

TO ALL COUNCILLORS

28<sup>th</sup> JANUARY 2026

THERE IS TO BE AN ORDINARY MEETING OF ELHAM PARISH COUNCIL ON **MONDAY 2<sup>nd</sup> FEBRUARY 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:

15.26 To record those present and list any apologies.

16.26 To declare any Disclosable Pecuniary Interests (DPI), Other significant interests (OSI's) or a voluntary interest relating to items on the agenda.  
Members declaring a Disclosable Pecuniary Interest (DPI) must leave the meeting for that item and may not speak or vote unless a dispensation has been granted.

Members declaring an Other Significant Interest (OSI) may speak on the item but must leave the meeting before the vote.

Councillors may declare a voluntary interest if unsure. Whether they may remain, speak, or vote will be decided at the time, unless agreed with the Clerk beforehand.

17.26 Minutes

To **note** and **agree** minutes of the Ordinary meeting of the Parish Council held on 5<sup>th</sup> January 2026.

*The meeting will be adjourned 18.26*

18.26 **Public Contribution** (For members of the public to ask questions, make representations or give evidence on items to be transacted on the agenda. Please note, a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. This session will last no more than 15 minutes.)

*The meeting will be reconvened to discuss 19.26 onwards.*

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

20.26 Finance

1. To **note** and **agree** the Accounts from January 2026 and authorise the Chair to sign.
2. To **note** and **agree** the Bank Reconciliation from January 2026 and authorise the Chair to sign.
3. To **consider** and **agree** virements – *circulated to all Councillors prior to the meeting.*
4. To **agree** January 2026 invoices and agree payments- *circulated to all Councillors prior to meeting.*

## 21.26 Planning

1. To **note** receipt of received applications and **agree** comments:
  - 25/2298/FH Longland Farm, Exted Hill, Elham CT4 6UD  
Erection of rural workers dwelling with associated works.
  - 26/0015/FH Little Boyke, Boyke Lane, Ottinge CT4 6XL  
Side and rear single storey extension and erection of single storey outbuilding.
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
  - 25/1815/FH 2 Fairfield, Elham, Canterbury, Kent CT4 6UT –  
Retaining wall and patio area to rear
  - 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.

## 22.26 Assertion 10

1. To **receive** explanation on Assertion 10 from the clerk and **agree** required actions.
2. To **review** and **approve** IT Guidance in line with Assertion 10.

## 23.26 Public Participation - To **consider** and **agree** adoption of guidance.

## 24.26 Highway - To **consider** correspondence received, receive update and **agree** actions.

## 25.26 Churchwall - To **receive** an update on churchyard and **agree** actions if required.

## 26.26 Wellbeing – To **receive** an update on fundraising event and **agree** actions if required.

## 27.26 Environment Group – To **discuss** Woodland Trust application and **agree** actions.

## 28.26 To hear verbal reports from

County Councillor – C Hespe

District Councillor - S Scoffham, J Butcher, D Godfrey

(Please **note** received reports will be included in the minutes)

## 29.26 Correspondence - To **note** correspondence received and **agree** actions, if required.

## 30.26 Date of next meeting and Close

Signed Parish Clerk

Claire Greenwood

Agenda Ordinary meeting 2<sup>nd</sup> February 2026