



**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL ON
MONDAY 1st SEPTEMBER 2025 IN THE HALL, ELHAM PRIMARY SCHOOL STARTING AT
7.30pm.**

It was agreed that Cllr Chapman would chair the meeting in the absence of Cllr Lamb.

- 168.25 Those Present:** Councillors: C Chapman (Vice Chair) B Swan, G Clements, C Francis, the Clerk, and 7 members of the public. **Apologies:** K Lamb (Chair), K Allen and S Peall – apologies received and accepted.
- 169.25 To declare any disclosable pecuniary interests (DPI), other significant Interests (SI's) or a voluntary interest (VI) relating to items on the agenda.** No Interests were declared.
- 170.25 Public Contribution** - none covered under agenda items.
- 171.25 Minutes of meeting.**
- 1) The minutes of the Ordinary meeting of the Parish Council held on 4th August 2025 were **approved** and were signed as a true record by the Chair of meeting.
 - 2) The minutes of the Extraordinary meeting of the Parish Council held on 26th August 2025 were **approved** and were signed as a true record by the Chair of the meeting.
- 172.25 Chairmans Report** - in the absence of the Chair of the Parish Council there is no report available.
- 173.25 Staffing Committee**
Further to the Clerks appraisal at the Staffing Committee meeting on 1st September 2025 it was **agreed** by full council that: The Clerk Salary would increase to spinal column point SPC23 25/26 back dated to 1st April 2025.
- 174.25 Finance**
- 1) The Accounts from August 2025 were **agreed** as true record and were signed by the Chairman of the meeting.
 - 2) The Bank Reconciliation from August 2025 was **agreed** as true record and was signed by the Chairman of the meeting.
 - 3) The August 25 invoices were **agreed**, and payments were approved. *Please see appendix 1.*

175.25 Planning

1) Applications received were noted and comments agreed:

Planning Application	Address	Description	Comments / Views
25/1507/FH/TCA	Rose & Crown, High Street, Elham CT4 6TD	Works to a tree in a Conservation Area comprising of T1 Sycamore crown reduction 3.5- 4 metres from the branch tips and radial spread reduce by 2 metres and height by 4 metres.	No objection.
25/1495/FH	Old Mount Farm, Mount Hill, Rhodes Minnis, Canterbury, Kent CT4 6YD	Detached dwelling house following demolition of redundant farmhouse.	No objection.

2) No applications were received since the agenda was issued therefore no comments agreed.

3) 21/1933/FH - Elham Valley Holiday Park, Wingmore, Canterbury Road CT4 6LP - Lawful development certificate (proposed) for the stationing of touring caravans (as permitted by Lawful Development Certificate ref: Y07/0039/SH) for unrestricted human habitation – After an extensive discussion, involving members of the public, it was agreed that District Councillor Scoffham would convey the parishioners' views to FHDC Licensing and Planning Department. It was requested that Cllr Scoffham confirms the current situation with regards to the revoked license as it have become evidently clear that current residents are under the impression the license is in place.

4) The following decisions were received from Folkestone and Hythe District Council:

Planning Application	Address	Description	Decision Received
25/1230/FH	Bunkers Farm House, Bunkers Hill, Elham CT4 6NW	Listed Building Consent for a single storey rear extension.	Approved with conditions.
25/1165/FH	Lilywood, Longage Hill, Rhodes Minnis, Canterbury CT4 6XT	Retrospective application for the erection of a timber gazebo with hipped roof.	Approved with conditions.
25/1169/FH	The Old Vicarage, Vicarage Lane, Elham CT4 6TT	Listed Building Consent for minor internal alterations to two doors.	No objections.

176.25 The Well

Following correspondence from a parishioner regarding the installation of an information board at the Well, the Council agreed to grant permission for the board to be installed on

the fencing surrounding the Well. The Council also approved the expenditure of £40 plus VAT for the purchase of an A3-sized information board.

177.25 War Memorial

Following the correspondence received from the Royal British Legion requesting a new inscription to the war memorial. The Council approved the expenditure of £150 plus VAT for the inscription of Able Seaman Raymond D Castle.

178.25 Churchwall

The Council **approved** the Acceptance of Construction Quotation letter and agreed that the Clerk would sign the letter on behalf of the Council.

It was **agreed** that the Clerk would continue to get tenders for the rolling maintenance of the Church wall.

It was **agreed** that the Clerk would email the draft planning application for the tumbling buttresses to all Cllrs to approve prior to submission.

179.25 Twinning

There was nothing new to report from the Elham and Ambleteuse Twinning Association Chair.

Ambleteuse will be opening their new sporting facility on 26th October, and the Elham Valley football team has been invited to play the inaugural match. While this presents excellent publicity for both Elham and the football clubs involved, it was **agreed** that the event cannot be funded from the Twinning allocated budget.

180.25 Wellbeing

The Wellbeing Group will be holding a fundraising event on 13th February in support of South East Mind in Elham Village Hall. The Council approved the expenditure of £68.00 for the deposit of the venue hire.

181.25 Environment Working Group

Further to correspondence received regarding the Environment Group potentially selling bat and bird boxes at the Christmas Farmers Market, it was discussed that the Group would look into costing. A further discussion will take place regarding the allocation of any funds raised.

182.25 Consultation – KCC Budget 2026/2027 it was **agreed** that Councillors would respond as individuals. This is an open consultation meaning members of the public are welcome to respond. www.kent.gov.uk/about-the-council/finance-and-budget/our-budget

183.25 County Councillor Christopher Hespe - Member for Elham - Valley Kent County Council

Local Government Reorganisation – KCC and Kent's districts have been meeting to attempt to find a structure that they believe will best suit the County. KCC has devised an option of one Unitary Council (Kent Council), that includes three Area Assemblies. In addition, there would be Parish, Town or Community Councils at local level. There would be no need for a Strategic Mayoral Authority. Hence this proposal would be less expensive, easier to establish and have a mix of local and strategic capability compared to other options being proposed. It would also have only two tiers, rather than the three tiers being put forward by districts. Submissions from Kent are due to be made to government by 28 November. In the meantime, KPMG consultants are doing detailed financial

appraisal on the various options. KCC is keen to consult widely on the proposals once the number of options has been whittled down.

Road Repairs – KCC has earmarked £67 million for new road repairs, including carrying out a record number of pothole repairs.

KCC Budget Consultation – Please do take part in the consultation regarding the KCC budget for 2026/27. Currently, it looks as though KCC will have to find a further £50 million in savings and income in that year to balance the books. The public is being asked where savings should be made and which services should be protected. The consultation ends on 18 September 2025.

Home to School Transport for Special Educational Needs Children – New software is being implemented to simplify journey planning and make savings where possible.

Women and Girls Safety Partnership – KCC is establishing a new working relationship with this organisation with a number of initiatives being planned to make our streets safer for women and girls in Kent.

Savings – KCC has announced more than £40 million of new savings from the future spend, in addition to the £100 million or so in savings and additional income generation that the new Reform administration were left to achieve by the outgoing administration.

Property and Land Disposals – KCC has a fiduciary duty to dispose of any land and property surplus to its needs. KCC is stepping up its disposals work in order to strengthen its reserves.

Small Member Grants – Small grants in the region of £250 to £500 are available for community events and activities. Voluntary sector and not-for-profit organisations who wish to explore whether they could receive a grant should contact Christopher Hespe on Christopher.Hespe@kent.gov.uk

District Councillor Elham Parish – Cllr Godfrey and Cllr Butcher apologies were received- Cllr Stephen Scoffham apologies and report received

Design Code - The Design Code is a planning document setting out specific requirements for new development. The Council wants the code to reflect local knowledge and preferences eg building materials, energy efficiency and car parking. Parish Councils and community groups are invited to take part in a community panel by completing [a brief online application form](#) or by emailing planning.policy@folkestone-hythe.gov.uk for more information. In person workshops will be held on Sunday 28 September (am) and Saturday 29 November (pm). If you are interested please do take part.

Princes Parade, Hythe - More than 50 people have attended two public consultation events at Hythe Town Hall this summer. The sessions were designed to give residents further opportunities to make suggestions for the future of the stretch of land on Hythe seafront.

Reflecting views shared in the online consultation, the majority of those attending the events wanted the site left as open space supporting biodiversity. Leisure facilities and the children's play area were discussed and these will be addressed in the council's forthcoming leisure strategy.

Asian hornets - Residents have been encouraged to keep their eyes peeled for the invasive Asian Hornet. The council has joined the awareness campaign aimed at encouraging residents to report sightings of the insect which can cause significant losses to native bee colonies. Sightings can be reported via the Department for Environment, Food and Rural Affairs free Asian Hornet Watch. The app can be downloaded via the [Apple](#) and [Android](#) app stores.

Rural Grants - The Rural England Prosperity funding has been extended with a further £180,000 from central government to help businesses and rural communities in the district. [The Folkestone Works website](#) has further information including how to apply for grants and the eligibility rules.

A260 Densole - We continue to campaign to reduce the speed limit from 40 to 30 mph on the A260 in Densole. This busy stretch of road carries around 90,000 vehicle movements a week and it passes through the heart of a built-up area where there are eight bus stops. Reducing the traffic speed would add just 20 seconds to a journey but has been fiercely resisted by the relevant authorities. With the recent changes in administration at KCC and the support of our new KCC councillor, we are hopefully that we may at last be able to make some progress.

Love Your Beach - As part of the special arrangements to keep the district's beaches as clean as possible this summer four new solar powered compactor bins have been installed at key locations. A further innovation is the use of electric bikes to collect waste. These can reach locations that are inaccessible to vehicles and run regular patrols throughout the day. Coping with the huge influx of visitors in recent weeks has been a major challenge and the refuse collection teams have done an excellent job.

Protecting the coast - The Council has recently heard that it has been successful in a £2.23 million bid to the Environment Agency for coastal protection measures. This will cover the costs of moving and regrading the shingle along 7km of coastline from Folkestone to Hythe for the next five years. The work is undertaken twice a year and is the most effective way of helping to protect 3,000 coastal homes from flooding.

Goldpark Caravan Park, North Wingmore - There have been a number of long-term planning issues regarding this site since it first started to be used for caravans some 20 years ago. The site is now in receivership, the licence has been revoked and the occupants have been told to leave. There were 22 people living at the caravan park in 18 dwellings, the caravans have not been moved for many years and the occupants do not have vehicles to tow them away. The Council is monitoring developments and offering what help it can with housing as the situation unfolds.

- 184.25 Correspondence** - The receipt of correspondence was noted, and any required actions agreed. *See appendix 2.*
- 185.25** It was **agreed** to exclude the public and press under section 12 of Public Bodies (Admission to Meetings) Act 1960 due to the sensitivity of the items.
- 186.25 The Gore** – The Council approved the placement of a porta cabin next to the existing cabin, to be converted into temporary changing room facilities. This arrangement will

remain in place until sufficient funds are raised for the extension and refurbishment of the existing pavilion. Both containers will be clad in timber to ensure they are in keeping with the appearance of the current pavilion. For the purpose of transparency, it was noted that the cost of the porta cabin has been covered through donations made to the Parish Council for this purpose.

187.25 Date of next meeting and Close

The next meeting will be the Ordinary meeting of the Parish Council on Monday 6th October 2025 at 7.30pm.

There being no further business the meeting closed at 9.13pm.

Appendix 1 – Approved Invoices / Payments

August 2025 invoices for approval at September 2025 meeting

Payee	Cheque No.	Amount	VAT	Net	Comments
Clerk salary **	ONLINE	£1,629.58	£0.00	£1,629.58	Salary
Clerks expenses	ONLINE	£51.00	£0.00	£51.00	Expenses
HMRC **	ONLINE	£475.69	£0.00	£475.69	NI/Tax
ICO	Direct Debit	£47.00	£0.00	£47.00	ICO
Ben Wraight	ONLINE	£864.00	£0.00	£864.00	Tree Works Churchyard
Laing Bennett (Palmer Trust)	ONLINE	£225.00	£0.00	£225.00	The Gore Rent
Reliable Networks	ONLINE	£49.08	£8.18	£40.90	Microsoft License
TOTAL		£3,341.35	£8.18	£3,333.17	

Direct Debits 2025/2026

NEST (Clerks Pension)

LGPSR 2013 (SI 2013/2356)

Date Taken	Payee	Amount
09.04.25	NEST	£103.45
08.05.25	NEST	£126.56
06.06.25	NEST	£119.16
09.07.25	NEST	£106.42
07.08.25	NEST	£103.45

* 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 (All invoices have been examined, verified and certified prior to the approval by the RFO)

Appendix 2 – Correspondence

August 25 Correspondence Log – for September 25 meeting

Date	From	Re	Action
04.08.25	Resident	Burial Ground enquiry.	Clerk responded to questions raised.
05.08.25	KCC Highways	Update Highways information pack.	Sent to Highways Lead.
05.08.25	Resident	Burial Ground enquiry.	Clerk responded.
05.08.25	Twinning Ass.	AI Sign – cc email.	Informative.
06.08.25	Resident	The Gore.	Clerk request queries in email.
06.08.25	Mazar LLP	Email and telephone call re enquiries for external audit.	Clerk responded.
07.08.25	KCC	Consultation – Budget 2026/27.	Agenda item.
07.08.25	FHDC Planning	Weekly Planning List.	Informative.
07.08.25	FHDC Planning	Delegated List – No decision.	Informative.
08.08.25	Environment Group	The Oak tree to KGV.	Tree Warden responded.
08.08.25	Resident	The Well.	Agenda item.
11.08.25	FHDC Eventsapp	Remembrance Sunday Road closure application.	Clerk uploaded Events Management Plan.
11.08.25	FHDC Eventsapp	Remembrance Sunday – referral to Safety Advisor Group.	Informative.
11.08.25	Resident	Burial Ground enquiry.	Clerk responded.
11.08.25	FHDC Eventsapp	Remembrance Sunday – confirmation of all required information received.	Informative.
13.08.25	FHDC Planning	25/1507/FH/TCS – Rose and Crown.	Sent to all Cllrs.
14.08.25	Kent Police	Remembrance Sunday – no concerns raised by received application.	Informative.
14.08.25	Resident	The Gore – queries.	Sent to all Cllrs. Clerk to respond.
14.08.25	FHDC Planning	Weekly Planning List.	Informative.
14.08.25	FHDC Planning	Delegated List – 25/1230/FH – Bunkers Hill.	Sent to all Cllrs, agenda item.
15.08.25	Resident	Tree of the Year.	Sent to Tree Warden, Clerk responded.
16.08.25	Resident	Response to Clerks email re hatch to New Inn Cottages,	Sent to all Cllrs.
18.08.25	R.B.L	Request for inscription on War Memorial.	Quotations request, agenda item.
18.08.25	Applicant	Burial Ground.	Clerk to action.

19.08.25	RPG	Memorial application enquiry.	Clerk actioned.
19.08.25	FHDC Planning	25/1495/FH – Old Mount Farm.	Sent to all Cllrs.
19.08.25	FHDC Conservation Officer	Response to Clerks enquiry re Churchwall.	Sent to all Cllrs.
20.08.25	AGE UK	Proposed lunch club information.	Sent to Wellbeing lead.
21.08.25	FHDC Planning	Weekly Planning List.	Informative.
21.08.25	FHDC Planning	Delegated List – 25/1165/FH – Lilywood, 25/1169/FH – The Old Vicarage.	Sent to all Cllrs, agenda item.
21.08.25	Resident	The Well.	Agenda item.
21.08.25	D Cllr Godfrey	Update on Wingmore Caravan Park.	Sent to all Cllrs.
22.08.25	PW Arb	Draft Tree Condition Report.	Sent to Tree Warden.
25.08.25	Environment Group	Various – budget / KGV.	Clerk responded.
27.08.25	D Cllr Butcher	October North Downs Forum.	Sent to all Cllrs.
27.08.25	Elham Valley Walkers	Revised costing for replacement boarding.	Sent to all Cllrs.
28.08.25	FHDC Planning	Weekly Planning List.	Informative.
28.08.25	FHDC Planning	Delegated List – 25/1395/FH/TCA The Vicarage.	Sent to all Cllrs, agenda item.

Email Summary Log –

The Gore	3
The Community Orchard	
Churchyard	7
Defibrillator	2
Burial Ground	6
Environment Group	3
Twinning	3
Road Closures	22
Village Newsletter	
Highways	1
Planning	6
Wellbeing	1
Grounds maintenance	4
War Memorial	4
Remembrance Day	7
Councillors	
District Councillors	4
County Councillors	
Other	8