



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

**229.25 Those Present:** Councillors: K Lamb (Chair), C Chapman (Vice Chair) B Swan, G Clements, S Peall, the Clerk, and 2 members of the public. **Apologies:** K Allen and C Francis – apologies received and accepted.

**230.25 To declare any disclosable pecuniary interests (DPI), other significant Interests (SI's) or a voluntary interest (VI) relating to items on the agenda.** None were declare.

**231.25 Minutes of meeting.**

As the Clerk was absent due to illness in November, approval of the minutes from the Ordinary Parish Council meeting of 3rd November 2025 was deferred to the Ordinary meeting in January.

**232.25 Chairmans Report –**

The Chairman explained to the meeting that Parish Council meetings are not public meetings, they are a meeting for the Parsh Council to conduct official council business and to make decisions. The public are allowed to attend but only to observe and listen to proceedings, the public have no legal right to speak unless they are specifically asked by the Chair or other Parish Councillors to do so. People who take the time to come regularly to a meeting know that they're very frequently given the opportunity to discuss items on the agenda and other subjects they may want to air, it would be shame if this opportunity was lost or curtailed.

Generally we allocate 15 minutes at the beginning of each meeting to allow members of the public to speak, we have a very busy agenda this evening and therefore no time for public contribution, if there is something you wish to say that cannot wait until the Ordinary meeting in January please put it in writing to the Clerk for the Councillors consideration.

The Kings Arms and Elham Valley Football Club have organised a charity football match on the 28<sup>th</sup> December, between Elham Valley Football Club and Elham All Stars. The Kings Arms will be serving refreshments pitch side. There will be a raffle along with an auction of sporting memorabilia at the Kings Arms afterwards. All proceeds are going to the Pilgrims Hospice.

**233.25 Finance**

1) The Accounts from November 2025 were **agreed** as true record and were signed by the Chairman of the meeting.

- 2) The Bank Reconciliation from November 2025 was **agreed** as true record and was signed by the Chairman of the meeting.
- 3) The draft budget, with amendments discussed at the Ordinary meeting 20<sup>th</sup> October, was approved in principle; it was **agreed** to defer signing off the 2026/27 budget until the Ordinary meeting in January.
- 4) The precept was approved in principle; it was **agreed** that signing off the precept request would be deferred until the Ordinary meeting in January once the Tax Base information was received from FHDC. It was noted that the precept request must be received by FHDC no later than 9<sup>th</sup> January 26.
- 5) The November 25 invoices were **agreed**, and payments were approved. *Please see appendix 1.*

### 234.25 Planning

- 1) Applications received were noted and comments agreed:

Planning Application	Address	Description	Comments / Views
25/2071/FH	Vale View, High Street, Elham CT4 6SX	Works to tree in a conservation area comprising of T1 Yew reduction of 1.5 metres in all directions.	No Objection.
25/2097/FH	1 Hunters Bank, Old Road, Elham CT4 6SS	Works to a tree subject to TPO 25 of 1996 comprising of T1 Sycamore, pollard 6 - 8 metres from ground level.	No Objection,

- 2) No Applications have been received since the agenda was published.
- 3) The following decisions were received from Folkestone and Hythe District Council:

Planning Application	Address	Description	Decision Received
25/1950/FH/TCA	The Old House, High Street, Elham CT4 6TB	Works to trees in a conservation area G1 4 x Lime's 1 x Sycamore re-pollard to previous points, reducing height of trees by approx 4 metres. T1 Sycamore re-pollard to previous point reducing height of trees by approx 4 metres.	<b>No objections.</b>
25/1813/FH	4-6 High Street, Elham, Canterbury, Kent CT4 6TD	Variation of condition 3 (opening times) of planning permission Y09/0511/SH to vary hours of operation.	<b>Approved with conditions.</b>

25/1896/FH	Beldene, Park Lane, Elham CT4 6UU	Single storey rear extension and replacement flat roof over rear additions.	<b>Approved with conditions.</b>
25/1955/FH/TCA	1 New Inn Cottages, High Street, Elham	Works to trees in a Conservation Area T1 Acer Pseudoplatanus (Sycamore) crown reduce by the selective removal of 3.5 - 4 metres from the branch tips, radial spread to be reduced from 7m to 5m and height from 16m to 12m.	<b>No Objections.</b>

**235.25 The Gore** – A group of local people, including local building firms, The Kings Arms, together with members of Elham Valley Football Club, intend to commence refurbishment of the containers, including the cladding to the exterior, very shortly  
Members of the football team and two members of the parish are keen to start football for young people. The chair has mentioned this to Mr Magliocco, the newly appointed Headteacher of Elham Primary School, and he has expressed a strong interest in the school becoming involved with football at the Gore.

**236.25 Churchwall** – Works to the section of wall have commenced. During the cleaning of the flints, it has become apparent that various sections were repaired previously using inappropriate mortar, and as a result a lot of the flints cannot now be salvaged and are unusable. The contractor has been asked to submit a quotation for the purchase of replacement flints, which will be considered upon receipt.  
When the Diocese granted the faculty, it was agreed that the disturbed soil from the excavations would be laid in the churchyard. It was agreed that the Clerk will contact Rev Carol to confirm where the builders will be placing the soil.  
The planning application for the buttresses has been submitted.  
It was **agreed** that the Clerk will revisit the tenders for the rolling maintenance programme, with the intention of commencing works in early spring.  
**Note: Elham Historical Society** - To the side of the Church there was formerly a memorial for a Flying Corps member who had lived in the Parish prior to the First World War. He was killed in action in France in 1916 and buried in a mass cemetery. After the war, his parents travelled to France to retrieve the roundel cross marking his grave site and this was subsequently erected in St Mary's Churchyard. Due to deterioration over the years, the memorial was moved inside the Church. The Historical Society has asked whether the Council would be willing to help financially towards the refurbishment of the memorial and its installation as a permanent feature within the Church. The Historical Society has been asked that once they have agreed the location and design with the Church they put a proposal together for the Council to consider.

**237.25 Play for Elham** – It was **agreed** in principle that Play for Elham may replace a piece of equipment in the King George V play park. Play for Elham will liaise with the Council regarding which item they would like to replace and the proposed alternative.

It was noted that Play for Elham considered it appropriate to contribute towards the refurbishment of the Pavilion/containers, given that the main tranche of their income had been generated from the rental of the facilities at the Gore.

**238.25 Remembrance Day** – The Council extends its thanks to Harmers for preparing the surrounding area of the War Memorial; to the anonymous donor of the Tommy statues; to Toby Dingle for leading the procession on horseback; to Rev. Dougal for conducting the service; to the volunteers who assisted with the road closures; and to Doug Martin and Gerry Newman for stepping in to operate the PA system. The Remembrance Service was well attended this year.

Jan Stanyon from EVHA has kindly spoken to the Chair regarding her assistance with applying for National Lottery grant available for War Memorials. The Chair has spoken to the R.B.L to ask for their input to the possible works to the platform. With this in mind, the surface and kerbs around the War Memorial have been reviewed, and quotations are currently being obtained to remove the existing broken concrete, level the area, and replace it with sandstone slabs that will be more in keeping with the Memorial itself. A planning application will need to be submitted once scope of works is agreed.

**239.25 Meeting Calendar** – The proposed calendar of meetings was considered and **agreed**.

**240.25 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 Scoffham report received:**

#### **Bathing water**

The Environment Agency has just issued the following classifications for the 2026 season  
Sandgate and Hythe Excellent  
Folkestone and St Mary’s Bay Sufficient  
Dymchurch and Littlestone Poor

We argued strongly, without success, for Dymchurch to be upgraded as its results for this year have shown a significant improvement. Fortunately, the rating for Folkestone Sunny Sands, which hung in the balance earlier in the year, remains unchanged. Meanwhile Southern Water continue to pump raw sewage into the sea and we continue to put huge amounts of time and energy into complaining about it.

**UNESCO cross channel geopark** - The application for the UNESCO cross channel geopark has now been submitted. This is the final stage in a long process that was marked by a festival at Dover Castle on 7<sup>th</sup> and 8<sup>th</sup> November. If approved, the geopark will cover the North Kent downlands and surrounding areas, connecting people from Sevenoaks in the west to St Omer in Nord Pas de Calais in the east. It will incorporate the marine environment and be the first geopark in the world to be connected by the sea. Interestingly, Folkestone and Dover lie within its borders.

Geoparks have three main objectives which centre around conservation, education and sustainable tourism. These themes are already brought together in the display board on the East Cliff in Folkestone. This tells the story of how Britain became separated from mainland Europe 450,000 years by a huge flood. The implications of this single event have

rippled through the centuries and have had a profound effect on the history not only of Britain and Northern France but of places much further afield.

The geopark application gives us the opportunity to promote Folkestone, Hythe and surrounding areas for sustainable tourism. Local hoteliers and others in the hospitality industry have independently expressed their enthusiasm for the environment and identified ways they can reduce their carbon footprint. It is likely to be more than a year before the results of the UNESCO application are announced, but this is a timely moment to seize the initiative to grow the local economy in a sustainable way – one of the five themes in our new corporate plan.

**Your District Today** - I am delighted that the district council newsletter, *Your District Today*, has been re-instated and the latest edition distributed to over 50,000 properties across the Folkestone-Hythe area. It was suspended a few years ago as a cost cutting measure at a time of redundancies. Careful financial management means that we can now afford to publish the newsletter once again. Do have a look at it if you have not already done so. There is information about a wide range of projects that have been undertaken over the year as well as specific information about arrangements and opportunities over Christmas.

I'd like to conclude by wishing you all a very happy Christmas.

**Cllr Stephen Scoffham**

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

**242.25 Date of next meeting and Close**

The next meeting will be the Ordinary meeting of the Parish Council on Monday 5<sup>th</sup> January 2025 at 7.30pm.

There being no further business the meeting closed at 9.04pm.

## Appendix 1 – Approved Invoices / Payments

Payee	Cheque No.	Amount	VAT	Net
Clerk salary **	ONLINE	£1,883.09	£0.00	£1,883.09
Clerks expenses	ONLINE	£51.00	£0.00	£51.00
HMRC **	ONLINE	£436.00	£0.00	£566.90
C Burrows	ONLINE	£83.32	£0.00	£83.32
Viking Direct	ONLINE	£62.89	£10.48	£52.41
Hopkins +	ONLINE	£137.10	£22.85	£114.25
RBL Poppy Appeal	Chq	£25.00	£0.00	£25.00
EVHA**	ONLINE	£230.00	£0.00	£230.00
St Marys Church Hall	Chq	£12.00	£0.00	£12.00
Friendship Lunches (I Sladden)	ONLINE	£135.80	£0.00	£135.80
Castle Water	ONLINE	£373.74	£0.00	£373.74
Reliable Networks	ONLINE	£50.16	£8.36	£41.80
<b>TOTAL</b>		<b>£3,480.10</b>	<b>£41.69</b>	<b>£3,569.31</b>

### 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
07.10.25	NEST	£143.57
10.11.25	NEST	£113.86

\* 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

<b>Date</b>	<b>From</b>	<b>Re</b>	<b>Action</b>
04.11.25	Twinning Association Chair	Questions / request for correspondence.	Sent to all Cllrs. 27.11.25 Clerk sent response.
04.11.25	Resident	CC email sent to FHDC - Goldpark Campsite.	Sent to all Cllrs.
04.11.25	D Cllr Scoffham	CC email response to received email re Goldpark Campsite.	Sent to all Cllrs.
05.11.25	RBL	Bugler for Remembrance Day.	Clerk sent a response.
06.11.25	FEDEX	Confirmation of delivery for Woodlands Trust whips.	Sent to Environment Group.
06.11.25	Volunteer	Remembrance Sunday.	Clerk sent a response.
06.11.25	FHDC Planning	Weekly planning List.	Informative.
06.11.25	FHDC Planning	Weekly delegated list.	Informative.
07.11.25	FHDC Case Officer	25/1736/FH/CON – St Marys Church wall planning conditions.	Clerk emailed to advise approval was incorrect.
09.11.25	Resident / EVHA	War Memorial.	Holding response sent.
10.11.25	FHDC Case Officer	25/1736/FH/CON – St Marys Church wall planning conditions.	Copy of approval sent to all Cllrs.
11.11.25	D Cllr Scoffham	Ottinge Street light update – works to take place early December.	Sent to all Cllrs.
12.11.25	FHDC Planning	25/2071/FH/TCA – Vale View, High Street.	Sent to all Cllrs and on website.
13.11.25	FHDC Planning	Weekly Planning List.	Informative.
13.11.25	FHDC Planning	Weekly delegated list – decision received for 25/1950/FH/TCA - The Old House, High Street	Decision Notices sent to all Cllrs. Agenda item.
13.11.25	Rev Carol	Confirmation of access to Church during works to churchwall.	Sent to contractor.
13.11.25	Kent Ramblers	Invitation to meeting for footpath volunteers,	Sent to all Cllrs.
17.11.25	Harmer and Sons	Confirmation of works to KGV.	Informative.
18.11.25	FHDC Planning	25/2097/FH – 1 Hunters Bank.	Sent to all Cllrs and on website.
20.11.25	FHDC Planning	Weekly Planning List.	Informative.
20.11.25	FHDC Planning	Weekly delegated list – decision received for	Decision Notices sent to all Cllrs.

		25/1813/FH – 4-6 High Street, Elham	Agenda item.
20.11.24	Friendship Lunches	Grant approval payment details.	Clerk to action.
21.11.25	FHDC Finance Director	Precept 2026/27.	Sent to all Cllrs.
21.11.25	FHDC Planning	Confirming receipt of additional application form for churchwall.	Informative.
24.11.25	Previous resident	Burial enquiry.	Clerk liaising with family member.
24.11.25	D Cllr Butcher	North Downs Forum.	Sent to all Cllrs.
24.11.25	FHDC Planning	Question regarding recent submission of application form for churchwall.	Clerk responded.
25.11.25	FHDC Planning Forum	Planning Forum next meeting details.	Sent to Planning Lead.
26.11.25	FHDC Democratic Services	Electoral Register request.	Sent to all Cllrs.
26.11.25	Diocese of Canterbury	St Marys Church – progress request.	Clerk sent an update.
27.11.25	RPG 278	Enquiry.	Clerk responded.
27.11.25	Resident	PROW HE88 and HE27 broken stiles.	Clerk reported to KPROW.
27.11.25	KPROW	Confirmation ref – HE88 – 25113324 & HE27 – 271165069.	References sent to resident.
27.11.25	FHDC Planning	Weekly Planning List.	Informative.
27.11.25	FHDC Planning	Weekly delegated list – decision received for 25/1896/FH – Beldene 25/1995/FH/TCA - 1 New Inn Cottages	Decision notices sent to all Cllrs. Agenda item.
27.11.25	Twinning Association	Acknowledgement of clerks email in response to email received of 4 <sup>th</sup> November.	All Cllrs cc in.
28.11.25	D Cllr Butcher	Apologies for the Ordinary meeting.	Informative.