



MINUTES
ELHAM PARISH COUNCIL
Monday 2nd October 2017 at 7.30PM
ELHAM VILLAGE HALL

Present: Cllrs Geoff Clements (Chair), Jon Worrall, Ken Percival, Brian Swan, Stuart Peall
Gary Harrison – KCC Community Warden, 2 Parishioners, Cathy Skinner (Clerk)

1. 079/17 GOVERNANCE & FINANCE

i. Apologies for Absence

Cllr Clive Stanyon
Kent County Councillor, Susan Carey

ii. Declarations of Interest and Dispensations

None

iii. Chairman's Remarks (read by the clerk)

Cllr Stanyon extended thanks to Cllr Hayter for her 2½ years of service to the Parish Council.

iv. Clerk's Notices

The Clerk reported on a recent visit to Eynsford, with Cllr Stanyon, to familiarise themselves with the website created for that council. It was found to be simple to use and a superior product to the one currently in use. Although not free, as is the current Elham PC site, it was decided to explore the offer in more detail. The clerk had recently attended the Kent Association of Local Council (KALC)'s Clerk's Conference and reported that National Association of Local Council is currently revising the standing order's template. Therefore, it seems prudent to wait for these to be issued before making any amendments to those in place for Elham PC. The financial adviser to KALC also reminded those present that the growing trend among PCs, to make decisions based on the recommendations of working parties does not give a clear decision making trail, for audit and should be discouraged.

- v **Previous Minutes**
Cllr Worrall requested that the agreed £200 expenditure, to provide traffic safety mirrors, was shown.
Resolved: that the minutes of the meeting held on 4th September be accepted as a true and complete record, subject to the inclusion of a note regarding the £200 agreed expenditure on traffic mirrors.

vi **Matters Arising From the Previous Minutes**

Fairfield Planters

The planters have been set in place in Fairfield and look excellent. Elham Valley Vineyard will invoice the parish council separately for these, for which a budget of £150 had previously been agreed.

Resolved: that the council thanks the local residents for planting these up.

30mph Bin Stickers

These stickers had not yet been purchased.

Resolved: that the clerk will contact Barham PC to ascertain who is their supplier.

Pound Lane Traffic Improvements

It was noted that the cornerstone has been painted white by the clerk and that Kent County Council has now installed the bollard.

Resolved: that the council thanks Kent County Council for installing the bollard.

vii **Approval of Payments**

Clerk's Salary		782.23
KALC Training		144.00
Viking Stationery	Paper	10.66
		<hr/>
		936.89

Resolved: that all payments are approved, as above

viii **Formation of a Planning Committee**

It was agreed to set up a planning committee to meet mid-month should any planning applications be received soon after a main meeting.

Resolved: that a Planning Committee be set up comprising Cllrs Stanyon, Clements, Swan and Percival.

PUBLIC CONTRIBUTION TIME – the meeting was adjourned:

Gary Harrison, Community Warden, reported that it had been a quiet month in the parish. He will arrange printing of a leaflet to promote safe, and sensible, parking in The Square. SDC Cllr Peall reported on a quiet summer with the main emphasis being on the development of Princes Parade. Also that general practitioner provision is under review, with proposed changes under consideration.

A parishioner asked about the mobile phone signal and suggested that this is not progressing very quickly. It was advised that the parish council is an active participant in a community working group.

A parishioner thanked the council for having the bus shelter cleaned. The clerk advised that this will be a regular task, along with cleaning of the phone box.

A parishioner reported that the bench near Browns is falling into disrepair. The clerk agreed to write to Cllr Peall to formally request the assistance, under a current bench maintenance scheme, of SDC.

It was reported that the footpath between Browns and the flats had been cut (on one side) by Sanctuary Housing.

080/17 PLANNING

- i. Y17/0922/SH - Exted Bungalow, Exted Farm Road – Erection of a side extension.
Resolved: that the council would raise no objection
- ii Y17/1043 Little Ox Road Farm, – Erection of a side extension.
Resolved: that the council would raise no objection

081/17 COMMUNITY & ENVIRONMENT

- i. **Burial Ground Maintenance**
- ii. The clerk advised that a bin is required for visitors to deposit their rubbish. Cllr Peall was asked if Shepway District Council would be able to assist.
Resolved: that the clerk will write to Cllr Peall to formally request a bin.

The Clerk also advised of difficulties arising whereby new funeral directors, grave diggers and monumental masons are using the burial ground without access to a plan of the plots on site. This has resulted in some confusion and cost. Cllr Clements also commented that some plots are now out of line.
Resolved: that the clerk looks for options to digitise the plan of the burial ground. Cllr Swan offered his support with this. Also that plots will to be marked to ensure uniformity: Cllr Clements and the clerk to action.
- iii. **Trees in Churchyard**
Cllr Clements advised that a tree surgeon has been engaged but that the work had not yet been completed.
Resolved: The clerk will follow up with Wraights a week after this meeting if the work has not been completed.
- iv. **Defibrillator**
It was noted that the clerk has submitted the necessary planning forms to Shepway District Council for their consideration. In the meantime, it was proposed by Cllr Swan that installation of the defibrillator should progress.
Resolved: that the electrical contractor be asked to complete the work of installing the defibrillator as soon as possible.

v. **The Square**

Cllr Peall reported that he had been approached by representatives of the church to replace both the litter bin and the salt bin.

Resolved: that the clerk confirms this request to Cllr Peall.

The appearance of a bench and planter at the end of the parking bays, in front of the church entrance, has raised questions of safety. In addition, a local resident has been putting out traffic cones to reserve a parking space.

Resolved: that the clerk writes to Cllr Peall to request clarification on the placement of the bench, planter and cones on highway land.

vi. **Older People's Information Day**

A proposal had been made to the parish council to promote and financially support a planned public event to engage with older residents, to be held at the village hall, between 10:00 and 14:00 on 23rd October. Cllr Peall felt that the organising group should make a formal grant application.

Resolved: that a grant application form be sent to Susan Foster, at Age UK, as soon as possible. This should be used to cover the £68.00 required for hall hire.

vii. **Flood Risk Management**

Jon Worrall reported that he had read the documents received, but that, although they cover the Nailbourne Valley, the main area of interest is in the Canterbury area. All key parties are involved. There is, currently, no funding for the Elham area.

Resolved: that no comments are submitted.

082/17 HIGHWAYS & TRANSPORTATION

i. **Traffic Safety Mirrors**

Cllr Worrall advised that he is progressing with traffic mirrors opposite Cherry Gardens the Park Lane junction and confirmed that both landowners had given their permission for the mirrors to be erected. Cllr Peall advised the council that the landowners may have an insurable liability, which needs to be considered.

Resolved: that the Clerk will contact the parish council's insurers for guidance on liability relating to the placement of the mirrors and that Cllr Worrall will contact a local contractor to arrange installation of suitable posts.

ii **Parking in The Square**

This was covered under Matters Arising.

iii **Street Name Signs**

Cllr Peall asked that a full list of street name signs that need replacing be submitted to him for Shepway District Council consideration. A sign damaged in a recent road traffic incident needs to be on that list.

Resolved: that the clerk compiles a list of street name signs that need replacing and sends this to Cllr Peall and that Cllr Percival contacts the home owner whose wall was damaged by the recent road traffic incident to obtain the Police Incident Number, which will likely be needed for any insurance claim.

083/17 RECREATION

i. The Gore

It was noted that the grass had recently been cut and may not need cutting again this year. Should the grass get too long the 'friends of the field' group are invited to approach the parish council for a further cut. In respect of the lease, Brian Swan has not received any update and, therefore, he will prepare a letter for the clerk to send to the trustees. It was also commented that the group should establish themselves formally, in the same way that the Play for Elham group did when the play area at the King George V playing field was created.

Resolved: that Cllr Swan prepares a follow-up letter to be sent to the trustees.

There being no further business, the meeting closed at 8.45pm

Next public meetings:

18th October, 10am at St Mary's Church Hall (Planning)

6th November – regular Monthly Meeting

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