

STELLING MINNIS PARISH COUNCIL
MINUTES OF THE REMOTE MEETING HELD ON 20 JANUARY 2021

Present: Parish Cllr Robert Hubble (Chairman)
Parish Cllr John Haffenden (Vice Chairman)
Parish Cllr Nick Smith
Parish Cllr Pamela Carr
Parish Cllr Ann Day
Parish Cllr Laszlo Dudas
County & District Cllr Susan Carey
District Cllr Jenny Hollingsbee

Lee Jones, Internal Auditor
Gail Hubbard, Clerk to the Council
There were no members of the public present.

1. APOLOGIES, DECLARATIONS OF INTEREST AND DISPENSATIONS

- 1.1 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 present must decide whether the reason(s) for a member's absence shall be accepted. There were none.
- 1.2 Declaration of changes to the Register of Interests. There were none
- 1.3 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. There were none.
- 1.4 Requests for Dispensations. There were none.
- 1.5 Declarations of Lobbying. There were none.

2. MINUTES OF THE MEETING HELD 26 NOVEMBER 2020

The minutes from the previous meeting were AGREED unanimously; they will be signed by the Chairman at the next available opportunity. Cllr Day raised a query over the delivery of welcome packs to new residents of the parish; had they been done and did Cllr Hubble want to be advised if any new residents moved in. Cllr Hubble confirmed that 7 copies had been done for the Pentland Homes estate and 13 for The Rose and Crown development and yes to be advised of other new residents would allow copies to be delivered promptly.

3. MATTERS ARISING FROM THE MINUTES

Cllr Day queried the delay of the co-option; Cllr Dudas had requested this be deferred to a later meeting due to the current pandemic and lockdown restrictions as this was not felt to be the best time to encourage people to come forward and stand as a councillor. The Clerk had contacted the one applicant to explain the co-option would not be done until the March meeting.

4. CORRESPONDENCE

- 4.1 Invitation to Green Infrastructure Strategy Parish and Town Council workshop
- 4.2 FHDC Scrutiny Forward 21/22 Plan
- 4.3 NALC Chairman open letter – Make a change to local communities

5. PLANNING

- 5.1 To table late planning applications received for consideration

21/0016/FH	Proposed new entrance porch incorporating existing dormer Oakwinton, Bossingham Road, Stelling Minnis, Canterbury, CT4 6DU	Response to be submitted by 5/2/21
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5.2 To table planning applications dealt with since last meeting

20/1386/FH	The erection of 7 glamping pods for tourist accommodation and accompanying ecological and landscaping enhancements Woodland Cottage, Lime Kiln Lane, Petham, Canterbury, CT4 5PF	SMPC Objection 3:2
Y19/0402/FH Appeal lodged APP/L2250/X/20/3259875	Certificate of Lawful Development (existing) for the retention and use of 'Building 2' as self contained dwelling. Stuarts Lodge, South Lodge Road, Stelling Minnis, Canterbury CT4 6BL	Cllr Hubble updated Cllrs on the current status of this appeal.

5.3 To table decisions by the planning authority since the last meeting

None		
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Cllr Hollingsbee arrived at 7.30pm.

Cllr Hubble reported that he had been informed that Quinn Estates had received their permission for nine further units in Elmsted Parish under Y19/1046/FH - Erection of nine residential units including associated parking, landscaping and earthworks at Stonegate Farmers, Stone Street. One of these will be offered at a 30% discounted price (affordable housing) as it is not deemed suitable for housing association as it would be one single unit in a block of nine. This will be offered to residents from Elmsted and Stelling Minnis before offered on the open market. Ground works due to start 27th Jan.

6. VILLAGE MATTERS

Cllr Hubble reported on the bus shelter project and budget. Total cost of the works £8,250 plus VAT. A KCC grant of £3307.50 had already been secured, a donation of £1000 from Quinn Estates and hopefully a £500 from Cllr Hollingsbee. £5000 had also been offered by Rogate Estates but this was still outstanding.

Cllr Hollingsbee had not yet received the grant application so this would need to be filled out ASAP and forwarded to her, the actual shelter works (phase 2) would need to have been started by the end of this financial year (rather than just the base which was phase 1). Clerk to action this.

There was also a possibility of making a grant application to The De Haan Trust which Cllr Dudas was exploring.

Cllr Carey warned that KCC will not carry their grant over to 2021/22 either.

7. REPORTS

Refer to Appendix A at end of minutes for the full reports.

7.1 SMPC website report Cllr Smith

Cllr Smith reported the new Parish Council site was now live, setup by the previous clerk, this would be managed by the clerk and Cllr Smith would continue to manage the community site.

7.2 KCC Cllr Carey

Cllr Smith proposed that we record thanks to KCC for the wonderful job they did with organising the handling the HGV's in Kent during late December.

7.3 FHDC Cllrs Carey/Hollingsbee

Cllr Hollingsbee added that some of the FHDC staff were out Christmas eve and Christmas day helping lorry drivers.

7.4 Stelling Minnis Tree Warden Cllr Smith

8. FINANCE

8.1 To AGREE the budget and precept figure for 2021-2022

Budget figures had been circulated to the Cllrs in advance of the meeting along with some scenarios for precept amounts and the increase this would mean to a band D property in the parish.

Cllr Day suggested we ask residents if there are any particular projects they would like to see happen in the future, an item could be included in the magazine. This could then lead to further discussions on items for the next years budget when it is set.

The general feeling was that the precept figure should cover the budget and no more, a figure of £7000 would mean a 11.7% increase, which equates to approx. £2.51 per year on a band D property. Cllr Haffenden proposed a precept figure of £7000 for 2021-22, this was seconded by Cllr Smith and AGREED by all. Clerk to advise FHDC of this request by 31st January.

Budget detailed in Appendix B at the end of the minutes.

At this point Cllr Hubble's internet connection failed, Cllr Haffenden then took over the meeting. Cllr Hubble re-joined just before item 10.

8.2 To NOTE receipts of income

None shown on December bank statement	
TOTALS	£0.00

Clerk to check status of bank access for statements.

8.3 The following payments were AUTHORISED to be paid;

CHQ	I Bowie – outgoing clerks salary December	240.20
CHQ	L Jones – Audit for 2020-21	120.00
CHQ	The Hardres & Stelling News	15.58
TOTALS		£375.78

Cllr Day proposed the payment 11 copies of the Hardres and Stelling News to be delivered to the clerk, this was seconded by Cllr Haffenden and AGREED by all.

Cllr Day suggested that a thank you letter be written to the outgoing clerk Irene Bowie, this should come from the Chair or Vice Chairman.

9. DATES FOR 2021 MEETINGS

The following dates were AGREED for 2021;

10th March

12th May – Statutory Annual Meeting

19th May – Annual Parish Meeting

14th July

15th September

10th November

10. CONFIDENTIAL ITEM

In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press be excluded from the meeting by the reason of its confidential nature.

10.1 Appointment of new clerk – A confidential discussion followed resulting in the appointment of Gail Hubbard as clerk to Stelling Minnis PC.

The meeting closed at 8.30pm.

Dates of future meetings: 10 March, 12 May, 19 May APM, 14 July, 15 September, 10 November 2021.

Signed..... (Chairman)

Date.....

APPENDIX A

7.1 Stelling Minnis web site report for 20th January PC meeting

Pages have been updated as required, including change of Clerk details.

Once SMPC info has been migrated to the new web site and links established, then I will delete that info from the existing site. Some info linked from the existing Parish Council Page, for example Minnis Management, Cesspools & Septic tanks etc. should be retained on the existing site.

There is some old info that Council may wish to retain on one of the sites – e.g, the 2008 Village appraisal and the action plan that derived from it.

Nick Smith – Webmaster.

10 January 2021

7.2 KCC Report for Stelling Minnis

Covid continues to dominate our lives and KCC is involved in many of the initiatives to combat the pandemic including a local test and trace system, testing for Covid for those without symptoms and ensuring as many of our services as possible continue despite the increasing challenge of staff sickness and self-isolating. Covid rates and transmission in Kent remain high so despite the good news about the vaccines the need for measures to limit transmission also remains high. Nothing brings this home more

than the news that on 30 December KCC was asked to put in place a temporary mortuary for the rising number of bodies. Our plans for this had been made in April and this temporary storage in Aylesford with space for up to 825 is now operating 24 hours a day.

If you need to be out and about for your work then it's a good idea to have a regular test to make sure you aren't inadvertently spreading Covid as 1 in 3 of those who have Covid show no symptoms. There are now several testing sites for those without symptoms including Folkestone Library in Grace Hill, the Community Centre in Hawkinge and the Sidney Cooper Gallery in St Peter's Street in Canterbury. You need to book in advance not just turn up, but there's plenty of capacity and you will get your result within a couple of hours. You can book online at www.kent.gov.uk/symptomfreetest

The NHS is dealing with tests for those who have symptoms of Covid at www.gov.uk/get-coronavirus-test The NHS is also in the lead in dealing with the vaccination programme (see the District Council report).

The work done to prepare for a No Deal Brexit was needed instead for the border closure by France just before Christmas. The Covid testing that the French authorities now require was set up in double quick time at both Manston and Sevington and 0.02% of HGV drivers tested positive. Once the border reopened and Dover was unjammed, the backlog cleared quickly leaving a mountain of litter on our roads which is now being cleared. HGVs are now also required to have a Kent Access Permit to cross the border (rather more notice was given about this) and the new system appears to be working well.

The Kent Resilience Forum continues to co-ordinate work across the public sector – Kent Highways, Kent Police, Highways England etc and I know many KCC staff have worked exceptionally hard over the Christmas and New Year period to deal with both the crisis caused by the border closure and its fall out.

Illegal parking by HGVs on our country roads has long caused damage to our verges and disruption to nearby homes as well as leaving some disgusting litter in its wake. The Government has now granted KCC powers to clamp and fine HGVs and 57 vehicles were clamped across East Kent on the first night of enforcement.

KCC distributed vouchers to families with children eligible for Free School Meals for the Christmas holiday period and KentTogether continues to offer help for those in need. kent.gov.uk/kenttogether or 03000 41 92 92 (this is a 24/7 service).

For news in between these monthly reports I now have a Facebook page called The Elham Valley which I keep updated with information which is often only released at short notice such as roadworks. You can also find me on twitter @susanjcarey

**Susan Carey, Member for Elham Valley,
Kent County Council
Susan.carey@kent.gov.uk 01303 670561**

7.3 Stelling Minnis newsletter entry for February 2021 from your District Councillors

Covid Vaccinations We're delighted that two buildings owned by your District Council are to be used for vaccinations. The car park at Civic Centre in Castle Hill Avenue, Folkestone is now a drive through vaccination centre and, as we write, work is under way to prepare Folca (the former Debenhams building in Sandgate Road, Folkestone) as

a main centre. Lydd airport is also to be used for vaccinations. These locations are in addition to existing sites.

Please do not turn up on site or ring the site as you may hamper the vaccination effort. You will not get a vaccination without an invitation. For more information about vaccinations, see kentandmedwayccg.nhs.uk/covid19vaccine

Ideas are being invited for the work programme of the District Council's Scrutiny Committee. There's some guidance on the website about what can and can't be covered and you can ask for a form to submit your topic at committee@folkestone-hythe.gov.uk.

The District Council has been distributing grants and loans to businesses from the funding we've been allocated by the Government to deal with the impact of lockdown. The turnaround on getting grants to eligible businesses has been remarkably swift and it's well worth checking if your business can be helped. The Government has also allocated our district £75,000 to help individuals who are facing hardship. This funding has been going out since before Christmas with the council working with local organisations, including Citizen's Advice, food banks and the community support hubs, to contact the vulnerable and those most in need, to help them pay utility bills or buy food. If you wish to apply or nominate someone then you can do so via the website or through one of us.

We are proud of the way our staff have continued to keep services going despite illness and bereavement. Many of them had no break over Christmas as they were dealing with both the disruption caused by the closure of the border by France and the aftermath of litter left by the delayed HGV drivers.

Please continue to follow the letter and the spirit of the Government guidelines to help reduce the spread of Covid as we wait for the vaccine to protect us all.

Susan Carey and Jenny Hollingsbee your district councillors

7.4 Tree Warden Report for 20th January 2021 PC meeting

Winter storms, including Storm Bella has resulted in a lot of tree debris on the Minnis.

Users are advised to take care when taking their rightful air and exercise.

Trees and branches fallen on the Minnis and blocking well used tracks have continued to be reported to the Minnis Managers, via John.

I continue to observe that some of the Oak Trees seem to be dying and many are dropping lower branches, although this is common with Oak trees as they grow – however some of those branches have fallen onto well used tracks.

More Silver Birches have snapped about halfway down their trunks.

Nick Smith – Tree Warden

10 January 2021

APPENDIX B

Stelling Minnis Parish Council

Budget preparation for 2021-22

Payments

2019/20	2020/21	2021/22
Actual	Predicted	Budget
	Budget	

Administration

Salaries	2864.20	3,200.00	3200.00	3,800.00
Clerks Expenses	0.00	300.00	300.00	300.00
Councillor Expenses	0.00	75.00	0.00	75.00
Insurance	407.71	430.00	418.44	450.00
Audit Fees	240.00	120.00	120.00	120.00
Webmaster Honorarium	0.00	0.00	0.00	0.00

Computer Software	0.00	150.00	150.00	171.94
Chairmans Allowance	89.25	100.00	100.00	100.00
Training	388.49	200.00	200.00	144.00
Hall Hire	123.00	100.00	0.00	100.00
Payroll	0.00	74.00	72.00	80.00
Easy PC	0.00	60.00	50.00	60.00
PC Emails	0.00	100.00	100.00	0.00
HMRC	0.00	200.00	127.20	0.00
New Website	0.00	800.00	210.00	200.00

Total Administration	4112.65	5,909.00	5047.64	5600.94
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Other Payments

Bossingham Bus Stop	0.00	8,122.00	£8,122.00	0.00
Miscellaneous Payments	27.56	0.00	£1,084.59	0.00
Noticeboard	0.00	0.00	£0.00	0.00
WW1 Commemoration	0.00	0.00	£0.00	0.00
Kerbing Rose and Crown	0.00	0.00	£0.00	0.00
Contingency	0.00	200.00	£200.00	200.00

Total Other Payments	27.56	8,322.00	£9,406.59	£200.00
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Maintenance

Village Strimming/Maintenance	0.00	120.00	120	150.00
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Total Maintenance	0.00	120.00	120	150.00
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Defibrillator

Electricity	12.00	15.00	15	20.00
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New Batteries and Pads	325.07	0.00	0	50.00
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Total Defibrillator	337.07	15.00	15	70.00
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Section 137 Grants

Age UK	100.00	100.00	100.00	100.00
Air Ambulance	100.00	100.00	100.00	100.00
Donations Stelling Church	200.00	200.00	200.00	200.00
Coastal First Responders	0.00	0.00	0.00	0.00
Section 137 Unallocated	0.00	100.00	250.00	0.00

Total Section 137 Grants	400.00	500.00	650.00	400.00
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Memberships

CPRE	40.00	40.00	40.00	40
ACRK	100.00	100.00	100.00	100.00

Membership KALC	275.23	350.00	329.86	350.00
Total Memberships	415.23	490.00	469.86	490.00
Election Costs	1065.27	0.00	0.00	0.00
Total Election Costs	1065.27	0.00	0.00	0.00
Total Payments	6357.78	15,356.00	£15,724.09	£6,980.94

Receipts

	2019/20 Actual	2020/21	2021/22
Other Receipts			
VAT Repayments	0.00	630.00	630.00
Miscellaneous Receipts	100.00	0.00	160.00
KCC Bus Shelter Grant	0.00	3,307.50	3307.50
Developer Donation	0.00	5,000.00	6000.00
Total Other Receipts	100.00	8,937.50	10097.50
Precept			
Precept	6400.00	6,720.00	6720.00
Total Precept	6400.00	6,720.00	7,000.00
Total Receipts	6500.00	15,657.50	16817.50
Balance Brought Forward		8834.56	8834.56
Total Receipts		15657.50	15817.50
Total Income		24492.06	24652.06
Total Payments		15356.00	15724.09
Balance Brought Forward to 2021/22		9136.06	8927.97

Precept increase per band D equivalent property £2.51 per year

Precept increase 11.7%