

Stelling Minnis Parish Council

Minutes of the Meeting held on 26th November 2020 at 7pm

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; J Haffenden- Vice Chairman; A Day; L Dudas; P Carr; N Smith

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

PRIOR TO THE START OF THE MAIN MEETING:

To discuss, for a maximum of fifteen minutes, questions received by email from members of the public.
There were none.

1. Apologies, Declarations of Interest and Dispensations:

- 1.1 Apologies for absence received and confirmed by the Council 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 KCC Cllr Carey; FHDSC Hollingsbee
- 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 provision 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

2. 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

3. Co-Option of a Parish Councillor - Casual Vacancy

- 3.1 To consider the adoption of a co-option policy. It was RESOLVED to adopt the co-option policy
- 3.2 To consider a co-option meeting date. It was AGREED that the co-option of a Councillor would take place at the January 20th meeting. The Clerk reported that one candidate had formally applied and that a second candidate had emailed for further information. It was reported that Cllr Hubble had communicated with and would continue to communicate with the second candidate.

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 19th August 2020
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). There were none

6. GDPR Policy Review:

- 6.1 Parish Council Compliance
It was RESOLVED that the Clerk and all Councillors would review all emails, hard copy documents and any and all other media to ensure that information has not been retained that contravenes the PC document Retention Policy.
It was RESOLVED to readopt the GDPR Policy.

7. Parish Council Website and Emails: It was RESOLVED that, if required, the new website domain fee would be paid by standing order. It was RESOLVED that the Clerk would set up a new email for the new Parish Council Clerk.

8. Correspondence:

- 8.1 KALC AGM 28 November 2020
- 8.2 Minutes for Folkestone & Hythe District and Parish Councils' Joint Committee, Thursday, 24th September, 2020
- 8.3 Planning White Paper & Housing, Communities and Local Government Committee inquiry on the planning system
- 8.4 KCF Social isolation campaign - Knock and check
All correspondence was noted

9. Planning:

- 9.1 **To table late planning applications received for consideration:** There were none
- 9.2 **To table planning applications dealt with since last meeting**
 - 9.2.1 20/1196/FH Lower Courthope Farm, Sandy Lane, Stelling Minnis, Canterbury, CT4 6DS
Change of use from agricultural building to wedding venue **SMPC Objection**
 - 9.2.2 Appeal against refusal of planning permission Y19/0631/FH -Land adjoining Hatch Meadow, Bossingham Road Stelling Minnis Canterbury Kent Planning Inspectorate Number - APP/L2250/W/20/3254606
Erection of a one and a half storey detached dwelling with detached garage and associated landscaping, together with formation of a new vehicular access.
SMPC – Maintain Previous Comments
 - 9.2.3 20/0709/FH Gaylees Farm, Stone Street, Stelling Minnis, Canterbury CT4 6BU
Erection of a replacement dwelling including front boundary wall with gated entrance following demolition of existing dwelling.
SMPC – No Objection
 - 9.2.4 Ref: 20/1109/FH Coxsole Farm, Bossingham Road, Stelling Minnis, Canterbury, CT4 6AQ
Erection of a new dwelling
SMPC – No Objection (No Objection 4 : Objection 2)
 - 9.2.5 Ref: 20/1139/FH Minnis Green, Stelling Minnis
Section 73 application for the variation of condition 2 (submitted plans) of Y19/1124/FH (Erection of new bus shelter and notice board following removal of existing notice board).
SMPC - Approve
 - 9.2.6 KCC/FH/0219/2020 Stelling Minnis C of E Primary School, Bossingham Road, Bossingham, Canterbury, Kent, CT4 6DU
Proposed access improvements including a drop off area, levelling changes and minor resurfacing
SMPC No Objection
- 9.3 **To table decisions by the Planning Authority since the last meeting.**
 - 9.3.1 20/1196/FH Lower Courthope Farm, Sandy Lane, Stelling Minnis, Canterbury, CT4 6DS
Application withdrawn by applicant

10. Village Matters:

- 10.1 Welcome Pack for New Villagers - Update Cllr Smith/ Hubble
Cllr Hubble thanked Cllr Smith and David Spencer for the production of the Welcome Pack. It was AGREED that Cllr Haffenden would attempt to source an additional 60 copies of the Minnis Managers Resident Guide.
- 10.2 Bus Stops Cllr's Dudas/Hubble
 - 10.2.1 To receive the Parish Bus Stop Shelter Grant – Wheelbarrow Town and review funding of the remaining costs.

It was RESOLVED to accept the bus shelter grant from KCC of £3,307.50. It was RESOLVED that the parish council would fund the remaining costs. The total cost was reported to be approx. £8122. It was RESOLVED that a budget of £8122 for the bus shelter would be added to the parish council 2020-21 budget. It was RESOLVED that the works would be completed by Gideon Judge. It was AGREED that Cllrs Hubble and Dudas would contact a local developer who had indicated a £5000 donation was to be made to the parish council.

Cllr's thanked Cllr Hubble and Cllr Dudas for their hard work in relation to this project.

- 10.2.2 Bus Shelter /Noticeboard Minnis Lane
It was reported that this matter was progressing.
- 10.3 BT Telephone Box – Usage Cllr Carr
It was RESOLVED that the BT Telephone Box would be used as a Book Exchange. It was AGREED that Cllr Carr would be the parish council lead.
- 10.4 Adoption of Old Boundary Gates Cllr Hubble
It was AGREED that the parish council would not take responsibility/adopt the Old Boundary gates from the History Society. Cllr Hubble to inform the Historical Society.
- 10.5 Footpaths and Signage Cllr Hubble
- 10.5.1 PC signage- Footpath to the Village
It was reported that Footpath reinstatement from the new Pentland development to the village centre had started, and that new fencing has been installed at the Curtis Lane/Stone Street junction together with the new steel field gates on either side of the road. The footpath now requires a light rolling. It was RESOLVED that the parish council would pay for a new sign to promote the use of this direction to the village and not Curtis Lane as a walking route which is extremely hazardous. The planting of the new hedge line is apparently in hand for this winter period.
- 10.5.2 Pentland Homes Signage
It was reported that 2 of the three signs required for Curtis Lane (two on Stone Street/Curtis Lane junction and one on Curtis Lane Bossingham Road junction) signs have been replaced. It was reported that the sign on Curtis Lane /Bossingham Road remained outstanding.
- 10.6 Fly tipping Cllr Hubble
Cllr Hubble reported that this matter was now resolved.
- 10.7 New Kerbing Minnis Lane Cllr Hubble
Cllr Hubble reported that the new Kerbing had been completed.
- 11. Reports: Appendix A**
- 11.1 SMPC Website Report Nick Smith
Report Appendix A
- 11.2 Kent County Council Cllr Carey
- 11.3 FHDC District Council Cllr's Carey/Hollingsbee
Report Appendix A
- 11.4 KALC Shepway Area Committee Cllr Dudas
- 11.5 Rose and Crown Development Cllr's Dudas/Hubble
Cllr Dudas gave his report. It was noted that the development was moving forward and that regular discussions had been held with the developer. Cllr Dudas to provide a full report at a later date. It was also reported that Cllr Dudas had been successful in challenging, on behalf of the PC, the proposed name for the development. It was noted that the new name would be Rose Lane. Cllrs thanked Cllr Dudas for his action on this matter.
- 11.6 Kent Community Police PCSO Mills
Report Appendix A
- 11.7 Stelling Minnis Common/Minnis Managers Cllr Day & Haffenden
Cllr Haffenden reported that due to Covid-19 restrictions working parties were smaller but that the clearing of fallen trees was work in progress.
- 11.8 Stelling Minnis Village Hall. Cllr Carr/ L Jones
- 11.9 Stelling Minnis Windmill. Cllr Hubble
- 11.10 Stelling Minnis Tree Warden Cllr Smith
Report Appendix A
- 11.11 Highways and Signage Cllr's Hubble/Smith
Report Appendix A
- 12. Finances Appendix B**
- 12.1 To note receipts of Income
12.1.1 To receive monetary donations made to the Parish Council.

It was RESOLVED to accept cash payments of £160 paid into the parish council account by Cllr Hubble.

12.2 To authorise payments on the schedule: The Council RESOLVED for the accounts listed to be paid.

12.3 To confirm bank reconciliation. The bank reconciliation was presented and AGREED.

13. Policy Review:

13.1 Financial Regulations - It was RESOLVED to adopt the Financial Regulation

13.2 Code of Conduct – It was RESOLVED to adopt the FHDC Code of Conduct

14. Date of Next Meeting: 20th January 2020

There being no further business to be conducted the Chairman closed the meeting at 9.10pm.

Signed :

Chairman:

Date:

Appendix A

11.1 Stelling Minnis web site report for 26th November 2020 PC meeting

During the second half of October the web site was not available for about 2 weeks. A power surge had affected our hosts servers and it took over a week for him to rebuild them and re-load all the necessary programmes. Another few days elapsed before I was able to gain access to the server and then had to upload the entire web site. All has been working OK since then.

The Stelling Minnis Common new residents guide (2020) has been loaded on to the web site and links from various pages to the original guide have been updated to the new one.

Pages have been updated as required.

Nick Smith – Webmaster.

23 November 2020

11.2 Tree Warden Report for 26th November 2020 PC meeting

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.

A number of Silver Birches have snapped about halfway down their trunks. So far none have caused a problem, but again I have asked John if this is something that needs bringing to Charles attention.

Nick Smith – Tree Warden

23 November 2020

11.11 Highways

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. KCC managed to cut one side back but not the other, probably because they couldn't see where the sign was as it was hidden in the hedge. A new job was raised for them to have another go, however in the meanwhile the landowner had cut the hedge back and the sign has once again come into view.

A pothole which has appeared on the edge of a previous repair on the Eastern corner of Minnis Lane and Bossingham Road has been reported.

Nick Smith

23 November 2020

Media statement regarding Kent Tier 3 announcement

Following the easing of national restrictions on 2nd December, all of Kent and Medway will have restrictions at the very high tier 3 level.

The Government's decisions on tiers have been made by ministers based on recommendations by government scientists and medics, taking into account:

- Infection rates in all age groups and in particular among the over 60s
- How quickly case rates are rising or falling
- The number of cases per 100,000 in the general population
- Pressure on the NHS - including current and projected NHS capacity - including admissions, bed occupancy and staff absences
- Local factors and exceptional circumstances such as a local but contained outbreak

Local authorities were informed by letter this morning, outlining the decision and a reminder of the rules of each tier.

Following today's announcement, Kent County Council Leader Roger Gough said: "We appreciate that residents and businesses across the county will be extremely concerned and some areas may feel the Government decision is unfair. It is our priority now to work with everyone to move out of tier 3 as quickly as possible.

"We continue to work tirelessly to reduce the rate of transmission across Kent, focusing on the most affected areas with extra testing capacity and engaging local communities to ensure that we all comply with restrictions. At the same time continuing to provide support to our most vulnerable people, and providing vital advice and support to Kent businesses.

"We appeal to businesses to play their part by being strict with the guidance affecting them, their staff and their customers – making sure we all follow advice on social distancing and wearing a mask.

"Community outbreaks have been a major cause for concern in some areas of Kent and the second national lockdown had started to show an impact in a slight reduction in the numbers of people testing positive. But it is the same message to all Kent residents now; thank you for all your efforts so far, and we appeal to everyone to continue to take the restrictions seriously and follow the guidance. The faster we get infections down, the sooner we can hope to see restrictions eased to the benefit of residents and businesses."

The Kent Local Tracing Partnership goes live in Kent from Friday 27 Nov, supporting the national Test and Trace service to locate residents who have tested positive for Covid-19. The local system will continue to support the NHS Test and Trace service, using the experience of the Kent Together helpline with KCC commissioned call handlers contacting people that the Government Test and Trace system has not been able to reach within 24 hours.

Once contacted, the advisors will be able to give advice on isolation and testing, establish close contacts, upload details to the National Contact Tracing system, and signpost to assistance available such as financial or practical in terms of supplies of food and medication.

Work also continues with the Department of Health and Social Care regarding supplies of Lateral Flow Devices and targeted wider asymptomatic testing.

KCC Director of Public Health, Andrew Scott-Clark said: "A local test and trace system, alongside mass testing, are significant undertakings and while they are an important part of managing the pandemic, it is not the solution and any testing needs to be alongside all the other public health measures such as social distancing, wearing masks and washing hands.

"We have been in a national restrictions for two weeks and those high figures from before lockdown are now starting to level off so we are encouraged that the majority of people are doing the right thing by minimising their social interactions at home and carefully following social distancing guidelines when they are out but it's really

important that we protect the most at risk people among our older residents and this needs to happen now if we want to see restrictions eased further.”

KCC and Medway Council lead on outbreak control plans for the county and continue to work closely with partners from central Government, the district and borough councils in Kent, the NHS and Public Health England.

Roger Gough added: “We know that Kent’s hospitals are getting busier – not just from Covid cases but because of normal winter pressures – so we need to help the NHS too and the main thing people can do is to follow the national restrictions and self-isolate if they have symptoms or have been advised to self-isolate. If you have symptoms, book a test. Play your part to help protect Kent and Medway - more information at www.kent.gov.uk/protectkent”

Understanding the tiers

In tier 3, you must not meet socially indoors or in most outdoor places with anybody you do not live with, or who is not in your support bubble, this includes in any private garden or at most outdoor venues. You must not socialise in a group of more than 6 in some other outdoor public spaces, including parks, beaches, countryside accessible to the public, a public garden, grounds of a heritage site or castle, or a sports facility – this is called the ‘rule of 6’. There are also rules on hospitality settings, such as bars (including shisha venues), pubs, cafes and restaurants which are permitted to continue sales by takeaway, click-and-collect, drive-through or delivery services.

You can find the full list of guidelines and restrictions at <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>

Kent Local Tracing Partnership Media Release

The Kent Local Tracing Partnership goes live on Friday 27 November, supporting the national Test and Trace service to locate residents who’ve tested positive for Covid-19.

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Once contacted, the advisors will be able to give advice on isolation and testing, establish close contacts, upload details to the National Contact Tracing system, and signpost to assistance available such as financial or practical in terms of supplies of food and medication.

KCC is also working with the 12 district and borough councils across Kent to enhance contact tracing where required; for instance, if a contact tracer has not been able to reach a person by telephone then a district council member of staff may go round to the resident’s home to pass on the information.

KCC Leader Roger Gough said: “This is an incredibly complex service but we are pleased to be able to support the national system at this vital time and it is another great example of how we are working with our partners in the district councils to support our residents during this pandemic.

“If you receive a call, you will be asked that you fully understand the isolation guidelines and that you note all contacts you’ve had in recent days. We understand that residents might feel concerned about this but we’d like to reassure everyone that we recognise that we will be dealing with sensitive information; it is imperative that people work with us, as this is the best possible way to contact residents who are at risk and to reduce the spread of cases in our community.”

KCC Director of Public Health, Andrew Scott-Clark added: “We welcome any additional ways for people to get tested and are also involved in the rollout of rapid tests. By contacting people with a positive test result, we can work more effectively to manage community outbreaks and try to keep the number of cases low – it is crucial that we support the NHS and essential services over the next few months, and that we protect the most

vulnerable members of the community – especially the elderly or those with long term medical condition, who are most at risk from severe symptoms.

“In the meantime, the most important thing we can all do is to continue to follow the social distancing guidelines, download the NHS Test and Trace app, and if people are contacted by either the NHS or local Test and Trace service, or they develop Covid symptoms, they must self-isolate.”

The service will run 8am to 7pm Monday to Friday and 10am to 2pm Saturday and Sunday and will come from a local number. Residents are being reminded that the genuine NHS Test and Trace Service and Kent Local Tracing Partnership will never:

Ask for bank account details, passwords or PIN numbers

Ask for a payment or to buy a product

Ask you to download any software

Ask you to call a premium rate number to speak to the NHS (for example, those starting 09 or 087)

Disclose any of your personal or medical information to your contacts.

Anyone asked these types of questions should report the incident to KCC Trading Standards. Any council staff attending your home will also have identification which will be presented.

For more information regarding the Kent Local Tracing Partnership, go to www.kent.gov.uk/localtracing

You can also find information about outbreak plans at www.kent.gov.uk/protectkent

11.6 Kent Community Police

North Downs East & West Town & Parish Report

November 2020

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 October 2020 (most recent figures):

North Downs East

15x Harassment

15x Assault without injury

8x Miscellaneous violence

North Downs West

6x Vandalism

5x Assault without injury

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>

Other Information or advice:

The hot topic crimes remain the same as last month.

- 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.
- 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.
- Burglaries – With the longer nights there is typically a rise in burglaries, remember to secure your property appropriately overnight. Remember to lock doors and easily accessible windows, and do not leave the keys where they can be seen or reached from outside the property. Thieves are generally targeting cash, jewellery, and small electronic devices that have value and are easy to sell on.

- 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.

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.

Kind Regards

PCSO Nicholas Hazell 59007 and PCSO Daniel Mills 58997

North Downs East, North Downs West

Bank account	Stelling Minnis
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Balance per bank statement at 26/11/2020	12,962.60
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Uncleared Payments

732

Stelling Minnis Parish Council

Budget report from 1-Apr-2020 to 31-Mar-2021 (figures include VAT)

Payments

	Period			
	Budget	Actual	Variance	Predicted
Other Payments				
Miscellaneous Payments	0.00	2,224.59	-2,224.59	3,522.09
Contingency	200.00	0.00	200.00	0.00
Total Other Payments	200.00	2,224.59	-2,024.59	3,522.09
Defibrillator				
Defibrillator Costs	15.00	0.00	15.00	15.00
Total Defibrillator	15.00	0.00	15.00	15.00
Administration				
Salaries	3,200.00	1,874.40	1,325.60	2,835.20
Clerks Expenses	300.00	41.43	258.57	300.00
Councillor Expenses	75.00	0.00	75.00	0.00
Insurance	430.00	418.44	11.56	418.44
Audit Fees	120.00	0.00	120.00	120.00
Computer Software	150.00	0.00	150.00	150.00
Chairmans Allowance	100.00	0.00	100.00	0.00
Training	200.00	0.00	200.00	0.00
Hall Hire	100.00	0.00	100.00	0.00
Payroll	74.00	72.00	2.00	72.00
Easy PC	60.00	0.00	60.00	60.00
PC Emails	100.00	0.00	100.00	100.00
HMRC	200.00	127.20	72.80	200.00
New Website	800.00	210.00	590.00	800.00
Total Administration	5,909.00	2,743.47	3,165.53	5,055.64
Section 137 Grants				
Age UK	100.00	100.00	0.00	100.00
Air Ambulance	100.00	100.00	0.00	100.00
Donations Stelling Church	200.00	200.00	0.00	200.00
Section 137 Unallocated	100.00	250.00	-150.00	250.00
Total Section 137 Grants	500.00	650.00	-150.00	650.00
Maintenance				
Total Maintenance	0.00	0.00	0.00	0.00
Memberships				
CPRE	40.00	40.00	0.00	40.00
ACRK	100.00	100.00	0.00	100.00
Membership KALC	350.00	329.86	20.14	329.86
Total Memberships	490.00	469.86	20.14	469.86
Total Payments	7,114.00	6,087.92	1,026.08	9,712.59

Receipts

	Period			
	Budget	Actual	Variance	Predicted
Other Receipts				
VAT Repayments	326.00	0.00	326.00	340.00
Miscellaneous Receipts	0.00	160.00	-160.00	3,307.50
Total Other Receipts	326.00	160.00	166.00	3,647.50
Precept				
Precept	6,720.00	6,720.00	0.00	6,720.00
Total Precept	6,720.00	6,720.00	0.00	6,720.00
Interest				
Total Interest	0.00	0.00	0.00	0.00
Total Receipts	7,046.00	6,880.00	166.00	10,707.50

