

# Stelling Minnis Parish Council

## MINUTES of MEETING on 6<sup>th</sup> March 2019

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**Present:** R Hubble – Chairman, J Haffenden Vice Chairman, P Dimmock, L Dudas, D Stephen, G Watts.  
I Bowie – Clerk  
Also present: N Smith – Parish Magazine/Webmaster, Cllr Hollingsbee, Cllr S Carey  
L Jones- Internal Auditor

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

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**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 Day; R Gambrill (NHW); J Showler

**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 consider the minutes and if in order sign as a true record

5.2 Minutes of Parish Council Meeting 7<sup>th</sup> January 2019

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

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

4.1 Parish Council Email for Councillors and Clerk

It was agreed that a GDPR compliant email would be set up for the Clerk. Councillors could use a dedicated Gmail address for Parish Council business only.

4.2 New Residents Welcome Pack

Updated and Printed. 3 packs have been requested and would be posted after the local elections. 3 additional packs to be left with a Councillor for distribution.

4.3 Agree a date for Precept Meeting November/December 2019

It was agreed that a precept meeting would be held prior to the 6<sup>th</sup> November 2019 Parish Council meeting.

**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
  - 6.1.1 Purdah – Guidance  
The Notice of Election will be published on Monday 18th March 2019 and with it comes the beginning of Purdah
  - 6.1.2 NATIONAL CSSC AMBER Message - NCTPHQ Bulletin - 5 Mar 2019  
national counter terrorism policing bulletin attached regarding a number of Improvised Explosive Devices that have been sent via mail to transport hubs yesterday.
  - 6.1.3 Kent Resilience Forum (KRF) Parish Pack – Preparing for Emergencies in Kent.
- 6.2 Items circulated
  - 6.2.1 Local Elections – Important Information  
Nomination pack, timelines and guidance. Posted on Website
  - 6.2.2 KALC Shepway Area Committee Minutes (13/12/18)
  - 6.2.3 NALC CEO Bulletin's
  - 6.2.4 Factual Paranormal Series
  - 6.2.5 South East in Bloom Competition
  - 6.2.6 Kent Bus Feedback Portal
- 6.3 Items acted on
  - 6.3.1 KALC Planning Conference 15 March Lenham
  - 6.3.2 Radar Speed Signs/Speed Awareness Patrols  
Cllr Dudas agreed to become a volunteer
- 6.4 Items for discussion
  - 6.4.1 Upper Hardres PC Home Safety Initiative  
Email enclosed from Chair Upper Hardres.  
Would Stelling Minnis Councillors like to get involved organising a Home Safety Initiative with UHPC Cllr's?  
It was agreed to await further information from UHPC
  - 6.4.2 NALC LCR Winter Survey Clerk to Complete
  - 6.4.3 Education Consultation -The Beacon Special School

**All correspondence was noted**

## 7. Planning:

- 7.1 **Rose and Crown Development Progress Update**  
Mr J Showler had given his apologies. Cllr Hubbard reported from an email from Mr Showler that: Mr Showler would attend the Annual Meeting of the Parish to present an update regarding the development. Cllr Hubble also stated that the development had not yet received planning permission despite approval by FHDC planning committee on the 27<sup>th</sup> November 2018.
- 7.2 **Presentation by Mr Alastair Cracknel Quinn Estates**  
It was reported that there had been very little interest in the commercial space at Stonegate Park. The options were to leave the premises empty or to apply for planning permission to convert the premises into 8 x 2-bedroom flats. This would also include affordable housing (2 of the 8).The affordable housing would be advertised in the local area to enable local people a chance to purchase. The Parish Council invited Quinn Estates to present at the Annual Parish Meeting.  
The Chairman expressed the thanks of the Parish Council for the attendance of Quinn Estates at the meeting.
- 7.3 **To table late planning applications received for consideration**  
There were none
- 7.4 **To table planning applications dealt with since last meeting**
  - 7.4.1 Y19/0140/FH Southleigh Curtis Lane **SMPC No Objection**  
Construction of a sand school
- 7.5 **To table decisions by the Planning Authority since the last meeting.**
  - 7.5.1 Y18/1558/FH The Barn Bossingham Road

- Change of use from Class B1 (mechanics garage) to Class D1 (outpatient physiotherapy clinic). **Approved with Conditions**
- 7.5.2 Y18/1472/FH Lyndale Minnis Lane **Approved**  
Erection of single storey rear extension

**7.6 Other Planning Matters and Enforcement**

- 7.6.1 Fryarne Park Wood Encampment  
There were no further developments, however the PC noted that no action had been taken by FHDC Planning Enforcement despite repeated emails and telephone calls. The Clerk first reported the matter to enforcement in November 2018
- 7.6.2 Land adjoining Bower Farm House Bossingham Road'  
It was reported that an Oak Pergola had been erected. There were no reports of habitation of the site.
- 7.6.3 Stone Farm Stone Street  
The Clerk had received an email from FHDC enforcement explaining that a new contact [Victoria.coltart@folkestone-hythe.gov.uk](mailto:Victoria.coltart@folkestone-hythe.gov.uk) had been appointed. The planning department ask for patience while they were working through the backlog of work.

**7.7 Community Infrastructure Levy (CiL) Payments – Update**

The Clerk gave an update of a recent KCC workshop regarding CiL Payments.

**8. Noticeboard:**

- 8.1 To receive options and estimates for repair  
Following discussion, it was agreed to revisit this item at the next meeting.

**9. New Lyminge Surgery :**

- 9.1 To consider PC response to residents' concerns over lack of access and appointments  
Cllr Day reported, by email that, there are a large number of local residents who registered with New Lyminge Surgery. Many are having difficulty in getting through to them on the telephone to book an appointment.  
It was agreed that the PC would write to the surgery on behalf of local residents to enquire if anything could be done to improve the service.

**10. Village Maintenance:**

- 10.1 Post Box – Bossingham Road It was reported that the post box had been replaced.
- 10.2 Damaged Paving Slabs opposite Village Shop It was reported that this had been dealt with.

**11. HIGHWAYS:**

- 11.1 Street Names and Finger Post damage No Further updates reported
- 11.2 Additional Highways Issues No further updates reported

**12. F&HDC Elections May 2019**

All information would be made available on the website and Noticeboard.

**13. Reports:**

- |      |   |                         |            |
|------|---|-------------------------|------------|
| 13.1 | SMPC Website Report   | Nick Smith              | Appendix A |
| 13.2 | Kent County Council<br>Cllr Carey gave her report.  | Cllr Carey              |            |
| 13.3 | FHDC District Council<br>Cllr Hollingsbee gave her report   | Cllrs Carey/Hollingsbee |            |
| 13.4 | KALC Shepway Area Committee   | Cllr Dudas              |            |
| 13.5 | Kent Community Police   | PCSO Mills              |            |
| 13.6 | Stelling Minnis Common/Minnis Managers<br>Cllr Haffenden reported the FOSM working parties had ended. Remedial work had been undertaken where there had been a bonfire. The fallen tree had | Cllr Day & Haffenden    |            |

been removed. The Chairman thanked FOSM and said that the Minnis was a joy for everyone who used it thanks to their hard work.

- 13.7 Stelling Minnis Village Hall. Cllr Stephen Appendix A  
13.8 Stelling Minnis Windmill. Cllr Hubble  
Cllr Hubble reported that the Windmill book was selling very well.

- 13.9 Parish Council Accounting Package Clerk/RFO  
The Clerk reported the EasyPC accounting package was excellent and was proving very simple to use.

**14. Finances: Appendix B**

- 14.1 Update of accounts for 2018/19 including payments received  
The Clerk stated that the reconciled balance to the 25<sup>th</sup> January 2019 was £9,475
- 14.2 Accounts for payment
- |        |                                       |          |          |
|--------|---------------------------------------|----------|----------|
| 14.2.1 | Irene Bowie Salary Feb/March 2019     |          |          |
|        | Cheque Number 400244                  | £ 480.40 | £ 480.40 |
| 14.2.2 | Irene Bowie Expenses Printer          |          |          |
|        |                                       | £69.00   | £ 110.75 |
|        | Cheque Number 400245 Stationery       |          |          |
|        |                                       | £41.75   |          |
| 14.2.3 | Hire of Village Hall PC Meetings 2018 |          | £ 58.50  |
|        | Cheque Number 400246                  |          |          |
- 14.3 Late Payments to be discussed for approval and payment
- |        |                                      |  |         |
|--------|--------------------------------------|--|---------|
| 14.3.1 | Irene Bowie Stationery               |  | £ 61.51 |
|        | Cheque 400247                        |  |         |
| 14.3.2 | Robert Hubble KALC Planning Training |  | £ 72.00 |

All payments proposed by Cllr Haffenden and Seconded by Cllr Dudas and agreed by all.

- 14.4 Online Banking – Progress Update  
Clerk to progress the signed mandates
- 14.5 EasyPC Accounts Package – Update  
The Clerk reported that there will be no charge until April 2019.

**15. Agenda Items for Next meeting:**

Village Community Projects. It was agreed to identify costed projects around the Village.

**16. Dates of Future Meetings:**

**8<sup>th</sup> May (AMPC), 15<sup>th</sup> May (APM), 3<sup>rd</sup> July, 4<sup>th</sup> September**

**There being no further business to transact the meeting closed at 9:20 pm**

Signed: Robert Hubble

Date: 8<sup>th</sup> May 2019

## **Appendix A:**

### **13.1 Stelling Minnis web site report for January 2019 PC meeting**

Stelling Minnis web site report for March 2019 PC meeting

No major changes to web site although pages have been updated as required.

No requests for changes received from any clubs or societies.

Village People's snow white panto poster added to their web page.

SMPC meeting minutes (draft and approved) and agenda added to their page and removed when 5 years old. Planning application info and other notices added to the on line noticeboard when requested by Clerk and removed when time expired.

Server was down early evening 25th Jan for maintenance. Intermittently down again between 7th February and 13th February – an error was found in the software between the server and file transfer which was causing an electronic blockage. This was rectified by our host provider, Simon Wood of Terabyte Computing on 13th February.

Nick Smith – Webmaster.

25 February 2019

### **13.7 Village Hall Report**

We had a great fundraising event, celebrating the Vietnamese New Year. It was a successful evening, everyone had a great time and we hope to hold a similar event in the autumn

We have very gratefully secured a total of £1,381 in grant funding towards a new boiler. We have received £1,000 from the ward budget of KCC Councillor Susan Carey and a further £200 from Susan's Ward Budget as a Folkestone and Hythe Councillor, in addition to a further £181 from the ward budget of Folkestone and Hythe Councillor Jenny Hollingsbee.

With further funds raised for the village hall, we will shortly have the boiler on order and plan to have it installed in the Spring 2019.

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

Meeting - March 2019

Item	Budget	Paid to date	Budget unspent prior this meeting	Items for payment 9 January 2018	Totals paid and payments to be made	End of year Prediction
Clerks Salary(ies)(Net)	2320.00	2402.24	-82.24	480.40	2882.64	2882.64
Clerk PAYE	580.00		580.00		7.63	7.63
Clerks expenses (Admin).	400.00	42.00	358.00	172.26	214.26	400.00
Councillors expenses	75.00	0.00	75.00		0.00	75.00
Council insurance	400.00	397.29	2.71		397.29	397.29
Village hall hire	80.00	45.00	35.00	58.00	103.00	103.00
Audit/Accounts fees	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	270.36
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	310.00	-10.00		310.00	310.00
Honorarium for Webmaster	350.00	0.00	350.00		0.00	0.00
Planning drawings (SDC)	50.00	0.00	50.00		0.00	0.00
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	12.00	3.00		12.00	12.00
Kerbing Rose and Crown	2000.00	2000.00	0.00		2000.00	2000.00
Commemoration 2014-18		124.00			124.00	124.00
Noticeboard Repair	500.00	0.00	500.00		0	500.00
<b>Sub Total</b>	<b>8370.00</b>	<b>5952.89</b>	<b>2541.11</b>	<b>710.66</b>	<b>6671.18</b>	<b>8101.92</b>
Contingency	200.00					
<b>Total Contingency</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>			<b>200.00</b>
<b>Overall Total outgoing</b>	<b>8570.00</b>	<b>5952.89</b>	<b>2741.11</b>	<b>710.66</b>	<b>6671.18</b>	<b>8301.92</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
Cheques 2017-18 not cashed =credit	2100.00					2100.00
VAT refund	0.00					
Transparency fund grant	0.00					
Shepway members grants						
Shepway Community chest	0.00					
<b>Total income</b>	<b>15418.39</b>	<b>15418.39</b>			<b>15418.39</b>	<b>15418.39</b>
<b>Balance: Budget &amp; actual</b>	<b>6848.39</b>	<b>9465.50</b>			<b>8747.21</b>	<b>7116.47</b>
<b>Target to carry forward not less than £4300 into 2018/19 financial year.</b>						
<b>Year end prediction</b>	<b>£7,116.47</b>	Including VAT refund & grants.				
<b>Current bank Balance</b>	<b>£11,595.50</b>	<b>25-Jan-19</b>				
<b>Unpresented cheques</b>	<b>£2,120.00</b>	<b>25-Jan-19</b>				
<b>Income not yet on statement</b>						
<b>Reconciled Balance</b>	<b>£9,475.50</b>	<b>25-Jan-19</b>				
<b>VAT to be re-claimed to date</b>						