

Stelling Minnis Parish Council

Statutory Annual Meeting

Agenda

To All Members of the Council, Press and Public

Members are hereby summoned, and notice is given that The Statutory Annual meeting of the Parish Council will be held on Wednesday **8 MAY 2024** at 7.30pm in Stelling Minnis Village Hall.

Chairman to remind all present that they may be filmed, recorded, photographed or otherwise reported on during the meeting. If anybody present is not participating in the meeting and do not wish to be filmed, recorded, photographed or reported on, they should sit in the designated area in the far corner of the meeting room. Anyone filming, recording, photographing or otherwise reporting on the meeting should not include those people in their record.

- 1. Election of Chairman for the year 2024-25**
- 2. Election of Vice Chairman for the year 2024-25**
- 3. Apologies, Declarations of Interest and Dispensations**
 - 3.1 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 must decide whether the reason(s) for a member's absence shall be accepted.
 - 3.2 Declaration of changes to the Register of Interests
 - 3.3 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.
 - 3.4 Requests for Dispensations
 - 3.5 Declarations of Lobbying
- 4. Minutes of the meetings held **13 MARCH 2024**: To CONSIDER and AGREE as a true record.**
- 5. Matters arising from the minutes: Not covered on the agenda.**

The meeting will then be adjourned for parishioner's questions and comments on agenda items only

- 6. Responsibilities 2024-25**
 - KALC area committee
 - Planning
 - Minnis Managers
 - Trustees for Stelling Minnis Common Trust
 - Highways
 - Windmill
 - Village Hall
 - Tree warden
 - Footpath Warden
 - Community Website
 - Responsible Financial Officer
- 7. Correspondence**
 - 7.1 KALC – Health and wellbeing update (circulated to Cllrs)

- 7.2 KALC – latest KALC News (circulated to Clls)
- 7.3 Social Enterprise Kent – Details of free digital skills and energy sessions being held on 26th October in Folkestone. Poster to be displayed on board and web.

8. Planning

8.1 To DISCUSS planning applications received for consideration

24/0337/FH	Variation of condition 3 (materials) of planning permission 23/0820 to allow for changes to external materials. Kinross, Bossingham Road, Stelling Minnis CT4 6AG	No objections to be raised from SMPC.
24/0298/FH	Erection of a single storey structure over existing swimming pool. Doghouse Farm, Stone Street, Petham CT4 5PU	No objections to be raised from SMPC
23/1019/FH	Continued use of the land for the siting of a shepherd hut. Doghouse Farm, Stone Street, Petham CT4 5PU	Objection lodged from SMPC

8.2 To NOTE decisions by the planning authority

24/0151/FH	Single storey side extension Winterbourne, Curtis Lane, Stelling Minnis CT4 6AD	Approved 14/3/24
23/1996/FH	Single Storey rear extension Malt Farm, Bossingham Road, Stelling Minnis CT4 6BD	Approved 27/03/24

9. Village Matters for Discussion/updates

- 9.1 To AGREE the proposed 30mph roundels as per KCC Highways drawings circulated
- 9.2 To DISCUSS the use of speed activated signage in Stelling Minnis
- 9.3 To AGREE plans/reports for APM on 22 May
- 9.4 To AGREE the authorship of the parish magazine SMPC contribution
- 9.5 To CONSIDER organising another Defib training session

10. Reports

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| 10.1 | Website/Facebook reports | Cllr Smith/Clerk |
| 10.2 | Kent County Council | Cllr Carey |
| 10.3 | FHDC Council | Cllr Hollingsbee/Cllr Martin |
| 10.4 | Stelling Minnis Tree Warden | Cllr Smith |
| 10.5 | Stelling Minnis Village Hall | Cllr Couch/Cllr Day |
| 10.6 | Windmill | Cllr Morley Smith |
| 10.7 | Minnis | Cllr Haffenden |

11. AGAR 2023-24 & Year end accounts to 31st March 2024

- 11.1 Financial Policies for review
- Review the SMPC Risk assessment
 - Review the SMPC Fixed Asset register
 - Review the SMPC Ear Marked Reserves
 - Review of the SMPC Standing Orders
 - Review of the SMPC Financial Regulations

- 11.2 To RECEIVE the Internal Auditors Report for 2023/24 and NOTE any recommendations thereon.
- 11.3 To RECEIVE, CONSIDER & APPROVE the AGAR for the financial year ended 31st March 2024
- I. SMPC Accounts 2023-24
 - II. The Annual Governance and Accountability Return for consideration by Cllrs and signing by the Chairman, Comprising of the;
 - I. Exemption Certificate
 - II. Annual Governance Statement
 - II. Accounting Statements

12. Finance

- 12.1 To NOTE receipts of income

FHDC – First precept payment	4,079.50
TOTALS £4,049.50	

- 12.2 To AUTHORISE payments

12.2 RECEIVABLE payments		
CHQ469	Gail Hubbard – clerks salary April	289.60
CHQ470	Gail Hubbard – clerks reimbursement of expenses – April/May (ink, paper, postage)	45.73
CHQ471	Dynamix Payroll services/year end	24.00
CHQ472	KALC – annual subscription	347.99
CHQ473	CPRE – annual subscription	36.00
CHQ474	Age UK – donation	100.00
CHQ475	Kent Air Ambulance - donation	100.00
CHQ476	St Marys Church Stelling – annual grant for churchyard maintenance	200.00
CHQ477	Village Hall – towards electricity for defib cabinet	30.00
CHQ478	Stelling Stores – towards electricity for defib cabinet	30.00
CHQ479	Zurich Municipal – annual insurance renewal	623.44
CHQ480	Anthony Hadlow – strimming April	55.00
CHQ481	Lionel Robbins – Internal audit for year 2023-24	70.00
CHQ482	Gail Hubbard – clerks salary May	289.60
TOTALS		£2,241.36

- 12.3 To AGREE the use of variable Direct Debits for regular payments (Hugo Fox at £11.99 p/m for PC website, ICO data protection fee at £35.00 per year & Ionos at £11.20 per year)

Dates of future meetings: 22 May APM, 10 July, 11 September, 13 November 2024.

Signed: Gail Hubbard
Parish Clerk

1 May 2024
stellingminnispc@outlook.com