

STELLING MINNIS PARISH COUNCIL

A G E N D A

To All Members of the Council, Press and Public

Members are hereby summoned and notice is given that the Annual Statutory Meeting of the Parish Council will be held on **Wednesday 2nd May in Stelling Minnis Village Hall commencing at 7.30 pm**

1. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

1.1 Appointment of chairman

1.2 Appointment of vice chairman

2. 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.

3. Declaration of Interest.

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.

4. 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.

5. PLANNING

5.1 To table planning applications received for consideration

5.1.1 Y18/0456/SH - Camping and Caravaning Site Rose & Crown

5.2 To table planning applications dealt with since last meeting

5.2.1 Y18/0427/SH - Newlands Curtis Lane

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

5.4 Update re Stonegate Famers Development

6. Minutes of the Parish Council Meeting 7th March 2018

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

7. Matters arising from the minutes (not included in other agenda items)

8. Correspondence

- 8.1 To table items of late correspondence
- 8.2 Items circulated for information
 - 8.2.1 KALC Armed Forces Day
 - 8.2.2 KALC Kent Police and Crime Commissioner Newsletter April
 - 8.2.3 NALC CEO Bulletin 16
 - 8.2.4 KALC Legal Topic Notes 1,2,5,8
- 8.3 Items acted on: None
- 8.4 Items for discussion
 - KALC Model Standing Orders
 - KCC Highways Pothole Blitz

9. Parish Council Noticeboard

10. New Internet Connection in Village Hall

11. Neighbourhood Watch Update

12. Phone Box on Minnis Field

13. New upgrades to Orange mast at High Chimney Farm.

14. REPORTS

- | | | |
|------|-------------------------------|-----------------------------|
| 14.1 | SMPC Website Report | Nick Smith |
| 14.2 | Kent County Council | KCC Cllr Carey |
| 14.3 | Shepway District Council | SDC Cllrs Carey/Hollingsbee |
| 14.4 | KALC Shepway Area Committee | Cllr Dudas |
| 14.5 | Kent Community Police. | PCSO |
| 14.6 | Minnis Managers. | Cllrs Day & Haffenden |
| 14.7 | Stelling Minnis Village Hall. | Cllr Stephen |
| 14.8 | Stelling Minnis Windmill. | Cllr Hubble |
| 14.9 | Other reports. | |
| | 14.9.1 Footpath Warden | Martin Hart |
| | 14.9.2 Tree Warden | Cllr Dimmock |

15. STELLING MINNIS COMMON

- 15.1 Other Stelling Minnis Common Matters, not covered by 14.5

16. ALLOCATION OF RESPONSIBILITIES

- 16.1 Councillors:
 - Representative/observer for Minnis Managers
 - Highways, KALC area committee, Town & Parish Councils group (KALC),
 - Planning user group.
 - Trustees for Stelling Minnis Common trust; Windmill and Museum Trust;
 - and Village Hall.
- 16.2 Other positions
 - Internal Auditor
 - Responsible Finance Officer
 - Footpath Warden
 - Tree Warden
 - Webmaster

17. HIGHWAYS

- 17.1 Speed limit Bossingham Road and Wheelbarrow Town - Update
- 17.2 Additional signage on the Minnis
- 17.3 Street Names and Finger Post damage
- 17.4 New Kerbing opposite R & C Triangle

18. FINANCE

- 18.1 Update of account for 2017/18 including payments received.
(Detail at Appendix B)
- 18.2 Accounts for payment.
- 18.2.1 Accounts for approval and payment
- | | | |
|---|---|--------|
| Clerk (I Bowie) Salary | £ | 284.12 |
| Total Payment to I Bowie | £ | 284.12 |
| PAYE (1st Quarter) (HMRC) | £ | 70.80 |
| KALC GDPR Encryption Training Course Clerk | £ | 60.00 |
| KALC Membership Fee | £ | 270.36 |
| ACRK Membership | £ | 50.00 |
| Annual donation to Stelling Minnis Stores for electricity | | |
| Supply to the defibrillator cabinet | £ | 12.00 |
- 18.3 Payments to be discussed for approval:
- St Mary's Church PCC for maintenance of Closed Churchyard
- | | | |
|--|---|--------|
| | £ | 200.00 |
|--|---|--------|
- Deserving local charities – which ones?
Historically has been, Age UK, Air Ambulance & Community First Responders @ £100 each.
- | | | |
|----------------------------|---|--------|
| Total Payment | £ | 300.00 |
| CPRE – Donation/membership | £ | 40.00 |
- 18.4 Online banking
- 18.5 Internal and external audit 2017/18
- 18.5.1 Certificate of Exemption
- 18.5.2 Internal audit report
- 18.5.3 Accounts to be approved and signed.
- 18.5.4 Annual governance statement.
- 18.5.5 Acceptance of Annual Governance and Accountability Return (AGAR) 2017/18
- 18.6 Section 137 limits 2017/18.
- 18.7 Clerk Salary Review
- 18.8 Asset register

18. Fryarne Park Wood – Encampment Update

19. Extra Bus Shelter

20. Windmill Fete

21. ANNUAL PARISH MEETING

22. GDPR, STANDING ORDERS AND FINANCIAL REGULATIONS



23. Any other business –

Items for discussion to be forwarded to the Chairman by 1st May 2018

24. Dates of Future Meetings 2018

**16 May 2018 ,4th July, 5th September, 7th November, 9th January 2019,
6th March, 1st May (AMPC), 15th May (APM), 3rd July**

Signed: Irene Bowie Parish Clerk

 01622 737749  irenebowie.smpc@gmail.com

Appendix A:

14.1 Stelling Minnis web report

Stelling Minnis web site report for May 2018 PC meeting

- Cllrs attendance record updated following March 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.
- Stelling Church page revised with info received from Churchwardens – the only organisation, other than FOSM, to respond to the request to confirm/revise details.
- District Council name change poster added. District Council name, links and e-mail addresses changed to reflect the changes.
- Link to Village Appraisal document and action plan from the Parish Council web page rectified – visitors are now able to read the appraisal document, the questionnaire and the action plan with review notes.
- 2 planning applications added to Noticeboard page.
- Direct link to Minnis Bye-laws added to home page.
- A note that “The content of this page is not the direct responsibility of Stelling Minnis Parish Council” has been added to all Non Parish Council web pages – the exceptions being Footpath and Tree warden pages.
- Map added to cattle grazing page showing proposed changes to areas being grazed.
- PC meeting dates to July 2019 added to both SMPC and What’s-on pages.

Nick Smith – Webmaster.
23 April 2018

14.7 Village Hall Report

Cllr Stephen

The coffee mornings are continuing to be hosted by Lee Jones on the first Friday of each month. The next two are Friday 4th May 2018 and Friday 1st June 20.

For £2.50 you will be welcomed by a committee member and will be able to enjoy a refill of Quality Cafetiere Coffee and/or English Tea served from within the hall. We will also provide a warm seating area and some 60’s background music. If you want to bring cakes or biscuits then please feel free. Everybody is welcome. All proceeds generated will help us run the village hall throughout the year.

At our AGM in July 2018 we will be reviewing all booking rates. It is our view that a very small increase in some of the hall booking rates was long overdue after a conscious effort to keep rates unchanged for as long as possible for local people.

Appendix B - Finance

SMPC- Finance information May 2018 meeting

1) Payments to be approved:

Clerk (I Bowie) Salary	(April/May 18)	£	284.12
Total Payment to I Bowie		£	284.12
PAYE (Payable to HMRC) Quarter 1		£	70.80

STELLING MINNIS PARISH COUNCIL

Statement for presentation at
Council meetings

Payments and income 2017/18

Meeting - 2nd May 2017-2018

Item	Budget	Paid to date	Budget unspent
Clerks Salary(ies)(Net)	2254.00	2005.40	248.60
Clerk PAYE	564.00	535.29	28.71
Clerks expenses (Admin).	400.00	161.92	238.08
Councillors expenses	75.00	0.00	75.00
Council insurance	375.00	351.51	23.49
Village hall hire	80.00	85.00	-5.00
Audit commission fee	120.00	0.00	120.00
Training & development	600.00	233.00	367.00
Election costs	0.00	0.00	0.00
Chairman's allowance	100.00	78.25	21.75
Membership KALC	280.00	270.36	9.64
Membership ACRK	50.00	50.00	0.00
Membership CPRE	40.00	40.00	0.00
Donation Stelling Church (mtce closed church yard)	200.00	200.00	0.00
Donations to worthy causes	300.00	300.00	0.00
Honorarium for Webmaster	350.00	350.00	0.00
Planning drawings (SDC)	50.00	0.00	50.00
KALC publications	50.00	0.00	50.00
Computer Software	50.00	0.00	50.00
Electricity for Defibrillator	12.00	12	0.00
Rose & Crown kerbing	0.00	2000	0.00
Sub Total	5950.00	6672.73	1277.27
Contingency	200.00		
		0.00	
		0.00	
		0.00	
Total Contingency	200.00	0.00	200.00
Overall Total outgoing	6150.00	6672.73	1477.27
Income:			
Balance brought forward	6892.91		
Precept 1st payment	2650.00		
Precept 2nd payment	2650.00		
VAT refund	0.00		
Transparency fund grant	0.00		
Shepway members grants	2000.00		
Bossingham Youth Club	233.21		
Shepway Community chest	0.00		
Total income	14426.12	14426.12	
Balance: Budget & actual	8276.12	7753.39	
Target to carry forward not less than £4300 into 2018/19 financial year.			
		Including VAT refund & grants.	
Current bank Balance	£10,101.79	31-Mar-18	
Unpresented cheques	£2,348.40	31-Mar-18	
Income not yet on statement			
Reconciled Balance	£7,753.39	31-Mar-18	
VAT to be re-claimed to date	£130.09		

Bank reconciliation Stelling Minnis Parish Council

Financial year ending 31 March 2018

Prepared by Irene Bowie RFO

Date 18th April 2018

Balance per bank statements as at 31 March 2018:	£	£
Co-operative Bank Current Account	10,101.79	
	<hr/>	10,101.79
Petty cash float (if applicable)		
Less: any unpresented cheques at 31 January 2018		
Cheque No 400189 Canterbury and Coastal First Responders	(100.00)	
Cheque No 400200 KCC Rose and Crown kerbing	(2000.00)	
Cheque No 400204 HMRC PAYE Dec/Jan	(70.80)	
Cheque No 400205 HMRC PAYE Oct/Dec	(70.80)	
Cheque No 400209 HMRC PAYE Feb/March	(70.80)	
Cheque No 400204 KALC	(36.00)	
	<hr/>	(2,348.40)
Add: any un-banked cash at 31 January 2018		
	<hr/>	
Net balances as at 31 March 2018		<hr/> 7,753.39

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2017	6,892.91
Add: Receipts in the year	7,533.21
Less: Payments in the year	6672.73
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above)	<hr/> 7,753.39

Reconciliation verified as correct by Councillor Date

Signature

Prepared by Irene Bowie (Clerk and RFO) 18th April 2018