

**STELLING MINNIS PARISH COUNCIL  
MINUTES OF THE MEETING ON 10 JULY 2024 HELD AT 7.30PM IN STELLING  
MINNIS VILLAGE HALL**

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

FHDC Cllr Elaine Martin (arrived at 7.40pm)  
FHDC Cllr Jenny Hollingsbee

Gail Hubbard, Clerk to the Council  
There were four members of the public present.

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

**13. APOLOGIES, DECLARATIONS OF INTEREST AND DISPENSATIONS**

- 13.1 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 Smith (unwell) and Cllr Carey.
- 13.2 Declaration of changes to the Register of Interests. There were none
- 13.3 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. Cllr Couch declared his partner Jill Swan was in attendance to put herself forward for the role of footpath warden.
- 13.4 Requests for Dispensations. There were none.
- 13.5 Declarations of Lobbying. There were none.

**14. MINUTES OF THE MEETING HELD 8 MAY 2024**

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

**15. MATTERS ARISING**

There were none

**ADJOURNMENT**

There was none.

**16. CORRESPONDENCE**

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

- FHDC – CIL report request, provided by Clerk under item 20.d
- KALC – latest KALC training opportunities (circulated to Cllrs)
- FHDC – Expiry of representation period for Davison's Windmill and Museum, confirming its registration as an Asset of Community Value for a period of 5 years, expiring 10/03/2029

## 17. PLANNING

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

None		
------	--	--

8.2 NOTED decisions by the planning authority

24/0337	Variation of condition 3 (materials) of planning permission 23/0820/FH to allow for changes to external materials.  Kinross, Bossingham Road, Stelling Minnis CT4 6AG	Refused by FHDC
23/1019/FH	Continued use of the land for the siting of a shepherd hut.  Doghouse Farm, Stone Street, Petham CT4 5PU	Approved by FHDC
24/0298/FH	Erection of a single storey structure over existing swimming pool.  Doghouse Farm, Stone Street, Petham CT4 5PU	Refused by FHDC
24/0686/FH	Change of use from the personal use of hydrotherapy pool to class E to extend the use of the hydrotherapy pool to others in need.  Longacre, Stone Street, Stelling Minnis CT4 6DD	Approved by FHDC  No concerns raised by SMPC

Cllr Hubble gave an update on some of the details and history on the above applications.

## 18 VILLAGE MATTERS

### ***DEFIB TRAINING SESSION***

Following discussions at the last meeting the Clerk had investigated costs of arranging a training session by an organised provider at Stelling Minnis Hall. These details had been discussed with Cllr Smith and Cllr Morley-Smith prior to the meeting and their recommendation was the session offered by Community Heartbeat met the requirements well. It was proposed by Cllr Morley-Smith that the PC fund a Defibrillator Awareness session at a cost of £175 plus VAT, this was seconded by Cllr Watts and AGREED. This expenditure could come from CIL as it is training for defib usage. Clerk to liaise with Cllr Day to book the hall for a date in late October/November time and arrange the booking with Community Heartbeat. This will then need to be well advertised to encourage attendance.

### ***STELLING MINNIS SCHOOL PTA FUNDING REQUEST***

SMPC had received a request from the Stelling Minnis School PTA for some funding towards the replacement of their playground equipment. They have already carried out fundraising to make £1700 and Cllr Carey, Cllr Martin and Cllr Hollingsbee have all granted £500 each from their budgets. Upper Hardres PC have also granted £250. Cllr Hubble proposed we grant £500 from CIL monies, this was seconded by Cllr Haffenden and AGREED.

### **NEIGHBOURING PARISHES INFORMAL MEETING**

The Chairman proposed SMPC invite neighbouring parishes to an informal event with refreshments at the hall to discuss common issues that face the local parishes, this would also include our KCC and FHDC Cllrs. A date of 16<sup>th</sup> October was AGREED, depending on hall availability. Clerk to book hall and then send out invites to the parishes asking for an RSVP. The following parishes would be included: Upper Hardres, Bishopsbourne, Kingston, Barham, Denton, Elham, Lyminge, Stowting, Elmsted, Hastingleigh, Brabourne, Waltham, Petham.

### **FOOTPATH WARDEN**

The role of footpath warden for the parish is vacant due to Martin Hart's retirement. Resident, Jill Swan was in attendance to volunteer for this role. The Cllrs accepted Jill's offer to undertake this role and would provide her with the necessary contacts in due course.

### **WOODLAND TRUST TREES**

The Chairman had advised there was an offer from The Woodland Trust to provide 400 free tree saplings to be planted in the parish. SMPC has no land for these trees to be planted and these are not suitable for The Minnis. If SMPC wanted a replacement tree for Minnis Green more substantial ones would be needed.

It was AGREED to decline the offer.

### **CROWN LANE**

The Chairman has visited site with Cllr Watts to see the problems with the passing bay and unfinished landscaping. Cllr Hubble has spoken to the developer to arrange a further site meeting to resolve the situation and will provide a further update at the next meeting.

### **ROSE LANE**

It has been reported that fencing has been moved out into the ecological buffer zone of the Rose Lane development; this is a matter for planning enforcement at FHDC.

### **ROLES AND RESPONSIBILITIES**

Cllr Hubble suggested that it would be good to see more information given from Cllrs in update reports at meetings. Maybe reports on other items could be included; such as NHW.

## **19 REPORTS**

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

19.1	Websites/Facebook report	Cllr Smith/Clerk
19.2	KCC Report	Cllr Carey
19.3	FHDC reports	Cllr Martin/Cllr Hollingsbee
19.4	Tree Warden	Cllr Smith
19.5	SM Village Hall	Cllr Couch
19.6	The Windmill	Cara Cooper/Shelagh Carter
19.7	The Minnis	Cllr Haffenden
19.8	Kent Resilience Forum	Cllr Couch

## **20 FINANCE**

20.1 The Council CONSIDERED the banking report prepared by the clerk which explained the options for SMPC to operate BACS payments via online banking.

20.2 The Council CONSIDERED additional signatories to be added to the account, it was proposed by Cllr Haffenden, seconded by Cllr Morley-Smith and AGREED that

Cllr Couch be added in addition to Cllr Hubble, Cllr Haffenden and Cllr Day who are already signatories.

20.3 New SMPC Financial Regulations were proposed for adoption by Cllr Hubble, seconded by Cllr Morley Smith and AGREED.

20.4 NOTED the Clerk has prepared and sent to FHDC the annual CIL report detailing our CIL expenditure for 2023-24 which totaled £9,709.40.

20.5 NOTED receipts of income

HMRC – VAT reclaim for 23-24	261.24
<b>TOTALS £261.24</b>	

20.6 AUTHORISED payments

DD	ICO – Annual subscription	35.00
DD	Hugo Fox – monthly website fee May & June	23.98
<b>TOTALS £58.98</b>		

CHQ483	Dynamix – year end payroll (replacement cheque as original CHQ471 refused due to date change)	24.00
CHQ484	Dynamix – payroll services for 1 <sup>st</sup> QTR	36.00
CHQ485	Anthony Hadlow – strimming May	55.00
CHQ486	Gail Hubbard – Clerks salary June	289.60
CHQ487	HMRC – 1 <sup>st</sup> QTR PAYE payment	217.20
CHQ488	Gail Hubbard – clerks expenses reimbursement (MS Office, postage)	71.14
CHQ489	Anthony Hadlow – strimming June	55.00
CHQ490	Gail Hubbard – clerks salary July (to be paid 30 July)	289.60
<b>TOTALS £1037.54</b>		

The above payments were proposed by Cllr Haffenden , seconded by Cllr Morley-Smith and AGREED for payment.

20.7 NOTED the budget expenditure report to 30<sup>th</sup> June 2024.

20.8 NOTED the bank reconciliation to 30<sup>th</sup> June 2024.

Before closing the meeting the Chairman thanked Cllr Hubble and Cllr Haffenden for their support and guidance to him as a new Chairman.

The meeting closed at 9.10pm.

*Dates of future meetings: 11 September, 13 November 2024.*

Signed..... (Chairman)

Date.....

**APPENDIX A**  
**SMPC REPORTS 10 JULY 2024**

**19.1 PC Website**

All currently up to date and working as should.

Gail Hubbard  
Parish Clerk

**Community Web Site report**

The problems with updating the community web site have now been resolved (as at 25/5/24). The problem was an upgrade to the server requiring a different file transfer protocol programme and subsequently a problem with the server firewall which denied access to update the server. Both have now been resolved by the Host provider (Simon Wood).

There was another problem early in July when then server was down for a few days, which denied both public access to the web site and the ability to update. Once reported to Simon Wood normal service was resumed. All was OK when tested on 7 July.

Nick Smith

**19.2 KCC County Councillor Report for Stelling Minnis Parish Council Meeting**

Kent & Medway Resilience Forum is implementing Operation Brock on the M20 from 10 July and it's expected to stay in place till mid-August. Whilst this does help mitigate the problems of the heavy cross Channel traffic it is by no means the long-term solution needed and KCC will be lobbying the new Government (as we did previous governments) for the infrastructure we need so that Kent residents and businesses are able to move freely about the county.

Works are under way across Kent to repair and resurface as many roads as possible with the extra money Kent was allocated by the Government. Do please keep reporting any potholes so that Kent Highways are aware of the problems. It's best to report online where there's a map to pinpoint a location. Go to [www.kent.gov.uk](http://www.kent.gov.uk) and look in the section on 'Report a problem' in the 'Roads and Travel Section'. You can also report by phone in office hours at 03000 41 81 81 and emergencies outside office hours can be reported at 03000 41 91 91.

There are two important consultations currently under way. One is on the KCC budget for 2025/26. This asks residents for their views on what should be prioritised within the funding available. It's available until 07 August. The results are taken into account in the decisions made on the budget (and your council tax) which is set in February. The other consultation is on Special Schools (for children assessed as having Special Education Needs) and covers how these schools are designated (which category of SEN is catered for) and admissions guidance. It's a topic of great importance to families with SEN children and you can give your views up until 31 July. Both consultations are available at [letstalkkent.gov.uk](http://letstalkkent.gov.uk) Should anyone be unable to access consultations online they are also available in hard copy and in alternative formats, just contact me. Once you are registered at Let's Talk Kent you will be alerted to all future consultations and take part in as many as are of interest to you.

As I write, the paper on future ownership of KCC's 8 windmills is due for consideration at the Environment & Transport Cabinet Committee. The meeting starts at 10 00 on 09 July and it is item 12 on the agenda. The papers for the meeting are on the KCC website (look under the relevant committee) and the meeting is webcast.

Susan Carey

Member for Elham Valley, Kent County Council

### **19.3 District Councillor report – Elaine Martin**

Folkestone

Folkestone will be staging a food festival on 2nd, 3rd and 4th August in Folkestone Town Centre to showcase the best of local restaurants and food experiences. The event will include food masterclasses, demos, pop up food traders and live music. It is part of the Folke About Town programme and is one of a series of test events that, if successful, will continue as a regular event in the town.

Davidson Mill

I have received a letter from FHDC informing me of the registration of the Mill as an Asset of Community value. The registration period lasts for 5 years.

Operation Brock

Operation Brock is being reactivated from the 10th July for the summer period to cope with traffic going to Eurotunnel and the Dover Port. There will also be additional traffic cause by people attending the Paris Olympics this year.

Otterpool Park

Paula Hirst, who is founder and director of Disruptive Urbanism, has been appointed as the new Independent Chair of the Otterpool Park LLP board. Disruptive Urbanism is a company set up 11 years ago aiming to bring fresh thinking to how urban development is planned, designed and constructed. Work continues by Savills to reassess the work plans and viability of the site. The team are working in the background to look for a strategic partner; this has been delayed by the pre-election period of sensitivity. The Council has already written to the new fledgling Labour Government to stress the strategic importance of Otterpool.

KCC Budget Consultation

Please be aware that KCC are currently holding their budget consultation for 2025 – 2026. The consultation ends on 7th August 2024. KCC wish to know your views on: their Council Tax proposals, their proposed spending cuts, and your suggestions on how to make further cuts or increase or increase income.

North Downs Forum

We are hoping that a draft of the updated Corporate Plan for 2025 – 2030 will be available for consultation and discussion at the meeting. The next North Downs Forum will be held in Stelling Minnis in September, date to be confirmed.

## General Election

I offer my congratulations to the new MP for Ashford, Sojan West, and look forward to working with him for the benefit of the residents of North Downs West. I will contact him, when he has his new Parliamentary administration in place, to emphasise the rural issues within the North Downs area. You will need to contact Mr Joseph if you have any issues that require help from your MP. I also offer my congratulations to Tony Vaughan who is the new MP for the Folkestone and Hythe constituency.

## Ward Members Grant

A reminder that I have a ward member grant available and applications for 2024/25 are now being accepted. Details and application form can be found at Ward budget scheme | Folkestone & Hythe District Council ([folkestone-hythe.gov.uk](http://folkestone-hythe.gov.uk))

Contact: [Elaine.Martin@folkestone-hythe.gov.uk](mailto:Elaine.Martin@folkestone-hythe.gov.uk)

## District Councillor Report – Jenny Hollingsbee

General Election 2024 – Our thanks go to Officers and Staff at both FHDC and ABC for the efficient way in which the election was run. I wish our two new Members of Parliament, Sojan Joseph for the Ashford Constituency (of which the North Downs is part) and Tony Vaughan for the Folkestone & Hythe Constituency, the best of luck as they come to terms with their new positions. My commiserations to Damian Collins and Damian Green our outgoing MP's and wish them well for the future.

Cross Channel Traffic Disruption - The Kent and Medway Resilience Forum has published a letter aimed at residents in the Folkestone & Hythe and Dover districts. It explains why measures such as closing the Roundhill Tunnel and Dover Tap are necessary and seeks to reassure that the emergency services have plans in place to get to anyone that needs help when traffic is disrupted – see letter [Letter\\_to\\_residents\\_and\\_businesses.pdf](#) ([folkestone-hythe.gov.uk](http://folkestone-hythe.gov.uk))

Corporate Plan – please look out for the consultation on the new Corporate Plan which is due to be published shortly. Priorities for the next five years are set-out in the plan and residents will have the opportunity to comment on them.

Police & Crime Commissioner – The Commissioner has reported in his News bulletin that crime in Kent is falling. He has also instigated hotspot patrols in Kent which have begun. As a result, crime is falling, burglary is down and so is violent crime. This may not be everyone's experience yet – but if you need help contact [yourpcc@kent.police.uk](mailto:yourpcc@kent.police.uk)

Microchipping for cats is now compulsory On 10 June 2024, it became law in England mandating the microchipping of all pet cats meaning all cats over the age of 20 weeks must be microchipped. You can be fined up to £500 if your dog or cat is not microchipped. Dog or Cat microchipped on the [Gov.uk](http://Gov.uk) website.

## 19.4 Tree warden report

Councillors may be aware that because of several unresolved health issues I have not been able to get onto the Minnis for some time. No tree related incidents have been reported to me. I note from the Minnis Managers report in the July Hardres and Stelling

News that a new tree survey is to be carried out. Hopefully this will show up any trees that are in need of attention and can be dealt with before they become a problem.

Nick Smith

### **19.5 SM Village Hall**

Surveyor Daniel Martin has completed his survey of the village hall. There is a meeting next week to discuss contents of this report and how to move forward.

Cllr Couch, Committee member

### **19.6 The Windmill**

KCC published their report on the Windmill consultation last week, there had been over 2300 responses, 87% of which disagreed with the decision to divest of the sites. 12% of responses were specific to the Stelling Minnis Windmill. The full report can be accessed with the below link

<https://letstalk.kent.gov.uk/windmills-consultation>

The Environment and Transport cabinet Committee had met yesterday, 9<sup>th</sup> July and had voted by 8 votes to 6 to go ahead and divest of the eight KCC owned windmills. There are no details or timeframes so far but KCC will seek to deal with everyone to try and maintain the mills.

Cara has written an article for the magazine explaining the situation.

Cara Cooper & Shelagh Carter, Stelling Minnis Mill and Museum Trustees

### **19.7 The Minnis**

The cattle are now out on the Minnis. There will be some mowing done to get on top of some of the vegetation growth this year.

Cllr Haffenden

### **19.8 Kent Resilience Forum**

Recent seminar attended, the Government are passing downwards information for parishes to prepare themselves for catastrophes like Covid/extreme cold/loss of power/water/internet etc. SMPC could create an Emergency Plan if deemed necessary.

Cllr Couch