

## **Stelling Minnis Parish Council MINUTES of MEETING on 4th March 2020**

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**Present:** R Hubble – Chairman; A Day; L Dudas; N Smith I Bowie – Clerk  
Also present: FHDC Cllr Hollingsbee; KCC and FHDC Cllr Carey;  
Lee Jones (Internal auditor)

Cllr Hubble opened the meeting and read the statement on filming and recording of the meeting.

**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 were received and accepted from: Cllr's: Haffenden; Carr and Spencer. Apologies also received from PCSO N Hazell and PCSO D Mills.

**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. Consideration of items to be taken in private ( Exclusion of Public and Press)**

In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press be excluded from the meeting by the reason of its confidential nature. There were none

**4. Minutes of the Parish Council Meeting: To consider the minutes and if in order sign as a true record**

**4.1 Minutes of Parish Council Meeting 8<sup>th</sup> January 2020**

**Resolved:** Councillors agreed that minutes were an accurate record of the meeting and were signed by Cllr Hubble.

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

5.1 KALC Community Awards Scheme 2020.  
The Clerk reported parish council nominee had been accepted by KALC . It was AGREED that this award would be presented at the Annual parish Meeting in May.

**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:
- 7.2 Items circulated:
  - 7.2.1 KALC Planning Events March 2020

- 7.2.2 Lord-Lieutenant's Civic Service 2020
  - 7.2.3 NALC CEO Bulletin
  - 7.2.4 South East Coast CCG Engagement Meeting 12<sup>th</sup> February
  - 7.2.5 KALC AREA Committee Vacancy
  - 7.2.6 Kent Downs AONB Tree Packs
  - 7.3 Items acted on: There were none
  - 7.4 Items for discussion:
    - 7.4.1 KALC Survey
- All items of correspondence were noted.

## 8. Planning:

- 8.1 **To table late planning applications received for consideration:**  
There were no late planning applications.
- 8.2 **To table planning applications received for consideration:**
  - 8.2.1 Y19/1287/FH Anvil House Pony Cart Lane - Appeal  
Felling of Beech subject of Tree Preservation TPO No. 13 of 2004  
No Objection
  - 8.2.2 20/0080/FH Apple Tree Farm, Mill Lane  
Alterations and extensions to provide additional accommodation at ground & first floor to dwelling and erection of a new two bay garage.  
Revised design of Planning Application Y19/0382/FH.  
No Objection
  - 8.2.3 19/1491/FH Doghouse Farm Stone Street Petham CT4 5PU  
Planning application to convert existing garage into residential annexe and erection of 1 bay open car barn.  
No Objection
  - 8.2.4 Y19/0479/FH South Lodge Farm South Lodge Road  
Change of use and conversion of existing barn to a dwelling, together with external alterations and replacement thatched roof.  
No Objection
- 8.3 **To table planning applications dealt with since last meeting:**  
There were none
- 8.4 **To table decisions by the Planning Authority since the last meeting:**
  - 8.4.1 Y19/0947/FH Apple Tree Farm Mill Lane  
Proposed solar array comprising 2 rows of 12 each (24 total) of 1.5m x 900mm solar photo voltaic panels at ground level. FHDC Approved
- 8.5 **To receive representations by External Parties:**
- 8.6 **Footpath surface Curtis lane/Stone Street:**  
It was reported that the parish council had made strong representations to the developer that the footpath must be reinstated/repaired to an acceptable standard.

## 9. Website and GDPR:

It was AGREED that this would be deferred until the April meeting.

## 10. Village Projects:

- 10.1 Village (Minnis Green) Maintenance Cllr Day  
There being no further updates it was AGREED to remove this item from the agenda for future meetings
- 10.2 To consider the setting up of a Working Group for Village Projects
  - 10.2.1 To appoint members to the Working Group  
It was agreed to Defer to the April meeting
  - 10.2.2 To agree Terms of Reference for the Working Group  
It was AGREED to defer to the April meeting
- 10.3 Welcome Pack for New Villagers - Update Cllr Spencer  
It was AGREED that a copy of the Village Magazine would be included with each pack. Costings for the completed pack to be provided by Cllr Spencer

10.4 It was AGREED that the costings for the New Bush Shelter at Wheelbarrow Town would be discussed and considered at the next meeting. Cllr Hubble indicated that the costs maybe circa £3500 -4000.

Cllr Hubble reported that whilst planning permission was not required KCC permission would be sought when the final design had been agreed.

## **11. Update on Rose and Crown Development :**

Cllrs Dudas/Hubble

Cllr Day reference an email from Jenner re Rose Lane Construction Delivery Route. It was reported that they had agreed to simplify the route to avoid construction traffic taking the Lower Hadres route and passing the school. The Chairman thanked Cllr Day for her assistance in this matter.

It was reported that John Showler would provide an update on progress at the Annual Parish Meeting in May.

It was AGREED that any Stelling Minnis residents interested in the two affordable housing units should contact the PC in the first instance. Cllr Hubble to prepare a notification for the Village Magazine.

Cllr Dudas gave his report. It was noted that the development is behind schedule, due to bad weather. The completion date is end of February 2021. It was AGREED that any Stelling Minnis residents or those with a connection to Stelling Minnis ,interested in the two affordable housing units. should contact the PC in the first instance. Cllr Hubble to prepare a notification for the Village Magazine.

Cllr Dudas reported that the planning application for the replacement bus shelter had been submitted and approved by FHDC. The temporary noticeboard will be placed , with the owner's permission, outside the shop.

It was reported that Jenner have placed parking cones on the damaged verge at the Rose and Crown to deter parking.

The Chairman thanked Cllr Dudas.

## **12. Highways and Signage:**

12.1 Update- Cllr Smith/Cllr Hubble

## **13. Reports:**

- |      |   |                         |
|------|---|-------------------------|
| 13.1 | SMPC Website Report   | Nick Smith Appendix A   |
| 13.2 | Kent County Council   | Cllr Carey              |
|      | Cllr Carey gave her report.   |                         |
| 13.3 | FHDC District Council   | Cllrs Carey/Hollingsbee |
|      | Cllr Hollingsbee gave her report.   |                         |
|      | Cllr Hollingsbee highlighted the Lifeline Service ( available on the FHDC website) for vulnerable people.   |                         |
| 13.4 | KALC Shepway Area Committee   | Cllr Dudas              |
| 13.5 | Cllr Dudas reported that concerns were raised regarding the current backlog of planning application within the FHDC planning department. It was reported that the new FHDC planning portal is not 'user friendly'. Concerns were also raised regarding FHDC Planning Enforcement.   |                         |
| 13.6 | Kent Community Police   | PCSO Mills              |
| 13.7 | Stelling Minnis Common/Minnis Managers  | Cllr Day & Haffenden    |
|      | Cllr Day reported on the Minnis Managers and Trustees AGM 7 <sup>th</sup> January. It was reported that the Minnis Managers were to pay for the printing of the New Residents Guide and the cost of equipment for the Forest School. It was also reported that the dormice and bird boxes had been installed and sightings of the Dormice had been sent to the Endangered Species |                         |

- Trust.
- 13.8 Stelling Minnis Village Hall. Cllr Carr Appendix A
- 13.9 Stelling Minnis Windmill. Cllr Hubble/Cllr Spencer  
Cllr Hubble reported that the AGM would be held on the 26<sup>th</sup> March at the Windmill.
- 13.10 Stelling Minnis Tree Warden Cllr Smith Appendix A

#### 14. Finances

- 14.1 Update of accounts for 2019/20 including payments received:
- 14.2 Accounts for payment: £
- 14.2.1 To authorise Payments listed on the schedule:
- |               |             |                                |        |
|---------------|-------------|--------------------------------|--------|
| Cheque 400276 | KALC        | Training Workshops x 3         | 205.39 |
| Cheque 400277 | P Dimmock   | Flash Drive                    | 10.00  |
| Cheque 400278 | N Smith     | Noticeboard Expenses           | 4.71   |
| Cheque 400279 | Irene Bowie | Salary February/March 2020     | 480.40 |
| Cheque 400280 | N Smith     | Defibrillator Battery and Pads | 325.07 |
| Cheque 400281 |             |                                | 49.50  |
- It was RESOLVED to authorise all payments on the schedule. It was also RESOLVED that the parish council would pay the annual subscription for the Clerk's copy of the parish magazine.
- 14.3 To confirm bank reconciliation: Appendix B  
It was RESOLVED to accept the bank reconciliation.

#### 15. VE DAY 75 8th May 2020:

It was AGREED that SMPC would liaise with UHPC to organise and support events.

#### 16. Agenda Items for Next meeting:

Use of the BT Box when notified of its adoption by the parish council.

#### 17. Dates of Future Meetings:

**6<sup>th</sup> May Annual Meeting of the Parish Council; 13<sup>th</sup> May Annual Parish Meeting; 1<sup>st</sup> July; 2<sup>nd</sup> September; 4<sup>th</sup> November**

#### Part 2

*Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press be excluded from the meeting by the reason of its confidential nature.*

#### 18. Enforcement matters

The Chairman reported on several enforcement matters.

**Signed:** *Robert Hubble*

**Date:** 19<sup>th</sup> August 2020

## **Appendix A:**

### **Stelling Minnis web site report for 4<sup>th</sup> March 2020 PC meeting**

There was a period of about 8 days when the web site could not be updated. The problem was identified by Simon Wood (Host provider) as a firewall update to his server blocking out some computer addresses (IP – which give identity and location information), including mine. Overcome and all web pages waiting updated were uploaded on Feb 17<sup>th</sup>. Has been OK since. Cesspool and septic page revised to align with new guidance from Environment Agency published in 2015. Have a message out with them to confirm that their guidance is correct. New registrations for septic tanks draining through a bore hole, for example, (most in SM have to) there is now a fee of £125. The relevant page for the welcome pack has also been revised accordingly.

No Village People panto this year – they were unable to book the stage at BVH for the necessary dates. Their web page updated.

Gardening Society web page updated with their programme of events for 2020. Other pages revised when requested by Clerk (SMPC pages) or by clubs and societies in the community.

**Nick Smith – Webmaster.  
22 February 2020**

### **Tree Warden Report for 8<sup>th</sup> January 2020 PC meeting**

Again recent winds continue to bring down many dead branches of varying sizes. I have only noticed 3 trees down on the Minnis – 2 of those are within other vegetation and pose no danger. The other one was reported to Minnis Managers and has been cleared. As I have been walking on the Minnis I have cleared away any braches posing a trip hazard on the main paths. There are a couple of Oak trees which have been dropping dead branches – these have been reported to the Minnis Managers

I received a phone message from English Rural about some trees in need of attention at Brambleton Close. I left a message for them to telephone me back, but a return call was never made. Such trees would be unlikely to fall under the responsibility of SMPC, as all the land and Brambleton Close itself is either private property or Kent Highways.

**Nick Smith – Tree Warden  
22 February 2020**

### **Stelling Minnis Village Hall Committee meeting Wednesday 29 January 2020**

No further progress on the Hall roof or window in the main room.

IC gave a full report on the finances, with a written report for all the members. He discussed with AD the proposed new banking system which appears to be quite complex.

AD gave a full report on the Hall bookings which are doing very well. Both Ivor and Ann were thanked for all their hard work

LJ reported on the new information and Policies for Hall users, agreed by the committee members, and a written information list will be placed on the notice board in the hall.

A request again was made for an inspection of the Hall after each big event and the information to be given to AD should it not be left clean and tidy.

The Hall needs new smoke alarms, IC would look into that.

The next Vietnamese evening was booked for 8 February, with a second one later in the year

The next meeting will be on Wednesday 29 April 2020

Pam Carr. (SMPC Representative)

Appendix B Finance.

Council name	Stelling Minnis Parish Council
Bank account	Stelling Minnis

Balance per bank statement at 31/01/2020 9,830.63  
 Uncleared Receipts

Date	Customer/Supplier	Reference	Amount
01/01/2020	Credit Uncashed Cheque 2018-19	Credit Non Cashed 400224	100.00
TOTAL			100.00

Uncleared Payments

Date	Customer/Supplier	Reference	Amount
02/05/2018	Canterbury and Coastal	400224	-100.00
06/11/2019	BT	400272	-1.00
TOTAL			-101.00

**TOTAL NET BANK BALANCES AT 31/01/2020 9,829.63**

Opening_balance	8,692.34
Total receipts	6,500.00
Total payments	-5,362.71
Total transfers	
<b>Closing balance per cash book (must equal net bank balances above)</b>	<b>9,829.63</b>

Less Payments	Clerks salary	480.40
	Nick Smith	4.71
	Paul Dimmock	10.00
	KALC	205.39
	<b>Total</b>	<b>700.50</b>

**Closing balance per cash book balance as of 4/03/20 9,129.13**