

# Stelling Minnis Parish Council

## MINUTES of MEETING on 5<sup>th</sup> September 2018

---

**Present:** R Hubble – Chairman, A Day, P Dimmock, L Dudas, D Stephen, G Watts.  
I Bowie – Clerk Also present: N Smith – Parish Magazine/Webmaster,  
Lee Jones- Internal Auditor and members of the public

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

**1. Apologies and absences:**

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 received from Cllr Haffenden, Cllr Carey, PCSO Mills

**2. 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.

There were none

**3. Minutes of the Parish Council Meeting:**

To approve minutes of meeting held on 4<sup>th</sup> July 2018

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

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

There were none

**5. 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.

**6. Correspondence:**

6.1 To table items of late correspondence

6.2 Items circulated for Information

6.2.1 Kent PCC Newsletter

Noted

6.2.2 Cllrs Commission Roundtable Event

Noted

6.2.3 NALC CEO Bulletin (10/8/18)

Noted

6.2.4 NALC Annual Conference 2018

Noted

6.3 Items acted on

- |       |   |                    |
|-------|---|--------------------|
| 6.3.1 | KCC Right of Way Improvement Plan (ROWIP) | Clerk<br>completed |
| 6.4   | Items for discussion<br>None              |                    |

## 7. **Planning:**

### **7.1 To table planning applications received for consideration.**

- 7.1.1 Y18/0456/SH - Camping and Caravaning Site Rose & Crown  
Erection of 13 dwellings with access from Minnis Lane  
Cllrs to consider this application further
- 7.1.2 Y18/0964/SH Kerwyn Curtis Lane – Conversion of an  
existing garage to provide a workshop  
Clerk to confirm this is an active application
- 7.1.3 Y18/0935/FH Meadow View Harvest Lane – Demolition of  
two existing dwellings and erection of two replacement  
dwellings  
SMPC: No comment - defer to F&HDC Planning Department

### **7.2 To table planning applications dealt with since last meeting**

- 7.2.1 Y18/0731/FH- Sherwood Crown Lane. Erection of a first floor  
rear extension  
SMPC No Objection

### **7.3 To table decisions by the Planning Authority since the last meeting.**

- 7.3.1 Y18/0731/FH- Sherwood Crown Lane. Erection of a first floor  
rear extension - Approved

### **7.4 Update re Stonegate Development**

No report Alastair Cracknel has left, Clerk to contact Pentland Homes

### **7.5 Representation from resident re future planning application.**

Application for Lawful Development Certificate - The Barn, Bossingham,  
Road

The Chairman invited Jayne Steadman to discuss her recent application for lawful development relating to a barn in her property. She explained that this work was needed to enable her to expand her physiotherapy practice. 'The Barn' and has its own entrance from Bossingham Road and parking for about 6 cars. The building was already present and refurbished when the property was purchased, there are no plans to extend/ alter the current building.

The Chairman and Cllr's thanked Ms Steadman for her presentation.

## 8. **Noticeboard:**

- 8.1 To consider estimates for repair  
Deferred to the November meeting
- 8.2 Feedback from gifted donors of the noticeboard  
Clerk has written to the gifted donors but has not yet received a reply.  
Clerk to follow up

## 9. **Minnis Green – Maintenance:**

- 9.1 Progress update

Cllr Day provided an update. The grass has been cut , Cllr Day explained that it had been done very well. She also reported that the grass was getting long again and that she would follow up and make sure that the maintenance schedule was followed. The Chairman thanked Cllr day for her perseverance.

**10. Fyarne Park Wood:**

**10.1 Update on encampment**

No change. No application has been received. Mr J MaCauley has left the planning department and no-one has responded to the Clerks emails. Cllr Hollingsbee offered to assist.

**11. HIGHWAYS:**

**11.1 Speed limit Bossingham Road and Wheelbarrow Town – Update**

The Clerk has :

1. Contacted Department of Housing, Communities and Local Government (previously DCLG). The reply : No bye-laws relating to reduced speed near an area of open grazing land. Clerk has contacted the Open Spaces Society, KALC and DHCLG and asked which bye-laws can be made by the PC
2. Clerk also researching at DoT Traffic Calming Powers 1997
3. Clerk contacting the Commons and Greens Registration Officer at KCC

**11.2 Additional signage on the Minnis**  
Deferred to the next meeting

**11.3 Street Names and Finger Post damage**  
Cllrs provided a list of all items damaged or missing to report as a group to KCC and F&HDC.

**11.4 Speed Watch Initiative - Update**  
Cllr reported that despite advertising in the Parish Magazine there had been no responders from the community.

**12. War Memorial Bossingham Village Hall:**

- 12.1** To consider request of a donation of 50% from UHPC towards the removal of shrubs.  
Estimated cost £200 split between the PC's . It was agreed that SMPC would contribute £100 . Proposed by Cllr Day Seconded by Cllr Watts. Agreed by all.

**13. Reports:**

- |      |                     |            |
|------|---------------------|------------|
| 13.1 | SMPC Website Report | Appendix A |
| 13.2 | Kent County Council | Appendix A |

Cllr Carey and Hollingsbee provided a report which was circulated at the meeting and published in the September Parish Magazine.

Cllr Carey provided the following additional report.

As an update to these, I am circulating the village to see if there are people who might be eligible for help in getting access to better broadband using the soon to be launched KCC voucher scheme.

The most recent figures on the potholes repairs for the week ending 31 August are 425 potholes and 17,196 sqm of resurfacing (and within that the figures for our district are 30 potholes filled and 3,566 of resurfacing). The year to date figures for Kent are 49,568 potholes filled and 185,055 sqm of resurfacing.

Some of you may remember John Simmonds who was the member for the neighbouring county division until last year's boundary review. He died recently and his service of thanksgiving is at All Saints Church Whitstable tomorrow (06 September) at 1pm and all those who knew him are welcome to attend.

13.3	F&HDC District Council Cllr Hollingsbee gave her report.	Appendix A
13.4	KALC Shepway Area Committee	Cllr Dudas
13.5	Kent Community Police The Chairman and Cllr's expressed their dismay that it has been in excess of 2 years since a PCSO attended a Parish Council meeting.	No Report
13.6	Stelling Minnis Common/Minnis Manager	Appendix A
13.7	Stelling Minnis Village Hall.	Appendix A
13.8	Stelling Minnis Windmill. Cllr Hubble gave his report: it had been a consistent year. Most Saturdays and Sundays, during the summer had been warm and this was a great benefit. Cllr Hubble reminded everyone to come along to the Windmill Fete on the 30 <sup>th</sup> September	Cllr Hubble
13.9	Other Reports	None received

#### **14. Finances:**

- 14.1 Update of accounts for 2018/19 including payments received  
The RFO reported that £2782.50 has been received for F&HDC which was the 2<sup>nd</sup> part of the 2018-19 precept.  
The reconciled balance was £8,509.40 to the 7<sup>th</sup> August 2018. The RFO reported that spend against budget was as expected
- 14.2 Accounts for payment

Cheque No 400234	Clerk (I Bowie)	Salary Aug/Sept	£	581.65
Total Payment	I Bowie		£	581.65
Cheque No 400235	HMRC PAYE + NI		£	149.95
All payments proposed by Cllr Watts and seconded by Cllr Day . All agreed				

- 14.3 Payments to be discussed for approval and payment None
- 14.4 Online Banking Forms to be completed  
Cllr's present signed the online banking mandates. Clerk to progress

#### **15. Parish Defibrillator:**

- 15.1 To consider leaving the case unlocked. As per BHF guidelines  
A discussion took place regarding the BHF guideline. It was agreed that the defibrillator case will be left unlocked. Clerk to discuss insurance options with Steve Moores. Proposed by Cllr Day Seconded by Cllr Dimmock  
A further discussion took place it was agreed that the Clerk would contact Steve Moores and invite him to speak at the APM in May 2019.  
Clerk to establish if funding is available for CPR/Defibrillator training

#### **16. Agenda Items for Next meeting:**

Items for discussion to be forwarded to the Chairman by 5<sup>th</sup> November 2018

#### **17. Dates of Future Meetings:**

7<sup>th</sup> November, 9<sup>th</sup> January 2019, 6<sup>th</sup> March, 1<sup>st</sup> May (AMPC), 15<sup>th</sup> May (APM), 3<sup>rd</sup> July

**The meeting closed at 8:55 pm**

**Signed Robert Hubble 7<sup>th</sup> November 2018**

## **Appendix A:**

### **13.1 Stelling Minnis web site report for September 2018 PC meeting**

- New page added for Trading Standards advices, with link to KCC's page on Trading Standards service.
- Link to their Facebook page added to Windmill & Museum page. Reciprocal link being added on Windmill & Museum facebook page.
- Other pages updated as required. All, but minor changes, shown on the "recently amended pages" link from the home page.
- No clubs or societies etc. have advised of any errors or omissions.

**Nick Smith – Webmaster.  
26 August 2018**

### **13.2 Kent County Council Report**

County Councillor's report Stelling Minnis September 2018

I am delighted to report that KCC has recently been awarded the Ministry of Defence Employers Recognition Gold Award for its support for ex-service personnel and Reservists. We have an Armed Forces Covenant which commits KCC to ensure that serving personnel, veterans and Reservists will not be disadvantaged in accessing our services as a result of serving in the military. There's more information about what this means in practice on our website (search for Armed Forces) as well as a calendar of events across Kent which celebrate Kent's military heritage.

A group of KCC councillors have been asked to look at the issue of loneliness and social isolation especially among Kent's older residents. They will be looking at whether KCC's current service provision and partnership working is effective and make recommendations on how they could be improved. Written submissions on this issue are invited from anyone interested and should be sent to [select.committee@kent.gov.uk](mailto:select.committee@kent.gov.uk) by midday on Monday September 10, 2018. Once all the information has been considered, the councillors will produce a report for consideration at a full county council meeting in early 2019.

Look out for a consultation on our Household Waste Recycling Centres. Kent has 16 of these and we are one of the last places in the country still accepting soil, rubble and plasterboard all of which are not classified as household waste. We are now getting significant inflows of such waste from across the County boundaries and the consultation is asking for views on whether we should introduce a charge for this type of non household waste in line with neighbouring councils.

I've no further news on the broadband voucher scheme but a launch is imminent and I will give details as soon as they are known.

And finally, the pothole report. Between 01 March and 10 August 47,943 potholes had been filled and 149,017 sqm of patching has been done across Kent. For our district the equivalent figures are 4,635 potholes and 21,373 sqm of patching. Do please keep reporting potholes so that they are added to the work programme. You don't need to know the name of the road as the website [www.kent.gov.uk](http://www.kent.gov.uk) has an interactive map

where you can mark the spot or you can ring 03000 41 81 81 in office hours and 03000 41 91 91 for emergencies at other times. Make sure you keep a note of your reference number which will help in keeping track of progress.

**Susan Carey, Member Elham Valley, Kent County Council**

### **13.3 F&HDC District Council**

Folkestone & Hythe District Councillors' report September 2018 – Stelling Minnis

At the request of Stelling Minnis Parish Council Jenny has 'called in' the application for the new homes near the Rose & Crown (Application number Y18/0456/SH) which means that it will go to the Planning and Licensing Committee of the District Council for decision rather than be decided by officers. Around 95% of applications are decided by officers using delegated powers but anything controversial or 'called in' by a district council goes to the committee.

We don't yet have a date for the meeting which will consider the application but when it does there will be a number of people who are allowed up to 3 minutes to address the committee. These include one local person who objects to the application, one who is in favour (both these slots are on a 'first come, first served' basis), the parish council, the local district councillor and the applicant themselves (or their agent). The officer's report is presented to the councillors, the speakers are heard and then the councillors debate. If there is a refusal the councillors need to provide 'material planning grounds' as the applicant is entitled to appeal to the Planning Inspector if refused and the Planning Inspector will overturn a refusal and may also award costs against any council which denies planning permission simply because an application was unpopular.

Anyone may write to the district council and to the individual councillors on the committee with their views on a planning application. The representations are summarised and included in the main report but the actual emails/letters are available to the committee members to read in full. If you do make representations then do remember that they will appear on the council website unless you request that they are not displayed online.

We are pleased to report that the result of the recent Peer Review of your District Council was very positive. Carried out by councillors and directors of other councils, the review involved interviews with 150 people, a tour of the district and a study of the council's strategies. The report concluded, *'The peer team was impressed by the range of key developments and the sheer scale of ambition, which is unusual for a district council.'* We are already implementing some of the suggestions made by the Peer Review to further improve delivery.

We wrote recently about the introduction of Universal Credit in our area. This has a knock on effect to our Council Tax Reduction Scheme and we currently have a consultation about these changes. You can take part until 21 October on [www.folkestone-hythe.gov.uk/consultations](http://www.folkestone-hythe.gov.uk/consultations) Please let us know your views whether you are directly affected or not.

**Susan Carey and Jenny Hollingsbee your district councillors**

## **13.6 Stelling Minnis Common/Minnis Managers**

### **MINNIS MANAGERS REPORT**

The managers are very pleased that, after the SMPC AGM, the owners of the Common have come to an agreement over access rights for the proposed development at the Rose and Crown.

The cattle and sheep continue to graze the Minnis and work continues to try to halt the spread of bracken.

The cattle are expected to remain until the end of September at which time they will be removed for the winter. They will have been on the Common for over four months. It has been another successful year with the cattle co-existing extremely well with all other Minnis users.

Parishioners are kept fully informed of grazing and other management matters in the parish magazine and the web site. Also, whilst checking the cattle daily, there has been frequent opportunity to engage in conversation with other Minnis users, who, without exception are very pleased to see the cattle.

I note that the SMPC have been contacted with reference to the grazing and road safety. This is a point that should have been brought up with me directly. It was not. It has been agreed that all matters relating to the Common should be addressed to me and not SMPC. The cattle are continually monitored and action has been taken to remove the cow and calf, which breached the invisible fence, from the Common. At no time was there a public safety issue.

FOSM work parties are due to begin on 29<sup>th</sup> September. The dates are:

Work-party Dates Winter 2018/19

29<sup>th</sup> September 2018

13<sup>th</sup> October 2018

27<sup>th</sup> October 2018

10<sup>th</sup> November 2018

24<sup>th</sup> November 2018

8<sup>th</sup> December 2018

22<sup>nd</sup> December 2018

5<sup>th</sup> January 2019

19<sup>th</sup> January 2019

2<sup>nd</sup> February 2019

16<sup>th</sup> February 2019

We meet at 12.00 and finish around 3.00pm with a break in-between.

If the weather is marginal and you want to check if a particular session is going ahead, please contact Ivor Champion on 07811 298144 or 01227 709338.

We will not work in extreme wet conditions.

**John Haffenden     28<sup>th</sup> August 2018**

### **13.7   Stelling Minnis Village Hall Report**

We are holding our next ever popular Vietnamese buffet supper on Saturday 13th October. There will be 3 courses prepared by Kim and her team for £25. Tickets are available from Ivor Champion.

Lee Jones has now taken over as chairman of the Village Hall Committee. A review of hall charges has been undertaken with a few minor changes and these will be rolled out in due course.

**David Stephen   28<sup>th</sup> August 2018**



## Appendix B

### STELLING MINNIS PARISH COUNCIL Statement for presentation at Council meetings Payments and income 2018/19

Meeting - September 2018

Item	Budget	Paid to date	Budget unspent prior this meeting	Items for payment 5 September 2018	Totals paid and payments to be made	End of year Prediction
Clerks Salary(ies)(Net)	2320.00	568.04	1751.96	581.65	1149.69	2320.00
Clerk PAYE	580.00	141.80	438.20	149.95	291.75	580.00
Clerks expenses (Admin).	400.00	42.00	358.00		42.00	400.00
Councillors expenses	75.00	0.00	75.00		0.00	75.00
Council insurance	400.00	397.29	2.71		397.29	400.00
Village hall hire	80.00	45.00	35.00		45.00	80.00
Audit commission fee	120.00	0.00	120.00		0.00	120.00
Training & development	400.00	60.00	340.00		60.00	400.00
Election costs	0.00	0.00	0.00		0.00	0.00
Chairman's allowance	100.00	0.00	100.00		0.00	100.00
Membership KALC	280.00	270.36	9.64		270.36	280.00
Membership ACRK	50.00	50.00	0.00		50.00	50.00
Membership CPRE	40.00	40.00	0.00		40.00	40.00
Donation Stelling Church (mtce closed church yard)	200.00	200.00	0.00		200.00	200.00
Donations to worthy causes	300.00	300.00	0.00		300.00	300.00
Honorarium for Webmaster	350.00		350.00		0.00	350.00
Planning drawings (SDC)	50.00	0.00	50.00		0.00	50.00
KALC publications	50.00	0.00	50.00		0.00	50.00
Computer Software	60.00	0.00	60.00		0.00	60.00
Electricity for Defibrillator	15.00	12	3.00		12.00	12.00
Noticeboard Repair	500.00		500.00		0	500.00
<b>Sub Total</b>	<b>6370.00</b>	<b>2126.49</b>	<b>4243.51</b>	<b>731.60</b>	<b>2858.09</b>	<b>6367.00</b>
Contingency	200.00					
		0.00			0.00	
		0.00			0.00	
		0.00			0.00	
<b>Total Contingency</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200.00</b>
<b>Overall Total outgoing</b>	<b>6570.00</b>	<b>2126.49</b>	<b>4443.51</b>	<b>731.60</b>	<b>2858.09</b>	<b>6567.00</b>
<b>Income:</b>						
Balance brought forward	7753.39					7753.39
Precept 1st payment	2782.50					2782.50
Precept 2nd payment	2782.50					2782.50
VAT refund	0.00					
Transparency fund grant	0.00					
Shepway members grants						
Shepway Community chest	0.00					
<b>Total income</b>	<b>13318.39</b>	<b>13318.39</b>			<b>13318.39</b>	<b>13318.39</b>
<b>Balance: Budget &amp; actual</b>	<b>6748.39</b>	<b>11191.90</b>			<b>10460.30</b>	<b>6751.39</b>
<b>Target to carry forward not less than £4300 into 2018/19 financial year.</b>						
<b>Year end prediction</b>	<b>£6,819.23</b>	Including VAT refund & grants.				
<b>Current bank Balance</b>	<b>£10,751.20</b>	07-Aug-18				
<b>Unpresented cheques</b>	<b>£2,241.80</b>	07-Aug-18				
<b>Income not yet on statement</b>						
<b>Reconciled Balance</b>	<b>£8,509.40</b>	07-Aug-18				
<b>VAT to be re-claimed to date</b>	<b>£67.84</b>					