

Stelling Minnis Parish Council

MINUTES of MEETING on 9th January 2019

Present: R Hubble – Chairman, A Day, P Dimmock, L Dudas, D Stephen,
G Watts. I Bowie – Clerk
Also present: N Smith – Parish Magazine/Webmaster, Cllr Hollingsbee,
L Jones- Internal Auditor

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

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: Cllr Haffenden, Cllr Carey, R Gambrill (NHW)

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 7th November 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.

6. Correspondence:

6.1 To table items of late correspondence

6.1.1 Matthew Scott Kent's Police and Crime Commissioner, invites you to join him at Stelling Minnis Village Hall Thursday 10th January 2019 Between 10:00 and 12:00
Noted

6.1.2 Residents Email to Cllr Dimmock
A resident been in touch with Open Reach about a scheme for upgrading broadband speeds to outlying rural communities Following a suggestion that in 2019-20 there may be a KCC grant of up to £170 per house. However, the Quoted Price from

Open Reach was: Core community –14 Premises Initial Estimate £3,644.71 per premise/ £51,026.00 all premises. Making this beyond the reach of most residents despite the potential of a grant from KCC. The Chairman thanked both the resident and Cllr Dimmock for bringing the matter to the PC’s attention.

- 6.2 Items circulated
 - 6.2.1 KALC Winter Events Noted
 - 6.2.2 F&HDC Tax Base 2019/20 Noted
 - 6.2.3 NALC CEO Bulletin (16/12/18) Noted
 - 6.2.4 KALC News Noted
- 6.3 Items acted on
 - 6.3.1 Lost Word Campaign
The Parish Council agreed to contribute £10 to the campaign. Proposed by Cllr Day, seconded by Cllr Dudas and agreed by all present.
- 6.4 Items for discussion
 - 6.4.1 CPRE Women and The Countryside Meeting 6/2/2019 Noted

7. Planning:

7.1 To table late planning applications received for consideration.

There are none

7.2 To table planning applications dealt with since last meeting

- 7.2.1 Y18/1558/FH The Barn Bossingham Road
Change of use from Class B1 (mechanics garage) to Class D1 (outpatient physiotherapy clinic). SMPC Vote: Approve
- 7.2.2 Y18/1472/FH Lyndale Minnis Lane
Erection of single storey rear extension. SMPC Vote: Approve
- 7.2.3 Y18/1403/FH 5 Minnis Field Curtis Lane
Erection of a rear conservatory SMPC Vote: Approve

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

- 7.3.1 Y18/0456/SH - Camping and Caravanning Site Rose & Crown
Erection of 13 dwellings with access from Minnis Lane F&HDC: Approved

7.4 Radstone Gate (formerly Stonegate Development)

Cllr Hubble gave an update. He had contacted the developers and a monthly update will be provided to the PC.

7.5 Other Planning Matters

- 7.5.1 Fryarne Park Wood Encampment – The Clerk is maintaining a log of reports/activity and will ensure that F&HDC enforcement remain altered to this issue.
- 7.5.2 Land adjoining Bower Farm House Bossingham Road
Resident has reported that there has been no undue activity
- 7.5.3 Stone Farm Stone Street
Clerk has contacted F&HDC Enforcement and will follow this up by letter. The Clerk reported that it is difficult to contact anyone in enforcement. Cllr Hollingsbee explained that due to staff vacancies a temporary enforcement officer had been appointed. Clerk to follow up with Cllr Hollingsbee.

8. Noticeboard:

- 8.1 To consider estimates for repair. Cllr Dudas provided details of an additional quote to repair and refurbish the noticeboard. After discussion it was agreed that a maximum budget of £2000 would be allocated. Cllr Dudas would proceed and obtain a fixed price from the contractor. It was also agreed that the Clerk would research and apply for available grants. Proposed by Cllr Day and seconded by Cllr Stephen, agreed by all.

9. New Residents Welcome Pack:

The update Welcome pack was circulated to Cllrs and approved. The Clerk reported that the PCC were having a meeting on the 14th January and would email through details of Church services, which could be added to the pack.

10. Village Maintenance:

10.1 Post Box – Bossingham Road
Clerk reported to Post Office and will follow up. Cllrs to advise Clerk when the Post Box has been replaced.

10.2 Winterbourne Curtis Lane Drainage
Additional work has been scheduled

10.3 Damaged paving slabs opposite Village Shop (UK Power)
UK Power have responded and provided evidence that the paving slabs were broken before they commenced work. Following discussion, it was proposed by Cllr Day and Seconded by Cllr Dimmock that the PC purchases 4 slabs at a maximum total cost of £30 to replace the slabs.
Agreed by all.

11. HIGHWAYS:

11.1 Speed limit Bossingham Road and Wheelbarrow Town - No Progress

11.2 Additional signage on the Minnis – No progress

11.3 Street Names and Finger Post damage
Clerk has reported ALL damaged signs etc. to either FHDC or Highways. Cllrs update to update Clerk if any work has been done. The Clerk, having spoken with both Highways and F&HDC, requested that any damage signs etc were reported to her and accompanied with the exact location and photographs if possible.

12. Parish Council Emails

12.1 To consider setting up dedicated Parish Council emails for Councillors and Clerk
KALC solicitor recommended Cllrs and Clerks should not use personal email addresses. Council to consider setting up dedicated PC email account for all to use for Council business only. Following discussion, the PC requested that the Clerk identify a free email service that could be used. Clerk to follow up

13. Reports: Appendix A

13.1 SMPC Website Report

Nick Smith

13.2 Kent County Council

Cllr Carey

13.3 FHDC District Council

Cllrs Carey/Hollingsbee

Cllr Hollingsbee gave her report. She clarified that she has £3000 per year available for Parishes. Cllr Hollingsbee gave an update on the Stewardship of Otterpool Park. She reported that the District was improving its recycling efficiency which has now reached 45%. Aiming for 50% and she requested that everyone continues recycling in order to reach the target. The Scrutiny Committee is requesting any topics that we would like discussed/scrutinised to be submitted to them. There are 2 committees 1. Resource and 2. Community. DDC has decided to make funds available to the Rainbow Campaign which assists homeless people. Cllr Day raised a question regarding the difficulties patients are having accessing the local General Practice. Cllr Hollingsbee invited Cllr Day to attend a local KALC meeting to discuss this matter.

13.4 KALC Shepway Area Committee No Report

Cllr Dudas

13.5 Kent Community Police No report

PCSO Mills

13.6 Stelling Minnis Common/Minnis Managers

Cllr Day & Haffenden

Cllr Day reported that the Minnis Managers New Residents Guide would be available shortly. The quotes regarding the tree surveys are expected soon. The Kent Wildlife Trust Extended Management Plan is being read and agreed with only a few amendments to be made before it is made available.

Cllr Hubble reported that the FOSM have informed him that the works being carried out on Minnis Lane, are still underway and asked residents to bear with them until they are completed.

- 13.7 Stelling Minnis Village Hall. Cllr Stephen
Cllr Stephen reported that the Vietnamese evening has now sold out.
- 13.8 Stelling Minnis Windmill. Cllr Hubble
Cllr Hubble reported on a visit from Paul Carter (KCC). Cllr Carter is visiting all the listed Windmills in Kent and is securing funding for all Grade 1 Listed Windmills to ensure the continued protection.
- 13.9 Parish Council Accounting Package Clerk/RFO
The Clerk reported that the 3-month free trial was drawing to a close and that *easypc accounts* was an excellent package and would make monitoring the financial position of the PC much easier. The Clerk also reported that the Annual return would be simpler to prepare if the PC utilised the package which at £60 per annum was excellent value for money.

It was agreed to that the PC would subscribe to *easypc accounts*. Proposed by Cllr Day Seconded by Cllr Dudas and agreed by all.

14. Finances: Appendix B

- 14.1 Update of accounts for 2018/19 including payments received
- 14.2 Accounts for payment
- 14.2.1 KCC Rose and Crown
Cheque Number 400241 £2,000.00
- 14.2.2 Irene Bowie Salary December 18/January 2019
Cheque Number 400242 £ 480.40
- 14.3 Late Payments to be discussed for approval and payment
- 14.3.1 *EasyPC* Accounts Package £ 60.00
- 14.3.2 Spoken Word £ 10.00
- 14.3.3 4 Paving Slabs (Pavement opposite Village Shop) £ 30.00

All payments proposed by Cllr Watts and Seconded by Cllr Dudas and agreed by all.

- 14.4 Online Banking
The Clerk provided Cllr's with the necessary documentation requiring signatures.
- 14.5 2019-20 Precept and Budget
The proposed budget was discussed and agreed. After discussion the precept was agreed at £ 6,400 representing an increase of 40p per year per band D equivalent property. Budget and precept proposed by Cllr Day and seconded Cllr Dimmock, all agreed.

It was also agreed that a separate Precept Meeting would be held in Nov/Dec 2019 to set the precept for 2021-22

15. Agenda Items for Next meeting:

16. Dates of Future Meetings: 6th March, 8th May (AMPC), 15th May (APM), 3rd July

There being no further business the meeting closed at 9:37pm

Signed : Robert Hubble

Date: 6th March 2019

Appendix A:

13.1 Stelling Minnis web site report for January 2019 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, although no feedback received as yet.

No requests for changes received from any clubs or societies.

SMPC meeting minutes (draft and approved) and agenda added to their page and removed when 5 years old. Planning application info and other notices added to the on line noticeboard when requested by Clerk and removed when time expired.

**Nick Smith – Webmaster.
2 January 2019**

13.2 Kent County Council

Whilst most of the funding for KCC is now raised through council tax, Government grants are still an important part of our budget. I am pleased to report that following on the good news of some extra funding for Social care and Roads that was announced by the Chancellor we have received some additional Government funding which has helped us balance our budget for 2019/20 without drastic reductions to our discretionary services.

On top of this the Government has agreed to meet our request for extra funding to help meet the costs of preparing for BREXIT as detailed in the report presented to County Council on 13 December 2018. This report also described how the Department for Transport, Highways England, Kent Police and Kent Highways have been working on plans for possible delays at the Channel ports of varying degrees of seriousness. This sort of planning is needed for Kent as we have disruption at the ports/tunnel when there are strikes or bad weather. The contingency plans involve far better use of the M20 by keeping the London bound lanes available for two-way traffic and the Coast band lanes for queuing traffic. Manston airport will also be used as a holding area and the test on Monday showed that it is possible to release lorries into normal traffic. This means that the traffic waiting for the ports can be more evenly divided between our M20 corridor and the A2/M2 corridor.

On Thursday 10 January, Matthew Scott our Police and Crime Commissioner for Kent will be holding a 'Meet the Commissioner' event at Stelling Minnis Village Hall. It will be an informal event for Matthew to listen to local people and talk about his work for Kent residents. No need to book, just turn up between 10 00 and 12 00.

Susan Carey

13.6 Stelling Minnis Common/ Minnis Managers report

Report from Minnis Managers for SMPC

The Managers have not held a meeting prior to the SMPC meeting.

Three of the Minnis cattle have calved, the other two are imminent...

FOSM have been working very hard every fortnight clearing the vegetation along the side of Minnis Lane. Once at the Rose and Crown works to improve visibility and better clearance along the bus route will be complete. Visibility along Bossingham Road has been massively improved which will enhance the safety of both users of the Common and vehicular traffic alike. Specimen trees have been left, but sadly the large Ash tree along Minnis Lane was professionally examined and deemed dangerous so had to be felled. We have had no news about the tree survey and this will be an agenda item for the owners at our next meeting.

Work parties will continue until the end of February. Many thanks to all the many volunteers.

Our advice from Natural England is to keep the number of bonfire sites to an absolute minimum. The ash enriches the soil whereas the aim is to impoverish the grassland. As a result, during the wet weather of late there has been some rutting around the fire site. Remedial action will be taken in the spring to return a level surface to the area. It is interesting to note that aerial photographs have shown the despite the FOSM work parties the area of vegetation over the Common has been increasing year on year.

John Haffenden

STELLING MINNIS PARISH COUNCIL Statement for presentation at Council meetings
Payments and income 2018/19

Meeting -January 2019

Item	Budget	Paid to date	Budget unspent prior this meeting	Items for payment 9 January 2018	Totals paid and payments to be made	End of year Prediction
Clerks Salary(ies)(Net)	2320.00	1534.09	785.91	480.40	2014.49	2320.00
Clerk PAYE	580.00	387.75	192.25		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/Accounts fees	120.00	0.00	120.00		0.00	180.00
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	10.00	310.00	310.00
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	2000.00	2000.00	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	3462.49	5031.51	2490.40	5952.89	8561.00
Contingency	200.00					
Total Contingency	200.00	0.00	200.00			200.00
Overall Total outgoing	8570.00	3462.49	5231.51	2490.40	5952.89	8761.00
Income:						
Balance brought forward	7753.39					7753.39
Precept 1st payment	2782.50					2782.50
Precept 2nd payment	2782.50					2782.50
Cheques 2017-18 not cashed =credit	2100.00					2100.00
VAT refund	0.00					
Transparency fund grant	0.00					
Shepway members grants						
Shepway Community chest	0.00					
Total income	15418.39	15418.39			15418.39	15418.39
Balance: Budget & actual	6848.39	11955.90			9465.50	6657.39
Target to carry forward not less than £4300 into 2018/19 financial year.						
Year end prediction	£6,725.23	Including VAT refund & grants.				
Current bank Balance	£12,075.90	31-Dec-18				
Unpresented cheques	£120.00	31-Dec-18				
Income not yet on statement						
Reconciled Balance	£11,955.90	31-Dec-18				
VAT to be re-claimed to date	£67.84					