



**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL ON
MONDAY 5th FEBRUARY 2024 IN THE HALL, ELHAM PRIMARY SCHOOL.**

In the absence of the Chair and Vice Chair it was voted and agreed that Cllr Swan would be acting Chair for the Ordinary meeting of the Parish Council.

20.24 Those Present:

Councillors: G Clements, B Swan, S Peall, 2 members of the public and Clerk.

Apologies: Cllr K Lamb, C Chapman received and accepted.

21.24 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.

22.24 Public Contribution

A representative from the Environment Working Group attended the meeting to give an update on the group.

23.24 Minutes of meeting.

1. **Resolved:** The minutes of the Ordinary meeting of the Parish Council of 8th January 2024 were **approved** and were **signed as a true record** by the Chairman of meeting.
2. **Resolved:** The minutes of the Communities and Amenities Committee meeting of 16th January 2024 were **approved** and were **signed as a true record** by the Chairman of meeting.
3. **Resolved:** The minutes of the Wellbeing Committee meeting of 18th January 2024 were **approved** and were **signed as a true record** by the Chairman of meeting.

24.24 Chairmans Report

No report available in the absence of the Chair and Vice Chair.

25.24 Finance

1. The Accounts from December 2023 were a **true record** and were **signed** by the Chairman of the meeting.
2. The Bank Reconciliation from December 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 January 2024.
4. It was **noted** that all Councillors received the Bank Reconciliation for January 2024.

5. The January invoices were **agreed**, and payments were **approved**. *Please see appendix 1.*

26.24 Planning

1. To **note** the receipt of applications and **agreed** comments:

24/0010/FH - Manor Lodge, Canterbury Road, Elham, Canterbury, CT4 6UG - Demolition of detached garage and erection of detached outbuilding. **Resolved: TO OBJECT**, concerns of the Council are: **The change of use into a business along with the lack of facilities to accommodate this. Loss of privacy to the neighbouring properties with proposed additional windows to the ground floor side elevations, the installation of the Juliet balcony to the front elevation and folding glazed windows in replacement of the garage door to the front elevation. The access / sight lines onto the Canterbury Road. Should the Planning Officer be minded to approve this application Elham Parish Council request that it be called in to committee.**

24/0066/FH - Longacre, Canterbury Road, Elham, Canterbury, CT4 6UE - Alterations and part replacement of the existing rear extension with bi-fold doors and skylight windows. **Resolved: No Objection.**

23/1872/FH -17 Hog Green, Elham, Canterbury, CT4 6TU - Single storey rear and side extension. **Resolved: No Objection in principle however, the Council have concerns that this is over development of the plot.**

2. There were now applications received since the agenda was published.

3. Decisions made by Folkestone and Hythe District Council were received **and noted**:

23/1830/FH - Bankside, High Street, Elham, Canterbury, CT4 6SY - Proposed Timber Cabin for Ancillary Use.- **Approved with conditions.**

23/1639/FH - Little Gate Farm, Park Gate Hill, Elham, Canterbury, CT4 6NE - Single Storey side extension to existing dwelling – **Approved with conditions.**

23/1150/FH/HH - Abbots Cottage, Cullings Hill, Elham, Canterbury, CT4 6TE - High Hedges complaint –**Remedial Action Notice given.**

23/1961/FH/TCA - The Vicarage, Vicarage lane, Elham, Canterbury, CT4 6TT - Works to trees in a Conservation area comprising of G01 Holly x 6 & Sycamore x 11 prune away from utility lines 1.5-2.0m clearance, trim back low growth from roadside, strip main stems of ivy to 2.5m above ground level, G02 Plum x 2 crown lift to 5.2m, G03 Elder x 2 & Sycamore x 20 lift trees to clear fence line, T02 Silver Birch lift tree by 2m, T03 Sumac coppice, T07 Yew prune back tree to fence line to give 1m clearance of utility line, T08 Western Red Cedar lift canopy to clear fence, T09 Ash remove deadwood greater than 25mm, sever/strip ivy from to approx 2.5m above ground level, T10 Sycamore prune away from neighbouring property to give 3m clearance, T12 Holly & T13 Ash - strip trees of ivy & T14 Lime remove central stem – **No objections.**

23/1944/FH -20 Fairfield, Elham, Canterbury, CT4 6UT- Proposal: First floor front extension – **Approved with conditions.**

4. **Y19/1378/FH** -Methodist Church, High Street, Elham - Installation of external platform lift to side elevation along with installation of new access ramp to front of the building - it was **agreed** that a site visit would be arranged once the District Councillors had received an update on this application.

27.24 Twinning

On 25th January 2024, the Mairie of Ambleteuse and his representatives returned to Elham for the signing of the commitment document “The Jumelage”, where they received a very warm welcome in the Rose and Crown from various members of village organisations. The Parish Council would like to thank The Rose and Crown, the Kings Arms and Elham Primary School for making our visitors feel extremely welcome.

28.24 Kent County Councillor Susan Carey - Report for Elham Parish Council meeting 05.02.24

Some good news. The Government has responded to the campaign by the councils responsible for social care with £500m of extra funding. Our share of this in Kent is expected to be around £10m which is very welcome. However, our budget challenge is £118m so we still need to make significant savings when we set our budget on 19 February. Our most significant problems continue to be the cost of care for the elderly and the number of children with Special Educational Needs and associated school transport costs.

A reminder that there are a multitude of schemes to help people including financial help, household goods, IT equipment and training and support with mental health. A good place to find out about these is the KCC website www.kent.gov.uk where there is a link on the homepage to ‘Kent Together – cost of living support’. It’s been pointed out that some people cannot access information online so I am providing some leaflets which could go in the village noticeboard. ‘Release the Pressure’ which offers free expert advice from trained counsellors is available 24/7 on 0800 107 0160.

KCC libraries have partnered with the Institute of Accountants and Bookkeepers to provide a one hour ‘managing your finances course’ which covers setting a household budget, understanding your payslip, how to reduce your living costs. Understand loan repayments and access financial support.’ The course is available on the free public computers in the libraries or via a QR code to a smartphone.

Last November, KCC launched a recycling scheme for IT equipment and I’m pleased to report that I’ve had some very positive feedback from those using it. It covers equipment such as PCs, laptops, printers and mobile phones and either refurbishes and reuses them or ensures they are recycled. A specialist process is used to ensure 100% data wiping to the strictest UK legislative standards. You can book a home collection at www.kent.gov.uk/DeviceRecyclingScheme

I have been happy to support the Elham Community Shed project with a KCC Member grant for equipment and an offer letter has been sent to the Elham Village Hall Association.

Susan Carey, Member for Elham Valley, Kent County Council

District Councillor – Cllr Scoffham - apologies sent.

Cllr Butcher report -

Funding for projects - The District Council ward grant scheme for this financial year closes on 1st March, so there’s still an opportunity to apply for financial support for a community project. Details and how to apply can be found at <https://www.folkestone-hythe.gov.uk/community/ward-budget>

For larger-scale projects the District Council has funding from the Rural Prosperity Fund, available to businesses and community groups for amounts between £3k and £30k, with some requirements for matched funding. Details are at <https://www.folkestone-hythe.gov.uk/news/article/187/funding-approved-for-rural-district-businesses-and-communities>

District Council Overview & Scrutiny Committee -The Overview & Scrutiny Committee (which I sit on) reviews and challenges the Council's policies and performance, and can take a focused look at particular aspects of the Council's business. A call has just gone out for suggestions for topics for the committee to focus on in 2024/25, and you can submit your ideas here:

<https://www.folkestone-hythe.gov.uk/democracy/council-scrutiny>

I've suggested a review of how equitably F&HDC resources (time, energy, money) are invested across the district. For example, at the last O&SC we looked at the housing tenant satisfaction survey, and there are quite stark geographical differences, with our area of the district scoring lowest alongside Folkestone East and Romney Marsh.

District Council Corporate Plan - The District Council's corporate plan is being reviewed this year – the current version can be found at <https://www.folkestone-hythe.gov.uk/policies-plans-documents/creating-tomorrow-together-corporate-plan-2021-2030> The plan determines what initiatives the Council will take forward – and ideas that aren't in the plan are unlikely to be progressed, so it's a significant document in shaping Council activity. We'll want to make sure that town and parish council across North Downs East have their say in influencing the updated plan, and will let you know the process for that.

Case work - I continue to meet with individual residents and groups of residents about issues of concern – mostly to do with planning, it has to be said. I'm always happy to make time to meet with residents and with town and parish councillors for these kind of discussions – please feel free to contact me any time via james.butcher@folkestone-hythe.gov.uk

29.24 Correspondence

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

30.24 Date of next meeting and Close

The next meeting of the Parish Council will be on Monday 4th March 2024 at 7.30pm. There being no further business the meeting closed at 8.20pm.

Appendix 1 – January 24 invoices approved at February 24 meeting

Payee	Cheque No.	Amount	VAT	Net	Comments
EDF	ONLINE	£79.77	£3.80	£75.97	Electric
Clerk salary **	ONLINE	£1,466.56	£0.00	£1,466.56	Salary
Clerks expenses	ONLINE	£51.00	£0.00	£51.00	Expenses
HMRC **	ONLINE	£331.76	£0.00	£331.76	National Insurance
Rose and Crown**	Debit Card	£100.00	£0.00	£100.00	Twinning
Kings Arms**	Debit Card	£605.44	£0.00	£605.44	Twinning
Digdat**	Debit Card	£40.26	£6.71	£33.55	C&A The Gore
Castle Water	ONLINE	£19.40	£0.00	£19.40	Water Supply
Reliable Networks	ONLINE	£49.08	£8.18	£40.90	Microsoft License
TOTAL		£2,743.27	£18.69	£2,724.58	

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
21/11/2023	NEST	£74.78
07/12/2023	NEST	£220.19
08/12/2023	NEST	£80.24
30/01/2024	NEST	£83.60

* 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 – January 2024

Date	Email/ Phone Call	From	Re	Action
10.01.24	Email	Resident	Replacement bench to the war memorial	Clerk responded.
10.01.24	Email	P Roberts	Twinning.	No action.
11.01.24	Email	EWG Chair	Resignation.	No action.
11.01.24	Letter sent to	Residents adjacent to Church	Church wall.	-
11.01.24	Email to	K Tucker – Care of Church Officer	St Marys Church	-
	Email	K Tucker – Care of Church Officer	Response to clerks' email.	Sent to all Cllrs.
11.01.24	Email	Church Warden	St Marys Church.	No action.
12.01.24	Email	Resident	The hedge to The Gore.	No action.
12.01.24	Email	P Roberts	Draft Jumelage.	No action.
15.01.24	Email	Resident	Church wall.	Clerk responded.
16.01.24	Email	K Tucker – Care of Church Officer	Order of Council.	Sent to all Cllrs.
16.01.24	Telephone	Resident	Church wall.	-
17.01.24	Email	P Roberts	Twinning	No action.
17.01.24	Email	McLarens	St Marys Church.	Clerk to respond.
18.01.24	Email	FHDC Planning	Weekly List.	No action.
18.01.24	Email	FHDC Planning	Delegated List. 23/1830/FH 23/1639/FH 23/1150/FH/HH	Sent to all Cllrs.
22.01.23	Email	Church Warden	Church wall.	No action.
23.01.24	Email	Resident	Twinning	Clerk responded.
	Email to	Resident	Twinning – in response to above.	
	Email	Resident	Twinning	Chair responded.
23.01.24	Email	Resident	Burial Ground enquiry.	Clerk responded.
24.01.24	Email	FHDC Planning	23/1872/FH – 17 Hog Green.	Sent to all Cllrs.
24.01.24	Email	FHDC Case Officer	Y19/1378/FH – Methodist Church.	Sent to Chair.
24.01.24	Email	Internal Auditor	Availability.	Clerk responded.
24.01.24	Email	Age UK	February newsletter.	In notice board and on website.

25.01.24	Email	Resident	Manor Lodge	Clerk responded.
25.01.24	Email	Age UK	Wellbeing visit.	Clerk responded.
25.01.24	Email	Resident	Twinning.	Clerk responded.
25.01.24	Email	Resident	Twinning.	Clerk to respond.
25.01.24	Email	FHDC Planning	Weekly List.	No action.
25.01.24	Email	FHDC Planning	Delegated List. 23/1961/FH/TCA	Sent to all Cllrs.
26.01.24	Email	FHDC Planning	24/0066/FH – Longacre.	Sent to all Cllrs.
26.01.24	Email	Resident	Twinning photos.	Clerk responded.
28.01.24	Email	Resident	Replacement bench to war memorial.	Clerk to respond.
29.01.24	Email	Harmers & Son	Breakdown of grounds maintenance requested.	Clerk to action.
30.01.24	Email	Resident	Cc correspondence re Y19/1378/FH – Methodist Church.	Sent to all Cllrs.
30.01.24	Email	Resident	Manor Lodge.	Clerk responded.
30.01.24	Email to	D Cllr Scoffham	Y19/1378/FH	
	Email	D Cllr Scoffham	In response to above email.	Sent to all Cllrs.
31.01.24	Email	FHDC Planning	Weekly List.	No action.
31.01.24	Email	FHDC Planning	Delegated List. 23/1944/FH 23/2076/FH/TCA	Sent to all Cllrs.
31.01.24	Email	E.W.G	King George V.	Clerk responded.
01.02.24	Telephone and email	Resident	Street lighting to Ottinge.	Clerk actioned.
	Email to	D Cllr Scoffham	Re above email received.	-
01.02.24	Email	AM Architects	Sewers	Clerk responded.
01.02.24	Email	EVFC	Draft questionnaire.	Clerk to action.
02.02.24	Email	Age UK	Visit to Lyminge and Hythe.	Clerk responded.
02.02.24	Email	K Tucker - Care of Church Officer	St Marys Church Roles and responsibility.	Sent to Chair and Cllrs. Clerk to respond.
03.02.24	Email	Resident	The Gore,	Clerk to respond.

05.02.24	Email	AM Architects	Structural Engineer.	Agreed Clerk to proceed.
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