

# Stelling Minnis Parish Council

## Minutes of the Meeting held on 19<sup>th</sup> August 2020 at 7.45 pm

This meeting was held via Zoom under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings)(England) Regulations 2020 in force to allow local authorities to conduct meetings remotely.

**Present:** Cllr's: R Hubble – Chairman; A Day; L Dudas; P Carr; N Smith

**Also present:** I Bowie (Clerk); L Jones- Internal Auditor

### PRIOR TO THE START OF THE MEETING:

To discuss, for a maximum of fifteen minutes, questions received by email from members of the public. The minute book will be closed. There were no questions.

**1. To adopt the amendment to the PC Standing Orders in line with Government Regulations:**

It was RESOLVED to adopt the amendment to Standing Orders.

**2. Ratification of decisions taken under delegated powers HCID:**

It was RESOLVED to ratify the following decisions taken by the parish council under delegated powers HCID policy.

2.1 To adopt the HCID Policy

2.2 To hold over the Annual Meeting and Offices until May 2021. All members to remain in current office and undertake current areas of responsibility.

2.3 Payment Schedule 15<sup>th</sup> July 2020

2.4 Section 137 Grants 15<sup>th</sup> July 2020

2.5 New Bus Stop at Wheelbarrow Town 19<sup>th</sup> May 2020

2.6 SMPC Self Subscribing Resident Register 21<sup>st</sup> April 2020

**3. 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.

It was RESOLVED that the apologies and the reason given by Cllr Haffenden were accepted by the Parish Council.

It was recorded that Cllr Spencer had resigned from the Parish Council. The Chairman and members extend their thanks to Cllr Spencer for his commitment and contribution to the Parish Council.

**4. 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.*

Cllr's Day and Smith were granted a dispensation by the Clerk to discuss and vote on matters relating to the Parish Magazine, until 6th May 2022. The dispensations were granted for two reasons: (i). It is in the interests of persons living in the parish council area. (ii). Without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.

**5. 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

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

- 6.1 Minutes of Parish Council Meeting 4<sup>th</sup> March 2020  
RESOLVED: Councillors agreed that minutes were an accurate record of the meeting and were signed by Cllr Hubble.

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

- 7.1 KALC Community Awards. Clerk to follow up with KALC  
7.2 Working Groups for Village Projects Terms of Reference – To be considered at a later date.

**8. Correspondence:**

- 8.1 To receive the items on the schedule  
8.1.1 Government Consultation on reforming the planning System  
8.1.2 Stelling Minnis Post Office Opening Hours  
The Chairman reported that the Posts Office , in the Village Shop, would be open Monday- Saturday 8am – 8 pm and 9am – 3pm on Sunday.  
8.1.3 NALC CEO Bulletin

**9. Planning:**

**9.1 To table planning applications received for consideration:**

- 9.1.1 20/1109/FH Coxsole Farm, Bossingham Road, Stelling Minnis, CT4 6AQ  
Proposed erection of a new dwelling. To be considered and comment to the Clerk before the deadline.

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

- 9.2.1 20/0523/FH Erection of rear and side single storey extension and extension to existing outbuilding. Little Palmstead House, Bossingham Road, Stelling Minnis, Canterbury, CT4 6AG *SMPC No Objection*  
9.2.2 Y19/1063/FH Butts Farmhouse Pony Cart Lane Stelling Minnis CT4 6AU Minor alteration and extension and new stable block.  
*SMPC No Objection*  
9.2.3 KCC/FH/0131/2020 - Stelling Minnis C of E Primary School, Bossingham Road, CT4 6DU  
Proposed access improvements to the front of the school site including drop off area.  
*SMPC No Objection*

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

- 9.3.1 20/0523/FH Little Palmstead House, Bossingham Road, CT4 6AG Erection of rear and side single storey extension and extension to existing outbuilding. FHDC Approved  
9.3.2 Y19/0402/FH Stuarts Lodge South Lodge Road Stelling Minnis Canterbury Kent CT4 6BL  
FHDC enforcement notices against the two dwellings and the use of the land

**10. Village Projects:**

- 10.1 Welcome Pack for New Villagers – Update Cllr Smith  
It was AGREED that Cllr's Smith and Day would proofread the documents.  
10.2 New Bus Stop Cllr's Dudas/Hubble  
It was reported that both bus stops were progressing.  
Village Bus stop and Noticeboard there would be a 12-week period from the dismantling of the old bus stop and the erection of the new one. It was anticipated that this would commence on the 19<sup>th</sup> of August.  
Wheelbarrow Town Bus Stop- It was reported that the base had been installed and the invoice for this work was awaited.  
10.3 BT Telephone Box Adoption. Clerk to check on progress.

**11. Reports:**

- 11.1 SMPC Website Report Appendix A  
Nick Smith  
11.2 Kent County Council Cllr Carey

Report circulated to Cllrs via email and available in the Parish Magazine.

- 11.3 FHDC District Council Cllrs Carey/Hollingsbee

Report circulated to Cllrs via email and available in the Parish Magazine.

- 11.4 KALC Shepway Area Committee Cllr Dudas

The minutes from the last meeting had been circulated to Cllr's.

- 11.5 Rose and Crown Development Cllr's Dudas/Hubble

- 11.6 Kent Community Police PCSO Mills

- 11.7 Stelling Minnis Common/Minnis Managers Cllr Day & Haffenden

- 11.8 Stelling Minnis Village Hall. Cllr Carr

Cllr Carr gave her report. It was noted that the Village Hall had reopened and was in full compliance with the Covid 19 guidelines.

- 11.9 Stelling Minnis Windmill. Cllr Hubble

- 11.10 Stelling Minnis Tree Warden Cllr Smith

- 11.11 Highways and Signage Cllr's Hubble/Smith

Cllr Hubble reported that despite numerous emails the missing Street Signs there had been no response from FHDC.

## **12. Finances**

- 12.1 Update of accounts for 2020/21 including payments received  
The Clerk apologised that these were not available for the meeting.

- 12.2 Accounts for payment.

- 12.2.1 To authorise Payments listed on the schedule. There were none

- 12.3 To confirm bank reconciliation.

The Clerk apologised that this was not available for the meeting

- 12.4 Internal and external audit 2019/20

- 12.4.1 Certificate of Exemption

It was RESOLVED that the Chairman would sign the Certificate of Exemption

- 12.4.2 Internal audit report

The Annual Internal Audit Report 2019/20, signed by the internal auditor on the 18th August 2020, was received and accepted

- 12.4.3 Accounts to be approved and signed.

The Clerk/RFO presented the statement of audited accounts which were accepted.

It was RESOLVED that the statement of audited accounts was signed by Chairman

- 12.4.4 Annual Governance Statement.

The parish council considered and approved the Annual Governance Statement for the year ending 31st March 2020. It was RESOLVED that the Chairman and the Clerk signed the Acceptance of Annual Governance and Accountability Return (AGAR)

- 12.4.1 Section 137 limits 2020/21

The Clerk confirmed that the Section 137 expenditure limit was set for 2020/21 at £8.32 per elector.

- 12.5 Asset Register/ Risk Assessment Policy

It was RESOLVED to accept the Asset Register and Risk Assessment Policy

It was AGREED that Cllr Dudas would contact the Historical Society re the Gates.

- 12.6 Online Banking

The Clerk provided a report recommending Unity Trust Bank to enable the Parish Council to utilise online banking. Members will consider this at a later date.

## **13. Date of Next Meeting:** To be confirmed

There being no further business to transact the meeting closed at 21:16 pm

Signed : *Robert Hubble*

Chairman

Date: 26<sup>th</sup> November 2020

## **Appendix A:**

### **10.2 New Bus Stop**

Dear All

I thought you would like to know how we have been progressing in getting our new bus shelter combined notice board building built. As you are fully aware both Laszlo and myself have had to discuss various options in the way forward in view of the major lengthy close down of Jenner's site during the Covid 19 lockdown. In basic terms the site is at least 12 to 16 weeks behind schedule and has been further compounded by the initial shortage of materials for general construction. Our original plan was to have the existing Village notice board demolished and the notice board bit installed independently by itself. This has now moved forward to having the temporary potting/garden/shed bus shelter installed adjacent to the R & C car park so the existing bus stop can be removed to allow Jenner's to widen their road so the extra long roof truss lorries (60 Plus feet long) can access the site. We have insisted that in allowing this to take place, which is contrary to our original agreement, the original notice back panel would be temporally attached to the potting/garden/shed bus shelter as opposed to any other temporary position. The next step for the new combined shelter/notice board will be the groundwork's which will include a built in street access ramp for wheel chair users. This concrete over site will then be ready to receive the new oak framed structure with green oak weather board finish which is at present under construction by a local firm, English Oak designs of Palmstead, and should be ready for delivery to site by the end of September. We have also insisted on a 12 week window from beginning to end in completing the new combined village asset which all should be proud of. I trust this is all the information we have to date and if any change I will advise.

Green Lane

Floor & Green Art

Existing bus shelter in the middle of the approved entrance.

Existing bus shelter

North Arrow

### **11.1 Stelling Minnis web site report for 19th August 2020 PC meeting**

There was a weekend outage on the server at the end of July as our Host (Simon Wood) was upgrading the system. All now seems to be OK.

All pages to be retained on the existing server and web site ([www.stelling-minnis.co.uk](http://www.stelling-minnis.co.uk)) when Irene migrates the Parish Council pages to the new web site, which will have a different url – web address, are marked at the bottom with a statement “The contents of this page is not the direct responsibility of Stelling Minnis Parish Council; it is provided as a community service.” Once SMPC pages have been successfully migrated to the new site, they will be removed from the current site and replaced with a link to the new one.

Nick Smith – Webmaster.

8 August 2020

### **11.10 Tree Warden Report for 19th August 2020 PC meeting**

English Rural Housing did in the end get back in touch regarding trees adjacent to the bride path near Brambleton Close. I forwarded the information to John, because his land is adjacent to the bridle path, who has communicated with English Rural Housing that the trees are not under his ownership. ERH will pursue with other land owners.

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

I have noted that some of the Oak Trees seem to be dying. There is virus affecting English Oaks in the same way as Ash dieback has affected the Ash trees. I have asked John to pass the information onto Charles Gooch as the owner’s land agent.

Nick Smith – Tree Warden

10 August 2020

### **11.11 Highways**

After reporting the hole in the road outside Ashcroft on the edge of the new soakaway drainage system several times over the last 12 months, with temporary repairs being completely unsuccessful, Kent Highways have now completed remedial work (just re-surfacing to do at the time of writing). The work has taken far longer to complete than anticipated – 2 weeks and still counting. They seem to have had to replace some of the pipework as well as extensively repair the road structure around the soakaway pit.

A job has been raised to cut back the hedges both sides of Curtis Lane around the 30mph speed limit signs. Once again Kent Highways had to be reminded of the agreement made between SMPC and Kent Highways about their responsibility to maintain visibility of the signs in both directions.