

# **STELLING MINNIS PARISH COUNCIL**

## **MINUTES of MEETING on 4<sup>th</sup> July 2018**

**Present:** R Hubble – Chairman, J Haffenden – Vice Chairman, A Day, P Dimmock, L Dudas,  
D Stephen, G Watts.  
I Bowie – Clerk

**Also present:** N Smith – Parish Magazine/Webmaster

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

**1. Apologies and absences**

Received from Cllrs Hollingsbee and Carey, 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.

Cllr Watts declared an interest in agenda item 3.2.1

To consider any Dispensation requests received by the Parish Clerk and not previously considered.

**3. PLANNING**

3.1 To table planning applications received for consideration None

3.2 To table planning applications dealt with since last meeting

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

Cllr Watts left the room. SMPC Approve 6:0

Cllr Watts returned after the discussion had finished.

3.2.2 Y18/0604/FH Parkmead Stone Street Petham. Erection of a two storey side extension SMPC Approve 6:0

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

3.3.1 Y18/0427/SH - Newlands Curtis Lane Approved

3.4 Update re Stonegate Famers Development

Work on the road widening and the footpath has commenced.

**4. Minutes of the Parish Council Meeting 2<sup>nd</sup> /9<sup>th</sup> May 2018**

To approve minutes of meeting held on 2<sup>nd</sup> and 9<sup>th</sup> May 2018

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

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

There were none

**6. 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.

## **7. Correspondence**

- 7.1 To table items of late correspondence  
There were none
- 7.2 Items circulated for information
- |   |       |
|---|-------|
| 7.2.1 Highways England - Operation Stack Listening Exercise | Noted |
| 7.2.2 Remembrance Day Silhouette Installation Grants        | Noted |
| 7.2.3 NALC Annual Conference                                | Noted |
| 7.2.4 Purchase of compactor bins for the coastal park       | Noted |
- 7.3 Items acted on:
- 7.3.1 Request to Complete & Circulate Short CIL Survey
- 7.4 Items for discussion
- |                                      |       |
|--------------------------------------|-------|
| KCC Big Conversation Parish Seminars | Noted |
|--------------------------------------|-------|

## **8. Parish Council Noticeboard**

Cllr Dudas presented options for the repair of the noticeboard with costings. Cllr Hubble to contact another supplier for a like for like quote.

It was agreed that the Clerk would contact the family who donated the memorial and inform them of the potential repairs.

## **9. Neighbourhood Watch Update**

No report. RG states it has been a quiet couple of months

## **10. Phone Box on Minnis Field**

No response from BT. Parish Council to replace the bulb

## **11. REPORTS**

- |      |                             |            |
|------|-----------------------------|------------|
| 11.1 | SMPC Website Report         | Appendix A |
| 11.2 | Kent County Council         | Appendix A |
| 11.3 | Shepway District Council    | Appendix A |
| 11.4 | KALC Shepway Area Committee | Cllr Dudas |
- Cllr Dudas and Cllr Hubble attended the AGM and gave their report.
- 11.5 Kent Community Police No Report  
Cllrs expressed their dismay that the PCSO has not attended any meetings.  
Clerk to write to Police Headquarters and request assistance with this matter.
- 11.6 Stelling Minnis Common/Minnis Managers Cllrs Day & Haffenden  
Cllr Haffenden reported that the KWT Management Plan in draft form is currently with the Minnis Mangers and a meeting will be held to review it and publish on the website.  
The Minnis Owners are keen to provide an updated 'new residents guide' which will include the KWT management Plan.
- 11.7 Stelling Minnis Village Hall Cllr Stephen  
Cllr Day reported that bookings for the use of the hall had increased
- 11.8 Stelling Minnis Windmill. Cllr Hubble  
Cllr Hubble reported that Fete was attended by over 1400 people. A super day was had by all. The introduction of wristbands to allow use of the inflatables was most successful.
- 11.9 Other reports. There were no other reports

## **12. HIGHWAYS**

- 12.1 Speed limit Bossingham Road and Wheelbarrow Town – Clerk to establish if there is a statutory requirement for 30mph speed limit near common land with open grazing. A discussion followed regarding the information boards and it was suggested that they may be in the wrong place. The Minnis Managers might consider relocating them if the PC and residents were to request this.
- 12.2 Additional signage on the Minnis .  
The additional cost of Active Signs was discussed and this was prohibitive. Cllr Day agreed to advertise in the Parish Magazine for volunteers for Speed Watch to assist in deterring speeding through the Village.
- 12.3 Street Names and Finger Post damage Reported. These have not been repaired as yet. Clerk to monitor.
- 12.4 New Kerbing opposite R & C Triangle Maintenance  
Cllr Hubble spoke regarding the length of the grass and how untidy it looks. Cllr's Stephen and Watts will cut the grass.

## **13. FINANCE (Appendix B)**

- 13.1 Update of account for 2018/19 including payments received.  
RFO (I. Bowie) reported that: - The bank balance as at 31<sup>st</sup> of May stood at £12,635.89. Reconciled to £9,248.61 after allowing for unpaid cheques of (£3,387.28). The RFO reported that spend against budget was as expected.
  - 13.2 Accounts for payment.
  - 13.2.1 Accounts for approval and payment
    - Clerk (I Bowie) Salary £ 284.12
    - Total Payment to I Bowie £ 284.12
    - PAYE (1st Quarter) (HMRC) £ 70.80
    - Came and Co Insurance 3 year Agreement £ 397.29
    - Hire of Village Hall 2017/18 £ 45.00
- All payments proposed by Cllr Day and seconded by Cllr Haffenden. All agreed
- 13.4 Payments to be discussed for approval
  - 13.5 Online banking  
The Clerk explained how the process would work and what safe guards were in place. Instructions for each payment to be signed by two authorised bank signatories, copies to be retained and payments to be reported to council. Evidence to be retained. Clerk to produce an online banking policy. Cllr Day proposed that the PC should adopt online banking this was seconded by Cllr Hubble and agreed by all.

## **14. Fryarne Park Wood – Encampment Update**

4<sup>th</sup> July JMCC Enforcement FHDC reports that an application has not been received. He has asked that the PC forward any available evidence to dispute the residence claims to him asap,

## **15. Extra Bus Shelter                      Ongoing**

## **16. PC Policy Review**

Standing Orders, Financial Regs, Risk Assessment Register  
Cllr's had reviewed the Policies prior to the meeting. Cllr Dimmock proposed that they were accepted, seconded by Cllr Stephen and agreed by all.

## **17. Minnis Green – Maintenance**

Cllr Dudas spoke regarding the lack of maintenance/grass cutting on Minnis Green. Cllr Dudas to establish if KCC are providing the statutory requirement in terms of numbers

of cuts. Cllr Dudas to report back at the September meeting.

**18. Any other business –**  
Items for discussion only:

- (i) A resident asked if the situation regarding additional Post Office facilities in Stelling Minnis Store could be reviewed. Clerk to contact Wye Post Office
- (ii) A resident request that the Parish Council consider his comments in an article in the Parish Magazine, in particular the last paragraph. The Chairman read out the paragraph and Cllrs noted the content.

**19. Confidential Item:** In view of the confidential nature of the business to be transacted at Agenda item 19, the press and public to be excluded from this part of the meeting

**20. Dates of Future Meetings 2018**

5th September, 7th November, 9th January 2019, 6th March, 1st May (AMPC), 15th May (APM), 3rd July

Signed : Robert Hubble

Date : 5<sup>th</sup> September 2018

## **Appendix A:**

### **11.1 Stelling Minnis web report**

Stelling Minnis web site report for July 2018 PC meeting

- Maintenance of both Parish Council and other club/society pages undertaken on request. This includes the 2017/18 accounts and audit reports.
- From 3 -18 June was unable to publish updates to any web pages because of an error at the Server. Updated pages were published on 18th June.
- Have briefly investigated alternatives, should the need arise. The best options would seem to be either use the EIS (all Kent Parishes) web sites – these are a .gov.uk site, but there seem to be restrictions on organisation of the web site to a standard format – I will investigate further; no costs involved for the basic site, may be for any additions; site is written using WordPress. An alternative would be to pay for hosting facilities and apply, via them, for a standalone .gov.uk web address – the domain name is free initially but there is a renewal fees every 3 years or so; can use any web language. Our web site is written using html (hypertext mark-up language). My recommendation would be to remain as we are and consider a change of host and thus web site address, which would be required, if the existing host failed in a major way again. Change to WordPress based system would entail a complete re-write of every page; change to an html system based host would be relatively simple. Cllrs to need to be aware that any computer system is liable to have short term failures and problems.
- The only page which needs an overhaul is SMVH, there is a format error which I need to sort out – however all the correct information is on the page.
- Movement of cattle between compartments has been shown with dates on the relevant page.
- Other than SMVH, no other organisation has asked for changes to be made.
- The hit rate in June, from stats available to me, show an average of 7 hits a day (ranging from 0 to 14). Most visits are single page visits – referred to a “bounce” – left the web site after 1 page, however visitors may have been looking for a specific piece of information. Most visitors were in the UK with some from the EU. Visitors have been recorded as far away as Canada and China in May/June.
- The “Whats on” page is used as the basis for the Parish Magazines’ diary of events, and is compiled from dates included in articles for the Magazine.

Nick Smith – Webmaster.  
25 June 2018

### **11.2 Cllr Carey**

#### **District Council**

The district council has recently had a peer review undertaken by officers and councillors from councils outside Kent. The feedback has been very useful (and positive).

A series of seminars and a public engagement day were held last month about the Masterplan produced for Otterpool Park Garden Town. The number of homes we are estimated as needing over the next 19 years is over 600 each and every year and most

of these will be provided at Otterpool. It is easier to provide infrastructure such as new roads, schools and public spaces in a new town and if this is not done then the same number of houses will need to be built across existing towns and villages.

On 25 June there was a briefing for councillors from Roger de Haan about his work in our district in arts, sport and education and his plans for the seafront at Folkestone. Both Jenny and I voted in favour of these plans when they came to the Planning Committee in May and we believe the development is a major benefit to our area. The Harbour Arm is now a major tourist attraction and the homes will complete the vision for a regenerated seafront.

The district council website recently scored three stars (top mark is four stars) in an independent review.

### **Kent County Council**

Please look at the ideas that have been suggested as ways to connect rural communities to the public transport system and respond as a parish council as well as individually. The consultation is open until 08 August and you can find out more at [www.kent.gov.uk/roads-and-travel/travelling-around-kent/big-conversation](http://www.kent.gov.uk/roads-and-travel/travelling-around-kent/big-conversation)

Kent is one of the last local authorities to subsidise bus routes but even here only 3% of routes are directly supported and as numbers dwindle on these we need to find better ways to connect our rural areas. Feeder services, bookable services and taxi sharing are the three ideas being considered but it's also an opportunity for communities to suggest their own solutions.

If you are at the County Show this week do look out for the KCC stand (number 358) which this year has a Public Health Theme. One You is the name of a campaign to encourage people to make changes in their diet and activity level so they can stay well. We will have a 'smoothiebike' on the stand where the energy generated from the bike powers a juicer that provides a healthy drink.

KCC's website recently scored four stars (top mark) in an independent review. It was the only County Council to achieve this.

The pothole repair programme continues and we are adding more funding from reserves to ensure all our roads are done. Since March 1, KCC has filled in 28,357 potholes and carried out 87,008sqm of resurfacing where multiple potholes were found. Please keep reporting the potholes so that none are missed in the repair programme. . We were fortunate in our part of Kent to escape the worst of the floods but there are a number of roads in Maidstone and West Kent that have been washed away and need to be completely rebuilt.

Finally -

Highways England, is holding a public consultation on Operation Stack and you can send in a response up to 11.59pm on Sunday 22 July. The link is [highwaysengland.citizenspace.com/he/solutions-to-operation-stack](http://highwaysengland.citizenspace.com/he/solutions-to-operation-stack)

Kind regards,

Susan Carey  
Member for Elham Valley, Kent County Council  
District Councillor, North Downs West, Folkestone & Hythe District Council

## Appendix B

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

**Meeting - 4th July 2018**

Item	Budget	Paid to date	Budget unspent prior this meeting	Items for payment 4 July 2017	Totals paid and payments to be made	End of year Prediction
Clerks Salary(ies)(Net)	2320.00	284.12	2035.88	283.92	568.04	2320.00
Clerk PAYE	580.00	70.80	509.20	71.00	141.80	580.00
Clerks expenses (Admin).	400.00		400.00	42.00	42.00	400.00
Councillors expenses	75.00		75.00		0.00	75.00
Council insurance	400.00		400.00	387.29	387.29	400.00
Village Hall hire	80.00		80.00	45.00	45.00	80.00
Audit commission fee	120.00		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
Chairman's allowance	100.00		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		50.00		0.00	50.00
KALC publications	50.00		50.00		0.00	50.00
Computer Software	60.00		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>1287.28</b>	<b>5082.72</b>	<b>829.21</b>	<b>2116.49</b>	<b>6367.00</b>
Contingency	200.00					
					0.00	
					0.00	
					0.00	
<b>Total Contingency</b>	<b>200.00</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>5282.72</b>	<b>829.21</b>	<b>2116.49</b>	<b>6567.00</b>
<b>Income:</b>						
Balance brought forward	7753.39					7753.39
Precept 1st payment	2782.50					2780.50
Precept 2nd payment						2780.50
VAT refund	0.00					
Transparency fund grant	0.00					
Shepway members grants						
Bossingham Youth Club	0.00					
Shepway Community chest	0.00					
<b>Total income</b>	<b>10535.89</b>	<b>10535.89</b>			<b>10535.89</b>	<b>13314.39</b>
<b>Balance: Budget &amp; actual</b>	<b>3965.89</b>	<b>10535.89</b>			<b>8419.40</b>	<b>6747.39</b>
<b>Target to carry forward not less than £4300 into 2018/19 financial year.</b>						
<b>Year end prediction</b>	<b>£6,815.23</b>	<b>Including VAT refund &amp; grants.</b>				
<b>Current bank Balance</b>	<b>£12,635.89</b>	<b>31-May-18</b>				
<b>Unpresented cheques</b>	<b>£3,387.28</b>	<b>31-May-18</b>				
<b>Income not yet on statement</b>						
<b>Reconciled Balance</b>	<b>£9,248.61</b>	<b>31-May-18</b>				
<b>VAT to be re-claimed to date</b>	<b>£67.84</b>					