



**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL ON
MONDAY 4th SEPTEMBER 2023 IN THE HALL, ELHAM PRIMARY SCHOOL.**

182.23 Those Present:

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

Apologies: Cllr Peall and K Allen received and accepted.

183.23 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.

184.23 Public Contribution

Member of the public raised their concerns regarding the parking once the Kings Arms was opened.

185.23 Minutes of meeting.

1. **Resolved:** The minutes of the Ordinary meeting of the Parish meeting of 7th August 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 the Parish meeting of 14th August were **approved** and were **signed as a true record** by the Chairman of meeting.
3. **Resolved:** The minutes of the Wellbeing Committee meeting of the Parish meeting of 16th August 2023 were **approved** and were **signed as a true record** by the Chairman of meeting.

186.23 Chairmans Report

Nothing to report.

187.23 Finance

1. The Accounts from July 2023 were a **true record** and were signed by the Chairman of the meeting.
2. The Bank Reconciliation from July 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 August 2023.
4. It was **noted** that all Councillors received the Bank Reconciliation for August 2023.
5. A transfer of £4920.00 from Natwest Reserve account to Natwest Current account was **agreed**.

6. The August invoices were **agreed**, and payments were **approved**. *Please see appendix 1.*

188.23 Planning

1. To **note** the receipt of applications and **agreed** comments:
22/1595/FH - Mount Hill Cottage, Chapel Lane, Rhodes Minnis, Canterbury, CT4 6YB - Erection of an agricultural barn. **RESOLVED: TO OBJECT** –Comments of the Council are that **our previous comments still stand; that the proposed barn is excessive in size and that they have concerns regarding its proximity to the road and that should the Planning Officer be minded to approve this application Elham Parish Council request that it be called in to committee.**
23/1269/FH/TCA -1 Old Cottages, The Row, Elham, Canterbury, CT4 6UP - Works to trees in a conservation are comprising of removal of T1 & T2 2 Cherry, B1 Apple tree. D1 Walnut tree 3m off to growth point, cut hedge back to a 2 mt height. C1 - C5 Field Maples prune hedge to a height of 2 mt. **RESOLVED: NO Objection to the removal of T1,T2 B1, and cut hedge back to a 2 mt height. C1 - C5 Field Maples prune hedge to a height of 2 mt. The Parish Council have been made aware that the walnut tree is planted in the neighbouring property, and we would ask that there is a condition that FHDC Arboriculturist advises on extent of pruning so that the pruning remains sympathetic.**
23/1133/FH - 3 Page Cottages, The Row, Elham, Canterbury, CT4 6UW - Lawful development (proposed) for solar panels & mechanical ventilation extract. **RESOLVED: No Objection.**
23/1150/FH/HH - Abbots Cottage, Cullings Hill, Elham, Canterbury, CT4 6TE - High Hedges complaint. **RESOLVED: No Objection / support complaint.**
2. The following application was received since the agenda was issued were **noted** and **agree comments**.
23/1231/FH and 23/1242/FH (Listed Building Consent) – Corner Cottage, Cock Lane, Elham, Canterbury, CT4 6LT- Minor Internal alterations, an additional rear door and the removal of a existing skylight. **RESOLVED: No Objection.**
22/0740/FH - Briar Gate, White Horse Lane, Rhodes Minnis, CT4 6XP - This is a re-consultation following the submission of additional details or a change in circumstance. These are detailed: Elevations of garage received. **RESOLVED: No Objection. Comments of the Council: Elham Parish Council request that further details are submitted regarding the drainage as this application does not address the issue of the current cesspit problem.**
3. Decisions made by Folkestone and Hythe District Council were received **and noted**:
23/0850/FH - Orchard House, High Street, Elham, Canterbury, CT4 6TB - Replacement of doors and windows, amendments to existing openings, replacement of vertical tile hanging with horizontal cladding, replacement of front elevation bay windows and associated roofs and the erection of a replacement flat roof outbuilding – **Approved with conditions.**
23/1058/FH/TCA - Kings Arms, The Square, Elham, CT4 6TJ - Works to trees in a Conservation area comprising of T1 Sycamore, remove 4 secondary stems at base of main tree and raise canopy to give 4m clearance over garden. **No Objections.**

189.23 Committees

1. **Wellbeing** – the signage quotation for This is Our Village event was discussed, it was **agreed** to proceed with GoGirl Signs at the cost of £30+vat.
2. **Community and Amenities**
 - i. **Church wall** – the tender packs are to be prepared and sent to contractors for full Council approval.
 - ii. **Burial Ground** -the quotation received for memorial testing was discussed and it was **agreed** to proceed with the cost of £150 per day for a total of two days. It was **agreed** that Cllr Clements would arrange a site meeting with the Grounds Maintenance Contractors to discuss pruning the trees to the rear of the burial ground.
 - iii. **The Gore** – We are still waiting for a decision from FHDC. The latest decision date on FHDC portal was 15th August. When asked the Case Officer advised that it could be another 3 to 4 weeks, depending on his workload, before a decision is received.
 - iv. **Community Orchard** – Planting days have been arranged for Saturday 14th October and Sunday 22nd October. The Clerk is to arrange delivery etc and refreshments. Flyers to be distributed.
3. **Staffing Committee** – Further to the Clerks appraisal at the Staffing Committee meeting on 4th September 2023 it was **agreed** by full council that: - The Clerk to remain on increased hours until the next Staffing Committee meeting in March 2024. The Clerk Salary would increase to spinal column point SPC21 23/24 back dated to 1st April 2023.

190.23 Twinning

Ambleteuse – the cost of the trip to Ambleteuse was discussed, it was **agreed** that the Clerk is to book Eurotunnel at the cost of £244.00. The Clerk is to liaise with members of Ambleteuse regarding the itinerary for the day.

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

KCC Report for Elham Parish Council 04 September 2023

The outbreak of avian flu identified at a farm near Elham has now been successfully contained. KCC and Defra staff alerted residents to the problem so that domestic birds could be kept indoors, and everyone be aware of the risk. Although this outbreak is over, people are being asked to continue to be vigilant for dead birds and to report them to Defra. I was wrong to say avian ‘flu is not harmful to humans as it seems it can occasionally cause illness with symptoms ranging from mild respiratory issues to severe pneumonia. The disease spreads through direct contact with bird droppings, infected birds or contaminated surfaces.

Asian hornets have been spotted in several parts of Kent including Hawkinge and Etchinghill. They have orange faces, yellow legs and are bigger than a wasp. They are voracious predators of other insects and Defra is trying to identify and destroy nests before the young emerge. Please report any sightings to nonnativespecies.org

There has been much attention lately in the media about school buildings which have RAAC (Reinforced Autoclaved Aerated Concrete) material in them. Six schools in Kent were identified as having RAAC and the affected areas were taken out of use before the summer. There are no further schools that KCC has been made aware of by

the Department for Education that have RAAC. Checks have been done at schools that might be at risk and academies have been offered a survey.

KCC has used some of our Bus Service Improvement Plan grant from the Government to help fill gaps caused by Stagecoach's withdrawal of services. The focus has been on services used by schoolchildren. If people use the buses their future is secure. BSIP funding is only for the next two years and there is no guarantee it will continue.

The situation with Unaccompanied Asylum-Seeking children remains unresolved and KCC has had to issue another notice to say we cannot safely accept more children into our care. The extra numbers have added to already swerve financial pressures in social care and we are taking further action to make savings.

District Councillor – Cllr Scoffham / Cllr Butcher – No report was available at the time of the meeting.

192.23 Correspondence

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

193.23 Date of next meeting and Close

The next meeting of the Parish Council will be on Monday 2nd October 2023 at 7.30pm.

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

Appendix 1 – August 2023 invoices approved September 23

Payee	Cheque No.	Amount	VAT	Net	Comments
EDF	ONLINE	£43.66	£2.18	£41.48	Electric
Clerk salary **	ONLINE	£1,443.12	£0.00	£1,443.12	Salary
Clerks expenses	ONLINE	£51.00	£0.00	£51.00	Expenses
HMRC **	ONLINE	£337.55	£0.00	£337.55	Salary
Castle Water	ONLINE	£15.21	£0.00	£15.21	Burial Ground
Harmer and Son	ONLINE	£150.00	£25.00	£125.00	The Gore
Viking Direct	ONLINE	£105.62	£17.60	£88.02	Stationery
Reliable Networks	ONLINE	£49.08	£8.18	£40.90	Microsoft License
TOTAL		£2,195.24	£52.96	£2,142.28	

Direct Debits 2023/2024

NEST (Clerks Pension)

Date Taken	Payee	Amount
08/04/2022	NEST	£56.91
02/05/2023	NEST	£72.13
24/05/2023	NEST	£75.74
10/07/2023	NEST	£68.97
08/08/2023	NEST	£65.63

* 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 – August 2023

Date	Email/ Phone Call	From	Re	Action
8.08.23	Email	Resident	C401 application public byway.	Clerk responded.
9.08.23	Email	HMRC VAT26	Response to clerks' email.	No further action required.
10.08.23	Email / Phone	Keith Homes	RPG 356.	Informative.
10.08.23	Email	FHDC Planning	Weekly List.	No action.
10.08.23	Email	FHDC Planning	Delegated List.	No action.
10.08.23	Email	Resident	Tree 1 Hog Green.	Sent to GC-TW, reported to KCC. Clerk responded to resident.
12.08.23	Email	Resident	Footpath Bereforstal.	Clerk to respond.
14.08.23	Email	FHDC Eventapp	Kent Police response to application.	No action.
14.08.23	Email	FHDC Planning	23/1150/FH/HH Abbots Cottage.	Sent to all Cllrs.
15.08.23	Email	FHDC Eventapp	Remembrance Sunday.	Clerk responded.
15.08.23	Email	FHDC Planning	23/1269/FH/TCA 1 Old Cottages.	Sent to all Cllrs.
16.08.23	Email to	FHDC Case Officer	23/0074/FH The Gore.	
16.08.23	Email	GoGirls Signs	This is Our Village.	Sent to Wellbeing Committee Chair.
17.08.23	Email	Environment Working Group	Updated plan of Herb Garden to King George V.	Informative.
17.08.23	Email	Environment Working Group	Bench Survey.	Informative.
17.08.23	Email / phone	Chittendens	Enquiry.	Clerk responded.
17.08.23	Email	FHDC Planning	Weekly List.	No action.
17.08.23	Email	FHDC Planning	Delegated List – decision notice 23/0850/FH and 23/1058/FH/TCA.	Sent to all Cllrs.

17.08.23	Email	FHDC Case Officer	23/0074/FH The Gore.	Sent to Chair. Clerk responded.
18.08.23	Email	P Roberts	Twinning.	Chair responded.
21.08.23	Email	FHDC Eventapp	Request for documentation.	Clerk uploaded onto portal.
21.08.23	Email	T Bax Kent Planning Consultants	22/1595/FH Mount Hill Cottage.	Sent to all Cllrs, emails FHDC Case Officer.
21.08.23	Email	Brogdale	Community Orchard.	Clerk to confirm.
21.08.23	Email	KCC Tree Strategy Officer	Community Orchard.	Clerk to respond.
22.08.23	Email / phone	Keith Holmes	Approved memorial installations.	Clerk marked plots and responded.
23.08.23	Email to	FHDC Case Officer	23/0074/FH The Gore.	
24.08.23	Email	FHDC Case Officer	23/0740/FH extension granted.	Informative.
24.08.23	Email	FHDC Planning	Weekly List.	No action.
24.08.23	Email	FHDC Planning	Delegated List.	No action.
24.08.23	Email	Chittendens	Burial Enquiry.	Clerk responded.
24.08.23	Email	KCC Prow	Response to EPC email re The Wildlife and Countryside Act 1981 – Claimed restricted Byway C401.	Informative.
25.08.23	Email	RBL Poppy Appeal	Confirmation of wreath order.	Informative.
25.08.23	Email	Churchward	Burial.	Clerk responded.
25.08.23	Email	D Cllr Scoffham	Apologies.	Informative.
29.08.23	Email	Chittendens	Burial Information.	Informative.
29.08.23	Email	FHDC Case Officer	Response to email re 22/1595/FH.	Sent to all Cllrs.
30.08.23	Email	FHDC Case Officer	23/0074/FH response to Clerks email.	Informative.
31.08.23	Email	Pilgrims Hospice	Christmas Market parking.	Clerk to respond.
31.08.23	Email	FHDC Planning	23/1242/FH and 23/1231/FH Corner Cottage.	Sent to all Cllrs.
31.08.23	Email	FHDC Planning	Weekly List.	No action.
31.08.23	Email	FHDC Planning	Delegated List.	No action.