



**TO ALL COUNCILLORS**

**27<sup>th</sup> February 2024**

**THERE IS TO BE AN ORDINARY MEETING OF THE ABOVE PARISH COUNCIL  
ON **MONDAY 4<sup>th</sup> MARCH 2024**. IT WILL BE HELD IN **THE HALL, ELHAM  
PRIMARY SCHOOL** STARTING (following the Staffing Committee meeting) **7.30pm**.**

**YOU ARE HEREBY SUMMOND TO ATTEND.**

**THE AGENDA IS AS FOLLOWS:**

**42.24 To record those present and list any apologies.**

**43.24 To declare any Disclosable Pecuniary Interests (DPI), Other significant interests (OSI's) or a voluntary interest relating to items on the agenda.**

*A member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part unless a relevant Dispensation has been granted.*

*A member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote.*

*Councillors may also declare a voluntary interest if they are unsure of their position. Inclusion and voting will be decided at the time of the declaration unless this has been discussed with the clerk prior to the meeting.*

*The meeting will be adjourned for 44.24*

**44.24 Public Contribution**

*(For members of the public to ask questions – This item will last no more than 15 minutes)*

*The meeting will be reconvened to discuss 45.24 onwards.*

**45.24 To note and agree minutes of**

1. The Ordinary meeting of the Parish Council of 5<sup>th</sup> February 2024
2. The Community and Amenities Committee meeting of 12<sup>th</sup> February.

#### **46.24 Chairman's Report**

*(Please note, no decisions can be made on items under this heading)*

#### **47.24 Staffing Committee**

To **consider** and **agree** recommendations for the Staffing Committee.

#### **48.24 Grounds Maintenance**

1. **C&A Committee**– to **review** the costings for the additional works and **agree** actions if required.
2. **Church wall** - To **receive** an update and **agree** actions if required.
3. **The Gore**– To **receive** an update and **agree** actions is required.
4. **Burial Ground**
  - i) To **consider** quotations received and **agree** actions if required.
  - ii) To **consider** memorial application for RPG 335 and **agree** action.

#### **49.24 Trees**

To **discuss** instruction of negative survey and **agree** actions.

#### **50.24 Finance**

1. To **note** and **agree** the Accounts from January 2024 and **authorise** the Chairman to sign.
2. To **note** and **agree** the Bank Reconciliation from January 2024 and **authorise** the Chairman to sign.
3. To **note** the receipt of the Accounts for February 2024 – *to be circulated to all Councillors prior to meeting.*
4. To **note** the receipt of the Bank Reconciliation for February 2024- *to be circulated to all Councillors prior to meeting.*
5. To **receive** an update on the purchase of a fireproof filing cabinet and **agree** actions in required.
6. To **consider** end of year virements and **agree** actions. – *circulated to all Councillors prior to meeting,*
7. To **agree** February invoices and **agree** payments- *to be circulated to all Councillors prior to meeting.*
8. To **consider** the instruct of internal auditor and **agree** actions.
9. To **review** and **agree** re-adoption of Grant Award policy - *circulated to all Councillors prior to meeting.*
10. To **review** the Asset Register and Risk assessment and **agree** re-adoption - *circulated to all Councillors prior to meeting.*

#### **51.24 Policies**

1. To **review** and **agree** the re-adoption of the Freedom of Information and Publication scheme – *circulated to all Councillors prior to meeting.*
2. To **review** and **agree** the re-adoption of the Risk Management Register- *circulated to all Councillors prior to meeting.*
3. To review and agree the re-adoption of the Tree Management Policy – *circulated to all Councillors prior to the meeting.*
4. To **review** and **agree** the adoption of Communications Procedure - *circulated to all Councillors prior to meeting.*
5. To **review** and **agree** the re-adoption of Complaints Procedure - *circulated to all Councillors prior to meeting.*

**52.24 Risk Assessments** *(emailed to all Councillors prior to the meeting)*

1. To **consider** risk assessment for The Gore and **agree** re-adoption.
2. To **consider** risk assessment for the Well and **agree** re-adoption.
3. To **consider** risk assessment for the War Memorial and **agree** re-adoption.
4. To **consider** risk assessment for the Burial Ground and **agree** re- adoption.
5. To **consider** risk assessment for King George V and **agree** re- adoption.
6. To **consider** risk assessment for Churchyard and **agree** re-adoption.

**53.23 Planning** *(emailed to all Councillors prior to the meeting)*

1. To **note** receipt of received application and **agree** comments:  
**24/0138/FH/PA**- Mount Lodge, Mount Bottom, Elham, Canterbury, CT4 6UJ-  
Determination as to whether the prior approval of the Local Planning Authority  
is required under Schedule 2, Part 6 of the Town and Country Planning (General  
Permitted Development) (England) Order 2015 for the erection of an  
agricultural store.  
**23/1313/FH** - Hunters Lodge, Magpie Lane, Rhodes Minnis, Canterbury, CT4  
6XP- Proposal: Erection of two bay carriage house 6m x 5.4m.  
**23/1873/FH** - The Old Vicarage, Vicarage Lane, Elham, Canterbury, CT4 6TT  
- Listed building consent for changes to the fenestration to the east elevation to  
include railings to the flat roof at the north end, a new external staircase, new  
French doors and windows and replacement of existing windows, minor  
changes to the fenestration of the north extension to provide opening casements,  
relocation of the boiler flue, replacement of the existing windows.
2. To **note** receipt of received application since the agenda was issued and **agree**  
comments.
3. To **note** any decisions made by Folkestone and Hythe District Council.

**Annual Meetings**

- 54.24**
1. To **consider** the dates of the Annual meeting of the Parish Council and **agree**  
actions.
  2. To **consider** the date of the Annual meeting of the Parish and **agree** actions.

To **hear** verbal reports from

- 55.24** *(Please **note** received reports will be included in the minutes)*

County Councillor – Susan Carey

District Councillor – Stephen Scoffham, James Butcher, David Godfrey

**Correspondence**

- 56.24** To **note** correspondence received and **agree** actions if required.

**57.23 Date of next meeting and Close**

**Signed**

Clairę Greenwood

**Parish Clerk**