

**STELLING MINNIS PARISH COUNCIL  
MINUTES OF THE MEETING ON 15 SEPTEMBER 2021 HELD AT 7.30PM IN  
STELLING MINNIS VILLAGE HALL**

**Present:** Parish Cllr Robert Hubble (Chairman)  
Parish Cllr John Haffenden (Vice Chairman)  
Parish Cllr Nick Smith  
Parish Cllr Ann Day  
Parish Cllr Laszlo Dudas  
Parish Cllr Pam Carr  
Parish Cllr Garry Watts

Lee Jones, Internal Auditor  
Gail Hubbard, Clerk to the Council  
There were two members of the public 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. Apologies received and accepted from County and District Cllr Susan Carey (attending a KCC meeting) and District Cllr Jenny Hollingsbee (attending another meeting).
- 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 28 JUNE 2021**

The minutes from the previous meeting had been circulated and read, they were then AGREED by all, except for Cllr Haffenden who had not been present at the meeting, and signed by the Chairman.

**3. MATTERS ARISING FROM THE MINUTES**

Jenner constructor parking at the site had not improved, some of the parking is inconsiderate and dangerous (too close to the junction). Cllr Hubble to see the site manager tomorrow to prevent them parking there. Long term Cllr Watts suggested that maybe long term there might need to be yellow lines to keep the junction clear and allow access for residents.

Cllr Carr reported that Steve Moores would be happy to provide some defib training, we just need to sort some dates and numbers.

**ADJOURNMENT**

Susanna Sanlon and Shaun Tilley from Evolution Town Planning were present, on behalf of the applicant and Susanna addressed the Cllrs on planning application 21/1777/FH planning application for the erection of 1 detached dwelling following the demolition of a garage at White Cottage, Bossingham Rd. Susanna spoke in support of the application

explaining it is a small barn style dwelling in the village on a brown field site (currently a garage on the site). There would be no loss of parking and to avoid the Stodmarsh issue a package treatment plant would be created onsite that would serve both White Cottage and the proposed dwelling, thus providing a nitrate reduction.

The Chairman thanked Susanna and Shaun for attending and explained they would take these views into consideration when discussing and submitting the response for this application.

Susanna Sanlon and Shaun Tilley departed at 7.45pm.

#### 4. POLICIES

##### 4.1 SMPC Freedom of Information Act 2000 Publication Scheme

This policy had been updated to reflect the information now available on the website, this was reviewed by the Cllrs and accepted as still current.

##### 4.2 SMPC Subject Access Request Policy

This policy had been created from the standard template as SMPC should have one of these available on the website alongside the FOI policy. It was proposed this be adopted and AGREED by all.

#### 5. CORRESPONDENCE

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

- Total Accounting – termination of payroll services. They will no longer be offering just payroll services from 1<sup>st</sup> April 2022. Clerk to obtain prices from other providers.
- KCC Household Waste recycling centre booking system consultation – open until 30<sup>th</sup> Sept 21
- FHDC – Statement of Licencing Policy Consultation open until 27<sup>th</sup> Oct 21

#### 6. PLANNING

Discussed planning applications received for consideration since the last meeting

21/1777/FH	Planning application for the erection of 1 detached dwelling following the demolition of garage.  White Cottage, Bossingham Road, Stelling Minnis, CT4 6AQ	Objection 6:0 (1 abstention)  Proposed development is in the AONB and outside the confines of the village. We do not believe the proposal would enhance or conserve the distinctive AONB setting, it does not respect existing buildings particularly with regard to layout, scale, proportions, massing and density.
21/1381/FH	Proposed extensions to the North and South of the existing main house to replace and extend existing non-original structures. Repositioning of rear door to be centred on the existing window above.  Stone Hall, Stone Street, Stelling Minnis CT4 6DD	No objections logged 5:0
21/1559/FH	Section 73 application for removal/variation of Condition 2 (Drawings) of planning permission Y18/0935/FH (demolition of two	No objections logged 6:0  Further amended drawings

	<p>existing dwellings and erection of two replacement dwellings) – Building A to be handed and Buildings A &amp; B – roof height increased, Bi fold doors and window added to side elevation.</p> <p>Meadow View, Harvest Lane, Stelling Minnis, Canterbury CT4 6AX</p>	<p>have been received on this application but they are not available on the website to view yet.</p>
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NOTED decisions by the planning authority since the last meeting

There were none		
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## 7. VILLAGE MATTERS

### **FLAGPOLE**

Cllr Dudas reported that following the last meeting the two grant applications had been made by himself and the clerk, funds had already been received from FHDC in the form of Cllr Carey and Cllr Hollingsbee’s District member grants of £300 each. Confirmation had been received for Cllr Carey’s KCC grant of £600, we are now awaiting receipt of this amount.

The preferred supplier, of the three approached, is Harrisons with a quotation of £1117.85 plus VAT. The preferred location of the flagpole had been decided along with the Village Hall Committee.

Cllr Dudas had researched the need for planning permission and had it confirmed from FHDC, via Cllr Hollingsbee that if we are flying the National flag planning permission is not needed.

It was proposed by Cllr Smith that the we now go ahead with this project as funding is secured, this was AGREED by all.

### **COMMUNICATIONS**

Cllr Smith had prepared a report on the various communication methods in use/could potentially be used by SMPC.

Newsletter, Community website and SMPC website are all working well to provide information to as many of the residents as possible.

Cllr Smith had highlighted the email sign up link on the SMPC website, he and the clerk had tested this out as way to send out information to residents that wished to sign up for the service. This worked and would replace the SMPC Connect system that had been setup and had not taken off. The website method would be more straightforward. Residents would now be pointed in the direction of this email sign up and the SMPC connect made redundant.

It was agreed that Social media would be put on the November agenda to discuss the use of Facebook and/or Twitter further to try and reach the younger generation of the village. Concerns were raised over how to manage a Facebook page by SMPC and the type of content that would be added. Further research to be done prior to the next discussion.

### **POWERCUT**

Some of the village had suffered a seven hour power cut three weeks ago which had caused much disruption. These twenty plus homes are underpowered. A letter would be sent from SMPC to UK Power Networks highlighting the concerns as there has been at least ten power cuts recently.

### **GARDEN WASTE COLLECTIONS**

This was covered under Cllr Carey's report.

### **NEIGHBOURHOOD PLAN**

Cllr Dudas reported to the Cllrs that at present Bossingham, Sellinge and Lyminge are all in the process of creating a Neighbourhood Plan for their parishes.

A Neighbourhood Development Plan sets out planning policies for development and the use of land in a local area. They are produced by a parish or town council with the help of the local planning authority. Once adopted, a NHP becomes part of the FHDC Development Plan for the area (Local Plan). This means that the plan has weight when decisions are made on planning applications.

To create a NHP we must have the backing of the residents, a referendum must held with at least 50% backing. If this was something to pursue for Stelling Minnis it would be a long process, the key stages would be;

- Formal designation of a Neighbourhood area
- Designation of a Neighbourhood Forum (steering group if required)
- Drafting of the plan and pre-submission consultation
- Submission to the local authority for publication
- Consultation process
- Examination
- Referendum

Cllr Dudas would like to provide a presentation on this at the November meeting.

### **SALT BIN**

Cllr Watts had provided Cllrs with the detail of a suitable grit bin at a cost of £75 plus VAT. Permission to site the bin on the Minnis land would need to be sought from the land owner, Cllr Hubble said he would check with Charlie Gooch. If this was acceptable it was AGREED that the bin should be purchased. This could hopefully be filled with the annual grit provided by KCC Highways for the winter.

## **8. REPORTS**

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

8.1	SMPC Website report	Clerk
8.2	Community website report	Cllr Smith
8.3	KCC Report	Cllr Carey
8.4	FHDC Report	Cllrs Carey/Hollingsbee
8.5	Stelling Minnis Tree Warden	Cllr Smith
8.6	Stelling Minnis Hall	Cllr Carr

Cllr Carr reported the hall AGM had been held on 18<sup>th</sup> August and all officers had re-stood. Cllr Dudas had now joined the Committee as Flagpole rep.

8.7	Windmill	Cllr Hubble
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Cllr Hubble reported that it has not opened this year.

8.8	Minnis	Cllr Haffenden
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Cllr Haffenden reported that the cattle are still on the Minnis at present but will be gone soon.

8.9 KALC

Cllr Dudas

8.10 FHDC Joint Committee

Cllr Dudas

## 9. FINANCE

9.1 **NOTED PKF receipt of documents – Notification of Exempt Status 2021**  
PKF have logged our documents and no review will be carried out, no further actions required from SMPC.

9.2 **NOTED receipts of income**

FHDC – Members fund grants (Cllr Hollingsbee & Cllr Carey) for flagpole project	600.00
FHDC – second precept payment for 2021-22	3500.00
<b>TOTALS</b>	<b>£ 4,100.00</b>

9.3 **AUTHORISED payments**

CHQ340	Cllr Hubble expenses claim (key cutting, postage, printing 20/21)	106.50
CHQ341	Thomas Davis – village strimming Jul	40.00
CHQ342	Thomas Davis – village strimming Aug	40.00
CHQ343	Clerks reimbursement of expenses Jul & Aug (printing, postage, stationery)	40.65
CHQ344	Clerks salary Jul & Aug	506.40
CHQ345	HMRC 2 <sup>nd</sup> QTR PAYE	190.20
CHQ346	Jenner Ltd – bus shelter noticeboards	690.19
<b>TOTALS</b>		<b>£1,613.94</b>

The above payments were AGREED by all so the payments are to be authorised.

## 10. AOB FOR INFO ONLY

There were none.

The meeting closed at 9.05pm.

*Dates of future meetings: 15 September, 10 November 2021, 12 January, 9 March, 11 May Statutory Annual, 18 May APM, 13 July, 14 September, 9 November*

Signed..... (Chairman)

Date.....

## APPENDIX A

### SMPC Reports 15 SEPT 2021

#### 8.1 SMPC Website

FOI Policy to be adopted tonight and then displayed on the website to meet regulations. End of year finances all loaded onto the site to comply with Transparency Regulations.

Email came in from Simon James Ling Photography concerned we were using his photograph of the Windmill on our website main page without his permission. I have now added a credit on the site to state where the picture comes from and he is happy for us to continue using it.

Gail Hubbard  
Parish Clerk

#### 8.2 Stelling Minnis Community website

Individual page maintenance and revisions carried on request. Links to Parish Council site added to recent changes page in respect of planning applications, Finance, notices and PC minutes/agenda. Nothing else to report.

Nick Smith – Webmaster for the community site.  
7 September 2021

#### 8.3 Report from KCC Member

There's still just time to respond to KCC's annual consultation on its budget. The consultation was launched on 28 July and runs [until 19 September](#). The consultation on whether or not to keep the booking system at KCC's Household Waste Recycling Centres is runs [until 30 September](#) and just today a consultation was launched on KCC's Adult Social Care Strategy which is open [till 24 October](#). You can access these and more at [www.kent.gov.uk/about-the-council/have-your-say](http://www.kent.gov.uk/about-the-council/have-your-say) Do please respond and encourage others to do so as they are a real opportunity to influence decisions. You should have received an Environment Briefing from KCC signed by me in my role as KCC's Cabinet Member for Environment. I wanted to highlight a couple of items from this. The first is that KCC has reached the shortlist of five for a new national award for its work on 'Climate Response'. I'd also like to remind you that our parish charger scheme to install Electric Vehicle Charging Points at village hall car parks is still open and look out this autumn for another round of Solar Together a scheme to get low prices for solar panels and batteries for homes and community buildings. The numbers of Unaccompanied Asylum Seeking Children (under 18 year olds) arriving in Kent once again overwhelmed our capacity in resources, social workers and foster places and took us above the level of numbers the Government itself deemed safe to receive. Frustratingly the Government still will not introduce a mandatory dispersal scheme for UASCs as is in place for adult asylum seekers and families. We have

recently begun accepting UASCs again but this problem will inevitably keep happening until such a change happens.

Susan Carey  
Member for Elham Valley  
Kent County Council  
14 September 2021

## **8.4 District Councillors' Report**

### **Kerbside Waste Collection**

As we write, the garden waste subscription service is still suspended as all resources continue to be concentrated on the core waste service of green top, purple top, food caddy and black box kerbside collections. There are still problems with staff numbers, particularly drivers who are much in demand and the garden waste service will only be reinstated once it can be reliably reintroduced with sufficient crews. We know some people have not experienced any problems with their waste collections but we apologise to those that have and we assure you we take up every problem raised with us with the council's senior management team.

### **Refugees from Afghanistan**

The District Council is finding homes in the private rented sector for five families from Afghanistan. The council and its partners will also provide support for the families to begin their new lives in the UK. This will not affect our social housing waiting list and work to help local people to find housing also continues.

### **Napier Barracks, Folkestone**

The Government has announced that Napier Barracks will continue to house adults seeking asylum in the UK until September 2025. The council has not had any role in this decision as the government used special planning regulations to extend the use on a temporary basis for another four years. We have not changed our initial view that Napier Barracks is not the right place either for the men placed here or the nearby community.

### **A new licensing policy**

Residents and businesses are being asked for their views on a new licensing policy for the district. The Government requires that we update the policy every 5 years so the new policy will be in place till 2026. Whilst every application is determined on its own merits, the overall policy provides the framework for evaluating the applications and guidelines for opening hours. The consultation is on the council website and runs until 27 October.

### **Folkestone & Hythe housing tenants**

We're pleased to report that the breach of Consumer Standards notice, issued by the government's Regulator of Social Housing in September 2019 has been lifted. This reflects the considerable progress made in our service to our social housing tenants since the service was brought back in-house in October 2020 from the joint arrangement we had with East Kent housing (an arms-length management organisation with the social housing of Folkestone & Hythe, Canterbury, Dover and Thanet councils).

### **Core Strategy Review**

The very final stage of the consultation process for the policy that lays out where homes, businesses and leisure facilities may be built is about to be reached. Once the District Council cabinet agree the changes made by the Independent Planning Inspector, the document will go out for a final round of public consultation. (At this stage it is only the changes that are open for consultation, not the whole document.) The Core Strategy will guide development in our district until 2036/37 (unless the Government makes major changes to the planning system). As well as being a legal obligation, the Core Strategy provides clarity for everyone on where development may take place and where not. Districts without such protection have found developers able to win appeals to the Planning Inspectorate for building wherever they choose.

Susan Carey and Jenny Hollingsbee  
September 2021

### **8.5 Tree Warden**

Nothing new or unusual to report.

A bit concerned over the health of Oak trees on the Minnis.

Received an enquiry in respect of planting of a line of trees along Bossingham Road on the Minnis as part of the Queens jubilee celebrations next year – enquirer was referred to Minnis Manager as the Minnis is outside Parish Council jurisdiction. Was also advised that trees had been cleared on the road edge to improve visibility and safety when the cattle are grazing.

Nick Smith – Tree Warden  
7 September 2021

### **8.9 KALC Report**

#### **KENT ASSOCIATION OF LOCAL COUNCILS SHEPWAY AREA COMMITTEE**

#### **Minutes of Meeting held on 19<sup>th</sup> August, 2021, via video conferencing link, commencing at 7 p.m.**

**Attended by:** Charmaine Keatley Kent Association Local Councils  
Cllr. Frank Hobbs (Chairman) - Postling Parish Council  
Cllr. Graham Allison (Vice-Chairman) – St. Mary in the Marsh Parish  
Council  
Cllr. Mike Boor Lympne Parish Council  
Cllr. Peter Coe New Romney Town Council  
Cllr. Gillian Heywood Lyminge Parish Council  
Cllr. Tony Hills Lydd Town Council  
Cllr. Tony Hutt Swingfield Parish Council  
Cllr. Christine Hobbs Postling Parish Council  
Cllr. Martin Sweeney Lydd Town Council  
Insp. Andy Brittenden Kent Police  
Gillian Smith Clerk to Area Committee

#### **1104. APOLOGIES:**

Cllr. Frank Boland, Saltwood Parish Council  
Cllr. Laszlo Dudas, Stelling Minnis Parish Council  
Cllr. Charles Kirchner, Elham Parish Council  
Cllr. Neil Mathews, Saltwood Parish Council  
Cllr. Paul Thomas, New Romney Town Council

**1105. MINUTES:**

Minutes were accepted as a true record of the meeting held on 19<sup>th</sup> August 2021. All agreed.

**1106. MATTERS ARISING:**

No matter arising.

**1107: REPORTS FROM REPRESENTATIVES:****(a)KALC Executive Committee:**

Meeting has not taken place as yet.

An Area Committee virtual workshop was held and addressed:-

- Attendance at meetings via zoom; if attendance had improved or not. With regards to this meeting, attendance has stayed the same.
- Items for Police and Crime Commissioner meeting
- Net zero climate change to be discussed at next Joint Committee meeting.
- Boundary Commission review discussed, with some parishes being moved to Ashford.
- Remote meetings still being discussed by Government
- Highway stewards introduced.

**(b)Folkestone & Hythe District and Parish Council's Joint Committee:**

The following items were discussed:-

- Council housing and its return to in-house management.
- Grounds maintenance presentation.
- Future Agenda suggestions to include;  
September: waste management update

November: Place Plan and Health Service update

January: Carbon action plan and budget strategy

March: Asset management and Housing stock

A Planning Forum was held but very few delegates attended. Items addressed were Section 106 payments and CIL.

**(c) Joint Transportation Board:**

No meeting held.

**1108: AGENDA ITEMS FOR NEXT SHEPWAY DISTRICT JOINT COMMITTEE:**

- Lorry Parking, as restrictions have now been removed.
- Large development plans that cannot easily be downloaded to be considered for an alternative procedural system.
- Fly-tipping
- Unkempt front gardens
- Putting disused premises back into use.
- Notification of premises being used for migrants.
- Local government land has recently been regarded a 'privately owned' following an illegal travel encampment at St. Mary's Bay. New Romney and Lydd Town Councils received officer time and assistance from District with the removal of travelers, which was not afforded to the parish council. Clear guidelines are required that apply to all third-tier councils and clarification why local government amenity land is regarded as privately owned.

**1109: POLICE UPDATE:**

Inspector Andy Brittenden, Kent Police, provided an update:

This will be his last attendance as promotion to chief inspector in PR section commences tomorrow.

Crime in the Shepway Area has fallen by 3% with a reduction in burglary, shop lifting, criminal damage and vehicle crime.

Arrest and charge is up by 15% and stalking/harassment/domestic violence is up by 40%.

Violent crime is down.

Working with hoteliers is assisting with drug related crimes.

Event planning such as beach parties, air show, Pride and street events, halloween, new year, require many resources.

Due to increase in migrant crossings Police are assisting Border Force in rounding up migrants when they land onshore.

Napier barracks and Stade Court hotel are full to capacity.

Excessive drinking has emerged since lock down was lifted.

Knife crime is 50% lower.

Latest crimes include purse-dipping, cable theft, led/church roofs, hare coursing.

The 101 service was addressed and it is acknowledged that the service is not respected and laborious.

**1110: ANY OTHER BUSINESS:**

Cllr. Tony Hills informed Sea defence improvement at Jury's Gap is going ahead.

**1111. DATE OF NEXT MEETING:**

The next meeting will be held on Thursday 21<sup>st</sup> October, 2021 at 7pm. This will be a remote meeting via Zoom, joining details will follow with the next Agenda.

Meeting terminated at 8.50pm

**8.10 FHDC Committee report**

**Folkestone & Hythe District and Parish Councils' Joint Committee**

Held at: Remote

Meeting Date Thursday, 15 July 2021

Present Councillors Graham Allison, Michael Boor, Laszlo Dudas, Frank Hobbs, Mrs Jennifer Hollingsbee, Terence Mullard and Paul Thomas

Apologies for Absence Councillors Neil Matthews

Officers Present: Andy Blaszkowicz (Director of Housing and Operations), Kate Clark (Case Officer - Committee Services), Alastair Clifford (Operations Lead Specialist), Gavin Edwards (Performance and Improvement Specialist) and John Holman (Assistant Director of Housing)

1. **Appointment of chairman**

Proposed by Councillor Mrs Jenny Hollingsbee

Seconded by Councillor Paul Thomas

RESOLVED: That Councillor Frank Hobbs be appointed Chairman for the meeting.

2. **Chairman's Welcome and Introduction**

The Chairman introduced and welcomed new members to the meeting, who were appointed at KALC's last meeting.

3. **Declarations of interest**

There were no declarations of interest.

4. **Minutes**

The minutes of the meeting held on 18 March 2021 were agreed. Councillor Frank Hobbs signature will be added confirming approval.

5. **Grounds Maintenance Presentation**

A presentation was given to members which is attached to these minutes. Some members raised individual concerns about grass cutting and weed killing in specific areas, the Operations Lead Specialist advised members were welcome to email directly about these.

Royal Military Canal had suffered from two invasive species this year, one being Floating Pennywort. Members were advised that the Environmental Agency had been contacted as both species are proving prolific this year. There is a three man team working on the canal everyday, however it is proving difficult to clear. Weevils are to be introduced from August 2021.

Officers remarked that this year had been particularly challenging for the Grounds Maintenance team, however improvements had been seen within the district. Although some verges are left to encourage bees and other insects, members were reminded that some verges are KCC assets and in that respect may only receive and be paid for six cuts per year by the District Council.

Councillor Boor asked if advice could be given to Lympne Parish Council about their playing field. The Operations Lead Specialist advised Councillor Boor is welcome to email directly for further information.

Members thanked officers for the presentation and recognised the hard work of the GM team.

## 6. **The Council Housing Landlord Service**

The Assistant Director for Housing gave a presentation on the services and performance of Council Housing Landlord service since 1 October 2020. The slides included all aspects of the service which most importantly feeds into 'Our Vision'. The presentation is attached to these minutes.

(Councillor Mrs Jenny Hollingsbee left the meeting and did not return).

Members raised the following points:

- Government guidelines over the Grenfell Tower fire. Impacts within Folkestone & Hythe District? There are no high rises within the district, although it was mentioned that there is a high proportion of sheltered housing schemes for vulnerable tenants.
- Abandoned properties – Empty Homes Scheme. FHDC work with KCC on an initiative called 'No Use Empty'. Initially attempts are made to liaise with the Landlord of the empty property and loans are available to help with renovations. The next step would be to involve the Private Sector Housing team who can take action with an improvement notice Page 2 Folkestone & Hythe District and Parish Councils' Joint Committee - 15 July 2021 and then subsequent planning enforcement if required. Members asked for statistics to be provided on empty homes within the district.
- A need for more social housing in villages to encourage young people to stay in the area? New builds encouraged and the possibility of housing associations choosing to build in a particular area.
- Social housing at the Otterpool Park development? 23% affordable allocation across the proposed development with a third of this into council stock. This will be a good contribution to the ambitious target of 1000 council builds over 10 years from 2025-2035.
- Aim to mix social housing and private ownership housing which would reduce the stigma around social housing as well as promoting social cohesion.
- Would revenue funding and capital receipts cover required maintenance work? Additional capital allowance/borrowing available, however once the stock condition survey is finalised, a clearer picture would be available.

- Would there be a need for help, ie housing association to manage stock? The Assistant Director stated that there would be no need, although the council housing service had been delivered through the ALMO, now back in-house means improved control.
- Retrofitting to meet the Carbon Neutral agenda . Nationally this had it had been calculated that it would cost approximately £35K to retrofit a three bed roomed house. Over the whole stock FHDC a figure of £68M was an indication of possible spend.
- Carbon Neutrality. Looking at ground source/air source heat pumps; effective insulation; sedum roofing; looking at new way of building/construction. As part of this agenda, Government grants may become available and considering future technology to ensure efficiency and minimum costs. Decarbonisation of the National Grid will also play a part.

Members thanked officers for the presentation and useful update to the council housing service.

#### **7. Any Other Business**

The Chairman was disappointed to note that only six parishes were represented at the last Planning Forum. He advised it was a very interesting and informative meeting and well worth attending. It was noted the next planning forum is provisionally planned for the end of October. Further details will be provided to all parishes.