

# **STELLING MINNIS PARISH COUNCIL**

## **MINUTES of MEETING on 7<sup>th</sup> March 2018**

Present: R Hubble – Chairman, J Haffenden – Vice Chairman, A Day, P Dimmock,  
D Stephen, G Watts.  
I Bowie – Clerk

Also present: Cllr Hollingsbee, N Smith – Parish Magazine/Webmaster, L Jones– Internal Auditor (joined at 20.05), and Members of the Public

Cllr Hubble opened the meeting and read the statement on filming and recording during the meeting

### **1. Apologies and absences**

Received from Cllr Dudas, Cllr Carey, R Gambrill (NHW)

### **2. Declaration of Interests, Dispensations, Predetermination or Lobbying**

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.

To consider any Dispensation requests received by the Parish Clerk and not previously considered. There were none

### **3. Minutes of the Parish Council Meeting 10<sup>th</sup> January 2018**

To approve minutes of meeting held on 10<sup>th</sup> January 2018

Proposed by Cllr Day and seconded by Cllr Haffenden. All agreed. Minutes were duly signed.

### **4. Matters arising from the minutes (not included in other agenda items)**

No matters arising

### **5. Public Participation and Comment**

Chairman to remind all present that meetings of the Parish Council are not public meetings but members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Parish Council Chairman authorises them to do so. Members of the public may not take part in the Parish Council meeting itself.

Cllr Hubble reported that he had received a communication from a resident regarding signage to reduce speeding through the Village

### **6. Correspondence**

6.1 To table items of late correspondence

6.2 Items circulated for information

6.2.1 KALC Parish News

6.2.2 Minutes of Minnis Managers Meeting October 2017

6.2.3 NALC CEO Bulletin 7-16th February

6.2.4 Great British Spring Clean

6.3 Items acted on: None

6.4 Items for discussion

6.4.1 Rural Services Network. Calor Grants for rural communities. Clerk to forward details to VHMC

### **7. PLANNING**

- |     |  |      |
|-----|--|------|
| 7.1 | To table late planning applications received for consideration                               | None |
| 7.2 | To table planning applications dealt with since last meeting                                 | None |
| 7.3 | To table decisions by the Planning Authority since the last meeting.                         | None |
| 7.4 | Stonegate Farmers Development  |      |
|     | Cllr Hubble reported that Pentland Homes were keen to get everything moving and press ahead. |      |

**8. Parish Council Noticeboard**

The Clerk reported that two additional suppliers had been contacted to quote to repair the noticeboard. The bad weather had prevented this happening. Clerk to follow up.

**9. New Internet Connection in Village Hall**

Cllr Stephen reported that there was now 4G internet at The Hall on the EE network.

**10. Neighbourhood Watch Update Report** Provided by NHW Co-ordinator Robbie Gambrill

The owner of a cottage on Split Lane reported being woken by someone attempting to gain access by the back door. The owner opened an upstairs window and shouted. Within a few minutes a vehicle raced off at high speed towards the Bossingham Rd. This incident has been reported.

Burglary – Stelling Minnis.

On the 28th – 29th January between the hours of 1700 and 0730, a gate lock was damaged and entry gained to a detached garage at a property in Stelling Minnis (close to Curtis Lane and Minnis Lane junction). Dogs were barking at around 2300 hours and due to the weight of some of the items it is believed more than one suspect was involved as various power tools were taken.

If you have any information which may be useful to the investigation of this incident please call 101 and quote crime report number – ZY/4766/18.

It is important to be vigilant and secure all buildings.

The Chairman reminded residents to check the two page letter in the Parish Magazine regarding these matters.

It was agreed that the Clerk would contact the PCSO and request that the homes involved would be visited.

**11. Phone Box on Minnis Field**

Cllr Stephens reported that there was an internal issue with the engineer's certification regarding any type of electrical work and they are in the process of arranging and undergoing new training courses, therefore, at the present time they are not authorised to undertake any electrical work at all, including changing a light tube. Cllr Stephen will report any further updates.

Cllr Stephen also reported that the telephone box will be kept and not decommissioned.

It was agreed that a notice would be produced to direct the public to the telephone box if the defibrillator was to be used.

**12. New upgrades to Orange mast at High Chimney Farm.**

Cllr Haffenden reported that the mast would be shared with another provider. This will enable high speed broadband to be available.

### **13. Web Site**

13.1 Update report from Nick Smith Webmaster Appendix A

### **14. REPORTS**

#### **14.1 Kent County Council**

KCC Cllr Carey

**No report**

#### **14.2 Shepway District Council**

SDC Cllrs Hollingsbee

Cllr Hollingsbee reported that Shepway Council Tax had risen by 2.98% which represented a £12 per year increase for a band D property

The revenue and benefits department won a Gold Award from the Transformation through Technology Awards. They are one of the first departments to use online technology to apply for benefits/revenue and this allows officers to deal with those who are more vulnerable quickly.

She also reported that the Local Plan consultation document comments have to received by the 19<sup>th</sup> of March. After that the core strategy will come out which will detail the number of houses to be built by 2037. Otterpool Park has 5500 planned homes and the remainder of the 10,000 required in Shepway will be built over the next twenty years. The Otterpool masterplan will go to Cabinet on the 28<sup>th</sup> March.

Shepway will now be called Folkestone and Hythe District Council

Cllr Hubble thank Cllr Hollingsbee for attending the meeting and for her continued support.

#### **14.3 KALC Shepway Area Committee**

Cllr Dudas

**No report**

Cllr Hubble reported that he attended a meeting of Elham PC.

#### **14.4 Kent Community Police.**

PCSO

**No report**

It was agreed that the Clerk would write to the PCSO and request his attendance at PC meetings.

#### **14.5 Minnis Managers.**

Cllrs Day & Haffenden

Cllr Haffenden reported that there would be an open meeting on the 6<sup>th</sup> April at 7pm. This would be a resume of the previous year's activities and also allow for an open discussion.

#### **14.6 Stelling Minnis Village Hall.**

Cllr Stephen

**Appendix A**

#### **14.7 Stelling Minnis Windmill.**

Cllr Hubble

Cllr Hubble reported that the AGM will be held on the 15<sup>th</sup> March at 7.30 pm and that the season starts on the 1<sup>st</sup> April .

#### **14.8 Other reports.**

14.8.1 Footpath Warden

Martin Hart

No report

14.8.2 Tree Warden

Cllr Dimmock

No report

14.8.3 GDPR Requirements

I Bowie

The Clerk explained the requirements of the new GDPR regulations and stated that she would circulate the PC policies for review at the next meeting and keep members updated on the Data Protection Regulations.

### **15. Stelling Minnis Common**

- 15.1 Councillors considered the PC's position regarding reporting matters of concern from members of the public to the Minnis Managers. Following a discussion it was agreed that the current process was sufficient. It was agreed that the status quo would be maintained. Any concerns would be referred to the Minnis Managers via Cllr Haffenden. Cllr Day as the PC representative would attend the Minnis Managers meetings and report back to members. Proposed by Cllr Haffenden seconded by Cllr Day and agreed by all.

Cllr Dimmock thanked the Chairman for enabling the discussion.

## **16. Highways**

### **16.1.1 30mph speed limit Bossingham Road and Wheelbarrow Town**

The Clerk reported that an email from Richard Heaps MIHE Schemes Project Manager (Shepway) stated that:

KCC would not be in a position to fund any works such as these within Stelling Minnis. I am currently working on a number of other schemes across Shepway and Dover and need to prioritise my time accordingly.

Therefore I would not be able to arrange to meet for a purely hypothetical scheme. However if the Parish Council are willing to fund traffic surveys with a view to progressing towards a self-funded scheme (assuming the necessary criteria and guidelines are met) then I would be happy to meet to discuss.

Cllr Hubble reported that in comparison to Pluckley, which is a similar Village, there were far fewer road signs in Stelling Minnis.

A discussion followed and it was agreed that the Chairman and Clerk would write to Richard Heaps and enquire:-

- What is the statutory requirement for repeater speed signs
- What are the regulations regarding speed limits at a grazed, unfenced common and if the current signage at the Minnis was sufficient
- Request a review of the signage in the Village

### **16.2 Additional signage on the Minnis**

Richard has advised that KCC will not pay for additional signage but the highways steward will check and see that the existing signs are still in place.

## **17 FINANCE**

17.1 Update of account for 2017/18 including payments received. (Detail at Appendix B)

17.2 Accounts for payment.

17.2.1 Accounts for approval and payment

Clerk (I Bowie) Salary	£	284.12
Total Payment to I Bowie	£	284.12
PAYE (4th Quarter) (HMRC)	£	70.80
N Smith Webmaster Honorarium	£	350.00
KALC GDPR Training Course Clerk	£	36.00
CiLCA SMPC Contribution 50% of £250	£	125.00

17.3 Payments to be discussed for approval None

17.4 Online Banking

The Clerk explained that she had contacted the Co-operative Bank and that online banking could be set up for the SMPC account. She further explained that the account could be set up to ensure that a second online authorisation was required before any payments were made. The PC agreed that the Clerk should proceed to set up online bank under these terms. Proposed by J Haffenden and seconded by Cllr Dimmock

**18 Extra Bus Shelter**

Cllr Hubble reported that Cllr Dudas was seeking two more estimates and that once these had been received the PC would decide on the way forward.

**19 Dates of Future Meetings 2018**

2 May 2018 (AGM), 16 May 2018 (APM), 4th July, 5th September, 7<sup>th</sup> November, 9th January 2019, 6th March, 1st May (AGM), 15th May (APM), 3<sup>rd</sup> July

**The meeting closed at 9.12 pm**

**Signed** R J Hubble

**Date** 9<sup>th</sup> May 2018

Chairman of the Parish Council

## Appendix A:

### 13.1 Stelling Minnis web site report Nick Smith – Webmaster.

- Cllrs attendance record updated following January PC meeting.
- Agenda and both draft and approved minutes of Parish Council meetings added when received from Clerk.
- Highways closure notices added as and when received from Clerk & removed when time expired.
- NHW Parish Mag reports added to web page, older ones now being removed when 12 months old (was 6 month).
- Monthly church services continue to be added to both Stelling and Upper Hardres churches web pages. Monthly reports "News" from Stelling Church added to their page – will be removed when 6 months old.
- No Minnis Managers minutes received since those for July 2017 – Secretary asked if minutes of later meetings have yet been approved and released. Will be added when received.
- Verification of information on FOSM page requested.

23 Feb 2018

### 14.4 Police report for Stelling Minnis Parish Council meeting

PCSO Daniel Mills North Downs East, Elham and Stelling Minnis, North Downs West

Reported Crime and ASB (anti-social behaviour) 01/01/2018 – 31/01/2018:

No Crimes or ASB listed as per Kent Police website

Here is a link to the latest figures from August:

<https://www.kent.police.uk/your-area/ashford-and-shepway/elham-and-stelling-minnis/Other>

Information:

Reporting suspicious persons/vehicles – If there is a person or vehicle that is behaving in a manner that is concerning or causing alarm or distress then please note as much detail as possible and call 101.

Online reporting – We would like to highlight that the public can now report incidents online via the Kent Police website. This can be used when it is not an emergency and there is not an immediate risk to persons or property. The link for this reporting tool is:

<https://www.kent.police.uk/services/report-online/kent-police-online-reporting/>

Please find advice on these issues and crime prevention on our website at:

<http://www.kent.police.uk/advice/advice.html>

If you have any worries, concerns or information you would like me to know, please do not hesitate to contact on 101 (non-emergency) and information will get to me.

#### 14.6 Stelling Minnis Village Hall. Cllr Stephen

The hall committee are very pleased to announce that we are now covered by 4G internet at the village hall and we were getting some very good download speeds when we tested it.

Lee Jones hosted our first coffee morning which will hopefully become a regular on the first Friday of each month, from 10.30 till 12.

It's a chance for villagers to meet a member of the hall committee and enjoy a bottomless cup of quality coffee or tea and biscuits for £2.50

People can use it as a place to meet for a chat, work using the 4G internet or see what our hall has to offer.

The Vietnamese night raised £769 for the hall and with excellent food provided by Kim and her team, a great time was had by all.

Ann Day is very kindly taking over as bookings clerk for the hall as Belinda steps down.

We have been advised that the boiler at the hall is 17 years old and is becoming unreliable. Ivor Champion is trying to secure grants to cover as much of the cost as possible. If anyone knows of grants available, please speak to a member of the committee.

In the future, we hope to hold another meal night, a quiz night and potentially a bat and trap match. If anyone feels they could assist the committee in organising any of these events, why not come along to the coffee morning, or come to the next meeting on 25.7.18 at 7.30p.m. in the village hall.

**STELLING MINNIS PARISH COUNCIL      Statement for presentation at Council meetings**  
**Payments and income 2017/18**

**Meeting - 7th March 2018**

Meeting - 1st March 2018

Item	Budget	Paid to date	Budget unspent prior this meeting	Items for payment 6 March 2018	Totals paid and payments to be made	End of year Prediction
Clerks Salary(ies)(Net)	2254.00	1721.28	532.72	284.12	2005.40	2254.00
Clerk PAYE	564.00	464.49	99.51	70.80	535.29	564.00
Clerks expenses (Admin).	400.00	161.92	238.08		161.92	400.00
Councillors expenses	75.00	0.00	75.00		0.00	75.00
Council insurance	375.00	351.51	23.49		351.51	375.00
Village hall hire	80.00	85.00	-5.00		85.00	85.00
Audit commission fee	120.00	0.00	120.00		0.00	120.00
Training & development	600.00	72.00	528.00	161.00	233.00	600.00
Election costs	0.00	0.00	0.00		0.00	0.00
Chairman's allowance	100.00	78.25	21.75		78.25	100.00
Membership KALC	280.00	270.36	9.64		270.36	280.00
Membership ACRK	50.00	50.00	0.00		50.00	50.00
Membership CPRE	40.00	40.00	0.00		40.00	40.00
Donation Stelling Church (mtce closed church yard)	200.00	200.00	0.00		200.00	200.00
Donations to worthy causes	300.00	300.00	0.00		300.00	300.00
Honorarium for Webmaster	350.00	0.00	350.00	350.00	350.00	350.00
Planning drawings (SDC)	50.00	0.00	50.00		0.00	50.00
KALC publications	50.00	0.00	50.00		0.00	50.00
Computer Software	50.00	0.00	50.00		0.00	50.00
Electricity for Defibrillator	12.00	12	0.00		12.00	12.00
Rose & Crown kerbing	0.00	2000	0.00		2000	2000.00
Sub Total	5950.00	5806.81	2143.19	865.92	6672.73	7955.00
Contingency	200.00					
		0.00			0.00	
		0.00			0.00	
		0.00			0.00	
Total Contingency	200.00	0.00	200.00	0.00	0.00	200.00
Overall Total outgoing	6150.00	5806.81	2343.19	865.92	6672.73	8155.00
Income:						
Balance brought forward	6892.91					6892.91
Precept 1st payment	2650.00					2650.00
Precept 2nd payment	2650.00					2650.00
VAT refund	0.00					
Transparency fund grant	0.00					
Shepway members grants	2000.00					
Bossingham Youth Club	233.21					233.21
Shepway Community chest	0.00					2000.00
Total income	14426.12	14426.12			14426.12	14426.12
Balance: Budget & actual	8276.12	8619.31			7753.39	6271.12
Target to carry forward not less than £4300 into 2018/19 financial year.						
Year end prediction	£6,338.96	Including VAT refund & grants.				
Current bank Balance	£10,860.91	31-Jan-18		Notes		
Unpresented cheques	£2,241.60	31-Jan-18	£161 Training £36 KALC GDPR Course			
Income not yet on statement			£125 CiLCA 50% Contribution			
Reconciled Balance	£8,619.31	31-Jan-18				
VAT to be re-claimed to date	£67.84					