



**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL ON
MONDAY 3rd NOVEMBER 2025 IN THE HALL, ELHAM PRIMARY SCHOOL STARTING AT
7.30pm.**

213.25 Those Present: Councillors: K Lamb (Chair), C Chapman (Vice Chair) B Swan, G Clements, C Francis, the Clerk, and 18 members of the public. **Apologies:** K Allen and S Peall – apologies received and accepted.

214.25 To declare any disclosable pecuniary interests (DPI), other significant Interests (SI's) or a voluntary interest (VI) relating to items on the agenda. Cllr Francis declared an interest in agenda item 219.25 –25/1813/FH - 4-6 High Street planning application.

215.25 The meeting was adjourned for the public contributions.

The meeting reconvened.

216.25 Minutes of meeting.

- 1) The minutes of the Ordinary meeting of the Parish Council held on 6th October 2025 were **approved** and were signed as a true record by the Chair of meeting.
- 2) The minutes of the Ordinary (Budget) meeting of the Parish Council held on 20th October 2025 were **approved** and were signed as a true record by the Chair of the meeting.

217.25 Chairmans Report –

We are in need of Volunteers to assist with the road closures for Remembrance Sunday. MOP volunteered and it was advised that the Clerk would email all relevant information.

218.25 Finance

- 1) The Accounts from October 2025 were **agreed** as true record and were signed by the Chairman of the meeting.
- 2) The Bank Reconciliation from October 2025 was **agreed** as true record and was signed by the Chairman of the meeting.
- 3) The following grant applications were considered and **agreed**:
EVHA - £230.00 towards the Christmas lights and The Friendship Lunch - £135.90 towards their Public Liability Insurance.
- 4) The virement of £25707.00 from ringfenced Churchyard to Churchyard budget provision was **agreed**.
- 5) The October 25 invoices were **agreed**, and payments were approved. *Please see appendix 1.*

219.25 Planning

1) Applications received were noted and comments agreed:

Planning Application	Address	Description	Comments / Views
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.	No Objection
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.	<p>There were a large number of residents present both for and against the application. Two district councillors were present, Stephen Scoffham & James Butcher. Cllr Scoffham advised that at present none of the three District Councillors were minded to call in the application and that once they had heard the PC recommendations, they would be happy to leave to planning officers under delegated powers. A very detailed discussion was had. The applicant outlined the pressing need to extend hours, particularly with Sunday opening to ensure the viability of the business. The need for compromise and working together was emphasised and this was agreed by all parties. An area of concern was that if opening hours were extended it could lead to extensive preparation and housekeeping being carried out beyond these hours. It was accepted that there is always a need for preparation and then cleaning up both before and after opening. In a spirit of cooperation and to minimise the impact on</p>

			<p>surrounding domestic properties the applicant stated that they would endeavour to limit these preparation times as far as is practicable, given the needs of the business.</p> <p>The parish council, after discussion with the applicants and other interested parties including residents of the same building put forward the following hours :</p> <p>Monday to Friday - 8am - 5pm - during winter hours (when British Summer time ends)</p> <p>Monday to Friday - 8am - 6pm - during British Summer time</p> <p>Saturday 9am - 5pm</p> <p>Sunday and Bank holiday Mondays - 10am - 4pm</p> <p>Both the applicant and the residents were agreeable with this compromise and were happy that this would be the basis for the parish council submission to FHDC.</p>
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.	No Objection
25/1896/FH	Beldene, Park Lane, Elham CT4 6UU	Single storey rear extension and replacement flat roof over rear additions.	No Objection
25/1955/FH/ TCA	1 New Inn Cottages, High Street, Elham CT4 6TD	Works to trees in a Conservation Area T1 Acer Pseudoplatanus (Sycamore) crown reduce by the selective removal of 3.5 - 4 metres	No Objection

		from the branch tips, radial spread to be reduced from 7m to 5m and height from 16m to 12m.	
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 4metres. T1 Sycamore re-pollard to previous point reducing height of trees by approx 4 metres.	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
25/1495/FH	Old Mount Farm, Mount Hill, Rhodes Minnis, Canterbury, Kent CT4 6YD	Detached dwelling house following demolition of redundant farmhouse	Refused
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	Approved with conditions

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

221.25 Churchwall – Planning condition 25/1736/FH/CON has now received approval. The Clerk is arranging pre-start meetings with the contractor and the residents with the aim of starting the works week commencing 17th November 2025.

222.25 Twinning – Elham Primary School have a delegation from Ambleteuse school visiting in November. They have requested a contribution towards their catering cost of £50.00, this was **agreed**.

223.25 Play for Elham – The ROSPA report has highlighted works required to trees and bushes in the King George V. It was **agreed** to accept the quotation of £680.00 for the works required in the ROSPA report.

224.25 Newsletter– Request for funding:

It was reported by the Editor of the Newsletter that the newsletter was running at a loss. The annual printing cost is approximately £7,000 and income to date is approximately £5,888.

The Editor explained that she was having trouble collecting money from some of the commercial advertisers.

Cllr Swan enquired as to why the Village Hall announcements also occupy all of the full colour space that is usually premium advertising space, while there were local businesses that has been turned down from buying these spots?

The Council noted that whilst the newsletter is a valuable asset for the village it will be difficult to justify use of precept funds to subsidise commercial entities appearing in the newsletter for free. The Council agreed to help towards the shortfall through a monthly contribution of £55. This agreement was made on the understanding that the advertising strategy including the problem of non-payment by businesses would be actively addressed by the Newsletter with some urgency and that the Councils contribution will be reviewed in November 2026.

225.25 Remembrance Sunday – The Road Closure Notice has been received and is now in place. The Village Hall has confirmed that their PA system may be used for both the school service on the preceding Friday and the Remembrance Sunday service. Cllr Swan will act as Lead Marshal and will meet the volunteers in the Square on 9th November.

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

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

District-wide economic assessment - F&HDC have commissioned an assessment of the economic challenges and opportunities around the district, to lead to recommendations for what the council can do in response. We want the team doing the assessment to consult as widely as possible, and to recognise how our three main geographical areas - Folkestone & Hythe, Romney Marsh, and North Downs - differ in their character and economic dynamics. Town and parish councils and the North Downs Forum will be included as consultees, and we would also welcome suggestions for businesses, community groups, and individuals who might have a useful perspective to share.

Freight to rail - Last week there was a very interesting meeting which involved our two MPs and senior representatives from Network Rail. The case for making better use of the rail network to transport freight from mainland Europe to destinations across the UK is manifest. There are detailed technical studies which have established what is and what is not feasible and the commercial case is compelling. We have around 7000 heavy goods vehicles travelling through the district each day. They account for around half of our total transport fumes and we all know what happens when operation BROCK is implemented. Hopefully the Dept of Transport and Lord Hendry will take the same view and proceed to take action.

Working towards net zero - After careful research and extensive consultation, the District Wide Carbon Plan has finally been drafted and is about to be considered by the Council. One key finding is that average annual emissions reduction since 2005 has been 2.4%. Whilst it is encouraging that our emissions have been decreasing, the pace is not nearly fast enough. If local authorities' districts around the country are to do their fair

share to limit temperature rise to 1.5 degrees, research shows we need to reduce emissions by around 13%. We shall be reporting on this in greater detail at the next parish meeting.

North Downs Forum- At July's meeting of the North Downs Forum we focused on tourism opportunities across the local area: F&HDC have been producing pads of tear-off tourism maps for hotels and other outlets, and the map for North Downs will complete the series. We heard about the work that local groups have done to produce walking guides for Lyminge and Elham, and about the longer routes that pass through the North Downs area, including the newly-established Royal Kentish Camino.

We highlighted the importance of working with the Kent Downs National Landscape on realising the sustainable tourism potential of the bid for UNESCO Global Geopark status. Linked to this, the management team at the Clifton Hotel in Folkestone are looking to work with other businesses and attractions across the district to develop a range of sustainable tourism programmes, and there will be a meeting in January for anyone interested in helping develop this initiative.

The NDF meeting in October focused on waste, recycling, and litter, and the next meeting (likely to be in January) will look at social isolation in our rural communities.

Ottinge Street Lamp - It is around three years since the problems with the Ottinge street lamp were first reported and we have had literally dozens of emails since then and David Godfrey even raised the matter in full council earlier this year. Finally, there is light at the end of the tunnel! We have been told that work could begin as early as 26 January. Apparently, UK Power Networks have to give 12 weeks' notice for the necessary road closure but at least something is happening.

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

228.25 Date of next meeting and Close

The next meeting will be the Ordinary meeting of the Parish Council on Monday 1st December 2025 at 7.30pm.

There being no further business the meeting closed at 9.21pm.

Appendix 1 – Approved Invoices / Payments

Payee	Cheque No.	Amount	VAT	Net
Clerk salary **	ONLINE	£1,773.92	£0.00	£1,773.93
Clerks expenses	ONLINE	£51.00	£0.00	£51.00
HMRC **	ONLINE	£566.90	£0.00	£566.90
Elham Farmers Market **	ONLINE	£25.00	£0.00	£25.00
Monobuild	ONLINE	£12,853.50	£2,142.25	£10,711.26
Elham Village Hall	ONLINE	£126.00	£0.00	£126.00
Elham Primary School	ONLINE	£120.00	£0.00	£120.00
Playdale	ONLINE	£1,676.59	£279.43	£1,397.16
Lamb-latore' Ltd	ONLINE	£680.00	£136.00	£816.00
Castle Water	ONLINE	£1,427.08	£0.00	£1,470.08
Reliable Networks	ONLINE	£50.16	£8.36	£41.80
TOTAL		£19,350.15	£2,566.04	£17,099.13

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

* 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

Date	From	Re	Action
07.10.25	FHDC Transportation Specialist	Ottinge Street Light	Informative.
07.10.25	D Cllr Blakemore	Ottinge Street light.	Informative
07.10.25	Rev'd Carol	Remembrance Sunday service being conducted by Rev'd Dougal.	Informative
07.10.25	EVHA	Grant Form.	Agenda item.
08.10.25	Environment Group	Farmers Market invoice.	Payment made.
08.10.25	Rev'd Dougal	Remembrance Sunday.	Clerk to liaise.
08.10.25	FHDC Planning	25/1813/FH – 4-6 High Street	Agenda item.
08.10.25	FHDC Case Officer	25/1735/FH/CON & 25/1736/FH/CON – St Marys Church.	Clerk submitted additional information required.
08.10.25	D Cllr Scoffham	Ottinge Street light.	Informative.
08.10.25	FHDC Housing and Operations Director	Ottinge Street Light.	Sent to all Cllrs.
08.10.25	Hokpins +	Information regarding defibrillators.	Clerk to respond.
09.10.25	Environment Group	Materials for bird boxes.	Informative.
09.10.25	FHDC Case Officer	Extension granted for 25/1813/FH.	Informative.
09.10.25	Hopkins +	Additional information regarding defibrillators.	Informative.
09.10.25	FHDC Planning	Weekly Planning List.	Informative.
09.10.25	FHDC Planning	Weekly Delegated List – 25/1495/FH	Sent to all Cllrs.
10.10.25	Environment Group	Requesting number of whips awarded from the Woodlands Trust.	Clerk responded.
13.10.25	KCC	Road Safety & Active Group newsletter.	Sent to all Cllrs.
14.10.25	Elham Newsletter	Clarification on meeting dates.	Clerk responded.
14.10.25	Elham Newsletter	Ordinary meeting date.	Clerk responded.
15.10.25	FHDC Planning	25/1861/FH – 6 Lime Villas.	Agenda item.
15.10.25	FHDC Planning	Weekly Planning List.	Informative.
15.10.25	FHDC Planning	Weekly Delegated List.	Informative.

16.10.25	FHDC Planning	25/1896/FH – Beldene, Park Lane.	Agenda item.
16.10.25	Friendship Lunches	Funding request.	Clerk issued Grant application.
16.10.25	Friendship Lunches	Grant application.	Agenda item.
17.10.25	FHDC Events Officer	Remembrance Day Road Closure notice.	Clerk to install.
18.10.25	Rev'd Dougal	Remembrance Sunday.	Clerk responded.
20.10.25	FOSM	Improvements of Southern Entrance.	Agenda item.
20.10.25	Resident	Various questions.	Clerk to respond.
20.10.25	Resident	Rotten styles.	Clerk responded and advised to report to KPROW.
21.10.25	KCC Community Engagement	Walking and Cycling Itineraries.	Sent to all Cllrs and Walkers are Welcome.
22.10.25	PW Arb	Fruit tree pruning sessions.	Sent to all Cllrs.
23.10.25	R.B.L	Remembrance Service Bugler.	Clerk responded.
23.10.25	FHDC Planning	25/1950/FH/TCA – The Old House.	Agenda item.
23.10.25	FHDC Planning	Weekly Planning List.	Informative.
23.10.25	FHDC Planning	Weekly Delegated List.	Informative.
24.10.25	Former Resident	Burial Ground enquiry.	Clerk responded, waiting contact details.
24.10.25	FHDC Transport Manager	Ottinge streetlight.	Sent to all Cllrs.
24.10.25	D Cllr Scoffham	Ottinge streetlight.	Informative.
26.10.25	EVHA	Response to Clerks email regarding positioning of one of the Tommy statues.	Informative.
27.10.25	Volunteer	Remembrance Service.	Clerk responded.
27.10.25	Resident	Hedge Letter	Clerk sent to Dr Surgery as agreed.
27.10.25	Volunteer	PA System for Remembrance Sunday.	Clerk responded.
27.10.25	EVHA	Cc email re PA system for Remembrance Sunday.	Informative.
28.10.25	Castle Water	Response to telephone conversation re present bill.	Meter readings taken and email sent to TEAP.
28.10.25	Volunteer	Remembrance Sunday Order of Service.	Clerk to deliver.
28.10.25	FHDC Planning	Approval of Conditions – 25/1735/FH/CON.	Clerk emailed query to FHDC Case Officer.

29.10.25	Friendship Lunches	Further information regarding grant application.	Agenda item.
29.10.25	Fedex	Shipping details for Woodland Trust whips.	Informative.
29.10.25	FHDC Case Officer	Response to Clerks email re 25/1735/FH/CON – confirming approval.	Informative.
29.10.25	TEAP	Allotment Water.	Awaiting payment.
29.10.25	Organiser	Pilgrims Hospice Christmas Market – confirming use of The Gore for additional parking.	Clerk responded.
30.10.25	Volunteer	Requesting confirmation of itinerary for Remembrance Sunday.	Clerk responded.
30.10.25	RBL	Remembrance Sunday update.	Informative.
30.10.25	Volunteer	Confirmation of horseback lead for Remembrance Sunday.	Informative.
30.10.25	Resident	Burial Ground enquiry.	Clerk to respond.
30.10.25	Resident	Letter re 4-6 High Street.	Sent to all Cllrs.
30.10.25	Resident	Burial Ground enquiry.	Clerk to respond.

Email Summary Log –

The Gore	4
The Community Orchard	1
Churchyard	8
Defibrillator	3
Burial Ground	6
Environment Group	5
Road Closures	38
Village Newsletter	2
Highways	
Planning	11
Wellbeing	
Grounds maintenance	
District Councillors	6
County Councillors	1
Other	23