

**STELLING MINNIS PARISH COUNCIL  
MINUTES OF THE REMOTE MEETING HELD ON 10 MARCH 2021**

**Present:** Parish Cllr Robert Hubble (Chairman)  
Parish Cllr John Haffenden (Vice Chairman)  
Parish Cllr Nick Smith  
Parish Cllr Ann Day  
Parish Cllr Laszlo Dudas  
County & District Cllr Susan Carey  
District Cllr Jenny Hollingsbee

Lee Jones, Internal Auditor  
Gail Hubbard, Clerk to the Council  
There were two residents present, Mr Garry Watts and Mr Nick Onslow.

**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. Cllr Carr had tendered her apologies due to family commitments, these were accepted. District Cllr Jenny Hollingsbee to arrive late as she was attending a FHDC meeting firstly.
- 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 20 JANUARY 2021**

The minutes from the previous meeting were proposed by Cllr Day, seconded by Cllr Smith and AGREED by all; they will be signed by the Chairman later and posted to the clerk.

**3. MATTERS ARISING FROM THE MINUTES**

The Chairman raised the date for the APM, which is currently scheduled for 19<sup>th</sup> May, ideally we would like to postpone this to September when a proper face to face meeting might be able to be held, with residents present. The Clerk explained that at the moment we needed to keep the date as it was as under normal rules the APM has to be held by 1<sup>st</sup> June. The date currently in the diary for the APM is 19<sup>th</sup> May - we would need to leave this set with the hope of being able to postpone it to September following Gov advice being updated.

**4. ADJOURNMENT**

Mr Nick Onslow was in attendance regarding planning item 6.1 on the agenda, the Chairman would give him an opportunity to speak at that point once the update had been received from Cllr Dudas.

**5. PARISH COUNCILLOR VACANCY – CO-OPTION**

An application had been received from Mr Garry Watts, who had been a councillor previously. As there was only one applicant for the vacancy a vote was not required, The

Chairman declared Garry Watts duly co-opted onto the council. The Clerk will send Garry the necessary declaration form to complete, once this is done Garry will become a councillor and be involved in discussions going forward.

Garry left the meeting at this point at 7.15pm.

## 6. CORRESPONDENCE

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

- FHDC Housing briefing note
- Census 2021 materials for publicising – has been publicised on the Community website and in the Hardres and Stelling News.
- Kent Air Ambulance letter asking for further support – SMPC had given £100 donation earlier in the year.
- Kent Wildlife Trust Spring Newsletter
- KALC Remote meetings latest information and advice – awaiting update of guidance and Gov legislation.

## 7. PLANNING

***Conclusion of talks with residents and FHDC concerning transgression of S106 conditions and buffer zone incorporating boundary issue on Rose Lane development – Y18/0456/SH***

Cllr Dudas gave an update to the Council on this situation; Cllr Hubble and himself had visited the site after representations were made on 20<sup>th</sup> and 21<sup>st</sup> February from residents of Crown Lane regarding a possible contravention relating to a hedgerow to the western boundary of the development site. The hedgerow forms an ecological buffer zone and is the subject of an S106 Agreement. Part of the hedgerow has now been reduced by the developer to a height of 2.5m and wood chippings have been spread on the surrounding ground.

24<sup>th</sup> Feb – Cllr Dudas wrote to FHDC enforcement Officer, Mr Redpath on behalf of SMPC explaining our concerns on what had occurred, asking if what works had been carried out had been done in accordance with the arboricultural report, he also asked that SMPC be kept updated.

25<sup>th</sup> Feb – There was a meeting onsite with enforcement officer, residents and developer. SMPC not involved. Later this day Cllr Dudas checked planning portal and found a statement saying this was now resolved and the matter closed. There was no report from the enforcement officer so SMPC are not aware of any further information, we await to hear in due course.

Cllr Dudas had been informed that the contractor will engage a surveyor to ensure the boundary is accurately located and a 2m buffer zone will start into their land giving the necessary 2m ecological buffer.

Cllr Hollingsebee arrived at 7.25pm

The Chairman invited resident Nick Onslow to summarise his view

Nick explained that Mrs Walker (direct neighbour to this development) had first emailed enforcement on 21<sup>st</sup> February. Nick concurred the boundary issue is not a concern of SMPC but the use of woodchip on the buffer zone should be. Mrs Walker has not heard from FHDC that the matter is resolved. They do not consider the matter closed and await further communication from FHDC. From a conservation stance the 2m ecological buffer has been disturbed, dormice were found during the surveys and this is disturbing their habitat.

Cllr Dudas reported that the developer had been instructed to remove the wood chippings urgently. Cllr Dudas and Cllr Hubble had met with the developer via zoom and he had informed the Cllrs that the wood chippings were to be carefully and promptly removed. His reasoning for cutting the hedge was to encourage new growth.

Nick Onslow mentioned the condition that the hedgerow should be supplemented, he stated that Mrs Walker should be consulted on the species.

Nick Onslow thanked the Council for their time and said he would also keep SMPC updated on any developments.

#### **To table late planning applications received for consideration**

21/0421/FH	Proposed two storey front and rear extensions  MacKenzie House, Bossingham Road, Stelling Minnis, Canterbury CT4 6AQ	Response to be logged by 26 March once Cllrs have considered.
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#### **To table planning applications dealt with since last meeting**

21/0333/FH	Erection of detached garage with office and annexe accommodation ancillary to the main dwelling house following demolition of existing structure.  Gaylees Farm, Stone Street, Stelling Minnis CT4 6BU	No objection to be logged from SMPC 5:0
21/0350/FH	Erection of a single storey rear conservatory The Willows, Bossingham Road, Stelling Minnis, CT4 6BB	No objection to be logged from SMPC 4:0
21/0159/FH & 21/0163/FH Listed Building	Demolition of existing extension, and erection of a two-storey extension and erection of a garage building.  South Lodge Farm, South Lodge Road, Stelling Minnis CT4 6BL	No objection logged from SMPC 6:0
21/0016/FH	Proposed new entrance porch incorporating existing dormer  Oakwinton, Bossingham Road, Stelling Minnis, Canterbury, CT4 6DU	No objection logged from SMPC 6:0

#### **To table decisions by the planning authority since the last meeting**

21/0016/FH	Proposed new entrance porch incorporating existing dormer.  Oakwinton, Bossingham Road, Stelling Minnis, Canterbury CT4 6DU	REFUSED 12/02/21
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## 8. VILLAGE MATTERS

### ***BOSSINGHAM ROAD BUS SHELTER***

Cllr Dudas that the slab, base and brick course have now been completed and they are hoping to start next week on the Oak frame and shelter build.

### ***GRITTING***

Cllr Day had written to KCC Highways regarding the lack on gritting in the village, she had obtained 4 pages worth of signatures of support from residents. Once a reply is received she will display this in the village shop so residents can see the reply.

### ***MINNIS LANE NOTICEBOARD AND SHELTER***

This shelter is now well under way with the Oak frame in place. Cllr Dudas is in contact with Rogate over the design of new noticeboard that is being installed within the shelter. A drawing for this is now needed, Cllr Dudas to provide.

### ***SCHOOL NOTICEBOARD***

Cllr Hubble reported that Stelling Minnis Stores had collected £800 from villagers for Stelling Minnis Primary School, Cllr Hubble had liaised with the Headteacher over what the school wanted to spend this on. It had been decided  $\frac{3}{4}$  would go to refurbish the pirate ship on the playground and the rest on a noticeboard in the centre of the village, to provide a better presence for the school. The outside of the new shelter in Minnis Lane had been suggested as a possible location. Cllr Haffenden suggested it would look better internally to go alongside the SMPC noticeboard, in a matching style. Everyone was in agreement on this.

### ***GRIT BIN LOCATIONS***

Crown Lane had suffered immensely in the recent snow. Suggested location on corner of Minnis Lane & Crown Lane. Permission would need to be sought from the landowner – The Minnis.

### ***FLAGPOLE AND SILHOUTTES***

A flagpole for the village had been suggested as a good idea, possible location outside the village hall. Historically Stelling Minnis and Bossingham used to celebrate Remembrance Day together, there is a plaque at the Bossingham Hall and people gather there to remember on 11<sup>th</sup> November or nearest Sunday. It would not change this but it would be nice to have somewhere for our villagers to pay their respects in the village.

Resident, Nick Onslow had also put forward a suggestion of some Tommy Silhouettes for the village, Cllr Smith suggested they could be positioned either side of the flagpole. Nick Onslow mentioned their might be someone interested in donating/contributing towards the Tommy idea.

Lee Jones will ask the rest of the Hall Committee regarding permission for siting a flagpole there.

Cllr Smith proposed that we look into pricing of a flagpole and discuss further, this was AGREED by a majority.

### **SMPC CONNECT EMAIL SYSTEM**

Cllr Smith reported that this had been setup by Cllr Dudas and himself at the beginning of Covid, not many people had signed up to the system so it had not gone live. It could be a useful way to inform residents of things like; Census info, roadworks, Agendas, Minutes. It was decided this item be put on the agenda for the next meeting as more time was needed. Cllr Dudas, Cllr Smith and the clerk to discuss further details in the meantime.

## **9. REPORTS**

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

9.1 Community website report Cllr Smith

9.2 SMPC website report Clerk

9.3 KCC Report Cllr Carey

Cllr Carey commented on the grit bin situation, Stelling Minnis is on a secondary salting route, heavy snow falls in Kent every 4/5 years so the justification for gearing up has to be balanced. KCC currently has 64 gritters for the county. Official bins are filled before the winter but not refilled after that. Cllr Carey said Cllr Day should receive a response to her letter very soon. Cllr Day queried whether tractors that assist with the snow plough clearance could be fitted with gritters on the back.

9.4 FHDC Report Cllrs Carey/Hollingsbee

Cllr Hollingsbee added that the budget has now been agreed and she is delighted the vaccination programme for the district has been so successful so far. Cllr Hubble raised a planning concern, a resident has contacted SMPC as they were unaware of a planning application for the adjacent property. They had not been contacted by FHDC for consultation, Cllr Hubble to forward details to Cllr Hollingsbee. Cllr Hollingsbee thought that they would be unlikely to be back in the council chambers before July.

9.5 Stelling Minnis Tree Warden Cllr Smith

9.6 Police Report PCSO Hazell/PCSO Mills

## **10. FINANCE**

10.1 To NOTE an application has been made to KCC via KALC for the setting up of the new SMPC website for £210.00 (this is the cost of setting up the new site).

10.2 To NOTE a monthly subscription of £14.39 has been taken out by the clerk to provide Zoom for the use of PC meetings (to be claimed back each month under expenses)

10.3 To NOTE receipts of income – awaiting bank statements to verify

Rogate Contribution towards bus shelter project	5000.00
Quinn Estates Donation towards bus shelter project	1000.00
FHDC Ward Members grant towards bus shelter	500.00

**TOTALS £6500.00**

10.4 The following payments were proposed by Cllr Smith, seconded by Cllr Day and AUTHORISED to be paid;

CHQ313	Clerks salary Jan & feb	506.80
CHQ314	HMRC payment Jan & Feb PAYE	126.40
CHQ315	Clerks reimbursement of expenses	85.80

**TOTALS £719.00**

The meeting closed at 8.35pm.

*Dates of future meetings: 12 May, 19 May APM, 14 July, 15 September, 10 November 2021.*

Signed..... (Chairman)

Date.....

## APPENDIX A

### 9.1 Stelling Minnis Community web site report

Links to the new site added from the Community site where needed – if Cllrs come across any not yet linked, please let me know.

I have produced a listing of web site pages and entries that relate to SMPC and circulated that to Cllrs and Clerk, indicating my thoughts on which need to be transferred (or have already been) to the new site and can be removed from the community site. There is some information on the old site which may no longer be needed, and that is included in my list of thoughts.

I will remove all SMPC related pages and info from the community site once it has all been reproduced on the new site – I will liaise with the Clerk.

Removal of SMPC related data has given the opportunity to simplify the community site and tidy some of the general information pages up – that work is ongoing.

The web site address given in the contacts list in the Hardres and Stelling News is now that of the new site.

**Nick Smith – Webmaster for the community site.**

**1<sup>st</sup> March 2021**

### 9.2 SMPC website report

The login has been changed over to the [stellingminnispc@outlook.com](mailto:stellingminnispc@outlook.com) email address. I have been working through the list of items raised by Cllr Smith and have so far dealt with the following;

Councillor interests	Link added to FHDC site where they are displayed
Ward/District Cllrs	Details added onto Cllr page for Jenny & Susan
Councillor attendance page	Will be moved to new site from 1 <sup>st</sup> May
Planning applications	Page added and Clerk to update with new applications on receipt
Asset Register	Yes this should be shown under the Transparency Code – now added under Finance pages for 2017/18, 2018/19 & 2019/20
Equality Policy	We have one we should display – need to upload
Freedom of Information	Yes details should be displayed – need to upload
Employers Liability	Not necessary but we could display
Cesspool and septic tank	Added under useful information a link back to village site details

I will continue to work through the list and keep updated.

**Gail Hubbard, Parish Clerk**

### 9.3 County Councillors Report

#### **A Major Grant for KCC's Major Energy Projects**

In July 2020 KCC not only committed to reach net-zero carbon emissions by 2030, but also identified a series of Major Energy projects that would achieve this goal. We're now delighted to announce that KCC has been awarded a grant of £20.6m towards the cost of these projects. The grant comes from the Government's Public Sector Decarbonisation Scheme and will fund two solar parks, solar panels, LED lights and heat pumps across the KCC estate. These projects will reduce carbon emissions and costs as well as improving Kent's energy resilience. We've also applied for £1.2m in funding for energy saving projects for Kent's schools. We'll be moving at pace as the Government expects us to deliver these projects by 30 September 2021.

### 9.4 District Councillors Report

**Vaccination** - The vaccination programme is making good headway and at a meeting Jenny was at today of the Kent & Medway Joint Health & Wellbeing Board, it was reported that over 90% of the first four cohorts had been vaccinated. It was also reported that Kent was not experiencing as much resistance as other areas. However, it was emphasised that we should continue to encourage residents to take up the offer of vaccination as and when offered. At this meeting, Kent & Medway both confirmed that they were closely monitoring the Covid-19 cases relating to the return to School so that immediate action could be taken if necessary.

**Budget** - On 24 February, the full Council agreed the budget and council tax level for the year ahead. A 1.99% in Council Tax was agreed which equates to an increase of 10p per week for a Band D Property.

**Princes Parade** - Work has begun to improve the ecology of the northern bank of the Royal Military Canal for reptiles, bats and birds. The work, recommended by ecologists, is to carefully manage the wildlife of the Royal Military Canal long-term as part of the Princes Parade development. Council officers are removing dense vegetation - including dead trees and invasive weeds - to create a better environment for certain species of wildlife. The work has been carefully timed to minimise the effect on nesting birds later in the season. To enable this work to take place sections of footpath alongside the canal will have to be temporarily closed.

**Carbon Action Plan** - A 33-point plan to continue the District Council on its journey to reduce its carbon emissions to zero by 2030 has been given the go-ahead. The range of actions, some of which can be tackled quickly and others which will take longer to implement, focus on six key areas - energy; behaviour change; transport; water; contracts and biodiversity/green space

**Triennial** – Celebrated Artist Rana Begum has been revealed as the artist behind the impressive designs of the newly refurbished and repainted beach huts. The Triennial will include the beach huts in its programme and will run between 22 July and 2 November.

**Ward Grant** – Jenny has contributed £500 from her Ward Grant towards the new Oak Bus Shelter at Bossingham Road.

**Medical Scholarship** – We are pleased to report that the District Council has agreed to support a Medical Student to the tune of £5000 per year for the full five years of the [Bachelor of Surgery, Bachelor of Medicine](#) course at the [Kent and Medway Medical School \(KMMS\)](#).

### 9.5 Tree Warden Report

The recent snowstorm has resulted in some tree damage – broken and part snapped branches and trees fallen and blocking well used tracks, which have been reported to the Minnis Managers, via John.

**Nick Smith – Tree Warden**

**1<sup>st</sup> March 2021**

### 9.6 North Downs East & West Town & Parish Police Report January 2021

Kent Police report for this month's town and parish council meetings, this report contains figures for the last month for the areas of North Downs East & North Downs West of incidents relevant to the public, the figures will feature on the Kent Police website if not already, there may be certain incidents not mentioned within this report but have been reported to Kent Police.

Reported Crime January 2021 (most recent figures):

#### North Downs East

13x Harrassment

9x Assault without injury

9x Violence

#### North Downs West

3x Distraction burglary

2x Miscellaneous theft

Here is a link to the latest figures:

<https://www.kent.police.uk/a/your-area/kent/shepway/north-downs-east/?tab=StatsAndPreventionAdvice>

<https://www.kent.police.uk/a/your-area/kent/shepway/north-downs-west/?tab=StatsAndPreventionAdvice>

Other Information or advice:

The hot topic crimes remain the same as last month.

- Fraud Vaccines – A number of warnings have been released in relation to fraudsters attempting to get money from people by fraudulently offering out vaccines. They then subsequently ask for bank details giving some flimsy excuse as to why they would need these details.
- Fraud – There have been a number of attempts recently to defraud people with fraudulent telephone calls, perpetrators claiming to be from a reputable business or organisation. Recent calls have been purporting to be from BT, claiming that money is owed and service will be cut off if the money is not transferred immediately. If you fall victim to one of these scams it must be reported to Action Fraud, this can be done online or by phone. It is also advised to contact your bank and attempt to freeze payments or in some case recover them.
- Vehicle security – There have been several reports throughout the year of unattended vehicles being broken into and valuables taken from within. This has predominantly happened in the rural lanes near to well-known walking trails and parking locations, but can be just as prevalent in urban areas. Officers have patrolled locations when possible but are still finding a large amount of persons leaving valuables on display in cars. If anyone witnesses anything suspicious or untoward then please contact police via 101, or visit the Kent Police website if time has passed.



- Burglaries – With the longer nights there is typically a rise in burglaries, remember to secure your property appropriately overnight. Remember to lock doors and easily accessible windows, and do not leave the keys where they can be seen or reached from outside the property. Thieves are generally targeting cash, jewellery, and small electronic devices that have value and are easy to sell on.

Please find advice on these issues and crime prevention on our website at:

<https://www.kent.police.uk/>

If you have any worries, concerns or information you would like me to know, please contact on 101 (non-emergency) and the information will get to me.

**PCSO Nicholas Hazell 59007 and PCSO Daniel Mills 58997**  
**North Downs East, North Downs West**