

Stelling Minnis Parish Council

MINUTES of MEETING on 26th June 2019

Present: R Hubble – Chairman; J Haffenden- Vice Chairman ;A Day; P Carr;
D Spencer; N Smith
I Bowie – Clerk
Also present: Cllr S Carey, 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.

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.

Cllr Hubble declared an interest in agenda item 7.2.1

3. Minutes of the Parish Council Meeting:

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

3.1 Minutes of Parish Council Meeting 8th May 2019

Proposed by Cllr Smith and seconded by Cllr Day. All agreed, Cllr Haffenden did not vote as he was not present at the May meeting. 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

6.2 Items circulated

6.2.1 Old Chalk New Downs - Walking Festival and Volunteer Trainee Opportunities

6.2.2 F&HDC Member Ward Budget Scheme

6.2.3 NALC CEO Bulletin's

- 6.2.4 Dynamic Councillor Events being run across the County from 1st June 2019.
 - 6.2.5 NALC Tree Charter (NALC)
 - 6.2.6 New moth conservation project in Kent
 - 6.3 Items acted on
 - 6.4 Items for discussion
 - 6.4.1 30mph speed limit near the school (emails from 2 residents)
Clerk to forward emails to Cllr Carey
 - 6.4.2 Invitation to NHS workshop on hospital changes in east Kent
18th July
- All items were noted.

7. Planning:

- 7.1 **To table late planning applications received for consideration**
- 7.2 **To table planning applications received for consideration**
 - 7.2.1 Y19/0631/FH Land Adjoining Hatch Meadow Bossingham Road
Erection of a one and a half storey detached dwelling with detached garage and associated landscaping, together with formation of a new vehicular access.
Cllr Hubble, having declared an interest left the room and did not participate in the discussion or subsequent vote.
Cllr Haffenden took the Chair.
SMPC Vote Approve 5: No Objection 1
Cllr Hubble re-entered the room and took the Chair.
 - 7.2.2 Y19/0479/FH - South Lodge Farm South Lodge Road
Change of use and conversion of existing barn to a dwelling, together with external alterations and replacement thatched roof.
SMPC Approved the application
 - 7.2.3 Y19/0479/FH South Lodge Farm South Lodge Road
Change of use and conversion of existing barn to a dwelling, together with external alterations and replacement thatched roof.
SMPC Approved the application
- 7.3 **To table planning applications dealt with since last meeting**
 - 7.3.1 Y19/0382/FH - Apple Tree Farm Mill Lane **SMPC No Objection**
Erection of a two-storey rear extension, part single and part two storey front extension and erection of a detached garage with guest accommodation above.
- 7.4 **To table decisions by the Planning Authority since the last meeting.**
 - 7.4.1 Y19/0382/FH Apple Tree Farm Mill Lane **FHDC Approved**
Erection of a two-storey rear extension, part single and part two storey front extension and erection of detached garage with guest accommodation above.
- 7.5 **Other Planning Matters and Enforcement**
 - 7.5.1 Fryarne Park Wood Encampment
Cllr Hubble to object to the COL notice from FHDC Planning Department.
 - 7.5.2 Land adjoining Bower Farm House Bossingham Road
It was reported that new vehicles were at the bottom end of the land and were covered with tarpaulins.
 - 7.5.3 Stone Farm Stone Street
FHDC Enforcement officer had reported that the caravans were being used for storage and not as staff/guest accommodation.

7.6 **Review of SMPC Planning Application Process**

Following discussion, it was agreed that the existing process for SMPC review and comments on planning applications would remain unchanged.

8. **HM land Registry Form ST4: Prescriptive Easement to Cross the Minnis for Private Properties: Appendix A**

Cllr Hubble explained that house owners who are aware that Minnis Trust land borders their house should check that they have this ST4 form completed or has been checked and dealt with, by other means, by their solicitor. He agreed to add this as an article in the Parish News.

9. **Village Projects:**

9.1 To consider the provision of additional waste bins

Following discussion, it was agreed that additional litter bins would not be provided on the Minnis.

It was agreed that Cllr's would discuss possible Village Project including estimated costings at the September meeting.

Clerk to establish the CiL payment relating to the development at the Rose and Crown.

9.2 New Bus Shelter

Cllr Hubble reported that Discussions were ongoing with Stagecoach and KCC Highways regarding a suitable location.

10. **Village Maintenance:**

No reports

11. **Highways and Signage:**

11.1 Update- Cllr Smith/Cllr Hubble

Cllr Hubble and Smith waiting for a meeting with the Highways Steward

13. **Reports:**

13.1 SMPC Website Report **Appendix A** Nick Smith

13.2 Kent County Council Cllr Carey

13.3 FHDC District Council Cllrs Carey/Hollingsbee

13.4 KALC Shepway Area Committee Cllr Dudas

It was reported that Cllr Dudas was elected as a committee member of the Folkestone and Hythe Joint Committee .

The Parish Councillors congratulated Cllr Dudas on his appointment.

13.5 Kent Community Police **Appendix A** PCSO Mills

They additionally reported on an ongoing HMRC 'Scam' informing that a warrant had been issued for the recipient. This would then be followed with a demand for immediate payment into a bogus bank account.

PCSO's Mills and Hazel gave their reports

13.6 Stelling Minnis Common/Minnis Managers Cllr Day & Haffenden

Cllr Haffenden reported that the tender process for a tree survey had been completed and a contractor had been selected.

Cllr Smith (PC Tree Warden) to liaise.

13.7 Stelling Minnis Village Hall. Cllr Carr

Cllr Carr gave her report and reminded everyone of the Vietnamese evenings in October and February.

13.8 Stelling Minnis Windmill. Cllr Hubble/Cllr Spencer

Cllr Hubble reported that greater efforts are being made to reach more people and to hold more events. An improved online presence was also being explored.

13.9 Stelling Minnis Tree Warden Cllr Smith

14. **Finances: Appendix B**

14.1 Update of accounts for 2019/20 including payments received

14.2 Accounts for payment

14.2.1 Came and Co Insurance £ 407.71

14.2.2 Cllr Smith KALC Dynamic Cllr Course £ 63.10

14.2.3 Cllr Spencer KALC Dynamic Cllr Course £ 60.00

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| | 14.2.4 | FHDC Election Costs | £ 1,065.27 |
| 14.3 | | Late Payments to be discussed for approval and payment | |
| | 14.3.1 | KALC Dynamic Cllr Course (Cllr Carr) | £ 60.00 |
| | 14.3.2 | Cllr Day AMP Costs | £ 39.75 |
| | 14.3.3 | Clerk Salary June-July 2019 | £ 479.00 |
| | 14.3.4 | HMRC Q1 | £ 31.60 |
| 14.4 | | Community First Responders payment deferred from May 8 th Meeting | |
| | | It was agreed that no further donations would be made. | |
| 14.5 | | Internal and external audit 2018/19 | |
| | 14.5.1 | Certificate of Exemption | |
| | | The Certificate of Exemption was reviewed and signed Proposed by Cllr Spencer, seconded by Cllr Day and agreed by all. | |
| | 14.5.2 | Internal audit report | |
| | | The Annual Internal Audit Report 2018/19, signed by the internal auditor was received and accepted. | |
| | 14.5.3 | Accounts to be approved and signed. | |
| | | Clerk/RFO presented the statement of audited accounts which were accepted. Proposed by Cllr Spencer seconded by Cllr Haffenden and agreed by all. The statement of audited accounts were duly signed by Chairman Cllr Hubble | |
| | 14.5.4 | Annual governance statement. | |
| | | The parish council considered and approved the Annual Governance Statement for the year ending March 2019 Statement. Proposed by Cllr Haffenden seconded by Cllr Dudas and agreed by all. The Chairman and the Clerk signed the Annual Governance | |
| | 14.5.5 | Acceptance of Annual Governance and Accountability Return (AGAR) | |
| | | The parish council considered and approved the Accounting Statement. The Chairman signed the Accounting Statement for the year ending March 2019. The Clerk had previously signed on 21st June 2019. | |
| | | ii) The parish council considered and approved: the bank reconciliations; explanation of variances, explanation of reserves and asset register. | |
| | | The parish council considered and accepted the Annual Governance and Accountability Return (AGAR) for the year ending March 2019. | |
| | | Proposed by Cllr Haffenden seconded by Cllr Dudas and agreed by all. | |
| | 14.5.6 | Section 137 limits 2019/20 | |
| | | The Clerk confirmed that the section 137 limit was set for 2019-20 at £8.12 per elector. | |
| | 14.5.7 | Asset Register/ Risk Assessment Policy | |
| | | It was agreed to review both documents at the November PC meeting. | |

15. Agenda Items for Next meeting:

Community Projects

16. Dates of Future Meetings:

4th September, 6th November, 8th January 2020

There being no further business to transact the meeting closed at 9;50 pm

Signed: Robert Hubble

Chairman

Dated: 6th November

Appendix A:

8.0 HM land Registry Form ST4: Prescriptive Easement to Cross the Minnis for Private Properties:

The vast majority of private properties in Stelling Minnis have to cross Minnis Trust owned land by path or for vehicle access to their garaging facility. All house owners who are aware that Minnis Trust land borders their house should check that they have this ST4 form completed or has been checked and dealt with, by other means, by their solicitor. This form is a 'Statement of truth in support of an application for registration and/or noting of a prescriptive easement' which the applicant can do themselves or give instruction to their solicitor. In plain English if you have not got your used access noted as a prescriptive easement attached to your legal title on your house when it comes to selling your property there may be an unexpected cost.

13.1 Stelling Minnis web site report for 26th June 2019 PC meeting

No major changes to the web site since the May Parish Council meeting.

There have not been any known problems with the server.

Parish Council pages have been updated with information received from the Clerk, usually on the day of receipt. Stelling Minnis Common cattle page updated with information on cattle movements received from the Chairman of the Minnis Managers, again usually on the day of receipt.

The Village Hall page has been updated with information requested by their Chairman.

Other non - Parish Council pages have been revised as necessary.

All changes and updates, except those to the "what's on page", are summarised on the "recently amended pages" page with a link to the relevant web page.

Nick Smith – Webmaster.

14 June 2019

13.5 PCSO Daniel Mills

The link below is for the latest crime figures for Stelling Minnis:

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

Other Information:

Vehicle security – There have been several reports throughout the year of unattended vehicles being broken into and valuables taken from within. This has predominantly happened in the rural lanes near to well-known walking trails and parking locations. Officers have patrolled locations when possible but are still finding a large amount of persons leaving valuables on display in cars. The forestry commission has been contacted in relation to displaying more visible posters in relation to this, if anyone witnesses anything suspicious or untoward then please contact police via 101, or visit the Kent Police website if time has passed.

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.

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 the information will get to me.

PCSO Daniel Mills 58997