

# **STELLING MINNIS PARISH COUNCIL**

## **A G E N D A**

**To All Members of the Council, Press and Public**

**Members are hereby summoned and notice is given that the Meeting of the Parish Council will be held on Wednesday 10<sup>th</sup> January in Stelling Minnis Village Hall commencing at 7.30 pm**

**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.

**2. Declaration of Interest.**

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.

**3. Minutes of the Parish Council Meeting 1st November 2017**

To consider the minutes and if in order sign as a true record

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

4.1 SMPC Village Appraisal (2008/reviewed 2010)

**5. 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.*

**6. Correspondence**

6.1 To table items of late correspondence

6.2 Items circulated for information

6.2.1 KALC AGM Draft Minutes 19<sup>th</sup> December

6.2.2 NALC Chief Executive's Bulletin 45 – 15 December 2017

6.2.3 Draft Charter for Otterpool Park- Revisions available online

6.3 Items acted on: None

6.4 Items for discussion

6.4.1 Lord-Lieutenant of Kent's Civic Service 20 March 2018

6.4.2 Shepway Area Committee 19<sup>th</sup> October Minutes

## **7. PLANNING**

- 7.1 To table late planning applications received for consideration.
- 7.2 To table planning applications dealt with since last meeting
- 7.3 To table decisions by the Planning Authority since the last meeting.
  - 7.3.1 Y17/1029/SH Land Adjacent to Hatch Meadow
  - 7.3.2 Y17/0911/SH Minnis Field, Curtis Lane
  - 7.3.3 Y17/1234/SH - Kerwyn, Curtis Lane
  - 7.3.4 Y17/1331/SH - High Chimney Farmhouse High Chimney Farm
- 7.4 Other planning matters:
  - 7.4.1 Update re Stonegate Famers Development

## **8. Parish Council Noticeboard**

## **9. Web Site**

- 9.1 Update report from Nick Smith Webmaster Appendix A

## **10. REPORTS**

- |  |                             |
|--|-----------------------------|
| 10.1 Kent County Council                                   | KCC Cllr Carey              |
| 10.2 Shepway District Council                              | SDC Cllrs Carey/Hollingsbee |
| 10.3 KALC Shepway Area Committee                           | Cllr Dudas                  |
| 10.4 Kent Community Police.                                | PCSO                        |
| 10.5 Minnis Managers.                                      | Cllrs Day & Haffenden       |
| 10.6 Stelling Minnis Village Hall.<br>Report at Appendix A | Cllr Stephen                |
| 10.7 Stelling Minnis Windmill.                             | Cllr Hubble                 |
| 10.8 Other reports.  |                             |
| 10.8.1 Footpath Warden                                     | Martin Hart                 |
| 10.8.2 Tree Warden   | Cllr Dimmock                |
| 10.8.3 NHW   | Robbie Gambrell             |

## **11. STELLING MINNIS COMMON**

- 11.1 Other Stelling Minnis Common Matters, not covered by 10.5

## **12. HIGHWAYS**

- 12.1 30mph speed limit Bossingham Road and Wheelbarrow Town
- 12.2 Additional signage on the Minnis

## **13. FINANCE**

- 13.1 Update of account for 2017/18 including payments received.  
(Detail at Appendix B)
- 13.2 Accounts for payment.
  - 13.2.1 Accounts for approval and payment
- Clerk (I Bowie) Salary £ 284.12
- Total Payment to I Bowie £ 284.12
- PAYE (3rd Quarter) (Pay Post Office) £ 70.80
- 13.3 Payments to be discussed for approval
- 13.4 Budget and Precept 2017/18
- 13.5 Online banking
- 13.6 CiLCA qualification for Clerk

**14. Extra Bus Shelter**

**15. Any other business –**

Items for discussion to be forwarded to the Chairman by 8<sup>th</sup> January 2018

**16. Dates of Future Meetings 2018**

**7 March 2018, 2 May 2018 (AGM), 16 May 2018 (APM)**

**Signed:** Irene Bowie Parish Clerk

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## **Appendix A:**

### **9.1 Stelling Minnis web site report Revised 20 October 2017**

- Stelling Minnis web site report for January 2018 PC meeting
- Updated to 1 January 2018
- Home page – omitted direct link to SMVH web page added.
- Cllrs attendance record updated following November PC meeting.
- Planning application notices added as and when received from Clerk & removed when time expired.
- Highways closure notices added as and when received from Clerk & removed when time expired.
- Web site server down 5th November for maintenance.
- Link added to "services" section on home page to Affinity Water "Tap Chat".
- Gardening Society page updated with new committee names. 2017 programme of events removed.
- NHW page revised to include rolling 6 month reports from the Parish Mag. Also as a single place to publish trading standards and Kent Safety information – Clerk has been asked to clarify the publishing of copyright information on such notices in a public place (i.e the web site).
- Monthly church services continue to be added to both Stelling and Upper Hardres churches web pages. Normally added when the Parish Mag goes to print.

**Nick Smith – Webmaster.**

## **Appendix B - Finance**

### SMPC– Finance information January 2018 meeting (29<sup>th</sup> December 2017)

#### 1) Payments to be approved:

Clerk (I Bowie) Salary	(December/January 18)	£	284.12
Total Payment to I Bowie		£	284.12
PAYE (Payable to HMRC) Quarter 3		£	70.80

**STELLING MINNIS PARISH COUNCIL      Statement for presentation at Council meetings**  
**Payments and income 2017/18**

**Meeting - 10th January 2018**

Item	Budget	Paid to date	Budget unspent prior this meeting	Items for payment 10 Jan 2017	Totals paid and payments to be made	End of year Prediction
Clerks Salary(ies)(Net)	2254.00	1153.04	1100.96	284.12	1437.16	2254.00
Clerk PAYE	564.00	322.89	241.11	70.80	393.69	564.00
Clerks expenses (Admin).	400.00	100.51	299.49		100.51	400.00
Councillors expenses	75.00	0.00	75.00		0.00	75.00
Council insurance	375.00	351.51	23.49		351.51	375.00
Village hall hire	80.00	85.00	-5.00		85.00	85.00
Audit commission fee	120.00	0.00	120.00		0.00	120.00
Training & development	600.00	72.00	528.00		72.00	600.00
Election costs	0.00	0.00	0.00		0.00	0.00
Chairman's allowance	100.00	78.25	21.75		78.25	100.00
Membership KALC	280.00	270.36	9.64		270.36	280.00
Membership ACRK	50.00	50.00	0.00		50.00	50.00
Membership CPRE	40.00	40.00	0.00		40.00	40.00
Donation Stelling Church (mtce closed church yard)	200.00	200.00	0.00		200.00	200.00
Donations to worthy causes	300.00	300.00	0.00		300.00	300.00
Honorarium for Webmaster	350.00	0.00	350.00		0.00	350.00
Planning drawings (SDC)	50.00	0.00	50.00		0.00	50.00
KALC publications	50.00	0.00	50.00		0.00	50.00
Computer Software	50.00	0.00	50.00		0.00	50.00
Electricity for Defibrillator	12.00	12	0.00		12.00	12.00
Rose & Crown kerbing	0.00	2000	0.00		2000	2000.00
<b>Sub Total</b>	<b>5950.00</b>	<b>5035.56</b>	<b>2914.44</b>	<b>354.92</b>	<b>5390.48</b>	<b>7955.00</b>
Contingency	200.00					
		0.00			0.00	
		0.00			0.00	
		0.00			0.00	
<b>Total Contingency</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200.00</b>
<b>Overall Total outgoing</b>	<b>6150.00</b>	<b>5035.56</b>	<b>3114.44</b>	<b>354.92</b>	<b>5390.48</b>	<b>8155.00</b>
<b>Income:</b>						
Balance brought forward	6892.91					6892.91
Precept 1st payment	2650.00					2650.00
Precept 2nd payment	2650.00					2650.00
VAT refund	0.00					
Transparency fund grant	0.00					225.41
Shepway members grants	2000.00					2000
Bossingham Youth Club	0.00					233.21
Shepway Community chest	0.00					2000.00
<b>Total income</b>	<b>14192.91</b>	<b>14192.91</b>			<b>14192.91</b>	<b>16651.53</b>
<b>Balance: Budget &amp; actual</b>	<b>8042.91</b>	<b>9157.35</b>			<b>8802.43</b>	<b>8496.53</b>
<b>Target to carry forward not less than £4300 into 2018/19 financial year.</b>						
<b>Year end prediction</b>	<b>£8,564.37</b>	Including VAT refund & grants.				
<b>Current bank Balance</b>	<b>£11,145.03</b>	08-Dec-17				
<b>Unpresented cheques</b>	<b>£2,000.00</b>	08-Dec-17				
<b>Income not yet on statement</b>						
<b>Reconciled Balance</b>	<b>£9,145.03</b>	08-Dec-17				
<b>VAT to be re-claimed to date</b>	<b>£67.84</b>					