

**STELLING MINNIS PARISH COUNCIL  
MINUTES OF THE STATUTORY ANNUAL MEETING ON 11 MAY 2022 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 Laszlo Dudas  
Parish Cllr Garry Watts

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

**1. ELECTION OF THE CHAIRMAN FOR THE YEAR 2022-23**

Cllr Haffenden asked for nominations for Chairman, Cllr Smith nominated Cllr Hubble, this was seconded by Cllr Dudas, there were no other nominations so it was AGREED that Cllr Hubble was elected as Chairman for the year.

**2. ELECTION OF THE VICE CHAIRMAN FOR THE YEAR 2022-23**

Cllr Hubble then asked for nominations for Vice Chair, Cllr Haffenden was nominated and duly elected as Vice Chair for the year.

**3. 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 Cllr Pam Carr (unwell), Cllr Ann Day (holiday), District Cllr Jenny Hollingsbee and County and District Cllr Susan Carey.
- 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.

**4. MINUTES OF THE MEETING HELD 9 MARCH 2022**

The minutes from the previous meeting had been circulated and read, a minor amendment had been made and thus it was AGREED by all that the minutes be accepted. The minutes were duly signed by the Chairman of the meeting.

**5. MATTERS ARISING**

Cllr Hubble reported that sadly ex Parish Cllr and resident Stuart Jackson had died. It was AGREED to make a payment of £100 from the Chairman's Allowance to the Just Giving page in his honour.

It was also AGREED to have the large photograph taken at the last Jubilee event framed so it could be displayed on the village hall wall for all to see. Cllr Hubble to arrange.

## 6. ADJOURNMENT

There was none.

## 7. RESPONSIBILITIES 2022-23

KALC area committee – Cllr Dudas  
Planning – Cllr Dudas/Cllr Hubble  
Minnis Managers – Cllr Day  
Trustees for Stelling Minnis Common Trust – Cllr Haffenden  
Highways – Cllr Hubble/Cllr Day  
Windmill – Cllr Hubble/Cllr Dudas  
Village Hall – Cllr Dudas/Cllr Carr  
Responsible Financial Officer – Clerk  
Footpath Warden – Martin Hart  
Community Website – Cllr Smith

## 8. CORRESPONDENCE

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

- 8.1 Victim Support – asking for support. Donation of £25 AGREED
- 8.2 Kent Air Ambulance – asking for support. Donation already agreed.
- 8.3 KALC – membership renewal letter (as circulated to Cllrs) To be renewed.

## 9. PLANNING

### 9.1 Discussed planning applications received for consideration since the last meeting

None		
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### 9.2 NOTED decisions by the planning authority since the last meeting

22/0168/FH & 22/0117/FH	Listed building consent & Full consent to replace windows  Old Mill House, Mill Lane, Stelling Minnis CT4 6AF	WITHDRAWN
22/0122/FH	Extension to street facing elevation, alteration to main entrance and external façade.  Boot House, Minnis Lane, Stelling Minnis CT4 6AS	GRANTED

## 10. VILLAGE MATTERS

### **QUEENS PLATINUM JUBILEE COMMEMORATIVE PLAQUE & JUBILEE CELEBRATIONS**

Cllr Dudas had sought several quotations for the commemorative plaque and found varying levels of quality, the preferred quotation is as follows;

Cleverley & Spencer of £1088.85 plus VAT

Initially budget set aside of £800, Cllr Haffenden proposed we make the additional £288 available from the MADL grant so the plaque could be ordered and in place for the day, this was seconded by Cllr Smith and AGREED.

Initially SMPC had indicated £600 of funding to be available for the Queens Jubilee event but this is now going to be reduced due to the overrun of costs involved with the plaque project. Cllr Hubble to find out how much funding is needed for the Queens

Jubilee event and make available up to £300 for the day. This figure of up to £300 was AGREED.

### **BT KIOSK ON MINNIS**

Cllr Smith had made enquiries with BT to ascertain that SMPC did indeed own this kiosk (the £1 cheque written 18months ago had still not been cashed). Following these enquiries Cllr Smith obtained the paperwork showing our ownership and the cheque cleared through the bank.

Cllr Smith also contacted FHDC with regard to planning permission and whether any was needed to make changes to the kiosk. Cllr Hollingsbee has confirmed that providing there are no exterior alterations and the telephone box red paint is not changed, no planning is required.

Cllr Smith explained the door is rotting in two places but it might be possible to repair rather than replace. Cllr Smith would obtain a quotation for the door repair from Scott Gifford for the next meeting.

Lee Jones suggested resident David Stephen has the correct paint for repainting and would probably happily volunteer to paint it, lee to speak with David to arrange.

Cllr Smiths full report attached at the end of the minutes.

### **CIL MONIES**

Following the receipt of £25,300 in CIL payment from FHDC in April SMPC must carefully decide how to spend this money. It must be spent on infrastructure projects in the parish and all spending has to be reported back to FHDC on an annual basis. Community engagement is important to find out what the parish want – this could be done in the form of a questionnaire.

Cllr Dudas emphasised how this element was linked in with the next item on neighbourhood planning and that a survey could be done to cover all the questions needed for both. Further discussions to be had on this along with the Neighbourhood Plan discussions.

### **ANNUAL PARISH MEETING ARRANGEMENTS**

This will be held in the main hall on 18<sup>th</sup> May with a 7.30pm start.

Agenda to be issued tomorrow by Clerk

Cllr Day usually provides the refreshments, Clerk to double check if she will be back in time.

### **NEIGHBOURHOOD PLANNING**

Cllr Dudas had prepared a presentation and report for this evenings meeting but an additional meeting was suggested, as an Extra Ordinary Meeting to purely discuss Neighbourhood Planning as there is so much ground to cover.

## **11. REPORTS**

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

- |      |                              |   |
|------|------------------------------|---|
| 11.1 | SMPC Website/Facebook report | Clerk                                   |
| 11.2 | Community website report     | Cllr Smith                              |
| 11.3 | FHDC Report                  | Cllrs Carey/Hollingsbee – as circulated |
| 11.4 | Stelling Minnis Tree Warden  | Cllr Smith                              |
| 11.5 | Stelling Minnis Hall         | Lee Jones                               |

Lee Jones reported that there are a few vacancies on the committee as several people are leaving.

11.6 Windmill Cllr Dudas  
Cllr Dudas reported the windmill is open again and working. They are seeking extra guides to show visitors round.

11.7 Minnis Cllr Haffenden  
Cllr Haffenden reported that trees are still being tidied following the storms and UK Power Networks works. The cattle will be out on the common at the end of May.

11.8 KALC Cllr Dudas  
Updates as circulated via email to Cllrs.

11.9 FHDC Joint Committee Cllr Dudas  
Minutes as circulated to Cllrs via email.

## 12. AGAR 2021-22 & YEAR END ACCOUNTS

- 12.1 Financial Policies for review
- I. Reviewed the SMPC Risk assessment
  - II. Reviewed the SMPC Fixed Asset register (new assets updated during the year)
  - III. Reviewed of the SMPC Standing Orders
  - IV. Reviewed of the SMPC Financial Regulations
- 12.2 RECEIVED the Supplementary Internal Auditors Report for 2021/22 and NOTED any recommendations thereon and APPROVED the Terms of Reference Letter appended to the report and noted the increase in audit fee from £120 to £140 for 2023/24.
- 12.3 RECEIVED, CONSIDERED & APPROVED the AGAR for the financial year ended 31<sup>st</sup> March 2022
- I. SMPC Accounts 2021-22
  - II. The Annual Governance and Accountability Return for consideration by Cllrs and signing by the Chairman, Comprising of the;
    - I. Annual Governance Statement
    - II. Accounting Statements

## 13. FINANCE

- 13.1 NOTED receipts of income  
**For the year 2021-22**

FHDC CIL payment	25,300.00
<b>TOTALS</b>	<b>£25,300.00</b>

### **For the year 2022-23**

FHDC first precept payment	3,716.00
MADL grant towards Queens Jubilee celebration	1000.00
<b>TOTALS</b>	<b>£4,716.00</b>

- 13.2 AUTHORISED payments  
**For the year 2021-22**

CHQ367	HMRC 4 <sup>th</sup> QTR payment	190.00
CHQ368	Clerk salary March	253.20
<b>TOTALS</b>		<b>£443.20</b>

### **For the year 2022-23**

CHQ369	CPRE subscription 22-23	36.00
CHQ370	KALC subscription 22-23	330.65
CHQ371	Gail Hubbard – Clerks salary April	253.40
CHQ372	Gail Hubbard – Clerks expenses reimbursement	24.00

CHQ373	Kent Air Ambulance - donation	100.00
CHQ374	Action with Communities in Rural Kent - donation	100.00
CHQ375	St Marys Parochial Church Council of Stelling	200.00
CHQ376	Age UK Hythe & Lyminge – donation	100.00
CHQ377	Stelling Minnis Stores – defib electric	25.00
CHQ378	Gallagher Insurance – SMPC insurance renewal	721.60
CHQ379	Thomas Davis - May parish strimming	50.00
CHQ380	Thomas Davis - June parish strimming	50.00
<b>TOTALS</b>		<b>£1,990.65</b>

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

### 13.3 RECEIVED the bank reconciliation to 4 May 2022.

Cllr Haffenden departed the meeting at 9.25pm.

An extra ordinary meeting date was discussed for a full discussion on the Neighbourhood Plan/CIL. Clerk to suggest date in early June and check hall availability.

The meeting closed at 9.30pm.

*Dates of future meetings: 18 May APM, 13 July, 14 September, 9 November*

Signed..... (Chairman)

Date.....

## APPENDIX A

### SMPC Reports 11 MAY 2022

#### SMPC website and Facebook Page

Monitored and updated with relevant and necessary documents.

Gail Hubbard  
Parish clerk

#### Stelling Minnis Community web site report

Individual page maintenance and requested revisions made as required.

No problems with the site observed or reported.

An amendment has been made to the Windmill page, at Shelagh Carters request – cash only payments please for tours and cream teas.

The Platinum Jubilee poster has been added to the site in both PDF and JPG formats.

Nick Smith – Webmaster for the community site.  
5 May 2022

## **Tree Warden Report**

No new reports of trees causing concern received or observed.

There is still a lot of post storms clearance work to be undertaken, which no doubt the Minnis Managers have programmed for the 2022/23 work parties.

There are a number of quite large dead branches extending over well used tracks. Regular checks should be made of those to so that if necessary they can be removed before they become a danger.

The UHPC report in the May Hardres and Stelling News mentioned the need to seek local authority permission before trees over 75mm wide at a height of 1.5m are removed/felled within the Bossingham conservation area. I have interrogated the map of F&HDC and there is not a similar conservation area in Stelling Minnis. However I have asked our District Councillor to confirm that with the planning department, which she has and a reply is awaited.

Nick Smith – Tree Warden  
5 May 2022

## **Phone box on Minnis Green**

I contacted BT Payphones and they have been able to confirm that as of 21<sup>st</sup> March 2022 the phone box has been adopted by SMPC. BT will continue to fund the cost the power supply for the lighting. SMPC are responsible for any electrical work beyond the fuse box, e.g. changing the light bulb and also for the ongoing maintenance and repair of the phone box. No additions to the electrical supply may be made.

The door is a hardwood frame with either a cast iron or aluminium casting for the glazing. I have identified BT's recommended supplier of spares for K6 phone boxes. Typically the cost of a fully painted and glazed door could be £986 excluding vat, delivery and fitting. Less expensive options may be available, which I will look into once a way forward has been agreed in principle. It may of course be possible to repair the existing wooden frame – a job for Scott Gifford, perhaps.

A complete painting kit is around £270 + vat.

The box will need to be repainted asap (it is looking very tired and shabby) and repainting on a regular basis, perhaps every 5 years or so, to maintain not only its appearance but also to preserve it.

It could be taken away and fully restored for about £5K + vat etc. – company is fully booked until mid 2023.

I have asked FH&DC planning to confirm if any applications need to be made to retain the box on Minnis Green if there are any restrictions on fitting it out for community use – the request has been acknowledged and a reply is awaited.

What SMPC cannot do is do nothing.

Nick Smith  
5 May 2022

## **FHDC COUNCILLOR REPORT**

**Energy Bills Rebate** - If you live in a property in council tax bands A to D, you are likely to receive a £150 Energy Bill Rebate from central government to help with the cost of living. This will be paid when direct debits are paid – see website for further information.

**Weeding out use of pesticides in district** - The use of chemicals in all parks, gardens and play areas owned by Folkestone & Hythe District Council has been drastically reduced.

**Paying for Parking** - The option to use contactless payment is to be added to 35 of the District Council's 60 pay and display machines - all of which will still be able to accept cash. The remaining 25 machines are older and cannot be upgraded, although five will be replaced. Motorists will also be able to continue using the RingGo service to pay for their parking. The Automatic Number Plate Recognition (ANPR) system will be trialled for a year at the Sandgate Road car park in Folkestone with a view to installing it in all District Council car parks if successful.

**Community Safety Event** – Parish Councils and local Societies are invited to this event which is to be held at F51, the new Skate Park Folkestone. Let me know if you would like an invite.

Cllr Jenny Hollingsbee & Cllr Susan Carey  
11 May 2022