



**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL ON
MONDAY 4th MARCH 2024 IN THE HALL, ELHAM PRIMARY SCHOOL.**

42.24 Those Present:

Councillors: K Lamb (Chair), C Chapman (Vice), G Clements, B Swan, S Peall,
no members of the public and Clerk.

Apologies: Cllr K Allen – received and accepted.

43.24 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.

44.24 Public Contribution

No members of the public in attendance.

45.24 Minutes of meeting.

1. **Resolved:** The minutes of the Ordinary meeting of the Parish Council of 5th February 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 12th February 2024 were **approved** and were **signed as a true record** by the Chairman of meeting.

46.24 Chairmans Report

There is to be a working party on 6th April to put the finishing touches to the Community Orchard. The Clerk is to send a flyer to the newsletter and interested parties.

Elham Valley Football Club won 19-0 at last weeks home match. It is wonderful to see members of the parish coming to support the home team.

47.24 Staffing Committee

It was **agreed** that the Clerk will remain on the current hours until the next Staffing Committee meeting.

48.24 Grounds Maintenance

1. **C&A Committee**– The revised grounds maintenance schedule was discussed; it was **agreed** to accept the revised schedule with the amendment to the churchyard remaining 11 cuts per season.

It was **agreed** to reimburse the Environment Working Group £33.98 for the purchase of bulbs for the King George V.

2. **Church wall** – We are waiting to receive tenders from contractors, once received these will be discussed by full Council.
3. **The Gore**– It was discussed and **agreed** that Harwoods would be instructed for the purpose of Building Control at the cost of £1250.00.
4. **Burial Ground**
 - i) It was **agreed** that discussing the quotations received for the works to the trees to the burial ground and allotments would be deferred until the Ordinary meeting of the Parish Council in April.
 - ii) The memorial application for RPG 335 was considered and **agreed**.

49.24 Trees

It was **agreed** that the Tree Warden would review the quotation for the Negative Survey and Full Survey and report back to full Council at the Ordinary meeting of the Parish Council in April.

50.24 Finance

1. The Accounts from January 2024 were a **true record** and were **signed** by the Chairman of the meeting.
2. The Bank Reconciliation from January 2024 was a **true record** and was **signed** by the Chairman of the meeting.
3. It was **noted** that all Councillors received the Accounts for February 2024.
4. It was **noted** that all Councillors received the Bank Reconciliation for February 2024.
5. An update on the purchase of a fireproof filing cabinet was given. Thank you to County Councillor Susan Carey for supporting our KCC Combined Members Grant application.
6. The following year end virements were discussed and **agreed**:

Amount	From Budget Provision	To Budget Provision
£6611.93	Ringfenced C&A The Gore	C&A The Gore
£1146.00	Training	Ringfenced Churchyard
£1000.00	Highways	Ringfenced Churchyard
£996.00	Churchyard	Ringfenced Churchyard
£46.25	Office Expenses	Clerks Office Expenses
£98.00	Office Expenses	Audit
£873.60	Office Expenses	Ringfenced Office Expenses
£400.00	Burial Ground	Ringfenced Burial Ground
£500.00	War Memorial	Ringfenced War Memorial
£1000.00	Highways	Ringfenced Churchyard
£996.00	Churchyard	Ringfenced Churchyard
£930.00	Professional Fees	Ringfenced Grounds Maintenance
£1394.00	Contingency	Ringfenced Grounds Maintenance

£450.00	Environment	Ringfenced Grounds Maintenance
£800.00	Wellbeing	Ringfenced Wellbeing
£757.00	Community Orchard	Ringfenced Grounds Maintenance
£2500.00	Increase earmarked funds	Ringfenced General Reserves
£5454.00	C&A	Ringfenced Tree Maintenance
£385.00	Street Furniture	Ringfenced Tree Maintenance
£1111.00	Tree Maintenance	Ringfenced Tree Maintenance

7. The February invoices were **agreed**, and payments were **approved**. *Please see appendix 1.*
8. It was **agreed** to instruct L Robbins as the Internal Audit. The Internal Audit is booked of 1st May 24.
9. The Grant Policy was reviewed, and re-adoption **agreed**.
10. The Asset Register and Risk Assessment was reviewed, and re-adoption **agreed**.

51.24 Polices

1. The Freedom of Information and Publication scheme was reviewed and re-adoption **agreed**.
2. The Risk Management Register was reviewed and re-adoption **agreed**.
3. The Tree Management Policy was reviewed and re-adoption **agreed**.
4. The Communications Procedure was reviewed and re-adoption **agreed**.
5. The Complaints Procedure was reviewed and re-adoption **agreed**.

52.24 Risk Assessments

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

53.24 Planning

1. To **note** the receipt of applications and **agreed** 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. **Resolved: Comments of the Council were: Elham Parish Council believe that this application doesn't fall under Permitted Development, Schedule 2, Part 6 of Town & Country Planning 2015 and therefore full planning permission is required.**
23/1313/FH - Hunters Lodge, Magpie Lane, Rhodes Minnis, Canterbury, CT4 6XP- Proposal: Erection of two bay carriage house 6m x 5.4m. **Resolved: No Objection.**
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. **Resolved: No Objection.**

2. There were no applications received since the agenda was published.
3. Decisions made by Folkestone and Hythe District Council were received **and noted:**

23/1734/FH - Kings Arms, The Square, Elham, CT4 6TJ - Retrospective planning application for works to raise the ground levels in the existing garden – **Approved.**

54.24 Annual Meetings

1. It was **agreed** the Annual meeting of the Parish Council will convene following the below on Monday 13th May 2024.
2. It was **agreed** that the Annual meeting of the Parish will convene at 6.30pm on Monday 13th May 2024.

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

At your February meeting I reported on KCC's efforts to get the Government to do more to help preparations for the proposed introduction of the new EU Entry Exit System (EES) from 06 October 2024. EES will replace stamping passports with an electronic system to register the dates of entry and exit by non-EU travellers and is similar to systems already in operation in the USA, Canada and Australia. EES requires biometric information such as facial recognition and fingerprints. It is technically possible for this most of this process to be done in advance of arriving at the ports, but current plans do not allow for this. Roger Gough, KCC's leader, told Parliament's EU Scrutiny Committee on 31 January that traffic modelling showed a worst-case scenario of delays of up to 14 hours at the ports and Eurotunnel once EES is in place. Roger called for funding for measures to cope with the change. He pointed out that delays in Kent also impacted on the whole UK economy and urged the Government to look at technological and legal changes to enable remote registration. Roger has also visited Eurotunnel to see the preparations being made there to reduce the potential impact of the new checks. Eurotunnel has invested E80m to prepare their terminals for the change. Such work is reassuring but more facilities are needed particularly for freight traffic. A report on this issue is going to the Environment and Transport Cabinet Committee on 07 March and you can read this and watch the debate on the KCC website www.kent.gov.uk

Another issue raised last month was the continuing absence of Kent stops for Eurostar services. There is a petition on this which has nearly reached 50,000 signatures. If you'd like to support it you can sign the [online petition](#). I know Damian Green MP, Ashford Borough Council and KCC are all involved in the campaign to persuade Eurostar to restore the services.

The KCC budget was agreed at a full day meeting of the County Council on 19 February. The papers for the meeting and a webcast of the debate are on the KCC website www.kent.gov.uk. The Labour Group, Liberal Democrats, Greens and Independents all put forward amendments to make small changes to spending but their proposals also all involved a 5% increase. None of the amendments were accepted (one involved opening a bar in County Hall to make money!) The budget that was

passed has increased spending on adult social care, children in care and home to school transport in line with demand.

KCC has launched a Biodiversity Net Gain Site Register for Kent. Since 12 February all developments with over ten houses are required to deliver a 10% increase in biodiversity. The aim is for this improvement to be delivered on the site itself but if this is impractical then the site register will provide a pipeline of suitable land to deliver this commitment. The Making Space for Nature Kent website has more details on this.

Finally, I am pleased to have been able to help Elham Parish Council with a KCC Member Grant to acquire a new filing cabinet for the safe and confidential storage of papers.

Susan Carey, Member for Elham Valley, Kent County Council

District Councillor – Cllr Scoffham - a verbal report was given

A report was given mentioning:

- The AONB is now called a National Landscape and has stronger protection as a result.
- Discussions around a green corridor from Covert Woods to Park Gate Wood.

Correspondence

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

57.24 Date of next meeting and Close

The next meeting of the Parish Council will be on Monday 8th April 2024 at 7.30pm. There being no further business the meeting closed at 9.20pm.

Appendix 1 – February 24 invoices approved at March 24 meeting

Payee	Cheque No.	Amount	VAT	Net	Comments
EDF	ONLINE	£31.64	£1.51	£30.13	Electric
Clerk salary **	ONLINE	£1,434.82	£0.00	£1,434.82	Salary
Clerks expenses	ONLINE	£51.00	£0.00	£51.00	Expenses
HMRC **	ONLINE	£310.72	£0.00	£310.72	National Insurance
B Passmore	ONLINE	£240.00	£0.00	£240.00	Payroll
A M Architects	Debit Card	£8,500.00	£0.00	£8,500.00	C&A The Gore
Omicron	Debit Card	£52.80	£8.80	£44.00	Printing
R Guilding (Palmer Trust)	Debit Card	£225.00	£0.00	£225.00	Rent
Hopkins +	ONLINE	£118.20	£19.70	£98.50	Defib
A J Locke	ONLINE	£1,320.00	£220.00	£1,100.00	Structural Engineer
Harmers and Son	ONLINE	£78.00	£13.00	£65.00	C&A
Viking	ONLINE	£68.06	£9.68	£58.38	Stationary
Viking	ONLINE	£49.03	£8.17	£40.86	Stationary
Elham Primary School	ONLINE	£60.00	£0.00	£60.00	Room Hire
Castle Water	ONLINE	£19.40	£0.00	£19.40	Water Supply
Safe with US	ONLINE	£873.60	£0.00	£873.60	Filing Cabinet
Reliable Networks	ONLINE	£49.08	£8.18	£40.90	Microsoft License
TOTAL		£13,481.35	£289.04	£13,192.31	

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 – February 2024

Date	Email/ Phone Call	From	Re	Action
07.02.24	Email	FHDC Planning	23/1313/FH Hunters Bank.	Sent to all Cllr.
08.02.24	Email	KCC	Combined Members Grant Letter.	Clerk responded.
08.02.24	Email	FHDC Planning	23/2035/FH – Cockpit Cottage.	Clerk emailed FHDC as no files available.
08.02.24	Email	D Cllr Scoffham	Y19/1378/FH – Methodist Church following PC meeting.	Clerk responded.
08.02.24	Email	FHDC Planning	Weekly List.	No action.
08.02.24	Email	FHDC Planning	Delegated List.	No action.
09.02.24	Email	Resident	Y19/1378/FH – Methodist Church site meeting.	Clerk responded.
09.02.24	Email	FHDC Case Officer	23/1313/FH confirming amendments.	Sent to all Cllrs.
09.02.24	Email	Resident	Y19/1378/FH timeline.	Sent to all Cllrs.
09.02.24	Email	D Cllr Scoffham	Y19/1378/FH site meeting.	Clerk responded and emailed residents.
12.02.24	Email	AM Architects	Full set of working drawings.	Informative.
12.02.24	Email	FHDC Planning	24/0138/FH – Mount Lodge.	Sent to all Cllrs.
14.02.24	Email	Resident	Burial Enquiry.	Clerk responded.
14.02.24	Email	Resident	Twinning.	Clerk responded.
15.02.24	Email	FHDC Planning	Weekly List.	No action.
15.02.24	Email	FHDC Planning	Delegated List.	No action.
15.02.24	Email	AM Architects	Building Control.	Clerk to respond.
15.02.24	Email	Resident	Y19/1378/FH site meeting.	Email sent to all Cllrs.
16.02.24	Email	McLarens	St Marys Church.	Clerk to respond.
20.02.24	Email	KCC	Combined Members Grant remittance.	Informative.

20.02.24	Email	EVHA	Colyer Fergusson charitable Trust	Informative.
21.02.24	Email	Resident	Y19/1378/FH D Cllr site meeting.	Informative.
22.02.24	Email	FHDC Planning	Weekly List.	No action.
22.02.24	Email	FHDC Planning	Delegated List.	No action.
23.02.24	Email	Resident	Street Lighting, Ottinge.	Clerk responded.
25.02.24	Email	Former Resident	Burial Enquiry.	Clerk to respond.
26.02.24	Email	Resident	D of E Assessment.	Sent to Chair.
26.02.24	Email	Resident	Y19/1378/FH cc correspondence to D Cllr Godfrey.	Sent to Chair.
26.02.24	Email	Resident	Y19/1378/FH cc correspondence to D Cllr Scoffham.	Informative.
26.02.24	Email	FHDC Planning	Weekly List.	No action.
26.02.24	Email	FHDC Planning	Delegated List.	No action.
29.02.24	Email	Resident	Bench to War Memorial.	Clerk to respond.
02.03.24	Email	Resident	Y19/1378/FH	Clerk to respond.