

## **Stelling Minnis Parish Council**

### **MINUTES of MEETING on 8<sup>th</sup> January 2020**

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**Present:** R Hubble – Chairman; J Haffenden- Vice Chairman ; A Day; L Dudas; P Carr;  
D Spencer; N Smith I Bowie – Clerk  
Also present: FHDC Cllr Hollingsbee; Lee Jones ( Internal auditor)

Cllr Hubble opened the meeting and read the statement on filming and recording during the meeting

**1. 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. Apologies were received from: FHDC Cllr Hollingsbee; PCSO N Hazell and PCSO D Mills.

**2. To Receive Declarations of Interest and Dispensations:**

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. There were none

**3. Consideration of items to be taken in private ( Exclusion of Public and Press)**

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. There were none.

**4. Minutes of the Parish Council Meeting: To consider the minutes and if in order sign as a true record**

4.1 Minutes of Parish Council Meeting 6th November 2019

Resolved: Councillors agreed that minutes were an accurate record of the meeting and were signed by Cllr Hubble.

**5. Matters arising from the minutes:** (not included in other agenda items)

**6. 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.

**7. Correspondence:**

7.1 To table items of late correspondence  
7.2 Items circulated

7.2.1 Section 137 Expenditure Limits 2020-21

7.2.2 Rural Services Bulletin

7.2.3 KALC News December 2019

7.2.4 NALC Spring Conference

7.3 Items acted on: There were none

- 7.4 Items for discussion  
7.4.1 KALC Community Awards Scheme 2020  
The nomination was AGREED.  
All correspondence was noted.

**8. Planning:**

**8.1 To table late planning applications received for consideration**

There were none

**8.2 To table planning applications received for consideration**

8.2.1 Y19/1400/FH Courthope Dane Wheelbarrow Town Stelling Minnis  
Alterations to an existing single storey outbuilding to be used as  
garages and a workshop. It was RESOLVED that the parish council  
had no objections to the application.

8.2.2 Y19/1401/FH Courthope Dane Wheelbarrow Town Stelling Minnis  
Listed building consent for alterations to an existing single storey  
outbuilding. It was RESOLVED that the parish council had no  
objections to the application.

Y19/1293/FH Bower Wood Farm Harvest Lane Stelling Minnis Can  
Erection of single storey garage with pitched roof. It was RESOLVED  
that the parish council had no objections to the application.

**8.3 To table planning applications dealt with since last meeting**

There were none

**8.4 To table decisions by the Planning Authority since the last meeting.**

8.4.1 Y19/1124/FH Street Record Minnis Green Stelling Minnis  
Erection of new bus shelter and notice board following removal of  
existing notice board. FHDC Application Approved

8.4.2 Y19/1305/FH Oakwinton Bossingham Road Stelling Minnis  
Erection of garden room following demolition of existing conservatory.  
FHDC Application Approved

**8.5 To receive representations by External Parties:**

Lower Courthope Farm Stelling Minnis

Mr Tatterton gave his presentation. It was AGREED that the parish council  
would review the application when consulted by FHDC.

**8.6 Footpath surface Curtis Lane/Stone Street**

Cllr Hubble reported that he had contacted Quinn Estates re the need for a  
section of the footpath to be reinstated.

Cllr Haffeneden reported that signs for Curtis Lane were required on both  
sides of the road, as the sign was missing from southern approach. It was  
AGREED that Cllr Haffeneden would follow up with the contractors.

**9. To agree the 2020-21 Precept and Budget:**

The proposed budget was discussed and agreed.

It was RESOLVED that the precept for 2020/21 would be set at £ 6,720  
representing an increase of 30p per year per band D equivalent property.  
Proposed by Cllr Day, seconded by Cllr Dudas and agreed by all.

**10. Village Projects:**

10.1 Village (Minnis Green) Maintenance Cllr Day

It was RESOLVED that a budget of £250 per annum would be set.

10.2 To consider the setting up of a Working Group for Village Projects

10.2.1 To appoint members to the Working Group

10.2.2 To agree Terms of Reference (TOR) for the Working Group

It was AGREED to defer to a future meeting. Clerk to circulate draft TOR.

10.3 Welcome Pack for New Villagers - Update Cllr Spencer

Cllr Spencer gave his report. He explained the format and content of the Welcome Pack. It was AGREED that Cllrs Haffenden and Smith would assist Cllr Spencer with the contents of the pack. It was AGREED that the Clerk would contact Cllr Spencer when the final costings were available and re apply for a Members Grant.

**11. Update on Rose and Crown Development :** Cllrs Dudas/Hubble

Cllr Dudas gave his report. He reported that he had requested a regular onsite meeting with the developers . Cllr Haffenden thanked Cllr's Dudas and Hubble for their hard work and commitment in liaising with the developers to assist the community.

**12. Highways and Signage:**

12.1 Update- Cllr Smith/Cllr Hubble

Cllr Carr thanked Cllr Smith for his assistance re signage and drainage.

**13. Reports:**

- |      |                       |            |                         |
|------|-----------------------|------------|-------------------------|
| 13.1 | SMPC Website Report   | Appendix A | Nick Smith              |
| 13.2 | Kent County Council   | Appendix A | Cllr Carey              |
| 13.3 | FHDC District Council |            | Cllrs Carey/Hollingsbee |
- Cllr Hollingsbee reported that all of the contraflows for Operation Brock were to be removed. She also reported that FHDC has raised the Council tax by 2% and that KCC had raised it by 4%.
- |      |                             |  |            |
|------|-----------------------------|--|------------|
| 13.4 | KALC Shepway Area Committee |  | Cllr Dudas |
|------|-----------------------------|--|------------|
- There had been no meetings
- |      |  |  |                      |
|------|--|--|----------------------|
| 13.5 | Kent Community Police                  |  | PCSO Mills           |
| 13.6 | Stelling Minnis Common/Minnis Managers |  | Cllr Day & Haffenden |
- Cllr Haffenden reported that all properties would receive a copy of the Residents Guide. He reported on a new liaison with the school to funs workbooks for the children. He reported that the Minnis Managers were actively responding to the Tree Survey report.
- The Chairman thanked the Minnis Managers for the work that had been undertaken at the duck pond and surrounding areas. Cllr Haffenden thanked the FOSM volunteers. All Cllrs thanked the volunteers and the Minis Managers for their work.
- |      |                               |  |           |
|------|-------------------------------|--|-----------|
| 13.7 | Stelling Minnis Village Hall. |  | Cllr Carr |
|------|-------------------------------|--|-----------|
- Cllr Carr reported that there were concerns regarding a hole in the roof and that this was being investigated.
- |      |                             |            |                          |
|------|-----------------------------|------------|--------------------------|
| 13.8 | Stelling Minnis Windmill.   |            | Cllr Hubble/Cllr Spencer |
| 13.9 | Stelling Minnis Tree Warden | Appendix A | Cllr Smith               |
- Cllr Haffenden stated that the Minnis Managers would respond to notification of damaged trees.

**14. Finances**

- |      |  |            |
|------|--|------------|
| 14.1 | Update of accounts for 2019/20 including payments received | Appendix B |
| 14.2 | Accounts for payment for payment.                          |            |
|      | 14.2.1 Clerks salary December 2019 + January 2020          | £ 479.00   |
|      | 14.2.2 HMRC  | £ 31.60    |
| 14.3 | Late Payments to be discussed for approval and payment     |            |
|      | 14.3.1 Lee Jones – Internal Auditor Fee 2019/20            | £ 120.00   |
|      | 14.3.2 Clerks Expenses                                     | £ 10.00    |
- It was RESOLVED to approve all payments. Proposed by Cllr Haffenden, seconded by Cllr Smith and agreed by all.
- |        |   |  |
|--------|---|--|
| 14.3.3 | It was RESOLVED that the Clerk would purchase a new parish council laptop. A budget of no more than £500 was set. |  |
| 14.3.4 | It was AGREED to provide a gift by way of appreciation to Bruce and Emma Warden who were leaving the shop.        |  |

**15. To consider PC involvement VE DAY 75 8th May 2020**

It was AGREED that Cllr Day would progress this matter and report and the next meeting.

**16. Agenda Items for Next meeting:**

**17. Dates of Future Meetings:**

**4<sup>th</sup> March; 6<sup>th</sup> May; 13<sup>th</sup> May; 1<sup>st</sup> July; 2<sup>nd</sup> September; 4<sup>th</sup> November**

**Part 2**

**Exclusion of Public and Press – 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.**

**18. Enforcement matters**

**The Chairman reported on various enforcement issues and these were noted.**

**There being no further business to conduct, the meeting closed at 9:10 pm**

**Signed:**        *Robert Hubble*

**Chairman**

**Date:**        4<sup>th</sup> March 2020

## **Appendix A:**

### **13.1 Stelling Minnis web site report for 8th January 2020 PC meeting**

No major changes to web site over this period.

Nick Smith – Webmaster.  
1 January 2020

### **13.9 Tree Warden Report for 8th January 2020 PC meeting**

Recent winds continue to bring down many dead branches of varying sizes. Combined with a heavy and wet leaf fall, the ground is both very slippery and the branches are often hidden trip hazards. Bramble branches and other vegetation are also often hidden in the leaf litter and can be an extra trip hazard, so extra care is recommended when walking on the Minnis.

Nick Smith – Tree **Warden**  
**1 January 2020**

### **13.2 Kent County Council**

KCC has just launched a consultation about our next 5 year plan. It's been written with input from County Councillors as well as focus groups of Kent residents. Now every Kent resident has the chance to tell us if you think we have got the balance right.

The ambition is to make Kent the best place to live, work, play, learn and invest in. The draft plan sets out seven outcomes to improve life in Kent. These are supported by a series of short and long-term objectives that we will deliver. The draft is clear about how we will work with partners and what we need from the Government. The document is, I believe, largely free of jargon and worth your attention. KCC has a track record of delivering on its 5 year plans so please go to [www.kent.gov/5yearplan](http://www.kent.gov/5yearplan) and tell us what you think. The consultation is open till 17 February 2020.

Kind regards,

Susan Carey  
Member for Elham Valley, Kent County Council  
District Councillor, North Downs West, Folkestone & Hythe District Council

## Appendix B:

|   |                        |                                |         |                  |
|---|------------------------|--------------------------------|---------|------------------|
| Council name  |                        | Stelling Minnis Parish Council |         |                  |
| Bank account  |                        | Stelling Minnis                |         |                  |
|   |                        |                                |         |                  |
| Balance per bank statement at 21/11/2019                                  |                        |                                |         | 10,440.83        |
| Uncleared Payments  |                        |                                |         |                  |
| Date  | Customer/Supplier      | Reference                      | Amount  |                  |
| 02/05/2018  | Canterbury and Coastal | 400224                         | -100.00 |                  |
| 06/11/2019  | BT                     | 400272                         | -1.00   |                  |
| TOTAL   |                        |                                |         | -101.00          |
|   |                        |                                |         |                  |
| <b>TOTAL NET BANK BALANCES AT 21/11/2019</b>                              |                        |                                |         | <b>10,339.83</b> |
|   |                        |                                |         |                  |
| Opening_balance   |                        |                                |         | 8,692.34         |
| Total receipts  |                        |                                |         | 6,400.00         |
| Total payments  |                        |                                |         | -4,752.51        |
| Total transfers   |                        |                                |         |                  |
| <b>Closing balance per cash book (must equal net bank balances above)</b> |                        |                                |         | <b>10,339.83</b> |
|   |                        |                                |         |                  |
| Less Payments 8th January 2020  |                        |                                | 120.00  |                  |
|   |                        |                                | 490.20  |                  |
|   |                        |                                | 610.20  |                  |
| <b>Closing balance 08/01/2020</b>   |                        |                                |         | <b>9,729.63</b>  |

| STELLING MINNIS PARISH COUNCIL - BUDGET 2019/20                |                   |                                  |                   |
|--|-------------------|----------------------------------|-------------------|
|  | Budget<br>2019/20 | Actual +<br>Predicted<br>2019/20 | Budget<br>2020/21 |
| <b>Mandatory items:</b>  |                   |                                  |                   |
| Clerks Salaries (Nett)   | 2882              | <b>2954</b>                      | 3200              |
| Clerk(s) PAYE  | 614               | <b>32</b>                        | 200               |
| Clerk expenses   | 200               | <b>200</b>                       | 300               |
| Councillors - expenses   | 75                | <b>75</b>                        | 75                |
| Council - Insurance  | 400               | <b>408</b>                       | 430               |
| Council - Village Hall Hire                                    | 50                | <b>100</b>                       | 120               |
| Audit fee  | 120               | <b>120</b>                       | 120               |
| Training & development   | 400               | <b>200</b>                       | 200               |
| Election costs   | 2500              | <b>1065</b>                      |                   |
| <b>Recommended items:</b>                                      |                   |                                  |                   |
| Chairman's allowance   | 100               | <b>100</b>                       | 100               |
| Membership KALC  | 300               | <b>300</b>                       | 350               |
| Membership ACRK  | 100               | <b>100</b>                       | 100               |
| Membership CPRE  | 40                | <b>40</b>                        | 40                |
| Donation - Stelling Church -<br>upkeep of closed burial ground | 200               | <b>200</b>                       | 200               |
| <b>Voluntary items:</b>  |                   |                                  |                   |
| Donation - Age UK  |                   | <b>100</b>                       | 100               |
| Donation - Air ambulance                                       |                   | <b>100</b>                       | 100               |
| Donations to worthy causes                                     | 300               |                                  | 100               |
| Honararium for Webmaster                                       | 350               | <b>350</b>                       |                   |
| New Website2020/21   |                   |                                  | 800               |
| <b>Other outgoings:</b>  |                   |                                  |                   |
| Computer   | 0                 | <b>480</b>                       |                   |
| Software   | 60                | <b>100</b>                       | 150               |
| Electricity for Defibrillator                                  | 12                | <b>12</b>                        | 15                |
| <b>Contingency:</b>  |                   |                                  |                   |
| S137 Grants  | 200               | <b>200</b>                       | 200               |
| <b>Contingency</b>   | <b>200</b>        | <b>200</b>                       | 200               |
| <b>Payroll Company</b>   | <b>72</b>         | <b>72</b>                        | 74                |
| <b>Noticeboard Repair</b>                                      | <b>500</b>        | <b>0</b>                         |                   |
| <b>Accounts Package</b>  | <b>60</b>         | <b>60</b>                        | 60                |
| <b>PC Emails</b>   | <b>96</b>         | <b>0</b>                         | 100               |
| <b>Overall Total outgoings</b>                                 | <b>9831</b>       | <b>7568</b>                      | <b>7334</b>       |
| <b>Income:</b>   |                   |                                  |                   |
| VAT refund to be claimed                                       | 226               | <b>100</b>                       | 0                 |
| Precept (total received)                                       | 6400              | <b>6400</b>                      | <b>6720</b>       |
| Cheques Not Cashed   | 100               | <b>200</b>                       | 0                 |
| <b>Sub total income</b>  | <b>6726</b>       | <b>6726</b>                      | 6720              |
| <b>Balance Brought Forward</b>                                 | <b>8692</b>       | <b>8692</b>                      | <b>7850</b>       |
| <b>Total income</b>  | <b>15418</b>      | <b>15418</b>                     | <b>14570</b>      |
| <b>Less outgoings</b>  | <b>9831</b>       | <b>7568</b>                      | <b>7334</b>       |
| <b>Balance carried forward</b>                                 | <b>5587</b>       | <b>7850</b>                      | <b>7236</b>       |
|  |                   |                                  |                   |
|  |                   |                                  |                   |
|  |                   |                                  |                   |
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|  |                   |                                  |                   |