



**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL ON  
MONDAY 13<sup>th</sup> MAY 2024 IN THE HALL, ELHAM PRIMARY SCHOOL FOLLOWING THE  
ANNUAL MEETING OF THE PARISH STARTING AT 7.30pm FOLLOWING THE ANNUAL  
PARISH MEETING.**

- 84.24** It was **agreed** that the Vice Chair (Cllr Chapman) would preside as Chair of the meeting.
- 85.24** **Those Present:** Councillors: C Chapman (presiding Vice Chair), B Swan, G Clements, 3 members of the public and Clerk.  
**Apologies:** K Lamb (Presiding Chair), S Peall and K Allen received and accepted.
- 86.24** **Election of Chairman**  
Nominations were requested for Chairman for the coming year; Cllr Lamb was proposed by Cllr Chapham and seconded by Cllr Clements. There being no further nominations it was **resolved** that Cllr Lamb was duly elected. The Acceptance of Office form is to be signed on Cllr Lambs return, no later than August 2024.
- 87.24** **Election of Vice-Chairman**  
Nominations were requested for Vice-Chairman for the coming year; Cllr Chapman was proposed by Cllr Clements 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.
- 88.24** **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.
- 89.24** **Public Contribution**  
No contributions.
- 90.24** **Minutes of meeting.**  
1. **Resolved:** The minutes of the Ordinary meeting of the Parish Council meeting of 8th April 2024 were **approved** and were **signed as a true record** by the Chairman of meeting.
- 91.24** **Committees**  
1. It was **discussed** and **agreed** that the following Councillors would become members of the following committees:  
i. *Staffing Committee* - Cllr Lamb, Cllr Chapman and Cllr Swan.

- ii. *C&A Committee* - Cllr Lamb, Cllr Chapman, Cllr Swan and Cllr Clements.
  - iii. *Wellbeing Committee* – Cllr Chapman
2. **Terms of Reference for:**
- i. *Staffing Committee* – It was **agreed** that the committee would review the terms of reference at their first meeting and recommendations made to full Council for approval.
  - ii. *C&A Committee* - It was **agreed** that the committee would review the terms of reference at their first meeting and recommendations made to full Council for approval.
  - iii. *Wellbeing Committee* - It was **agreed** that the committee would review the terms of reference at their first meeting and recommendations made to full Council for approval.
3. *Highways* – It was **agreed** that Cllr Allen would remain Highways Lead reporting back to full Council.
4. *Environmental Working Group*- It was **agreed** that Cllr Swan would remain as Council representative.

#### 92.24 **Outside Bodies**

It was **discussed** and **agreed** that the following Councillors would be representatives of the following outside bodies:

- i. *KALC Shepway Area Committee* (2 representatives) Deferred until future Ordinary meeting of the Parish Council.
- ii. *Folkestone and Hythe District Council Planning User Group* – Cllr Chapman.
- iii. *Sir John Williams Trust* - Cllr Lamb.
- iv. *Elham Community Trust* – Defer until future Ordinary meeting of Parish Council.
- iv. *Elham and Acrise Samaritan Fund* – Cllr Clements.
- v. *Play for Elham* – Cllr Swan.
- vi. *Assistant Flood Warden* – Mr J Worrall remains as Flood Warden and Cllr Allen as Assistant Flood Warden.
- vii. *Little Stour and Nailbourne River Group* – Flood Warden and Assistant Flood Warden.
- viii. *Tree Warden* – Cllr Clements.

#### 93.24 **Standing Orders**

The Standing Orders were **reviewed**, and re-adoption **agreed**.

#### 94.24 **Financial Regulations**

It was **agreed** that the current Financial Regulations would be readopted pending the receipt of the updated version of the Model Financial Regulations from KALC, which are imminent.

#### 95.24 **Finance**

1. It was **agreed** that the Accounts from March 2024 were a **true record** and were signed by the Chairman of the meeting.
2. It was **agreed** the Bank Reconciliation from March 2024 was a **true record** and was signed by the Chairman of the meeting.
3. It was **noted** that all Councillors received the Accounts for April 2024.

4. It was **noted** that all Councillors received the Bank Reconciliation for April 2024.
5. The April 2024 invoices were **agreed**, and payments were **approved**. *Please see appendix 1.*

#### **96.24 Planning**

1. The receipt of the following applications since the agenda was issued were **noted** and **agree comments**.  
24/0598/FH and 24/0636/FH - Proposal: Listed Building Consent to dismantle a section of flint wall, rebuild using reclaimed flints from the dismantled wall with soldier brick course and point with natural hydraulic lime mortar.  
. **Resolved: No comment as Parish Council are the applicants.**
2. To **note** any decisions made by Folkestone and Hythe District Council  
Y19/1378/FH – Elham Methodist Church - Installation of external platform lift to side elevation along with installation of new access ramp to front of the building – **Approved with conditions.**  
24/0265/FH - Beverlea, Clavertye, Elham, Canterbury, CT4 6YE - Proposed flat roofed rear dormer – **Approved with conditions.**  
23/2035/FH – Cockpit Cottage, Cock Lane, Elham – Single storey pitched roof extension with dormer, replacement window, doors and roof tiles – **Approved with conditions.**  
24/0342/FH - Hawes Farm Cottage, Clavertye, Elham, Canterbury, CT4 6YE - Demolition of garage and erection of a two storey side and rear extension – **Approved with conditions.**

#### **97.24 Church wall**

Following on from the April Ordinary meeting of the Parish Council, the references and quotations received in relation to the works required to the section of wall to the boundary of Yew Tree House were discussed. It was **agreed** that Canterbury Construction would be instructed at the agreed price of £48120.00 for the dismantling and rebuilding of the existing section of wall. Works will not commence until planning permission is granted by FHDC and the Diocese of Canterbury grant a faculty.

#### **98.24 The Gore**

Nothing further to report since the April Ordinary meeting of the Parish Council.

#### **99.24 Twinning**

Ambleteuse is hosting a food festival at the beginning August which is focussed on British producers, details will be on Ambleteuse website and their social media pages. The Parish Council is now waiting for dates from The Mayor of Ambleteuse so that we can ratify our agreement in Ambleteuse, this will be after the summer holiday period.

#### **100.24 D-Day**

Due to the lack of interest received, it was **agreed** that the Parish Council would not be arranging an event to mark D-Day.

**101.24 County Councillor Susan Carey - Member for Elham - Valley Kent County Council** – A copy of the verbal report from the Annual Parish Meeting.

Your County Council continues to offer over 300 services ranging from the recycling and disposal of waste collected by the district councils in Kent, to care for the elderly, the disabled, child protection, fostering and adoption, lifelong care for those with a Learning Disability, Trading Standards, the Coroners' Service, registration of births and deaths, libraries, streetlights, roads, public rights of way, provision of school transport and more.

Demand for social care continues to rise and costs for some types of care particularly for children have risen well above inflation. Savings have been needed across all areas of the council's work and services redesigned to minimise cost. We are reducing the number of buildings we use especially those that are particularly costly to run such as County Hall in Maidstone and more services are being delivered online or through outreach.

Whilst there is a mandatory system for sharing the care of adult asylum seekers with other local authorities, there is no such scheme for Unaccompanied Asylum-Seeking Child (under 18-year-olds). UASC are increasingly trafficked across the Channel from France to Kent and the numbers are greater than any one council can reasonably be expected to absorb. Other local authorities are understandably reluctant to take on care for more young people and after years of wrangling about introducing a mandatory scheme to share the burden, KCC has taken the Government to court. The courts have so far ruled that KCC is responsible for all UASC arriving in Kent and that we must give the same level of care to them as to children already resident here. The courts have also ruled that the voluntary transfer scheme to other local authorities is not working and that the Government must take action. This is a serious situation and further court rulings are expected.

Support continues for the Homes for Ukraine scheme and should you have a spare room or home you can offer for at least 6 months and you would like to help then please register via the KCC website. Work also continues with refugees who have come to Kent on Government schemes from Syria, Afghanistan and Hong Kong.

The Government has continued to fund various schemes to help the most vulnerable with financial assistance such as the Household Support Fund administered by KCC. We have also devolved some of our Government funding to the districts to distribute. KCC is also offering hardware, social tariffs and training in IT for those on low incomes.

Video equipment, sensors, alarms, memory aids, smart speakers and GPS devices as well as adaptations to people's homes are being used to help the disabled and frail elderly live more independent lives. Helping people live independently in their own homes not only reduces the cost of care but also offers a better quality of life. In 2020 the number of people aged 85 and over in the UK was 1.7 million (2.5% of our population) and this is projected to rise to 3.1 million (4.3% of the population) by 2045. Much effort is being directed at helping people live healthier lives so that they do not spend their final years in poor health. More walking, less obesity and ceasing smoking are all key to this and KCC's Public Health team has many initiatives with the NHS to promote healthy choices.

This year has seen a rise in the number of applicants allocated their first preference primary school for their child. 15,198 (91.26%) received their first choice school and 16,436 (98.7%) received one of their three named schools. For secondary schools there was also an increase in the percentage of pupils offered a place at their first preference school to 78.6% (14,571). With 96% (17,790) offered one of their four preferences.

KCC's award winning No Use Empty scheme is now supported by all 12 district councils in Kent and is the longest running empty property initiative in the country. To date it has returned 8,815 empty homes into use through loans to bring the properties back into a habitable condition. The Loan Fund operates on a recyclable basis with repaid loans funding more renovations. The loans go renovate houses that banks and building societies think too risky to fund but NUE has a good repayment record. Empty homes blight a street so returning them to use benefits both the families who move in but the whole area. On average there are 60 -70 NUE schemes under way at any one time in Kent.

KCC has launched a fourth round of SolarTogether. This is a collective buying scheme for solar panels and battery storage. The scheme is open to Kent homeowners and small businesses and several hundred households have already registered their interest. When we know how many people have registered their interest a reverse price auction (lowest bidder wins) is held with pre-vetted installers. Individual quotes are then sent to those who have registered. Individuals benefit from the 'bulk buying' price and the installers have a guaranteed pipeline of work which benefits them. There's a link for registration via the KCC website and the district councils in Kent are promoting the scheme.

KCC is taking the lead role in the creation of a Local Nature Recovery Strategy for Kent and Medway. Called 'Making Space for Nature' the strategy will identify the areas that are important for nature and how they can be made bigger, more biodiverse and linked with the other areas. The identified areas will have status in the planning system and help direct where development does and doesn't happen. The strategy will also seek to identify how best to compensate landowners to make space for nature over the long term. There's a dedicated website and opportunities to be involved over the next 18 months in shaping the strategy.

KCC has launched a Biodiversity Net Gain Site Register for Kent. Since 12 February all developments with over ten houses are required to deliver a 10% increase in biodiversity. The aim is for this improvement to be delivered on the site itself but if this is impractical then the site register will provide a pipeline of suitable land to deliver this commitment.

Do please keep reporting potholes preferably on the KCC website or to 03000 41 81 81. Nearly 60,000 potholes were repaired on Kent's roads between April and December 2023 and the work continues. The Government has allocated Kent £135m of additional funding to Kent over the next 11 years for road repairs. £8.6m of this will be spent between March and October this year. This is on top of the £50m in

KCC's own road and footway maintenance budget. We need more but the extra funding is welcome.

KCC is concerned at the potential impact of the Entry Exit System (EES) which, after several postponements, may be introduced by the EU from 06 October 2024. There are concerns that the biometric checks involved may cause delays. It should be possible for much of these checks to be done remotely but current regulations do not allow for this. KCC has been leading a campaign to get the Government to make the necessary changes and also provide more facilities for freight vehicles. Both the Port of Dover and Eurotunnel have been making investments to help speed the process but there is more that the Government can do to help and KCC continues to make this case.

Another campaign KCC is involved in is to get Eurostar to reinstate stops at Ebbsfleet and Ashford. A survey of Kent businesses saw overwhelming support for this and there is an online petition which now has over 53,000 signatures. Do please add your name if you too want our Kent services resumed.

Here in Elham Parish I continue to serve as a trustee of the Sir John Williams Charity supporting both Elham Primary School and young people of the parish undertaking tertiary education or apprenticeships. I've been able to support two excellent local projects with grants from KCC. The first was a plaque to mark the house where Audrey Hepburn lived with her family and the second was the Parish Council's Community Orchard project. I was delighted to be able to help with the planting last autumn and even more delighted to see all the trees are thriving when we mulched them in April.

I'd like to thank Elham Parish Council (both councillors and clerk) and place on record my high opinion of the work they do.

*Susan Carey*  
*Member for Elham Valley*  
*Kent County Council*

**District Councillor – Cllr Stephen Scoffham**

The local elections last May saw a change in Administration at Folkestone and Hythe District Council as the Green Party formed a minority administration in coalition with the Liberal Democrats. On taking office there were three key pledges:

- (1) to save Princes Parade in Hythe
- (2) to replace the district council cabinet system with a committee system which is generally regarded as being more democratic.
- (3) to balance the budget.

These pledges have all been achieved. The hoardings around Princes Parade are now coming down, the work on introducing a committee system is proceeding apace and the despite inheriting a deficit of over £4 million we have set a balanced budget without drawing on reserves. I should also add that we have engaged in an extraordinarily wide range of issues including the cuts to bus services and the pollution of our beaches, doing our best to speak up for local people in matters beyond our direct control.

As a portfolio holder on the District Council, I have a remit for climate change, environment and biodiversity. This has drawn me into working with a large number of local organisations and agencies. In November I presented a motion to support the bid for the proposed UNESCO geopark which covers our area. This was unanimously approved. We are in the final stages of devising a carbon reduction strategy for the district. I have been supporting and participating in the work to develop the KCC *Making Space for Nature* project and liaising with KCC on climate change policies through the Kent and Medway Environment Members Group.

I have also been active at a ward level. Much of my time has been taken up with planning issues. There are four camping and caravan sites in the district all of which have a long history and raise complicated questions. However, the proposed development on Black Horse field in Coach Road is a key local concern. In view of its significance, I have called it in for determination by the planning committee and I am liaising closely with planning officers about it. This is liable to take some time.

To finish with some encouraging news. I am pleased to be able to say that I was on the panel that recently approved grants from the Rural England Prosperity Fund. Hawkinge Cricket Club, Elham Village Hall, Mount Lodge Smallholding and Gingerly Green Flower Farm were all successful with their bids. There will be a further round of grants in the coming year.

**102.24 Correspondence**

The receipt of correspondence was **noted**, and any required actions **agreed**. *Please see appendix 2*

**103.24 Date of next meeting and Close**

The next meeting of the Parish Council will be on Monday 3rd June 2024 at 7.30pm. There being no further business the meeting closed at 8.27pm.

**Appendix 1 – April 2024 invoices approved May 2024 meeting**

<b>Payee</b>	<b>Cheque No.</b>	<b>Amount</b>	<b>VAT</b>	<b>Net</b>	<b>Comments</b>
<b>EDF</b>	ONLINE	£67.48	£3.21	£64.21	Electric
<b>Clerk salary **</b>	ONLINE	£1,588.85	£0.00	£1,588.85	Salary
<b>Clerks expenses</b>	ONLINE	£66.90	£0.00	£66.90	Expenses
<b>HMRC **</b>	ONLINE	£385.36	£0.00	£385.36	National Insurance
<b>KALC</b>	ONLINE	£721.36	£120.29	£601.47	Subscription
<b>FHDC</b>	DEBIT CARD	£216.50	£0.00	£216.50	Planning application
<b>ICCU</b>	ONLINE	£100.00	£0.00	£100.00	Subscription
<b>L Robbins</b>	ONLINE	£140.00	£0.00	£140.00	Internal Audit
<b>Viking</b>	ONLINE	£141.88	£23.65	£118.23	Stationery
<b>Viking</b>	ONLINE	£134.83	£22.47	£112.36	Stationery
<b>Mr Elgar</b>	ONLINE	£30.00	£0.00	£30.00	Burial Ground
<b>Reliable Networks</b>	ONLINE	£49.08	£8.18	£40.90	Microsoft License
<b>TOTAL</b>		<b>£3,642.24</b>	<b>£177.80</b>	<b>£3,464.78</b>	

\* 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**



**Appendix 2 – Correspondence Log – received April 2024**

<b>Date</b>	<b>Email/ Phone Call</b>	<b>From</b>	<b>Re</b>	<b>Action</b>
05.04.24	Email	FHDC	Precept remittance	-
09.04.24	Email	Keith Holmes Memorials	Memorial	Approved at April meeting.
10.04.24	Email	C W Lyons	Internment.	Actioned.
10.04.24	Email	KCC	The Gore.	Clerk to rearrange.
11.04.24	Email	FHDC Planning	Weekly List.	Informative.
11.04.24	Email	FHDC Planning	Delegated List.	Informative.
11.04.24	Email	Resident	The Gore, The Precept.	-
11.04.24	Email	Woodlands Trust	Confirmation of application.	Advised Environment Group.
12.04.24	Email	FHDC Planning	PP-1295699 Discharge of conditions.	-
12.04.24	Email	KCC	The Gore	Clerk to action.
12.04.24	Email	Southern Water	Tankers Duck Street.	-
12.04.24	Email	D Cllr Scoffham	Response to Southern Water.	-
16.04.24	Email	Resident	Spead Sign batteries.	It was <b>agreed</b> that the Clerk could purchase replacement batteries to the agreed sum of £400.00.
18.04.24	Email	FHDC Planning	Weekly List.	Informative.
18.04.24	Email	FHDC Planning	Delegated List – 24/0265/FH decision.	Sent to all Cllrs.
19.04.24	Email	Resident	Remembrance Day equipment.	Clerk to respond.
22.04.24	Email	DAC Secretary	Church Wall.	Clerk responded.
23.04.24	Email	FHDC Planning	PP-1295995 – Church wall application confirmation.	-
23.04.24	Email	DAC Secretary	Church wall – faculty enquiry.	Clerk responded.
23.04.24	Email	DAC Secretary	Enquiries.	Clerk responded.
25.04.24	Email	FHDC Planning	Weekly List.	Informative.
25.04.24	Email	FHDC Planning	Delegated List- Y19/1378/FH decision.	Sent to all Cllrs.

25.04.24	Email	FHDC	24/0540/CON – The Gore condition discharge.	-
25.05.24	Email	DAC Secretary	Enquiries – Engineers.	Clerk responded.
26.04.24	Email	Resident	The Gore, The Precept.	Chair has responded.
26.04.24	Email	C W Lyons	Internment.	Clerk responded.
29.04.24	Email	P Roberts	Ambleteuse.	Clerk responded.
29.04.24	Email	Duke of Edinburgh Awards	Assessors Report.	Clerk responded.
30.04.24	Email	Resident	Remembrance Day.	Clerk to respond.
01.05.24	Email	P Roberts	Ambleteuse	Clerk forwards relevant contacts.
02.05.24	Email	FHDC Planning	Weekly List.	Informative.
02.05.24	Email	FHDC Planning	Delegated List – 23/2035/FH decision.	Sent to all Cllrs.
02.05.24	Email	L Robbins	Internal Audit Report.	Sent to all Cllrs.
06.05.24	Email	Resident	The Gore, The Precept.	Chair has responded.
07.05.24	Email	DAC Secretary	Faculty process update.	-
07.05.24	Email	Resident	Church wall.	It was <b>agreed</b> that the Clerk is to arrange a site visit for Cllr Swan.
09.05.24	Email	FHDC Planning	Weekly List.	Informative.
09.05.24	Email	FHDC Planning	Delegated List – 24/0342/FH decision.	Sent to all Cllrs.