

Stelling Minnis Parish Council

MINUTES of MEETING on 8th May 2019

Present: R Hubble – Chairman; A Day; P Carr; D Spencer; N Smith
I Bowie – Clerk
Also present: Cllr S Carey, L Jones- Internal Auditor

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

1. Acceptance of Office by Elected Councillors:

All elected Councillors signed their Declaration of Acceptance of Office.

2. Election of a Chairman:

It was proposed by Cllr Carr to elect Cllr Hubble as Chairman. This was seconded by Cllr Day and agreed by all present. Cllr Hubble accepted this role and took the Chair.

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

Cllr Hubble signed his Declaration of Acceptance of Office.

4. Election of a Vice-Chairman:

It was proposed by Cllr Spencer to elect Cllr Haffenden as Vice Chairman, this was seconded by Cllr Smith and agreed by all present.

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.

Apologies were received from Cllr's Haffenden, Dudas. FHDC Cllr J Hollingsbee. Mr R Gambrill (NHW)

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.

There were no Interests declared.

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

Proposed by Cllr Smith and seconded by Cllr Hubble. All agreed. The Minutes were duly signed.

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

There were no matters arising

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
The Chairman referred to an email from a resident who was
 - 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 Folkestone
 - 10.4.3 Audit Workshop and Social Media Networking Event 22nd June
- All items noted

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

It was noted that this application had been approved by FHDC

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)
Cllr's thanked Cllr Hubble for his dedication in pursuing this matter. Cllr Hubble reported that he was in dialogue with FHDC enforcement and that the PC would vigorously object to the application for a Certificate of Lawful Development.
- 11.5.2 Stone Farm Stone Street
Cllr Hubble reported that FHDC enforcement officers had visited the site and found no evidence of anyone living in the 6 caravans . The caravans were being used for storage.
- 11.5.3 Land adjoining Bower Farm House Bossingham Road
No new activity had been reported.

12. Noticeboard:

- 12.1 To receive options and estimates for repair
It was agreed to remove this item from the agenda until further notice.

13. New Lyminge Surgery : Update

The Clerk reported that the surgery were aware of the problems with telephone access and were working to improve this.

14. HIGHWAYS:

Cllr Smith agreed to report any damaged signs to KCC Highways.

15. ALLOCATION OF RESPONSIBILITIES: Appendix B

15.1 Councillors:

The following allocations were agreed:

Minnis Managers Representative/Observer	Cllr Day
Stelling Minnis Windmill & Museum Representative	Cllr Spencer
Highways	Cllr Hubble/Cllr Smith
KALC Shepway Area Committee	Cllr Dudas
Footpath Warden	Martin Hart
Tree Warden	Cllr Smith
Webmaster	Cllr Smith
New Residents Welcome Pack	Cllr Spencer
Speed Awareness	Cllr Day/Cllr Dudas
Planning Application Co-ordination	Cllr Hubble/Cllr Dudas

15.2 Stelling Minnis Parish Council nominated the following Councillors as Trustees to the following :

Stelling Minnis Common Trust	Cllr Haffenden
Stelling Minnis Windmill & Museum	Cllr Hubble
Stelling Minnis Village Hall	Cllr Carr

15.3 Other

Internal Auditor	Lee Jones
Responsible Financial Officer	Irene Bowie

Appointments proposed by Cllr Day and seconded by Cllr Carr. All agreed

16. Village Community Projects:

Deferred to the next meeting.

17. Reports:

17.1	SMPC Website Report	Nick Smith	Appendix A
17.2	Kent County Council	Cllr Carey	
	Cllr Carey gave her report. Cllr Carey also agreed to assist with 3 houses currently in Elham Parish to be included in Stelling Minnis Parish. Clerk to email details of previous communications to Cllr Carey.		
17.3	FHDC District Council	Cllrs Carey/Hollingsbee	
17.4	KALC Shepway Area Committee	Cllr Dudas	
17.5	Kent Community Police	PCSO Mills	
	PCSO Mills gave his report at the Annual Meeting of the Parish		
17.6	Stelling Minnis Common/Minnis Managers	Cllr Day & Haffenden	
	No meetings had taken place.		
17.7	Stelling Minnis Village Hall.	Cllr Carr	
17.8	Stelling Minnis Windmill.	Cllr Spencer	
	Cllr Hubble reported that the Windmill was open every Sunday for cream teas and that the Windmill book was selling well. He also advised that the Windmill fete would be held on the 29 th June 12-5pm.		

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 £ 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
- It was agreed that the Clerk would confirm the cost of renewal. Came and Co insurance deferred until the next meeting.
- 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 It was agreed to defer payment of this item £ 100.00
- 18.3.5 CPRE Membership £ 40.00
- All payments proposed by Cllr Smith and Seconded by Cllr Day and agreed by all. (Excluding Came and Co and First Responders)
- 18.4 Late Payments to be discussed for approval and payment
There were no late payments
- 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
- It was agreed that a meeting would be called before the end of June to approve the 2018/19 accounts.
- 18.6 Clerk Salary Review
Details of the Clerks annual salary review, in line with the NALC and SLCC recommendations, was circulated to Cllr Hubble for discussion with Cllr Haffenden in the first instance.

19. Agenda Items for Next meeting:

20. Dates of Future Meetings:

26th June, 4th September, 6th November, 8th January 2020

There being no further business to transact the meeting closed at 9:15 pm

Signed: Robert Hubble

Chairman

Dated: 26th June 2019

Appendix A

Stelling Minnis web site report for 8th May 2019 PC meeting

New Elections page was added immediately after the March PC Meeting. Will be updated once the results of the May 2nd elections are published. Proposed to include details of any future elections and referenda as a reference page for the community.

Final Councillors attendance record for Council 2015-2019 updated. New table of attendance has been created for the new Council from May 2019 to 2023 – names will be added after the voting count scheduled for 4th May has been published.

No requests for changes received from any clubs or societies. Tree Wardens page has been updated.

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.

There have not been any known problems with the server since the March PC meeting.

Nick Smith – Webmaster.

1 May 2019

Appendix B

SMPC representative for Village Hall – Pam Carr

Reporting on activities concerning the Village Hall and events of common interest held there.

SMPC representative for Windmill & Museum- David Spencer

Reporting on activities and interest at the Mill. To assist in coordinating the new welcome pack for new residents.

SMPC representative KALC- Laszlo Dudas

Reporting back on bi monthly meetings and changes discussed by other fellow Parish Council members in the FHDC area.

SMPC Speed Aware representatives- Ann Day & Laszlo Dudas

Organising and carrying out speed check operation within the 30mph area as and when required.

SMPC Footpath coordinator – Martin Hart

Walks and keeps up to date the position of our local footpaths.

SMPC Parish Planning coordinators

Robert Hubble and Laszlo Dudas- Ensuring all planning related applications are visited and keeping up with comment and spread sheet reporting.

SMPC Minnis Mangers representative-Ann Day

In reporting back to SMPC on activities that the Minnis Managers are engaged in and discussions from their last meeting.

SMPC Webmaster and Tree Observer representative - Nick Smith

Keeping our website up to date and suggesting improvements and keeping us informed on trees principally outside of Minnis owned ones.

SMPC Highways/Signage representatives- Nick Smith and Robert Hubble

Keeping up to date with the condition of our existing roads and current improvements awaiting start dates.