



**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL ON
MONDAY 6th OCTOBER 2025 IN THE HALL, ELHAM PRIMARY SCHOOL STARTING AT
7.30pm.**

192.25 Those Present: Councillors: K Lamb (Chair), C Chapman (Vice Chair) B Swan, G Clements, C Francis, the Clerk, and 7 members of the public. **Apologies:** K Allen and S Peall – apologies received and accepted.

193.25 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.

194.25 Public Contribution –

MOP - Advised the meeting that they had sent correspondence to the Doctor's Surgery requesting that the trees and boundary hedge be cut back. While the lower level has been trimmed, the height and overhanging branches remain untouched. There are concerns that the overhead cables are becoming entangled within the trees. It was agreed that the Clerk will send a letter to the Doctor's Surgery outlining the action to address the remaining overgrowth, particularly in relation to the potential hazard to overhead cables.

MOP- A trustee of Elham Village Hall asked if the Parish Council would consider continuing its financial support for the Christmas tree lights, as provided in the previous year. The Council confirmed its support in principle and agreed that the Clerk would send a grant application form to the trustee. The application will be considered at the November Ordinary Meeting.

MOP – A representative from the Elham Newsletter enquired about the progress of the Parish map. The Clerk advised that a map has been received; however, further work is required, as the current format renders the information illegible.

195.25 Minutes of meeting.

- 1) The minutes of the Staffing Committee meeting of the Parish Council held on 1st September 2025 were **approved** and were signed as a true record by the Chair of meeting.
- 2) The minutes of the Ordinary meeting of the Parish Council held on 1st September 2025 were **approved** and were signed as a true record by the Chair of the meeting.
- 3) The minutes of the C&A Committee meeting held on Monday 8th September 2025 were **approved** and were signed as a true record by the Chair of meeting.

196.25 Chairmans Report –

A resident living near the footpath to Fairfield has raised concerns about not receiving deliveries due to a lack of visible signage. Cllr Swan advised that there is a sign listing the relevant properties; he will inspect the visibility of the sign in due course and report back to the council.

197.25 Finance

- 1) The Accounts from September 2025 were **agreed** as true record and were signed by the Chairman of the meeting.
- 2) The Bank Reconciliation from September 2025 was **agreed** as true record and was signed by the Chairman of the meeting.
- 3) The External Auditors Report and Certificate for 2024/25 were reviewed, and it was **agreed** that no action is required.
- 4) The September 25 invoices were **agreed**, and payments were approved. *Please see appendix 1.*

198.25 Planning

- 1) Applications received were noted and comments agreed:

Planning Application	Address	Description	Comments / Views
25/1325/FH -	Mayfield, Cherry Gardens, Elham, CT4 6SZ	Works to trees the subject of TPO No. 16 of 1994 1 Sycamore pollard to previous point approx 6 metres from ground level.	No Objection

- 2) Application 25/1815/FH – 2 Fairfield, Elham, Canterbury, Kent CT4 6UT - Variation of Condition 2 of planning permission 22/1324/FH to allow for the alignment of new retaining wall to be modified to increase patio area is received on 6th October, the Clerk has requested an extension for comments to be received by FHDC.
- 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 – District Cllr Godfrey gave an update: The new owners of the caravan park have submitted an application for a caravan site licence. The Licensing Team has reviewed the application and recommended that the owners apply for a mixed-use site licence to cover both touring and residential caravans.
It was noted that it will not be possible to impose restrictions on the length of stay for caravans, as the land has been issued with a Lawful Development Certificate permitting unrestricted human habitation.

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

Planning Application	Address	Description	Decision Received
25/0924/FH	Annexe, The Old Vicarage, Vicarage Lane, Elham, CT4 6TT	Listed Building Consent for the insertion of 2no windows	Approved with conditions.

25/1276/FH	Rigdens, The Square, Elham CT4 6TJ	Retrospective application for the erection of an internal garden all timber feather edge fence with small gate to rear.	Approved with conditions.
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 objections.

199.25 **The Environment Group**

It was **agreed** that the Environment Group may expend up to £150.00 for their bird and bat box initiative stall at the Christmas Farmers' Market - with money raised coming back into the Parish Council Environment budget provision. It was noted that Cllr Lamb offered that he may have surplus materials available which could be used for this project.

A funding request for the purchase of canes and guards for the upcoming Woodland Trust donation of whips was **not approved**. It was suggested instead that redundant canes and guards from previous planting projects be collected and reused.

It was discussed that a joint working party will be formed to cut back the sumac in the North end of the King George V. The Environment Group will liaise with the Parish Council to arrange potential dates.

200.25 **Burial Ground** – Memorial application for RPG 378 was considered and **approved**.

201.25 **The Gore** – It was **agreed** to defer this agenda item until a future Ordinary meeting.

202.25 **Defibrillator**- Possible locations for defibrillators were discussed. It was **agreed** that the Clerk would identify any key hotspots within the village and report back to Council. The Clerk will also prepare a list of suggested dates and times for defibrillator training to present to Council. Training is included within the package provided under our governance arrangements.

203.25 **Churchwall** – The Clerk has followed up with FHDC Planning Department regarding the release of planning conditions. The latest decision date provided is 11th November 2025. Once the decisions have been received, a start date can be confirmed. The Clerk will arrange pre-start meetings accordingly.

204.25 **Wellbeing** – An update was given on the Southeast Mind fundraiser scheduled for February 2026. The payment for the hire of the hall, totalling £126, was **agreed**.

205.25 **Remembrance Sunday** – The road application has been submitted. So far we have one volunteer apart from Cllrs to assist with the road closure. The Village Hall have confirmed that their PA system may be used for both the school service on the Friday before and the

Remembrance Sunday service. A call for volunteers will again be put in the November newsletter.

206.25 County Councillor Christopher Hespe - Member for Elham - Valley Kent County Council - No report available at the time of the meeting.

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

Local government reorganisation - There are ongoing discussions about how Kent and Medway will be organised into unitary authorities. This is the biggest in local government for 50 years. KCC are working up their own plans but district councils favour the following combinations:

- (a) **Three unitary councils** consisting of Folkestone and Hythe, Ashford, Canterbury, Thanet and Dover in the east; Dartford, Gravesham, Medway and Swale in the north and Sevenoaks, Tonbridge and Malling, Maidstone and Tunbridge Wells in the west.
- (b) **Four unitary councils** consisting of Folkestone and Hythe, Ashford and Swale in the middle of Kent; Dartford, Gravesham and Medway in the north; Sevenoaks, Tonbridge and Malling, Maidstone and Tunbridge Wells in the west and Canterbury, Thanet and Dover in the east.

Business plans for unitary proposals have to be submitted to the Ministry of Housing, Communities and Local Government by 28 November and FHDC will be deciding on its preference at the full council meeting on 19 November. It is expected the government will indicate its preferred option in early 2026, followed by a public consultation. The final decision will be made by the government during summer 2026 and the new Kent authorities become operational in April 2028.

Folkestone – A Brighter Future - New temporary bus stops are in place in Middelburg Square and behind Sainsbury's on Bouverie Road West following the bus station closure as part of the Folkestone – A Brighter Future regeneration work. The new linear layout of the bus station will be safer for pedestrians, while the completed scheme will offer real-time digital information on bus arrival times and new shelters with livings roofs.

Seventy new trees are being planted across the different areas of the development work. Nine of the trees will be in Sandgate Road to replace the four that are being removed to enable the delivery of the wider regeneration project. These trees will be semi-mature, approximately five meters in height and alongside them will be planters and new seating.

Bus shelters - Bus shelters across the district are undergoing an upgrade with better protection, improved seating, reinforced windows and digital screens. The overhaul of bus stops includes the installation of 37 new shelters along bus routes in Folkestone, Hythe and the Romney Marsh.

New homes on the horizon - An outline planning application for up to 135 new homes on brownfield land on the former Ship Street gasworks in Folkestone has been submitted by the council. The proposal is for up to 135 homes (22% of which would be affordable), non-residential floorspace, a new pocket park, a vehicle-free green link, car and cycle parking and other associated works.

The Warren in Folkestone - Network Rail is carrying out work over the autumn and winter to upgrade the sea defences and repair part of the footpath. It is bringing in 18,000

tonnes of rock to the western beach to protect against erosion and stabilise the area, protecting both the track and the Warren itself. Whilst the work is underway a signed diversion is in place for those walking in the area.

Wingmore Caravan Park - The new owners of the caravan park have now applied for a caravan site licence. The licensing team have queried this and suggested the owners apply for a mix use site license which will cover both touring and residential caravans. This will ensure residents and the site are better protected and conditions will be added to the license to reflect this. It will not be possible to add restrictions as to the length of stay of caravans as the land has been issued with a lawful development certificate which includes 'unrestricted human habitation'.

Ward grants - All ward councillors have an annual ward grant of £3000 which can be used to support local activities and initiatives. This is a good time of year to be making applications. Details can be found at [Ward budget scheme | Folkestone & Hythe District Council \(folkestone-hythe.gov.uk\)](https://www.folkestone-hythe.gov.uk/ward-budget-scheme) If you want to apply it is best to liaise with your ward councillor first.

207.25 Correspondence - The receipt of correspondence was noted, and any required actions agreed. *See appendix 2.*

208.25 Date of next meeting and Close

The next meeting will be the Ordinary meeting of the Parish Council on Monday 20th October 2025 at 7.30pm.

There being no further business the meeting closed at 8.40pm.

Appendix 1 – Approved Invoices / Payments

Payee	Cheque No.	Amount	VAT	Net	Comments
Clerk salary **	ONLINE	£2,062.50	£0.00	£2,062.50	Salary
Clerks expenses	ONLINE	£51.00	£0.00	£51.00	Expenses
HMRC **	ONLINE	£749.54	£0.00	£749.54	NI/Tax
Legend Signs **	ONLINE	£198.00	£33.00	£165.00	Friendship Lunch
Planning Portal	ONLINE	£86.00	£0.00	£86.00	Planning Conditions
Planning Portal	ONLINE	£234.00	£0.00	£234.00	Planning Application
Port Medway Marina Ltd **	ONLINE	£1,910.00	£318.33	£1,591.67	Container
Philip Wilson Arboriculture	ONLINE	£400.00	£0.00	£400.00	Tree Survey
Castle Water	ONLINE	£1.60	£0.00	£1.60	Burial Ground
Neil Scrivener	ONLINE	£225.00	£0.00	£225.00	War Memorial
Reliable Networks	ONLINE	£50.16	£8.36	£41.80	Microsoft License
TOTAL		£5,966.72	£359.51	£5,607.21	

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
09.09.25	NEST	£99.00

* 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

September 25 Correspondence Log – for October 25 meeting

Date	From	Re	Action
02.09.25	RBL	Missing inscription.	Clerk responded.
02.09.25	RBL	Missing inscription.	Clerk responded.
02.09.25	Age UK	September newsletter.	On website.
03.09.25	Resident	Cc email to FHDC re Goldpark Leisure, Wingmore.	Sent to all Cllrs under agenda item.
03.09.25	D Cllr Godfrey	Cc reply to residents' email re Goldpark Leisure, Wingmore.	Sent to all Cllrs under agenda item.
03.09.25	Mazar LLP	Conclusion of 2024/25 Audit.	Sent to all Cllrs under agenda item.
03.09.25	Diocese of Canterbury	Conclusion of data breach – Clerks data.	Informative.
04.09.25	FHDC Planning	Weekly Planning List.	Informative.
04.09.25	FHDC Planning	Weekly Delegated List – 25/0924/FH.	Sent to all Cllrs under agenda item.
04.09.25	Elham Christmas Market	Use of the Gore for parking.	Clerk responded. Code to be issued.
04.09.25	Cleverley and Spencer	RPG 378.	Agenda item.
05.09.25	FHDC	Remittance for Precept 2.	Informative.
05.09.25	C Cllr Hespe	Cc September report for newsletter.	-
08.09.25	KALC	Duchess of Kent period of mourning.	Informative.
09.09.25	Hopkins +	Defibrillator governance.	-
11.09.25	FHDC Planning	Weekly Planning List.	Informative.
11.09.25	FHDC Planning	Weekly Delegated List.	Informative.
12.09.25	RBL	Confirmation of name format.	Advised stonemason.
15.09.25	FHDC Digital and ICT Manager	Plan of the parish.	Clerk responded.
16.09.25	FHDC Planning	PP-14334602 / 14334476 submission of planning conditions for Church wall.	Informative.
16.09.25	EVHA	PA system for Remembrance Services.	Informative.
17.09.25	FHDC Planning	Acceptance of planning conditions submission.25/1736/FH/CON & 25/1735/FH/CON.	Informative.
18.09.25	Cllr Francis	Feedback from Elham Village Hall meeting.	Sent to all Cllrs.
18.09.25	FHDC Planning	Weekly Planning List.	Informative.
18.09.25	FHDC Planning	Weekly Delegated List – 25/1276/FH & 25/1507/FH/TCA.	Sent to all Cllrs under agenda item.

19.09.25	FHDC Democratic Services	New system for disclosing Pecuniary Interests.	Informative.
21.09.25	Resident	Tommy Statues.	Clerk responded.
23.09.25	FHDC Case Officer	Response to Clerks email re 25/2736/FH/CON and 25/1735/FH/CON.	Informative.
24.09.25	D Cllr Scoffham	Caravan Park at Wingmore.	Agneda item. Sent to all Cllrs.
25.09.25	SLCC	Confirmation of renewal of membership.	Informative.
25.09.25	FHDC Planning	Weekly Planning List.	Informative.
25.09.25	FHDC Planning	Weekly Delegated List.	Informative.
27.09.25	Hopkins +	Defibrillator information.	Agenda item, sent to all Cllrs.
27.09.25	Twinning Association.	Forthcoming meeting information.	Informative.
29.09.25	FHDC Planning	25/1325/FH – Mayfield. Cherry Gardens.	Sent to all Cllrs.
30.09.25	FHDC Digital Manager	Plan of Parish.	Clerk responded – informative.
30.09.25	Resident	Offer to volunteer for Remembrance Sunday.	Clerk to respond.
30.09.25	KALC	Upcoming training courses.	Sent to all Cllrs.
30.09.25	Planning Portal	Acceptance of planning application PP-14313795.	Informative.
01.10.25	ReferKent	Introduction of new counselling team.	Informative
01.10.25	FHDC Digital Manager	Plan of Parish A0 format.	Clerk to respond.
02.10.25	FHDC Planning	Weekly Planning List.	Informative.
02.10.25	FHDC Planning	Weekly Delegated List.	Informative.
03.10.25	D Cllr Scoffham	Wingmore Caravan Park – further update.	Sent to all Cllrs.
03.10.25	D Cllr Scoffham	Monthly report.	Sent to all Cllrs.
03.10.25	D Cllr Godfrey	LGR update.	Sent to all Cllrs.
04.10.25	Resident	Streetlight in Ottinge.	Clerk emailed FHDC and replied to resident.

Email Summary Log –

The Gore	2
The Community Orchard	
Churchyard	5
Defibrillator	4
Burial Ground	3
Environment Group	7

Road Closures	32
Village Newsletter	3
Highways	
Planning	8
Wellbeing	3
Grounds maintenance	
District Councillors	4
County Councillors	1
Other	17