

**STELLING MINNIS PARISH COUNCIL
MINUTES OF THE MEETING ON 28 JUNE 2021 HELD AT 7.30PM IN STELLING
MINNIS VILLAGE HALL**

Present: Parish Cllr Robert Hubble (Chairman)
Parish Cllr Nick Smith
Parish Cllr Ann Day
Parish Cllr Laszlo Dudas
Parish Cllr Pam Carr
Parish Cllr Garry Watts
County & District Cllr Susan Carey
District Cllr Jenny Hollingsbee

Lee Jones, Internal Auditor
Gail Hubbard, Clerk to the Council
There were no residents present.

1. APOLOGIES, DECLARATIONS OF INTEREST AND DISPENSATIONS

- 1.1 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 present must decide whether the reason(s) for a member's absence shall be accepted. None received at the meeting but apologies received retrospectively from Cllr Haffenden (farm commitments).
- 1.2 Declaration of changes to the Register of Interests. There were none
- 1.3 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. There were none.
- 1.4 Requests for Dispensations. There were none.
- 1.5 Declarations of Lobbying. There were none.

2. MINUTES OF THE MEETING HELD 4 MAY 2021

The minutes from the previous meeting had been amended to reflect a couple of points raised prior to the meeting, these minutes were then AGREED and signed by the Chairman.

Cllrs were reminded that the section was not an opportunity to find further inaccuracies in the minutes, they were circulated in advance so these can ideally be pointed out and amendments can be made ready for the signing of the minutes at the meeting. Late changes would however not be restricted in exceptional circumstances.

3. MATTERS ARISING FROM THE MINUTES

There were none.

ADJOURNMENT

There was none.

4. CORRESPONDENCE

The following items of correspondence had been circulated to the Cllrs;

- Rogate – letter circulated to Cllrs previously and read out by Clerk.

- FHDC/KALC – Boundary Commission review 2023. Creation of a new seat in Kent, increasing the number of MP’s in Kent from 17 to 18. This seat is proposed to cover parts of Elham/Ashford/rural areas including Stelling Minnis. Stelling Minnis would remain in Folkestone & Hythe District but will have a new MP (consultation open until 2nd Aug).

At this point it was also mentioned that there are three properties in Stelling Minnis that still fall under the parish of Elham. It had been agreed a number of years ago with Elham PC and the residents of these properties that they wished to be part of Stelling Minnis but FHDC had informed we need to await the next District Council review when this could be pursued.

- FHDC – Housing Briefing note, update on progress since taking housing back in house after the disbanding of EKH 8 months ago.

5. PLANNING

Planning applications received for consideration since the last meeting

21/1218/FH	Partial reconstruction and repairs to cart shed including reconstruction of south and part of east walls in brickwork, renewal of corrugated iron roof, addition of iron rainwater goods. Stelling Lodge Farm, Church Lane, Stelling Minnis CT3 5PS	No objections to be logged 6:0
21/1132/FH	Section 73 application for the removal/variation of condition 2 (minor alterations to design drawings) of planning permission 20/0268/FH (demolition of existing conservatory, erection of single storey rear and side extensions, and new dormer windows) The Gate Cottage, Bossingham Road, Stelling Minnis CT4 6AZ	No objections to amendments logged 7:0
21/1104/FH	Application for a new tractor store, hay store/lambing shed Stoneacre Farm, Stone Street, Stelling Minnis, Canterbury CT4 6DD	No objections logged 4:0

NOTED decisions by the planning authority since the last meeting

19/1063/FH	Minor alterations and extensions and new stable block Butts Farmhouse, Pony Cart Lane, Stelling Minnis CT4 6AU	APPROVED with conditions 11/6/21
21/0560/FH	Proposed new entrance porch incorporating existing dormer Oakwinton, Bossingham Road, Stelling Minnis CT4 6DU	APPROVED 19/5/21
21/0159/FH	Demolition of existing extension, and erection of a two-storey extension and erection of a garage building South Lodge Farm, South Lodge	APPROVED 27/4/21

	Road, Stelling Minnis, CT4 6BL	
21/0577/FH	Anvil House, Pony Cart Lane, Stelling Minnis, Canterbury CT4 6AU 3m reduction in height and 1.5m reduction of laterals of two Beech subject of TPO No 13 of 2004	APPROVED 10/05/21

6. VILLAGE MATTERS

FLAGPOLE

Cllr Dudas updated Cllrs on this project; time had been spent investigating the best location. It had recently been discovered that the pole must sit a certain distance away from the electricity pylon (flagpole must be sited height of the pole away from the cable so 6m in this case). This rules out the position at the front of the carpark. The other two options are outside the main entrance to the hall or on the grass area at the rear of the carpark.

Cllr Carey said she would like to support this scheme from her KCC Members fund so we could be ready to mark other important events here in the village.

Cllr Hollingsbee said she would also like to make a contribution from her FHDC ward budget as she thought it was a good project.

There is also a possible funding source from the Stelling Minnis Stores; rebates are being saved and a possible Co-op grant scheme towards a community project.

Three quotations have been sought for a 6m flagpole to be installed;
Hampshire Flag Company £777.69 (soft dig only)
Harrisons £1117.85
Flagmakers £1417.82
The preferred supplier is Harrisons.

Cllr Watts asked if any other locations had been considered for the siting of the flagpole, Cllr Dudas explained opposite the shop and the hall complex were the two initial ideas on the table with the hall being the main focus.

It was AGREED that Cllr Dudas would make the applications to both Cllr Carey and Cllr Hollingsbee. He will also look into whether any FHDC permissions are needed.

Exact position to be finalised with the Village Hall Committee and brought back to SMPC for final decision if funding can be secured.

SALT BIN

Cllr Watts reported back on this project, a suitable 200L lockable grit bin can be purchased for £75 plus VAT. Cllr Smith asked if we could get KCC Highways to provide a bin for free, Cllr Carey responded to this query to say that we wouldn't be able to persuade Highways to position a new bin on a flat area. Highways have certain criteria for where a new bin would be considered and this site would not meet these.

Cllr Watts felt the aim should be to get people who need to get to work etc out to Stone Street, not necessarily just from Crown Lane but from the whole of the Minnis.

If a bin was purchased it could potentially be filled with the annual grit that Highways offer to the parishes around October time, although this would be much easier to deal with if the grit could be delivered in smaller bags, say 25kg rather than the usual tonne bags. Cllr Carey to check if this was possible.

Cllr Day had received a further response to her letter on the gritting of the Stelling Minnis area, Simon Jones, Interim Corporate Director of Highways had now replied and assured that they will look at possible options for assisting the residents of Stelling Minnis, Bossingham and Lower Hardres in time for the next winter season. The letter states that; Lower Hardres, Bossingham and Stelling Minnis are classed as secondary routes which are gritted on a need basis and after we are satisfied that our primary routes are clear.

Cllr Day is to write again in August to see what their plans are.

FOOTPATH SIGNAGE – Crown Lane to Stone Street

Cllr Smith updated the Cllrs on this, a water asset map had been obtained from SW to check where the pipes are located in this area (to avoid the pipes with the new post). A post had also been obtained from PROW without charge, Cllr Smith has this already. For the sign itself, wording had already been agreed by Cllrs. The cost was now AGREED at £132.95 plus VAT along with an installation amount of £36.00 (sign ordered by Cllr Dudas).

Cllr Watts confirmed there was a metal post with a bridleway sign, which disappeared a number of years ago. Cllr Smith had raised this with PROW already to request a replacement, this would be raised again via the website or call centre.

DEFIB TRAINING

Cllr Hubble explained he had received requests from residents for some training on the Defibrillator. They are not difficult to use but people are perhaps scared to use them. If people's perceptions can be changed by some basic training that would be valuable. People also need to know how to access the defibrillator. It has been used twice since installed at the village shop. Cllr Carr to see if some training sessions could be arranged.

COMMUNICATIONS

The Chairman explained a NHW liaison is needed for the village and there has been no interest to date. Cllr Smith confirmed there had also been little takeup on the SMPC Connect email method.

It was felt use of the Stelling Minnis Facebook page for communication with the village and promotion of events such as the Defib training could be a good way of capturing more of the younger audience. Cllr Watts/Cllr Hubble to contact Nick Onslow as admin for Stelling Minnis Facebook site and seek permission (out of courtesy) to use this method for SMPC communications.

7. REPORTS

Refer to Appendix A at end of minutes for the full reports.

7.1	SMPC Website report	Clerk
7.2	Community website report	Cllr Smith
7.3	KCC Report	Cllr Carey
7.4	FHDC Report	Cllrs Carey/Hollingsbee
7.5	Stelling Minnis Tree Warden	Cllr Smith
7.6	Stelling Minnis Hall	Cllr Day

Cllr Day added that Lee Jones had dealt with all the Covid-19 related compliance for the hall and the necessary risk assessments had been done. Cllr Day continues with the bookings and they are currently looking into the EV charging point scheme being offered by KCC and working with SMPC with regards to a flagpole position at the hall.

8. AGAR 2020-21 AND YEAR END ACCOUNTS

8.1 Financial Policies for review

I. Reviewed the SMPC risk assessment & Adopted Risk Assessment for meetings (June 2021)

This had been updated to reflect some items mentioned in last year's Internal audit.

II. Reviewed the SMPC Fixed Asset register

This had been updated to reflect the new bus shelters

III. Reviewed the SMPC Standing Orders (adopted May 2019)

No changes were to be recommended at this stage.

IV. Reviewed the effectiveness of the Internal Audit

It was concluded the internal audit arrangements are operating effectively.

8.2 RECEIVED the Internal Auditors Report and NOTED any recommendations thereon and APPROVED the Terms of Reference Letter for 2020-22 for Internal Audit Services.

8.3 RECEIVED, CONSIDERED & APPROVED the AGAR for the financial year ended 31st March 2021

I. SMPC Accounts 2020-21

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

These documents were all signed by the Chairman ready to be sent off to PKF Littlejohn and published on the website and noticeboard.

9. FINANCE

9.1 NOTED receipts of income

Stelling Minnis CEP School - Noticeboard	£200.00
KCC – Bus Shelter grant	£3307.50
Totals	£ 3507.50

9.2 AUTHORISED payments

CHQ327	Cllr Dudas reimbursement for extra bricks for bus shelter	£84.40
CHQ329	Came & Company Insurance renewal	£597.17
CHQ330	Thomas Davis – village strimming May	£40.00
CHQ331	Bossingham Groundworks	£592.20
CHQ332	ICO Data protection fee	£40.00
CHQ333	Clerks salary May & June	£506.60

CHQ334	HMRC quarterly payment – PAYE	£189.90
CHQ335	Clerks reimbursement for expenses May & June (printing, postage)	£30.39
CHQ336	St Marys Parochial Church Council of Stelling - grant (original CHQ322 CANX as payee incorrect)	£200.00
CHQ337	Stelling Minnis Stores – contribution towards electricity bill For Defib cabinet	£35.00
CHQ338	Thomas Davis – village strimming June	£40.00
CHQ339	Cllr Dudas reimbursement for new signage	£159.54
TOTALS		£ 2512.20

The above payments were proposed by Cllr Smith and seconded by Cllr Day, AGREED by all so the payments are to be authorised.

10. AOB FOR INFO ONLY

Cllr Carr mentioned she was going to research a replacement door for the adopted phone box, Ebay was suggested a good place to look.

Cllr Watts had raised the contractor parking for the Rogate development with the Chairman previously, the Chairman had spoken to the developers who are currently having the services being laid so they are parking on the road rather than onsite. They asked for us to bear with them while this is carried out. Cllr Watts stated that they are not complying with the planning conditions and this parking on the road is causing an issue to the residents in Crown Lane.

The meeting closed at 9.30pm.

Dates of future meetings: 15 September, 10 November 2021.

Signed..... (Chairman)

Date.....

APPENDIX A

SMPC Reports 28 JUNE 2021

7.1 SMPC WEBSITE

The Clerk has finished updating the website as Cllr Smith's table with the exception of the Freedom of Info and Equality Policies. The FOI policy we should have and display on the website(I need to find it or create a new one for adoption) and the equality one if need to look out what has been adopted.

Once the finances and year end have been signed off this evening these will all be loaded onto the site to comply with Transparency Regulations.

Various links have been added that used to exist on the old site to things like The FHDC Spotlight, and items on the Community site like Minnis Common, Village appraisal and the street map of houses in the village.

Gail Hubbard
Parish Clerk

7.2 Stelling Minnis Community web site report for 28th June 2021 PC meeting

www.stelling-minnis.co.uk is the community web site. Links are included to the Parish Council web site on a number of pages and will be retained for as long as Council feels them relevant.

Updates to pages have been made as requested or relevant, and outdated information removed. The old Parish Council web page has been retained as it contains **links** to other sites, for example, Kent Highways fault reporting; planning application information; together with agenda and minutes of meetings.

Links added on the “recently updated pages” page to the relevant Parish Council site page in respect of planning application, minutes of meetings and agendas. Church services information added to their pages.

**Nick Smith – Webmaster for the community site.
21 June 2021**

7.3 KCC Councillors Report

First of all a big thank you to residents in Elham Valley who re-elected me at the delayed election to Kent County Council on 17 June. I received just over half the votes. I’ve also been reappointed to my previous role as KCC’s Cabinet Member for Environment and have just completed a very full week of meetings both in person and online at KCC.

I’ve picked out just two KCC items to highlight tonight.

In March, the government published a new National Bus Strategy which set a framework for recovery for the pandemic and a vision for future bus service improvement across the UK.

The strategy requires all Local Transport Authorities, such as KCC, to work with Bus Operators to form a Bus Service Improvement Plan (BSIP) which would act as the local vision for buses and for it to be used to inform Enhanced Partnership Schemes covering all services in the area.

An Enhanced Partnership Scheme is an agreement that enables local authorities with operators to set a shared aims and service standards with a view to improving bus services. KCC has published a statutory notice confirming its intention to introduce Enhanced Partnership Schemes.

Bus Service Improvement Plans will be used by Government as the basis on which to award extra funding which, if successful, KCC hope could be used to support some of the improvements and initiatives being developed.

Kent residents are being asked for their views on bus services and can take part in the consultation here:

kent.gov.uk/busfuture

The responses will help shape the Enhanced Partnership Scheme.

Also in March, KCC launched its Reconnect programme for Kent's children and young people. The aim is to help them reconnect to:

- Health and happiness
- Learning missed
- Family, friends and community
- Sport, activities and the outdoors
- Economic wellbeing

Children and young people have told us the things they have missed most during the COVID-19 pandemic have been socialising and being with friends; sport, physical activity, and clubs; and school and having a routine. They said the things they would most like to do as part of the Reconnect programme include socialising with friends and meeting new people; fun activities including festivals, physical activity, and clubs; and outdoor activities, including camping and sailing.

On Thursday 24 June I was pleased to be at the KCC cabinet meeting which committed £10m in funding for Reconnect. KCC is also asking Kent residents, voluntary groups and businesses to contribute to the programme. Contributions could be running an activity or sparing a few hours a month to volunteer at a local club or at your child's school. Perhaps you have a sports ground or a child-friendly premises that isn't in use every day. Could your employer donate computer or sports equipment or other items? Is there an opportunity to offer a young person some work experience at your organisation? Any offer of help that would contribute towards the aims of the Reconnect programme would be gratefully received. You can tell us how you would like to help using the details below. research (details in Notes to journalists) will help to shape the programme going forward.

Please visit www.kent.gov.uk/reconnect and fill out the short form to tell us how you would like to be involved. You can also use this link to sign up to receive regular updates on the programme via the Reconnect newsletter.

Finally, I've been asked about the Electoral Commission's proposals to increase the number of parliamentary seats in the South East to help equalise the number of voters in constituencies in England. The proposal involves the creation of a new seat which would see the Elham Valley area (which includes Stelling Minnis) joined to part of the adjacent rural part of Ashford to create a new seat. This would not change the borders of the District Council so Stelling Minnis would still be part of Folkestone & Hythe District Council and still part of Elham Valley for Kent County Council. The Electoral Commission is asking for views and you can read their full proposals and you're your feedback by 02 August at:

<https://www.bcereviews.org.uk/node/6488>

Susan Carey
Member for Elham Valley
Kent County Council

7.4 FHDC Councillors report

Waste Collection

As you will be aware there has been an unacceptable number of missed collections, affecting households across the district. Our customers have received a level of service well below the excellent standards that were in place through the pandemic and before the route changes. Veolia has fallen short of the service levels we expect as a Council

and not acted swiftly enough to address this. Discussions have taken place with the Managing Director and Senior Management of Veolia. It was clearly stated that the Council currently has no confidence in Veolia as our contractor and that corrective action is required immediately. I can assure you that the Veolia team were left in no doubt about the Council's exasperation with a situation, not of our making, that has brought significant reputational damage to the Council.

The Managing Director of Veolia apologised and promised to address the situation through immediate corrective actions. This will include providing additional resources, over and above what has been deployed thus far, to ensure collection rates return to expected service levels as soon as possible. A full review of the data used to develop the new routes will also be undertaken to ensure that any underlying issues are identified and addressed. Veolia has also sent a letter of apology to every household across the district and have also agreed to set-up a call centre – details to follow.

We are extremely sorry that our Waste Collection service has not been up to our usual standards and you can rest assured that we will do everything to ensure it returns to the high service level we expect. This issue has naturally caused problems with the Call Centre and additional staff have been drafted in to help address the delay in responding to calls.

Please do let us know if you experience further problems as we are very happy to take up individual issues immediately.

Vaccination Programme - The vaccine is currently being given to people who are aged 18 or over, are at high risk from coronavirus (clinically extremely vulnerable), are an eligible frontline health or social care worker, have a condition that puts you at higher risk (clinically vulnerable or have a learning disability, are a main carer for someone at high risk from coronavirus). Appointments can be booked on the www.nhs.uk If you are not eligible yet wait to be contacted. The NHS will let you know when it's your turn to have the vaccine. It's important not to contact the NHS for a vaccination before then. Please do look out for 'walk-in sessions' where appointments are not necessary – for residents to get their second vaccination.

Covid Testing - There are two types of test for Covid-19 and it's important to use the right one at the right time. No symptoms: Everyone should be doing regular symptom free testing with the Lateral Flow Tests (LTF). You can order these free online or collect from pharmacies. Everyone is encouraged to do twice weekly tests. Symptoms: If you or someone you live with has symptoms, it's important that you all get tested as soon as possible (within five days of symptoms starting). To get this type of test you can - book an appointment at a drive-through or walk-through test site or ask for a home test kit – this will be delivered to your home.

Otterpool Park LLP is now hosting family-friendly workshops at Westenhanger Castle over the coming months as part of a community outreach project to encourage learning about the history and heritage of the Otterpool Park site. In July, three events are planned at Sellindge Village Hall on July 3 from 12pm-4pm, at Lympne Village Hall on July 10 from 11am-3pm and back at Westenhanger Castle on July 17 from 11am-3pm.

Park & Ride – The District Council is piloting a Park & Ride service which will be operated by Stagecoach – it will run from the Motis Business Centre in Cheriton near

J12 of the M20, CT19 4 QJ. Users can enjoy hassle free parking paying just £5 per car to park all day. Shuttle buses will run every 30 minutes between 9am and 6pm to Folkestone Harbour via Folkestone Central Station. The park and ride service will operate every weekend until October and daily from 19 July to 31 August. This park and ride service is a pilot to assess demand and help alleviate parking congestion in the harbour area during the summer months. The service has been made possible by Welcome Back funding from government.

Age UK South Kent Coast have taken over the running of the Folkestone community hub from Three Hills Sports Park. As lockdown eases and leisure facilities get back to normal business the operation of the community hub in Folkestone transferred to Age UK South Kent Coast from on 21 June from the previous operators Three Hills Sports Park. This new hub based at the Folkestone offices of Age UK South Kent Coast will operate the same services, with no change to the contact telephone number and supported by the volunteer network who continue to assist the community so well.

Elham Valley Results – Kent County Council Election 17 June 2021

Candidate	Description (if any)	Number of votes cast
CAREY Susan Joan	The Conservative Party Candidate	1809
COWAN Gordon	Labour Party	247
EGERTON Joe	Independent	221
WADE Douglas Ian Vaughan	Green Party	1335

Cllrs Jenny Hollingsbee and Susan Carey

7.5 Tree Warden Report for 28th June 2021 PC meeting

Broken and part snapped branches plus trees fallen and blocking well used tracks have continued to be reported to the Minnis Managers, via John.

There has been what seems to be a noticeable increase in the number of branches and trees dying or breaking – seems to be mainly Oak, Ash and Silver Birch.

I have noticed that on a number of the small, but still well used tracks, the wet weather has softened the ground sufficiently to allow both cattle and horses to punch, often deep and large, holes into the underlying rabbit warrens.

Received a phone call from a parishioner to the East of the Parish regarding who to contact in respect of a fallen tree with hanging branches over the highway. They were put in touch with Kent Highways 24/7 help line. They were most grateful for the information.

**Nick Smith – Tree Warden
21 June 2021**