



TO ALL COUNCILLORS

5th May 2026

THERE IS TO BE AN ANNUAL MEETING OF THE PARISH COUNCIL ON MONDAY 11th MAY 2026. IT WILL BE HELD IN THE PEGGY PIKE ROOM AT ELHAM VILLAGE HALL FOLLOWING THE ANNUAL PARISH MEETING WHICH STARTS AT 6.30 pm.

YOU ARE HEREBY SUMMONED TO ATTEND.

THE AGENDA IS AS FOLLOWS:

- 78.26 To record those present and list any apologies.**
- 79.26 Election of Chairman** - The Chairman, on being elected, is to sign a Declaration of Acceptance of Office.
- 80.26 Election of Vice-Chairman** - The Vice-Chairman, on being elected, is to sign a Declaration of Acceptance of Office.
- 81.26 To declare any Disclosable Pecuniary Interests (DPI), Other significant Interests (OSI's) or a voluntary interest relating to items on the agenda.**
- 82.26 To note and agree minutes of (to be signed in person by the Chairman of the meeting)**
1. The Ordinary meeting of the Parish Council of 13th April 2026
- 83.26 Committees**
1. To **discuss** and **agree** appointment of Councillors on committees:
 - a) Staffing Committee
 - b) C&A Committee
 - c) Wellbeing Advisory Committee
 2. To **discuss** the Highways representative and **agree** actions.
 3. To **discuss** the Environmental Working Group representative and **agree** actions.
- 84.26 Outside Bodies**
- To **discuss** and **agree** appointment of Councillors on outside bodies:
- a) KALC Shepway Area Committee (2 representatives)
 - b) Folkestone and Hythe District Council Planning User Group
 - c) Elham Community Trust

- d) Elham and Acrise Samaritan Fund
- e) Elham Village Hall
- f) Play for Elham
- g) Assistant Flood Warden
- h) Little Stour and Nailbourne River Group
- i) Tree Warden
- j) Twinning
- k) Sir John Williams Trust

85.26 Standing Orders & Financial Regulations -To consider Auditors advice on reviewing the Standing Orders & Financial Regulations and **agree** actions

86.26 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

- 87.26**
1. To **review** the 2025-2026 Internal Auditor Report and **agree** actions - *to be circulated to all Councillors prior to meeting.*
 2. To **consider** the unaudited accounts for 2025-26 and **agree** actions- *to be circulated to all Councillors prior to meeting.*
 3. To **review** and **approve** the effectiveness of the system of internal control, *to be signed by the Chairman and acting Clerk - to be circulated to all Councillors prior to meeting.*
 4. To **approve** the Annual Governance Statement for 2025-26, Section 1 of the AGAR for the year ending 31st March 2026 *to be signed at the meeting by the Chairman and acting Clerk. - to be circulated to all Councillors prior to meeting.*
 5. To **approve** the Accounting Statements for 2025-26, Section 2 of the Agar for year ending 31st March 2026. *Signed prior to the meeting by the acting RFO and to be signed at the meeting by the Chairman - to be circulated to all Councillors prior to meeting.*
 6. To **approve** the supporting Bank Reconciliation as of 31st March 2026 - *to be circulated to all Councillors prior to meeting*
 7. To **approve** the explanation of the significant variations from 2024-25 to this year 2025-26 - *to be circulated to all Councillors prior to meeting.*
 8. To **approve** the dates set for the period for the exercise of public rights.
 9. To **note** the receipt of the Accounts for April 2026 – *to be circulated to all Councillors prior to meeting.*
 10. To **note** the receipt of the Bank Reconciliation for April 2026- *to be circulated to all Councillors prior to meeting.*
 11. To **agree** April 2026 invoices and **agree** payments- *to be circulated to all Councillors prior to meeting.*

88.26 Planning

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

Planning Application	Address	Description
26/0523/FH	The Croft, Canterbury Road, Elham, CT4 6UG	Single storey front extension including front porch
26/0534/FH 9 (LBC)	Monks Cottage, 3 Cullings Hill, Elham, CT4 6TE	Listed Building Consent for the installation of EV charging point
26/0575/FH & 26/0577/FH (LBC)	1 Old Water Farm House, Duck Street, Elham, CT46TW	Listed Building Consent & Planning for replacement window and door to front and side elevation
26/0647/FH	1 Lime villas, High Street, Elham CT4 6TA	Installation of 2 no. rooflights following the removal of existing rooflight to rear elevation

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
26/0331/FH/TCA	Windmill House, Cullens Hill, Elham, CT4 6UJ	Works to tree in a conservation area comprising of T1 Leyland Cypress to ground level. NO OBJECTIONS
26/0183/FH	Springwood, Boyke Lane, Rhodes Minnis CT4 6XN	Hipped to gable roof extension with 3 front dormers and 3 rear dormers APPROVED WITH CONDITIONS
26/0476/FH/TCA	The Old Vicarage, Vicarage Lane, Elham CT4 6TT	Works to trees in conservation area – T3 Norway Maple pollard to 8 metres, T7 Ash reduction by approx. 4 metres & T14 Cherry fell to ground NO OBJECTIONS

- 90.26 Burial Ground (C&A)**
1. To **consider** and **agree** memorial application for:
1. RPG373 Browne – application sent to all councillors prior to meeting.
2. To **consider** application for memorial tree (RPG 383) and **agree** actions.
Deferred from meeting on 13th April 2026.
- 91.26 Highways – to receive update and agree actions**
- 92.26 Defibrillator (C&A)– to receive an update and agree actions on any received quotes for additional defibrillators with view to improving coverage within the village**
- 93.26 War Memorial (C&A) to receive an update and agree actions on quotes for repair / refurbishment costs to the memorial**
- 94.26 Insurance – to receive comparison costs for renewal due on 1st June 2026 and agree actions**
- 95.26 Community Orchard (C&A) – to discuss and agree actions for tree identification within the orchard and on-going maintenance.**
- 96.26 Woodland (C&A)– to discuss and agree actions relating to bequeathed land**
- 97.26 King George V (C&A) – to discuss and agree actions on roadside trees**
- 98.26 The Gore (C&A) – to discuss and agree actions in relation to the pavilion**
- 99.26 Correspondence - To note correspondence received and agree actions, if required.**
- 100.26 Date of next meeting and Close.**

Signed

Kevin Lamb

Chairman