



**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL ON  
MONDAY 7<sup>th</sup> AUGUST 2023 IN THE HALL, ELHAM PRIMARY SCHOOL.**

**146.23 Those Present:**

Councillors: K Lamb, C Chapman, B Swan, S Peall, G Clements, 1 member of the public and Clerk.

**Apologies:** Cllr Allen received and accepted.

**147.23 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.

**148.23 Public Contribution**

None.

**149.23 Minutes of meeting.**

1. **Resolved:** The minutes of the Ordinary meeting of the Parish meeting of 17<sup>th</sup> July 2023 were **approved** and were **signed as a true record** by the Chairman of meeting.
2. **Resolved:** The minutes of the Wellbeing Committee meeting of the Parish meeting of 26<sup>th</sup> July 2023 were **approved** and were **signed as a true record** by the Chairman of meeting.

**150.23 Chairmans Report**

Elham Village Hall are in discussions with the Outreach Post Office for this service to relocate to the Village Hall, this will be a great asset to the village. The Village Hall Association will be approaching the Parish Council for a contribution towards additional costs they may incur in assisting with this service returning to the village.

The Environment Working Group have been working extremely hard of the herb garden in the King George V. They are holding a 'Herby Happening' on Sunday 13<sup>th</sup> August 11am – 1pm.

**151.23 Finance**

1. The Accounts from June 2023 were a **true record** and were signed by the Chairman of the meeting.
2. The Bank Reconciliation from June 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 July 2023.
4. It was **noted** that all Councillors received the Bank Reconciliation for July 2023.

5. A virement of £2000 from ringfenced Churchyard to Churchyard budget provision was **agreed**.
6. The July invoices were **agreed**, and payments were **approved**. *Please see appendix 1.*

### 152.23 Planning

1. The following application was received since the agenda was issued were **noted** and **agree comments**.  
**22/0740/FH** - Briar Gate, White Horse Lane, Rhodes Minnis, CT4 6XP - Re-consultation following the submission of additional details or a change in circumstance. These are detailed: Elevations of garage received. **Resolved: Clerk to request an extension until 5<sup>th</sup> September for comments to be received by FHDC.**
2. Decisions made by Folkestone and Hythe District Council were received and **noted**:  
**23/0868/FH** - Willow Cottage, Wingmore, Canterbury, CT4 6LS - Loft conversion and erection of two pitched roof dormers. – **Approved with conditions.**  
**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 – **Approved with conditions.**  
**23/1002/FH**- 3 Hunters Bank, Old Row, Elham - Installation of tile hanging to front elevation gable wall -**Approved with conditions.**

### 153.23 Committees

1. **Wellbeing** - Jim Clemence and Jane Brennan have joined the Wellbeing Committee. An update on This is Our Village event being held on Saturday 21<sup>st</sup> October was given.
2. **C&A Committee** – Memorial applications were considered and **approved** for:
  - i. RPG 319
  - ii. RPG 356

### 154.23 Consultations

1. It was **agreed** that Councillors would respond to the KCC Community Warden Consultation as individuals if they wish. Elham Parish Council Wellbeing Committee will respond to the consultation on behalf of the Parish Council. *Closing date 3<sup>rd</sup> October 2023 at 5pm.*
2. It was **agreed** that Councillors would respond to the KCC Family Hub Services Consultation as individuals if they wish. Elham Parish Council Wellbeing committee will respond to the consultation on behalf of the Parish Council. *Closing date 13<sup>th</sup> September 2023 at 5pm.*
3. It was **agreed** that Councillors would respond to the KCC Budget 2024-25 Consultation as individuals if they wish. *Closing date 6<sup>th</sup> September 2023 at 5pm.*

### 155.23 Byways

Further to a report received from Elham Historical Society on The Wildlife & Countryside Act 1981 - Claimed restricted byway – Cullens Farm Road to Mill Hill, Elham (C401) it was **agreed** Elham Parish Council support the evidence produced and submitted by Elham Historical Society. Further to representations received from

parishioners, it was **agreed** that it would be the preference of Elham Parish Council that this be a vehicular byway open to all traffic (BOAT).

**156.23 Churchyard**

After reviewing the designs received for buttressing and rebuilding the section of wall to the rear garden of Yew Tree Cottage, it was **agreed** that Elham Parish Council would tender for rebuild only. The C&A Committee will issue tender packs and once quotations are received; they will be put to full Council. It was **agreed** that the C&A Committee would write to the Diocese informing them of the situation, as we are yet to hear from their Engineer. The Clerk is to research funding opportunities available.

**157.23 Twinning**

**Ambleteuse** – It was **agreed** that the Clerk would liaise with Ambleteuse members regarding a convenient date with both parties for the return visit of Elham to Ambleteuse.

**Mörlebenbach** – Following a meeting with the Elham Historical Society the Major of Mörlebenbach is keen to build a relationship with the village of Elham, through the possibility of twinning. The Clerk is to submit an article to the newsletter for ascertain if this would be of interest to members of the parish.

**158.23 Community Orchard**

KCC Cllr Carey has generously sponsored the sundries required for the Community Orchard through a Members Tree Scheme. It was **agreed** that we would hold planting days on Saturday 14<sup>th</sup> October and Sunday 22<sup>nd</sup> October. The Clerk is to liaise with Brogdale and KCC.

**159.23 Kent County Councillor Susan Carey - a verbal report was given.**

**District Councillor – Cllr Scoffham – a verbal report was given.**

**160.23 Correspondence**

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

**161.23 Date of next meeting and Close**

The next meeting of the Parish Council will be on Monday 4<sup>th</sup> September 2023 at 7.30pm.

There being no further business the meeting closed at 9.35pm.

**Appendix 1 – July 2023 invoices approved August 23 meeting**

<b>Payee</b>	<b>Cheque No.</b>	<b>Amount</b>	<b>VAT</b>	<b>Net</b>	<b>Comments</b>
EDF	ONLINE	£30.97	£1.00	£29.97	Electric
Clerk salary **	ONLINE	£1,288.86	£0.00	£1,288.86	Salary
Clerks expenses	ONLINE	£51.00	£0.00	£51.00	Expenses
HMRC **	ONLINE	£227.67	£0.00	£227.67	Salary
Amazon	Debit Card	£23.98	£4.00	£19.98	The Gore
Screwfix	Debit Card	£35.78	£5.96	£29.82	The Gore
EPS Design	ONLINE	£1,980.00	£330.00	£1,650.00	Church Wall
Castle Water	ONLINE	£17.62	£0.00	£17.62	Burial Ground
					Community
Brodgale **	ONLINE	£150.00	£0.00	£150.00	Orchard
Viking Direct	ONLINE	£69.28	£11.55	£57.73	Stationery
Harmers ans son	ONLINE	£150.00	£25.00	£125.00	The Gore
ICO	Direct Debit	£35.00	£0.00	£35.00	ICO
Reliable Networks	ONLINE	£49.08	£8.18	£40.90	Microsoft License
<b>TOTAL</b>		<b>£4,109.24</b>	<b>£385.69</b>	<b>£3,723.55</b>	

**Appendix 2 – Correspondence Log – July 2023**

<b>Date</b>	<b>Email/ Phone Call</b>	<b>From</b>	<b>Re</b>	<b>Action</b>
10.07.23	Email	Resident	RPG 356.	Agenda item.
11.07.23	Email	KCC PROW	Claimed restricted byway.	Agenda item.
13.07.23	Email	Keith Holmes Memorials	RPG 319.	Agenda item.
18.07.23	Email	Zurich	Confirmation of event insurance.	Informative.
18.07.23	Email	P Roberts	Twinning visit.	Clerk to respond.
19.07.23	Email	Brogdale	Maintaining Community Orchard trees.	Clerk responded following Chair speaking to Brogdale.
20.07.23	Email	FHDC Planning	Weekly List.	No action.
20.07.23	Email	FHDC Planning	Delegated List.	No action.
21.07.23	Email	FHDC Case Officer	23/0074/FH The Gore.	Clerk responded.
21.07.23	Email	Resident	Possible twinning with Mörtenbach.	Clerk to respond.
21.07.23	Email	KCC	Avian Flu press release.	Posted on social media and sent to all Cllrs.
21.07.23	Email	Woodland Trust	Community Scheme survey.	Clerk responded.
24.07.23	Email	FHDC Case Officer	23/0074/FH The Gore.	Clerk responded.
24.07.23	Email	P Roberts	Return Twinning visit.	Chair responded.
24.07.23	Email	KCC	Family Hub public consultation.	Sent to all Cllrs. Posted on social media.
27.07.23	Email	Resident	Avian Flu.	Sent to all Cllrs.
27.07.23	Email	Resident	RPG 356.	Clerk responded.
27.07.23	Email	FHDC Planning	Weekly List.	No action.
27.07.23	Email	FHDC Planning	Delegated List – 23/0868/FH 23/0743/FH	Sent to all Cllrs.
28.07.23	Email	EPS Design	Church wall.	Sent to all Cllrs.
02.08.23	Email	D Cllr Butcher	Apologies.	Informative.
02.08.23	Email	KCC Cllr Carey	Community Orchard.	Clerk responded.
02.08.23	Email	FHDC Planning	Weekly List.	No action.
02.08.23	Email	FHDC Planning	Delegated List –	Sent to all Cllrs.

			23/1002/FH	
03.08.23	Email	Resident	The Square.	Clerk to respond.