



**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL ON
MONDAY 5th JUNE 2023 IN THE HALL, ELHAM PRIMARY SCHOOL FOLLOWING THE ANNUAL
MEETING OF THE PARISH STARTING AT 7.00pm**

104.23 Those Present:

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

Apologies: None were received.

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

None were declared.

106.23 Public Contribution

Members of the public raised questions about the planning application for the Gore.

107.23 Minutes of meeting.

1) **Resolved:** The minutes of the Annual Parish Council meeting of 15th May 2023 were **approved** and were **signed as a true record** by the Chairman of meeting.

2) **Resolved:** The minutes of the C&A Committee meeting of 22nd May 2023 were **approved** and were **signed as a true record** by the Chairman of meeting.

108.23 Chairmans Report

We, along with members of the parish who are interested in twinning, had a really proactive meeting with members from Ambleteuse last week. They have proposed the invitation of a return visit to Ambleteuse in August to potentially sign a twinning commitment document. In the meantime, the Clerk will be contacting the village groups, organisations and the school to arrange an exchange of contact details.

I have been contacted by members of the parish who are dismayed with the bus situation. We have been asked if we can pursue the idea of a community bus.

The SOS Save Our 17 Bus are in communications with Stagecoach with the aim to have the cancelled bus service reinstated. There will be an agenda item at a future meeting to discuss the idea of a community bus.

109.23 Finance

1) The Council reviewed the 2022-2023 Internal Auditor Report and **agreed** no actions.

2) The Council **reviewed** and **approved** the unaudited accounts for 2022-2023.

- 3) The Council **reviewed** and **approved** the effectiveness of the system of internal control, this was signed by the Chairman and the Clerk at the time of the meeting and witnessed by all present.
- 4) The Council **approved** the Annual Governance Statement for 2022-2023, Section 1 of the AGAR for the year ending 31st March 2023, this was signed by the Chairman and the Clerk at the time of the meeting and witnessed by all present.
- 5) The Council **approved** the Accounting Statements for 2022-2023, Section 2 of the Agar for year ending 31st March 2023. Signed prior to the meeting by the Clerk and signed by the Chairman at the time of the meeting and witnessed by all those present.
- 6) The Council **approved** the supporting Bank Reconciliation as of 31st March 2023, this was signed by the Chairman and the Clerk at the time of the meeting and witnessed by all present
- 7) The Council **approved** the explanation of the significant variations from 2021-22 to this year 2022-23, this was signed by the Chairman and the Clerk at the time of the meeting and witnessed by all present.
- 8) The dates set for the period for the exercise of public rights (19th June 2023 – 28th July 2023) were **agreed**.
- 9) The Accounts from April 2023 were a **true record** and were signed by the Chairman of the meeting.
- 10) The Bank Reconciliation from April 2023 was a **true record** and was signed by the Chairman of the meeting.
- 11) It was **noted** that all Councillors received the Accounts for May 2023.
- 12) It was **noted** that all Councillors received the Bank Reconciliation for May 2023.
- 13) The virement of £139.07 from ringfenced elections to election budget provision was **agreed**.
- 14) The virement of £2940.00 from ringfenced Churchyard to Churchyard budget provision was **agreed**.
- 15) The May invoices were **agreed**, and payments were **approved**. *Please see appendix 1.*

110.23 Planning

- 1) To **note** the receipt of applications and **agree comments**:
23/0673/FH - Cockpit Cottage, Cock Lane, Elham, Canterbury, CT4 6TJ - Single storey pitched roof extension with dormer. **Resolved: No Objection.**
- 2) The following application was received since the agenda was issued were **noted** and **agree comments**.
23/0743/FH – Little Graces, Park Gate Hill, Elham, CT4 6NF - Conversion of garage, new front porch, removal of front timber balcony/ pergola and changes to fenestration. **Resolved:** the Clerk would request an extension until 4th July 2023.
- 3) The following decisions made by Folkestone and Hythe District Council were **noted**:
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. - **Approved with Conditions.**

111.23 Committees

- 1) It was **agreed** that Cllr Peall would join the Wellbeing Committee.
- 2) It was **agreed** to keep the aims of the below committees as is for the time being.
 - a. C&A Committee
 - b. Wellbeing Committee

112.23 Trees

The quotations received were considered and it was **agreed** to proceed with Spearpoint at the sum of £850.00. Clerk will correspond with the Diocese once planning permission is received.

113.23 County Councillor Susan Carey - Member for Elham - Valley Kent County Council -. Report to Elham Parish Council 06 June 2023

One of the many services paid for by your Council tax is Kent Scientific Services (KSS) which conducts the analysis of goods to see that they contain what the label says. They work closely with Trading Standards which is another service your council tax funds. Both services were in the spotlight last week when Rishi Sunak visited the KSS laboratory to launch a national campaign against the marketing of vapes to those under 18. He was shown a test, developed by KSS Scientist Punil Sanatcumar, to identify the levels of dangerous ingredients in vapes which are being imported. It's against the law for vapes to be sold to anyone under 18 but some retailers have been giving free samples to get youngsters to take up the habit and become future customers. Trading Standards will be increasing activity to intercept and test imported vapes at ports around Kent to protect consumers from harm.

You may have seen coverage in the media about a consultation from KCC to make an annual saving of £1m from the costs of running our Household Waste Recycling Centres. The consultation is still being written and is expected to start mid July and last 12 weeks. KCC has a network of 19 sites (we opened a large new one at Allington last year) and one option includes closing up to four of the smaller sites or reducing opening hours. There is also a separate saving of £605,000 in our budget from measures to take trade waste from small businesses, opening bags at the HWRCs to extract recyclable material and initiatives to reduce or re-use waste. It's one of several difficult savings (£55m in total) KCC needs to make in order to keep funding social care services to the most vulnerable in Kent. Council tax rose by 5% but our costs (like everyone else's) have risen by much more and we must make savings. Decisions will only be made once all the comments from the consultation have been collated and considered. The need for the saving is absolute but how we go about this is very much open for discussion.

*Susan Carey
Member for Elham Valley
Kent County Council*

District Councillor – No report at the time of the meeting.

114.23 Correspondence

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

115.23 Date of next meeting and Close

The next meeting of the Parish Council will be on Monday 3rd July 2023 at 7.30pm.
There being no further business the meeting closed at 9.35pm.

Appendix 1 – May 2023 invoices approved June 23 meeting

Payee	Cheque No.	Amount	VAT	Net	Comments
EDF	ONLINE	£33.66	£1.60	£32.06	Electric
Clerk salary **	ONLINE	£1,381.54	£0.00	£1,381.54	Salary
Clerks expenses	ONLINE	£54.85	£0.00	£54.85	Expenses
HMRC **	ONLINE	£293.51	£0.00	£293.51	National Insurance
FHDC	ONLINE	£139.07	£0.00	£139.07	Non contested election
Land Registry	DEBIT CARD	£18.00	£0.00	£18.00	Land Search
Zurich **	ONLINE	£1,251.65	£0.00	£1,251.65	Subscription
Viking	ONLINE	£190.18	£31.70	£158.48	Insurance
EPS Design	ONLINE	£2,940.00	£490.00	£2,450.00	Church wall Survey
SLCC	DEBIT CARD	£177.00	£35.40	£141.60	SLCC
Castle Water	ONLINE	£27.80	£0.00	£27.80	Water
Elham Primary School	ONLINE	£80.00	£0.00	£80.00	Room Hire
Elham Village Hall Ass.	ONLINE	£1,249.97	£0.00	£1,249.97	Coronation
Reliable Networks	ONLINE	£43.68	£7.28	£36.40	Microsoft License
			£565.9		
TOTAL		£7,880.91	8	£7,314.93	

Direct Debits 2023/2024

NEST (Clerks Pension)

Date Taken	Payee	Amount
08/04/2023	NEST	£56.91
02/05/2023	NEST	£72.13
24/05/2023	NEST	£75.74

* 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
16.05.23	Email	NHW	Crime report.	Posted on social media.
16.05.23	Email	D Godfrey	Report for Annual Parish Council meeting.	In minutes.
17.05.23	Email	FHDC Planning	23/673/FH – Cockpit Cottage.	Sent to all Cllrs.
18.05.23	Email	J Butcher	Introduction.	Clerk to respond.
18.05.23	Email	FHDC Planning	Weekly List.	No Action.
18.05.23	Email	FHDC Planning	Delegated List.	No Action.
22.05.23	Email	Resident	The Gore - requesting an agenda item.	Withdrawn as attended C&A meeting.
23.05.23	Email	Church Warden	Information regarding the Church wall budget.	Clerk responded.
23.05.23	Email	EPS Design	Church wall.	Clerk responded.
24.05.23	Email	P Roberts	Twinning.	Clerk responded.
24.05.23	Email	Resident	The Gore.	Clerk to respond.
24.05.23	Email	FHDC Highways Engineer	Replacement sign for Cock Lane.	Informative.
24.05.23	Email	NHW	Crimes Norths Downs West.	Posted on social media.
25.05.23	Email	FHDC Planning	Weekly List.	No Action.
25.05.23	Email	FHDC Planning	Delegated List.	No Action.
29.05.23	Email	Resident	The Gore entrance.	Clerk actioned.
29.05.23	Email to and from	Harmers	Church yard and the Burial Ground.	No further action.
30.05.23	Letter	Past Resident	Burial Ground grass.	Clerk to reply.
30.05.23	Email	NHW	Latest from Fraud Office.	Posted on social media.
31.05.23	Email	FHDC Planning	23/0743/FH – Little Graces.	Sent to all Cllrs.
31.05.23	Email	SOS 17 Bus	Round robin update.	Sent to all Cllrs.
31.05.23	Email	Harmers	Churchyard and Burial Ground grass cut.	No further action.
31.05.23	Email	SOS 17 Bus	Round robin update.	Sent to all Cllrs.
01.06.23	Email	Brogdale	Community Orchard.	Clerk to respond.
01.06.23	Email	Hopkins +	Defibrillator governance report.	Informative.

01.06.23	Email	FHDC Planning	Weekly List.	No Action.
01.06.23	Email	FHDC Planning	Delegated List. 23/0274/FH	Sent to all Cllrs.