

STELLING MINNIS PARISH COUNCIL

Chairman: Max Couch
Clerk: Gail Hubbard, 7 Bifrons Road, Bekesbourne, Canterbury CT4 5DE
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Website: www.stellingminnisparishcouncil.gov.uk

AGENDA

TO: ALL MEMBERS OF STELLING MINNIS PARISH COUNCIL, PRESS AND PUBLIC

Members are hereby summoned, and notice is given that the Statutory Annual Meeting of the Parish Council will be held on Wednesday **13 MAY 2026** at 7.30pm in Stelling Minnis Village Hall.

**G. HUBBARD, CLERK TO THE COUNCIL
7 MAY 2026**

Chairman to remind all present that they may be filmed, recorded, photographed or otherwise reported on during the meeting. If anybody present is not participating in the meeting and do not wish to be filmed, recorded, photographed or reported on, they should sit in the designated area in the far corner of the meeting room. Anyone filming, recording, photographing or otherwise reporting on the meeting should not include those people in their record.

1. Election of the Chairman for the year 2026-27

2. Election of the Vice Chairman for the year 2026-27

3. Apologies, Declarations of Interest and Dispensations

- 3.1 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 must decide whether the reason(s) for a member’s absence shall be accepted.
- 3.2 Declaration of changes to the Register of Interests
- 3.3 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.
- 3.4 Requests for Dispensations
- 3.5 Declarations of Lobbying

4. Minutes of the meetings held **11 MARCH 2026: To CONSIDER and AGREE as a true record.**

The meeting will then be adjourned for parishioner’s questions and comments on agenda items only

5. Appointing of Trustees and roles and responsibilities 2026-27

Trustees to be appointed to: Stelling Minnis VH Trust, Stelling Minnis Windmill Trust, Stelling Minnis Common Trust

Responsibilities: RFO, KALC area Committee, Planning, Highways, Minnis Managers, Tree Warden, Footpath Warden, Community Website, Flag Officer

6. Correspondence

- 6.1 Age UK – Thank you for our £100 donation
- 6.2 Kent Air Ambulance Charity – asking for a donation of £400.00
- 6.3 FHDC – invite to meeting with MP Sojan Joseph on Friday 19th June at Elham VH (one representative per parish invited)
- 6.4 FHDC – details of their precept deadlines for 2027/28

7. Planning

- 7.1 To RECEIVE any relevant updates on planning matters
- 7.2 To DISCUSS any new planning applications received

	None
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- 7.3 To NOTE any planning applications received/commented on since the last meeting

26/0293/FH	Erection of a bungalow and detached garage Land lying northeast of Sandy Lane, Stelling Minnis CT4 6AP	Objection submitted from SMPC
26/0463/FH	Single storey rear extension with roof terrace, glazed canopy and new front porch Windemere, Bossingham Road, Stelling Minnis CT4 6AG	No objections submitted from SMPC

7.4 To NOTE any decisions by the planning authority since the last meeting

26/0281/FH	Installation of a ground mounted 18 x solar panel array Apple Tree Farm, Mill Lane, Stelling Minnis CT4 6AE	No objections from SMPC Approved by FHDC
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8. Village Matters

- 8.1 To DISCUSS the possibility of reviving the Community Speedwatch programme in Stelling Minnis
- 8.2 To RECEIVE a report back from the FHDC meeting held at SMVH 2 April
- 8.3 To DISCUSS the request from SMVH for SMPC to purchase a Kent Invicta flag to fly from the flagpole
- 8.4 To DISCUSS options to protect the wooden bench outside Stelling Stores from vehicles and the possible rejuvenation of the second bench in this location.
- 8.5 To DISCUSS safety concerns raised over several Ash trees with potential Ash dieback in the parish (located on Bossingham Road and Curtis Lane)

9. Annual Parish meeting

- 9.1 To FINALISE arrangements for the APM on 20 May

10. Reports

10.1	Website/Facebook reports	Cllr Smith/Clerk
10.2	Kent County Council	Cllr Hespe
10.3	FHDC Council	Cllr Hollingsbee/Cllr Martin
10.4	Stelling Minnis Hall	Cllr Day
10.5	Stelling Minnis Tree Warden	Cllr Smith
10.6	Windmill	Cllr Morley-Smith
10.7	The Minnis	Cllr Haffenden
10.8	Highways	Cllr Hubble

11. AGAR 2025-26 & Year end accounts to 31st March 2026

- 11.1 Financial Policies for review
 - I. Review of SMPC Standing Orders
 - II. Review of SMPC Financial Regulations
 - III. Review the SMPC Risk assessment
 - IV. Review the SMPC Fixed Asset register
 - V. Review the SMPC Ear Marked Reserves
- 11.2 To RECEIVE the Internal Auditors Report for 2025/26 and CONSIDER any recommendations thereon.
- 11.3 To RECEIVE, CONSIDER & APPROVE the AGAR for the financial year ended 31st March 2026
 - I. SMPC Accounts 2025-26
 - II. The Annual Governance and Accountability Return for consideration by Cllrs and signing by the Chairman, Comprising of the;
 - I. Annual Governance Statement
 - II. Accounting Statements

III. Exemption Certificate

12. Finance

12.1 To Renew the mandate for the use of Direct Debits (Unity Trust Bank, Hugo Fox, ICO)

12.2 To NOTE receipts of income

FHDC – 1 st precept payment	4,711.50
TOTALS	£4,711.50

12.3 To AUTHORISE payments

Direct Debits to note

DD	Hugo Fox – monthly website fee (Mar & Apr)	23.98
DD	Hugo Fox – monthly email fee (Mar & Apr)	5.98
DD	Unity Trust – account charge (Mar & Apr)	14.00
TOTALS		£43.96

Payments for authorisation

CHQ048	SMS CIS and payroll solutions – year end payroll	24.00
CHQ049	Clerks salary - April	317.00
CHQ050	Clerks expenses – postage & stationary	21.44
CHQ051	CPRE – annual subscription	36.00
CHQ052	KALC – annual subscription	375.71
CHQ053	Cllr N Smith – expenses (printing costs for noticeboard 25-26)	8.54
CHQ054	Zurich Insurance – annual PC insurance renewal	824.17
CHQ055	St Marys Stelling – grant for upkeep of closed churchyard 2026-27	200.00
CHQ056	Stelling Minnis Stores- grant for defib electricity usage	35.00
CHQ057	Stelling Minnis VH – grant for defib electricity usage	35.00
CHQ058	Hopkins – annual aftercare for 2 x defibrillators	498.96
CHQ059	Clerks salary - May	317.00
CHQ060	Lionel Robbins – internal audit 25-26	70.00
CHQ061	Anthony Hadlow – strimming April	55.00
TOTALS		£2,817.82

12.4 To RECEIVE the Bank reconciliation to 30th April 2026

Dates of future meetings: 20 May Annual Parish Meeting, 8 July, 9 September, 11 November 2026.