

Stelling Minnis Parish Council Agenda

To All Members of the 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 8th May 2019 in **Stelling Minnis Village Hall commencing at 7.30 pm****

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

1. Acceptance of Office by Elected Councillors:

2. Election of a Chairman:

3. To receive the Chairman's Declaration of Acceptance of Office:

4. Election of a Vice-Chairman:

5. Apologies:

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.

6. 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.

7. Minutes of the Parish Council Meeting:

To consider the minutes and if in order sign as a true record
7.2 Minutes of Parish Council Meeting 6th March 2019

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

9. 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.

10. Correspondence:

- 10.1 To table items of late correspondence
- 10.2 Items circulated for information
 - 10.2.1 Parish Bus Shelter Grant Application
 - 10.2.2 Otterpool Park Public Exhibition
 - 10.2.3 NALC CEO Bulletin's
 - 10.2.4 Rural Services Bulletin

- 10.3 Items acted on
 - 10.3.1 District PCSO's Survey
- 10.4 Items for discussion
 - 10.4.1 KALC Community Led Housing and Self Build Conference
 - 10.4.2 Meet the Funders Event 23rd May 2019
 - 10.4.3 Audit Workshop and Social Media Networking Event 22nd June

11. Planning:

11.1 To table late planning applications received for consideration

11.2 To table planning applications for discussion

- 11.2.1 Y19/0412/FH Windemere Bossingham Road
Erection of a porch extension to front entrance

11.3 To table planning applications dealt with since last meeting

- 11.3.1 Y19/0382/FH Apple Tree Farm Mill Lane
SMPC has objected to the application and has written to the Planning Officer requesting further information is supplied.

11.4 To table decisions by the Planning Authority since the last meeting.

- 11.4.1 Y19/0140/FH Southleigh Curtis Lane
Construction of a sand school **FHDC Approved**
- 11.4.2 Y18/0814/FH Lower Courthope Farm Sandy Lane
Change of use and conversion from agricultural building to seven holiday lets, together with external alterations, landscaping and parking. **FHDC Approved**

11.5 Other Planning Matters and Enforcement

- 11.5.1 Application for a Certificate of Lawful Development at Stuarts Lodge, South Lodge Road, Stelling Minnis as existing residential use (Fryarne Park Wood)
- 11.5.2 Stone Farm Stone Street
- 11.5.3 Land adjoining Bower Farm House Bossingham Road

12. Noticeboard:

- 12.1 To receive options and estimates for repair

13. New Lyminge Surgery : Update

14. HIGHWAYS:

15. ALLOCATION OF RESPONSIBILITIES:

Representative for: Minnis Managers; Highways; KALC area committee; Trustees for Stelling Minnis Common trust; Windmill and Village Hall.
Appointment: Responsible Financial Officer

16. Village Community Projects:

17. Reports:

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|------|--|------------------------|
| 17.1 | SMPC Website Report | Nick Smith |
| 17.2 | Kent County Council | Clr Carey |
| 17.3 | FHDC District Council | Clrs Carey/Hollingsbee |
| 17.4 | KALC Shepway Area Committee | Clr Dudas |
| 17.5 | Kent Community Police | PCSO Mills |
| 17.6 | Stelling Minnis Common/Minnis Managers | Clr Day & Haffenden |
| 17.7 | Stelling Minnis Village Hall. | Clr Stephen |
| 17.8 | Stelling Minnis Windmill. | Clr Hubble |

18. Finances:

18.1	Update of accounts for 2018/19 including payments received		
18.2	Accounts for payment		
18.2.1	Irene Bowie Salary April/May 2019		
	Cheque Number 400243	£	480.40
18.2.3	ACRK membership	£	50.00
18.2.4	Annual donation Stelling Minnis Stores Electricity for Defibrillator	£	12.00
18.2.5	KALC Subscription	£	275.23
18.2.6	Came and Co Insurance	£	357.71
18.3	Payments to be discussed for approval:		
18.3.1	St Mary's Church PCC for maintenance of Closed Churchyard	£	200.00
18.3.2	Hythe Age UK	£	100.00
18.3.3	Air Ambulance	£	100.00
18.3.4	Community First Responders	£	100.00
18.3.5	CPRE Membership	£	40.00
18.4	Late Payments to be discussed for approval and payment		
18.5	Internal and external audit 2018/19		
18.5.1	Certificate of Exemption		
18.5.2	Internal audit report		
18.5.3	Accounts to be approved and signed.		
18.5.4	Annual governance statement.		
18.5.6	Acceptance of Annual Governance and Accountability Return (AGAR)		
18.5.7	Section 137 limits 2018/19		
18.5.8	Asset Register/ Risk Assessment Policy		
18.6	Clerk Salary Review		

19. Agenda Items for Next meeting:

20. Dates of Future Meetings:

15th May (APM), 3rd July, 4th September, 6th November, 8th January 2020

Signed: Irene Bowie Parish Clerk
irenebowie.smpc@gmail.com

1st May 2019