

# Stelling Minnis Parish Council

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

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**Present:** R Hubble – Chairman, J Haffenden, A Day, P Dimmock, L Dudas, D Stephen, G Watts.  
I Bowie – Clerk  
Also present: N Smith – Parish Magazine/Webmaster, Cllr Hollingsbee, Cllr Carey, Mr D Tatterton

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

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**1. Apologies and absences:**

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, 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 from: Mr L Jones, Internal auditor

**2. To Receive Declarations of Interest and Dispensations:**

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:**

To consider the minutes and if in order sign as a true record

5.2 Minutes of Parish Council Meeting 5<sup>th</sup> September 2018

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

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

There were none

**5. Public Participation and Comment:**

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. There were none

**6. Correspondence:**

6.1 To table items of late correspondence

6.2 Items circulated

6.2.1 95<sup>th</sup> Annual Meeting of Action with Communities in Rural Kent on Tuesday 13<sup>th</sup> November 2018  
Cllr's Day and Hubble to attend

Noted

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|-------|---|-------|
| 6.2.2 | KCC Community Transport Grant Scheme  | Noted |
| 6.2.3 | NALC CEO Bulletin (16/10/18)  | Noted |
| 6.2.4 | KALC AGM 17 <sup>th</sup> November 2018   | Noted |
| 6.6.5 | Vacant seats after Tuesday 6 <sup>th</sup> November 2018<br>(By elections and co-option of Cllrs)   | Noted |
| 6.6.6 | Mid-Kent Highways Parish Seminar 9 <sup>th</sup> November<br>Cllr Hubble to attend  | Noted |
| 6.3   | Items acted on  |       |
| 6.3.1 | KCC Right of Way Improvement Plan (ROWIP)   | Noted |
| 6.4   | Items for discussion  |       |
| 6.4.1 | Letter from a resident re Tree Survey on the Minnis<br>A resident asked if a survey was to be conducted on the condition of the trees on the Minnis. The representative of the Minnis Owners Mr C Gooch has responded that "Quotations are being sought from two arboriculturalists to carry out the survey of the Minnis trees. An update will be available in due course".<br><b>Action: Clerk to follow up</b> |       |
| 6.4.2 | KALC Lower Thames Crossing Consultation   | Noted |
| 6.4.3 | Paul Gordon (Chairman Upper Hardres Parish Council) 30MPH Bin Stickers Available in the shop  | Noted |

## 7. Planning:

### 7.1 To table late planning applications received for consideration.

There were none

### 7.2 To table planning applications dealt with since last meeting

- 7.2.1 Y18/0814/FH Lower Courthope Farm  
Change of use and conversion from agricultural building to seven holiday lets, together with external alterations, landscaping and parking. SMPC Vote Defer to FHDC (Actual Vote Defer 3: No Objection 2)
- 7.2.2 Y18/0814/FH Lower Courthope: Presentation by Mr David Tatterton. Mr Tatterton provided Councillors with details of the outline planning application. The Chairman and Councillors thanked him for his presentation.

### 7.3 To table decisions by the Planning Authority since the last meeting.

- 7.3.1 Y18/0964/FH Kerwyn Curtis Lane Conversion of existing garage to provide workshop. FHDC Approved
- 7.3.2 Y18/0935/FH Meadow View Harvest Lane  
Demolition of two existing dwellings and erection of two replacement dwellings. FHDC Approved

### 7.4 Radstone Gate (formerly Stonegate Development)

The development has been renamed as Radstone Gate. The Clerk distributed a plan showing the location of the shared ownership houses. These will be sold by Moat Homes. Contact with Elmsted Parish Council has been established and it was agreed to keep each PC updated with developments.

**Action: Clerk to contact Moat Homes and establish the position for housing for residents of Stelling Minnis**

### 7.5 Other Planning Matters

- 7.5.1 Fryarne Park Wood Encampment  
Members expressed their concern that nothing had been progressed by FHDC planning enforcement regarding Fryarne Park Wood encampment.

Cllr's Carey and Hollingsbee informed members that they were attending a meeting with the planning department on the 8<sup>th</sup> November and would raise this item and 7.5.2 at that time.

Advice from Cllrs Carey and Hollingsbee was for the PC to log all concerns re planning breaches on the Planning Portal and obtain a reference number. The PC agreed that it would do this but would also email the planning department and would maintain a log of all communication regarding this matter.

- 7.5.2 Land adjoining Bower Farm House Bossingham Road  
Members discussed this item under 7.5.1 with regard planning enforcement but further agreed to contact Mr N Hunt for additional information.

Actions:

- (a) Clerk to email Cllr Hollingsbee all communication regarding agenda items 7.5.1 and 7.5.2 ahead of the Planning Meeting on the 8<sup>th</sup> November
- (b) Cllr Hubble to contact Mr N Hunt for an update and to contact the new residents.
- (c) Clerk to report the use of a caravan on the land to Planning enforcement.
- (d) All Cllrs to regularly report on enforcement issues to the Clerk

**8. Noticeboard:**

- 8.1 To consider estimates for repair  
Estimates to be sought and a decision to be made at the January 2019 meeting. Cllr Stephen stated that the noticeboard requires modifications to make it easier to use and that this should be considered as part of the repair/replacement options.
- 8.2 Feedback from gifted donors of the noticeboard  
Clerk has not had a response. Cllrs agreed to proceed with the repairs.

**9. Minnis Green – Maintenance:**

Cllr Day reported that there would be an additional cutting of the grass in December.

**10. New Residents Welcome Pack:**

Cllrs discussed the Welcome Pack. It was agreed that additional 'booklets' regarding the Minis and the Village would be added and a flyer for the Windmill Book would be included. The Clerk would register for a monthly update of the electoral roll so that new residents could be sent a Welcome Pack.

**Action: Clerk to collate the final pack for Cllr approval at the next meeting.**

**11. HIGHWAYS:**

- 11.1 Speed limit Bossingham Road and Wheelbarrow Town – Update  
No updates available at this time
- 11.2 Additional signage on the Minnis  
No updates available at this time
- 11.3 Street Names and Finger Post damage  
Clerk has reported again this week and will follow up weekly and keep reporting until they are fixed.
- 11.4 Salt Bins  
Salt bins will be refilled by FHDC

**12. War Memorial:**

Work on the war memorial has been completed by Mr John Pitcher. The total cost was £208. SMPC had agreed to pay half of the total cost. Cllrs reported that Mr

Pitcher had done an excellent job. The Chairman extended the Parish Councils thanks to Mr Pitcher.

### 13. Reports:

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|------|---------------------|------------|------------|
| 13.1 | SMPC Website Report | Nick Smith | Appendix A |
| 13.2 | Kent County Council | Cllr Carey |            |

Cllr Carey gave her report. She highlighted the hoped-for increase in funding from government for both social care and highways.

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| 13.3 | FHDC District Council | Cllrs Carey/Hollingsbee |  |
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- Cllr Hollingsbee gave her report. She highlighted the new Area Enforcement Officer Caroline McBright who can deal with rural matters such as fly tipping, antisocial behaviour quickly.

Cllrs Hollingsbee and Carey have direct line access with the officer to speed up remedial action. Otterpool Park Plans will not be submitted until the New Year. Cllr Hollingsbee further reported on Spotlight, which is an online platform for organisations to promote their activities and gain new members. Spotlight provides a comprehensive list of all clubs and societies.

Cllrs Carey and Hollingsbee explained why they had continued to request the planning application at the Rose and Crown was brought to the planning committee for decision. This was due to the objections of some residents to the plan and to enable a fully transparent process for the application through F&HDC planning process.

Cllr Dimmock raised the issue of ongoing parking problems at the Rose and Crown, he also mentioned that cars were still parking on the grass triangle.

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| 13.4 | Cllr Hubble thanked both Cllrs for attending the meeting and providing the PC with an update.<br>KALC Shepway Area Committee | Cllr Dudas |  |
|------|--|------------|--|
- Cllr Dudas reported that the minutes of the last meeting have not been circulated yet. Cllr Hubble reported that at the last KALC meeting he raised his concerns that SMPC have not had a PCSO attend a meeting for over 2.5 years.

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| 13.5 | Kent Community Police                  | PCSO Mills           | No report |
| 13.6 | Stelling Minnis Common/Minnis Managers | Cllr Day & Haffenden |           |

Cllr Haffenden reported that there had not been a meeting. He also gave his report that:

The sheep on the common are partially owned by a commoner and partly owned by an individual who is licensed by the owners. This is the same as the Highland Cattle when they grazed. If there is insufficient grazing done by those who have rights of common, then the owner can grant a licence to graze. This allows for the proper management of the land. The cattle are now 100% owned by commoners.

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| 13.7 | Stelling Minnis Village Hall. | Cllr Stephen | Appendix A |
| 13.8 | Stelling Minnis Windmill.     | Cllr Hubble  |            |

Cllr Hubble distributed copies of the new Windmill Book will cost £7. Cllrs agreed that it was an excellent publication and that a 'flyer' advertising it to new residents would be added to the Welcome Pack.

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| 13.9 | Parish Council Accounting Package | Clerk/RFO |  |
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The Clerk confirmed that she had set up a free 3 month no obligation trial of an accounts package(easypcaccounts) which has been written especially for small/medium Parish Councils. The annual cost is £60 per annum. It is a web based package which will allow the internal auditor access to review the accounts. It was agreed that the package would be reviewed at the next meeting.

**14. Finances: Appendix B**

- 14.1 Update of accounts for 2018/19 including payments received  
The Financial Performance against Budget report was tabled and the content was noted and agreed.
- 14.2 Accounts for payment
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|-------|--|----------|
| 14.2. | Irene Bowie Salary October/November 2018 |          |
| 1     | Cheque Number 400237                     | £ 384.40 |
| 14.2. | HMRC October/November 2018               | £ 96.00  |
| 2     | Cheque Number 400236                     |          |
| 14.2. | Mr J Pitcher (War memorial maintenance)  | £ 104.00 |
| 3     | Cheque Number 400238                     |          |
| 14.2. | Royal British Legion Wreath              | £ 20.00  |
| 4     | Cheque Number 400239                     |          |
- All payments proposed by Cllr Haffenden and seconded by Cllr Day. All agreed
- 14.3 Late Payments to be discussed for approval and payment
- 14.4 Online Banking Update  
The Clerk gave an update and stated that she was hopeful that online banking would be available very soon.
- 14.5 Purchasing of a new Parish Council Printer  
It was agreed that a new printer would be purchased. Clerk to supply options to Cllrs for approval.
- 14.6 2019-20 Precept  
The exact council tax base for parish will be available in December 2018. Once received the Clerk/RFO will circulate the draft budget figures in December to allow for discussion and the setting of the precept for 2019-20 at the January 2019 SMPC meeting.

**16. Agenda Items for Next meeting:**

**17. Dates of Future Meetings:**

**9th January 2019, 6th March, 1st May (AMPC), 15th May (APM), 3rd July**

**The meeting closed at 9:25 pm**

**Signed: Robert Hubble**

**Date : 9<sup>th</sup> January 2019**

Chairman Stelling Minnis Parish Council

## **Appendix A:**

### **13.1 Stelling Minnis web site report for November 2018 PC meeting**

No major changes to web site although pages have been updated as required. SMPC has been asked to verify that their pages are in line with legislative requirements and meets the needs of the Parish Council, with Council to provide any missing or additional information required. I understand that this is in hand. No clubs or societies have advised of any content revisions required. Dates of events and services revised on both churches as well as Stelling Striders pages. New photos added to Stelling Minnis Village Hall page. FOSM work party dates included in what's on page and linked to from the FOSM page. NHW monthly reports added to that web page. Reports over 12 month old removed. SMPC meeting minutes (draft and approved) and agenda added to their page and removed when 5 years old.

**Nick Smith – Webmaster.**  
**29 October 2018**

### **13.7 Stelling Minnis Village Hall Report**

The October Vietnamese evening was very much enjoyed by all who attended and raised £835 to help pay for the upkeep of the hall. The Vietnamese New Year 3 course buffet supper will be held on Saturday 9th February 2019, make a note in your diaries.

**David Stephen 26<sup>th</sup> October 2018**

STELLING MINNIS PARISH COUNCIL		Statement for presentation at Council meetings				
Payments and income 2018/19						
Meeting - September 2018						
Item	Budget	Paid to date	Budget unspent prior this meeting	Items for payment 7 November 2018	Totals paid and payments to be made	End of year Prediction
Clerks Salary(ies)(Net)	2320.00	1149.69	1170.31	384.40	1534.09	2320.00
Clerk PAYE	580.00	291.75	288.25	96.00	387.75	580.00
Clerks expenses (Admin).	400.00	42.00	358.00		42.00	400.00
Councillors expenses	75.00	0.00	75.00		0.00	75.00
Council insurance	400.00	397.29	2.71		397.29	400.00
Village hall hire	80.00	45.00	35.00		45.00	80.00
Audit commission fee	120.00	0.00	120.00		0.00	120.00
Training & development	400.00	60.00	340.00		60.00	400.00
Election costs	0.00	0.00	0.00		0.00	0.00
Chairman's allowance	100.00	0.00	100.00		0.00	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		0.00	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	60.00	0.00	60.00		0.00	60.00
Electricity for Defibrillator	15.00	12.00	3.00		12.00	12.00
Kerbing Rose and Crown	2000.00	0.00	2000.00		0.00	2000.00
Commemoration 2014-18				124.00	124.00	124.00
Noticeboard Repair	500.00	0.00	500.00		0	500.00
Sub Total	8370.00	2858.09	5511.91	604.40	3462.49	8491.00
Contingency	200.00					
Total Contingency	200.00	0.00	200.00			200.00
Overall Total outgoing	8570.00	2858.09	5711.91	604.40	3462.49	8691.00
Income:						
Balance brought forward	7753.39					7753.39
Precept 1st payment	2782.50					2782.50
Precept 2nd payment						2782.50
Cheques 2017-18 not cashed =credit	2100.00					
VAT refund	0.00					
Transparency fund grant	0.00					
Shepway members grants						
Shepway Community chest	0.00					
Total income	12635.89	12635.89			12635.89	13318.39
Balance: Budget & actual	4065.89	9777.80			9173.40	4627.39
Target to carry forward not less than £4300 into 2018/19 financial year.						
Year end prediction	£4,695.23	Including VAT refund & grants.				
Current bank Balance	£12,952.05	04-Sep-18				
Unpresented cheques	£391.75	04-Sep-18				
Income not yet on statement						
Reconciled Balance	£12,560.30	04-Sep-18				
VAT to be re-claimed to date	£67.84					