



MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL ON
MONDAY 11TH MAY 2026 IN THE PEGGY PIKE ROOM, ELHAM
VILLAGE HALL STARTING AT 7.30pm.

78.26 Those Present: Councillors: K Lamb (Chair), C Chapman (Vice Chair) B Swan, G Clements, J Osbourne, C Francis, and six members of the public.

Apologies: K. Allen

79.26 Election of Chairman

Nominations were requested for Chairman for the coming year; Cllr Lamb was proposed by Cllr Chapman and seconded by Cllr Swan. There being no further nominations it was **resolved** that Cllr Lamb was duly elected. The Acceptance of Office form was duly signed.

80.26 Election of Vice- Chairman

Nominations were requested for Vice-Chairman for the coming year; Cllr Chapman was proposed by Cllr Lamb and seconded by Cllr Swan. There being no further nominations it was **resolved** that Cllr Chapman was duly elected. The Acceptance of Office form was duly signed.

81.26 To declare any Disclosable Pecuniary Interests (DPI), Other significant interests (OSI's) or a voluntary interest relating to items on the agenda.

None were declared.

82.26 Minutes

The Ordinary meeting of the Parish Council held on 13th April 2026 were **approved** and signed as a true record by the Chair of meeting.

86.26 Co-option of Casual Vacancy – it was **agreed** that this Agenda item would be brought forward to tie in with the delegation of roles within items 83.26 & 84.26.

1. It was **agreed** that Steve Jacob would be co-opted to fill the casual vacancy.
2. It was **noted** that Steve Jacob signed the Declaration of Acceptance of Office, witnessed in the presence of the Members of Office

83.26 Committees

It was **agreed** that these appointments would all be deferred to the Parish Meeting on 1st June 2026. In the meantime, the Chairman would invite all Councillors to declare their appropriate interests on the following committees:

- Staffing Committee
- C&A Committee
- Wellbeing Advisory Committee
- Highways representative
- Environmental Working Group representative and agree actions.

84.26 Outside Bodies

It was **agreed** that these appointments would all be deferred to the Parish Meeting on 1st June 2026. In the meantime, the Chairman would invite all Councillors to declare their appropriate interests on the following committees:

- KALC Shepway Area Committee (2 representatives)
- Folkestone and Hythe District Council Planning User Group
- Elham Community Trust
- Elham and Acrise Samaritan Fund
- Elham Village Hall
- Play for Elham
- Assistant Flood Warden
- Little Stour and Nailbourne River Group
- Tree Warden
- Twinning
- Sir John Williams Trust

85.26 Standing Orders & Financial Regulations –

Following the Auditor's advice at the Internal Audit on 28 April 2026, it was confirmed that an annual review of the Standing Orders and Financial Regulations is not required unless specific amendments are introduced. In line with this guidance, the Council **agreed** to adopt a 3–5-year review cycle, with the most recent review having taken place in August 2025.

87.26 Finances

1. The Council reviewed the 2025-2026 Internal Auditor Report and **agreed** no actions.
2. The Council **reviewed** and **approved** the unaudited accounts for 2025-2026.

3. The Council **reviewed** and **approved** the effectiveness of the system of internal control; this was signed by the Chair and Vice Chair at the time of the meeting and witnessed by all present.
4. The Council **approved** the Annual Governance Statement for 2025-26, Section 1 of the AGAR for the year ending 31st March 2026, signed prior to the meeting by the Vice Chair and signed by the Chair at the meeting and witnessed by all those present.
5. The Council **approved** 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/ Vice Chair and signed by the Chair at the time of the meeting and witnessed by all those present.
6. The Council **approved** the supporting Bank Reconciliation as of 31st March 2026, this was signed by the Chair and Vice Chair at the time of the meeting and witnessed by all those present.
7. The Council **approved** the explanation of the significant variations from 2024-25 to this year 2025-26, this was signed by the Chair and Vice Chair at the time of the meeting and witnessed by all those present.
8. To **approve** the dates set for the period for the exercise of public rights (3rd June 2026 – 14th July 2026) were **agreed**.
9. The Accounts from April 2026 were a **true record** and were signed by the Chairman of the meeting.
10. The Bank Reconciliation from April 2026 was a **true record** as true record and was signed by the Chairman of the meeting.
11. The April 2026 invoices were **agreed**, and payments were **approved**. *Please see appendix 1.*

88.26 Planning

1. The following applications were considered and comments agreed:
26/0523/FH – The Croft, Canterbury Road, Elham CT4 6UG – Single storey front extension including front porch.
Agreed views and comments of the Parish Council: NO OBJECTION.
26/0534/FH9(LBC) – Monks Cottage, 3 Culling Hill, Elham, CT4 6TE -Listed buildings consent for the installation of EV charging point.
Agreed views and comments of the Parish Council: NO OBJECTION.
26/0575/FH & 26/0577/FH(LBC) – 1 Old Water Farm House, Duck Street, Elham CT4 6TW - Listed building consent & planning for replacement door and windows to front and side elevation.
Agreed views and comments of the Parish Council: NO OBJECTION.
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.
Agreed views and comments of the Parish Council: NO OBJECTION.
2. The following application was received since the agenda was issued, comments agreed: **None received.**

3. To **note** any decisions made by Folkestone and Hythe District Council
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.

FHDC Decision – NO OBJECTIONS.

26/0183/FH – Springwood, Boyke Lane, Rhodes Minnis, CT4 6XN – Hipped to gable roof extension with three front dormers and three rear dormers.

FHDC Decision – 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 eight metres, T7 Ash reduction by approx. four metres & T14 Cherry fell to ground.

FHDC Decision – NO OBJECTIONS.

90.26 Burial Ground

1. The memorial application for RPG373 was received and **agreed**.
2. To consider application for memorial tree (RPG 383) – it was agreed to defer this to next Parish Council meeting on 1st June 2026.

91.26 Highways

The Chair is still awaiting a meeting with the Road Safety Department to discuss parking issues within the Square and looking at ways to alleviate the current problems. To schedule an initial Zoom meeting followed by an onsite visit. The Kings Arms are keen to work alongside the Parish Council on this issue. To report back at next Parish Council Meeting.

92.26 Defibrillator

The current defibrillator is approaching the end of its operational lifespan and will require replacement within the next 12 months. In the meantime, we are still awaiting quotations to increase the number of units and improve coverage across the parish. An update will be provided at the next Parish Council meeting.

93.26 War Memorial

Cllr Osbourne is in the process of arranging a site visit with the contractor to discuss proposed repair plans – to report back at next Parish Council Meeting.

94.26 Insurance

The insurance policy is due for renewal on **1 June 2026**. It was agreed that the Chair and Cllr Francis will continue negotiations with Zurich and Gallagher, both of whom specialise in Parish Council insurance. The primary factor contributing to the increased renewal cost is the Church Wall, which remains a significant liability.

It was further agreed that, should Gallagher be unable to offer a more favourable premium than Zurich, the Council will remain with Zurich. As the renewal date

coincides with the next Parish Council meeting, it was **agreed**, authority was delegated to the Chair and Cllr Francis to make the final decision.

95.26 Community Orchard – Will report back at next meeting as it is work in progress, researching best suitable options for labelling trees for identification purposes and continuous maintenance programme.

96.26 Woodland

It was **agreed** that the Parish Council would proceed with instructing the solicitors to undertake the necessary next steps to formalise the transfer of the land bequeathed to Elham Parish Council by the late George Palmer. This will include completing the required legal processes to establish ownership, after which the Council will be able to ensure the land, develop an appropriate management plan, and begin considering future use and stewardship arrangements. The Council recognised the importance of progressing this matter in a timely and orderly manner to ensure the woodland can be responsibly managed and made available as a valuable asset.

97.26 King George V Playpark

It was agreed that Cllr Clements would get quotes to cut back the roadside trees which are currently overhanging the play park equipment. Will present quotes for next Parish Council Meeting.

98.26 The Gore

The Chair will meet with the contractor to discuss the necessary repairs to the pavilion roof shingles to prevent any further water ingress. Following recent vandalism by two youths from the village, a number of urgent repairs were required to make the area safe.

It was **agreed** that Harmers would be instructed to clear the surrounding foliage and vegetation around the pavilion and storage containers. This work will not only improve the appearance of the site but also increase visibility, although the installation of CCTV may still be required as a deterrent.

The Kings Arms and the Elham Valley Football Team have jointly raised £3,000, which will contribute towards the planned refurbishment of the containers. This work will support compliance with the Football Association's requirements for continued participation in the 2026/27 season.

99.26 Correspondence

All correspondence received covered within the agenda items.

100.26 Date of next meeting and Close

The next meeting will be the Ordinary Meeting of the Parish at 7.30pm on Monday 1st June 2026.

There being no further business the meeting closed at 9.20pm.

April 2026 invoices approved on May 2026 meeting

Payee		Amount	VAT	Net	Comments
Reliable Networks	ONLINE	£50.16	£8.36	£41.80	Microsoft License
Hopkins	ONLINE	£249.48	£41.58	£207.90	Defibrillator
Sid Moffat Trading Ltd	ONLINE	£100.00	£0.00	£100.00	Maintenance
Harmers & Sons	CHEQUE	£72.00	£12.00	£60.00	Maintenance
Lionel Robbins	ONLINE	£175.00	£0.00	£175.00	Auditor
TOTAL		£646.64	£61.94	£584.70	

