

STELLING MINNIS PARISH COUNCIL

MINUTES of MEETING on 10th January 2018

Present: R Hubble – Chairman
H Haffenden – Vice Chairman
A Day
P Dimmock
L Dudas (joined at 20:28 pm)
D Stephen
G Watts
I Bowie – Clerk

Also present N Smith – Parish Magazine/Webmaster, L Jones– Internal Auditor,
Members of the Public

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

1. Apologies and absences

Received from Cllr Dudas, Cllr Hollingsbee, R Gambrill (NHW)

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

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. Minutes of the Parish Council Meeting 6th November 2017

To approve minutes of meeting held on 6th November 2017

Proposed by Cllr Haffenden and seconded by Cllr Stephen. All agreed. Minutes were duly signed.

4. Matters arising from the minutes (not included in other agenda items)

4.1 SMPC Village Appraisal (2008/reviewed 2010)

Cllr Dimmock reviewed the appraisal and action plan extensively. He reported that many items had been actioned. There were two items that may need further review. Litter bins/dog waste bins and Maps on the Minnis. Also the provision of more services in the Village Hall.

It was agreed that the PC would produce a page to accompany the appraisal to demonstrate how it had discharged its responsibilities.

The Chairman thanked Cllr Dimmock, on behalf of the Parish Council, for undertaking the review.

5. Public Participation and Comment

Chairman to remind all present that 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.

The Chairman reported that two members of the public had asked for items to be discussed.

6. Correspondence

- 6.1 To table items of late correspondence
- 6.2 Items circulated for information
 - 6.2.1 KALC AGM Draft Minutes 19th December
 - 6.2.2 NALC Chief Executive's Bulletin 45 – 15 December 2017
 - 6.2.3 Draft Charter for Otterpool Park- Revisions available onlineAll items noted
- 6.3 Items acted on: None
- 6.4 Items for discussion
 - 6.4.1 Lord-Lieutenant of Kent's Civic Service 20 March 2018
 - 6.4.2 Shepway Area Committee 19th October MinutesAll items noted

7. PLANNING

- 7.1 To table late planning applications received for consideration None
- 7.2 To table planning applications dealt with since last meeting None
- 7.3 To table decisions by the Planning Authority since the last meeting.
 - 7.3.1 Y17/1331/SH - High Chimney Farmhouse High Chimney Farm Refused
 - 7.3.2 Y17/1029/SH Land Adjacent to Hatch Meadow Withdrawn

8. Parish Council Noticeboard

The Clerk reported that one quote had been received £450 to repair. £5500 to replace. It was agreed that the Clerk would source 2 other quotes to repair the noticeboard for consideration at the next meeting.

9.1. Web Site

- 9.1 Update report from N. Smith Webmaster Appendix A

10. REPORTS

- 10.1 Kent County Council No Report
- 10.2 Shepway District Council No Report
- 10.3 KALC Shepway Area Committee No Report
- 10.4 Kent Community Police. No Report
- 10.5 Minnis Managers.
Cllr Haffenden reported that the Minnis Managers would be holding a Public Meeting 6th April.
- 10.6 Stelling Minnis Village Hall. Appendix A
- 10.7 Stelling Minnis Windmill. No Report
- 10.8 Other reports.
 - 10.8.1 Footpath Warden No Report
 - 10.8.2 Tree Warden No Report
 - 10.8.3 NHW No Report

11. STELLING MINNIS COMMON

- 11.1 Other Stelling Minnis Common Matters, not covered by 10.5
A resident, N Smith, was invited by the Chairman to raise his concerns re the role of the Parish Council in monitoring the management of the Minnis. Cllr Haffenden responded as SMPC nominated trustee and chairman of the Minnis Managers. A discussion followed and it was agreed that Cllrs would

decide what role, if any the PC, should take in this matter other than the existing process of having a nominated trustee, Cllr Haffenden and SMPC observer Cllr Day to represent the views of the Parish Council

12. HIGHWAYS

- 12.1 30mph speed limit Bossingham Road and Wheelbarrow Town
A resident was invited to speak regarding this matter. She explained her concerns re fast moving traffic through the Village and made suggestions as to how this might be tackled. The Chairman invited her to send him an email/letter to outline her proposals and thanked her for her input. A discussion followed re the Kent Police Speed Watch initiative. It was agreed to place an item in the Chairman's Report in the Parish Magazine to assess the level of interest to restart this group. It was agreed that the PC would pursue a 30mph speed limit throughout the Village. The Clerk informed the PC that Cllr Carey was not minded to support this. The Clerk will try to arrange a site visit with Highways to review the speed limit and discuss next steps.
- 12.2 Additional signage on the Minnis
The Clerk informed the PC that Cllr Carey was not inclined to support additional signage. The Clerk will try to arrange a site visit with Highways to progress matters.

13. FINANCE

- 13.1 Update of account for 2017/18 including payments received.
RFO (I. Bowie) reported that: - The bank balance as at 8th December stood at £11,145.03. Reconciled to £9,145.03 after allowing for unpaid cheques of (£2000)
- 13.2 Accounts for payment.
14.2.1 Accounts for approval and payment
- | | | | |
|------------|------------------------|---|--------|
| Chq 400196 | Clerk (I Bowie) Salary | £ | 284.12 |
| Chq 400198 | HMRC PAYE Quarter 3 | £ | 70.80 |
- 13.3 Payments to be discussed for approval:
- | | | |
|---|---|-------|
| Cancel Cheque no 400203 (The Post Office) | £ | 70.80 |
| Re-issue new cheque for HMRC | £ | 70.80 |
- All payments proposed by Cllr Day and seconded by Cllr Haffenden. All agreed
- 13.4 Budget and Precept 2017/18
The proposed budget was discussed and agreed, as shown in Appendix B. After discussion the precept was agreed at £5565 representing an increase of 5% or 97 p per year on an average band D property. Budget and precept proposed by Cllr Haffenden and seconded Cllr Day, all agreed.
- 13.5 Online Banking
It was proposed by Cllr Stephen and Seconded by Cllr Haffenden that the Clerk initiated enquires to set up online banking for payments to HMRC etc. Clerk to report back at next meeting with the process and safeguards.
- 13.6 CiLCA Qualification for Clerk

The Clerk requested that the PC considered paying 50% of the cost of the CiLCA Qualification. CiLCA cost £250. PC contribution to be £125. This was discussed and proposed by Cllr Haffenden and seconded by Cllr Day. All agreed

14. Extra Bus Shelter

Cllr Hubble had made enquiries re costings and suggested that a budget should be agreed. It was agreed that the Clerk would establish if there would be any grants available to assist with the cost. Cllr Hubble will produce a proposal for the next meeting.

15. AOB

Cllr Dudas reported that the Windmill Management Group were reviewing the need for a Windmill direction sign at the end of Windmill Lane.

16. Dates of Future Meetings 2018

7 March 2018, 2 May 2018 (AGM), 16 May 2018 (APM)

The meeting closed at 21.00 pm

Signed Robert Hubble Chairman 7th March 2018

Appendix A:

9.1 Stelling Minnis web site report

- Stelling Minnis web site report for January 2018 PC meeting
- Updated to 1 January 2018
- Home page – omitted direct link to SMVH web page added.
- Cllrs attendance record updated following November PC meeting.
- Planning application notices added as and when received from Clerk & removed when time expired.
- Highways closure notices added as and when received from Clerk & removed when time expired.
- Web site server down 5th November for maintenance.
- Link added to “services” section on home page to Affinity Water “Tap Chat”.
- Gardening Society page updated with new committee names. 2017 programme of events removed.
- NHW page revised to include rolling 6 month reports from the Parish Mag. Also as a single place to publish trading standards and Kent Safety information – Clerk has been asked to clarify the publishing of copyright information on such notices in a public place (i.e. the web site).
- Monthly church services continue to be added to both Stelling and Upper Hardres churches web pages. Normally added when the Parish Mag goes to print.

10.6 Stelling Minnis Village Hall.

Cllr Stephen

We have a meal on Saturday 17th February to celebrate Vietnamese New Year. Food will be provided by Kim and Ian and there will be a licensed bar and raffle.

Tickets are available from Ivor Champion. This is normally very well attended, so early booking is advisable.

The committee is also looking for new members to assist with promotion and upkeep of the hall and to help run events (3 or 4 times a year). Speak to any current committee members if you are interested.

STELLING MINNIS PARISH COUNCIL - BUDGET 2018 /19				
With 2017/18 band D tax base.				
	(All figures rounded to whole pounds)			
	Budget 2017/18	Total to 10 Jan 2018	End of year prediction	Budget 2018/19 5 % Increase
Mandatory items:				
Clerks Salaries (Gross)	2818	1831	2818	2900
Clerks Salaries (Nett)	2254	1437	2254	2320
Clerk(s) PAYE	564	394	564	580
Workplace pensions (New line)	0	0	0	0
Clerk expenses	400	101	400	400
Councillors - expenses	75	0	75	75
Council - Insurance	375	352	375	400
Council - Village Hall Hire	80	85	85	80
Audit fee (new arrangements)	120	0	0	120
Training & development	600	72	400	400
Election costs	0	0	0	0
Recommended items:				
Chairman's allowance	100	78	100	100
Membership KALC	280	270	289	280
Membership ACRK	50	50	50	50
Membership CPRE	40	40	40	40
Donation - Stelling Church - upkeep of closed burial ground	200	200	200	200
Voluntary items:				
Donation - Age concern	0	100		100
Donation - Air ambulance	0	100		100
First Responders	0	100		100
Donations to worthy causes	300		300	
Honararium for Webmaster	350	0	350	350
Other outgoings:				
Computer (Transparency fund)	0	0	0	0
Software	50	0	60	60
Planning drawing costs	50	0	50	50
KALC Publications	50		50	50
External Case 4 Defibrillator	12	12	12	15
Sub total	5950	3390	5654	5870
Contingency:				
History Society Grant				
APM Printing Costs				
S137 Grants	200		200	200
Village People Grant				
Total Contingency	200	0	200	200
New budget lines:				
Rose and Crown Kerbing		2000	2000	0
Noticeboard Repair				500
Total new budget lines				500
Overall Total outgoings	6150.00	5930	7854	6570
Income:				
VAT refund to be claimed	100	0	100	100
Transparency costs grant	225		223	0
Precept (total received)	5300	5300	5300	5565
Bossingham Youth Club		225	225	
Sub total income	5625	5525	5848	5665
Balnce Brought Forward	6893	6893	6893	6887
Shepway Community Chest		2000	2000	
Total income	12518	14418	14741	12552
Less outgoings	6150	5930	7854	6570
Balance carried forward	6368	8488	6887	5982
Precept increase per band D equivalent property (274.53) £ per year				0.97
Precept % increase				5.00