



TO ALL COUNCILLORS

30th December 2025

THERE IS TO BE AN ORDINARY MEETING OF THE ABOVE PARISH COUNCIL ON MONDAY 5th JANUARY 2026. IT WILL BE HELD IN THE HALL, ELHAM PRIMARY SCHOOL STARTING 7.30pm.

YOU ARE HEREBY SUMMONED TO ATTEND.

THE AGENDA IS AS FOLLOWS:

- 01.26 To record those present and list any apologies.**
- 02.26 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.

- 03.26 To note and agree minutes of –**
1. The Ordinary meeting of the Parish Council held on 3rd November 2025.
 2. The Ordinary meeting of the Parish Council held on 1st December 2025.
 3. The C&A Committee meeting of the Parish Council held on Monday 8th December 2025.

The meeting will be adjourned for 04.26

- 04.26 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 05.26 onwards.

05.26 Chairman’s Report *-(Please note, no decisions can be made on items under this heading)*

06.26 Finance

1. To **note** and **agree** the Accounts from December 2025 and **authorise** the Chairman to sign.
2. To **note** and **agree** the Bank Reconciliation from December 2025 and **authorise** the Chairman to sign.
3. To **consider** budget for 2026/27 and **agree** actions.
4. To **agree** precept request for 2026/27 and **agree** Chair and Clerk to sign request form.
5. To **consider** and **agree** instruction of Internal Auditor.
6. To **agree** December 25 invoices and **agree** payments- *circulated to all Councillors prior to meeting.*

07.26 Policies

To **review** the Noticeboard Guidance and **agree** actions.

08.26 Planning

1. To **note** receipt of received application and **agree** comments:

| Planning Application | Address | Description |
|---|---|---|
| 25/1824/FH | St Marys Church, The Square, Elham, CT4 6TT | Dismantle a section of flint wall, rebuild using reclaimed flints from the dismantled wall with soldier brick course and point with natural hydraulic lime mortar to include buttresses either side of the 12m section of wall. |
| 25/2062/FH | The Coal House, The Halt, Duck Street, Elham, Canterbury, CT4 6TP | Erection of a single storey timber frame outbuilding & swimming pool. |
| 25/2188/FH | Annex, The Old Vicarage, Vicarage Lane, Elham, CT4 6TT | Listed Building Consent for installation of railings to flat roof area. |
| 25/1752/FH | Farm Yard rear Meadow Barn, North Elham Hill, Elham | Erection of a single storey agricultural occupancy dwelling, together with associated landscaping. |
| 25/1815/FH | 2 Fairfield, Elham, CT4 6UT | Retaining wall and patio area to rear. |
| 25/2291/FH and 25/2296/FH (Listed Building Control) | River Cottage, Straight Hill, | Proposed brick chimney and hearth addition to the existing garden room. |

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| | Wingmore, Elham CT4 6LT | |
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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.

| Planning Application | Address | Description |
|----------------------|---|---|
| 25/1861/FH | 6 Lime Villas, High Street, Elham, Canterbury, Kent CT4 6TA | Erection of a carport to the rear and installation of a roof line window within the rear roof slope of the main house |
| 25/2071/FH | Vale View, High Street, Elham, CT4 6SX | Works to tree in a conservation area comprising of T1 Yew reduction of 1.5meters in all directions |
| 25/2097/FH | 1 Hunters Bank Elham Canterbury, Kent | Works to a tree subject to TPO 25 of 1996 comprising of T1 Sycamore, pollard 6 - 8 metres from ground level. |

- 09.26 Churchwall** - To receive an update on churchyard and **agree** actions if required.
- 10.26 Wellbeing** – To receive an update on fundraising event and **agree** actions if required.
- 11.26 Environment Group** – To discuss correspondence received and **agree** actions.
- 12.26** To hear verbal reports from
County Councillor – C Hesper
District Councillor - S Scoffham, J Butcher and D Godfrey
(Please note received reports will be included in the minutes)
- 13.26 Correspondence** - To note correspondence received and **agree** actions, if required.
- 14.26 Date of next meeting and Close**

Signed

Clair Greenwood

Parish Clerk