

**STELLING MINNIS PARISH COUNCIL
MINUTES OF THE STATUTORY ANNUAL MEETING HELD REMOTELY ON 4 MAY
2021 AT 7.30PM**

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

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

Cllr Hubble was experiencing sound issues on his computer so was unable to join the first part of the meeting, he joined at 7.45pm so Cllr Haffenden started the meeting.

1. ELECTION OF CHAIRMAN FOR YEAR 2021-22

Cllr Haffenden proposed Cllr Hubble as Chairman for the next year, this was seconded by Cllr Watts and AGREED by all. There were no other nominations. Cllr Hubble had said he was willing to stand for another year so was duly elected.

2. ELECTION OF VICE CHAIRMAN FOR THE YEAR 2021-22

Cllr Day proposed Cllr Haffenden as Vice Chair, this was seconded by Cllr Carr and AGREED by all. There were no other nominations. Cllr Haffenden was duly elected.

3. 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 although County Cllr Susan Carey to arrive late as she was attending another PC meeting beforehand.
- 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.

4. MINUTES OF THE MEETING HELD 10 MARCH 2021

The minutes from the previous meeting were amended to reflect that it was Cllr Dudas that was in contact with Rogate over the noticeboard rather than Cllr Smith. They were then proposed by Cllr Day, seconded by Cllr Smith and AGREED by all; they will be signed by the Chairman in due course.

Cllr Watts had also pointed out a couple of changes to the minutes but (as realised after this meeting closed) as he was not present for the whole of that meeting he is unable to table amendments.

Cllr Hubble joined the meeting at 7.45pm and took over the meeting from here.

5. MATTERS ARISING FROM THE MINUTES

Cllr Watts asked if there had been a response to Cllr Days letter to KCC Highways regarding the gritting of the parish. Cllr Day had received a holding response for now, which she intends to reply to pushing for the use of tractors with snow ploughs on the front and gritters on the rear.

The Chairman had previously asked Cllr Watts to research a grit bin for Crown Lane - this was to be the priority site for now although there maybe other locations where one would be useful. Cllr Watts highlighted that some other parishes have a dedicated snow warden, would this be a good idea to have for Stelling Minnis? They could co-ordinate the grit delivery at the beginning of the season and ensure grit bins are not depleted. Cllr Day to be first point of contact for KCC highways and to co-ordinate the grit delivery.

6. ADJOURNMENT

There was none.

County Cllr Susan Carey joined the meeting at 8.05pm.

7. RESPONSIBILITIES

The following were AGREED for 2021-22;

KALC Area Committee – Cllr Dudas
Planning – Cllr Dudas/Cllr Hubble
Minnis Managers – Cllr Haffenden/Cllr Day
Trustees for Stelling Minnis Common Trust – Cllr Haffenden
Highways (to incl snow/grit) – Cllr Hubble/Cllr Day
Windmill – Cllr Hubble
Village Hall – Cllr Carr
Footpath Warden – Martin Hart
Community Website – Cllr Smith
RFO – Clerk

8. CORRESPONDENCE

The following items of correspondence had been circulated to the Cllrs;

- KALC – Details of the new Town & country Planning (consultation)(England) Direction 2021
- FHDC Planning Forum notes/minutes – circulated by Cllr Dudas who attended this event. Cllr Dudas gave a short report on the event and thanked FHDC for organising such a useful session.
- NALC – Rural Broadband consultation- this has been added to the SMPC and Community websites. A response from SMPC to be submitted by clerk.
- KALC -Details of Governments Welcome Back fund. Funds available to businesses that have suffered during Covid-19. Clerk to check and pass information to Lee for the village hall if eligible.
- KALC – remote meetings guidance – not to be extended past 6th May 2021
Next meeting to be face to face set for 7th July as hall not available on 14th July.

9. PLANNING

To table late planning applications received for consideration

22221/0897/FH	Single storey side extension Millers Barn, Stelling Minnis CT4 6AF	SMPC no objections
21/0823/FH/PA	Determination as to whether the prior approval of the Local Planning Authority is required under Schedule 2, Part 6 of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the erection of a agricultural building for secure storage of farm machinery and vehicles. Doghouse Farm, Stone Street, Petham CT4 5PU	Response compiled by Cllr Haffenden: With the information available to SMPC it is not possible to support the exemption to a normal planning application. The applicant will either have to submit sufficient documentation to prove that the exemption applies, or make a planning application in the normal way. As it stands prior approval from the Local Planning Authority is required

To table decisions by the planning authority since the last meeting

21/0333/FH	Erection of detached garage with office and annexe accommodation ancillary to the main dwelling house following demolition of existing structure. Gaylees Farm, Stone Street, Stelling Minnis CT4 6BU	GRANTED 16/04/21
21/0421/FH	Proposed two storey front and rear extensions Mackenzie House, Bossingham Road, Stelling Minnis CT4 6AQ	GRANTED 14/04/21

10. VILLAGE MATTERS

FLAGPOLE

Cllr Hubble explained he had been approached by the village shop asking if there were any schemes in the village they could put forward for a Co-op grant. Cllr Hubble had suggested the flagpole idea and given a budget figure of £1500. This has been put forward by the shop and will take 3-4 months before we would hear if it was successful.

Further discussion and exact position to be decided if and when funding is secured.

SALT BIN

Priority to pursue a grit bin for Crown Lane.

FOOTPATH SIGNAGE – Crown Lane to Stone Street

Cllr Smith suggested there should also be a sign at the Minnis end of Crown lane to direct people down Crown Lane to the footpath leading to Stone Street crossroads. Cllr Watts believed there was one originally at the bottom end of Crown Lane in the hedge, where the footpath/bridleway begins but this disappeared some time ago. The idea was AGREED and Cllr Smith would contact Highways/PROW and request a replacement sign be provided.

11. REPORTS

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

- | | | |
|------|-----------------------------|-------------------------|
| 11.1 | Community website report | Cllr Smith |
| 11.2 | KCC Report | Cllr Carey |
| 11.3 | FHDC Report | Cllrs Carey/Hollingsbee |
| 11.4 | Stelling Minnis Tree Warden | Cllr Smith |
| 11.5 | Police Report | PCSO Hazell/PCSO Mills |
| 11.6 | SMPC Connect email | Cllr Smith |

Cllr Smith reported there had been little take up so far, to be re-advertised in the parish magazine, and people asked to join the email communication list. This could then be re-evaluated. Cllr Watts mentioned that perhaps Facebook should also be explored as a method of communicating with the residents.

- | | | |
|------|--------------|-----------|
| 11.7 | Village Hall | Cllr Carr |
|------|--------------|-----------|

Cllr Carr reported there had been no committee meeting but one is scheduled for 2nd June.

12. FINANCE

BOSSINGHAM RD BUS SHELTER

Cllr Dudas shared a breakdown of the Bossingham Road shelter project with the other Cllrs showing what had been spent so far and the grants received towards the project. The project is nearing completion and already being used. Cllr Dudas thanked everyone involved with providing grants. The invoice for the Oak Frame is detailed below in payments and other invoices to follow as works completed.

12.1	To NOTE receipts of income	
	For the year 2020-21	
	KCC Grant for setup of new website	£210.00
	HMRC VAT reclaim(2/5/18-11/11/20)	£630.56
	For the year 2021-22	
	FHDC Precept payment 1 st amount	£3,500.00
12.2	To AUTHORISE payments	
	For the year 2020-21	
	CHQ316 Clerks salary March	£253.20
	CHQ317 HMRC payment March	£63.40
	CHQ318 English Oak Designs Oak Frame bus shelter	£2,505.00
	For the year 2021-22	
	CHQ319 Clerks salary April	£253.40
	CHQ320 Clerks reimbursement for expenses (Zoom subscription, printing, postage, phone)	£55.45
	CHQ321 KALC subscription 2021-22	£66.06

(credit of £274.88 from previous year – total subs £340.94)	
CHQ322 St Marys Church for upkeep of Churchyard	£200.00
CHQ323 Gideon Judge Construction – Bossingham Rd Bus Shelter works completed	£5,562.12
CHQ324 Kent Air Ambulance Donation	£100.00
CHQ325 Action with Communities in Rural Kent donation	£100.00
CHQ326 CPRE Annual subs	£36.00
(to be subs for membership at £36 rather than donation of £40)	

The above payments were proposed by Cllr Haffenden and seconded by Cllr Smith, AGREED by all the payments are to be authorised.

12.3 To NOTE bank statement at year end 31st March 2021 was £15,773.83

Clerk to check payment that should be made to shop for share of electric for defib cabinet. Awaiting renewal figure for insurance policy.

13. AOB FOR INFO ONLY

Cllr Carr asked if we could put the use of the old telephone box on the agenda for the next meeting.

The meeting closed at 9.26pm.

Dates of future meetings: 7 July, 15 September, 10 November 2021.

Signed..... (Chairman)

Date.....

APPENDIX A

SMPC Reports 4 MAY 2021

11.1 Stelling Minnis Community web site report for 4th May 2021 PC meeting

All links to information now on the new site have been completed on the old site – either a direct link to specific information or a link to a general subject, which ever seemed most appropriate at the time. Will be revised as necessary.

SMPC information not yet available on the new site (or not relevant to be moved) have been retained on the old site – e.g. the 2019 election results, Councillors attendance record up to and including March 2021.

The old site (now the community site) as been simplified and very old information is in the process of being removed – e.g. all the now outdated NHW reports. The 2007/8 Village appraisal has been retained on the old site for information, although the action plan and progress is now probably irrelevant and could be removed. Very old and now redundant pages on the old site will be removed – e.g the Exiles Cricket Club.

All Minnis Managers and FOSM information has been retained on the old site.

For clarity, www.stelling-minnis.co.uk is now the community web site.

**Nick Smith – Webmaster for the community site.
25th April 2021**

11.2 KCC Report

Annual Report, Kent County Council, Susan Carey, Kent County Council for Stelling Minnis Annual Meeting

It's been a remarkable year and I want to start by paying tribute to the local community, to the way people respected the lockdowns and helped their neighbours.

KCC faced three major challenges in the last year any one of which would be difficult at the best of times. The first was the pandemic where we had to adapt as many services as possible to be able to continue to deliver them. You'll all remember the early challenges in sourcing PPE (Personal Protective Equipment). KCC procured 4.4 million items of PPE for our own staff and others in Kent providing care.

We set up a temporary mortuary to provide additional capacity to Kent's hospitals. Our coroners' service had a much increased workload and our registrars dealt with a 26% increase in death registrations.

The Government provided funding to support businesses, organisations and residents. £373 million of Government funding has been paid to businesses in Kent via the district councils. In addition to this, KCC worked with the Chamber of Commerce to fund a helpline for businesses and provided £3 million in interest free loans. We at KCC decided to pass most of the Government funding for community support we received to the district councils. My district council colleague, Cllr Jenny Hollingsbee deserves considerable credit for the success of the three community hubs that were set up at the Three Hills Sports Park in Folkestone (which supported Hawkinge), Age UK in Hythe and the Romney Marsh Day Centre. They proved a real lifeline to those shielding and were a great example of partnership working between local government, the voluntary sector and volunteers.

KCC set up Kent Together a 24/7 service available by phone or online where people could ask for help for themselves or for someone they were concerned about.

We also set up, with help from the Military, a network of symptom free testing centres for Covid (the Hawkinge Community Centre being one of these). They've now carried out over half a million tests. We are also working with care homes on infection control measures and providing Government grants to help the care sector cope with the extra costs they face.

The second crisis we faced was last August when the number of Unaccompanied Asylum Seeking Children arriving in Kent became more than we could safely accept. This has been a longstanding problem and Kent taxpayers have had to meet a disproportionate share of the costs of dealing with UASCs because, unlike adults or families who arrive seeking asylum, they are not dispersed around the country. We resumed accepting UASC in December with a better funding package from the Government but no resolution of the issue of dispersal.

The third major challenge we faced was the end of the transition arrangements for our exit of the EU. KCC played a major role in the preparations for the much predicted traffic chaos but when the crisis came it was not delays from customs issues but a complete closure of the border with France on 20 December and the subsequent re-opening on 23 December with a requirement for HGV drivers to be tested for Covid. (This requirement was withdrawn on 24 March with a similar lack of notice.) The transition plans were adapted, testing centres set up and welfare measures put in place for those trapped by the closure.

Another longstanding problem for Kent has been the damage and disturbance caused by illegally parked HGVs. KCC has long lobbied for powers to clamp HGVs and, to help

deal with EU transition, the Government has finally granted us these. KCC has been employing specialist contractors to deal with this nuisance parking. Between mid-January and mid-April 2,457 HGVs have been clamped (over 80% are foreign registered vehicles).

As KCC's Cabinet Member for Environment, I'm leading our work to reduce waste and increase recycling (less than 1% of Kent's waste now goes to landfill). We're planting a tree for every resident in Kent and our innovative 'Plan Bee' for pollinators has attracted widespread support. We have projects in place to reach Net Zero for KCC's own services and buildings by 2030 and have won £23m in Government funding to make this happen.

Like everyone I've missed the usual round of village events particularly the summer fete and the events staged by Stelling Minnis village hall. I was pleased to be able to help the village hall with a £3,000 KCC Member grant (one of the largest I allocated last financial year) for urgent repairs and redecoration. I have kept in touch by email and phone with those who have needed my help. I've continued to write my monthly reports for that excellent publication *Hardres and Stelling News* and to attend the online meetings of the parish council whenever possible.

I'd like to thank my District Council colleague Jenny Hollingsbee who I know works so very hard, not just for this ward but for the whole district as well in her role as Deputy Leader at Folkestone & Hythe District Council. My thanks as well to all those who contribute to our community through Stelling Minnis Parish Council and all the many local organisations, the church, the shop and the Rose & Crown pub for all they do to support the community. You all mean a great deal to me and it's wonderful to see normal village life resuming.

susan.carey@kent.gov.uk

01303 670561

11.3 FHDC Report

District Councillors Report – 4 May 2021 – May Report

Contact centre – there has been change in opening hours. As from 1 June 2021 the Centre will be open, weekdays, between 10am-4pm (telephone lines) and 10am-5pm (web chat service). These times have been selected to coincide with when most calls and enquiries are received, as well as to help improve the service for those unable to use or access online services. There are no changes to the out-of-hours emergency line should residents need to contact the council regarding an emergency causing a threat to health and safety.

Dog Owners - From Saturday 1 May the annual seasonal dog restrictions will come into force and dogs will be banned from certain beaches across the district until 30 September. See website for further details.

Waste Collection - Some residents may experience a change to their bin day and/or week from Monday 10 May - while all residents could have their waste collected at a different time of day. The Council and Veolia are working together to make collections more streamlined and reliable. This includes adjusting some of the routes that the waste vehicles use to make them more efficient. These new route amendments - the first significant change to the service in a decade - will mean the service is smarter and greener. Residents will be able to check how the changes will affect them in the waste calendar that **will arrive in the post by Friday 7 May**. There will be no changes to containers, or the materials that can be collected in each container. For a reminder of

what materials can be put in your recycling, waste and food bins please visit folkestone-hythe.gov.uk/recycling

Lifeline365 - An emergency scheme run by Folkestone & Hythe District Council to help those on their own and those who are vulnerable has again been recognised for providing the highest standards of customer service. The sought-after designation is only awarded to services that meet strict standards around reliability, including swift response times and 24-hour coverage. Lifeline365 is operated for residents across the Folkestone & Hythe district as well as those living in other areas of Kent and offers the service every day and night of the year. During the last 12 months, the Lifeline365 emergency team has dealt with 77,786 calls for help or assistance.

Place Panel – The District Council is inviting applications for membership of a Place Panel, which is being formed to support high standards in new developments within the district. In 2018, Folkestone & Hythe District Council set up a Place Panel to advise and support the Otterpool Park Garden Town Project. The council now wishes to widen the scope of the panel to reflect a broader range of development and regeneration projects coming forward across the district and to secure high quality design. Further details from folkestoneandhythe@frame-projects.co.uk

KCC and PCC elections 6 May - Please note the KCC election for the Elham Valley Division has been cancelled due to the death of a candidate in accordance with electoral law. A new election will take place on 17 June 2021. **The PCC election will take place as planned on 6 May**

Cllr Jenny Hollingsbee
Cllr Susan Carey
North Downs West Ward
Email jenny.hollingsbee@folkestone-hythe.gov.uk twitter @jennyhollingsbe
Mobile 07887918458
Email susan.carey@kent.gov.uk twitter @susanjcarey

11.4 Tree Warden Report for 4th May 2021 PC meeting

Broken and part snapped branches plus trees fallen and blocking well used tracks have continued to be reported to the Minnis Managers, via John.

Nick Smith – Tree Warden

25th April 2021

11.5 North Downs East & West Town & Parish Police Report March 2021

Kent Police report for this month's town and parish council meetings, this report contains figures for the last month for the areas of North Downs East & North Downs West of incidents relevant to the public, the figures will feature on the Kent Police website if not already, there may be certain incidents not mentioned within this report but have been reported to Kent Police.

Reported Crime February 2021 (most recent figures):

North Downs East

18X Harassment

14X Assault without injury

8 Vandalism

North Downs West

3X Distraction burglary

3X Vandalism

2X Harassment

Here is a link to the latest figures:

<https://www.kent.police.uk/a/your-area/kent/shepway/north-downs-east/?tab=StatsAndPreventionAdvice>

<https://www.kent.police.uk/a/your-area/kent/shepway/north-downs-west/?tab=StatsAndPreventionAdvice&topreportedcrimes=distractioburglary>

Other Information or advice:

The hot topic crimes remain the same as last month.

- Catalytic converters – There has been a rise in theft specifically targeting the catalytic converter on vehicles, seemingly a preference for those on Honda and Toyota vehicles, but of course not limited to these brands only. Consider security options for your vehicle such as, property marking kits, CCTV and dash cams.
- 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, but can be just as prevalent in urban areas. Officers have patrolled locations when possible but are still finding a large amount of persons leaving valuables on display in cars. If anyone witnesses anything suspicious or untoward then please contact police via 101, or visit the Kent Police website if time has passed.
- Fraud Vaccines – A number of warnings have been released in relation to fraudsters attempting to get money from people by fraudulently offering out vaccines. They then subsequently ask for bank details giving some flimsy excuse as to why they would need these details.
- Fraud – There have been a number of attempts recently to defraud people with fraudulent telephone calls, perpetrators claiming to be from a reputable business or organisation. Recent calls have been purporting to be from BT, claiming that money is owed and service will be cut off if the money is not transferred immediately. If you fall victim to one of these scams it must be reported to Action Fraud, this can be done online or by phone. It is also advised to contact your bank and attempt to freeze payments or in some case recover them.

Please find advice on these issues and crime prevention on our website at:

<https://www.kent.police.uk/>

If you have any worries, concerns or information you would like me to know, please contact on 101 (non-emergency) and the information will get to me.

PCSO Nicholas Hazell 59007 and PCSO Daniel Mills 58997

North Downs East, North Downs West

11.6 SMPC Connect email

Suggestions re the SMPC Connect system, as requested at the last Parish Council meeting- circulated to all on 16th March as a starting point for discussions

Purpose:

To be able to rapidly contact and inform Parishioners about Parish Council matters.

How:

By asking interested Parishioners to sign up by sending an e-mail requesting sign up.

Operation:-

One person (plus a reserve) to be responsible for sending bulk (BCC e-mails, so that e-mail addresses are not shared with others) to all on the list when required. I suggest that the following be examples of what the system could be used for. E-mails should be short:-

To advise of the date, time and location of any meetings and a link to the Parish Council web site to read the agenda - probably no need to attach the agenda, if it is on the web site.

Same as above for draft minutes of the meetings when published.

Same as above for any new planning applications.

Same as above for end of year accounts and audit information.

Notice of Vacancies on the Council.

Advice of changes to the Parish Council web site, with link if necessary.

Advice of relevant changes to the Community web site, with link if necessary.

Circulating important information (as decreed by Chairman, Vice Chairman or Clerk), not covered by the above.

I will ensure that the e-mail address and sign up information is included in each issue of the Hardres and Stelling (H&S) News for both Parish Councils.

Chairman to include a publicity item in his reports for the H&S news.

Nick Smith
25th April 2021