

STALISFIELD PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held in Stalisfield Village Hall on 14 May 2026

Present: Cllr Cat Horn (Chair), Cllr Jerry Brown, Cllr Chris Norwood and Cllr Richard Vant; and Mrs Wendy Licence (Clerk)

Also present were four members of the public

Cllr Horn welcomed everyone to the meeting.

1. Election of Chairman

Cllr Vant **PROPOSED** Cllr Horn for the office of Chair; **SECONDED** by Cllr Norwood: **AGREED UNANIMOUSLY**. Cllr Horn duly signed her acceptance of office in the presence of the Clerk.

2. Apologies

Apologies had been received from Cllr Nina Williams (holiday): apology accepted.

3. Declarations of interest

None were declared.

4. Minutes of the Parish Council Meeting held on 15 January 2026 and the Extraordinary Meeting held on 19 March 2026

Cllr Horn read the minutes. It was **AGREED UNANIMOUSLY** to accept the minutes as a true record, Cllr Horn duly signed the minutes.

5. Matters Arising from the Minutes

All matters on the agenda.

6. Public Time

The meeting was adjourned for the Public Time

#- Do the papers get checked?

Cllr Horn said the Council has an Independent Internal Auditor and the Notice of Public Rights can be found on the website and noticeboard.

#- I would like to support the planning application for Hazelhope Barn, the condition applied was too prescriptive. There is no allowance for people to retire in the community.

Cllr Horn said the restriction was used to get planning permission as they needed twenty-four-hour security for the equestrian business.

7. Planning Matters

i. Ref: 26/501480/FULL

Address: Hazelhope Barn Stalisfield Road Stalisfield Kent ME13 0HY

Section 73 - Application for Removal of condition 2 (Agricultural Occupancy) pursuant to 17/503918/FULL for Temporary to Permanent dwelling ancillary to existing equestrian use.

Councillors considered the application and **AGREED UNANIMOUSLY** that the property needs to remain an equestrian facility but without the tie "*..for horse breeding and dressage training*". The stables should remain underneath and not be lived in; the stables could be for other use.

ii. Address: Holbeam Cottage Stalisfield Road Stalisfield Kent ME13 0HN

Ref: 26/501654/LBC

Listed Building Consent for pitched roof to replace existing flat roof to single-storey garage/utility; formation of new side entrance on the north-east elevation by lowering an existing window opening; replacement of existing side door with glazed panel; repair of lean-to roof; repair of roof valley in lead; reinstatement of chimney pots; repair and redecoration of existing windows; repainting of external brickwork; and reconfiguration of existing internal stair in existing stairwell.

Councillors considered the application and **AGREED UNANIMOUSLY** to support the proposal.

Ref: 26/501653/FULL

Proposal: Pitched roof to replace existing flat roof to single-storey garage/utility; formation of new side entrance on the north-east elevation by lowering an existing window opening; replacement of existing side door with glazed panel; repair of lean-to roof; repair of roof valley in lead; reinstatement of chimney pots; repair and redecoration of existing windows; repainting of external brickwork; and reconfiguration of existing internal stair in existing stairwell.

Councillors considered the application and **AGREED UNANIMOUSLY** to support the proposal.

8. Parish Council Governance

i. Review of Standing Orders

Cllr Horn **PROPOSED** to adopt the revised Standing Orders; **SECONDED** by Cllr Norwood: **AGREED UNANIMOUSLY**.

ii. Review of Financial Regulations

Councillors **AGREED UNANIMOUSLY** to adopt the revised Financial Regulations and that details of staff salary should not be included in the minutes.

iii. Review of Risk Assessment

Councillors reviewed the Risk Assessment and **AGREED UNANIMOUSLY** to adopt the revised document.

iv. Review of Parish Council Website and Emails

Councillors reviewed the current arrangements for the website and emails and **AGREED UNANIMOUSLY** to maintain the Status quo.

9. Finance

i. Annual Governance Statement- To agree the statement.

Councillors approved the Annual Governance Statement which was duly signed by Cllr Horn and the Clerk.

ii. Annual Return for the Year Ended 31 March 2026- To receive the end of year return and to consider the adoption and signing of the return.

Councillors approved the Accounting Statement which was signed by Cllr Horn and the Clerk.

iii. To Certify exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Councillors agreed to certify the Parish Council exempt from a limited assurance review under Section 9 Of the Local Audit (Smaller Authorities) Regulations 2015, the certificate was duly signed by Cllr Horn and the Clerk.

Cllr Horn thanked the independent internal auditor for her assistance and guidance with the Annual Governance and Accountability Return.

iv. Councillor expenses

It was **AGREED UNANIMOUSLY** to reimburse Cllr Horn £429.60 for the defibrillator battery (cheque no 359).

v. Invoices

a) KALC Subscription

It was **AGREED UNANIMOUSLY** to pay the KALC subscription £197.66 (cheque no 352).

b) Zurich Insurance renewal

It was **AGREED UNANIMOUSLY** to accept the quotation of £214, again being no increase in premium, from Zurich Municipal (cheque no 353).

c) Stalisfield Village Hall- hall hire

It was **AGREED UNANIMOUSLY** to pay Stalisfield Village Hall £16.62 for hall hire (cheque no 354).

d) HugoFox website

It was **AGREED UNANIMOUSLY** to pay Hugofox £143.86 for website provision (cheque no 355).

e) Any other invoice for approval received by 14 May 2026

Councillors noted the payment of £540.00 out of meeting for the village green grass cutting (cheque no 351).

It was **AGREED UNANIMOUSLY** to pay Mrs W Licence £19.77 in respect of expenses for the Annual Parish Meeting (cheque no 356).

vi. To consider request for donation from Swale Citizens Advice

Councillors considered the request for a grant and **AGREED UNANIMOUSLY** to make a grant of £50 to Swale Citizens Advice (cheque no 357).

vii. To consider request for donation from Kent Surrey Sussex Air Ambulance

Councillors considered the request for a grant and **AGREED UNANIMOUSLY** to make a grant of £200 to Kent Surrey Sussex Air Ambulance (cheque no 358).

10. Highways

Cllr Brown noted that some pot holes in the village have been repaired and some not. Hillside is good at the moment.

11. Any Other Business

Councillors **AGREED UNANIMOUSLY** to pay the Clerk quarterly.

12. Date of next meeting

Dates to be circulated.

There being no further business, the meeting closed at 10.15pm

Signed as a true record of the meeting

Chair

Date: