

**STELLING MINNIS PARISH COUNCIL  
MINUTES OF THE STATUTORY ANNUAL MEETING ON 8 MAY 2024 HELD AT  
7.30PM IN STELLING MINNIS VILLAGE HALL**

**Present:** Parish Cllr Max Couch (Chairman)  
Parish Cllr John Haffenden  
Parish Cllr Ann Day  
Parish Cllr Garry Watts  
Parish Cllr Sally Morley-Smith

KCC Cllr Susan Carey

Gail Hubbard, Clerk to the Council  
There were no members of the public present.

The Vice Chairman began by reading out the statement about filming and recording during the meeting then welcomed everyone to the meeting.

**1. ELECTION OF THE CHAIRMAN FOR THE YEAR 2024-25**

Cllr Haffenden, as current Vice Chair proposed Cllr Couch for Chairman, he then asked if there were any further nominations for Chairman. There were none. Cllr Day seconded Cllr Couch and this was AGREED. Cllr Couch then signed the Declaration of Office of Chairman form and took the rest of the meeting.

**2. ELECTION OF THE VICE CHAIRMAN FOR THE YEAR 2024-25**

Cllr Couch proposed Cllr Haffenden as Vice Chair for the year, this was seconded by Cllr Day and AGREED. There were no other nominations.

**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 from Cllr Hubble (holiday), Cllr Smith (unwell) and FHDC Cllr Hollingsbee and Cllr Martin (attending Annual District meeting).
- 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 13 MARCH 2024**

The minutes from the previous meeting were proposed by Cllr Morley-Smith, seconded by Cllr Watts and AGREED. The minutes were duly signed by the Chairman.

**5. MATTERS ARISING**

There were none

**ADJOURNMENT**

There was none.

**6. RESPONSIBILITIES 2024-25**

The following roles were **AGREED** for the year:

**KALC** – All Cllrs shared role

**Planning** – Cllr Hubble and Cllr Watts

**Minnis Managers** – Cllr Haffenden and Cllr Day

**Trustees for Stelling Minnis Common Trust** – Cllr Haffenden

**Highways** – All Cllrs shared role

**Windmill** – Cllr Morley-Smith

Cllr Carey added that the windmill report due to go to KCC May meeting is not yet ready so will not go to that meeting, it will be July at the earliest. Clerk reported that the ACV expiry of representation period confirmation had not yet been received from FHDC.

**Village Hall** – Cllr Couch and Cllr Day

Cllr Day reported that the hall was to commission a full survey of the hall. The committee are also looking at Heritage Lottery Funding opportunities.

**Tree Warden** – Cllr Smith

**Footpath Warden** – Martin Hart

**Community Website** – Cllr Smith

**RFO** - Clerk

**7. CORRESPONDENCE**

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

- KALC – Health and wellbeing update (circulated to Cllrs)
- KALC – latest KALC news (circulated to Cllrs)
- Social Enterprise Kent – Details of free digital skills and energy sessions to be held 26<sup>th</sup> October in Folkestone (poster to be displayed on board and websites)

**8. PLANNING**

8.1 DISCUSSED/NOTED planning applications received for consideration since the last meeting

24/0337/FH	Variation of condition 3 (materials) of planning permission 23/0820 to allow for changes to external materials.  Kinross, Bossingham Road, Stelling Minnis CT4 6AG	No objections to be raised from SMPC.
24/0298/FH	Erection of a single storey structure over existing swimming pool.  Doghouse Farm, Stone Street, Petham CT4 5PU	No objections to be raised from SMPC
23/1019/FH	Continued use of the land for the siting of a shepherd hut.  Doghouse Farm, Stone Street, Petham CT4 5PU	Objection lodged from SMPC

8.2 NOTED decisions by the planning authority

24/0151/FH	Single storey side extension  Winterbourne, Curtis Lane, Stelling Minnis CT4 6AD	Approved 14/3/24
23/1996/FH	Single Storey rear extension  Malt Farm, Bossingham Road, Stelling Minnis CT4 6BD	Approved 27/03/24

## **9 VILLAGE MATTERS**

### **HIGHWAYS IMPROVEMENT PLAN (HIP)**

KCC Highways as part of SMPC's HIP had drawn up a scheme to paint 4 roundels on the roads at the 30mph signs in the village, this would be funded by Highways. KCC Highways had also offered to fund two SLOW painted on Stone Street, either side of the Curtis Lane junction. Cllrs AGREED to accept both above schemes offered by Highways. Clerk to advise Highways Steward.

The missing top off the Slow for the junction sign, when approaching Curtis Lane from Canterbury direction was reported again through the highways fault reporting tool this evening.

### **SPEED ACTIVATED SIGNAGE**

A discussion took place regarding the possible siting of a speed indicated device, the effectiveness and costs involved. One main concern was the urbanisation of Stelling Minnis through more street clutter. Cllrs did not wish to be pursue this any further.

### **APM ARRANGEMENTS**

APM to be held on 22<sup>nd</sup> May. Clerk to invite local groups to give their reports. Cllr Day to purchase refreshments as previous years. Agenda will go out next week.

### **PARISH MAGAZINE AUTHORSHIP**

Chairman to continue to write the piece for the parish magazine, going forward this will be Cllr Couch. Deadline for June 15<sup>th</sup> May.

### **DEFIB TRAINING SESSION**

The Cllrs felt it would be a good to provide another training session in the village hall. Clerk to investigate training providers, liaise with Cllr Morley-Smith and bring some options back to the next meeting. Rhodes Minnis had recently held a session run by Community Heartbeat and St Johns can also offer some defib training.

## **10 REPORTS**

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

- |      |                          |                  |
|------|--------------------------|------------------|
| 10.1 | Websites/Facebook report | Cllr Smith/Clerk |
| 10.2 | KCC Report               | Cllr Carey       |
| 10.3 | The Minnis               | Cllr Haffenden   |

## **11 AGAR 2023-24 AND YEAR END ACCOUNTS**

- |      |   |  |
|------|---|--|
| 11.1 | Financial Policies for review   |  |
|      |   | I. Reviewed the SMPC Risk assessment   |
|      |   | II. Reviewed the SMPC Fixed Asset register   |
|      |   | III. Reviewed the SMPC Ear Marked Reserves   |
|      |   | IV. Reviewed the SMPC Standing Orders  |
|      |   | V. Reviewed the SMPC Financial Regulations   |
| 11.2 | RECEIVED the Internal Auditors Report for 2023/24 and NOTED any recommendations thereon. There were no recommendations highlighted. |  |
| 11.3 | RECEIVED, CONSIDERED & APPROVED the AGAR for the financial year ended 31 <sup>st</sup> March 2024                                   |  |
|      |   | I. SMPC Accounts 2023-24   |
|      |   | II. The Annual Governance and Accountability Return for consideration by Cllrs and signing by the Chairman, Comprising of the; |

- I. Exemption Certificate
- II. Annual Governance Statement
- III. Accounting Statements

The necessary papers were signed by the Clerk and Chairman.

## 12 FINANCE

12.1 To NOTE receipts of income

FHDC – First precept payment	4,079.50
<b>TOTALS £4,079.50</b>	

12.2 To AUTHORISE payments

CHQ469	Gail Hubbard – clerks salary April	289.60
CHQ470	Gail Hubbard – clerks reimbursement of expenses – April/May (ink, paper, postage)	45.73
CHQ471	Dynamix Payroll services/year end	24.00
CHQ472	KALC – annual subscription	347.99
CHQ473	CPRE – annual subscription	36.00
CHQ474	Age UK – donation	100.00
CHQ475	Kent Air Ambulance - donation	100.00
CHQ476	St Marys Church Stelling – annual grant for churchyard maintenance	200.00
CHQ477	Village Hall – towards electricity for defib cabinet	30.00
CHQ478	Stelling Stores – towards electricity for defib cabinet	30.00
CHQ479	Zurich Municipal – annual insurance renewal	623.44
CHQ480	Anthony Hadlow – strimming April	55.00
CHQ481	Lionel Robbins – Internal audit for year 2023-24	70.00
CHQ482	Gail Hubbard – clerks salary May	289.60
<b>TOTALS £2,241.36</b>		

The above payments were proposed by Cllr Haffenden, seconded by Cllr Day and AGREED for payment.

12.3 AGREED the use of variable Direct Debits for regular payments (Hugo Fox at £11.99 p/m for PC website, ICO data protection fee at £35.00 per year & Ionos at £11.20 per year)

This was proposed by Cllr Watts, seconded by Cllr Morley-Smith and AGREED.

The meeting closed at 9pm.

*Dates of future meetings: 22 May APM, 10 July, 11 September, 13 November 2024.*

Signed..... (Chairman)

Date.....

## APPENDIX A

### SMPC REPORTS 8 MAY 2024

#### WEBSITE REPORTS

Clerk reported PC site currently up to date and no problems. Hugo Fox have now given the notice that they will be charging for the parish council websites at a cost of £11.99

per month plus VAT going forward. Until now this had not been confirmed but we thought it would be the case.

Cllr Smith had reported that the community site has some issues with the uploading of content at present which he has not yet been able to get sorted by the host. The URL (address) of the community web site is owned by the host provider. The current site and hosting facilities are provided free of charge to the Parish Council.

## **KCC COUNCILLOR REPORT**

One of KCC's responsibilities is Public Health and involves work to help people give up smoking, drink less alcohol, take more exercise and to stop the spread of disease. Recent campaigns have been to encourage take up of Covid 19 vaccinations for the most vulnerable and for those who missed their MMR (Measles, Mumps & Rubella) jabs to be vaccinated (catch up clinics at Hawkinge on 11 May and Canterbury and Folkestone on 30 May).

There are also initiatives under way to help people achieve the recommended 150 minutes of physical activity or more and the most recent survey has found that 63% of adults in Kent & Medway are achieving that. There's information on local activities to help more people (whatever their present level of fitness) become active at [www.activekent.org](http://www.activekent.org) Related to this is a network of more than 130 Public Health Champions across Kent and Medway. These are volunteers who are trained to help others achieve both physical and mental wellbeing.

KCC was an early signatory to the Armed Forces Covenant which is about supporting Armed Forces and their families. We were among the first organisations to achieve a Ministry of Defence Employers' Recognition Gold Award. Five years on the award has been revalidated after a rigorous examination.

Work continues on 'Making Space for Nature' creating a Local Nature Recovery Strategy which will become part of the planning system. Workshops have been taking place across Kent and Medway and there are online surveys open to anyone with an interest. From some 800 suggested outcomes for nature a draft shortlist of 60 has been created. The next stage is to agree this and create the action plan to deliver it. You can take part at [www.makingspacefornaturekent.org.uk](http://www.makingspacefornaturekent.org.uk)

Do please keep reporting potholes preferably on the KCC website or to 03000 41 81 81. Nearly 60,000 potholes were repaired on Kent's roads between April and December 2023 and the work continues. The Government has allocated Kent £135m of additional funding over the next 11 years for road repairs. £8.6m of this will be spent between March and October this year. This is on top of the £50m in KCC's own road and footway maintenance budget.

I am still expecting a report on KCC's Windmills to go to the Environment & Transport Cabinet Committee on 21 May. The papers for this meeting are normally available a week in advance on [www.kent.gov.uk](http://www.kent.gov.uk)

Susan Carey, Member for Elham Valley, Kent County Council

## **THE MINNIS**

Cllr Haffenden reported that they had agreed to fund another tree survey, even though it had been less than 5 years since the last one. There has been a notable deterioration in the Ash trees in particular. Once the survey is completed they can act accordingly.