



**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL ON
MONDAY 6th NOVEMBER 2023 IN THE HALL, ELHAM PRIMARY SCHOOL.**

215.23 Those Present:

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

Apologies: Cllr K Allen and G Clements received and accepted.

216.23 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.

217.23 Public Contribution

No members of the public present.

218.23 Minutes of meeting.

1. **Resolved:** The minutes of the Ordinary meeting of the Parish Council of 2nd October 2023 were **approved** and were **signed as a true record** by the Chairman of meeting.
2. **Resolved:** The minutes of the Ordinary meeting (Budget) of the Parish Council of 23rd October 2023 were **approved** and were **signed as a true record** by the Chairman of meeting.

219.23 Chairmans Report

Thank you to Vic Harmer and his team for cleaning the war memorial in time for Remembrance Sunday.

We will be arranging a working party, including members of White Cliffs Countryside Partnership, for works to the Community Orchard.

It was agreed that agenda item 224.23 would be brought forward.

224.23 Environment Working Group

It was **agreed** that discussions regarding the bench to the King George V and the review of public seating in the Parish would be deferred until February 2024 agenda.

220.23 Churchyard

An update was given on the church wall we are still awaiting a reply from the Diocese Surveyor.

221.23 Finance

1. The Accounts from September 2023 were a **true record** and were **signed** by the Chairman of the meeting.
2. The Bank Reconciliation from September 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 October 2023.
4. It was **noted** that all Councillors received the Bank Reconciliation for October 2023.
5. The draft budget for 2024/2025 was discussed and **agreed** with the following amendments: reduce Churchyard budget provision from £15,000 to £10,000 and C&A The Gore budget provision from £8500 to £6500. *Please see appendix 1.*
6. It was **agreed** to request that Folkestone and Hythe District Council raise the precept for Elham Parish Council by 28.22%. A request will be made for £77,200.00.
7. The October invoices were **agreed**, and payments were **approved**. *Please see appendix 2.*

222.23 Planning

1. To **note** the receipt of applications and **agreed** comments:
23/1579/FH-3 Hunters Bank, Old Road, Elham, Canterbury, CT4 6SS - Works to trees the subject of TPO No 25 of 1996 -T1 - Field Maple - reduce all lateral branches on the eastern side by approximately 3 metres. **RESOLVED: No objection.**
23/1616/FH & 23/1643/FH (Listed Building Consent) - Jacques Court, Fir Tree Hill, Bladbean, Canterbury, CT4 6NB - Proposed solar panels to annex accommodation. **RESOLVED: No objection.**
2. The following application was received since the agenda was issued.
23/1634/FH - 17 Hog Green, Elham, Canterbury, CT4 6TU - Garden room to include an office/workshop and veranda area. **RESOLVED: No objection.**
3. Decisions made by Folkestone and Hythe District Council were received **and noted**:
23/1133/FH - 3 Page Cottages, The Row, Elham, Canterbury, CT4 6UW - Lawful development (proposed) for solar panels & mechanical ventilation extract. – Lawful
23/0967/FH - Mount Lodge, Mount Bottom, Elham, Canterbury, CT4 6UJ - Change of use to single storey garage to provide holiday accommodation. Restoration of existing ground floor structure with new first floor addition/extension and associated landscape works. – Approved with conditions.
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. – Approved with conditions.
23/1458/FH - Elham Church Of England Primary School, Vicarage Lane, Elham, Canterbury, CT4 6TT- Subject of TPO No. 1 of 1955 - T 1 - Sycamore (group of 3) - fell to ground and T2 - Sycamore - fell to ground, all situated in a Conservation area. – Approved with conditions.
Re-consultation for 22/0740/FH - Briar Gate, White Horse Lane, Rhodes Minnis, CT4 6XP – Approved with conditions.

223.23 Committees

- 1) **Wellbeing** – A report was received following This is Our Village event.

2) **Community and Amenities**

- i. The Gore – We are still waiting for a decision; the Planning Officer has been on annual leave returning on 6th November. Clerk to email Planning Officer.
- ii. Community Orchard – Refer to the Chairmans report.

225.23 Remembrance Sunday

The plans for Remembrance Sunday were discussed. It was reported that again, there has been a lack of volunteers to assist with the road closures etc.

226.23 Kent County Councillor Susan Carey - Report for Elham Parish Council meeting 06.11.23

I've been pleased to attend two events organised by the parish council in October. The first was the planting of the new community orchard which was exceptionally well organised and blessed with good weather. The new orchard will help secure the diversity of fruit trees in our County, provide habitat for wildlife, be lovely to look at from Spring to Autumn and provide food. It would not have happened without your support. Thank you. The second event was 'This Is Our Village' which was also well organised and enabled many village organisations to network but bad weather discouraged attendance. It was a good initiative and worth trying again.

I attended a meeting of the Sir John Williams Trust where grants were awarded to young people in Elham parish to help with their academic studies and apprenticeship costs. In the past the trust has also supported the costs of sports equipment and a simple letter is all that's needed to apply. Elham Primary School is the other beneficiary of the Trust's grants. My fourth Elham event was the fixing of a plaque to the house in Elham where Audrey Hepburn and her family lived 1936 – 39. The Elham Historical Society first suggested this some years ago and I was happy to help make it happen with a KCC Member grant.

There's no further news to report on KCC's financial challenges or the various court cases concerning Unaccompanied Asylum-Seeking Children which are still outstanding. The County Council Network is leading lobbying efforts for extra funding to be allocated to councils that have responsibility for adult and children's care in the Government's Autumn Statement on 22 November.

I have resigned my position as KCC's Cabinet Member for Environment. I held the post for four years and worked with an excellent team who will continue to take the work forward on nature recovery, waste reduction and energy/carbon reduction. I am still your County Councillor and the change shouldn't in any way impact on my work locally.

Susan Carey, Member for Elham Valley

District Councillor – Cllr Scoffham / Cllr Butcher – Report received by Cllr Stephen Scoffham – 6th November 2023

The key issue since my last report has been the review of Council expenditure. This is a painful but necessary discussion which is necessary in preparing a balanced budget. For me it has also raised questions about the importance of the climate change and biodiversity agenda within the Council's operations.

Rural England Prosperity Fund

As part of the governments levelling up agenda, grants ranging from £3,000 to £10,000 are now available to support rural business growth and resilience and improve local facilities and amenities, especially projects relating to climate change mitigation and biodiversity. For further details go to <https://folkestone.works/rural-england-prosperity-fund/>

District Wide Carbon Reduction Strategy

The strategy is open for public consultation. I have been involved in the process of bringing the report to this point, devising the foreword, and contributing to a short video presentation to encourage participation. The consultation is from 6th November -1st December. Please do make your views known. <https://folkestone-hythe-consult.objective.co.uk/kse/>

North Downs Forum

The Forum is slowly emerging as a valuable Think Tank for priorities and actions in the NDE and NDW wards. A second meeting is planned for 27 November (early evening). These are informal events to generate ideas and are open to anyone who is interested. It would be really good to have a representative from Elham PC at these meetings.

Beach erosion

I answered questions recently about the beach defences between Folkestone and Sandgate on both BBC south east and BBC radio Kent in early November which some of you may have seen

Bid for UNESCO Cross Channel Global Geopark

I have been promoting the bid for the UNESCO Global Cross Channel Geopark both within and beyond the Council. The bid is being prepared jointly by the Kent Downs AONB and the Parc Naturel Regional des Caps et Marais d'Opale. As well as drawing attention to the relationship between people and nature the project aims to celebrate and protect the chalk landscapes in both regions, enhance tourism and bring communities closer together.

Planning issues

There are a number of long-standing planning issues relating to caravan camps and outdoor activities in the North Downs East ward which are now being actively investigated by the planning department and which I am watching closely. I have also been involved with discussions about parking problems in Hawkinge and traffic management in Densole.

Correspondence

227.23 The receipt of correspondence was **noted**, and any required actions **agreed**. *Please see appendix 3.*

228.23 Date of next meeting and Close

The next meeting of the Parish Council will be on Monday 4th December 2023 at 7.30pm.

There being no further business the meeting closed at 8.32pm.

Appendix 1 – Approved budget for 2024/25

Expenses

Clerk salary	£22,500.00
Training	£1,000.00
Clerks expenses	£862.00
Office expenses	£1,500.00
Audit fees	£545.80
Room Hire	£315.00
Insurance	£1,251.65
Subs.	£1,200.00
Grounds mtn.	£10,025.28
Tree mtn.	£4,000.00
Street furniture	£350.00
Defibrillator	£400.00
Burial ground	£1,500.00
Grants & donations	£1,000.00
War Memorial	£500.00
Highways	£1,000.00
Churchyard / wall	£10,000.00
Contingency	£2,500.00
Professional Fees	£5,000.00
C&A	£5,000.00
C&A The Gore	£6,500.00
Environment	£1,000.00
Civic Expenses	£500.00
Wellbeing	£1,000.00
Community Orchard	£500.00
DDay	£1,300.00
Twinning	£1,000.00
Total Expenditure	£82249.73

Revenue

Burial Fees	£500.00
Interest	£700.00
Rent	£600.00
VAT refund	£2,500.00
Utilities Rebate	£800.00
Donations	£0.00
Total Revenue	£5,100.00

Precept	£77,200.00
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TOTAL INCOME	£77,200.00
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Appendix 1 – October 2023 invoices approved November 23

Payee	Cheque No.	Amount	VAT	Net	Comments
EDF	ONLINE	£72.32	£2.97	£69.35	Electric
Clerk salary **	ONLINE	£1,372.59	£0.00	£1,372.59	Salary
Clerks expenses	ONLINE	£51.00	£0.00	£51.00	Expenses
					National
HMRC **	ONLINE	£287.37	£0.00	£287.37	Insurance
Amazon	Debit Card	£9.99	£1.67	£8.32	Stationery
Amazon	Debit Card	£15.00	£2.50	£12.50	Stationery
					Closed
SLCC	Debit Card	£54.00	£9.00	£45.00	Churchyard
Shane Spearpoint	ONLINE	£800.00	£0.00	£800.00	Tree Work
C Chapman	ONLINE	£39.95	£0.00	£39.95	This is Our Village
					Community
Cosy Tearooms	Debit Card	£92.83	£0.00	£92.83	Orchard
Castle Water	ONLINE	£38.07	£0.00	£38.07	Water Supply
Viking Direct	ONLINE	£105.50	£17.58	£87.92	Stationery
Viking Direct	ONLINE	£81.00	13,50	£67.50	Stationery
Cosy Tearooms	Debit Card	£105.00	£0.00	£105.00	This is Our Village
Mazar	ONLINE	£378.00	£63.00	£315.00	External Audit
					Environment
Hermance Gush Aits	ONLINE	£210.47	£0.00	£210.47	Bulbs
Elham Primary School	ONLINE	£80.00	£0.00	£80.00	Room hire
Reliable Networks	ONLINE	£43.68	£7.28	£36.40	Microsoft License
TOTAL		£3,836.77	£104.00	£3,719.27	

Direct Debits 2023/2024 NEST (Clerks Pension)

Date Taken	Payee	Amount
08/04/2022	NEST	£56.91
02/05/2023	NEST	£72.12
24/05/2023	NEST	£75.74
10/07/2023	NEST	£69.97
08/08/2023	NEST	£65.63
07/09/2023	NEST	£82.48
29/09/2023	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 3 – Correspondence Log – October 2023

Date	Email/ Phone Call	From	Re	Action
03.10.23	Email	FHDC Planning	Appeal-6578 Land opposite Hamble Cottage.	Previous comments resent.
05.10.23	Email	Keith Holmes	RPG – 319 - memorial	Clerk responded.
09.10.23	Email	SLCC	Closed Churchyard receipt.	Informative.
10.10.23	Phone	Resident	Burial Ground enquiry.	On going.
16.10.23	Email	FHDC Planning	23/1579/FH 3 Hunters Bank.	Sent to all Cllrs.
17.10.23	Email	Resident	Burial Ground enquiry.	Clerk to call after 5/11/23.
19.10.23	Email	Resident	Burial Ground enquiry.	Clerk to call on 7/11/23.
23.10.23	Email	FHDC Costal Engineer	Sandbags.	Clerk responded. Sandbags received; email sent re sand.
24.10.23	Email	KCC Transport Planner	EV Changer point usage.	Sent to EVHA.
25.10.23	Email	FHDC Resilience Specialist	District Rest Centre directory.	Sent to EVHA.
25.10.23	Email	FHDC Planning	23/1616/FH – Jaques Court.	Sent to all Cllrs.
26.10.23	Email	FHDC Cllr Scoffham	Update on The Gore.	Sent to Chair.
27.10.23	Email	KCC	Community Transport Grant Scheme.	Informative.
30.10.23	Email	Resident	Hedge to the Old Road.	Emailed Sir John William Trust.
30.10.23	Email	Environment Working Group	Thank you.	Sent to Chair.
31.10.23	Email	TEAP	Allotment water turned off and meter reading.	Clerk to issue invoice.
03.11.23	Email	Resident	Tree debris Vicarage Lane.	Clerk responded.
02.11.23	Email	KCC Active Travel Team	Kent Cycling and Walking Infrastructure plan – Public Consultation.	To be sent to Cllrs and on December agenda.

03.11.23	Email	Environment Working Group	Bench to KGV.	Clerk to respond.
03.11.23	Email	District Cllr Scoffham	Monthly report.	Sent to all Cllrs.
05.11.23	Phone	Resident	Trees to Vicarage Lane.	Sent to EPC Tree Warden.