

Stelling Minnis Parish Council

Statutory Annual Meeting

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 **17 MAY 2023** at 7.30pm in Stelling Minnis Village Hall.

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 Chairman for the year 2023-24**
- 2. Election of Vice Chairman for the year 2023-24**
- 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 8 MARCH 2023: To CONSIDER and AGREE as a true record.**
- 5. Matters arising from the minutes: Not covered on the agenda.**

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

- 6. Responsibilities 2023-34**
 - KALC area committee
 - Planning
 - Minnis Managers
 - Trustees for Stelling Minnis Common Trust
 - Highways
 - Windmill
 - Village Hall
 - Footpath Warden
 - Community Website
 - Responsible Financial Officer
- 7. Correspondence**
 - 7.1 Kent Air Ambulance – request for funding for 2023

- 7.2 Dynamix payroll services – increase in costs
- 7.3 KALC – Kent's Plan Bee April 2023 Newsletter

8. Planning

- 8.1 To DISCUSS planning enforcement matters
- 8.2 To DISCUSS planning applications received for consideration

None		
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- 8.3 To NOTE decisions by the planning authority

22/2188/FH	Conversion of existing outbuilding to annexe Malt Farm, Bossingham Road, Stelling Minnis, CT4 6BD	APPROVED with conditions 20/04/23
23/0180/FH	Erection of a new garage Land adjoining High Gate, Bossingham Road, Stelling Minnis	APPROVED with conditions 03/05/23

9. Village Matters for Discussion/updates

- 9.1 To AGREE the way forward to recruit an additional councillor to fill the vacant seat
- 9.2 To RECEIVE a report back on the Kings Coronation celebrations and RATIFY expenditure from the event
- 9.3 To AGREE plans/reports for APM on 24th May
- 9.4 To RECEIVE an update on possible Curtis Lane/Stone Street junction signage

10. Reports

- 10.1 Website/Facebook reports Cllr Smith/Clerk
- 10.2 Kent County Council Cllr Carey
- 10.3 FHDC Council Cllr Hollingsbee/Cllr Martin
- 10.4 Stelling Minnis Tree Warden
- 10.5 Stelling Minnis Village Hall
- 10.6 Windmill
- 10.7 Minnis

11. AGAR 2022-23 & Year end accounts

- 11.1 Financial Policies for review
 - I. Review the SMPC Risk assessment
 - II. Review the SMPC Fixed Asset register
 - III. Review the SMPC Ear Marked Reserves
 - IV. Review of the SMPC Standing Orders
 - V. Review of the SMPC Financial Regulations
- 11.2 To RECEIVE the Supplementary Internal Auditors Report for 2022/23 and NOTE any recommendations thereon and APPROVE the Terms of Reference Letter appended to the report.
- 11.3 To RECEIVE, CONSIDER & APPROVE the AGAR for the financial year ended 31st March 2023
 - I. SMPC Accounts 2022-23
 - II. The Annual Governance and Accountability Return for consideration by Cllrs and signing by the Chairman, Comprising of the;
 - I. Exemption Certificate
 - II. Annual Governance Statement
 - II. Accounting Statements

12. Finance

- 12.1 To CONSIDER the renewal of the SMPC insurance policy (as per report with 3 quotations)
- 12.2 To NOTE the clerk has submitted the CIL Parish Report to FHDC for the year ending 31st March 2022 and to DISCUSS options for further expenditure.
- 12.3 To AGREE the expenditure for the purchase of a replacement laptop for the Clerk up to a cost of £580 (held in EMR for new laptop)
- 12.4 To NOTE receipts of income

FHDC – First precept payment	3979.50
TOTALS £3,979.50	

12.5 To AUTHORISE payments

CHQ415	Clerks salary March (already paid Yr 22-23)	273.60
CHQ416	HMRC 4 th Qtr payment PAYE (already paid Yr 22-23)	241.20
CHQ417	Dynamix – payroll services year end	24.00
CHQ418	KALC subscription for 23-24	324.24
CHQ419	CPRE subscription for 23-24	36.00
CHQ420	Clerks salary April	273.60
CHQ421	Age UK Hythe & Lyminge– donation 23-24	100.00
CHQ422	Clerks reimbursement of expenses	35.78
CHQ423	Kent Air Ambulance donation 23-24	100.00
CHQ424	St Marys Parochial Church Council of Stelling	200.00
CHQ425	Stelling Minnis Stores – contribution towards electricity for Defib cabinet use	30.00
CHQ426	Stelling Minnis Village hall – contribution towards electricity for Defib cabinet use	30.00
TOTALS		£1,668.42

- 12.6 To RECEIVE the bank reconciliation date 9th May 2023.

Dates of future meetings: 24 May APM, 12 July, 13 September, 8 November 2023.

Signed: Gail Hubbard
Parish Clerk

11 May 2023
stellingminnispc@outlook.com