

**STELLING MINNIS PARISH COUNCIL  
MINUTES OF THE MEETING ON 12 JANUARY 2022 HELD AT 7.30PM IN STELLING  
MINNIS VILLAGE HALL**

**Present:** Parish Cllr John Haffenden (Vice Chairman) Chaired Meeting  
Parish Cllr Nick Smith  
Parish Cllr Ann Day  
Parish Cllr Laszlo Dudas  
Parish Cllr Garry Watts  
District Cllr Jenny Hollingsbee

Lee Jones, Internal Auditor  
Gail Hubbard, Clerk to the Council  
There were no members of the public present.

The Vice Chairman welcomed everyone to the meeting and read out the statement on filming and recording during the meeting.

**1. APOLOGIES, DECLARATIONS OF INTEREST AND DISPENSATIONS**

- 1.1 Apologies for absence received and confirmed by the Council Members who cannot attend a meeting. These shall be tendered to the Parish Clerk prior to the meeting, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted. Apologies received and accepted from Chairman Cllr Robert Hubble (unwell), Cllr Pam Carr (husband unwell) and County and District Cllr Susan Carey.
- 1.2 Declaration of changes to the Register of Interests. There were none
- 1.3 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.
- 1.4 Requests for Dispensations. There were none.
- 1.5 Declarations of Lobbying. There were none.

**2. MINUTES OF THE MEETING HELD 10 NOVEMBER 2021**

The minutes from the previous meeting had been circulated and read, it was proposed by Cllr Smith, seconded by Cllr Day and AGREED by all that the minutes be accepted. The minutes were duly signed by the Chairman of the meeting.

**3. MATTERS ARISING FROM THE MINUTES**

There were none.

**4. ADJOURNMENT**

There was none.

**5. CORRESPONDENCE**

The following items of correspondence had been circulated to the Cllrs;

- Gallagher Insurance – flagpole added to SMPC insurance at no additional premium for now, will increase renewal premium by £5.00 in June.
- FHDC – Budget consultation in progress. Deadline for comments 1 Feb.
- KALC – Training programme for 2022 (circulated)

## 6. PLANNING

### 6.1 Discussed planning applications received for consideration since the last meeting

21/2459/FH	Demolition of existing garage, lean to, rear wall of existing store and its roof, the external chiller enclosure, and oil tank. Erection of single storey extension to existing shop floor and erection of a single storey rear extension to the house to include rear patio.  The Stores, Minnis Lane, Stelling Minnis, Canterbury CT4 6AS	To be viewed favorably subject to discussion regarding toilets and seating on the Minnis. See notes below  Response by 2 Feb
21/2349/FH/PIP	Request for permission in principle for the erection of a modest residential dwelling  Land opposite Ducks Hill, Sandy Lane, Stelling Minnis	SMPC objection 7:0
21/2319/FH	Erection of two 3-bedroom chalet bungalows  Land rear of St Bernadettes Cottage, Meadow View, Harvest Lane, Stelling Minnis CT4 6AX	No objection 5:1  1 Abstention

#### **21/2459/FH The Stores, Minnis Lane**

The proposal will enhance the shop visibility (tidying up the side area) and benefit the village. Modest rear extension for personal use.

Some discussions about toilet requirements if food and drinks are being served – would it be possible to make the proposed staff toilet into a disabled/customer/staff facility?

Any plans for tables and chairs on the Minnis itself would have to have permission sought from the Minnis owners separately.

### 6.2 NOTED decisions by the planning authority since the last meeting

21/1218/FH	Partial reconstruction and repairs to cart shed including reconstruction of south and part of east walls in brickwork, renewal of corrugated iron roof and addition of cast iron rainwater goods.  Stelling Lodge Farm, Church Lane, Stelling Minnis CT4 5PS	Approve with conditions 3/1 1/21
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## 7. VILLAGE MATTERS

### **COMPLETION OF NOTICEBOARDS**

Cllr Dudas reported that the gold leaf writing on the two new noticeboards had been completed and the doors have been adjusted (due to the damp weather they may need further adjustment but time will tell).

The laminated glass panels for the bus shelters are with Jenner's awaiting fitting.

### **GRIT BIN UPDATE**

Cllr Watts had managed to secure a large grit bin which had now been delivered and is awaiting the permission to put in place. Cllr Haffenden said he would then arrange for

the bin to be filled with the bag of grit from Highways currently stored at this farm. Grit bin to be added to asset register.

### **QUEENS PLATINUM JUBILEE CELEBRATIONS AND PLAQUE**

#### **Weekend 4/5 June 2022**

The last Jubilee event had been held jointly with Upper Hardres, their Clerk has been in touch to see if SMPC are planning anything. Could something be incorporated with the Windmill Fete, when is this being held? Date to be checked in the first instance to see if this could work. The Windmill fete is a fundraiser for the school and windmill so we would have to do something further to enhance the day.

Plaque agreed in principle at last SMPC meeting but not to be commissioned until after the 2<sup>nd</sup> February, which is not far away now, Cllr Dudas to now look at materials (slate/stone) and obtain some quotes ready for the next meeting. Permission also needed from The Palace to use the Queens name.

### **FACEBOOK PAGE FOR SMPC**

The Clerk had prepared a report on this in advance of the meeting.

It was proposed that we trial the Facebook Page for twelve months, this was proposed by Cllr Watts, seconded by Cllr Day and AGREED. Clerk to setup and act as administrator. For information only items to be posted and monitored closely.

## **8. REPORTS**

Refer to Appendix A at end of minutes for the full reports where available.

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|-----|-----------------------------|-------------------------|
| 8.1 | SMPC Website report         | Clerk                   |
| 8.2 | Community website report    | Cllr Smith              |
| 8.3 | KCC Report                  | Cllr Carey              |
| 8.4 | FHDC Report                 | Cllrs Carey/Hollingsbee |
| 8.5 | Stelling Minnis Tree Warden | Cllr Smith              |
| 8.6 | Stelling Minnis Hall        | Lee Jones               |

Lee Jones reported that the shrubs blocking the neighbouring properties light had been cut back, cleaning costs are to increase for the hall, funding opportunities are being looked into. The Vietnamese evening is set for 5<sup>th</sup> February.

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| 8.7 | Windmill | Cllr Dudas |
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Cllr Dudas reported the windmill is hoping to open in April but this is still TBC. He had also attended a Mill Managers meeting at Killicks Mill in Meopham.

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| 8.8 | Minnis | Cllr Haffenden |
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Cllr Haffenden reported that UKPN had reduced the height of some trees that were interfering with the power lines and that the Minnis cattle had now all calved.

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| 8.9 | KALC | Cllr Dudas |
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Updates as circulated via email to Cllrs.

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| 8.10 | FHDC Joint Committee | Cllr Dudas |
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Minutes as circulated to Cllrs via email.

## **9. FINANCE**

### **9.1 To CONSIDER and AGREE the Budget and Precept for 2022-23**

The draft budget figures had been previously circulated to Cllrs and were looked at in detail, the proposed figures would mean an increase in council tax for a band D property of £2.38 across the year (4p per week). This equates to approx. 9.9% due to the low figures and small number of properties in the parish.

It was proposed by Cllr Smith that the budget as laid out to include the £100 donation to Age UK be AGREED and a precept figure of £7432.00 be requested from FHDC for

2022-23, this was seconded by Cllr Day and AGREED by all. Clerk to advise this request by 31<sup>st</sup> January.

9.2 **NOTED receipts of income**

There were none	0.00
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9.2 **AUTHORISED payments**

CHQ354	Gail Hubbard – Clerks salary Nov & Dec 2021	506.60
CHQ355	HMRC 3 <sup>rd</sup> QTR PAYE payment (Oct-Dec 21)	190.00
CHQ356 <i>Previously approved</i>	HMRC - PAYE April, May, June, July 2020 contributions for I Bowie (replacement cheque for CHQ294 which was not cashed in 2020)	84.80
CHQ357 <i>Previously approved</i>	Cllr Dudas - reimbursement for signage (replacement Cheque for CHQ339 mislaid and now cancelled with bank)	159.54
CHQ358	Gail Hubbard – clerks reimbursement of expenses (Nov & Dec)	39.73
CHQ359	Mr LD Jones – Internal Audit 2021-22	120.00
CHQ360	Gerald Wilton Design Ltd – signwriting of two bus shelter noticeboards	240.00
CHQ361	Cllr Watts – reimbursement of expenses (purchase of grit bin)	186.00
CHQ362	Age UK Hythe & Lyminge Branch – donation for 2021-22	100.00
<b>TOTALS</b>		<b>£1,626.67</b>

The above payments were proposed by Cllr Day, seconded by Cllr Smith and AGREED by all so the payments are to be authorised.

9.3 **RECEIVED the bank reconciliation to 6<sup>th</sup> January 2022.**

The meeting closed at 8.50pm.

*Dates of future meetings: 9 March, 11 May Statutory Annual, 18 May APM, 13 July, 14 September, 9 November*

Signed..... (Chairman)

Date.....

**APPENDIX A**

**SMPC Reports 12 JANUARY 2022**

**SMPC Website**

Updated as and when necessary. Agenda and Minutes always displayed. Now using Newsfeed for anything deemed suitable to distribute this way.

Gail Hubbard  
Parish Clerk

## **Stelling Minnis Community web site report for 11 January 2022 PC meeting**

Individual page maintenance and requested revisions made as required.

No problems with the site observed or reported.

Nothing else to report.

Nick Smith – Webmaster for the community site.

7 January 2022

## **KCC report January 2022**

As we start the year the latest reports show a rise in the spread of Omicron but vaccinations and the new treatments for Covid seem to have limited both the severity of disease and the number of deaths. However, just before Christmas local government was asked by the Government to reinstate some of the measures we took during earlier waves of Covid.

- Our Public Health Team are working with the NHS to encourage everyone who's eligible to get vaccinated/boosted.
- We have reinstated our Temporary Place of Rest so that there is capacity for bodies should the hospital mortuaries be unable to cope (always a sobering step to take)
- We are once again promoting 'Kent Together' our online and telephone advice service where people can ask for help for themselves or someone else. Kent Together has helped vulnerable people get food and/or medicines or just a friendly voice at the end of a phone.

Kent Together can also signpost those in financial difficulty to the help available. Go to [www.kent.gov.uk/kenttogether](http://www.kent.gov.uk/kenttogether) or call [03000 41 92 92](tel:03000419292)

KCC has its budget meeting [on 10 February](#) and once again we have to find savings to meet the rising numbers of people (and complexity of cases) that are eligible for our social care services. KCC has continued to fund several discretionary services which other County Councils have long withdrawn and we now need to do the same. You can find the 2022/23 draft budget, the 2022 – 2025 Medium Term Financial Plan and the 2022 – 2032 draft capital plan here; <https://www.kent.gov.uk/about-the-council/finance-and-budget/our-budget>

At KCC I have a particular responsibility for Environment and Waste and next week I am issuing my regular newsletters on each topic ahead of the next meeting of KCC's Environment & Transport Cabinet Committee (ETCC) [on 18 January](#). Primarily produced for KCC Members, the newsletters are also sent to KALC to share with parish councils and I hope you will find them of interest. We're making good progress on reducing our greenhouse gas emissions (and saving money) and recycling rates at our Household Waste Recycling Centres have improved. The papers for ETCC should be published on the KCC website [on 11 January](#) so you can read the full Performance Dashboard paper as well as a report on the public consultation held on whether to keep the booking system for the Household Recycling Centres.

Susan Carey

Member for Elham Valley  
Kent County Council

## **Stelling Minnis District Councillors' Report – 11 January 2022**

**MyAccount** allows you to see council information relevant to you. Registered users will be able to find details about their Council Tax, benefits, bin collections, ward councillors, and much more, all in one place. More services are being introduced into MyAccount enabling you to report, apply or pay for services at the click of a button. In short, MyAccount is an easier and quicker way to interact with the Council and you can register or log-in at [www.folkestone-hythe.gov.uk](http://www.folkestone-hythe.gov.uk)

**Household support fund** - The council has been awarded funding from Kent County Council for the Household Support Fund (HSF), which is provided by the government and runs until 31 March 2022 (subject to fund availability). Anyone aged 16 or over and living in the district in a vulnerable household may be eligible for a payment. Vulnerable households are defined as those that are struggling to afford essential food and utility bills and have no other available support. Grants are available for families with or without children. For full details of the criteria and to make an application, go to <https://www.folkestone-hythe.gov.uk/household-support-fund>

**Budget 2022-2023** - By early March each year the council is required by law to approve its budget and council tax levels for the forthcoming financial year. Full Council will meet on 23 February 2022 to do this. We would now like to hear your views on the specific budget proposals within the Budget Strategy as well as feedback on the general spending and income generation priorities for 2022/23 see <https://www.folkestone-hythe.gov.uk/consultations/budgetconsultation>

**Police & Crime Commissioner consultation on precept.** The PCC has launched his Budget proposal for 2022/2023 and the Kent and Medway Police and Crime Panel will vote on this proposal in early February. You can comment by emailing: [haveyoursay@kent.police.uk](mailto:haveyoursay@kent.police.uk) before the 23 January. See [Kent PCC: Office of the Kent Police and Crime Commissioner \(kent-pcc.gov.uk\)](http://kent-pcc.gov.uk) for further details.

**Scrutiny Committee** – Residents are being asked to let Folkestone & Hythe District Council know what local issues they would like discussed. Suggestions for matters which are important to the community will help shape the council's Overview and Scrutiny Committee for the next financial year. While suggestions do not have to be limited to the council or the services it provides, proposed ideas cannot include planning applications, licensing matters, housing appeals or disciplinary issues. To share your ideas, please complete the form which can be found at [folkestone-hythe.gov.uk/your-council/democracy/council-scrutiny](http://folkestone-hythe.gov.uk/your-council/democracy/council-scrutiny) Please note, you will be required to sign in to 'MyAccount'. The deadline for submissions is Friday 25 February 2022.

**Scam messages** - Fake emails and text messages are a common tactic used by cyber criminals, particularly at this time of the year. Their goal is often to convince you to click a link. Once clicked, you may be sent to a dodgy website which could download viruses onto your computer, or steal your passwords and personal information. In order to try and convince you that their messages are legitimate, criminals will pretend to be someone you trust, or from some organisation you trust. This could be your Internet Service Provider (ISP), local council, even a friend in need. And they may contact you by phone call, email or text message. If you have received an email which you're not quite sure about, you can report it by forwarding the email to the Suspicious Email Reporting Service at: [report@phishing.gov.uk](mailto:report@phishing.gov.uk)

Jenny Hollingsbee

### **Tree Warden Report for 10 November 2021 PC meeting**

Nothing to report. Notes that FOSM are working on the problems reported during 2021.

Nick Smith – Tree Warden  
7 January 2022

### **Facebook Page Report**

There are 3 different types of Facebook identity you can setup;

- **Facebook personal profile**- suitable for an individual's personal profile
- **Facebook Business page** – suitable for a business/no for profit/community organisation. This is what other parishes have setup.
- **Facebook Group** – entirely different from the pages. People must become a member of the group to view/take part in discussions. More aimed at groups to share ideas.

### **Account setup**

It is important that the page is setup and controlled via the Parish Council directly, Cllrs can then be added in as administrators. SMPC always then maintain the ultimate control if Cllrs leave etc.

### **Administrators**

You can add additional administrators for the page (Councillors), they have to be 'friends' with the clerk to allow them to be made an administrator

### **Comments**

On a personal profile you can manage public posts (either each individual post or in account settings). The best you can do is limit comments to friends (which would prevent anyone who is not a friend on Facebook leaving a comment).

It is not possible to turn off comments on a Facebook Page. It appears the only way to restrict what is said is by banning certain words from being used ie. The, a ,it, they..... as many common words, as possible.

### **Other considerations/good practices**

You can turn off messages and direct all enquires via the website or to the Clerks email.

The page should mainly be used for information sharing

Add a reminder that any links placed on Facebook are for ease of finding information and not an endorsement of the services.

There seem to be three options

1. We give the Facebook Page 'Stelling Minnis Parish Council' a try, post mostly information and monitor closely what comments we get on there.

2. We just go with a Facebook profile 'Stelling Minnis Parish Clerk' and post everything public on there (we can turn off the comment facility this way).
3. We decide to not have a Facebook presence for now.

Gail Hubbard  
Parish Clerk