councils which together with £42m of private investment has seen nearly 8,000 empty homes restored to use. It's the equivalent of building a new town.

Another scheme co-ordinated by KCC is Solar Together which uses group buying to get a good deal for Kent households, small businesses and community buildings to install solar panels and/or battery storage. There's no commitment at the registration stage but once it's known how many people are interested, a reverse auction is held with reputable businesses. Whoever makes the lowest bid wins the contract and those registered receive a quote which they can accept or not. It's a great way to use collective buying power and the winning contractor benefits from a significant number of installations. We've seen increasing interest in Solar Together as energy costs have risen and Round Two of the scheme is just about to complete 1,550 installations. Round Three has attracted over 5,000 registrations and we intend to launch a further round this autumn.

In 2019 KCC pledged to plant 1.5 million extra trees in the county (our Plan Tree). So far we've established 160,004 trees with 48,073 trees planted between December 2022 and March 2023. KCC has been successful in winning grants not just for tree planting but also to increase our Plan Tree team which means we can make more bids and run more projects. The team tells me we could see around 300,000 extra trees planted in Kent in the next winter planting season and they'll be co-ordinating efforts to water, mulch and weed around the trees already planted.

KCC has also been successful in winning further Government funding to install public Electric Vehicle Charging points across the county. We are already well advanced in our EV 600 scheme to put a coherent network of 600+ EV charging points in council owned car parks across Kent and this funding should enable us to do even more. At the end of April 2023 there were 42,566 public EV charging points in the UK across 24,909 locations and many more at people's private homes and business premises. (For comparison there are just over 8,365 petrol stations in the UK – 2022 figures) It's also perfectly possible to charge an electric vehicle from a normal domestic socket in your garage or from a drive. I've had an electric car for over four years now and recharge overnight using a lead that has a normal three point plug. It doesn't matter that it takes several hours to recharge as it does so whilst I sleep and I start each day with a full battery. KCC has also helped set up fast chargers for taxi drivers and installed chargers at village halls in rural locations (Elham Village Hall is one example of this). We'll be doing more to help people make the switch to electric which will reduce carbon emissions, improve air quality and reduce noise on our roads.

I hope you have found these projects as cheering as I do and I look forward to reporting on further progress later this year.

Susan Carey
Member for Elham Valley
Kent County Council

District Councillor – Cllr David Godfrey – *no report at the time of the meeting. Emailed report was received 16th May.*

What a roller coaster ride we have had over the past four years. We have had a Pandemic, Brexit, the loss of our much loved Queen Elisabeth and the Duke of Edinburgh, the Russian invasion of Ukraine and its consequences on energy prices and inflation, turmoil at Westminster seeing an unprecedented four Prime Ministers and a revolving door of various ministers but at the District Town Councils we had to get on with the job. As did all of us.

So, turning to District Council matters the Lock downs created severe challenges to our ways of working introducing numerous virtual meetings. We were congratulated on the way we quickly established Community hubs across the district enabling support package to be delivered to the vulnerable and the speed in which we got governments funds out to our business throughout the district. Our officers deserve a huge thanks for their dedication and hard work through that difficult period.

As Cabinet Member for Housing and Special Products I had the responsibility to oversee the re-integration of our housing stock and sheltered accommodation. A full

stock survey was undertaken and a programme started to retrofit our council houses to meet EPC rating C in accordance with government requirements. We bid for funds under Wave 1 and 2 of Social decarbonisation fund and were awarded a total of £4.6 million pounds which we have to match fund. This is welcome of course but this £9.2 million will only enable us to retrofit approx. 400 of our worst performing properties at approx. £24000 each ! leaving another 3100 odd to do !

On the subject of bidding for funds we successfully bid for £19.2 million under the Levelling up programme towards the regeneration of Central Folkestone including FOLCSA know more readily to most of us as Debenhams. Plans are still being drawn up, but it will include a new state of the art Health Centre.

The Council also obtained planning approval for the Otterpool Garden Town which over the next 30 years in addition to providing some 8500 new homes including 1870 affordable homes and 400 self build plots. It includes plans for up to 7 primary Schools and 2 Secondary School. Visit Otterpoolpark .org for more details. This development will take the pressure off tacking bits and pieces on our existing towns and villages such as Hawkinge.

A negative ending to the last four years was the decision to suspend development of Princess Parade in Hythe which would have provided a new leisure Centre and Pool, Open and safe promenade and new housing.

The incoming Council at which no party has overall control will be charged with delivering Otterpool and finding a solution to the Princess Parade Impasse.

So, some successes but not all plain sailing and some troubled waters but we ended on a magnificent high with the Coronation of King Charles III bringing together people of all races and religions across our country in a splendid display of pageantry at which we showed the world we are the best.

Cllr David Godfrey

95.23 Correspondence

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

96.23 Date of next meeting and Close

The next meeting of the Parish Council will be on Monday 5th June 2023 at 7.30pm. There being no further business the meeting closed at 9.38pm.

Appendix 1 – April 2023 invoices approved May 23 meeting

Payee	Cheque No.	Amount	VAT	Net	Comments
EDF	ONLINE	£30.69	£1.46	£29.23	Electric
Clerk salary **	ONLINE	£1,348.41	£0.00	£1,348.41	Salary
Clerks expenses	ONLINE	£81.00	£0.00	£81.00	Expenses
HMRC **	ONLINE	£270.02	£0.00	£270.02	National Insurance
Castle Water	ONLINE	£52.74	£0.00	£52.74	Stationery
ICCM	ONLINE	£95.00	£0.00	£95.00	Subscription
Sid Moffat	ONLINE	£115.00	£0.00	£115.99	Noticeboard
KALC	ONLINE	£713.04	£118.84	£594.20	Subscription
Hermance Gush-Aits	ONLINE	£142.80	£0.00	£142.80	Wildflowers
Reliable Networks	ONLINE	£43.68	£7.28	£36.40	Microsoft License
TOTAL		£2,892.38	£127.58	£2,765.79	

Direct Debits 2023/2024

NEST (Clerks Pension)

Date Taken	Payee	Amount
08/04/2022	NEST	£56.91

* Bacs / Card payment to be 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 4.1 Financial Regs

APPROVED

Appendix 2 – Correspondence Log – May 2023

Date	Email/ Phone Call	From	Re	Action
04.04.23	Email	KCC Tree Strategy Senior Officer	Community Orchard	Clerk responded.
04.04.23	Email	Church Secretary	Interment	Clerk responded.
04.04.23	Email to	W J Farrier	Burial forms	No further action
05.04.23	Email	Gallagher	Insurance quotation.	Clerk replied with further enquiries.
05.04.23	Email	Commonwealth Graves	Burial Ground and Churchyard.	Clerk responded.
05.04.23	Email to	Diocese	Trees to St Marys Church yard.	
06.04.23	Email	FHDC Case Officer	23/0074/FH The Gore.	Clerk responded still awaiting comments.
06.04.23	Email	FHDC Planning	Weekly Planning List.	No Action.
06.04.23	Email	FHDC Planning	Delegated List.	No Action.
08.04.23	Email	Resident	22/0740/FH Briar Gate	Clerk responded.
08.04.23	Email	EWG member	Receipt for wildflowers.	Clerk responded.
11.04.23	Email to	Keith Holmes Memorials	RPB 353. PC Bank details.	
12.04.23	Email	FHDC	Precept payment advice	No Action.
12.04.23	Email	SOS 17 Bus route	Parish information request.	Clerk actioned.
12.04.23	Email to	Lyminge and Barham Parish Council	SOS 17 bus route.	
13.04.23	Email	Lyminge Parish Council	Parish information for SOS 17 bus route.	No further action.
13.04.23	Email	Barham Parish Council	Parish information for SOS 17 bus route.	No further action.
13.04.23	Email	FHDC Planning	Weekly Planning List.	No Action.
13.04.23	Email	FHDC Planning	Delegated List.	No Action.
13.04.23	Email to	SOS 17 Bus Route	Parish information.	
13.04.23	Email to	Harmers	Plan for wildflower area to King George and arrange site visit.	
13.04.23	Email to	EWG	Mowing to Wildflower areas.	No further action.

14.04.23	Email	ESP Design	Churchyard update	Clerk to keep in touch.
16.04.23	Email	Resident	Motorcycle rally at Wingmore.	Reported to FHDC.
17.04.23	Email	EWG	Health check report on whips to the Gore	Informative.
17.04.23	Email	Keith Holmes Memorial	RPG 353.	Approved 03/04/23.
17.04.23	Email	The Planning Inspectorate	Confirmation of submission Boyke Bungalow.	No further action.
18.04.23	Email	EWG	The Wildflower area.	Clerk responded.
18.04.23	Email to	FHDC Case Officer	Drawings 23/0074/FH The Gore.	Await response.
18.04.23	Email	L Robbins	Confirmation of audit.	No action.
19.04.23	Email	NHW	Kent Fraud Alert System.	Posted to social media.
19.04.23	Email to	Village Organisations	Invite to the Annual Parish Meeting.	
19.04.23	Email	NHW	Community Safety Unit events.	Posted on social media.
20.04.23	Email	FHDC Planning	Weekly Planning List.	No Action.
20.04.23	Email	FHDC Planning	Delegated List.	No Action.
21.04.23	Email	Church Warden	Rectory maintenance.	Clerk responded with contractors details.
22.04.23	Email	FHDC	23/0096/CM Wingmore.	Clerk issued to Chair and resident.
24.04.23	Email	Brogdale	Community Orchard trees.	To discuss at APCM.
24.04.23	Email to	Brogdale	Community Orchard.	
25.04.23	Email	FHD Planning	23/0274/FH Old Mount Barn.	Sent to all Cllrs.
25.04.23	Email to	FHDC Case Officer	Extension for comments 23/0274/FH.	No response received
26.04.23	Email	Church Warden	Requesting population of Elham.	Clerk responded.
26.04.23	Email	FHDC Planning	23/0618/FH Miniver House.	Sent to all Cllrs.
27.04.23	Email	Diocese	Churchyard trees.	Clerk to respond.
27.04.23	Email	EWG	Meeting notes.	No Action.
27.04.23	Email	FHDC Planning	Weekly Planning List.	No Action.
27.04.23	Email	FHDC Planning	Delegated List.	No Action.
27.04.23	Email	LSNRG	AGM Minutes.	Sent to all Cllrs.
28.04.23	Email	Planning Portal	Confirmation of planning application submission.	No Action.

28.04.23	Email to	Gallagher	Enquiry regarding insurance quotation.	No Action.
28.04.23	Email	Diocese	Church wall following site visit.	Clerk actioned.
28.04.23	Email to	FHDC Case Officer	23/0074/FH The Gore – plans.	Clerk awaiting response.
29.04.23	Email	NHW	Scams.	Posted on social media.
01.05.23	Email	L. Robbins	Internal Audit Report.	June agenda.
02.05.23	Email to	Mortons	Church wall.	Clerk to email again.
02.05.23	Email	NHW	Kent Fraud Alert system.	Posted on social media.
02.05.23	Email to	Flood Warden.	Continuation.	
02.05.23	Email	Flood Warden	Continuation confirmed.	No Action.
03.05.23	Email	FHDC Planning	23/0589/FH Fir Tree Farm.	Sent to all Cllrs.
03.05.23	Email	Lyminge PC Cllrs.	Neighbourhood Plan.	July agenda?
04.05.23	Email	FHDC Planning	Weekly Planning List.	No Action.
04.05.23	Email	FHDC Planning	Delegated List. 23/0342/FH 23/0477/FH/TCA	Sent to all Cllrs.
04.05.23	Email	SOS 17 bus route	Round robin update.	No Action.
07.05.23	Email	EVHA	Polling equipment.	Clerk emailed FHDC.
07.05.23	Email	Resident	Cows to HE100.	Clerk responded.
08.05.23	Email	EVHA	Annual Report.	No Action.
09.05.23	Email	Elham Valley Walkers	Annual Report.	No Action.
09.05.23	Email to	FHDC Case Officer	23/0074/FH – informative following site meeting with KCC PROW.	No Action.
09.05.23	Email	FHDC Planning	23/0689/FH Kings Arms.	Sent to all Cllrs.
09.05.23	Email to	Interested residents	Twinning.	Clerk responded.
09.05.23	Email	FHDC Planning	Amendments to 23/0682/FH/TCA – St Marys Church.	Clerk responded.
09.05.23	Email to	Interested residents	Confirmation of meeting date / time.	Clerk to arrange.
09.05.23	Email	NHW	Annual Report.	No Action.
09.05.23	Email	Royal British Legion	Annual Report.	No Action.
09.05.23	Email to	SJWT Trustees	Community Orchard.	
09/05/23	Email	Play for Elham	Annual Report.	No Action.

10.05.23	Email	Resident	Noise disturbance Wingmore.	Clerk directed to FHDC.
10.05.23	Email	Gardening Society	Annual Report.	No Action.
10.05.23	Email	Trustee of SJWT	Community Orchard response to clerks email.	No Action.
10.05.23.	Email	Trustee of SJWT	Community Orchard response to clerks email	No Action.
10.05.23	Email	Trustee of SJWT	Community Orchard Response to clerks email.	No Action.
10.05.23	Email	Elham Newsletter	Annual Report.	No Action.
10.05.23	Email	Elham Community Shed	Annual Report.	No Action.
11.05.23	Email	FHDC	Polling equipment.	No further action.
11.05.23	Email	Resident	Hog Green Lights.	Clerk responded.
11.05.23	Email to	District Cllr	Hog Green Lights – advising previously reported to FHDC and they were investigating.	
11.05.23	Email	FHDC Planning	Weekly Planning List.	No Action.
11.05.23	Email	FHDC Planning	Delegated List.	No Action.
11.05.23	Email to	P. Roberts	Twinning – confirmation of interested parties.	
12.05.23	Email	P Roberts	Twinning – confirmation of date / time.	Clerk to arrange.
12.05.23	Email	FHDC Planning	23/0682/FH/TCA St Marys Church trees.	Sent to all Cllrs although not commenting.
12.05.23	Email	Trustee SJWT	Community Orchard.	No Action.
12.05.23	Letter	SJWT	Annual Report.	No Action.
12.05.23	Letter	Elham Community Trust	Annual Report.	No Action.
13.05.23	Letter	WJ Farriers	Interment Forms / Exclusive Rights form.	Clerk to action.