

Stelling Minnis Parish Council

Statutory Annual Meeting

Agenda

To All Members of the Council, Press and Public

Members are hereby summoned, and notice is given that The Statutory Annual meeting of the Parish Council will be held on Wednesday **11 MAY 2022** at 7.30pm in Stelling Minnis Village Hall.

Chairman to remind all present that they may be filmed, recorded, photographed or otherwise reported on during the meeting. If anybody present is not participating in the meeting and do not wish to be filmed, recorded, photographed or reported on, they should sit in the designated area. Anyone filming, recording, photographing or otherwise reporting on the meeting should not include those people in their record.

- 1. Election of Chairman for the year 2022-23**
- 2. Election of Vice Chairman for the year 2022-23**
- 3. Apologies, Declarations of Interest and Dispensations**
 - 3.1 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 must decide whether the reason(s) for a member's absence shall be accepted.
 - 3.2 Declaration of changes to the Register of Interests
 - 3.3 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.
 - 3.4 Requests for Dispensations
 - 3.5 Declarations of Lobbying
- 4. Minutes of the last meeting held **9 MARCH 2022**: To CONSIDER and AGREE as a true record.**
- 5. Matters arising from the minutes: Not covered on the agenda.**

The meeting will then be adjourned for parishioner's questions and comments on agenda items only

- 6. Responsibilities 2022-23**
 - KALC area committee
 - Planning
 - Minnis Managers
 - Trustees for Stelling Minnis Common Trust
 - Highways
 - Windmill
 - Village Hall
 - Responsible Financial Officer

7. Correspondence

- 7.1 Victim Support – asking for support
- 7.2 Kent Air Ambulance – asking for support
- 7.3 KALC – membership renewal letter (as circulated to Cllrs)

8. Planning

- 8.1 To DISCUSS planning applications received for consideration

None received		
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- 8.2 To NOTE 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

9. Village Matters for Discussion/updates

- 9.1 To AGREE the expenditure for the Queens Platinum Jubilee plaque
- 9.2 To RECEIVE an update on Queens Platinum Jubilee Celebrations and AGREE funding to be put into event
- 9.3 To RECEIVE the status of the BT Kiosk and DISCUSS plans for refurb/use
- 9.4 To DISCUSS CIL monies received and how to move forward with ideas for spending
- 9.5 To DISCUSS final arrangements for the Annual Parish Meeting on 18th May
- 9.6 To DISCUSS pursuing a Neighbourhood Plan for Stelling Minnis

10. Reports

- 10.1 Website/Facebook reports Cllr Smith/Clerk
- 10.2 Kent County Council Cllr Carey
- 10.3 FHDC Council Cllrs Carey/Hollingsbee
- 10.4 Stelling Minnis Tree Warden Cllr Smith
- 10.5 Stelling Minnis Village Hall Cllr Carr
- 10.6 Windmill Cllr Hubble
- 10.7 Minnis Cllr Haffenden
- 10.8 KALC Cllr Dudas
- 10.9 FHDC Joint Committee Cllr Dudas

11. AGAR 2021-22 & YEAR END ACCOUNTS

- 11.1 Financial Policies for review
- I. Review the SMPC Risk assessment
 - II. Review the SMPC Fixed Asset register
 - III. Review of the SMPC Standing Orders
 - IV. Review of the SMPC Financial Regulations
- 11.2 To RECEIVE the Supplementary Internal Auditors Report for 2021/22 and NOTE any recommendations thereon and APPROVE the Terms of Reference Letter appended to the report and note the increase in audit fee from £120 to £140 for 2023/24.

- 11.3 To RECEIVE, CONSIDER & APPROVE the AGAR for the financial year ended 31st 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

12. Finance

- 12.1 To NOTE receipts of income
- For the year 2021-22***
- | | |
|------------------|------------|
| FHDC CIL payment | £23,500.00 |
|------------------|------------|
- For the year 2022-23***
- | | |
|-----------------------------------|----------|
| FHDC Precept payment first amount | £3716.00 |
| MADL grant | £1000.00 |
- 12.2 To AUTHORISE payments (already made)
- For the year 2021-22***
- | | |
|----------------------------|---------|
| CHQ367 HMRC4th QTR payment | £190.00 |
| CHQ368 Clerks salary March | £253.20 |
- For the year 2022-23***
- | | |
|--|---------|
| CHQ369 CPRE Membership 22-23 | £36.00 |
| CHQ370 KALC Membership 22-23 | £330.65 |
| CHQ371 Clerks salary April | £253.40 |
| CHQ372 Clerks reimbursement for expenses | £24.00 |
| CHQ373 Kent Ambulance donation 22-23 | £100.00 |
| CHQ374 ACRK donation 22-23 | £100.00 |
| CHQ375 St Marys Parochial Church – donation | £200.00 |
| CHQ376 Age UK – donation 22-23 | £100.00 |
| CHQ377 Stelling Minnis Stores – defib electric | £25.00 |

12.3 **To RECEIVE the bank reconciliation to 4th May 2022**

Dates of future meetings: 18 May APM, 13 Jul, 14 Sept, 9 Nov 2022.

Signed: Gail Hubbard
Parish Clerk

5 May 2022
stellingminnispc@outlook.com