

TO ALL COUNCILLORS

24th February 2026

THERE IS TO BE AN ORDINARY MEETING OF ELHAM PARISH COUNCIL ON **MONDAY 2nd MARCH 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:

31.26 To record those present and list any apologies.

32.26 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.

33.26 Minutes

To **note** and **agree** minutes of the Ordinary meeting of the Parish Council held on 2nd February 2026.

The meeting will be adjourned 34.26

34.26 **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 35.26 onwards.

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

36.26 **Co-option of Casual Vacancy**

1. To **review** and **approve** the co-option to Elham Parish Council to fill open casual vacancy.
2. Co-opted Councillor to **sign** declaration of office.

37.26 **Finance**

1. To **note** and **agree** the Accounts from February 2026 and authorise the Chair to sign.
2. To **note** and **agree** the Bank Reconciliation from February 2026 and authorise the Chair to sign.
3. To **consider** donation to the Little Stour and Nailbourne River Group and **agree** actions.

4. To **consider** and **agree** end of year virements – *circulated to all Councillors prior to the meeting.*
5. To **review** and **agree** re-adoption of Grant Award policy - *circulated to all Councillors prior to meeting.*
6. To **review** the Asset Register and Risk assessment and **agree** re-adoption - *circulated to all Councillors prior to meeting.*
7. To **agree** January 2026 invoices and agree payments- *circulated to all Councillors prior to meeting.*

38.26 Policies

1. To **review** and **agree** the re-adoption of the Freedom of Information and Publication scheme – *circulated to all Councillors prior to meeting.*
2. To **review** and **agree** the re-adoption of the Risk Management Register- *circulated to all Councillors prior to meeting.*
3. To **review** and **agree** the re-adoption of the Tree Management Procedure – *circulated to all Councillors prior to the meeting.*
4. To **review** and **agree** the adoption of Complaints Procedure - *circulated to all Councillors prior to meeting.*
5. To **review** and **agree** the adoption of Abusive, Persistent or Vexatious Complaints Policy - *circulated to all Councillors prior to meeting.*
6. To **note** receipt of Privacy Notice and agree- *circulated to all Councillors prior to the meeting.*
7. To **note** receipt of Accessibility Statement and agree- *circulated to all Councillors prior to the meeting.*
8. To **review** and **agree** re-adoption of Document Retention & Disposal Policy along with Appendix A – *circulated to all Councillors prior to the meeting.*

39.26 Planning

1. To **note** receipt of received applications and **agree** comments:
 25/2316/FH – 2 The Orchards, Elham CT4 6TR – Single storey rear extension.
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
 25/1752/FH – Farm Yard rear Meadow Barn, North Elham Hill, Elham - Erection of a single storey agricultural occupancy dwelling, together with associated landscaping.
 25/2188/FH - Annex, The Old Vicarage, Vicarage Lane, Elham, CT4 6TT - Listed Building Consent for installation of railings to flat roof area.
 25/2291/FH and 25/2296/FH (Listed Building Control) – River Cottage, Straight Hill, Wingmore, Elham CT4 6LT - Proposed brick chimney and hearth addition to the existing garden room.
 25/2298/FH – Longland Farm, Exted Hill, Elham CT4 6UD – Erection of rural workers dwelling with associated works.

40.26 Consultation

1. To **consider** consultation for - Proposals of Local government reorganisation in Kent and Medway and **agree** actions - Closing date is 26th March 2026. [Proposals for local government reorganisation in Kent and Medway - GOV.UK](#)
2. **To consider** consultation - Public Rights of Way statement of priorities and **agree** actions. Closing date 23rd March 2026 [Public Rights of Way Statement of Priorities | Let's Talk Kent](#)

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

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

43.26 Highways – To **receive** an update and **agree** actions.

44.26 To hear verbal reports from
County Councillor – C Hesper
District Councillor - S Scoffham, J Butcher, D Godfrey
(Please **note** received reports will be included in the minutes)

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

46.26 **To resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during consideration of the following item(s) due to the confidential nature of the business to be transacted.**

47.26 To **discuss** staffing matters and **agree** actions.

48.26 Date of next meeting and Close

Signed Parish Clerk

Clair Greenwood